



## **Finance Committee Minutes Student Center, PDR – September 14, 2016**

**Attendees:** D. Bertolino, R. Correia-Branco, B. Donovan, T. Gorczyca, E. Hayes-Johnson, D. Lambropoulos, P. Machado, A. Morse, L. Nadeau, C. Nuncio, J. Zubrow, L. Buckley  
**Guest:** Michael McCarthy, VP of Administration and Finance

Chair Andy Morse called the meeting to order at 2:05 pm. Minutes of the May 4th meeting were approved.

### **Discussion Topics with Michael McCarthy**

#### **3-5 year Budget Plan**

The Committee would like to view the budget with a long-range planning approach for the next three to five years. The committee has asked how are the budgetary decisions being made and for which department? Who has a voice in the beginning of such discussions. Where does the budget information come from? Is it online? The committee would like to make specific requests of Michael. Andy recommended that the committee send their recommendations to Lane in early April in order to have greater influence on the budgetary process.

Michael expressed an interest in working with some areas such as the police academy with this long-term approach. The law enforcement training center in Lawrence is still being studied. Also, Michael stated that he is taking the approach of zero-based budgeting. However, he cannot speak for the academic areas.

At the present time, the supplemental budget is being finalized for the October Board of Trustees meeting. The committee requested that this information be provided to them after the BOT meeting.

#### **Food Service in Lawrence**

With food services unavailable in 420 Common and Dimitry, a member suggested having some pizza at the student gathering place in the meantime. Michael stated that the college is working with local vendors. Food transportation issues are being discussed. For 420 Common, the college is working with the Lawrence Partnership to create an incubator space for a local food truck vendor who would like an opportunity to eventually move into a brick and mortar space nearby. Dimitry is being treated separately, since it is difficult to encourage someone to invest and then to shut down during the renovation process. The college is hoping to have something temporary in place.

#### **Demographic Enrollments**

From what data does the administration base their figures on demographic enrollments? Lane said at convocation that he would make this information available. Andy noted that the Executive Committee recommended that the Finance Committee work less on this problem than on budgetary issues.

Michael reminded everyone that he is trying to find the resources to keep everyone here. However, others at the college are on the front line dealing with the students. He noted that everyone is responsible for marketing the college, providing good customer service, and retaining students. It was noted that the college is tracking student retention and has contracted with a vendor to properly assess this problem.

Michael is meeting with Prof. Mike Cross to learn from his experience here. Mike Cross talked about the various difficulties for students and how things may be done differently. Michael encouraged people on the committee to look at these observations. It was proposed to invite Mike Cross to address the committee at a future date. Also, it was hoped that the new person in charge of institutional research will inform the committee on the retention issue.

**Administrative Positions** - Are we hiring too many administrators compared to full-time faculty?

### **Spurk and Dimitry**

Dimitry is set to be vacated at the end of Spring semester or early summer, with completed renovations in one year. These changes are dependent on finishing Spurk. With DCAMM running both projects, it was certain that people will return to Spurk as scheduled, followed by the start of the Dimitry renovations.

### **Grants**

The question was raised as to how the college absorbs the cost of grant-funded positions when the grant ends.

### **Prison Teaching Initiative**

Kathy Holmes and Andy have had experience teaching in a prison. Andy asked where would the money come from to pursue this. Could there be grants? One member noted that prisoners can receive financial aid if their offense was not drug-related.

Michael said that there is dramatic increase of females behind bars due to alcohol and drug issues. The unique challenge facing this underserved group is trying to keep their kids together and providing good parenting skills. Money made dealing in drugs is much higher. This situation becomes a very hard barrier to break down. A most underutilized area to address is the neglect of children of the incarcerated. 25% of society is going to go to jail. As a group, what are we doing to benefit the children of these offenders? These issues require a larger conversation with others, such as a town's social service providers, church leaders, and healthcare providers. Perhaps there is federal funding available. If one has a passion for this area, contacting other colleges may provide information about grants that may provide a means to this endeavor. Also, Wendy Shaffer is another resource that may provide assistance.

### **Student Support Services Summit**

Sixty-four people attended a June 14<sup>th</sup> summit at the Technology Center, organized by Bill Heineman, involving various departments such as the Academic Placement & Testing Center, Learning Accommodations Center, Tutoring Center, Mental Health Counseling, Student Success Center, and PACE. Bill felt this was a subset to work on at the present time, since all areas could not be there at the same time. This meeting was meant to solicit ideas. A Student Support Team will then develop goals and strategies for a more integrated student-support experience. Bill hopes to have one or two summits each semester. Subjects of future summits may be Orientation, Academic Advising, Guided Pathways, etc.

### **15 Minimum Rule for Attendees**

Is this rule a viable one for the college to continue? Can the committee be provided with the financial aspects of this rule? It seems that there are many classes with fewer than 15 students, involving specialized courses or new programs. This may be due to the declining enrollment and competency-based courses. It was noted that many schools prorate the fee for faculty members of low-attended courses. Should the college consider this in order to make these courses available to students?

Bill Heineman is asking that we look at the spring schedule. Are we scheduling too many courses due to the drop of enrollment? The number of courses in the Spring semester is traditionally lower than that of the Fall semester.

### **Revenues and Expenses**

As we look at each area of the college for revenue and expenses, there are units we rely on and some that are draining our resources. What areas of the college have growth in expenses? Where do these conversations occur? It seems that the committee sees only the expenses – and not the revenue.

**Proposed future guests:** Bill Heineman, Mike Cross, and Ron Taber

**Next meeting:** October 5th (We are skipping the Sept. 21<sup>st</sup> mtg.)

With no further issues, the meeting was adjourned at 3:30 pm.

Respectfully submitted by Linda Buckley

September 15, 2016

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