

Administrative, Educational and Student Support Units
Annual Assessment Findings Report

Directions: Use content from your 5-Year Assessment Plan, and data collected and analyzed to complete the Annual Assessment Findings Report for the corresponding year. Submit report electronically to aess@york.cuny.edu.

Assessment Year: 2018-2019

Division: Administrative Affairs

Unit: Budget Office

Date: August 30, 2019

Completed by: Rashmi Christian

Other contributors (e.g., person who analyzed data): [Click here to enter text.](#)

Unit Mission: Purchasing is dedicated to serve and support students, faculty, and staff by procuring goods and services in accordance with the governing College policies and applicable government regulations. Purchasing is committed to deliver the highest standards of service with fairness and integrity in support of York College’s mission.

1. Record each goal, corresponding outcome(s), measure(s), the target(s) of success, and if applicable, the student ILO(s). For each outcome listed above, describe the conclusions, significance and implications of the data collected for the assessment year indicated above (e.g., 2018-2019). Describe the results in comparison to the target of success, and if applicable, the student ILO(s) identified prior to data collection. What is your interpretation of the results?

Remember to use information from your approved 5-Year Assessment Plan.

Goal(s)	Outcome(s)	Student ILOs (if applicable)	Measures and Target of Success	Analysis, Findings, and Use of Results
Provide high quality procurement services to the York College community.	Purchasing agents will utilize due-diligence to procure goods and services in a timely manner	N/A	85% of requested items will convert into purchase order in a timely manner.	The purchasing office has received fewer complaints from the York college community. Purchasing will be included in an overall survey that evaluates services provided by the Business Office. We expect to have data for year 2.
Provide training procedures that make the procurement	Faculty and staff were satisfied with procurement training.	N/A	75% of respondents will report satisfaction with procurement training.	An initial survey in Spring 2018 indicated that the community still had issues understanding training materials.

Goal(s)	Outcome(s)	Student ILOs (if applicable)	Measures and Target of Success	Analysis, Findings, and Use of Results
process more efficient and user friendly.				
Purchasing will minimize the time it takes for fully executed purchase orders to go to Accounts Payable	Excel spreadsheet	N/A	Purchasing will minimize the time it takes for fully executed purchase orders to go to Accounts Payable	There is no data as purchasing did not access this outcome.

2. Action Plan. Using information from the Analysis, Findings, and Use of Results section above, what steps will you take to ensure recommended changes will be implemented and sustained? If no changes are being recommended, provide an explanation with supporting evidence. *(Add additional rows for outcomes, as needed by copying and pasting the appropriate outcome textbox. You may delete any unneeded textboxes.)*

Recommended changes: Purchasing Office will conduct survey in conjunction with the Business Office to evaluate the level of service provided by this office.

3. Communicating Results: Describe how you communicated assessment results, recommendations, and changes to appropriate stakeholders (e.g., staff, supervisor, students).

Results are communicated to the Business Manager and AVP of Budget and Planning.

4. Action Taken: Describe how you used the results from last year to inform your action this year. Narrative should include **action(s) taken or changes implemented** as identified by assessment activities completed (i.e., closing the loop). Indicate when the changes were implemented and when they will be reassessed to see if they helped to improve support outcomes (SOs) and/or student learning outcomes (SLOs).

NA

5. Achievement Summary: York College is excited to hear about what is going well! Share your unit's proudest accomplishments for this assessment period.

Purchasing has completed FY19 without problems.

6. Assessment Plan Year 2019-2020: Briefly outline the assessment plan for next year. Explain any revisions you will need to make based on results (e.g., revision in outcomes, target for success, measuring instrument). Attach an updated 5-Year Assessment Plan for your unit. (Remember to revise the years.)

Goal 1

Provide high quality procurement services to the York College community

Goal 2

Develop partnerships across the campus to facilitate process improvements.

Goal 3

Provide training procedures that make the procurement process more efficient and user friendly.

7. Annual/Special Reporting (optional): Highlight accomplishments directly related to how assessment activities in your area contributed to the mission of the division and the College-- not assessed elsewhere, but related to operational effectiveness.