

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES
Minutes of the Tuesday September 10, 2019, Full Board Meeting - Wellesley Campus

Board Members Present: Tim Clifford, Matt Kahn, Pam Lassiter, Sandy Lish, Tom Peisch, Mikael Pyrtel, Rodolpho Sanz, Diane Schmalensee, Brian Sherry, Liliana Silva, and Dune Thorne

Others Present: Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Karen Britton, Executive Director, Office of the President; Laura Brown, Director of Grants Development; Neil Buckley, Vice President for Administration and Finance; Katie Cronmiller, Assistant Coordinator of Student Engagement; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Stephen Dill, Interim Director of Marketing and Institutional Communications; Marcus Edward, Associate Vice President for Finance and Administration; Orland Fernandes, Learning Specialist, Academic Achievement Center; Deb Georgopoulos, Executive Assistant to the VP/CFO; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President for Institutional Effectiveness and Strategic Initiatives; Chitra Javdekar, Dean of STEM; Dan Juliani, Former Trustee; Nina Keery, Interim Dean of Humanities & Social Sciences; Chris La Barbera, Assistant Provost; Jim Lehan, Chair, MassBay Foundation Board; Rob Lilley, Dean of Automotive Technology; Lisa MacDonald, Director of Equity Compliance; Anu Meacham, Assistant Director, Academic Achievement Center; Lynn Moore, Chief Diversity Officer; Susan Maggioni, Dean of Business & Professional Studies; Vincent O'Connell, Director of Public Safety; David Podell, President; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; Samaria Stallings, Executive Director of Human Resources; Lisa Slavin, Assistant Vice President for Enrollment Management; and Richard Williams, Associate Dean for Student Success

CALL TO ORDER & INTRODUCTIONS

Establishment of Quorum and Introductions

Chair Peisch called the meeting to order and established that a quorum was present. He welcomed new Trustees Mikael Pyrtel, Rodolpho Sanz, and Dune Thorne. Chair Peisch noted that meetings follow Roberts Rules of Order, and he reminded attendees to raise their hands to be recognized before speaking. He also reminded Trustees to limit their individual communications with the College and to be sure he was copied on any such communications.

Chair Peisch recognized departing Trustee Daniel Juliani and the impact he and his family have had on the Board of Trustees and MassBay Community College over the years. He presented Mr. Juliani with certificates of appreciation from the College and from the Massachusetts House of Representatives. Departing Trustees Jamie Hoag and Katherine Tonelli will be similarly recognized at a later date.

REVIEW AND APPROVAL OF MARCH 30, 2019, BOARD RETREAT MINUTES AND JUNE 11, 2019, MEETING MINUTES

MOTION – Trustee Lassiter moved to approve the minutes of the March 30, 2019, Board Retreat and Trustee Schmalensee seconded. The motion was passed with abstentions by Trustees Clifford, Silva, Sherry and Thorne who were not present at the Retreat.

MOTION – Trustee Lassiter moved to approve the minutes of the June 11, 2019, meeting and Trustee Clifford seconded. The motion passed with one abstention from Trustee Thorne who was not present at the meeting.

FINANCE ITEMS

Vice President Buckley reported the following:

The College ended Fiscal Year 2019 (on a modified cash basis accounting) with a positive balance of \$1.356 million due to better than expected revenue. In total, expenses were in line with the year's budget.

The College budgeted conservatively, projecting a 7.4% decline in enrollment; however, enrollment was down only 6%. This resulted in approximately \$415,000 in better than expected tuition/fee revenue. The State appropriation was higher than expected due to unanticipated funding for ASFCME employee increases. The College also received additional funds of \$338,000 from DCAMM for its share of five years of cell tower revenue and \$109,000 from the Mass Rehab Commission as reimbursement for student interpreter services. Expenses were \$154,000 higher than budgeted.

The College also absorbed an overage of \$326,000 with payroll tax (Medicare and Unemployment). Department budgets and debt service for leases and technology came in under budget.

MOTION – Trustee Kahn moved to accept the FY2019 Budget vs. Actual Comparison Report for June 2019 and Trustee Pyrtel seconded. The motion passed unanimously.

