

Academic and Student Affairs Committee Meeting
Wednesday, February 19, 2014
Louison Board Room
Brockton Campus

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

Approval of the Minutes of December 11, 2013

A motion was made by Trustee Brophy and seconded by Trustee Hilton to approve the minutes of December 11, 2013. The motion passed unanimously.

College Police Report

Interim Chief Cummings stated that in terms of crime statistics we are at an all-time low. He stated that we have had 3 larcenies outside of the campus community, and student-on-student crime is zero. He noted that he feels that part of the decline is due to the Police Department's becoming a part of the community and engaging in public events with our students.

Interim Chief Cummings stated that the Police Department publishes a newsletter each month, and this month's issue will focus on the heroin epidemic in Massachusetts. He noted that they are continuing the Rape, Aggression, Defense (RAD) courses, and that those courses have been extremely successful, with wonderful results that actually change lives.

Interim Chief Cummings stated that the Police Department has purchased the MyPD application and that Massasoit is one of the first community colleges to use it and implement it. He explained that subscribers can find Massachusetts' most wanted and national news alerts, and provide crime tips. He added that the cost of this application was picked up by the College.

Trustee Ross asked if campus police will carry the drug Narcan, which can counteract a heroin overdose. Interim Chief Cummings stated that the Department is currently working with High Point to get a trainer to train our officers. After that training is complete High Point will provide the officers with Narcan.

Presentation on the Center for Experiential Learning

Associate Dean Lynch stated that she directs the Center for Experiential Learning which was established by a Department of Higher Education Vision Grant. It is a 3-year grant now in its 2nd year.

Associate Dean Lynch explained that experiential learning is learning by doing and applying theory to practice. This kind of learning usually takes place outside of the classroom. The goal of the Center for Experiential Learning is to collaborate with our community partners to provide real world learning experiences that help to produce graduates that are valuable members of the workforce, lifelong learners, and good citizens. The Center at Massasoit focuses on civic engagement and internships. Civic engagement is volunteer work that addresses a social problem. Civic engagement has been identified by

the Department of Higher Education as a key outcome of the Vision Project, and is a metric for formula-funding for community colleges.

Internships provide students with a professional network, professional experience, professional references, a note on their transcripts, and learning experiences to record in their resumes. The Center for Experiential Learning currently has an on-campus, paid, non-credit internship program for 12 students.

Associate Dean Lynch stated that the Center is being contacted regularly by outside businesses and agencies who would like to work with the College on internship and civic engagement opportunities.

Chair Ifill asked what companies the Center has worked with on civic engagements. Associate Dean Lynch stated that the College works with the United Way, Community Connection, The Brockton Food Network, and Stonehill College. She added that the Center is currently working to adopt the cause of food, security, and hunger issues.

Trustee Ross asked how many Massasoit students participate in the Center. Associate Dean Lynch explained that all Allied Health students are required to participate in civic engagement as part of their curriculum. She added that there are approximately 70 students who are in classes where civic engagement has been added as a requirement.

Recommendations for Sabbatical Leave

Vice President Finkelstein stated that pursuant to Article 9.01 18 of the MCCC/MTA contract she and Dr. Wall are pleased to present two recommendations for sabbatical leave for the Fall of 2014.

Trustee Ross stated that the recommendation states that we are waiving some time limitation. Vice President Finkelstein explained that the MCCC were asked if they would extend the time limitations because we were slightly late in the process. Trustee Ross asked if the report that the faculty member submits after his/her sabbatical leave is shared with the Board of Trustees. Vice President Finkelstein stated that these individuals usually present at First Fridays or the sabbatical report is made available to the College community.

A motion was made by Trustee Ross and seconded by Trustee Brophy that the Board of Trustees approve the sabbatical leave recommendation for Professor Kathleen Walsh for the Fall 2014 semester.

Trustee Asiaf stated that there were 3 applicants for sabbatical and only 2 were chosen. He then asked how it is determined who is awarded a sabbatical. Vice President Finkelstein explained that they look to award sabbaticals to 2% of the number of full-time faculty, which equated to 2 faculty members. After reviewing the sabbatical proposals, the Sabbatical Leave Committee, which is made up of faculty members, recommended the 2 candidates that have been brought forward this evening in rank order. They did not strongly recommend the 3rd candidate. She added that the Deans strongly recommended these 2 candidates, and she also recommends these candidates.

