

Special Meeting of the Board of Trustees
Wednesday, March 8, 2017
6:00 p.m. in the Louison Board Room, Brockton Campus
Approved April 12, 2017

Attendees: Pamerson Ifill, Deborah Enos, Ann Sullivan, Thomas Carroll, Bonnie Blackler, Christopher Blunt, Thomas Lacey, Judith Waterston (via teleconference), David Offutt (via teleconference)

Absent: Anthony Simonelli, Mary Brophy

Call to Order

Chairman Ifill called the meeting to order at 6:05pm.

Chairman's Welcome

Chairman Ifill welcomed Commissioner of the Department of Higher Education (DHE) Carlos Santiago and thanked him for joining the Board meeting. He said that in addition to Commissioner Santiago's presentation, he is also available to discuss the Presidential Search and said that it is the responsibility of the Board of Trustees to conduct the search and adhere to the guidelines set forth by the Massachusetts Board of Higher Education. He noted that the guidelines are included in the Board package and are available on the DHE website.

Commissioner Santiago outlined the process and noted that the Board will nominate a search committee, select a search firm, and work on a position profile with the firm. Once the position profile is complete, the search is launched. The search committee decides on the semi-finalists (typically 10-12) which are reviewed by the DHE, which looks at the diversity and quality of the candidate pool. As the search continues, the Board narrows it down to 3-5 finalists. The Commissioner communicates his feelings of the finalists to the search committee and noted that the finalists are not ranked. The Board then makes the final determination. The Commissioner has the authority to veto the decision but does not have the ability to select a new president.

Commissioner Santiago said that, in general, the candidate pools that come to the DHE are strong. All 7 final candidates from recent presidential searches in Massachusetts have come from out-of-state. He believes it is the growing recognition of the quality of our education. He noted that we are losing an incredible amount of experience with recent retirements and said that Massasoit is losing a president that is very hard to replace. He feels that this campus is poised to aim extremely high with this search. It is hard to get a sitting president because Massachusetts is not known to pay its presidents very well, and because some are not willing to risk a public search. Chair Ifill thanked the Commissioner for taking the time to visit.

Presentation from the Massachusetts Department of Higher Education, entitled *29 Campuses, One Shared Mission*, by Carlos E. Santiago, Commissioner of Higher Education.

Commissioner Santiago said that the success of Massachusetts' innovation economy depends on excellence in public higher education. Institutions of higher education are facing enrollment challenges, demographic challenges, and need to hone in on new strategies to build a skilled workforce. He said that this is the third year of system-wide enrollment declines, but noted that there is an opportunity, especially with the Latino/a community of high school graduates, as their demographics are on the rise. He also noted that the Latino/a high school population has lower four-year graduation rates, is less likely to enroll in college after high school, and is 44% less likely than white students to earn a degree or certificate within six or more years.

The Commissioner outlined the Board of Higher Education goals for 2016-2017, which include fostering a more integrated system; elevating performance; developing better integration with P-12 and workforce sectors; enhancing appreciation for higher education as a central asset and competitive advantage for the state; and incubating innovation to ensure higher quality, better access, and align the needs of the learner throughout life. Additional initiatives include the Early College program, Commonwealth Commitment, and a new performance measure system. The Commissioner thanked the Board and the College for the opportunity to speak with them.

Presentation and recommendation of approval of the FY2016 Uniform Guidance (A133) Audit Report by O'Connor and Drew, Independent Auditors for Massasoit Community College.

Mike Cosgrove, audit manager at O'Connor and Drew, said that the last time they visited Massasoit it was for the Financial Statement audit, which was on time and had no issues. The audit being discussed tonight is due March 31, and assuming it is approved by the Board this evening, we are on target to meet the deadline. He explained that in the past, this audit has been called the A-133 audit. The awards audited include our Student Financial Assistance Cluster, TRiO Student Support Services, US Department of Labor TAACCCT grant, National Science Foundation grant, US Department of Education Title III Project STARS grant, and pass-through awards. The Schedule of Expenditures included in the report provides the award amounts.

The audit report contained an opinion on the major federal programs, indicating that the College conformed in all material respects with the types of compliance requirements that could have a direct and material effect on each of the programs audited. The audit also resulted in two findings of non-compliance that are required to be reported in accordance with Uniform Guidance. Both of the findings were from the Student Financial Assistance Cluster.

