

**NCC Board of Trustees**  
**Academic, Student Affairs & Enrollment Committee Meeting Minutes**  
**May 8, 2018**

The meeting of the Academic, Student Affairs & Enrollment Committee of the Board of Trustees was held on the eleventh floor of the Administrative Tower. The meeting was called to order by Chair Green at 6:12 p.m.

Committee Members Present:     Linda Green, Chair  
  Donna Tuman  
  Kathy Weiss  
  Thérèse Russell  
  Jorge Gardyn (ex-officio)

Trustees also in Attendance:     John DeGrace  
  Edward Powers

Chair Green requested a motion to approve the minutes of April 17, 2018. Trustee Tuman moved the motion; seconded by Trustee Weiss. Motion carried 4-0.

Dr. Keen reported on the clarification of grading policy that affects financial aid which was prompted by a Federal Program Review. Last summer three auditors from the US Department of Education (DOE) conducted a routine examination of a small sample of students to determine whether the College was properly managing the financial aid process. They discovered discrepancies in the grading procedure in which some students were incorrectly recorded as finishing a course and should have been eliminated from eligibility for financial aid: these students received financial aid for courses they did not complete or for which they did not attend enough classes. Our financial liability for these discrepancies is approximately \$200K.

AVP Sandy Friedman impressed that the financial aid process is sound: there had been faculty misunderstanding of the application of the grading policy implemented in 2012 following the 2011 Academic Senate resolution. Students who did not complete a course – unofficially stopped attending before the 60% point of a semester – without an official withdrawal should have been assigned the UW rather than an F, which is for students who attended regularly but did not succeed. The auditors subsequently requested that NCC conduct a full file review of all students with unsuccessful grades over a two-year period. We found approximately 50 per semester that were improperly graded and received inaccurate aid as a result.

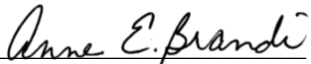
VP Collins noted that a special Academic Senate session has been scheduled for May 17 to address in time for summer the general misconception about UW and NA, and to rectify in particular the misunderstanding of their use in developmental education courses. The clarification will be distributed in handouts and posted online.

CFO/VP Inna Reznik stated that although the penalties and interest incurred pertain to fiscal year 2017, they will factor into the 2018-2019 budget.

AVP Sandy Friedman emphasized that ongoing regular reporting will monitor for discrepancies.

Chair Green asked if there were any other items for the Committee to consider. There being none, the meeting adjourned at 6:19 p.m.

Respectively submitted,

  
Anne E. Brandi