

# FINANCE COUNCIL MEETING MINUTES



Date: November 15, 2024, | Time: 10 a.m. - 11:30 a.m. | Location: RR112 or via 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	<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"/>
	<b>Recorder:</b>		
	<input checked="" type="checkbox"/> Jessi Alley-Snell		

## Topic/Items

- Continued conversation about Budget Advisory Group
- Finance Council Annual Prioritization

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

### Quick Recap

The meeting focused on the expansion and restructuring of the Budget Advisory Group (BAG) to include more diverse perspectives and a more structured approach to input into the Finance Council's work. The group also discussed the expansion of the Finance Council to include additional members and consultants (as needed), with a focus on ensuring transparency and inclusivity. The team discussed the need for updates to policies and the use of funds.

### Summary

The meeting focused on the discussion about the Budget Advisory Group (BAG) composition and its future role in the new shared governance structure. Mark and Jeff had previously discussed this topic at the finance council retreat and brought it to the attention of the oversight committee. The committee recommended changing BAG's membership to include more diverse perspectives. The idea of having a short questionnaire to gauge interest and gather potential members was also discussed. The conversation ended with the understanding that the oversight group would continue to provide guidance on this matter.

The discussion revolved around the structure and purpose of the Budget Advisory Group (BAG). The group discussed what a restructure for the Budget Advisory Group would look like. It was proposed to create an application process, with a specific understanding that this group would be focusing on budget review and proposal recommendations. The application should be sent out to all employees, it should also include

requirements such as terms, expectations, a confidentiality agreement, etc. It was also proposed that the group should include a student lens, with nominations coming from the student council, it was recognized that this has been overwhelming for a student in the past and it was proposed to have them join with a peer mentor. They agree that the expanded group, referred to as "Finance Council Plus" should have around 20 members, including the current 11 Finance Council members (potentially not every finance council member if there is cross representation) and 9 additional members selected through an application process. Mark and much of the group agreed, adding that the other councils could still nominate representatives. We need to make sure we also have a representative that represents Data. The Finance Council really likes the idea of the application process for the budget advisory group (BAG) as it allows for diverse voices to be heard.

It was discussed to determine the right size of the Budget Advisory Group first, to avoid over lengthy decision-making processes. Also stated we should have a separate onboarding process for new members, possibly including a video orientation. It was emphasized the importance of maintaining confidentiality and focusing on the college's interests rather than gossip. The group continued discussing potential gaps in representation, and solutions to make sure we have representation.

A warm start of a base application with membership expectations will be created for the group to continue working on together. A few members expressed interest in more historical information about BAG, and Jeff agreed to provide this.

The team discussed what some annual prioritization ideas would be. We looked through everyone's suggestions and selected a few key themes. Discussed how we prioritize long term goals and short-term goals as a group. We discussed the importance of having both as well as identifying what is attainable this year.

### **Next Steps**

- Jeff and Mark to work on creating a warm start for the Budget Advisory Group Membership Application
- Jeff to upload BAG history documents to the team site for council members to review
- Jeff and Mark to prepare an update on Finance Council priorities for the upcoming oversight committee meeting
  - Finance council members will then begin working on specific tasks to bring back to the group for discussion