

SUMMER SESSION 2025

CLASS SCHEDULE WEDNESDAY—JUNE 25, 2025

8:00 – 1:00		SET-UP VENDOR EXHIBITS
10:00 – 1:00		REGISTRATION
1:00 – 1:05		INTRODUCTION
1:05 – 2:00	W-1	NEW LEGISLATION: KNOW ALL NEW LAWS CONCERNING PUBLIC PURCHASING • <i>Narita Holmes</i> • <i>Carol Cooper</i> • <i>Jesus Amezcua</i>
2:00 – 3:00	W-2a	THE WHYS OF REQUEST FOR QUALIFICATIONS • <i>Carol Cooper</i>
3:00 – 3:15	W-2b	VENDOR PRESENTATIONS
3:15 – 4:00	W-3	FRAUD ENTRAPMENT • <i>Phillip Vasquez</i>
4:00 – 5:00	W-4	VENDOR CONTRACTS—THE LATEST WAYS VENDOR CONTRACTS CAN HIDE HIDDEN PITFALLS. PROVISIONS TO WATCH FOR AND ELIMINATE • <i>Mike Saldana</i>
5:30 – 7:30		NETWORKING SESSION/RECEPTION

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Class Schedule Thursday—June 26, 2025

TIME	CLASSROOM A		CLASSROOM B	
8:00 - 9:00	T-5A	PURCHASING LAWS—101 FOR CITIES * <i>Carol Cooper</i>	T-5B	PURCHASING LAWS—101 FOR COUNTIES * <i>Narita Holmes</i>
9:00 - 10:00	T-6A	AVOID CREDIT CARD FRUD * <i>Edna Johnson</i>	T-6B	ACQUIRING A FLEET—LEASE OR PURCHASE * <i>Jerry Haddad</i>
10:00 - 11:00	T-7A	WHEN TO USE ELECTRONIC PURCHASING * <i>TBA</i>	T-7B	FEDERAL FUNDS—KEEP ACCURATE RECORDS * <i>Jesus Amezcua</i>
11:00 - 12:00	T-8A	DO YOU HAVE PROPER INSURANCE * <i>Joey Lopez</i>	T-8B	INTEGRATE CYBER SECURITY IN PROCUREMENT * <i>Dallas Smetter</i>
12:00 - 1:00	LUNCH			
1:00 - 2:00	T-9A	ETHICS * <i>Mark Rogers</i>	T-9B	PROPER PROCEDURES FOR TRAINING YOUR STAFF * <i>Rudy Salinas</i>
2:00 - 3:00	T-10A	THE ART OF NEGOTIATIONS * <i>Mark Rogers</i>	T-10B	ATTORNEY GENERAL—THE DO'S AND DON'T'S * <i>TBA</i>
3:00 - 4:00	T-11A	SPECIFICATION WRITING * <i>Mark Rogers</i>	T-11B	MINIMIZE STAFF EXPENSE—USE PURCHASING COOPS * <i>Philip Vasquez</i>
4:00 - 5:00	T-12A	TBA * <i>Meliton Moya</i>	T-12B	JOB ORDER CONTRACTING * <i>Stephen Kendrick</i>

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CLASS SCHEDULE FRIDAY—JUNE 27, 2025

8:00 – 9:00 F-13

PURCHASE ORDERS—THE RISKS FOR LACK OF PROPER ADMINISTRATION

- *Narita Holmes*
- *Carol Cooper*

9:00 – 10:00 F-14

THE TEN COMMANDMENTS OF PURCHASING

- *Carol Cooper*

10:00 – 11:00 F-15a

HEADLINE NEWS ARTICLES

- *Panel of Speakers*

11:00 – 12:00 F-15b

QUESTIONS & ANSWERS SESSION

- *Carol Cooper*
- *Jesus Amezcua*
- *Narita Holmes*
- *Mark Rogers*
- *Phillip Vasquez*