

ESUCC Zoom Monthly Meeting Notes (2017-2018)

Zoom Connection:

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/3089950665>

Or iPhone one-tap (US Toll): 16699006833,,3089950665# or
+16465588656,,3089950665#

Or Telephone: Dial: +1 669 900 6833 or +1 646 558 8656

Meeting ID: 308 995 0665

Or an H.323/SIP room system:

H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East)

Meeting ID: 308 995 0665

Next Meeting

May 2, 2018 2:00 PM

Present: 7 Attendees (not including 3 ESUCC Staff and 5 Konica-Minolta staff) - Chelsi Fry, tmjohnso, Heidi Rademacher, Wally White, Sue Buckley, Sally Jakub, rhasty,

Guest Speaker today is Konica Minolta Business Solutions

- Introductions
 - Vendor Presentation
 - If there are questions for ESUCC staff not relating to the vendor presentation Craig will stay on after 3:00 p.m. and those can be asked then.
- Konica Team
 - Paul Heckathorn (Director of Education IT Services) - pheckathorn@allcovered.com and today's presenter
 - Aaron Ott - Government Accounts Manager
 - Steve Lukehart (Nebraska Area Vice President) - slukehart@kmbs.konicaminolta.us
 - Paul Holdeman (Nebraska Major Account Manager) - pholdeman@kmbs.konicaminolta.us
 - Joe O'Brien (Nebraska Branch Manager) - JO'Brien@kmbs.konicaminolta.us
 - Ryan Aerni (Nebraska Named Account Manager) - raerni@kmbs.konicaminolta.us
 - Michael Parezo (All Covered Area Sales Manager) - mparezo@allcovered.com
 - John Clemons (Solutions Architect) - jclemons@allcovered.com
 - Brett MacKenzie (IT Services Consultant - Nebraska) - bmackenzie@allcovered.com
- Teaching and Learning Consultants
- Dedicated Education Solutions Architect
- Experienced Engineers; Information Technology Infrastructure Library (ITIL) trained
- AEPA Cooperative Purchasing member among others
- Topic/Presentation: to access presentation click here **IT Strategy and Planning - All Covered IT services**
 - Paul Heckathorn and John Clemons made a presentation to the group
 - Major Presentation topics included
 - 21st Century Future Ready

- Mystemkits.com
- Unrequested Erate Funds
- Redesign of Instructional spaces
- Top 6 Digital Transformation Trends in Education
 - Augmented Reality/Virtual Reality/Mixed Reality
 - Gamification
 - Classroom Set of Devices
 - Redesigned Learning Spaces
 - Artificial Intelligence
 - Personalized Learning
- Artificial Intelligence
- Robotics
- Preparing to transform to Future Readiness
 - Chaotic
 - Reactive
 - Proactive
 - Future Readiness/21st Century
- Education Technology Assessment
 - Holistic evaluation & analysis of
 - IT infrastructure/Ed Technology
 - Technology Budget
 - Technology Operations & Support
 - A Comprehensive report
 - Foundational Technology
 - Network performance mapping
 - One Click Discovery and inventory of devices
 - Automated documentation and analysis
 - Performance Measurement
 - Physical and Cyber Security
 - Secured entrances (mantraps)
 - Camera system facial recognition tied to visitor management software
 - Visitor Management software (School Gate Guardian, Raptorware)
 - Driver License barcode scanning
 - Mobotix - Video surveillance licensing all inclusive
 - Measures temperature in different areas of the building.
 - Shared Vision
 - Technology Committee
 - Administration
 - Technology Dept.
 - Curriculum
 - Teachers and Principals
 - Konica Minolta Products & Services available through ESUCC/AEPA contract
 - MFD's
 - Production Print
 - Printers/A4
 - Software Solutions

- 3rd Party Finishing
 - Wide Format
 - Scanners
 - ECM Software and Services
 - 3D Printers
 - DIS Products
 - All Covered IT services
 - Managed Print Services
 - All Covered Optimized Network Assessments (ONA)
 - Facilities Management Services
 - Workplace of the Future products
 - How can our Education Specialist help your school?
- Q&A

Next Meeting

March 15, 2018 2:00 PM

Present: Attendees 12 (not including 3 ESUCC Staff) -Chelsi Fry, Sue Buckley, Sally Jakub, Connie, dowsrobi, Dedra, Pat Latta, esu6geneva, Melanie Fischer, michaelbiere, 00bjanak, Susan Lacey

Questions or concerns with 2018 Paper Catalog: Suggested to look at the 110 lb and offer more items

Question: Request for more offerings of cardstock-

Answer: reviewed the industry weight differences- some suppliers do not offer as many color options.

Question: Request for excel version of Paper catalog

Request for excel version of paper catalog.

