



Middlesex Community College

OFFICE OF THE PRESIDENT
DR. JAMES C. MABRY

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BOARD OF TRUSTEES
Minutes of the Meeting
Thursday, September 28, 2017

- I. CALL TO ORDER:** The meeting was called to order at 7:31 am by Chairman Campbell at the Trustee House, Galvani Room, Bedford, MA. Chairman Campbell introduced the new Trustees, Laurie Elliott, Kathleen Plath, and Linda Banks-Santilli. He also welcomed Student Trustee, Sierra DeWalt to her first Board meeting and looks forward to working with her throughout the year.

Roll Call in Attendance

James Campbell
Steven C. Iem
Sierra DeWalt

Stephanie Cronin
Annie O'Connor
Kathleen A. Plath

Dr. Linda Banks-Santilli
Laurie A. Elliott

II. APPROVAL OF THE MINUTES FOR JUNE 13, 2017:

On a motion by Trustee Cronin seconded by Trustee O'Connor, the minutes of the meeting held on June 13, 2017 were approved unanimously.

III. NEW BUSINESS

A. Personnel:

- 1) P-1333-2018 Approve the appointments/retirements/resignations of Non-Unit Professional Staff in accordance with the Non-Unit Professionals Personnel Policies Handbook.
- 2) P-1334-2018 Approve the appointments/retirements/resignations of Faculty/Professional Staff in accordance with the MCCC/MTA Agreement.
- 3) P-1335-2018 Approve the appointments/retirement/resignations of Staff Members in accordance with the AFSCME Coalition I Agreement.

On a motion by Trustee Plath, seconded by Trustee Cronin, Personnel Action P-1333-2018 through P-1335-2018 was unanimously approved

III. NEW BUSINESS CONTINUED

B. Chairman's Remarks:

- 1) The Chairman reported his experience at the Greater Lowell Chamber of Commerce event he attended with Secretary of Housing & Economic Development, Jay Ash. MCC hosted the event on July 25, 2017. The Chairman reported that he was thrilled that the college was able to host such a great event.
- 2) The Chairman attended the Middlesex 3 Coalition event "What's Happening in Middlesex 3" September 8, 2017. The Chairman praised the relationship between the Middlesex 3 Coalition and the College, and encouraged Trustee members to attend future events.
- 3) The Chairman discussed the Trustee Committee Structure to the new Trustees and explained that he tries to match Trustees knowledge and experience with assigned committees. He asked that Trustees come forth with any questions regarding their assigned committees. Trustees questioned the possibility of attending other committee meetings. There was discussion on whether a quorum at committee meetings would fall under the open meeting laws. The Chairman agreed to speak further with legal on the matter.
- 4) The Chairman provided the Trustee Committee Roles and Responsibilities to the Board. President Mabry suggested the Trustees review the roles and responsibilities and bring any suggestions for updates to their first committee meetings.

C. President's Remarks:

- 1) President Mabry shared successes from the new initiative "Smart Start" for the Fall Semester as a way to increase retention in collaboration with the MCCC Faculty Union. The new student orientations is now mandatory for all new students. The College welcomed 1,200 students across both campuses. There was great energy across the College. President Mabry gave credit to various divisions around the College including facilities staff for streamlining processes and creating functional spaces. President Mabry discussed that late start dates have been implemented to keep students from falling behind, keep their finances in order, and connected. President Mabry shared that the Scholarship of Teaching and Learning Committee would like to increase retention by 50% over the next 5 years. President Mabry hopes for a synchronized effort to increasing retention. Trustee O'Connor and Trustee Banks-Santilli asked for further clarification regarding enrollment numbers and the new processes. Provost and Vice President of Academic Affairs, Phil Sisson explained that the enrollment numbers are still shaking out and that they will have a better sense of the numbers by the next Trustee meeting. Though the enrollment numbers are trending down, they are better than initially forecasted.
- 2) President Mabry reviewed the list of awards that have been presented to members of the College community and thanked staff for all they do at the College to promote student success.
- 3) The Mass Life Sciences Biotech Grant has been received. Biotech is a challenging program that produces lab technicians that work in thriving biopharma sector in the area. The program is very successful and has a 100% placement rate. President Mabry discussed the funds will be used for renovations of the 5th floor of the Talbot building with help from the Biotech grants. The completion date is still to be determined.
- 4) President Mabry reviewed his current activities. President Mabry attended the President's Council meeting at Massasoit Community College. He was invited to serve on a panel at the State House to discuss workforce development projects and partnerships across the state. President Mabry met with House Speaker Robert DeLeo to discuss the STEM Starter Academy among other programs. Through the affiliation with the Mass High Tech council, President Mabry attended a meet and greet with the Ways and Means chair Jeff Sanchez. President Mabry also met with State Representative Antonio Cabral who is Chair of the Capitol Bonds project for funding with Higher Education Construction projects. President Mabry hosted State Senator Cindy Freedman on the Bedford Campus, and gave her a tour around the College's campus.

