



**Finance Committee Minutes
Student Center, PDR, Room SC 106
April 15, 2015**

Attendees: Andy Morse, Despina Lambropoulos, Rick Haskell, Allan Hislop, Cristina Nuncio, Deirdre Budzyna, Linda Giampa, Kelsey Terry, Linda Buckley

Chair Andy Morse called the meeting to order at 2:00 pm. The minutes of the April 1st and 15th meetings will be approved on April 29th.

Letter to President Glenn: Andy noted that in order for the committee's letter of recommendations to have the greatest impact on the budgetary process, the letter should be finalized at this meeting and delivered to Lane as soon as possible. Next year, Andy recommended that the interviews be held in the fall in order for the letter to be given to Lane as early as March.

There was much discussion during the meeting on reviewing the enclosed letter in order to best state the views of the committee. The following issues were also examined:

Supplementary Instruction (SI): Some of the ideas discussed were that SI should be in more subjects beyond those that are funded by STEM. However, this seemed to be an academic affairs issue. It was noted that a student should be able to access tutorial help anytime it is convenient for the student, similar to Math tutoring. However, the model driven requirements that the SI component be tied to a course is from the funding agency. For purposes of this meeting, next year, the committee may tackle this issue to increase SI. It was suggested that the SI representative be a guest at a fall meeting.

Little Sprouts: Is Little Sprouts closing? Officially nothing has been decided yet. It is being publicly discussed. Andy noted the importance of the process in which the Finance Committee has an important role, explaining that people had to be included and heard in the process. Andy concluded that this approach is making incremental changes in the way these decisions are being made.

Intercession: Much discussion surrounded the success of the Intercession course selection. It was noted the completion rate was high, but did it increase enrollment? Some expressed the need to target those students in four year colleges that want to complete a course or two.

The meeting was adjourned at 3:15 pm. The next meeting will be held on April 29, and may include some refreshments.

Respectfully submitted:

Linda Buckley
Enclosure: Letter to President Lane

Date: April 21, 2005



FINANCE COMMITTEE LETTER TO PRESIDENT LANE GLENN

April 16, 2015

Dear President Glenn:

The members of the Finance Committee would like to thank Vice President William Heineman, Chief Financial Officer David Gingerella, Chief Information Officer, Mr. Jeff Bickford, and yourself for appearing at our meetings this spring. Your input, and that of the other college administrators, has been vital in helping us to formulate our recommendations.

The committee members also wish to express their satisfaction with the open process that has been adopted in determining the use of swing space during the Spurk renovations. All sections of the college community must be heard in the making of decisions that will have profound financial and academic consequences for NECC.

We hope that the Little Sprouts Child Care Center will not be sacrificed as part of the Spurk renovation project. We are very aware of the college's need for space while the Spurk building is offline. Yet the Child Care Center serves a vital need for many members of the college community. It also provides a setting in which students in Early Childhood, Human Services, and Psychology programs can complete their practicums and observations.

The Finance Committee recommends that we continue with the experiment in offering courses during the January intersession. Experience will show which courses are most appropriate for this very brief semester. Such an agenda allows us to run courses at a time when the college is usually inactive.

The committee further recommends that certain proposals made by our IT department be adopted. The Zip Bridge emergency system will enhance the communications ability of our emergency response team. Indoor maps could be helpful to first responders and to new students alike. The Crisis Manager places emergency response plans in the hands of appropriate personnel, using an application on their cell phones. These proposals would make our campus safer at a moderate cost per year.

The college should also consider the adoption of the online tour. Such a system would help in recruiting new students.

The college should also consider the Zogo Tech Business Analytics system. This system allows deans and other administrators to make data-driven decisions concerning enrollment and course offerings. More timely decisions could then be made regarding course changes which might enhance enrollment. Though

the costs are considerable (\$90,000 the first year, then \$40,000 annually), Zogo Tech could help us to make a much needed increase in our student population.

The college should send some of our students to the Dominican Republic. Our English speaking students would gain a better appreciation for the culture and language of the Dominican Republic. They could work on worthwhile projects and gain service learning experience. Such a project would be in line with the goals of Community Colleges in International Development.

These projects would increase good will for the college in the Dominican Republic. Potential students there would become aware that NECC has much to offer them. Should they come here, they would find many bilingual students and a familiar culture. Projects in the Dominican Republic would win favorable publicity for the college, and possibly increase our student enrollments.

The Finance Committee further recommends that the proposal, submitted by the Service Learning Coordinator and endorsed by the college-wide Civic Engagement group, be thoughtfully considered. This proposal is a response to the BME's vote to include civic learning and engagement as an expected learning outcome in public higher education. We therefore recommend greater institutional support for this effort.

The Finance Committee also recommends that summer courses be run so long as they have a minimum enrollment of ten. Cancelling such classes would leave students with few options for taking other courses. The bad will, which is generated by such cancellations, would hurt NECC.

We hope that you will find these recommendations useful. We look forward to working with you and the other administrators in the future to bring improvements to our school.

Sincerely,

Andrew Morse
Chair

On behalf of the Finance Committee:

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| Donna Bertolino | Thomas Gorczyca |
| Martha Bixby | Allan Hislop |
| Mike Broughton | Nita Lamborghini |
| Deirdre Budzyna | Despina Lambropoulos |
| Marie Burchell | Lynne Nadeau |
| Rosalie Catalano | Cristina Nuncio |
| Thomasine Corbett | Charles Phair |
| Regina Correia-Branco | Richard Haskell |
| Joanna Fortna | Terry Kelsey |
| Linda Giampa | Bernard Zannini |