- Review of Reports and setting the Address email field so correct person receives the reports for the Paper and Annual Buys.
- Assigning PO's after order aggregation
- Identifying non-Annual Buy items in approval process. Search Orders 25422
- New Vendors: FSG (LED Lighting), National Business Furniture, BIOFIT (Furniture), KnowBe4 (Cyber Security training), Sico (Furniture)
- Contract renewals - World Book, Schoology (in the works)
- Other items to order during this time period- World Book, Movie Licensing USA, SeeSaw, IXL, Infobase Learning

January 24, 2018 2:00 PM

Present: 24 Attendees (not including 3 ESUCC Staff) -

Josh Peach (School Dude), Dana Brinkman, Kelly Ostrand, Pmil, 00bjanak, barb-rezac, ceclark, Connie Wickham, cthramer, gcruickshank, Heidi Rademaker, kjeffers, MVHS Payroll, Pat Latta,

sbuckley, Shelly apperson, sklute, Stacey Meeks, Cindy Nejezchleb, Roxanne, Terria, Sally Jakub, Dana Brinkman, Pat Likus, Cindy Nejezchleb, Shelly Apperson, Melanie Fischer, Roxanne, Terria

SchoolDude/FacilityDude Presentation:

Yearly Renewals opening March 1: Movie Licensing USA, World Book, SeeSaw (open enrollment dates were orders should be placed between March 1 and May 15).

Others: IXL, Infobase

Paper and Annual Buy opening dates were shared.

Question:

Answer:

December 6, 2017 2:30 PM

Present: 26 Attendees (not including 3 ESUCC Staff) - Carol Thiele, Shaber00, Melanie Fischer, Aryn Smidt, Lmolzer, Pat Latta, Alliance Admin, Rose Tinkham, swheeler, cthramer, Linda Norris School, Tych, cindymasten, Sally Jakub, kpendergast, Dana Brinkman, tmjohnso, connie, Kathy Myers, Cthonen, unidentified, Heidi, hchris, jody laird, sparsons, pmil

New Attendees that have not previously participated (7): Rose Tinkham, Pam Garden Co, Melanie Fischer, Sparsons, Sherri Wheeler, Jody Laird, Tych,

Review [Agenda](#) document as a reference: This was included in the meeting calendar invite.

AEPA Vendor Awards/Extensions:

- New 2018 Awards
 - LED Lighting
 - Facility Solutions Group
 - Furniture
 - [National Business Furniture](#)
 - Office Chairs/Desks
 - Conference furniture
 - File Cabinets
 - Office storage
 - Office tables
 - School Specialty
 - Manufacturers
 - Classroom Select
 - Royal
 - Childcraft
 - Sandusky

- Others
 - [Biofit Engineered Products](#)
 - Seating (Office, Cafeteria, Classroom, Science, Vocational)
 - Cafeteria tables
 - Carts/Accessories
 - [SICO](#)
 - Tables
 - Stages & risers
- Technology Catalog
 - MNJ Technologies
 - CDW-G
- Vendors Not Extended
 - Independent Stationers (aka Epic Business Solutions) - Office Supplies
 - NilFisk Advance - Custodial Equipment
 - CITI - Fingerprint & Palm Screening
 - The Library Corp TLC - Digital Resources
 - Teachingbooks.net - Digital Resources
- New AEPA Bid Categories for 2019 - What vendors are you utilizing for these categories?
 - Bleachers & Stadium Seating
 - Automobiles/Fleet
 - Playground and Recreational equipment

Training Dates: <https://goo.gl/3mXBcd>

Request for possible Zoom connection for training at ESU 10

Question: Kim Jeffers - Could you cover how to access year round catalogs for immediate needs?

Answer: Craig gave a demo online

Question: Rose, Ft Calhoun - question regarding order aggregation/delivery. Will the orders be shipped to the school or ESU 3 warehouse.

Answer: Craig will contact Equal Level and get back to Rose. The only orders that will go to ESU 3 are the ones that are placed on hold for delivery during the annual buy window that end up being aggregated.

Question: Holly, order aggregation - email addresses changed last year and made it more difficult to sort/track

Answer: This is how the order aggregation works. In order to view who ordered what you will need to follow the directions in the [Export of Annual Buy Requisitions](#) video and [Preparing the Annual Buy Export file for Receiving Product](#) video. Equal Level is developing a sorting

report based on the "ship to" address. A video tutorial for exporting orders is also available on our website at www.neesucoop.org

Question: Melanie: Can a school delete No Longer Employee profiles?

Answer: School can deactivate, but the ESUCC Coop only has the ability to delete a user. If you export your users and send a spreadsheet of the users you want deleted to coop@esucc.org then ESUCC staff will remove them for you.

Question: Teresa Johnson ask via her Tech Coordinator if we could provide training &/ or the product of KnowBe4.

Answer: Craig has had discussions with KnowBe4 about a statewide contract. ESUCC has been waiting for a response after sending the contract to them. Craig will follow up with them again on 12/15/2017.

We will be asking contracted vendors to participate in future calls and provide them 15 minutes to present their offering.

Reminder that some vendors provide monthly/ quarterly sales flyers which are posted on www.neesucoop.org and the Marketplace.

