

# Finance Council

## Meeting Notes from December 7, 2004

### ATTENDANCE:

X BOB BALDWIN	X MARIE MATSEN
X STAN BARKER	<input type="checkbox"/> JEREMY RIEL
X DENNIS CARR	X JIM SALT
<input type="checkbox"/> SONYA CHRISTIAN	X KIRSA WHEDON
X CHRIS CULVER	GUEST: MARCIA SEXTON
X DAVE KEEBLER	NOTETAKER: TERRY
X RYAN KOCH	CARON

### OUTCOMES:

1. Council amended agenda to include discussion of "Finance Council role in this year's budget process."
2. The draft November 16, 2004, meeting notes were approved by Council.
3. No action taken by Council.
4. The Finance Council chair and vice chair and the vice chair of College Council will first meet to decide what to do with the Finance Council's proposals on additional membership..

### DISCUSSION:

#### Handouts:

- A) 2/27/02 Transparency Goals
- B) May 04, Projections v. Actual

#### 1. Agenda Review

Council reviewed the agenda for changes/additions.

#### 2. Review notes from prior meeting

Council reviewed the November 16, 2004, meeting notes.

#### 3. Travel policies/credit card use

Bob Baldwin had some questions about the current travel reimbursement policy and the use of personal credit cards for travel receipt processing. There was also a question regarding the use of one travel agency providing all college travel arrangements. Jim Salt asked of the role of the Finance Council in policies related to travel.

#### Discussion and comments:

- College Finance will plan to implement the use of the Visa P-card for travel purposes by Winter term. Not all staff will automatically receive a P-card but will need the approval of the department manager.
- A few years ago, the Board directed the college to use a single travel agency for authorized travel arrangements. In the past when travel financial data was requested by the Board, it was difficult to easily produce because staff travel arrangements were made from various sources. The Board deemed it necessary to have a standard set of prices and also recognized the use of college time to make travel arrangements. It asked for a consistent travel arrangements process. Currently, the college uses the Azumano Travel agency, because it was able to piggy-back on an existing state contract. Stan Barker will review the contract this year to consider its continuation.

#### 4. Membership by position

Council continued the discussion of adding new members based on their expertise to the Finance Council. Marie Matsen proposed adding the budget analyst position for full participation but without the ability to block consensus. Council voted on this proposal with no consensus. Jim Salt offered a second proposal for consideration: That Council would develop criteria to be used for consideration of additional membership. Council voted with no consensus. Jim Salt offered a third proposal: Adopt a proposal that the budget analyst position would be added to Finance Council for the academic year and Council would concurrently develop a framework of criteria to add new membership. Council voted and there was no consensus. Marie Matsen recommended that the discussion of adding new members to council be presented to College Council for their recommendation.

OUTCOMES:	DISCUSSION:
<p>5. No action taken.</p> <p>6. Council voted and there was consensus that it begin formal review of the current tuition policy, D. 110.</p> <p>Marie will provide more information on differential tuition and the self support model. Council will discuss both at the 1/4/05 meeting.</p> <p>7. Discussion to be continued next meeting.</p> <p>Council to review and discuss portions of the Audit Report, e.g. page 29.</p> <p>8. Meeting adjourned at 3:58PM.</p>	<p><b>5. Finance policies regarding costing of tuition waivers.</b>            There was a question regarding the college accounting process for tuition waivers. Are they a revenue or an expense? Stan Barker stated that the college accounts for these accurately according to state guidelines. Marie stated that the assumption is that the costs for anyone who takes a class becomes an employee benefit, therefore an expense to the college. This expense to the college is considered in the OPE rate. FTE is generated via tuition waivers and that FTE is also counted in overall FTE.</p> <p><b>6. Tuition/Budget Planning Policies</b>            (These policies were handouts at the November 2 meeting.)            The Tuition policy allows the Board to review current tuition rate relative to inflation and determine any adjustments at their December meeting. The concern was that not enough of the available information and data was utilized to make a decision for tuition rate changes. Marie stated that the mechanism for allowing the Board to consider various indices and data was in the current policy and that it was a significant planning tool that no other community college had at this time. Jim Salt felt Finance Council should have a discussion about tuition early in the process rather than later.</p> <p>A question was posed for Council discussion: How does the college decide what to charge and what our costs are? This is a broader issue than just what our costs are. Differential pricing, self-support programs, international student rate, enrollment management plan, cost per FTE were all briefly discussed with the intent to hold further discussion.</p> <p><b>7. Transparent Budgeting Update</b>            (Handout)            Marie reviewed a portion of the 2/02 Budget Transparency Goals:</p> <ol style="list-style-type: none"> <li>1. Summary documents are understandable.               <ul style="list-style-type: none"> <li>• A glossary of terms is on the Budget Development website and also in the Budget Document. There's a concerted effort for consistency in terminology.</li> <li>• Links are provided for those documents that are referenced whenever possible by the entities responsible.</li> <li>• (Marie explained that the <i>budget</i> is not an indicator of actual financial status but shows the limitations of revenue and expenditures as well as a framework in which we can operate financially. The <i>projections</i> are more accurate of what to expect. [The Projections were a handout at the last meeting.] The <i>Audit Report (also mailed to FC)</i> shows the Actual v. Budgeted revenue and expenditures.)</li> <li>• Training and training tools- not yet available but will be easier to do with the new system. Training modules are not yet in the work flow.</li> <li>• Graphics &amp; charts – the Budget Office is doing more of these, including in the Budget Document.</li> </ul> </li> </ol> <p>8. Adjournment</p> <p><b>The next Finance Council meeting is January 4, 2005, 2-4PM, Board Room.</b></p> <p><u>Future Agenda:</u></p> <ul style="list-style-type: none"> <li>• Continued review of Transparency Goals</li> <li>• Review of 2003-04 Audit Report</li> </ul>