



- Each DAS is to have their campus input an ORION blanket PO department requisition to fund use of each Pcard for the designated employee.
- Training will be provided by purchasing to each employee and supervisor/administrator of these employee in February.
- Each DAS is to review the aluminum can recycling offer Mr. Snell provided with ARC recycling and advise if there is interest and the number of recycle carts each campus desires.
- The PPT discussed and agreed to delay future meetins till 2:30 pm to allow our faculty PPT members to be able to attend after class to help form the copier process team (CPT).
- The PPT reviewed and approved as submitted the “copier Task Force 12/13/99 meeting minutes DRAFT (see attached).
  - a. Problem statement
  - b. Root causes
  - c. Duplicating standards
- Mr. Snell noted he now had completed copier survey forms from the URC, Downtown campus and Geis Marine Center and asked the DAS to strive to complete these survey forms by our next copier process team (CPT) meeting on February 15, 2000.
- It was noted by Ms. Gasque that our RFP needs to be supportive of each campus needs and not be restrictive to only a few suppliers to maximize competition to offer creative solutions to our problem statements.
- Mr. Snell suggested the CPT finalize any problem statement/duplicating standard changes at our next CPT meeting and schedule a town meeting with the copier industry suppliers at MCCS to open a dialogue to confirm the RFP intent to contract for digital cost per copy services and not owning any copiers is achievable.
- Mr. Snell asked each DAS to meet on campus with their faculty CPT member and other staff to develop a campus based needs assessment/plan and report at our next meeting what those needs are. (i.e., How many digital copiers is needed, more? Less? Do any desire networking functionality? Scanning? Faxing?)

- Mr. Snell noted it was his goal to develop the RFP in DRAFT form in February, striving award of contract before July 1, 2000 thus eliminating the need to issue hundreds of rental, lease, maintenance, supplies PO's for the next fiscal year.
- Mr. Snell noted he'd like to explore at our next meeting with the purchasing process team a possible formal assessment of the central stores department this calendar year.
- Purchasing process measurements will be interofficed shortly to PPT members.