

1. Payroll Update. Kathy handed out payroll reports. **She asked the CBOs to review the lists of timecards in progress.** Eloisa was concerned that the student and short term hiring packets go straight to HR so the business office has no knowledge of who is hired and is unable to review that the packets are complete. HR is apparently calling the business offices if the packets are incomplete and not the hiring manager. Virgil is asking all PAFs at CSM to go through his office. Eloisa wants a clear message to the division from HT that the packets are to go through the business office. When the new hire packet is able to be completed on-line, there needs to be a message to the CBOs that a packet has been completed. It was also requested that we review the new hire packet and look at what is really needed and how best to complete it. We also need procedures on what is needed to rehire a short-term or student when the individual is already in Banner HR. We need clear instruction on what the employment regulations are for international students. **Kathy will invite someone from HR to discuss these issues with us.**
2. Parking. Kathy asked what had happened since our last meeting. Apparently using the PK detail code to post a payment doesn't override the normal "apply cash" rules. **Ray is not sure of this and will check with Joanne.** We may need a new detail code specifically for parking revenues. Jim B would like to be in on the conversation.
3. Banking Update. Kathy shared her frustration with the county and Union Bank. We are still hoping to move our deposits to Union in October.
8. Deposits/cashiering. Ray met with the cashiers to explain the new procedures. They think the deposit bags are too small, but we will wait and see. **Ray will put the procedures in writing.** We are taking inventory of credit card machines to determine what we have, whether we own or lease and if any of the machines need to be replaced. Wells Fargo says that they can continue to be our processor for credit cards. They would simply change the bank that the deposits go to from Wells to Union. KCSM is using ICVerify. Corporate Education is on VISANet. Should they move to using Wells Fargo as their processor? Can we put Community Ed courses on WebSMART and EPOS? It would be nice to have a student be able to enroll for credit and noncredit courses in the same manner and time. We also think it might be better for the ASBs to move to Union. **Ray is working on a comparison of fees and services at Wells and Union.**

What sort of insurance do the district's accounts have for amounts over \$100K? Do we have collateral put up by the bank? Kathy thinks not.

If the ASBs stay with Wells past the time that the district moves, we may need them to pay for the armored car service to make their deposits to Wells. **Tom will get an estimate of the cost for this additional stop and let the ASBs know.**

4. Bad debt. CBOs haven't talked to their campuses. Kathy reviewed the history of our discussion. Virgil wanted to know how much the bad debt charges would be. Eloisa wants to know how the calculation would be done. For NR tuition or enrollment fees, how/where does it hit? **Kathy will put a scenario in writing showing what might happen next June by fund and amount.**
7. Collection Agency. We are moving to use a collection agency for all student debts. We are only considering agencies that work on a percentage basis. Tom wants to be included in the meetings. **Kathy asked the CBOs to discuss methods of collection with their presidents and VPs.** Ray says almost all local college districts use agencies. **Ray will send the CBOs a list of the districts that use collection agencies.** We also need a report to review AR. We discussed COTOP and agreed to use it for student AR older than 3 years old. **Jim B will coordinate submission of the receivables to COTOP.** They are due the end of this month. **Ray will work with Joanne to get a good list.**
5. Theater charges to the public. The CSM Theater Manager was getting flack about our policy of having external users of the theater pay 10% of admission charges collected. Our current fee policy was updated about 3 years ago (before Virgil). Virgil suggested we could raise the rates and drop the fee policy. Much discussion. Rick suggested that we review the policy again. The facilities rental form is online. The rates are also posted. Rick thought that there was an escalation clause in the policy. Are we collecting benefits in the rates? Are we charging a fixed rate or actual costs? **Virgil and Eloisa will look at the policy again.**
13. Document Shredding. Rick has a district-wide contract that costs about \$2.50 a box. Skyline has its own contract. **Eloisa will look to see what Skyline's costs are and if they should switch to this new contract. She will let Bob know.**
12. Chemical Inventory. Cañada did a great job. CSM is not done. Skyline received Cañada's inventory report so has not been able to do their inventory as yet. It was all due Sept. 15.
11. Mileage Rate. Rick reported that the mileage rate went from \$0.40 to \$0.485 effective 9/1/05. This is the first time he can remember the IRS changing the rate in the middle of a year. Remind folks to put in claims. **Rick will do new forms.**
10. Procard Audit. CBOs have not started an audit program as yet. Mike Claire will be training staff assistants, so **Virgil will add information about Procard to the training.** Rick will give the CBOs audit forms. Procard backup needs to be kept for 3 years for fund 3 (except district office). All other funds can be 1 year. **CBOs will collect Procard backup, organize it and send it to Jim B.** Jim would like it scanned. Anita will continue to do her audits of Procard.

9. Loma Prieta Safety Presentation. Rick is assisting the Safety Committees. There is a DVD about the Northridge earthquake. We have 2 presenters from OES and CSM Fire Tech. We will have signups for CERT (Community Emergency Response Training) and first aid. Skyline is also doing a tabletop exercise on Oct. 19 & 20. **Eloisa will talk to Lori and get back to Rick about what date Skyline wants their presentation.** Cañada is supposed to be doing a poster. There will be a follow-up with faculty on a flex day in January. **Rick will send a letter and poster and agenda to CBOs for email distribution.** Eloisa asked about standing POs (as needed for SEMS) with local vendors. Can we set up these sorts of POs without encumbering the funds in Banner? **Rick will have his staff look at it.**

6. Models contract. Our attempt to have a single contract didn't work. **Send an email to Rick if you want a total amount encumbered.** Each model will still need an IC.

Next meeting: October 27.

Pending Agenda items: New Hire Packets, Parking, Bad Debt, Theater Charges, ProCard audits.