

**Harper College
Finance Committee
Meeting Minutes**

Meeting Name	Finance Committee
Meeting Date	September 8, 2014
Meeting Time	2:30 pm
Meeting Location	A-243
Voting Members Present	Dave Braunschweig, Laura Brown, Laurie Dietz, Lisa Helwink, Margie McGowan, Dawn McKinley, Sheryl Otto, Bob Parzy, Chuck Patel, and Bobby Summers
Voting Members Absent	Diane Talsma
Non-Voting Members Present	Bret Bonnstetter and Julie Riley
Guests	

Meeting Minutes

0.0 Informational

- Welcome New Members – Introductions were made.
- Committee Update – Dave and Dawn attended the last Coordination and Review Committee meeting. This committee’s membership was updated on HIP. Changes to the Finance Committee mission have not been updated on HIP yet.

1.0 Approval of Minutes

- The minutes from the May 12, 2014 meeting were reviewed. It was noted Bobby Summers was not included in the list of attendees. This will be added to the minutes. The minutes were approved as amended.

2.0 Old Business

- Budget Exceptions Non-Policy Proposal – The Budget Exceptions Process and Approval Criteria document is posted in Working Documents on HIP. Ron brought the document to Executive Council, who agreed it was a good document. This document was revised to read “The process should begin with a review to see if resources are available to reallocate. If not, the exception will be forwarded to the next authority level with budget approval.” The revision will be made and posted to Working Documents on HIP.
- Annual Budget Process Document – It was recommended the budget exception summary be added to this document. Dawn will update the document and bring to next meeting for review.

3.0 New Business

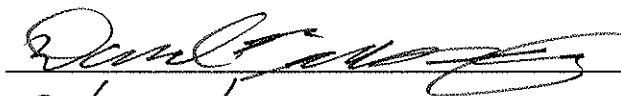
- Our HIP Website –Dave provided a review of our HIP page, how to access it, and how to set an alert. The committee still is in need of one faculty, one adjunct, one physical plant and a student representative. Al Cannestra will be removed from membership.

- Food Service Fees – A number of people have reported food service catering fees are too high. Individual departments have indicated their catering costs are higher than in the past. The Sodexo contract states that pricing on catering will be comparable to Harper’s old pricing for the first year. We have a five year contract with Sodexo, which states they have exclusivity for catering on campus.
- Parking Structure Fees – It was reported that the Student Life Committee plans on looking at the parking structure fees. The Finance Committee will partner with them if necessary. Bret reported that pricing was determined by the cost of maintaining the parking structure to recover the incremental cost since Harper does not charge for parking in the service lots.
- Five Year Plan – Laurie has started working on the Five Year Plan. The plan is built off last year’s budget, assumptions, CPI, and Board Policy, and is the starting point for building the next year’s budget. Institutional Research reports assumptions, which are used to build the Five Year Plan. Bob and Sheryl are on an enrollment committee that will be developing an enrollment plan. The focus is on the adult student population. This plan may be a good source of information when developing the Five Year Plan in the future. They will bring relevant information to the committee as it becomes available. Will review the revenue and expenditure assumptions at the next meeting to determine if there is anything the committee can recommend.
- Timeline (our plan for the year) - The timeline was reviewed.

4.0 Non-Member Comment Period
None

5.0 Future Meeting Dates, Times and Locations
September 22, 2:30-4:00, A-243
October 13, 2:30-4:00, A-243
October 27, 2:30-4:00, A-243
November 10, 2:30-4:00, A-243
November 24, 2:30-4:00, A-243
December 8, 2:30-4:30, A-243

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

Approved: 
Date: 9/22/2014