III. NEW BUSINESS CONTINUED

President Mabry welcomed the Trustees to listen in on the WCAP morning radio interview Friday, September 29th. President Mabry also recommended a trip to the MRT for a show, and shared his fun summer vacation memories.

- 5) Trustee Iem asked about the President's DACA statement and what the procedure would be if Federal Agents came to the College. Provost Sisson shared that visits from Federal Agents occur randomly and they have had no issues. Due to FERPA the College does not share any additional information other than what is allowed.

IV. COMMITTEE REPORT

A. Administration & Finance (board action required):

- 1) AF-571-2018 Approval of the college's FY 2018 First Quarter Trust & State Funded Spending Plan.

Chief Financial Officer, Frank Nocella, updated the Board on the Budget focusing on the Operating Expenses, and noted that the Audit report will be shared during the October meeting. CFO Frank Nocella provided graphs showcasing the breakdown of Expenses and Revenues within the budget. He presented the budget the Board approved in June and informed the Board that the State Appropriation was higher than initially calculated. CFO Nocella explained that the first two months of the fiscal year are generally startup expenses. However, College expenses are in line with the overall budget. The Board will be provided with Budget summaries at every meeting. Trustee Banks-Santilli asked for clarification on the Equipment expenses which CFO Nocella explained are higher since they are ramp up expenses. Trustee Iem asked for information on the Safety Net Scholarship and whether there were marketing efforts to promote the funds. President Mabry explained the purpose of the scholarship is to help students who need additional financial assistance. A marketing plan has been created and the Financial Aid and Marketing Departments are working on implementation. President Mabry shared that the Board will be updated quarterly with the College's finances and that the Trustee Finance Committee reviews the data more thoroughly. Trustee Banks-Santilli asked if the Safety Net scholarship is being marketed to those who have yet to come to the College or more to fill in the gaps for those students on campus. President Mabry explained that the College reaches out to students via various social media platforms to make students aware of the scholarship opportunities.

Motion made by Trustee Iem, seconded by Trustee Elliott and unanimously approved Administration & Finance Action AF-571-2018.

V. OTHER BUSINESS

- A. The next Committee Report/Update will be Audit & Investment on October 26, 2017 at the MCC Bedford Trustee House. Committee Chair, Trustee Steven C. Iem.
- B. Below is a list of College Awards & Grants:
 - 1) Please see the detailed list of all grants received between July 1, 2017, and September 1, 2017.
 - 2) National Council for Marketing & Public Relations (NCMPR): Communicator of the Year Award – Jennifer Aradhya, Executive Director Marketing & Communications
 - 3) National Institute for Learning Outcomes Assessment (NILOA) - Excellence in Assessment Designation
 - 4) MCC's Paralegal Program Ranked No. 3 by MA Lawyers Weekly

V. OTHER BUSINESS CONTINUED

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

- 1) September 29, 2017, Middlesex 3 Coalition Workforce Development Subcommittee Event, 8:30 am, Lowell Federal Building.
- 2) October 5, 2017, Lowell Plan Annual Breakfast, 7:00 am, UMass ICC
- 3) October 5, 2017, Faculty Staff Association (FSA) meeting, 2:30 pm, Cowan Center, Lower Café.
- 4) October 10, 2017, Audit Committee meeting, 10:00am – 11:30am Bedford President's Conference Room, Cataldo Bldg. 2nd Floor.
- 5) October 13, 2017, Middlesex 3 Coalition – What's Happening in Middlesex 3, 8:30 am, iRobot, 8 Crosby Dr., Bedford
- 6) October 26, 2017, Trustee Meeting, 7:30 am, Bedford Trustee House Galvani Room
- 7) October 26, 2017, 8th Annual MA Jobs and Workforce Summit, 11:00 am, Devens Common Conference Center, Devens, MA
- 8) November 9, 2017, Mid-Term Open Forum, 2:00 pm, Bedford Café East
- 9) December 5, 2017, Trustee Meeting w/Student Government, 5:30 pm, Nesmith House, 229 Andover St. Lowell
- 10) December 8, 2017, PTK Honor Society Induction Ceremony, 5:00 – 7:00 pm, Bedford Café East

D. The next meeting of the Board of Trustees will be held on **Thursday, October 26, at 7:30 a.m., Bedford Trustee House, Galvani Room**


VI. NEW BUSINESS

A. Trustee O'Connor questioned the process for the naming of a building at the College.

Please Note – there will be an Audit Committee meeting on Tuesday, October 10, 2017, 10:00 am – 11:00 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 Plath, seconded by Trustee Cronin, and unanimously approved at 8:41am.

Respectfully submitted,


James J. Campbell
Chairman of the Board


Donna Corbin
Board Assistant