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TxPPA
ANNUAL
CONFERENCE
NOVEMBER 4-6, 2009
COLLEGE STATION



THE HILTON
801 UNIVERSITY DR. EAST
COLLEGE STATION, TX
77840



FALL CONFERENCE 2009
TEXAS PUBLIC PURCHASING ASSOCIATION
 November 4-6, 2009
 College Station, Texas

CONFERENCE AGENDA

Wednesday, November 4, 2009

Time	General Sessions
9:00 am - 11:00 am	<i>Pre-Conference Tour of Texas A&M's famous Kyle Field</i>
11:00 am - 5:00 pm	<i>Registration</i>
1:00 pm - 1:05 pm	<i>Opening Remarks; Jack Beacham, TxPPA President</i>
1:05 pm - 1:15 pm	<i>Welcome Address; Ben White, College Station Mayor</i>
1:15 pm - 3:15 pm	<i>Four Generations in the Workplace; Dr. Kelli Peck Parrott, Texas A&M University</i>
3:15 pm - 4:45 pm	<i>Electronic Records Retention; Jan Ferrari, Texas State Library</i>
Planned Group Activities / Networking Opportunity	
5:30 pm	<i>Reception and Tour; George Bush Presidential Library and Museum</i> <i>Dinner on your own following tour</i>

Thursday, November 5, 2009

Time	General Sessions
7:00 am - 3:00 pm	<i>Registration</i>
8:00 am - 9:00 am	<i>Post-Legislative Update; What Passed and What Didn't; Carol Cooper, C.P.M., CPSM, CPPO, City of Garland</i>
9:00 am - 10:00 am	<i>Long-Timers Panel; More than 200 Years Public Purchasing Experience</i>
Concurrent Sessions	
10:00 am - 11:30 am	<i>Technical Writing Tips; Janet Hasty, CPPO, CTPM</i> <i>Accounting 101 for Purchasing Professionals; Narita Holmes, CPA, C.P.M.</i>
General Sessions	
11:30 am - 1:00 pm	<i>Annual Business Meeting and Elections / Luncheon</i>
1:00 pm - 2:00 pm	<i>Futurework: Making a Living in the 21st Century; Dr. Tom Garney, Texas A&M University</i>
2:00 pm - 3:30 pm	<i>Ethics; David Reisman, Executive Director, Texas Ethics Commission</i>
Concurrent Sessions	
3:30 pm - 5:00 pm	<i>The AEP—Now More Than Ever; Beth Fleming, C.P.M., CPPO, Denton County</i> <i>Developing an RFP Scoring Matrix; Janet Hasty, CPPO, CTPM</i>
Planned Group Activities / Networking Opportunity	
5:30 pm	<i>BBQ Dinner at the Hall of Fame; Aggie Wrangler Dance Demonstration and Lessons</i>

Friday, November 6, 2009

Time	General Sessions
7:00 am - 10:00 am	<i>Registration</i>
8:00 am - 9:00 am	<i>Breakfast and Awards Ceremony; Achievement of Excellence Award Presentations</i>
9:00 am - 11:30 am	<i>Keeping Your Team in Tune; Patrick Henry</i>



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TOPICS AND SPEAKERS

"FOUR GENERATIONS IN THE WORKPLACE"

For the first time in U.S. history, we have four generations working simultaneously in the workplace. As one might imagine, these generations have had very different life experiences which have shaped their character and their attitudes. While having four different generations adds a vibrancy and strength to the American workplace, it can also fuel conflict as these generations do not always see eye to eye. Dr. Peck Parrott's presentation will discuss the differences, why they exist, and how to work with them.

Presented by:

Dr. Kelli Peck Parrott

*Director & Clinical Assistant Professor, Student Affairs Administration in Higher Education
Texas A&M University*

Dr. Kelli Peck Parrott is the Director for the Student Affairs Administration in Higher Education Program. She earned her Ph.D. in Educational Administration from Bowling Green State University, with an emphasis in higher education law. Additionally, she holds a M.A. in Student Affairs and a B.A. in English and Secondary Education from Western Kentucky University.

