



**BUSINESS SERVICES DIVISION
STAFF MEETING AGENDA**

May 15, 2013 — 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.

Attendees

Capri Blount
Hye Kwon
Kathy Valot
Rick Yatman

Linda Mobley
Marcia Williams
Lois Hernandez
Jeff Gass

Rocky Bonura
Beverly Gilmore
Valerie Wagner

Agenda

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| 1. Staff Recognition! | Rocky |
| 2. Minutes of last meeting | All |
| 3. Administrative Assistant II—Hye Kwon | Rocky |
| 4. Construction projects | Rocky |
| 5. Communication with users | Rocky |
| 6. Division Issues—Roundtable | All |

Notes

TOTAL TEAMWORK + PERSONAL RESPONSIBILITY = SUCCESS!

**EL CAMINO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES DIVISION STAFF MEETING
Wednesday, May 15, 2013**

Staff Recognition

First, I want to congratulate Linda Mobley on her Applause Card. Linda has received many Applause Cards. I congratulate her on receiving another one.

Minutes of Last Meeting

Everyone confirmed receipt of the last staff meeting minutes, and Rocky confirmed approval of minutes.

Administrative Assistant II

Rocky: Hye has been hired as administrative assistant. We're going to follow the job description for administrative assistant, which includes managing day-to-day activities of the office and relieving the director of administrative details. Hye will relieve me of a lot of administrative duties so I can work on other responsibilities that President Fallo wants me to do.

Capri Blount: We all have extra duties as a result of Lillian Sapp's retirement. Is the administrative assistant going to relieve us of those duties? I have work for the administrative assistant.

Rocky: The administrative assistant is to assist me, but please see me to discuss work for the administrative assistant. I have plans to update our procedures and get it on the website. I also want us to produce newsletters to post on the website. The administrative assistant will organize and collect the procedures. Please note that procedures need to go through the VP office, and then through college council.

Capri Blount: Let's address the procedures and get it off our desks, and get it on the VP desk.

Rocky: My intent is to have staff meetings monthly from now on and to work on procedures. Now that I have an administrative assistant, I'll be able to do more.

Construction Project

Rocky: Parking is an issue. In the next two months, more parking will be taken for the Elevator project. There's going to be construction right outside our offices.

Lois Hernandez: We need to coordinate the projects. Dust Collector project needs access. There are too many projects going on simultaneously and they need to share what's going on for bids, etc.

Rocky: Please contact Tom Brown and coordinate with facilities. We're going to see increased activity.

Communicate with Departments

Rocky: Please communicate with departments. Everyone has access to the delivery date but if there are extensions and delays, please let departments know.

Linda Mobley: We should be doing follow up with the department that requested it. If the department doesn't know the delivery date, they can call facilities or me.

Division Issues

Linda: We need to clean up the vendor records and standardize the process in adding records. Right now, there are too many duplicate records. We need to come to an agreement and not continuously add vendor records.

Valerie Wagner: I'm giving defibrillator training to Celia, Charlene and Donna. Linda Beam and Dr. Nishime are certificated. I will give defibrillator training to others on campus as well. Next, we will have active shooter training for our office.

Linda: We'd like mirrors to see who comes in. I can't see anyone from my cubicle until the visitor has already walked past me.

Capri: I'd like additional space. Can we clean up the copy room for space?

Rocky: We might need to box up old stuff.

Capri: We need to coordinate with the warehouse the return credits versus checks. They need to let us know if it's a credit or a check.

Linda: Return system is not set. They return and think it's done. But the returns need to reference the PO.

Capri: We need the check back if it's a vendor we don't use regularly. We need to know what's going on exactly. We need communication with the warehouse and need to reorganize Accounts Payable workload.

We need to utilize credit cards more—make a list of vendors that accept credit card. We get money back for using American Express credit card. The more we use it, the more money we get back.