



Finance Committee Meeting Minutes Room SC203 (PDR), Haverhill Campus, November 15

Attendees: Liliana Brand, Paul Cavan, Erin Colstad, Frank Dushame, Lis Helene Espinoza, Tom Gorczyca, Andrew Lareau, Patricia Machado, Scott Lancaster, Andy Morse, Cristina Nuncio, Linda Buckley

Guest: Jeff Bickford

Chair Patricia Machado called the meeting to order at 2:05p.m. Minutes of the Nov. 1st meeting were approved with a motion presented by Andy Morse, seconded by Cristina Nuncio, and approved by all.

Discussion with Jeff Bickford

Jeff Bickford handed out a packet of information, the Information Technology Master Plan for 2017 to 2020 and discussed the following topics: the department's org chart, its goals, the funds needed for the administrative applications maintenance, the smart classroom model, gap analysis, and best financing options. Some of the topics discussed are listed below:

- Starfish –the college will need this for one more year at a cost of 38K. Jeff is looking at demos of student success systems and customer relationship management (CRM) software. EAB is very popular as a full student management system - also looking at Slate, Civitas, and Ellucian CRM Recruit.
- Refresh rate for Smart classrooms –current budget of 193K is less than needed to refresh all equipment. So we must tackle the equipment as it fails and go by life cycles.
- Heading into a fiscal year with cuts – IT cannot afford to cut personnel. Media department is two FTE, one for Haverhill and one for Lawrence. More support staff is needed, as in many other groups.
- The college has the best information systems. But every five to six years special funding is needed, such as the capital campaign, which is being proposed.

Questions for Future Guest Noemi Custodia-Lora

Regarding our recruitment of international students, who at present number about 17, some questions to be presented will include the outreach to students of the Dominican Republic, the return of our investments, and operations/budget details.

It was noted that housing for international students is not a mission of the college, since the international students often live with their sponsors. Also, their tuition is at least triple that of our Massachusetts students. A language barrier was not evident since in applying to the college a certain proficiency in the language is required. One committee member noted that his student from Singapore spoke three languages: Mandarin, Thai, and English (with no accent).

Update on Adjunct Stipends

With input from the Executive Committee, the union, and George Medelinskas, the adjuncts, based on past history, should receive \$40 to attend meetings, but they have been informed they will not be getting that. The union will pursue it and, hopefully, a better discussion will be had when Bill Heineman returns.

Budget Forum

Patricia encouraged all to think of comments or questions that could be presented at the upcoming Budget Forum, scheduled for Nov. 21st. She emphasized that the committee is here to collaborate and learn more from our communications with Lane and other members of the college. In a recent meeting with Lane, the committee was asked to focus more on budget/financial concerns and to submit their letter of recommendation to Lane in March.

With no further issues, the meeting was adjourned at 3:30 with a motion presented by Paul Cavan, seconded by Cristina Nuncio, and approved by all.