

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
BUSINESS OFFICERS' MEETING
NOTES
Thursday, July 12, 2012

Present: John al-Amin, Gene Huff, Chris Leivas, Mariles Magalong, Jonah Nicholas, Ray Pyle, Sandy Smith, Mike Todd, Dave Wetmore, Ronke Olatunji, Christina Chellew

	Presenter	Topic/Activity	Outcome
1	Gene Huff	Human Resources <ul style="list-style-type: none"> Not Working Student or any Workers Before Hiring 	Expressed Liability concerns. Business Officers agreed that paperwork must be complete before any employee begins working.
2	Ronke Olatunji	Internal Auditor <ul style="list-style-type: none"> Review BP5034 Internal Audit Services (IAS) – CHARTER (Former Bus. 21.00 moved and revised) Bus. 21.01 When to Contact Internal Audit Services (IAS)	The following policies and procedures reached consensus to begin the approval process: BP5034 Bus. 21.01
3	Dave Wetmore	Purchasing <ul style="list-style-type: none"> Review* AP1007.01 Gifts Bus. 10.50 Gifts of Property and Equipment Bus. 10.51 Equipment Obtained as Gifts or Loans	The following policies and procedures reached consensus to begin the approval process: AP1007.01 Bus. 10.50 Bus. 10.51
4	Ray Pyle	Facilities <ul style="list-style-type: none"> Review* BP6002 Construction Contract Change Orders BP6003 Capital Construction Bus. 5.01 Scheduled Maintenance Program Bus. 5.10 Planning Construction, Renovation and Alteration Projects Bus. 5.11 Furniture, Fixtures, and Equipment for Capital Outlay Projects Bus. 5.18 Annual Building and Room Inventory Changes to Computerized Facilities Inventory Program Bus. 5.20 Construction Performance of Public Projects by Maintenance Staff (Force Account) Bus. 5.21 Job Order Request (Delete)	The following policies and procedures reached consensus to begin the approval process: BP6002 BP6003 Bus. 5.10 – with minor changes Bus. 5.11 – with minor changes Bus. 5.18 Bus. 5.20 – with minor changes Bus. 5.21 The following procedure will be brought back for review at the next meeting: Bus. 5.01

	Presenter	Topic/Activity	Outcome
5	Jonah Nicholas	<p>Finance</p> <ul style="list-style-type: none"> Review* <p>BP5004 Tax Shelter 403(b) Program and CalPERS 457 Plan Programs Managers, Supervisory and Confidential Employees</p> <p>BP5018 Student Overdue Charges</p> <p>BP5023 Enrollment Fee Exemption</p> <p>BP5024 Student Fees</p> <p>BP5025 Contract Education and Self-Funded/Fee-Based Instruction</p> <p>BP5029 Donor Recognition</p> <p>BP5031 Budget Management</p> <p>BP5033 Budget Development</p> <p>BP6001 Use of College Facilities</p> <p>Bus. 3.03 Budgets for Selected Student and User Fees</p> <p>Bus. 3.04 Substitute Employee Budgets</p> <p>Bus. 3.05 Contract Education and Self-Funded/Fee-Based Instruction</p> <p>Bus. 3.15 Cocurricular Activity Accounts</p> <p>Bus. 3.17 Expenditures and Budget Control</p> <p>Bus. 3.22 Budget Transfer – Instructions for Organizational Units</p> <p>Bus. 3.42 Funding Employee Recognition</p> <p>Bus. 18.01 The Contra Costa Community College District General Fund Budget</p> <p>Bus. 18.05 Federal College Work Study Budget Preparation</p> <p>Bus. 18.06 Budget Preparation</p> <p>Bus. 22.07 Year-end Adjustment to Equipment Fixed Assets Account</p>	<p>The following policies and procedures reached consensus to begin the approval process:</p> <p>BP5004</p> <p>BP5018</p> <p>BP5023</p> <p>BP5024</p> <p>BP5025</p> <p>BP5029</p> <p>BP5029</p> <p>BP5031</p> <p>BP5033</p> <p>BP6001 – with minor changes</p> <p>Bus. 3.03 – with minor changes</p> <p>Bus. 3.04</p> <p>Bus. 3.15</p> <p>Bus. 3.17</p> <p>Bus. 3.22</p> <p>Bus. 3.42</p> <p>Bus. 18.05</p> <p>Bus. 18.06</p> <p>Bus. 22.07</p> <p>The following procedure will be brought back for review at the next meeting:</p> <p>Bus. 3.05</p> <p>Bus. 18.01</p>
6	John al-Amin	<p>Administrative Services</p> <ul style="list-style-type: none"> Review* <p>Bus. 8.00 Communication with District's Legal Counsel</p> <p>Bus. 8.01 Reporting Property Losses Both Insured and Non-Insured Non-Automobile</p> <p>Bus. 8.02 Property and Liability Insurance Coverage</p>	<p>The following policies and procedures reached consensus to begin the approval process:</p> <p>Bus. 8.00</p> <p>Bus. 8.02</p> <p>The following procedure will be brought back for review at the next meeting:</p> <p>Bus. 8.01</p>
7	John al-Amin	<p>Administrative Services</p> <ul style="list-style-type: none"> ADA Lists 	<p>Dr. al-Amin requested that the Business Officers review their current bond allocations that have been set aside for ADA upgrades and finalize respective lists for how they will use these funds. Dr. al-Amin will review these lists with Mr. Pyle to present to the Measure A Bond Oversight Committee at their October 2012 meeting.</p>