November 8, 2017 - 2:30 PM

Present: 22 Attendees (not including 3 ESUCC Staff). Attendees by Name: 402-387-0443, Terria, Jolene G, Elsa Parsons, Kelly Ostrand, Kim, Dedra, Linda-Norris, C Fry, Cindy Nickel, Lwoolsey, PWessels, Sally Jakub, Connie, Stephanie Parde, Kelli Ackerman, Call In User 1, K Jeffers, Dana Brinkman, L Lurvey, D Asche, ESU 6 Geneva

Question: Elsa Parsons: Can they move the search bar so it is not as visible to annual buy shoppers?

Answer: Craig will check, but am fairly certain this would not be possible as most change requests affect all users (other states, entities).

Equal Level Response: We can not move it but we do have the capability of enabling a "Shop Annual Buy" button above all other vendors.

Question: Sally Jakub: Last month you said we would have an auto-generated form for all aggregated orders but can you tell me if that will be an editable form?

Answer: It is an auto generated report by vendor, sorting report by coop number. It is editable, csv file and will be sent to the email address listed in the Address setup for the district.

Question: Is there any way we can get a box or field to add a "pay from this code" so when we print this code could show and help out our bookkeeper when it time to pay the bills.

Answer: asking for a budget code, it has been requested but not avail right now. Craig will check on whether this might work within the internal comments and be exportable for each requisition.

Equal Level Response: We do not have plans right now - at least in the next 2 releases - for item level comments. They would need to use the internal comments field as of now.

Discussed live chat feature- live chat is mostly available during the Annual Buy time, otherwise contact would be through an online message which goes to our coop@esucc.org email group.

Question: Jolene- Is there an easier way to look up a user vs paging through pages of users.

Answer: Determined you could filter by email addr domain or export the users and then filter by the agency field. Reviewed how to download and export a report.

Craig asked what is everyone's biggest hurdle(s):

Question - I have the teachers order under their names but when the orders come they are all thrown together under one name no matter how many teachers ordered from that vendor.

Answer: Yes, For the Annual Buy this is because all orders are aggregated by address to each vendor so they receive one order by ship to location which is why deeper discounts are available through volume.

Question - Biggest hurdle is our staff not knowing exactly where to go to get on the Annual Buy purchasing since that box is amongst all the other vendors. We give them step by step instructions but it is still confusing to them.

Answer: This is where the new Annual Buy button will be located above Featured & Other Suppliers, being more prominent. We created an "Annual Buy Button" in the last 2 weeks of ordering last year and many schools said this helped. We will enable this button again this year when the Annual Buy opens.

Question - So when each teacher orders under their names and then it is aggregated....when you do the printout/report will it have the teacher's name on that also? yes new reporting will be broken down by vendor then by teacher.

Answer: ESUCC is having Equal Level develop two reports to help schools in the receiving process. These reports will automatically be sent to the email address listed in the Ship to Address (has to be an Agency Admin). Each report will contain the following information.

Receive Order Report

- Row for each item on aggregated orders sent to vendors
- Report is sorted by Vendor alphabetically then by Coop Item Number/Name
- Receive Order Report column headers
 - Supplier
 - Item Name
 - Manufacturer

- Manufacturer Number
- Supplier Part #
- UOM
- Aggregated PO Number
- Total Qty Ordered
- Total Qty Requested
- Qty Received (Placeholder)
- Qty Damaged (Placeholder)
- Note (Placeholder)
- Date Received (Placeholder)
- Sort Order Report column headers (utilized if you have multiple staff sorting items once product is received in and Item# is written on item) Sort order is by Item Name (Coop Number)
 - Item Name
 - Item Description
 - Supplier
 - Manufacturer
 - Manufacturer Part#
 - Supplier Part#
 - UOM
 - District Name
 - User
 - Qty Requested
 - Requisition
 - Requisition PO Number
 - Ship to Address

New vendors this Month: Sterling Computers, Infobase,

Reminder that Quill will not provide AEPA pricing unless the school requests this pricing on their account. We are working with Quill to see if it could be defaulted, but for now, make sure you are set up with them and they have AEPA pricing flagged on the school's account. If you order from the Marketplace at a lower cost and receive an invoice for a higher cost contact Quill and tell them to flag your account under the AEPA contract. ESUCC has requested that any account that submits orders through the Marketplace be flagged with the AEPA contract pricing automatically on the invoice.

Informational: Be sure to check for contracts that could provide discounted pricing for any building/roofing projects.

Annual Buy dates have been published on our website at <https://goo.gl/F7P5iy>

October 18, 2017 - 2:30 PM

Present: 28 Attendees (not including 3 ESUCC Staff). Attendees by Screen Name: Cfry, 4024617598, Kelly Ostrand, Pat Latta, bgothier, ssullivan, Aryn Smidt, kjeffers, anhase1, Heidi, teacher, Ed Stansberry, Tillema, angieardt, Wally, Connie Wickh, tclausen, eruppert, Corrine Dupsky, Dana Brinkman, Sally Jakub, Jenni Topp, Connie, Cthonen, Teresa Johnson, Bob Zagozda, Kathy Myers, 3089958663