Trustee Asiaf asked what the criteria are for sabbatical. Vice President Finkelstein stated that there are criteria under Article 9.01. She stated that one criteria is a substantial increase in research for the faculty member in the area in which he/she teaches. Consideration is also give to how the sabbatical will benefit the institution, particularly the students.

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

A motion was made by Trustee Ross and seconded by Trustee Hilton that the Board of Trustees approve the sabbatical leave recommendation for Professor Mary Kate Caffrey for the Fall 2014 semester. The motion passed unanimously.

Strategic Planning

Vice President Finkelstein noted that Massasoit has had a very robust strategic planning process since the early 1990s, and that there have been a variety of iterations of the plan. She explained that in the current plan there are 7 goals, and that Donna Briggs, director of strategic planning, is going to give an update on some of those goals.

Ms. Briggs stated that we are currently in the 3rd year of a 3-year plan. The goals were originally established after the accreditation visit of 2007. For the first 3 years there were 13 goals, and at the end of the 3-year period, the members of the Cabinet decided which goals would continue to the next 3-year period. She noted that this year we will be drafting a report with the results of the 7 goals. Ms. Briggs stated that this is an all-College process, and task forces are generated for each one of the goals.

Trustee Ross stated that student success is obviously a very important consideration, and he would like the Board to hear any information in reference to that subject. Ms. Briggs stated that in the report there is a one-page student success overview chart that was put together at the end of the last fiscal year. She added that there is a task force for this particular goal and that it involves advising, learning outcomes, and various forms of academic development.

Vice President Tracy stated that we are ahead and making much progress in the area of student success. He noted that the Spring enrollments, which will be presented to the Board next month, show the diversity of our students at 40%. He added that we will continue to align student success with our Vision Project goals.

Trustee Asiaf asked how our graduation rates compare with the other 15 community colleges. It was determined that Mary Goodhue Lynch, director of institutional research, would compile that information.

Trustee Ross stated that it is discouraging to look at these graduation numbers, and the only way we can measure how we are doing is to compare ourselves with the other community colleges.

Dr. Wall stated that we are gathering more data. He noted that Massasoit has been nominated for the Aspen Prize, which recognizes us as the leading Massachusetts community college in terms of student

success. He added that only 150 community colleges are part of this competition and Massasoit is the only community college nominated from Massachusetts.

Dr. Wall explained that the IPED's Graduation rate is a very deceptive number and accounts for less than 20% of our students because it measures only first-time, full-time students. He noted that there are other measurements for success, such as the 6-year graduation rate, transfer rate, completion rate, and taking 30-credits or more and still enrolled. He added that because most of our students in the nursing program and radiologic technology program are not first-time students, although their graduation rate is approximately 90%, they are not included in the IPED's.

Trustee Ross stated that he realized that at the Trustee Retreat the Trustees received information regarding what students are and are not included in the IPED graduation rate; however, he would like to receive that information again.

Ms. Lynch stated that only about 1,000 of our students and 40% of our entering class are included in the IPED cohort. She explained that is because we have non-degree students and most of our students are part-time. She further explained that a student transferring to Massasoit from another school is not a part of that cohort. Ms. Lynch stated that 22-25% of our students transfer to other colleges before graduating.

Trustee Ross suggested that in the future he would like for that information to be presented at the outset. He noted that when he was reading this graduation rate, he was not thinking that it only involved 1,000 of our students. Ms. Lynch stated that she would send the information she has which explains completions, transfers, etc. to Raelyn Lincoln for forwarding to the Trustees.

Trustee Brophy stated that we have to be precise in how we present this information, because what will show up in the papers is that Massasoit has a 14% graduation rate. She then asked how this data relates to our formula funding. Dr. Wall stated that student successes, including enrollments and completions are factored into the formula funding. He explained that over time that will help us.

Trustee Hilton stated that if she were a potential student, looking at the IPED cohort and the low graduation rate, she would not consider Massasoit.

Dr. Wall stated that the Enrollment Report will be sent to the Trustees electronically prior to the March meeting so that the Trustees can review the material and prepare questions. He added that this report will indicate that the Middleborough Center is the source of tremendous growth.

Dr. Wall stated he and Laurie Maker, along with Trustees Blackler, Hilton, and Phillips, attended the ACCT National Legislative Summit in Washington DC. He noted that it was a very productive event; however, the snow storm was bearing down and Washington DC was shutting down. He added that Trustee Blackler attended the New Trustee Academy and she may want to report on that at a retreat session. He noted that he is going to request strongly to the ACCT that this event no longer be held in February.

