

MINUTES, Approved 9/26/18

**DOC: 3
FY2019**

**North Shore Community College
Board of Trustees
June 2018**

**Wednesday, June 20, 2018, 8:00 am - 10:00 am
Board/Community Conf Rm/Lynn Campus**

In Attendance

Alex Stone; Anhdao Tran-Moseman; Dr. J.D. LaRock; Joseph Riley; Maria Vega-Viera; Nicole Bluefort

Not In Attendance

Dale Pyatt; Dharma Cortes; Jon Gjorga; Kevin Harron; William DeRosa

1. Call to Order

As the Chair was running late due to traffic, Vice-Chair Joe Riley called the meeting to order

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, Brenda Schelling-Biggs, David Houle, Wen Chen, Lori Weir, Kim Odusami, Diane Dickerson, Juan Venegas

a. Introductions of: Coordinator of Board Relations, NSCC Leadership Development participants

Miranda Gualtieri was introduced as Board Relations Coordinator.

Madeline Wallis introduced the Leadership Development Group and gave a brief description of the program.

2. Public Comments

No public comments.

3. Student Trustee Report

a. Student Showcase - FY19 Student Trustee

Student trustee Jon Gjorga was ill and unable to attend.

4. Chair's Report

Joe Riley described Chair LaRock's June presentation at the North Shore Chamber of Commerce. When Chair LaRock entered the meeting and quorum was met, Vice Chair handed over the Chair duties.

Chair LaRock thanked Joe and President Gentile for their support. Chair LaRock also mentioned that the Board of Higher Education highlighted NSCC, and that all Community College gains were attributed to two colleges: NSCC and Bunker Hill. Chair LaRock mentioned that NSCC is often singled out by the Board of Higher Education as a leading school making a difference.

a. Motion 18:19 - to approve Minutes of April 25 2018 Doc: 39 FY2018

Move: Anhdao Tran-Moseman Second: Maria Vega-Viera Status: Passed

b. President's Evaluation Committee Appointment Doc: 40 FY2018

Chair LaRock indicated that the President's Evaluation Committee will be himself, Joe Riley and Bill DeRosa.

c. Motion 18:20 - Election of Vice Chair Joe Riley

Move: Alex Stone Second: Maria Vega-Viera Status: Passed

d. Appointment of Clerk Miranda Gualtieri

Chair LaRock appointed Miranda Gualtieri as Clerk of the Board of Trustees, as per bylaw requirements.

5. President's Report Doc: 41 FY2018

President Gentile presented the President's Report and reviewed the FY19 Tactical Plan and accompanying Proposed Budget. In the Tactical Plan are 14 strategies in total, with 5 being carried over from FY18.

One of the College's goals is Affordability. The Tactical Plan includes some strategies to keep enrollment affordable. Chair LaRock initiated discussion about the core elements of the cost of attendance and noted that at a recent Board of Higher Education meeting a new community college president spoke to how she had brought the percentage of students needing to take student loans down to 2% at her last community college. Stephen Creamer, AVP, spoke to the efforts NSCC was making to also reduce borrowing and noted that there was significant declines over the past academic year in the number of NSCC students taking a student loan as well. There was discussion about the FY19 Proposed Budget. VP Jan Forsstrom reported that the current numbers are based on fairly solid revenue projections, although the MA budget and NSCC state appropriations are not yet set. The projection for student enrollment is continued decline, projected for budgetary purposes at 5% decline. There was discussion about how the college was implementing strategies to mitigate those declines. Chair LaRock asked whether the budget has been stable over the past 5 years and VP Forsstrom acknowledged that there has not been much change in either revenue or expenses, due to flat state appropriations and cost control measures, despite shrinking enrollments back to levels last seen in 2006.

Chair LaRock also brought up the topic of regional collaborations, especially with nearby 4 year public institutions. President Gentile informed the Trustees about existing collaborations, like NECCUM, a committee of the three area community colleges looking a regionalized back office work and specific work with Salem State University after a trip to visit some innovations happening with Rowan University and several nearby community college in New Jersey.

The topic of online education as also brought up at the meeting and Vice President Karen Hynick spoke to the recent growth in virtual channels of delivery, including fully online and hybrid format. NSCC has doubled the number of courses now having digital delivery in the last several years, especially in light of the need to enhance adult learner enrollment.

President Gentile pointed out that the Trustees had received a packet at their seats on the upcoming NSCC Foundation's Champion Breakfast (October 2018). The packet included

sponsorship opportunities and the Trustees were asked to help with sponsorship solicitation. Vice Chair Riley brought up the need to utilize less academic language when reaching out to employers.

- a. FY2019 Tactical Plan Doc: 42 FY2018, Motion 18:21 to approve FY2019 Budget Doc: 36 - FY2018

Move: Joseph Riley Second: Maria Vega-Viera Status: Passed

6. Motion 18:22 to approve tactical plan

Move: Joseph Riley Second: Anhdao Tran-Moseman Status: Passed

- a. Overview of Summer Orientation Modules

President Gentile pointed out that the Trustees had recently been sent links to NSCC Trustee Orientation videos uploaded onto NSCC Youtube channel. She encouraged new and seasoned Trustees to take some time over the summer to view them. Trustee Bluefort stated she had viewed several and that it didn't take much time to go through a module. There are six modules on video presentation. The modules were modeled after Trustee requests for more in-depth information.

Chair LaRock asked if newer trustees had any further topics they have a desire to learn about. Trustees Stone and Tran-Moseman noted that it would be helpful to have discussion on materials at one board meeting and then voting on those materials at the next regularly scheduled Board Meeting.

- b. Overview of Policies and Procedures Manual

President Gentile discussed policies and procedures. She described that in order to prepare for the NEASC visit scheduled for October 2019, there had been ongoing work to prepare an updated and compiled Policy and Procedure Manual (virtual). She stated that the final draft should be ready by early July and will be sent to Trustees for their review over the summer. Then at the September board meeting, the current Policies will be on the agenda for an affirmation vote. Over the FY19 year, the staff though the shared governance structure will be filling in the gaps where policies (and procedures) do not currently exist.

7. Human Resource Development - VP Madeline Wallis Doc: 43 FY2018

Vice President Madeline Wallis gave an HR update.

8. Other Business

Chair LaRock announced that he would like to create a summer social so that the Trustees had a social opportunity to get to know each other better. He will host that social at his home and no board business will be either on an agenda or discussed at the social. President Gentile asked that trustees let Miranda Gualtieri know of their availability for the proposed August dates.

a. Proposed Trustee Meeting Schedule FY19 Doc: 44 FY2018

President Gentile reviewed the proposed meeting schedule for FY2019 and polled the trustees present as to if there were any significant conflicts. There were not. Clerk Miranda Gualtieri will send an email to the trustees confirming the final schedule. The President also noted that NSCC Bylaws will need to be updated in the next academic year to meet current operations.

b. GISS (Governance Institute for Student Success) NE State Systems Conference

Chair LaRock encouraged trustees to take time to invest in their governance professional development and that the November GISS conference may be helpful. If a Trustee would like to attend, please let President Gentile know so that arrangements can be made

9. Adjournment

Move: Alex Stone Second: Maria Vega-Viera Status: Passed