

**Harper College
Finance Committee
Meeting Minutes**

Meeting Name	Finance Committee
Meeting Date	November 11, 2013
Meeting Time	1:00 pm
Meeting Location	A-315
Voting Members Present	Gary Anderson, Dave Braunschweig, Al Cannestra, Laurie Dietz, Lisa Helwink, Mary Knight, Dawn McKinley, Bhasker Moorthy, Phil Mortensen (sitting in for Bob Parzy), Sheryl Otto, Chuck Patel, and Diane Talsma
Voting Members Absent	None
Non-Voting Members Present	Bret Bonnstetter and Julie Riley
Guests	

Meeting Minutes

- 1.0 Approval of Minutes
 - There were no minutes to approve.

- 2.0 Old Business
 - There was no old business to discuss.

- 3.0 New Business
 - Introductions were made.
 - The group reviewed the charter.
 - There are two vacant positions on the committee (Pro-Tech and Student).
 - Nominations were held for the Chair position. Dave Braunschweig was nominated. A motion was made by Gary Anderson and seconded by Chuck Patel to approve the nomination. The nomination was unanimously approved.
 - It was recommended that the Vice-Chair position be filled by an Administrative position.
 - Nominations were held for the Vice-Chair position. Bob Parzy was nominated. A motion was made by Dawn McKinley and seconded by Lisa Helwink to approve the nomination. The nomination was unanimously approved.
 - The committee established member terms.
 - The scheduled meeting dates and times were reviewed. There are conflicts with the 1:00 start time. The time will be changed to 2:30 – 4:00 on the 2nd and 4th Mondays of the month. Julie will look for a smart room. The day and time for the meetings will be reviewed for the spring semester. This item will be placed on the agenda for the December meeting after spring schedules have been confirmed.

- Laurie Dietz provided a background on the budget timeline. She is currently working on the Five Year Plan, which goes to the Board in December. Requests for Facility/Furniture Purchases began in October. Laurie is currently working on the budget calendar. The most campus involvement occurs between February and April.
- Laurie will bring the draft budget timeline to the next meeting to give the committee a feel for the stages and who is involved.
- Bret Bonnstetter provided a review of revenue sources. Property tax (50% of revenue) and tuition (43% of revenue) are the largest revenue sources for the College. The state contributes 7%.
- Dave Braunschweig noted that the committee will need to know the criteria for prioritization of budget exceptions if this is a mission of the committee.
- At the next meeting, the committee will review the budget and how funding works. A summary of funds and the fund structure will be provided.

4.0 Non-Member Comment Period

- None

5.0 Future Meeting Dates, Times and Locations

November 25, 2:30 – 4:00, W-219

December 9, 2:30 – 4:00, W-219

A motion was made and seconded to adjourn the meeting at 1:45.

Approved: _____



Date: _____

12/9/2013