

**Minutes of the MassBay Board of Trustees Tuesday, October 1, 2019, Board Meeting
Alumni Board Room, Wellesley Hills Campus**

Board Members Present: Matt Kahn, Pam Lassiter, Sandy Lish, Tom Peisch, Mikael Pyrtel, Diane Schmalensee, Brian Sherry, and Dune Thorne

Others Present: Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Tom Britt, Foundation Board Member; Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Administration and Finance; Curtis Cormier, Director of Financial Aid; Katie Cronmiller, Assistant Coordinator of Student Engagement; Joe DeLisle, Director of Facilities; Stephen Dill, Interim Director of Marketing and Institutional Communications; Marcus Edward, Associate Vice President for Finance and Administration; Jamie Hoag, Departing Trustee; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President of Institutional Effectiveness and Strategic Initiatives; Chitra Javdekar, Dean of STEM; Nina Keery, Interim Dean of Humanities & Social Sciences; Rob Lilley, Dean of Automotive Technology; Mike Lyons, Chief Information Officer; Susan Maggioni, Dean of Business & Professional Studies; Robert O'Connell, Associate Professor, STEM; David Podell, President; Mary Shia, Vice President for Institutional Advancement and Alumni Relations; Samaria Stallings, Executive Director of Human Resources; and Lisa Slavin, Assistant Vice President for Enrollment Management

CALL TO ORDER & INTRODUCTIONS

Establishment of Quorum and Introductions

Chair Peisch called the meeting to order and established that a quorum was present.

BREAKFAST HONORING FORMER TRUSTEE JAMIE HOAG

Chair Peisch recognized departing Trustee Jamie Hoag, who served on the Board for five years and made a significant impact, in particular as Chair of the ByLaws and Presidential Evaluation committees and member of the Finance, Compliance, Personnel, and Audit Committee. He presented Mr. Hoag with certificates of appreciation from the College and from the Massachusetts House of Representatives. Mr. Hoag thanked the Board and staff and indicated that his experience on the Board was very positive, both personally and professionally.

REVIEW AND APPROVAL OF SEPTEMBER 10, 2019, FULL BOARD MEETING MINUTES

MOTION – Trustee Lassiter moved to approve the minutes of the September 10, 2019, meeting, and Trustee Lish seconded. The motion passed unanimously.

BOARD COMMITTEE REPORTS

FINANCE, COMPLIANCE, PERSONNEL, & AUDIT (FCP&A)

AUDIT AND FINANCE ITEMS

College Fiscal Year 2019 Audit Update and Report

Dave Dilulis and Nelia Kruger of O'Conner & Drew presented the College FY 2019 Audit and Financial Statements and Related Reports (including the Foundation). They commended the MassBay Board for being the first community college Board with whom they have met with this year. They first presented board members with the annual communications required of auditors. They then stated that the College is in full compliance with reporting requirements and disclosures under generally accepted auditing standards.

They then reviewed the various FY 2019 financial statements, related footnotes, and management's discussion and analysis of the same.

The auditors reported that three of last year's four findings have been remedied. The one remaining finding is that seven percent of the College's federal College Work-Study funding must be directed for student participation in community service, programs. The College did not meet the required threshold. Curtis Cormier, Director of Financial Aid reported that this deficiency has now been corrected and the College will meet the requirement during this current year.

Chair Peisch thanked Trustees Kahn and Schmalensee for taking the time to review the numbers.

MOTION – Trustee Schmalensee moved to approve the 2019 College Fiscal Year Audit report prepared by O'Conner and Drew, and Trustee Kahn seconded. The motion passed unanimously.

FY2020 Budget Update and Discussion as of September 30, 2019

Vice President Buckley reviewed the FY2020 Operating Budget. He pointed out that 52% of the College's revenue is generated locally, that is to say from tuition and fees. Since the May budget report to the Board, the College now expects to receive more from the state for collective bargaining salary increases. A new state payroll tax (PFML) will be implemented by the state beginning in October 2019.

Vice President Buckley presented the Board with an update to the College's FY 2020 operating budget.

Tuition and Fees – The original FY2020 operating budget had projected an enrollment decrease of 7% for the 2019-2020 academic year over last year. Revenue for FY2020 is now projected to decline only 5.5% due to better than expected fall semester enrollment.

State Maintenance Appropriation – The original state allocation estimate was based on the Governor's (House I) budget proposal. The actual budget as approved by the State Legislature is funded with a 2.1% increase over FY2019. Additional state funds were allocated for collective bargaining and performance improvement (1%).

Vice President Buckley also presented the Board with a complete copy of the original FY 2020 budget passed on May 21, 2019, for informational purposes. An update on operating expenses for FY 2020 will be presented at the November Board meeting.

Approval of Local Fund Guidelines

Vice President Buckley distributed an Executive Summary of the proposed revisions to the College's Local Fund Guidelines. The College reviews and updates these guidelines every five years.

