



Finance Committee Meeting Minutes Room SC203, Haverhill Campus, December 12, 2018

Attendees: S. Acevedo, E. Donovan, E. Colstad, L. Espinoza, T. Goulet, E. Hayes Johnson, P. Machado, S. McDermot, C. Nuncio, M. Tremblay, J. Zubrow, L. Buckley

Guests: K. Burns, S. McManus, T. Favara, M. McCarthy

Chair Patricia Machado called the meeting to order at 2:02 p.m. The minutes of the November 14th meeting were unanimously approved, with a motion presented by Sharon McDermot and seconded by Erin Colstad.

Updates from Chair

- The new student representative will be Daniel Keating and will attend the next meeting on Feb. 6th.
- Following a request that was made to Amy Callahan and Sheila Muller, an agenda item at a future ACA meeting will be the redesign of the structure of the various committee groupings.
- The committee will be preparing information in bullet form for the NECHE Standard 7.
- Lane Glenn will be the guest at our next meeting, while Noemi will be sometime in March.
- An updated spreadsheet with organizational charts of departments, along with the allocated money figures, will be distributed to the committee by Patricia.

Discussion with Kim Burns and Sharon McManus

- Kim and Sharon presented a detailed overview of Academic Innovations and Professional Development, complete with a two-page handout.
- In the handout, it was noted that Sharon is assisted in the Center for Professional Development by Ellen Yarborough, Faculty Fellow, and Kathleen Bartolini and Lizzie Linn Casanave, Adjunct Faculty Fellows.
- The Center for Instructional Technology and Online Learning was staffed by Melba Acevedo, Director, Susan Tashjian, Coordinator of Instructional Technology, and Instructional Technology Coaches, Rick Lizotte and Jody Carson.

Discussion with Tina Favara

- Tina provided a detailed presentation of the many programs that service our students and faculty.
- It was noted that the advising center is reaching many of its goals with the efforts of the student success hub, the integrated student experience, and the exploratory program.

Discussion with Michelle Tremblay

- Michelle gave an overview of the budget, and stated that 75% of the budget is left after the first quarter.
- It was noted that a new position that is proposed for the Lawrence Partnership (LP) will be fully funded by LP and not the college.
- More discussion followed regarding the payments of fringe benefits when connected to grants.

With no further issues, the meeting was adjourned at 3:17pm with a motion presented by Lisette Espinoza and seconded by Cristina Nuncio.

Respectfully submitted by Linda Buckley

December 13, 2018