



**Executive Committee Meeting Minutes  
Room SC203, Haverhill Campus, February 13, 2019**

**Attendees:** Frank Dushame, Susan Fichera, Jenny Fielding, Gladys Gomez, Lance Hidy, Nancy Julin, Kelly Sullivan, Andy Montilla, Heather Mores, Trish Portanova  
**Guests:** Michael McCarthy

Chair Sheila Muller called the meeting to order at 2:03 p.m. The minutes of the January 30th meeting were unanimously approved, with a motion presented by Jenny Fielding and seconded by Lance Hidy.

**Discussion of ACA Standing Committees Membership**

Current membership consists of 6 faculty in 3 divisions. By giving STEM its own division, and redistributing the faculty in their proper divisions, we will comply with the Charter which states that each standing committee shall consist of 7 faculty: 3 faculty at large and 1 from each of the 4 divisions.

Larger issue is the validity of the Academic Prep as a division. Sheila recommended the committee review the Charter and current member list.

**Discussion with Mike McCarthy:**

**Lawrence Bookstore:** Discussion surrounded the closing of the Lawrence Bookstore prior to the end of finals at the end of the fall semester, and the confusion on where students could return books. The bookstore is having reduced hours due to the fact that the revenue of the bookstore has been reduced by a half a million dollars.

**Food vendor in Lawrence:**

The college has saved 100K by changing from Nexdine to a new vendor, Lucky's Catering Service. There are ongoing plans to have a pop up food vendor in Dimitry in the fall.

**Parking in Lawrence:**

Efforts will be made to make sure signs are placed outside of parking lots when full.

**Security issues in Haverhill:** Speeding on campus roads is of a concern. Consideration will be given to place a crossing guard at the faculty and staff parking lot.

Security contracts have been reduced from 1.5 million to 1.1 million.

With more incidents being reported to Deb Crafts and Vengerflutta Smith, a presentation of recommendations will be made by Deb to the committee.

**Athletic program:**

Mikes' presentation on Athletics was well received at the ACA on Feb. 11<sup>th</sup>. Mike McCarthy reported that Dan Blair is generating income with the renting of the facilities. The committee requested to see the budget data regarding the athletics efforts. This department will be a priority of the LIFT campaign.

**Police Academy:** A new director, John Scippa, has been hired. John is a former police chief in Stratham, NH. He will generate improvements in the police academy with in-service training, professional development, and innovative educational plans.

**Budget:** In an effort to promote transparency and trust, the revised format of the budget will capture every item, such as grants, student activity funds, and enterprise funds.

With no further issues, the meeting was adjourned at 3:35 with a motion presented by Jenny Fielding and seconded by Lance Hidy.

Respectfully submitted by Linda Buckley

February 25, 2019