

BAFOG Meeting Notes 10/27/05

1. HR Issues. Cody distributed a flowchart and info on where to find forms. HR wants PAFs within 5 days of hire or start of work, regardless if complete. If the employee is a returning employee, may need only PAF. Kathy expressed concerns about employees starting before paperwork is complete. Virgil said he has heard that all info must go directly to HR and he wants it to go through the Business Office. Cody will emphasize that at the managers' forum. Students don't need fingerprinting but short term employees should if they are working a longer period of time. This will be the hiring managers' judgment call. Employees still have to sign the paperwork 6 times. Cody will see if the signature page can be for all or most forms. Terry said some departments keep printed forms, so they need to know when forms are updated. Cody said training will happen when forms are complete. We need to train staff assistants to go the the web and fill out the forms there. The next step is electronic PAFs. **Need to follow up with IT on this issue as no one from IT was at the meeting.** The Responsibility for monitoring the number of days worked for short term employees still resides with the Business Office until everyone is on web-based time entry. Azadeh has created a report that PR clerks have to review multiple assignments for a single employee. **She will send it to the Business Officers.**
2. Payroll Update. Kathy reported that payroll implementation date has been moved to July 1. Web based time entry is still moving forward and will be fully implemented (no paper timesheets) in the near future.
3. Parking. We are still unsure if there is a simple mechanism to override the application of payments and have a payment for a parking permit go directly to parking. The effect of Cañada's current procedure (attempt to get the student to pay their fees and if unsuccessful, send them to CSM to buy a parking permit) shifts the bad debt expense from Cañada to CSM. **Vickie will investigate. Kathy will follow up with Ray on the Banner side.**
4. Banking Update. No info from Union. More to come.
- 5, 6, 10. Bad debt/collections/ tuition payment plans. Kathy distributed a simulation of a bad debt allowance and discussed the FACTS tuition payment plan. **Kathy asked the CBOs to discuss the bad debt allowance with their administrators. Kathy will distribute the FACTS info to CBOs and invite Paul Aries to come.** There was interest in using FACTS for international students as well. Kathy related the discussion at ACBO where colleges had changed their web registration to require immediate payment and that increased enrollment, as students were no longer willing to sign up for classes that they would later drop. There was some discussion of the elimination of the BOG fee waiver for health fees. Jim B updated us on the need for programming to generate a list for COTOP. Eric told Jim it would take some time. Implementation of COTOP has been delayed a year.

7. Procard Audit. Cañada and Skyline are doing audits. CSM hasn't started yet. The colleges should send in the information collected to Ray for the external auditors and should coordinate the names and time periods of the people they are auditing with Anita so we are both auditing the same person. **Kathy will ask Ray if the auditors require the Wells statements with receipts attached or if the email statement is enough.** Not sure how long Wells will keep mailing the statements.
8. Purchasing Training. Rick is offering to do the freshman and sophomore training again. The training is 2 2-3 hour sessions. He would still like to incorporate the training into the new hire process. **CBOs are to send Rick names and suggested dates/times for this training.** Vickie asked for managers training too. New managers might go to the Freshman training. Rick reported that the Office Depot training was good.
9. Campus vans. Gary and Andreas need new vans. Rick doesn't have enough money to buy more vans. We'll keep looking for funding. Enterprise won't rent to us because they require a Class B license even for 12 passenger vans. Rick reminded the CBOs that the current vans are campus and not PE vans and could be used for other activities.
11. Safety Committee/Emergency preparedness funds. Vickie thought there was some district funding available for this. She has lists of equipment that is needed. Rick has some funding for the District Office, but not district-wide. However, if he does not need all of his funds, he is willing to consider using some of those for the campus needs. **CBOs should send prioritized lists of equipment to Rick.** Rick also discussed some of the preparations we are making. He is setting up "blanket" POs that don't encumber funds. **CBOs should send recommended vendor names to Rick.** Rachelle wanted to know how the coordination district wide was going to work. Rick said that the campuses need to include the District Office in the planning. Also include Matt Lucett and Keith Marshall. Cañada is planning to be part of a countywide scenario in April. Kathy suggested at least one person from the other two colleges be part of the exercise. At Skyline flex day in January may present the film. Some discussion about the need for radios that everyone (facilities, admin and security) can use because the current ones don't talk to each other.
12. CASBO conference. Kathy talked about the CASBO conference April 18-22, 2006.
13. Accreditation. Virgil talked about the need to have multi-year budgets. Kathy said she could help. CSM had indicated in a prior accreditation that it would do multi-year budgeting by college.

Next meeting: November 17.