



## **Finance Committee Meeting Minutes Room SC203, Haverhill Campus, September 20, 2017**

Attendees: Liliana Brand, Amy Callahan, Lisette Espinoza, Linda Giampa, Eileen Hayes-Johnson, Despina Lambropoulos, Scott Lancaster, Trisha Machado, Andy Morse, Cristina Nuncio, Bill Zannini (via teleconference), Linda Buckley

Chair Trisha Machado called the meeting to order at 2:00 p.m. With a motion made by Scott Lancaster and seconded by Cristina Nuncio, the minutes of April 5<sup>th</sup> were unanimously approved with the addition of Scott Lancaster's name added to the attendee list.

Chair Trisha Machado welcomed the committee to the first meeting of the semester and presented the following notes on her recent meeting with Mike McCarthy, Michelle Tremblay, and Judy Zubrow:

- Transparency was one of the goals in redoing the budgeting processes. A Budget 101 training session will be given to the committee on Oct. 18<sup>th</sup> in order to be clear on what questions and concerns we may have.
- Accessibility of flow and organization charts
- Transparency of grant-funded positions and enterprise accounts
- Long-term budget planning
- Office relocations
- Retrenchment of workers and the resulting cost savings
- Funding and at what cost for One Stop area and Valley Works Career Center
- Police and Sheriff academies
- Budget vs. Actuals – looking for opportunities that are revenue generating.
- Mike McCarthy is working with Jean Poth regarding donation and gift issues

### **Other Issues:**

- Cost of online vs face to face courses
- Is the work acquiring international students a priority for the mission of the college?
- Have the changes made this past summer effected the budget crisis?
- Need to discuss with Judy Zubrow the results of the recent program audit.
- Wait list for online courses. Procedure for cancellation of online courses.
- What is the actual decline in enrollment?
- Change in IT Budget – 1.38 million for services, 459K for IT refresh, and 217K for IT capital
- Disappointment in quality of some features in Spurk renovation, such as whiteboards and toilets
- Cost of the culinary program
- Function of January courses during intercession
- Timeframe for presenting letter to President Lane Glenn and his response to past letters
- Guest(s) on Oct. 4<sup>th</sup> is Judy Zubrow; on Oct. 18<sup>th</sup> - Mike McCarthy and Michelle Tremblay.
- Future guests will include Noemi Custodia-Lora, Kelly Saretsky, Tina Favara, and Jeff Bickford.
- The Charter of the Finance Committee will be discussed at next meeting.

### **Action Items:**

- Trisha will ask President of Student Council for recommendations for Student Representative
- Bill will ask colleagues of TAPSS to fill vacancy
- Scott will ask the faculty department heads for recommendations
- Bill will seek information from Steve Fabbrucci regarding stipends for Adjunct Faculty
- Eileen Johnson will reach out to AFSCME colleagues
- Linda will send link of Charter to committee

With no further issues, the meeting was adjourned at 3:30 with a motion made by Despina Lambropoulos, seconded by Andy Morse, and unanimously approved.

Respectfully submitted by Linda Buckley

September 21, 2017