

National Association Purchasing Management – Southern Nevada Inc.



May 2002

May Meeting

May 21, 2002 Seminar/Luncheon
Gold Coast Hotel & Casino 2nd Floor Conference Room

“Secret Skills of Successful Negotiation”

1/2 Day Seminar Sponsored by NAPM-SN

Speaker – Dr. Ron Bailes

Is it an “art” or a learned skill?

Dr. Ron Bailes will help us learn ways to "read others" before we enter into negotiations and to tap into resources that even the most expert negotiators have not utilized in the past. Dr. Bailes will tailor this seminar for the level of those in attendance. At lunch, Dr. Bailes will provide a summary of items learned, but all of the "how-to's" will be presented during the morning seminar.

WHO SHOULD ATTEND?

For purchasing and supply professionals seeking a great understanding of the secret skills necessary to have a successful negotiation.

7:30 am.....Registration & Continental Breakfast
8:00 am.....Seminar
9:30 am.....Break
9:45 am.....Seminar
11:30 am.....Seminar End – Monthly Meeting Registration
12:00 am.....Monthly Lunch Meeting
1:00 pm.....End

Seminar (Includes Lunch & Continental Breakfast):

NAPM-SN Members - \$70 (if you want to include your membership dues, call Jim @ 244-2261)

Non Members - \$100

Lunch Meeting (Regular Monthly Meeting):

NAPM-SN Members - \$20

Non Members or Members without RSVP - \$25

Register On-Line at www.napmsn.org or download the flyer

About the Speaker:

Dr. Rondall L. Bailes is a clinical hypnotherapist and is regarded as a leading authority on working and interpreting dreams for self-improvement by individuals all across America. With a master degree in business and a doctoral degree in clinical hypnosis and the founder of Dream Journey, Dr. Bailes has helped people improve the quality of their lives by teaching them how to listen and understand what their own subconscious is saying.

His revolutionary approach in addressing the left and right brain hemispheres as well as the male/female gender aspects and the many emotional levels in all of us, is what sets this presentation apart from all others. Audiences nationwide have been enlightened from Dr. Bailes's lectures, classes and his morning talk show.

Prez Says

By Jim Haining, C.P.M., A.P.P.

Wow, I can't believe another year has passed! I am completing my 2nd year as President of NAPM-Southern Nevada and I can report that the state of our affiliate is EXCELLENT! We have had a very successful year and have a fantastic base of volunteers on which to draw. We have not accomplished all of our goals but we have come close!

I want to acknowledge the Officers and Chairs that have given GREAT SERVICE this past year.

Bob Ashby – C.P.M. Chair. Bob is a stalwart in our affiliate. He has taken the lead in the most outstanding local affiliate C.P.M. program in the country. Last year NAPM-Southern Nevada surpassed our new C.P.M goal by 1900%!! Bob has put together an outstanding program and if you don't have your C.P.M. it isn't because you don't have the best opportunity to gain it in the U.S.! NAPM-SN currently has 77 members that hold their C.P.M. designation and 13 that hold their A.P.P. designation. That is out of a total membership of 190 members!

Carol Fletcher – Membership Chair. Carol is a stalwart and a great asset to the organization. Unfortunately, this is the last year she will serve on the Board. While she will continue to be around and support various events, her constant presence will be missed!

Mark Misuraca – Communications Chair. Mark has done an excellent job and never missed a beat. The newsletter is always published on time and under budget! Thanks Mark to your quiet support!

Frank Callom – Monthly Meeting Chair. Frank has put on EXCELLENT monthly meetings! It is always a challenge to find speakers (particularly on our budget), but Frank has pulled through with some excellent speakers. Thanks for doing one of the most difficult jobs in the affiliate!

Valerie Harper – Marketing Chair. Valerie is a stalwart in marketing! She continues to find innovative ways to get the word out about NAPM-Southern Nevada. Thanks for another great year. She also won the Marketing Person of the Year award last year. We have one of the best!

Don Woods – Assistant Marketing Chair. Don never fades, like the Energizer Bunny, he keeps going on and on and on! Don mentored Valerie in being the Marketing Chair, yet continues to support her and the rest of the Board. We appreciate his help!

Lucille Carruthers – Satellite Seminar Chair. Lucille has taken a great program and made it BETTER! Our satellite seminars are now averaging an attendance of about 30 attendees. She continues to provide excellent support and enthusiasm to the board. Thanks, Lucille!

