

# Santa Rosa Junior College

## Program Resource Planning Process

### *Purchasing and Risk Management 2023*

#### 1.1a Mission

##### **Purchasing**

The Sonoma County Junior College District Purchasing department is recognized by *Customers* for delivering exceptional value-added results by being an organization committed to a cost-effective, value-added service that leverages the College's spending power and common work practices to deliver the lowest total cost of acquisition and best supplier performance.

The Department delivers superior customer service and ensure *Customers* are aware that we have provided value and met or exceeded all their expectations and business requirements. Each individual in our department is responsible for adopting a "Helpful Attitude" approach to customer service, product delivery, and representing the District.

Building *Customer* relationships is vital to achieving the departmental goals. This includes ensuring the *Customer* is thoroughly supported, kept informed at all times, and that we understand the *Customer's* expectations, meet those expectations, and manage the purchasing process to those expectations.

##### **Risk Management**

The Sonoma County Junior College Risk Management department's mission is to provide risk prevention and mitigation services to the Santa Rosa Junior College community, aimed at reducing conditions or practices which may expose the District to human, environmental, or financial loss.

The department's goal is to protect the District's assets, which requires a significant commitment, taking all reasonable and practical steps to prevent harmful events and losses, while supporting the educational mission of the college.

#### 1.1b Mission Alignment

##### **Purchasing**

The Purchasing operations mission is aligned with the Mission of the District and District's Strategic Plan to be Responsive to Our Community by seeking to implement customer service initiatives and processes

that promote programming initiatives and equitable access to District opportunities that support the diverse needs of our community on a continuous basis.

## **Risk Management**

The District's Strategic Plan directly supports the Mission of the District by promoting and maintaining a safe learning and working environment that is fundamental to academic quality and student success.

The Risk Management function within Finance & Administrative Services is aligned with the District's Strategic Plan in being Responsive to Our Community. This is achieved by developing, maintaining, and regularly assessing safety-related programs to improve access, health and wellness of our diverse students and employees in a manner that complies with state and federal laws and accreditation standards.

## **1.1c Description**

### **Purchasing**

The Purchasing Department handles all procurement for the District.

Purchasing services college departments by processing all requisitions, assisting departments with quotes, conducting complex informal quotes, releasing purchase orders to vendors, conducting formal competitive solicitations on behalf of college departments, conducting research and assisting departments with specification development and sources of supply for goods and services. Maintain DMV records for all District vehicles. Processing of contract forms including review for adherence to District policies.

Annually the department conducts the vendor qualification process as directed by the California Uniform Public Construction Cost Accounting Commission to develop a list of qualified vendors for public works projects.

In addition, the department also oversees the administration of District travel and procurement card programs and contract administration. The staff acts as liaison to other departments where Purchasing issues and functions cross interdepartmental lines. In addition, the Director advises on legal and purchasing issues and oversees the preparation of procurement and contract matters for the Board.

### **Risk Management**

The Risk Management department ("Risk Management") serves all members of the District by promoting healthy and safe facilities, equipment, grounds directed through environmental compliance, health and safety and insurance coverage for property, liability, and student injury. The department provides oversight to the following program activities:

#### Injury & Illness Prevention Program (IIPP)

Risk Management is responsible for the development, implementation, maintenance, and updating of the District's IIPP and other safety and health programs necessary to ensure a safe and healthy

environment for faculty, staff, students, and visitors. New regular employees are provided with a comprehensive New Employee Safety Orientation as part of the Human Resources Department's new employee on-boarding process.

#### District-wide Facility Inspection

Risk Management works with the District's property and liability insurance carrier to conduct biennial District-wide inspections of all facilities. The inspection is followed by an audit the next year to track progress on the findings of the inspection that were identified as high hazard.

#### Consultation Services

Upon request, Risk Management will provide consultation and assistance with developing department-specific safety plans and policies, and will perform safety audits, job hazard analyses and exposure monitoring in conjunction with Cal/OSHA compliance. Examples of routine exposure monitoring are noise, chemicals, and temperature.

#### Respirator Protection Program

All employees who wear respirators are evaluated by a physician to determine whether they are fit to wear one. Risk Management provides all respirator users with annual training and proper fit-testing. Risk Management trains all employees who are exposed to excess noise on hearing conservation principles and practices and provides needed periodic hearing tests, the results of which are tracked over time.

