



## Middlesex Community College

OFFICE OF THE PRESIDENT  
DR. JAMES C. MABRY

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### **BOARD OF TRUSTEES**

*Minutes of the Meeting – Thursday, April 26, 2018, 7:30 am*

#### **I. CALL TO ORDER:**

The meeting was called to order by Chairman Campbell at 7:40 a.m. at the Federal Building, Court Room, Lowell, MA.

#### **Roll Call - In Attendance**

James J. Campbell  
Steven C. Iem  
Dr. Linda Banks-Santilli  
Dr. Cheryl Howard

Bopha Malone  
Annie O'Connor  
Sierra DeWalt  
Laurie A. Elliott

Alec A. Belanger  
Kathleen A. Plath  
Stephanie Cronin

#### **II. OLD BUSINESS**

##### **A. APPROVAL OF THE MINUTES FOR FEBRUARY 22, 2018**

With a motion by Trustee Plath, seconded by Trustee Howard the minutes of the meeting held on February 22, 2018 were presented for approval. The motion passed unanimously.

#### **III. NEW BUSINESS**

##### **A. Personnel (Board Action Required):**

- 1) P-1347-2018 Approve the resignation/appointment of the following Professional Staff member in Accordance with the Non-Unit Personnel Policies Handbook.
- 2) P-1348-2018 Approve Faculty members be appointed with Tenure in accordance with MCCC/MTA Agreement.
- 3) FYI-2018 Memorandum for rank changes to Faculty in accordance with Article XIV of the MCCC/MTA Agreement.

Motion made by Trustee Plath, seconded by Trustee Howard to approve Personnel Action P-1347-2018 and P-1348-2018. The motions were approved unanimously.

III. NEW BUSINESS CONTINUED

B. Chairman's Remarks:

- 1) Chairman Campbell shared his enthusiasm for the new Academic Arts Center opening in the fall. He presented action item AF-578-2018 to the Board moving that the College name the new Academic Arts Center in honor of the Donahue Family for their dedication to the arts, and their long-time support of the College. He also reported that recently the College received the single largest gift in the College's history from the Donahue family. He stated the Donahue's are steadfast supporters of the annual Celebrity Forum speaker series. In addition, the Donahue family has supported many cultural and art associations in the community including Project Learn and UMASS Lowell. The Chairman reported that Nancy Donahue will chair the Naming Campaign. Provost Phil Sisson outlined the Performing Arts programs at the College and the opportunities available for outreach within the community. Executive Director of Institutional Advancement, Judy Burke is working on a Naming Campaign to raise funds. The College has contracted J&B Consultants for assistance in creating a case for giving and managing the campaign. Plans for the campaign include tailored recognition plaques and donor walls. The "Take a Seat Campaign" is a cost effective way for anyone to donate to the campaign by purchasing a seat. The timeline is being determined with the hope that all funds raised will be in place by the end of 2018. The goal is to raise \$1.5 million. The funds raised will be used for finishing touches on the building and to support the center's programs and productions. Possible scholarships are still being determined. President Mabry was fortunate to meet someone from the Boston and Maine Railroad Society where the original weather vane for the building is being housed. He hopes to negotiate acquiring the original weathervane. Chairman Campbell echoed the enthusiasm in the community for the building and asked for a motion to name the building in honor of the Donahue family.

Motion made by Trustee Elliott and seconded by Trustee Malone to approve AF-578-2018 for the naming of the Academic Arts Center after the Donahue family. The motion passed unanimously.

- 2) Chairman Campbell explained the process of the Presidential Evaluation. He reported that President Mabry also works with the Commissioner of Higher Education to review the Presidential goals that were established for the previous year and the new goals for the upcoming year. The deadline for the 2017-2018 Presidential Evaluation is due June 30<sup>th</sup>. The College recently received the required data dashboard from the Department of Higher Education. Once the information is completed, the Leadership Evaluation Committee will meet to review the data along with the Presidential goals for 2018-2019. He hopes to have a draft for the full Board to review at the May meeting with final report being approved at the June meeting. Once the report is submitted, the Commissioner will schedule an interview with President Mabry in the fall. President Mabry will receive a 1% raise.

III. NEW BUSINESS CONTINUED

B. Chairman's Remarks:

- 3) Student Trustee Sierra DeWalt provided the Board with a SUGA update. Currently, the student organization is in the process of recruiting new members. She reported that she attended the CCLA Conference at Northern Essex Community College for leadership and team building skills. She also represented the College at a state-wide rally for students against sexual harassment on campus.
- 4) Chairman Campbell announced that the College's Paralegal program was ranked #3 in the nation in Lawyer's Weekly and was the only community college recognized. The Chairman, Trustee Malone, and Trustee Howard attended the Annual Statewide Trustee's conference in March. The Chairman reported that the College was recognized many times throughout the event and was moved by the Commissioner's and Board of Higher Education's remarks. He found the time to be valuable and learned about the situations of other community colleges in the state. Chairman Campbell announced that MCC was also ranked #3 in the state for top on-line colleges in a national publication.

