

Meeting of the Academic and Student Affairs Committee
Wednesday, December 11, 2013
Louison Board Room

Attendees: Jim Barrows, Bonnie Blackler, Heather Hilton, Pamerson Ifill, Jeanne Martins, Nelson Ross

Approval of the Minutes of November 13, 2013

A motion was made by Trustee Hilton and seconded by Trustee Blackler to approve the minutes of November 13, 2013. The motion passed unanimously.

Campus Police Report

In Interim Chief Cummings' absence, Vice President Palantzas gave the Campus Police Report. He noted that Interim Chief Cummings and Sergeant Mahase met with the Chief of the Canton Police Department to discuss mutual training events as well as a memorandum of understanding involving criminal incidents and criminal investigations. He stated that both chiefs will continue to meet on a monthly basis.

Vice President Palantzas stated that Massasoit police conducted its second Safety Awareness Event in the cafeteria and over 50 students registered for the Rape Aggression Defense (RAD) training that will be offered in January.

Vice President Palantzas noted that Interim Chief Cummings spoke to the College Experience class and explained how a Massasoit education and the College experience have positively affected his life.

Vice President Palantzas stated that Bristol Community College police will be becoming an armed police force and their Chief, Chief Woods, has reached out to the Massasoit police force in reference to the College's best practices in trainings and procedures.

Vice President Palantzas stated that the Campus Police continue to be involved in social media, specifically, Twitter. He added that Campus Police are in the final stages of rolling out *MYPD* applications for the phones, which is a cutting-edge, software program that provides instant crime reporting. This service will be free for students, faculty, and staff and is compatible with 95% of smart phones.

Vice President Palantzas then provided a brief PowerPoint presentation of photos from the Stuff-a-Cruiser toy drive event for Toys for Tots. This event was extremely successful and Vince Wilfork, from the New England Patriots, was a special surprise guest at this event.

Chair Ifill thanked Vice President Palantzas and Campus Police for this wonderful event for the College and the community.

Trustee Ross thanked Vice President Palantzas for attending the Trustee Conference on November 7, 2013, and his input on the discussion of arming campus police.

Presentation on Latch program

Joseph Harris, coordinator, Latch Academic Support, stated that he was pleased to present to the Trustees this evening, and he noted that the Latch program is currently in its 40th year. Mr. Harris introduced to the Trustees Professor Kenn Anania, a founder of the Latch program; Dr. Carl Kowalski, the former Senior Vice President and also a founder of the Latch program; and Maria Monteiro, a peer tutor and mentor for Latch.

Dr. Kowalski gave a brief overview of the history of the Latch program. He explained that when he came to Massasoit in 1972, the College was not totally committed to student success, and for many students, one failing semester and consequent departure became the college experience. The Latch Program was created to offer students who had failed out of school a second chance: a semester of developmental course work, intensive tutoring, and enrichment seminars. The idea was that a semester of special attention would, if students committed themselves, allow them to re-enter the mainstream of college life the next semester.

Professor Anania stated that he is very proud to have been a part of the Latch Program for the past 40 years. He noted that, in 1974, prior to the development of the College's testing and assessment office, Latch had already developed its own testing system to measure students' reading, math, and writing levels to track and predict the success of Latch students. Before the College had the Academic Resource Center (ARC), Latch was the academic resource center, and Latch has always offered walk-in tutoring.

Professor Anania stated that recently there has been much discussion regarding the Common Core Curriculum; however, since its inception in 1973, Latch has had a common core curriculum. Latch also provides an early retention and early support system, and, in the early days, even resorted to calling students who were absent. Latch resembles the Trio Grant and Choices Program in that it has always been for first-generation, low-income, and disabled populations.

Mr. Harris explained that Latch students are much more likely to test into 2 or more developmental courses, are more likely to be recipients of Pell Grants for low-income students, and are much more likely to self-identify with a documented disability.

Ms. Monteiro explained that typically a student will express an interest in Latch on his or her Massasoit student application; however, other students are referred to Latch through internal and external contacts associated or familiar with the Latch program. During the application process, students are interviewed by either the Program Coordinator or one of the academic counselors in the program, and the students are provided with a program review of the services that Latch offers. Latch students must agree to participate in all aspects of the program, specifically the tutoring and mentoring part.

