

**MINUTES OF THE FINANCE COMMITTEE MEETING
OF THE HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES
May 16, 2017**

Members present: Jeff Flessner, Janet Hood, Doug Minter, Sharon McDonald

Others present: Barbara Leathers

The meeting was called to order by Mr. Jeff Flessner at 5:01 pm at Heartland Community College.

FINANCE COMMITTEE MINUTES

Ms. Janet Hood moved to approve the minutes from April 25, 2017; Mr. Doug Minter seconded and the motion was approved.

FINANCE REPORT

Mr. Minter gave an overview of the April Bills, Investment Report, and Revenues and Expenditures Summaries. Investment activity included two maturing CDs. The Committee reviewed the April Wire Transfer Log (including the ICISP travel wire) and the Travel Expenditures.

FY2018 CONNECT TRANSIT SYSTEM UNIVERSAL ACCESS AND SERVICE AGREEMENT

Mr. Minter explained the current contract with Connect Transit will be up for renewal and a new contract will be presented to the Committee and the Board of Trustees in June. Although the per-rider-fare will be going up, the projected number of riders will go down significantly because of a downward trend in ridership over the last year. Because of the lower numbers in riders for FY17, Connect Transit will owe the College a credit for payments made in FY17. Also, the FY17 billings from Connect Transit had not reflected last year's updated rate and will be adjusted, too.

FOLLETT HIGHER EDUCATION GROUP (BOOKSTORE) CONTRACT

Mr. Minter explained staff's recommendation to renew the Follett contract for another one-year term. The Textbook Steering Committee is continuing its work with emphasis on processes internal to the College. Though staff is working with Follett on continuing to improve service and operations, there are no proposed changes to contractual language this year.

STRATEGIC BUDGET FORECAST, PART II

Mr. Minter reviewed the Strategic Budget Forecast, Part II. The two scenarios to be presented to the Board will include six different variables that will cause the budget to fluctuate by tens of thousands of dollars. Last month's Strategic Budget Forecast focused on variables that cause the budget to fluctuate in the millions of dollars.

INSURANCE REVIEW TEAM AND FY2018 EMPLOYEE INSURANCE

Ms. Barbara Leathers, Executive Director of Human Resources, reviewed the insurance renewals for FY18. Heartland has a good experience rating for FY17, which is running at 80% for medical costs. Renewal costs for medical and dental insurance are both down for FY18. All others are fixed rates for the next fiscal year. The insurance renewal details will be presented to the full Board as part of the renewal recommendation for next fiscal year. They reflect a total reduction of about 10% in costs.

OTHER

Mr. Minter updated the Committee on the Caterpillar tax abatement for its Pontiac facility, previously approved by the Board. The abatement results in an annual revenue loss of approximately \$13,000. Because of the tax incentives provided by the abatement, Caterpillar hired approximately 100 more employees at the Pontiac facility.

Mr. Minter reported the College must complete the Illinois Grant Accountability and Transparency Act "Internal Control Questionnaire" to be able to receive Illinois grant funding for the next fiscal year. Due to a requirement embedded in the questionnaire requiring that employees have an appropriate channel for reporting suspected fraud, staff is working on a whistleblower procedure. It will be implemented and communicated to employees in the next few weeks.

ADJOURNMENT

Mr. Doug Minter moved to adjourn the meeting; Ms. Janet Hood seconded and the motion was approved.

The meeting was adjourned at 5:45 pm.

Jeff Flessner, Chair Board Finance Committee

Janet Hood, Member Board Finance Committee