

**Meeting of the Full Board of Trustees**  
**April 9, 2014**  
**Louison Board Room**  
**Brockton Campus**

Attendees: Peter Asiaf, Bonnie Blackler, Mary Brophy, Heather Hilton, Pamerson Ifill, Dave Phillips, Nelson Ross, Tony Simonelli, Judy Waterston

**Call to Order**

Chair Ifill called the meeting to order and asked for a moment of silence.

**Approval of the Minutes of March 12, 2014**

**A motion was made by Trustee Brophy and seconded by Trustee Blackler that the Board of Trustees approve the minutes of March 12, 2014. Trustee Phillips abstained from the motion. The motion carried.**

**Chairman's Report**

Chair Ifill stated that he, Dr. Wall, Vice President Finkelstein, Vice President Mitchell, and Trustee Hilton just returned from the AACC Conference in Washington, DC. He noted that this conference was very interesting and he sat through many great sessions and listened to many great speakers. He stated that Massasoit has many innovative programs; however, there are other colleges and universities around the country that offer solutions to some of the issues that we are facing at Massasoit and Massasoit can learn from those institutions.

Chair Ifill explained that minority males are having problems on college campuses around the country. He stated that he and Dr. Wall attended some sessions that specifically covered this topic, and that those sessions provided some great insights. He noted that within this institution, we have the ability to bring about the changes that need to be made for the success of male students of color at Massasoit.

Chair Ifill stated that when male students of color take the Accuplacer test, too many end up in remedial programs. When the Accuplacer test is discounted, and these individuals are given accelerated instruction, they graduate at the same rate as their peers. He stated that one faculty member at the conference noted that many students are kept in remedial classes too long; they grow frustrated with the process and end up dropping out of school. This faculty member noted that for the amount of time these students are kept in remedial classes, they could graduate with a degree in Neurophysics.

Chair Ifill stated that we have very talented faculty and staff at Massasoit and he would like to give them the opportunity to see what Massasoit can do differently to help with the success of our students of color. He added that Vice President Lowery has talked about the issue of recruitment and that relates to our students' success through self-identification.

Chair Ifill stated that what he took away from the experts at the ACC sessions is that students of color learn better in social models where they interact in groups. White students tend to excel with the individual achievement model.

Chair Ifill stated that there needs to be a place where everyone can talk about race issues without fear of saying the wrong thing.

Chair Ifill stated that in terms of minority recruitment he would suggest that the unions and faculty be included in this process because we need to get people on board to talk about these issues.

Chair Ifill stated that the issues of low student success rates affects individuals of low socioeconomic means as much as it does students of color. He noted that, for years, education in this country has predominately been a white, middle-class success story.

Chair Ifill stated that he feels that there has been enough discussion and now we need to start moving and make this issue a priority by keeping the students that we have and making them feel comfortable at Massasoit. He added that between 80 and 93% of all students enrolled in Brockton Public Schools are students of color and those students are our future. We need to reach out to those students in kindergarten and make them aware that Massasoit is a familiar and welcoming place.

### **President's Report**

Dr. Wall stated that we are all so delighted and pleased that Barbara Finkelstein has been chosen to be the next President of York County Community College in Wells, Maine, although she will be greatly missed at Massasoit. Chair Ifill congratulated Vice President Finkelstein on behalf of the Board of Trustees.

Dr. Wall congratulated Peter Asiaf for his reappointment to the Massasoit Community College Board of Trustees. Dr. Wall also congratulated Trustee Heather Hilton for receiving the New Century Coca-Cola USA Today National Scholarship. He noted that she was the only person representing Massachusetts to receive this honor.

Dr. Wall stated that he would like to acknowledge the passing of Eddie Matta, who was a member of our Foundation.

Dr. Wall stated that he sent to the Board today, via email, the House Ways and Means recommended budget and he handed out a hard copy this evening. He explained that in this recommended budget, Massasoit would get the same appropriation as last year, and a portion of 13.1 million based on the funding formula. He stated that by this formula, Massasoit would receive approximately \$680,000, which could lead to the feasibility of a proposed small fee increase.