Ms. Monteiro stated that last summer, the Latch Tutoring Center was certified by the College Reading and Learning Association (CRLA). She noted that this past semester Latch instituted the Peer Mentor

Program. Peer mentors are students who participated and graduated from the Latch Program and now serve as guides to newly enrolled Latch students.

Ms. Monteiro explained that Latch Counselors meet with students to establish realistic career and educational goals. Latch students agree to meet with Latch Counselors at least 3 times per semester. With the student's permission, Latch Counselors will contact his or her professors regarding his or her academic progress. Latch also provides workshops in areas such as time management, organizational skill, etc. Students are required to attend at least 2 workshops per semester.

Student Erin Benefit spoke of her experiences in the Latch Program, and expressed how grateful she is to the program for her successful first year of college. She noted that the Latch tutors were extremely welcoming and made daunting assignments easy to understand. She stated that, most importantly, the Latch Program provided her with a safe space where she could be herself. She noted that in her second semester in the program, she became an English Latch tutor, and this semester she became a CRLA tutor and a peer mentor.

Trustee Barrows asked if the graduates of the Latch program are contacted to determine their success after Massasoit. Mr. Harris explained that the Latch program regularly collects data regarding how the services impact the students. This data is used to continually improve the program's offerings. This data has shown that Latch students retain at higher rates than the general Massasoit population and Latch students graduate at a rate similar to the general population.

Trustee Ross asked if everyone who applies is accepted into the program. Mr. Harris explained that the program can support 150 seats, and last semester there were over 200 applicants; therefore, there was a wait list. He stated that going into the spring semester there are still 25 students on the wait list. Trustee Ross stated that given the success of this program, and the Trustees' commitment to student success, he would like to know if there is a way to expand this program to accommodate our students. He then asked if the reason for not expanding is a budgetary matter. Mr. Harris stated that Vice President Finkelstein and Dean Yameen have been extremely supportive of this program; however, with only 1 full-time counselor and 2 part-time counselors it is difficult to provide the high level of support to additional students. He added that there are also space issues and there have been discussions regarding offering the program part-time at the Canton Campus.

Chair Ifill asked how student eligibility for the program is determined. Ms. Monteiro explained that the students are interviewed and if they have tested into 2 or more developmental courses, they are eligible for the program. Students also need to be available and committed to meeting with the counselors 3 times per semester and to attend the workshops.

Trustee Barrows asked if it would be possible to create a Latch-like self-service model to make the tools and resources available to students who are unable to get into the program. Mr. Harris stated that the Title III Grant Massasoit recently received will provide several aspects of the Latch Program to be instituted on a College-wide basis.

Trustee Ross commented that since student success is so vital and the College will be measured by how well we do in this area, we need to look into expanding this program or look for other strategies to continue to grow student success. He added that this was an excellent presentation.

Presentation on Veterans' Services

Vice President Tracy stated that Veterans' Services is a fairly new initiative at the College. He stated that prior to 2011, veterans had to wait in financial aid lines and verify their status. He explained that with the Veterans' Services Area, students are provided financial aid services without waiting in line with the general student population. He noted that there are also veteran clubs and a designated space for veterans. This transformation has made Massasoit a popular choice for veterans. Vice President Tracy then introduced to the Trustees Michael Siegel, Veterans Counselor.

Mr. Siegel stated that the Veterans' Center opened in May 2012, and is currently going into its third semester of offering dedicated veterans services. He stated that the Center strives to help veterans and their families, not just academically, but holistically. He added the College's Veterans' Service is authorized by the Department of Veterans Affairs and the Department of Defense to provide benefits to our students that they may have earned while in the service or as a dependent. Currently, service is provided to approximately 320 veterans and their dependents on all 3 campuses, which is about 4% of our total student population. He stated that the Brockton Campus is the hub of the Veterans' Center; however, complete service is provided to our veterans in Canton and Middleborough.