Kelli has had a variety of work experiences in both higher education administration and student affairs. She has held positions in the Office of the Provost, Office of the Dean of Students, Student Activities, Residence Life, Judicial Affairs, and Student Disability Services. Additionally, she has worked abroad at the University of Edinburgh in Scotland. Kelli is also active in the National Association of Student Personnel Administrators (NASPA), serves on the editorial board for the NASPA Journal, and served for several years as the Chair of the Research Committee for the Association for Student Judicial Affairs.

Kelli's research interests include judicial affairs, student development, and student affairs in China. She has been the recipient of several awards including the ACUHO-I Journal of College and University Student Housing, Betty L. Harrah Manuscript of the Year, the Association of Student Judicial Affairs Dissertation of the Year Award, and recently the Graduate Student Council's Teaching Excellence Award. Additionally, she and Dr. Bryan Cole have worked closely with the National Academy of Educational Administration in Beijing, China. Together they have provided training for Chinese student affairs administrators and presented at numerous international conferences.

"ELECTRONIC RECORDS RETENTION FOR LOCAL GOVERNMENTS"

An electronic records retention program is part of an organization's business strategy and as such should be embedded in day-to-day operations, across all software applications, regardless of media or staff involved. There are several critical elements involved in developing and maintaining a successful electronic records retention program for local governments. These elements include: regulatory environment, technologies, guidelines and standards, and best practices. To support and implement a records retention program requires significant participation not only from records management and IT staff, but also from executive management and all business units.

Presented by:

Jan Ferrari

*Director State and Local Records Management
Texas State Library and Archives Commission*

Jan Ferrari is the Director of State and Local Records Management. She is responsible for overseeing division operations and also serves as the State Records Administrator for the State of Texas, consulting on the development and implementation of long-term goals and objectives of records management programs. She works with other state agencies to coordinate projects and acts as liaison with records and archives program officers across the country.

Jan received her Master of Library and Information Science from The University of Texas at Austin in 1994, and has more than 10 years of experience in academic libraries and 8 years of experience in records management program development.

Jan's expertise includes analysis of records management systems to ensure maximum efficiency of a company's information resources. As a consultant on project teams, she worked with clients to evaluate their records management system and assisted with the implementation of new records management procedures. She has written policy, procedures and employee training materials.

Jan is a member of the National Association of Government Archives and Records Administrators and a past member of the Association of Records Managers and Administrators and the Association for Information and Image Management.

"POST LEGISLATIVE UPDATE"

The 81st legislative session was unique to say the least. Discussion will include legislation that passed (good and bad) for public entities, legislation that did not pass, legislation that was vetoed and, as time allows, what to look forward to in 2011. Group discussion is encouraged.

Presented by:

Carol Cooper, C.P.M., CPSM, CPPO

*Director of Material Management
City of Garland, Texas*

Carol Cooper has been in the purchasing and supply profession for 31 years. She has both public and private sector experience in a variety of industries. Carol is Director of Materials Management for the City of Garland, Texas. She has been with Garland for over 14 years. She led her department in the receipt of the Achievement of Excellence in Procurement award for 12 consecutive years and the Excellence in Supply Management for six consecutive years.

Carol is a: Charter Board Member of the Texas Public Purchasing Association (TxPPA); Trustee of BuyBoard Local Government Purchasing Cooperative; Member of NPI and their local chapter, NIGP and their local chapter; Former ISM Southwest Forum Chair; and Former Legislative Liaison to TML for TxPPA.

"LONG-TIMERS PANEL"

How often do you get to ask a group of experts what they know? This panel of public purchasing professionals will share what they have learned over the course of 200 plus combined years of experience. Participants will learn how these individuals stay on top of their game in an ever-changing profession. Bring your questions and be prepared for some stories!

