

FINANCE COUNCIL PUBLIC MEETING SUMMARY

Date: May 1, 2026, | Time: 10 a.m. - 11:30 a.m. | Location: Zoom | Recorder: Jessi

Members in Attendance	Council Co-Chairs: ☐ Christy Owen ☐ Mark Yannotta	Members: ☐ Amy Cannata ☐ Elizabeth Cole ☐ Beverly Forney ☐ Tami Harper ☐ Julie Hugo	☐ Jeff Shaffer ☐ Gabby Sloss ☐ Adam Wickert ☐ Lisa Shaw ☐ ☐
	Recorder: ☐ Jessi Alley-Snell		

Quick recap

The Finance Council held their May public update meeting to discuss membership changes, policy updates, and budget process timelines. The council decided to add two new members, with one position specifically for full-time faculty, and discussed the application process and selection criteria. Elizabeth provided updates on policy changes including the elimination of pennies, potential travel platform implementation, and upcoming purchase card default coding. The council reviewed their course fee policy subgroup's survey results from department chairs and discussed next steps for that work. Christy outlined the upcoming budget process timeline, including the proposed budget release, all-staff meeting, and various committee meetings scheduled through June. The conversation ended with a discussion of the Finance Council's application framework and expectations for new members, including considerations around confidentiality and professional responsibilities.

Finance Council Membership Structure Discussion

The Finance Council held a public update meeting in May, with co-chairs Mark Yannotta and Christina Owen leading the discussion. The council reviewed their membership structure, which currently has 13 spots with one vacant administrator position, and discussed plans to add two additional members including one full-time faculty position. The council's purpose was explained as serving as an advisory body for fiscal operations at Clackamas Community College, providing feedback on policies and serving as stewards of taxpayer dollars.

Christy and Mark presented updates on the Finance Council's application process and membership expectations. They emphasized that serving on the council requires significant time commitment beyond biweekly meetings, including independent work and participation in subcommittees. The

council plans to use the application process from the Budget Advisory Subgroup as a model, with applications to be reviewed by the end of spring term to allow for planning for the following fall.

Policy and Fiscal Updates

Elizabeth provided updates on three financial policy changes: the elimination of pennies, a potential travel platform pilot for out-of-town travel, and the upcoming transition to default coding for purchase card transactions.

Christy explained that P-Card transactions are not posted to Profix if they are not timely approved but suggested implementing default codes for common purchases like office supplies to streamline the process. She also announced a pilot program for a travel platform, seeking 1-2 departments willing to participate. Mark and Elizabeth discussed upcoming fiscal year-end deadlines, including submission dates for hardware purchases, requisitions, software tickets, and P-Card approvals, with Elizabeth confirming that these deadlines apply to grants as well.

Lisa and Adam provided an update on the course fee policy subgroup's work, which includes analyzing data from peer institutions and reviewing expenditures and revenues. They shared results from a survey sent to department chairs, which had an 80% response rate, highlighting varied understandings and approaches to course fees. Next steps include follow-up conversations with a smaller group of chairs to gather more detailed information on fee usage and perception, with plans to complete this in the spring and potentially continue in the fall. Beverly mentioned ongoing work on the acceptable use policy and P-Card, including plans to create a focus group to discuss possible policy decisions.

Budget Timeline

The meeting covered the timeline for the proposed budget, with key dates including its release later that afternoon, an all-staff meeting on May 5th with President Cook's presentation, and Budget Committee meetings on May 13th and May 20th. Christy announced she would coordinate a recorded walkthrough of the financial tables on May 6th at noon, focusing on the Excel-driven budget process rather than policy decisions.

****We apologize; we forgot to hit the record button for this meeting. If you have any specific questions, please email SG_FinanceCouncil@clackamas.edu****