



## Middlesex Community College

OFFICE OF THE PRESIDENT  
DR. JAMES C. MABRY

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### **BOARD OF TRUSTEES** *Minutes of the Meeting – Thursday, January 26, 2017*

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

The meeting was called to order by Chairman Campbell at 7:26 am. The Chairman welcomed all to the meeting.

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

Steven C. Iem	Stephanie Cronin	Tami Dristiliaris
James G. Hicks	James J. Campbell	Alexander Gounaris
Dr. Oscar DePriest*	Bopha Malone	Cheryl Howard
Annie O'Connor		

\*Via Conference Call – Geographical Distance

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

##### **A. APPROVAL OF THE MINUTES FOR DECEMBER 6, 2016**

With a motion by Trustee Cronin, seconded by Trustee Malone the minutes of the meeting held on December 6, 2016, were presented for approval. A roll call vote was requested. Trustees Hicks, Dristiliaris and Howard abstained from voting. All others voted in favor of approving the minutes from December 6, 2016.

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

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

- 1) P-1319-2017 Approve the appointment/resignations of Classified Staff in accordance with Non-Unit Classified Personnel Policies Handbook.
- 2) P-1320-2017 Approve the appointment of Classified Staff members in accordance with the AFSCME Coalition I Agreement
- 3) P-1321-2017 Approve the appointment of Faculty/Professional Staff in accordance with MCCC/MTA Agreement

President Mabry took a moment to introduce the new Executive Director of HR, Mary Emerick, and gave a brief overview of her background. The Trustees welcomed her to the College.

III. NEW BUSINESS

A. Personnel (Board Action Required) Continued:

Motion made by Trustee Hicks, seconded by Trustee Malone to approve Personnel Actions P-1319-2017 thru P-1321-2017. A roll call vote was requested and the motion carried with no objections.

B. Chairman's Remarks:

- 1) Chairman gave a monthly update to the Board. He attended the Middlesex 3 Coalition Legislative Breakfast hosted by the College and commented on the importance of the Middlesex 3 Coalition and the work they are doing in the area. The Chairman stated the discussions with legislators and business leaders from the greater Lowell and Bedford areas were important for the College. He reported on the annual MCCF Lura Smith Fund MLK event hosted by the College at the Tsongas Arena. The event celebrated its 19<sup>th</sup> year. He commended the participation of student volunteers and the presentations from the theatre students who portrayed historical figures that represented the theme of peace and reconciliation. Lura Smith thanked the Board and the College for the support the event has received throughout the years. Ms. Smith also praised the students for the support they provide for the event.
- 2) The Chairman revisited the Board of Trustees Sub-Committee Structure. The Board was provided with a listing of current committees and their members. He noted the Audit and Investment Committees have been combined. He asked Trustees to review and let him know if they had any suggestions to streamline the committee structure.
- 3) The Chairman reported that he will be attending the ACCT Legislative Summit February 14-16, 2017. He explained that this was an opportunity to meet with the College's delegation at the State and Federal level.
- 4) Alexander Gounaris gave an update on student issues. He gave an overview of the "Town Meeting" held on campus and spoke specifically on student homelessness and how it effects students on campus. He also spoke about the importance of the food pantries on each campus. He spoke about the recent elections and the mood of students on campus. Chairman Campbell highlighted the importance of Middlesex 3 Coalition as they work on the transportation needs of the community through public transportation.
- 5) Trustee O'Connor requested that a Trustee meeting be held in March. The Chairman will address this request at the February meeting with a tentative date of March 30.

C. President's Remarks:

- 1) President Mabry asked Provost Sisson to give an overview of the opening of spring semester. Provost Sisson stated "the College never sleeps" with the accelerated sessions of Winter Session starting immediately after the New Year, and the new summer Quick Start Session which will begin before spring semester ends. Provost Sisson provided the Trustees with the enrollment report and was available to answer any questions. He

III. NEW BUSINESS CONTINUED

C. President's Remarks Continued:

explained that during the first week of classes all staff are involved in welcoming students and are available to answer any questions students might have.

- 2) President Mabry updated the Trustees on the CFO search. The College's first choice for the position did not accept the position due to family issues. The College is continuing the search for the CFO.
- 3) President Mabry provided two new policies from the State. Legal counsel provided the language for the two policies. It was noted that the College is a smoke free campus. These policies need Board action to approve implementation:

- a. **Marijuana Policy** – All Trustee questions regarding the marijuana policy were addressed.

**Trustee Dristiliaris made a motion to accept the Marijuana Policy. The motion was seconded by Trustee Hicks. A roll call vote was requested and the motion carried with no objections.**

- b. **Bathroom Use Policy** – All Trustee questions regarding the bathroom use policy were addressed.

