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Subject: FW: Program Review- JUNE 16, 2010
From: "Baron, Bruce" <bbaron@sbccd.cc.ca.us>
Date: Wed, Jun 16, 2010 2:02 pm
To: "Matthew C. Lee" <matthew@mcleeconsulting.com>

Results from the Payroll section on Program Review.
Bruce

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From: Ontiveros, Angie
Sent: Wednesday, June 16, 2010 10:58 AM
To: Baron, Bruce
Subject: RE: Program Review- JUNE 16, 2010

- A. Provide accurate pay warrants on every cycle by using the percent of errors found when balancing payrolls; our target is 1% of errors. We will balance the Payroll, count the errors, and divide by the number of pay warrants issued.
1. Results from March payrolls were 1646 payroll warrants with no errors.
 2. Results from April payrolls were 1705 payroll warrants with no errors.
 3. Results from May payrolls were 1680 payroll warrants with no errors.
 4. Results from June 1 and 9th payrolls were 1244 payroll warrants with no errors.
- B. Payroll, Human Resources and President of CSEA visited campus to inform employees of CSEA contract language on leave accruals
1. On May 21, 2010 visited SBVC Child Development center
 2. On May 27, 2010 visited SBVC Cafeteria
 3. On June 8, 2010 visited CHC Child Development center
 4. More to be scheduled.
- C. On April 27, 2010 e-mailed payroll deadlines for the FY 2010-2011
- D. Working on scheduling meetings with secretaries before the fall semester starts for training.

From: Baron, Bruce
Sent: Wednesday, June 16, 2010 9:28 AM

To: Elizalde, Noemi; Goodrich, Kelly; Ontiveros, Angie; Sutorus, Steven
Subject: Program Review

Can each of you review your program review documents and let me know if any of the objectives have been actually implemented, even partially, to date? I need this by the end of today if possible.

Thanks,
Bruce

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