



**Finance Committee Meeting Minutes
Room SC203, Haverhill Campus, February 20, 2019**

Attendees: S. Acevedo, L. Espinoza, T. Gorczyca, D. Keating, S. Lancaster, P. Machado, A. Morse, C. Nuncio, J. Zubrow, L. Buckley

Guests: M. McCarthy, J. Bickford

Chair Patricia Machado called the meeting to order at 2:07 p.m. The minutes of the February 6th meeting were unanimously approved, following a correction on the attendees' list, with a motion presented by Christine Nuncio and seconded by Andy Morse.

Update from Mike McCarthy

- Working with IT, researching CRM Systems. Mike has reached out to VP group to have representatives from their departments participate in the assessment. It will be a two-year process, bringing in a few companies, to acquire one system to meet our needs. Will get an assessment of the cost and will continue our efforts to be transparent.
- Ultimate goal is for a system where anyone can access a wide range of information, such as Workforce Development, Alumni, Lawrence campus, Athletics, hiring of interns, to name a few to meet proper needs of people. A notification system that shows who contacts whom, will prevent duplication of efforts.
- The new budget format will show all revenue and expenditures, including grants, student activity funds, etc. Clarification was made regarding a budgeting issue in a spreadsheet, showing not a reduction but rather where the departments' stand at the present time.

Updates from Jeff Bickford

Jeff presented well documented information regarding, among many issues, the Huron report, EAB, CRM, and the IT website, that will house all the IT services and IT's technology plan. Overall investments reach 2.5 million. Based on their life cycles \$410K is needed just to stay on top of things.

Mike has worked out an arrangement to acquire about \$600K in state funding to keep up with refreshing our 2500 computers for the next few years. Another academic Lab will be added with the culinary program.

These are challenging times, as we are told to tighten our footprint but still meet the needs of the students. Ten year analysis shows a growth of over 65 administration applications from the previous number of 25. Growth is everywhere except FTE.

Jeff recommended having a weekly reminder sent out to the college to encourage participation with the SOAR forums.

The committee will address Standard Seven at the next meeting. Also, we are waiting for a food report by organizations.

With no further issues, the meeting was adjourned at 3:30 with a motion presented by Andy Morse and seconded by Scott Lancaster.

Respectfully submitted by Linda Buckley

February 21, 2019