Members Present: Martha Farmer, Joanne Fortunato, Elizabeth Hogan, John Nelson, Ryan Nolan, Lesley Peters, James Ridley, Richard Yagjian

Members Absent: Donna Costa, Edward Lynch

College Staff: Cathy Anderson, Wayne Burton, Sandy Edwards, Janice Forsstrom, Paul Frydrych, Maureen O’Neill, Donna Richemond, Caroline Schwarzwalder, Kathy Yanchus

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

Approval of Minutes
Minutes for February meeting were reviewed. Trustee Yagjian made a motion to accept the minutes of February 8, 2012, seconded by Trustee Ridley. Motion passed. Minutes approved by unanimous vote.

CHAIR'S REPORT
Chair Nelson thanked Trustee Ridley for joining the Finance Committee. The accountability of the Board is important; all trustees who serve on the Finance Committee are greatly appreciated. He encouraged others to consider participating.

Chair Nelson reminded trustees that they did a self-evaluation/assessment two years ago, then reviewed responses as part of a trustee retreat. This was done on recommendations of both Accreditation Team and ACCT. The instrument used was good, the Board needs to re-do the assessment, but with a better response to allow for better assessment. Survey questions dealt with background, governance, orientation, etc. It is recommended that the survey be done again this year in late April and it can be made available both online and in paper format for convenience.

Chair Nelson also discussed another trustee retreat. Two years ago, we prepared a half-day agenda including Attorney Tashjy and Commissioner Freeland. It is suggested we wait until fall to plan. If there are state-wide governance changes, this will become a major theme; additionally, workforce development at community colleges will also provide a topic of consideration. Trustee Fortunato recommended fall rather than late summer. Retreat may also be combined with the college’s governance retreat or strategic planning as both move forward. Trustees were in agreement.

President Burton noted that balancing the authority of local boards and BHE will be an important issue; MGL Chapter 15 is ambiguous; currently Governor does have the authority to appoint trustees. Chair Nelson added that, under Governor Patrick, the system changed significantly and become open and transparent. Diversity of background is important; at NSCC, education is a focus with the current board.
Chair Nelson also reported that the state-wide trustee meeting had over 50 trustees in attendance and should be strengthened to better effectively advocate. Chair Nelson also sent a letter to the Governor on behalf of NSCC trustees as approved at the last board meeting expressing concern with centralization. He will meet with Senator Tarr and encouraged trustees to meet with their legislators. Trustee Fortunato thanked Chair Nelson for his work.

**Student Success Report**

VP Frydrych introduced Dean of Liberal Studies, Maureen O’Neill, and Professor of Communications Skills, Kathy Yanchus. Kathy also serves as Department Chair of Communications Skills and manages the MCAS remediation program.

Dean O’Neill provided national statistics – 35 – 60% of new students are unready to start college. Communications Skills department provides courses at two levels: 4th – 8th grade reading level and 8th – 10th grade reading level. Starting in the fall, the department will do contextualized reading/writing courses based on career content – now being implemented in the FIPSE grant. Three faculty will teach courses they developed in hybrid courses, including how to take online course instruction. New standards will be designed to measure completion and success rates.

Professor Yanchus noted the challenges in development reading/writing are working with special populations: non-English speakers, first generation learners, adult learners, those with learning disabilities, students with health and/or socio-economic personal issues. Courses strive to include positive career goals and readiness, study skills, and behavioural issues in the workplace. NSCC statistics indicate that 48.5% of those in developmental studies achieve readiness.

**COMMUNICATIONS/FACILITIES UPDATE**

President Burton reported that the April board meeting will be held in Lynn, followed by the Phi Theta Kappa ceremony at 6 pm where Trustee Yagjian will serve as keynote speaker. Chairman of the Board of Higher Education, Dr. Charles Desmond, has been invited to attend the meeting and the ceremony. Additionally, the May meeting of BHE will be at the Danvers campus of NSCC. President Burton also reported that he recently attended the ACE conference where NSCC was announced as a recipient of the Community Service Honor Roll award this year.

The City of Lynn will soon do an RFP for the Factory of the Future site, which has been vacant for 25 years. NSCC could use an Assistance Corp to develop the site. President Burton will hire a consultant to do a development plan with the focus of being an advanced manufacturing site for NSCC.

