# Finance Council Minutes

**Location:** LCC03 216  
**Date:** October 16, 2015

## Finance Council Business:

- **Call to order**
  - Meeting called to order at 3:02
- **Elect Chair**
  - Greg nominated Robin, Bob seconded, approved.
- **Review Meeting Guidelines**
  - Jen suggested adding a bullet to state that everyone arrives at meetings prepared which includes reading all documents and articles put forward.
- **Review Charter**
  - Discussion about updating it and the membership list on the web pages.
- **Meetings without quorum.**
  - Everyone is encouraged to attend regularly so that we can hold a meeting and make decisions. It was decided in absence of a quorum those in attendance can stay for discussion and notes can be taken to post on the web page as “Discussion Notes”.

## General Business:

**Attending:**
- Robin Geyer, Chair
- Greg Holmes, Vice Chair
- Brian Kelly
- Bob Baldwin
- Dennis Gilbert
- Rose Ellis
- Jennifer Steele

**Not Attending:**
- Dawn DeWolf
- Michael O'Neal

### Planned Topics:

- **Agenda Review/Changes**
  - No changes
- **Report/Announcements**
  - Jen announced that Joseph Colton, in his role with Faculty Council, is interested in connecting with the Finance Council at some point to discuss data elements.
  - Audit Updates – An adjustment to reserves set aside for bad debt and aged receivables came to $2.2 million ($1.2m + $1m) increase to the general fund.
  - Policy Review – The Gift COPPS was reviewed. Discussed how gift cards were being used on campus and that the Gift policy needs updated.


- What are our assumptions about economic condition, future spending scenarios, PT faculty vs FT faculty, etc.
- Jen will sketch out a work plan and send to all of us. Then assign leads and start the work.
- Greg stated the farther out, the more conservative we need to be, forums for immediate. State funding is 31 million this year, 27.2 million next year.
- Perhaps create an Ombudsman that people can go to with Finance concerns and questions.

## Other ideas/Discussion Points:

- Future agenda item:
**Finance Council Minutes**  
**LCC03 216**  
**3:00pm to 4:30pm**  
October 16, 2015

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<th>ACTION ITEMS:</th>
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<tr>
<td>Adjourn</td>
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<td>Wrap up</td>
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<td>Adjourn 4:33</td>
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**Meeting Schedule (3pm - 4:30pm in 03/216):**

- *October 2, 2015*
- *October 16, 2015*
- *November 6, 2015*
- *November 20, 2015*
- *December 4, 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*

*Oct 2 was canceled*

**Membership for 2015-2016:**

- VP for College Operations (1) – Brian Kelly
- VP for Academic and Student Affairs (1) - Dawn DeWolf
- Chief Financial Officer (1) – Greg Holmes
- Classified (2) – Bob Baldwin and Robin Geyer
- Faculty (2) – Dennis Gilbert and vacant
- Managers (2) – Rose Ellis and Michael ONeal
- Students (2) – vacant
- Strategic Planning and Budget Officer (1) - Jennifer Steele
- Additional members by position (0-4) – vacant