The FY2020 Budget continues to be a work in progress. It anticipates an additional 7% decline in enrollment, although final enrollment figures are not yet in hand. The College has received its State appropriation for full-time employees. The staff will make a presentation as to the FY2020 budget at a future meeting.

Accounts Receivable and Cash

The College is doing well on billing and collecting payments. Student accounts receivable are lower on a year-to-date comparison. The College has cash in two locations – Bank of America for local operating funds and MMDT, where the State invests its excess cash. FY2013 was our low point of cash reserves. Cash is cyclical – i.e., it is down

in May and June because there is little money coming in although the College still pays its expenses; money starts to come in again in August as students pay their bills for the Fall semester. The College has accumulated a significant amount of cash notwithstanding declining enrollment.

Contracts Report

The Wellesley roadway project is currently underway and is funded by DCAMM. The College also recently awarded a three-year contract to an outside vendor to provide cleaning services for all three campuses. The College also awarded a consulting service to assist with PeopleSoft software maintenance and administration.

Local Fund Guidelines

These guidelines govern the expenditure by College employees of funds belonging to the College, which are described as “Local Funds”. The staff has recently reviewed them and, after consulting with counsel and Higher Education officials, has proposed changes. Chair Peisch suggested that an Executive Summary of the proposed changes be prepared so that the Board could understand them.

PERSONNEL ITEMS

President Podell reviewed the Personnel Actions Report. Jose Silva has moved from an adjunct faculty position in the Associate Degree in Nursing program to Department Chair/Faculty of the Practical Nursing program. Stephen Dill is the new Interim Director of Marketing and Institutional Communications through a contract with the Registry.

President Podell reviewed the Recruitment Report.

Chair Peisch reviewed the President’s Attendance Report.

ENROLLMENT

The fall semester began on Tuesday, September 3. Enrollment is currently down from last year at this time 4.2% in FTE and 6.2% in headcount. The College is still enrolling for our 8-week 2 session that begins in late October, and students can still add/drop in our evening classes until next Monday, September 16. Enrollment numbers can still change, but it appears that the overall decline will be less than the 7% assumed in the budget.

President Podell indicated that enrollment is down due to the strong economy and low birthrate. It was also affected by our having suspended admission into the Associate Degree in Nursing (ADN) program, which had an impact both on the number of ADN students and students who are taking pre-requisite courses and who aspire to entire the ADN program. The College will have a follow-up visit by the Board of Registration in Nursing from September 23 to 25. If all goes well, the College will be recruiting new students to begin Fall 2020. While the College continues to serve twelve second-year

students, it is rebuilding the program. It is a healthy program with good outcomes and ranked well compared to ADN programs at other community colleges.

FOUNDATION BOARD

Foundation Board Chair Jim Lehan described the mission of the Foundation – to change the lives of students. The scholarships it provides have a significant impact. The current priorities of the Foundation are: 1) to oversee the endowment, 2) to administer scholarships, and 3) to raise \$800,000 for the Capital Campaign.

The Foundation Board is looking for new members. He or Vice President of Advancement Shia will share the Foundation Board member description with the Trustees.

SABBATICAL REQUESTS

President Podell reviewed the requests for sabbatical leaves from three faculty members, two in Math (one who will be teaching half time while on sabbatical) and one in Computer Science. Chair Peisch expressed a concern that all three come from the STEM Department. President Podell assured the Board that the sabbaticals would not interfere with the Department's operations.

MOTION - Trustee Lish moved to approve the sabbatical requests for Professor Knuth, STEM Division, Professor Moussavi, STEM Division, and Professor O'Connell, STEM Division, and Trustee Thorne seconded. The motion passed unanimously.

EXECUTIVE REPORTS

Student Trustee Sherry reported that the new space in cafeteria is more lively. An Ice Cream Break provided by the College was well received. Two Fairs – a Job Fair and an Involvement Fair – are coming up. It was noted that an effort to include the Ashland students in these activities was needed. A shuttle service was suggested.

Chair Peisch reported that departing Trustees Jamie Hoag and Katherine Tonelli would be recognized at the October meeting. He and President Podell are attending and presenting at the upcoming ACCT Conference in California in October. A revised version of the ByLaws related to remote participation will be discussed at an upcoming meeting. Committee assignments will be distributed shortly.

