



**Finance Committee Meeting Minutes  
Room SC203, Haverhill Campus, April 3, 2019**

**Attendees:** S. Acevedo, D. Keating, D. Lambropoulos, S. Lancaster, P. Machado, A. Morse, J. Zubrow, L. Buckley  
**Guests:** M. McCarthy, M. Tremblay

Chair Patricia Machado called the meeting to order at 2:02 p.m. The minutes of the March 6th meeting were unanimously approved, with a motion presented by Dan Keating and seconded by Sherri Acevedo.

**Discussion with Mike McCarthy**

- Mike announced that a motion to approve the FY20 college fee for regular courses would be presented to the Board of Trustees on April 3<sup>rd</sup>. This fee increase of \$6.00 for all credit courses that are non-Health would bring the total fee to \$187 per credit. This college fee for regular courses would generate an increase of approximately half a million dollars. The second motion would be a proposal of \$6.00 per credit for Allied Health Courses, which would bring the total fee for these Health courses to \$267.00. After reviewing other community college fee increases, the highest was \$10.00 increase, with an average of \$7.00. Our \$6.00 increase was in line with last year's increase. Each dollar generates approximately \$85K in revenue.
- It is hopeful that enrollment and retention will increase with the work of the ISE centers. A limited enrollment admissions process has begun so that students will know soon the amount of financial aid needed.
- It is Mike's intention to have Open Sessions twice each semester on both campuses, to provide an opportunity to ask questions. It will show that administration and senior level personnel are being transparent, collegial, and better communicators.
- An additional person has been hired to implement a better system for onboarding new employees.
- After the operating budget is approved and balanced, we will be able to provide a budget where the revenue and expenses are very transparent. This will be presented to the VP group and then to the Finance Committee.
- The use of Employee forms will be another way to track information, but must have the cooperation of managers. Also, the employee directory needs to be updated.
- A draft of the position control chart was presented to the committee, along with a list of food charges for all departments.
- Chair Machado provided an update on the ACA committee membership structure and meetings. A question arose regarding the placement of Academic Prep. This question will be presented to Sheila Muller.

With no further issues, the meeting was adjourned at 3:30 with a motion presented by Despina Lambropoulos and seconded by Andy Morse.

Respectfully submitted by Linda Buckley

April 4, 2019