

Delegated Buyer Town Hall Meeting Overview

May 20, 2009

Staff Introductions & Welcome

Thomas L. Crawford, Director of Purchasing, Receiving, Stores, Mail and Travel
Christine Cihon, Associate Director of eStores and Reporting
Cris Penn, Associate Director of Purchasing and Travel
Marie Peterson, Manager Pcard & Travel
Connie Hammond, Manager Procurement Resolution
Peggy Schmidt, Procurement System Trainer and Analyst
Tom Hindes, Administrative Associate
Buying Staff: Linda Bussiere, Eric D'Huyvetter, Sue Ledin, John Maloney, Robert Lozier, Darlene Smith

Delegated Buyers in attendance: 60

Regional attendees via Audio Conference Bridge: 6

Survey Responses received: 45

Message from Thomas L. Crawford, Director, Purchasing, Receiving, Stores, Mail and Travel Services

Purpose of Meeting

- We want to start a dialog with you and stay in contact
- Delegated Buyer meetings will be held quarterly
- We want to find out what is important to you

Director's Tasks

- Convert Purchasing to a strategic Purchasing Department from a transactional unit.
- Improve processes
- Accomplish University Strategic purchasing goals
- Increase eStores usage

New Organization

- Christine Cihon is the Associate Director of eStores and Reporting
- Cris Penn is the Associate Director of Purchasing and Travel
- Scott Braidic is the Associate Director of Stores, Receiving and Mail
- Recommendation is to contact an Associate Directors for assistance before contacting the Director.

Purchasing and Stores Web Pages

- A redesign of our web page is currently in process
- Delegated Buyers will be responsible for visiting the web site to learn about changes or updates
- Emails will be sent announcing changes; however we suggest you visit our site on a regular basis
- We want to standardize communication efforts

University Strategic Purchasing Goals

- Increase contract usage
- Utilize eStores
- Increase MBE/EDGE spend
- Environmental and Social Responsibility
- Streamline and automate processes
- Oversee the Delegate Buying authority
 - a. We need to look at what you're doing
 - b. Provide training
 - c. MOU compliance

Thank you for completing the surveys! We appreciate your overwhelmingly positive responses and suggestions for future topics. Stay tuned for more information regarding our next meeting!

Cristal L. Penn, Associate Director Purchasing and Travel