

**Council of Buyers  
Meeting Minutes  
June 22, 2017**

Name	Institution	Conference Call	Absent
Antoniak, Ed	UOM	√	
Arnold, Jon	COSCC	√	
Austin, Renee	VSCC		√
Blain, Judy	APSU	√	
Brakebill, Barbara	TCAT Athens		√
Buchanan, Melanie	TCAT Nashville	√	
Bunch, Sharon	TSU	√	
Busch, Donta	TSU	√	
Butts, Constance	UOM		√
Clark, John	PSCC	√	
Cooper, Charla	TCAT Whiteville	√	
Crisp, Kathy	MTSU	√	
Desrochers, Suzanne	APSU		√
Farris, Kristie	CHSCC	√	
Harris, Lana	SWCC	√	
Flynn, Angela	TBR	√	
Fox, Alisha	CLSCC	√	
Goodman, Lynn	TCAT System Office		√
Greene, Paula	TCAT Morristown	√	
Hagaman, Bernice	NeSCC	√	
Harrison, Chris	VSCC		√
Hemrick, Dart	JSCC	√	
Hodges, Mark	TBR	√	
Hull, Judy	TTU	√	
Jansen, Anita	TBR	√	
Jamigan, Renee	WSCC	√	
Kitzmiller, Matt	NESCC	√	
Lowe, Doris	ETSU	√	
Lowe, Lee Ann	CLSCC	√	
McCarter, Debra	WSCC	√	
Morrell, Jayne	ETSU		√
Mueller, Billy	UOM	√	
Mullins, Beth	DSCC	√	
Nelson, Jennifer	TSU	√	
Pugh, Wayne	TBR		√
Ridgeway, John	TCAT McKenzie		√
Robbins, Canty	UOM	√	
Shamble, Constin	APSU		√
Sims, Joel	TSU	√	
Smallwood, Johnathon	TCAT Hartsville	√	
Smith, Jo	NSCC		√
Stafford, Camilla	MSCC	√	
Staples, Mary Jane	MTSU	√	
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, including the new Council of Buyers members from the Colleges of Applied Technology. Angela reminded the Council that additions to representation are due to TBR's shift in focus to the community colleges and the colleges of applied technology, adding that this Council will be evolving to support the new focus and organizational structure. She then provided the Council with the following changes in staffing:

1. Ed Antoniak, University of Memphis, will be retiring at the end of June.
2. Leigh Walls, Middle Tennessee University, has taken another position.
3. Dale Sims, Vice Chancellor for Business and Finance at the System Office, is retiring at the end of June.
4. Danny Gibbs, Vice President for Business and Finance at Roane State Community College has been selected as the new Vice Chancellor for Business and Finance at the TBR System Office.
5. Billy Mueller, University of Memphis, has taken the role of Assistant Director of Contract Services at the University.
6. Jennifer Nelson, Tennessee State University, is the new Associate Director in Procurement.
7. Chris Harrison, Volunteer State Community College, is leaving and returning to the Sumner County Board of Education, in a new role than previously held.
8. Jackie Robinson, Southwest TN Community College, has left the College and has taken the role as new Procurement Specialist at the University of Memphis.

**TBR System Office Re-Organization**

The TBR System Office has re-organized, due in part to the Shared Services initiative and the FOCUS Act. Essentially the System Office has eliminated the Community Colleges and the TCAT Offices. The new divisions are as follows:

1. Academic Affairs
2. Student Success
3. Economic and Community Development
4. Business and Finance
5. External Affairs
6. Organizational Effectiveness & Strategic Initiatives
7. General Council
8. Policy & Strategy

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Russ Deaton, from the Tennessee Higher Education Commission, will be joining the System Office and serving as the Executive Vice Chancellor for Policy & Strategy. Also, Tammy Gourley Birchett retired from the System Office and Mike Batson has been appointed as the new Chief Audit Executive.

Rick Locker, Director of Communications, will continue to report to the Chancellor.

Dr. Lynn Goodman, who was in the TCAT Office has moved to a new role as Special Assistant to the Chancellor.

TCAT Directors will now be referred to as Technical College Presidents.

