Council of Buyers
Meeting Minutes
September 20, 2018, 9:00 am CT

Name	Institution	Conference Call	Absent
Allen, Peggy	TCAT McMinnville	√	
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	√	
Carrier, Valerie	TCAT Elizabethton	√	
Causey, Thomas	ChSCC	√	
Clark, John	PSCC	√	
Cooper, Charla	TCAT Whiteville		√
Farris, Kristie	CHSCC	√	
Flynn, Angela	TBR	√	
Hagaman, Bernice	NeSCC	√	
Harris, Lana	SWCC		√
Hemrick, Dart	JSCC	√	
Hill, Shavon	TCAT Memphis	√	
Hodges, Mark	TBR	√	
Hull, Judy	TTU	√	
Jansen, Anita	TBR		√
Jarnigan, Renee	WSCC	√	
Johnson, Stacy	TCAT Crossville	√	
Jones, Youlanda	TCAT Covington, Ripley, Newbern	√	
Kitzmiller, Matt	NESCC		√
Lowe, Doris	ETSU	√	
Lowe, Lee Ann	CLSCC	√	
Lusk, Henrietta	TCAT Crump		√
McAteer, Linda	TCAT Murfreesboro	√	
McCarter, Debra	WSCC		√
Morrell, Jayne	ETSU	√	
Mueller, Billy	UOM	√	√
Mullins, Beth	DSCC	√	
Nelson, Jennifer	TSU	√	
Pence, Richard	TBR	√	
Pugh, Wayne	TBR	√	
Ridgeway, John	TCAT McKenzie		√
Saunders, Jackie	SWCC	√	
Shamble, Constin	APSU		√

Sims, Joel	TSU	√	
Smallwood, Johnathon	TCAT Hartsville		√
Smith, Jo	NSCC	√	
Stafford, Camilla	MSCC		√
Staples, Mary Jane	MTSU	√	
Streets, Missy	SWCC	√	
Thomas, Mark	UOM		√
Thomas, Shirman	MTSU		√
Turpin, Danice	TCAT Harriman		√
Wallis, Donna	TTU		√
Walton, Pat	APSU	√	
Watts, Amy	TBR	√	
Zwingle, Cynthia	TCAT Dickson	√	
Chris Ayers	TCAT Harriman	√	

Welcome/Opening Remarks/Employee Updates

Attendance was taken by Danyelle Osborne.

Angela began the meeting by welcoming everyone to the call and explaining that this meeting was the first of two meetings. After the regular Council of Buyers (COB) meeting there will be a short adjournment and then the Community Colleges would dial back in to discuss the MEP Banner/Jaggaer project.

TSM/Jaggaer Updates (Amy Watts)

Current Vendor Statistics:

- 3,163 Registrations – up by 138 from the June 2018 meeting
- 748 Diverse Suppliers – up by 126 from the June 2018 meeting

Angela asked Amy if there was a way to abstract the diverse suppliers? Amy indicated yes, and that a list will be sent to the group for those that are trying to increase the diverse business classification suppliers.

Amy informed the Council of some changes/New Look on the Vendor Records –

- New I.D. Number - TBR and TCAT Vendors now have an "S" number, that's going to be the universal number even when the community colleges are onboarded. The S number will be the Universal Banner ID, Jaggaer number for that vendor. Every vendor and employee will have this number.

- Fulfilment Center for order distribution. Users may see a PO1/TBRS or PO1/TNSH – it is the PO address/fulfilment center specifically for TBR - TBRS or it is the PO Address/fulfilment center for TCAT Nashville - TNSH. Currently, these addresses do not mean anything to the community colleges or universities, but once the community colleges are in the MEP, the community colleges and universities will have its own distribution centers.

