In Attendance:
Elizabeth Hogan, James Ridley, Janice Forsstrom, Jeffrey Wardwell, Karen Hynick, Lesley Peters, Linda Brantley, Madeline Wallis, Maria Carrasco, Mariflor Uva, Mark Reimer, Patricia Gentile, Steven Seeche

Not In Attendance:
Cathy Anderson, Dale Pyatt, Joseph Riley, Lyn Kaplan, Martha Farmer, Richard Yagjian, Sean Reid, Susan Mulvey, Trish Callahan

1. Call to Order

Meeting was called to order by Vice Chair Beth Hogan. 
A quorum of the board was not present.

Additional meeting attendees:
President Patricia Gentile, VP Janice Forsstrom, VP Madeline Wallis, VP Karen Hynick, VP Mark Reimer, Mariflor Uva, Linda Brantley, Stephen Creamer, Shawn Cronin, David Houle, Jennifer Perkins, Jessie Zubarek, Laurie LaChapelle

2. Approval of Minutes February 11, 2015 - Doc: 45

The minutes of the previous meeting were reviewed but not approved due to the lack of a quorum.

3. Chair's Report

Vice Chair Hogan and President Gentile discussed the process for reappointing Chairman Richard Yagjian, noting that reappointment is likely, but the process can be lengthy. A letter of recommendation and support for reappointment of Chairman Yagjian to a second 5-year term as a trustee was sent to the Governor's Office.

a. Advocacy for Commonwealth's FY16 Budget

4. President's Report, Dr. Patricia Gentile

President Gentile invited Vice President Forsstrom to report on the Finance Subcommittee meeting held
just before the Board meeting. Vice President Forsstrom reported that the finance committee discussed three items: the introduction of program fees for Health programs and the Culinary Arts program, the completion of the A1 audit, and the possibility of appointing an Audit Subcommittee. Currently the Finance Subcommittee Oversees audits.

As a result of a quorum not being present, the Board of Trustees was unable to vote on the three budget related motions on the agenda. However, the motions that were developed by the executive staff in conjunction with the Finance Subcommittee were presented. The following actions are recommended:

Remove the Technology Fee from the general fee. Maintain the Technology Fee as a separate fee and increase it from the current $12 per credit to $17 per credit, effective beginning Summer I, 2015. Further, the Finance Subcommittee recommends adopting a differentiated program fee structure beginning in Fall semester 2015 for Culinary Arts and Health programs. See the attached list for proposed fees. Due to the lack of a quorum, a special meeting will be scheduled in the next week for the purpose of entertaining these motions.

President Gentile discussed Governor Baker's FY15 9C cuts, which amounted to $302,174.75. In addition to these cuts, STEM Starter Academy, Workforce Development funding was reduced to those funds expended and the remainder eliminated. President Gentile reported that planning for the next strategic plan will be underway by the end of the semester, and will encompass the work of the Master Facilities Plan, the Master Academic Plan and the as yet unwritten Strategic Enrollment Management Plan.

a. Budget Discussion FY15 - 9C cuts and FY16 - Program & General Fees

   - Finance Committee to insert 1 or 2 Motions - Doc:

b. Academic Affairs - Vice President Karen Hynick

Vice President Hynick described the 15 to Finish initiative that will be part of NSCC’s Master Academic Plan. The initiative requires creating structured schedules on two campuses for the top five programs of interest to incoming high school freshmen. Students will have the option to complete 15 credits per semester, or to take 12 credits each semester and supplement with credits in the Winter and Summer term to complete a total of 30 credits per academic year. Additionally, Vice President Hynick described changes to the academic calendar and the addition of professional development days to the calendar, as allowed by the faculty contract.

Additionally, the Early Childhood program accreditation visit occurred on March 11th, and the Respiratory Therapy program is being accredited this year. Finally, the New England Association of Schools and Colleges will be on campus this spring to accredit the Middleton campus, which is a “substantive change” to our academic programming. Vice President Hynick reported that the Communivercity is launching this fall with the IT pathway.

- Loreen Tirrell, Professor Culinary Arts Kathy Champlain, Professor Cosmotology

Finally, Vice President Hynick introduced Kathy Champlain, who described the Cosmetology
program and the schedule for salon hours that are open to the public.

c. Administrative Services - Vice President Janice Forsstrom

• Informational Session - Bookstore

Vice President Forsstrom introduced Mariflor Uva, Assistant Vice President of Budget and Planning and Shawn Cronin, Director of the College Bookstore. NSCC is one of three community colleges in Massachusetts who still operate their own bookstore. The other 12 colleges outsource their bookstores. New England is an anomaly in that regard, with 90% of college bookstores outsourced. In the rest of the country, only 53% of college bookstores are outsourced.

NSCC’s bookstore currently generates over $3M in revenue and operates with a Director, five full time staff and approximately 20 seasonal part time staff. Recently the bookstore participated in a PACE study as part of the community college system. The study identified some cost saving measures and potential ways to increase profitability. Both campus bookstores were renovated in the past year, and the bookstore now offers computer equipment, and qualified students can purchase computer equipment with financial aid money. Additionally, the bookstore is working with faculty to decrease book costs by renting text books and securing Open Ended Resources (OER) – free learning materials – to reduce student costs. NSCC’s bookstore is responsive to faculty and students’ needs, and the potential exists to expand in Lynn, where it is the only bookstore in the city.

The bookstore has recently rolled out a new logo and Facebook and Twitter presence. In the Fall, students will be able to order books online to pick up in the store. Additionally, the bookstore is looking to build sales of non-book-related products such as scrubs, school supplies, and clothing.

d. Institutional Advancement - Vice President Mark Reimer

Vice President Reimer reported that as NSCC experiences decreasing financial support from the state, fund raising is more important than ever. His goal is to be more effective in raising private funds and utilizing foundation resources through strategic fundraising and in support of college strategic priorities. Looking forward, Vice President Reimer asked the Board to save October 1st for the ground breaking in Lynn regarding the construction of the new wing.

e. Human Resource Development and Interim Student Affairs - Vice President Madeline Wallis

Conflict of Interest Training is required every year and Trustees will be emailed a link to take the online course, which takes about 45 minutes and must be completed by April 1st.

• Vice President Student Affairs Search Update
Vice President Wallis announced that Dr. Jermaine Williams will become Vice President of Student Affairs beginning in April.

• Professional Personnel Action Report - Doc: 46

Personnel Actions were presented, but could not be voted on due to the lack of quorum.

• Conflict of Interest Law & Training

Reminder that this needs to be completed by April 1, 2015.
http://www.stateprog.eth.state.ma.us/

Conflict of Interest Training is required every year and Trustees will be emailed a link to take the online course, which takes about 45 minutes and must be completed by April 1st.

• Student Trustee Report - Sean Reid

There was no report due to Trustee Reid's absence.

5. Other Business - Facility Tour

6. Adjournment

The meeting adjourned at 5:45.