



Middlesex Community College

OFFICE OF THE PRESIDENT
DR. JAMES C. MABRY

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BOARD OF TRUSTEES MINUTES OF THE MEETING Thursday, October 26, 2017

I. CALL TO ORDER

The meeting was called to order by Chairman Campbell 7:35 a.m., Galvani Room, Trustee House, Bedford.

Roll Call in Attendance

James J. Campbell
Steven C. Iem
Stephanie Cronin
Laurie A. Elliott

Annie O'Connor
Sierra DeWalt
Dr. Linda Banks-Santilli

Bopha Malone
Kathleen A. Plath
Alec A. Belanger

II. APPROVAL OF THE MINUTES FOR SEPTEMBER 28, 2017

On a motion by Trustee Cronin, seconded by Trustee O'Connor, the minutes of the meeting held on September 28, 2017 were approved.

III. COMMITTEE REPORT

A. Audit/Investment & Finance Committee:

The Audit Committee met with auditors O'Connor and Drew on October 10, 2017 in Bedford. Committee Members include Committee Chair, Trustee Iem, Chairman Campbell, Trustee Elliott, Trustee Cronin, and Trustee Plath. Representatives from O'Connor & Drew attended today's meeting and provided an overview of the draft audit report to the Trustees. They reviewed the financial statements, internal controls report, and the student financial aid report. The auditor's reported that next year's unrestricted net position to reflect a potential significant liability.

- 1) AF-572-2018 Approval of the college's FY 2018 Financial Statements/O'Connor and Drew Auditors Report.

Motion made by Trustee Malone, seconded by Trustee O'Connor to approve the Administration & Finance Actions AF-572-2018. Action AF-572-2018 was approved unanimously.

- 2) FYI - MCC FY19 Capital Projects – Chief Financial Officer, Frank Nocella worked collaboratively on the capital projects presentation for DCAMM for FY19. There are two projects. The STEM Program Modernization and the Cowan Center Modernization. Pamphlets were provided to Trustees with an overview of the proposal. This project is important to keep alignment with 21st century. President Mabry stated that they may break down the projects into more fundable chunks. There will be a 2nd round presentations and using the positive feedback from DCAMM, the team will refine the proposals for final submittal the end of November early December.

IV. NEW BUSINESS:

A. Personnel: (board action required)

- 1) P-1336-2018 Approve the appointment of Faculty/Professional Staff members in accordance with the MCCC/MTA Agreement.
- 2) P-1337-2018 Approve the appointment of Staff Member in accordance with the AFSCME Coalition I Agreement
- 3) P-1338-2018 Approve the resignation of Staff Members in accordance with the Non-Unit Professionals Personnel Policies Handbook.

Motion made by Trustee Plath, seconded by Trustee Cronin, to approve the Personnel Actions P-1336-2018 through P-1338-2018. A roll call vote was requested. All voted in favor of approving actions P-1336-2017 through P-1338-2017.

B. Chairman's Remarks:

- 1) Merrimack Valley Annual Dinner featuring Gov. Charlie Baker and first lady Lauren Baker – The Chairman shared a flyer with the Trustees showcasing photos of students interacting with Governor Baker and Lauren Baker. The event was a big success and Lauren Baker is interested in coming to the College campus to meet with more students.
- 2) Lowell Plan Annual Breakfast – The Chairman provided the Board with a brief overview of the Lowell Plan's mission. The Chairman reported that the College played a prominent role at the annual meeting. President Mabry spoke at the meeting and the College was well represented in the presentation.
- 3) Building Naming Rights Policy for State College Campus Buildings – The Chairman reported that the removal of former President, Evan Dobelle's name from the College's Lowell library is complicated and to his knowledge, this has not been done at any MA college before. The Chairman shared that Evan Dobelle played a vital role as former President of the College in working collaboratively with the city and government officials to expand the College. The Chairman advised the Trustees to seek legal counsel before further action is taken. Trustee O'Connor stated that, as she understands it, decisions about the naming of rooms at the College are left to the local Board. Trustee O'Connor requested a motion to have past President, Evan Dobelle's name removed from the Lowell Library. The Trustees asked if there was any precedent and if other colleges have gone through a similar process. The Chairman requested that a motion be made to table the conversation concerning the naming of the Lowell Library in order to seek legal counsel before any action is taken.

Trustee O'Connor, made the motion on the Chairman's recommendation to seek legal counsel before taking action on the name of the Lowell Library, the motion was seconded by Trustee Plath. The motion passed unanimously.

- 4) Leadership Evaluation Committee – The Chairman updated the Board on the process followed by the Leadership Evaluation Committee. The Chairman reported that last year, there was a change in the deadline for the submission of the evaluation from October to the end of June. The committee works with HR, IR, and President Mabry on goals and the evaluation before presenting it to the full Board. The Chairman stated the goals submitted were preliminary, and the Board seemed satisfied. The report was sent to Commissioner Santiago for review to ensure the College is following proper guidelines set by the Board of Higher Education. There was a one-on-one meeting with the President and the Commissioner of Higher Education. A final letter will be received soon from the Commissioner approving the evaluation and recommendations. With the current change in Board members, a new committee was formed, and the first meeting is scheduled for October 31, 2017.

