

BAFOG Meeting Notes 1/26/06

1. Electronic PAFS. Actually set up by Renee a year or 2 ago. Not being used. Banner's functionality doesn't cover as much as we want. But it would feed some of the info into Banner. Can't roll out anything new until PR is implemented. Requires maintaining approver lists and also org security in HR, which we currently don't use.
2. Web Time Entry. Problems with students paid out of multiple orgs. Students don't know how to split their jobs – mostly it is because they don't see the name of their job by org. Suggest dept. time entry for Cañada LRC. Some concern that HR isn't keeping up with the workload. Students aren't in Banner. Much discussion about the difficulty of changing our business processes. PQRERPT – list of timecards started but not completed in Banner.
3. Parking. Ray talked to Joanne Trott. Yes, cashier can override application of payments by applying payment to parting TNUM. Works same as direct payment. Cañada has policy that student cannot buy a parking permit if he owes anything. Vickie wants CSM to look up each student to find Cañada students @ CSM and do direct payment. **Vickie will have a discussion with her management.** Jim pointed out that parking permits don't come out of Financial Aid. We could do that with the student's permission.
4. Emergency Preparedness. Rick said that he has had success with Home Depot for POs for emergency supplies. He is working with equipment rental agencies, too. Susan Traynor gave a presentation of equipment funds spend and needed at the Safety Committee meeting. We need to prepare for admin/EOC support personnel and some percentage of students. We will want water, blankets, etc., for that many people. **Rick, Linda and Jose will look at total lists and budget available, but ultimately the campuses will need to fund this.** Cañada wants \$3K for the April drill. In new construction plans we will plan for a main and a secondary EOC at each campus. Keith Marshall is assisting with the planning for EOCs and training the district office. There was some discussion about how to preserve data on desktop computers. Suggest TRC present training on how best to backup. Different ways. Training video?
5. Essential telephone service lines. We qualify. Costs to install are about \$300 but monthly cost is only \$5. Use for outgoing emergency calls only.
6. www.scove.biz. "Surplus cove" instead of "ebay". Cost \$400. Already paid off software costs with increased selling price for a vehicle. Anyone can buy. Rick requests that we publicize this. Rick demonstrated site.
7. Purchasing Training. Did Junior Seminar – 7 people. Got excited about vendor list in WebSMART. Doing Sophomore class in February. Freshman class in December went well. CSM has finance training in February as well. FYRFUND

is available on WebSMART. Will try to show it tomorrow at the managers' forum.

8. Audit/half year gone update. Ray said AR collections/FACTS moving forward. Selected Coast Professional and ERC. We will break down the students and give half to each agency. Most current AR would probably go to FACTS. Past due to collection agencies – maybe 5 – 10 years old. COTOP for anything older. All 3 CBOs have discussed with presidents, but not sure we are ready to implement yet.

Audit. Board accepted the audits last night. It is now OK to archive 04/05 files. We're doing an RFP in February, hope to take proposal to board on March 22. Possibly new firm. Hoping to get audit complete by Nov. 15. Expect increase in fee.

Half year. Time to review income and expenses YTD. **Ray asked CBOs to review. Let him know if there are any adjustments. Please review budget vs. actual as well.** There are a lot of deficits. Also double-check parking and health fees, as they got messed up with the grant module before but are supposed to be cleaned up now.

Cash. Because of VLF, Triple flip, etc., property taxes are less. Kathy reviewed the ERAF issues. Ray asked for donations.

Investments. Good news here. We are doing well because interest rates are going up -- now about 5%. Need to decide how to invest – county pool, LAIF, CD. Ray suggested that the ASBs split their funds, some in each. The county pool is no longer the best investment. **CBOs should discuss options with the ASBs.**

FTES. Enrollment is down for Fall. NR Tuition increase approved by the Board. Fee is going from \$168 plus \$6 capital outlay to \$175 plus \$7 capital outlay, effective with Summer term.

9. Mini-closing. Last year not too successful, especially because of vacations during it. Ray suggested close February instead of March. He would delay closing that month. He would close March at the end of April, but that creates problems with quarterly reports. Eloisa said budget development happens in March. She suggested we do a review after the end of March and do adjustments in April which would be due by April 30. There are also problems with not knowing the results of negotiations. **We agreed to do our mini-close at the end of February.**

10. Banking update. Postponed.

Next meeting: February 23.