

Business & Finance
Roundtable
November 9, 2011

DISCUSSION ITEMS:

FY13 Budget:

Individual division budgets were distributed to Cabinet and changes to allocations that resulted in a net zero change to totals were incorporated into the FY13 proposed budget. All vacancies not previously approved for hire were deferred, and those line items were replaced with part time monies. Please be prepared to discuss.

INFORMATION:

Business & Finance:

The auditors have concluded their on-campus testwork, and will be working to complete the audit reports by the end of the month. EisnerAmper issued the Enrollment Audit, which is an item going forward for Board acceptance November 21st.

Auxiliary:

The Bookstore will be updating its point of sale system the week of November 7. The textbook system will be incorporated into the point of sale system, which will provide a more accurate textbook ordering, receiving, and inventory records. Additionally, the system provides a change in the Store's credit card processing program, moving from PC Charge to Payware, which processes credit card transactions instantaneously.

The Bookstore will offer summer reading book packets at the elementary school book fairs in the late spring. Students and parents will be able to purchase the bundles at their regular prices while allowing for a portion of those sales to be donated to their child's school.

The Bookstore will host its first book club event on Saturday, November 19. The club will discuss the latest American Girl book, Aloha Kanani, and then do a craft (make leis). Hot dogs, cookies, soup, and coffee as well as other American Girl novelties will be available for purchase. The book club is a free, community event, open to the general public, and is advertised at the local elementary schools as well as at the College's Children's Learning Center.

Dining Services will have a "Thanksgiving Theme" exhibition cooking event on November 15.

Basketball season opens November 10; Dining Services will have concessions for all games.

Printing:

Printing personnel met with representatives from the County to discuss their printing needs, in an effort to seek additional cost sharing opportunities. They were particularly interested in our business cards and brochure capabilities.

In addition, see the attached copy that will advertise additional "for-fee" services offered to employees and the community.

Purchasing:

The first of the SuperUsers' Group training will be conducted November 28 and 29th. This information session will include basics on requisitions, purchase orders and invoices less than \$17,500.



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Just Some of What We Can Do!

- Wedding Invitations
- Wedding Programs
- Business Cards
- Photo Printing
- Enlargement of Photos
- Brochures
- Flyers
- Postcards
- Newsletters
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- Posters
- Banners
- Invoices
- Spiral Bound Books
- Tape Bound Books
- Saddle Stitched Booklets
- All Forms

BCG Printing Services

Quality and affordable printing and copying in a timely manner. With over 30 years of experience Brookdale Printing Services is your home for all of your printing needs. Every department uses the services and last year we completed work for over 200 of our co-workers. Many people do not realize all of the services we offer. We can fulfill your personal printing and copying needs. With low costs and high quality work, it makes sense to stop in and see some of our work. We look forward to working with you!

Location

Parking lot 8 behind the police station. Parking available.

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