



Middlesex Community College

OFFICE OF THE PRESIDENT
DR. JAMES C. MABRY

mabryj@middlesex.mass.edu
www.middlesex.mass.edu

BOARD OF TRUSTEES Minutes of the Meeting Thursday, September 27, 2016

- I. **CALL TO ORDER:** The meeting was called to order at 7:50 am by Chairman Campbell at the Trustee House, Galvani Room, Bedford, MA. Chairman Campbell introduced the new Alumni Trustee, Alec A. Belanger who will be replacing Trustee Timothy Glaser. The Chairman thanked Trustee Glaser for his many years of service at the College. He also welcomed Student Trustee, Alexander Gounaris to his first Board meeting and looks forward to working with him throughout the year.

Roll Call in Attendance

James Campbell
Steven C. Iem
Cheryl Howard
Tami Dristiliaris

Alexander Gounaris
Annie O'Connor
Alec A. Belanger
Bopha Malone

James G. Hicks
Stephanie Cronin

II. **APPROVAL OF THE MINUTES FOR JUNE 14, 2016:**

On a motion by Trustee Hicks seconded by Trustee Howard, the minutes of the meeting held on June 14, 2016 were approved unanimously.

III. **NEW BUSINESS**

A. **Personnel:**

- 1) P-1309-2017 Approve the annual Presidential Performance Evaluation for period of July 1, 2015 through June 30, 2016.

Trustee Hicks gave an overview of the evaluation process for the presidential performance during the period of July 1, 2015 through June 30, 2016. The full report has been provided to the Board. He asked the Board to accept the report and recommendations as written to the Commissioner of Higher Education. Chairman Campbell noted that all members of the Leadership Evaluation Committee have been on the Board throughout the time period of the evaluation. Trustee Hicks thanked the Leadership Evaluation Committee for their thorough work on the evaluation over the summer.

On a motion by Trustee Hicks, seconded by Trustee Cronin, unanimously approved Personnel Actions P-1309-2017

III. NEW BUSINESS CONTINUED

A. Personnel Continued:

- 2) P-1310-2017 Approve the appointments/resignations of Faculty/Professional Staff in accordance with the MCCC/MTA Agreement.
- 3) P-1311-2017 Approve the appointments/retirement/resignations of Staff Members in accordance with the AFSCME Coalition I Agreement.
- 4) P-1312-2017 Approve the resignations/appointments/retirements of Non-Unit Professional Staff in accordance with the Non-Unit Professionals Personnel Policies Handbook.

On a motion by Trustee Cronin, seconded by Trustee Howard, unanimously approved Personnel Action P-1310-2017 through P-1312-2017

B. Chairman's Remarks:

- 1) The Chairman reviewed the Trustee Committee Structure and noted that new Trustee, Alec Belanger will serve on the Workforce Development Committee. He asked the Committees to review the dates for the following presentations by committees; October 27, Audit and Investment, December 6, Diversity and January 26, 2017, Student Success.
- 2) The Chairman asked the Trustees to consider attending the Trustee Statewide Conference October 27, 2016, 10:00 am @ UMass Lowell ICC, Lowell, MA. He stated the conference is very helpful and worthwhile.
- 3) The Chairman congratulated the College on their Open Forum, September 8, 2016. He stated how impressed he was with the enthusiasm shown from all participants and the value of the questions raised in relation of the Strategic Transformation.
- 4) The Chairman attended the Lowell Plan Education Forum held over the summer. Representatives from all areas of the community attended. Panel members included representatives of the educational systems in Lowell including Middlesex Community College, UMass Lowell and the Lowell Public School system. It was important to note that a student can attend schools in Lowell from kindergarten all the way through a Ph.D. degree.
- 5) The Chairman asked if there was any new business from the Trustees: Trustee O'Connor asked to be placed on the College's Emergency Alert system. The Chairman asked Trustee Hicks to review this request with Patrick Cook, Executive Director of Community Relations and report back at the next Trustee meeting. Trustee Cronin asked for more participation on the Workforce Development Committee. She stated Trustee Malone and Trustee O'Connor have also expressed interest to serve on the committee. Chairman Campbell agreed to add both Trustees to the Workforce Development Committee. Trustee Cronin informed fellow Trustees of 2 round table discussions being presented through the Middlesex 3 Coalition. She will provide more details.

