

PURCHASING PROCESS TEAM 11/14/00 MEETING MINUTES

Attendees: Laurence I. Snell, Process Owner
Gary Glisson, Process Owner
Cay Gasque, Kent Campus
Lynn Mobley, Downtown Campus
Steve Park, North Campus
Jim Maroldo, Open Campus

Absent: Cathy Horn, South Campus

- Mr. Snell welcomed Purchasing Process Team (PPT) members to their quarterly PPT meeting.
- Mr. Glisson provided an overview to the recent Bank of America PCARD Summit meeting.
- Mr. Snell made PPT members aware of a demonstration he had seen by Miami-Dade Community College (MDCC) at a consortium meeting recently of an on-line PCARD/ORION Reconciliation process the consortium is considering to accept as a baseline system. This system developed by MDCC is an interface between Bank America Infospan system and ORION, where weekly a unique PCARD transaction is created in ORION using data from Info span. This transaction is one (1) per PCARD purchase requiring the PCARD holder to confirm the default GL and GLC is correct, and notate "what was bought" and then commitment of the funds as a DR does by sending for approval. The PPT showed interest in learning more about this MDCC process to potentially reduce/eliminate FCCJ spreadsheets and paperwork. Mr. Snell will strive to obtain a copy of the MDCC Power Point presentation.
- Ms. Mobley shared with PPT members how in her last job in Tallahassee they used a SAMAS Financial system interface with the same PCARD to process payment.
- Ms. Gasque made PPT members aware of recent PCARD problems buying from the U.S. Government printing office.
- Mr. Glisson provided PPT members an overview of our PCARD Pilot to date with 18 cards running and 30-45 transactions per month. Mr. Glisson also pointed out

how Wal-Mart has recently changed their policy and no longer accepts purchase orders. Mr. Glisson, Mr. Snell and Ms. Mikel Nahas will be providing on-campus a 2.5-hour training session of PCARD holders with North Campus being first of additional employees once all applications are completed and PCARDS obtained. Each DAS was encouraged to identify on campus as soon as possible additional employees that should utilize a PCARD and contact Mr. Glisson to begin the application process on each.

- Mr. Snell provided and reviewed with PPT members the September and October Purchasing, CStores and Auxiliary Process measurements.
- Ms. Mobley asked for a campus breakout of auxiliary commissions paid which will become a spreadsheet A-105A.
- Mr. Snell noted the graphs A106 childcare enrollment seemed wrong and would work to re-publish updated graphs as soon as possible.
- Mr. Snell also shared with PPT members details of a recent consortium JAD meeting to enhance the ORION requisitioning, purchasing, receiving and payment code to eliminate all GL problems. Mr. Snell noted the following is planned to be developed this fiscal year:
 - A. P.O. record on line would reflect total encumbered, total paid and total balance of dollars on the P.O, especially helpful for blanket P.O.'s.
 - B. No P.O. will print unless fully encumbered.
- Mr. Snell asked each DAS if they had met and developed a consensus if the College's Purchasing APM on obtaining three (3) quotations for purchases greater than \$1500 should be increased. Purchasing suggested a \$2500 limit and Mr. Glisson will research Purchasing records to obtain details about purchases between \$1500-\$2500 and what savings this past year were achieved on these purchases for PPT consideration.
- Mr. Snell provided PPT members a copy of both a Ms. Alissa Bowles memo of 11/7/00 and two (2)

Administrative Policy Statements (APS) for purchasing policy #05/02 and business services #06/11 (see attached). After review, the PPT recommended these APS be sunset as they are outdated or redundant to in place Board Rules and APM's.

- Mr. Snell facilitated a discussion on the North Campus and Open Campus-Deerwood Center Bureaucracy Buster submitted recommendations (see attached) as they relate to Purchasing.

I North Campus

- A. "P.O. rejection (email) notices go to the budget manager and not to the person that input the requisition. Word does not get to the person who needs it most. The PPT agreed this was a concern and asked Mr. Snell to explore options/solutions. Ms. Gasque noted that she was told it was keyed off the ORION "budget manager" designation. Mr. Snell, subsequent to the PPT meeting, has formally requested this of the consortium.
- B. "Those inputting requisitions need better instructions/training on what GL codes to use". The PPT agreed this recommendation needs to be deferred to the College Budget Process Team (BPT) for review/action. Ms. Gasque also noted she felt GLC should be set up on campus.

II Open Campus, DWC

- A. "It takes too long to issue a purchase order". PPT members reviewed the Purchasing Process measurement(s) that documented purchase orders have been issued in 1.34-9.45 days or below process targets. Mr. Maroldo and Mr. Park suggested the frustration might be in the "total" process time to issue a purchase order, which includes on-line approval time before it gets to Purchasing. Mr. Maroldo requested Mr. Snell send him an

e-mail asking for further details/specifics as to recommendation #12.

- B. "Buyers should update the "notes" section to keep everyone informed of the status during the purchasing process".

Ms. Gasque noted staff have commented they do not get "reject notes" even though the sign is displayed.

Mr. Glisson noted:

- a. Reject notes appear to be missing as when opened nothing displays but you can note you are looking at say line #4 of the note. By pressing <PF7> line #1-3 of the note displays.
 - b. Buyers only use "Buyers notes" when sending back a purchase requisition. From the department requisition header pressing <PF11> displays the screen to the right. On this screen there are pre-coded transaction statuses the buyers need to start using consistently such as "out for bids", waiting for board approval", etc.
 - c. The end of the year process is too chaotic, it leads to loss of funds". The PPT reviewed this recommendation and concluded with 10 months notice to all employees in the last few issues of The Provider employees now know this fiscal years deadlines. The PPT also felt this year pulling the ORION department requisition input deadline back one week and giving the DAS a week of additional security (for controlled exceptions) and the PCARD, it will be less chaotic.
- Ms. Gasque asked when we will stop mailing the provider newsletter and why don't we send an email "pop up window" to all employees telling them a new provider newsletter is available on-line. Mr. Glisson noted the last two (2) Provider newsletters

noted they were the last to be printed and all future copies would be available (along with back copies) on-line at the Purchasing website. Mr. Snell took on the task to explore email pop up window procedures to advertise the new Provider exists and to try and embed the web link in it versus sending an email.

- The PPT reviewed membership on the Central Stores Process Team (CSPT) and Ms. Mobley agreed to serve in addition to existing membership.
- Mr. Snell noted his staff had begun exploration of a "Fuel Man" Consolidated gasoline credit card alternative to our current cards and would call a meeting in the future to discuss/explore its effective use to reduce cost and control potential fraudulent use as the Duval County School Board just did. Ms. Mobley noted they used a state contract Voyager fuel card and would obtain additional information on its features.
- The PPT reviewed the value of these quarterly meetings and agreed the PPT should not be recommended to be sunset and should continue to meet quarterly.

The next PPT meeting is scheduled in MCCS room #443 on February 13, 2001 at 10am.

cc: S. Bowers
A. Bowles
P. Parker
M. Nahas
Purchasing Staff