**MINUTES**

**North Shore Community College**

**Board of Trustees**

**Tuesday, September 21, 2021, 4:45 pm - 6:30 pm**

**Lynn Community Conference Board Room and Zoom**

**Approved 10.26.21**

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| In Attendance |
| Andrea Gayle-Bennett; Anh Dao Tran-Moseman; Barbara Heinemann; Dr. Dharma Cortés; Dr. J.D. LaRock; Joseph Riley; Richard Yagjian; Yuleika Lluveres |
| Not In Attendance |
| Maria Vega-Viera; Nicole BluefortAdditional AttendeesPresident William Heineman; Miranda Gualtieri; Vice President Janice Forsstrom; Timothy Johnson; Interim Vice President Stephen Creamer; Laurie LaChapelle; Linda Brantley; Tom Hamilton; Dennis Abruzzese; Interim Vice President Andrea DeFusco Sullivan; John Duff; Torrey Dukes; Lisa Fowler; Eileen Gerenz; Thanh Giddarie; Kristine Goodwin; Steven Hubbard; Rex Krajewski; Kimberly Odusami; Nikki Pelonia; Joanne Sullivan |

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| 1. | 4:45pm Call to Order |

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| Chair LaRock called the meeting to order at 4:47pm. |
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| 2. | 4:46pm New members of the North Shore Community |

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| President Heineman read names, titles and departments of new employees at NSCC. Chair LaRock commented that trustees have a collective desire to be in touch with the college community and he invited the new employees who were present to introduce themselves. The new employees present were Lisa Fowler, Kristine Goodwin, Steven Hubbard and Nikki Pelonia.  |
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| 3. | 4:50pm Introduction of new Trustee Richard Yagjian |

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| Trustee Yagjian was welcomed back to the Board. He is deeply committed to the college community and is pleased to be back serving as the Elected Alumni Trustee. He also rejoined the Foundation Board this past February.  |
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| 4. | 4:55pm Public Comments |

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| There were no public comments.  |
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| 5. | 5:00pm Student Trustee Report |

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| Student Trustee Lluveres reintroduced herself to the Board. She is a Health Science major currently taking classes in Anatomy and Physiology. Yuleika is looking forward to serving as the student voice and is working with student engagement on a survey for students that she will create her goals from. She plans to review survey responses at the October meeting.  |
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| 6. | 5:05pm Education Report Doc: 1 FY2022 |

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| Rex Krajewski presented the Education Report. Library Services is proactively mitigating the impact of inequities by utilizing holistic wrap around services and support for students, particularly those of color. The library is now able to present students with an environment that is comparable to a 4-year college or university, creating parity for students who eventually transfer.  This summer, the Library submitted its program review documenting its progress over the last 5 years and looking ahead to the future. The Library has evolved from a traditional, faculty-initiated service to one that is proactive and endeavors to be comprehensive. Additionally, CTLI and Library Services are working together to support faculty in finding the best materials for course content. There was discussion about systemic issues. Development of the learning commons and improvement of library space, as well as re-imagining the affordability and access to required course materials, are two high impact priorities that Library Services hopes to see wrapped into the next strategic plan. President Heineman thanked Rex for the report and commented that broader educational access has never been more relevant.  |
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| 7. | 5:20pm Chair's Report |

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| a. | Review of the minutes of 6/15/21 and 7/28/21 Doc: 2 FY2022, Doc: 3 FY2022 |

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| Chair LaRock asked if there were any comments or corrections to the minutes of 6/15/21 and 7/28/21. Hearing none, he asked for a motion to approve.  |
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| • | Consensus Motion 22:01 to approve the minutes of 6/15/21 and 7/28/21 |

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| Move: Andrea Gayle-Bennett  Second: Anh Dao Tran-Moseman  Status: Passed |
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| b. | Elect Vice Chair |

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| • | Motion 22:02 to elect Vice Chair |

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| Status: Tabled |
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| c. | Board review of annual agenda grid for FY21-22 Doc: 4 FY2022 |

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| Chair LaRock indicated that the grid is intended to capture the top priorities in the Board's collective conversation, those priorities being enrollment, finances, change process and the strategic planning process. President Heineman added that each month is also intended to have a mix of board business and deeper discussion on topics such as enrollment and cyber security. Trustees are invited to add topics as new concerns arise. |
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| d. | Committee Assignments Doc: 5 FY2022 |