Dr. Wall stated that the good news is that collective bargaining will be funded through the House Ways and Means budget and the funding will continue for the STEM Starter Academy. Dr. Wall noted that he would like to see more funding dedicated for the Dual Enrollment Program for high school students. He stated that back in the late 1990s, \$5 million was allocated statewide for this program; however, this current year, the House is proposing an amount of \$750,000. He added that this program definitely helps with the retention and success of our students.

Dr. Wall explained that the Accuplacer test is a statewide test for public higher education and is mandated by the Board of Higher Education. He noted that this is not something that Massasoit can change on its own.

Trustee Ross indicated that last year a condition of the College's funding was that there be no fee increase and he asked if that is being considered as a condition for this year's budget. Dr. Wall stated that this is not a condition of the House budget. He explained that community colleges would not be required to hold-the-line on fees if the increase, beyond current, was less than \$20 million, to be divided among the 15 community colleges.

Dr. Wall stated that the May Board Meetings will take place in Middleborough and he is excited for the Trustees to see the Middleborough Center as well as the services that are provided there. He added that at the May or June meeting Laurie Maker, executive director of college communications, and Jim Lynch, director of marketing, will present on Massasoit's advertising, marketing, and public affairs outreach.

Dr. Wall stated that the ARC does reach out strongly to students at orientations and through information to students; however, there is still more that we need to do. He added that we need to ensure that our students are crossing the threshold to get those services, or we need to bring those services to the students.

Dr. Wall stated that Mary Lynch, associate dean of institutional research, has accumulated and is analyzing a series of statistical profiles of how all males, males of color, and several other segments of our student population are performing at Massasoit. These categories will be compared with national statistical models and trends. He noted that this is a national problem that affects all men.

Dr. Wall stated that we are fine-tuning a job description for a Senior Special Programs Coordinator, and this individual will coordinate our mentoring programs. He added that Yolanda Dennis, director of diversity, has researched various models and we are working to pull all of these efforts together.

Trustee Simonelli stated that, as a Board, once all of the data is available, we need to state what the criteria is and set a goal that the Board expects will be met the following year. He added that if we do not have outcomes, the Board will continue to have this discussion repeatedly. He noted that when the Board makes its expectations known, and comes to an agreement, the talented faculty and staff at Massasoit will certainly be able to achieve those goals. Dr. Wall stated that Massasoit has already made progress on the IPEDs graduation rate and has been up a percent per year over the past several years. He added that he agrees with Trustee Simonelli that the College needs measurable goals.

Trustee Brophy stated that this is our community and our environment and programs that are successful on the outside may or may not be successful at Massasoit. She added that we need to know what programs are working, why they are working or why they are not working. She noted that we need to determine which programs are successful for which students and help guides these students in the right direction. She stated that we have to keep track of why our students are here and what they want to achieve at Massasoit. She added that we should also be able to keep track of why students leave Massasoit.

Dr. Wall stated that the commitment of the Board is crucial and the College has made a commitment to the Vision Project, to the Board of Higher Education, and to Commissioner Freeland to move the needle

and the needle is moving. Dr. Wall stated that perhaps the Board should have three retreats a year so that one could be completely devoted to the issue of student success.

Trustee Ross stated that he realizes that the needle is moving; however, he does not want people to become complacent. We need a plan and we need to analyze what works and what does not work. He stated that with the commitment from the Board, there will be expectations of the administration.

### **Audit Committee Discussion**

Trustee Ross stated he recently saw the annual report of a bank and that report laid out the role of the bank management, the board of trustees, the audit committee, and the auditors (handed out to the Trustees). He stated that, as Trustees, we need to understand what our roles should be and carry that out in a meaningful way. He explained that the auditors reported to the Trustees at a Fiscal Affairs and Administrative Policy Committee meeting, and five days later, he attended a meeting where the same auditors stated things that they did not mention at our meeting regarding the role of the Board in audits.

Trustee Ross stated that he does not have a preference as to whether the Board decides to have an independent audit committee or if that committee is a part of Fiscal Affairs and Administrative Policy Committee. He noted that his only concern is that we have a proper process.