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
BUSINESS OFFICERS' MEETING**

NOTES

**Friday, August 10, 2012
5th Floor Conference Room**

Present: Charles Gibson, Chris Leivas, Mariles Magalong, Jonah Nicholas, Ray Pyle, Arzu Smith, Mike Todd, Dave Wetmore, Christina Chellew

	Presenter	Topic/Activity	Outcome
1	Chief Gibson	<p>Police Services</p> <ul style="list-style-type: none"> Review <p>AP1005.01 Public Information Bus. 20.01 Parking and Traffic Regulations</p>	<p>The following policies and procedures reached consensus to begin the approval process:</p> <p>AP1005.01 Bus. 20.01</p>
2	Jonah Nicholas	<p>Finance</p> <ul style="list-style-type: none"> Year-end Close Update 2012-13 Adopted Budget 	<p>*Arzu handed out FY 2011-12 Open BPOs, POs & BCs to all CBOs. CBOs will work with Arzu to close all that are still open. Jonah reminded CBOs that it is past the deadline to turn in JEs and BTs. Jonah asked about categorical funds since they were overspent last year. The CBOs do not expect that to happen this year.</p> <p>Draft deadlines were suggested for the 2012-13 adoption budget as follows:</p> <p>8/17-8/20: Campuses will turn in budgets to Jonah 8/22-8/24: Jonah will send back budgets to campuses for review 8/28-8/31: Deliver final adoption budget to Pat for September Board 9/4: Adoption budget must be available to the public (Campus libraries and DO lobby)</p>
3	Ray Pyle	<p>Facilities</p> <ul style="list-style-type: none"> Review <p>Bus. 5.01 Scheduled Maintenance Program (2nd Read) Bus. 5.20 Construction Performance of Public Projects by Maintenance Staff (Force Account) (2nd Read)</p>	<p>The following procedure reached consensus to begin the approval process:</p> <p>*Bus. 5.20 (new handout from minor changes)</p> <p>The following procedure will be brought back to the Sept. 2012 Business Officer meeting:</p> <p>Bus. 5.01</p>

