



Middlesex Community College

OFFICE OF THE PRESIDENT
DR. JAMES C. MABRY

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BOARD OF TRUSTEES Minutes of the Meeting Thursday, September 27, 2018

- I. CALL TO ORDER:** The meeting was called to order at 8:08 am by Chairman Campbell at the Trustee House, Galvani Room, Bedford, MA. He welcomed Student Trustee, Bridget Byrne to her first Board meeting. The Chairman shared a brief bio for Ms. Byrne and believes she will be a role model for other students. He looks forward to working with her throughout the year.

Roll Call in Attendance

James Campbell
Steven C. Iem
Bridget Byrne

Stephanie Cronin
Annie O'Connor

Dr. Linda Banks-Santilli
Alec Belanger

II. APPROVAL OF THE MINUTES FOR JUNE 12, 2018:

On a motion by Trustee Cronin seconded by Trustee Belanger, the minutes of the meeting held on June 12, 2018 were approved unanimously.

III. NEW BUSINESS

A. Personnel (Board Action Required):

- 1) P-1353-2019 Approve the appointments/retirements/resignations/non-reappointments of Faculty/Professional Staff in accordance with the MCCC/MTA agreement.
- 2) P-1354-2019 Approve the appointments/retirement/resignations of Staff Members in accordance with the AFSCME Coalition I Agreement.
- 3) P-1355-2019 Approve the appointments/retirements of Non Unit Professional Staff in accordance with the Non Unit Professional Personnel Policies Handbook.

Many new faculty and staff members were present and introduced. Trustees welcomed all to the college.

On a motion by Trustee Cronin, seconded by Trustee O'Connor, Personnel Action P-1353-2019 through P-1355-2019 was unanimously approved.

III. NEW BUSINESS CONTINUED

B. Chairman's Remarks:

- 1) Chairman Campbell gave an overview of the positive media exposure and awards presented to MCC. He reported that marketing had recently received 5 gold medals for their marketing campaigns which indicates the College's message is getting out to the community. The Chairman commented on all the work completed over the summer by the facilities and technology departments to update classrooms and building spaces throughout the College. He shared a few success stories of MCC students in the media, and stated these success stories highlights the good work of the faculty and staff at the College.
- 2) Student Trustee, Bridget Byrne addressed fellow Trustees about student needs/concerns. She reported that access to MCC scholarships was one area that students find difficult to navigate. Ms. Byrne is currently working with Amy Lee in the Advancement Office to find other means of getting information about available scholarships to students. Another issue is parking. SUGA (Student Union Government Association) is working to distribute surveys to find out the different means of transportation students are using, and their ideas on how to address parking concerns. They have reached out to 200 students. SUGA is also working with an MCC engineering student who has an interest in transportation issues to help find solutions. The student grievance process is another area of concern. Students would like to create a plan to address student grievances and are working to create a fact sheet for students that would provide contact information for staff who can provide assistance. Students are also concern with the high cost of text books and educational tools. Two members of the student body are planning to attend a national conference on Open Educational Resources (OER) focusing on access to educational tools at a more affordable cost. The Chairman informed Ms. Byrne of the Middlesex 3 Coalition and their efforts to address transportation issues in the area. Phil Sisson reported there is a statewide effort addressing open educational resources and MCC staff will also be attending the conference. Trustees Cronin and Banks-Santilli asked to be kept up-to-date as the open educational resource issue moves forward. Patrick Cook also shared that the College is currently working to create a drop off area for students using alternative transportation such as UBER.

C. President's Remarks:

- 1) President Mabry talked about the start of the new semester and noted there is, as expected, a decline in enrollment of approximately 7%. There is still a positive vibe as the College focuses on returning students with the Smart Start on-time registration program as well as providing financial responsibility education to students before the semester begins. New student orientation was successful in connecting new students with faculty and also allowed the students to become familiar with the College campuses in order to be ready from day one. This allowed for a smooth start to the semester. The College is currently working toward a video based on-line orientation for all students. This initiative will answer all question prior to the start of the semester. Convocation and division meetings were also held prior to the start of the semester allowing everyone to focus on students from day one.
- 2) President Mabry shared the efforts of the College to alleviate parking and travel concerns for students including bike racks and locks. He reported that he continues to meet with all new employees as part of their on-boarding process. The Academic Arts Center ribbon cutting was a great event with lots of excitement. Having President Cowan back on campus for the ribbon cutting was so important because this was her vision. The College received a lot of good press from the event. There will also be an inaugural concert and a theatre production coming soon. Trustee Belanger asked if the building was available to the public. At this time the College is focusing on the academic classes in the building before we begin to bring in other partnerships. There is a program manager overseeing the scheduling of the building.

III. NEW BUSINESS CONTINUED

C. President's Remarks:

- 3) The President updated the Board on the new business process review being conducted at the College by the Grant Thornton Company. Their findings will strengthen the College as we work to become more efficient and effective. There will be some internal restructuring, but no layoffs or retrenchments. He shared that he will be attending the National Association of Community College Entrepreneurship (NACCE) conference in Texas. The President currently serves on their Board. Trustee Cronin will also be attending the conference. Trustee O'Connor asked if there was any feedback from students on the recent fee increase. President Mabry reported minimal feedback was received and it was mostly from one particular program where the College made some adjustments. The President did meet with advisors and directors of the programs that were most affected.

