



Docket Item:

HECC Executive Director Annual Financial Transaction Review.

Summary:

HECC Commission adopted policy and procedures along with the Oregon Accounting Manual require an annual review of agency head financial transactions. This post transaction review and approval of the financial transactions must be part of a regular meeting and documented in the minutes. The review consists of; (1) *Special Leaves with Pay*, (2) *Travel Expense Reimbursements*, (3) *Exceptional Performance Leave*, (4) *Vacation Payoffs*, and (5) *Use of the Small Purchase Order Transaction System (SPOTS) Purchase Card*.

Annual Report of Financial Transactions by the Agency Head:

- (1) *Special Leaves with Pay*: None for the agency head to report during last fiscal year.
- (2) *Travel Expense Reimbursements*: See attached spreadsheet for detail. All expense claims during the period were approved by either Cheryl Myers or David Zerbe (the designated responsible persons). Additionally, out of state travel requests are approved by the Commission Chair.
- (3) *Exceptional Performance Leave*: None for the agency head to report during last fiscal year.
- (4) *Vacation Payoffs*: None for the agency head to report during last fiscal year.
- (5) *Use of the Small Purchase Order Transaction System (SPOTS) Purchase Card*: Agency head is not issued a SPOTS card and does not have any activity to report.

Staff Recommendation:

Review and approve the financial transactions of the agency head from July 1, 2015 through June 30, 2016.

Travel Reimbursements for Ben Cannon
July 1, 2015 through June 30, 2016

Date	Description	Amount	Event	Approver
July 2015	TRAVEL REIMB	375.46	Travel to Santa Fe, NM for SHEEO Annual Meeting; Ashland for SOU Board of Trustees meeting; Silverton for OCCA New Board Member Orientation.	David Zerbe
August 2015	TRAVEL REIMB	380.22	Travel to Oregon City for Oregon Presidents Council; Bend for HECC Equity Work Group and HECC Commission meeting; Grand Ronde for Oregon Coastal Caucus.	Cheryl Myers
September 2015	TRAVEL REIMB	187.38	Travel to Eugene for University of Oregon Board of Trustees meeting; Oregon State University for Learning Innovation Center Grand Opening; representing HECC at O'Connell Conference and OregonINC Council meeting.	Cheryl Myers
October 2015	TRAVEL REIMB	287.58	Travel to Umpqua Community College to assist in emergency recovery efforts; La Grand for HECC Commission meeting; Ashland for Interinstitutional Faculty Senate meeting; representing HECC at Oregon Youth Conservation Corps event, OregonINC Council retreat, and Simon Benson Awards event.	Cheryl Myers
November 2015	TRAVEL REIMB	470.44	Travel to Austin, TX to represent HECC and Oregon at Education Commission of the States (ECS) Winter Commissioners Meeting	Cheryl Myers
November 2015	ED COMM OF STATES	(1002.94)	Reimbursement to Oregon from the Education Commission of the States for Cannon's participation (including airfare, ground transportation, and lodging).	-
November and December 2015	TRAVEL REIMB	451.35	Travel to Glenden Beach for OCCA Annual Conference; Eugene for Oregon Presidents Council meeting; representing HECC at HECC Equity Advisory Committee meeting, OHSU Vision 2020 event, and Oregon Business Leadership Summit.	Cheryl Myers
January 2016	TRAVEL REIMB	144.92	Travel to Glenden Beach for Confederation of Oregon School Administrators (COSA) meeting; Albany for OCCA Board of Directors and Oregon Presidents Council meetings; and Corvallis for Oregon State University Board of Trustees meeting.	Cheryl Myers
February and March 2016	TRAVEL REIMB	23.22	Travel to Portland for Student Success and Retention Conference; Salem for HECC staff meeting.	Cheryl Myers
April 2016	TRAVEL REIMB	244.78	Travel to New York for College Promise Financial Sustainability Conference	Cheryl Myers
May 2016	TRAVEL REIMB	120.31	Travel to Denver for meeting with Tennessee Higher Education Commission; representing HECC at COSA meeting, College Affordability and Career Readiness Roundtable with Congresswoman Bonamici and Congressman Scott.	David Zerbe
June 2016	TRAVEL REIMB	402.19	Travel to Austin, TX to represent HECC and Oregon at Education Commission of the States (ECS) Winter Commissioners Meeting	David Zerbe
June 2016	ED COMM OF STATES	(508.04)	Reimbursement to Oregon from the Education Commission of the States for Cannon's participation (including airfare, ground transportation, and lodging).	-
TOTAL		1576.87		