**ACADEMIC AFFAIRS**

VP Frydrych commended NSCC staff on the Community Service Honor Roll award; this year, criteria were elevated and NSCC performed well to meet those criteria. At NSCC, over 65 faculty work with Service-Learning and the Public Policy Institute. He also reported that the Mass Technology Council grant award funding for the GE program has been received ($144K). It will be used to develop curriculum for the benefit of employers and students.

Construction on the new technical high school is expected to start on April 16 and open in September 2014. There are still two programs needing new sites (Cosmetology and Culinary Arts). Both have good enrollments and are effective workforce development programs.
STUDENT AND ENROLLMENT SERVICES
VP Richemond presented the Spring 2012 Enrollment Trends report. This semester, there was a modest increase of 0.6%, a decrease in FT and returning students, but an increase in new and minority students. Additionally, a recent survey done looking at insurance costs, determined that mandatory insurance/costs was not a major factor for an individual student choosing to go from FT to PT.

VP Richemond noted that reports now include online enrollments. 10% of courses offered are online sections; students who register have a slightly higher attrition rate, but grades are about the same as regular classroom sections.

A lot of aggressive outreach was done to ensure an increase in new students. Minority increases have the highest growth in Hispanic and African American sectors. The largest academic programs are Liberal Arts and Health Sciences programs. Programs with low enrollments are reviewed, assessed, and provided with assistance in enrollment/marketing services and/or professional development.

STUDENT TRUSTEE REPORT
Trustee Nolan reported on a trip to the State House for student government participants across the state to meet with Commissioner Freeland. It was a good networking opportunity for students who also formalized their opinion on centralization and sent a letter to the Governor. SGA is also working on establishing an SGA Scholarship linked to mentoring and leadership.

INSTITUTIONAL ADVANCEMENT
VP Edwards reminded trustees of the ACCT conference in Boston in October. Chair Nelson will submit a proposal and trustees are encouraged to consider attending. Trustees were also reminded to complete their ethics filing and provide the college with receipts.

HUMAN RESOURCES
There was no report.

ADMINISTRATION AND FINANCE
VP Forsstrom reported on several facilities projects ongoing. The Lynn Study is almost in its final phase including renovation of the McGee building. The final report is expected to be complete by the end of May. In the new Health Professions and Student Services building, several small projects are still outstanding such as: replacement of a heat pump, interior signage, shades, and exterior steps. Also, an architect/designer from DCAM has been hired to assist with use of the Science & Math building. Math redesign is also an ongoing facilities project with classes slated to begin in Lynn and Danvers in the fall.

A draft FY13 budget is being developed and is expected to be ready for the April 4 Finance Committee meeting. VP Forsstrom also distributed the IS Department newsletter.

OTHER BUSINESS
President Burton informed trustees of ethics filing he was advised to submit to the Ethics Committee. As he works to advocate for the defeat of Section 30, he is required to provide information to trustees to that effect since presidents will be personally affected with the change.
Chair Nelson reported that, per by-laws, he is required to appoint a Nominating Committee at the March meeting. Both Chair Nelson and Vice-Chair Hogan are willing to serve a third term as chair and vice-chair. The Committee is charged with bringing recommendations to the April meeting with a vote scheduled for the May meeting. Officers of the Board serve for one-year terms; there is a three-year limit on serving as chair. Trustee Fortunato volunteered to serve as committee chair with Trustee Ridley participating.

Chair Nelson will be submitting a paper for presentation at the October ACCT conference in Boston. The topic will be faculty/trustee/board relationships and interactions. He, President Burton, and Professor Tiffany Magnolia will present if approved. The submission is required to have a letter of support from the board which he presented to the Board. Motion was made by Trustee Ridley, seconded by Trustee Fortunato to approve a letter of support. **Motion approved.**

Professor Schwarzwald reported that the Faculty & Professional staff union was also opposed to the Governor’s plan for reorganization. They had primary concerns for community college mission and the student right to choose programs of their interest. The union is advocating for increased college funding through “Campaign for our Communities” and has participated in Lobby Day and recommended faculty and staff contact their legislators for support.

**ADJOURNMENT**
Trustee Hogan made a motion to adjourn the meeting, seconded by Trustee Nolan. **Motion approved.**