Trustee Ross stated that he has no questions or concerns with anything at Massasoit regarding financial matters and he has spoken with Dr. Wall and Vice President Mitchell and they went over the internal controls. Trustee Ross stated that his only concern is that he does not feel the way the Board relates to the auditors is acceptable.

Trustee Simonelli stated that he has had similar issues with running a non-profit organization and dealing with the state. He noted that several years ago, BAMS converted their finance committee to an audit finance committee. He added that the issue we need to be concerned about is transparency. He stated that Massasoit has an internal audit; however, there is also a state auditor whose job it is to determine what the Board knows and how the Board gets involved in setting policies and procedures, and what their involvement is in the audit process. He noted that the Board is dealing with public money and, therefore, has a fiduciary responsibility. He stated that the key issue in having an audit finance committee is to ensure that this Board governs but does not micromanage. He added that having a sophisticated finance committee would only bode well for the school.

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Trustee Simonelli stated that we have been in this meeting for over three hours, and while he knows it is a good process, we are having extremely important discussions when everyone is very tired. He stated that he would like to suggest that we streamline the process and his proposal would not require by-law changes.

Trustee Simonelli suggested that 50% of the Trustees be assigned to the Audit Finance Committee meeting and they will work to restructure how the Committee will function. He added that the other 50% of the Trustees would be assigned to the Academic and Student Affairs Committee meeting. He stated that, following these meetings, the entire Board would meet over dinner. He noted that this would allow the two committees to have more interaction with the presenters.

Trustee Ross stated that he feels that we need to amend the statement in the by-laws regarding the Finance Committee because it is silent regarding audits. He added that the chairperson of each of the proposed separate committees would need to become more involved in the setting of the agenda.

Trustee Ross stated that he does not want to miss important presentations that may take place at either the fiscal or academic meeting. Trustee Simonelli stated that the Trustees in different committees would only miss the discussion, and he would rather miss the discussion than be making important decisions four hours into a meeting.

Chair Ifill stated that he would like to put this process in place for the next six months and then determine if the process needs to be tweaked. Dr. Wall stated that the May meeting is being held in Middleborough, and, logistically beginning this process may be difficult. He suggested implementing the new process at the June meetings. Trustee Simonelli stated that during the May meeting the Trustees can determine which members are going to be a part of which committees.

Trustee Phillips stated that he shares Trustee Ross's concerns that he will not be privy to the discussions regarding both committees.

Trustee Waterston suggested that the Trustees forego the subcommittees, change the by-laws, and have everything voted on once. Trustee Simonelli stated that the Audit Finance Committee would need to meet separately. Trustee Ross noted that the Audit part of the committee could meet two to three times per year.

Dr. Wall stated that another alternative, which other colleges are utilizing, is to have one meeting, with no committees, and eliminate the redundancy. He added that the committees that would remain would be the Presidential Evaluation Task Force, the Nominating Committee and the Audit Committee. Dr. Wall stated that this would streamline the process because there would be just one agenda with a built in break.

Chair Ifill stated that he is going to ask three Trustees to address the Finance Audit Committee and determine how we incorporate that committee into the Board and address the by-law changes. He stated that for next month's meeting we will go with one streamline meeting.

#### **Requests for Board Actions**

**A motion was made by Trustee Ross and seconded by Trustee Brophy that the Board of Trustees approve the recommendation of a tenure appointment for Cheryl Burke, Assistant Professor, Dr. Vasumathi Desikan, Associate Professor, Kathleen Pahl, Assistant Professor, Panteha Sanati-Zaker, Assistant Professor, Laurel Santini, Assistant Professor, Melanie Trecek-King, Assistant Professor and Donna Wright, Assistant Professor, effective September 2014.**

**VOTED: The motion passed unanimously.**

**A motion was made by Trustee Brophy and seconded by Trustee Phillips that the Board of Trustees approve an expenditure in an**

amount not to exceed \$251,000 with state approved vendors for the purchase of laptops, desktops and tablets for faculty/staff and lab use.