C. President's Remarks:

- 1) The President shared mission moments with the Board. While at the Capitol building, he met a police officer who recognized the MCC pin and said he was an alumnus. President Mabry attended the celebration for 1<sup>st</sup> generation students with faculty, and staff. He took a picture with a student who had the photograph framed because where she came from it was a big deal to meet the President and not something that would have been allowed in her country. He also attended the Phi Theta Kappa Induction ceremony. Four MCC students were recently recognized as part of the Phi Theta Kappa All MA Academic Team in the House Chamber at the State Capitol. Another student won a national scholarship and citation was presented by Senator Friedman on the House floor. These stories showcase the difference the College makes in student's lives.
- 2) President Mabry continues to advocate for community college students. He sits on the Presidents' Executive Committee and Chairs the Legislative Affairs Committee. He has had recent conversations regarding the budget at the state house. He met with Rep. Jeffrey Sanchez, Chair of the House Ways and Means and will meet with Senator Karen Spilka, Chair of the Senate Ways and Means. He reported four amendments have been added to the budget process that will need legislators to sign off on. So far there is strong support for programmatic funding for community colleges. The state issued a 1% increase to the College's base funding, but more is needed. The House Senate budget will continue the Mass Grant program with \$7.1 million allocated for community colleges in support of need based scholarships. Funds are also allocated for the Dual Enrollment and Stem Starter programs. There is continued discussion on adding an amendment for full funding for contract salary increases.
- 3) President Mabry shared his recent activities with the Board. He presented at the Project Learn Annual meeting at Lowell High School. He attended the Foundation Scholarship event. He attended the Inauguration of James Van Der Hooven, the new president of Mount Watchusett Community College. President Mabry reported there have been many new presidents due to a generational turnover, and he is optimistic the President's

**III. NEW BUSINESS CONTINUED**

**C. President's Remarks:**

Council will work more closely together. President Mabry reported on the recent meetings with UMASS Lowell regarding the use of dormitory space in the Inn and Conference Center. Negotiations continue as the team works on contract language and an MOU. President Mabry met with Secretary Rosalin Acosta during an event at MCC. He shared that the College is receiving \$250,000 from the "Every Entrepreneurship Fund" to support student entrepreneurs and their start-up businesses. He attended La Guagua poetry festival featuring a US poet laureate along with 20 other poets. President Mabry was also the keynote speaker at the Burlington Chamber luncheon highlighting the need for student support. Trustee O'Connor commented on how she enjoyed the honors poster conference.

**IV. COMMITTEE REPORT**

**A. Administration & Finance (Board Action Required):**

**1) AF – FYI      Budget Presentation**

Trustee Iem gave an overview of the meetings with the Finance Committee's and their decision to recommend increasing the fees for students. He cited the College's responsibility to invest in the future. CFO Frank Nocella presented the FY'19 Budget indicating the challenges community colleges are facing such as declining enrollment. The College will be looking more towards partnerships and fundraising as critical techniques. Student fees total 60% of operating budget. Frank presented statements of revenues, expenses, and operating changes for FY 2018. The Finance Committee is recommending increasing student fees to \$215 per credit hour which is a 9% increase. The Pell grant eligible students will continue to be funded and there are some state financial aid increases expected. The college has \$1.1 million in Student Success Fund to help students close the financial gap. Discussion on the dual enrollment fees and the disparity between the tuition and fees for general programs. Provost Phil Sisson said this is something the College will monitor as the programs move forward. Frank gave an overview of strategic capital projects which are critical for the future. The capital investment budget is important for the college to maintain their facilities, and for financial viability and sustainability. Trustees asked if there are any new strategies for enrollment at the College. Provost Sisson shared the winter sessions, quick start, and mini-mesters were all initiated to help meet student demand and increase enrollment. Trustee O'Connor sought clarification on the total fee per credit for students and whether it depended on the student's program. CFO Nocella clarified that the additional fees aside from the tuition increase are critical to run high cost programs. Chairman Campbell provided quotes regarding declining enrollment among community colleges across the nation. He explained the number of students aged 14-18 is flat for the next 5-10 years. He shared that the long-term projections indicate the numbers may not improve anytime soon. Trustees appreciated the information they received regarding the budgetary issues. President Mabry shared there will be more communication to students on the fee increase and how to access

IV. COMMITTEE REPORT CONTINUED

A. Administration & Finance (Board Action Required):

financial aid assistance. Trustees expressed concern of the percentage of students who could possibly leave their studies as a result of the increase. Trustees acknowledged that the increase still places MCC in the middle of the chart for tuition costs at all MA community colleges. Trustees discussed what the college administration is doing to reduce spending and CFO Nocella shared that every expense is being closely looked at. President Mabry stated that Cabinet reviews all position requests before replacing any retired positions or open positions.

- 2) AF-575-2018 Approve the College's FY 2018 Third Quarter Trust Fund & State Appropriation Report of Unrestricted Funds

Motion made by Trustee Plath, seconded by Trustee Elliott to approve Administration & Finance Action AF-575-2018. The motion was approved unanimously.

