

**Harper College
Finance Committee
Meeting Minutes**

Meeting Name	Finance Committee
Meeting Date	March 10, 2014
Meeting Time	2:30 pm
Meeting Location	A-243
Voting Members Present	Gary Anderson, Dave Braunschweig, Al Cannestra, Laurie Dietz, Lisa Helwink, Mary Knight, Dawn McKinley, Scott Friedman (sub for Sheryl Otto), Bob Parzy, Tom Koch (sub for Diane Talsma)
Voting Members Absent	Saleha Jawaid and Chuck Patel
Non-Voting Members Present	Bret Bonnstetter and Julie Riley
Guests	Tammy Reichelt

Meeting Minutes

- 1.0 Approval of Minutes
 - The minutes from the February 24 meeting were reviewed and approved as written.

- 2.0 Old Business
 - Budget Exceptions – Laurie Dietz and Dawn McKinley created a process and identified criteria for budget exceptions to be used as a guideline. It was recommended dates be added to the document. It was noted the process may vary depending on who initiates the process. Laurie will add notification of approval to the document as some people do not know if their request was approved. It was suggested the criteria be split into two sections, rationale and funding. It will be forwarded to Ron Ally to take to Executive Council for review and approval. Before communication to the campus, an opening statement needs to be added stating that “Since budget increases do not automatically take place ...”
 - Technology Requests – Due to Saleha’s absence, this will be placed on the next agenda. Dave will ask Patrick to come to the next meeting.

- 3.0 New Business
 - Portal Communications – Dave previewed the new portal with the group. The portal is still being revised and will not be available until after spring break. The group determined a brief paragraph on each of the following topics should be placed on the portal for information purposes:
 - Budget calendar
 - Budget process (narrative of the calendar) – Dawn, Bob
 - Budget funds – Laurie, Tammy
 - Revenue funds – Laurie, Lisa, Mary (foundation funds, grants, resource for excellence)
 - Tuition – Bob, Dawn
 - Course fees – Gary, Dave

- FAMIS (may change to Facilities requests) – Gary, Dave, Al
- Technology requests – Sheryl
- Budget exceptions – Laurie

The rough drafts will be reviewed at the next meeting.

4.0 Non-Member Comment Period

- No comments were made.

5.0 Future Meeting Dates, Times and Locations

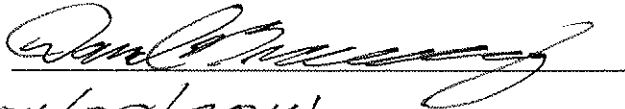
April 14, 2:30 – 4:00, A-243

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 3:30.

Approved: _____



Date: _____

04/28/2014