CALL TO ORDER – After establishing quorum, Chair Richardson called the meeting to order at 8:01 a.m. Introductions were made.

PRIOR MEETING MINUTES – No changes were made to the prior meeting minutes.

MOTION: Trustee Dretler made a motion to approve the minutes of the October 14, 2014 board meeting. Trustee Der seconded. The motion passed by majority vote, with Trustees Bauduy-Liautaud and Beville abstaining.

APPROVAL OF THE CONSENT AGENDA – No trustee requested that any items from the Consent Agenda be removed for discussion.

MOTION: Trustee Beville made the motion to approve the Consent Agenda; Trustee Juliani seconded. The motion passed unanimously.

ACADEMIC PROGRAM OVERVIEW – Dean La Barbera introduced Professor Deborah London, chair of the Communication Studies department. Dr. London presented an overview of the program via a PowerPoint presentation.

After the presentation, discussion took place regarding the discrepancy between the number of students enrolled in the program and the number that graduate. Many of the students choose to transfer, after a few classes or further along in the program, making it difficult to track data. VP Salomon-Fernandez stated that the transfer data that exists is not current. Some students take two years to start taking classes after transferring. Also, institutions to which the students transfer do not report that information in a timely manner. Exit surveys are available for students who transfer, but the problem is that some students leave without following the process. When asked, Dr. London expressed her desire to have another faculty member added to the department.

BOARD COMMITTEE REPORTS

FINANCE, COMPLIANCE, PERSONNEL & AUDIT COMMITTEE – VP Kirleis summarized the reports presented at the November 18, 2014 Committee meeting.
Finance Item

October 2014 Actual to Budget Comparison Report (Item 3) – Overall revenue is $250K higher and expenses are $1.1M less than budgeted for this period. MassBay received 52% of the state appropriation available, which the College has applied to funding salaries.

Since the Committee meeting last week, the governor will not proceed with the 1.5% 9C cut, so MassBay will retain the entire $15.4M of the state appropriation. The cut would have amounted to $232K for FY15.

Financial aid disbursement has been running late, only having disbursed $3.3M of the federal funds in October. An additional $650K was disbursed in November, with an additional $450K remaining. Salary savings are reflected under expenses because of position vacancies and cancelling of under enrolled courses that affected the adjunct faculty line.

Cuts were made to the STEM Starter Academy and Workforce Incentive grants
Overall, the college is ahead almost $2M from what was projected for this time of year.

MOTION: Trustee Dretler made the motion to approve the October 2014 Actual to Budget Comparison Report; Trustee Der seconded. The motion passed unanimously.

Compliance Items

Update on the Clery Audit – MassBay received the report from the U.S. Department of Education in mid-October for the audit conducted in November 2010. VP Kirleis reported that the Clery Act and Public Safety (CAPS) Committee is preparing the response that documents the progress MassBay has made related to the annual reporting and training and education for faculty and staff regarding drugs and alcohol.

Update on Financial Aid – Due to the importance in complying with federal financial aid regulations, the department is now reporting to VP Kirleis.

The College did not meet its timeline to deliver the financial aid funds to students. Adding staff and the integration to the PeopleSoft system will improve the process. The College is committed to disbursing funds to students in February for the spring semester starting in mid-January 2015. The students rely on those funds for tuition and fees and daily living expenses.

The Foundation has a limited emergency loan program.

VP Kirleis explained that students, in addition to receiving late award notifications, the additional funds were disbursed late.

Updates from the Health Sciences Division

Nursing Program – President O'Donnell, Provost Purcell, Dean Davis and Director of Nursing Collins went before the Board of Registration in Nursing (BoRN) to talk about the stability of the College’s nursing program. The letter received from BoRN (Item 5) was included in the materials. The Division leadership team is preparing the follow up report for the Accreditation Commission for Education in Nursing (ACEN) due in February to address the one standard that was not met. After receiving notice from ACEN, BoRN will determine whether a site visit is necessary.

