

2. Payroll Update. Sabrina distributed and explained the PR IDs. Regular pay will be the same dates. Student and short-term pay date will be the 15th. Classified OT would be paid on the 15th. This means OT timesheets have to be into PR by the 8th. WCIS timesheets are projected in advance, so they can get regular pay on the 30th. Security may need separate treatment.

SP payroll copies the MO payroll but we have removed the voluntary deductions for medical, etc. However, anyone who has an additional amount deducted for federal taxes or credit union would still have that taken from the OT check. This presents a problem, because we now treat credit union deductions as direct deposits. We could eliminate direct deposits for the SP payroll and then the credit union problem would go away. We would still have to deal with additional federal taxes manually. All OT checks would be checks and not direct deposit. There will be a similar problem with classified employees who teach. We'll still try to get direct deposit to work for these payrolls in the future.

Some discussion on comp time payout. Uncertain when it will be paid. Summer adjunct pay dates are changing as well.

Kathy will do another Payroll News, including the new adjunct pay dates.

Need PR training for the next managers' meeting (not April). We need to remind them that if the employee isn't in Banner and doesn't have a Banner job, he won't get paid. There was also discussion about how/when to run retros. Hoping for an early settlement. Vickie thanked Sabrina for the training at Cañada. Sabrina said additional training will happen at all three colleges. Sabrina is also working on procedures for COLA.

Kathy will send out guidelines on what the District is offering for compensation and what we will accrue for COLA if we aren't settled.

1. Mini-Close. March is closed. A little better than last year. AR invoices are a little more up to date. 3rd party billing can't be done until the semester is over. No way to know about Facilities Rentals. Property tax revenues, etc., are up to date. The County and district cash reconciliation is behind. Ray is working on Systems and processes to adjust to Union Bank and extra detail on deposits. Rebecca will return full time on May 17. Ray reviewed the new look at the cashier's offices – trying to see if and how we can update procedures. Ray wasn't us to encourage students to give us their email addresses in order to send email billing to students. Discussion on how best to communicate with students. Ray wants to try sending out the Schedule/Billing monthly to students via email.

No more monthly financial statement CDs, but the same reports will be on a website (intranet - **need to let Joyce know who needs access**) – we'll have a presentation next time.

Next week the auditors are coming for site visits. Ray will accompany them. Ray also asked about ASB investments – it is time to move out of the county pool. He needs direction from the ASBs.

Kathy distributed a memo about Union Bank vs. Wells Fargo and directed the ASBs to coordinate the closing of their Wells accounts with Ray.

5. Decision support system. Edgar Coronel reviewed the Hyperion data system. It is available on the District Banner portal but you need access granted. Eric said we have between 50 and 100 licenses to access data and run reports, but anyone can access output that is placed on a web page. We can schedule the output to be placed on the web page on a regular basis. Edgar distributed a questionnaire sample for gathering what types of information we want. **Everyone should complete the questionnaire and email the ideas to Kathy. She'll put it together and invite Edgar back to the next meeting. Focus on what questions and how often and when we get the data and what level of detail. Also look at how many people need this info.**
8. Change to .edu. Eric wants people to note the change in email addresses from .net to .edu. There has been much upset across the district about this. Remember to unsubscribe to listserves the day before and resubscribe the day after May 1.
6. Memberships and dues payments by Procard. The first time you join an organization the membership payment has to be on a purchase requisition. The Board has to approve memberships costing over \$25K. The form still has to be completed regardless of the amount of dues and sent to Jim Keller for approval. The rules and regs say no individual memberships, only institutional ones. It is not clear if you can pay a membership fee on Procard as part of a conference fee. **Need more discussion.**
7. Environmental Health invoices. Kathy distributed email and information from Arlene. **College Business Officers are to review and communicate to Arlene.**
4. In-kind match for grants. Vickie has some backup for using facilities costs for inkind match that others may want to use.
3. On-line facilities contract/update of rates. **Bring this issue back next time.** Rick needs info from Gary Dilley especially, and Cañada. Has info from Andreas. Rick wants to update info ASAP. **College Business Officers will meet in May to give us new rates.**

Next meeting: May 25.