If there are questions, please call the System Office. Angela will provide the Council of Buyers with an organization chart as soon as the System Office releases a final version.

**Fiscal Review**

In previous meetings, Angela has spoken about Fiscal Review and the requirements that are to be implemented. TBR will be submitting similarly to how the Central Procurement Office has been submitting. TBR met with Fiscal Review Staff in May and, after some discussion, the Fiscal Review Staff has decided to take a closer look and clearly define the requirements for submittals. The initial implementation date of July 1, 2017 has been pushed back until the Fall. University training on the process of submitting to Fiscal Review will also take place in the Fall. The System Office will notify the Universities when the consolidated training date has been determined.

**Accessibility**

Philip Voorhees, the Accessibility Specialist here at the System Office, has taken another position out of the state. Dr. Heidi Leming in Student Success is in the process of executing two short term contracts for individuals to help in vetting vendor products/services for accessibility compliance until the position is permanently filled. Those contracts should be finalized within the next couple of weeks and an announcement of the individuals will be emailed to the Council.

Angela reminded the Council their role was to ensure that contracts are vetted by its accessibility person on campus, to add the accessibility contract language, and to attach the two (2) required forms completed by the vendor. The procurement departments do not vet vendors. Accessibility contacts were appointed and trained at each institution. There is also a D2L course that is encouraged for all departments.

**General Liability Insurance Coverage**

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Professional Liability Insurance for clinical students is contracted through AON. Affiliates such as TriStar are now requiring General Liability coverage for students as well. The System Office has coordinated adding this coverage through AON. This coverage is offered at a flat rate of \$200 per campus. The recommendation is to require the coverage for all students and to spread the cost among all to minimize cost per student as other affiliates may start requiring general liability coverage at a later date. AON will only offer the General Liability coverage to institutions that participate in the Professional Liability Insurance. The System Office will be surveying the campuses to see which institutions wish to add this additional coverage.

**Jagger:**

Amy Watts updated the Council on Supplier Statistics. Amy stated that to date there are 4,571 active vendors a total of 1,199 new registrations. There have been 657 completed profiles, 392 invites, and 123 registrations are in progress.

Amy Watts provided the Council with the following hints.

- When a supplier registers and is already listed in Banner with the same information, go ahead and sync them to the System to ensure the most current information is updated by the supplier.
- Check the suppliers while working through daily purchase orders to see if the supplier has been synced from TSM to Banner. If not, this is a good time to sync the vendor if already approved or to invite the vendor to register in TSM.
- When searching for and syncing a supplier from TSM to Banner, if the supplier has not been invited to register, please take this time to invite the supplier contact to do so.

Angela mentioned that the System Office will be providing vendor training quarterly. If a vendor is having trouble registering, institutions can refer the vendor to this training. The vendor will be asked to bring certain documents to the training so that a walkthrough of a live registration can be conducted. The System Office will also explain what it means to register as a vendor with the System Office and that it does not guarantee business. The System Office will also encourage vendors to register with the Governor's Office of Diversity Business Enterprise, if of a certain business classification. The training times and dates will be posted on the website as soon as possible and institutions will be notified. At this time the next vendor training is scheduled for September 14, 2017 from 8:30am until 12:00pm CT.

Mark Hodges noted that the last time the Council met, the Amazon punchout implementation process was in the beginning phases at those schools that had requested an Amazon punchout. Mark took this opportunity to ask the Council for any feedback regarding how the Amazon punchout works. Several members of the Council responded by stating that they were happy with the Amazon punchout.

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Mark also informed the Council that Jaggaer Representative Toni Harris, former Customer Service Manager has left. Toni's last day was May 24<sup>th</sup>. TBR was provided with contact information for two representatives at Jaggaer to reach out to:

- Rob Christensen <[rchristensen@jaggaer.com](mailto:rchristensen@jaggaer.com)> and
- Greg Owens <[gowens@jaggaer.com](mailto:gowens@jaggaer.com)>

Angela mentioned that Jaggaer has a new licensing model and the System Office is currently working through several issues related to a new master agreement.

