

**North Shore Community College  
Board of Trustees  
Wednesday, October 18, 2017, 8:00 am - 10:00 am  
Community-Conf Rm/Lynn**

**Approved November 15, 2017**

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In Attendance

Alex Stone; Anhdao Tran-Moseman; Dr. J.D. LaRock; Fatima Jallow Nambouh; Joseph Riley; Kevin Harron; Lyn Kaplan; William DeRosa

1. Call to Order

Additional meeting attendees: President Patricia Gentile, Vice President Madeline Wallis, Vice President Janice Forsstrom, Vice President Karen Hynick, Vice President Jermaine Williams, Linda Brantley, Trish Callahan, Anna Mitchell, Laurie LaChapelle, Steve Creamer, David Houle, Cheryl Coleman, Drew & O'Connor Auditors - Steven Cohen & Emily Kerwin.

Due to transportation delays caused by a major auto accident, the Chair of the Board was delayed. The President convened the Trustees who had arrived at 8:05am and invited the auditor to present the 2017 audit to the board. A quorum of the board of Trustees was present.

a. O'Connor & Drew Audit Review

Vice President Jan Forsstrom introduced the auditor principal of Drew and O'Connor who oversaw the FY2017 audit to address the Trustees. Copies of the audit were distributed to the Trustees. The auditor led the Trustees through the audit financials and notes pointing out that the opinion of the auditor was that the financial statements represented in the audit represent fairly, in all material aspects, the position of the College as of June 2017 and June 2016. Questions posed by the Trustees were answered, especially regarding the note about the IRS notification on lack of timely filing of the FY2015 Form 1098T.

- Motion 18:03 - to approve FY17 Audit June 30 2017 and 2016  
*Financial Statement Draft 10-12-17*

The Chair (who had arrived during the audit presentation) asked for a motion to approve the FY2017 audit.

Move: Joseph Riley Second: Kevin Harron Status: Passed

2. Public Comments

None.

3. Student Trustee Report

Student Trustee Nambouh reported on SGA (Student Government Association) activities. Student Club Fairs were held at both Lynn & Danvers Campuses. The Multicultural Society with SGA is currently

doing a fundraiser for recent hurricane victims with a goal of \$5,000. Students and Vice President Hynick attended the Red Sox Community College Night at Fenway Park. Students and staff attended the Town Hall Meeting in Peabody with Senator Ed Markey. Club leadership training is being offered. SGA working on collaborative efforts between student clubs. SGA leaders want to participate and help with the Food Markets, especially in Lynn. SGA is also participating in the Lynn based 'Chase the Chill' fundraising effort.

Trustee Nambouh noted current student issues regarding food service campus discrepancies and parking in Lynn Campus.

--Vice President Forsstrom will be looking into what could be any differences noting that the Lynn Café is a smaller footprint which does not allow for as many variety and food choices as in Danvers. She is following up with Corporate Chef.

--Parking between 10am - 12noon in Lynn has been a challenge with the College offering to refund student parking costs in the MBTA Garage. Students do not want to front the money each time. Vice President Williams will be looking into possible other options.

Two SGA members attending 2-day conference organized by Community College Student Leadership Association.

SGA also sending 2 members to Student Advisory Council Leadership Luncheon Retreat organized by MA DHE.

Veterans Club organizing November fundraiser to support the homeless.

a. Student Showcase Accessibility Services

Cheryl Coleman, Liberal Arts provided her experience in utilizing NSCC Accessibility Services. Also noted that student to student communication of these services has been positive.

4. Chair's Report

a. Election of Vice-Chair

Chair LaRock noted that Trustee Riley and Trustee Kaplan were long standing members on the Board of Trustees.

He took a minute to thank Lyn Kaplan for her efforts and support over the last 5 years.

- Motion 18:01 - to elect and approve Board Vice Chair for FY18.

To elect and approve Trustee Joseph Riley as Vice Chair.