#### Hazardous Material/Waste Management

Risk Management ensures that hazardous materials (e.g. bio-hazardous/medical, chemical and radioactive) are properly labeled, stored and that any resultant hazardous wastes are correctly disposed of in a timely manner.

#### Environmental Stewardship

Risk Management promotes the concepts of reduce, reuse and recycle, waste minimization, and the proper use, storage and disposal of hazardous materials and waste. Risk Management also supports good indoor/outdoor air quality, and proper storm water, drinking water, and waste water management.

#### Health and Safety Hazard Evaluations

Risk Management receives and evaluates health, safety and environmental concerns through incident/injury reports, safety reports, and direct communication. These are usually accompanied by requests for hazard assessment and abatement, specific training, research and program development or other consultative services. Risk Management works closely with many departments including, Facilities Operations, Capital Projects, District Police, Human Resources and others to address any verified safety issues in a timely fashion.

#### Regulatory Agency Liaison and Compliance

Risk Management is the primary contact for agency interaction, not limited to Cal/OSHA, city fire departments, the Bay Area Air Quality Management District, and the Sonoma County Department of Health Services. As new regulations are promulgated by the various government agencies responsible for employee health, safety and environmental quality, Risk Management develops compliance programs that may involve changes in buildings, equipment, materials, processes, methods, academic instruction and training.

#### Safety Education and Training

Recent legislation substantially increases the District's responsibility to ensure that individuals are appropriately trained in injury and illness prevention principles and methods. Risk Management coordinates general and specific safety courses for employees on a variety of topics.

## **1.1d Hours of Office Operation and Service by Location**

### **Purchasing**

The Purchasing department is located in Bailey Hall in the Santa Rosa Campus.

Office hours are Monday through Friday 8am - 5pm. In June and July the office is closed on Fridays.

### **Risk Management**

The Risk Management department is located in Bailey Hall in the Santa Rosa Campus.

Office hours are Monday through Friday 8am - 5pm. In June and July the office is closed on Fridays.

## **1.2 Program/Unit Context and Environmental Scan**

### **Purchasing**

Purchasing staff maintains a fast paced work schedule to be able to meet the demands of the District in an effective and efficient manner.

The staff is required to have knowledge of applicable District policies and procedures. Purchasing staff are required to have knowledge of state and federal laws that impact procuring for a public college in California.

In the next year we will continue to conduct more formal training of the staff as well as cross-train Buyers for additional effectiveness.

### **Risk Management**

The Risk Management department is newly formed and is comprised of one manager and one staff member.

The department is required to have knowledge of applicable District policies and procedures; collective bargaining agreements; local, state and federal laws and regulations such as Education Code, Labor Code, OSHA, CAL-OSHA, RCRA, EPA and FDA; and current industry practices; that relate to occupational health and safety.

In the next year we will review and update District's existing risk management-related programs and plans, to comply with local, state, and federal laws and regulations.

## **2.1a Budget Needs**

### **Purchasing**

Additional Funding Needs:

- Professional staff development and training

### **Risk Management**

As the department continues to evaluate and update the District's health and safety-related programs and employee training plan, there may be a future need to augment its base funding, and request a LMS for employee safety training and tracking.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	03	05	\$1,500.00	PURCHASING: Professional development training for staff. This kind of training is not available through internal SRJC resources.
0001	Santa Rosa	03	05	\$48,000.00	RISK MANAGEMENT: Purchase an Learning Management System for safety training and tracking of employees. Currently it is difficult to track the annual training of employees without the need to maintain a separate spreadsheet. (\$48,000 is cost for 3 year contract)

