NORTH SHORE COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Meeting
December 12, 2012
DANVERS CAMPUS

Members Present: Maria Carrasco, Martha Farmer, Joanne Fortunato, Elizabeth Hogan, Lyn Kaplan, Amanda Krickhahn, Edward Lynch, Lesley Peters, James Ridley, Richard Yagjian

Members Absent: None.

College Staff: Cathy Anderson, Linda Brantley, Wayne Burton, Patricia Callahan, Sandy Edwards, Jan Forstrom, Paul Frydrych, David Houle, Gerry Kavanaugh, Bill Luster, Donna Richemond, Mariflor Uva, Madeline Wallis

Call to Order
Chair Yagjian called the meeting to order at 3:55 p.m. At the Chair’s request, a motion was made by Trustee Farmer, seconded by Trustee Ridley, to go into Executive Session. By roll call vote, motion passed.

At 4:06 pm, a motion was made by Trustee Lynch, seconded by Trustee Kaplan, to close the Executive Session and open the public board meeting. By roll call vote, motion passed.

Approval of Minutes
Motion made to accept minutes from the November 14, 2012 Board meeting. Trustee Farmer made a motion to accept the minutes, seconded by Trustee Peters. Motion passed. Minutes approved by unanimous vote.

Higher Education Partners (HEP) Presentation
HEP President, Gerry Kavanaugh and VP, Bill Luster were introduced to the Board. President Burton presented an overview of current campus needs for Cosmetology and Culinary Arts programs. These are the only two programs still remaining on the EATI site since the post-secondary programs were transferred to NSCC in 1999; their current building site will be demolished to make way for the new regional high school being built for a summer 2014 opening.

Cosmetology is a high demand program, which always fills and has a waiting list; students qualify for state licensure exams. Culinary is still an ongoing and growing program, but in sub-standard facilities. For NSCC to acquire and equip rental space for the two programs, costs are estimated to be $800K+. NSCC is also committed to increasing its space and programming in Lynn, especially in workforce development growth areas.

Mr. Kavanaugh introduced HEP as an initiative to assist community colleges with space needs and enrollment growth. Privately funded, it currently has four programs up and running, BCC was their first venture in 2011 – starting with 121 students, they are up to 1200+. The private business model is exempt from DCAM processes. In talks with NSCC, a site at 270 Union Street has been identified to meet college needs. It is adjacent to the McGee building (walking distance), has access to MBTA
and parking, and is in the center of downtown Lynn, serving the Lynn community. The site has 24,000 sq. ft. and will be renovated to provide for programs, additional classroom space, and public access to Scholar's Den and cosmetology services.

HEP brings capital and investments to the project to pay for design and manage construction through a private equity firm located in Cambridge. A 20-year collaboration agreement with the college will provide for a service fee to HEP (15%) after real costs and 10% for indirect costs. The agreement is not a lease, but a fee agreement.

VP Forsstrom reported that they are presently working on a budget for the project; she has talked with NECC, BCC, and MCC where current projects exist. Revenues and expenses are tracked separately with success based on growth.

In response to questions from the board:
- Agreement can be terminated; there is a termination clause in the Collaborative Agreement
- HEP will sign 4-5 year lease for the property; if enrollment does not increase, the agreement may be terminated
- Services and financial aid will remain the same for students enrolled in programs/classes at the HEP site; students will not pay different or additional fees because of the site
- Currently, students in Cosmetology pay a $7500 tuition/fees cost for the clock-hour program and Culinary students pay a small fee for supplies in addition to college costs
- Cosmetology has the potential to grow from 30 to 40 students and Culinary from 120 to 160 will additional evening programming
- HEP project is a low-risk proposition, risk is with HEP, not NSCC
- NSCC will clarify its responsibility for the annual accrual of 15% service fees if the project is not successful in 3-5 years
- Timing is of the essence to allow students to be accepted into the programs by January 1st for a September start date at the new site; a signed agreement with HEP by January 1st will enable their moving forward financially to ensure site will be ready for September classes
- At trustee request, Atty. Ken Tashjy will be asked to provide a written opinion to support the authorization motion

Motion was made by Trustee Farmer, seconded by Trustee Kaplan “to authorize President Burton to execute a Collaboration Agreement with HEP before December 31 for campus space in Lynn.” After discussion, the motion was amended by Trustee Ridley, seconded by Trustee Peters to include the language “contingent on the receipt of a written satisfactory opinion from the college’s legal counsel” reflecting due diligence on the part of trustees. Amendment was approved.