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| There was discussion amongst trustees about sufficiency of current committees, whether new committees should be formed and whether all trustees should be assigned to a committee. Opinions differed as to whether all trustees should be assigned to a committee. Ideas for potential new committees included Governance, DEI and a Transformational Change Advisory. There was also discussion as to whether non-trustees could serve on committees and what other community colleges may have for committees. NSCC bylaws will be researched along with sister institutions.  |
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| e. | Board Vacancy Nomination Process |

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| Trustees will continue to put names forward to the Governor's office and also have the option to continue to volunteer to stay on the board after expiration of their first term.  |
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| f. | Champions Event Sponsorship Doc: 6 FY2022 |

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| Chair LaRock proposed that the trustees be a significant sponsor at the Champions Event, at which Trustee Tran-Moseman is one of the honorees. Chair LaRock has contributed 2.5K towards the goal of 5K as Gold Level sponsor. The Champions Event will be held virtually on 11/4.  |
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| g. | Self-evaluation tool Doc: 11 FY2022 |

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| Chair LaRock asked trustees for comments on the self-evaluation tool, which was created from multiple sources, refined and customized for NSCC. Trustees commented that the instrument is responsive and comprehensive. The survey will be sent via email with results tabulated for review at the October meeting.  |
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| h. | Open Meeting Law Training |

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| Trustees are required to complete an additional Open Meeting Law training per Legal Counsel. The training will be sent via email.  |
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| 8. | 5:40pm Finance Committee |

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| a. | FY22 Budget Review Doc: 7 FY2022 |

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| Trustee Tran-Moseman reported that the FY22 Budget is balanced and is what is expected in FY22. There was some savings on salaries and some increase in estimated overtime pay for police to support the college. Vice President Forsstrom added that state appropriations were a little better than anticipated in June.  |
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| b. | Federal COVID Relief Funding Doc: 8 FY2022 |

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| Vice President Forsstrom presented the Federal COVID Relief Funding. FY22 budgeting is based on conservative enrollment estimates and cost containment strategies will continue where appropriate. NSCC finance metrics are positive compared to peers and NSCC cash reserves are $15M. HEERF and other funds will continue to be utilized to provide support for the pandemic transition and the strategic planning process and timeline. HEERF funding will be used in FY22-23 for lost revenue reimbursement, additional student aid debt reduction, new COVID requirements, remote mental health counseling, investments for academic program delivery and technology, engagement and retention services for Latinx students and student emergency aid. Strategic initiatives in process include Success Fund, Title III grant, FIPSE Early College Career Internships, Masshire Lynn Youth Career Center, Lynn YMCA MOU Pilot, Bertolon Sim Center, renovation of Danvers LifeScience Pathways Center and A&P classroom at the Lynn campus. There was discussion about preparedness for the Community College Student Success Act Bill and its implication strategically for NSCC, as well as the challenges of how the size of the tuition subsidy is determined.  |
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| c. | Motion 22:03 to accept the FY22 Budget |

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| Chair LaRock asked for a motion to accept the FY22 Budget. |
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| Move: Richard Yagjian Second: Anh Dao Tran-Moseman Status: Passed |
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| 9. | 6:05pm President's Report  |

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| a. | Covid-19 Update |

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| Covid-19 Update will be on the October agenda.  |
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| b. | Enrollment and Retention Update Doc: 9 FY2022 |

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| President Heineman provided a brief update on Enrollment and Retention. Hispanic students comprise the vast majority of enrollment, with Lynn being the highest enrolled city in both part time and full time students. Enrollment will continue to be reviewed on an ongoing basis. |
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| c. | Review of NECHE letter and request for 2-year report Doc: 10 FY2022, Doc: 12 FY2022 |

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| NECHE letter and request for a 2-year report will be reviewed in October.  |
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| 10. | 6:25pm Other Business |

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| There was no other business.  |
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| 11. | 6:30pm Adjournment |

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| Chair LaRock asked for a motion to adjourn the meeting, which ended at 6:40pm |
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| Move: Joseph Riley Second: Anh Dao Tran-Moseman Status: Passed |