In Attendance:
Elizabeth Hogan, James Ridley, Joseph Riley, Lesley Peters, Lyn Kaplan, Maria Carrasco, Richard Yagjian, Sean Reid, Steven Seeche

Not In Attendance:
Dale Pyatt, Martha Farmer

1. Call to Order

Additional meeting attendees:
President Patricia Gentile, Vice President Janice Forsstrom, Vice President Madeline Wallis, Vice President Karen Hynick, Vice President Mark Reimer, Vice President Jermaine Williams, Linda Brantley, Laurie Carlson, Patricia Callahan, Mariflor Uva, Cathy Anderson

2. Motions

a. Approval of Feb 11, 2015 draft minutes - Doc: 45

   Move: Joseph Riley  Second: Elizabeth Hogan  Status: Passed

b. Approval of March 11, 2015 draft minutes - Doc: 48

   Move: James Ridley  Second: Elizabeth Hogan  Status: Passed

c. Approval of March 19, 2015 draft minutes - Doc: 49

   Move: Lyn Kaplan  Second: Lesley Peters  Status: Passed

d. Approval of Board Resolution for Dr. Charles Desmond, former Chairman, BHE - Doc: 52

   Presented by President Gentile
Motion to approve Board Resolution for Dr. Desmond.
After the vote, President Gentile requested that Dr. Desmond be invited to the May 13th Trustee meeting for a brief presentation.

Move: Joseph Riley  Second: James Ridley  Status: Passed

e. Approval of Motion: 15:15 Fy2015 - To approve Beer and Wine to be served with dinner to the Wharton Club of Boston Guests at the Beacon Cafe on April 9, 2015.

Presented by President Gentile

Motion to approve beer & wine to be served to Wharton Club guests on April 9, 2015.

Jim Ridley voted no.

Move: Lyn Kaplan  Second: Sean Reid  Status: Passed

3. Chair’s Report

Chairman Yagjian welcomed Trustee Riley to provide an activity report from the NSCC Foundation Board. Trustee Riley holds a board seat on the foundation.

a. NSCC Foundation Report - Joe Riley

Trustee Riley reported that college assets are doing well in the market. RFP process is ongoing during the summer for the Foundation Trust Endowment with anticipated decision late fall. The Foundation Board welcomed new member Jagruti Patel, MD, head of plastic surgery at Beverly Hospital.

The new on-line scholarship process has been welcomed and produced lots of discussion on Foundation Board priorities. Trustee Riley noted that the conversation at this meeting, due to the on-line scholarship process, was quite lively and had everyone engaged. He added that this was quite different than past meetings as the Foundation Directors discussed items well over the traditional hour meeting which was rare and suggested additional time be allowed for discussions at future monthly meetings for building consensus and more opportunities for students.

Vice President Reimer added that his office is taking a fresh look at policies & procedures on how to be more effective and to meet the greater needs of our students. Also Foundation Board investment and spending polices are being revised as well.

Chairman Yagjian noted thanks and appreciation to President Gentile and Vice President Reimer for their work with the Foundation Board of Directors. There has been tremendous positive changes over the last few months with Foundation Board members excited and engaged effectively producing higher expectations on nominations for board members. The scholarship on-line process is also gathering invaluable student information.
b. MCCTA (MA Community Colleges Trustees' Association) Spring Meeting Tuesday May 5, 2015

Chairman Yagjian noted the May 5th MCCTA meeting - see flyer under #5. Other Business. MCCEO is waiting for confirmation from Governor Baker and Secretary of Education office to finalize date, time, and location. More info to come.

4. President's Report, Dr. Patricia Gentile

a. Strategic Planning

President Gentile noted that the College is going into a planning year which includes the review of the college mission, vision, values, and goals.

The last strategic plan duration was 3 years due to prospective transition from the Burton Administration to a new president. The standard format for a MA community college, as defined by the BHE, is a 5 year strategic plan. BHE has drafted ‘Guidelines for Review of Campus Strategic Plans’. This past year three MA community colleges used the guidelines as a pilot and the findings and recommendations will be included in a June Meeting of those colleges going into a planning year. Though not available yet, there will be a metric for what BHE is going to look at and how plans will be approved so that we know expectations to incorporate into our process.

Trustee Seeche asked if the new administration could impact the document guidelines. President Gentile responded yes but that the Vision Project goals are expected to be the same. There is agreement that higher ed should be accountable for performance standards which we believe could be open to tweaking the funding formula. We won’t know more about the strategic planning guideline process until June.

President Gentile relayed that the senior staff had a retreat on Monday, April 6th and looked at expenditures, the budget, and major strategies for FY16. Also part of the retreat was to focus on the next Strategic Planning cycle and draft the process and timeline for the Coordinating Council to review and send out college wide for input before finalization in May. The final draft will come before the Trustees to also provide input. The draft process brings together all the college plans such as academic, facility, enrollment, etc with special programs like the CommUniverCity at Lynn, Early College, etc. Planned to-date are September 1st & 2nd Professional Days led by Vice President Hynick and on Sept 3rd, will be our traditional first faculty/staff meeting (which the BOT will be invited) and will be coupled with a convocation including a speaker on strategic thinking and planning, followed by a SWOT analysis. We will be using both Governance Meetings and Board of Trustee meetings that will all lead up to a retreat at a later date to determine our final Strategic Plan. We will also have focus groups with both internal and external constituents for an inclusive process with several opportunities for the Board of Trustees to participate with the larger groups.