- Amy also shared that A/P will no longer be activating vendors when initially approved if the vendor is only for community college or university. The only active vendors with a green checkmark that institutions will see in TSM are the ones that TBR Payables has synced down to TBR or a TCAT. If a vendor is active and someone from TBR or TCAT sees that vendor is active, the thought is that everything is complete, and the vendor can be used to issue a PO, but that may not be the case. The vendor may not be linked to TBR which would cause POs to fail. It's best not to activate the vendor unless it is synced to TBR or a TCAT. Community Colleges and universities can still use the vendors, however; the community colleges and universities just have to pay attention to the vendor registration (i.e. approved, pending, invited), or the institution will have to sync it down until the institution gets them invited. Finally, community colleges and universities do not have to wait to use a vendor for the vendor to become active.

eProcurement Jaggaer Updates (Mark Hodges)
- Procurement and Travel Management has been working through the implementation of the TCATs. Most all technical issues have been identified and resolved at this point. One ongoing issue is dealing with individual suppliers that have a system that does not accept duplicate purchase order numbers. In those cases, the supplier will reject the order if it represents a duplicate PO number. Since all TCATs started with PO 1, the Shared Service Center has had to work with each supplier to accept the orders as there is a setting in most of the vendor's systems that will allow this. This issue has been addressed with Staples and Amazon and is currently being addressed with Grainger.

- Mark informed the Council that Procurement and Travel Management has been utilizing WebEx functionality to assist Jaggaer users through numerous issues. Mark encourage the Council to schedule WebEx sessions with users as this has proven to be a great success as a learning/teaching tool.
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- Mark indicated that just under 3000 completed vendor orders/travel claims have been completed since 7/1/18.

Reports Due Dates (Rick Pence). Rick reiterated the following report due dates:

Contracts Reports:	10/03
Drones Report:	10/15
Diversity Report:	10/17
SMWVD Report:	11/07

Small Minority Report Script (Rick Pence)
The new script extract has been sent out through the IT listserv and everyone's IT Department, August 29th. If the COB has any questions, let Rick know so he can get with IT to answer those questions. Jo Smith stated that she had tried to run the report and encountered issues extracting data in the report. Jo asked how to manipulate data to make the data come out correct in the output format and that it comes to the IT secure drive, making procurement reliant on IT to get to the data. Can the report come straight to procurement? Rick indicated that he had not seen the report in output format. Jon Arnold asked if Jo Smith was able to get it in Excel. Rick indicated that the goal is to make it so that the report is delivered or can be run on demand through Argos. Jo Smith indicated that the Argos report format was what she used in the past. This new report appears to be set up differently, in a comma delimited format. Rick stated that this was good information that was shared and said there is still time to work on the report before it is actually used. The System Office also suggested that institutions have their IT folks discuss this report on their regularly scheduled IT calls so that Stan Trent could address any questions/concerns.

Newly Awarded Contracts (Rick Pence)
VAR/CDW Lease - Rick sent message to the Listserv that we enter into a contract into VAR – the financing arm for CDW for the purpose of leasing IT equipment. This is primarily to replace the leasing agreement with Apple which expires December 2018.

Microsoft Campus - Rick copied everyone on recent discussions on a recent agreement with Microsoft. Microsoft is moving towards a more cloud-based deployment that has some impact on everyone.

Contracts in Process (Rick Pence):
Kaplan – NCLEX Testing – Primarily for TCATS. Rick asked if community colleges use NCLEX and the community colleges indicated that they did use this provider.
- ATI (Assessment Technology Institute) – Test agreement for TCATs

Contract Templates (Rick Pence):
Special Industry Training Agreement – Rick updated the Council that he was working with a sub-set of community college representatives on the Special Industry Training

Agreement Template as the community colleges has requested changes to the template. The Council will be updated once the template is complete.