	Presenter	Topic/Activity	Outcome
4	Jonah Nicholas	<p>Finance</p> <ul style="list-style-type: none"> Review <p>BP5008 Revolving Cash Fund BP5009 Cash Collections BP5010 Payments Under Contracts and for Utilities BP5011 Use of Personal Vehicle Bus. 1.01 Request for Invoice Bus. 3.05 Contract Education and Self-Funded/Fee-Based Instruction (2nd Read) Bus. 3.27 Personnel Encumbrances (Delete) Bus. 14.01 Revolving Cash Fund Bus. 18.01 The Contra Costa Community College District General Fund Budget (2nd Read)</p>	<p>The following policies and procedure reached consensus to begin the approval process:</p> <p>BP5009 BP5010 BP5011 Bus. 3.27</p> <p>The following procedures will have minor changes before moving forward to begin the approval process:</p> <p>Bus. 1.01 Bus. 3.05</p> <p>The following policy and procedures will be brought back to the Sept. 2012 Business Officer meeting:</p> <p>BP5008 Bus. 14.01 Bus. 18.01 (Discussion needs to continue on how to calculate the 7%)</p>
5	Dave Wetmore	<p>Purchasing</p> <ul style="list-style-type: none"> Review <p>BP5013 Purchasing BP5019 Sale of Personal Property Bus. 9.03 Purchase Order Payment Bus. 9.04 Blanket Purchase Order Payment Bus. 9.05 Payment under Approved Facility Contracts (Delete) Bus. 9.06 Continuing Contract Documentation (Delete) Bus. 10.01 Disposal of Personal Property Bus. 10.02 Sale of Property to Other Governmental Agencies Bus. 10.03 Procedure to Dispose of College District Property Other Than Equipment Bus. 10.04 Revenue for Surplus Property Bus. 10.05 Disposal of Withdrawn Library Materials Bus. 10.10 Equipment Inventory Bus. 10.11 Disposition, Transfer or Trade-in of Equipment (Form 4cd-238) Bus. 10.21 Vehicle Replacements Bus. 11.01 Purchasing Procedure Bus. 11.10 Blanket Orders Bus. 11.11 Continuing Contract (Delete) Bus. 11.14 Change Order Request Bus. 11.15 Vouchers Bus. 11.20 Receiving Shipments Bus. 11.21 Return of Material to Vendor Bus. 11.22 Report of Shortage, Overage or Damage</p>	<p>The following procedures reached consensus to begin the approval process:</p> <p>Bus. 9.03 Bus. 9.04 Bus. 9.05 Bus. 9.06 Bus. 10.02 Bus. 10.05 Bus. 10.10 Bus. 10.10 Bus. 11.10 Bus. 11.11 Bus. 11.14 Bus. 11.15 Bus. 11.20 Bus. 11.21 Bus. 11.22 Bus. 22.21 Bus. 22.22</p> <p>The following policies and procedures will have minor changes before beginning the approval process:</p> <p>BP5013 BP5019 Bus. 10.11 Bus. 10.21 Bus. 11.01</p>

	Presenter	Topic/Activity	Outcome
		Bus. 22.20 Equipment/Non-Equipment Surplus Procedures Bus. 22.21 Internal Change Order Bus. 22.22 Equipment Purchase Orders	The following procedures will be brought back to the Sept. 2012 Business Officer meeting: Bus. 10.01 Bus. 10.03 (Suggested to merge 10.01 & 10.03) Bus. 10.04 Bus. 22.20 (Suggested to merge 10.04 & 22.20)
6	Christina Chellew	Administrative Services <ul style="list-style-type: none"> • Review Bus. 8.01 Reporting Property Losses Both Insured and Non-Insured Non-Automobile (2 nd Read)	The following procedure reached consensus to begin the approval process: Bus. 8.01

***Attachments**

Next Meeting: Thursday, September 6, 2012
 9:00 a.m. – 12:00 p.m.
 5th Floor Conference Room

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
BUSINESS OFFICERS' MEETING**

NOTES

**Friday, August 10, 2012
5th Floor Conference Room**

Present: Charles Gibson, Chris Leivas, Mariles Magalong, Jonah Nicholas, Ray Pyle, Arzu Smith, Mike Todd, Dave Wetmore, Christina Chellew

	Presenter	Topic/Activity	Outcome
1	Chief Gibson	Police Services <ul style="list-style-type: none"> • Review AP1005.01 Public Information Bus. 20.01 Parking and Traffic Regulations	The following policies and procedures reached consensus to begin the approval process: AP1005.01 Bus. 20.01
2	Jonah Nicholas	Finance <ul style="list-style-type: none"> • Year-end Close Update • 2012-13 Adopted Budget 	*Arzu handed out FY 2011-12 Open BPOs, POs & BCs to all CBOs. CBOs will work with Arzu to close all that are still open. Jonah reminded CBOs that it is past the deadline to turn in JEs and BTs. Jonah asked about categorical funds since they were overspent last year. The CBOs do not expect that to happen this year. Draft deadlines were suggested for the 2012-13 adoption budget as follows: 8/17-8/20: Campuses will turn in budgets to Jonah 8/22-8/24: Jonah will send back budgets to campuses for review 8/28-8/31: Deliver final adoption budget to Pat for September Board 9/4: Adoption budget must be available to the public (Campus libraries and DO lobby)
3	Ray Pyle	Facilities <ul style="list-style-type: none"> • Review Bus. 5.01 Scheduled Maintenance Program (2 nd Read) Bus. 5.20 Construction Performance of Public Projects by Maintenance Staff (Force Account) (2 nd Read)	The following procedure reached consensus to begin the approval process: *Bus. 5.20 (new handout from minor changes) The following procedure will be brought back to the Sept. 2012 Business Officer meeting: Bus. 5.01

