Finance & Strategy Committee Meeting

December 6, 2023
Virtual Webex
11:00 am to 12:00 pm

Committee Charge:

- Planning and implementing such training as needed by members of the college community in preparing and monitoring budgets.
- Producing regular reporting on matters related to budget and finance.
- Planning and implementing a review, revision, and adoption process for the Strategic Plan every 2 years.
- Producing annual reports evaluating the College's progress in realizing goals set by the Strategic Plan.

Committee Members				
Name	**Title**	**Division**	**Department**	**Attendance**
Annmarie McMahon	Representative	Administration & Finance		
Chris Weiss	Chair	Administration & Finance		X
Jeffrey Augustine	Representative	Administration & Finance		X
Kevin Novell	Representative	Student Affairs	Access, Access Plus & EOC	X
Liz Giordano	Representative	Workforce Partnerships		
Michael Archetto	Representative	Administration & Finance	Building & Grounds	x
Paul Rylander	Representative	Administration & Finance		
Peter Bardsley	Representative			X
Sandy Nolan	Secretary	Academic Affairs	BSTEM	X
Shaune Hogan	Representative	Administration & Finance		
Sue Turcotte	Representative	Administration & Finance	Bursar	X
Mike Daley			IT	
Guests				

Meeting Agenda

1. Strategic Plan
2. Review policies in Policystat

Minutes

Meeting started at 11:03 am

1. **Strategic Plan—Peter Bardsley**

P Bardsley—Strategic Plan Impact Group, which is led by Bobby Gondola is a cross representation of people from various department/divisions of the college working to implement the strategic plan at a deeper level, rolling out through the college.

College developed strategies through 3-4 levels

1. Goals are broken down into how it will be done (strategies).

2. Strategies are broken down into how it will be done, (tactics).

3. Tactics are broken down into how it will be done (smart goal)

4. SMART goals are specific, measurable, achievable, relevant and timebound

In divisional workshops members of the college saw themselves in the micro levels and developed smart goals. CCRI purchased a platform (Cascade) to load in smart goals. Allows college, at any level, to look and see how we are performing against our goals. Example of one of the smart goals is the project we're working on moving college to self-service banner for position requests, which will help in on-boarding employees.

There are four main levels of the college realized in Cascade:

- College
- Division
- Department
- Individual Employee

Cascade provides ability to look at progress, adjust as necessary. CCRI is trying to develop system whereby process of up/down review will work. Have to determine how the College Assembly and the Finance & Strategy committee will interact with this process. Almost at the point where we can load everything into cascade and see it works. Transition for leadership has slowed process. It is a priority for President Costigan. Hope to have everything loaded in by January

K Novell: How can this group we useful in those efforts?

P Bardsley: We have to work out how this group gets inserted into that up/down process. This group may look at the college progress holistically.

P Bardsley is always available to answer questions. He will certainly update the group. In January can look at the system and figure out what we want to do with it. See how smaller projects tie together and support the Strategic Plan. Hope for the next meeting P Bardsley can demonstrate the system.

K Novell: Would it be useful to have someone from the group involved?

P Bardsley: I am that person. If you feel information is not being disseminated, please contact me. Cascade should be on the January Agenda.

2. **Policies in PolicyStat—Kevin Novell**

K Novell: I reviewed policies in PolicyStat for this group. There are policies up for review and one that is past due for review. Do we look at it first or is it David Rawlinson?

1. Purchase Card Policy

2. Auxiliary Enterprise Financial Policy

3. Electronic Timesheet Submission (Part-time 19-hour staff, non-credit instructors, and student employees

4. Student Financial Hold

5. Schedule Drop for Non-Payment

P Bardsley: We are in position where all stakeholders in the college are using PolicyStat. Faculty senate, assembly and administration are all using PolicyStat. Staff Assembly partnered with me to establish the work with PolicyStat and Faculty Senate followed soon after. There isn't a hard and fast process for the review of policies. Some, like most financial policies fall under the responsibility of an administrator like the Controller who's legally bound.

S Turcotte: I will look at the policies that fall under my purview.

C Weiss: There is nothing else on the agenda. I will check in with Mike Daley, we need to understand what exactly our charge is.

M Archetto: This body has to prioritize and help college become more efficient. Just because we have been doing things a certain way for a long time doesn't mean it is best practice.

C Weiss: Can we confirm this group will meet every second Wednesday of month from 11 am to 12 pm? We will have an agenda next time. The group unanimously approved meeting every second Wednesday of the month from 11 am to 12 pm.

C Weiss: asked for a motion to adjourn the meeting.

M Archetto: made a motion to adjourn the meeting.

K Novell: seconded the motion.

Meeting adjourned: 11:52 am

Next Meeting: January 11, 2023, 11 am to 12 pm