We should have a draft document by February 2016 with final approval by the Board of Trustees in May 2016. Then it will go up to BHE for approval. The responsibility lies with the college Governance structure, which is also under review, and AVP Laurie LaChappelle and her office will provide primary support.

- Board of Higher Ed - DRAFT Guidelines for Review of Campus Strategic Plans - Doc: 50

- Presidents' Council Reply to BHE Draft Guidelines - Doc: 50a
• NSCC Draft Strategic Planning Process & Timeline

b. Institutional Advancement - Vice President Mark Reimer

• Institutional Advancement Educational Segment

Vice President Reimer introduced the term 'comprehensive campaign' that encapsulates what we are doing over the next few years. The term Capital Campaign is no longer used as we now utilize structure and energy and accomplish more than what the term capital campaign use to encompass. Its a true institutional effort throughout.

He provided a powerpoint and sample documents that will be used as we move forward. We still need to determine goals which will be part of the planning process as well.

We will establish a working goal for testing then finalize the goal after an initial raising of funds. Trustee Kaplan asked if the past $3m goal that was talked about in focus groups is a feasible amount. Vice President Reimer replied we need to take a little more time to determine our capabilities of raising funds and that it could be more than the $3m originally discussed.

President Gentile added that VP Reimer has been charged with not only the planning phase but building a development foundation - including a database of potential donors, information on past donors, and establishing more internal capacity.

Vice President Reimer continued noting an area to focus for growth and engagement is our Alumni. The Board of Trustees can help with facilitating gifts, giving money individually and there is a formula based on relationships where you will not need to just ask but exercise influence and advocate during the campaign phases. He added that there will be Board training to come in this area.

c. Academic Affairs - Vice President Karen Hynick

Vice President Hynick announced that on September 2nd there will be a Professional Development Day that the Trustees will be invited too. We have invited Davis Jenkins, author of 'Redesigning American Community Colleges' to present. The Cabinet staff have all ordered the book to read and the book can be ordered on-line or can be loaned out through our Library.

The faculty have developed open education resources that translate to savings with using on-line based programs.

The Master Academic Plan is moving along with 38 cross campus faculty and staff meeting. A draft will be presented at the May Board of Trustee meeting.

For events, there was an Early Admissions Dinner on April 1st where there was interest expressed in the '15 to Finish' program. There are meetings in May with the public schools including 2 meetings with high school faculty in developmental programs to help the high schools prepare students so they won't have to take remedial courses at NSCC. Jill Thornton and Vice President Hynick are working on expanding Early College to additional school systems. On April 17th there is a PARCC forum on campus.

d. Administrative Services - Vice President Janice Forsstrom
Vice President Jan Forsstrom reported on the Finance Committee meeting noting that the college continues to have a balanced budget. Next month we will have the 3rd quarter financials for the Trustees.

We are in the midst of a Facility Master Plan update with Sasaki Associates and DCAMM and are in the data gathering phase.

e. Human Resource Development - Vice President Madeline Wallis

- Professional Personnel Action Report - Doc: 51

Presented by Vice President Wallis.

- President's FY15 Evaluation Committee

FY14 Evaluation Committee members: Richard Yagjian, Beth Hogan, Marty Farmer, Lesley Peters, Maria Carrasco

Vice President Wallis noted that the President's Evaluation deadline date has been moved up to June 30 from September 1. We are waiting on the schedule and more info from the Commissioner's Office.

Chair Yagjian noted that this year's President's Evaluation Committee will be composed of: Chair Yagjian, Vice Chair Beth Hogan, Lyn Kaplan, Maria Carrasco, Lesley Peters, and Jim Ridley

- Introduction of Vice President of Student Affairs Jermaine Williams

Vice President Wallis introduced new Vice President of Student Affairs Jermaine Williams.

f. Student Affairs - Vice President Jermaine Williams

Vice President Williams expressed how happy he was to be at NSCC. He noted that there are many end of semester activities that were listed in last month's meeting. Clerk Anderson noted that the event list has been updated and is included in this month's documents. He continued that at this time overall summer enrollment is up 2.7%. Early registration for Fall is up and that there were 148 people at the acceptance dinner with 2 more dinners to go.

- Student Trustee Report - Sean Reid

Trustee Reid reported on upcoming events, student concerns, and SGA business. See document. 15 to Finish program has received positive response however students are concerned that if their
schedules change such as dropping a class or a class is full and they can't get in, how does this effect the program and is there an flexibility with the program.

Vice President Hynick noted that our technology should manage the enrollment and plans are made to keep open seats, etc. Students will be encouraged to work with their advisors to make it work.

Trustee Reid added that the lack of public transportation to the Danvers Campus and the shuttle is still on the students' agenda. President Gentile informed the Board of the recent Transportation Forum coordinated with MASSPIRG and that more info will be available and future meetings will be scheduled.

5. Other Business

Chairman Yagjian and President Gentile noted that NSCC Trustee by-laws should be reviewed to revise how and when Trustees can have remote participation in the meeting process. Included with monthly documents are NSCC's current by-law on remote participation and the State guidelines. A by-law committee needs to be formed to review, make a recommendation 30 days prior to a Board vote to revise. Clerk Anderson will e-mail Trustees to solicit committee participation.

Other announcements:
May 15 Employee Recognition invitation. Trustees are encouraged to attend and should RSVP as noted on the flyer.
See the revised activity/event dates to the end of the semester.
Commencement info will be coming soon.
MCCEO May 5th meeting location and time is waiting for confirmation from the Governor and from the Secretary of Education.

6. Adjournment

Adjourned 5:36pm

Move: Lesley Peters  Second: Lyn Kaplan  Status: Passed