



**Finance Committee Meeting Minutes
Room SC203, Haverhill Campus, March 6, 2019**

Attendees: S. Acevedo, J. DiPrima, E. Donovan, T. Gorczyca, T. Goulet, E. Hayes Johnson, D. Keating, S. Lancaster, P. Machado, A. Morse, J. Zubrow, L. Buckley
Guests: N. Custodia-Lora

Chair Patricia Machado called the meeting to order at 2:01 p.m. The minutes of the Feb. 6th meeting were unanimously approved, with a motion presented by Sherri Acevedo and seconded by Dan Keating.

Chair Machado noted that Michael McCarthy and Michelle Tremblay were unable to attend, but were represented by Jeff DiPrima.

Discussion with Noemi Custodia-Lora

- The personnel budget was presented, in which they worked with the community and business partners, administering to a total of 659 immigrants, of which 56 students transferred to four-year colleges, since 2016.
- The Operational budget showed a personnel increase from 118 to 280.
- It was noted that the college has many early college partnerships, working closely with the high schools in the local area.

Food Issues

The committee reviewed a handout that Jeff DiPrima distributed detailing each department's food charge totals. The committee requested more detail surrounding the Operational Dept., HR, among others.

Other Issues:

- Chair Machado noted the change in meeting schedule to occur once a month next year. Also, there will be a meeting of all the Committee Chairs on March 15th.
- The committee was asked to review all of the previous minutes in preparation for the report that the committee will present to Lane.
- The committee reviewed NECHE's Standard Seven: Institutional Resources and noted which resources were a strength or an aspiration.
- An email from Michelle Tremblay was distributed which explained the FY20 budget, showing the budget and actual numbers. This data is reported to the VP's and the BOT A&F committee on a quarterly basis.

With no further issues, the meeting was adjourned at 3:30 pm with a motion presented by Sherri Acevedo and seconded by Daniel Keating. The next meeting is scheduled for April 3rd.

Respectfully submitted by Linda Buckley.

March 12, 2019