

**Harper College
Finance Committee
Meeting Minutes**

Meeting Name	Finance Committee
Meeting Date	November 25, 2013
Meeting Time	2:30 pm
Meeting Location	W-219
Voting Members Present	Gary Anderson, Dave Braunschweig, Al Cannestra, Laurie Dietz, Lisa Helwink, Dawn McKinley, Bhasker Moorthy, Chuck Patel, Eric Rosenthal (substitute for Sheryl Otto), Diane Talsma, and Heather Zoldak (substitute for Mary Knight)
Voting Members Absent	Bob Parzy
Non-Voting Members Present	Bret Bonnstetter and Julie Riley
Guests	

Meeting Minutes

1.0 Approval of Minutes

- The minutes from the November 11 meeting were reviewed. Tardiness will not be reflected in the minutes unless a vote is affected. Julie will strike those notations from the minutes. The minutes were approved with changes made.

2.0 Old Business

- The terms (2014 and 2016) posted on the portal are incorrect. Julie will contact Evelyn to correct the terms.
- There was confusion regarding submission of agenda items. All agenda items are to be submitted five business days in advance of the meeting.
- Clarification on Mission Statement (5th bullet point) - Diane clarified that one of the group's missions is to review and refine the criteria for prioritization of budget requests.
- Budget Calendar/Budget Education - Laurie Dietz provided an overview of the budget calendar. She noted all budget information is available to the community on the external website. All communications regarding the budget are posted on the portal. Emails are sent to all who have budget responsibility. Laurie will add this committee to the distribution list. An overview of the different funds was provided to the group.
- Budget Funding – This item will be placed on the next agenda.

3.0 New Business

- Revenue Projections – This item will be placed on the next agenda.
- Budget Communication Plan – This item will be placed on the next agenda.
- Finance Committee Task Calendar – The committee is tasked with reviewing the budget calendar and mission of the committee before the next meeting. Members are asked to bring recommendations of how the mission fits into the budget calendar to the next meeting.

- Blackboard Usage – Diane reported that all Shared Governance committees will use Sharepoint to publish working documents, meeting information, agendas and calendars. Sharepoint will be available for committee use in January. In the meantime, Dave will post meeting information on Blackboard.

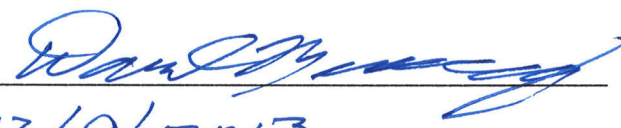
4.0 Non-Member Comment Period

- None

5.0 Future Meeting Dates, Times and Locations

- December 9, 2:30 – 4:00, W-219

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

Approved: 

Date: 12/9/2013