

**NORTHERN ESSEX COMMUNITY COLLEGE BOARD OF TRUSTEES
MINUTES OF MEETING (OFFICIAL) – February 3, 2010**

A meeting of the Northern Essex Community College Board of Trustees was held at the NECC Technology Center at the Haverhill Campus at 5:00 p.m.

PRESENT:

Mr. Alian	Ms. Greenwood
Mr. Dulchinos	Ms. Keenan
Ms. Estrella (Arrived at 5:15pm)	Mr. Moynihan
Mr. Forman (Arrived at 5:16pm)	Mr. Rivera
	Ms. Yeo

ABSENT: Mr. Edwards

ALSO PRESENT: President Hartleb

CALL TO ORDER:

Vice Chairman Moynihan called the meeting to order at 5:00 p.m. Vice Chairman Moynihan then introduced and welcomed Cheryl Goodwin, Staff Assistant to the President and Secretary to the Board of Trustees.

APPROVAL OF MINUTES:

On a Motion by Trustee Rivera, seconded by Trustee Greenwood, it was voted unanimously to approve the November 30, 2009 minutes as presented.

CORRESPONDENCE: There was no correspondence this month.

UNFINISHED BUSINESS:

Introduction of New Employees: President Hartleb reported that other than Cheryl Goodwin, none of the other new employees that were hired over the break were able to attend this Board meeting, but hoped that they could attend a future meeting.

Trustee Moynihan suggested that the Board send Cindy Hideriotis (retired Secretary to the Board) a letter of thanks for all her years of service and an invitation to dinner in June as a guest. All members agreed and President Hartleb will contact Cindy for the June invitation.

EDUCATION REPORT:

AHS Early College Program - ADM-2920-020310

President Hartleb introduced Ms. Sue Grolnic, Dean of the Humanities and Social Sciences division who gave a report on the AHS Early College Program. Ms. Grolnic then introduced Mr. Les Murray, Principal of Amesbury High School. Ms. Grolnic reported that Northern Essex has a 15 year relationship with Amesbury High School, and from that relationship came the AHS Early College Program. Ms. Grolnic distributed handouts for the design phase of the program. The program strives to better prepare “middle of the road” students who might not have otherwise considered college. This year, 3 NECC faculty serve 31 AHS sophomores who will continue in the program through their senior year. Students are offered 9 or more credits each year in American Literature, US History, College Success Seminar, Art and Technology. The program is a fully integrated learning community and a modified dual enrollment program with courses that satisfy both high school and college graduation requirements.

(Trustee Estrella and Trustee Forman arrived).

Mr. Murray reported that there has been a noted change in participating student behavior and academic achievement. Parents of these students are reporting an increased level of academic interest and overall higher expectations. The students are taking their newly acquired skills and applying them to other areas in their life. Writing and reading skills have been elevated, and career aspirations are now a very distinct possibility. Post program test data will be done to measure achievement, but it is believed to be beyond what we expected. Principal Murray noted that approximately 25-35% of AHS seniors go to NECC and are very successful. By taking advantage of the program, students can attain 30 credits by the time they are high school seniors. Trustee Rivera asked about the cost of the program. Ms. Grolnic reported the cost of the program is \$600 per student and can be paid over 4 monthly installments in the initial Fall semester. Triton, Haverhill and North Andover have also expressed interest in piloting similar programs.

REPORT OF BOARD COMMITTEES:

Audit & Finance Committee

Trustee Dulchinos, Chair of the Committee, reported that the Committee had reviewed the FY2010 Second Quarter Reports. The results indicate that as of December month-end, the college has realized 94% of total expected revenue and that year-to-date expenditures were 47% of the total year budget. Both benchmarks are consistent with prior year results for the mid-year report. With that report, Trustee Dulchinos brought forth the motion for full Board Approval:

AFC 10-096: Acceptance of FY10 Second Quarter Revenue and Expense Report. On a Motion by Trustee Dulchinos, seconded by Trustee Keenan, it was voted unanimously to approve the FY10 Second Quarter Revenue and Expense report.

Trustee Dulchinos commented briefly on STIM I and II funding. STIM I (\$3.2 million) was used for upgrading classrooms to Smart Classrooms. STIM II (\$1.2 million) was used for adjunct faculty for the Spring semester, and STIM 3 (which will hopefully be received in March) hasn't been earmarked yet. President Hartleb noted that the STIM I funds have not been used for operational funds, but to do capital projects that otherwise would not have been done. Student Trustee Babak noted that faculty and students are very pleased with the new Smart Classrooms.