**VOTED:** The motion passed unanimously.

A motion was made by Trustee Asiaf and seconded by Trustee Hilton that the Board of Trustees approve an expenditure in an amount not to exceed \$825,751 with Page Building Construction of Stoughton, MA for the renovation of the lower level of the Student Center at the Brockton Campus.

**VOTED:** The motion passed unanimously.

A motion was made by Trustee Brophy and seconded by Trustee Phillips that the Board of Trustees go into Executive Session to discuss strategy with respect to potential litigation because deliberation in open session on this matter may have detrimental effect on the litigation position of the college. In addition, to investigate charges of criminal misconduct or to consider the filing of a criminal complaint.

#### Roll Call

Trustee Asiaf	Yes
Trustee Blackler	Yes
Trustee Brophy	Yes
Trustee Hilton	Yes
Trustee Ifill`	Yes
Trustee Phillips	Yes
Trustee Ross	Yes
Trustee Simonelli	Yes
Trustee Waterston	Yes

**VOTED:** The motion passed unanimously.

Chair Ifill stated that the Board would not be returning to open session. Dr. Wall asked Vice President Mitchell, Vice President Lowery and Vice President Tracy remain as well as the recording secretary.

Prepared by:

Certified by:

Elizabeth Burke  
Recording Secretary

Peter G. Asiaf, Jr.  
Secretary, Board of Trustees+



## **Board of Trustees Meeting**

Wednesday, April 9, 2014  
Louison Board Room – Brockton Campus

### Academic and Student Affairs Committee Meeting

Wednesday, April 9, 2014  
Louison Board Room – Brockton Campus

Attendees: Peter Asiaf, Bonnie Blackler, Mary Brophy, Heather Hilton, Pamerson Ifill, Dave Phillips, Nelson Ross, Tony Simonelli, Judy Waterston

#### **Approval of the Minutes of March 12, 2014**

**A motion was made by Trustee Ifill and seconded by Trustee Ross to approve the Minutes of March 12, 2014. The motion passed unanimously.**

#### **Campus Police Report**

Chief Cummings explained that the College police successfully passed their annual Massachusetts State Police Audit. The audit involves recordkeeping, felony reporting, in-service training, and other general laws.

Chief Cummings stated that all Massasoit police personnel have been trained to utilize Narcan during an overdose situation. The Department also certified three of its members to become official state trainers. With this training, the Department is able to train various members of the College community. Chief Cummings stated that Narcan might soon be an over-the-counter drug.

Chief Cummings noted that the past few weeks have been terrible because of the loss of first responders. He explained that following a death of a first responder, Massasoit sends officers to the wakes and funerals and flowers are sent to the police department and/or fire department with a personal note.

Trustee Waterston praised the “Massasoit Community College Police News” that was handed out this evening. Chief Cummings stated that Staff Assistant, Linda Berolini, puts the newsletter together.

Trustee Asiaf asked what the three individuals who were criminally charged were doing on campus if they were not students. Chief Cummings stated that oftentimes the individual is driving through and is stopped for a motor vehicle violation and inquiry on his/her license reveals that there is a warrant issued for his/her arrest. He added that in the case of the incident involving the violation of a prevention order, the complainant was a student.

Chair Ifill asked Chief Cummings to discuss the incident that took place today. Chief Cummings explained that today’s incident is part of an ongoing investigation with the City of Brockton. He stated

that at no time was the College community in any type of danger, and he will elaborate on the details of the incident at a time when they are no longer sensitive to the case.

Dr. Wall stated that when there is an incident on campus like the one that took place today, the senior management team comes together and is in communication with Chief Cummings. He stated that it was determined at that meeting that the College community was in no immediate danger.

### **Tenure Recommendations**

Vice President Finkelstein stated that recommending a very talented group of faculty for tenure is her favorite duty of the year. She noted that these tenure recommendations are pursuant to Article 11.03C4 of the Collective Bargaining Agreement.

Vice President Finkelstein introduced Cheryl Burke to the Trustees and noted that Cheryl works tirelessly with her Radiological Tech students both day and night. She added that Cheryl has done a phenomenal job supporting that department and she is pleased to present Professor Cheryl Burke for tenure consideration.

