FINANCE COUNCIL MONTHLY MANAGEMENT MEETING AGENDA

Date: November 21, 2025, | **Time**: 10 a.m. – 11:30 a.m. | **Location**: Zoom

🔍 COMMITMENTS

Date	Who	What	Committed To	When

	TOPIC/ITEM	Facilitator	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category
1.	**Welcome & topics overview**	Mark	5 min	➢ Other Councils have taken over from previous committees, but we have built this council from scratch. ➢ Discussed existing Board policy for procurement approvals. Question such as "Who has the ability to make financial decisions through delegated authority?" for daily purchases – the lack of structure and current documentation is challenging for employees and Business Office staff. The council is advisory to college finance policies, and all policies we review will point to decisions on approvals and dollar thresholds. ➢ We had our retreat about 7 weeks ago. Will review the priorities today that came from our retreat. The Council needs to be sure we understand the scope of those priorities. ➢ Look at meeting planning for winter and spring. Will be Involved in quite a bit of work with the BAS. ➢ Will give some space today to have open time for the group to share and discuss other things related to FC and/or BAS.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information

			➢ College Financial Policies – working to collect the input and options/considerations. State ethics may say it must be this way. We haven't really documented that piece.	
2. **Update on Independent Contractors**	Jeff	5 min	Update to Finance Council on policies for compliance with IRS rules for Independent Contractors- rules extend for employees and for students. ➢ Prior to FC, we tried to do our best with Business Office policies. Looked at IRS regulations and the risk management piece. Didn't have a formal process to bring those forward. This is now the formal way to bring them forward. Some components are cut and dry. ➢ Jeff is going to send out an email to everyone today as a reminder: you are an employee or a contractor, not both. ➢ We got audited on this issue. Had to remove CRT from the college. Applies to students also. ➢ What are those pieces there is confusion on? ➢ We are going to update our existing AP policy on some of these. Will be on summer in-service training. Will list who to contact with a question. ➢ Business Office will be updating current policy documents to include this and helping folks through change management. ➢ Effective date: starting January 1 or winter term. ➢ Central issue with this is that you can't be employed and be an independent contractor. Is an employer paying someone with this tax ID number on both a W2 and an I9? ➢ Blended OT to classified? Very straightforward. Employees cannot work more than 40 hours a week without getting paid OT.	☒ Discussion ☐ Decision ☐ Advocacy ☒ Information

			➤ Stipend pay is paying just an amount - a set rate. Nothing is set up in the system to pay stipend.	
3. Intersection of Board Policy & formal delegation for financial transactions	Christy	10 min	Orientation of the Board of Education policy for financial transactions (Procurement) at CCC and discuss procedure for structured delegation of approvals and training for staff. ➤ In the Board Policy, we have a delegated process for purchasing. ➤ Looked at what we used to do. We did have delegated authority forms. ➤ It may not be Dean but the AD to determine the issue. We need a clear format that shows which positions have the authority to make an allowable expense decision. ➤ The current question for any type of allowable purchase is "Where does the purchasing authority reside once it moves beyond the Dean of Business Services"? ➤ Wanted to bring the conversation for the current board policy with this group. ➤ Need to have clarity of the delegation for each dept/division. Role based/position-based workflow for approval would be a more ideal state. ➤ Delegated approvers should have training. ➤ If following current process, the Dean of Business Services should be collecting delegate forms, a practice the Business Office used to follow. ➤ Looking to clarity and structure to do this. ➤ Primary constraint is to be adhere to internal controls where there is clear separation of duties. ➤ Important to bring some consistency to the process and procedures.	☒ Discussion ☐ Decision ☐ Advocacy ☒ Information

			➢ There will need to be some re-education for staff and any changes would come with formal communication process. ➢ Examples of other delegated forms- common practice to have Credit card authorization forms for hotels. ➢	

4. Finance Council priority summary review	Mark & Christy	20 min	Review Priority summary document (attached) & select work teams & target dates for focused conversations on topics. Sheet to add name for topics of interest in Teams.
			
			➢ Priorities:
			   1. Policy Review
			      a. Allowable use policy – Travel & Food
			      b. Purchase Card (mechanism for payments)
			   2. Fee Fund Analysis
			   3. FC to continue to support and incorporate the BAS
			
			➢ As we do a review of the fees:
			    o Where are we with all of these fees?
			    o Being spent on?
			    o What are the fees?
			    o What have they been used to purchase?
			    o College fees?
			    o Can we get some history around these funds.
			➢ In looking at the fee fund we should be working with Cougar Pause. Before we make big decisions, we pause and consider all people affected and look at the decision points. It's a framework that helps us think about decisions. Asks the question - what is the goal? LEAP office is offering drop-in sessions and training. There are hard copy materials also. Can we ask for an orientation
				☒ Discussion
				
				☒ Decision
				
				☐ Advocacy
				
				☐ Information

				for this group? Yes. Amy will reach out to the LEAP office. December 2nd at 1pm is the next Cougar Pause drop-in training session.	
				➢ There is also a new version of the Equitable Decision-Making Framework. This has a DEI focus. It has been a soft launch from the LEAP Office.	
				➢ What areas should these tools be used in? They are not required but recommended.	
				➢ How broad is this tool intended to be used for? It is part of our strategic plan. Need to be aware of it as a way to see if our decision making is inclusive. Not replacing other decision tools. It's an add-on.	
				➢ The group was provided with the policy Review work groups document. This was the initial list for subgroup work. Where do I want to spend my time on this council – where to spend the deep dive work?	
				➢ Change management is tough. We are all part of the change management process. Changes will happen.	
				➢ This is a lot of work from all of us, but it is definitely needed. Optics are very important. Might be good for this group to go through Change Management Trainings.	
				➢ The Shared Governance DEI support community could help use work through this. Amy can check in with that committee.	

| 5. **Winter & Spring Term Calendar** | Mark | 20 min | Selection of regular Finance Council Meeting dates to repurpose for BAS- see attached proposed BAS calendar

➢ Reviewed calendar with group.
➢ First report out in 2 weeks.
➢ Have 12/19 as an optional time. Would people like to still have a hold on their calendar? Could use as working time for workgroups?
➢ Amy will send an invite to the Food Policy group.
➢ Budget process calendar dictates things. Time constraint is by 4/17.
➢ Priority workgroups will be FC members. We can consult with others.
➢ Can set up workgroup times outside of FC.
➢ Can we start this work before having the LEAP conversations? Yes, start doing work and gathering information. Can begin using the document.
➢ Lisa, Elizabeth, and Christy can be resources for adding content into our Teams site. Example- our Internal Control policy lives on the Business Office I: drive, and only visible to the Business Office.
➢ Elizabeth and Anne Mary can be a resource and a floater to any of the groups. | ☒ Discussion

☒ Decision

☐ Advocacy

☒ Information |

6. **Open Topics from group**	All	30 min	Open topic/flexible time	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information

Present: Gabby, Mark, Christy, Elizabeth, Jeff, Julie, Beverly, Anne Mary, Adam, Amy, Tami