Mr. Siegel explained that in terms of outreach in the community, he frequently makes presentations to the veterans population at the Brockton CareerWorks. He added that the College recently gave its first Annual Veterans Service Provider presentation to the Brockton Area Workforce Investment Board. He noted that the College provides workshops and services to veterans at many other local organizations.

Chair Ifill asked if the faculty at the College are provided with information on how to handle veterans in the classroom who may be experiencing difficulty due to their military service. Dr. Wall stated that we are fortunate to have the Veterans' Center as a resource to which any member of the College can send a student veteran in need.

Presentation on Financial Aid

(PowerPoint Presentation on File)

Dean Sullivan introduced Marybeth Courtright, Director of Financial Aid, Todd Hughes, Coordinator of Financial Aid, Canton Campus, and Hannah Morrison, Associate Director and Systems Manager for Financial Aid.

Ms. Courtright discussed the trends in financial aid. She noted that the Financial Aid Office is processing 2,400 more FAFSAs than 5 years ago, which is an increase of 700-800 applications per year. For the past several years, Massasoit has co-chaired and hosted FAFSA Day, which usually takes place on a Sunday in January; however, this year it will be held in February because Massasoit students tend to file later. This event is an opportunity for students and parents to learn about the FAFSA application process.

Ms. Morrison discussed the diversity of Massasoit financial aid recipients. She explained that 34% of the Massasoit general population is from a minority group; however, 42% of students receiving financial aid are from a minority group.

Ms. Morrison explained that the Financial Aid Department aims to meet the direct costs for student, including tuition, fees, books, and supplies. Limited state-funded grants assist needy students who apply by the widely publicized April 15th deadline. Students who apply after that date are generally only eligible for Pell Grants, loans, or a combination of both. Needy students who need to purchase health insurance receive assistance through institutional funds.

Mr. Hughes explained that with a 40% increase in the number of students applying for financial aid, there is also an increase in the number of students awarded financial aid and an increase in the average amount of aid dispersed per student.

Mr. Hughes then discussed the 5-year comparison of costs and student borrowing at Massasoit. Between 2009 and 2012/13, the total amount of students with loans has increased by 23%, and the average loan amount per borrower has increased from \$3,266 to slightly over \$4,000. The issue of indebtedness is a problem not only at Massasoit, but also across the country. Ms. Courtright explained that the Financial Aid staff works to make our students financially literate and students are required to participate in an exit interview to discuss their debt. Students are also spoken to personally before they take on loans and students are encouraged to borrow only what they need for expenses.

Ms. Morrison explained that approximately 52% of Massasoit financial aid recipients have an expected family contribution of 0%. Nearly 70% of students newly admitted to Massasoit test into developmental level courses, and many financial aid students are unemployed or under-employed, making borrowing risky.

Ms. Courtright then explained the funding sources for aid and loans including federal, state, and Massasoit Community College. She noted that the MCC Fee Assistance Grant was actually overspent last year.

Dean Sullivan then explained that students are allowed to appeal decisions about tuition refunds after the deadline due to extenuating circumstances by petitioning the Tuition Appeals Committee, which is comprised of members of the finance and the enrollment management areas.

Trustee Ross asked if the term Financial Aid includes loans. Mr. Courtright explained that the term includes grants and loans. Trustee Ross asked what the breakdown is of loans and grants. Ms. Courtright explained that she does not have that information readily available; however, she will provide that information in a future meeting. Trustee Ross stated that there has been an enormous amount of information presented this evening and he would like to review the data before asking any questions.

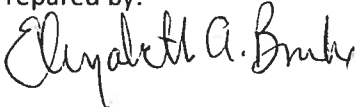
Dr. Wall stated that the financial aid discussion can continue at a future Trustee Meeting or perhaps in a workshop-type setting. He noted that student loan debt is a concern of both the state and local

government, and that Senator Warren is very impassioned about this issue that is burdening our next generation.

Trustee Ross stated that he would also be interested in knowing the success of our students who receive financial aid.

