



BUSINESS SERVICES DIVISION STAFF MEETING AGENDA

June 20, 2013 – 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

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. Minutes of last meeting | All |
| 2. Request for Leaves | Rocky |
| 3. Management Meeting info | Rocky |
| 4. Procedures | Rocky |
| 5. Division Issues – Roundtable | All |

Notes

TOTAL TEAMWORK + PERSONAL RESPONSIBILITY = SUCCESS!

**EL CAMINO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES DIVISION STAFF MEETING
Thursday, June 20, 2013**

Minutes of Last Meeting

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

Request for Leaves

Hye will accept Leave Request forms for approval from now on. Please put vacations and other absences on the attendance board before leaving. It's your personal responsibility. I will do the same.

Management Meeting Information

We're in good shape regarding the budget. However, we'll know more in August.

Per Capri Blount, personal email address shouldn't be linked to work websites. We need to ask everyone on campus to use work email to link to work websites. In Bronwen's case, we need to ask Jose Anaya to get the passwords from Bronwen. We also need the exact date of her departure from ECC.

Procedures

There are administrative procedures, travel, change order, etc. Per Capri, we don't ask for receipts on travel right now and per diem rates change every year. Our travel procedure is very old—1970s. It doesn't address online items, bag fees, etc.

Let's take a fresh look at the procedures to get real progress on it. Hye will assemble and distribute them.

Division Issues – Roundtable

Per Linda, we're ready for the new fiscal year to input 2013-14 requisitions. Compton needs to do what we've done to set up their budget. Rocky will email the announcement today.

Per Linda, we need to train the campus on accounting, purchasing, and accounts payable to prevent recurring problems. Let's choose a training date, and do overhead presentations with handouts. Rocky approved a meeting to discuss the audience, location, etc. Hye will reserve the conference room pending Linda's availability.

Rick confirmed major projects going on including the stadium project and elevator project. The elevator project bid will be August with construction in December.

Per Kathy, companies are setting up escrow accounts with banks. Next item—we could ask companies if we can pay them by credit card. Then ECC buyers could set up the contracts so

that we're paying companies by American Express. This way, we can get some money back from the credit card company. And finally—today is last day of anything auditable.

Capri asked if the payment process for Higher One can be online like it is for Sallie Mae. She also asked for the internal procedure to use credit card.

Capri announced that Russ wants us to clean up the warehouse. We need to give him an accurate count of what we're sending. She asked if we could image all the documents using something similar to Bill Mulrooney's imaging machine. Rocky will look into this. It's been discussed after Bill's machine purchase. In the meanwhile, Hye will contact Teresa Coulter for manual on archives and records—procedure for getting rid of records.