

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

August 10, 2011

Agenda

- Approval of the Minutes of the June 22, 2011 Academic and Student Affairs Committee Meeting.
- Massasoit Community College Smoking/Tobacco Policy, Presented by Senior VP and VP of Faculty and Instruction, Barbara Finkelstein and Vice President, David Tracy.
- NEASC Fifth Year Report, Presented by Senior VP and VP of Faculty and Instruction, Barbara Finkelstein and Director of Planning and Institutional Effectiveness, Donna Briggs.
- College Police Report, Presented by Interim Police Chief, Christopher Cummings.

FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE

AUGUST 10, 2011

Agenda

1. Approval of the minutes of the June 22, 2011 meeting
2. Review of Personnel Action Report for June/July 2011
(Presented by Peter Akeke, Vice President of Human Resources)
3. Financial Updates
 - a. College All Purpose Trust Fund
(Presented by Betty Ann Learned, Vice President of Administration/CFO)
4. Investment Activity Report
(Presented by Sophie Lee, Comptroller)
5. Massasoit Community College's Internal Control Plan and Fiscal Accounting Policies and Procedures Manual
6. Board Action
 - a. Recommend Approval of Internal Control Plan and Fiscal Accounting Policies and Procedures Manual
 - b. Recommend Approval of a contract agreement between Massasoit Community College and Instructure, Inc. for the software license and hosting services for their product Instructure Canvas, a Learning Management System (LMS)
 - c. Recommend Approval of a work order for SunGard Higher Education of Malvern, PA, a state vendor, for consulting hours to assist with the implementation of Banner Document Management System (BDMS) and DegreeWorks21
 - d. Recommend Approval of an amount not to exceed \$47,000 to purchase

- METI Man for the Nursing Education Program
- e. Recommend Approval of an amount not to exceed \$70,000 to repair the rear exterior wall at the Conference Center
 - f. Recommend Approval of an amount not to exceed \$50,000 to BKA Architects, (House Doctor) for architectural and engineering services in order to replace switchgear, transformers and a generator at the Canton Campus and switchgear at the Conference Center
 - g. Recommend Approval of an amount not to exceed \$75,000 to renovate two restrooms at the Canton Campus
 - h. Other Business
 - a. Update on the Energy Project

REGULARLY SCHEDULED BOARD OF TRUSTEES MEETING

August 10, 2011

Immediately Following Fiscal Affairs & Administrative Policy Committee

AGENDA

- I. Call to order
- II. Minutes of Meetings
 - June 22, 2011
 - Regularly Scheduled Meeting of the Board
- III. Chairman's Report
- IV. Requests for Board Action
- V. Other Business
- VI. Executive Session
- VII. Adjournment