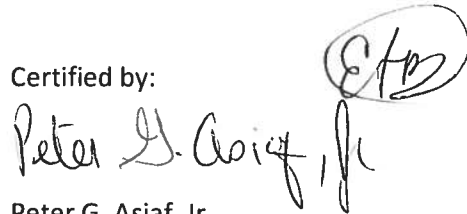
A motion to adjourn was made by Trustee Ifill and seconded by Trustee Hilton. The motion passed unanimously.

Prepared by:



Elizabeth A. Burke
Recording Secretary

Certified by:



Peter G. Asiaf, Jr.
Secretary, Board of Trustees

Meeting of the Fiscal Affairs and Administrative Policy
Wednesday, December 11, 2013
Louison Board Room

Attendees: Jim Barrows, Bonnie Blackler, Heather Hilton, Pamerson Ifill, Jeanne Martins, Nelson Ross

Approval of the Minutes of November 13, 2013.

A motion was made by Trustee Ross and seconded by Trustee Hilton to approve the minutes of November 13, 2013. The motion passed unanimously.

Personnel Action Report

Vice President Lowery asked the Trustees if they had any questions regarding the report. Trustee Ross asked if the report could include whether or not final interviews have taken place and whether or not an offer has been made. Vice President Lowery stated that she will include that information going forward.

Vice President Lowery stated that she is in the draft stage of a recruitment plan that she will be presenting to the Board in February. She added that she continues to look at drafts for the Diversity Climate Survey, and she has compiled a very preliminary survey. She stated that at the February meeting, she will also report on the recruitment events that she and Gaelle Prospere, Employment Coordinator, have attended.

Vice President Lowery stated that Massasoit has been selected to host the annual conference for African American Females in Higher Education. That event will take place this Spring in our Conference Center.

Financial Updates

Commonfund Presentation

Vice President Mitchell explained that the Board was interested in having members from the Commonfund present this evening; however, because many Board Members were unavailable, it was determined that it would be more beneficial to have the presentation at the February meeting.

All College Purpose Trust Fund

There were no questions regarding the All College Purpose Trust Fund Report.

Investment Activity Report

Sophie Lee, Comptroller, stated that at the end of the month of November the portfolio balance is \$8,033,351, which is an increase of \$127,000 over the previous month. She added that the additional \$2.2 million that was invested in February 2013 has resulted in earnings of almost \$890,000.

A motion was made by Chair Ifill and seconded by Trustee Blackler that the Board of Trustees recommend approval of a contract with Coca-Cola Refreshments USA Inc. for the College's Pouring Rights/Beverages.

Vice President Mitchell explained that our current contract with Coca-Cola expires December 31 of this year; therefore, this contract went out to bid and there were two bidders, Pepsi and Coca-Cola. He noted that the Purchasing Department worked very closely with other community colleges to develop the bid. He added that Coca-Cola was selected because its financial package is significantly different from Pepsi: Coca-Cola exceeded Pepsi in financial return to the College by approximately \$10,000 and approximately \$38,500 will come back to the College from annual sales.

Trustee Barrows asked where these proceeds go. Vice President Mitchell explained that the proceeds go into the General Operating Fund. Trustee Barrows suggested designating a portion of those proceeds in a fund that benefits students. He noted that the majority of these sales are most likely made by students.

Trustee Barrows called for a vote on the motion. The motion passed unanimously.

A motion was made by Trustee Hilton and seconded by Trustee Ross that the Board of Trustees approve a proposal not to exceed \$85,000 with CCS Presentation Systems of Nashua, NH (state vendor) for the purchase and installation of instructional media for three classrooms at Canton and two classrooms at Brockton.

Al Williams, CIO, explained that this acquisition is part of our continued commitment to put good instructional media in our classrooms, and it is in line with what we have done up to this point, as well as what other community colleges and state universities are doing throughout the state. This purchase if approved will be funded by the Technology fee.

Chair Ifill asked how many Smart Classrooms we have in total at the College. Mr. Williams stated that there are 2 in Brockton and 2 in Canton.

Trustee Barrows called for a vote on the motion. The motion passed unanimously.

A motion was made by Trustee Hilton and seconded by Trustee Blackler that the Board of Trustees approve a proposal not to exceed \$76,500 with BKA Architects (house doctor) for architectural, engineering, and rendering services in order to do the Phase II office build-out in the lower level of the Student Center.

