GREENFIELD COMMUNITY COLLEGE  
Board of Trustees Meeting  
June 17, 2021 8:00 a.m.

Present:  Chair Robert Cohn, Cady Coleman, Claire Higgins, Isaac Mass, Joanne Marqusee and Hector Toledo  
Absent: Chris Donelan and Robyn Provost  

Call to Order  
Chair Cohn called the meeting to order at 8:10am.

Minutes  
On a motion by Trustee Mass and seconded by Coleman, the Board of Trustees voted unanimously to approve the draft minutes of the April and May meetings.

Committee and Liaison Reports/Updates

Academic Affairs  
No Report.

Alumni Liaison  
Trustee Roberts reported the Alumni Association has begun work planning for the College’s upcoming 60th Anniversary. The GCC Foundation raised $60,500 from 288 alumni donors this year. These donations comprise of 30% of total number of donors and 4.4% of donations received. The Alumni Association identified alumni giving as an important function of their work this year.

Foundation Liaison  
No Report.

Finance Committee  
Karen Phillips reviewed the Quarterly Report for the period ending March 31, 2021. For the period ending March 31st the projected revenues are over budget by $394,168.00. The majority of this savings is due to the revenue recovery the College was able to recoup as part of the CARES funding this past fiscal year. As of March 31st, expenses are under budget by 1,018,047.00. These savings are mostly attributed to intentional position vacancies left open and savings in adjunct faculty payroll for cancelled and lower enrolled classes. Currently the College projects a 1.4 million dollar surplus to be transferred to the College’s Reserve account.
MOTION
Trustee Mass moved the Greenfield Community College Board of Trustees approve the Quarterly Financial Report and Certification Statement submitted by the President for the period ending March 31, 2021. Trustee Roberts seconded the motion.

Roll Call Vote:
Trustee Robert Cohn – Yes
Trustee Cady Coleman – Yes
Trustee Clare Higgins – Yes
Trustee Joanne Marqusee – Yes
Trustee Isaac Mass – Yes
Trustee Judith Roberts – Yes
Trustee Hector Toledo – Yes

Motion carried.

Karen Phillips introduce the next Finance Committee motion granting expenditure authority to the College until the final FY2022 budget is finalized. The total annual operating budget for FY 2021 was $18,846,967. A finalization of the time frame and amount of the state allocation for FY 2022 is unknown at this time. Karen shared the College has taken numerous steps to ensure a final balanced budget will be able to be presented to the Board of Trustees subsequent to the final FY 2022 allocation being authorized to Greenfield Community College by the Commonwealth.

MOTION
Trustee Mass moved the Board of Trustees approve expenditure authority of up to $6,282,322 from state and local revenues in order to conduct the business of the College for the period July 1 through October 31, 2021. Trustee Higgins seconded the motion.

Roll Call Vote:
Trustee Robert Cohn – Yes
Trustee Cady Coleman – Yes
Trustee Clare Higgins – Yes
Trustee Joanne Marqusee – Yes
Trustee Isaac Mass – Yes
Trustee Judith Roberts – Yes
Trustee Hector Toledo – Yes

Motion carried.

MOTION:
Trustee Mass moved effective for Fall 2021, the Board of Trustees approve an increase to the College Service Fee of $3.00/credit ($204.00/credit) from the current fee of $201.00/credit, for discussion purposes only. Trustee Higgins seconded the motion.
Karen Phillips shared the necessity of student fee increases each year is dependent upon the funding received from the Commonwealth of Massachusetts. The amount of the state allocation for FY 2022 is unknown at this time. Fall 2021 bills are generated and mailed in July to students who pre-registered for the fall semester. Therefore, it is necessary to establish the level of fees prior to that date. Total projected additional revenue to Greenfield Community College would be approximately $20,687 (net of waivers) for each $1 increase in the College Service Fee. The average increase to full-time students is $36.00 per semester.

Trustee Mass shared while he feels this is a reasonable increase and recognizes there was no fee increase last year he would not be voting for this increase. He recommended the College review the current senior citizen tuition waiver policy and amend appropriately. Karen Phillips reported the current policy states senior citizens must wait until 2 weeks prior to the start of the semester before enrolling for courses and waives 50% of College Fees, the state currently mandates the College waive tuition if they do not have a higher education degree. GCC’s policy is consistent with other institutions in the MA Community College system.

Trustee Mass also shared we currently have the 5th highest tuition in the state and the poorest students. Due to the economies of scale, he recognizes GCC may never be the lowest in tuition, however he urged the Board to consider doing everything possible to get closer including, seizing opportunities where pockets of funding may be available. He reminded Trustees college fees are extremely high in the public sector while tuition (often covered by state waivers) has remained very low and feels an earnest effort needs to be made to the Commonwealth that tuition should go up.