Greg Herlean – Seminar Chair. Greg has put a couple of great seminars this year. Thanks for your support.

Mike Gifford – Special Events Chair. Mike has done an outstanding job this year organizing the Golf Tournament last fall in Mesquite and our Supplier Opportunity Faire. We could not be as successful with these events without Mike's involvement and support! Mike will not be on the Board next year, but will continue to help with both the Golf Tournament and Supplier Opportunity Faire. Thanks Mike!

Sharrie Mayden – Vice President. Sharrie is always there to support and help at all of our functions. Thanks Sharrie for your advice, point of view, and support.

Yoli Jones – Secretary. Yoli has been a great support for the organization. She is always there when you need her with a smile and a great attitude. Thanks Yoli for your continued support.

Emily Anderson – Email Coordinator. Though not a member of the board NOR a member of the organization, Emily has done an excellent job coordinating our email list and sending out our email announcements. She is a member of Jack Holland's staff at CCSN and volunteered to perform these duties. She does an excellent job and we are grateful to have her as a member of our TEAM! Thanks, Emily!

Telma Lopez – Newsletter editor. Telma edits and formats the newsletter monthly. Thanks you're your constant efforts.

Kimberly Lukasiak – C.P.M. point coordinator. Kimberly has taken on the challenge of getting C.P.M. points to each of you who request them. It may not seem much till you need the points for recertification. Thanks!

Finally, I want to thank each of you for your membership and support of our Monthly Meetings, Seminars, and other activities. Without you, our organization would not be necessary. Thanks for a great year and I look forward to an even better year next year!

Thanks,
JIM

Need C.P.M. points for a meeting you attended?

We have added an additional option to request C.P.M. points for meetings attended. Enter the www.napmsn.org website. Select the C.P.M. Points Request Form designation on the left of the website. Please enter your name, name of event attended, date of event, phone number, fax number and email address. We will respond to the request with an evaluation form. Once the evaluation form is returned a certificate will be provided. This is just another way the Southern Nevada Chapters continues support to our members in maintaining their educational needs.

Results of the Election of Board of Directors

The following have been elected as Board of Directors for 2002 / 2004.
Congratulations!

Bob Anderson, C.P.M., LVCVA
Jim Haining, C.P.M., A.P.P., Sprint
Valerie Harper, C.P.M., Insurance Superstore
Yolanda Jones, C.P.M., A.P.P., McCarran Airport
Kimberly Lukasiak, C.P.M., Southwest Gas
Mike McCracken, C.P.M., Nevada Power

Notice – The annual meeting of NAPM-Southern Nevada, Inc. will be held on May 21, 2002 at 11:30 am at the Gold Coast Hotel and Casino

The First Annual NAPM-SN Golf Putting Outing was held on Tuesday, April 16th at Angel Park Golf Course. The evening “kicked off” with a buffet dinner, followed by 18 challenging holes of putting on the “Seventh Heaven” course, the World’s Premier Putting Course. Although the windy conditions cooled it off drastically, about 35 “dedicated” putters braved the chilly conditions. The low score reported was from Josh Schonbrun (Nevada Power), although those playing with him did note that he “voluntarily” kept score and some are questioning his “creative” math skills.

Congratulations to all the “duffers” who made this inaugural event a success. A special Thanks goes out to Jim Haining, who organized the event and braved the blowing wind while manning the Registration Table. Hope to see you all out next year!

Purchasing Card Association Hits Its Stride with Third Annual Conference

Minneapolis, MN – The National Association of Purchasing Card Professionals (NAPCP) hosts its Third Annual Conference and Exhibition on May 20-22, 2002 in Scottsdale, AZ. Participants include a wide array of purchasing end-users, solutions providers, card issuers and networks.

Drawn from both the private and public sectors, the roster of speakers includes presentations by the University of Cape Town South Africa, Yellow, Honeywell, Deloitte & Touche, State of West Virginia, and the Internal Revenue service, among others. A new conference highlight, The Learning Fair, creates an educational environment through end-user facilitated round table discussions and simultaneous provider exhibits. Demonstrations through out the event allow participants to experience first-hand the new products and technologies offered by the Purchasing Card community.

