

**North Shore Community College
Board of Trustees
April 2018
Wednesday, April 25, 2018, 8:00 am - 10:00 am
Board Room/Danvers**

Approved June 20, 2018

In Attendance

Dharma Cortes; Dr. J.D. LaRock; Fatima Jallow Nambouh; Joseph Riley; Maria Vega-Viera; Nicole Bluefort; William DeRosa

Not In Attendance

Alex Stone; Anhdao Tran-Moseman; Dale Pyatt; Kevin Harron

1. Call to Order

Introduction: Trustee Dharma Cortes

Additional meeting attendees: President Patricia Gentile, Vice President Janice Forsstrom, Vice President Madeline Wallis, Vice President Karen Hynick, Vice President Jermaine Williams, Laurie LaChapelle, Stephen Creamer, Linda Brantley, Stephen Creamer, Trish Callahan, Fanny Cai

Chair LaRock welcomed new Trustee Dharma Cortes who provided a brief bio/intro. Additional introductions were offered from everyone in the room to welcome Trustee Cortes.

2. Public Comments

No public comments.

3. Motions

a. Motion 18:14 - to approve Minutes of March 21 2018 Doc: 32 - FY2018

Move: William DeRosa Second: Joseph Riley Status: Passed

4. Student Showcase - Graduating Student

Fanny Cai
Liberal Arts
President, Student Government Association
Member, Student Art Club
Member, Sigma Alpha Pi

Fanny Cia provided her background, personal journey and experience in and out of higher ed. She noted early on she did not take advantage of educational resources offered - in high school or college. Of the many jobs she has held over the years, her experience supporting an entrepreneurial business brought her to the realization that she could do more than she thought regarding a professional career. When she returned to NSCC, she joined a number of clubs/activities and took advantage of all resources that the college had available to help her succeed. Particularly noting the helpfulness of the TRIO program. Fanny looks forward to moving on to a 4-year school as yet TBD in the fall.

5. Student Trustee Report

Trustee Jallow Nambough informed the Board that this is her last Trustee meeting as she will be unable to attend the June meeting. She thanked the Board for this past year of representing students as the Student Trustee. She is excited to report that she has been accepted at a number of 4 year schools but has not yet made a final decision.

Student activities continue until the end of the semester with many programs such as spring fling, honors induction ceremony, service day project, etc. Of particular she noted the 'Professor Meet & Greet' for students. When students choose courses each semester, they have many questions regarding who is teaching the specific course and their methodology. This meet & greet offered insight that helped students in their course/professor selections for next semester. She encourages the college with the upcoming new website, to provide professor profiles that could help in this area.

The Student Government Association will hold elections in late April for next year's SGA Officers and the student representative on the Board of Trustees.

Chair LaRock congratulated Trustee Nambough on her educational performance, thanked her for her service to the college, and looks forward to joining her at Commencement.

6. Chair's Report

Chair LaRock changed the agenda order. He reported on the Board of Higher Ed recent meeting and their discussion on the closure of Mt. Ida College. BHE is left to clean up 'the mess' and to try to assist students and faculty of that institution. This was a reminder of the important role of the Trustees in oversight of institutional budgets as well as faculty & student issues. He spoke of working together with the administration on the standards and values that all bring to the Board, as well as working productively while understanding the Trustee role.

There was a brief discussion on collaboration vs rubber stamping institutional decisions, the economics of higher education, and the need to keep an eye on finances. A next-step would be to continue program review conversations and bring more insight into summer planning for FY19's Trustee agenda.

- a. President's Evaluation Committee - preliminary discussion.

Chair LaRock provided a brief explanation of the process and how NSCC differs from other MA Community College President's evaluation timeline. He asked Trustees to contact him directly if they want to be on this coming year's President's Evaluation Committee that will be working in late summer/early fall. President Gentile will share last year's Shared Goals document with current Trustees.

