

Regularly Scheduled Meeting of the Board of Trustees  
Wednesday, May 11, 2016  
6:00 p.m. in the Louison Board Room, Brockton Campus

Attendees: Bonnie Blackler, Mary Brophy, Myrna Lyncee, Judith Waterston, Thomas Carroll, David Offutt, Ann Sullivan, Thomas J. Lacey

Call to Order

Vice Chair Waterston called the meeting to order at 6:00 p.m. and advised that Chairman Ifill was unable to attend tonight's meeting. Vice Chair Waterston advised that Dr. Wall would defer his President's Report until the end of the meeting.

Chairman's Report

There was no Chairman's report this month.

Approval of the minutes of the April 13, 2016 Regularly Scheduled Board of Trustees Meeting

**A motion was made by Trustee Brophy and seconded by Trustee Carroll to approve the minutes of April 13, 2016. The motion passed unanimously.**

College Police Report for the month of April, presented by Chris Cummings, Chief of Police

The Chief stated that the police department is in the final planning for Commencement security. He made note that there is a lot of behind-the-scenes planning that takes place to ensure a safe and joyful event.

Chief Cummings informed the Board that it was National Police Week in Washington D.C. and that this year was the first that Massasoit was acknowledged; more importantly it was great to see Massasoit represented among the 3,000 police departments recognized in Washington. The Board congratulated the Chief on this achievement.

The police department is continuing its community outreach and resource program through a new initiative at Stoughton High School to discuss public safety issues with Massasoit ESL (English as a Second Language) students. It was a two-hour event and received excellent feedback. Additionally, this past weekend members of the police department volunteered for the 8<sup>th</sup> consecutive year at the Special Olympics held at Brockton High School.

Chief Cummings gave an overview of the year-end statistics, which are on-file with the Massasoit Police Department. Trustee Offutt asked how the Chief felt about the statistics. The Chief noted that, while the numbers are elevated, he is not surprised or concerned. Our relationship with the community is resulting in more people feeling comfortable to file reports with us, which is one cause for the increase in call volume. Vice Chair Waterston stated that the active shooter training is excellent, and asked whether it addresses a situation with knives or other weapon. The Chief responded that the active shooter training does touch upon other weapons, but not in great depth. However, he stated, the police department will look into possible trainings in these areas. Trustee Offutt said that the presence of the police department is comforting to see and that the presence is making a difference. President Wall echoed the Chief's sentiments that there is copious planning, not all public, that goes into the safety plan for Commencement.

Presentation of the status of the proposed Massasoit Community College Allied Health Building by Gail Rosenberg, Senior Project Manager at the Division of Capital Asset Management and Maintenance; Ian Adamson, Payette Principal; and James Juricevich, Payette Project Architect.

President Wall framed the conversation by stating that Ms. Rosenberg has been working with us in a highly collaborative process and that very engaged and rich discussions have taken place to get us to where we are today. Ms. Rosenberg, Mr. Adamson, and Mr. Juricevich introduced themselves to the Board and thanked President

Wall and Vice President Mitchell for the opportunity to present to the Board. Ms. Rosenberg stated that, as everyone is aware, there were plans for the Allied Health building with a previous Administration and that those plans were put on hold. With the arrival of the new Administration, a second study was commissioned through which it was decided to locate the building on the Brockton campus as opposed to the original site next to the Massasoit Conference Center (formerly Christo's restaurant). She stated that the study was comprehensive and collaborative and included faculty, staff, and administrators.

The group displayed a PowerPoint presentation that included renderings of the proposed building and stated that the project is just under 40,000 square feet and 3 stories tall. The project would take 12 months to design and 24 months to construct, for a total project timeline of 3 years. The PowerPoint presentation is on file in the Office of Administration and Finance.

Mr. Adamson shared that four potential sites were identified and that the preferred alternative site is just west of the existing Science building. The advantage of this site is that parking lots did not need to be relocated. The site is relatively flat, which facilitates handicapped accessibility nicely, and should allow us to preserve the vast majority of trees on the site. The proposed building would have a nice presence from Massasoit Blvd. and would contain a bank of classrooms and open student space, and would create a large outdoor space. Offices would be located on the upper two floors, ideal for privacy and for collaboration. Nursing and Radiology programs have many synergies, which is why they have been located on the same floor.

Trustee Offutt mentioned that he saw only one bathroom. Mr. Juricevich replied that there are three student bathrooms and one faculty bathroom on each floor.

Vice Chair Waterston said that this project is very exciting and that it is obvious from the presentation and design that the faculty had significant input. The group from Payette said that it was a great collaborative effort.

Trustee Carroll questioned the cost per square foot of the project and said that \$815 per square foot seems quite high. Ms. Rosenberg stated that there is a lot of contingency built into the cost, 13 to possibly 20 percent. While it seems like a high cost now, it's money that will be used for the project later on for simulation labs, smart classrooms, etc. Trustee Carroll reiterated that this number is still a big one and asked if it includes all of the equipment, IT, and all other costs. Ms. Rosenberg explained that it includes the design fee, construction management fees, building materials, and FF&E (furniture, fixtures, and equipment). The cost does not include telephones, but it does include the technology and security for the building. Vice President Mitchell added that prevailing wage is also a factor and Ms. Rosenberg shared that the cost does include an escalation factor.

