



**Finance Committee Minutes
Student Center, PDR, Room SC 203
February 15, 2017**

Attendees: M. Bixby, L. Brand, B. Donovan, T. Gorzyga, D. Lambropoulos, A. Morse, C. Nuncio, L. Buckley

Chair Andy Morse called the meeting to order at 2:05 pm. A motion to approve the minutes of the February 1st meeting will be presented at the next meeting.

Following up on the recently distributed full-time position data, Andy noted that the number of full-time faculty was increasing and part-time was declining.

Recommendations for the Letter to Lane

- A longer term for budget planning – perhaps a three- to five-year plan, which will also include the number of administrators.
Following some discussion, the committee noted the difficulty in defining the term “Administrator.”
Involvement of various parts of the college, not merely one-sided, when examining the budget
- No cancellation of summer classes with a minimum of 10 students
- Examination of “Mission Drift”
Does Quarrybrook fit into our Core Mission? Although it is maintained by the Foundation Budget, is there a cost in overhead to the college? Does it generate enough income? Is there a metric to determine how many NH students are introduced to Northern Essex through this program?
- Determine the efficiency of actively marketing to international students?
Is promoting the college in a very vibrant community such as Lawrence and other parts of the state more important in this economic climate?
- Cost effectiveness of Starfish
- A centralized reporting structure of the recruitment and enrollment activities
Can these efforts be coordinated in order to make our message more effective? Are the services surrounding recruitment, enrollment, and financial aid being duplicated?
- Greater utilization of the El Hefni building
- A permanent Computer Lab in El Hefni or 420 Common Street, upon completion of the Spurk and Dimitry renovations
- Efficient communication to students surrounding the classroom relocations

Action Items for Andy

- Invitations will be sent to Bill Heineman, Mike McCarthy, Noemi Custodia-Lora, and Kelly Saretsky to attend a future meeting.

With no further issues, the meeting was adjourned at 3:10 pm.