“We are very excited to launch our third year with this national conference”, said Brian Zahn, Nestle USA Purchasing Card Manager and NAPCP Membership Chairperson. “We are proud that the NAPCP has evolved into such a meaningful resource for the Purchasing Card community. We provide the tools necessary for all types of organizations to implement and manage successful Purchasing Card Programs”.

The National Association of Purchasing Card Professional is a non-profit organization created for the advancement of Purchasing Card professionals and practices. Its primary objective is to provide an end-user focus and an industry-diverse forum for networking, education and the setting and sharing of Purchasing Card standards. The efforts of the NAPCP help to ensure that its member organization experience maximum cost savings from their Purchasing Card programs. Visit the NAPCP at <http://www.napcp.org>.2002.

Welcome New Members

Scott Ash

Manager, Technical Purchasing
National Airlines

Max Beck

Purchasing Specialist
US Postal Service

Teresa Berkey, CPIM

Owner
Ez-Ad Specialties

Helen Beyene**Melody Cox**

Purchasing Interior Branch
Young Electric Sign

Holly Cusatis, C.P.M., A.P.P.

Contract Administrator
UNLV

Ron Davenport, C.P.M., CPIM

Director of Purchasing
GES Exposition Service

Janet Foley

Purchasing Manager
Fitzgerald's

Cheryl Furjanic, C.P.M.

Sr. Procurement Specialist
Bechtel Nevada Corp.

Linda Garver

Procurement Coordinator
Nevada Power

Oscar Gonzales

Purchasing Specialist
The Lighthouse Inc.

Susan Henning, C.P.M., A.P.P.

Contract Technician
US Postal Service

Deborah Hooker

Facilities Specialist
US Postal Service

Pamela Kinney

Sr. Consultant
IBM

Kathleen Friedman

Material Mgmt Specialist
US Postal Service

Penny Mazen, C.P.M.**Marianne McPherson, C.P.M.****Monique Mills**

Office Manager
Airgroup Express

Brad Studdard

Purchasing Agent
Young Electric Sign

Trixie Studdard

Corp. Inventory Control Manager
Young Electric Sign

Steve Webb

Student
UNLV

We look forward to meeting all of you at our next monthly meeting on May 21st at the Gold Coast!

Have you moved or changed your email address?
Update it online at www.napmsn.org

MARK YOUR CALENDAR



May 21, 2002	Luncheon Meeting & Seminar	"Negotiations", Gold Coast Casino
June 10-13, 2002	ISM Seminar	<u>"Fundamentals of Purchasing"</u> , held in Las Vegas
June 13, 2002	Satellite Seminar	Satellite Seminar - <u>Services Purchasing: Making the Right Decisions</u>
June 18, 2002	Dinner Meeting	TBD
August 12-13, 2002	ISM Seminar	<u>"Leading & Managing Supply Relationships"</u> , held in Las Vegas
August 12-13, 2002	ISM Seminar	<u>"Internet Enabled Supply Management & Business"</u> , held in Las Vegas
August 14-15, 2002	ISM Seminar	<u>"Achieving Value Add through Supply Alliances"</u> , held in Las Vegas
August 22-23, 2002	ISM Seminar	<u>"Advanced Contract Writing"</u> , held in Las Vegas
September 23 - 25, 2002	ISM Seminar	<u>"Developing a Framework for Purchasing"</u> (3 day), held in Las Vegas
September 30 - Oct 1, 2002	ISM Seminar	<u>"Purchasing and Materials Management"</u> , held in Las Vegas
November 7 - 8, 2002	ISM Seminar	<u>"Driving Down Costs through Cost/Price Analysis"</u> , held in Las Vegas

Check out the local Job Opportunities at www.napmsn.org.
They are posted weekly on Sunday evening!