- 3) AF-576-2018 Approve and the President is hereby authorized to increase the cost of tuition & fees. Proposed increase per attachment.

Motion made by Trustee Plath, seconded by Trustee Howard to approve Administration & Finance Action AF-576-2018. The motion was approved with one objection by Trustee O'Connor.

- 4) AF-577-2018 Approve the College's FY 2019 interim revenue and spending plans as proposed.

Motion made by Trustee Elliott, seconded by Trustee Malone to approve Administration & Finance Action AF-577-2018. The motion was approved unanimously.

B. Development Committee Update:

Co-Chair Trustee Plath and Malone, Chairman Campbell, Trustee Howard, Executive Director of Institutional Advancement, Judy Burke, Director of Annual Giving and Alumni Relations, Amy Lee

Trustee Plath presented the mission of the Development Committee stating their goal will be to learn how the committee could be most effective. The committee discussed the major fundraiser – Celebrity Forum which is scheduled for June 8<sup>th</sup>. They are looking to the Board to help with sponsorships, ticket sales, raffle and silent auction prizes. Judy Burke shared the enthusiasm for everyone involved with Celebrity Forum featuring Jamie Lee Curtis, and encouraged Board members to reach out to employers and businesses to participate in any way possible. Ms. Burke introduced the new “Named Completion Scholarships” where an employer supports students through their second year of studies to completion. The College's goal is 20 new completion scholarships. The Dental Lab needs to be updated before the next accreditation, and the biotech labs are currently being updated through a grant that requires

**IV. COMMITTEE REPORT CONTINUED**

B. Development Committee Update:

matching funds. These are just a few of the projects the committee will focus on as they move forward.

**V. OTHER BUSINESS**

A. The following is a list of College Awards & Grants:

- 1) Please see attached for a detailed list of all grants received between January 19, 2018, and April 17, 2018.
- 2) Middlesex Community College has been designated a “Military Friendly” school 2017-2018 and will appear in the May issue of G.I Jobs Magazine.
- 3) The Office of Marketing Communications at Middlesex Community College has earned five gold awards in the 5<sup>th</sup> Annual Education Digital Marketing Awards from the Higher Education Marketing Report.
  - GOLD “10 Reasons to Choose MCC”- Admissions Website
  - GOLD “MCC Geofencing Campaign” – Electronic Advertising
  - GOLD “The Middlesex CC FB Page” – Facebook
  - GOLD “ Fall 2017 Noncredit Course Schedule” – Online Course Content
  - GOLD “Middlesex CC Twitter Page” – Social Media Content
  - BRONZE “MCC Theater Lobby Digital Display Advertising” Electronic Advertising

B. The following is a list of Key Events:

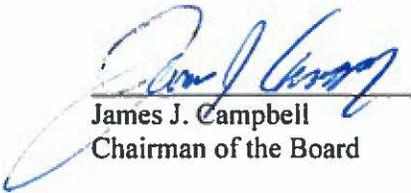
- 1) Wednesday, May 2, 2018, Middlesex Community College Sports Recognition Night, 5:30pm, Bedford Campus Center
- 2) Thursday, May 3, 2018 FSA, Bedford Campus Center, 2:30 pm
- 3) Friday, May 4, 2018, MCC Theater: Spring Awakening, 7:00pm, Burgoyne Theatre, Lowell (May 5<sup>th</sup> – 2pm, 7pm; May 6<sup>th</sup> 2pm)
- 4) Friday, May 4, 2018, 29 Who Shine Event, 2:00pm, State House Great Hall
- 5) Thursday, May 10, 2018, Retirement Gathering, Meeting House, 2 pm
- 6) Monday, May 14, 2018, Naming Committee Meeting, Cowan Center, 5<sup>th</sup> Floor Conference Room, 4:30 pm
- 7) Tuesday, May 22, 2018, Nurses Pinning Ceremony, 4:00pm, Lowell Memorial Auditorium
- 8) Tuesday, May 22, 2018, Evening of Excellence, 6:30pm, Lowell Memorial Auditorium
- 9) Thursday, May 24, 2018, Trustee Meeting, 8:00am, Cowan Center Room 302
- 10) Thursday, May 24, 2018, Commencement, 10:00am, Lowell, Lowell Memorial Auditorium
- 11) Friday, June 8, 2018, Celebrity Forum featuring Jamie Lee Curtis, 5:30 pm, Lowell Memorial Auditorium

**PAGE 7**  
**BOARD OF TRUSTEES MINUTES**  
**APRIL 26, 2018**

**V. OTHER BUSINESS CONTINUED**

C. Next Meeting: The next meeting of the Board of Trustees will be held on **Thursday May 24, 2018, at 9:59 a.m., Lowell Campus, Cowan Building, Room 302** prior to Commencement.

Motion to adjourn meeting was made by Trustee O'Connor, seconded by Trustee Belanger. The meeting was adjourned at 9:40 a.m.

  
James J. Campbell  
Chairman of the Board

Respectfully submitted,  
  
Donna M. Corbin  
Secretary to the Board