

The 274th meeting of the Board of Trustees  
Mount Wachusett Community College  
Thursday, June 6, 2024  
Murphy Conference Room  
Meeting Minutes

- A. **CALL TO ORDER:** Chairperson Freda called the meeting to order at 8:30 AM.
- B. **ROLL CALL:**  
Present: Claire Freda, Patti Bergstrom, Rick Walton, Tricia Pistone, Sheila Murphy, and Oren Cohen  
  
Present via zoom: Doug Petersen  
  
Unable to attend: Denise Gosselin and Irene Hernandez  
  
Also, present from the College: President Vander Hooven, many members of the Leadership Team and Executive Assistant Laurie Snoonian  
  
Many others joined via live stream on Vimeo
- C. **APPROVAL OF MINUTES** – Chairperson Freda asked for a motion to approve the minutes April 18, 2024, and May 15, 2024. Ms. Pistone made a motion to approve, and Mr. Walton seconded the motion. All approved. Motion passed.
- D. **CHAIRPERSON’S REPORT** – Claire mentioned the Commencement this year was one of the best and really enjoyed the information on the screen prior to the start. She commended everyone that was involved. Trustee Freda also mentioned Kim Shea for her excellent article on the nursing program.
- E. **PRESIDENT’S REPORT** – President Vander Hooven
- a. Jim reiterated his appreciation of those involved in Commencement and the many other ceremonies that have taken place recognizing our students, faculty, and staff. He mentioned how phenomenal our team is that transforms the gym into a wonderful space for commencement and our outstanding Media Arts & Technology staff for doing a great job running the live stream.
  - b. Enrollment Update – Summer is up 48.9% in credit hours. Fall enrollment looks strong and is currently up 25% from this year time last year.
  - c. MassReconnect along with our faculty and staff and execution of Success fund is all part of this increased enrollment. The Success fund has had tremendous impact on providing services to our students and in helping to retain them.
  - d. Budget Update – Senate put free community college in their budget, but the House did not. Jim stated he expects level funding for the Success fund. Jim mentioned the importance of continuing to emphasize the need for more Success fund money so we can serve the greater needs to support these students.
  - e. Jim is handing over his role of Chair of Council of presidents to the next president.
  - f. Jim formally thanked Sandra Quaye, VP of Finance and Administration, as she transitions to a new institution in North Carolina. He thanked her for her service and work with students and staff. Chair Freda also thanked Sandra and wished her well.

F. **LEADERSHIP TEAM REPORTS** – Status of Compliance with Gramm-Leach Billey Act and on Information Technology Services Department. - Presentation by Dan Horlander, Executive Director Information Technology (attached)

- a. The GLBA Act is to protect student financial data and develop, implement, and maintain reasonable administrative, technical, and physical safeguards to protect the security.
- b. Results of Risk Assessment – 5 items high priority, 10 medium and 4 low priorities.
- c. In 2020, our virus and email security were updated and in addition to other initiatives, has allowed the college to avoid ransomware attacks.
- d. IT Department – Has increased staff from 7.25 in 2019 to 10 today.
- e. Strategic plan for IT includes four main goals – 1. Business integration, 2. Data analytics, 3. Security and 4. Legal exposure and Cost containment.
- f. Dan showed a brief video on Artificial Intelligence (AI) and the different ways it can be used. A brief discussion ensued as to the benefits and downfalls and how it will be used in the future.

G. **MISSION/STRATEGIC PLAN UPDATE** –

H. **ADMINISTRATIVE ORDERS OF THE DAY**

- a. **AD – 1312 – Board Vote to Identify Secretary** – Tabled (Pending new appointments to the board)
- b. **AD – 1315 – Approval of 3rd Quarter Trust Fund** as presented by Vice President, Sandra Quaye (see attachment). Chair Freda asked for a motion to approve the 3rd Quarter Trust Fund. A motion was made by Ms. Pistone and seconded by Mr. Cohen. All approved. Motion passed.
- c. **AD – 1316 – Approval of FY25 Provisional Budget** as presented by Budget Coordinator and Senior Financial Analyst, Jody Lemoi (see attachment) – Chair Freda asked for a motion to approve the FY25 Provisional Budget. A motion was made by Mr. Cohen and seconded by Ms. Pistone. All approved. Motion passed.
- d. **AD – 1317 – Approval of Endowment Match** as presented by Executive Director of the Foundation, Carla Zottoli (see attachment) Chair Freda asked for a motion to approve the endowment match numbers. A motion was made by Mr. Cohen and seconded by Mr. Walton. All approved. Motion passed.

I. **NEW BUSINESS** -

J. **OLD BUSINESS** – BOT Assessment Plan Survey Results as presented by Amanda Henrichs

- a. Amanda reviewed each of the eleven sections of the survey. Each section had a minimum of three and a maximum of five total questions.
- b. Overall, the board agreed on what they are doing well and how they see board functions. Board education and board organization were the areas that saw the most disagreement.
- c. Amanda wrote the goals for next year on the whiteboard. Reviewing the by-laws and infusing the equity lens along with identifying and solidifying board roles and board advocacy is a great first step for the first year.
- d. Opportunities where the board can connect with the community is also an important aspect of the board. Jim asked if any opportunities arise to let him know ahead of time that they will be reaching out to others at the college.
- e. Lastly, Jim mentioned joint letters have been going to the Senate and House opposing free community college for all. Chapters of the Chambers of Commerce and United Way have been part of those letters. Jim being the

chair of the United Way and North Central has asked his name be left out in any correspondence opposing free community college.

K. ADJOURNMENT – Chair Freda asked for a motion to adjourn the meeting. A motion was made by Ms. Bergstrom and seconded by Mr. Cohen. All approved. Meeting adjourned at 10:29 AM.

Respectfully submitted,

Laurie Snoonian