**A motion was made by Trustee Asiaf and seconded by Trustee Hilton that the Board of Trustees approve the recommendation of a tenured appointment for Cheryl Burke, Assistant Professor, effective September 2014. The motion passed unanimously.**

Vice President Finkelstein introduced Dr. Desidan to the Trustees. She explained that Dr. Desidan has a tremendous background in Chemistry and is a member of the Physical Science Department. She noted that Dr. Desidan has done a phenomenal job of promoting STEM initiatives at the College.

**A motion was made by Trustee Hilton and seconded by Trustee Ross that the Board of Trustees approve the recommendation of a tenured appointment for Dr. Vasumathi Desidan, Associate Professor, effective September 2014. The motion passed unanimously.**

Vice President Finkelstein introduced Kathleen Pahl to the Trustees. She stated that Professor Pahl is a tremendous asset to the English Department and she recently established a debate team on Campus. She added that Professor Pahl spends a large amount of time working with our honors students.

**A motion was made by Trustee Hilton and seconded by Trustee Ross that the Board of Trustees approve the recommendation of a tenured appointment for Kathleen Pahl, Assistant Professor, effective September 2014. The motion passed unanimously.**

Vice President Finkelstein next introduced and recommended for tenure Panteha Sanati-Zaker. She stated that Panteha is a member of the English Department and she does a tremendous job working with our honors students and supporting them in their efforts. She noted that Professor Sanati-Zaker is also a very talented artist and author.

**A motion was made by Trustee Hilton and seconded by Trustee Ross that the Board of Trustees approve the recommendation of a tenured appointment for Panteha Sanati-Zaker, Assistant Professor, effective September 2014.**

Vice President Finkelstein introduced Professor Laurel Santini and explained that Laurel is also a member of the English Department. She added that Laurel has worked on the Gala Committee and worked in helping to establish the Food Pantry.

**A motion was made by Trustee Blackler and seconded by Trustee Asiaf that the Board of Trustees approve the recommendation of a tenured appointment for Laurel Santini, Assistant Professor, effective September, 2014.**

Vice President Finkelstein introduced Professor Melanie Trecek-King to the Trustees and explained that Melanie is responsible for the sustainable gardens at Massasoit, and she is currently working on a project with Brockton Area Transit. She added that Melanie does a great job both inside and outside the classroom.

**A motion was made by Trustee Blackler and seconded by Trustee Asiaf that the Board of Trustees approve the recommendation of a tenured appointment for Melanie Trecek-King, Assistant Professor, effective September 2014.**

Vice President Finkelstein introduced Professor Donna Wright to the Trustees. She explained that Donna is a member of the Culinary Arts Department, and not only is she a talented instructor, she is also a talented chef. Vice President Finkelstein noted that Donna was recently featured on “The Chew,” a cooking show that is filmed in New York. She added that Donna is amazing with her students and a great asset to Massasoit.

**A motion was made by Trustee Blackler and seconded by Trustee Hilton that the Board of Trustees approve the recommendation of a tenured appointment for Donna Wright, Assistant Professor, effective September 2014.**

Trustee Ross asked Vice President Finkelstein to explain the sentence in the cover letter that states, “Though not all personnel files were complete, the unit members must be held harmless.” Vice President Finkelstein explained that she, the Deans, and the Unit Personnel Practices Committee read every file of the individuals recommended for tenure and there may be a document that is misplaced or missing. She stated that if this happens, they hold the individuals being recommended for tenure “harmless.”

#### **Presentation on the Supplemental Instruction Pilot Project**

Vice President Tracy introduced Marie McDonnell, director of Academic Support Services and Prisca Sanon, student/supplemental instruction leader. Vice President Tracy stated that they would be providing a quick overview of the Academic Resource Center and Disability Support Services. He stated that he is excited about Supplemental Instruction (SI) because it is a way to get our tutors out into the classroom.

Ms. McDonnell stated that she would be covering four specific areas of the Academic Resource Center (ARC) this evening, including tutoring services, supplemental instruction, tutor/professional development program, and disability services.

