

Center for Job Order Contracting Excellence (CJE)  
PBSRG- Arizona State University  
Quarterly Meeting  
Location: Arizona State University  
April 28, 1998

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Due to Owen Jones' recent resignation as industry chair of CJE, Bill Sweetser, industry chair-elect, agreed to serve as industry chair for the remainder of Owen Jones' term and continue through his own 1999 term. The attendees present unanimously supported the decision for Bill Sweetser to take over for Owen Jones. Bill Sweetser began the meeting with a discussion of past action items at 7:00 AM. Minutes from the last meeting were reviewed and the action items listed were brought up for reevaluation and prioritization. A brief discussion arose about the differences between JOC/TOC/SOC and it was decided that an article needed to be produced, comparing the pros and cons of each system, JOC/TOC/SOC.

The CJE logo and business cards were passed around for approval next. It was agreed that the new and improved logo should be used instead of the previous logo. It was also decided that a dark blue color needed to be added to the outside ring, the innermost ring, the CJE name, and the stars. The innermost ring will also be drawn with a thicker line. The new logo is to be used on stationary and business cards.

Bill Sweetser suggested that the group present reaffirm the strategic direction of CJE by reviewing the fundamental reasons for forming it. To do this, the attendees combined current pending action items and objectives with new ones and then separated the resulting list into three groups: Education, Member Benefits, and Administrative. The items in each group were arranged in order of priority. Attendees volunteered to staff the committees formed for each group and are responsible for the achievement of the action items. The chairpersons will be responsible for putting together a deadline for each item and submitting it to Bill Sweetser by May 18, 1998.

The Education Committee:

Chair- Ken Jayne with Applied Innovative Management, Inc.  
Members- Rich Barrick with Allied Surety  
Robert Coffey and Lynn Thompson with The Gordian Group, Inc.  
Pat Hendrickson with BENECO Enterprises

Education Action Items:

1. Develop a definition of a performing contractor.
2. Compile information for an article comparing the pros and cons of JOC/TOC/SOC. ASU will be responsible for writing the article.
3. Create a JOC presentation to be given to facility owners.
4. Develop a procurement process on how to solicit proposals, analyze proposals, and select the successful contractor for a JOC.

The Member Benefits Committee:

Chair- Dave Pinkerd with Brown and Root Services  
Members- Rich Benton with Centennial Contractors Enterprises, Inc.  
Josh Glider with ASU

### Member Benefits Action Items:

1. Develop a comparison of CJE and non-CJE performance lines. PBSRG will gather more data on non-CJE contractors.
2. Work to establish relationships with the industry.
3. Write and distribute the newsletter regularly.
4. Develop a clearinghouse of upcoming JOC sites and place it on the web for private use by members.
5. Identify more current JOC sites.
6. Post the map of JOC sites and locations on the Internet. No contractor names or expiration dates are to be added.

### The Administrative Committee:

Chair- Bill Sweetser with Centennial Contractors Enterprises, Inc.  
Members- Rich Benton with Centennial Contractors Enterprises, Inc.  
Pat Hendrickson with BENECON Enterprises

### Administrative Action Items:

1. Increase membership.
2. Standardize future business meetings and seminars and coordinate dates.
3. Review CJE bylaws.

Two other action items that were developed but not included in the three groups are:

1. Pat Hendrickson will send Dean Kashiwagi a legal article on TOC/SOC/JOC.
2. Rich Barrick is going to submit an education write up for Allied Surety that is to be posted on the Internet.

Dean Kashiwagi gave a brief explanation on how PBSRG gathers performance information. Following that, finances were discussed. Members were told that PBSRG and ASU are no longer able to accept American Express credit cards as payment for dues and expenses. PI Construction's dues will be deducted from their expenses from the last meeting. New invoices will be sent out to members who have not paid. A due date of May 31, 1998 will be placed on the new form. Dean Kashiwagi explained how PBSRG runs financially and stated that CJE currently pays about \$20,000 annually for services rendered.

The meeting ended with Bill Sweetser offering to host the next meeting in Washington D.C. on July 20-21, 1998. Lynn Thompson moved that the meeting should start with the first session by 2:00 PM on the 20<sup>th</sup>, continue with an evening session that same night, and conclude with a morning session on the 21<sup>st</sup>. Pat Hendrickson then suggested that the next meeting's agenda should be sent to the members a month ahead of time for their review and approval. Because some apprehension was expressed, the group also decided that the published CJE performance lines would not be attributed to members by name, but continue to be coded. It was agreed that the decision to add names should be unanimous. Minutes from this meeting will be distributed by May 1. The meeting concluded at 9:20 AM.

### Attachments:

1. Attendance List
2. Meeting Agenda