



**Board of Trustees Audit and Finance Committee  
Hartleb Technology Center, Haverhill Campus  
Wednesday, June 1, 2016**

**Attendees:** President Lane Glenn (via teleconference), Richard Haskell, Michael Pierce, Linda Buckley, Chairwoman Marianne Paley Nadel, Trustees William Cox, Jeffrey Linehan, and Joseph D'Orazio.

Chairwoman Marianne Paley Nadel called the meeting to order at 4:04 pm. Meeting minutes from the May 4, 2016 meeting were approved with a motion made by Trustee William Cox, and seconded by Chairwoman Nadel. All were in favor, none opposed. The following items were discussed:

**FY2017 College Fee – Regular**

The Committee recommended that the Board of Trustees approve the FY2017 College Fee – Regular, which is assessed on all credit coursed that are non-Health, to be \$168 per credit. Our increase will be a \$9 per hour fee increase. Typically the mean number of semester credits is just under 9, with the most common being 6. So we are looking at approximately \$125.00 per year. For comparison, the rate increases amount to the following fees: Middlesex - \$167, NECC - \$168, and North Shore - \$177. It was noted that one of the items that will be revisited in the budget in the fall will be the unfunded collective bargaining increases. Included was the Senate budget as proposed, since the college was confident that the Senate version will go through. If the House version was used, the difference would be \$300K. Discretionary Institutional aid of \$48K has been included. Lane reiterated that the college has never turned away a student for inability to pay.

**FY2017 College Fee – Allied Health Courses**

The Committee recommends that the Board of Trustees approve the FY2017 College Fee for Allied Health courses to be \$248 per credit. This \$9 per credit increase raised the fee from \$239 to \$248.

The Board of Higher Education met in Lawrence recently at the El Hefni building. Lane noted that Secretary James Peyser was surprised to hear that the programs do not pay for themselves. Due to our sensitivity to the lower income students that we serve, the fee increase has remained the same as the rest of the college courses. In other colleges, the increase may be three times more. Lane noted that a decision to increase the fee for the health courses may be something to consider in the future.

**FY2017 Applied Music Fee**

The Committee recommends that the Board of Trustees increase the FY2017 applied Music Fee by \$50, from the existing rate of \$250 per course to the new rate of \$300 per course. This fee increase request reflects the changing rate for private music lessons.

**FY2017 College Operating Budget**

The Committee recommended that the Board of Trustees approve the FY2017 budget of \$45,900,574. This budget was based upon the State support consistent with the Senate Budget, the increase in the College Fee- Regular and College Fee – Allied Health, The Summary budget together with supporting documents, was distributed.

**FY2017 Student Activity Fund Budget**

The Committee recommended that the Board of Trustees approve the FY2017 Student Activity Fee Fund Budget of \$562,908. This fee is a mandatory \$6 fee assessed on all credit courses except online courses. It was noted that the expenses exceeded the revenues. Vice President Heinemann said that after a review of the final FY2016 numbers, the revenues would equal the expenses by the time of the next meeting in September.

**Establishment of a Math Scholarship:** The Committee recommended the approval of the establishment of a Math scholarship to be funded by the College's Operating Budget, of which \$30,000 has been noted for the Math scholarships.

The above items were approved with motions made by Trustee William Cox, and seconded by Chairwoman Nadel. All were in favor, none opposed.

With no further issues, the meeting was adjourned at 4:45 pm.

Respectfully submitted by Linda Buckley

July 8, 2016