



**Board of Trustees Audit and Finance Committee
Behrakis One-Stop Student Center, President's Dining Room (PDR)
Haverhill Campus
Minutes for May 8, 2019 Meeting**

Attendees: Trustees Mark Forman, Marianne Paley Nadel, William Cox, Jeffrey Linehan, President Lane Glenn, Michelle Tremblay, Erin Ringuette, Linda Buckley

Chair Mark Forman called the meeting to order at 4:20 pm. Minutes from the April 3, 2019 meeting were approved with a motion presented by Trustee William Cox and seconded by Trustee Marianne Paley-Nadel. All were in favor, none opposed. The following items were discussed:

AFC-19-07: FY2020 College Operating Budget

The Audit and Finance Committee approved the motion, presented by Trustee William Cox and seconded by Trustee Marianne Paley-Nadel, to accept the FY2020 Budget of \$42,749, 678.

This budget was based upon the state support and the fee increase of \$6.00 per credit in the College Fee-Regular and the College Fee-Allied Health courses.

Other Issues

President Lane noted that some of the variances in the statistical details of the budget resulted from the movement of the Human Resources department from the President's Division to the Administration and Finance division. Also, the Academic Preparation department was moved from Student Services to Academic Affairs.

After a thorough reassessment, the Human Resources (HR) department was realigned. The college made the difficult decision to retrench the Director in order to balance the budget with a continuing decline in enrollment. There will be two components of HR, one being the bureaucratic area and another concentrating on onboarding of new employees, professional development, and crisis management. Duties will be assigned to each member of HR regarding interactions with employees and benefits, in order to act separately from the day to day functions of Administration & Finance.

The 5% drop in enrollment will be again reviewed in the fall, where it may become slightly higher. In order to keep the budget in mind, there have been cuts in administration, whereby two retirees are not being replaced at this time. The college is trying to be very fiscally responsible, expanding growth with noncredit courses, with the PIES Latinos program to help immigrants reach their professional potential, (NECC was recently awarded the 5th annual Deval Patrick Prize for Community Colleges), and implementing online classes for those students that may benefit from this learning style.

When asked what the trustees can do to aid the college, Lane noted that fundraising and legislative outreach is greatly appreciated. Our relationship with DCAMM has been very helpful, having recently been awarded \$600K for accessibility improvements to the Student Center for the disabled.

With no further business, the meeting was adjourned at 4:55 pm, with a motion presented by Trustee Marianne Paley Nadel and seconded by Trustee Jeffrey Linehan. All were in favor, none opposed.

Respectfully submitted by Linda Buckley

May 9, 2019