**MINUTES Doc: 24 FY2022**

**North Shore Community College**

**Board of Trustees**

**Tuesday, October 26, 2021, 4:45 pm - 6:30 pm**

**Zoom**

**Approved 11.16.21**

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| In Attendance |
| Andrea Gayle-Bennett; Anh Dao Tran-Moseman; Barbara Heinemann; Dr. Dharma Cortés; Dr. J.D. LaRock; Joseph Riley; Maria Vega-Viera; Richard Yagjian |
| Not In Attendance |
| Nicole Bluefort; Yuleika LluveresAdditional AttendeesPresident William Heineman; Miranda Gualtieri; Vice President Jan Forsstrom; Interim Vice President Stephen Creamer; Interim Vice President Andrea Defusco-Sullivan; Linda Brantley; Laurie LaChapelle; Nikki Pelonia; Interim Vice Preisdent Thanh Giddarie; Allissa Flint-Kummel; Tim Johnson; Eileen Gerez; Gary Ham; Kaitlin LaMarre; Carolyn Emerson; Kimberly Odusami; Scott MacPhee; Susan Sullivan; Jason Marsala; Jennifer Harris; Joanne Sullivan; Joyce Wang; Steve Cohen; David Coppola; Sara Simmons |

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| 1. | 4:45pm Call to order |

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| Chair LaRock called the meeting to order at 4:46pm. |
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| 2. | 4:46pm New members of the North Shore Community |

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| 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 Scott MacPhee, Joyce Wang, Kaitlin LaMarre and Carolyn Emerson.  |
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| 3. | 4:50pm Public Comments |

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| There were no public comments.  |
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| 4. | 4:55pm Student Trustee Report  |

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| The student trustee report was moved to the November meeting.  |
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| 5. | 5:05pm Education Report Doc: 14 FY2022 |

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| Allissa Flint-Kummel presented Here to Help, which is an umbrella of services and funding for students to address food insecurity, technology and emergency funding. The goal of Here to Help is to support and retain NSCC students by addressing financial needs that could prevent their continued enrollment during the semester. Since its inception in 2017, Here to Help has served 303 students. Allissa shared expressions of gratitude by recipients and also reviewed the CARES/HEERF federal funding for pandemic related expenses. As of Sept. 30th 2021, 4,124 NSCC students have received emergency financial aid grants and 180 laptops were distributed to students for the Fall 2021 semester using HEERF funding. There was a brief discussion with trustees about programs for single fathers and food insecurity.  |
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| 6. | 5:20pm Chair's Report |

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| a. | Review Minutes of 9/21/21Doc: 15 FY2022 |

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| Chair LaRock asked if there were any corrections or edits to the minutes of 9/21/21. Hearing none, he asked for a motion to approve the minutes of 9/21/21. |
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| • | Motion 22:04 to accept the minutes of 9/21/21 |

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| Move: Joseph RileySecond: Barbara Heinemann |
| Status: Passed |
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| b. | Elect Vice Chair |

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| • | Motion 22:05 to elect Vice Chair |

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| Status: Tabled |
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| c. | Committees Proposal Doc: 16 FY2022 |

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| It was proposed that the Board establish an ad hoc committee focused on transformative change within the framework of the college's planning process for a new Strategic Plan over the course of this academic year, with any member of the Board volunteering to join the committee.  |
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| • | Motion 22:06 to accept the Committees Proposal  |

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| Move: Barbara HeinemannSecond: Joseph Riley |
| Status: Passed |
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| d. | Self-evaluation results Doc: 17 FY2022 |

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| President Heineman reported that the ratings in overall categories were quite high but that scores were somewhat lower in the areas of college operations, institutional performance, and Board Education. There was discussion amongst trustees about the process of self-evaluation, personal interpretation and finding time and space to address themes at the appropriate level. There was consensus amongst trustees that the results of the self-evaluation are as expected, and that multiple actions are already underway to address the areas of concern.President Heineman and Miranda Gualtieri will be translating the results of the self-evaluation to be included in the progress report due to NECHE in the Spring. Trustees will be provided drafts and are welcome to participate in the process.  |
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| 7. | 5:40pm Finance Committee |

