

**Harper College
Finance Committee
Meeting Minutes**

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| Meeting Name | Finance Committee |
| Meeting Date | April 14, 2014 |
| Meeting Time | 2:30 pm |
| Meeting Location | A-243 |
| Voting Members Present | Gary Anderson, Dave Braunschweig, Laurie Dietz, Mary Knight, Dawn McKinley, Sheryl Otto, Bob Parzy, and Chuck Patel |
| Voting Members Absent | Lisa Helwink, Saleha Jawaid, and Diane Talsma |
| Non-Voting Members Present | Bret Bonnstetter and Julie Riley |
| Guests | Patrick Bauer, Tammy Reichelt |

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| Meeting Minutes |
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1.0 Approval of Minutes

- The minutes from the March 10 meeting were reviewed and approved as amended.

2.0 Old Business

- Technology Requests – Patrick Bauer attended the meeting to provide an overview of the prioritization of technology requests and how they are processed. \$150,000 is placed into the Technology Plan budget annually and is funded by the \$7/credit hour technology fee. The money is used by Deans to purchase technology-related items and is placed in a Restricted Purposes fund, which rolls over from year to year if it is not spent. Use of the \$150,000 is approved through the Provost’s office. Deans compile a list of requests, which is prioritized and forwarded to the CIO. Technology requests and budget exceptions are reviewed by the Deans at the same time; some technology requests are moved to budget exceptions. Any technology request that is made during the budget year is considered, after review with the appropriate dean. Each year there are legitimate requests that exceed the \$150,000. If the \$150,000 is depleted and the request is valid, the CIO will ask for more money for the Technology Plan, or will use money from the IT or Dean’s budget to complete the request. It was suggested that these Technology Requests be renamed Academic Technology Requests as the decision is made at the Provost level, even though the money is an IT budget line. It was recommended that staff below the Dean level be education with how to begin the process of requests.
- Portal Communications.
Dave drafted a document of finance and budget procedures with the information he received to date. Missing information will be forwarded to Dave for inclusion in the document. The section on budget exceptions was reviewed. It was noted that all requests for budget exceptions should be reviewed with the immediate supervisor prior to submission. There is no appeal process if an item is not approved. The document will be updated with additional information and will be reviewed at the next meeting.

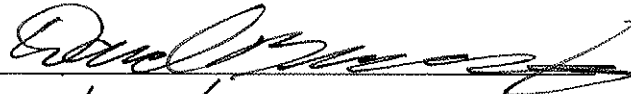
Bret reported there is a formal process for approval of non-policy items. The document will follow the shared governance process for approval after revision and review.

3.0 New Business

4.0 Non-Member Comment Period

5.0 Future Meeting Dates, Times and Locations

A motion was made and seconded to adjourn the meeting at 3:50.

Approved: 

Date: 04/28/2014