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Monthly Campus Buyers Meeting  
April 6, 2016, 1:30 – 3:00 pm  
Conference Call/Web

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**Procurement Services Department Attendees:**

Karen Meade, Meagan Torres, Terry Thun, Stephanie Shafer, Todd Harris, Kristi Morales, Jackie Mendez, Ken Masasso

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**1. Welcome and Introductions**

Karen Meade opened the meeting at 1:30 pm and welcomed all. Attendees introduced themselves.

Karen Meade announced that Meagan Torres has joined UCOP as an IT Commodity Manager in the IT COE (Center of Excellence) and introduced Ken Masasso as the new Commodity Manager at UCM replacing her. Ken started at UCM on March 14, 2016.

**2. Image Masters (Guest Speakers – Tim O’Neil and Adam Sexton)**

Tim O’Neil and Adam Sexton from Image Masters were introduced to the attendees as one of UCM’s strategic partners. Image Masters is our primary licensed vendor for promotional items using UC Merced’s name/brand/logos. Tim and Adam are our contacts if buyers have any questions. The following topics were discussed:

- a. As of November 1, 2015, Image Masters has over 500k products to choose from.
- b. UC Merced is one of their largest clients and is eligible for their long term platinum club pricing. On November 4, 2015, we have ordered quite a substantial number of “bobcatstrong” T-shirts from them.
- c. Staff was advised to contact the representative for pricing. One can visit their website to see 3<sup>rd</sup> tier pricing for many products (which basically is the best pricing), but the website doesn’t show all of the products available. Their column signature items are factory vetted for product safety and sustainability.
- d. The local wages paid and sales tax on products ordered stay in Merced.
- e. They went almost paperless in 2012.
- f. The 2015 Client Satisfaction Survey was done with an “exceptional” satisfaction score from their customers.
- g. Image Masters lobbied for UC to come to Merced.

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- h. They are the licensed brand managers – protocol brand. Buyers are not encouraged to buy from a non-licensed vendor.

**3. ServiceNow/HelpDesk/Software (Guest Speakers – Kent Carpenter and Todd Van Zandt)**

Kent Carpenter and Todd Van Zandt from IT were introduced to the attendees. Kent is new to the University and is the Director of IT Service Management and PMO. Todd has been with the University for a number of years and is now in charge of the IT Help Desk.

Todd Van Zandt informed that IT will be implementing an Asset Inventory system with a lot of modules that tie in together including Procurement. The software ordering has had trouble spots but is being revamped. Kent agreed to come back and provide a status update to the group.

**4. Fiscal Yearend Deadlines**

The deadline for submitting requisitions to Procurement that must be encumbered in FY1516 is 5/16/2016.

**5. Costco Updates**

Kristi Morales informed that Costco will no longer be accepting copies of the Costco card. In June, their credit card program/partner will be changing from American Express to VISA, so they will accept UCM's PCards when that change occurs.

**6. Catering Updates**

- a. Buyers can find the application form on the Procurement Services website.
- b. Caterers have to submit all the required documents to be on our approved caterer list. This includes Certificate(s) of Insurance showing a vendor meets the University's insurance requirements and a health permit. If they do not meet the requirements, their account will be deactivated from our system unless we need them for pickup orders.
- c. Pizza can be delivered to the campus or its remote locations provided it is approved by Risk Services for events for faculty, staff and/or students that do not involve the public. The appropriate tax rate should be applied to the order (e.g., 8% for locations inside the city limits; 7.5% for delivery to campus, Castle, etc.).
- d. For dine-in, no Certificate of Insurance is required.

**7. FedEx Printing**

It was noted that UCLA has been having some format issues with printing labels. Jackie will check for the status.

Karen Meade called the meeting to an end at 3 pm.