Members Present: Maria Carrasco, Martha Farmer, Lyn Kaplan, Lesley Peters, Dale Pyatt, Sean Reid, James Ridley, Joe Riley, Richard Yagjian

Members Absent: Elizabeth Hogan, Steven Seeche

College staff and others: Patricia Gentile, Donna Richemond, Lisa Milso, Linda Brantley, Patricia Callahan, Janice Forsstrom, Joanne Light, Madeline Wallis, Karen Hynick, Sandy Edwards, Laurie Carlson, Patrick Gravlin, Jennifer Perkins, Cathy Anderson

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

Approval of Minutes
Trustee Peters made a motion to accept the minutes of May 14, 2014, seconded by Trustee Ridley. Motion passed. Minutes approved by unanimous vote.

CHAIR’S REPORT

Chair Yagjian opened with introduction of new board members and noted a few changes to monthly meetings:
- Meeting documentation will be numbered for ease of identification.
- Motions will be moved to the top of the agenda for action determination in case Board Members need to leave meeting early.
- Departmental reports and discussions needed for motion approval, will take place as we go through needed approval process.

Motions

VP Forsstrom reported the Final to Actual Budget. The Finance Committee noted ‘business as usual’ with future discussion on strategic direction.

15:01 Motion to approve the College’s final FY2014 Budget as presented by Trustee Kaplan, seconded by Trustee Peters. Motion passed by unanimous vote.

VP Forsstrom indicated the FY15 budget reflects the decline in enrollment for the fall semester with less students registered and less credit courses being taken. She added that they are staying conservative and will monitor the figures monthly.
15:02 Motion to approve the College’s revised FY2015 Budget as presented by Trustee Ridley, seconded by Trustee Kaplan. Motion passed by unanimous vote.

VP Wallis presented the President’s Evaluation Committee report noting that there are new guidelines now in effect.

15:03 Motion to approve the FY2014 Evaluation of President Patricia A. Gentile as presented by the Presidential Review Committee for submission to the Board of Higher education by Trustee Riley, seconded by Trustee Pyatt. Motion passed by unanimous vote.

VP Wallis noted that the President’s Goals are in alignment with our Strategic Plan.

15:04 Motion to approve the President’s FY2015 Goals as recommended by the President’s Evaluation Committee by Trustee Peters, seconded by Trustee Kaplan. Motion passed by unanimous vote.

President Gentile explained NEASC and accreditation process to new board members. NEASC approval is needed for a new program and/or a new site location for classes. They require a substantive change document that needs to be submitted by August 31st for our Culinary & Cosmo programs for new location at Middleton site. She also noted that the NSCC Campus Shuttle service route has been extended to this location with no additional charges to NSCC from vendor if dates are within our traditional semester calendar timeframe.

President Gentile added that she is working with Senator Tom McGee on possibility of public transportation routes to Danvers Campus. Dean Creamer will be exploring further ride sharing options for students.

15:05 Motion to approve as required by NEASC and MA Board of Higher Education, the College’s license agreement with North Shore Business Center, LLC, 30 Log Bridge Road, Middleton, MA 01949 for relocation of the Culinary Arts Associate Degree & Certificate Programs and the Cosmetology Certificate Program from Essex Regional Technical High School Campus, 562 Maple St, Hathorne, MA 01937 by Trustee Farmer, seconded by Trustee Kaplan. Motion passed by unanimous vote.

VP Hynick described the NEASC Five Year Interim Report for NSCC that included strengths such as Master Planning, Academic Programs, Multi-State Collaborations, Enrollment & Demographic changes, and future expansion plans. We will receive a written report from NEASC. Next site visit will be scheduled for 2019.

15:06 Motion to accept the NEASAC Five Year Interim Report by Trustee Ridley, seconded by Trustee Kaplan. Motion passed by unanimous vote.
Board Retreat

Chair Yagjian reminded Board members of the upcoming ACCT Board Retreat being held at NSCC on Saturday, September 13th on Danvers Campus and thanks everyone for their willingness to participate.

Board Roles

Chair Yagjian noted Finance Committee Board needs a committee member to replace former Trustee Fortunato. Trustee Riley requested being placed on the committee.

Chair Yagjian thanked Trustees Carrasco, Farmer, Peters, and Hogan for working with VP Wallis in serving on the President's Evaluation Committee.

Chair Yagjian discussed board participation for Liaison to Vocational-Tech Schools. Position is required by the Commonwealth's Community College Reform Act of FY13, Outside Section 47. He invited meeting visitor Jennifer Perkins from the Office of Trustee Relations to explain how other community college boards work with Voc-Tech boards. Ms. Perkins noted there are a variety of ways to work with the Voc-Tech school boards and will follow-up with an e-mail to Board Clerk Anderson. Chair Yagjian noted if no other board member can commit to this position, he would fulfill requirement.

PRESIDENT'S REPORT

President Gentile provided an update of Lynn programming that will be called ‘The CommUniverCity at Lynn’. She noted that during the first 100 days of listening to both internal and external constituents, she heard that although many NSCC initiatives were active in the Lynn Community, they needed to be packaged and promoted differently. President Gentile referred to Doc: 10 in packet which summarized the program and noted an MOU has been signed. Partners-to-date include: State Senator Tom McGee, City of Lynn, Lynn Community Health Center, North Shore Workforce Investment Board, Salem State University, and the School District of Lynn. A white paper is forthcoming as well as a November 2014 Summit. Donna Richemond is Executive Director of this new initiative. FY15 is a planning year and it coincides well with NSCC’s Master Plan update. Trustee Farmer noted that this provides branding opportunities for NSCC in Lynn.