The first finding was related to our National Student Loan Data System reporting. Of a sample of 40 students with enrollment status changes, one student was found not to have been reported in a timely manner to the National Student Loan Data System. The College does have existing policies and procedures for transmitting this information; however, to help ensure compliance, the Registrar's Office will appoint and train a second staff member to serve as a reviewer and backup for this function.

The second finding involved two federal work-study students who were not paid within the required timeline of one month from the days worked. The College has policies and procedures in place for ensuring timely (bi-weekly) payment of federal work-study wages; however, in this case, the two students did not submit their timesheets in accordance with College policy. To tighten our policies to ensure compliance, we will modify our federal work-study contracts such that student employees and their supervisors must acknowledge that they understand this timely compensation provision that requires timesheets to be submitted in a timely manner. In addition, supervisors that were found to have submitted late timesheets in this finding will be required to attend an in-person training concerning this requirement. The Financial Aid Office will follow-up with supervisors of work-study students bi-weekly to ensure timely submission of timesheets.

A motion was made by Trustee Carroll and seconded by Trustee Sullivan to approve the the FY2016 Uniform Guidance (A133) Audit Report. The motion passed unanimously.

Presentation of the Presidential Search Selection and Appointment Process by Pamerson Ifill, Chair of the Board of Trustees.

Chair Ifill said that on behalf of the Board, we wish to thank Dr. Wall for his dedication and years of service to the institution. He has talked to three board members from other colleges across the state and with Dr. Clantha McCurdy, who is the DHE appointee for the Presidential Search Committee. Chair Ifill noted that the Board packet includes the presidential search process. The first order of business is to create the search committee and the timelines. He noted that he also has a list of the search firms that he will be sending out to the Board, some of which are recommended by the DHE, including the one used in the recent search for Mt. Wachusett's new president. Chair Ifill will work with Vice President Mitchell to create the RFP. The committee will interview the search firms and have them visit the campus so they can get to understand our culture and our community. After the firm is selected, a position statement is created and we will establish timelines; he anticipates a minimum of 8 months for the entire process. The search committee needs to have minimum of three trustees and representatives from major campus constituencies, including students, faculty, and staff; he also thinks it is important that we include a member from the outside community. He feels that a smaller committee is better, to keep it lean and moving forward. Any person that is interested in serving on the committee should reach out to Chair Ifill or President Wall. Margaret Hess, executive director of human resources, added that the Chief Diversity Officer needs to serve as an *ex officio* member of the committee. Chair Ifill noted that this is a new process for all of us and that, given the scope and seriousness of this search, we need to submit a candidate who is the best of the best.

A motion was brought forth by Trustee Sullivan that the Board of Trustees approve appointment of the Chair of the Massasoit Community College Board of Trustees as the Chair of the Massasoit Community College Presidential Search Committee and that the Committee Chair be tasked with the creation of a Presidential Search

Committee to select the next President of Massasoit Community College, consistent with the guidelines and procedures established by the Massachusetts Board of Higher Education for the Search, Selection, Appointment, and Removal of State University and Community College Presidents. The motion was made by Trustee Carroll and seconded by Trustee Offutt. The motion passed unanimously.

Presentation and recommendation of approval of an expenditure not to exceed \$150,000 for the costs associated with the Massasoit Community College Presidential Search by Pamerson Ifill, Chair of the Massasoit Community College Board of Trustees.

Chair Ifill noted that the proposed budget includes hiring a search firm, travel expenses, and compensation for staffing the search committee. He noted that the last three community college presidential searches in the Commonwealth ranged from \$120,000-140,000. Trustee Blackler raised a concern about the amount of the budget given the College's fiscal concerns. Trustee Enos clarified that the amount requested is not necessarily the amount that will be spent. Trustee Blackler would like to see a breakdown of the expenses included in the request before approving the budget. Trustee Carroll said that this [approval] is a process the Board has gone through previously when they approve an expense not to exceed a certain amount. The Board maintains full control over the expenditures. Trustee Offutt said that given that we are looking to replace the most senior president and the seven searches that have happened in the commonwealth, we are going to have to go to that average cost if we wish to find someone suitable to fill President Wall's shoes.

A motion was made by Trustee Offutt and seconded by Trustee Enos to approve an expenditure not to exceed \$150,000 for the costs associated with the Massasoit Community College Presidential Search. The motion passed with one opposition by Trustee Blackler.

A motion was made by Trustee Enos and seconded by Trustee Blunt to adjourn the meeting. The motion passed unanimously.

Prepared by:



Lydia Camara
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Anthony Simonelli
Secretary, Board of Trustees