

FINANCE COUNCIL MEETING MINUTES

Date: February 7, 2025, | Time: 10 a.m. - 11:30 a.m. | Location: RR112/hybrid | Recorder: Jessi

Zoom Recording Link: <https://clackamas.zoom.us/rec/share/rUeY-nG0dNgqWuVixl3PdZhAn0qN3ClBxSLofZjd9074JRDxgdtxBzbY8qzuRSdW.mUqLQ4ggTfXUXON5?startTime=1738951560000>

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Members in Attendance	Council Co-Chairs: <input type="checkbox"/> Jeff Shaffer <input type="checkbox"/> Mark Yannotta Recorder: <input type="checkbox"/> Jessi Alley-Snell	Members: <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"/>

Topic/Items

- BAS Process Update
- Framework for standardized business office improvements
- Establishment of College Business Accounts with Vendors

Meeting Summary for Finance Council In-Service Work Session Meeting

Budget Advisory Subgroup Update

- 17 applicants received for 10 available seats.
- 5 selected through council nominations; 5 selected randomly.
- First meeting held last Friday (orientation).
- Group will meet approximately six times to work on budget planning and policy development.

Procurement & Purchasing Overview

Focus: Procurement methods, efficiencies, and the upcoming Amazon Business transition.

- Current Purchase Methods:
 - P-card (under \$5,000)
 - RFPs (Request for Payment)
 - Blanket POs (Purchase Orders)
 - Employee Reimbursements

- Over 7,000 payment vouchers processed annually; nearly 20% are employee reimbursements.
- \$15M in purchasing volume.
- Amazon is the top P-card vendor, accounting for \$250K+ in annual spend.

Challenges Identified:

- Overly decentralized purchasing decisions.
- Inefficiencies in employee reimbursement process.
- Lack of awareness about time/cost impact across departments.

Amazon Business Transition:

- Launch Date: April 1, 2025
- Grace Period: April–June 2025
- Initial Communications: Week of Feb 10, 2025
- Training Sessions: Week of March 17, 2025

Platform will:

- Use P-cards
- Require .edu email accounts
- Disallow personal credit cards
- Support robust reporting and controls
 - Shipping limited to CCC campuses; departments will be selectable by dropdown.
 - Future Considerations: Costco Business implementation, travel spend analysis.

Discussion Highlights:

- Adam Wickert noted surprise at the time involved in current processes and asked about employee awareness.
 - Tami Harper, Jessi Snell, and Elizabeth Cole confirmed most employees are unaware of the full workload required.
- Elizabeth emphasized the need for communication, training, and feedback channels.
- Mark Yannotta and others highlighted the value of proactive communication to ensure smooth adoption.
- Christy reinforced this is not a rigid policy shift but an effort to increase efficiency and support ethical, accountable purchasing.

Action Items / Follow-ups:

- Finalize and distribute communication materials for Amazon Business transition.
- Schedule and promote training sessions.
- Assess Costco and travel spend as potential areas for future efficiency gains.