Members Present: Maria Carrasco, Martha Farmer, Beth Hogan, Lyn Kaplan (on conference call), Lesley Peters, James Ridley, Joe Riley (on conference call), Steven Seeche, Richard Yagjian

College staff and others: Patricia Gentile, Linda Brantley, Patricia Callahan, Janice Forsstrom, Joanne Light, Madeline Wallis, Karen Hynick, Laurie Carlson, Than Giddarie, Doug Puska, Dave Cook, Stephen Creamer, Cathy Anderson

Call to Order
Chair Yagjian called the meeting to order at 4:03 p.m.

Approval of Minutes
Trustee Ridley made a motion to accept the minutes of October 8, 2014, seconded by Trustee Carassco. Motion passed. Minutes approved by unanimous vote.

CHAIR’S REPORT

Motion
Chair Yagjian introduced the following motions:

15:09 Motion to approve the College’s First Quarter Financials FY2015 by Trustee Seeche, seconded by Trustee Riley. Motion passed by unanimous vote.

15:10 Motion to approve the revised Public Access Resolution by Trustee Peters, seconded by Trustee Farmer. Motion passed by unanimous vote.

PRESIDENT’S REPORT

President Gentile reported on the successful CommUniverCity at Lynn Summit held on Monday Nov 10th. Approximately 150 attended this working summit that was opened by Senator Tom McGee who expressed the importance of this collaborative effort. All CommUniverCity partner leadership attended the Summit along with staff and faculty from their agencies/organizations. In addition, several other community agencies attended to understand the initiative and add value to the discussion. Facilitators were provided pro bono from Ellucian Higher Ed Services.

After the opening plenary, Summit participants attended workshops along two tracks – Academic Pathways and Financial Literacy with Social Service Supports. President Gentile will continue updating the Board on the progress of this initiative as it moves forward.
Report passed out from the MA DHE titled Degree of Urgency: Why Massachusetts Needs More College Graduates Now. This is the 3rd annual report on the Vision Project. Dr. Gentile presented on the enrollment projections for the Commonwealth and for NSCC. A summary of slides included:

Public Higher Ed Enrollment Projections to 2025:


2. At the Apex: The 2030 Educational Attainment Forecast and Implications for Bay State Policymakers http://www.massinc.org/~/media/Files/Mass%20Inc/Research/Full%20Report%20PDF%20files/ApexReport.ashx

Financing Public Higher Education:


Summary

* Next 10+ years - projected declining enrollment cycle
* FTEs are declining at a faster pace than headcount because of the continuing shift to part-time status
* Our past growth has come from minority enrollments as new students, but that has slowed
* Declining enrollment greater among first-time and transfer nonminority than minority students
* Lynn Campus is losing enrollment faster than Danvers
* Online course enrollments increasing but small selection; online degrees? Have built internal capacity. Potential source for additional students and shifting more from part-time to full-time status.

Dr. Gentile described some strategies the College is taking to address these projections and trends. She noted that FY15 is a “planning year” where the following plans will be accomplished:

- Master Academic Plan
- Master Facilities Plan
- CommUniverCity at Lynn Strategic Plan
- Strategic Enrollment Management Plan

In FY16, the resulting culmination of data, analysis, ideas, and plans will roll into our FY17-Fy20 College Strategic Plan and Goals. The next College Strategic Plan should be available to the Board of Trustees for adoption in Spring 2016.
Strategy discussion: the Trustees were interested in some of the ideas NSCC had already tried such as providing additional funds to qualified students to take full course of credits. They also expressed the hope that the College tries to implement weekend programs that may fit better into family schedules. President Gentile noted that we are posting for a program assistant in Institutional Research to help track data and provide academic and student service program assessment.

Chairman Yagjian noted that the business of higher education requires partnerships such as the CommUniverCity concept. In addition, we need to collaborate on a regional marketing approach to engage potential students in thinking about the positive choice of coming to a community college.

