PET FORM
Planning and Evaluation Tracking
(2012-2013 Assessment Period)

Division of: Finance & Admin. Services

Person Responsible for this Division: Terry Berg

Department of: Purchasing/Rec. Retention

Person Responsible for this Form: Vickie Shelton

Purpose Statement (With Last Updated Date): Purchasing: Assure the procurement of goods and services for AC in an ethical legal manner, utilizing best practices while lawfully maintaining an active on-going records management program (Updated 10-3-11).

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Goal Statement #1:
Reduce the length of time to pay vendors by assuring the employees with purchasing privileges comply with purchasing procedures.

Outcome/Objective Statement #1A:
After being trained on an individual basis, employees with purchasing privileges will completely and accurately comply with PO procedures, by including all supplemental information necessary to place the order 100% of the time, as measured by the requisition register. (Revised 10-7-11)

- Results (Provide Numbers and Percentages for Quantitative Data)
  - **2011-2012 Data:** Numbers = 768 out of 795 and percentage = 97%. 768 purchase orders out of 795 had the necessary paperwork to place the order accurately in compliance with PO procedures.
  - **2010-2011 Data:** Numbers = 923 out of 952 and percentage =97%
- Analysis
  - Provide Previous Data/Result Analysis :
    Again this year we missed the 100% goal by 3%.
    After analyzing the data we realize the 3% who remain non-compliant are largely a result of the % of staff turnover. Therefore 100% compliance is beyond our control and not achievable. We're revising the objective to focus on grant compliance. See Objective Statement 1B.
- Improvements
  - List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:
    Improvements were procedural changes that resulted in intensive one-on-one training for troubled areas to ensure the successful submission of purchase orders.
  - Evaluate Why Improvements Were Successful/Were Not Successful:
    Data suggest the improvements were successful because the Purchasing Director achieved a 97% compliance rate again this year.
  - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
    Budget information not required for these actions. Improvements only require the Purchasing Director and Purchasing Specialist to train departments on purchasing guidelines.

- Recommendations/Actions for **2012-2013**
  - o Person Responsible (Who will complete the action?):
    Vickie Shelton
  - o Action Plan:
    Close Goal Statement #1A.
    Next year we're changing the focus of this objective from "all purchase orders" to focus specifically on Grant Purchase Orders. (See new Objective Statement 1B.)
  - o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    Next year we'll track another representative sample of Grant requisitions-January, February, March and April 2013 to see if we maintain the same results of 100% compliance.
  - o Budget Information Needed for Future Action (Cost/Details):
    None

Goal Statement #1:

Reduce the length of time to pay vendors by assuring the employees with grant purchasing privileges comply with purchasing procedures.

Outcome/Objective Statement #1B:

After being trained on an individual basis, employees with **grant** purchasing privileges will completely and accurately comply with purchase order procedures, by including all supplemental information necessary to place the order 100% of the time, as measured by the requisition register.(No Excuses Goal IV Persistence from Term to Term and Year to Year.)

- Results (If Applicable, Provide Numbers and Percentages for Quantitative Data)
  - o **2011-2012 Data:** No data. New Objective set in 2012-2013.
- Analysis
  - o No data. New Objective set in 2012-2013.
    We've been working closely with Grant compliance and accounting to implement changes to procedures based on results of 2010-2011 Audit.
- Improvements
    New Objective Statement 2012-2013
- Recommendations/Actions for **2012-2013**
  - o Person Responsible (Who will complete the action?):
    Vickie Shelton
  - o Action Plan:
    I will focus on Grant purchase orders that directly affect the financial audit and indirectly impact student resources.
  - o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    Fiscal Year 2012-2013.
  - o What Budget Implications Are Involved with this Action? (Please Provide Cost Estimate/Details):No additional budget requirements needed.

Goal Statement #2: Standardize label information on boxes for storage, retention, and inventory purposes.

Outcome/Objective Statement#2A:

Increase participation (compliance) in AC's Records Management Program by 25%. (Revised 10-7-11)

Results (Provide Numbers and Percentages for Quantitative Data)

	2009/2010	2010/2011	2011/2012
Records Series In Use	46/66 43% increase	66/84 27% increase	84/119 42% increase
Liaisons Participating	27/31 15% increase	31/34 10% increase	34/49 44% increase
Inventory Total	924/1243 35% increase	928/1540 66% increase	928/1930 108% increase
Boxes Disposed	261/315 21% increase	315/311 1% decrease	311/443 42% increase

- Analysis
  - Provide Previous Data/Result Analysis
  - (Include if benchmark was met and how results relate to outcome statement):
    - Benchmark was met at 59% averaged.
- Improvements
  - List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:
    - Installed four sets of new racks in the records storage building to handle influx of boxes acquired as a result of the Bond funded construction.
    - Created a new limited access storage room for highly sensitive records material.
    - State Re-certification of the College Record Schedule is ongoing (still ongoing 2011-2012).
    - Still incorporating abandoned records into the inventory (still ongoing 2011-2012).
  - Evaluate Why Improvements Were Successful/Were Not Successful:
    - We anticipated an increase in records storage requests because of the construction related moves required by the departments. The additional storage racks are now full and adequately handling the 108% increase in box inventory.
    - State Re-certification is successful because it exposes department personnel to a greater level of responsibility regarding the process of records scheduling and disposal. This increases their participation and compliance for the institution. (This project is ongoing and relevant to the increase in inventory/compliance).
    - Too often, defunct college programs or closed staff & faculty offices result in abandoned records. This material is left behind, in closets and store rooms, and then eventually winds up at the records storage building with no one taking ownership. The success here is - this "cleanup" wouldn't happen properly (legally) if not for a functioning records program, records committee & records officer administering the procedures (Still relevant to the increase in inventory, however it doesn't represent a significant portion of the increase in inventory this year).
  - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
    - No cost for the additional steel storage racks. The racks were donated to AC in prior years.
    - The software used to manage the program was created by AC staff in 2007.

