

## Finance – Business Process Review Meeting Agenda

July 15, 2016

9:00 a.m. – 11:30 a.m.

District Office Multi-Purpose Room #112

- I. Review Agenda
  - I. Review Meeting Notes – June 17, 2016
  - II. Action Item Updates:
    - a. Review Document Management Systems– Sergio Oklander
    - b. ITSS included in Requisition Approval Tree – Sergio Oklander
    - c. Purchase of Services Spreadsheet – Jodi Marvet
    - d. Digital Signature on ICA's – Doug Smith
    - e. Purchase of Goods and Services Flow-Charts – Team
  - III. New Discussion Items:
    - a. Chapter 6 Policy Review – Peter Fitzsimmons
    - b. Standardize Employee Orientation
      - i. List necessary trainings/modules
  - IV. Upcoming Meeting Dates:
    - a. August 12<sup>th</sup> – *Move to August 5<sup>th</sup>*
    - b. September 9<sup>th</sup> – *Move to September 16<sup>th</sup>*
    - c. October 28<sup>th</sup>
    - d. November 18<sup>th</sup>
  - V. Build Next Agenda
  - VI. Round table check-out
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### Future Agenda Items:

- 1. Group Review – Conference reimbursement procedure – Linda Wilczewski
- 2. Group Review – Request for check procedure – Linda Wilczewski
- 3. Develop charter statement for this meeting
- 4. Create FAQ's that can be added directly on to various templates
- 5. Ask IESS to develop response survey for Purchasing Trainings/Other
- 6. Review the entire invoice processing procedure
- 7. How can we communicate changes/updates to all Admins?
- 8. How can we make this group better?
- 9. ITSS Update

**Finance – Business Process Review Work Group**

| STAFF   | DEANS   |
|---|---|
| Doug Smith, Vice Chancellor, Administrative Services – DO                   | Lamel Harris, Dean, Kinesiology & Athletics—SJCC        |
| Peter Fitzsimmons, Executive Director, Fiscal Services – DO                 | Janice Assadi, Director, Health Services-- EVC          |
| Linda Wilczewski, Controller—DO   | Octavio Cruz, Dean, Enrollment Services--EVC            |
| Anthony Oum, Assistant Director, Fiscal Services – DO                       | Michael Highers, Dean, Math, Science & Engineering –EVC |
| John Ives, Interim Vice President Administrative Services—EVC               | Mark Gonzalez, Dean, SHAPE--EVC                         |
| Lan Bui, Business Services Supervisor—EVC                                   |   |
| Jodi Marvet, Contracts & Risk Manager – DO                                  |   |
| Kathy Tran, Budget Analyst—DO   |   |
| Marilyn Morikang, Business Services Supervisor – SJCC                       |   |
| Jonathan Camacho, Business Services Supervisor – WI                         |   |
| Yesenia Ramirez, College Facilities Coordinator—EVC                         |   |
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| ADMINISTRATIVE ASSISTANTS   |   |
| Sherri Brusseau, Executive Admin. Assistant, Administrative Services – DO   |   |
| Colleen Cuen, Administrative Secretary, Administrative Services – EVC       |   |
| Penny Garibay, Executive Administrative Assistant, President's Office – EVC |   |
| Kim Hoopingartner, Contracts Assistant, Bus. & Workforce Dev. – SJCC        |   |
| Andrea Lopez, Sr. Division Administrative Assistant, EOP&S – SJCC           |   |
| Angela Hamilton, Sr. Division Administrative Assistant—EVC                  |   |
| Veronica Santos, Program Specialist, Enrollment Services – EVC              |   |
| Judy Wessler, Executive Administrative Assistant, President's Office – SJCC |   |