



BUSINESS SERVICES DIVISION STAFF MEETING AGENDA

July 18, 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. Website Update | Hye |
| 3. Procedures Update – Travel | Capri |
| 4. Individual Responsibilities | Rocky |
| 5. Elevator Construction Update | Rocky |
| 6. Division Issues – Roundtable | All |

Notes

TOTAL TEAMWORK + PERSONAL RESPONSIBILITY = SUCCESS!

**EL CAMINO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES DIVISION STAFF MEETING
Thursday, July 18, 2013**

Minutes of Last Meeting

Kathy and Capri clarified minutes from last meeting. The changes will be made and the minutes will be available on the Portal.

Website Update

We're in process of updating our website. We want to take a close look at the Cerritos Community College website. We want what they have. Like Cerritos, let's include a staff directory, buyer point of contact, directions, forms, travel policy, answers to frequently asked questions, bid information, purchasing procedures and policies, contract procedures, news, and vendor information page. We also want to expand our emergency information page.

We'll be working with Omar and Heather to update our website.

Travel Procedure Update

We want to follow the GSA rate, the government set rate and ask for receipts. We need to consider Internet access, tips, no receipt items, international travel, etc. Right now, the travel prepaid form doesn't explain what's allowed and what's not allowed. Employees are creating requisitions in addition to the travel prepaid forms when it's not necessary to do so. Travel prepaid form requires travel reimbursement form. This guarantees the appropriate approval. We need to update the travel prepaid form to include a form number, etc.

Capri will chair the meeting to update our travel procedure and forms. It's up to us to put together this procedure.

Individual Responsibilities

It's time to do evaluations. Let's update our old list of responsibilities. Jeff's responsibilities will be clarified this way.

Elevator Construction Project Update

Bob Bradshaw is working on getting the demolition started on this project on the weekend. It could be this weekend. In that case, we will access the side stairs or the elevator to get to the 2nd floor work entrance.

Division Issues—Roundtable

Rocky needs to document that everyone read the heat stress newsletter. Please sign the routing form if you've read it.

Kathy asked that we process the job completion notices faster. Could it be walked over to the VP office and the President's office for signatures? A lot of the companies are small and they're hurting while they wait for payment.

Lois is looking to retire end of the year. Rocky will work with the Purchasing group to come up with who will be doing what. In the meanwhile, Lois will be training Jeff on what she does. She will be available for consulting after retiring from ECC.

Capri is requesting PeopleSoft and Datatel to match. Right now, no one is doing the reconciling and this causes errors. The person who cuts the checks needs to reconcile. Next item—we're still getting invoices for last fiscal year. People are sending in travel reimbursements from March. Capri also would like a student worker for copy work.

Linda asked for help. It's very difficult to keep up with all the work. Next item—there's no set dollar limit on petty cash. Babs said petty cash has to be truly petty cash. There should be a limit on petty cash. Please work to make this official. And finally, there are too many PO change order requests. Employees are not realistic with the dollar amount and they request change orders later. The campus is confused about what a blanket PO does. Per Capri, we need to train but we need to update our travel procedure before scheduling training. Per Rocky, this is a priority and we'll put this on the calendar to get it done.

Valerie is scheduling active shooter training for our floor. Everyone thanked Valerie for this.