Trustee Hilton stated that she spoke with many students at the ACCT conference and they were very intrigued with Senator Warren and the 0.75% rate for college student loans.

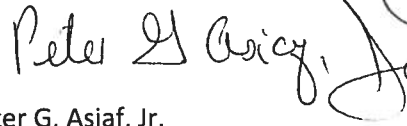
A motion to adjourn was made by Trustee Brophy and seconded by Trustee Hilton. The motion passed unanimously.

Prepared by:



Elizabeth Burke
Recording Secretary

Certified by:



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

Fiscal Affairs and Administrative Policy Committee Meeting

Wednesday, February 19, 2014

Louison Board Room

Brockton Campus

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

Approval of the Minutes of December 11, 2013

A motion was made by Trustee Waterston and seconded by Trustee Hilton to approve the minutes of December 11, 2013. The motion passed unanimously.

A-133 Audit Report

Vice President Mitchell introduced Dave Dilulis and Mike Cosgrove from O'Connor & Drew, the College's independent audit firm.

Mr. Dilulis stated that the A-133 is commonly referred to as the single audit. He explained that the report is a product of testing practices related to student financial aid. He stated that in October they presented to the Board the financial statements portion of the audit, and this is the second component of the audit engagement. He noted that this is the second year that Massasoit has had an A-133 audit. Prior to last year, the State Auditor's Office performed this function. KPMG, who audits the state, determined that every school should have an A-133 audit every year, and that the audit should be performed by the auditors who audit the financial statements. Mr. Dilulis explained that this report is due to the Federal Government by March 31, 2014.

Mr. Dilulis stressed that although there are findings, it is important to note that there is zero tolerance in regards to findings in the A-133 audit. He explained that even if 1 transaction out of 1,000 does not follow controls, that 1 transaction would be a finding in this report. He noted that all of the state and community colleges that O'Connor & Drew audits have had findings. He added that all findings need to be corrected and Massasoit had 1 finding last year that has since been corrected.

Mr. Dilulis gave an overview of the audit report. He noted that a lot of what appears in this report also appeared in the financial statements audit. Mr. Dilulis explained that the grid that refers to federal awards shows no material weaknesses disclosed; however, there are findings classified as significant deficiencies, which is less in scope than a material weakness. He added that there was an unmodified opinion on the A-133 Report because of the findings.

Mr. Dilulis explained that since last year was the College's first year having an A-133 audit, it was listed as a high-risk audit. He explained that every college is a high risk until they go 2 years without a finding.

Trustee Ross stated that the Internal Controls talks about managers' responsibilities and auditors' responsibilities; however, there is nothing mentioned about Trustees' responsibilities. Mr. Dilulis stated

that the Trustees would be considered a part of management. He noted that it is a tough position for Trustees because they cannot micromanage; however, they do have some oversight responsibilities.

Mr. Dilulis stated that Massasoit had \$18.2 million in federal expenditures this past year, and he pointed this out because he wanted the Trustees to see the magnitude of the dollars versus the audit findings that were recorded.

Mr. Cosgrove stated that the federal regulations require that an institution monitor and ensure that a work-study student is not working during his/her designated class time. Testing revealed that 1 out of 6 sampled students were working during class time. Individual supervisors need to have the students' class schedules readily available when reviewing time sheets. There is a manager's response to this finding which now requires that each supervisor has the class schedule available and works with the student to develop a routine work schedule. Vice President Mitchell noted that management has also decided that a student cannot work during times when a class is cancelled, or if he/she withdraws from a class.

Trustee Ifill asked Vice Presidents Mitchell and Tracy if, in moving forward, this is something that supervisors will be educated about. Vice President Tracy explained that supervisors sign a form stating that they understand the rules and regulations of having a work-study student. He added that there has recently been additional training and time cards have been sampled and tested for compliance.

Mr. Cosgrove stated that the second finding relates to the National Student Loan Data System, commonly none as NSLDS. He explained that the Federal government requires the College to report student enrollment changes to the NSLDS within 60 days. Out of a sample of 35 students with enrollment status changes, nine of the students' changes were not reported and, of the remaining 6, reporting occurred as much as 15 days after the required time.

