FINANCE COUNCIL MEETING MINUTES

Date: March 21, 2025, | Time: 10 a.m. - 11:30 a.m. | Location: RR112/hybrid| 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 ☐ ☐ ☐

Topic/Items

- Fee Fund Discussion (29,61,62)
- Food Policy
- Business Office Update

Meeting Summary for Finance Council Meeting

Continued Fee Fun Discussion

Fund 61: Athletics & Intramurals

Proposed Name Change:

- It was recommended that the fund name be updated to "Student Athletics Fund" to better reflect its current use. The term "intramurals" is no longer commonly applicable. Christy will follow up with Jim and the AFAC (Athletic Fee Allocation Committee) to discuss and clarify.

Scope of Fund:

- This fund does not cover gym or equipment replacement.
- Given that it generates revenue, clarification is needed regarding whether the fund is allowed to carry forward balances.

Key Questions:

- Are students aware they have access to the fitness center? This information is not clearly stated on the website and should be more prominently listed as a student resource.
- There is a need to clarify the two distinct departments utilizing this fund—ASG (Associated Student Government) and Athletics—and their respective responsibilities.

Fund 62: Student Life and Leadership
- Funding Sources: Primarily supported through student fees and club-specific fundraising efforts.
  - Example Use: Initiatives like the student-run farmers market.
- Club Funding Guidelines:
  - New student clubs receive a $500 seed allocation.
  - Ongoing revenue is tracked per club and designated for specific purposes.
  - **Action Item:** A clause should be added to the club funding policy requiring all expenditures to comply with the college's allowable cost/use policies.
  - Link to Club Guidelines: https://www.clackamas.edu/student-life/student-involvement/student-clubs-at-Clackamas

Fund 29: Staff and Computer Replacement
- Fund Type: Unrestricted capital fund.
- Purpose: To support the replacement lifecycle of staff computers.
- **Clarifications Requested**:
  - For new positions, technology purchases are typically funded through unit plans as a one-time request, then covered by this fund for future replacements.
  - For grant-funded positions, the initial technology costs should be included in the grant budget. Ongoing replacements may require separate consideration..

Faculty Technology Replacement & Software Management: There was discussion regarding how faculty manage hardware replacements and software at the departmental level. Elizabeth clarified that, because the fund in question supports capital expenses, it must be used for physical assets, not software.

Departmental Computer Purchases: It was noted that some departments are using their own budgets to purchase computers. While they consult IT for recommendations and support with procurement, ongoing maintenance and replacement costs are typically not covered by IT, raising questions about sustainability.

Need for Asset Management System: The conversation highlighted a clear need for an institution-wide asset management system to track equipment and support decision-making around hardware needs—particularly for individuals who require more than the standard-issue laptop.

Software Procurement & Standardization: Questions were raised regarding whether CCC has a formal software procurement policy and how decisions are made. Currently, it appears decisions are made at the department level. The business office often sees ad hoc software purchases and attempts to coordinate with vendors to explore enterprise licensing options.
- *Example:* The software Scribe is currently in high demand across departments.

- The topic will require further exploration, especially around asset tracking, policy creation, and procurement processes.
- Relevant documents are available in Teams, and stakeholders are encouraged to add comments and feedback directly within those files**.**

Food Policy:
There was discussion about current practices, including instances where individuals are either requesting policy waivers or creating their own agendas to appease established guidelines. A question was raised about whether it's possible to temporarily waive the current policy while it is being reviewed, and a new one is developed. Although the dollar amount involved is relatively small within the general fund, there was agreement that accountability and consistency remain important. The group agreed that a draft policy should be created and brought forward for review and discussion within this group.

What rules say about food policy: **https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/FOOD.pdf**

Business Office Update:
Amazon Business has been rolled out training dates have been communicated. Costco is next on the list to work on.