Trustee Carroll asked how this building compares to other buildings being constructed on campuses, such as UMass. Ms. Rosenberg said that it is more expensive than a building used primarily for generic academic purposes because it is a highly technological building, which is where the increase in cost lies.

Vice Chair Waterston asked if this building would be energy efficient to any LEED certification. The group from Payette said it is striving for LEED Gold certification and that Payette has scientists on staff to help achieve that goal.

Trustee Sullivan asked if the project began in the next six months whether the budget would be exceeded. Ms. Rosenberg said that it would not. Trustee Sullivan said that during the presentation it was stated that this building was going to be a great building; she asked what is going to make it great. Mr. Adamson said that one of the great things is that by moving it back to campus, it will be the new face of the campus. Vice Chair Waterston thanked the group and stated that the presentation had renewed the Board's enthusiasm for this project.

Tenure Recommendations for Professors Rebecca Coco, Henry DiCarlo, Andrew Dunphy, Aviva Rich-Shea, Andrea Torres, and Coordinator of Canton Library Services Pauline Aiello, presented by Barbara McCarthy, Vice

President of Academic Affairs, and recommendation to approve appointment to tenure for the above individuals, effective September 1, 2016.

Vice President McCarthy reviewed the process by which tenure is granted. In the community college system, unlike at research institutions, the focus for tenure is on teaching, advising, curriculum development, and program development. After six years of full-time service, 3 of which must be in the current position, and satisfactory job performance, faculty and some staff positions are eligible to apply for tenure. By October 1, the deans determine who in their divisions is eligible. The review process has two pieces. The Unit Personnel Practices Committee (UPPC), members of which are faculty and professional staff elected from their peers, and the divisional deans make recommendations to the Vice President of Academic Affairs. The Vice President then makes recommendations and sends them to the President by April 15. Once the President has reviewed the recommendations, the names are presented to the Board of Trustees for consideration.

Vice President McCarthy said that there are six individuals in Academic Affairs who are eligible for appointment to tenure this year. Rather than read each person's resume, since the Board received that information in its materials, Vice President McCarthy thought it would be interesting to share something about each individual that the Board may not know. Rebecca Coco is a certified Zumba instructor. Andrew Dunphy is a grant writer. Henry DiCarlo is an expert witness. Dr. Rich-Shea's dissertation was entitled, *Adolescent Youth and Social Control: the Changing Role of Public Schools*. Andrea Torres has a dual Master's degree in math and computer science. Pauline Aiello once served as an administrative assistant in the President's office. Vice President McCarthy said that she is here today to strongly and happily recommend these employees for tenure. Vice Chair Waterston said that the packet Vice President McCarthy provided to the Board was very thorough and that she enjoyed reading it.

**A motion was made by Trustee Brophy and seconded by Trustee Blackler to approve appointment to tenure for Professors Rebecca Coco, Henry DiCarlo, Andrew Dunphy, Aviva Rich-Shea, Andrea Torres, and Coordinator of Canton Library Services Pauline Aiello. The motion passed unanimously**

Tenure Recommendation for Instructional Support Technician Shannon O'Leary, presented by William Mitchell, Vice President of Administration/CFO, and recommendation to approve appointment to tenure for Shannon O'Leary, effective September 1, 2016.

Vice President Mitchell said that it is an honor for him to introduce Shannon O'Leary, who attends every Board meeting and who is well known throughout the campus. He stated that she truly understands the importance of customer service in her role. She has a Master's degree in criminal justice and is working on a number of initiatives here on campus. Vice President Mitchell said that he wholeheartedly recommends Shannon O'Leary for tenure.

**A motion was made by Trustee Offutt and seconded by Trustee Brophy to approve appointment to tenure for Shannon O'Leary, Instructional Support Technician. The motion passed unanimously**

Presentation of the Third Quarter Financial Report by William Mitchell, Vice President of Administration/CFO, and William O'Neill, Director of Budgeting and Financial Reporting, and recommendation that the Board of Trustees approve the Third Quarter Financial Report.

Vice President Mitchell advised that detailed information about the third quarter financial report is included in the Board packet. Director O'Neill presented the third quarter figures and said that there are no issues or anomalies to report. Director O'Neill advised that we have received 99% of the state appropriation. The operating fund collected 93.85% of its revenue, which puts us right in the middle of our prior year trend. There was no change in expenses or the spending plan that was approved in September. Director O'Neill noted that we were higher in spending during the first and second quarters, but we have corrected this spending with the hard work of all the budget managers.

