

# MINUTES

Doc: 50 FY2020

Approved 4.14.20

## **North Shore Community College**

### **Board of Trustees**

**Tuesday, March 24, 2020, 4:45 pm - 6:30 pm**

#### **Zoom**

##### **In Attendance**

Anh Dao Tran-Moseman; Barbara Heinemann; Dharma Cortes; Dr. J.D. LaRock; Jamie Perry; Joseph Riley; Maria Vega-Viera

##### **Not In Attendance**

Alex Stone; Nicole Bluefort

##### **Additional attendees**

Patricia Gentile, Miranda Gualtieri, Brian Falter, Janice Forsstrom, Karen Hynick, Laurie LaChappelle, Linda Brantley, Madeline Wallis, Thanh Giddarie, Joanne Sullivan, Stephen Creamer, Torrey Dukes, Bill Hébert, Jr.

#### **1. 4:45pm Call to Order**

Chair LaRock called the meeting to order.

#### **2. 4:46pm Public Comments**

Chair LaRock asked if there were any public comments.

SGA President David Smith asked for clarification on how the college was communicating about Covid-19. He asked how students were being updated and he asked for more transparency in communications Regarding any positive COVID 19 cases. He also asked if there would be a consistent virtual platform for students.

President Gentile responded that she and Vice President of Academic Affairs Karen Hynick are updating students. Of the 2 confirmed cases of Covid-19, both were employees who had no student contact. As of yet, there is not a specific template in place for virtual learning. Faculty and staff continue to work around the clock to ensure students will complete their coursework and are supported.

#### **3. 4:48pm Student Trustee Report**

Student Trustee Jamie Perry thanked the administration for keeping students well informed. The SGA is working on ways to virtually host the upcoming campus events. MassPirg supplied campuses with letters to send to State Representatives asking for assistance with loan payments. Students are concerned as to what commencement will look like.

Chair LaRock thanked Jamie for her leadership.

#### **4. 4:58pm Chair's Report**

##### **a. Review Minutes of 2/25/20 Doc: 46, 47**

- Motion 20:22 to accept the minutes of 2/25/20

Chair LaRock asked for a motion to accept the minutes of 2/25/20.

Move: Barbara Heinemann Second: Joseph Riley Status: Passed

5. 5:00pm President's Report

Karen Hynick presented New Programs, Redesign and Renaming of Existing Programs and Sunset Programs. There was discussion on Shared Governance and the process the programs go through before coming to the Trustees for a vote.

Chair LaRock asked for a consensus motion to approve Motions 20:23-20:28\*

\*note motion 20:28 was inadvertently left off the agenda, Motion 20:28 is to sunset early childhood development degree.

Move: Dharma Cortes Second: Joseph Riley Status: Passed

a. New Program, Early Childhood Educator Certificate Doc: 48

- Motion 20:23 to accept Early Childhood Educator Certificate

b. 5:05pm Redesign and Renaming of Existing Programs

Doc: 48

- Motion 20:24 to rename the Marketing Degree to the Digital and Social Marketing Degree
- Motion 20:25 to rename Small Business Management Certificate (SBC) to Entrepreneurship Certificate (ENT)

c. 5:10pm Sunset Programs Doc: 48

- Motion 20:26 to sunset the Legal Administrative Assistant Degree (LAD)
- Motion 20:27 to sunset Legal Office Support Certificate (LOS)

d. 5:15pm Pandemic and NSCC Readiness

President Gentile reported on COVID-19 pandemic responses. The cross-college Emergency Team meets daily to adjust to the rapidly changing environment. Remote work, learning, and teaching is being maximized, with all courses being remote beginning Monday, March 30th. 300 Chromebooks have been purchased and will be distributed to students. Computer labs are open and set up to adhere to strict social distancing and are equipped with PPE and sanitizing supplies. Only campus police, facilities employees, support for the Computer Lab and Testing Center, and IT employees are coming to campus.

There are 2 lines of communication: an employee communication and a college wide community communication. Dr. Karen Hynick's team is keeping students informed on logistics for courses.

There was discussion on how students and staff are adjusting to the crisis. Crisis counselors are available to students and employees have been encouraged to use EAP. Trustees thanked President Gentile and her team for their extraordinary efforts in this difficult time. SGA President David Smith expressed gratitude to the administration on behalf of the student body.

e. 5:35pm Interim President Search

Chair LaRock reported that a screening committee has been convened for the Interim President search and interviews. The committee members are Chair LaRock, Vice Chair Joe Riley, Barbara Heinemann and Maria Vega-Viera.

There are currently three candidates. The process will be for the committee to recommend one candidate to be interviewed by the full Board of Trustees at a public Special Meeting. The formal vote will be taken after the public forum.

Chair LaRock also led a discussion on allowing the Interim President to apply for the permanent President position. There was general consensus to allow for this.

- Motion 20:28 to convene a committee of 4 members of the Board of Trustees to screen candidates for the position of interim president of North Shore Community College, and to convene the meetings of such committee in executive session, in accordance with Section 21(a)(8) of the Massachusetts Open Meeting Law.

\*Motion 20:28 was renamed Motion 20:29.

Move: Dharma Cortes Second: Anh Dao Tran-Moseman Status: Passed

f. 5:40pm Mediation Update

Chair LaRock reported on Mediation with the MCCC Union. The MCCC has agreed to the Board offer to have more faculty and professional staff on the Presidential Search Committee. The MCCC would like to choose the members, but the guidelines indicate a process of submitting at least two names for every seat, who are then chosen by the Trustees and invited to serve.

Chair LaRock reported that he has met with MCCC President Norene Gachignard, who has asked that the Interim and permanent president have an academic background and knowledge of the region.

There was additional discussion about the criteria for selection of the committee as well as if a faculty member could serve as Co-Chair.

g. 5:45pm Middleton Lease

President Gentile reported that the college was notified in early March that as of August 31, 2020 students could not be on site due to new development permits the landlord has obtained. The landlord has declined to renew the lease. Cosmetology and Culinary Arts are both housed at the Middleton site. The team is currently looking at other sites to house the programs along with transition plans.

h. 5:48pm Human Resources Development

There were no concerns with the Human Resources Report.

6. 5:49pm Other Business

Chair LaRock thanked all for a focused meeting and commended President Gentile for her leadership during the difficult time.

a. **5:50pm Executive Session**

Chair LaRock indicated that given the tenor and appropriate level of focus at the meeting, that it was not necessary to go into Executive Session. He was thankful that President Gentile initiated the mediation and looks forward to resolving any lingering concerns.

- Motion 20:29 to Convene in Executive Session under Sections 21(a)(1) and 21(a)(3) of the Massachusetts Open Meeting Law

This motion was not made after the decision to forgo the Executive Session.

b. 6:30pm Adjournment

Chair LaRock asked for a motion to adjourn.

Move: Dharma Cortes Second: Barbara Heinemann Status: Passed