



**Finance Committee Minutes
Student Center, PDR, Room SC 203
October 5, 2016**

Attendees: E. Hayes-Johnson, T. Gorczyca, S. Lancaster, P. Machado, A. Morse, L. Nadeau, C. Nuncio, W. Zannini, J. Zubrow, L. Buckley,

Chair Andy Morse called the meeting to order at 2:05 pm.

After much discussion, the committee agreed to invite Bill Heineman to the next meeting in order to obtain clarification on the following topics surrounding the budget:

- Why did the budget increase by 2.3% when the enrollment was declining?
- Why large increase in IT MIS budget?
- Combining DCE and part-time faculty salaries?
- Breakdown of cost structure needed, along with the ten highest line items of the budget.
- Tuition money from DCE – where is it going?
- 40 to 50 programs with less than 12 students – do we need to review this?
- Funding Formula status?
- Single Sign is still not completed.
- Presentation of the budget for Academic Affairs and Student Affairs is needed.
- Why is the Business Department Chair being asked to manage the Tutoring Centers?
- Demographic Information needed – but is this a question for Paul Saint Amand?
- What is the ratio of Administration to Staff?
- Five years of Programmatic Revenue breakdown needed.
- Cost of on-line vs. teaching in the classroom?
- Charge for using the tutoring center - a possibility?
- Is the revenue of the Early College Program going to the Enterprise Funds?
- Can the 15 minimum number of students per class be changed?
- Where does the revenue for non-credit courses go?
- Revenue and expense data needed for Workforce Development
- Suggestion to obtain personnel and salary information from the Observer.
- 65% question – is this still a concern?
- Spurr renovation – Committee would like a detailed progress report at each meeting.
- Retention vendor – who is it?
- Practice of calling former students - how are these lists filtered?

The next meeting is scheduled for October 19th with Bill Heineman as our guest speaker.

With no further issues, the meeting was adjourned at 3:45pm.

Respectfully submitted by Linda Buckley

October 11, 2016