



Middlesex Community College

OFFICE OF THE PRESIDENT
DR. JAMES C. MABRY

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BOARD OF TRUSTEES ***Minutes of the Meeting – Thursday, April 27, 2017, 7:30 am***

I. CALL TO ORDER:

The meeting was called to order by Chairman Campbell at 7:34 a.m. at the Trustee House, Galvani Room, Bedford, MA.

Roll Call - In Attendance

Steven C. Iem
James J. Campbell
Alec Belanger
Annie O'Connor

Stephanie Cronin
Bopha Malone
Dr. Oscar DePriest
Tami Dristiliaris

James G. Hicks
Cheryl Howard

II. OLD BUSINESS

A. APPROVAL OF THE MINUTES FOR FEBRUARY 23, 2017

With a motion by Trustee Cronin, seconded by Trustee Howard the minutes of the meeting held on February 23, 2017 were presented for approval. Motion was approved unanimously.

III. NEW BUSINESS

A. Personnel (Board Action Required):

- 1) P-1324-2017 Approve the resignation of Professional Staff members in accordance with the MCCC/MTA Agreement.
- 2) P-1325-2017 Approve the appointment of Professional Staff members in accordance with the Non-Unit Classified Personnel Policies Handbook.
- 3) P-1326-2017 Approve Faculty members be appointed with Tenure in accordance with MCCC/MTA Agreement.

Motion made by Trustee Hicks, seconded by Trustee Cronin to approve Personnel Action P-1324-2017, P-1325-2017 and P-1326-2017. Motion was approved unanimously.

III NEW BUSINESS CONTINUED

B. Chairman's Remarks:

- 1) The Chairman provided the Board with a newspaper article that recognized MCC for their online programs. He stated the College was recognized as one of the top on-line education institutions and commended the College for this achievement. He asked Board members to consider attending this year's MCCTA Spring meeting with keynote speaker Senate President, Stan Rosenberg. The meeting is on May 11 at 4:30 pm and will be held at Bunker Hill Community College. The Chairman also informed the Board of a Workplace Safety Summit being hosted by the College May 15 beginning at 8:30 am. The event will be held on the Bedford Campus in the Campus Center. He asked Board member to consider attending.

C. President's Remarks:

- 1) President Mabry updated the Board on the Strategic Transformation process at the College. The president stated that the process is almost over regarding downsizing and budget balancing exercises, and it has been a collaborative effort with faculty, staff, and union members. Twenty seven staff members have elected to participate in the Early Retirement Incentive Program (ERIP). He explained some positions will need to be refilled after careful review. There are also six positions that have been retrenched. These vacancies will help with the budget. There are still realignment and consolidation going on as the college plans to focus on reorganization throughout the summer. He reported enrollment is better than the initial targets set for the spring, The College received monies for the MCCC contract raises from the State which is welcomed revenue. Tuition fees were increased for high cost, high demand healthcare programs. There is a focus on reviewing all College capital projects for next year along with new initiatives to maintain enrollment. The President discussed his takeaway from the AACCC summit. He stated institutions nationally are facing the same enrollment and state funding declines. Also many strong colleges are electing to offer pathways for students and are focusing on data analytics to help with enrollment processes. MCC has been integrating some changes in the enrollment area including, a successful "Accepted Students" night, and a mandatory student orientation which will focus on pathways. MCC faculty will arrive on campus for three days before the start of the semester to hit the ground running on day one of classes. There was brief discussion on what the initial goals were for this process. There was also a brief discussion on the pathways with ways to help students find a program that is right for them while offering a clear academic maps. The President discussed the importance of informing the communities that college is affordable and different means to market this message. There are also a range of IT initiatives including expansion of the wireless network on campus and the integration of iPads for English 101 courses. The President also discussed the Skills Capital grand that will help with the renovation of nine labs.
- 2) The President gave a brief update on the number of graduating students stating currently 1168 applications have been submitted for graduation. Board members were encouraged to attend the Commencement ceremonies. There was also a brief discussion about the College outgrowing the current commencement venue.

III NEW BUSINESS CONTINUED

- 3) President Mabry updated the Board on the Career Centers. The Regional Employment Board initially awarded the contract to a different company rather than MCC. The college appealed the decision and the appeal was upheld. There will be a new call for bids board which the college will submit. A decision should be made in the summer.
- 4) The president gave a brief overview of recent activities. He attended a regional workforce skills planning initiative, the North West Working Session led by Secretary Jay Ash which focused on strategies for workforce development. There is also an academic program review currently in process at the College. This is a market base data analysis of all programs and is being led by Phil Sisson and Grey Associates. There are two workshops planned where the program review will including; competition, job opportunities, popularity of programs, realignment of programs.