VACANCY ANNOUNCEMENT

POSITION TITLE	PURCHASING CONSTRUCTION BUYER
RESPONSIBILITIES	<p>UNLV is accepting applications for the position of Purchasing Construction Buyer. This Senior Buyer level position reports to the Department of Purchasing, a pro-active, service oriented organization composed of Purchasing, Contracts Administration, Fixed Assets and Receiving. The successful candidate will prepare construction-related documents for the procurement of new, and the modification of existing, buildings, will procure construction-related materials, furniture, labor and services, will prepare RFPs, and will conduct senior-level negotiations.</p>
QUALIFICATIONS	<p>A Bachelors Degree in Business Management or related field is preferred but not mandatory. Equivalent related work experience, education, or a combination of work experience and education, may be substituted for work experience and/or education requirements. Work experience that is directly related to the job may be substituted for post high school education at the rate of two years of work experience for one year of education. A professional certification as a C.P.M., CPPO, or CPPM is preferred, but may be obtained within one year of employment.</p> <p>Candidates must have hands-on Purchasing experience in preparing, reviewing, processing, administering, and coordinating documents, including contracts and complex bids and RFPs. Preference will be given to those with existing experience in construction-related projects, including the review and audit of Change Orders, and negotiations with Construction Contractors. Preference will also be given to those with proven experience in preparing NRS & Federally compliant Bid documents for the procurement of buildings, structures, renovations, furniture, building supplies, floor & window coverings, etc. Must have excellent oral and written communication and investigative skills, with ability to write concise, logical, grammatically correct analytical reports.</p>
SALARY RANGE	\$44,000 to \$50,000
SETTING	<p>UNLV is a premier urban university located in the vibrant city of Las Vegas and is surrounded by the Mojave Desert. UNLV is the state’s largest comprehensive, doctoral degree granting institution with 22,000 students and more than 700 full-time faculty. UNLV provides traditional and professional academic programs for a diverse student body and encourages innovative and interdisciplinary approaches to teaching, learning and scholarship. For more information, see the UNLV World Wide Web site at: http://www.unlv.edu.</p>

APPLICATION DETAILS	<p>Submit a letter of interest indicating Purchasing Construction Buyer, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted. Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications since this is the information on which the initial review of materials will be based. Review of materials will begin May 6, 2002, and will continue until the position is filled. It is the University's intent to fill this position promptly. Applications and related documentation may be mailed or e-mailed to:</p> <p style="text-align: center;">UNLV Purchasing Construction Buyer Search Committee Attn: Marti Ash, ash@ccmail.nevada.edu 4505 S Maryland Pkwy, Box 451004 Las Vegas, NV 89154-1004</p> <p>Specific questions may be addressed to Tim Lockett, Search Committee Chair, at tlockett@ccmail.nevada.edu or (702) 895-2805.</p>
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UNLV is an Equal Opportunity/Affirmative Action employer. Persons are selected on the basis of ability without regard to race, color, sex, age, national origin, sexual orientation, religion, disability or veteran status.

UNLV Employee Benefit Highlights

Here are some of the highlights with respect to employee benefits afforded Academic Faculty and Professional Staff. This listing does not include all the facts and nuances about these programs, if you have any questions about these benefits, please contact our Benefits Office at (702) 895-3504.

For more detailed information, you might wish to visit our Benefits site on the web at: <http://hr.unlv.edu//Benefits/>

- No State Income Tax
- No Social Security Deduction
- Medicare Contribution required (1.45%).
- Retirement Plan Alternative (RPA) programs with options for pre-tax investments through TIAA-CREF, VALIC, Fidelity Investments, and/or American Century. Multiple companies may be used, however a 25% enrollment is required for each that you choose.
- 10 % Retirement Plan Alternative deduction is mandated and UNLV matches this with an employer paid 10% contribution.
- Tax Sheltered Annuities and Deferred Compensation available for supplemental retirement contributions.
- The employer pays Health Insurance, including Vision and Dental, for the employee. Self-funded and HMO options available. Coverage for spouse and dependents is available in either pre-tax (Section 125 Benefit) or post-tax option.
- The employer pays Life, Accidental Death and Dismemberment, Business Accident and Long Term Disability Insurance for the employee.
- Optional Insurance Coverage such as Supplemental Life, Personal Accident, Short-term Disability Income Protection, Cancer Care and Automobile/Homeowner's Insurance are available.
- Death Benefit of 1/12th of the employees' current annual contract salary will be paid to a beneficiary, or to an estate if there is no beneficiary.
- 11 Paid Holidays including: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day and Christmas Day.
- 2 days of Sick Leave per month can be accrued to a maximum of 96 days.
- 2 days of Annual Leave per month can be accrued to a maximum of 48 days (Academic Faculty Contracts excluded).
- Grant-in-aid Benefits for employee, spouse and children.
- Direct Deposit Available.