**MINUTES**

Doc: 37 FY2022

**Approved 3.22.22**

**NSCC**

**Board of Trustees**

**Tuesday, February 15, 2022, 4:45 pm - 6:30 pm**

**VIA ZOOM**

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| In Attendance |
| Andrea Gayle-Bennett; Anh Dao Tran-Moseman; Barbara Heinemann; Dr. J.D. LaRock; Maria Vega-Viera; Richard Yagjian; Yuleika Lluveres(left at 5:32pm) |
| Not In Attendance |
| Dr. Dharma Cortes; Joseph Riley  Additional Attendees  President William Heineman; Miranda Gualtieri; Interim Vice President of Student Affairs Stephen Creamer; Interim Director of Human Resources Mary Chatigny; Interim Vice President of Academic Affairs Andrea DeFusco-Sullivan; Vice President of Administration and Finance Janice Forsstrom; Tim Johnson; Nikki Pelonia; Linda Brantley; Laurie LaChapelle; Michael Leonard; Dianne McDermott Cerasuolo; Yelenna Rondon; Luciano Sappia; Joanne Sullivan; Jason Marsala; Julie Morrill; Eileen Gerenz; |

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| |  |  | | --- | --- | | 1. | 4:45pm Call to Order | |
| The meeting was called to order at 4:50pm | | | |
| |  |  | | --- | --- | | 2. | 4:51pm New members of the North Shore Community | |  |  |  |
| President Heineman read names, titles and departments of new employees at NSCC.  New employees who were present were invited to introduce themselves. | | | |
| |  |  | | --- | --- | | 3. | 5:00pm Public Comments | |  |  |  |
| There were no public comments. | | | |
| |  |  | | --- | --- | | 4. | 5:05pm Student Trustee Report | |  |  |  |
| Yuleika Lluveres reported that she has been in collaboration with faculty and staff, to develop a student survey that addresses how faculty and staff can assist with student success.  Meet and Greet Pizza parties are planned for early March on each campus and monthly activities will be planned going forward. | | | |
| |  |  | | --- | --- | | 5. | 5:10pm Education Report Doc: 28FY2022 | |  |  |  |
| Dean Michael Leonard introduced the Education Report.  Dianne McDermott Cerasuolo presented Experiential Education inside the Classroom. She reviewed digital and social marketing internships and courses being modeled as marketing agencies. The NSCC Foundation Board was the client in the Fall Social Marketing micro internship.  Student reflections included positive feedback on working in a group, working with a real client, real life experience and presenting to a client.  Yelenna Rondon presented Equity in Pedagogy during Covid-19, a Perkins Project focused on retaining business students. NSCC students, faculty, staff and a local high school participated in various research activities including student and faculty surveys, a student support staff focus group and local high school faculty and staff interviews. The Covid-19 pandemic resulted in a structural shock on the educational experience of NSCC accounting and business students and potential students. Navigating educational challenges was partially possible thanks to the dedication of faculty and staff who adapted teaching, tutoring, and student support formatting to serve the students during the pandemic. Nonetheless, many challenges remain, specifically those associated with access to reliable Wi-Fi, balancing life responsibilities, and dealing with mental health challenges.  Luciano Sappia presented NICE, the North Shore Innovation Center for Entrepreneurs. The Center's purpose is to engage, support and expose students to entrepreneurship and to establish itself as a leader in entrepreneurial resources and community innovation. NICE has established a NACCE membership, has an affiliation with Kauffman Foundation, has launched a virtual center, and is collaborating with local groups to develop community space.  Trustees thanked the team for their hard work on the three diverse, rich and experiential programs.  There was discussion about using space close to campus for NICE, partnerships with NICE, the relevance of digital marketing, addressing student stress by providing more flexibility, and expanding initiatives into the biotech industry. | | | |
| |  |  | | --- | --- | | 6. | 5:25pm Chair's Report | |  |  |  |
| Chair LaRock reported on the recent ACCT Legislative Summit that he attended along with President Heineman and Co Vice Chair Maria Vega-Viera. Conversations with elected officials showed a collective support for community colleges and commitment to the long term work ahead. | | | |
| |  |  | | --- | --- | | a. | Review Minutes of 11/16/21 Doc: 29FY2022 | |  |  |  |
| Chair LaRock asked if there were any comments or corrections to the minutes of 11/16/21.  Hearing none, he asked for a motion to approve. | | | |
| |  |  | | --- | --- | | • | Motion 22:12 to accept the minutes of 11/16/21 | |  |  |  |
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| Move: Maria Vega-Viera  Second: Barbara Heinemann  Status: Passed | | | |
| |  |  | | --- | --- | | b. | Annual Memorandum of Agreement NSCC Foundation Board Doc: 30FY2022 | |  |  |  |
| Chair LaRock asked if there were any comments or concerns on the Annual Memorandum of Agreement NSCC Foundation Board.  Hearing none, he asked for a motion to approve. | | | |
| |  |  | | --- | --- | | • | Motion 22:13 to accept the Annual Memorandum of Agreement NSCC Foundation Board | |  |  |  |
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| Move: Andrea Gayle-Bennett  Second: Barbara Heinemann  Status: Passed | | | |
| |  |  | | --- | --- | | c. | President's Evaluation Timeline | |  |  |  |