Vice President Tracy explained that there are 15 submissions per year to National Student Clearinghouse (NSC), and the Clearinghouse sends those submissions to NSLDS and sometimes there are discrepancies between the two. He added that the College currently reports to the Clearinghouse every 30 days, in the middle of the month. In an effort to strengthen the NSLDS reporting, the College will maintain a close relationship with our NSC representative and conduct internal checks of the Clearinghouse data after each transmission is processed. Chair Ifill asked how many students this report includes. Vice President Tracy stated that it is every student with a loan; therefore, approximately 2,000 students. Chair Ifill asked if 1 instance of misreporting would create a finding. Mr. Cosgrove stated that it would. Vice President Mitchell explained that for each finding there is a response and the name of the individual who will be responsible as we go forward to make sure this is not a repeat finding. Trustee Brophy stated that it appears that the Clearinghouse is part of the problem, and she asked if it is necessary for the Clearinghouse to be the middle-man. Vice President Tracy stated that the College does utilize the Clearinghouse to track data.

Mr. Cosgrove explained that the third finding relates to when a student withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance; in this

situation, the institution must determine the proper amount of Title IV funds to be refunded at the recipient's withdrawal date. Twenty recipients' files were tested for compliance, 10 from the Fall 2013 semester and 10 from the Spring 2013 semester. In all cases, the calculations were incorrect for the Spring 2013 semester. Mr. Cosgrove explained that every day from the beginning of the semester to the end of the semester is considered "total semester days." The regulations define a scheduled break as at least 5-days, which would in essence be Spring Break. The Spring Break then gets backed out of the total days; however, this was not done for Spring 2013. Chair Ifill noted that this is clearly a data entry error. Mr. Cosgrove stated that once this is set up properly for 2014, the problem should be solved.

Mr. Cosgrove stated that the fourth finding surrounds the verification process. He explained that students are randomly selected when they apply for financial aid for verification purposes, which means that they are required to submit additional documentation. Once the student submits the documentation, payment can be dispersed. One instance that was found during the testing involved a student who had submitted the documentation in December; however, the funds were not dispersed until May. Management's response was that they would run additional weekly reports of those students who have submitted additional verification.

Trustee Ross stated that after each finding, there is a recommendation by the auditors, which the College then concurs with and the College then describes what they will do to ensure compliance. He asked the auditors if they were satisfied with management's responses to rectify these situations. Mr. Dilulis stated that they do not audit the responses; however, they feel the responses are reasonable. He added that next year when they come back to perform this audit they will be looking at each finding and reporting whether or not the findings were corrected.

Trustee Ross stated that he is not overly concerned with the findings; however, he assumes that until this evening, there was no communication with the Trustees regarding this audit. Mr. Dilulis stated that they have not had communication with any Trustees.

Trustee Ross stated that he attended a presentation given by Mr. Dilulis of a report that was prepared for the Community College Council Presidents and presented to the Community College Trustee Association. He noted that this presentation included best practices for community colleges and a major element of that was that there is an audit committee. In the materials, it was stated in bold that the audit committee must be independent of management in order to be truly objective to perform duties effectively, in terms of Trustees' fiduciary responsibilities. Trustee Ross stated that since that presentation he has been pushing for an audit committee at Massasoit. He then asked Mr. Dilulis if it is best practice to have an audit committee. Mr. Dilulis stated that, in his opinion, best practice is to have an audit committee.

Trustee Ross stated that he feels there should be direct and independent communication between the Trustees and the auditors because of the Trustees' fiduciary responsibilities to our stakeholders, our students, our donors, and the public.

Chair Ifill stated that Trustee Ross is asking Mr. Dilulis to process how the Board should function and he does not think that is a fair question for the auditor. He stated that this should be an internal discussion as a Board. He further stated that the auditor's presentation should be concluded before there is any additional discussion.

A motion was made by Trustee Waterston and seconded by Trustee Brophy to accept the A-133 Audit Report by O'Connor & Drew. The motion passed unanimously.

Review of Personnel Action Report for December 2013

Vice President Lowery stated that she would like to update the Trustees on the Campus Climate Survey. She noted that she has identified an instrument to be used for that survey, and that instrument has been vetted, approved by several College committees, and reviewed by Community College Counsel. She stated that the survey will be administered to our student population at the end of next month. Faculty and staff will receive the survey in the middle of next month.

