

**Council of Buyers
Meeting Minutes
March 22, 2018**

Name	Institution	March 22, 2018 Conference Call	Absent
Arnold, Jon	COSCC	√	
Austin, Natalie	TCAT Shelbyville	√	
Austin, Renee	VSCC	√	
Blain, Judy	APSU		√
Brakebill, Barbara	TCAT Athens	√	
Buchanan, Melanie	TCAT Nashville	√	
Bunch, Sharon	TSU		√
Busch, Donta	TSU		√
Butts, Constance	UOM	√	
Causey, Thomas	ChSCC	√	
Clark, John	PSCC	√	
Cooper, Charla	TCAT Whiteville	√	
Crisp, Kathy	MTSU	√	
Farris, Kristie	CHSCC		
Flynn, Angela	TBR	√	
Guice, Stephanie	SWCC	√	
Hagaman, Bernice	NeSCC	√	
Harris, Lana	SWCC		√
Hemrick, Dart	JSCC	√	
Hodges, Mark	TBR	√	
Hull, Judy	TTU	√	
Jansen, Anita	TBR	√	
Jarnigan, Renee	WSCC	√	
Kitzmilller, Matt	NESCC	√	
Lowe, Doris	ETSU	√	
Lowe, Lee Ann	CLSCC	√	
Lusk, Henrietta	TCAT Crump	√	
McCarter, Debra	WSCC		√
Morrell, Jayne	ETSU		√
Mueller, Billy	UOM		√
Mullins, Beth	DSCC	√	
Neal, Michael	SWCC	√	
Nelson, Jennifer	TSU	√	
Pence, Richard	VSCC	√	
Pugh, Wayne	TBR	√	
Ridgeway, John	TCAT McKenzie	√	
Shamble, Constin	APSU		√
Sims, Joel	TSU	√	
Smallwood, Johnathon	TCAT Hartsville	√	
Smith, Jo	NSCC	√	
Stafford, Camilla	MSCC	√	
Staples, Mary Jane	MTSU	√	
Thomas, Mark	UOM	√	
Thomas, Shirman	MTSU	√	
Turpin, Danice	TCAT Harriman	√	
Wallis, Donna	TTU	√	
Walton, Donnie	TCAT Newbern		√
Walton, Pat	APSU	√	
Watts, Amy	TBR	√	
West, Dana	RSCC	√	
Zwingle, Cynthia	TCAT Dickson	√	

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Welcome/Opening Remarks/Employee Updates

Attendance was taken by Anita Jansen.

Angela began the meeting by welcoming everyone to the call and introducing a few new additions/changes to the Council:

- Stuart B. Thomas, is the new Director of Purchasing and Contract Services at the University of Memphis.
- Jackie Saunders is the new Director of Purchasing & Auxiliary Services at Southwest Tennessee Community College.

Shared Services Organizational Changes

The System Office has made a few organizational changes and will be growing this year. Angela announced the Service Center Organizational new hires:

- Rick Pence –the new Manager of Contracts and Reporting who came to the Tennessee Board of Regents from Volunteer State Community College and will report to Angela.
- Geri Helm – a new Accounts Payable Associate, who also came from Volunteer State Community College. Geri will report to Amy Watts
- Susan Wolf – another new Accounts Payable Associate, Susan will be onboarding vendors, and will also report to Amy Watts
- Danyelle Osbourne –the new Business Procurement and Travel Associate, and will report to Mark Hodges.

Related to the Procurement, Contracts & Payment Services area, the three (3) units currently are staffed as follows:

- Mark Hodges will direct Procurement and Travel Management Services. Anita Jansen and Danyelle Osbourne will report to Mark. To contact Procurement and Travel Management please use the following email address: procurement.travel@tbr.edu.
- Amy Watts will direct Payables & Vendor Management. Cathy DeLoche, Geri Helms, Susan Wolf will report to Amy. To reach Accounts Payable and Vendor Management please use the following email address: payables.vendors@tbr.edu

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- Rick Pence will be the Manager of Contracts and Reporting, and reports to Angela Flynn. Please route questions regarding contracts or reports to the following email address: contracts.reporting@tbr.edu .

The Shared Service Center is fully staffed with the exception of one full time position in Payables & Vendor Management, and one-part time position in Contracts and Reporting. The Shared Service staff is currently in Banner 9 training in preparations for the July 1, 2018 start date.

Jaggaer TSM

Angela informed the council that Jaggaer has hired a full time account manager dedicated to TBR, and her name is Lindy Stanke. Lindy will attend the June Council of Buyers meeting for introductions, and to discuss current affairs pertaining to Jaggaer. Angela will be forwarding Lindy's contact information to council members.

Amy Watts offered updates pertaining to vendors. Community colleges that maintain a TCAT were sent a script to complete and return with the top 100 vendors from each TCAT. That information was filtered through the different levels in banner and loaded into the new Banner9 MEP'd environment in preparation for the July 1 2018 "Go Live" date. In order for the community colleges to transition smoothly into the MEP'd environment next year, it is important to begin making sure vendors are loaded properly into TSM. All institutions currently using Jaggaer need to invite vendors to register now so the information can be synced.

TSM onboarding updates: TSM has 2366 registrations, which is up by 292 from the last Council of Buyers Meeting along with 515 diverse suppliers in TSM which is up by 49 since the January meeting.

Amy also shared that when researching a particular vendor, for information pertaining to a contract or institution, council members should remember to check the TSM portal. Information on a vendor may be found by looking up the vendor and the vendor history to see which schools have synced that vendor etc.