Presented by:

Jack Beacham, C.P.M. (38 Years)

*Purchasing Agent
Tarrant County*

Mark Rogers, C.P.M. (35 Years)

*Director of Purchasing
Austin ISD (Retired)*

Tom Shaw, C.P.M. (41 Years)

*Purchasing Agent
City of Denton*

Pam Kirkland, CPPO (28 Years)

*Purchasing Manager
City of Richardson*

Mike Ryan, CPPO (28 Years)

*Chief Purchasing Officer
City of Plano*

Frank Ybarbo (39 Years)

*Purchasing Agent
Collin County*

“TECHNICAL WRITING TIPS FOR PURCHASERS”

This session provides tips on how to ensure your solicitation documents follow the 4 "C"s Rule: Clear, Concise, Competitive, and Comprehensive. Includes tips on the proper use of email - Netiquette.

Presented by:

Janet Hasty, CPPO, CTPM

Owner, Government Procurement Services (GPS)

Janet Hasty, CPPO, CTPM is a 30-year veteran of Texas state government procurement. She has worked in procurement management positions in several state agencies including the Texas Building and Procurement Commission, Texas Department of Transportation, Department of State Health Services and Texas Parks and Wildlife Department.

Janet has a bachelor's degree in Public Administration from St. Edwards University and a master's degree in Public Policy from the University of Texas, LBJ School of Public Affairs. She holds both state and national purchasing certifications and is a certified trainer with the Texas Comptroller of Public Accounts.

Since retiring from state government in 2007, Janet founded Government Procurement Services (GPS). GPS provides procurement training and consulting to government purchasers. She currently offers workshops in Fundamentals of Public Purchasing, Specification Writing, Ethics in Contracting and Advanced Request for Proposals.

“ACCOUNTING 101 FOR PURCHASING PROFESSIONALS”

The class will go over the basics of understanding a balance sheet and profit/loss statements. Why is this important to purchasing professionals? In these difficult economic times, it is critical for purchasing professionals to insist on obtaining financial statements from our contractors. Reading and understanding these reports will assist you in determining the financial solvency of the vendors you want to do business with.

Presented by:

Narita Holmes, CPA, CIA

University of Texas – Permian Basin

A CPA in the State of Texas since 1971, **Narita Holmes** served as Ector County Purchasing Agent from 1987 until she retired in 2004. Previous employment includes three years with a bit-eight accounting firm and fifteen years as chief financial officer for financial institutions. She has been an accounting instructor for Odessa College and the University of Texas Permian Basin and also taught a variety of management courses including purchasing management. Narita speaks frequently on a multiple topics for workshops, conferences and in-service training. A graduate of University of Texas at Austin with a BBA in Accounting, she earned an MBA in Management at the University of Texas of the Permian Basin. Narita is a Board member of the Texas Public Purchasing Association.

“FUTUREWORK; MAKING A LIVING IN THE 21ST CENTURY”

This session will focus on the trends that are impacting the way people will make their living in the 21st Century. Demographic changes in our workforce (age related), rapidly advancing technology, and the trend toward leaner organizations.

Presented by:

Tom Garney, PhD.

Employee Development Coordinator

Employee and Organizational Development

Texas A&M University

Dr. Tom Garney is an educator and futurist. He is passionately committed to helping his audiences discover the future and prepare themselves to succeed in that future. He has 22 years of experience in

adult education and human resources development. He engages audiences by bringing knowledge to life through interaction and humor. He has developed and delivered educational seminars to groups of all backgrounds and interests, including: Change and Stress Management; Conducting Performance Evaluations; Effective Time Management. Dr. Garney received his Doctor of Philosophy, Texas A&M University in 2003 and his Master of Education, Texas A&M University in 1994.

'ETHICS'

The mission of the Texas Ethics Commission is to promote public confidence in electoral and governmental processes by enforcing, administering, and training state officers and employees on applicable laws governing standards of conduct, personal financial disclosure, lobby registration and activities, political contributions and expenditures, and political advertising. Mr. Reisman will discuss some of the ethical cases that the Ethics Commission hears, the outcomes, and the various ways that ethics violations can be reported to Commission.