Director O'Neill reviewed capital expenditures and said that current projects include installing LED light fixtures in the Fine Arts Building, Campus TV studio, and completing the punch list from Phase III construction. Vice

President Mitchell advised that this capital improvement spending is required by the Board of Higher Education and that it must be a minimum of 5% of our budget. Vice Chair Waterson asked if we are meeting or exceeding this guideline. Director O'Neill explained that it is built into the budget every year and has not been an issue.

Director O'Neill said that expenses through the third quarter remain consistent, with payroll being the largest segment, operations costs second, and improvement/equipment and benefits last. Several Board members asked how Massasoit compares to other community colleges; Vice President Mitchell said that we are all quite similar. Director O'Neill said that trends in payroll, capital improvements, and operations costs all remain consistent.

The full PowerPoint Presentation of the Third Quarter Financial Report is on file with the Office of Administration and Finance.

President Wall added that we do not yet have all our revenue and that for summer session enrollment numbers are trending in the positive double digits.

Trustee Carroll asked what projected enrollment decline number was used to formulate the budget. Vice President Mitchell said that we budgeted an enrollment decline of 5%, but we came in at a 3% decline. He also said that all credits are not created equal, as for some credits we get to keep tuition and for others we must remit it back to the state; for budgeting purposes, the mix becomes important. We look not only at the percentage increase or decline in enrollment, but also at the credit mix.

**A motion was made by Trustee Brophy and seconded by Trustee Lacey to approve the Third Quarter Financial Report. The motion passed unanimously.**

Recommendation that the Board of Trustees approve an Interim Spending Plan of \$12,957,545, which represents twenty-five percent (25%) of the Fiscal Year 2016 budget (\$51,830,178) for the period July 1, 2016 through September 30, 2016.

Vice President Mitchell explained that, according to Trust Fund guideline policies, we cannot spend money without approval. The Interim Spending Plan is a mathematical exercise representing 25% of our budget that allows us to operate during the summer months before the state implements its budget. He advised that he and Director O'Neill will come back to the Board in September with a very detailed spending plan for fiscal year 2017.

**A motion was made by Trustee Lacey and seconded by Trustee Blackler to approve the Interim Spending Plan of \$12,957,545, which represents twenty-five percent (25%) of the Fiscal Year 2016 budget (\$51,830,178) for the period July 1, 2016 through September 30, 2016. The motion passed unanimously.**

All College Purpose Trust Fund Report for the month of March, presented by William Mitchell, Vice President for Administration/CFO.

Vice President Mitchell said that this report is one of our stronger internal controls and that he stresses at every meeting the importance of a report like this is for transparency. The sole purpose of this report is for the Trustees to be able to see every expense made by and from them and the President. Trustee Lacey commented that he likes this process and appreciates the effort it takes to produce such a thorough report.

#### President's Report

President Wall reminded the Board that the Board retreat starts at 2pm on June 10. Dr. Wall suggested that, since the Board will be meeting at the Retreat on the 10<sup>th</sup>, the Board may want to consider cancelling the June 8<sup>th</sup> Board meeting. The Board agreed that there will be no regularly scheduled Board meeting for June.

Dr. Wall said that the Board should have received the Board self-evaluation, which relates to the NEASC Self-Study. This self-appraisal is an important part of the discussion at the Retreat in June.

Dr. Wall advised that the preliminary visit with Virginia Carson, NEASC Visiting Team chair, was a very positive one. Dr. Carson commented on how passionate everyone is about the mission of the College. We will present ourselves genuinely, our strengths and opportunities, and the NEASC team will offer its comments.

Dr. Wall said that this season is the time to honor and recognize our students and their achievements. This week was the 29 Who Shine ceremony in Boston. This year, Olivia Hughes was nominated. Dr. Wall noted that Olivia was the only person who was high-fived by the Governor. As an aside, it was apparent that the Governor thoroughly enjoyed the event. In addition, today we honored Joanina Perez at the State House for nomination to the Phi Theta Kappa All Massachusetts Academic Team.

Dr. Wall said that he and the Council of Presidents met with Secretary Peyser to discuss a new strategic framework, which is a new planning venture that looks to assess how the regional economy informs our strategic planning, how we collaborate, specialization among institutions, and institutional funding. Consulting firms will be visiting the state colleges throughout the Commonwealth. Dr. Wall said that he will get more information about this initiative out to the Board and that the topic will be discussed more at a future meeting. Dr. Wall made the distinction between regionalism and regionalization. He noted that he did not hear regionalization, but we as a College are well poised in regionalism. This is a serious effort that will be fairly quick and will result in some action plans. Dr. Wall emphasized that this is not just community colleges but for all of public higher education institutions.

Trustee Waterston said that, speaking on behalf of the Board, she is so proud of all the students and very grateful to the faculty and staff as well. She said it is important to look back and recognize what we have accomplished this year.

**A motion was made by Trustee Brophy and seconded by Trustee Blackler to adjourn the meeting. The motion passed unanimously.**

Prepared by:



Lydia Camara  
Staff Assistant, President's Office



Anthony Simonelli  
Secretary, Board of Trustees