Jaggaer eProcurement

Mark Hodges updated council members on the release of Banner9. Banner9 was released on Monday March 19, 2018. During the implementation of Banner9, Jaggaer went completely down. There was an issue with the address location of files syncing between the two programs which caused the error. Jeff Hinds in IT is fully aware of the issue and is working hard to resolve the issue and restore Jaggaer.

Amy added that the Jaggaer outage here at the System Office would not affect the syncing of vendors in TSM.

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Mark also informed council members on the progress of the shared service center in relation to Jaggaer. Recently the TCAT's have been tasked with assigning roles to staff members such as shopper, requestor, and approver roles for the Jaggaer TCAT implementation. Those assigned roles will be uploaded into Jaggaer and training will be scheduled in the near future.

Go-DBE Office

Amy informed council members of a new two-digit classification code "DB" that has been approved by the data standards committee, and assigned for Disabled Person Owned Business for the GODBE. The code DB can be added to FTVB table in banner. No one has registered for this classification at this point, but it needs to be added to the table in banner for future use.

Amy also provided information pertaining to the Small, Minority Report, stating TBR is currently working with Stan Trent in IT to develop a script for institutions to run that would pull from paid invoices in banner and vendor classifications in order for institutions to have the required information fit into the new GODBE reporting format that is coming in June.

Kathy Crisp with MTSU questioned if the script could be used for the universities. Angela responded by stating that the question has been raised with IT, and at this time, according to IT, the best way for universities and community colleges to gather the needed data would be to run an ARGOS report or a banner job submission process. The System Office has asked IT to provide a solution for the universities and community colleges to aid in gathering the required data, and IT is working on it.

Competing Terms and Conditions

Wayne Pugh spoke to council members regarding a recent concern with competing terms and conditions. Wayne warned all council members to make sure that if an institution has both contract terms & PO terms for the same goods or services, it needs to be clear which language has ultimate control. Angela added that the reason some institutions may practice using both is to encumber those funds, especially when you are paying multiple items to track the total spend. Other times the vendor might require a purchase order in light of the contract. The point is to be careful on which terms control.

Jo Smith with Nashville State asked if it would always be the contract language that overrode the purchase order. Wayne stated it can be negotiated either way, just make sure the language is clear in stating which one has control.

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Kathy Crisp also informed the group that MTSU had some standard language developed for this reason and if anyone would like a copy please contact her.

Dual Service Agreements

Rick Pence, Contracts Manager with the System Office informed the committee members of a recent revision to the Dual Service Agreement. The new agreement has been loaded to the TBR website under purchasing and contracts department, the forms, templates and documents section <https://www.tbr.edu/purchasing/forms>. In order to protect employee's confidential information. The new template will only ask for the last four digits of the employee's social security number.

Strategic Sourcing Updates

Rick informed council members that he has been hard at work sorting through the Allied Health Equipment/Supplies data that was recently collected from all of the institutions. Once a common core list has been established the bid will be released. Rick told council members the Allied Health Equipment and Supplies RFQ is anticipated to be release next month.

Newly Awarded Contracts/Updates

- Follett (Bookstore Services) – TBR is in the final stages with the contract and should be completed by next week. There are some institutions that are transitioning from Barnes & Noble to Follett. That transition will happen in May.
- EAB – Community College Navigate Product – TBR has finalized the contract for EAB's Navigate Product for Student Success and Retention Software for the community colleges. Columbia State Community College and Dyersburg State Community College will begin using the product immediately. This contract is open to all institutions.
- EBSCO – New contract for Academics Online Database. This is a library subscription. EBSCO was the previous vendor and also won the recent bid.
- ACT – Comprehensive Web-Based Learning Management System. This was a bid for all the TCAT's.
- Pinnacle Travel Services – This is a new contract for the System Office and is open to all institutions. Institutions are encouraged to use the online travel tool, because it is an inexpensive way to book travel. If you have any questions, please contact Mark Hodges.

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Report Due Date Reminders

Drones Report – 03/27/2018
Quarterly Contracts Report – 04/04/2018
Diversity Report – 04/18/2018
SMWV Report – 05/04/2018

Rick asked the institutions to continue sending reports to Anita Jansen for now. In the future all reports unless otherwise stated will be sent to the office of Contracts and Reporting by email at contracts.reporting@tbr.edu.

Other Updates/Questions from Institutions

Angela would like to note a change in contact information. Until recently all of Angela's calls rolled to Anita Jansen. Calls now will roll to Beverly Houser who is the Administrative Assistant for Danny Gibbs, Angela Flynn and April Preston.

Lana Harris, SWCC questioned when Banner9 training for would take place. Angela stated the training is underway. The System Office is currently attending training. The TCAT's will be scheduled prior to the "Go Live" date of July 1, 2018, with the community colleges training to follow. Angela will update council members as dates are confirmed.

Dana West, RSCC asked what other institutions rules or policies were in respect to ordering clothing with the school logo in order to wear to work. The consensus was, it is up to the individual institution. However, no institution has a policy that allows the institution to purchase clothing items for personal use.

Jo Smith, NSCC asked Angela about the Docusign contract. Angela stated the Docusign contract is open for all the institutions. There are two types of packages to choose from, one being an all-encompassing contract that is rather expensive and another where you pay a small fee and then pay per document. Lee Ann Lowe stated CISCC had the second package and stated its cost was \$1,400.00 a year with 200 free documents, everything over the 200 free documents there would be a per document fee. Lee Ann further stated that CISCC had never gone over the 200 free document limit.