| Chair LaRock invited President Heineman to review the BHE's process of the presidential evaluation. The BHE sets general guidelines and rules as to the timeline of completing the evaluation in addition to some specific criteria to be evaluated. Evaluations are due at the end of June and the two areas of focus for this fiscal year are the equity agenda and management throughout the pandemic. The BHE also asks for institutional goals, which were developed and approved by the NSCC's board in November.  There was discussion about the timeline, availability of data, and a potential opportunity to ask for an extension of the June deadline.  Chair LaRock indicated that broadly speaking, the Presidential Evaluation Committee will convene an initial conversation with reference to the established goals. President Heineman will provide a self-evaluation and then the committee will provide a letter to the Commissioner of the BHE. Trustees agreed to follow that process.  Current members of the committee are Chair J.D. LaRock, Co Vice Chair Joe Riley and Andrea Gayle-Bennett volunteered to serve on the committee as well. | | | |
| |  |  | | --- | --- | | 7. | 5:40pm Finance Committee | |  |  |  |
| |  |  | | --- | --- | | a. | FY2023 Budget Calendar Doc: 31FY2022 | |  |  |  |
| Anh Dao Tran-Moseman reported that the committee is meeting 1-2 weeks prior to the full board meeting to allow adequate time for review. | | | |
| |  |  | | --- | --- | | b. | Q2 Review FY2022 Doc: 32FY2022 | |  |  |  |
| Tim Johnson reviewed the Q2 budget. Net revenue is at an 8% decrease, similar to the decrease in credit hours. Expenses are running slightly high, particularly in outside services and technology due to some advance payments. CARES money is being utilized more efficiently than in the past.  There was discussion about closely monitoring the decline in typical revenue resources as the subsidy funds are spent and depleted. | | | |
| |  |  | | --- | --- | | • | Motion 22:14 to accept Q2 Review FY2022 | |  |  |  |
| Anh Dao Tran-Moseman asked for a motion to accept the Q2 Review. | | | |
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| Move: Andrea Gayle-Bennett  Second: Barbara Heinemann  Status: Passed | | | |
| |  |  | | --- | --- | | c. | Fee/Aid Support Proposal Doc: 33FY2022 | |  |  |  |
| President Heineman reported that the impact of a fee increase would be relatively modest and that the leadership team agreed that given the availability of COVID institutional support funds and continuing negative impact of the pandemic on student finances, this would not be a year to recommend raising fees. He also reported that going forward, regular incremental increases are preferable to a large increase after several years.  There was discussion about benchmarking tuition and fees against Pell. New financial models will be developed to include specifics and projections on revenue plans in upcoming meetings. | | | |
| |  |  | | --- | --- | | • | Motion 22:15 to accept Fee/Aid Support Proposal | |  |  |  |
| Anh Dao Tran-Moseman asked for a motion to accept the Fee/Aid Support Proposal to not increase fees. | | | |
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| Move: Maria Vega-Viera  Second: Barbara Heinemann  Status: Passed | | | |
| |  |  | | --- | --- | | 8. | 6:00pm President's Report | |  |  |  |
| |  |  | | --- | --- | | a. | NECHE Progress Report Docs: 34FY2022 35FY2022 | |  |  |  |
| President Heineman reported on the NECHE Progress Report. The draft has been sent to NECHE for a courtesy read before the mid-March deadline. The report lays out the context of 2 presidential transitions and an ongoing pandemic since NECHE sought the report. Much data gathering has been done with respect to internal governance with more work to come analyzing that data and reforming organization and processes of governance. With respect to NECHE’s concerns about the Board side, the trustees have completed a self-evaluation and have engaged in professional development opportunities.  Trustees discussed their progress in the area of engagement and Trustee Tran-Moseman suggested leveraging the new CDO position in the report. There was also discussion about NSCC's strong commitment to innovation, resetting the organization and the importance of the upcoming strategic planning.  President Heineman anticipates that NECHE will send a small team to NSCC in the fall. | | | |
| |  |  | | --- | --- | | b. | Strategic Planning | |  |  |  |
| President Heineman reported that the Strategic Planning Committee is formed. The first, data gathering stage of the planning process will have an internal and external facet. Results will be reviewed at the April meeting and a summit is planned in May. | | | |
| |  |  | | --- | --- | | c. | Covid/Return to Campus | |  |  |  |
| President Heineman reported that the vaccine mandate and return to campus were implemented in January. NSCC cases are now dropping after the Omicron surge. | | | |
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| President Heineman reported that the Provost Search Committee is in the process of determining candidates to bring in for interviews and that the search for the new HR position is underway. | | | |
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| Linda Brantley reported on the Inauguration set for May 13, 2022.  There will be a luncheon at the Nahant Country Club followed by the Installation Ceremony in the Lynn Campus Gym. The Board will have a distinct role in the ceremony. A festival will follow the installation ceremony. | | | |
| |  |  | | --- | --- | | 9. | 6:25pm Other Business | |  |  |  |
| There was no other business. | | | |
| |  |  | | --- | --- | | 10. | Adjournment | |  |  |  |
| The meeting was adjourned at 6:35pm. | | | |