Discussion took place about efforts to meet the enrollment cap and reinstate the evening nursing program. The program will not run in the spring as originally anticipated. Only nine students are currently eligible for the evening program. The leadership team is working with faculty to see if courses can be offered later in the
day, as a hybrid model. The question was asked if the hybrid program will be able to meet the needs of the students that are not able to enroll in the full-time day program.

Trustee Tonelli asked about the status of the evening nursing program faculty members. No full-time positions have been lost. Suzanne Kiniry, the day program coordinator, is working to meet staffing needs. Trustee Tonelli asked if MassBay is tracking numbers in comparison to the other community colleges. Provost Purcell stated that the overall numbers have decreased.

Discussion took place about the hiring trends in hospitals for specialized nurses. Trustee Beville asked about information given to students interested in health professions outside of the hospital setting, e.g. elder care, home health and community health centers. Provost Purcell said the information sessions for allied health are being enhanced to address those questions.

Work continues in preparation of the report to ACEN regarding Standard 6, which requires nursing programs to show how data is used to make decisions to improve the program. Provost Purcell feels confident the nursing program is headed in the right direction.

Paramedicine Program – The state reinstated MassBay's paramedicine program and classes restarted. The nine students that chose to remain with MassBay will complete the program by December. Students from prior groups that had not completed the program have also returned to fulfill the requirements.

The program will be presented to the Board of Higher Education for approval on December 2, 2014. The faculty and leadership team are also seeking national program accreditation.

PRESIDENTIAL EVALUATION & COMPENSATION COMMITTEE – Trustee Dretler summarized the November 21, 2014 Committee meeting.

The Committee reviewed the document presented by President O'Donnell which included 59 initiatives. The majority (93%) of the initiatives are either satisfactorily moving forward or completed.

President O’Donnell reviewed the process he used to conduct a self-evaluation over the three years at MassBay. During the first year, Dr. O’Donnell used the profile prepared during the presidential search to frame his evaluation. In the second year, the President addressed the six strategic initiatives of the strategic plan. In the third year, the focus was to look at outcomes. President O’Donnell feels that significant foundation building of the College has occurred.

Some of the key strategic initiatives are not being addressed. The executive team will now meet, prioritize and begin to address 3-4 of the initiatives.

One thing that is not addressed in the initiatives is how MassBay has been the strongest of the 15 colleges, to support of the governor in accountability funding and community college reform. In order for that to continue, the College has to set a goal to become a positive outlier in those metrics.

Trustee Dretler commended President O’Donnell on leading MassBay with class and dignity. When issues have come up, have been dealt with positively.

Trustee Dretler repeated again from last year that in his career of working with many college presidents, President O’Donnell is one of the top executives he’s dealt with. Trustee Dretler commended the President on both what he’s doing and how he’s doing it.
Trustee Price agreed with the Committee’s decision and thanked the group for their openness, honesty and for the transparent process. Chair Richardson commented on President O'Donnell’s achievements in relationship building, closing the achievement gap and leading the College to a state of financial stability.

**MOTION:** Chair Richardson made the motion that the Board of Trustees approve the rehiring of Dr. John O'Donnell as President of MassBay Community College and that the Board award Dr. O'Donnell the maximum merit increase. Trustee Juliani seconded and the motion passed unanimously.

Trustee Der commented about his experience working with other executives and boards when he asked if the PE&C Committee members feel the leadership has been translated to the next level at MassBay. Trustee Dretler stated that the Committee members did not raise that question. Trustee Dretler feels that in order to execute the work presented in the documented, there has to be the right team in place.

President O’Donnell thanked the board, especially Trustee Dretler.

**BOARD-FOCUSED SESSION**

**BOARD RETREAT** – Chair Richardson has shared the Board’s desire to focus on enrollment with Narcisa Polonio from ACCT, who will be facilitating the retreat on December 6. Chair Richardson provided Dr. Polonio with studies from the Massachusetts Department of Higher Education showing trends in community college enrollment rates.