SAMS Club/Costco Memberships Questions (Rick Pence):
Rick updated the Council on the issue that was brought up at the June COB Meeting where it was requested that the System Office investigate a system-wide contract with SAMS and/or Costco. SAMS and Costco corporate have taken the position is that it is largely up to the local managers to decide how to handle contracts, so a system-wide agreement is not feasible. Campuses should individually work with your local stores in setting up its memberships. The System Office will be glad to assist if needed. Jo Smith asked if accepting a membership in the school name or should it be in the individual name? Rick indicated that the school should look at setting up a "master membership" and having departments under that membership or affiliate members. It would be the department's responsibilities to pay for that membership. Explain the circumstance with the local store manager. Local school districts may have memberships with them as well. Dana West asked about Costco's conventional terms that might be a problem. Rick indicated that would have to be addressed with the store manager. Dana ask if this applied even to the Costco' national blanket terms and Rick indicated yes. Rick stated that both of these membership terms may have to follow the contract of adhesion process. Dana asked Judy Hull at TTU if they had a Sam's Club Membership and if they were successful in negotiating terms. Judy indicated that TTU did have a membership but was not sure about the terms as this was handled by Donna Wallis, but Judy was aware that TTU did pay an annual membership fee. Jo Smith asked if the payment was with a card or a PO. Judy indicated that they have a SAMS card that is checked out and the payments are made with a pcard. Jo asked if the SAMs card is in the schools' name or a person's name. Judy indicated that the card did have Donna Wallis' name on it but that other users take it and use it at the store.

Strategic Sourcing Updates (Mark Hodges)

RFP 19-0002 Allied Health Equipment & Supplies - Mark informed council members that Rick and Amy have pulled together a large list of Allied Health Equipment and Supplies. The list of equipment and supplies were grouped into 17 categories for the RFP. However, only one company, Laerdol, submitted a Proposal. The Committee made the decision to go back out with an RFQ and revisit the large list of vendors. Laerdol is the winner with what they have submitted on.

RFPs/RFQs (Mark)

Out for Solicitation:
- RFQ 19-0011 TCAT Automotive Technology – Bids under Review

- RFQ 19-0012 TCAT Construction Bldg. Supplies – Was due 9/12-no bid received
- RFQ 19-0013 gases for TCAT Programs – Bids under Review
- RFQ 19-0014 TCAT Computer Aided Design Technology – Due 9/28/2018
- RFQ 19-0015 TCAT Computer Information Technology - Due 9/28/2018
- RFQ 19-0016 TCAT Cosmetology Grant Equipment – Due 10/1/2018
- RFQ 19-0017 TCAT Powerline Grant Equipment – Due 10/1/2018
- RFQ 19-0021 TCAT Welding Grant Equipment – Releasing 9/20/2018
- RFQ 19-0022 TCAT Dental Grant Equipment – Releasing 09/20/2018
- RFQ 19-0018 SAILS Prgm. Laptops & Charging Stations – Bids under Review

Upcoming:
- RFQ Reissue - Allied Health Supplies (Items not awarded through RFP 19-0002)
- RFQ for Anti-plagiarism software
- RFP for Multi-function copy/scan/fax machines
- RFP for Student Collection Services
- RFP for Student and Employee Background Checks
- RFP for Temporary Employment Services
- RFQ 19-0019 TCAT Practical Nursing & Nursing Aide Supplies – preparing

Mark asked that the campuses go back and talk to their departments and to let him know if who from each campus wanted to serve on the system-wide RFP committees for those that are upcoming.

Other Updates/Questions from Institutions (Angie)

Angela asked if there were any updates that any of the campuses wanted to share. No updates were provided.

Angela had one item that she wanted to share with the Council. TBR is looking at amending the travel policy to allow prepayment of hotel and rental cars with the business travel account cards through U.S. Bank. This would allow all major employee expenses to be covered for business related travel, eliminating the need for travel advances. This would apply to employees and advances would still be relevant to student travel. This will be presented to all the Committee/Councils in the next few months with hopes of presenting it to the Board for approval at the December Meeting.

The meeting adjourned at 9:45.