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Buyer - Senior	40.00	12.00	The Senior Buyers is responsible for the processing of public works bids including the development of request for proposals, processing requests for services, supplies, and equipment in accordance with established policies and regulations; administers the District purchasing software system; serves as lead worker to Buyers; trains end users in the use of purchasing software system and policy and participates in department training events.
Administrative Assistant I	40.00	12.00	Provides administrative support for the Director and the Buyers. Is the first point of contact for internal customers as well as external contractors and vendors. Maintains contract and purchasing files. Updates the department web page content. Manages the contract report for the Board agenda.
Buyer	40.00	12.00	The Buyer researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, prepares bid forms  and handles bidding process, analyzes bid results and makes recommendations and awards; authorizes and signs purchase orders; processes purchase orders and travel requests; verifies available funds and appropriateness of acquisitions in accordance with District policy and state and federal regulations.
Coordinator, Purchasing	40.00	12.00	Coordinates the activities of the department; configures business rules within the purchasing software system; oversees the bid process; researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, requests for proposals and bid documents, and analyzes bid results; authorizes and approves purchase orders; review contracts for completeness, risk management, and accuracy.
Hazardous Materials Specialist	40.00	12.00	Implements hazardous materials, hazardous waste, and environmental management programs (i.e., Hazard Communication, Respiratory Protection, Bloodborne Pathogen, Hazard Communication, and Storm and waste water management, etc.). Coordinates hazardous waste pickup and disposal, transports chemicals to/from departments, inspects facilities where hazwaste and materials are stored for compliance, maintains hazwaste storage for disposal, and oversees SDS management. Provides other ongoing Risk Management program support as assigned.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Director, Purchasing and Risk Management	40.00	12.00	plan, organize, and direct the activities of the department and risk management efforts; ensure compliance with statutes and policies applicable to assigned activities.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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## 2.2d Adequacy and Effectiveness of Staffing

### Purchasing

The current Purchasing staff maintain current workloads by multi-tasking and utilizing student workers when needed.

### Risk Management

The current Risk Management staff maintain current workloads by multi-tasking and utilizes a Professional Expert when needed.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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## 2.3a Current Contract Faculty Positions

Position	Description
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**2.3b Full-Time and Part-Time Ratios**

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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**2.3c Faculty Within Retirement Range**

**2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests**

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

### 2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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### 2.5b Analysis of Existing Facilities

#### Purchasing

Current space is adequate however it would be good to have a conference room.

#### Risk Management

Current space is adequate.

## 3.1 Academic Quality

### Purchasing

The Purchasing department is responsible for processing requisitions for the procurement of supplies, equipment, and services such as professional development resources necessary to promote Academic Quality. Utilizing skills, commitment, and professionalism, the Purchasing Department balances both the administrative requirements and academic needs for the District to support academic quality.

Purchasing staff also participate in professional development training offered provided by professional associations such as the California Public Procurement Officers (CAPPO) and Institute for Supply Management (ISM), and attend workshops during PDA day that may include cultural competency and sensitivity trainings.

### Risk Management

Risk Management works to foster Academic Quality by mitigating its financial, operational, and reputational risks. The department works collaboratively with all campus departments to evaluate and address potential risk exposures, manage claims, and is responsible for administering the District's property, liability, and student insurance programs designed to provide a safe environment for the campus community, as well as protect and preserve the District's assets from adverse effects of physical and financial loss.

Risk Management staff also participate in annual professional development as required by local, state, and federal law and regulations, and attends workshops during PDA day that may include cultural competency and sensitivity trainings.

## **3.2 Student Success and Support**

### **Purchasing**

The Purchasing department is responsible for all procurement, contracting and supporting services for the District with the goal of providing departments with the lowest cost of products and services, consistent with quality and time requirements, and in compliance with local, federal, state, laws and regulations. The department provides Student Success and Support by working collaboratively with the Student Services unit to review and process contracts for services performed such as performers or lecturers for student events; and verifies appropriateness of budget codes and availability of funds.

### **Risk Management**

Risk Management promotes Student Success and Support by partnering with the Student Services unit to evaluate “risk” as it relates to student services, programs and events and takes both proactive action and corrective steps to minimize accidental injury and/or loss.

Risk Management also develops and maintains robust District-wide health and safety programs and plans to improve the health and wellness of students, employees and visitors inside and outside of the classroom setting.

## **3.3 Responsiveness to Our Community**

### **Purchasing**

The Purchasing department acquired an e-procurement system, IonWave, that allows for the tracking of diversity spending, and promotes Responsiveness to Our Community by ensuring vendors/contractors have equitable access to District bid opportunities.

### **Risk Management**

Risk Management promotes Responsiveness to Our Community by developing, maintaining, and regularly assessing safety-related programs to improve access, health and wellness of our diverse students and employees in a manner that complies with state and federal laws and accreditation standards.

## **3.4 Campus Climate and Culture**

### **Purchasing**

The Purchasing department promotes a Campus Climate and Culture of sustainability by making departments aware of eco-friendly options prior to making their purchasing decisions. The department also holds an Ex-Officio position on the District's Sustainability Committee.

