



Finance & Strategy Committee Meeting

April 3, 2024
Knight Rm 2306/ 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	Y
Jeffrey Augustine	Ex-Officio	Administration & Finance	Auxiliary Services	N
Michael Archetto	Representative	Administration & Finance	Building & Grounds	N
Paul Rylander	Ex-Officio	Administration & Finance	Controller’s Office	Y
Peter Bardsley	Representative	IEHROD	VP of IEHROD	Y
Sandy Nolan	Secretary	Academic Affairs	BSTEM	Y
Shaune Hogan	Ex-Officio	Administration & Finance	VP of Admin and Finance	N
Sue Turcotte	Ex-Officio	Administration & Finance	Bursar	Y

Meeting Agenda

1. Roll Call
2. Approval of minutes
3. Cascade Demonstration
4. Discussion: Review Process for revision to mission



Minutes

1. Roll Call

Motion to convene meeting made by 1st Sue Turcotte, 2nd Paul Rylander

Votes For: 5, Against: 0, Abstained: 0

Meeting commenced: 11:12 am

2. Approval of minutes:

December Meeting 12/6/2024

Motion to approve minutes of December meeting made by 1st Sue Turcotte, 2nd Paul Rylander

Votes For: 4, Against: 0, Abstained: 1

February Meeting 2/7/2024

Motion to approve minutes of February meeting made by 1st Annmarie McMahon 2nd Sue Turcotte

Votes For: 5, Against: 0, Abstained: 0

Special Meeting 2/26/2024

Motion to approve minutes of Special meeting made by 1st Sue Turcotte 2nd Annmarie McMahon

Votes For: 5, Against: 0, Abstained: 0

3. Cascade overview and demonstration

Peter B showed the committee the setup of the Strategic Plan within the cascade software. It is organized by 13 separate plans that roll up to each other.

1. College
 - a. Department of Marketing and Communications (rolls up to 1)
 - b. Department of Institutional Advancement (rolls up to 1)
 - c. Department of 10kSB (rolls up to 1)
 - d. Division of Academic Affairs (rolls up to 1)
 - e. Division of Student Affairs (rolls up to 1)
 - f. Division of Workforce partnerships (rolls up to 1)
 - g. Division of Institutional Equity, HR/OD (rolls up to 1)

- h. Division of Administration and Finance (rolls up to 1)
 - i. Department of Finance (rolls up to h)
 - ii. Department of Information Technology (rolls up to h)
 - iii. Department of Facilities (rolls up to h)
 - iv. Department of Campus Police (rolls up to h)

The college's success measures and KPI's are true indicators of our ability to see positive results. The Strategic Plan Impact Group is working on entering them into Cascade.

For connecting our own work to the Strategic Plan, Peter demonstrated his SMART Goals which, are attached to the Division of Institutional Equity, HR/OD plan (g) and then further mapped up to the College's plan (1).

Peter's SMART Goal "**Eliminate waste by developing DocuSign user group focused on best use of DocuSign, aligning process and purpose to create better value by June 29, 2024**" is connected to the goals, strategies, and tactics of CCRI's strategic plan as follows:

- **Tactic ii. Regularly review organizational operations and leverage technology to ensure institutional efficiency and effectiveness** *which is nested beneath:*
- **Strategy C. Utilize technology to support our strategic plan and promote continuous improvement** *which helps the college achieve:*
- **Goal 3. Strengthen institutional effectiveness**

What the software will allow, with further development of Individual and Department SMART goals, is the ability to show how our individual work drives the progress of our departments, divisions and the college in achieving our strategic goals.

The Strategic Plan Impact Group is still doing clean-up work of their respective divisional/departmental plans and learning to build out necessary functionality including how to do reporting and develop dashboards, which are customizable to the needs of the various areas, to have a visual sense of our performance. This work will likely conclude in the summer.

4. Discussion: Review Process for revision to mission

Peter B shared that in our last meeting, we discussed the process for revision to the committee's mission, which needs to be submitted by May. Peter shared a document and invited participation in developing ideas we could put forward to the Assembly Constitution and Bylaws Committee for review and subsequent adoption. Peter shared his own idea and proposed after folks contribute their input or ideas, we hold another special meeting to decide and adopt.

"Strategic Plan Engagement Committee

The Strategic Plan Engagement Committee supports the efforts of the Community College of Rhode Island to realize our mission by connecting members of our diverse community with our Strategic Plan. Together, with input from each unit of the college, we review our goals, identify potential barriers to



success, and mark progress.”

It was also discussed that to effectively achieve this kind of work, diverse perspectives are required. We cannot successfully implement our work without the necessary perspectives involved in such implementation. This group can support as a conduit for communication both across the different divisions and up and down the organizational hierarchy.

It was agreed that we’d recommend invitation to membership aligned to the construct of the strategic plan above.

Motion to adopt recommendations as discussed and submit to Assembly for review made by 1st Annmarie McMahon, 2nd Paul Rylander

Votes For: 5, Against: 0, Abstained: 0

Motion to adjourn meeting made by 1st Annemarie McMahon 2nd Sue Turcotte

Votes For: 5, Against: 0, Abstained: 0

Meeting adjourned: 11:28 AM

Next Meeting: May 1, 2024

DRAFT