



**Finance Committee Meeting Minutes
Room SC203, Haverhill Campus, February 14, 2018**

Attendees: S. Acevedo, P. Cavan, E. Colstad, L. Espinoza, L. Giampa, T. Gorczyca,
D. Lambropoulos, P. Machado, M. McCarthy, A. Morse, C. Nuncio, L. Buckley

Guest: Bill Heineman

Chair Patricia Machado called the meeting to order at 2:00p.m. Minutes of the January 31st meeting were unanimously approved, with a motion from Cristina Nuncio and seconded by Andy Morse.

Updates from Chair Patricia Machado

Patricia met with Michael McCarthy and Michelle Tremblay last Friday. Unfortunately, there will not be a reforecast in February since the BOT meeting was cancelled. All are invited to attend the next BOT A&F meeting, scheduled for March 7th. On Feb. 28th, Michelle will walk-thru the forecast with Patricia.

The recommendations to Lane Glenn will be finalized by the next meeting. Members have been asked to send any comments to Patricia prior to next meeting. Patricia reminded the committee that we are building a relationship with administration by respecting each other and being considerate. Our input is welcomed and appreciated.

Discussion with Bill Heineman

- In an effort to save funds, the number of course sections are being reviewed, in order to reduce empty seats in classes.
- Wait lists for courses seem to be unsuccessful. More effort will be made instead to steer students to pathways, utilizing Meta Major Centers.
- Meta Major Centers will provide academic coaching, tutoring, and help from peers, in order to build on our community strengths and reduce the number of new students who do not return (presently 46%). It was noted that academic prep should include the developmental area.
- Budgets are due March 1st. It is necessary to include “need to” not “want to” items, since the shortfall still remains at \$500K, down from \$1 M.

Action Items:

The Committee is asked to send any comments for recommendations for Lane to Patricia.

Patricia will send a draft list of recommendations to the committee for review prior to our next meeting.

With no further issues, the meeting was adjourned at 3:40 pm, following a motion, made by Andy Morse, seconded by Marilyn McCarthy, and approved by all. Next meeting is scheduled for Feb. 28th.

Respectfully submitted by Linda Buckley

February 21, 2018