IV. NEW BUSINESS CONTINUED:

C. President's Remarks:

- 1) Semester Updates – President Mabry discussed the new partnership between the College's culinary program and UTEC, Inc. a non-profit that focuses on providing assistance to disconnected youth. The culinary program will rent space in the new commercial kitchen from UTEC. President Mabry asked Provost Sisson to discuss the latest Enrollment Report. A comparison report is designed as a snapshot in time, and is sent daily to administrators. The freeze date for reporting enrollment numbers to the state was October 15th. Provost Sisson stated that all of the community colleges experienced a decline in enrollment. Goals were set for Enrollment and Admission staff to enhance retention. Two programs have been piloted this year, the On-time registration and Late Start Semester program. Both programs are to better serve students and will be reviewed. Another pilot program is "Minimester" which will split the semester into two 8 week sessions and will begin in spring 2018. \$100,000 has been allotted for redevelopment of online courses with training provided for faculty. Through the collective bargaining agreement faculty will be compensated for the redesign of online courses. The concurrent enrollment program between the high schools and the College has been highly successful and is on the rise. There is a two-year plan to bring more students in for evening courses. There has been a Financial Aid revision in the drop for non-payment program with many students now placed on a payment plan. Trustees asked about a new advising system and delivery of the programs. Provost Sisson clarified that the advising structure is in transition. Provost Sisson reported on data that shows students leave with extra credits, and to combat this there are academic maps available. There was also an implementation of additional semesters (winter session, summer session). The shorter terms fit better with student's lifestyles. A large block schedule has been implemented with great feedback about the new structure. After the three-year period the structure will be reviewed.
- 2) New TRIO Grant – The College has been allotted \$1.3 million over 5 years to aid 1st generation high school students in taking STEM courses. Working with local high school students will strengthen the pipeline of students to the College.
- 3) EAB Navigate –The Navigate tool is a mobile tool allowing students to communicate with faculty, advisors, as well as apply for financial aid. President Mabry stated that students prefer working with the online platform. There will be a 9-month integration process. The EAB Navigate program has been rated a gold standard.
- 4) Activities – President Mabry lead a team to review Manchester Community College's 9 standards of accreditation. Based on our last Self Study, led by Provost Sisson, Middlesex has served as a model for NEASC accreditation processes. President Mabry attended a meeting with local leaders to help submit a proposal for the Amazon Bid. He met with Tim Broderick at the vocational tech school to discuss workforce development. He met with a sector of the Lowell Plan. The Middlesex 3 Coalition event at iRobot was great. President Mabry attended the Project Learn board meeting and gave a brief presentation on the Lowell School Committee on the Lowell Promise programs. He also attended the President's Council meeting at Greenfield Community College. Other recent events included a Scare Fest on campus and a Bedford Open House over the weekend which was well attended. President Mabry met with Bank of America over our groundbreaking online reimbursement program for students. A video was shot on campus that highlights the innovation of the College. The hope is to bring in partnerships with Corporate and Community Education to train members of Bank of America as well as possibly fundraising initiatives. The LHS Distinguished Alumni event went well and President Mabry met with Representative Tom Golden and many people from the community. The Board was reminded of the Murder at Nesmith House Event where funds will be raised for the Theater Department. Trustee Iem asked for an update on the Boston & Maine project which President Mabry reported is still on target be ready for March 2018 with an opening in the fall 2018.

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V. OTHER BUSINESS

A. The next committee report is the Diversity Committee for the December 5, 2017 Trustee meeting

B. The following is a list of key events continued:

- 1) November 9, 2017, Mid-Term Open Forum, 2:00pm, Bedford Café East
- 2) November 18, 2017, Craft Fair, 9:00 am – 3:00 pm, Bedford Campus Center
- 3) November 25, 2017, City of Lights Parade, 4:30 pm Downtown Lowell
- 4) November 28, 2017, MCC Night at UMass Lowell Riverhawks Hockey vs Bentley, 7:00 pm, Tsongas Arena
- 5) December 5, 2017, Trustee Meeting w/Student Government, 5:30 pm, Nesmith House, 229 Andover St. Lowell
- 6) December 8, 2017, PTK Honor Society Induction Ceremony, 5:00 – 7:00pm, Bedford Café East
- 7) January 23, 2018, College Wide Open Forum, 2:00 pm, Bedford Campus Center

C. The next meeting of the Board of Trustees will be held on **Tuesday, December 5, 2017 at 5:30 p.m., Nesmith House, 229 Andover St., Lowell, MA with Student Government**

Motion by Trustee Plath, to adjourn, seconded by Trustee Cronin. All voted in favor to adjourn the meeting at 8:56 a.m.


James J. Campbell
Chairman of the Board

Respectfully submitted,


Donna Corbin
Secretary