- All other material used to run the program is included in the current budget.
- Recommendations/Actions for **2012-2013**
  - o Person Responsible (Who will complete the action?):
    - Mike Jager
  - o Action Plan:
    - See new Objective Statement #2B & #3. Both are planned improvements and will impact this Goal.
  - o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date).
    - We intend to keep #2B as an action plan and increase the timeframe for results to end of next fiscal year.
    - We intend to keep #3 as an action plan with a time frame of 6 months for implementation (spring 2013).
  - o Budget Information Needed for Future Action (Cost/Details):
    - Email notices – No additional budget necessary.

Goal Statement #2: Standardize label information on boxes for storage, retention, and inventory purposes.

Outcome/Objective Statement #2B:
After receiving an invitation via email, liaisons of AC records who have not previously participated will identify and submit all inactive scheduled records as measured by a log of participation. (New Outcome statement 2011)

- Results (Provide Numbers and Percentages for Quantitative Data):

	2009-2010	2010-2011	2011-2012	Percent Change
Total Dept. Liaisons ***see list at end	116	116	116	
Total Liaisons Participating	31	34	49	44% increase over 2010-2011
Percent Participating	27%	29%	42% increase	

- Analysis
  - o Provide Previous Data/Result Analysis
    (Include if benchmark was met and how results relate to outcome statement):
    - The log of participants reflects who and how many participated but not the reason why contact was initially made. I don't know how many were the result of my communication efforts and how many were the result of construction related pressure to move records because of the loss of departmental storage space.
    - Compliance was increased 44%, though not entirely in the manner intended.
- Improvements
  - o List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:
    - Though not finalized, the College record schedule has increased to over 250 individual record series with 15 new participants.
    - Expanded the storage capacity in the record center.
    - Added a high security storage area.

- o Evaluate Why Improvements Were Successful/Were Not Successful:
  - ▪ The extra storage capacity allowed more departments to participate.
  - ▪ The records recertification has allowed more contact with staff. As a result a working relationship develops along with a better understanding of records compliance and their role in it.
- o Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
  - ▪ No additional budget is needed for the improvements listed.
- Recommendations/Actions for **2012-2013**
  - o Person Responsible (Who will complete the action?):
    - ▪ Mike Jager
  - o Action Plan:
    - ▪ Create and distribute an invitation email to engage departments not currently participating.
  - o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    - ▪ 3 months to create and send out email.
  - o Budget Information Needed for Future Action (Cost/Details):
    - ▪ No additional budget is needed at this time.

Goal Statement #3: Commit the College to technology which attracts and retains students by enabling more effective and efficient College operations. (AC Strategic Plan through 2015, Strategy 4.6)

Outcome/Objective Statement:
AC administration will establish technology priorities. (AC Strategic Plan through 2015, Task 4.6.1)

- Results (Provide Numbers and Percentages for Quantitative Data)
  - ▪ Through a selection process, Perceptive Software's "Retention Policy Manager" was chosen as the solution for Amarillo College. The software is scheduled for purchase spring 2013 through the TRTF fund. Implementation will begin immediately after purchase.
  - ▪ The desired outcome is to purchase Electronic Records Management Software enabling **compliance** with State and Federal regulations in Electronic Records Management.
- Analysis
  - o Provide Previous Data/Result Analysis
    - ▪ A meeting on 9-27-2012 resulted in an agreement on a timeline for the purchase of this software. Perceptive Software, AC's IT Division, Purchasing and Records Management all attended.
- Improvements
  - o List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results:
    - ▪ We've developed an implementation project schedule for the first 9 areas. The new software will be installed in two test areas. After test evaluation, the software will be installed in the remaining seven areas.
  - o Evaluate Why Improvements Were Successful/Were Not Successful:
    - ▪ This Objective has not been successful in previous years because the purchase is dependent on the budget process.
  - o Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
    - ▪ Cost of the software is included in the 2012-2013 Budget. Software and implementation is $40,000.00.

- Recommendations/Actions for **2012-2013**
    - o Person Responsible (Who will complete the action?):
        - Terry Berg/Lee Colaw
        - Vickie Shelton
        - Mike Jager
    - o Action Plan:
        - Purchase a software application - Perceptive Software Records Policy Manager.
        - Completed a formal TRTF Software Request Form for 2011-2012 FY.
    - o Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date).
        - The timeframe for installation is 6 months, Feb. 2013.
    - o Budget Information Needed for Future Action (Cost/Details):
        - Included in 2012-2013 TRTF Budget.