Finance and Administration
Coffee Hour

February 5, 2014
• Environmental Scan
• Excellence, Innovation, and Wellness
• Healthy Workplace
• Balanced Scorecard Objectives
• Project Spotlight - eShop
• Questions / Discussion
Our Journey to Excellence

Pursuing the following Excellence Canada Certifications:

- Healthy Workplace and Mental Health
- Excellence Innovation and Wellness
Where we’re at:
• Working towards Bronze level certification.
• Met with leaders in each department to gather information.
• Draft application complete.

Next steps:
• Submit application.
• Move right along to Silver level certification.
• Organizational Excellence workshops.
Our Core Values

Service Excellence
We meet customer needs through professional, responsive, reliable, and courteous service.

Continuous Improvement
We challenge the status quo with innovative work processes and practices.

Inclusive Decision Making
We collaborate in making evidence-based, timely and effective decisions.

Employee Engagement
We value, respect, recognize, and support our employees.

Safe, Healthy, and Sustainable Environment
We foster a positive work environment.

Accountability
We are accountable for what we do and how we do it.
Our Vision
Working collaboratively, embracing new technologies and innovative ways of operating, we will provide best-in-class service to the Carleton Community.

Our Mission
We contribute to Carleton’s academic mission of teaching, research, and community service by providing professional services that are effective, efficient, and timely.
Some suggested taglines…

• We listen, we deliver.
• Achieving excellence through team efforts and individual commitments.
• Dedicated to excellence.
• People focused. Excellence driven.
• Professional, healthy and moving forward.

Submit your idea at carleton.ca/finance-admin.
• Healthy Workplace Plan
  • Health Promotion
  • Work-Life Balance
  • Mental Health
• Certification
Balanced Scorecard Objectives
2014 - 2015
Our Customers

- Provide quality, responsive and helpful service.
- Foster a culture of service excellence.
- Provide a safe and respectful campus community.
Stewardship of Resources

- Provide effective stewardship of university resources.
- Manage risks that affect the university.
- Formalize supplier and partner management.
- Promote university sustainability.
The Way We Work

- Deliver a consistent methodology to document key processes and procedures.
- Utilize effective strategic, operational and governance planning to support the SIP.
- Create an accountability framework at the divisional level.
- Continuously improve our processes and services in an efficient and effective manner.
Our Employees

- Provide a healthy workplace and supportive environment.
- Build an engaged workforce.
Project eShop

Implementation of an e-Procurement Market Place and Central Hub for Services with SciQuest
What is SciQuest to you?

- Online “shopping” channel for Carleton.
- Where you will go to buy or pay for goods and services, on or off campus.
- Purchase requisitions, cheque requisitions and ICBs.
What is SciQuest to you?

New Contract Announcement!
We are pleased to announce a new contract with CDW for all of your computer hardware, software and peripherals. Be sure to use the keyword search for any of these goods, and the preferred CDW items will be found at the top of your search results.

Go Green!
In an effort to expand our environmental responsibility into our purchasing processes, we have incorporated special icons into our purchasing environment to call out those products that are manufactured using green or sustainable principles. Help us in this Corporate Responsibility effort - look for the recycled or green logo to ensure you’re choosing products that are environmentally friendly!

Showcased Suppliers
Staples Advantage
MRO Supplier
Lab Supplier
Printing from Local Diversity
National Enterprise Car Rental
Janitorial & Industrial Paper

Showcased Services
Business Cards
Catering Services
Wireless Plans & Equipment - Verizon
Two Line Wooden Sign

Punch-out
Office/Computer
10% Off All Laptops

Action Items
- My Orders
- Requisitions
  Returned (1)
  Pending (9)

Go to: favorites | forms | non-catalog item | quick order
Browse: suppliers | categories | contracts | chemicals

Advanced search
What is SciQuest to all of us?

• University saves money through better utilization of preferred contracts and pricing.

• Gains efficiencies through automation of ordering and payment mechanisms.

• Potential revenue generation through showcased suppliers and vendor rebates.
Why now?

- Opportunity to join several Ontario universities under an umbrella savings initiative.
- Future consortium opportunities to leverage buying power and preferred contracts of partner institutions.
Major areas of impact:
- Purchasing – eProcurement and supplier enablement in the marketplace
- Accounts Payable – new processes and strategies
- Internal Service Providers – elimination of ICB
- Cheque Requisitions – online through marketplace
How do you get involved?

- Identify your area as a service provider and provide key contact information.
- Submit your interest in participating on the Advisory Council or one of the Working Committees.
- Submit your idea for a name in the community contest.

[link to website] carleton.ca/purchasing/eshop
Questions?