Presented by:

David Reisman

Executive Director

Texas Ethics Commission

David A. Reisman began his service as Executive Director to the Texas Ethics Commission on October 11, 2004. He previously worked at the Pentagon in Washington, D.C. where he served from May 2002 to October 2004 as Special Assistant to the General Counsel of the United States Army. In that position, Mr. Reisman was responsible for providing opinions and advising the General Counsel and Army Secretariat on fiscal and policy issues involving the financial management of the Army. He was also responsible for assisting in the management of the Army's Ethics Program. For his work he received "The Commander's Award for Public Service." Prior to that position, Mr. Reisman served from February 1998 to May 2002 as a fiscal advisor/special projects director in the Office of the Governor for the State of Texas. Prior to moving to Texas, he practiced law in Kentucky and served the Commonwealth of Kentucky as a policy and budget advisor in the Office of the Governor. Mr. Reisman has earned a Bachelor of Arts degree from West Virginia Wesleyan College, a Master of Public Administration degree from the University of Kentucky and a Juris Doctorate degree from the University of Kentucky College of Law.

'THE AEP - NOW MORE THAN EVER'

The Achievement of Excellence in Public Procurement Program is entering its 15th year. Find out why it's more important than ever to be recognized for continually striving to provide the most efficient purchasing practices to our departments, vendors, and ultimately to the citizens we serve. Beth will review key elements for applying as well as an overview of the on-line submittal process.

Presented by:

Beth D. Fleming, C.P.M., CPPO

Director of Purchasing

Denton County

Beth D. Fleming has held position of the Director of Purchasing for Denton County since 1992. Beth received her BBA from Texas Woman's University and has received lifetime C.P.M. and A.P.P. certifications. She received her CPPO in 2007. She has served in many professional positions including HGAC Cooperative Purchasing Advisory Council, TASB Local Government Cooperative Board, Past President for the Texas County Purchasing Association and Past President for the National Purchasing Institute (NPI). She has served on the Affiliate Support Council and the Executive Committee for ISM. Ms. Fleming is the author of *Buying E-Procurement for Government Agencies: Funding Models and Challenges*, 2005, published by Decision Science Institute. Ms. Fleming currently serves as Chair for the Achievement of Excellence in Procurement Award® established by NPI. Under her leadership, the Denton County Purchasing Department is one of only six government entities in the United States to receive the Achievement of Excellence in Procurement award from the National Purchasing Institute for all thirteen years since its inception.

"DEVELOPING AN RFP SCORING MATRIX"

This interactive session provides instruction on how to develop a weighted evaluation scoring matrix, including a group activity that provides firsthand experience in developing a scoring matrix from an RFP document.

Presented by:

Janet Hasty, CPPO, CTPM

Owner, Government Procurement Services (GPS)

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Janet has a bachelor's degree in Public Administration from St. Edwards University and a master's degree in Public Policy from the University of Texas, LBJ School of Public Affairs. She holds both state and national purchasing certifications and is a certified trainer with the Texas Comptroller of Public Accounts.

Since retiring from state government in 2007, Janet founded Government Procurement Services (GPS). GPS provides procurement training and consulting to government purchasers. She currently offers workshops in Fundamentals of Public Purchasing, Specification Writing, Ethics in Contracting and Advanced Request for Proposals.

"KEEPING YOUR TEAM IN TUNE"

What does being in a band have to do with running a successful department, organization or business? *EVERYTHING!* Patrick will show that what makes the Rolling Stones the most successful touring band of all time can also increase your bottom line, and that what makes Garth Brooks the highest selling solo artist in history can also have your clients and coworkers giving you a standing ovation. This program is full of music and laughter, and your group will learn how to be stars in their industry and set themselves apart from the competition.

Presented by:

Patrick Henry

Professional Speaker

Patrick Henry is a professional speaker who uses music, original songs, and humor to entertain, educate and inspire audiences across the country. For ten years, Patrick was a professional songwriter and musician in Nashville, Tennessee. He combines his twenty plus years as a performer with a strong message that is bringing audiences from coast to coast to their feet and begging for more. His most requested speech "KEEPING YOUR TEAM IN TUNE....How to have customers, clients and co-workers singing your praises" shows audiences how to build their brand both as a group and as individuals in order to increase productivity. Patrick has spoken across the country to more than one thousand audiences ranging from students to executives. Patrick continues to believe that "if you do what you love to do for a living, you'll never work a day in your life".





