

**North Shore Community College  
Board of Trustees  
Wednesday, September 20, 2017, 8:00 am - 10:00 am  
Board Room/Danvers Campus**

**Approved October 18, 2017**

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In Attendance

Alex Stone; Anhdao Tran-Moseman (by phone); Dale Pyatt; Dr. J.D. LaRock; Fatima Jallow Nambouh; Joseph Riley; Kevin Harron; William DeRosa

1. Call to Order

Additional meeting attendees: President Patricia Gentile, Vice President Madeline Wallis, Vice President Jermaine Williams, Vice President Janice Forsstrom, Vice President Karen Hynick, David Houle, Linda Brantley, Trish Callahan, Laurie LaChapelle, Anna Mitchell, Steve Creamer, Nia Gaines, and Cathy Anderson

2. Introductions & Meeting Schedule

Chair LaRock led the room attendees with introductions and noted that BoardPac has Trustee contact sheet and meeting schedule for FY18.

President Gentile noted her participation and relationship with Wharton Boston Alumni Association. She announced a Nov21st Lynn Campus Wharton Boston Alumni event with Sara Goldrick-Rab and explained that this Alumni relationship has allowed NSCC access to free consulting services from industry experts. She also reminded attendees of the upcoming Oct 3rd NSCC Foundation Champions event and that there is still time to purchase tickets.

3. Public Comments

No Public Comments.

4. Motions

- a. Motion 18:01 - to elect and approve Board Vice Chair for FY18.

Tabled to next meeting.

- b. Motion 18:02 - to approve Minutes of June 20 2017 Doc: 4 - FY2018

Move: Dale Pyatt Second: Joseph Riley Status: Passed

## 5. Student Trustee Report

Trustee Fatima Jallow Nambouh reported on SGA (Student Government Association) activity which started with an August 2017 Retreat. This year their objectives are to create a supportive system for students, caring for the well-being of fellow students, and to be role models. Current issues of concern are the cancellation of the intercampus shuttle bus and lack of available parking at the Lynn Campus, especially between 10am - 12noon. SGA planning is moving forward for a Student Club Fair. Students are excited about the Lynn Campus Extension and the one-stop Student Success Center. The newly constructed area has elevated the prestige of the Lynn Campus.

### a. Student Showcase Adult Learner

Nia Gaines is a 23 year old student starting her 2nd semester in the Liberal Arts program. She graduated from high school in Maryland in 2012 and currently resides in Amesbury with family members. She currently has a work-study position in the Student Life Office. She said the most positive thing at NSCC is the faculty. Right now the only negative is the lack of transportation and hopes to see more course offerings over the summer months.

## 6. President's Report

### a. Strategic Plan Goal: ACCESS Doc: 9 - FY2018

Vice President Williams reported on transportation and enrollment.

Transportation – NSCC has suspended the intercampus shuttle this year. This is the 2nd year of subsidizing UBER access for student to help with lack of public transportation to the Danvers Campus. The college also assists students in applying for an MBTA Youth Pass in collaboration with the City of Lynn as another option for student transportation challenges. These and other student resources are highlighted on the new 'Here to Help' page on the college website. Also this year we will be obtaining additional data from UBER participation to help with future transportation concerns.

Enrollment - Headcount and credit numbers had been declining over the last 10 years however Vice President Williams was happy to report that for the first time in the last 5 years, enrollment is up 1.4%. He attributes this to a variety of reasons such as collaborating with Academic Affairs for a 2 year program calendar for planning, program pathways advising and making adjustments to the entry process for matriculation.

Board members had a general discussion on identification of challenges in enrollment, retention, and graduation rates while asking President Gentile for guidance in best way to assist the College in these areas. President Gentile noted that Trustee advocacy would be the most effective way to help. Trustees could promote a better understanding of the public good in obtaining a community college degree; help to find entrepreneurial funds and philanthropic dollars as state funds are being reduced yearly; and partnering in a variety of ways with local employers for workforce development including internships and

experiential learning.

## 7. Chair's Report

Chair LaRock was prompted to continue the discussion on the promotion of NSCC, finding additional dollars as well as marketing/branding of the institution.

He also highlighted:

1. market differentiation - experiential
2. philanthropy/entrepreneurial - tight coupling with employers
3. branding
4. advocacy

### a. President's Evaluation - Review of draft Collective Goals document

Chair LaRock informed the Board that the current President's Evaluation Committee, consisting of Trustees Riley, Kaplan and himself, would be conducting President Gentile's yearly evaluation before the Oct 18th BOT meeting. They will present their summary findings to the full board on October 18th. A summary letters needs to be forwarded to Commissioner Santiago.

### b. Board Committees - Overview

Chair LaRock handed out a FY18 Committee list and asked members to review and get back to him on what committee they would like to work on.

## 8. Finance - VP Janice Forsstrom

### 1098T Reporting

Vice President Forsstrom introduced Anna Mitchell, the newly hired Assistant Vice President of Finance.

She went on to inform the Board that the college had contracted with a company to file IRS documents. We were recently informed by the IRS that 3 filings did not occur even though NSCC staff were informed at the time they were due, that they were filed. The vendor has informed us that a specific employee caused this issue. We are currently working with legal counsel and the vendor to remedy the issue. Vice President Forsstrom assured the Board that NSCC's auditors, tax specialists, and internal staff did everything required. She added that she would keep the board informed as the solution moved forward.

Chair LaRock commended President Gentile and Vice President Forsstrom of their follow-through on this issue.

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

There were no comments on the Professional Personnel Report.

## 10. Other Business

Chair LaRock noted that we would send a copy of former Trustee Beth Hogan's thank you note to all board members.

## 11. Adjournment

Meeting adjourned by Chair LaRock at 10:05am.

Respectfully submitted by

Cathy Anderson