Ms. McDonnell stated that Kerry Snyder coordinates the tutoring services math area that covers all courses from developmental to Calculus, as well as Physics. She added that there is a writing center coordinated by Erin Hart that covers tutoring for Developmental Reading and Writing, Writing Across Curriculum, and Modern Language tutoring. Ms. McDonnell stated that she coordinates accounting tutoring, science tutoring, and the computer lab. She noted that there are two full-time counselors in disability services, Andrea Henry, and Julie McNeill-Kenersan. These individuals provide services to students with disabilities on all campuses of Massasoit. She added that the ARC also has a great administrative staff who keeps everything running, as well as tutors who are the heart and soul of the ARC.

Ms. McDonnell explained that there are 66 tutors at the ARC, including five reassigned faculty, 20 professional tutors, seven paraprofessionals and 34 peer tutors.

Ms. McDonnell stated that the diversity of the tutors reflects the diversity of our student body in terms of ethnic, racial, socioeconomic status, and first-generation college students. She noted how important it is for our students to have their tutors as role models. Ms. McDonnell noted that students can drop in the ARC for a 15-minute session or they can schedule an appointment with a tutor for a longer session.

Ms. McDonnell then went over statistics for the past three academic years that reflect the different areas of tutoring and what areas are utilized the most. (PowerPoint presentation on file.)

Ms. McDonnell stated that Supplemental Instruction (SI) is different from tutoring. She explained that SI involves a peer leader who is actually embedded in the class, who goes to every class meeting and who runs SI study sessions twice a week. In those sessions, notes and study skills are reviewed. Ms. McDonnell explained that the SI program was developed at the University of Missouri, Kansas City, in 1973 and was implemented at Massasoit a few years ago using Vision Project money.

SI Leader Prisca Sanon discussed how the students benefit from the SI sessions. She explained that the problem that most students have is that they do not know how to study and she places a lot of emphasis on improving study skills. She noted that she also meets twice a week with the professors to identify the biggest challenges for a particular chapter and she conducts a workshop on how to learn that material. She stated that she truly enjoys being an SI leader for Microbiology and she not only helped the students, but also received a better understanding of the subject. Ms. McDonnell noted that Prisca just received a two-year scholarship to U. Mass Boston.

Ms. McDonnell explained that the ARC tutors are certified by the National College Reading and Learning Association (NCRLA) at three levels. The criteria for these levels is determined by the NCRLA and the College offers a very structured professional development training for its tutors.

Ms. McDonnell stated that Disability Services at Massasoit covers services and accommodations for any student at the College who has identified as having a disability. She noted that Disability Services helps over 1,900 students per year. She added that a new position of Disability Services Coordinator is being added to the ARC and that individual will help provide many additional services to our disabled students.

Chair Ifill asked Ms. McDonnell if professors alert them to students who might be struggling or if there is outreach by her staff to identify those students who need additional support with classes. Ms. McDonnell stated that there is currently no systematic way of doing that. She explained that, in the past, the ARC did have an early support system and they would send out notices to professors; however, the response rate was very low. Vice President Tracy stated that one of the initiatives of the Title III grant is to implement an early alert system between faculty and the ARC. He added that they are currently looking into software to implement this system.

Chair Ifill stated that he realizes students can make an appointment to see a tutor at the ARC; however, there are many students who will be reluctant to admit they have an issue. He further noted that there are some populations within this College who will not seek out tutoring because of the “tags” that may be associated with that. Ms. McDonnell stated that the ARC tutors go out to advertise in the classrooms because they bring a credibility that the staff might not. She added that many of the students who utilize the ARC are among the strongest at the College and they are coming to maintain an “A” average. She noted that the ARC often recruits its peer tutors from the students who utilize the ARC.

Chair Ifill stated that the ARC is a great resource, and he utilized the ARC when he was a student at Massasoit; however, he wants to know if there is a strategy to get to those students who will not seek out these services. He stated that those are the students who will withdraw from classes and drop out of school. Vice President Tracy stated that with the SI model, the peer leaders, who are also students, are right there in the class taking the same course.