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ADDITIONAL CONFERENCE INFORMATION

HOST HOTEL

The Hilton College Station Hotel & Conference Center is located at the intersection of University Drive and Tarrow Boulevard, less than two miles from Texas A&M University. Within a three mile radius of the hotel, guests can shop at the Post Oak Mall, visit the Brazos Valley Museum, or tour the new George Bush Library located on the campus of Texas A&M University. The Messina Hof Winery, located just minutes from the hotel, offers daily tours of the winery, vineyard, and wine cellar as well as samplings of the many award winning wines produced here in the Brazos Valley.

The Hotel's 'Bell Ranch Steakhouse' offers first-rate prime beef dinners and diners also enjoy seafood fresh from the Gulf; generous home-style sides, and sumptuous desserts.

TXPPA has reserved a block of rooms for Texas Public Purchasing Association members at the rate of **\$95.00 per night**. In order to receive this discounted rate you must make your reservations by **October 13, 2009**. Be sure and mention the TxPPA Conference; **Group Code: PUR**.

The Hilton College Station Hotel & Conference Center

801 University Drive East
College Station, TX 77840-2116
979-693-7500

<http://www.hiltonsc.com>

SPECIAL CONFERENCE EVENTS

AEP Presentations and Awards Breakfast: Spouses and guests are welcome to attend the Conference Breakfast on Friday for a small charge to cover the cost of the meal. Please indicate on your registration form if a spouse or guest(s) will be participating to ensure adequate arrangements may be made in advance.

Scholarship Raffle: Carrying forward a popular tradition, TxPPA will host a fundraising activity with proceeds benefiting a TxPPA scholarship program. Items will be displayed and tickets will be sold throughout the Conference.

PLANNED GROUP ACTIVITIES

Reception and Tour; George Bush Presidential Library and Museum Tour:

- ★ The **George Bush Presidential Library and Museum** is located on a ninety-acre site on the West Campus of Texas A&M University. The Library and Museum is situated on a plaza adjoining the Presidential Conference Center and the Texas A&M Academic Center. It operates under the administration of the National Archives and Records Administration (NARA) under the provisions of the Presidential Libraries Act of 1955. The Library and Museum, which opened to the public in November 1997, is a state-of-the-art facility dedicated to the preservation, research, and exhibition of official records, personal papers, and memorabilia of George H. W. Bush. Included are the main gallery space dedicated to 'The Life and Times of George Bush' and a changing exhibit gallery.
- ★ **Special Exhibit:** On September 28, a much anticipated exhibit will be unveiled at the George Bush Presidential Library and Museum. 'The Culture of Wine' will unravel the mystery, magic, and making of wine.

- ★ **Wine and Cheese Reception:** Before the tour begins, TxPPA Conference attendees will gather at the Library and Museum and enjoy a complimentary wine and cheese reception.

Admission is included with paid TxPPA Conference registration; spouses and/or guests of registered Conference attendees are welcome to join the group for a small fee. Please indicate on your registration form if a spouse or guest(s) will be participating to ensure adequate arrangements may be made in advance.

For more information on the library and museum, visit: <http://bushlibrary.tamu.edu/>

To learn more about the Special exhibit, visit: <http://www.thecultureofwine.com/>

Barbeque Dinner and Aggie Wrangler Show:

Bring your boots and hat because TxPPA is meeting for some after-hours good times at the famous 'Texas Hall of Fame' in Bryan, Texas. The group will be entertained with a dancing demonstration by the Aggie Wranglers, a country western dance team that is proud to be a recognized organization of Texas A&M University. TxPPA has even arranged for the Wranglers to provide our group with dance lessons. The Aggie Wranglers teach approximately 3,000 students, faculty and community members to polka, two-step, waltz, and jitterbug each year.

Dinner is included with paid TxPPA Conference registration; spouses and/or guests of registered Conference attendees are welcome to join the group for a small charge to cover the cost of the meal. Please indicate on your registration form if a spouse or guest(s) will be participating to ensure adequate arrangements may be made in advance.