	Presenter	Topic/Activity	Outcome
4	Jonah Nicholas	<p>Finance</p> <ul style="list-style-type: none"> • Review <p>BP5008 Revolving Cash Fund BP5009 Cash Collections BP5010 Payments Under Contracts and for Utilities BP5011 Use of Personal Vehicle Bus. 1.01 Request for Invoice Bus. 3.05 Contract Education and Self-Funded/Fee-Based Instruction (2nd Read) Bus. 3.27 Personnel Encumbrances (Delete) Bus. 14.01 Revolving Cash Fund Bus. 18.01 The Contra Costa Community College District General Fund Budget (2nd Read)</p>	<p>The following policies and procedure reached consensus to begin the approval process:</p> <p>BP5009 BP5010 BP5011 Bus. 3.27</p> <p>The following procedures will have minor changes before moving forward to begin the approval process:</p> <p>Bus. 1.01 Bus. 3.05</p> <p>The following policy and procedures will be brought back to the Sept. 2012 Business Officer meeting:</p> <p>BP5008 Bus. 14.01 Bus. 18.01 (Discussion needs to continue on how to calculate the 7%)</p>
5	Dave Wetmore	<p>Purchasing</p> <ul style="list-style-type: none"> • Review <p>BP5013 Purchasing BP5019 Sale of Personal Property Bus. 9.03 Purchase Order Payment Bus. 9.04 Blanket Purchase Order Payment Bus. 9.05 Payment under Approved Facility Contracts (Delete) Bus. 9.06 Continuing Contract Documentation (Delete) Bus. 10.01 Disposal of Personal Property Bus. 10.02 Sale of Property to Other Governmental Agencies Bus. 10.03 Procedure to Dispose of College District Property Other Than Equipment Bus. 10.04 Revenue for Surplus Property Bus. 10.05 Disposal of Withdrawn Library Materials Bus. 10.10 Equipment Inventory Bus. 10.11 Disposition, Transfer or Trade-in of Equipment (Form 4cd-238) Bus. 10.21 Vehicle Replacements Bus. 11.01 Purchasing Procedure Bus. 11.10 Blanket Orders Bus. 11.11 Continuing Contract (Delete) Bus. 11.14 Change Order Request Bus. 11.15 Vouchers Bus. 11.20 Receiving Shipments Bus. 11.21 Return of Material to Vendor Bus. 11.22 Report of Shortage, Overage or Damage</p>	<p>The following procedures reached consensus to begin the approval process:</p> <p>Bus. 9.03 Bus. 9.04 Bus. 9.05 Bus. 9.06 Bus. 10.02 Bus. 10.05 Bus. 10.10 Bus. 10.10 Bus. 11.10 Bus. 11.11 Bus. 11.14 Bus. 11.15 Bus. 11.20 Bus. 11.21 Bus. 11.22 Bus. 22.21 Bus. 22.22</p> <p>The following policies and procedures will have minor changes before beginning the approval process:</p> <p>BP5013 BP5019 Bus. 10.11 Bus. 10.21 Bus. 11.01</p>

	Presenter	Topic/Activity	Outcome
		Bus. 22.20 Equipment/Non-Equipment Surplus Procedures Bus. 22.21 Internal Change Order Bus. 22.22 Equipment Purchase Orders	The following procedures will be brought back to the Sept. 2012 Business Officer meeting: Bus. 10.01 Bus. 10.03 (Suggested to merge 10.01 & 10.03) Bus. 10.04 Bus. 22.20 (Suggested to merge 10.04 & 22.20)
6	Christina Chellew	Administrative Services <ul style="list-style-type: none"> • Review Bus. 8.01 Reporting Property Losses Both Insured and Non-Insured Non-Automobile (2 nd Read)	The following procedure reached consensus to begin the approval process: Bus. 8.01

***Attachments**

<p>Next Meeting: Thursday, September 6, 2012 9:00 a.m. – 12:00 p.m. 5th Floor Conference Room</p>

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
BUSINESS OFFICERS' MEETING**

