

# 1999 ANNUAL NAEB MEETING EVALUATION SUMMARY

A score of 1 is low (very dissatisfied) and 5 is high (very satisfied).

Meeting room and facilities: 4.89

Meals: 3.94

Meeting topics: 4.50

Vendors and exhibits: 4.25

Overall: 4.4  
(18 responses)

## General Comments

- The vendor segment for exhibits was primarily furniture - please let us know in advance if that's what will be offered, our furniture buyer did not attend. Perhaps buffet for lunch and not table service.
- Vendors geared towards furniture buyers
- Would appreciate non-dairy products being available - ie - margarine/spread, non-dairy creamer. Todd Raeder & the E&I group were a pleasure, as always, they are informative and helpful
- More vendors next time
- More variety in vendor exhibits would be nice
- Very good
- More variety in the vendor exhibits
- Very good job setting up activities & space

## Suggested Topics for Future Meetings

- Campus wide contracts
- How do prime vendor contracts outside E&I affect doing business with E&I
- Procurement Cards
- Prime vendor contracts (ie - office supplies, lab supplies, distribution contracts)
- GPO discussion (HPS, Amerinet, etc.) Or consortium buying
- Negotiation sessions
- Developing evaluation criteria and working thru the evaluation process
- Workshop on the State laws related to procurement in higher education
- Breakout sessions for software users - SCT, Datatel, Peoplesoft, etc.
- A case senario on contract negotiations or something like that
- Negotiation workshop with interactive case study breakout negotiations and reprot back to the group. 1<sup>st</sup> part - overview on negotiation Techniques & Principles, 2<sup>nd</sup> part - Groups of 2 get case & negotiate as Buyer/Seller

## Becky Beard: Purchase Order Terms & Conditions

- I think we could have gone into more detail/time
- Very well prepared, great handouts, excellent presentation
- Needed to be more interactive
- Very interesting, informative
- Not long enough, such an interesting speaker
- Very informative presentation
- Good handouts, presentation was well delivered
- The topic was very interesting for me because all institutions seem to be struggling in this area. Becky is very enjoyable to listen to.
- Glad she brought the handouts - should prove to be very useful
- The topic was very useful, delivered with humor
- Handouts were terrific, this session met my expectations, thanks Becky
- Good handouts, references to publications
- Could have been longer and more in depth if time had permitted
- Overheads might be nice
- Everything beneficial
- Excellent presentation, very informative, learned much
- Made presentation interesting, great!
- Best: terms & conditions suggestions for the verbiage on PO's
- Everything
- Very good presentation, timely
- I appreciated the opportunity to speak at the conference (Beckie!)
- Everything, excellent presentation, much useful information
- Wish I could work in her purchasing department as professional development

- The flow of the presentation was very good. I learned a lot of new information
- I will use some of the clauses referred to in the presentation in some form
- Excellent topic, more
- Least: more examples & group discussion
- Continue this topic next meeting and expand on it
- Extremely knowledgeable of topic, comfortable speaking on topic, good samples to relate to topic
- Great resource for future questions and advice
- Excellent material
- Rebecca did a great job
- Handouts were an excellent source
- The handouts can help us add or revise our terms and conditions
- Least: perhaps some of the “technical” language
- Overall very well presented - shows she did background research

RATINGS: (18 responses)

Speaker Delivery: 4.82

Speaker Knowledge: 4.91

Value of Information: 4.82

Overall: 4.85

### Lynne Smith Scheible: Discovering & Using Your Creativity

- Excellent session
- Best: handout
- Very little new in this presentation. Would liked to heard about techniques to stimulate creativity in problem solving & idea generation.
- Fun, she challenged us. Ask her back again
- Breakout sessions & coming up with skits
- Interacting in the group
- We had fun being creative - now must use ideas to go back to work
- Excellent interactive thinking & interaction
- Least: nothing - great job
- Group interaction, learning more about group’s humor, awareness of how creative I really am, personal development, a good session
- speaker easy to work with, kept everyone’s attention, interesting topic
- Very good presentation. I learned a lot of new ideas, thanks Lynne

