



**Finance Committee Meeting Minutes  
Room SC214, Haverhill Campus, October 4, 2017**

**Attendees:** Liliana Brand, Paul Cavan, Beth Donovan, Lisette Espinoza, Linda Giampa, Thomas Gorczyca, Eileen Hayes-Johnson, Scott Lancaster, Trisha Machado, Andy Morse, Cristina Nuncio, Linda Buckley

Chair Patricia Machado called the meeting to order at 2:10 p.m. Minutes of the Sept. 20<sup>th</sup> meeting were approved.

**Discussion with Judy Zubrow**

**Program Audit:**

Judy reported that Bill Heineman is doing well and is looking forward to returning next semester. Regarding the recent program audit, Judy reported that the Cabinet voted on the results of Bill's audit before it was presented to the college and reminded the committee that programs are not killed, but given a hiatus, similar to the Hospitality program. This past January, the department chairs were given six months to submit a plan. All plans were reviewed by Academic Affairs. Many changes were made in the areas of Dance, Deaf Studies, Ophthalmic and Medical Lab Tech. It cannot be assumed that these changes result in a savings of money, since the funds are reallocated, such as recent sudden and serious medical leaves. Also, in some instances, the courses are still taught even though a program is suspended, such as in the Dance program.

**Marketing:**

The committee asked if there was a way to reach out to the local community to market some of our programs. Some expressed the need to be more thoughtful and have more foresight for demographic situations. The website is being revamped, with more marketing efforts on social media. It was noted that significant enrollment problems result from retention issues.

**Online Classes and Waitlists:**

It was reported that there must be 10 students on a wait list in order to open an 01B section. Bill Heineman has heard the feedback regarding this concern. Tina Favara is actively communicating with students on the wait list. No student is being turned away: other courses are offered.

**Winter Intercession:**

The Intercession courses will total 25 once again, decided in part by a survey. The selection of courses also depends on the department chairs, who develop guided pathways. It was noted that the intercession should not be viewed as a trimester, but rather as part of the spring semester.

**Spurk Renovations:**

Some members expressed disappointment in some restroom fixtures, whiteboards, and temperature control units and were informed that Linda Hudson is the key person to notify of any facility issues.

**Culinary Program:**

Concern was noted regarding the cost and prospective enrollment figures surrounding the Culinary Program. This program will be articulated with local vocational schools who have culinary programs. It was noted that the program will be funded with \$2 million, in part from state appropriations.

**Action:**

Trisha will speak with Michelle Tremblay prior to the Budget Forum and will send budget information to the committee on Monday.

With no further issues, the meeting was adjourned at 3:30 pm.

Respectfully submitted by Linda Buckley

October 11, 2017