NOTES

**Thursday September 6, 2012
5th Floor Conference Room**

Present: Jovan Esprit, Chris Leivas, Jonah Nicholas, Ray Pyle, Arzu Smith, Mike Todd,
and Christina Chellew

	Presenter	Topic/Activity	Outcome
1	Jonah Nicholas	Finance <ul style="list-style-type: none"> • Year-end Close Update • 2012-13 Adoption Budget Update 	<p>Jonah noted that the 2012-13 budget will be uploaded into Colleague shortly after the Adoption Budget is approved by Board on 9/12/12</p> <p>Any adjustments at this point in time will have to be reviewed on a case by case basis</p>
2	Jovan Esprit	Purchasing <ul style="list-style-type: none"> • Review* <p>BP5014 Contracts</p> <p>Bus. 10.01 Disposal of Personal Property (2nd Read) (Merged with Bus. 10.03)</p> <p>Bus. 10.03 Procedure to Dispose of College Property Other Than Equipment (2nd Read) (Deleted and Merged with Bus. 10.01)</p> <p>Bus. 10.04 Revenue for Surplus Property (2nd Read) (Merged with Bus. 22.20)</p> <p>Bus. 11.00 Purchasing</p> <p>Bus. 11.02 Construction Bidding Guidelines</p> <p>Bus. 11.03 Types of Purchases</p> <p>Bus. 11.04 Submitting Purchase Requisitions</p> <p>Bus. 11.06 Purchase Order Preparation and Distribution</p> <p>Bus. 11.07 Purchase Order Processing</p> <p>Bus. 11.08 Library Purchasing</p> <p>Bus. 11.09 Purchasing Printed Materials</p> <p>Bus. 11.12 Acquiring Federal and State Surplus</p> <p>Bus. 11.13 Special Purchasing</p> <p>Bus. 11.23 Return or Replacement of Equipment</p> <p>Bus. 15.01 Stores</p>	<p>The following procedures reached consensus to be moved forward to 9/11/12 Cabinet:</p> <p>Bus. 11.02 Bus. 11.04 Bus. 22.24</p> <p>The following procedures will have minor changes before moving forward to 9/25/12 Cabinet:</p> <p>BP5014 Minor Change: <ul style="list-style-type: none"> • Delete "of him" in the 6th bullet </p> <p>Bus. 11.00 Minor Changes: <ul style="list-style-type: none"> • No other department has the mission statement listed on a procedure. It should be included at the beginning of the introduction or taken out. </p> <p>Bus. 11.06 Minor Change: <ul style="list-style-type: none"> • Change "Datatel" to Enterprise Resource Planning system </p> <p>Bus. 11.07 Minor Change: <ul style="list-style-type: none"> • Add an Introduction </p> <p>The following procedures will be brought back to the 10/4/12 Business Officers' meeting:</p> <p>Bus. 11.03 Suggested Changes: <ul style="list-style-type: none"> • Separate out Emergency Purchases and Sole Source as two procedures • If the other sections are already addressed in alternative policies or procedures they can be removed so that it is not redundant </p>

	Presenter	Topic/Activity	Outcome
		<p>Bus. 22.20 Equipment/Non-Equipment Surplus Procedures (2nd Read) (Deleted and Merged with Bus. 10.04)</p> <p>Bus. 22.24 Special Forms Shipments to 500 Court Street (Delete)</p>	<p>Bus. 11.08 Suggested Changes:</p> <ul style="list-style-type: none"> • Question arose as to why this is a unique purchasing procedure, further discussion is required <p>Bus. 11.09 Suggested Changes:</p> <ul style="list-style-type: none"> • Question arose as to why this is a unique purchasing procedure, further discussion is required <p>Bus. 11.12 Suggested Changes:</p> <ul style="list-style-type: none"> • Designate a specific position to have authority for this such as a buyer and make a visit once per quarter <p>Bus. 11.13 Suggested Changes:</p> <ul style="list-style-type: none"> • Question arose as to why this is a unique purchasing procedure, further discussion is required <p>Bus. 11.23 Suggested Change:</p> <ul style="list-style-type: none"> • Add an introduction <p>Bus. 15.01 Suggested Changes:</p> <ul style="list-style-type: none"> • Question arose regarding most of the forms being online now, further discussion is needed • Remove "Requesting Forms from the District Warehouse" • Exhibit A is not accurate <p>It was suggested that the following procedures be looked at collectively to discuss a flow chart using Bus. 11.07 as a guideline:</p> <p>Bus. 10.01 Suggested Changes:</p> <ul style="list-style-type: none"> • Keep title the same but lead with a definition of "Personal Property" in the introduction • Add a #6 to include language for allowing employees to make purchases when offered publicly • Prior to being offered to the public and disposal, allow it to be offered to other site locations first <p>Bus. 10.03 Bus. 10.04 Bus. 22.20</p>
3	Jonah Nicholas	<p>Finance</p> <ul style="list-style-type: none"> • Review* <p>BP5008 Revolving Cash Fund (2nd Read)</p> <p>Bus. 1.10 Employee Receivables</p> <p>Bus. 3.07 Academic Certificated Monthly Personnel Budgeting and Accounting</p> <p>Bus. 3.11 General Ledger Account Code Numbers</p> <p>Bus. 3.17 Expenditures and Budget Control (Deleted and Merged with Bus. 18.01)</p>	<p>The following procedures reached consensus to be moved forward to 9/11/12 Cabinet:</p> <p>Bus. 3.17 Bus. 14.01</p> <p>The following procedures will have minor changes before moving forward to 9/11/12 Cabinet:</p> <p>BP5008 Minor Change:</p> <ul style="list-style-type: none"> • Strike out item (b) in number 3

