**Fall 2024 Meeting**

**Wednesday October 23rd – Thursday October 24th**

**Centralia College & Webex**

**600 Centralia College Blvd, Centralia, WA 98532**

**Transalta Commons (TAC) Building, Room 105B**

**Wednesday October 23rd**

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| **9:00am - 10:00am** | Casual conversation & light refreshments  NOTE: No official business or training will take place during this time to prevent others still joining missing necessary information. |
| **10:00am – 10:30am** | Welcome and Agenda  BAR Business:   * Welcome, Tariq Qureshi, VP of Finance and Administration, Centralia College * Approval of previous meeting minutes – Sydni Yager, BAR Secretary, Grays Harbor College – Minutes we emailed out previous day, Jennifer Fenske moved to approve, Angela Garza seconded, motion passed. * BAC Report – Charlene Rios, BAC Liaison, Seattle Colleges * Choi shared training on waivers, talk to WISS counterpart * WAC is asking commissions and councils to create two year work plan, BAR needs work * Not a completely final decision on OFM budget error, possibility to take $28mil back in 2nd year of next biennium, $47mil back next biennium * Student Success software RFP is complete * Working on process alignment, first module will be T&E module * Classified bargaining, at state or local level, WPEA didn’t ratify contract in time, COLA will be $0 on OFM contract * Capital request has been submitted * CIM report training * Tuition increase set at 3.3% for FY26 * Allocation review, Will start in FY27, will use projections for FY26 * Treasurer’s Report – Angela Garza, BAR Treasurer, Yakima College 10,028.42, after events $4,000 * Each attendee did a brief introduction due to many new faces. Visit SBCTC members frequently and often * Technical difficulties caused by Zoom |
| **10:30am – 11:30am** | SAO – FRAUD Training   * Sadie Armijo, CFE Director of State Audit and Special Investigations * See attached slide presentation * Consider process for offboarding relating to pcards and travel cards * RCW 43.09.185 – requires any loss of state resources to be reported to SAO * Review the bank statements * Question: Would you explain what kind of insurance would cover this loss? They were part of a risk pool. Insurance that would directly cover misappropriation or loss by an employee. * Fraud Detection: * Conduct Targeted internal audits for a specific objective * Step back from what you are reviewing, consider the bigger picture * Perform a fraud risk assessment * Try a new data analytic |
| **11:30am – 12:00pm** | Budget Reports, Tableau   * Marco Lopez, Highline College * Conversion to ctcLink made communicating budgets to campus difficult * Budget Tracker originally built on Google Drive * Was migrated to Tableau after communication with IT * Pulls from GL and KK queries * Tableau hosting is done locally * Trackers will not work if budgets and data are not clean * Is continually working with staff to find out what data fields they need |
| **12:00pm – 1:00pm** | LUNCH – TAC, Room 105B |
| **1:00pm – 1:30pm** | Budget Reports, FMS Query   * Holly Gorski, Interim VP Fiscal Services Pierce College * IRDR department that built tracker is no longer there * Bottom of various pages have datalink reference sources listed * Tracker has ability to export to Excel * Use CSV to be able to sort data without merged cells |
| **1:30pm – 2:15pm** | * Lori Carambot * Financials * See attached slide presentation * Lori will find out if indirect can be charged on federal WS * Still waiting on response for on template * Admin fees for federal revenue should not be reported on federal disclosures account 4022230 * Note 1 – GASB 100 requires requirement to record errors * Contact Lori on any changes to accounting estimates to see if GASB 100 applies |
| **2:15pm - 3:00pm** | SF SMARTER Reconciliation   * Brandon Reed, SBCTC * Jackie Thomas, SBCTC * Amy Lanser, SBCTC * Ln With Prompts query for TPC error account only shows the transactions for the corporate accounts.  If there a query we can run showing the students involved with those TPC errors? There is no query that will show you which students are involved in TPC * Basic skills Tuition goes to 149 * Errors are going to have to be corrected in SMARTER reports through GL and not SF |
| **3:00pm – 3:15pm** | BREAK |
| **3:15pm – 4:00pm** | SF SMARTER Reconciliation continues….. |

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| **4:00pm – 5:00pm** | FA/SF Reconciliation  Lee Grubb, Seattle Colleges   * Amanda Fleck has created great info on the CLAM on FA reconciliation * Draws monthly, reconciles monthly |
| **6:00pm** | DINNER – TAC, Room 105B |

**Thursday October 24th**

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| **8:30am - 9:00am** | Casual conversation & light refreshments  NOTE: No official business or training should take place during this time to prevent others still joining missing necessary information. |
| **9:00am – 10:00am** | SBCTC UPDATES   * Teri Sexton, SBCTC   + One Washington – Training is necessary but the system isn’t allowing people to go in, travel policies being updated in WAAM, go into newsletters, status of go-live is undetermined and not 7/1/25, reevaluating issues, attestations will not be delayed, GL probably will be June 2025   + OFM Reconciliation   + Year End Close – remember not to wait until P13 to address SF errors because SF is not open in P13   + System Accounting for FY25   + Best practice for auto or daycare customers is to set them up individually due to fraud prevention   + One time suppliers are only for SF and paychecks, others must be suppliers   + Assets threshold for capitalization increased from $5k to $10k as of 10/1/24   + General Update   + No update on OFM accounting error other than people are going to the legislator concerned about the ramifications   + CFR updates – people need to go to trainings   + PFML payments by campus need to be the same for all employees |
| **10:00am – 11:00am** | Budget Reports, FMS Query   * Bill Storms, Centralia College * Funny video about building a plane while it is flying is a metaphor for ctcLink (pained laugh came from audience) * Demo from Centralia College website * Listed end of year timeline on budget website * Went through a transition, lived through that. Now we’re working on ways to make screens digestible for the end user * A group to collaborate on what various colleges are doing for their budget tracking to see if we can come up with a process that works |
| **11:00am – 12:00pm** | Meal & Light Refreshment Policies and Best Practices   * Ty Bergstrom, Bellevue College * Uses 25Live to book rooms, event approval goes through department managers first, trains staff off proper use of funds, all events go through food services for right of first refusal * Marco Lopez, Highline College * OFM changes impacted interpretation of policies, came to conclusion no meals on campus, could change * Form must be submitted 15 days in advance * Has very strict policy on reimbursement process and requirement for meals * You have to have a purpose to * Angela Garza, Yakima Valley College – will send out form used for hospitality request, goes through normal purchasing processes, passed accountability audit, sign in sheet has to be attached, don’t have to provide sign in sheet for 522 funds, flyer is provided, YVC uses 60% of lunch rate |
| **12:00pm** | Adjourn  Final notes:  Winter BAR is January 16th on Zoom  Spring BAR is May 15th-16th at Yakima Valley College |

Link to [Driving Directions](https://www.centralia.edu/about/locations/maps.aspx)

Campus [Map](https://www.centralia.edu/about/docs/campus-map.pdf)

**Parking is open** – no permit required, except reserved spaces.

**WIFI Access:**

SSID: CCOpen

Password: Harvest24!

**Campus Safety & Security** – Located in the TSB Building room 110, contact 360-623-8888, or 8888@centralia.edu

FUTURE AGENDA IDEAS

* State Bank Contracts – Kelly (OST)
* Grant CFR changes
* Crystyanna Dawson – changes that should be presented
* Breakaway sessions
* Allocation guidelines
* Student writeoffs
* Pcard controls
* Fraud & student financials
* Collections
* Killian
* Year End Boot Camp