

## 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	
<b>ADMINISTRATIVE ASSISTANTS</b>	
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 Hoopingarner, 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	