Fall 2023 Meeting

Thursday, October 19th 2023

Webex

**Meeting Resources**

* Webex Link: <https://sbctc.webex.com/sbctc/j.php?MTID=mc9320aebb438ccf691effebdffbd4c1a>
* Meeting documentation/handouts: see links within agenda

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| **8:30am - 9:00am** | Casual conversation & coffeeNOTE: No official business or training should take place during this time to prevent others still joining missing necessary information. |
| **9:00am - 9:15am** | Welcome and introduction of officers for FY24* Sydni Yager (Grays Harbor), Chair
* Angela Hamilton (Olympic), Treasurer
* Debra Maxwell (Wenatchee), Secretary
* Lela Cross (Seattle), Chair Pro-Tem
* Charlene Rios (Big Bend), BAC Liaison
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|  **9:15am – 10:00am** | BAR Business:* Approval of previous meeting minutes – Debra Maxwell, BAR Secretary, Wenatchee Valley College – Approved
* Treasurer’s Report – Angela Hamilton, BAR Treasurer, Olympic CollegeBalance $9,441.35; need to discuss dues/registration for future when have in person meetings.Discussion of previous in-person BAR Meetings/Trainings activities before COVID for ideas of re-starting in person activities.
* BAC Report – Charlene Rios, BAC Liaison, Big Bend Community CollegeMet last week. Doing focused meetings this year, last meeting was Capital. DES reps attended/presented. We don’t have delegated authority right now, haven’t for a year, so shouldn’t be using.One Washington may change how report state funds IT expenses.State Board has put together supplemental budget request, includingOER for Workforce (free course materials), increasing support for BS program for computer science.Current bill being discussed on requiring Part-time Faculty salaries to be 85% of Full-time Faculty salaries, would be a big hit to most colleges.Reviewing allocation model (plan due to legislature by 6/30/2024)Guided Pathways software, want SBCTC to do RFP, but several colleges already have software, so lots of questions on how that would work.Presidents are pushing again on getting ctcLink more uniform.Put in an “end-run” policy for Operating Budget (already have for Capital). Has to do with legislation including only specific colleges and not the system as a wholeState Board focusing on training.Next BAC meetings are Zoom on December 7, then February 15-16.
* Discussion & Voting – Sydni Yager, BAR Chair, Grays Harbor CollegeFurther discussion of format for Winter meeting, decided to stick with Zoom, planned for Thursday, January 18.
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| **10:00am – 11:00am** | Brainstorming & Problem Solving – The Year-End Aftershock* What were pain points in year-end close?Figuring out what tasks need doing before others, coordinating between departments/staff (ctcLink pillars).Due To/From tracking/monitoring. Teri mentioned that as One Washington implementation proceeds, it’s going to get worse before it gets better. Other state agencies will be experiencing struggles like what we went through converting to ctcLink.Assets/Depreciation, differences from Megamations. Question about DirectLine/Megamations, won’t be getting rid of because colleges are still using for work orders, no equivalent in ctcLink, but Asset Management is official record of assets per OFM.Internal timelines, late expense accruals. Invoices on capital projects coming late from DES (after closing deadline).Staff waiting for resolving tickets to post journals (periods 132/133 before they can do other corrections (notifications/communication).Staff shortages, getting the work done.
* What went really well?Each year gets a little better, meetings have been helpful, and year-end checklist. Like that we now have also monthly and quarterly checklists. Meeting subjects disclosed in advance so can plan what session need to attend; meetings held on tasks around the same time tasks need to be done.Having additional GL account information in QRGs has been helpful.Would be nice to have SF yearly function checklist/schedule as well. Per Jackie Thoms, a lot of that is on the Trumba calendar – Jackie emailed Brandon (SF ERP), and they will work on a task list timeline and talk with training to get more dates on calendar.Internal cash ran smooth now that doing weekly SF & monthly GL recons.
* What did you need more support on from your executive team and/or SBCTC?Support from execs on getting other departments providing information timely to Fiscal Services needed for closing (Pcards). What are colleges using for cut-off dates? WVC uses May 25 (statement cycle close), let a few stay open for emergencies; GHC does May 15 for most and June 15 for other departments that need open longer.Lots of appreciation and support for SBCTC Accounting Team during the year-end close process.
* What specific topics should we request training on?Really liked Teri’s training on how to balance chart strings and do clean up.Add “calendar events” or timelines for closing check list.More Asset Management training. What type? Reconciling, moving assets.