Move: Kevin Harron Second: Lyn Kaplan Status: Passed

b. Minutes Approval  
Doc: 10 - FY2018

Move: Joseph Riley Second: William DeRosa Status: Passed

- Motion 18:04 - to approve Minutes of Sept 20 2017

#### 5. Committee Report - President's Evaluation Committee

Doc 11 - FY2018

Doc 11 A - FY2018 (*will be added prior to meeting*)

Chair LaRock reviewed this year's process for the President's Evaluation with the current Board including the Collective Goals document. Evaluation Committee members included Chair LaRock, Trustees Riley & Kaplan. A summary letter that will be forwarded to Commissioner Santiago was provided for the Board to review. President Gentile noted a number of positive efforts under her leadership. Chair LaRock included that a number of state-wide goals were achieved as well. There was a brief discussion on competition between 2 year, 4 year, and other New England colleges.

Chair LaRock also revised the letter to be signed by each Trustee as a show of support for President Gentile.

- a. Motion 18:05 - to approve the President's FY2017 Evaluation Collective Goals Summary & Letter that will be forwarded to Commissioner Santiago

Move: Kevin Harron Second: Lyn Kaplan Status: Passed

#### 6. President's Report

- a. Achievement: Voluntary Framework of Accountability - FY2017 Outcomes

Doc: 12 - FY2018

Metrics of VFA

Laurie LaChapelle provided description of the VFA report vs IPEDs reporting.

She noted that VFA measures more students, measures more outcomes, and quantifies the full range of community college student success. The VFA showed the increase in success rate for six-year outcomes from 2009-2015 were at 79% and that the 2010-2016 six-year outcome increased to 80.7%.

- b. Strategic Framework for Capital Planning (Process) - Major Project Capital Request

Doc: 13 - FY2018

Doc: 13 A - FY2018

President Gentile described the new DCAMM capital planning process of grant submissions. NSCC currently has 2 proposed projects -- Danvers Campus Renovation & Expansion of Science Labs and Lynn Campus Remodel/repurpose of existing modular classrooms. The new process requires Board of Trustee approval before submission.

- Motion 18:06 - to approve the DCAMM Higher Ed Capital Funding process and proposed projects - each not to exceed \$20m: 1) Danvers Campus Renovation & Expansion of Science Labs 2) Lynn Campus Remodel/repurpose of existing modular classrooms.

Move: Lyn Kaplan Second: Joseph Riley Status: Passed

c. NSCC Foundation Certification

Required by MGL, Chapter 15A, Section 37 documents provided for continued certification approval by Board of Trustees

Yearly the NSCC Foundation, Inc must be approved for certification by the Board of Trustees. A list of current Foundation Board members is included with a new Memorandum of Understanding that needs to be signed by both Boards.

- Motion 18:07 - to approve Certification of the NSCC Foundation, Inc.

Move: Joseph Riley Second: Anhdao Tran-Moseman Status: Passed

i. Foundation Audit (*included within NSCC Audit Report*)

ii. Foundation Board of Directors  
Doc: 14 REV - FY2018

iii. Foundation Revised Memorandum of Agreement  
Doc: 15 - FY2018

- Oct 3 Foundation Champions event outcomes

d. Commencement Graduation Honors Requirement  
Doc: 16 - FY2018

President Gentile explained the change of language request used for the Commencement Graduation Honors Requirement that was recommended by the Faculty Governance Committee. This change is to alleviate confusion between Commencement Honors and our Honor Program students.

- Motion 18:08 - to approve policy revisions to the Commencement Graduation Honors Requirement as recommended by the Academic Policy Committee.

Move: William DeRosa Second: Anhdao Tran-Moseman Status: Passed

e. Policy centralization, template formatting, and virtual manual plan

f. Finance & Administration - Vice President Janice Forsstrom  
Doc: 17 - FY2018

Vice President Janice Forsstrom presented the FY17 Q4 Budget to Actual figures. She noted that

we did better on the revenue side due to building in the potential 9c cuts that did not occur, and that we received the funding formula funds as well as the collective bargaining funds. We also saved on facility space rentals and administrative costs.

Motion 18:09 - to approve FY17 Q4 Budget to Actual

Move: Lyn Kaplan Second: William DeRosa Status: Passed

7. Human Resource Development - VP Madeline Wallis

Doc: 18 - FY2018

8. Other Business

Dec 5th - 6pm Evening social at Ferncroft Country Club with Foundation Board (*RSVPs are encouraged*)

9. Adjournment

Meeting adjourned at 10:00am.

Move: Lyn Kaplan Second: Alex Stone Status: Passed

Respectfully Submitted

Cathy Anderson