

**MINUTES OF THE FINANCE COMMITTEE MEETING
OF THE HEARTLAND COMMUNITY COLLEGE BOARD OF TRUSTEES
August 15, 2023**

Members: Janet Hood, Tom Whitt, Justin Knorr

Others: Keith Cornille-President; Sam Overton-Interim, V.P. Finance & Administration; Rebecca Ropp-Chair, Board of Trustees; Tammie Beckwith Schallmo -PMA Securities; Bridget Miller-Assistant Controller; Barb Leathers-Executive Director, Human Resources; Andy Litwiller-Executive Director, Facilities

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

PUBLIC COMMENT

None.

FINANCE COMMITTEE MINUTES

Mr. Whitt moved to approve the minutes from June 20, 2023; Mr. Knorr seconded and the motion was approved.

CONSENT AGENDA

Ms. Hood requested consent agenda items 4.3.2 and 4.4 be removed from the consent agenda for discussion immediately following action of the amended consent agenda

Mr. Knorr gave an overview of the July 2023 Bills, Investment Report, and Revenues and Expenditures Summaries. The July 2023 Wire Transfer Log was reviewed with most being typical monthly transactions.

Mr. Whitt moved to approve the Consent Agenda, as amended; Mr. Knorr seconded and the motion was approved.

Consent agenda items 4.3.2 and 4.4 were discussed in further detail by the Finance Committee.

FINANCIAL PLANNING

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

DISCUSSION ITEMS

FY23 Year End Update

Mr. Knorr reminded those present that the audit process has begun to close out FY23. Heartland staff will report on audit results in October and a final draft of the results from the auditors will be reported to the full board in November. The unofficial outlook for FY23 is positive with an expectation of a positive balance operating budget and that considers transfers.

FY24 Budget Update

Mr. Knorr provided the committee with an update of the FY24 Budget. The College remains on track with the Tentative Budget presented in June.

CTE Manual Lathes

Dr. Cornille reviewed the CTE Manual Lathes bid recommended for approval at tonight's board meeting. This project involves the procurement of seven manual lathes for the Career and Technical Education Department. The manual lathes will replace older pieces of equipment that have been part of the College's machining program for the past several years. With increasing repair costs and advancements in technology, it became evident that the best course of action would be to replace the existing equipment. Further, students completing the machining certificates will be better equipped to contribute immediately to the workforce as they will be learning from the latest technology in manual machining. The project was advertised and one bid of \$112,995 was received.

FRC Plaza Job Order Contract

Mr. Litwiller gave an update on the FRC project, including timeline for design, construction documents, bidding, and ultimately construction. The project cost will not exceed \$750,000, an item the Board will vote on later during the meeting. This includes a generous donation of \$250,000 secured through the Foundation. He reviewed renderings and other details of the project. Native plantings will be incorporated as much as possible. Trustee Tom Whitt asked for clarification between the competitive bid process and job order contract. In a job order contract, the College can take advantage of a consortium list and not go through the bid process. This came up because this project originally had one disappointing bid, leading HCC to pursue a job order contract instead.

Capital Finance Strategy

Mr. Knorr introduced Tammie Beckwith Schallmo, PMA. Ms. Schallmo presented and updated financing plan to fund future implementation of the facilities and landscape master plans as well as growth of the College.

Employee Wage & Benefits Planning

Ms. Leathers began discussion on total compensation, which will continue over the next several months as consultants provide wage survey updates and, separately, a benefits comparison to local companies to assist in developing benchmarks for future discussions.

ADJOURNMENT

Mr. Whitt moved to adjourn the meeting; Mr. Knorr seconded and the motion was approved.

The meeting was adjourned at 5:11pm.

Janet Hood, Chair, Finance Committee

Tom Whitt, Member, Finance Committee