



HEARTLAND  
COMMUNITY COLLEGE

**MINUTES OF THE FINANCE COMMITTEE MEETING  
OF THE HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES  
November 15, 2022**

**Members:** Janet Hood, Tom Whitt, Letisha Trepac, Justin Knorr

**Others:** Keith Cornille-President; Jeff Flessner-Chair, Board of Trustees; Josh Crockett, Board of Trustees, Andy Litwiller-Executive Director, Facilities; Ms. Sara McKenna-Wipfli, LLC. (Zoom)

The Finance Committee meeting was called to order at 4:00pm by Chair Janet Hood.

**PUBLIC COMMENT**

None.

**FINANCE COMMITTEE MINUTES**

**Mr. Jeff Flessner moved to approve the minutes from October 18, 2022; Ms. Letisha Trepac seconded and the motion was approved.**

**FINANCE REPORT**

Ms. Trepac gave an overview of the October 2022 Bills, Investment Report, and Revenues and Expenditures Summaries. The October 2022 Wire Transfer Log was reviewed with most being typical monthly transactions.

**FINANCIAL PLANNING**

The Financial Planning Timeline was made available for review. The FY20-24 Professional Services Review Timeline was made available for review. The Facilities and Construction Projects Update was made available for review.

**DISCUSSION ITEMS**

**FY22 Preliminary Annual Comprehensive Financial Report with Single Audit:** FY22 Preliminary Annual Comprehensive Financial Report Single Audit was presented to the Committee by Ms. Sara McKenna from Wipfli, LLC. There were two findings reported; one related to compliance on the Adult Education grants and the other related to the Enrollment Data audit. All audit reports contain unmodified (clean) opinions. The FY22 Annual Comprehensive Financial Report has not been finalized as we have not received the FY21 Certificate of Financial Reporting Excellence from the GFOA and comments for the FY21 report submitted in February 2022. Ms. McKenna reviewed the management letter with the Committee and the recommendations being made by Wipfli, LLC. The FY22 Annual Comprehensive Financial Report will be presented to the Board after all open items have been received and the audit completed by Wipfli, LLC. Other than what is communicated, the College remains in compliance with all reporting requirements for our FY22 Annual Comprehensive Financial Report and Single Audit.

**Estimated Tax Levy Resolution:** Ms. Trepac reviewed the estimated tax levy and resolution. A public hearing will be held at the December Board of Trustees meeting.

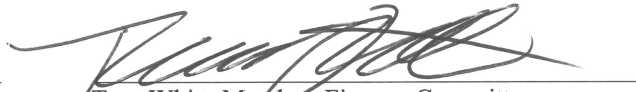
**Food Service Facility Remodel Plan:** Ms. Trepac reviewed the Food Service Facility Project. This project includes renovation of the space in the southeast portion of the first floor of the Workforce Development Center to accommodate the relocation of the Student café. The Board of Trustees will be asked to approve the lowest responsive bidder at tonight's meeting.

### **ADJOURNMENT**

Mr. Tom Whitt moved to adjourn the meeting; Ms. Trepac seconded and the motion was approved.

The meeting was adjourned at 5:00pm.

  
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Janet Hood, Chair, Finance Committee

  
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Tom Whitt, Member, Finance Committee