



**Administrative Services Staff Meeting
April 2, 2013**

PRESENT:

√ Babs Atane	√ Robert Brobst	Reuben James	√ John Wagstaff
√ Rocky Bonura	√ Tom Brown	√ Andy Nasatir	√ William Warren III
√ Julie Bourlier	√ Janice Ely	Rachelle Sasser	
excused Robert Bradshaw	√ Jo Ann Higdon	√ Michael Trevis	

Minutes from March 26th was approved.

❖ **Jo Ann:**

1. We have a little more time to get our prioritization done.
2. Next meeting the rest of the unit plan will be presented and we will prioritize.
3. Tom – send someone out to the CDC to cover the sandbox.
4. There was discussion about the “cat” article in the Union newspaper.
5. Make sure you connect your current unit plan to your past program review (far back as two years) saying, “our program review done in ____”.

❖ **Presentation of Unit Plan 2013-14 from Fiscal Services:**

1. Fiscal Services:

A. Janice went over the unit plan and discussed some of the items that Fiscal Services had in their plan:

- i. We are a service oriented department. Fiscal Services does campus budgeting, cashiering, payroll and student financial aid accounting.
- ii. Page 2 talks about how web enrollment has increased.
- iii. Page 3 talks about the COTOP program for collection of fees. This area also mentions the issuance of the 1098-T.
- iv. Page 4 discusses Sallie Mae Corp agreement for disbursement of Financial aid grant monies. Also mentions that ¼ of the account staff could possible retire in the next five years.
- v. The experience and knowledge of the staff is the strength of the department.
- vi. The weaknesses in the area are the loss of position over the years which have impacted other employees taken on more work.
- vii. The division is interested in achieving the following in 3-5 years: Some of these items are:
 - a) Automation of forms on web site.
 - b) A student web site for all student forms.
 - c) Procedures on web site.
 - d) Do monthly and quarterly meetings with other departments (HR, Admissions, ITS).
 - e) Examine/change fee payment and drop policy.

- f) Cross training across units .
 - g) Reinstate overview training for new campus employees.
 - h) Computer scanning, storage and retrieval.
 - i) Automate the sale of parking permits.
 - j) Improve vacation/sick leave reporting.
- viii. Resources Needed:
- a) shredder. Cost - \$2,000
 - b) Laptop. Cost - \$2,000.
 - c) 7 UV counterfeit money detector for cahiers window. Cost - \$400.
 - d) Chair for night cashier. Cost - \$400.
 - e) Currencies counter for cashier's office. Cost - \$2,000.
 - f) Color printer. Cost - \$1,000. (could move color printer from Babs old office).
 - g) 4 scanner for payroll clerks. Cost - \$600.

Meeting adjourned at 9:30