

BAFOG Meeting Notes 7/6/06

Present: James Ball, Tom Bauer, Kathy Blackwood, Eloisa Briones, Jim Butterfield, Debbie Carrington, Suki Chang, Raymond Chow, Barbara Dedo, Maggie Ko, Elaine Lau, Rachelle Minong, Vickie Nunes, Eric Raznick, Virgil Stanford, Terry Watson

Kathy introduced Elaine Lau, who is our new Finance programmer.

1. Ray says use June 28 until Period 12 is closed. Also put due to/due from entries into Period 12. Kathy reminded folks that cash is
2. Month end reports. It takes Joyce one full day to run, format, burn CDs and distribute month end reports. Proposes to create a secured website where these reports would reside. Can view and/or save the report, can save as text and then import to Excel or Word. **Give names to Joyce of who we want to have access to these reports.** Test out for May, assume no CD or printed reports for June.
→ Revisit at next meeting to see if going ok.
<http://appserv1.smccd.edu/financialfiles> or on Banner page quicklinks.
3. Decision support system. Edgar still needs information from us on what reports we want readily available. **Edgar will email Debbie's and Rick's suggestions to us.** He will work with Kathy on requirements. Goal is to have requirements by end of summer.
4. Travel reimbursements. Kathy will bring back.
5. Negotiations update. Kathy reviewed new payroll dates for Adjuncts. Kathy will email schedule out today. Is new salary schedule posted?
6. Memberships. Individual memberships should be ok if it reduces conference fee; may be ok with exception approval. Maybe keep a policy but just enforce through audits of procards. Who should approve? At a more local level? What memberships do colleges pay? **Colleges to give Kathy information on college membership costs.** There used to be a report – ask Suki. Need a list of institutional memberships.
7. Online facilities contracts form/update of rates. CBOs haven't met. Virgil gave feedback to Rick on the form. They felt it was ok.
8. Xerox bill consolidation. Beginning July, Accounts Payable will receive all Xerox invoices, scan them and have them on Webextender. The campuses won't receive the bills now. Each campus will have one bill. Jennifer will create five purchase orders (three colleges, KCSM and district office). Virgil is concerned that no one will look at invoice if they aren't prompted. If someone isn't on Webextender, can request on portal page. Virgil wants to be able to approve, but is willing for a time deadline.
9. Scanner setups and training. Bob distributed list of scanners. Some scanners need network setup. With construction, may not want to link up. Bob offered training. Need

a work order for setups. Rachelle asked for access to copiers for printing.

10. RFP for Food Service. CBOs to request volunteers to review bids. Send names to Bob or Rick.
11. Updated Year End Calendar. Distributed year end calendar. **Still needs Payroll dates.**
12. EOPS Health Fees. Skyline EOPS wants to pay health fee retroactive to January. Students are paying it so are due refunds, which have now been paid for Skyline. Cañada EOPS didn't cover. Vickie wants EOPS to cover for 06/07. TFRDETL – use individual detail code and date range to see who paid. Can try TYQCATG. **Ray** hasn't tried it yet. **He'll let CBOs know.** Discussion on how enrollment and fees owed matched – did lots of students owing fees re-enroll? Has that increased enrollment? **Eric will do some basic research.**
13. Certificate of Liability from Keenan. Jennifer Hughes and Sherri Hancock – did blitz at malls and needed certificate of liability for whole semester instead of one day at a time. **Kathy will ask Suki.**
14. Payment by credit card to student newspaper. Companies placing ads at student newspaper want to use credit card. Need to go through cashiering office, but yes, you can. Remember there is a commission. May want to charge a convenience fee. Ray wants to be involved.
15. Bank NSF fee \$10. Suggest \$20 for summer 2007. Need input from VPs. **CBOs will let us know exact bank charge.**
16. Students will now be able to pay on WebSMART by check.

Next Meeting: June 22, 2006