

## **12-05-2025 Finance Council Public Meeting Zoom Recording Link:**

<https://clackamas.zoom.us/rec/share/FS61LOpM5vI5at4duMz4MlqAtfsSPrHKEG6jXixMuBIIDycUbvm2fV218LM8DdGz.2WpDG3uqTI1wywkV?startTime=1764957913000>

### **Summary of Meeting**

#### **Finance Council Public Report Overview**

The Finance Council held their first public report-out meeting to discuss their planned meetings and report structure, reviewing fiscal years 24-25 and 25-26, and outlined their process for providing campus community updates and managing questions. The group focused on reviewing and updating college finance policies, including the implementation of Amazon Business for purchasing, and discussed their current efforts to review and potentially update other financial policies. The conversation ended with discussions about planning for winter and spring term work, emphasizing the importance of accountability and ethical behavior in managing public dollars, and addressed concerns about inconsistent policy enforcement and training.

#### **College Finance Policy Review Update**

The meeting focused on reviewing and updating college finance policies, with Christy and Mark discussing the process for policy review and implementation. They highlighted the need for periodic reviews of financial policies and emphasized the importance of staff training and orientation to ensure compliance with new policies. Mark provided an overview of the recent transition to Amazon Business for purchasing, which involved a methodical implementation process and updates to related policies. The group also discussed their current efforts to review and potentially update other financial policies, including the establishment of shared folders for policy comparisons and a library of recommended articles on public sector spending.

#### **Finance Council Winter Planning Meeting**

The Finance Council discussed planning for winter and spring term work, emphasizing the importance of accountability and ethical behavior in managing public dollars. They are conducting initial discovery work in smaller teams and establishing a calendar for subgroups to present findings to the Finance Council. The council is considering repurposing some Finance Council meetings to accommodate budget advisory subgroup meetings due to financial constraints. They also plan to provide Cougar Paws training for

the Finance Council and address inconsistencies in existing policies. Christy agreed to look into how feedback was collected and communicated regarding the Amazon Business project, promising to provide more information at the next public meeting.

### **Standardizing College Policy Templates**

Concerns expressed about the inconsistency of college policies and advocated for using a standardized template to ensure uniformity and accuracy. Emphasizing the importance of providing timely and accurate information to end users when making financial decisions. The group discussed the possibility of implementing a form for data collection in the future, and Christy mentioned that email follow-ups could be used for now.

### **Policy Enforcement and Training Challenges**

The group discussed concerns about inconsistent policy enforcement and training, particularly regarding allowable expenses and food purchases. Issues were highlighted with frequent exceptions to policies and the need for better training for approvers, while Julie suggested engaging more stakeholders in policy development through open comment periods. The team agreed that Business Services needs to be more intentional about consistent training going forward, though they acknowledged the challenge of training on policies that may change soon.

### **Policy Review and Training Initiative**

The team discussed implementing a 2-week public review comment period for policies, emphasizing the importance of training administrators on required procedures and the need to protect employees' dollars by reducing reliance on personal funds for business expenses. Gabby and Julie volunteered to help facilitate communication between departments and support the training process, while Beverly suggested reviewing P-card holders as part of the policy change. The group agreed on the need for consistent enforcement and clear expectations, and training requirements.

### **Financial Policy and Training Strategies**

The meeting focused on financial policies and training at CCC, discussing the need to create accessible orientations and training despite imperfect policies. The importance was emphasized in identifying and addressing bad actors, highlighting the need for clear standards and accountability. The group discussed communication challenges and the importance of a collaborative tone when implementing changes. Considering a "go slow to go fast" approach to transition into new policy environments and expectations for employees.

### **Allowable Cost Policy Standardization**

The group discussed streamlining and clarifying allowable cost policies, emphasizing that these should be structured as subsets under an overarching allowable expense policy. They agreed to use existing government and IRS guidelines as templates for policies like gift cards and travel expenses. The team also discussed the need for consistent templates across their subgroups' work. Agreement that using established frameworks would help ensure alignment and avoid confusion. Concerns about inconsistencies in current policies, and the group acknowledged the need to address these issues through their subgroups' work outside of regular meetings.

### **Policy Work Group Leadership Discussion**

The group discussed the formation and leadership of work groups focused on various policy areas, including PCARDS, travel, and food policies. Christy explained that members could opt to lead or co-lead their groups, and Mark suggested using breakout rooms in the next meeting to advance work. Concerns about aligning the fee analysis subgroup's goals with broader expectations. It was confirmed there were no strict guidelines beyond completing drafts for review. The team also discussed the need to compile background documents, such as IRS and GSA guidelines, to support their policy reviews, with Elizabeth and Lisa agreeing to help organize these resources.

### **Meeting Scheduling and Coordination Updates**

The group discussed scheduling and planning for upcoming meetings and trainings. They agreed to start pushing out meeting invites for the BAS group starting February 13th, with Christy confirming the dates should be on Fridays. Amy will coordinate with the LEAP office to schedule a customized Cougar Paws orientation for the group, as the original January 14th date had conflicts. The members were reminded to update their calendars by the end of the day Monday for a better overview of departmental activities and upcoming meetings.