Trustee Farmer moved to approve the amended motion, seconded by Trustee Ridley. Motion passed with unanimous approval.

CHAIR’S REPORT
Chair Yagjian reported on his recent meeting with Governor Patrick, Secretary Revile, Commissioner Freeland and others at the State House with chairs of all the community colleges. After the meeting, he did communicate the willingness of chairs to work with the administration and received replies from Comm. Freeland, Tom Weber in the Governor’s office, and Chair of BHE Desmond. They all stressed the importance of working together collaboratively. Commissioner
Freeland also noted that he enjoyed the Strategic Planning retreat at NSCC and was pleased to be invited to be a part of it. A second communication has been sent to chairs and trustees on trustee relations and recruiting – trustees are all invited to review the draft proposals and comment if they choose.

COMMUNICATIONS

ACADEMIC AFFAIRS
No report.

STUDENT AND ENROLLMENT SERVICES
VP Richemond reported briefly that registration for spring 2013 is well underway and preliminary statistics show the college enrollment to be 8.5% ahead for spring, although the current figures are “pre-drop for non-payment.”

ADMINISTRATION AND FINANCE
VP Forsstrom reported that the Federal A133 audit was almost complete; there are no material weaknesses; items are still being discussed and will go to the Finance Committee when completed. She also noted that trustee packets included notes from the Strategic Planning retreat last month. Trustee Fortunato commented on her attendance at the planning retreat – she was most complimentary of the work and commitment of faculty and staff (with over 100 in attendance) and was proud to be a part of the college planning process.

Student Trustee Report
Trustee Krickhahn reported that SGA members participated in NCBI training and have also recently been working with MASSPirg and hope to collaborate on future projects. Program Council attended the NACA conference and came back with many ideas for future initiatives. Program Council has also been volunteering with ARC and will host students from ARC at the Danvers campus this month. Students are fundraising for the annual trip to New Orleans and sponsored a comedy show event. In addition, Presidential Scholars have successfully raised $1131 for Heifer International and will continue their work through the spring semester.

INSTITUTIONAL ADVANCEMENT
VP Edwards invited trustees to the President’s annual holiday reception on Friday. She reminded trustees there was no January meeting; the next trustees meeting is Wednesday, February 6, 2013.

HUMAN RESOURCES
No report.

OTHER BUSINESS
President Burton reported that he attended the recent MCCTA meeting; the new board chair at MWCC has also been named the community college representative to BHE. He has also met with other presidents and administration regarding the proposed formula funding for community colleges; under the current proposal, six colleges (including NSCC) will face a loss in appropriations under the new formula.
Trustee Farmer also reported that the Mass Life Science Collaborative grant has progressed to the third round of review; she is optimistic that the collaborative will be awarded the grant, which will provide funding for NSCC for lab equipment.

With increased space in Lynn, Trustee Carrasco asked about current GED programming in the Lynn area; there is a growing need for GED – presently being done by Operation Bootstrap and Catholic Charities – and Trustee Carrasco would like more information about the possibility of the college undertaking GED programming. NSCC presently does GED classes in Beverly, but does provide GED testing in Lynn. Information requested will be prepared for Trustee Carrasco.

There was no report from faculty.

**ADJOURNMENT**
Motion to adjourn the meeting was made by Trustee Hogan, seconded by Trustee Ridley and approved by all. The meeting ended at 6:08 pm.