

# FINANCE COUNCIL MEETING MINUTES



Date: October 18, 2024 | Time: 10 a.m. - 11:30 a.m. | Location: Zoom | Recorder: Jessi

<b>Members in Attendance</b>	<b>Council Co-Chairs:</b>	<b>Members:</b>	<input checked="" type="checkbox"/> Christy Owen
	<input checked="" type="checkbox"/> Jeff Shaffer <input checked="" type="checkbox"/> Mark Yannotta  <b>Recorder:</b> <input checked="" type="checkbox"/> Jessi Alley-Snell	<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"/> Gabby Sloss <input checked="" type="checkbox"/> Adam Wickert <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Topic/Items

- Retreat Update
- Budget Update
- Discuss the role of the Budget Advisory Group in this group
- Review commitments and deadlines

## Meeting Summary for Finance Council In-Service Work Session Meeting

### Quick Recap

The team discussed logistics and topics for their upcoming retreat, including the council's charter, handbook, and budget processes. They explored various financial issues, such as fund allocation, course fees, and equity considerations in budgeting decisions. The meeting also covered the evolution of the Finance Council and the importance of shared governance in the college's budgeting process.

### Summary

Jeff then provided a primer on the meeting's structure, explaining that this meeting is a work session. The meeting also included discussions about the formation of the original 11 for this group, their ongoing meeting structure, and the creation of a spaghetti folder for future meeting ideas. A minor adjustment was made to the agenda for a retreat scheduled for November 1st. Jeff, Mark, and Amy discussed the upcoming retreat, agreeing to allow for additional input after the meeting and to add any new ideas to their pre-prioritization list. Amy suggested reviewing the Handbook and the charter, which Mark agreed to do before the retreat.

The team discussed the need to familiarize themselves with the council's charter and handbook. Amy posted a link to the handbook, which was then added to the team's folder. The team also discussed the possibility of creating a standalone version of the charter for their own notes. They also discussed the need to identify committees that report to them, with the insurance council being one such example. The team agreed to send out a list of committees to the group for review and confirmation. They also discussed the need to identify any cross-over or interweaving pieces between different councils.

Jeff, Mark, Beverly, Julie, Christy, and Amy discussed the allocation of funds for teaching technology and the need for a budget 101 session for new council members. Jeff suggested that the finance council could be involved in this process. Mark and Julie agreed that a refresher on the budget process would be beneficial. Christy offered to create a workflow for budgeting and provide training materials. The team also discussed the need for a clear understanding of allowable uses for different funds. Jeff proposed dedicating some time to these topics during the upcoming retreat.

Jeff, Mark, and the team discussed various topics for their upcoming retreat. They considered revisiting the topic of tuition waivers and department-paid fees, with Elizabeth suggesting they could pull data on waivers by division and department. Jeff emphasized the importance of establishing clear guidelines for these waivers to avoid future discomfort. They also discussed the concept of course fees versus college-wide fees, with Beverly expressing confusion about whether fees could be waived. The team agreed to explore these topics during the retreat further.

Jeff outlined a vision for council work sessions, where topics would be discussed beforehand for presentation in public sessions. Beverly raised questions about the OEA Fund process, which Elizabeth agreed to clarify. Christy presented an overview of the upcoming budget process, including reordering unit plans and base budgets, pre-populating budget templates based on prior spending, and aligning budget decisions with the college's strategic plan and equity goals. The team discussed the need to understand the OEA Fund process and the timeline for unit plan submissions in late January.

Christy discussed the importance of considering equity in budget decisions, highlighting the need to move away from across-the-board reductions and instead focus on conscious assessments of base programming. She also presented financial information, including a ten-year history of one-time reserves and a forecast for the upcoming fiscal year. Christy emphasized the importance of maintaining operating reserves and the challenges of forecasting due to the unpredictable nature of state funding. Jeff added that the timing of state funding decisions is often inconsistent and can only be estimated. The team agreed that the budget process needs to account for these uncertainties and potential changes in funding.