IV COMMITTEE REPORT

A. Administration & Finance (Board Action Required):

- 1) AF-564-2017 Approve the College's FY 2017 Third Quarter Trust Fund & State Appropriation Report of Unrestricted Funds

There was brief discussion on the budget. Interim CFO, Betty Ann Learned requested a Trustee Finance Committee meeting be scheduled prior to the next board meeting.

Motion made by Trustee Iem, seconded by Trustee Cronin to approve Administration & Finance Action AF-564-2017. Motion was approved unanimously.

B. Leadership Evaluation Report:

Chair, Tami Dristiliaris, Trustee Hicks, Trustee Cronin, Chairman Campbell, Executive Director of HR, Mary Emerick, Dean of Institutional Research, Jennifer Luddy

The Leadership Evaluation Committee met on April 24 at 9:00 am in Lowell to begin the Presidential evaluation process for the 2016-2017 Academic year. Board Members were asked to submit feedback on the Presidential goals set for 2016-2017 to the Chair of the subcommittee. The subcommittee plans to meet again to review the draft and create the final report which will be presented at the June meeting before being submitted to the Commissioner of Higher Education for the June 30th deadline. The Board Assistant will provide the Board with the 2016-2017 goals and dashboard for their reference.

C. Workforce Development:

Chair Stephanie Cronin, Trustee Malone, Trustee O'Connor, Trustee Belanger and Executive Director of Advancement, Judy Burke

Judy Burke updated the Board with Workforce Development programs at the College. She provided the Board with a packet of information for non-credit programs. Ms. Burke provided a breakdown of the various non-credit programs offered at the college and discussed the top feeder towns, top enrolled courses, along with the student breakdown. She reported

IV COMMITTEE REPORT CONTINUED

C. Workforce Development Continued:

that Corporate Education and training provides three training fund options. The Board was also presented with a breakdown of revenue streams from the various programs and a list of companies MCC works with.

A speaker from Lowell General further discussed the strong workforce relationship with MCC.

V OTHER

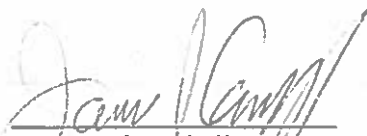
A. The Trustees were provided with a listing of grants received and pending between February 16, 2017, and April 18, 2017.

B. Below is a list of key events provided to the Trustees:

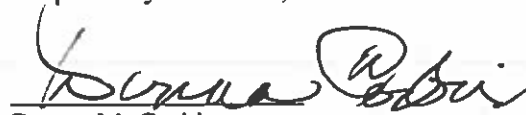
- 1) Wednesday, May 3, 2017, Sports Recognition, 5:00 pm
- 2) Thursday, May 4, 2017, Juried Student Art Exhibit, 5:00 pm, Lowell Telecommunication Center, Market Street, Lowell
- 3) Friday, May 5, 2017, Assessment Day, Bedford Campus
- 4) Friday, May 5, 2017, 29 Who Shine, 2:00 pm, MA State House
- 5) Tuesday, May 9, 2017, Student Leadership Awards, 2:00 pm, Lower Café, Lowell
- 6) Wednesday, May 10, 2017, All Club Celebration, 5:00 pm UMass ICC
- 7) Thursday, May 11, 2017, Spring Fling Lowell Campus
- 8) Thursday, May 11, 2017, MCCTA Spring Meeting, 4:30 pm, BHCC, Boston
- 9) Monday, May 15, 2017, Workplace Safety Summit – 8:30 am, Bedford Campus Center
- 10) Tuesday, May 23, 2017, Evening of Excellence, (Pinning & Honors Night), 4:00 pm Lowell Memorial Auditorium
- 11) Thursday, May 25, 2017, Trustee Meeting 8:00 am, Lowell Cowan Center Room 302
- 12) Thursday, May 25, 2017, Commencement, 10:00 am, Lowell Memorial Auditorium (reception to follow Cowan Center Café)
- 13) Thursday, June 8, 2017, Celebrity Forum featuring David Ortiz, 5:30 pm, Lowell Memorial Auditorium
- 14) Wednesday, August 9, 2017, MCC night at the Spinners, 6:30 pm, Lelacheur

C. Next Meeting: The next meeting of the Board of Trustees will be held on **Thursday, May 25, 2017, 8:00 am, Prior to Commencement, Cowan Center Room 302.**

Motion to adjourn meeting was made by Trustee Hicks, seconded by Trustee Malone. Motion was unanimously approved the adjournment at 9:17a.m.


James J. Campbell
Chairman of the Board

Respectfully submitted,


Donna M. Corbin
Secretary to the Board