IV. COMMITTEE REPORT

- A. Workforce Development Committee: Committee Chair Trustee Cronin, Committee Members, Trustees Belanger, Malone and O'Connor, Presenters: Judy Burke, Executive Director of College Advancement & Corporate & Community Ed, Phil Sisson, Provost & VP Academic/Student Affairs, Enrollment

Judy Burke thanked all the Board members who serve on this committee and she introduced guest, Peter Farkas, Executive Director of the Greater Lowell Workforce Development Board to the Board. She presented and reviewed the Community Education and Training programs at the College including the College for Kids programs that run throughout the summer. This summer there were over 500 young students on campus. She stated the College for Kids theatre programs next summer will be exciting with the opening of the Academic Arts Center. Ms. Burke provided the catalog for non-credit programs, and also reviewed the corporate training programs that MCC provides to area corporations and businesses. Phil Sisson spoke about the Workforce Development Council at the College. He stated that the College's credit programs work collaboratively with the non-credit programs to be sure the College is satisfying the needs of the community. Trustee Cronin updated the Trustees on the efforts of Middlesex 3 Coalition stating the main focus is transportation and workforce development. The coalition is also working on housing and healthcare in the area. To strengthen the coalition, they have been hosting monthly "What's Happening in Middlesex 3" meetings which has brought in more partners. She noted the next meeting will take place in the Academic Arts Center on October 19. The coalition now has 99 members including large corporations. Peter Farkas provided information about the northeast labor market, regional planning and workforce development in the greater Lowell area. He also noted that transportation issues are being addressed across the state. All were available to answer any questions.

- B. Health Careers at Middlesex Community College: Kathy Gehly, Dean of Allied Health, Karen Townsend, Director Dental Hygiene Program, and Sandra Shapiro, Director Nursing Program

Dean Gehly thanked the Board for the opportunity to present an overview of the health programs at the College. Sandra Shapiro reviewed the nursing program at the College. She explained the program is a selective program and there is testing to be sure incoming students are qualified to begin the program. There is an average of 65 graduates from the nursing program each year. Ms. Shapiro informed the Board that cost of the program is \$26,000. Students in this program have an 89% licensure pass rate. Karen Townsend gave an overview of the dental hygiene program which is another selective admission program. Success rate for licensure is 100%. She informed the Board that the students serve the community population which is how they practice their skills. Cost of this program is \$31,000. Both nursing and dental hygiene are accredited programs. Director Shapiro and Townsend stated the programs need facility and technology updates. The programs have received grant funding to help with

IV. COMMITTEE REPORT

B. Health Careers at Middlesex Community College Continued:

the needed updates. Dean Gehly provided an overview for the radiologic technology, medical laboratory technology, diagnostic medical sonography, dental laboratory technology, dental assisting, medical assisting and academy of health professions programs pointing out the costs as well as the admission, retention, graduation and licensure rates. It was also noted that students have close to 100% of job placement. Trustee O'Connor requested a tour of the health programs at the College for Board members. Noting that most of the programs are housed in Lowell, the College will scheduled a tour following a Trustee meeting in Lowell. Trustee Cronin asked if there was a possibility to expand the programs. The demand for qualified faculty, the cost of running the programs, and space limitations does not allow for expansion.

V. OTHER BUSINESS

A. The next Committee Report/Update will be Audit & Investment – October 25, 2018, Audit & Investment - Committee Chair, Trustee Steven C. Iem.

B. The following is a list of College grants and awards provided to the Trustees.

- 1) Please see the detailed list of all grants received between June 5, 2018, and September 17, 2018.
- 2) MCC has been ranked No. 4 on the 2018 list of Best Online Community Colleges in Massachusetts by TheBestColleges.org.
- 3) Middlesex Community College has been ranked No. 5 in the state and No. 41 in the country on Washington Monthly's 2018 list of Best 2-Year Colleges for Adult Learners

C. The following is a list of key events provided to the Trustees.

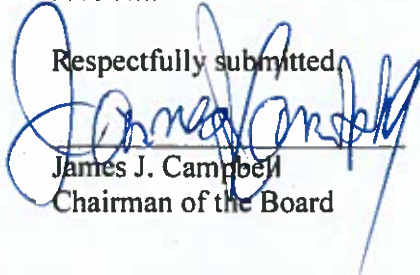
- 1) October 4, 2018, Faculty Staff Association (FSA) meeting, 2:30 pm, Academic Arts Center.
- 2) October 5, 2018, Lowell Plan Annual Breakfast, 7:00 am, UMass ICC
- 3) October 5, 2018, Audit Committee meeting, 10:00am – 11:30am Bedford President's Conference Room, Cataldo Bldg. 2nd Floor.
- 4) October 25, 2018, Trustee Meeting, 8:00 am, Bedford Trustee House Galvani Room
- 5) December 4, 2018, Trustee Meeting w/Student Government, 5:30 pm, Nesmith House, 229 Andover St. Lowell
- 6) December 7, 2018, PTK Honor Society Induction Ceremony, 7:00 pm, Bedford Café East


D The next meeting of the Board of Trustees will be held on **Thursday, October 25, 2018 at 8:00 a.m., Bedford Trustee House, Galvani Room**

Please Note – there will be an Audit Committee meeting on Friday, October 5, 2018, 9:00 am – 11:30 am, President's Conference Room, Cataldo Bldg. 2nd Floor, Bedford Campus. Committee members include: Chair, Steven Iem, Trustees Stephanie Cronin, Kathleen Plath, Laurie Elliott and Chairman Campbell.

Motion to adjourn by Trustee O'Connor, seconded by Trustee Cronin, and unanimously approved at 9:48 am.

Respectfully submitted,


James J. Campbell
Chairman of the Board


Donna Corbin
Board Assistant