Trustee Brophy asked how the survey will be conducted. Vice President Lowery stated that the survey will be conducted online for everyone on campus who has computer access. For those employees who do not have access to a computer, such as cafeteria workers, paper and pen surveys will be provided. Trustee Brophy asked if there is an expected response rate. Vice President Lowery stated that the norm is about a 25% response rate.

Commonfund Presentation

Susan Durrell, Director of Client Service and Sales at the Commonfund, updated the Board relative to the Massasoit Community College investment portfolio. The Trustees received the presentation in paper format. (Presentation on file)

Second Quarter Financial Report

Vice President Mitchell reintroduced to the Trustees Bill O'Neill, Director of Budgeting and Financial Reporting.

Mr. O'Neill stated that the report this evening is the Second Quarter Report with an ending date of December 31, 2013. He stated that spending is on-target and that the College is in a good fiscal position with respect to this year's budget. There are no spending anomalies reflected in the report and every indication is that the year will end on-target. As of December 31, 2013, the College had received two-thirds of its state appropriation, with the full appropriation being \$19 million. The College has received \$405,000 of formula funding, and has billed almost 82% of projected operating funds.

Mr. O'Neill stated that in terms of expenditures, through the end of the second quarter, the College has expended 42.76% of the total fiscal year's approved budget, which is consistent with past fiscal years. Capital projects that were reported as ongoing during the first quarter have been completed, including the renovation of the bowling alley to office space and the completion of the construction of the new soccer field. There were no budget revisions in the second quarter.

Chair Ifill asked if the needs of faculty and staff are included in decisions for capital improvements. Vice President Mitchell stated that an assessment is made of every space on campus in Brockton and Canton. He added that Director Hadley met with the Vice Presidents, the Deans, and the Department Chairs and created a master list of things that required attention. Chair Ifill stated that he does not know if the needs of those individuals are the same as the needs of faculty and staff. Vice President Mitchell stated that he would hope that the Vice Presidents and Deans are representing their staffs. (Presentation on file)

All College Purpose Trust Fund

Vice President Mitchell stated that the months of November and December appear in the report. Trustee Brophy asked for an explanation of the James Samels d/b/a The Education Alliance expenditure. Dr. Wall explained that The Education Alliance has been consulting with the College, per the Board's approval, on the Veterinary Technology program.

Investment Activity Report

Sophie Lee, Comptroller, stated that she has handed out this evening the Investment Reports for December and January. She stated that in December the College had a portfolio balance of \$8,182,529, which is an increase of \$129,000 over the month of November; however, at the end of January, the portfolio balance was \$8,077,485, a decrease of \$105,000. Over the 2-month period there was a gain of \$44,000, and over a 6-month period the investment had a gain of \$724,841.

Board Actions

A motion was made by Trustee Waterston and seconded by Trustee Brophy that the Board of Trustees approve the Second Quarter Financial Report. The motion passed unanimously.

Trustee Ross asked that when a Board Action Request is made for an expenditure that the action read: That the Board of Trustees approve **an expenditure** in an amount There was no opposition to the change.

A motion was made by Trustee Brophy and seconded by Trustee Ross that the Board of Trustees approve an expenditure in an amount not to exceed \$182,695 with efloor, inc. of Dedham, MA to install new flooring in the hallways, offices, and two classrooms in the Business Building at the Brockton Campus.

Dr. Wall stated that this is part of the College's effort to redo flooring in all the buildings.

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

A motion was made by Trustee Waterston and seconded by Trustee Hilton that the Board of Trustees approve an expenditure in an amount not to exceed \$34,456 with Harrison Global LLC d/b/a Boston Coach of Everett, MA to provide shuttle bus service (pilot program) for the College's students to and from public bus and train stations in the Canton/Randolph area to the Canton Campus.

Dr. Wall stated that this issue has been talked about, in concept, previously to the Board, and is part of the College's effort to provide increased accessibility to the Canton Campus. He noted that this is long overdue.

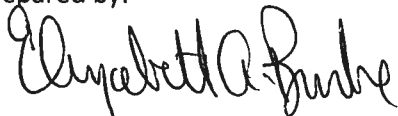
Trustee Brophy asked how long the pilot program will last. Vice President Mitchell stated that the shuttle will run until the end of the semester, May 17, and that the College will track ridership. He noted that Vice President Palantzas has engaged several students on the Canton Campus to help promote this service. He explained that if we enroll 10 additional students because of this service it would represent \$50,000 in revenue and the service would pay for itself. There is no cost to the student for the shuttle service.

