Members Present: Maria Carrasco, Martha Farmer, Lyn Kaplan, Edward Lynch, Lesley Peters, James Ridley, Steven Seeche, Richard Yagjian

Members Absent: Elizabeth Hogan, Joanne Fortunato, Courtney McQueen

College staff and others: Linda Brantley, Trish Callahan, Andrea DeFusco-Sullivan, Sandy Edwards, Janice Forsstrom, Patricia Gentile, David Houle, Cate Kaluzny, Laurie LaChapelle, Maureen O’Neill, Saradha Ramesh, Mariflor Uva, Laura Ventimiglia, Madeline Wallis

Call to Order
Chair Yagjian called the meeting to order at 4:02 p.m.

Approval of Minutes
Trustee Kaplan made a motion to accept the minutes of April 9, 2014, seconded by Trustee Farmer. Motion passed. Minutes approved by unanimous vote.

CHAIR’S REPORT
Vision Project Report – VP O’Neill introduced Andrea DeFusco-Sullivan, Saradha Ramesh, and Cate Kaluzny from the Center for Teaching, Learning, & Assessment (CTLA). Ms. De-Fusco-Sullivan introduced the CTLA – it has one goal: student success and is built on three pillars of engagement: Service Learning, assessment, and professional development. The work of the CTLA is closely aligned with the Vision Project.

Ms. Kaluzny introduced Service Learning – she described the unique nature of service learning linked to academic coursework, not just community service. Additionally, the reciprocity of service is part of the relationship with non-profits. At NSCC, service learning is across all divisions, over 60 faculty participate, and between 800 – 900 students participate each year providing over 1200 hours of service to the community.

NSCC has been recognized for its work with the Carnegie Classification for Community Engagement (2010) and has had three students recognized as Newman Fellows. Assessment of service learning indicates that it contributes to retention and completion. At NSCC, students in developmental education are also engaged in service learning. An important part of the process is reflection.

Dr. Rames discussed assessment efforts at NSCC; the college has faculty-led teams that do assessment of courses and programs. This year, an institutional assessment of diversity initiatives was also done. Program Review is one piece of the assessment process – faculty think about how to move forward with their courses and programs in the context of student learning outcomes.
MOTIONS
Chair Yagjian reported that Trustee Hogan is interested in serving another term as Vice-Chair and placed her name in nomination for the position; he also asked for any nominations from the floor if others are interested. Motion to approve Trustee Hogan as Vice-Chair for the 2014/2015 academic year was made by Trustee Ridley, seconded by Trustee Lynch. Motion passed. Approved by unanimous vote.

Chair Yagjian also brought forward an amendment to the by-laws to accurately reflect the change in law requiring Chair to be appointed by the Governor instead of being elected by the board. Motion to approve the amendment to by-laws was made by Trustee Kaplan, seconded by Trustee Farmer. Motion passed. Approved by unanimous vote.

President Gentile discussed the budget; currently state/house budget includes a $13.2 million increase for community colleges (projected for NSCC to be 3.5% or $638,000+). The college has developed scenarios, projected expenses and revenue have been reviewed, and there is still a gap. The college is recommending a $10/credit increase in fees for FY2015. As indicated at the April meeting, the increase will have a small impact; the Retention Fund will be maintained in the budget to address student needs.

VP Forsstrom reported that the Finance Committee reviewed all budget details, the FY2015 preliminary budget, and fee increase. Also discussed was an increase in fees for the Cosmetology program. Additionally, the college and Finance Committee plan to look at program fees next year. They will look at high-demand programs to mitigate costs as well as equitably distribute costs across program areas.

Trustees also discussed cost of books; the college is piloting programs where students rent books, use ebooks, and OER projects (free course content), so the variety of options is increasing. With higher costs, it might also be expected that students will take fewer courses. Motion to approve a $10/credit fee increase was made by Trustee Ridley, seconded by Trustee Farmer. Motion passed. Approved by unanimous vote.

Trustee Ridley next made a motion to increase fees for the Cosmetology program to $8800 for fall 2014; motion was seconded by Trustee Lynch. Discussion included costs of the program – move to Middleton (rent and equipment costs); program will be smaller, but cost still competitive with private providers. Trustee Ridley noted that it is always hard to raise fees, but the Finance Committee carefully reviewed all options. Motion passed. Approved by unanimous vote.

