**MINUTES Doc: 29 FY2022**

**Approved 2.15.22**

**NSCC Board of Trustees**

**Tuesday, November 16, 2021, 4:45 pm - 6:30 pm**

**Zoom**

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| In Attendance |
| Andrea Gayle-Bennett; Anh Dao Tran-Moseman; Barbara Heinemann; Dr. J.D. LaRock; Joseph Riley; Maria Vega-Viera; Richard Yagjian; Yuleika Lluveres |
| Not In Attendance |
| Dr. Dharma Cortés ; Nicole Bluefort  Additional Attendees  President William Heineman; Miranda Gualtieri; Vice President Janice Forsstrom; Interim Vice President Stephen Creamer; Interim Vice President Andrea DeFusco Sullivan; Laurie LaChapelle; Linda Brantley; Nikki Pelonia; Mary Chatigny; Andrea Milligan; Dr. Tiffany Magnolia; Torrey Dukes; Eileen Gerenz; Cristy Sugarman; Alexandra Tateosian; Jason Marsala; Jen Baker; Kathy Faulkner |

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| |  |  | | --- | --- | | 1. | 4:45pm Call to Order | |
| Chair LaRock called the meeting to order at 4:46pm. | | | |
| |  |  | | --- | --- | | 2. | 4:46pm New members of the North Shore Community | |  |  |  |
| President Heineman read names, titles and departments of new employees at NSCC.  New employees who were present were invited to introduce themselves. The new employees present were Alexandra Tateosian and Mary Chatigny. | | | |
| |  |  | | --- | --- | | 3. | 5:00pm Public Comments | |  |  |  |
| There were no public comments. | | | |
| |  |  | | --- | --- | | 4. | 5:05pm Student Trustee Report | |  |  |  |
| Student Trustee Yuleika Lluveres reported that she will be holding office hours weekly in place of the planned survey. The SGA has been holding regular meetings with updates on the student vaccine mandate and RAP services. | | | |
| |  |  | | --- | --- | | 5. | 5:10pm Chair's Report | |  |  |  |
| |  |  | | --- | --- | | a. | Review Minutes of 10/26/21 Doc: 24 FY2022 | |  |  |  |
| Chair LaRock asked if there were any edits or corrections to the minutes of 10/26/21. Hearing none, he asked for a motion to accept the minutes of 10/26/21. | | | |
| |  |  | | --- | --- | | • | Motion 22:09 to accept the minutes of 10/26/21 | |  |  |  |
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| Move: Richard Yagjian  Second: Barbara Heinemann  Status: Passed | | | |
| |  |  | | --- | --- | | b. | Elect Vice Chair | |  |  |  |
| Chair LaRock announced a Co-Vice Chair model for the 2021-2022 year and proposed that Trustee Riley and Trustee Vega-Viera serve as Co-Vice Chairs. Chair LaRock acknowledged Trustee Vega-Viera's work on updating the NSCC organizational policies and thanked her for introducing President Heineman to community leaders in Lynn. Trustee Riley thanked Trustee Vega-Viera for stepping up to the role. | | | |
| |  |  | | --- | --- | | • | Motion 22:10 to elect Vice Chair | |  |  |  |
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| Move: Dr. J.D. LaRock  Second: Andrea Gayle-Bennett  Status: Passed | | | |
| |  |  | | --- | --- | | c. | Annual Presidential Goals Doc: 25 FY2022 | |  |  |  |
| Chair LaRock invited President Heineman to review the Annual Presidential Goals document, indicating the document is meant to be used as a primary basis for the annual evaluation.  President Heineman reported that the document recognizes a normal year that includes declining enrollment as well as an unusual year in respect to presidential transitions and a waning pandemic. President Heineman reviewed the categories of goals, which included Business, Enrollment, Academic, Equity, Strategic Planning and Organizational Leadership goals.  There was discussion about academic goals and the range and totality of the impact from Covid. A snapshot of outcomes assessment data will be available at the end of the semester and it will provide a more clear and comprehensive picture of both grades and learning.  There was discussion about online enrollment and the opportunity going forward from the pandemic to go beyond binary choices and having access to customized classes in any combination of ways.  Additional discussion included enrollment goals. a partial returning to campus in the Spring, ESL students, LatinX students, non-traditional students, transportation, offering the most popular programs in Lynn, and access to technology.  There was also discussion about the strategic planning process, which is intended to identify large goals followed by specifics in small teams while leaving room for improvisation and inclusivity. | | | |
| |  |  | | --- | --- | | d. | Motion 22:11 to accept Annual Presidential Goals | |  |  |  |
| Chair LaRock asked for a motion to accept the Annual Presidential Goals. | | | |
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| Move: Joseph Riley  Second: Barbara Heinemann  Status: Passed | | | |
| |  |  | | --- | --- | | 6. | 5:25pm Education Report Doc: 23 FY2022 | |  |  |  |
| Andrea Milligan and Dr. Tiffany Magnolia presented the Education Report.  In Spring 2022, NSCC will run a pilot of 4 "HyFlex" courses, which are courses that provide students flexibility around attending either in-person or remotely based on what works best for them at a particular moment during the semester.  The goal of the pilot is to determine if this is a modality to offer students after the pandemic and if so, to determine what the college would need to support this modality.  A planning team has been assembled to plan for and implement the pilot, which will include a robust technology infrastructure, faculty development and support as well as student support.  There was discussion about future surveys and direct feedback from faculty to measure student needs. | | | |
| |  |  | | --- | --- | | 7. | 5:40pm President's Report | |  |  |  |
| |  |  | | --- | --- | | a. | Enrollment and Retention Update Doc: 26 FY2022 | |  |  |  |
| Laurie LaChapelle provided an update on enrollment and retention. Fall cohort headcount and credits were reviewed. Since the freeze date, headcount was down 6% and credits were down 8%. Of note was the high completion rate in shorter, 7-week courses. | | | |
| |  |  | | --- | --- | | b. | Preliminary Strategic Planning Doc: 27 FY2022 | |  |  |  |
| President Heineman reviewed preliminary strategic planning.  The internal vision for the strategic planning process is to use a strengths-based inclusive approach that will identify the institutional strengths. Externally, community stakeholders will be included in the appreciative inquiry part of the process. Regulatory requirements such as the DHE Equity Agenda, clear quantitative and qualitative metrics, and the option for an entrepreneurial version of the plan will be addressed.  A Strategic Planning Process Team has been meeting since October to develop a proposal for a process. They are working with a consultant to design the Appreciative Inquiry Process and will be examining how to conduct an environmental scan. The team will present a proposal to the college in December, a large Steering Committee will be assembled in January, the Appreciative Inquiry Process will take place February-April 2022, and a Summit is planned for May 2022.  There was discussion on Board involvement, the mission of the college, and a review of the former strategic plan. | | | |
| |  |  | | --- | --- | | c. | Covid-19 Update | |  |  |  |
| President Heineman reported that positive cases and spread of Covid amongst staff and students remain very low. Students are currently going through the process of the vaccine mandate and the employee process is set to launch later in the week. There will be opportunities to apply for reasonable accommodations. | | | |
| |  |  | | --- | --- | | 8. | Other Business | |  |  |  |
| Chair LaRock recognized and congratulated Trustee Tran-Moseman on being an Honoree at the 2021 Champions Event held on November 4th. Chair LaRock reported that trustees had 100% participation in supporting a Gold level sponsorship for the event. | | | |
| |  |  | | --- | --- | | 9. | Adjournment | |  |  |  |
| The meeting was adjourned at 6:33pm. | | | |