**State Senate Bill 1201**

This Bill, relative to the protection of confidential information, now requires certain types of contracts (data, software, technical) be protected by concealing the identity of the vendor. Its purpose is to prevent outside sources from obtaining access to information. The System Office contracts log will no longer be available via public access. All access to the contracts log will require log-in with a username and password. The System Office will officially notify all institutions when credentials for access have been established. Each institution should hold a discussion with its department of Information Technology to discuss how to handle compliance with the Bill at the institution level.

**FOCUS Act**

The System Office has received notice that APSU, ETSU and TTU will be severing from procurement and contracts effective December 1, 2017 once the process with THEC has been completed and approved. Angela believes the other universities will be moving in the same direction in the future. As far as the procurement and contracts at the System Office is concerned, business will be conducted as usual. Any time there is a system wide RFP/RFQ, it will be sent to all institutions. The only difference will be that the chief financial officer at each university will have to supply the System Office with a written statement as to whether or not the institution will be participating in the solicitation.

**Upcoming Strategic Sourcing System Initiatives/Updates:**

An outgrowth from the system-wide Safety and Security Task Force, is to establish a master agreement Student/Employee Behavioral Tracking Software Solution. The goal will be for all institutions to have the same program and/or system in order to track students/employees, particularly when a transfers are made from one institution to another. If the project moves forward it will be a competitive RFP and the System Office will be reaching out to institutions for participation in the development and evaluation phases of the process.

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**RFPs**

- At this time RFP 17-0008 Janitorial Supplies is in the cost analysis phase. The System Office expects to issue an intent to award in seven to ten days.
- RFP 17-0010 Affirmative Action Planning Services just started the evaluation process.
- RFP 17-0013 Address Verification Software was completed with Runner Technologies being the Successful Proposer.
- RFP 17-0015 Media Monitoring was not awarded due to it being cost prohibitive.

**RFQs**

- RFQ 17-0019 bid was for lodging and meeting space for the System Office and is currently under evaluation.
- RFQ 17-0016 bid was for lodging and meeting space for the System Office and is currently under evaluation.
- RFQ 17-0017 bid was for lodging and meeting space for the System Office and is currently under evaluation.
- RFQ 17-0018, JPRO Professional Diagnostic Toolbox for TCAT Newbern, was awarded to Unique Trucking Company.

**Updates**

Talent Management Solution – the PeopleAdmin contract is set to expire soon. Human Resources has decided to go with a new supplier, Cornerstone, for this service. This will be the solution for all community and technical colleges. TBR will not be extending its PeopleAdmin contract past 12/31/17 due to ETSU bidding and universities being able to utilize that contract.

The University of Tennessee is taking the lead on the RFP for Long Term Disability Insurance, set to open early July. A TBR representative is on the evaluation committee.

The American Express contract was approved by Fiscal Review for all participants and is effective 7/1/17.

APSU among others have reported difficulties in getting responses from US Bank representatives. The System Office will be reaching out to the Bank and all institutions to monitor transitioning to the new master contract.

The Consolidated Bookstore Contract is on schedule to be finalized by January 2018. The System Office has contracted with a consultant group along with a system wide committee to assist with the RFP.

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The September Council of Buyers meeting has been moved to October 11, 2017 to align with the TAGM Conference scheduled October 8-11, 2017, at the Holiday Inn Vanderbilt. Angela will send out pertinent information closer to the meeting date.

**Other Updates/Questions from Institutions**

John Clark, PSCC, informed the Council that institutions could not purchase off any of UT's Contracts where UT had utilized a Group Purchasing Organizations (GPO's). UT stated that institutions would have to contact the System Office who would then have to go through Central Procurement for permission to purchase using the GPO. Angela reminded that Council that we currently contract with five (5) cooperatives and should be able to get what they need from those cooperatives.

John Clark also mentioned getting push back from vendors on the RFP process. A few other members also admitted getting the same feedback from vendors.

Donna Wallis, TTU, questioned whether or not the System Office would be looking into VWR's core pricing program. Amy Watts, System Office, stated an update will be given at the October meeting.

The meeting adjourned at 10:06am.