C. President's Remarks:

- 1) President Mabry provided the Trustees with an organization chart for the restructuring of the Senior Leadership team. He pointed out the addition of 3 new members. Judy Burke will lead the Advancement Office, Grants Office, Institutional Research, the Career Place/Source as well as Corporate & Community Ed as the new Executive Director of Institutional Advancement, Colleen Cox will serve as the Chief Administrative Office and will focus on campus management while overseeing all events at the College, the historic homes, food service, bookstore and transportation. He also introduced the new Interim Chief Financial Officer, Betty Ann Learned who is a former CFO in the MA Community College system. The College is currently in the process of a national search for a new HR Director and CFO.

III. NEW BUSINESS CONTINUED

C. President's Remarks Continued:

- 2) President Mabry review the grants report from May 2016 through September 2016 provided to the Trustees. He pointed out 2 grants recently received; Title III and AANAPISI, both grants will help the College in their long term capacity over the next 5 years. President Mabry thanked the Grants office for their good work.
- 3) President Mabry asked Phil Sisson to give an overview of the "Opening Day" program Provost Sisson provided the Trustees with a schedule of the day and reported on the highlights of the day. Provost Sisson noted the theme was "Student Success from Day One." Over 900 students participated. President Mabry stated the Open Forum on September 8th was designed to foster trust with an open dialogue about the Strategic Transformation. The forum was inclusive with all staff at the College having the opportunity to participate either in person or remotely.
- 4) President Mabry spoke about the Strategic Transformation process being implemented at the College. This is a structured process that will be open, honest, and transparent and will welcome creative and scalable solutions – the College is facing significant challenges with several years of declining enrollment, declining state support, rising costs and increasing competition. He review the September 1 Strategic Transformation forum that brought together a wide range of leadership from around the college to address the issues, and provided a forum with vigorous conversation, and brainstorming. Professional Day on October 19 is now being labeled a Strategic Transformation Summit designed to engage the entire College Community. The Strategic Planning committee will review the results of the summit and create a report for Cabinet which will be shared with the Trustees. While the College is facing some challenges, this is a strong institution with really good people to take on the challenges and find solutions. The enrollment decline is across the nation. Colleges are facing this issue in different ways. Trustee Cronin asked how the other Community Colleges are dealing with this decline. The other Massachusetts Community College Presidents have not shared their process. Trustee Howard asked how the morale was on campus. President Mabry stated that staff appreciates the open and honest dialogue, but of course people are concerned. Trustee O'Connor stated she heard about layoffs at the College and asked about all the new hires. President Mabry explained the current process of the conversion from part-time to full-time employees and positions that were replacement. He stated that at this point there are no plans for layoffs.
- 5) President Mabry provided the Trustees with the LIABILITY PROTECTIONS AFFORDED PUBLIC EMPLOYEES AND PUBLIC EMPLOYERS PURSUANT TO CHAPTER 258 AND CHAPTER 15A sent to him from Legal Counsel, Ken Tashjy. President Mabry stated the College would save approximately \$18,000 if the College does not renew the policy. The College currently has an extension on the policy until September 30th. The information was reviewed by the Board and it was decided this insurance was not necessary. The Chairman asked for a motion to discontinue the coverage.

Trustee Hicks made Motion to discontinue the Directors/Officers & Trustee's Liability Insurance Coverage. Trustee Cronin seconded the motion. The motion passed unanimously.

- 6) President Mabry updated the Board with new MCC Foundation News. The Foundation has formally agreed to charter an Alumni Association for the College. They also agreed to fund a consultant to develop a strategic development plan for the College. Both these initiatives will help to strengthen the College.

III. NEW BUSINESS CONTINUED

C. President's Remarks Continued:

- 7) President Mabry updated the Board on his summer activity. He participated in the Pan Mass Challenge and was part of a team that raised over a million dollars. He attended MCC night at the Lowell Spinners game with 250 members of the College. He participated in the College's annual staff softball game and thanked Trustee O'Connor for her excellent grilling skills. He attended the Community College night at Fenway along with Student Trustee Alexander Gounaris. They had the privilege of being introduced on the field with other MA Community College student representatives and Presidents.

