

**Harper College
Finance Committee
Meeting Minutes**

Meeting Name	Finance Committee
Meeting Date	January 30, 2014
Meeting Time	11:00 am
Meeting Location	A-243
Voting Members Present	Gary Anderson, Dave Braunschweig, Al Cannestra, Laurie Dietz, Lisa Helwink, Sheryl Otto, Bob Parzy, Chuck Patel, Diane Talsma, and Suzette Tolentino (sub for Mary Knight)
Voting Members Absent	Dawn McKinley
Non-Voting Members Present	Bret Bonnstetter and Julie Riley
Guests	

Meeting Minutes

- 1.0 Approval of Minutes
 - The minutes from the January 13 meeting will be reviewed at the next meeting.

- 2.0 Old Business
 - None

- 3.0 New Business
 - President's Cabinet Feedback – Bret Bonnstetter updated the group on feedback received at President's Cabinet regarding the role of the Finance Committee related to campus communications. President's Cabinet indicated the committee is key to communications across campus. The budget calendar will be updated to include course fee approval timeline and a trigger to begin discussion of the mid-year budget exception process.
 - Early indications are we may have a projected surplus for the year. If the money is not already earmarked for other use, there may be funds available for mid-year exceptions.
 - Tuition – CPI-U was 1.5% for the year. A \$1.75 per credit hour increase will be recommended to the Board. Student Government supports the tuition increase. Maria requested that Dave contact Tammie Mahoney, Institutional Resources Policy Committee Chairperson, to notify her that the process of communicating the tuition increase is underway. Maria Coons and Carolynn Muci drafted a communication regarding the tuition increase. Dave and Gary will work to create a formal communication and will forward it to the committee for comment/review before it goes to Carolynn for publication. Bret will reach out to Maria and let her know the committee is drafting a communication and will forward it to Carolynn by Wednesday for inclusion in Thursday's campus communication.
 - The communication will provide an introduction of the committee, drafted as follows: One of the key roles of the newly formed Finance Committee is to provide communications on financial policies. As such, we would like to share the proposed tuition increase of \$1.75 per credit hour for FY 2015.

- A link may be added to the communication for further information. Lisa Helwink requested that language related to salary increases not be included. It was recommended a paragraph stating the Board policy be included, as well as the CPI-U of 1.5%. It was also recommended that the communication note that there will be no increase in fees for FY 2015. General feedback/questions/concerns may be provided to the committee's email address.
- In the future, it was suggested that the committee solicit questions and/or concerns regarding tuition in the fall. The time to work with tuition may be in the fall while the Five Year Plan is being developed. Feedback could be solicited based on CBO projections of CPI-U.

4.0 Non-Member Comment Period

- None

5.0 Future Meeting Dates, Times and Locations

February 10, 2:30 – 4:00, A-243

February 24, 2:30 – 4:00, A-243

March 10, 2:30 – 4:00, A-243

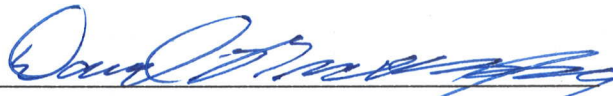
April 14, 2:30 – 4:00, A-243

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 12:00.

Approved: _____



Date: _____

2/24/2014 