



Draft Meeting Minutes

NSCC

Board of Trustees

Monday, October 21, 2024, 5:00pm - 7:00pm

Lynn Campus Community Conference Room LS328

Trustees In Attendance

J.D. LaRock, Maria Vega-Viera, Richard Yagjian, AnhDao Tran-Moseman, Andrea Gayle-Bennett, Barbara Heineman, Gianna Lang, Francesca Purcell

President Heineman, Board Liaison Jill Palermo, VP of Administration and Finance Jan Forsstrom, AVP of Strategic Employer Relations Jenn Price, AVP of Accounting and Finance Tim Johnson, AVP of Strategic Finance Eileen Gerenz, Interim Assistant Provost Chris Bednar, Dean of Enrollment Services Jason Marsala, Dean of Human Services and Emergency Response Pathways Mary Meng-Lee, Comptroller Dennis Abruzzese, Dean of STEM Steven Hubbard, Coordinator of Public Services-Lynn Campus Library Torrey Dukes, Kathy Gallo, LeeAnne Soucy, Mercedes Villar, IT/Media Specialist, Auditor David Coppola, Auditor Benjamin DeForest

1. 5:00pm Call to Order

Chair LaRock called the meeting to order at 5:00pm

2. 5:05pm Education Report: Early Childhood Education Career Pathways Grant Program

- The Education Report focused on the Early Childhood Education Career Pathways Grant
- The Career Pathways grant at NSCC offers numerous supports and services for current early educators and those seeking to enter the field.
- There is a proven 13% return on investment
- 2 courses offered fully in Spanish
- Stackable credentials certificate to degree
- Saturday program offered
- An official apprenticeship program is being explored

3. 5:25pm New Members of the North Shore Community

President Heineman read names, titles, and departments of new employees at NSCC

- Shannon Rand introduced herself, she is a paralegal faculty member. Professor Rand completed her clinical fellowship at Suffolk School of Law

4. 5:30pm Public Comments
There were no public comments

5. 5:35pm Chair's Report

a. Finance Committee:

- Review of FY24 Financial Audit
 - Trustee Tran-Moseman presented the Finance Committee Report
 - The Auditors from Withum were introduced to review the NSCC FY 24 Audit
 - Withum reviewed the required communications, noting no major issues
 - Withum delivered an unmodified opinion, which is considered the best an organization can receive
 - VP Forsstrom recognized Dennis Abruzzese for his work on the Audit

*Motion 25:03 to accept FY24 Audit

Move-Trustee Yagjian Second-Trustee Vega-Viera

Motion Passed

- FY24 Q4 and FY25 Q1 Budget Reports
 - It was noted that the remainder of the CARES money has been spent
 - The lines that came in over budget were covered by other funding sources
 - FY24 ended well and FY25 is off to a good start
 - It will be clearer how well things are going this year at the end of Q2.

*Motion 25:04 to accept FY24 Q4 and FY25 Q1 Budget Reports

Motion-Trustee Vega-Viera Second-Trustee Heinemann

Motion Passed

- Investment Policy Proposal
 - AVP Gerenz gave an update of the Investment Policy
 - It was approved by the Finance Committee to move \$7 million to Cambridge Wealth Management
 - Cambridge Wealth Mgmt is recommending we still have a bond
 - It might also come back with a recommendation to move another 3 million in investments depending on what the college gets back from Free Community College
 - The college is waiting on proposal from Cambridge Trust Wealth Management
 - The college is taking a balanced risk based approach
 - Chair LaRock noted that this move is going from very conservative to mildly conservative, and is still very safe
 - The Board approved the move of \$7 million
 - The Board did not feel the need to seek a vote on the movement of the additional \$3 million in funds

*Motion 25:05 to accept Investment Policy Proposal

Motion-Trustee Purcell Second-Trustee Vega-Viera

- b. Review minutes of 9/30/24 meeting
 - A typo was noted on pg 2, please correct the spelling of Trustee Vega Viera's name/completed

*Motion 25:06 to accept the minutes of 9/30/24

Motion-Trustee Vega-Viera

Second-Trustee Tran-Moseman

6. 6:20pm Student Trustee Report

- Trustee Lang reported the SGA plans have not been finalized yet
- The SGA is requesting funds for a ping pong table for the student lounge on the Lynn campus
 - SGA is looking to expand the student lounge and promote collegiality
- SGA will also be advocating for a transportation option between the Lynn and Danvers campuses
 - Trustee Lang noted that Ubers and the Salem Skipper are not viable options for all students
 - Trustee Lang reported that the Salem Skipper only serves the town of Salem and Ubers are not affordable for most NSCC students
 - An assessment of classes offered, the times they're offered, and modality will be considered when considering options for a shuttle
 - President Heineman reported that he will include looking at transportation for students as part of the new NSCC Master Facilities Planning process

*Chair LaRock will be making a donation to the SGA to cover the cost of the Ping Pong table!

7. 6:30pm President's Report

- a. Academic Program Portfolio Audit Process
 - The college worked with Gray Decision Intelligence in the spring
 - Considerations being made based on that work include:
 - Program growth
 - Program sustainability
 - Sunsetting some programs
 - Academic Affairs has a good proposal to move forward with
 - Gray developed "scorecards" for each program with NSCC
 - Asst Provost Bednar reviewed the scorecards of a few programs
 - The Deans have summaries and recommendations for the Trustees to review
 - These will be brought forth in tiers based on 3, 5 and 10 year outlooks
 - The reviews will start with the Trustees and then go back to Governance
 - Chair LaRock requested a broad primer of the programs being looked at in the audit
 - It was noted that profitability is difficult to gauge
 - There will be no surprises to the college community
 - Faculty and staff have been consulted and notified
 - Trustee Purcell requested an example of a smaller program in November as an example of the scorecard
 - Trustee Tran-Moseman asked how the college will connect the

next steps recommended to the Strategic Plan? She requested an answer at the November Board meeting

- Academic Affairs considered the 3 key Strategic Priorities when making its recommendations

8. 6:50pm Other Business

- a. Single day alcohol on campus waiver request was made for the El Mundo Small Business Networking Event taking place on the Lynn Campus.

*Motion 25:07 to accept waiver request

Motion-Trustee Yagjian Second-Trustee Vega-Viera

Motion Passed

9. 7:00pm Adjournment

Chair LaRock adjourned the meeting at 6:39 pm