LOCAL ATTRACTIONS

Texas A&M University (College Station, TX): Campus Tours, led by student guides are an educational way to learn about the history and traditions of Texas A&M University. Individual tours can be arranged by calling the Appelt Aggiland Visitor Center or the Convention & Visitors Bureau. <http://www.tamu.edu/>

Brazos Valley Museum of Natural History (Bryan, TX): The museum features a collection of Brazos Valley fossils and other natural history of the area. <http://www.brazosvalleymuseum.org/>

Downtown Bryan (Bryan, TX): Bryan's history is reflected by some of its homes and neighborhoods. Today, the city boasts an impressive collection of fine houses and a downtown business district remarkable for its array of fine brick Victorian-era structures. Some of Bryan's structures listed on the National Register of Historic Places include the Cavitt House, Temple Freda, and the Carnegie Library.

Brazos Valley African American Museum (Bryan, TX): This museum chronicles the tragedies and triumphs of African American life from ancient civilizations to the present day, while also focusing on local histories of churches, families and schools. <http://bvaam.org>

Messina Hof Winery (Bryan, TX): In a community steeped in tradition, Messina Hof Wine Cellars holds its own with a 200-year old history of award winning wines. <http://www.messinahof.com/>

Other: Contact the Bryan-College Station Convention and Visitors Bureau for more information on things to do in the Brazos Valley! <http://www.visitaggieland.com/>

COLLEGE STATION FACTS AND TRIVIA

The City of College Station is a young municipality, with its beginnings in the founding of Texas A&M College. Texas' first state institution of higher education, the College was inaugurated in 1876.

Because of the school's isolation, school administrators provided facilities for those who were associated with the college. The campus became the focal point of community development. The area was designated "College Station, Texas" by the Postal Service in 1877. The name was derived from the train station located to the west of the campus.

Growth of both the community and college influenced residents' desire to create a municipal government. The City of College Station was incorporated in 1938. The incorporation was a result of a petition, by 23 men representing on and off campus interests, to the Board of Directors of Texas A&M College. The

Board of Directors had no objection to the annexation, and suggested that a belt around the campus be included in the proposed city. Citizens voted 217 to 39 on October 19, 1938 to incorporate the City of College Station. The first City Council meeting was held on February 25, 1939 in the Administration Building on the A&M campus. The Council became interested in adopting a governmental structure similar to the council-manager form of government. At the time of incorporation, state law did not allow a general law city to hire a city manager. As a result, College Station employed a business manager until 1943 when state law was changed to permit general law cities to make use of the council-manager form of government. College Station became the first general law city in the State of Texas to employ a city manager. In 1952, once College Station's population exceeded 5,000, College Station voters approved a home rule charter that provided for the council-manager form of government.

TRANSPORTATION

Easterwood Airport hosts two airlines for flights, American Airlines and Continental Connection. The Airport is 5 miles (10 minutes) from Hilton College Station.

Shuttle Service: The Airport provides complimentary airport shuttle (7 am–11 pm) to and from Easterwood Airport.

Car Rental Agencies: Advantage, Avis and Hertz each reside within the airport terminal for car rental accommodations.

Arriving by Car

Easy access to College Station available by highway

- ★ **From the North:** Highway 6 South from Waco. Highway 6 will split just north of Bryan – stay on Highway 6 (merge left). Continue 5 miles, exit on University Drive / Texas A&M University. Turn right at the light onto University Drive. Continue for less than one mile, the Hilton will be on the right.
- ★ **From the South:** Highway 6 North from Houston. Highway 6 will split just south of College Station – stay on Highway 6 (merge right). Continue for 3 miles, exit University Drive / Texas A&M University. Turn left at the light, over Highway 6, onto University Drive. Continue for less than one mile, the Hilton will be on the right.
- ★ **From the West:** Highway 21 from Austin. At intersection of Highway 21 and HWY 47, merge onto Highway 47 to College Station. Continue 10 miles and Highway 47 will curve left onto Highway 60, becoming University Drive. Proceed past Texas A&M University, past the main intersection of Texas Ave. and University Drive. Continue straight, the Hilton will appear ahead on the left. Turn left at Tarrow Street and then right into the entrance of the hotel parking

