FINANCE COUNCIL MEETING SUMMARY

Date: May 15, 2026, | Time: 10 a.m. - 11:30 a.m. | Location: Zoom | Recorder: Jessi

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

Quick recap

The Finance Council meeting focused on reviewing application criteria for new council members and discussing policy updates. The group examined a seven-criteria rubric for evaluating applicants, with discussions about potentially combining some criteria and removing bonus points to avoid bias. They received one application so far from a full-time faculty member. Elizabeth presented findings from reviewing Clackamas County's travel policy, highlighting their use of a required travel platform and strict reimbursement deadlines. Gabby and Tami shared a draft policy on meals and refreshments for college-sponsored events, which would require documented business purposes and approval from deans or associate deans before expenses could be incurred. The group discussed challenges around current practices like providing food for students and marketing events, while trying to balance fiscal responsibility with mission objectives. The conversation ended with Christy announcing the upcoming launch of SharePoint next week, which would replace the F drive and provide more autonomy for publishing information to the campus community.

Finance Council Committee Application Process

The meeting focused on reviewing applications for the Finance Council committee, with only one application received so far. Mark and Christy discussed the application review criteria, which included motivation, relevant experience, and commitment availability, with plans to potentially streamline the criteria from seven to five points. The group noted that the application deadline is June 1, and they plan to send out additional reminders to encourage more applications.

The group discussed challenges with committee member selection and application criteria. They debated how to balance attracting experienced candidates with bringing in new voices. The group discussed criteria that would encourage a broader range of participants.

The group discussed potential modifications to a rubric for evaluating candidates, with Elizabeth suggesting combining criteria 4 (collaboration and communication) with 5 (systems thinking and professional judgment). Lisa proposed moving the collaboration skills from criterion 4 to criterion 2 (relevant experience and skills). The team debated whether to include bonus/discretionary points at the end of the rubric, with Adam expressing concerns about potential bias and preferring to stick to the agreed-upon criteria, while Beverly defended the value of considering exceptional experiences that go beyond the standard rubric requirements.

The committee discussed the application process for selecting new Finance Committee members. They debated whether to add a short interview component to gather more information beyond the basic application questions. Lisa raised concerns about scoring applicants appropriately with limited information. The group considered consulting with the DEI committee or other councils for external perspective. There was discussion about potentially overcomplicating the process and balancing the need for the right representation with practical implementation. The committee agreed to consider folding in feedback and taking another look at the rubric, while also thinking about how to communicate expectations transparently to applicants.

Travel Policy Review

Elizabeth presented findings from reviewing Clackamas County's travel policy and procedures, highlighting their use of the CTM travel platform, required pre-authorization forms, and a strict deadline of the 10th of the following month for all travel reimbursement submissions. The team discussed plans to pilot the travel platform in 2-3 areas, including the study abroad group and potentially health sciences, before implementing broader changes. Elizabeth noted that the county's 21-page procedure document covers flights, hotels, and rental cars, with exceptions for specific conference hotel blocks, and requires all expenses except per diem and mileage to be charged to the college P-card

Business Expense Policy Discussion

Lisa led the group in a discussion about fiscal responsibility and how best to practice that and a balanced policy. Christy brought up how the reimbursement of expenses needs to be updated. We should not have staff paying out of their own money for college related expenses and waiting to receive reimbursement. This led into deeper discussion about having broader access to p. Cards and the importance of reviewing ageing policies.

Meals and Refreshments Policy Guide

The team discussed a new policy guide for meals and refreshments, focusing on allowable expenditures and fiscal responsibility. Lisa raised concerns about current practices where departments routinely buy snacks for students, which may not align with the new policy requirements. The group explored change management approaches, including the need for education and orientation during a transition period. Mark questioned the policy's application to annual meetings, and Gabby indicated they would need to consider this scenario further, potentially implementing a once-a-year exception with specific spending limits.

The group discussed potential exceptions for one-time events and the need for better tracking of approved expenses. They also touched on the upcoming launch of SharePoint next week, which will provide more autonomy in publishing information and replace the current F-drive system. The conversation ended with a request for Christy and Mark to compile questions from the discussion for further policy development.