

BAFOG Meeting Notes 2/23/06

1. Mini-Close. Kathy apologized for the tardiness of the mini-close schedule. Arlene expressed concern about capital projects and that Tobi was behind because of her vacation. **Kathy asked Arlene and Tobi to do their best and keep us posted. Kathy will ask Karen to assist in the process.** Much discussion about compensation settlements and timing. There was discussion on whether/how to accrue. Cañada is planning for 3% plus some plan in case it is 4% plus some plan also to spend it at the last minute. Jim B. suggests we accrue what we've offered.
2. Mandated Costs. Ray distributed a questionnaire for a new claim – enrollment fees. Retro to 98/99. Claim for 98/99 through 04/05 is due 7/1/06. SixTen is the agency that assists us in preparation of the claims. They estimate that colleges will get from \$2 - \$4 in reimbursements. Ray estimates that to be about \$1.8M for SMCCCD. We need to track all costs for collecting or waiving enrollment fees, including A& R, IT, Fin. Aid, credit card fees, follow-up on debt collection, accounting, etc. **Ray will call a district wide meeting, broken out by job group, to give specific instructions for recordkeeping.** All info is due to SixTen by May 19, so they can prepare the claim. **Ray asked the College Business Officers to identify lead people in A&R, Cashiering and Financial Aid. Kathy promised to give some share of the reimbursements back to each college in proportion to what was generated by each college.** Vickie wanted to know if we would give the funding on an ongoing basis. **Kathy said we would discuss at District Budget & Finance.** Ray listed the kinds of costs we could collect.
3. Payroll Update. **Sabrina is to let Vickie know if we can get a summation of hours on department time entry.** Vickie hasn't done anything yet since last meeting on departmental time entry. Jobs seem pretty clean. The new identifier on the job field has helped students see which department they're working for. Arlene didn't know she had to enter her own proxy. Rachelle commented that you can only have 1 proxy at a time. Vickie wants a list of who proxies are. **Kathy will request.** Is there a notification to the FYI that the timecard has been approved? Mixed as to whether people actually want that feature. Connie asked if we are truly not going live with web time entry until January 2007. Kathy said it depends on how well we do in participation rates. Keep doing both timesheets until told otherwise. **Kathy will keep putting deadlines on Payroll Implementation News.** Discussion that web time entry doesn't match paper timesheets.
4. Banner account request form. Ray distributed a new Banner report. FYRACSL is no longer as useful as it was since we added activity codes in the FOAPAL. FQRABAL is the new report. It shows the available balance of an fund. Can use it directly in Banner but it doesn't print out well. Set printer to SQRPDF and send it to your email – prints out very nicely. Very useful for Fund 4. Gives subtotals

by fund, which is nice. **If there is more needed, let Ray know.** Vickie wants subtotals by program.

5. Fresh & Natural contract. The original contract was for 3 years with 2 renewable. We're in the first year of renewal. There is some dissatisfaction with F&N. We could bid the contract out again, but it is difficult to find willing vendors with all the construction. Vickie said Cañada is very dissatisfied with F&N. Rick needs documentation of problems. He is very frustrated with their lack of response. CSM has some improvements.
6. & 7. Business Cards/domain .edu. On the Corp page is a link for ordering business cards. Rick is waiting for IT to make an announcement that .edu is valid so we can change the business card templates. He is also looking to add stationary and envelopes, etc. Tom needs to work with Bob to get the bookstores' logos on the web. Need to get more business to keep the program. SIG and Swinerton are on it too.
8. Bookstore payments to colleges. The bookstores have numerous vendors for departments and individuals. Usually these are for reimbursements. Tom would like to have one for each business office and have the business office distribute the funds. **Tom will give the College Business Officers the current vendor lists.**
9. Proposed science vendor equipment days. General Services will be hosting vendor days for specialty items. They did a microscope demonstration at Cañada and will do several more. Cañada will have to join CSM or Skyline for future demonstrations. **Rick will let us know dates.**
10. Order Parking Permits. Our parking permits are easy to counterfeit. Rick suggests we put a hologram on permits – when they are copied, the hologram doesn't look right. A hologram costs about 7.5 cents per permit. Rick needs a decision now. **College Business Officers will get back to him.**

Next meeting: March 23.