

# Oregon Community College Business Officers Description

Updated: September 8, 2018

## Who We Are

The Oregon Community College's Business Officers group (OCCBO) is designed for those with institution-level responsibility for financial management and related topics. Typical job titles include Chief Financial Officer, VP of Finance/Administration, and Director of Fiscal/Accounting/Business/Budget/ Finance.

## What We Do

Professional and business development

- Share information about new / emerging issues, opportunities, and requirements. Heads up on what's happening.
- Share ideas, policies and procedures. Make our jobs more efficient / manageable; improve operations at our respective colleges.
- Get training and learn about opportunities from outside experts on various topics of interest.
- Share best practices and solutions that impact our work and profession
- Mentor one another; each member has backgrounds and strengths that can benefit someone else in the group.

Leadership and liaison

- Be the contact for HECC, OCCA, CC Presidents and others for issues and requests germane to our responsibilities and expertise.
- Invite HECC and OCCA representatives to each meeting to stay informed of issues at their levels, and make them aware of our issues.
- Provide support, dialogue, recommendations and proactive leadership on issues and requests that affect all colleges, such as the funding formula.
- Effectively communicate and collaborate with other liaison groups, such as the HR Directors.

## Meetings

We meet several times each year (generally quarterly). Locations and dates are on the website. The chairperson is a volunteer, which changes every two to three years. The Chair sets and facilitates the meeting agenda with input from the entire group. There are no formal committees; though volunteer workgroups are formed as needed for issues as they arise.

## Website

OCCA maintains a webpage for the Business Officers at <http://www.occa17.com/cc-business-officers>. It is public, but there is no link to it on the OCCA website at <http://www.occa17.com/>. Logins are not required, so confidential information should not be posted.

## Edit an existing document

Google documents can be edited without downloading. Open the file, make changes, and close the file; changes will be saved.

### Post a new document

- Review the proposed document addition at a Business Officers meeting
- Send approved documents to Katie Archambault at [katie@occa17.com](mailto:katie@occa17.com)

### Download a document

At the website, open the file. Choose file --> download as, as displayed below.

*(Downloading the CC Business Officers Directory is the recommended method for creating an email to everyone, rather than copying from an old message.)*