The Board’s self-evaluation tool will also be addressed.

Trustees made the following suggestions for the retreat:

- Offer an open session to create some innovative approaches.
- Look at potential markets and how to make inroads into those markets, building upon the new Framingham campus
- Focus on enrollment, i.e. "land" the students first, and not jobs.
- Plan a second retreat for the “exit strategies”, i.e. jobs, transfer to four-year programs, soon after this retreat.
- Ensure that action plans are included at the end of the retreat
- Explore the possibility of becoming a center of excellence among the 15 community colleges
- Identify what the College’s program strengths are
- How to influence state policy and the new governor
- Have a more free-ranging conversation with some structure

Chair Richardson will forward the suggestions to Dr. Polonio.

**EXECUTIVE REPORTS**

- **Student Trustee** – Trustee Brown reported on the following:
  - The Student Government Association (SGA)’s Halloween costume contest
  - Finish Strong event to help students prepare before finals
  - A survey on the cafeteria has been created to be disseminated before the bid process begins.
  - Trustee Brown feels the spring registration process has been more fluid than in the past
  - Efforts to increase awareness of scholarships among students
  - Suggestion to implement a program to celebrate Black History Month
  - Marketing efforts for SGA
- Relaxation day(s) during the semester

- **Board Chair** – Chair Richardson waived her report.

- **President** – Dr. O’Donnell reported on the following:
  - Coach Bill Raynor is leading a series of events for the Young Men of Color initiative, funded through the Foundation. Boston City Councillor Tito Jackson will kick off the series later today.
  - President O’Donnell has met with about 10 adjunct faculty members to address issues of alienation and how to bind them to the community. No college or university can operate without the experience and commitment offered by adjunct faculty members.
  - The College is in the process of renegotiating the Framingham and Ashland leases. The College is asking for an exemption for an extension of the 15-year maximum term allowed by law.
  - A meeting took place with the Department of Capital Asset Management and Maintenance (DCAMM) to begin the initial review of the sites that DCAMM will consider purchasing for the downtown Framingham campus. The documents are not available to the public and all questions must be directed to Meaghan Kelly, the spokesperson at DCAMM.
  - A meeting was held with the advisory board working to develop the downtown Framingham campus. The group is made up of government, business and scientific leaders with a focus in the STEM fields and establishing business incubators in downtown Framingham.
  - During a radio interview on NPR, Governor-elect Charlie Baker was asked if he knew that MassBay Community College has had a Level 3 sex offender attending. The College followed protocol and posted information as required by law. Faculty members that had the student enrolled in classes were also notified. The trustees were advised to refer any inquiries to the President’s Office.

**EXECUTIVE SESSIONS**

Before asking the staff members to leave the open session, Chair Richardson announced that the Board will not reconvene after the Executive Sessions. Each session will be treated as a separate meeting. A roll call vote will be conducted before entering and ending each of the sessions.

**MOTION**: Trustee Beville made the motion to have the Board go into executive session to discuss strategy with respect to litigation because deliberation in open session may have a detrimental effect on the litigation position of the College. Trustee Januli seconded. The motion passed unanimously via the following roll call vote: Pam Richardson – YES; Tom Dretler – YES; Ken Der – YES; John Brown – YES; Sylvia Beville – YES; Dan Januli – YES; Emmett Price – YES; Katherine Tonelli – YES; and Lyris Bauduy-Liautaud – YES.

Chair Richardson read the following information: “During the executive session, the Board cannot deliberate about the reputation, character, physical condition or mental health of any individual or discuss the discipline or dismissal of any individual without being required to give the person 48 hours' notice prior to the meeting, the right to attend the meeting with an advisor and address the board. The person would also have a right to demand that the Board's deliberations occur in open session.”

**ADJOURNMENT** - The open session was adjourned at 9:39 a.m.