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| a. | FY2021 Financial Statements Audit - O'Connor and Drew Docs: 18, 19 FY2022 |

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| Steve Cohen from O'Connor & Drew reviewed the FY21 Audit.  O'Connor & Drew issued an unmodified opinion of the financial statements and no material weaknesses/significant deficiencies were noted within the report on internal control over financial reporting, compliance and other matters. For the fiscal year 2021, the College expended a total of $6,994,077 from the higher education relief fund. There were no disagreements with management or difficulty performing the audit. Vice President Forsstrom commented that NSCC had a successful FY21 due to the federal stimulus funding and maintaining a disciplined approach to budgeting, methods, and procedures.  The thoughtfulness of the College as a whole made it a good year despite the pandemic. Significant funds were spent on faculty training and student needs.  |
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| • | Motion 22:07 to accept the FY2021 Financial Statements Audit  |

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| Chair LaRock asked if there was any discussion on the FY2021 Financial Statements Audit. Hearing none, he asked for a motion to approve the FY2021 Financial Statements Audit.  |
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| Move: Joseph Riley  Second: Barbara Heinemann  Status: Passed |
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| b. | FY2022 Q1Budget to Actual Review Doc: 20 FY2022 |

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| Vice President Forsstrom reviewed the Q1 Budget to Actual. Enrollments are better than anticipated and the College is on track for a successful FY2022. There was brief discussion about potential unanticipated expenses on collective bargaining in FY2022. President Heineman thanked the finance team for their hard work in a difficult year and noted deep appreciation for President Bryant’s leadership.  |
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| • | Motion 22:08 to accept the FY2022 Q1Budget to Actual Review |

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| Chair LaRock asked if there were any questions on the FY2022 Q1 Budget to Actual review. Hearing none, he asked for a motion to approve the FY2022 Q1 Budget to Actual Review.  |
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| Move: Dr. Dharma CortésSecond: Joseph Riley  Status: Passed |
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| 8. | 6:05pm President's Report |

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| a. | Diversity, Equity and Inclusion Update Doc: 21 FY2022 |

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| Nikki Pelonia provided an update on Diversity, Equity, Inclusion and Social Justice.  He reviewed the challenges faced by Chief Diversity Officers along with the stages of transformational change and the structural transformation critically required to meaningfully and revolutionarily practice Diversity, Equity, Inclusion and Social Justice as campus wide culture. Nikki reported that NSCC has a good foundation of DEI work and praised trustees for unanimously passing the Gender Pronoun Policy in April 2021. Nikki's Year 1 Goal is to prepare employees for transformational change needed to reduce equity gaps in student outcomes. There was discussion about incorporating data collection into the Year 1 Goal and using an Equity Scorecard. There was also discussion about the focus on racial equity and how it affects life outcomes.  |
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| b. | Cybersecurity Report Doc: 22 FY2022 |

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| Gary Ham reviewed security assessments, control points, data back-ups, boundary defenses, system security and Phishing/Ransomware as part of an overall view of the college’s efforts on cybersecurity. Phishing/Ransomware is the largest threat at NSCC. All employees including faculty are now required to complete security training. Moving forward, IT personnel will be repositioned to focus on security.  |
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| c. | Review of NECHE Letter and Request for 2 year report Docs: 10, 12 FY2022 |

 Not addressed |  |  |  |
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| d. | Covid-19 Update Not addressed |

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| 9. | 6:25pm Other Business |

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| President Heineman thanked Thanh Giddarie for her ten years of service to NSCC. Trustees applauded.  |
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| 10. | 6:30pm Adjournment |

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| The meeting was adjourned at 6:39pm. |