



**Finance Committee Minutes  
Student Center, PDR, Room SC 203  
December 7, 2016**

**Attendees:** D. Lambropoulos, S. Lancaster, P. Machado, A. Morse, L. Nadeau, C. Nuncio, W. Zannini, J. Zubrow, L. Buckley; **Guest:** Jeff Bickford

Chair Andy Morse called the meeting to order at 2:04 pm.

Jeff distributed information to the Committee surrounding the “FY17 Budgeted Increases”, in which there was an increase of \$1,064 to the FY17 Budget. With an information sheet on “FY18 Major Concerns as of Dec. 2016” Jeff informed the committee that his department will implement eight new information systems in FY17 and FY18. This is a remarkable increase due to the collaboration of all departments and resources. The additional software include Symplicity Advocate, Dual Enroll, Smart Catalog IQ, Zogotech Analytics, Team Dynamix Project Management, Regroup Emergency Texting, ZipBridge Emergency Calling Bridge and Titanium for Counseling Services Management which will add \$144,276 to FY18 yearly maintenance costs.

**Full time Faculty:** Andy reported that he had asked HR to trace the number of full-time faculty the past few years, but unable to receive it. Jeff suggested that the Institutional Research Department can provide that data.

**Single Sign-On:** Jeff explained that he has not heard of any complaints about this, only from the Committee. Single sign-on is already available on six applications inside of the portal. The ultimate goal is to have the portal be a one-stop following our goal of a Unified Digital Campus. Student email and faculty/staff email are the only ones left out. This is because Blackboard and Ellucian have changed their roadmap and have abandoned the original product recommended. Their portal has been very challenging for them. Technically, the college doesn’t have the capability – since we don’t own the product right now (the capability is not built into Outlook nor the Luminis portal). Another product is necessary, but is not being explored due to the budget cuts and lack of any complaints, except those of the committee.

The students have a simple solution. The portal records the first log on, acting like a single sign on. Again, there have been no complaints from students. At other colleges, portals are starting to go away and are being replaced by a mobile website.

**Media Services** – The IT budget looks heavy compared to other colleges due to 2 FTE media specialists and their operating budget being in ITS and not Academic Technology. Media jobs take years of training in order to learn skills that are not the same as computer and software skills that IT people in Client Services have. Most colleges have Media Services as part of Academic Technology since it involves classrooms and computer labs. One FTE per campus for up to 20 special events per day in two shifts Monday through Saturday is a hardship. The next goal is to grow to 4 FTE knowing ultimately we need 8 FTE in order to properly service events.

**Recommendations to President:** Media Services need to add 2 FTE.

Computer refresh – (cut two years in a row). IT needs to replace 300 / year – 1000 for a computer. Need to restore the \$150k cut to refresh in FY18.

24/7 help desk online This might help enrollment if we increase on-line courses and have more international students but there is no demand for this service currently. Once we add the service it will be extremely difficult to ever take it away.

The committee reiterated the need to explore the cost of **online courses and “live” classes**. Also, it was noted that the many **fees** that are collected should be put into the department for which they are charged.

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

Respectfully submitted by Linda Buckley

December 9, 2016