	Presenter	Topic/Activity	Outcome
		Bus. 3.18 Fiscal Year-End Financial Reporting Bus. 3.19 Criteria for Expenditure Charges for Supplies, Equipment and Capital Outlay Bus. 3.23 Journal Entry Bus. 14.01 Revolving Cash Fund (2nd Read) Bus. 18.01 The Contra Costa Community College District General Fund Budget (3rd Read) (Merged with Bus. 3.17)	Bus. 1.10 Minor Change: <ul style="list-style-type: none"> Add language for exceptions at the end Bus. 3.11 Minor Change: <ul style="list-style-type: none"> Add timeline in as number 5 Bus. 3.18 Minor Changes: <ul style="list-style-type: none"> Delete bold font in number 2 Add "or designee" in number 2 Bus. 3.23 Minor Changes: <ul style="list-style-type: none"> Include language to indicate where the journal entry forms are available (i.e. "Accounting Forms") Replace "two weeks" with "10 business days" in number 6 Bus. 18.01 Minor Change: <ul style="list-style-type: none"> Correct page numbers <p>The following procedures will have minor changes before moving forward to 9/25/12 Cabinet:</p> Bus. 3.19 Minor Change: <ul style="list-style-type: none"> Keep numbers 6 & 7 titles then reference BAM since the exhibit is being deleted <p>The following procedures will be brought back to the 10/4/12 Business Officers' meeting:</p> Bus. 3.07 Suggested Changes: <ul style="list-style-type: none"> Jonah will consult 311 then return with levels
4	Jonah Nicholas	Other <ul style="list-style-type: none"> STRS Audit 	Jonah announced that CalSTRS auditors will be here the week of 9/17. He noted that this audit found significant findings at Yuba City CCD and San Francisco City CCD. Once CalSTRS sends the official letter to the District, Jonah will forward it to the Business Officers and also highlight anything needed from the campuses.

***Attachments**

Next Meeting: Thursday, October 4, 2012
 9:00 a.m. – 12:00 p.m.
 5th Floor Conference Room

Presenter	Topic/Activity	Outcome
Jonah Nicholas	<p>Finance</p> <ul style="list-style-type: none"> • Review* <p>Bus. 9.22 Employee Reimbursement <i>(2nd Read)</i></p> <p>Bus. 18.01 The CCCC General Fund Budget <i>(Academic & Professional)</i> <i>(4th Read)</i></p> <p>Bus. 18.06 Budget Preparation <i>(2nd Read)</i></p>	<p>The following procedure reached consensus to begin the approval process:</p> <p>Bus. 18.06</p> <p>The following procedures had minor edits and then reached consensus to begin the approval process:</p> <p>Bus. 9.22 Bus. 18.01</p>
Dave Wetmore	<p>Other</p> <ul style="list-style-type: none"> • Vendor clean-up 	<ul style="list-style-type: none"> • Dave explained that the purchasing department staff has been working on vendor cleanup. He will send an email to the Business Officers' listing the vendors that have been removed with instructions for reactivation if needed.

Next Meeting: May 30, 2013
9:00 a.m. – 12:00 p.m.
5th Floor Conference Room