NOMINATION OF TRUSTEE SCHMALENSEE TO VICE CHAIR

Chair Peisch recommended that Trustee Schmalensee be elected as Vice-Chair in light of her experience and distinguished service. Trustee Clifford moved for Trustee Schmalensee's elevation, and Trustee Lish seconded. The vote was unanimous.

President Podell reported on the following:

*The College is working with DCAMM on plans for the 70,000 square-foot building for the Framingham campus. The building will be somewhat smaller than the 90,000 square foot Farley Building, with not as big a library or cafeteria and no gymnasium. It recently emerged that the land on which we intend to build (currently a Framingham State University parking lot) is owned not by the Commonwealth but by an agency of the Commonwealth called the Massachusetts School Building Authority (MSCBA). A likely option is for MassBay to purchase the land from MSCBA for approximately \$3.3 million with a combination of the funds provided by the State for the construction of the building and the \$5 million the College plans to raise in the Capital Campaign. This extra expense was unanticipated.

*A Capital Campaign to raise \$5 million for the Framingham campus is underway. Chair Peisch mentioned the desirability of 100% participation in the campaign by members of the Board of Trustees.

*At the current Framingham campus, having lost 300 parking spaces for the construction of the new Fuller Middle School, the College has rented a parking lot five minutes away at Brookdale Assisted Living Center. The College is providing a free shuttle between the Framingham campus and the off-campus parking lot.

*In an effort to attract and retain Boston students who have a very long trip to MassBay, the College introduced a new bus that brings to campus students from the Forest Hills station on the Orange Line and the Mattapan Station on the Red Line.

*The new Felix Juliani Enrollment Center which combines Financial Aid, the Registrar's Office, and Student Accounts has opened. A ribbon cutting ceremony will take place during Professional Development Day on September 20. The space that Financial Aid formerly occupied has been turned into a Coaching Commons, bringing together academic coaches from a variety of programs to work closely with students to promote student success.

*MassBay has been actively pursuing an equity agenda, an item identified as a priority of the Board of Higher Education. Our goal is to close achievement gaps between different racial and ethnic groups. To achieve this, the College is seeking to make MassBay a more welcoming community, to examine how and what is taught there, and to seek to make the faculty and staff more reflective of the students it teaches. The Equity Agenda will be the sole topic of the upcoming Professional Development Day (September 20) and will be the subject of three Town Halls, one in each location, the following week.

*Seven so-called Academies were introduced this Fall. Students attended gatherings early in the semester with their fellow students in each Academy.

*Food scholarships are being rolled out this Fall.

*Faculty continue to be on Work to Rule. They may vote to come off Work to Rule shortly, given that the MCCC contract has been agreed upon. However, at MassBay the faculty having gone on Work to Rule has not had an adverse effect on the College's progress.

*President Podell showed a video for the Achieve in Math (AIM) program, created by Assistant Director Anu Meacham for non-STEM students who test into developmental math. Data demonstrate that the trajectory of students has been significantly improved due to participation in the three-week summer program.

*He reviewed a Chronicle of Higher Education article on "Change in Average Published Tuition and Fees, by Sector, 1988-89 to 2018-9".

*He encouraged everyone to attend the talk and book signing by real estate developer Bill Cummings on September 25 at 5:00pm on the Framingham campus.

*The MassBay 5K Race/Walk benefitting the Hunger Assistance Fund will be on September 29.

COMMUNICATIONS

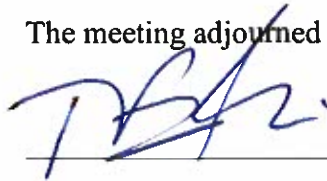
The June, July and August 2019 Clery and State Police Reports were reviewed.

The Director of Public Safety reported that the process of arming police officers is moving forward. AFSCME negotiations regarding officer responsibilities are currently taking place.

ADJOURNMENT

MOTION – Trustee Clifford moved to adjourn the meeting and Trustee Lassiter seconded. The motion passed unanimously.

The meeting adjourned at 9:55AM.



10/15/19

Thomas Peisch, Chair Date
MassBay Community College
Board of Trustees



10/15/19

David Podell, President Date
MassBay Community College