



BUSINESS SERVICES DIVISION STAFF MEETING AGENDA

June 19, 2014 – 8:30 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

<input checked="" type="checkbox"/> Capri Blount	<input checked="" type="checkbox"/> Linda Mobley	<input checked="" type="checkbox"/> Rocky Bonura
<input checked="" type="checkbox"/> Hye Kwon	<input checked="" type="checkbox"/> Marcia Williams	<input checked="" type="checkbox"/> Valerie Wagner
<input checked="" type="checkbox"/> Kathy Valot	<input checked="" type="checkbox"/> Rick Yatman	<input checked="" type="checkbox"/> Jeff Gass

Agenda

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|---------------------------------|-------|
| 1. Minutes of Last Meeting | All |
| 2. Retirement | Rocky |
| 3. Employee Recognition | Rocky |
| 4. Budget | Rocky |
| 5. Accreditation – AUOs | Rocky |
| 6. Division Positions | Rocky |
| 7. Division Issues – Roundtable | All |

Notes

TOTAL TEAMWORK + PERSONAL RESPONSIBILITY = SUCCESS!

**EL CAMINO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES DIVISION STAFF MEETING
Thursday, June 19, 2014**

Minutes of Last Meeting

Everyone approved the minutes from the last staff meeting.

Retirement

Kathy Valot is retiring. Her last day will be 8/1/14. We congratulate her on her retirement. Kathy is looking forward to spending more time with her family.

Employee Recognition

Linda Mobley received an applause card for her excellent customer service skills. She is very helpful, pleasant and patient, even when asked repeated questions.

Jeff Gass also received an applause card for his professional skills and courtesy. Rocky Bonura thanked them both for their excellent work.

Budget

Rocky updated everyone on the status of our overall budget and distributed handouts. He congratulated the Union and the District on settling the salary negotiations. The faculty are still negotiating.

Accreditation and AUOs

AUO shows how what we do helps the student learning. We do it by purchasing supplies, etc., for student learning. Accreditation team is made up of faculty and administrators with qualitative and quantitative analysis of what we do.

Rocky said he wants to measure our effectiveness. He distributed questions with ratings and asked for our ideas and suggestions to assist with this. Jeff suggested a line where people can write suggestions on how to improve. Rocky said this could be part of the questionnaire.

Division Positions

Buyer hiring committee is reviewing applications. Rocky has requested replacement of Kathy's position. Jo Ann said she will be forwarding the request soon. We might have to go out again for applicants since it's been so long since Beverly's position was announced.

Roundtable

Capri said she has too much backup for very small payments. She needs more filing space or we need to figure out an alternative.