

ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE MEETING MINUTES

October 24, 2017

12:00 PM – 1:00 PM

Warren Lawless Conference Room

MEMBERS: Beth Boynton, Craig Kuehn, Juan Ramirez, Munish Sharma, Jacqueline Truong, Nithya Venugopal

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Notes	Commendation
1. Call to Order	Meeting was called to order at 12:05pm		
Minutes -9-28-17	Amendment to the minutes <i>-Dr. Sharma nominated Dr. Boynton.</i>		
Purchasing <i>-Michael Butler and Nancy Couch</i>	<ul style="list-style-type: none"> - Procurement services, up to two years ago , was very limited in how quickly they could get services through the system. They have implemented a new electronic procurement service named Elixir, and now transactions are being completed within 24 hours. - A new central receiving process that allows them to capture data in terms of items that come through central receiving, who is getting what, when it's been delivered and a timeline that enables them to work more closely with Accounts Payable. - One of their concerns are the types of things that do come through central receiving. Special items such as radioactive materials and controlled substances. Please let Purchasing know if you have something coming through, they will need to be handled properly and appropriately. - Purchasing is finding that when items come through central receiving, 30% of them are missing the PO numbers. - Inventory and tagging of equipment – Michael Butler hopes that in 2018, that there will be a renewed effort to undertake a campus wide inventory of research, medical, and other types of equipment and making sure that they are tagged properly. There is a new tagging system has been implemented, QR code. Would like to get a company out here to do a campus wide inventory, it has been about 15 years since the last one. - Nancy Couch will be involved in the day to day activities as well as some of the other strategic initiatives. - During the holiday break in January, they will be here for two days each week, Wednesday and Friday <p>Does your office engage in a process or processes to evaluate how well your meeting needs? <i>In a word, no, but maybe we could put a survey together to send</i></p>		

	<p><i>out every other year.</i></p> <p>What can we do in this new era with different delivery times? <i>Orders that come through Elixir, there should not be any instances with an off hour or weekend delivery. When an Amazon order comes through on a Sunday, that usually goes to someone in the security office.</i></p> <p>Is there a nice resource that new faculty can be directed to if they want to understand the process that you have in place already so that 1- faculty can be in compliance with current university protocols and 2- so that they know the resources? <i>They will be working on a website and hope to have it done by 2019.</i></p> <p>Purchasing will be working on a survey instrument/feedback loop and a training website.</p>		
	<p>Hoping to set goals, objectives, and priorities for each of our subcommittees to get a better handle on what we are dealing with.</p> <p>Looking to start working with AirTable to keep track of the services that the committee has met with as well as the action items that were requested of them. Dr. Sharma will look into and make sure it is in FERPA and HIPAA compliance. Will bring to the November meeting.</p>		
Ops Council	The Operation Council and Deans Council will be having a joint meeting this afternoon. All the Deans and all the committees will be putting their three choices down for what they want for their college and/or committees.		
Next Meeting	November 28, 2017		
Adjournment	The meeting was adjourned at 1:00pm		