Chair Ifill asked why we do not have professors report to the ARC students who might be struggling. Ms. McDonnell stated that there are times when a faculty member will actually walk a student down to the ARC. Trustee Hilton stated that PLAN Trio has a higher graduation rate than the rest of the student population at Massasoit. She explained that in PLAN Trio, they track every student and the professors are required to report on how each student is doing in class, including attendance, academics, and participation. She noted that if the student is having a problem, s/he is matched with a tutor from the ARC.

Vice President Tracy stated that they are going to get demos of the Starfish software, an early alert system, and have faculty review that software. He added that the plan is to implement a pilot program next Fall that will allow faculty to report to the ARC those students requiring help. Chair Ifill stated that it should be a mandatory requirement that professors must alert the ARC of students who are not attending class or who are struggling with the class. He stated that we are losing too many students who are failing and the stakes are too high for us not to have an early alert system in place.

Chair Ifill noted that at the AACC Conference, he was made aware of ways that other colleges and universities are succeeding with early alert systems and he feels that Massasoit can learn from their practices. He added that we have very talented people at Massasoit; however, we should always strive to improve. Ms. McDonnell stated that she would love to hear all suggestions for improvement.

**A motion to adjourn was made by Trustee Ross and seconded by Trustee Hilton. The motion passed unanimously.**

Prepared by:

Certified by:

Elizabeth Burke  
Recording Secretary

Peter G. Asiaf, Jr.  
Secretary, Board of Trustees

**Fiscal Affairs and Administrative Policy Committee Meeting**

**Wednesday, April 9, 2014**

**Louison Board Room – Brockton Campus**

Attendees: Peter Asiaf, Bonnie Blackler, Mary Brophy, Heather Hilton, Pamerson Ifill, Dave Phillips, Nelson Ross, Tony Simonelli, Judy Waterston

**Approval of the Minutes of March 12, 2014**

**A motion was made by Trustee Waterston and seconded by Trustee Ross to approve the minutes of March 12, 2014. Trustee Phillips abstained. The motion carried.**

**Outline of 2014-15 Recruitment Plan**

Vice President Lowery noted that she had passed out this evening a PowerPoint presentation that is an outline of the 2014-2015 Recruitment Plan; however, it is not the actual plan. She stated that to put the plan together there are certain criteria that need to be looked at. The first criteria is the candidates, and that includes identifying the number of people we have hired during the last three years. This criteria also includes looking at the number of eligible candidates and looking at the education necessary to fill the hiring requirements. Vice President Lowery noted that this would help us to understand the profile of a successful candidate at Massasoit and identify how many candidates we have in our service area that fit this profile. She explained that we also need to identify a strategy to attract and retain candidates of color at Massasoit.

Vice President Lowery stated that we also need to determine if there are institutional barriers that are preventing us from hiring candidates of color, including the search process, attitudes about candidates of color, or advertising barriers. She stated that if we determine that there are barriers, we need to address those barriers. She added that she is waiting for the results of the Climate Survey to determine the attitudes about people of color on campus.

Dr. Wall stated that in terms of the search processes for full-time employees, we are not aware of any impediments; however, we are looking for ways to improve the process. He added that there is a very full and well-defined process that was developed in 2002-2003 and it has been reviewed periodically.

Vice President Lowery stated that we need to make sure that when we advertise, we reach out to those organizations that are solely dedicated to minorities and people of color. She added that we also need to determine where we spend our advertising dollars.

Vice President Lowery explained that Human Resources is currently reviewing the search committee process to make sure that there is a broad cross-section of people on the committees. She added that

those individuals on the committees must be trained to ask unbiased questions and hear answers in an unbiased way.

Vice President Lowery stated that Human Resources has increased the number of recruitment events that they attend and make sure they attend events where people of color will be. She added that the Human Resources Department has added advertising sites specially geared toward minorities and people of color. She noted that Massasoit needs to be branded as an employer of choice for people of color. She stated that the College will be hosting the National Conference of African American Woman in Higher Education in August and that will be an excellent recruiting opportunity.

Vice President Lowery stated that she is in the final stages of meeting with the President and Vice Presidents to discuss final hiring numbers in each division.

