

BAFOG Meeting Notes 3/23/06

1. Mini-Close. February is closed. Bookstore closed January. Hopefully the bookstore will close February next week. Time to clear up everything. March close is estimated to be 4/20. Rachelle said we have months-old invoices from Dept of Rehab. Rebecca can help. Kathy reminded folks that Health Fees are going up \$1. Kathy and Jim B. sent out budget projections for 06/07 for Health Fees. She reminded folks that mandated costs place restrictions on adding or deleting health services.
6. New Table-top Scanners. New scanners have been ordered for PR. Sabrina will be training folks on their use. Helia, Ellen and Ada will get them. District Office is paying for the scanners; campuses need to pay for maintenance contracts. If a campus has a stand-alone PC available, it could be hooked up to the scanner. Otherwise, the PR clerk will use her computer. Presently we are going to use the scanners for adjunct new hire paperwork.
3. Payroll Update. We will be running parallel tests in the next two weeks. Kathy talked about PR implementation News. Debbie said that the payroll "A" accounts used for adjuncts will be discontinued for 06/07/
4. Banking Update. Kathy bemoaned the state of banking services with Union. Eric said he isn't getting service. Kathy and Ray will be doing an analysis of Wells vs. UBOC fees. There was some discussion on whether the ASBs wanted to move back to Wells. Perhaps they could make their deposits to UBOC and wire them back to Wells? Could/should we move payroll to Wells even if not anything else? **Kathy will convene a meeting to discuss moving.** Tom talked about Amex and Discover. He wants to have them no longer accepted at the bookstores. His MasterCard/VISA charges were \$4M in 04/05; Amex & Discover were \$300K. Amex & Discover cost about 1% more in merchant fees. Eric said WebSmart started with only MC/VISA, but got complaints so we eventually added Amex/Discover. Rick thinks now debit cards are more prevalent so it may be less of an issue. Rick asked about debit and check payment on WebSmart. Eric said it will be up for summer registration.
2. Digital documentation. Purchasing is scanning invoices, requesting email approval and paying invoices. Now they are going to try to solicit digital documentation from vendors. We need networked copiers throughout the district. Very few seem to be networked, especially at Cañada and CSM. Rick wants 7/1 implementation to accept digital only. Printing to copier is significantly cheaper – networking would help that. Eric said that some copiers are in spots with no network connections and there has been resistance to printing at copiers. (Who pays?) Some issues with no data in swing space, but new construction will help. Eric says to put in a service request for any copier that you now want networked.

This is a good topic for the managers' forum. **Business Officers need to let Rick and Eric know what machines need data.**

5. Preliminary audit schedule. VTD was approved by the Board for 5 more years. Ray handed out the prelim schedule. Tom said the Bookstore needs its fiscal year end closed before August rush. **Let Ray know about any problems with the schedules.**
7. New decision support system. Eric wants 15-30 minutes at the next BAFOG meeting to demonstrate the new system. BAFOG or a subset of such will need to work to develop the finance portion of this system.
8. Banner conference. May of Eric's staff will be gone the week of April 3.
9. Banner 7. Coming in October 2006. As we get closer, IT will demo changes.
10. Training. Purchasing finished the Junior Training. Rick feels they are on the right track with a cohort. They will formalize the training. It needs better publicity. Rachelle says CSM's training is very good.
11. Audited financial statements. The last 3 years of audited financial statements are under District Downloads/Accounting and also under the Budget page on the District-About Us page.
12. Web Extender. Access must be requested on the ITS work order page. Permission is needed for each area (HR, SI, FR...). Is there a way to globalize certain job levels? New folks aren't included but should be. Be sure to check those boxes with new hires.
13. Accreditation. Previous accreditation reports requested multi-year financial plans – at CSM, at least. All 3 colleges will need this. **Kathy to work on it.**

Next meeting: March 23.