

**MINUTES**  
**Approved 2.23.21**

**Doc: 21 FY2021**

**North Shore Community College**  
**Board of Trustees**  
**Tuesday, November 17, 2020, 4:45 pm - 6:30 pm**  
**Virtual via Zoom**

In Attendance

Alex Stone; Andrea Gayle-Bennett; Barbara Heinemann; Dr. J.D. LaRock; Elijah Alouidor; Joseph Riley; Maria Vega-Viera

Not In Attendance

Anh Dao Tran-Moseman; Dr. Dharma Cortes; Nicole Bluefort

Additional Attendees

Interim President Nate Bryant; Vice President Madeline Wallis; Vice President Jan Forsstrom; Vice President Karen Hynick; Interim Vice President Stephen Creamer; Vice President Samantha McGilloway; Norene Gachignard; John Duff; Torrey Dukes; Laurie LaChapelle, Kara Kaufman; Linda Brantley; Miranda Gualtieri; Thanh Giddarie; Tim Johnson; Jacob Rothwell; Kam Kay; Vanessa Bates

1. 4:45pm Call to Order

Chair LaRock called the meeting to order at 4:47pm.

2. 4:46pm Public Comments

There were no public comments.

3. 4:50pm Introduction of student trustee Elijah Alouidor

Trustees warmly welcomed new student trustee Elijah Alouidor. Introductions were made. Elijah is a second year student majoring in business administration. He has worked on campus as part of the work study program and participates in the Men Achieving Leadership Excellence and Success program (M.A.L.E.S.), where he serves as president of the M.A.L.E.S. club.

4. 4:55pm Chair's Report

a. Review minutes of 10/20/20 Doc: 18 FY2021

Chair LaRock asked if there were any edits or corrections to the minutes of 10/20/20. Hearing none, he asked for a motion to approve the minutes of 10/20/20.

- Motion 21:09 to accept minutes of 10/20/20

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

b. DHE Trustee Convening

There was discussion about the DHE convening, which was held virtually this year.

Trustees commented on the importance of training, understanding the role of a trustee, appropriate level of board engagement and the DHE priorities of equity and inclusion.

#### 5. 5:00 Presidential Search Committee

Interim President Bryant excused himself from the meeting at 5:01pm

##### a. Report from Chair LaRock

Chair LaRock reported that Commissioner Santiago has approved the prospectus for the presidential search. Advertisements are live and applications are due by January 22nd. The committee meets on 11/18/20 to review the next steps in the process.

#### 6. 5:15pm Finance Committee

Interim President Bryant returned at 5:05pm.

##### a. Q1 Budget to Actual Doc: 19 FY2021

The finance committee did not meet prior to the board meeting, due to trustee committee members not having the availability to do so.

Vice President Forsstrom reported that revenue tracked better than expected, due to enrollment projections coming in at -12% vs. -20%. Expenses continue to be managed carefully.

Tim Johnson reported an 8% decline for tuition revenue. Wage expenses are higher than last year due to an additional pay period and other factors such as retirements.

More accurate budget information is expected when the spring enrollment projections are available, and when the house budget is passed.

There was discussion about cash flow and how and when reserves may need to be utilized. The bulk of funds come in at varying times during the year, and reserves may be needed in the April/May timeframe. Currently there is 4 months cash on hand.

Chair LaRock requested that going forward, the finance committee include a detailed report on cash flow and cash on hand, for board review.

- Motion 21:10 to accept Q1 Budget to Actual

Chair LaRock asked for a motion to accept the Q1 Budget to Actual.

Move: Barbara Heinemann Second: Alex Stone Status: Passed

#### 7. 5:30pm Interim President's Report Doc: 20 FY2021

##### a. Covid-19 Update

Vice President Forsstrom presented the federal and state Covid related stimulus funding. The funding includes CARES, HSI and Geer.

- Dissemination of CARES money

Vice President Forsstrom reviewed the dissemination of CARES money. Criteria for CARES Institutional funds includes saving jobs, professional development, technical supports, PPE, cleaning and loss of revenue. The CARES Act HSI grant is \$150K for student assistance and technology supports. There are also CARES emergency funds that go directly to students. MA Geer provides funding for one time technology supports as well as direct assistance to students in need.

There was discussion about technology needs of students. Here to Help provided 50 laptops to students and more information about technology needs will be known with additional surveys planned.

#### b. Future of NSCC Discussion

- Preliminary survey data on students experience with fall enrollment and remote learning

Vice President Karen Hynick reviewed the results of the survey data. The survey was conducted with 808 responses out of 4,612 students. The goal of the survey is to gain feedback for continuous improvement. Overall, students are doing well, but there is still a subset who are having difficulty with a remote learning environment. It was also noted that some faculty are going through remote learning for the first time.

- Enrollment projections for the spring

Interim Vice President Stephen Creamer reviewed the enrollment projections for the spring. There was discussion about enrollment numbers in context of what enrollment has been over the last 5 years. Interim President Bryant reported a loss of approximately 2,000 students in the last 4-5 years.

Samantha McGilloway reviewed the college's marketing strategies. Focused ad campaigns are underway in both digital and direct mail format. There are also advertising billboards.

- What we will need to make informed decisions

Interim President Bryant reviewed the process for making informed decisions. The SWOT analysis includes listening to students and staff, welcoming input, creativity, innovation and ultimately making data driven decisions in the best interest of NSCC. Strategic planning will begin in January 2022 with a permanent president.

- NSCC strengths

Interim President Bryant reviewed some of NSCC's strengths, which include regional manufacturing grants, funding to support essential needs of students, early college program, top two-year year college for adult learners, Bertolon Grant for state-of-the-art health simulation lab, and Title III grant to further advance Pathways to Success.

Chair LaRock indicated that the business meetings going into the new year will be largely focused on the presidential search, institutional finances, enrollment and determining the priorities of the board.

9. 6:30pm Adjournment

The meeting was adjourned at 6:34pm