**Harper College**

**Finance Committee**

**Meeting Minutes**

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| **Meeting Name** | Finance Committee |
| **Meeting Date** | February 10, 2014 |
| **Meeting Time** | 2:30 pm |
| **Meeting Location** | A-243 |
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| **Voting Members Present** | Gary Anderson, Dave Braunschweig, Al Cannestra, Laurie Dietz, Lisa Helwink, Mary Knight, Dawn McKinley, Sheryl Otto, Bob Parzy, Chuck Patel |
| **Voting Members Absent** | Diane Talsma |
| **Non-Voting Members Present** | Bret Bonnstetter and Julie Riley |
| **Guests** | Carole Bomba, Kathi Hock, and Tammy Reichelt |

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| **Meeting Minutes** |

1. Approval of Minutes
* The minutes from the January 13 meeting were reviewed. A motion was made by Gary, seconded by Lisa, and approved by all to accept the January 13 minutes as written.
* The minutes from the January 30 meeting were reviewed. It was recommended that the minutes be amended to remove the September/October timeframe in the last bullet in which feedback is requested. A motion was made by Gary, seconded by Laurie, and approved by all to accept the January 30 minutes as amended.
1. Old Business
* None
1. New Business
* Mission Input Session – The Strategic Planning and Accountability Committee asked for assistance in defining the criteria that will be used in revising the mission statement. Our committee has been invited to participate in a short workshop at the next meeting. Dave will request any materials we can use for preparation in advance of the meeting be sent to the committee.
* Tuition Communication – One question was received after the Tuition Increase communication was sent out to the campus. It was suggested that a plan be developed for how to communicate when there are questions. Bret replied to the question regarding tuition. Bret reported the same dollar amount for in district tuition is applied to out of district, out of state, and international tuition. This committee will discuss whether to recommend continuing to increase all tuition by the same flat dollar amount, or change to increasing the amounts for out of district, out of state, and international students by the same percentage, or some other dollar amount. The committee should evaluate all options and the variables to consider when recommending the increases.
* Course Fees – Maria Moten forwarded an overview of the proposed credit course fee changes for 2014-2015 to Bret, which he distributed to the group.
* Variable (Double) Tuition – Programs that charge variable (double) tuition are:
* Cardiographic Technician certificate
* Computerized Tomography certificate
* Dental Hygiene degree
* Diagnostic Cardiac Sonography degree
* Diagnostic Medical Sonography degree
* Mammography certificate
* Nursing degree
* Practical Nursing certificate
* Radiologic Technology degree

Programs that show significant budget deficits are considered for variable tuition. The parameters of rationale for charging variable tuition have changed considerably since the variable tuition rates were implemented. Carole Bomba, nursing faculty, related concerns that Harper is starting to see a decrease in the number of students being hired because of the push by the state for students to obtain BA degrees in nursing. Carole would like to see an elimination of variable tuition for the nursing classroom courses as the student/faculty ratio is similar to general courses. She feels variable tuition should remain for clinicals as the student/faculty ratio is much smaller. The Dental Hygiene program is the most costly program Harper offers as they have their own clinic. The initial costs for the program are very high. There is a concern going forward that as tuition continues to increase, it will price students out of coming to Harper. Mary Knight reported the Foundation is available to assist with funding in some instances to offset the difference of double tuition, as well as assist with scholarships. The policy and procedure for how variable tuition was implemented would need to be reviewed by the committee if this is to be looked at further. The group would also have to look at more programs than healthcare. If enrollment declines, it would be worthy of another look in the future. Kathy Hock asked that the committee consider actual cost per student as part of any future evaluation of variable tuition.

* Budget Exceptions – Laurie distributed a list of common categories for budget exceptions. She reviewed the process for budget exception requests. If people across campus are aware of the timing, the process may flow smoother. First line of approval is the dean level. If an item does not get to the dean, it will not make the list. The Executive Council member has to agree to bring the request forward after dean approval. All budget exception requests go forward at the same time. Priority items include items that are aligned with Harper’s strategic initiatives and/or the President’s priorities. There is no formal policy stating criteria for budget exceptions. A question was raised as to whether this committee should develop a policy specifying the criteria for approval of budget exception requests. Guidelines will be developed by the committee and communicated to the campus. Criteria may be developed and placed on the portal. Laurie will draft a communication for the next meeting to be brought forward to Ron for Executive Council approval before it is communicated to the campus.
1. Non-Member Comment Period
* None
1. Future Meeting Dates, Times and Locations

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

6.0 A motion was made and seconded to adjourn the meeting at 4:00.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_