FINANCE COUNCIL MEETING MINUTES

Date: January 17, 2025, | Time: 10 a.m. - 11:30 a.m. | Location: https://clackamas.zoom.us/j/91505343456 | Recorder: Jessi

| Members in Attendance | Council Co-Chairs:
☐ Jeff Shaffer
☐ Mark Yannotta

Recorder:
☐ Jessi Alley-Snell | Members:
☐ Amy Cannata
☐ Elizabeth Cole
☐ Beverly Forney
☐ Tami Harper
☐ Julie Hugo | ☐ Christy Owen
☐ Gabby Sloss
☐ Adam Wickert
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Topic/Items

- Continued Discussion of the BAS Selection Process
- Setting the stage for Fee Fund
- Fund Statement of Purpose
- Business Process Update

Meeting Summary for Finance Council In-Service Work Session Meeting

Quick Recap

The Finance Council discussed the selection process for various roles and committees, including finalizing the Budget Advisory Subcommittee, with a focus on ensuring representation and maintaining confidentiality. They also discussed the upcoming launch of Amazon Business. Lastly, they discussed the business structure and various funds.

BAS Selection Process

Jeff led a discussion about the selection process for the Budget Advisory Subcommittee (BAS). The group discussed the need for associate faculty representation, concerns were expressed about maintaining confidentiality and avoiding power dynamics. Jeff suggested revisiting the initial ground rules that BAG members developed last year to ensure a balanced and respectful environment during these meetings. It was suggested that there should be a more well-rounded approach to BAS member selection in the future and we acknowledged that we learned a lot through the process this year.

Jeff led a session to randomly select members for the budget advisory subgroup. The process involved sharing a list of applicant nominations and council selection choices. The remaining members were randomly selected by spinning a wheel to select members from different areas. The nominations were from various councils, and the wheel included names from the operations, people and culture, student support, teaching, and learning councils.

The group agreed that Jeff would send out a communication to those selected. The agenda for the first BAS meeting, and how to best orient new BAS members on budgeting processes. The first BAS meeting will be on January 31st, 11 am after the State of the College Address. They will seek input from new members on

what topics are most important to cover at the kickoff meeting. There will also be an all-staff budget overview meeting on January 29th that new members are encouraged to attend. Overall, the discussion focuses on logistics and setting up the new committee for success.

Continued Fund and Policy Discussion

Christy talked about the importance of accountability in policy changes and the need for trust in the process. She also discussed the need for effective communication and the potential for policy changes to impact various areas. Christy suggested that the team should start thinking about fee funds and their allowable uses, as they are a more complex policy area. She also mentioned that they have made progress with eight existing draft policies, and they can continue to work on these and tackle bigger policy topics in the future.

Discussion around the innovation fund process, questioning its relevance and appropriateness. Christy clarified that the innovation fund is resourced by an annual transfer from the general fund and is meant for projects that advance strategic priorities. However, she also noted that the fund has been used for non-innovative purposes in the past. Jeff revealed that the business office owns the innovation fund and that there is a policy in place, but it has been managed by different groups throughout time.

The group discussed and agreed that the fund should be allocated for one fiscal year, with the possibility of carryover funds being used for other projects. They also discussed the fluctuating amount of money in the fund, which has been reduced in the past due to budget cuts. The team considered restructuring the policy for the Innovation Fund, with Christy suggesting the need for transparency and accountability in the process. Elizabeth suggested looping in and restructuring the old policy, while Mark asked about the target or minimum amount for the fund each year. Jeff clarified that the fund has a set amount of annual funding and a maximum allocation per project. The team agreed that if they were to run a grant program, grantees would need coaching and oversight.

The concept of innovation funds and the need for a clear definition of what constitutes innovation. They also discussed the confusion around the term "grant" and the need for a more precise definition. The team considered the possibility of incorporating a provision around existing funds for excellence in place of the innovation fund. They also discussed the need for a statement of purpose for the innovation fund, which would define its purpose and scope. The team agreed to do some pre-work research to gather information from other institutions and to document the current practices and challenges with the fee fund. They also discussed the need for historical information on how student fees were calculated. The team agreed to continue the discussion in the next meeting.

Next Steps
- Jessi to send out calendar invites for BAS meetings starting January 31st.
- Elizabeth and Wesley to work on Amazon Business communication templates and present to Christy for feedback.
- Christy to drop draft communications for Amazon Business rollout into the team's file for shared feedback.
- Elizabeth to contact Bank of America Works about increasing the college's credit limit for P-Cards.
- Christy and Elizabeth to start research on fee funds policies and practices, aiming to have information ready by February/March.
- Mark to gather historical information on how student course fees have been used in different departments.
- Jeff to find and share the previous Innovation Fund policy written by Alyssa in the research folder.
- Christy to add the existing Innovation Fund policy to the research folder for reference.