ACADEMIC AFFAIRS

VP Hynick noted her report was provided with motion discussions.

ADMINISTRATION AND FINANCE

VP Forsstrom informed Board that NSCC will be updating our Master Plan. The last Legislative MA Higher Ed Bond Bill included 2 building projects for NSCC: Danvers Allied Health building and Lynn Campus Expansion Project. The Lynn Expansion Project study is certified at $20m with architectural firm Shepley Bulfinch. We currently have a schematic design with further cost estimates due soon. We hope to have a construction company on board by December 2014 with a
groundbreaking in spring 2015. If Governor Patrick is available, may have a ‘soft’ groundbreaking in the fall of 2014. DCAM is in agreement of scope of the work with key planning objectives including space needs for Academic & Enrollment goals.

For future needs, we will be looking at both campuses and using our academic plan for the Master Plan update. Need to determine viability for future buildings as well as looking at other financial options to finance them. Master Planning process to start in October 2014 and should be complete by May 2015. Trustee Farmer requested any future buildings be part of our sustainability initiative. VP Forsstrom noted they the Lynn Expansion will be at least LEED Silver. Chair Yagjian added that the MBTA lease of approximately $250,000 and the Cummings Properties lease which is comparable in costs, are both due for renewal a year from now through DCAM and could be part of the financial discussion for future buildings. VP Forsstrom added that President Gentile does not want a 5year renewal for either satellite locations.

VP Forsstrom informed Board that it is Audit time and KPMG will be coming to the next Board meeting.

STUDENT AND ENROLLMENT SERVICES

Interim VP Light noted organizational changes and workload shift for coverage of responsibilities with service to students as a priority.

Enrollment headcount is down 4% which is the norm across the country. Retention is steady but students are taking fewer credits. Nearly 55% of our students are on financial aid.

STUDENT REPORT

Trustee Reid reported that he is working closely with Patrick Gavlin, SGA President to promote student participation and involvement in SGA. They have identified 2 areas of retention that need to be addressed regarding student participation: 1) SGA members do not necessarily pass on the baton of responsibilities to others, and 2) that there was no sense of pride in joining the organization. The current SGA Board wants and needs Leadership Training and are planning on attending an October Conference, hoping to learn what other student government organizations do. Trustee Reid noted they also need to concentrate on: public transportation issues, current shuttle bus issues, student opportunities, communication and access, as well as financial issues.

INSTITUTIONAL ADVANCEMENT

VP Edwards reminded Board of the September 18, 2014 Gala at the Nahant Country Club and the Inauguration Ceremony on September 19, 2014. The NSCC Foundation has raised over $140,000 for 50th Anniversary activities and includes $30,000 for student scholarships.

Chair Yagjian presented to VP Edwards a card & flowers from the Board of Trustees congratulating her on her 23 years of service and upcoming retirement. He mentioned that VP Edwards led him through the Trustee process, provided formidable support and has been the backbone of the Board of Trustees for many years.
HUMAN RESOURCES

VP Madeline Wallis provided the Personnel Action Report and noted the many retirements that occurred in May and the many new hires that occurred in September. The Search Committee for the VP of Institutional Advancement is moving forward with a 9 person search committee. Plan is to invite face-to-face interviews the week of September 22 with final week decision in mid-late October.

ALUMNI

Trustee Peters invited the Board to a 50th Anniversary Alumni Winetasting event on October 2nd at Alfalfa Farms from 5pm – 8pm. Ticket cost is $50. She also recognized VP Edwards retirement with a named scholarship – the Sandy Edwards Leadership Scholarship - for all the support provided through the years to the Alumni Association –

OTHER BUSINESS

Trustee Ridley noted with his Interim Principal position at the Marshall Middle School he cannot commit to Finance Committee participation this year. Trustee Pyatt volunteered for Finance Committee. Chair Yagjian thanked Trustee Ridley for his time served on the committee.

Chair Yagjian had requested that Clerk Anderson research electronic software for Board documentation. Clerk Anderson reviewed BoardPaq with NSCC IT staff and believes this would be a simple on-line program members could use with their desktop or Ipad. This would alleviate need to mail out paper documentation each month. This type of software program would require purchase of Ipad. Chair Yagjian requested board member participation in reviewing this software before the October Board meeting. Trustee Kaplan offered to review. Chair Yagjian also asked visitor Jennifer Perkins if she knew what other boards were using. Ms. Perkins will find out and forward info to Clerk Anderson.

Chair Yagjian informed board of program that offers free cell phones & minutes to soldiers in the field. Info will be forwarded to NSCC Veterans Coordinator Kristine Babcock to review.

Chair Yagjian requested the board go into Executive Session. Roll call vote for the session: Maria Carrasco - yes, Martha Farmer - yes, Lyn Kaplan - yes, Lesley Peters - yes, Dale Pyatt - yes, Sean Reid - yes, James Ridley - yes, Joe Riley - yes, Richard Yagjian – yes.

ADJOURNMENT of Open Meeting

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

Open meeting closes at 6:05pm

Executive Session recorded.