NorthWest Arkansas Community College
B, F & O Process Improvement Team
Thursday, July 1st, 2010
Time: 1:00-2:00p.m. Location: SC 318

Team Members Present: Sean Lucero, Natalie Wahl, Lynda Lloyd, Mark Scott.
Team Members Absent: Nathan Miles, Marsha Woolfolk, Sandy Goodenow, Cathy Wildman, Norma Garcia, and Marie Scharfenberg.
Team Guest Participating: Claudia Tonihka

1. Team Leader Lynda Lloyd called meeting to order.

2. Team review meeting minutes from June 24th, 2010, were passed as there was no meeting!

3. Lynda has the information from Vena on the cost of software to update the system to be able to use for paperless payroll. She will email this to the team to review.
Gina Miller wants us to make sure all is in place before moving ahead, as to where we do not get in the middle and have to stall out for a period of time. She did not think presenting the Application at the Retreat July 5th, 2010 was the thing to do at the time. Lynda is going to invite Gina to our July 15th, 2010 meeting.

Action Items:
All Team Members should be reviewing the EMU paperwork to see how it will fit to help us model our paperless payroll.
Lynda to get us the paperwork on software cost!
Software: $4000.00
Up Keep 20% yearly: $800.00

Lynda and a few others will be unable to attend next week's meeting so the meeting for July 8th, 2010 will be cancelled.

The next meeting will be July 15th, 2010 at the normal time.

With no further action meeting was adjourned.