Christy discussed the need for intentional hiring in the budget process, particularly in light of the upcoming expiration of one-time funds. She emphasized the importance of planning for both increased and decreased resources, and the need for stability in the employee base. Christy also explained the purpose of the hiring pause, which is not to resolve the shortfall of ongoing general fund resources but to provide flexibility in realigning work as the size of the pool of vacant positions becomes clearer. Jeff suggested that the Finance Council could have been involved in these discussions, and that it could be a good opportunity for shared governance.

Mark expressed concerns about potential changes in college operations if the bond passes, including the possibility of reallocating positions. Jeff suggested that if the bond passes, a position like Mickey Yeager could be strategically filled to manage major maintenance projects, potentially as a temporary role. Elizabeth asked about the necessity of identifying bond-related positions in the bond information packets before the vote, to which Jeff clarified that it's not mandatory. Christy warned about the potential risks of positions being lost when bond funds sunset, and Jeff agreed to make this clear to any affected individuals. The team also discussed the budget process and the role of the Budget Advisory Group.

Jeff initiated a discussion about the history and evolution of the Finance Council, formerly known as the Budget Advisory Group (BAG), which was formed in June 2009 due to the recession. The group's name was changed to better reflect its purpose. Tami and Mark shared their experiences with the group, with Tami recalling her involvement in the early years. Jeff suggested that the Finance Council could be seen as a symbol of shared governance in the college's budgeting process. Jeff and Mark also discussed changes in the budgeting cycle, specifically whether the BAG would occur once or twice in a 2-year cycle. Jeff suggested that the BAG might be more of an adjustment period, considering whether the approved budget changes actually saved or cost more than anticipated. He also talked about how the equipment fund and unit planning may look different yearly in a 2-year cycle, but this hadn't been fully discussed. Elizabeth and Jeff discussed the upcoming 2-year cycle for state funding, which is tied to the state's biennium cycle. Jeff clarified that the current budget planning is for the odd-

numbered year, with the implementation date set for July 2025. He also mentioned that the unit planning is happening now, and the budget cycle is planned to be announced in May 2025. Elizabeth expressed her understanding of the cycle and suggested including a slide to match the state's biennium cycle. Jeff agreed to this idea.

The team discussed concerns about the size of BAG and its impact on the budget. It was proposed to refine the decision-making process, focusing on policy decisions, and seeking outside perspectives. The group agreed to revisit the BAG committee's structure and charter during the upcoming retreat. Jeff clarified the Finance Council's advisory role, emphasizing the need for multiple approvals in the budget process. The team discussed the value of having a student representative on the council.

<https://clackamas.teamdynamix.com/TDClient/1853/Portal/KB/ArticleDet?ID=160140>

### Next Steps

- Jeff and Mark to reach out to ASG about adding a student representative to the Finance Council. Determine the agenda for the finance council retreat based on the outcome of this meeting conversation.
- Christy to include a slide explaining the move to a 2-year budget cycle matching the state's biennium in future budget presentations.
- Finance Council members to review the Charter and Handbook before the retreat on November 1<sup>st</sup>
- Jeff and Mark to prepare an agenda for the retreat, including topics like reviewing the Charter and Handbook, discussing funds and vocabulary, listing focus areas for the year, and reviewing committees that report to the Finance Council.
  - Jeff and Mark to prepare information on the original BAG charter and current membership for discussion at the retreat.
- Elizabeth to pull waiver data by division/department and waiver type for the past 3 years to provide background information for future discussions.
- Christy will create an allowable fund use sheet
- Finance Council members to think about potential topics to focus on for the current academic year, to be discussed and prioritized at the retreat.

Topic/Items	Category	Notes		Decisions/Action Items
Upcoming Meeting Date	Start Time	End Time	Location	
November 1, 2024 (Retreat)	10:00 a.m.	1:00 p.m.	Virtual via Zoom (Still in discussion)?	