Dr. Wall stated that the City of Boston is one of the College's top 10 feeder towns, and, if we provide this service, enrollments from Boston will most likely increase.

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

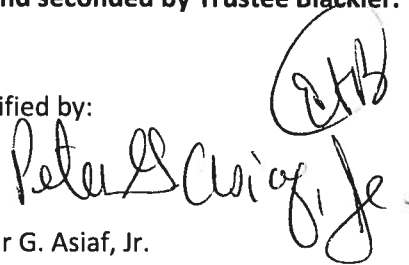
A motion to adjourn was made by Trustee Brophy and seconded by Trustee Blackler. The motion passed unanimously.

Prepared by:



Elizabeth Burke
Recording Secretary

Certified by:



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

Meeting of the Full Board of Trustees

Wednesday, February 19, 2014

Louison Board Room

Brockton Campus

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

Call to Order

Chair Ifill called the meeting to order and wished everyone a happy new year.

Approval of the Minutes of December 11, 2013

A motion was made by Trustee Phillips and seconded by Trustee Waterston to approve the minutes of December 11, 2013.

VOTED: The motion passed unanimously.

Chairman's Report

Chair Ifill stated that he and Dr. Wall met with Charlie Desmond, from the Department of Higher Education, to discuss student success and what the College can do to improve the success of students of color, as well as students of all races and groups that struggle. He noted that as a College, we need to look at faculty/student interactions and the Campus Climate survey that Vice President Lowery will be administering should help us to identify certain issues to address.

Chair Ifill stated that Dr. Wall and Vice President Finkelstein have been working internally on a mentoring program. He added that he has spoken with Mayor Carpenter of Brockton regarding what efforts can be made to get Brockton High School graduates to attend Massasoit.

Chair Ifill stated that he would like to commend management, faculty, and staff for the collective work they do. He added that Massasoit has fabulous students and we will continue to work for successful student outcomes.

President's Report

Dr. Wall stated that he was invited as a guest today to read to the students at Brocton Day Nursery as they celebrated their 120th anniversary. He stated that the students read to him a book they had written on friendship, and he donated a book to the students. He noted that he was very pleased to hear that at least half of the children had parents or family members attending Massasoit, and the Assistant Director received her Associate Degree at Massasoit, and stayed at the College, because of our linkage with Eastern Nazarene College, to receive her Bachelor's and Master's Degrees.

Request for Board Actions

A motion was made by Trustee Brophy and seconded by Trustee Hilton that the Board of Trustees approve the sabbatical leave recommendation for Professor Kathleen Walsh for the Fall 2014 semester.

VOTED: The motion passed unanimously.

A motion was made by Trustee Waterston and seconded by Trustee Hilton that the Board of Trustees approve the sabbatical leave recommendation for Professor Mary Kate Caffrey for the Fall 2014 semester.

VOTED: The motion passed unanimously.

A motion was made by Trustee Waterston and seconded by Trustee Blackler that the Board of Trustees approve the A-133 Audit Report required by the Office of Management and Budget (OMB) presented this evening by O'Connor & Drew.

VOTED: The motion passed unanimously.

A motion was made by Trustee Asiaf and seconded by Trustee Hilton that the Board of Trustees approve the Second Quarter Financial Report.

VOTED: The motion passed unanimously.

A motion was made by Trustee Brophy and seconded by Trustee Hilton that the Board of Trustees approve an expenditure in an amount not to exceed \$182,695 with efloor, Inc. of Dedham, MA to install new flooring in the hallways, offices, and two classrooms in the Business Building at the Brockton Campus.

VOTED: The motion passed unanimously.

A motion was made by Trustee Waterston and seconded by Trustee Hilton that the Board of Trustees approve an expenditure in an amount not to exceed \$36,456 with Harrison Global LLC d/b/a Boston Coach of Everett, MA to provide shuttle bus service (pilot program) for the College's students to and from public bus and train stations in the Canton/Randolph area to the Canton Campus.

VOTED: The motion passed unanimously.

Proposed MCC By-Laws Amendment: Remote Participation

Chair Ifill stated that Remote Participation is a proposed MCC By-Laws Amendment Under Section 8 which states "Remote participation requires a simple majority vote by the Board with that vote applying to all subsequent meetings of the Board and its committees." The amendment then lists the reason for allowing remote participation (as printed).

Dr. Wall stated that the remote participant cannot constitute the quorum; however, once there is a quorum, as long as the criteria is met, that individual can fully participate in the Board Meeting.

