

**OFFICE OF BUSINESS SERVICES BOARD REPORT**  
**February 2019**  
**Natalya Brown, Chief Financial Officer**

**Office of Business Services; Natalya Brown, Chief Financial Officer**

- Key priorities:
  - Review of business services policies and procedures
    - Division is working on reviewing and revising Section VI Business Operations policies and procedures
  - Implement annual assessment of division non-academic services
    - In process of publishing Office of Business Services website. Divisions reviewed divisional profile, goals, departmental mission, strategic plan and tactical plans.
  - Lead campus in long-term financial planning
    - Reviewed a bi-annual budget scenario
    - Reviewed long-term financial factors impacting the College's budget: PERS, labor costs, enrollment
  - Prepare campus for budget planning
    - Released assumptions to campus for budget preparation.
    - Several scenarios are being considered in the budget development process tied to different state allocation models. Three out of four scenarios (based on \$543M governor's proposed budget, \$570M current funding level, and \$590M) project various shortfalls. UCC will be addressing shortfalls by seeking reduction of college expenses and recommending increases to tuition and fees.  
UCC will be bringing tuition increase proposal in March.
- I attended Business Officer's meeting on January 24-25, 2019 held at Portland Community College. Part of the agenda included OCCA update and legislative update and planning, presented by Cam Preus, OCCA Executive Director.
- The College signed the new Joinder of Trust Agreement with PACE. Below is a brief summary:

Oregon law requires that self-insured public entity programs be formed through an intergovernmental agreement between the participating entities. PACE's original Trust Agreement was adopted in 2006, updated in 2016 and the Trustees just completed a review and update of the Trust Agreement. The changes to the Trust Agreement were formally approved by the OSBA Board of Directors at their November 11, 2018 Board of Directors Meeting.

Highlights of the Trust Agreement changes are:

- Updating language to remove the term "OSBA membership" and replacing the term with "participants" throughout the agreement. This enables charter schools continued participation with PACE.
- Adding the term Crime Coverage to the agreement. PACE offers this coverage to all participants.
- Correcting the composition of the PACE Trust Board to include employees of OSBA members on the Trust Board. Previously, the Trust Board composition wording limited the PACE Trust Board to only OSBA Board of Directors members.
- Moved operational and rule language from the Trust Agreement and placing it in the PACE Bylaws. Example of topics that were moved are Quorum, Telephone/Video Participation and Meetings of the Board of Trustees.

**Accounting and Finance Services; Ina Jackson, Director of Accounting and Finance**

- Met with Accounting and Finance Department team regarding introductions, transfer of duties over from the CFO to Director, transition of retiring and new team members in accounts receivable position, general expectations in dept., preferred means of communication, and team deadlines requiring action.
  - Successfully transitioned team over in the Banner 9 Finance and Accounts Receivable modules
- Calendar Year End Projects:
  - Successful completion of Student 1098-T preparation and reporting online to student accounts and via mail with access to Student Account Team members for Q&A as well as online FAQs
  - Successful completion of year end 1099-Misc processing and submission to IRS and State
- Review of business services policies and procedures
  - In the process of reviewing accounting and finance procedures involving accounts payable and accounts receivable, and reconciliations
  - In the process of reviewing and updating accounting and finance forms that support staff and students including mileage reimbursements and travel per diems

**Budget; Katie Workman, Budget Manager**

- Key Priorities:
  - Improve existing and develop new processes
    - Revised the employee, visitor and student/athlete accident report forms as well as the campus incident report form. Worked with Kelley in HR, Kathy in Facilities and Brian in Security to ensure all compliance and necessary reporting and tracking would be met. Introduced the forms and processes to campus via Umpqua Updates
  - Manage current and develop future budgets without use of reserves
    - Second quarter actuals to budget reviewed. Any concerns with addressed with budget responsible party
  - Provide budget and process training opportunities and communication to campus
    - Weekly update and check in emails sent to budget managers regarding development
    - Met with ASUCC Board on February 5<sup>th</sup>. Provided state funding scenarios, discussed estimates and challenges

**Purchasing Office; Jules DeGiulio, Purchasing Manager**

- Key Priorities:
  - Update purchasing policies and procedures
  - Build and refine Office of Business Services Web Site
  - Learn and implement all Banner 9 processes for procurement of goods and services.

**Cafeteria, Catering & Special Events; Greg Smith, Events & Food Services Director**

- Working with UACT on summer musical contracts: 2019 Beauty and the Beast and 2020 Mary Poppins