REPORT OF ADMINISTRATION:

1) *Enrollment Update: (Verbal)*

President Hartleb reported that the Spring 2010 FTE enrollment (4,137.4) was up 9.3% from a year ago and this is the first time the college exceeded 4,000 FTE. Headcount also increased from last Spring by 8.1% to 6,946 enrollees. President Hartleb wanted to thank and recognize the staff of the Enrollment Management and Academic Affairs who worked extremely hard to test, advise and enroll these students in an environment where we are doing more with less staff. When asked about accommodating future increases, President Hartleb reported that enrollments are expected to continue to rise, and we are shifting classes from the overcrowded Lawrence campus to Haverhill. With the completion of the new building in Lawrence, they will be switched back.

2) *Preliminary Information on the FY2011 Budget (Verbal)*

President Hartleb reported that Governor Patrick issued a proposal for next year's budget which is expressed in House 2 and sent to the House Ways and Means

Committee. The overall number was good for Higher Education and essentially added \$1 million for Northern Essex. He cautioned, however, that we are down \$4 million this year and we need to proceed cautiously as we go through the budget season as this can go in several directions. He will keep the Board apprised as the process progresses.

3) *Legislator's Day (Verbal)*

President Hartleb notified the Board that the annual Legislator's Day is coming up in April. The date will be finalized soon and invitations will be forthcoming.

4) *NEASC Self Study Report on Trustees - ADM-2921-020310*

President Hartleb reported that the college is preparing for its 10 year accreditation review in October 2010. Currently, our NEASC Team is penning a 100 page self-study which involves members across all sections of the college community and is due to the President by February 5th.

President Hartleb reported that one of the standards calls for the Board of Trustees to be responsible for a periodical evaluation of itself. To that end, a retreat was held in May 2009, a survey completed, and results tallied. In the self study report, the Board needs to report how well it meets the standards. One section, *Projections*, describes what the Board will do in the future. President Hartleb reported that he had drafted a set of Projections for the Board as a starting point and they would need to modify and eventually approve. After much discussion, the Board agreed to the language as submitted.

5) *State Ethics Commission – Conflict of Interest Law - ADM-2922-020310*

President Hartleb noted that in the Summer 2009, a new conflict of interest law was enacted and as Trustees, Board members are considered state employees and are responsible to comply with the law by taking a mandatory on-line tutorial. All Trustees have received the electronic link to take the tutorial, and President Hartleb asked all Trustees to submit a copy of the verification receipt to the President's office by April 2, 2010.

6) *Future Board of Trustees Retreat - ADM-2923-020310*

President Hartleb also noted that there have been changes passed regarding the open meeting law. Given these changes and those of the Conflict of Interest Law, he offered the Board an opportunity to hold a Retreat in the Spring. Ken Tashjy, NECC's General Counsel, has agreed to walk Board members through the Mass. Community College President's and Trustee's Legal Resource Manual.

ADM-2923-020310: Future Board of Trustee Retreat. **On a motion by Trustee Greenwood, seconded by Trustee Dulchinos, it was voted unanimously to hold a future Board of Trustee Retreat in the Spring 2010 to review the Massachusetts Community College Presidents and Trustees Legal Resource Manual.**

7) *Update on Allied Health & Technology Building (Verbal)*

President Hartleb reported that progress is going very well with Lawrence City Officials, and they are currently working out arrangements with the abutters on Essex Street regarding the roof demolition.

NEW BUSINESS:

a) Personnel Actions:

- 1) Reappointment of Non-Unit Professionals

ADM-2924-020310: To approve one (1) non-unit professionals as listed on Addendum B. **On a Motion by Trustee Dulchinos, seconded by Trustee Rivera, it was voted unanimously to approve the Reappointment of Non-Unit Professionals.**

2) New Appointments

President Hartleb reminded the Trustees that these appointments are affirming decisions that the Board allowed him to make during the holiday break.

ADM-2925-020310: To affirm four (4) new full-time personnel actions as listed in Addendum A previously approved by the President of the College during the 2010 semester intersession. **On a Motion by Trustee Dulchinos, seconded by Trustee Keenan, it was voted unanimously to approve the New Appointments.**

OTHER BUSINESS: There was no other business.

ADJOURNMENT: Being no other business, Vice Chairman Moynihan adjourned the meeting at 5:50PM.