



**Finance Committee Minutes  
Student Center, PDR, Room SC 203  
March 1, 2017**

Attendees: M. Bixby, D. Bertolino, L. Brand, F. Dushame, T. Gorczyca, E. Hayes-Johnson, D. Lambropoulos, S. Lancaster, T. Machado, A. Morse, L. Nadeau, C. Nuncio, B. Zannini (via teleconference), J. Zubrow, L. Buckley

Guest speaker: Vice President Bill Heineman

Chair Andy Morse called the meeting to order at 2:00 pm. The minutes of the Feb. 1<sup>st</sup> and Feb. 15<sup>th</sup> meetings were approved.

Vice President Bill Heineman discussed the recent program audit, along with his recommendations listed below:

**Gap:** Bill H. stated that the overall gap the college is projecting at this time for next year is in the millions of dollars. How large a gap is highly uncertain due to many uncertain variables? State support will be known very quickly. The large unknown is the enrollment figure which may be a 5% decline, but will not be known until late August and early September.

**Share of Academic Affairs Cuts:** Program audit recommendations will not cover this gap. Inevitably other areas of the college will have to be looked at.

**Fee Increase:** There most likely will be a fee increase. Lane has been trying to promote regular small increases. Evidence of the college doing their due diligence will help promote this practice with the Board of Trustees. Bill Zannini recommended that the Committee Chair request the amount of fee increases over the past five years from Mike McCarthy.

**Hiring of New Faculty:** The recommendations include three new full-time faculty members and retrenching four full-time and one day part-time faculty member. Bill H. is aware of a few faculty that have been thinking of early retirement for some time, but a definite number has not been arrived at.

Bill Zannini suggested that Linda Giampa send an email note saying how helpful an early notice of a pending retirement would be towards planning the budget.

**Dance and Theater Programs:** It was recommended that Dance and Theater programs with associate degrees be inactivated, but courses will continue to be offered to students. With general studies, tailored pathways can be offered.

**65% Rule:** Bill H. noted that the Standards have removed the language about colleges excessively relying on part-time faculty and is not sure if the measure or target is relevant anymore. Bill H. suggested a recommendation to Lane to hold discussions at the highest levels about whether that metric is meaningful and that perhaps it should be revised.

**January Intercession:** Bill H. noted that this past Intercession had 22 sections with a completion rate of 87%. Some colleges have moved to several accelerated courses, but concern was expressed that this rate may not be best for some disciplines. Marketing and the Registrar's departments are working together to fix the challenges

surrounding registrations in Banner. It is not obvious that a winter session is a four- or five-week course instead of a 15-week spring course. Whether the winter courses are taking from the pool of spring courses is not clear.

**Summer Schedules:** Fewer summer classes were cancelled last year, due to better scheduling.

**Finance Committee Chair:** Lynne Nadeau nominated Trish Machado for this position. Andy encouraged anyone who would like to become the Chair next year to please notify him.

**Four-day Teaching Week:** Bill H. assured the committee that the college is not moving to a wholesale four-day model. The college experimented with it this year since Spurk shut down and there was an interest in it; however, for first negative comment came from student senate members since they thought repetition in a three day-week course was beneficial. The college is expanding this practice, but a discussion is needed since it may interfere with the meeting schedule.

**Mission Drift:** It was noted that there this concern expanded to areas other than Quarrybrook, namely the Starfish program and marketing to Dominican Republic students. A question concerning Starfish was how is it being financed if the grant has ended? Regarding Quarrybrook, the committee would like to ask Mike McCarthy if the college is paying for overhead items such as benefits, health insurance, and mileage.

**Faculty/Administrators:** Andy noted that it is difficult to define "Administrator". Also, to what end is this data being used? Lynn Nadeau offered to ask HR for some accounting using the various job titles as a metric.

**Action Items:**

Andy will provide Vice President Mike McCarthy with a list of items that the committee would like to discuss at the next meeting on March 22<sup>nd</sup>.

With a limited number of meetings remaining, Andy will email Noemi about any concerns the committee had regarding the K-12 program, for one.

Lynne Nadeau will request information from HR regarding the number of non-faculty staff, defined by a certain group of titles, such as Dean, Assistant Dean, etc.

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

Respectfully submitted by Linda Buckley

March 2, 2017