Break at 10:15 for 15 min due to earthquake drills scheduled today.Training on reconciling SF receivables with GL versus submodule. Question on conversion receivables, Jackie clarified did not come over in SF, just lump sum in GL. Issues with conversion item type coding. How to clean up errors, what can be fixed on SF side versus journal entry in GL to fix. Jackie meeting with SF ERP on conversion item types as are still causing issues.Grant/SF recon for grant funded SF item types.SBCTC working on query to pull all receivables from various submodules to reconcile to GL. SBCTC is starting training on reconciling AR accounts, will be for several weeks, starting with 1010030. |
| **11:00am – 12:00pm** | BAR for the Upcoming Year* Topics to introduce for trainingSuggested DES come to do training. Higher Ed does have several exceptions to DES purchasing rules that we don’t have to follow. Lela (Seattle) to reach out to Alex Kenesson – focus on purchasing and contracts, minority contracting. January meeting.Cross-over session with PAC on month-end purchase processing. An alternative suggestion is having BAR going to PAC meeting on what we need from then. Add PCards and banking as have a big impact on cash balances. Asked for volunteers to do a presentation to PAC.Lori suggested AG presentation of use of S&A fees – Dave Stolier, can we include Directors/Deans over Campus Life in that? Also, use of public funds. After lunch, question re: student write-offs. Jackie clarified that can “pay off” charges with a “write-off” charge, but still have to flag the student account so if comes back they are blocked from registering, must pay before remove block. Will add and also considering getting SAO to provide their perspective. Tentatively for January meeting.Discussion of emergency grant payments to students and payments through SF vs AP and the 1098-T.Discussion of Collections related to Student Receivables, best practices on calculating Allowance for Doubtful Accounts. Maybe start a work group to recommend best practices that colleges could choose to use. Had several volunteers for both Collections and Allowance, Sydni was taking down names.
* Breakout groups for collaboration and problem solvingDuring BAR meetings, day before or after with Zoom workgroups, week or so before BAR shared worksheet for people to say they need help with a specific topic. Will plan for Zoom on January 20, and then in person for the April BAR meeting.Jackie suggested updating SME contact list on SBCTC web site with volunteer contacts for different subjects.
* Locations for winter and spring meetings.Winter Zoom January 19, Spring April 25-26 at Big Bend.Mention of WACUBO meeting April 28.Also with so much staff turnover, getting everyone that needs it at colleges to sign up for list servs/meeting notices.Accounting 101, Teri mentions we have over 600 people signed up, more than all other state agencies combined. The first class is scheduled for November 16. Will be having up to 4 classes, only first one is complete. Teri will be attending a meeting on the 26th to see what’s included in the first class. Sue is working on getting registration/Trumba calendar set up for first class.

Other discussions of Athletics fundraising/expense tracking; deadlines for enrollment, financial aid applications, drop dates for non-paymentEnded morning session at 11:45 am, reconvening at 1:00. Closing session, reopen at 1:00. |
| **12:00pm – 1:00pm** | Lunch  |
| **1:00pm – 3:00pm**  | SBCTC Updates* TouchNet Update – Chistyanna DawsonShared members of Colleges’ Advisory Group, Touchnet Leadership group.There was a conference on 10/2-5, reps from Green River, Tacoma and Skagit Valley attended, provided recap.Will be sharing PowerPoint for the presentation with the group.
* FY24 System Accounting Goals – Teri SextonAccounting 101 – with amount of people signed up, with 4 sessions will have 4 classes each session or 16 classes.President’s meeting **unanimously** voted to come up with ctcLink common process for the whole system. Not sure how this is going to work, they expect this to be a several year process. Will likely have work groups for specific processes. Teri’s understanding is colleges will be around 90% in charge of this process.Christyanna shared there is a Process Alignment Workshop (PAW) committee, requested by Jason Hetterle.Teri meeting with Oracle next week regarding reporting/queries.Teri discussed SBCTC goals for this year (FY24). Will share document presented.
* One Washington Changes – Teri SextonBanking has changes coming, IT reporting (accounting codes vs letter codes), no longer using subsids, relooking at grants (using CFDA numbers for federal grants in system, think grants without CFDA may be based on accounts).SBCTC must be ready to upload our program in May 2024, but don’t have go live date. Will be running concurrent systems for a period time, not sure how long.
* Disclosure Issues – Lori CarambotWA submits a single Schedule of Expenditures of Federal Awards (SEFA), so only have one Single Audit at the state level.SBCTC uses our disclosures to prepare the one for the system that goes to OFM to be combined with other agencies.Disclosures are improving every year. Presented some lessons learned from most current year-end (PowerPoint presentation).
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| **3:00pm – 4:00pm** | Last ThoughtsLori’s session ended early, open discussion of various questions.Asking again about pay increases for finance positions. Need to have colleges ask their HRMC rep to take it to their council, to have HRMC bring it to State HR agency.Charlene put in link to OFM newsletter with more info on what’s in the OFM Accounting training series.Some accounting firms offer some free or cheap CPE for those who need to get some in before year-end.Meeting ended early at 2:42 pm |