

**PURCHASING/AUXILIARY  
PROCESS TEAM  
MEETING**

**September 2, 1999**

Attendees: Larry Snell, Process Owner  
Cay Gasque, Kent Campus  
Cathy Horn, South Campus  
Bill Emmerich, Downtown Campus  
Steve Park, North Campus  
Jim Maroldo, Open  
Gary Glisson, Resource

Absent: Kem Siddons, Information Technology, Resource  
Tim Bloodworth, Resource

- Mr. Snell welcomed Purchasing/Auxiliary Process Team (PAPT) members.
- The PAPT reviewed the July 15, 1999 last meeting minutes and open issues.
- The PAPT reviewed purchasing/auxiliary process measurements provided.
- The DAS provided the PAPT an overview of childcare awareness on campus. Mr. Park noted Chappell had placed signage on campus and plans an open house on campus.
- The DAS provided an overview of food service awareness on campus. Ms. Gasque noted Chartwells had closed at 6:30 p.m. one evening. Mr. Park noted his vending machines had run out of chips. Mr. Snell noted the point of contact, for the DAS, for vending, is Steve Foster of Canteen (904) 783-1340.
- Mr. Snell noted each DAS needs to make Canteen aware if their campus loses power, as perishable food needs to be replaced.
- Mr. Snell noted they had scheduled a meeting with David Gomez of Follett and financial aid/accounts payable with Bill Emmerich and Darlene Pike to explore opportunities to improve the book voucher process on campus. Mr. Gomez is to improve bookstore services on campus, including their accounts receivable allocation of each stores invoice from one (1) FCCJ check.
- It was noted the marketing department had not printed any Auxiliary Customer Service post cards yet. Mr. Snell will speak with Ken Norton of Marketing to expedite delivery.

- Mr. Glisson and Ms. Gasque provided the PAPT an overview of the procurement card (PCARD) subcommittee actions. They provided an overview/handout of a document the cabinet approved as well as September/October Board agendas. They also provided an overview of a conference call with Peter Elliott (BCC Director of Accounting) regarding their PCARD program with Nations Bank.
- Each DAS was asked to identify who would be their campus's first PCARD pilot holder, by our next meeting.
- Mr. Snell provided an overview of the CStores RFP that is on the street as well as planned schedule to select/award a contract in September, install in October, train in November and run parallel in December.
- Mr. Snell provided PAPT members an overview of Mr. Keegan's copier process team objective to transition FCCJ owning copiers to having a collegewide contract on a cost per copy basis to include digital copiers and an automatic replacement policy after x years use. Each DAS was to identify by our next meeting who on their campus will help Mr. Keegan by serving on the copier process team.
- Mr. Snell advised PAPT he had completed a DRAFT RFP to implement the VCC Delivery Order construction process at FCCJ.
- The PAPT discussed and agreed to establish at this time a 5:00 p.m. June 2, 2000 deadline to enter on-line ORION department requisitions. Mr. Snell is to send this by all PROFs and again monthly a short reminder.
- Each DAS was asked by Mr. Snell to ask for an agenda item to be placed on the next facilities process team meeting agenda. This would be to designate a plant superintendent to serve as the collegewide single point of contact for each annual contract Mr. Meadows used to manage and advise purchasing who will be that person. This would be for contracts such as, recycling garbage, pest control, pest eradication, ground fertilization, custodial services, elevators, re-keying, etc.