

# FINANCE COUNCIL MEETING MINUTES

Date: December 20, 2024, | Time: 10 a.m. - 11:30 a.m. | Location: RR112 or via <https://clackamas.zoom.us/j/98419604512> | Recorder: Jessi

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

## Topic/Items

- Discussion of BAS Selection Process
- Statement of Fund Use
- Update on Business office improvements

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

### Quick Recap

The Finance Council discussed the composition of their team, the formation of an advisory committee (BAS), and the complexities of travel policies and procedures along with the desire to simplify them. They also reviewed draft documents for the General Fund policy and the college's Financial Aid Fund and discussed the challenges of managing procurement and payment processes. Lastly, they discussed the college's successful bond and plans for the next meeting to discuss the business structure and funds.

### Summary

Jeff led a work session for the Finance Council, which included updates on the BAS selection process, a statement of use funds, and an update on the business office's work. Christy discussed some of the less contentious funds. Amy requested an update on the bond, which was agreed upon and Jeff will send out the pdf presentation to the group that was presented at the board meeting. Jeff also discussed the possibility of recording a bond presentation for future reference.

Discussion about our group representation and what gaps we need to ensure we have covered through BAS, highlighting the presence of various roles such as data analysis, people and culture, student support, and college operations. Tami raised a concern about the representation of student services areas, suggesting the need for a person who could represent all areas, not just one. Jeff acknowledged this concern, noting that the random selection process was designed to open up opportunities to others who might not have been specifically selected. They agreed on the need for a mix of broad and specialized perspectives, including an academic dean and associate deans. The group also discussed the importance of involving various stakeholders, such as students, in the decision-making process. Jeff mentioned the need to rebrand the group to focus on holistic thinking and feedback provision. The team also discussed the challenges of reaching out to members during off-contract periods and the importance of engaging students in the budget process. The conversation ended with a discussion on the broader implications of budget decisions, including equity impact analysis and policy recommendations.

Jeff said he will send out an email after the holidays to update the group on the number of applicants for the Finance Council. He suggested discussing the process and next steps at the public meeting on the 3rd of January.

Christy presented the draft of the general fund policy document, explaining its components and the process of updating it. She also discussed the 71 fund, which is the college's Financial Aid Fund, and the need for feedback on the draft documents. Christy suggested a two-wave approach for reviewing and providing feedback on the documents, with the first wave due by the end of January. Mark suggested including the fund number in the file names for easier reference.

### **Streamlining Travel Policies and Procedures**

The team discussed the complexities of travel policies and procedures, particularly in relation to collective bargaining agreements and professional development funds. They acknowledged the need for clearer guidelines and procedures to streamline the process and reduce administrative burden. The idea of an onboarding 'packet' of funds and budgeting 101 was suggested to help new employees understand the process. The team also discussed the potential for using technology to simplify the process and reduce the need for manual documentation. The importance of equity considerations in policy development was emphasized, with a focus on accommodating employees with disabilities. The team agreed to explore ways to make the process more efficient and user-friendly, while still meeting audit requirements.

### **Update on Business office improvements**

Christy discussed the challenges of managing procurement and payment processes, focusing on Amazon and future plans for Costco. Elizabeth explained the setup of the Amazon Business account, which will mirror the current P-card system, provide additional discounts, and allow for more flexibility in purchases. She also mentioned that the account will have a 1-year free trial of Amazon Prime. The team discussed the potential for restricting certain purchases, such as office furniture, and the need for training for approvers and buyers. The possibility of a demo for the group was also discussed

### **Next Steps**

- Jeff to circulate the PDF of his bond presentation to the Finance Council members.
- Elizabeth to work with the Amazon team to finalize the Amazon for Business account setup and configuration.
- Elizabeth to develop communication and change management plan for the Amazon for Business rollout.
- Elizabeth to organize training sessions for approvers and buyers on the Amazon for Business platform.
- Finance Council to provide feedback on communications and training materials for the Amazon for Business rollout.
- Business Office to continue work on setting up a Costco business account after the Amazon for Business implementation.
- Finance Council to prepare agenda items for the next public meeting on Jan. 3<sup>rd</sup>.