Chair Ifill asked if there is a certain number of meetings that a Trustee can miss. Trustee Ross stated that an individual is not missing the meeting if they are participating remotely. Trustee Waterston asked why this is being considered. Trustee Ross explained that there was a change in the open meeting laws allowing individuals to participate remotely. He added that there is a regulation which states that any Trustee who misses 4 meetings during the year is off the Board, and this would allow someone who is ill, or has an ill family member, to still be counted as present at the meetings.

A motion was made by Trustee Phillips and seconded by Trustee Waterston that the Board of Trustees accept the MCC By-Laws Amendment, Section 8. Remote Participation.

VOTED: The motion passed unanimously

Other Business

Discussion of Audit Committee

Chair Ifill stated that he feels that the discussion of an Audit Committee should take place at a Trustee Retreat. Trustee Ross stated that before the last retreat he provided a draft of new by-laws, which were distributed but not discussed. He stated that, in his opinion, the audit function needs to be dealt with because of the Trustees' fiduciary responsibility. He added that there should be independent communication between the Trustees and the auditors, under the Fiscal Affairs Committee, or a separate audit committee. He stated that if the Trustees do not have a separate meeting with the auditors, he would not be comfortable approving the next audit report. He added that he does not want the audit issue enmeshed in the changes with the by-laws, because by-laws changes are very time consuming.

Trustee Phillips stated that this Board does receive a complete listing and explanations of the President's expenditures in the All College Purpose Trust Fund that appears in the monthly Fiscal Affairs and Administrative Policy Committee package.

Trustee Waterston asked how, under Open Meeting Laws, the Trustees could have an independent discussion with the auditors. Trustee Ross stated that at Bunker Hill Community College there is an initial meeting with the audit committee, the fiscal affairs committee, and the auditors to determine the scope of the audit. The chairman of the audit committee then meets with the auditors. Trustee Waterston

stated that she feels that puts the chairman at risk of being accused of acting singularly. Trustee Ross stated that the alternative would be to have an open meeting because transparency is very important.

Chair Ifill stated that within the Board's current structure, the Fiscal Affairs Committee can have those discussions with the auditors, without creating an additional committee. Trustee Ross stated that he has read the Board By-Laws, and what is stated about the Fiscal Affairs and Administrative Policy Committee, and there is no way to fit audit under that.

Trustee Brophy stated that in going back to the By-Laws, because they don't mention an audit does not mean we need to create a separate audit committee. She noted that the auditors present to the Fiscal Affairs and Administrative Policy Committee and the Board has the opportunity to speak to them and ask questions in a public forum.

Trustee Ross stated that he asked Mr. Dilulis if he spoke to any Trustees before the meeting and his answer was "no." Trustee Ross stated that is not the way it should work. The auditors do not report to the administration, they report to the Trustees.

Trustee Waterston stated that the Board can amend the By-Laws and add an auditing function to the Fiscal Affairs Committee. The Board can then ask the auditors to meet with the Committee before the audit is performed to discuss the scope of the audit. The auditors would then report back to that Committee the audit findings.

Trustee Ross stated that he has no question regarding the integrity of our leaders, it is not about that. He stated it is about the Trustees fulfilling their fiduciary responsibilities.

It was determined that the discussion would be tabled and Trustee Ross would send additional information to the Trustees.

Chair Ifill stated that the March, 2014 Board Meeting will be held in Canton and the Commissioner of Higher Education, Richard Freeland, will be in attendance.

A motion was made by Trustee Brophy and seconded by Trustee Hilton that the Board of Trustees go into Executive Session to consider the purchase, exchange, taking, lease, or value of real property because such discussion, if in public session, may have a detrimental effect on the negotiating position of the College.

VOTED:

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

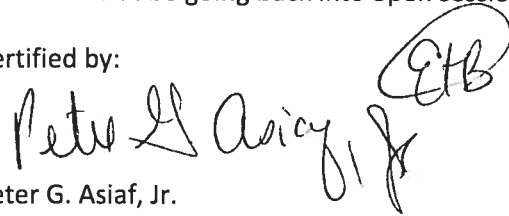
Dr. Wall stated that he would like Vice President Finkelstein, Vice President Mitchell, and the recording secretary to remain. Chair Ifill stated that the Board would not be going back into open session.

Prepared by:



Elizabeth Burke
Recording Secretary

Certified by:



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