



**Draft - Finance Committee Minutes
Student Center, PDR, Room SC 203
October 19, 2016**

Attendees: R. Correia Branco, B. Donovan, T. Gorczyca, E. Hayes-Johnson, D. Lambropoulos, S. Lancaster, P. Machado, A. Morse, L. Nadeau, C. Nuncio, W. Zannini, J. Zubrow, L. Buckley
Guest: Bill Heineman

Chair Andy Morse called the meeting to order at 2:02 pm. The minutes of Oct. 5th were approved with the addition of Patricia Machado's name to the attendee list.

The following topics and questions, compiled by the Committee, were presented to Bill Heineman for clarification:

Academic and Student Affairs Budgets

Bill began the discussion by stating some of the basics about the Academic and Student Affairs budgets.

The final approved FY17 budget for academic and student affairs was \$21.8 million which was down from \$22.4 million in FY16. Of that \$21.8 million, \$18.2 is on the Academic Affairs, and \$3.6 million is on the Student Affairs side. .92% of the Academic Affairs budget is personnel and 8% administrative costs.

The college is spending less by eliminating some positions – 4 non-unit positions over the last six months, 3 professional staff positions, one clerical staff, and one full-time faculty position at the end of the semester, due to program closure. All operational budgets were reduced.

Full-time enrollment is down 15%, DCE sections is down 19%. Deans and assistant deans is down 17% and number of full-time faculty is down 4%.

Full- and Part-Time Positions

Title V grant is ending, resulting in two positions being eliminated and four of the six full-time positions being in the college budget. In Academic Affairs, 70% of personnel budget is faculty. More than 40% is full-time, and 30% part-time faculty. Also Bill explained that the full-time and part-time positions were not combined, since full-time faculty are listed under each of the departments.

Early College Program

Bill noted that questions involving the Early College Program, Enterprise Funds, and non-credit issues should be addressed to either Lane or Mike McCarthy.

Funding Formula is still the same. DCE tuition stays with the college.

First Year Seminar (FYS) – Bill noted that the State is not expecting all students to take the FYS. FYS is now required of all developmental students. Discussion among the committee noted that if all students are obliged to take FYS, they will be alienated. This must be reconsidered, since one third of students do not return the following year.

Departments can avoid this problem by embedding the FYS in other courses. Andy noted that there are many faculty who have serious reservations about requiring the FYS for all students.

Tutoring Centers –

In replying to a question about the recent change in the tutoring center, Bill explained that the college was not decentralizing tutoring, but rather responded to an ad hoc emergency type of situation. It was suggested that this decision should have been brought before a larger audience with a broader discussion. Also, it was suggested that students in the developmental courses be charged a fee for tutoring.

Increase in Budget

It was asked why the budget has increased by 2.3% even though our enrollments are declining. This increase was due to raises, a larger percentage of benefits being assumed by the college, high cost of IT, and costs related to the swing space. These issues can be further clarified by Lane and Mike McCarthy.

Intercession

22 courses are scheduled – 19 on-line, 1 hybrid, and 1 traditional, totaling 3 or 4 more than last year.

It was noted that students from other colleges also take courses during the intercession.

It was asked if we are reaching out to students who may be home for winter break. Bill noted that the college is advertising in four-year college papers, since the college is encouraged to offer courses during intercession and summer that cannot be offered during the year. Identifiers for courses need to be improved, since students inadvertently registered for a winter course instead of an on-line course.

15-Rule

Is the 15-Rule for class size still viable? Bill explained that it is not wise to run classes that are low. He noted an analogy – if you need five gallons of milk a week, should you buy five gallons or should you buy 10 gallons and drink half of each. Bill explained that this is what we are doing when we run classes with low attendance. Bill noted that there is a lengthy list of exceptions in the scheduling directions that are distributed to the Chairs. In the fall or spring, there are about 100 classes per semester that are below 15. It was noted that for the Summer 2016 semester, no classes were cancelled that had an enrollment higher than eight students.

Considering pro-rating faculty, Bill discouraged this, since it involved issues with time and equity

The Committee discussed recommending the online minimum class size be raised from 25 to 32, but wasn't sure to whom this should be addressed.

Bill stated that programs with few students isn't the only factor to take into account. The college is looking at a tool that has been developed that ranks programs on a series of indicators – called program health. It involves studying the number of jobs available, number of student inquiries, how many students completed the program (an IR question), and the competition. A good first step is to look at the external need for a program; the next step would be the cost/revenue aspect, and the third would be the value of having this program at the college.

65% rule

65% is no longer an official goal. 64.37% of day classes are taught by full-time faculty.

What is the right metric? NEASC has dropped its language about not relying too much on Adjuncts, but states that all faculty ought to be engaged in the work of the college.

Student Retention

Ron Taber, along with a consultant, has studied issues surrounding students who applied but did not attend or did not stay. The results will be distributed soon; however, the analysis has not yet been completed.

The next meeting is scheduled for November 2nd. With no further issues, the meeting was adjourned at 3:50 pm.

Respectfully submitted by Linda Buckley

October 25, 2016

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