

<p>Finance Council Business:</p>	<ul style="list-style-type: none"> • Call to order • Approve meeting minutes for December 18, 2015 (2 min) <ul style="list-style-type: none"> ➤ Approved • Agenda Review/Changes/Approval (5 min) <ul style="list-style-type: none"> ➤ Approved 	
<p>General Business:</p> <p>Attending: Ashley Jackson, Jennifer Steele, Dennis Gilbert, Dawn DeWolf, Rose Ellis, Bob Baldwin, Robin Geyer, Greg Holmes, Todd Smith, David Nickles, Maria Dresser</p>	<p>Planned Topics:</p> <ul style="list-style-type: none"> • Meeting Guidelines: <ul style="list-style-type: none"> ○ What constitutes a quorum? (10 min) <p>Roberts Rules guidelines state a quorum is 50% plus one. With 11 members on the council, a quorum is 6. Prior agreement of the finance council is 2/3.</p> <p>What do we do if someone is not able to attend a meeting but wants to be part of a decision or a vote?</p> <p>Motion: If a council member cannot make it to a meeting but wants to be part of a discussion, decision or vote on a particular issue, and no other members of that representative group can participate, the vote on the item will be postponed until the next meeting.</p> <ul style="list-style-type: none"> ➤ Approved <p>Motion: Adopt Roberts Rules guidelines for a quorum – 50% plus one.</p> <ul style="list-style-type: none"> ➤ Approved • Report/Announcements – <p>IEC and Planning Subcommittee of College Council have asked for 20 to 30 minutes on an upcoming Finance Council agenda to discuss the college’s new Core Themes and strategic planning process. The strategic planning process will also be a discussion item at the all council meeting on Thursday the 28th from 3:00 to 4:30 p.m.</p> <ul style="list-style-type: none"> ➤ Approved: we will respectfully decline the invitation at this time <p>Greg has received the majority and minority reports from Dennis and Bob from the last meeting, Dec. 18, 2015. Greg has asked Nancy Hungerford for a legal opinion, he will then come back to the council</p> 	

	<p>with his opinion.</p> <p>Long Range Financial Plan (using <i>Government Finance Officers Association – Best Practices</i> www.gfoa.org/long-term-financial-planning-0):</p> <ul style="list-style-type: none"> • Work Plan Discussion: <ul style="list-style-type: none"> ○ Discuss distribution of questions and visits to various feedback groups (10 min) <p>Dennis – LCCEA has provided a response, he will connect with diversity council and faculty council next week</p> <p>Todd – shared the letter with the managers this morning</p> <p>Jen – shared the letter with IRAP and SAC; will be visiting with them in the next week(s)</p> <p>Dawn – will take it to learning council next week</p> <p>Robin – shared it with technology council and will discuss with them later this month</p> <p>Bob – LCCEF hasn’t had an opportunity to discuss yet</p> <ul style="list-style-type: none"> • 2015-2016 Projections (20 min) – see handout, also Budget Website https://www.lanec.edu/budget/16-17-budget-development January projections are very preliminary; we will present a planning projection to the board at their February 3 meeting <ul style="list-style-type: none"> ○ Funding formulas Lane’s state funding is dropping from \$31M in FY16 to an estimated \$26.6M in FY17 We do estimate an additional \$300K in this current year due to the impact of property taxes in the latest CCWD funding formula <p>Always a balance when budgeting between being conservative (pessimistic) and objective (optimistic)</p>	
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	<ul style="list-style-type: none"> ○ Credit and FTE estimates At business officers meeting at the end of this month, business officers from across the state will share updated enrollment data that will be used to update our three year rolling average estimate ● FTE for the last 20 years, fundable and reimbursable (20 min) <p>After reviewing the data, Dennis has called into question Lane’s assertion that it leads both enrollment increases and declines. Concern: by paying attention to short term finances we may be contributing to the enrollment problem.</p> <p>Interest in bringing data and people together to discuss enrollment issues and opportunities. Need to understand the cause. Need to listen to the voice of students and staff.</p> <p>Suggestion to present an update on the Strategic Enrollment Management plan at an upcoming Finance Council meeting.</p> <p>Other ideas/Discussion Points/Future Agenda Items:</p> <ul style="list-style-type: none"> ○ How Other Payroll Expenditure (OPE) is calculated ○ Staffing reports ○ Unit Planning data ○ Budget docs – acronym list 	
ACTION ITEMS:	<ul style="list-style-type: none"> ● 	
Adjourn	<ul style="list-style-type: none"> ● Wrap up 	
Meeting Schedule (3pm- 4:30pm in 03/216):	<p>*October 2, 2015 October 16, 2015 November 6, 2015 November 20, 2015 *December 4, 2015 December 11, 2015 December 18, 2015 January 15, 2016 February 5, 2016 February 19, 2016 March 4, 2016 March 18, 2016 April 1, 2016 April 15, 2016 May 6, 2016 May 20, 2016 June 3, 2016 June 17, 2016</p> <p><i>*Oct 2 was canceled *Dec 4 was rescheduled to Dec 11</i></p>	
Membership for	<ul style="list-style-type: none"> ● VP for College Services (1) – Brian Kelly ● VP for Academic and Student Affairs (1) - Dawn DeWolf 	

2015-2016:	<ul style="list-style-type: none">• Chief Financial Officer (1) – Greg Holmes• Classified (2) – Bob Baldwin and Robin Geyer• Faculty (2) – Dennis Gilbert and vacant• Managers (2) – Rose Ellis and Todd Smith• Students (2) – Tasha Briquet and David Nickles• Strategic Planning and Budget Officer (1) - Jennifer Steele• Additional members by position (0-4) – vacant	
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