7. President's Report

- a. Motion 18:15 - to approve academic program name changes from:

Substance Abuse Certificate to Substance Addiction Certificate
and
AAS in Environmental Horticulture to AAS in Horticulture
Both to be submitted to DHE after BOT approval.
Doc: 33 - FY2018

Vice President Hynick explained the reasons for the program name changes.

Move: William DeRosa Second: Maria Vega-Viera Status: Passed

- b. Motion 18:16 - to approve new program - Baking and Pastry Certificate.
Doc: 34 - FY2018

Vice President Hynick provided executive summary info on new certificate and noted expectations of enrollment are between 12 - 20 students.

Move: William DeRosa Second: Nicole Bluefort Status: Passed

- c. Motion 18:17 - to approve Q3 Budget to Actual FY18
Doc: 35 - FY2018

Vice President Forsstrom reviewed the Q3 Budget to Actual report noting that we are on track as projected.

There was a discussion regarding additional costs that were not anticipated for the upcoming Lynn Campus Greenhouse Project. The project required plan changes due to the state categorizing the greenhouse as a 'classroom' space which requires additional mandates and compliance regulations. These changes will allow for additional space use for 'food as medicine' curriculum recently purchased, culinary arts program plants for specialty vegetables, and STEM related programs. In the end this matches with our strategic plan effecting several programs. There was only 1 bid response through the MA RFP process that came in higher than expected and we had to accept it.

President Gentile noted that the grant is for \$260K and there is still \$100K outstanding needed to complete the project. Additional funds will be available through Foundation fundraising and/or grants but ultimately the college will absorb the difference.

Chair LaRock asked for an update and review of the 1099 IRS issue. President Gentile provided brief overview to new Trustees noting that the IRS filing error was the fault of the vendor. The vendor has been fired and we are still waiting for final outcome with the IRS but anticipate we should be okay.

She also informed new Trustees that the College goes into its audit process over the summer with audit presentation in September or October.

Move: Dharma Cortes Second: William DeRosa Status: Passed

d. For discussion - Preliminary FY2019 Budget

Doc: 36 - FY2018

Doc: 38 - FY2018

President Gentile provided a presentation to explain the budget process to the new Trustees. This included:

FY19 Budget Production, General college Budget Cycle & Board Fiscal Calendar, Budget Revenue Timeline, Budget Story, FY19 Budget Assumptions, FY19 Revenue, FY19 Expenditures, Operational Expenditures, and Cost control & pro-active strategies. She noted that we expect to have a balanced budget for Fiscal Year 2019.

Summary:

FY19 Budget informed by 5 year Strategic Plan and annual Tactical Plan

--Implementation of Master Plans under the approved Strategic Plan

Focused strategies each year for increasing revenue and reducing expenses while improving the student experience

Reallocating and restructuring for phasing projects each year to achieve the Strategic Plan 5 year goals

There were no questions regarding the FY19 Budget.

e. PLA (Prior Learning Assessment) Consortium Next Steps VP Hynick

Doc: 28 - FY2018

Vice President Hynick presented a proposed concept for creating a statewide consortium for PLA (Prior Learning Assessment). She noted reasons for the consortium, benefits to the student, types of competency-based education, data on student success, creation of statewide website, consortium model, and benefits to NSCC.

8. Human Resource Development - VP Madeline Wallis Doc: 37 - FY2018

Chair LaRock noted the Professional Employee Action document provided.

9. Other Business

a. Nursing Student inquiry on fee increase

President Gentile informed the Board that students in our nursing program provided a petition against the increase in fees for the nursing education program. She included a copy of response letter with comparison fee data with other MA community college nursing programs.

b. RSVP for Commencement Participation - Thursday May 24th at Salem State University/O'Keefe Center
4:30 reception, robing, official photographs
6:00 ceremony

Clerk Anderson requested final confirmation on participation in the May 24th Commencement Program. Participating will be:
Chair LaRock, Trustees Bluefort, DeRosa, Nambouh, Riley, Tran-Moseman, Viera-Vega.

10. Adjournment

Move: William DeRosa Second: Maria Vega-Viera Status: Passed