



Special Committee Meeting

February 26, 2024
Knight Rm 2024 / 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	Ex-Officio	Administration & Finance	Budget Office	P
Jeffrey Augustine	Ex-Officio	Administration & Finance	Auxiliary Services	P
Kevin Novell	Representative	Student Affairs	Access, Access Plus & EOC	P
Michael Archetto	Representative	Administration & Finance	Building & Grounds	P
Paul Rylander	Ex-Officio	Administration & Finance	Controller’s Office	
Peter Bardsley	Representative	IEHROD	VP of IEHROD	P
Sandy Nolan	Secretary	Academic Affairs	BSTEM	P
Shaune Hogan	Ex-Officio	Administration & Finance	VP of Admin and Finance	P
Sue Turcotte	Ex-Officio	Administration & Finance	Bursar	P
Guests				

Special Meeting Agenda

1. Roll Call
2. Discussion: How does this committee deliver against its mission



revision to mission

Minutes

1. Roll Call

Motion to convene meeting made by 1st M Archeto, 2nd S Hogan

Votes For: 8, Votes Against: N/A, Abstained: N/A

Meeting commenced at 11:01 am

2. Discussion: How does this committee deliver its objectives, what actions can we take that responds to our stated outcomes?

Peter Bardsley: Review the charge of our committee:

The Strategy and Finance Committee is charged with facilitating institutional understanding of the financial position of the college, including plans for advancement, and regular revision, implementation, and evaluation of the College's Strategic Plan.

- a. It shall plan and implement such training as needed by members of the college community in preparing and monitoring budgets.
- b. It shall produce regular reporting on matters related to budget and finance.
- c. It shall be responsible for planning and implementing a review, revision, and adoption process for the Strategic Plan every 2 years.
- d. It shall produce annual reports evaluating the College's progress in realizing goals set by the Strategic Plan.

Share Ideas on how to achieve these items:

P Bardsley: Met with Lauren Webb about NECHE to see if it is OK to say we are doing assessment of our purpose. Also spoke with Naglaa Gaafar Rego to see if we can work on and revise the Finance & Strategy committee goals.

Committee members shared some thoughts on the challenges in operationalizing the committee and engaging in the work of the college:

Related to Budget and Finance:

It was identified that financial reporting is the responsibility of the VP of Finance and Administration. The administration is charged with driving the direction of the Strategic Plan. Difficult to translate this work as written into actionable committee work.

The Finance & Strategy Committee meets once a month. This committee doesn't have jurisdiction over nor the capacity to fulfill day-to-day business requirements. The mission was written with good intent but developing systems to operationalize it feels challenging.

Questions about the budget development process arose:

communicate their financial needs/aspirations?

Annemarie: Last spring, each division followed a process to identify their current budget levels and develop targets at an operational level.

J Augustine: is there a clear well written process for that?

S Hogan: Prior to pandemic there were certain processes. Last year, during the pandemic we looked at an electronic solution that didn't work out. We continue to do discovery in support of developing a process.

J Augustine: Is that process known throughout the institution? Is it the committee's role to recommend a way to communicate to the general college? Don't think this committee's role is to plan or influence but to effectively communicate policy/procedures.

P Bardsley—There is room to consider all options. The work of developing the budget is someone's job. Perhaps they can lean on this committee. As we've witnessed in recent town halls, the VP is communicating to the community about our current budget processes and financial standings.

K Novell: Don't see where we fit in with annual report. The reporting process is someone's job and is robust.

Related to Financial Policies:

K Novell: Before we meet next—look at the constitution. Can't tell if Assembly is only body that proposes and edits policies.

P Bardsley: It is one of the bodies that assists the college in looking at operations and provides recommendations. Most financial policies are set in state law/regulations. Administrators like the VP of Administration and Finance, the Controller, are responsible for ensuring the financial position of the college. Their education and experience give them an appropriate perspective.

K Novell: Many financial policies are mandated by state/federal directives. Do these policies have to go through staff assembly even?

A McMahon: At what point does policy have to go to assembly? Do all policies have to go to assembly?

P Bardsley: There is no hard and fast rule. Administrators charged with implementing and ensuring commitment to respective policies can invite an assembly committee if they seek additional perspectives. Finance policies are very prescriptive and don't have room for interpretation, we all simply must abide by them. Comparatively, there are policies more about effectively engaging with various departments and in those cases, there may be room for diverse perspectives and input when developing such policies.

Related to Strategic Plan

P Bardsley: The Strategic Plan is a 5-year plan. Saying it needs to be revised every two years doesn't reconcile with our operations. I could see the Finance & Strategy committee's engagement in helping with communication. Trying to develop a process with cascade. I can see this committee getting involved with this to see how we do things and communicate with the administration. Place we can go to develop strength. Cascade allows people to look at the Strategic Plan and the progress at each



organizational level. This committee might be able to look for improvement and provide recommendations.

J Augustine: We could communicate to leadership about efficiencies for review.

3. Discussion: Review process for revision to objectives.

Peter Bardsley: Assembly Chair, Gafaar Rego shared [process for committees to review and revise their charge](#) recommends all consider options and develop bullet points we could look at together. What we should do. Next meeting come to consensus about what we should do.

Motion to adjourn meeting made by S Hogan. M Archetto seconded the motion.

Votes For: 8 Votes Against: 0, Abstained: 0

Meeting adjourned: 11:42 am

Next Meeting: March 6, 2024, 11 am to 12 pm

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