Date of Meeting
February 20, 2020

Committee Participants
• Connie Kravitz
• Kristie Hughes
• Dave Hittenmiller
• Laura Gabel
• Bryan Hadley
• Scott Hardy

Original Goals for Meeting:
• Discuss goals for program & professional development / outreach & partnership activities, etc. (Career Placement, Professional Development, Career Pathways).
• Discuss opportunities / synergies for mutual benefit with Workforce & Professional Development Institute (WPDI).
• Discuss community engagement, (may include Illinois Green Economy Network (IGEN)).
• How can we create places that support and engage faculty and staff at CLC, and which foster the exchange of ideas through intercollegiate collaboration?

Unfortunately, Business Services and Human Resources were not present. However, representatives of Finance did attend.

Notes from Discussion:
• Notes on current processes and goals:
  o Finance has not seen a tremendous amount of growth over the past 9-10 years. However they have hired one new person who will start soon as of the time of this meeting. This person will work in a separate office away from the rest of Finance.
  o Finance includes Payroll and Accounts Payable.
  o Finance tends to be busiest with visitors at the beginning of each term; otherwise there is an average of approximately 15 student visitors per day.
  o Many processes and transactions can be completed online or by mail.

• Evaluation of current spaces and space needs:
  o Finance is currently comprised by 3 front-(student)-facing staff, and 18 others in offices and cubicles.
  o The 2012 Master Plan downsized the area available to Finance.
    ▪ Need for 3 additional workstations as staff are sharing desks.
    ▪ A conference room that was previously dedicated for use by Finance was repurposed.
  o Part of the 2012 Plan is for Finance to move into Purchasing.
  o Finance does have a student interface, but it is not separated from Payroll and CLC Confidential.
    ▪ Finance Office currently has waiting room chairs
Students come to pick up paychecks, gas cards, and to review status of refunds. There is a help desk, but as it is set up currently it is open to the rest of the Finance office and therefore not sensitive to private information. Students often are accompanied by parents or children and the waiting area is not acoustically private from the rest of Finance.

- Hoteling stations are desired for auditors.
- There is a need for additional file storage.
- Finance does not have much presence Southlake and Lakeshore. Representatives did not foresee a need for that to change.

- Desired adjacencies to support integration and collaboration:
  - Maintain current proximity to Financial Aid, or move closer.
  - Combine space with Purchasing
  - Human Resources for payroll issues, but remote collaboration is acceptable.

- End of Section -