



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes May 4, 2011

Districts in attendance:

Peggy Stroika, MiraCosta Community College District
Kim Simonds, MiraCosta Community College District
Teresa Wacker, Fallbrook Union High School District
Lynne Kotas, San Marcos Unified School District
Jessica Kinder, Encinitas Union School District
Michael Grattan, San Diego County Office of Education
Sharon Clay, Cajon Valley Union School District

1. Call to Order

Peggy Stroika called the meeting to order at 8:44 a.m.

2. Agenda Items for June 1, 2011 Board Meeting

- a. Approve 2011-2012 Budget
- b. Nomination / Election of Officers for 2011-2012
- c. Approve Administrative Committee Meeting Dates/Location for 2011-2012
- d. Amendment to the Print Shop Paper Bid
- e. Approve CNS – Paper Products Bid
- f. Approve Award Library Supplies Bid
- g. Approve Renewal of Bottled Water Bid
- h. Approve Amendment to the Networking Bid
- i. Approve Enterprise Tiered Computer Bid
- j. Approve Health & Athletic Supply Bid
- k. Approve Amendment to the Office and Classroom Supply Bid

3. Round Table Discussion

- a. Lynne presented copies of the budget as presented at the April meeting. At the April meeting it was suggested that the consortium absorb more cost of the Brunch, have a motivational speaker at the brunch, legal costs of looking at the JPA and the Bylaws, and increasing the large CD to \$10,000 to get a higher interest rate. Jessica and Kim offered that the motivational speaker would make the December meeting so much longer and may not be a good idea. Peggy asked about the audit and suggested that the audit needs to be solicited for quotes and then if we needed to we could come back to the board for a budget increase. Kim suggested that the increase to the brunch by the consortium be a onetime increase that would continue forward and increases to the cost would be absorbed by the attendees. Peggy brought up that in the District's view subsidizing vendors would be a gift of public funds and even though we aren't private, it was agreed the vendors should continue to pay the \$18.50 while the consortium members pay approximately \$10.00.
- b. Michael presented that he has the room reserved for the workshop Lynne suggested that perhaps it is not a good time to have this as it is year end. Michael also brought up that the SDCOE is going out to RFP for software the county that will be updated.
- c. Sharon asked how other District's handled year end closing and the opening of the new year. Lynne offered that San Marcos typically opens their new year the second week in June. Jessica offered that they open theirs the first week of June. Discussion ensued on the way various Districts' financial software works.
- d. Sharon asked about contractor's license and how you determine if you list a "B" license or not. Discussion ensued about how the process works.
- e. Jessica presented that she has a prop bid for cable drops. A The bid is for the drops and three add/alternative. Jessica asked if this was OK and was told yes. The IT director wants to call out that they are CISCO certified. Peggy said that to keep it clean you make

sure that the certification was across the board; that way they are on equal ground. Jessica asked if it was prudent to add a unit price component to the bid and was told that yes she could add that.

- f. Lynne offered that Southwestern College has not paid their dues and they were very uncooperative. Lynne asked if them if they wanted to withdraw but they have not responded. Other than that she will put out the dues as approved at the last meeting.

4. **Adjournment**

Peggy Stroika adjourned the meeting at 10:015 a.m.