

**College/Division Administrator Meeting
Via Zoom
September 14, 2023 - 9 AM to 11 AM**

Minutes

Linelle Clark, Director HUB Operations

- HUB Spot Light Guest Presenter – Ms. Trina L. Martin, CEO, T.L. Martin International
 - HUB Spot Bid Fair Announcement - See attached presentation materials – Guidelines for HMSDC Spot Bid Fair.
 - HMSD Spot Bid Fair (Oct 11-12, 2023)
 - Senator West Spot Bid Fair (May 2024)
 - 2023 Award Analysis and Proposed Responses

Cecilia Rodriguez, Director Accounts Payable

- Travel Policy Updates effective 10/3/2023 ([MAPP 04.02.01A](#) and [MAPP 04.0201B](#))
- Tejas Office Supplies/Core list items

Please see attached presentation materials

Other items from the group

- **Contract coversheet and Approval Form: Start and End Date**

Contract Term: Start Date: upon execution End Date: 5 years from execution date
Total Amount of Contract: \$ 25,375.00 If Amended: Original Amt \$ _____ + Amended Amt \$ _____

- **Standard Purchasing Agreement Term**

1. **TERM:** The term of this Agreement (“Term”) will begin on upon execution and end on 5 yrs exec. date, unless terminated earlier pursuant to the terms of this Agreement or extended by mutual written agreement of the Parties.