**Trustee O'Connor made a motion to accept the Bathroom Use Policy. The motion was seconded by Trustee Howard. A roll call vote was requested and the motion carried with no objections.**

- 4) President Mabry gave an update on the Strategic Transformation Planning Process. He reported with the efforts of the budget review process, cost saving initiatives and new enrollment processes the College has been able to reduce the budget by about \$1 million. President Mabry gave an overview of the steps the College will be implementing to offset the projected budget deficits including voluntary early retirement incentives, restructuring, and realignment. The early retirement incentive will be offered for a limited time. He explained the process the College will followed. The process is geared to make the College more effective and efficient. The College is also looking at different ways to increase revenues. President Mabry noted the College is building this process on a strong foundation and gave credit to the many good faculty and staff who work hard with their main focus on student success. Trustee O'Connor asked the if the plan included replacement of retired full time faculty. President Mabry informed the Board that the positions would be replaced where necessary. There would also be a cost savings with a lower rate of pay. Chief Hicks commented on the openness of the process and commended the College for the participation of the College community.

IV. COMMITTEE REPORTING

A. Administration & Finance: (board action required)

- 1) AF-561-2017 Approve the college's FY 2017 Second Quarter Trust Fund, & State Appropriation Report of Unrestricted Funds.

**IV. COMMITTEE REPORTING**

**A. Administration & Finance Continued: (board action required)**

Interim CFO, Betty Ann Leaned, explained the process she is using to review departmental budgets at the College and the savings generated from this process.

Motion made by Trustee Hicks, seconded by Trustee Iem to approve Administration and Finance Action AF-561-2017. A roll call vote was requested and the motion carried with no objections.

**B. Student Success:**

Committee Chair, Trustee Malone, and Provost, VP Academic & Student Affairs, Phil Sisson presented to the Board. Chair Trustee Malone introduced the Student Success Committee members and spoke of the importance of this committee. Provost Sisson introduced Pam Flaherty, Dean of Students who gave an over of the AANAPISI grant and the work being done at the College for Asian student advancement. Provost Sisson also introduced Scott O'Neill, Assistant Dean of Enrollment Services who gave an overview of the Title III/MCC 360 grant and the efforts this grant will provide to the College to improve the student experience through technology upgrades.

**V. OTHER BUSINESS**

A. Commissioner of Higher Education, Dr. Carlos Santiago, addressed the Board with updated from the State. The Commissioner introduced Michael Mizzoni, Board Liaison to Trustees at the Department of Higher Education. He explained the current population data from the State of Massachusetts and the challenges higher education institutions will face keeping the population as highly educated as possible. He stated all colleges in the commonwealth are experiencing lower enrollments. He gave a brief overview of the FY 18 State budget recently released from the Governor's office. He spoke of the new Presidential Evaluation process at the Department of Higher Education with more emphasis on the Vision dashboard data. There will be an online portal available for feedback. The Department of Higher Education will be providing guidance as the Presidential Evaluation moves forward. The Commissioner shared the concerns for homelessness, hunger, transportation and childcare issues that the students of the Commonwealth are facing. The Department of Higher Education will be working to address these issues moving forward. He congratulated the Board and the College for their Strategic Plan. He also spoke on the letter of support from the department for the underfunding MCC received and the efforts being made towards returning the funds to the campus. The Commissioner was available to answer any questions. Chairman Campbell thanked the Commissioner for his visit and that the Board appreciates his support for the College.

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**V. OTHER BUSINESS Continued**

B. The next committee report/update is tentatively scheduled to be the Institutional Planning

C. The following is a list of College Awards:

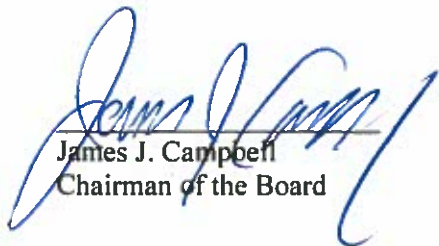
- 1) 4<sup>th</sup> Annual Education Digital Marketing Awards:
  - i. Gold – Social Media Content – MCC Facebook
  - ii. Gold – Social Media Hub – Storify: MCC Commencement 2016
  - iii. Gold – Online Publications – Profiles Magazine (2015-2016)
  - iv. Bronze – Digital Video – The Commonwealth Honors Program
  - v. Bronze – Electronic Advertising – MyMcc ad (Spanish)

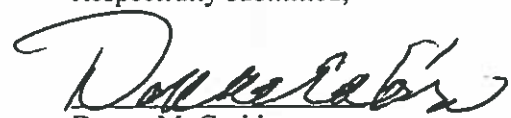
D. A list of key events was provided to the Board:

- 1) January 26, 2017, Open Forum, Bedford Campus Center, 2:00 – 4:00 pm
- 2) February 23, 2017, Board of Trustee Meeting, Bedford Trustee House, Galvani Room, 7:30 am
- 3) March 20 - 24, 2017, Spring Break
- 4) March 30, April 3, 4, & 5, 2017, Advisory Board Dinners, Bedford Campus Center
- 5) April 27, 2017, Board of Trustee Meeting, Bedford Trustee House, Galvani Room, 7:30 am

E. The next meeting of the Board of Trustees will be held on **Thursday, February 23, 2017, Trustee House, Galvani Room, Bedford Campus.**

Motion to adjourn meeting was made by Trustee Dristiliaris, seconded by Trustee Cronin. A roll call vote was made and unanimously approved adjournment at 9:55 a.m.

  
James J. Campbell  
Chairman of the Board

Respectfully submitted,  
  
Donna M. Corbin  
Secretary to the Board