

STCC Board of Trustees  
COMMITTEE ON INTERNAL AND EXTERNAL RELATIONS  
Monday, February 7, 2022 at 5:00 p.m.  
Zoom Meeting, Live Streamed via STCC YouTube Channel

**Present:** Committee Chair Jynai McDonald, Trustee Chair Marikate Murren, Student Trustee Monique Selden-Riley, Trustee Bill Johnson, Trustee Betty Sposito, Trustee Maurice Lindsay and President John B. Cook

**Presenters:** Darcey Kemp, Vice President of Student Affairs  
Dr. Shai Butler, Interim Vice President of Advancements & External Affairs  
Dr. Geraldine de Berly, Vice President of Academic Affairs  
Professor Christina Atwater, AUC Faculty Co-Chair  
Lara Sharp, Dean, School of Science, Technology, Engineering & Math (STEM)

- I. **Call to Order** – Committee Chair Jynai McDonald called the meeting of the Committee on Internal and External Relations to order at 5:00 p.m.
- II. **Roll Call** – The following Committee Members were present at Roll Call: Committee Chair Jynai McDonald, Trustee Chair Marikate Murren, Student Trustee Monique Selden-Riley, Trustee Bill Johnson, Trustee Maurice Lindsay, and Trustee Betty Sposito.
- III. **Enrollment Outlook – Darcey Kemp, VP of Student Affairs; Dr. Shai Butler, Interim VP of Advancement & External Affairs; and Dr. Geraldine de Berly, VP of Academic Affairs**

Administrators provided a comprehensive outlook on student enrollment, which started with a view of daily enrollment reporting specific to “Enrollment Day 73 - Sp1 2022” head count and total registered credits in comparison to the same point in time in 2020 and 2021. For comparison, VP Kemp included information for these metrics from SP18 to SP22. VP Kemp noted the ongoing “high touch” and collaborative enrollment efforts. Efforts include all means of individualized communication with students, and will also include a survey to capture students’ intentions to assist with meeting their needs.

As VP Kemp prepared to provide a report on the numbers of the student vaccination policy compliance, she expressed her appreciation to all of the departments/offices involved in this process. It was indeed an “all hands on deck” initiative. As a result, 92% of all students taking a course with an on-campus component are fully vaccinated; and 8% of students were approved accommodations.

Dr. de Berly provided an outlook of program enrollment by Schools. This report includes a selection of the highest enrolled programs. For comparison, the report includes the number of credits & head count at the beginning of FA21 and the beginning of SP22. Dr. de Berly noted that based on attrition rates there is a lot of work being done focused on retention between the Offices of Academic and Student Affairs, including conversations with faculty.

Dr. Butler provided a walkthrough on program reinstatement marketing to matriculation efforts. The data presents outcomes from a multifaceted and individualized marketing efforts for each one of the reinstated programs.

#### **IV. Conversation with All-Unit Congress (AUC) – Professor Christina Atwater, AUC Faculty Co-Chair**

AUC Progress:

Professor Christina Atwater provided AUC progress and updates. The first update is relevant to Diversity, Equity, and Inclusion (DEI). Prof. Atwater informed that the AUC has added a DEI Standing Committee to the AUC shared governance structure. She outlined the process that went into adding a fifth standing committee.

The next update relates to student participation in AUC. This is in response to a question posted in the last Internal and External Committee. Professor Atwater referred to the AUC bylaws and stated that since the inception of the AUC, students are invited to bring questions and concerns to AUC as described in bylaws. Prof. Atwater met with the Coordinator of Student Activity Andrea Tarpey and the Student Government Association.

On the topic of shared governance, Committee Chair Jynai McDonald noted that we are engaging with a Consultant who will assist with formalizing the STCC Shared Governance model.

AUC Co-Chair Atwater also voiced some concerns, including staff AUC participation, and Human Resource operations, as well as providing comments related to program viability. The request is to continue being informed on process and actions taken. The AUC is hoping for an understandable process on which decisions are being made and that this is communicated to all. Upon a statement from Prof. Atwater regarding formal motions, Trustee McDonald clarified that no motions are being voted on at this meeting.

#### **V. Discontinued/Reinstated Program Outlook – Dr. Geraldine de Berly, Vice President of Academic Affairs; and Lara Sharp, Dean of STEM**

Dr. de Berly proceeded to introduce Lara Sharp, Dean of the School of STEM, and also acknowledged the attendance of Dr. Lisa Rapp, past Program Chair for Biotechnology Program. Administrators provided a presentation about two programs specifically: Biotechnology and Biomedical Engineering Technology.

Key data, including enrollment and chronically low course enrollment (i.e. average class sizes that for some years have been around 3, 4 or 5 students), completion, employment considerations, and chronic difficulty providing faculty with teaching loads. Professor Rapp described an approach whereby Biotechnology would be absorbed into the existing Biology Transfer degree pathway. Ongoing conversations about both programs has taken place within the STEM School.

The recommended action reviewed with the Committee includes suspending admission into these two programs, and asking the Committee to consider formal program discontinuation at the April meeting. No faculty positions will be eliminated as part of this set of actions.

Data and information was also provided to the Committee specific to Civil Engineering Technology, and for Landscape Design/Management.

**VI. Strategic Planning – Dr. Shai Butler, Interim Vice President of Advancement and External Affairs**

Dr. Butler provided an update on efforts for launching strategic planning in 2022. A faculty co-chair will be appointed, and that has been based on Dean recommendations. The Massachusetts Department of Higher Education will also provide a liaison. A Request for Quotes (RFQ) has been issued for a consultant to support strategic planning, and will offer an external view as part of the work. The RFQ was sent out on January 19 with a due date of February 9.

Dr. Butler held two Strategic Planning Listening sessions at the January STCC Professional Day, with close to attendees in total. Consultant selection will involve administrators and governance leaders; aiming to have further launch details in March, and the process will be inclusive to include the voice of community at large. Formal approval of the Strategy Plan will be via the STCC Board of Trustees as well as the Massachusetts Board of Higher Education.

**VII. President’s Perspective – Dr. John B. Cook**

Dr. Cook expressed his appreciation to all administrators and presenters for their diligence, perspective, and level of details shared. Now that Trustees have been conferred-with about the Biotechnology and Biomedical Engineering programs, the college will administratively discontinue admissions into these programs. This will give Trustees time to consider formal discontinuation at the April Committee meeting, with a motion/recommendation that would go before the full Board.

**a) Personnel Update**

Dr. Cook reviewed personnel, including recent hires, promotions and separations. Employee vaccination policy was discussed.

**b) Budget Elements (Retirement Incentives)**

Dr. Cook spoke about examination of an early retirement incentive as part of FY 2023 budget planning. There are lots of considerations, which may result in high costs for the College – we may not have the ability to afford this incentive; more to follow on this.

**c) Governance**

Dr. Eduardo Marti, Consultant from ACCT, is present for the Committee meeting. Dr. Marti expressed his appreciation, and after his preliminary work, will be creating a representative forum/body that will meet a number of times to formalize governance elements. Dr. Marti will be bringing a full report at the April Committee meeting.

In conclusion, Dr. Cook discussed how STCC has honored the legacy of Ray Jordan, Community and Civic Leader, who passed away; a tribute to Mr. Jordan is found in STCC website

**VIII. Old Business – None**

**IX. New Business - None**

**X. Next Meeting Date and Time:** Monday, April 4, 2022, at 5:00 p.m.

**XI. Adjournment:** At 6:12 p.m. Committee Chair Jynai McDonald called to adjourn the meeting, unanimously approved through roll call.

**Respectfully submitted by Nanette Flores**