Vice President Mitchell stated that Phase I (the Bowling Alley) has been completed. (Before and after photos were shown.) Before photos were shown of the Phase II portion of the project. Vice President Mitchell stated that because the Phase II area is in the basement, environmental issues will be addressed. He stated that this proposal will allow the architect to design and plan this area and space.

Trustee Barrows called for a vote on the motion. The motion passed unanimously.

A motion was made by Trustee Hilton and seconded by Trustee Ross that the Board of Trustees approve a quote not to exceed \$43,957 with Schmidt Equipment, Inc. of North Oxford, MA (state vendor) to purchase a 2013 John Deere 332D Skid Steer.

Vice President Mitchell stated that as has been discussed previously with the Board, the College needs functional equipment. He stated that working with the state, we have been able to trade in like equipment for a credit towards the new purchase. He added that the College will be receiving \$15,000 on our old piece of equipment towards the purchase price of the John Deere 332D Skid Steer.

Chair Ifill asked if purchases of equipment are balanced with purchases for the needs of faculty and staff. Vice President Mitchell stated that this is a capital purchase. He added that when Vice President Finkelstein prepares her budget annually, she budgets for equipment for academic affairs. Chair Ifill asked who assesses the needs of the employees not in the classroom. Vice President Mitchell stated that, other than IT purchases, there is no formal process for assessing those needs.

Trustee Barrows called for a vote on the motion. The motion passed unanimously.

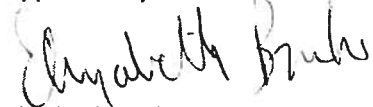
A motion was made by Trustee Ross and seconded by Trustee Hilton that the Board of Trustee approve a quote not to exceed \$37,365 with MHQ of Marlborough, MA (state vendor) to purchase a 2014 Ford Interceptor Police Cruiser.

Vice President Palantzas showed the Trustees a photo of the Police Departments 2004 vehicle that is in need of extensive repairs. He stated that the vehicle that is being presented for purchase is a new vehicle with all the updated equipment that will help police respond to emergency situations.

Trustee Barrows called for a vote on the motion. The motion passed unanimously.

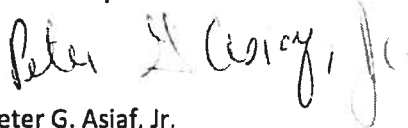
A motion to adjourn was made by Chair Ifill and seconded by Trustee Blackler. The motion passed unanimously.

Approved by:



Elizabeth Burke
Recording Secretary

Certified by:



Peter G. Asiaf, Jr.
Secretary, Board of Trustees

**Meeting of the Full Board of Trustees
Wednesday, December 11, 2013
Louison Board Room
Brockton Campus**

Attendees: Peter Asiaf, Jim Barrows, Bonnie Blackler, Heather Hilton, Jeanne Martins, Nelson Ross

Chair Ifill called the meeting to order and asked for a moment of silence in remembrance of President Nelson Mandela.

Chair Ifill stated that it was a pleasure to have Dr. Carl Kowalski in attendance this evening and he is glad that Dr. Kowalski is now back teaching at Massasoit.

Chair Ifill stated that because a Board Member has to leave the meeting early, the agenda would be taken out of order, and begin with Board Actions.

Request for Board Actions

A motion was made by Trustee Barrows and seconded by Trustee Hilton that the Board of Trustees approve a contract with Coca-Cola Refreshments USA, Inc. for the College's Pouring Rights/Beverages.

VOTED: The motion passed unanimously.

A motion was made by Trustee Barrows and seconded by Trustee Ross that the Board of Trustees recommend approval of a proposal not to exceed \$85,000 with CCS Presentation Systems of Nashua, NH (state vendor) for the purchase and installation of instructional media for three classrooms at Canton and two classrooms at Brockton

VOTED: The motion passed unanimously.

A motion was mad by Trustee Barrows and seconded by Trustee Ross that the Board of Trustees approve a proposal not to exceed \$76,500 with BAK Architects (house doctor) for architectural, engineering and rendering services in order to do the Phase II office build-out in the lower level of the Student Center.