IV. COMMITTEE REPORT

A. Administration & Finance (board action required):

- 1) AF-556-2017 Approval of the college's FY 2017 State Funded Spending Plan.
- 2) AF-557-2017 Approval of the college's FY 2017 Trust Funded Spending Plan.
- 3) AF-558-2017 Approval of the college's FY 2017 All College Trust Funded Spending Plan

Interim CFO, Betty Ann Learned reported the College received an increase in money from the State Funding Formula totaling \$11,604. She provided the Board with updated Board actions reflecting the increase for the State and Trust Funded Spending Plan. She also provided the Board with budget projections for FY 18 and FY 19. She reported on the projected deficits the College will be facing in the next few years. She stated these projections are basis for the President's Strategic Transformation process. Trustee Hicks reviewed the process where the Trustees approved an interim budget for FY 2017 at the June 14, 2016 Trustee meeting. The Trustees did not have the figures for enrollment and state funding at the time. He stated the Trustee Finance Committee is committed to meeting regularly with President Mabry as the College works through these difficult fiscal times. Chairman Campbell reiterated the importance of grant funding and the need to reach out to the community for support of the College. President Mabry stated that state funding has been flat-lined where pay increases for staff has been funded for only 1 year of the 3 year contracts. The College has to absorb the increases for the other 2 years.

Motion made by Trustee Hicks, seconded by Trustee O'Connor and unanimously approved Administration & Finance Action AF-556-2017 through AF-558-2017

V. OTHER BUSINESS

A. The next Committee Report/Update will be Audit & Investment on October 27, 2016 at the MCC Bedford Trustee House.

B. Below is a list of College Awards & Grants:

- 1) Please see the detailed list of all grants received between May 17, 2016, and September 16, 2016.
- 2) MCC named as a Military Friendly School for 2016-2017

C. A list of key events was provided (see below):

- 1) October 7, 2016, Audit Committee meeting, 2:30 pm Lowell Cowan Center, 5th Floor Conference Room.
- 2) October 19, 2016, Professional Day, 10:00 am, UMass Lowell ICC, Lowell Campus
- 3) October 27, 2016, Trustee Meeting, 7:30 am, Bedford Trustee House Galvani Room
- 4) October 27, 2016, Trustee Statewide Conference, 10:00 am, UMass Lowell ICC, Lowell, MA
- 5) November 9, 2016, PTK Honor Society Induction Ceremony, 3:00 pm, Bedford Campus Center
- 6) December 6, 2016, Trustee w/Student Government, 5:30 pm, Nesmith House, 229 Andover St. Lowell

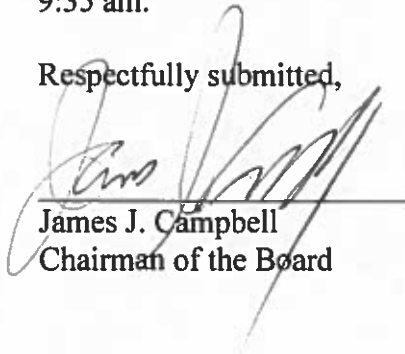
IV. OTHER BUSINESS CONTINUED

D The next meeting of the Board of Trustees will be held on Thursday, October 27, at 7:30 a.m., Bedford Trustee House, Galvani Room

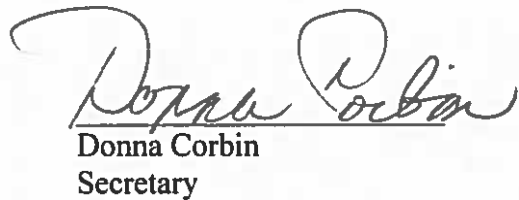
It was noted there will be an Audit Committee meeting on Tuesday, October 7, 2016, 2:30 pm, Cowan Center 5th Floor Conference Room, Lowell

Motion to adjourn by Trustee Hicks, seconded by Trustee Cronin, and unanimously approved at 9:35 am.

Respectfully submitted,



James J. Campbell
Chairman of the Board



Donna Corbin
Secretary