

FINANCE COUNCIL MEETING MINUTES

Date: June 06, 2025, | Time: 10 a.m. - 11:30 a.m. | Location: RR112/hybrid | Recorder: Jessi

Link to Zoom Recording:

https://clackamas.zoom.us/rec/share/1VRK_gL1uuorLSJDQEXNdNchHDEcL8R7cYH28Wkxi2x7VZyjMhNYHgv8rPfHIGY3.Ksi8ORLOZLzYTw3z?startTime=1749229533000

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

- Committee Report Out's
- Set date for In-Service
- Overview of past year's work
- Member Replacement

Meeting Summary for Finance Council Meeting

Quick recap

The Finance Council meeting covered a comprehensive review of the past year's work, including initiatives, challenges, and future plans. The council discussed various operational and policy matters, such as equipment replacement, food and travel policies, and the innovation fund proposal process. The conversation ended with discussions on improving unit planning processes and a brief mention of the record-high number of graduates for the current year.

Summary

Finance Council Year-End Review

The Finance Council reviews their work over the past academic year, focusing on several key initiatives. They developed training materials on public finance and CCC's financial structure, conducted a fall forecast preview, and explored business process improvements like implementing Amazon for Business. The council also began documenting policies and procedures for CCC's 22 funds, completing drafts for 12 of them. They supported the establishment of a new Budget

Advisory Subcommittee (BAS) within the shared governance structure. The co-chairs highlight the challenges of setting up BAS while conducting regular budget work and emphasize the need for continued refinement of processes. The council discusses plans for future work, including further fund analysis, policy research, and developing a comprehensive communication strategy for rolling out financial changes across the college.

Finance Council Year-End Review

The Finance Council concludes its year-end review, expressing gratitude for the members' dedication and hard work. Mark and Jeff, as co-chairs, thank the group for their engagement, particularly highlighting Jessi's organizational efforts and Christy's content expertise. The council acknowledges the significant amount of work accomplished, including frequent meetings and behind-the-scenes coordination. Members reflect on the value of the council in addressing fee funds and improving financial transparency for students, with plans to reconvene in the fall after a summer retreat to set priorities for the upcoming year.

Finance Council Process Improvements

The Finance Council discusses how to handle financial decisions and approvals that don't have a clear process. Jeff suggests that the council can serve as a sounding board for finance topics around the college. Christy explains how they organically problem-solve and proposes building a path for financial information to come to the Finance Council. The group also considers potential changes to council membership, including adding Lisa Shaw from the business office and possibly an academic dean or associate dean. They agree to seek David's input on who might be a good representative from the academic side.

Finance Council Summer Retreat Planning

The group discusses scheduling a summer retreat for the Finance Council. Jessi suggests holding it by mid-September at the latest, with a preference for early September. Jeff mentions that the charter recommends a 3-4 hour retreat. They agree to send out a poll with date options, focusing on the weeks before or during in-service. It's noted that there's already a meeting scheduled for September 19th, which could potentially be used for the retreat. The group also briefly touches on the need to review their meeting schedule for the fall.

Policy Updates and Stakeholder Input

The Finance Council discusses updating the food and travel policies, with a focus on improving clarity and efficiency. Christy proposes researching options for more flexible food purchasing guidelines within reasonable limits, while Mark suggests prioritizing food policy updates over travel due to upcoming needs. Elizabeth highlights the need for travel policy updates, including a pre-approval process. The group agrees on the importance of gathering input from various stakeholders, including faculty and administrative staff, to address pain points in the current processes. They also discuss the need for clearer guidelines on course fee funds and their appropriate uses.

Equipment Replacement and Funding Strategy

The group discusses how to handle equipment replacement requests and funding allocation. Christy proposes that the Finance Council could advise the executive team on prioritizing requests, but others suggest this may be too detailed for the council. Elizabeth and Amy recommend creating a midyear submission form for equipment needs, with a subcommittee outside the council to review requests. Mark emphasizes the importance of considering department size and budget when allocating funds, as smaller departments may struggle more with unexpected costs.

Equipment Planning and Budget Challenges

The group discusses challenges with equipment purchases and replacements at the institution. Amy highlights issues with unspent funds and incomplete planning for new equipment, while Christy emphasizes the need for better asset management practices. Jeff suggests revisiting a previous equipment replacement group model involving key deans and departments. Julie points out the lack of comprehensive data and guidance in unit planning processes,

particularly for equipment purchases and new positions. The discussion focuses on improving decision-making processes for equipment and personnel requests, with considerations for long-term planning and financial soundness.

Innovation Fund Proposal Process Improvements

Christy and Ashley are working on improving the proposal process for innovation funds. They acknowledge that the current tool, Qualtrics, is not ideal for collecting budget information. The two-year cycle allows time to design a better tool and help people prepare more concrete proposals. Christy emphasizes the need for professional writing and data that demonstrates outcomes and student support. Elizabeth points out that the innovation fund is general fund-backed and should be open to all departments, not just academic ones. The group discusses the importance of including information about ongoing resources and maintenance costs in proposals.

Unit Planning Process Review

The group discusses the need to improve the unit planning process, particularly in separating budget requests from unit plans. Jeff explains that the current process originated from an accreditation finding and suggests a review is needed. Christy addresses the recent decision to pause a process, apologizing for any inconvenience but emphasizing the importance of transparency. The meeting concludes with Tami sharing that this year's graduation will have a record-high 476 graduates, which is 100 more than last year.