VOTED: The motion passed unanimously.

A motion was made by Trustee Barrows and seconded by Trustee Hilton that the Board of Trustees approve a quote not to exceed \$43,957 with Schmidt Equipment, Inc. of North Oxford, MA (state vendor) to purchase a 2013 John Deere 332D Skid Steer.

VOTED: The motion passed unanimously.

A motion was made by Trustee Ross and seconded by Trustee Hilton that the board of Trustees approve a quote not to exceed \$37,365 with MHQ of Marlborough, MA (state vendor) to purchase a 2014 Ford Interceptor Police Cruiser.

VOTED: The motion passed unanimously.

A motion was made by Trustee Barrows and seconded by Trustee Hilton that the Board of Trustees approve a contract with Coca-Cola Refreshments USA, Inc. for the college's Pouring rights/Beverages.

VOTED: The motion passed unanimously.

A motion was made by Trustee Hilton and seconded by Trustee Ross that the Board of Trustees approve the minutes of November 13, 2013.

VOTED: The motion passed unanimously.

Chairman's Report

Chair Ifill stated that he was on campus a few weeks ago when Dr. Wall spoke about the process to purchase Christos "being underway." Chair Ifill stated that in his opinion, the Christo's property would be a prime location for the College's New Allied Health Building. He added that this new building will allow for expansion at the College, while at the same time, showcase what the College, particularly the Brockton Campus, has to offer.

Chair Ifill stated that he is continually impressed by the faculty and staff at Massasoit. He added that for him, Massasoit changed his life trajectory, and provided him with tremendous opportunities. He stated that because of our students, the College will always have a legacy.

President's Report

Dr. Wall stated that the process of purchasing Christo's is being handled by DCAM, on behalf of Commonwealth, for Massasoit. He explained that next week on December 17th, at 7:00 p.m., there will be a public hearing hosted by DCAM, in our Large Theater, at which time community members to express their opinions, concerns, interest, etc. An official letter of intent has been completed with the owners of Christo's and the purchase is moving forward, and, if all goes well, the College will take position of the property by the end of February, 2014. Dr. Wall stated that he will keep the Board Members closely informed on this issue.

Dr. Wall stated that Phase II of the build out of our Middleborough Campus has started, and the goal is to have the build out completed by the beginning of the Spring Semester. He explained that this area is in the lower level and will house clinical instructional classrooms for the College's Paramedic Program and other health care programs. Dr. Wall noted that The Higher Education Partners are working with the town of Middleborough and with Massasoit, and the College will have no upfront costs. He added that we are not yet advertising the Paramedic Program because the program has not yet been licensed.

Dr. Wall stated that he and several staff members meet to the New England Association of Schools and Colleges (NEASC) Annual Meeting. NEASC is our accreditation agency, and in 2014, the College is just 2 years away from our 10-year NEASC visit. Dr. Wall stated that the College is in the process of gearing up for our self-study.

Trustee Ross asked if there is anything new to discuss regarding MEEA. Dr. Wall stated that there is nothing by way of an action item for this Board; however, the Marine Environmental Education Alliance is in the process of selecting a firm to do the building and engineering projects. That contract will be sent to DCAM and then brought before this Board. Dr. Wall added that the MEEA Board has also met with a fundraising consultant. He noted that the interest in this field is very strong.

Chair Ifill stated that given the holiday schedule, he will be cancelling the January Board Meeting. He added that the February Board Meeting will be moved from February 12th to February 5, 2014, because we have Board Members attending the ACCT Conference in Washington from February 10 – 13, 2014.

Chair Ifill wished everyone a happy holiday season.

A motion to adjourn was made by Trustee Barrows and seconded by Trustee Hilton.

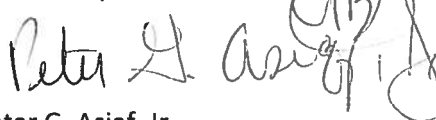
VOTED: The motion passed unanimously.

Prepared by:



Elizabeth Burke
Recording Secretary

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Secretary, Board of Trustees