



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes January 9, 2013

Districts in attendance:

Peggy Stroika, MiraCosta Community College District
Kim Simmonds, MiraCosta Community College District
Teresa Wacker, Palomar College
Lynne Kotas, San Marcos Unified School District
Debbie Kelly, Oceanside Unified School District

1. Call to Order

Kim Simmonds called the meeting to order at 8:44 a.m.

2. Agenda Items for February 6, 2013 Board Meeting

- a. Approve October 3, 2012 Board Meeting minutes
- b. Approve November 7, 2012 Administrative Meeting minutes
- c. Approve Award of Data Processing Bid
- d. Approve Award of Computer Printer Bid
- e. Approve Award of Audit Services
- f. Ratify Award of Custodial Supplies Bid
- g. Ratify Award of Xerox Paper Bid
- h. Approve Treasurer Report
- i. Need Bid Administrator for Legal Advertising
- j. Bylaws Committee Update

3. Round Table Discussion

- a. 1. Debbie Kelly asked about formal bids having no substitutes for a vendor item, conversation ensued and will bring up at February meeting.
- b. 1. Kim Simmonds asked if the Administrative Committee could physically meet only three times a year and three other times would be by conference call.
- c. 1. Lynne Kotas had a suggestion regarding the Brunch in December to have each bid administrator notify based on bid awards, also to get more associate members to attend
2. Lynne Kotas gave an update on scheduling training, Lynne will also discuss with Janay.
3. Lynne Kotas discussed the Audit results and will bring to February meeting.
- d. 1. Teresa for Jessica discussed bid items received by Office Depot not to specifications and she is working on this issue.

4. Adjournment

Kim Simmonds adjourned the meeting at 10:35 a.m.