



BUSINESS SERVICES DIVISION STAFF MEETING AGENDA

March 20, 2014 – 10 a.m.

Facilitator: Rocky Bonura

Recorder: Hye Kwon

Statement of Values

Our highest value is placed on our students and their educational goals. Interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its sources of strength and its driving force. With this in mind, our core values are:

1. **People** – We strive to balance the needs of our students, employees and community.
 2. **Respect** – We work in a spirit of cooperation and collaboration.
 3. **Integrity** – We act ethically and honestly toward our students, colleagues and community.
 4. **Diversity** – We recognize and appreciate our similarities and differences.
 5. **Excellence** – We aspire to deliver quality and excellence in all we do.
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Attendees

____ Capri Blount
____ Hye Kwon
____ Kathy Valot

____ Linda Mobley
____ Marcia Williams
____ Rick Yatman

____ Rocky Bonura
____ Valerie Wagner
____ Jeff Gass

Agenda

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|----|------------------------------|-------|
| 1. | Minutes of Last Meeting | All |
| 2. | Out of Office | Rocky |
| 3. | Communications | Rocky |
| 4. | Vendor Letters | Rocky |
| 5. | Vacant Positions | Rocky |
| 6. | Civility | Rocky |
| 4. | Division Issues – Roundtable | All |
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Notes

TOTAL TEAMWORK + PERSONAL RESPONSIBILITY = SUCCESS!

EL CAMINO COMMUNITY COLLEGE DISTRICT BUSINESS SERVICES DIVISION STAFF MEETING

Thursday, March 20, 2014

Minutes of Last Meeting

Everyone approved the minutes from the last staff meeting. Per our last staff meeting, we need to work on cell phone procedure. We're still waiting for response regarding online travel booking.

Out of Office

Janice will be in charge while Rocky is away couple weeks in April. Babs will also be assisting. Capri will be out April 22nd through the 28th.

Communications

We have too many emails. However, I encourage emails to let people know what's going on. Rocky wants Purchasing department to get together Tuesdays and Thursdays at 8am to discuss what's going on and problem-solve. Hye will be assigned to remind everyone.

Domestic Linen has been giving us problems ever since we added Fine Arts to receive their services. They're not giving us what was agreed on the contract. We also have communication problems with Adam at Domestic Linen. His response is slow. And their credit process is problematic. Capri suggested we ask them for a check instead of credit, and ultimately find another vendor.

Vendors

We're in process of sending out unauthorized purchase letters to vendors. Linda will provide a list of vendors after the list is narrowed down, duplicates are removed. Rocky asked that letters go out to vendors we're not in regular communication with. We have a lot of new online vendors. Rocky wants the letters to be sent to new vendors.

Departments are giving fake POs to vendors for emergency purchases during weekends. However, they need to follow up with a requisition. We used to have a credit card for this but card was cancelled with management change. We could have the cards again for emergencies only. Rocky asked for names of those using fake POs as he wants to help them. They need to be informed of emergency procedure, etc.

Departments are getting two messages. They're allowed to go for pricing but not allowed to accept quotes. When the vendors ask them to accept the quote, they get confused about what they're allowed to do.

Vacant Positions

Rocky will update the staff about the vacant positions on Monday, after update from HR.

Civility

Rocky said we're saturated with a difficult climate and thus the numerous recent emails from faculty and staff. What we do here is our statement of values. He appreciates everyone following our statement of values.

Computer

IT is addressing only XPs. Most of Business Services has XP. Please consider saving files and emails before the replacement process.

We're having a meeting with IT regarding WebUI next Wednesday 9am. All of Business Services should attend. Hye will invite Cheryl Shenefield and ask IT to give us a visual presentation.