

FINANCE COUNCIL MEETING MINUTES

Date: April 17, 2025, | Time: 10 a.m. - 11:30 a.m. | Location: RR112/hybrid | Recorder: Jessi

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

Topic/Items

- Council meetings over the Summer Term
- Fee Fun Discussion (Strategies for collaboration and expectations around remaining fund statements)
- Review Facilities Rental Contract
- Prioritization of financial operating policies- interim & others
- Update on roll-out of Amazon Business
- Open time for reflection

Meeting Summary for Finance Council Meeting

Finance Council Summer Meeting Plans

The Finance Council discusses meeting over the summer, with members agreeing it's important to maintain continuity and stay informed about ongoing financial matters. They decide to meet monthly or bi-weekly, with the understanding that schedules may be flexible. The group addresses the issue of compensation for faculty members' summer work, agreeing to use existing contract language.

Travel Voucher Training and Fee Management

Elizabeth's team discussed the need for training on travel voucher procedures and purchase order requests due to staff turnover. They also explored the use of Scribe for document creation and its potential usefulness for training. Christy proposed a fee fund discussion and expectations around the statement of purpose, emphasizing the importance of transparency and collaboration with department chairs and new academic deans. The team agreed on the need for a structured approach to fee management, with Beverly highlighting the importance of faculty understanding the fee process.

Clackamas Community College Fee Transparency Discussion

The group discusses the issue of high course fees at Clackamas Community College, which can add thousands of dollars to students' costs on top of tuition. Adam expresses concern about the lack of transparency around these fees and suggests departments should explain what the fees are used for. Christy agrees there needs to be more analysis of fee funds and their balances. The group considers options for reviewing fees, including looking

at department reports and potentially surveying departments in the fall rather than immediately, given the busy end of the academic year. They plan to gather more information over the summer to prepare for a more thorough review with departments in the fall.

Reviewing Course Fees and Financial Policies

The council discusses the need for a comprehensive review of course fees and financial policies at the college. They agree to examine sample fee structures from different departments at the next meeting. The group also plans to involve deans in the process and potentially look at peer institutions' practices. Regarding financial policies, Christy highlights the need to update and standardize policies, particularly around areas like gift cards. Julie expresses frustration with the complexity of travel reimbursement and FACS processes, suggesting these as areas for improvement.

Policy Issues and P-Card Concerns

The group discusses issues with various college policies, particularly focusing on travel, food, and purchasing card (P-Card) policies. Beverly expresses concerns about the complexity of the travel policy, while Gabby suggests improving the format and readability of policies in general. Tami highlights frustrations with the food policy, especially regarding working lunches. Adam mentions difficulties in finding policies, and Elizabeth explains they have been migrated to Team Dynamics. The discussion then shifts to P-Card usage, with Beverly raising concerns about card sharing and the need for better controls. Christy and Elizabeth agree that P-Card sharing should not occur and suggest implementing more comprehensive training and accountability measures for cardholders.

Finance Council Discusses Financial Policies

The Finance Council discusses several topics related to financial policies and procedures. They consider group writing of clear policies with consistent layout and framework. Options for food expenses are explored, including fixed cost budgeting and moving away from administrative burdens. The council emphasizes the importance of accountability in budget management. They also review the process for approving event and conference fees, suggesting that the Finance Council should review these fees before final approval. The group discusses the possibility of reviewing all external fee structures annually, such as those for customized training and apprenticeships. Lastly, they touch on the topic of claiming FTE (full-time enrolled) and its impact on state funding, agreeing that a presentation on this subject would be beneficial for the council.

Amazon Business Rollout and Analytics

Elizabeth discussed the rollout of Amazon for Business on April 1st, which has faced some issues. She mentioned that they are currently saying no to adding people who are not users within the credit card system. Elizabeth also mentioned that they are working on a process and procedure for adding new people who have received a P card. She is also working with HR and IT to develop a system for adding Amazon Business for new hires. Elizabeth also shared the business analytics dashboard, which shows the spending since April 1st. Christy suggested that the data could be used for trend analysis and managerial decision-making.