

# FINANCE COUNCIL MEETING MINUTES

Date: January 3, 2024, | Time: 10 a.m. - 11:30 a.m. | Location: <https://clackamas.zoom.us/j/98419604512> | Recorder: Jessi

## Link to Zoom Recording:

[https://clackamas.zoom.us/rec/share/BnoiulS3e7AxFhzhMLWujwk195zrM8Z0VKVAtvzNaO\\_pCYoQY4uLOjqkGE10qFbu.0Eb50\\_bhcfFymujz?startTime=1735927625000](https://clackamas.zoom.us/rec/share/BnoiulS3e7AxFhzhMLWujwk195zrM8Z0VKVAtvzNaO_pCYoQY4uLOjqkGE10qFbu.0Eb50_bhcfFymujz?startTime=1735927625000)

<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 type="checkbox"/> Beverly Forney <input checked="" type="checkbox"/> Tami Harper <input checked="" type="checkbox"/> Julie Hugo	<input 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

- Updated Discussion of BAS Selection Process
- Update on Finance Council's Current Focus

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

### Quick Recap

The Finance Council discussed the process of updating and refining the Statement of Use documents, with a focus on improving operational efficiency and reducing administrative burdens. They also discussed the BAS selection process and criteria for various committees, with a focus on ensuring fair representation and appropriate time commitments. The discussion also included the use of a rubric, reaching out to all applicants, and compensating associate faculty who serve on councils.

### Summary

In the meeting, the team discussed the process of updating and refining the Statement of Use documents. Christy emphasized the importance of clarity and consistency in the documents and suggested that they aim to complete all 22 documents by the start of the new fiscal year. The team also discussed the potential for operational improvements, such as shifting check runs from Fridays to Thursdays to streamline processes and reduce administrative burdens. The idea of shifting the check-run to Thursdays was well received, with a consensus to implement this change starting July 1st. The team also discussed the potential for a vendor policy that would default to electronic payments for vendors doing more than a thousand dollars worth of annual business. Lastly, the team briefly touched on the topic of improving the payment process for non-student receivables through TouchNet.

Jeff presented a list of nominees for BAS selection, including data analysis, people in culture, student support, teaching and learning. Adam suggested considering the existing council members and their absence from other councils. Julie emphasized the need for fair representation and not overburdening individuals with multiple council memberships.

Jeff discussed the potential for BAS to meet alternately with the Finance Council, giving us the possibility of weekly meetings. He also discussed these meetings being held virtually, with an in-person option for those who prefer it. Elizabeth raised concerns about the time commitment and bandwidth required for the research and review involved in the meetings. Christy suggested that the time commitment would be in the research and review, and that the meetings should be clearly labeled as hybrid or virtual. She also emphasized the importance of thorough analysis and consideration of potential impacts before providing advice to the executive team or board

Christy discussed the process of unit plan alignment with the mission vision and the potential for additional capacity. Jeff agreed to work through these issues in future meetings, acknowledging that some members would need to get up to speed. Jeff also suggested a work session to determine what the group should weigh in on in the next meeting. Mark and Jeff discussed the previous process of having experts provide summaries on specific items, which was seen as a way to honor their expertise. Jeff also proposed sending out a spreadsheet with answers to application questions for the group to assess.

They considered the importance of experience in the group, with Jeff suggesting that having experienced members would be beneficial, especially given the upcoming year's challenges. However, they also agreed on the value of new members. The group also discussed the need for a more stringent application process and a rubric to evaluate applicants in the future. They decided to communicate with all applicants, providing updates on the selection process and the reasons for their selection or non-selection. They also considered the possibility of allowing applicants to add more information to their applications. The team decided to reach out to all applicants to ask if they wanted to add anything else to their application. The group also considered the expectations for the selected members' work, with Elizabeth suggesting that different people might be suited for different levels of depth in their contributions. Jeff agreed to take a stab at outlining the key elements of the roles and criteria they are looking for in the advisory group members.

### **Next Steps**

- Jeff and Mark to develop criteria for evaluating BAS applicants and share them with the Finance Council group for feedback.
- Jeff and Mark to draft a communication to BAS applicants requesting additional information based on the developed criteria.
- Jeff to send parsed spreadsheets of BAS applications to respective council groups for review.
- Finance Council to determine a transparent method for randomly selecting BAS members (we will do this process live in the public meeting).
- Christy to move the statement of use documents to a more accessible location in Teams.
- Elizabeth to draft communication of the shift of check runs from Fridays to Thursdays beginning with the next fiscal year.