



Finance Committee Meeting Minutes Room SC203, Haverhill Campus, Dec. 13, 2017

Attendees: Sherri Acevedo, Liliana Brand, Paul Cavan, Erin Colstad, Beth Donovan, Lis Helene Espinoza, Tom Gorczyca, Eileen Hays Johnson, Despina Lambropoulos, Scott Lancaster, Patricia Machado, Andy Morse, Cristina Nuncio, Ingrid Polanco, Linda Buckley

Guest: President Lane Glenn

Chair Patricia Machado called the meeting to order at 2:00 p.m. Minutes of the November 29th meeting were unanimously approved with the spelling correction of Lis Espinoza's name.

Patricia informed the committee that she will invite Noemi Custodia-Lora to return during the spring semester to continue her discussion regarding international students, since there are some issues that were not discussed at the last meeting due to time restraints. The committee is also looking forward to receiving her presentation slides.

President Lane Glenn discussed the following topics:

- The student fees will be assessed in March or April instead of June next semester; therefore, it is imperative that the committee's recommendation letter be sent to Lane in February.
- There is no contingency fund at the present time. There is ongoing discussion regarding a capital campaign, the largest in the college history. In the past, \$1.4 million was raised for the El Hefni building, and \$2 million was raised for the Tech Center. This campaign, which will be the work of the Foundation Board, will help with scholarships, add to the endowment for financial aid, upgrade the athletic facilities, improve the library, create student success hubs, and replenish IT equipment.
- The growth in bad debt has presented a real challenge. Much effort has been made to balance enrollment needs and payment plans. At the present time, the bad debt is running \$350K above what was projected.
- The committee expressed concern over the lack of door locks in the Spurk building. A more comprehensive security plan will be developed, which will include training for emergency situations.
- Due to many challenges, such as stagnant state support, increased costs, and lower enrollment, the college is facing the most difficult budget climate. The college is meeting this challenge by downsizing staff through retirements, resignations, and not filling vacancies. This challenge will be scrutinized more fully during the upcoming spring semester.

Other Issues

- There is a need for more course sections to be offered to students, since often a student needs to return the next year to complete one or two course requirements.
- The committee expressed concern over the hospitality and culinary startups, which are being financed by donated funds; however, the operations and salary expenses are the college's responsibility.

Patricia reminded the committee of the need for collegiality and transparency in requesting information from administration. Some of the future discussions with our guest, Michael McCarthy, will include issues surrounding safety, first year seminar, and grants. Over the break, Patricia will review all of the minutes and put together bullet items for us to review at the next meeting, scheduled for January 31. It is hoped that the letter of recommendation will be sent to Lane after the first meeting in February.

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

Respectfully submitted by Linda Buckley

Dec. 18, 2017