HUMAN RESOURCES

VP of HR Madeline Wallis introduced presenters for the College’s SaVE program to identify, investigate and deal with sexual abuse, harassment and violence. The team included: Than Giddarie, Director of Human Resources; Doug Puska, Campus Police Chief; and Stephen Creamer, Dean of Students. The group made an informative presentation on how the College handles such situations.

INSTITUTIONAL ADVANCEMENT

Madeline Wallis noted we hope to have the new Vice President of Institutional Advancement, Mark Reimer, come on in December. She also presented the Professional Personnel Action Report.

ACADEMIC AFFAIRS

VP Karen Hynick informed the Board of the November 6th launch of the committee to develop a Master Academic Plan. The goal of the planning work is to advance the quality of teaching and student experience, aligning the academic programs with the labor market and transfer options, researching best practices, and to foster partnerships.

She noted that the fall work on the redesign of developmental math program has been completed and has gone to the curriculum committee for approval.

The STEM Starter Academy program was successful with over 80 high school students attending.

Lynn Public Schools including the Lynn Voc Tech High School and the Essex Tech School in Middleton attended a joint faculty meeting. The College faculty are hoping to leverage ways to offer Early College services to more students.
Chairman Yagjian noted the importance of the relationship NSCC has with the Tech High Schools as well as all the high schools. Vice President Hynick added that she and President Gentile will be alternating in attending the Superintendents Roundtable meetings. Further discussion among Board Members included emphasizing a plan to complete their education; that the end goal is a graduation date and to work towards that date.

**ADMINISTRATION AND FINANCE**

VP Jan Forsstrom noted that the Governor has announced that due to a projected revenue shortfall, there would be 9C cuts proposed as a mid-year adjustment to the Commonwealth's budget. The overall adjustment is a 1.5% decline in overall expenses. We are unsure how the cuts will be proposed and those proposals will need to go through the State House and Senate and may change from the original proposal. Despite the uncertainty, we are already looking at strategies on how to address the potential cuts to operating and grant budgets.

**STUDENT AND ENROLLMENT SERVICES**

**STUDENT REPORT**

Interim Vice President Joanne Light informed the board that Student Trustee Sean Reid (who was unable to attend this meeting) did a great job in the ‘get out and vote’ effort. He was also busy with the Federal Reserve Competition. She reminded attendees that in November there will be a coat drive; student Government is off to a slow start as the President had to step down and elections are this month; and there should be a new hire in Student Life that will have the responsibility of leading the SGA.

Dr. Light also reported that we are 6th in the State in Veteran student enrollment. On Nov 22nd we will be having a Saturday Open House at Danvers Campus from 10am – 12noon. She also wanted to make sure the board reads the latest edition of The Pennon.

**OTHER BUSINESS**

Clerk Anderson surveyed the Board on whether they had an existing laptop or IPad that could be used for the new BoardPaq software to begin implementation. She noted that a training schedule should be available by the December Board Meeting or end of the calendar year.

Trustee Ridley gave an overview of the ACCT Chicago Conference and suggested that all Board Members at one time during their tenure attend this conference. He noted that this conference is very much a learning experience as well as motivational experience.

Chairman Yagjian noted that rather than see our US elected officials in their DC offices, we see them locally twice a year to inform them of exactly what we are doing. It’s also important to have them on our campuses.

Trustee Hogan congratulated President Gentile on her participation in the Upward Bound 50th Anniversary celebration program at Boston University.
Trustee Peters provided dates and info on the Performing Arts Council production of Sleeping Beauty on Dec 5, 6, & 7th. She was very humbled by being asked to participate and noted that so many of our students are quite gifted and work very hard with long hours in rehearsals to present the play.

Chair Yagjian requested the board go into Executive Session. Roll call vote for the session: Maria Carrasco - yes, Martha Farmer - yes, Beth Hogan – yes, Lyn Kaplan - yes, Lesley Peters - yes, James Ridley –yes, Steve Seeche - yes, Joe Riley – yes, Richard Yagjian – yes.

ADJOURNMENT of Open Meeting.

Trustee Ridley made a motion to adjourn the open meeting, seconded by Trustee Peters. **Motion passed by unanimous vote.**

**Open meeting closed at 5:59pm.**

Executive Session recorded.