### **Risk Management**

Risk Management promotes a Campus Climate and Culture of environmental protection and sustainability by supporting safe and responsible management of hazardous materials and wastes, including source reduction, substitution, reuse and recycling. The department arranges for recycling of used motor oil, anti-freeze, tires, lead-acid batteries, alkaline batteries, fluorescent light tubes, photochemical waste, and mercury.

#### **4.1a Course Student Learning Outcomes Assessment**

N/A

#### **4.1b Program Student Learning Outcomes Assessment**

N/A

**4.1c Student Learning Outcomes Reporting**

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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**4.2a Key Courses or Services that address Institutional Outcomes**

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
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**4.2b Narrative (Optional)**

**5.0 Performance Measures**

**PURCHASING**

Fiscal Year	# of Solicitations Processed	# of PO's issued	PO Based Spend
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14-15	44	4021	\$ 21,715,892.00
15-16	53	4532	\$ 36,406,053.00
16-17	54	4738	\$ 58,752,996.00
17-18	53	3843	\$ 96,046,906.37
18-19	45	3896	\$ 38,541,134.00
19-20	42	3284	\$ 44,331,878.00
20-21	40	2454	\$ 69,476,495.00
21-22	37	3067	\$ 40,484,471.00

**CUPCCA Qualified  
Contractors**

FY 14-15	100
FY 15-16	39
FY 16-17	66
FY 17-18	64
FY 18-19	62
FY 19-20	68
FY 20-21	69
FY 21-22	65

**RISK MANAGEMENT**

Risk Management is a newly formed department and will be tracking progress and accomplishments based on the following:

1. Development and annual compliance review (or as often required by legal applicable regulation) of the written safety programs/plans (Injury and Illness Prevention Program, Respiratory Protection Plan, Hazard Communication Plan, Bloodborne Pathogen Exposure Plan, Automated External Defibrillator Program, Fall Protection Program, Chemical Hygiene Plan);
2. Number of employee safety trainings offered and completed.

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	03	06	PURCHASING: Improve District's staff knowledge of the procurement process	Provide on going training to internal staff on procurement requirements, use of finance system for issue of requisitions	Ongoing	Existing resources
0001	ALL	03	05	RISK MANAGEMENT: Health and Safety Program Compliance	Review and update District risk management-related programs/plans including Injury and Illness Prevention Program; Respiratory Protection Plan; Hazard Communication Plan; Bloodborne Pathogen Exposure Plan; Automated External Defibrillator Program	Ongoing	Existing resources
0002	ALL	03	06	PURCHASING: Improve knowledge base of the Purchasing Staff	Provide on going training to purchasing staff on procurement methods allowed under state law, review and streamline current business processes	Ongoing	Existing resources
0002	ALL	03	05	RISK MANAGEMENT: Online Employee Safety Training Rollout	Identify and track employee safety-related trainings by classification to meet local, state and federal laws and regulations (e.g. CAL-OSHA)	Ongoing	Existing resources
0003	ALL	03	06	PURCHASING: Cost Savings	Pursue and Document Annual Cost Savings related to the procurement process.	Ongoing	Existing resources

## 6.2b PRPP Editor Feedback - Optional

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## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	03	06	PURCHASING: Improve District's staff knowledge of the procurement process	Provide on going training to internal staff on procurement requirements, use of finance system for issue of requisitions	Ongoing	Existing resources
0001	ALL	03	05	RISK MANAGEMENT: Health and Safety Program Compliance	Review and update District risk management-related programs/plans including Injury and Illness Prevention Program; Respiratory Protection Plan; Hazard Communication Plan; Bloodborne Pathogen Exposure Plan; Automated External Defibrillator Program	Ongoing	Existing resources
0002	ALL	03	06	PURCHASING: Improve knowledge base of the Purchasing Staff	Provide on going training to purchasing staff on procurement methods allowed under state law, review and streamline current business processes	Ongoing	Existing resources
0002	ALL	03	05	RISK MANAGEMENT: Online Employee Safety Training Rollout	Identify and track employee safety-related trainings by classification to meet local, state and federal laws and regulations (e.g. CAL-OSHA)	Ongoing	Existing resources
0003	ALL	03	06	PURCHASING: Cost Savings	Pursue and Document Annual Cost Savings related to the procurement process.	Ongoing	Existing resources