Vice President Lowery stated that the information she gathers from these actions will help her develop the 2014-2015 Recruitment Plan.

Trustee Simonelli stated that he is very pleased with the way Vice President Lowery is utilizing an evidence-based approach on this issue instead of trying to slap a solution on the problem. He stated that understanding the issues will help us to develop solutions.

Vice President Lowery stated that Human Resources will look at timelines to determine when the College does the most hiring and look at our hiring cycles to determine if adjustments need to be made. She noted that candidates will also be asked where they found out about the position to determine if we are spending money in the right places.

Trustee Ross stated that he read a few months ago in the *Chronicles of Higher Education* that Massasoit's number of minority faculty is among the lowest in state and community colleges in Massachusetts. He added that he would like to see our goals for hiring minority candidates broken down by administrative, faculty, and other.

Chair Ifill stated that the discussion of the issue of race and hiring is a difficult one; however, it is a discussion we need to have. He stated that colleges that have broad diversity workforces are the colleges that become better institutions. He said that as a Board, we are committed to this, and as long as he is Chair, this is something the College will work towards.

#### **Personnel Action Report for February 2014**

There were no questions regarding the Personnel Action Report.

#### **Financial Updates**

##### All College Purpose Trust Fund

Vice President Mitchell stated that he reports monthly to the Trustees the expenditures of the President's Office and those of the Trustees.

##### Investment Activity Report

Comptroller Sophie Lee stated that she handed out this evening the Investment Activity Report for the month of March. She noted that at the end of March the College's investment was \$8.3 million, that is a slight decrease of \$6,647 over the past month. She stated that the last page of the report indicates the College's cash flow and it is anticipated that we will end the year with \$6,707,000. She added that in December the College invested \$250,000 in each of the following, Crescent Credit Union, Harbor One, and Mutual Bank.

### **Board Actions**

**A motion was made by Trustee Waterston and seconded by Trustee Blackler that the Board of Trustees approve an expenditure in an amount not to exceed \$825,751 with Page Building Construction of Stoughton, MA for the renovation of the lower level of the Student Center at the Brockton Campus.**

Vice President Mitchell explained that a few months ago the Board approved the architects and engineers who designed this project. He noted that all of the individuals who service students in that area were included in this process. He added that he would like to thank John Caffelle, Staff Associate and Rich Hadley, Director of Facilities, for their hard work in implementing this project. He stated that these renovations are truly transforming this area. He noted that we service about 2,100 students in this area and this area houses some of our very important programs that help us keep students at Massasoit. He added that this project would also take care of moisture issues that are problematic in that area and will solve any asbestos problems.

Trustee Hilton thanked Vice President Mitchell for involving the students in the plan.

**Trustee Phillips called for a vote on the motion. The motion passed unanimously.**

**A motion was made by Trustee Waterston and seconded by Trustee Brophy that the Board of Trustees approve an expenditure in an amount not to exceed \$251,000 with state approved vendors for the purchase of laptops, desktops, and tablets for faculty/staff and lab use.**

CIO Al Williams stated that currently most of the computers on campus are from Dell; however, this year we will bring in some desktops from HP because they were more competitive in price. He added that they evaluated whether to lease or purchase these items and it was determined that it still makes sense for the College to own the assets.

Chair Ifill asked why it makes sense to purchase rather than lease. Mr. Williams explained that our assets have a life cycle of about 6 to 7 years and we have allocated a plan so that those machines can be used effectively.

Mr. Williams stated that in his opinion the amount will come in below the not to exceed amount of \$251,000 because we did a lot of negotiating with the vendors. Chair Ifill asked how many computers and laptops will be purchased. Mr. Williams stated that this will purchase 256 machines.

**Trustee Phillips called for a vote on the motion. The motion passed unanimously.**

**A motion to adjourn was made by Trustee Hilton and seconded by Trustee Blackler. The motion passed unanimously.**

Prepared by:

Certified by:

Elizabeth Burke  
Recording Secretary

Peter G. Asiaf, Jr.  
Secretary, Board of Trustees