President Gentile added that the NSCC Foundation will be addressing increased student need for financial assistance, especially for those with subsidized loans (average loan amount is $4400). Endowment growth through fundraising will be needed to produce funds needed to assist students. Trustee Peters noted the importance of the need for more financial literacy workshops for students.

Finance Committee also considered the FY2015 preliminary budget. Trustee Ridley made a motion to approve the preliminary budget on behalf of the committee, seconded by Trustee Seeche. Motion passed. Approved by unanimous vote.
ACADEMIC AFFAIRS
VP O'Neill and Dean Laura Ventimiglia presented a report on NEASC. Trustees were emailed a link to the preliminary report. Open community hearings are scheduled at the college before final edits will be done. The comment period ends June 30, when the report will be sent to NEASC for a first review. Dean Ventimiglia complemented former faculty/dean Phil Sbaratta for his work on the project. While the report is lengthy, she recommended trustees read the last two sections – reflective essay and planning section. Trustee Seeche noted that the report was impressive and commended the work of the group. Motion to approve the preliminary NEASC report was made by Trustee Ridley, seconded by Trustee Peters. Motion approved.

VP O'Neill also reported that all career programs had end-of-year meetings with their advisory boards; she commended participants who contribute much to program development and student learning. The college is also in “celebrations” season with multiple award events and program graduations. Chair Yagjian thanked VP O'Neill for her work as interim Vice President of Academic Affairs – she ably filled the position and has been a transitional support for President Gentile.

ADMINISTRATION AND FINANCE
Laurie LaChapelle, Director of Planning & Research, reported on the Vision Project Dashboard to colleges. Her report included:

- Goal 1 – based on enrollment (August 2013); 2011 was the high peak for enrollment for all colleges
- Goal 2 – completion figures based on First time/full time and linked to Complete College America metrics
- Goal 3 – licensure data; NSCC numbers look low as some students took the test twice
- Goal 4 – degrees and certificates for NSCC are higher, but not for STEM fields
- Goal 6 – reviews achievement gaps in three categories
- Appendix – relates performance measures to formula funding

STUDENT AND ENROLLMENT SERVICES
There was no report from Student & Enrollment Services.

INSTITUTIONAL ADVANCEMENT
Trustees were reminded of commencement details; pre-party begins at 3:45; trustees need to arrive by 5 pm for photos and line-up. Author Andre Dubus III will be Commencement keynote speaker and BHE will be represented by Dr. Charles Desmond.

HUMAN RESOURCES
VP Madeline Wallis invited trustees to attend the College’s annual Recognition Breakfast on Friday, May 16. Seventy-four service awards will be presented and 22 retirees recognized, as well as new professor emeritus titles will be awarded. Faculty positions for fall have been posted. Campus visits for three finalists for the VP of Academic Affairs position have been set up for the week of May 19.
NOMINATING COMMITTEE
Chair Yagjian reported that the Nominating Committee had been meeting with candidates for two open trustee positions. They have interviewed six potential candidates all of whom would be good choices. Chair Yagjian and President Gentile also met with Dr. Judy McLaughlin who manages the Public Education Nominating Committee (PENC).

OTHER BUSINESS
Chair Yagjian reported that an important duty of the board is to evaluate the President. He asked for volunteers to serve on the Presidential Evaluation Committee this summer. Trustee Farmer volunteered; also suggested Chair Yagjian and Vice-Chair Hogan serve. Other trustees expressed interest – when meeting dates are set, they will be sent out to the full board.

Trustee Seeche reported on his attendance at the MCCTA meeting. Student trustees were recognized at the meeting, including NSCC Student Trustee Courtney McQueen. Trustee Peters attended the recent Sigma Alpha Pi student award ceremony and congratulated those who participated.

An ACCT Institute for Trustees will be held in DC on August 4 – 6 if any trustees are interested. David Houle, representing the faculty union, thanked the President on behalf of the union for working closely with both the union and president, Norene Gachignard.

Trustee Lynch was thanked for his many years of service on the board and his commitment to the college and students. He was presented with the “traditional” board parting gift of a commemorative rocking chair.

ADJOURNMENT
Trustee Farmer made a motion to adjourn the meeting, seconded by Trustee Lynch. Motion passed.