

FINANCE COUNCIL MEETING MINUTES



Date: September 27, 2024 | Time: 10 a.m. - 11:30 a.m. | Location: RR110/Hybrid/Zoom | Recorder: Jessi

Members in Attendance	Council Co-Chairs: <input checked="" type="checkbox"/> Jeff Shaffer <input checked="" type="checkbox"/> Mark Yannotta	Members: <input checked="" type="checkbox"/> Amy Cannata <input checked="" type="checkbox"/> Elizabeth Cole <input checked="" type="checkbox"/> Beverly Forney <input checked="" type="checkbox"/> Tami Harper <input checked="" type="checkbox"/> Julie Hugo	<input checked="" type="checkbox"/> Christy Owen <input checked="" type="checkbox"/> Gabby Sloss <input checked="" type="checkbox"/> Adam Wickert <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Recorder: <input checked="" type="checkbox"/> Jessi Alley-Snell		

Topic/Items

- Welcome new members and re-introductions
- Review Shared Governance Charter and meeting structure
- Review our ‘typical’ meeting agenda
- Plan for Prioritization Retreat
- Begin Identifying Existing Committees/Group that Report to Finance Council
- Review commitments and deadlines

Meeting Summary for Finance Council In-Service Work Session Meeting

Quick Recap

Introductions of Finance Council members and the group discussed the origins of the Finance Council, its mission, and its role in the overall shared governance structure of the college. The council's focus on finance policies, enterprise pieces of the college, and funding for students was highlighted. The group also discussed the importance of process ownership and transparency in their work.

Summary

Jeff explained that the finance group is not a decision-making body but rather a support group that helps navigate the process. Jeff also mentioned the existence of a process and support group that is still figuring out some of the logistics and nuances of the shared governance system. He suggested that the current year is a pilot phase for the group, with the aim of refining and continuous improvement for the next year. Jeff also addressed the question of how membership and terms of co-chairs would be handled, stating that these are still being worked out by the process support group.

General conversation about the size of our group, and appreciation for starting small and scaling up. Discussed how feedback is provided to the oversight council by our co-chairs. Jeff and Amy also considered the format of public meetings, whether they should be in a webinar style or allow for public comment or questions. They also discussed the possibility of using a Qualtrics site for people to provide feedback. The team also discussed the

creation of inboxes which the co-chairs have access to and the use of Microsoft Teams to be able to work collaboratively as a group and share documents and future projects. Amy proposed looking into best practices for public discourse to guide their approach. The team agreed to continue working on these issues, with the possibility of discussing them further at their retreat. The question “What does public mean” was discussed with a conclusion of it being all CCC staff and partners.

We discussed setting up a date and time for our annual prioritization retreat and the need for that to be soon. As a group, we emphasized setting attendance expectations and responsibilities for absent members. Jeff mentioned task forces for specific projects requiring certain members' presence. The team agreed to consider these points when selecting a date and discussed a hybrid format with a recording option. Further discussion about retreat topics such as policies and identifying subgroups. The only group we know that will report to us is the Budget Advisory Committee. It was brought up how to get a better grasp on inventory, and major maintenance and that maybe that can fall under our group and potentially the innovation fund.

Questions were brought up about communication and how to communicate with other councils on what we are working on and see if there is any interception. We tabled this discussion for now as a group discussion as this topic can get into the weeds. We agreed to talk more during the retreat. Adam stated that would like to take the time to go through individual charters, set roles, and accomplishments. The first couple of meetings may be hashing out a larger scope and how we fit into the bigger picture.

One of the first action items determined is to create an allowable fund use sheet. Christy volunteered to start work on this.

Next Steps

- Jessi to send out a Doodle Poll to determine the best potential date for a Finance Council retreat.
- Determine the agenda for the finance council retreat based on the outcome of this meeting conversation.
 - What sub-committees or task forces may report to us.
 - Differentiated between standing committees and temporary task forces.
- Each Financial committee member is to read the charter independently before the next meeting.

Topic/Items	Category	Notes		Decisions/Action Items
Upcoming Meeting Date	Start Time	End Time	Location	
October 18, 2024	10:00 a.m.	11:30 a.m.	Virtual via Zoom	