- Fun
- Least: still not really comfortable with creativity
- The handout material
- Least: I thought the presenter wasn't always prepared
- Didn't really think this was done as well as the topic could of been done
- Best: Interactive
- Very good!
- Best: all - new ideas - be creative
- Least: nothing
- Need more like this
- Very good
- Ok, but not really useful, needs better overheads, better music, did not want to have my picture taken, would suggest not using this vendor again
- It was fun, interactive

#### RATINGS: (18 responses)

Speaker delivery: 4.50

Speaker Knowledge: 4.50

Value of Information: 4.00

Overall: 4.33

#### Tom Butcher: Contracts

- Best: Handouts, very well thought out
- Least: Not enough participation by audience, needed more daily examples to review with the lawyer
- This was a very informative presentation
- Best: everything beneficial
- Best: Thoroughness, handout
- Very informative, very detailed
- Good speaker, handouts very helpful
- Least: Emphasis on PO contract was limited, prefer a little longer presentation so more details on contracts could be heard
- Good topic, always timely
- Very pertinent information and delivered very well. Outline & handout is great. Very easy to listen to

- Least: I would have liked a longer session on this. Tom had a lot of information.
- Very informative
- He needs to know that a purchase order is a contract
- Handout is very helpful
- Very articulate, good points, much good information sharing. Wouldn't mind this type of seminar being done at our school.
- Least: nothing - all good
- Want to do something like this for our school
- Best: The suggestion of bringing in legal counsel to talk to faculty members to make them aware of unauthorized purchases.
- Least: Due to the amount of material, Tom wasn't able to go as in-depth (sic) on the subjects as I would like.
- Perfect topic for this group. Relevant to everyone here - regardless of what each person buys.
- Least: Would have liked to have more time so Tom could have gone into greater detail.
- Excellent handout - I will keep it handy as a reference tool
- Wonderful handout! Very helpful information on contracts
- Great suggestions and useful training materials for both Purchasing and campus customers.
- Very practical info, handout is wonderful & will be very helpful
- Least: Nothing! Wish he could have provided his half day session
- Good choice of topic
- The overall presentation was very informative and appreciated. Tom knew his subject and passed along some good examples of day to day topics. Thanks Tom
- I can use some of this info in my daily work processes. I'll take it back to my institution to share with colleagues.
- Excellent presentation on very key topic that is critical for all Purchasing staff to understand.
- Least: More questions from schools could provide specific example of how to handle difficult contracts.
- Do it again
- Wonderful handout. Great advice & clarity on "authority". Good samples to apply to audience.
- Valuable session to the conference
- Very relevant information, will be very useful back on my campus
- Least: Nothing. Excellent presentation
- Good reminder to the necessity of dealing with the legal part of contracts

RATINGS: (21 responses)

Speaker Delivery: 4.76

Speaker Knowledge: 4.81

Value of Information: 4.62

Overall: 4.73

### Judy Lannen: Cost - per - Copy

- Little value to me because of the commodity. I'm sure for other schools this was valuable.
- Least: Would have liked more visuals of savings and for value added
- Good information
- Best: Everything beneficial
- Interactive among all
- Least: Nice to have had an outline of process
- Good information, good ideas for changing from leases
- Least: Hard to hear in back of room
- She was probably nervous, but did well
- I don't buy copiers, but it was interesting to hear about how CPC programs work
- Good topic to discuss, very timely
- Helpful information (RFP) provided
- Although have had CPC program for 4 years, picked up some pointers and negotiating points for next contract
- Judy presented some good ideas for various institutions to compare
- The presentation was good. We already have similar program so I didn't learn a lot of new info.
- Interesting topic on different methods to handle copier acquisitions
- Least: Would like to know how other schools handle these machines
- Best: CPC ideas for an entire campus
- Best: The question & answer session - it helped the speaker clarify her presentation
- Least: The CPC presentation seemed weak and somewhat unorganized
- Sounds like a great (beneficial) idea and am sure we can incorporate some of the benefits in our program
- Appreciate the RFP handout
- Least: Hard to hear some comments & couldn't see overhead
- Informative - allowed good comparison to current programs
- Least: Should be limited to 45-60 time limit
- Speakers should feel free to discuss openly contract details (cost, rebates, incentives, etc.)

RATINGS: (18 responses)

Speaker Delivery: 3.53

Speaker Knowledge: 4.37

Value of Information: 3.79

Overall: 3.90