**Roll Call Vote:**
Trustee Robert Cohn – Yes
Trustee Cady Coleman – Yes
Trustee Clare Higgins – Yes
Trustee Joanne Marqusee – Yes
Trustee Isaac Mass – No
Trustee Judith Roberts – Yes
Trustee Hector Toledo – No

With a vote of 4-2, the motion carried.

**MOTION**

Trustee Mass moved the GCC Board of Trustees approved the following changes to the following Program Fees, effective Fall 2021: an increase in GCC ADN and LPN Nursing Fees of $250.00* per academic year in order to continue providing nursing students with necessary equipment and computer programs to ensure their success beginning in Fall 2021.

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Fee</th>
<th>New Fee</th>
</tr>
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<tbody>
<tr>
<td>ADN Program</td>
<td>$750 per semester</td>
<td>$875 per semester</td>
</tr>
<tr>
<td></td>
<td>$1,500 annually</td>
<td>$1,750 annually</td>
</tr>
<tr>
<td>LPN Program</td>
<td>$775 per semester</td>
<td>$900 per semester</td>
</tr>
</tbody>
</table>
$1,550 annually  $1,800 annually

*The original proposal submitted by the College requested a $200.00 increase, the Finance Committee recommended and approved a $250.00 increase.

Trustee Coleman seconded the motion.

The purpose of the increase is to provide students with ‘nursing totes’ containing essential equipment for the acquisition of nursing skills during their attendance in the Nursing Program. Additionally, these fees would be used to continue providing online computer programs that support nursing knowledge and skill acquisition and support success on the NCLEX Licensure Examination as well as the requests of local clinical agencies seeking to hire our students. The increases nursing program fees in recognition of the need to pass on some of the costs of education to those individuals who are enrolled in high cost programs and to whom are extended additional services beyond those recognized in a traditional classroom or laboratory setting.

The GCC Nursing Programs have depended heavily upon the Anonymous Donor Fund for Student Support to finance the necessary student learning electronic platforms that ensure that our students are prepared for the NCLEX and clinical practice. As both of the donors have passed away, we are uncertain about the fund moving forward.

These platforms include:

- ATI: a student learning platform that provides students with the current NCLEX test plan, skills videos, case studies, practice tests, and proctored predictor tests that allow each student to do a focused review on the items and content areas that they are not proficient in.
- Unbound Medicine: A database loaded into each student’s phone that contains an updated medication guide; diseases and disorders; medical dictionary; a lab and diagnostic guide; a calculator; and nursing journals all which are used at the clinical sites.
- Swift River: A virtual hospital that allows practice in medication administration, dosage calculation and clinical reasoning.
- Vsim: a virtual simulation program to be used in place of clinicals when students are segmented at their clinical sites and cannot attend rotations every week.
- Examsoft: the electronic platform on which all of the testing in both programs is done.
- Professional Tutors: Available to second year students throughout the academic year

Roll Call Vote:
Trustee Robert Cohn – Yes
Trustee Cady Coleman – Yes
Trustee Clare Higgins – Yes
Trustee Joanne Marqusee – Yes
Trustee Isaac Mass – Yes
Trustee Judith Roberts – Yes
Trustee Hector Toledo – Yes

Motion carried.
**MOTION**
Trustee Mass moved the Board of Trustees approve an increase to the Applied Music fees for students in the amount of $50.00 per credit in Fall 2021 and then $50.00 per credit again in Fall 2022. Trustee Higgins seconded the motion.

The purpose of the increase is to create additional revenue for the Music program and help mitigate the net loss at which the program has been running for the past several years. The Applied Music Program is an integral part of the Music Department and supports both LA/Contemporary Music Studies majors and Music Recording and Production certificate students. These 1-credit and 2-credit courses allow students to work one-on-one with an instructor on a personalized course on their instrument for the period of one semester, in either the MUS 130 (1 credit) or MUS 230 (2 credits) course. The fees for the Applied Music courses were established in 2003 when the current chair created the Applied Music Program and Music Department. This music studio fee for lessons has not changed since 2003. Using Fall 2019 enrollment data, income from the Applied Music courses would rise from $10,009.00 that semester to $11,950 in Fall 2021 and then to $13,909 in Fall 2022.

**Roll Call Vote:**
Trustee Robert Cohn – Yes
Trustee Cady Coleman – Yes
Trustee Clare Higgins – Yes
Trustee Joanne Marqusee – Yes
Trustee Isaac Mass – Yes
Trustee Judith Roberts – Yes
Trustee Hector Toledo – Yes

**Personnel & Policies Committee**
No Report.

**Student Senate**
No Report.

**President’s Report**
Discussion of the book *Robot Proof* – moved to the August meeting.

**New Business**

**Adjournment**
On a motion from Trustee Mass and seconded by Trustee Coleman the Board of Trustees unanimously voted to adjourn at 9:34 am.

Respectfully submitted by,
Shannon Larange