

STCC Board of Trustees
COMMITTEE ON INTERNAL AND EXTERNAL RELATIONS
Monday, March 18, 2019 at 5:00 p.m.

Present: Committee Chair Frank Quigley, Board of Trustee Chair Christopher Johnson, Trustee Steve Grande, Trustee William Johnson, Student Trustee Karolyn Burgos-Toribio, Dr. John Cook, Dr. Geraldine de Berly, Kamari Collins, Joe DaSilva, Maureen Socha, and Officer José Rivera

Committee Chair Frank Quigley called the meeting of the Committee on Internal and External Relations to order at 5:00 p.m.

President's Perspective

Personnel updates - Dr. Cook reported on personnel updates within the past two months. The report includes names of four full-time - essential new hires. At this point, and due to budget, only vital positions are being filled. The report also includes a list of recently hired part-time employees, as noted by Committee Chair Frank Quigley; part-time employees are mostly grant funded. Also listed are eight retirements, two staff and six faculty, full-time and part-time separations. No promotions reported at this time.

Key updates in Academic Affairs by Dr. Geraldine de Berly, VP of Academic Affairs – Dr. de Berly reported on Academic Affairs Restructure.

- Phase 1 – Dissolution of the School of Business Information Technologies: Effective January 23, 2019, the School of Arts, Humanities and Social Sciences are now housed under the School of Liberal and Professional Studies.
- Phase 2 – Consolidation of two schools: The School of Science and Engineering Transfer and the School of Engineering Technologies, effective July 1st, all 20 programs will be under the School of Science, Technology, Engineering and Math (STEM School).
- Budget impact of restructure: 5 Schools (5 Deans) consolidated into 3 Schools (3 Deans).
- Included also, a time line of communications observed regarding Integration and benefit of programs.

Dr. de Berly also updated the Committee on Tenure Recommendations. The United Personnel Practices Committee (UPPC) submitted tenure recommendations. Seven Faculty recommendations were submitted. Next step: Deans and Vice President will submit recommendations to the President.

Upon questions from Trustees regarding tenure eligibility and process, Dr. Cook noted to Trustees that tenure eligibility is based on longevity, and not having received other than unsatisfactory on the member's most recent summary evaluation. The immediate Supervisor and UPPC review all materials and forward recommendation to the appropriate Dean.

Key updates in Student Affairs by Kamari Collins, VP of Student Affairs – Kamari Collins reported that throughout the month of February the Office of Student Affairs offered 4 session (with 78 attendees) of the workshop "Avoiding Recreating the STCC Shuffle". Participants were provided with different scenarios and each had the opportunity to navigate and experience what students go through during the enrollment process. Findings from this workshop are being compiled and will be shared in a near future; nonetheless, Kamari shared a few of the findings:

- Students are receiving lots of information, perhaps too much to retain at an early stage of their enrollment process.
- Use of acronyms – students are not yet familiar with certain terms and we need to be mindful of providing clear information.
- Interoffice communications needs to improve – offices need to get into the habit of notifying other offices of any changes in their processes, as for instance: Where do students get their ID Cards? In the past ID Cards were processed through the Office of Student Activities, currently ID Cards are processed in the Office of Financial Aid; however, students are still being directed to the Office of Student Activities.
- Signage – Names on offices
- Suggested idea of an app to help students navigate the Student Learning Commons
- Every student’s experience is different and come in at different levels. Because of this, when potential students go into “Get Started” in the enrollment page, they are immediately directed to select “What Type of Student Are You? Each selection has a specific set of guidelines to follow based on their need.

As a final note for updates on Student Affairs, Kamari added that applications are coming in and compared to last year, the number of applications received up to date is slightly higher. Staff are calling and following up with applicants. Open house is this coming Wednesday. Twenty-two new student orientation sessions scheduled throughout the spring and summer.

Key updates in Administration introduced by Joe DaSilva, VP of Administration

Policy – Sex Offender Policy by Officer Jose Rivera (appendix attached to this report) – Officer Jose Rivera presented the updated Sex Offender Policy. The policy was issued and became effective on 2/7/2019. The previous policy was passive, whereas, the updated policy allows for a comprehensive reporting process in regards to the classification of sex offenders in Massachusetts and facilitates with information needed to include in Annual Security Report required of Higher Education Institutions. The policy aligns with the policy used by the State of Massachusetts. It follows the information and guidelines to identify or respond to “What is a sex Offender? What are the levels of sex offenders? What information can we disseminate to the public?”

DRAFT – Campus/Master Plan by Maureen Socha, AVP of Administration and Facilities - As an introduction to the conversation regarding the Draft of the Campus/Master Plan Dr. Cook noted the importance of updating the original road map and creating the addendum, presented today, attached to the original 2015 version created by Goody Clancy with the collaboration of DCAMM.

As noted on page 3 of the Campus/Master Plan the addendum “identifies the College’s current and future needs in order to ensure the College’s facilities and space are put to their highest and best use in service to programs that define the College and its mission. Maureen referred to the copy of the Master Plan and proceeded to walk through important key points. She also spoke about challenges such as enrollment decline, expensive emergencies, and changes in funding allocation from DCAMM. The opening of Building 19 created opportunity to map out department relocations with the intention to keep departmental offices close. The plan also includes detailed information on buildings with dire needs such as building 20.

Committee Chair Frank Quigley asked, “How did it all get mapped out?” Dr. Cook responded that this is the result of collaborative effort through consultation, data gathering, sources, and audience.

Old Business - None

New Business

Board of Trustees Action: Consideration to vote on permitting remote participation in Board of Trustees and Committee meetings: A communication from General Counsel, Kenneth Tashjv in reference to Trustees’ remote participation in meetings was shared with the Committee for discussion. Trustees unanimously agree that remote participation, if the full Board votes on, should be limited to necessity for quorum and if out of state. Members of Committee on Internal and External Relations agreed to bring this discussion to the next full Board of Trustees meeting being held on Monday, March 25th.

Next Meeting Date and Time: Monday, May 13, 2019

Adjournment: Committee Chair Franklin Quigley moved to adjourn the meeting at 6:20 p.m., seconded by Trustee Bill Johnson, approved unanimously.

Respectfully submitted by,

Nanette Flores