

**Harper College
Finance Committee
Meeting Minutes**

Meeting Name	Finance Committee
Meeting Date	December 9, 2013
Meeting Time	2:30 pm
Meeting Location	W-219
Voting Members Present	Gary Anderson, Dave Braunschweig, Laurie Dietz, Scott Friedman (substitute for Sheryl Otto), Lisa Helwink, Mary Knight, Dawn McKinley, Bhasker Moorthy, Bob Parzy, and Diane Talsma
Voting Members Absent	Al Cannestra, Mohena Kaur, Chuck Patel, and Christine Wayne
Non-Voting Members Present	Bret Bonnsetter and Julie Riley
Guests	Maria Coons

Meeting Minutes

1.0 Approval of Minutes

- The minutes from the November 25, 2013 meeting were reviewed and approved.

2.0 Old Business

1. Verify Members' Terms – All member terms are correctly posted on the portal.
2. Budget Calendar Review – This item was tabled.
3. College Funding – This item was tabled.

3.0 New Business

1. Spring Meeting Dates and Times – The committee is currently scheduled to meet from 2:30-4:00 on the 2nd and 4th Mondays of each month. This time will be kept as the majority of the members are able to attend. Bhasker may assign a permanent sub for the spring semester. Summer meetings will be scheduled at a later date if needed. Julie will secure meeting rooms for the spring semester.
2. Revenue Projections – This item was tabled.
3. Finance Committee Task Calendar – Dave compiled a list of the relevant budget process items and summary of funds. It was determined a review of the Five-Year Plan should be added to the Task Calendar. After reviewing the budget calendar, it was determined the committee should review the following:
 - The review of parameters and assumptions should take place in late September/October.
 - The tuition policy should be reviewed between November and January.
 - The committee should be aware of FAMIS requests, but do not need to approve them. Funding of projects over \$25,000 comes from referendum funds. The requests are vetted at the January Dean's Council meeting and forwarded to Executive Council.

- Budget exceptions should be reviewed prior to Spring Break. Dean's Council reviews/vets budget exceptions in April. The exceptions are forwarded to Executive Council for review and approval. The process should be clarified and communicated in advance of Dean's Council. Many do not submit exceptions. This committee may want to formalize a policy developing criteria for prioritization of budget requests. Laurie Dietz will bring categories of exception types to work from.
 - Patrick Bauer will be invited to the January meeting to provide an overview of technology requests and the process for approvals.
 - Priorities for this committee for January, February and March include developing criteria for budget requests, understanding technology/budget requests, understanding revenue assumptions.
4. Budget Communication Plan/Communication Survey –The Finance Committee will use the new portal to introduce itself to the campus and ask for input on what they think the mission should be. The committee determined it would be beneficial to have a good foundation as to what our mission is before surveying the campus.

4.0 Non-Member Comment Period

- Mission – Maria Coons was a guest at the meeting. She provided an overview of the committee's mission. While the committee is not intended to be operational, input is critical. Input on assumptions, revenue projections, new program budgets should be vetted through this committee. It is not necessary to formalize input groups, though policy items can be communicated via open forums. It will be important for committee members to seek input from their constituent groups and bring input to the committee. High level items should be discussed at the committee (i.e., capital dollars, budget parameters, budget calendar, review of Board financial policies). One item that may come out of this committee is aligning budget approval with the July 1 fiscal year start. The committee should be looking at assumptions so when the Executive Vice President, Finance and Administrative Services goes to Executive Council with the Five-Year Plan, (s)he can say the Finance Committee has approved (or disapproved) it.

5.0 Future Meeting Dates, Times and Locations

January 13, 2:30 – 4:00, A-243

January 27, 2:30 – 4:00, A-243

February 10, 2:30 – 4:00, A-243

February 24, 2:30 – 4:00, A-243

March 10, 2:30 – 4:00, A-243

April 14, 2:30 – 4:00, A-243

April 28, 2:30 – 4:00, A-243

May 12, 2:30 – 4:00, A-243

A motion was made and seconded to adjourn the meeting at 4:05 pm.

Approved:  _____

Date: 1/13/2014 _____