Chair Peisch thanked Trustee Kahn's for his in-depth review of the document.

MOTION – Trustee Kahn moved for approval of the Local Fund Guidelines, and Trustee Schmalensee seconded. The motion passed unanimously.

Credit Card Policy

Vice President Buckley reviewed the College's written credit card policy. Only a select number of administrators have cards. To expedite purchasing, the Vice President of Student Development will receive a card.

STUDENT SUCCESS COMMITTEE REPORT

New Student Success Committee Chair Lassiter acknowledged Trustee Schmalensee for her leadership as former Chair. The main topic of the September meeting was the Department of Higher Education's Equity Agenda, focusing on closing the achievement gap. This will also be the topic at Mass Bay's Professional Day on September 20, before which employees have been asked to take an Implicit Bias Test. A Diversity Statement and Library of Readings are being developed. The main item on the next meeting agenda will be retention and student success. In due course, the Committee will consider the proposed new fitness/athletic facility.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that enrollment numbers are better than originally expected. The College is down 5% in FTE and 7% in headcount compared to Fall 2019. Compared to other community colleges in terms of enrollment declines, MassBay is in the middle. One source of the decline at MassBay was the College's decision not to admit a Fall 2019 entering class to the Associate Degree in Nursing program. This led to fewer students enrolling to take pre-requisite courses. Admissions is focused on Spring and Fall 2020 recruitment. The Fall Open House is scheduled for November 16. The first new Viewbook in four years was recently published. The number of students from Boston has increased, although most students continue to be from the Metrowest area.

FOUNDATION REPORT

Vice President Shia reported that the Bill Cummings event was excellent and very well attended. The College has submitted to the Cummings Foundation a Letter of Interest to support a program to offer ESL to Health Science students for \$100,000. The College will know by mid-November if it will be invited to submit a grant application. MassBay raised \$19,000 for hunger relief at this year's 5K Race/Walk. The amount donated is going up, but the number of attendees is not. The College will likely discontinue this event in favor of another. The Foundation has over \$40,000 in income in August. The Parent Appeal will drop on October 15. The Foundation awarded \$97,900 in scholarships this semester. As of this time, over \$811,000 has been donated to the Capital Campaign, for which marketing materials will soon be distributed. Tom Britt will be one of three General Chair of the Campaign. He encouraged the Foundation Board to contribute, and 100% did. Vice President Shia asked the Trustees to contribute, and will continue to report.

SPECIAL REPORT

Disaster Day Video

Interim Director of Marketing and Communications Stephen Dill showed the Disaster Day video. He praised Web Developer Wendy Walsh for her work on this. Disaster Day is an interdisciplinary real-life event put together by the Division of Health Sciences, working with the Framingham Fire Department

and other local agencies. Mayor Spicer attended. The video is shown at Information Sessions and is on the MassBay web site and YouTube. It will also be used for the Capital Campaign. Trustee Thorne recommended asking students about the impact being involved in this had on them.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Sherry distributed several fliers for upcoming activities and events, including Mindful Mondays, My Success, and this week's Transfer Fair. He reported that a Meditation Space is close to being realized. Trustee Schmalensee offered to speak with students about mindfulness techniques, based on a book by Annabel Beerel and Tom Raffio entitled *Mindfulness – A Better Me, a Better You, a Better World* that she edited.

Board Chair

Chair Peisch encouraged Trustees to attend the Department of Higher Education Trustee's Conference on October 31. This is a good opportunity to network with Trustees of other Massachusetts colleges. The topic is the Equity Agenda. He thanked the Trustees for their College committee participation. He and President Podell will be presenting at the upcoming ACCT Conference in San Francisco on MassBay's partnerships with Framingham State, Framingham High School, and Keefe Tech. The only other Massachusetts community college presenting is Cape Cod Community College (on the cybertheft there last year). He was impressed by the Bill Cummings event.

President

*President Podell reiterated how gracious Bill Cummings was in his talk, as well as with the time he spent afterwards, not only signing books until 9:30PM. but also touring the Nursing labs. Mr. Cummings was introduced to several alumni and expressed how he appreciated MassBay's kindness before and throughout the evening. He has signed the Gates Giving Pledge.

*He reviewed a report on the new Student Transportation initiative, which is going very well. The goal is to attract and retain students from Boston who take the Orange and Red lines. An account with Uber has also been established. Trustee Thorne suggested also looking into Lyft.

*The President's Alliance on Immigration has commissioned an *amicus curiae* brief to be filed in the United States Supreme Court challenging the Trump administration's cancellation of the DACA order. The College is a signatory to the *amicus brief*.

*He reviewed his five-point 2019-2020 Agenda (copy attached).

*BORN completed a site visit in connection with its review of the Associate Degree in Nursing program last week. It went well, with only a few items left to be addressed, and the report will go to BORN in November. The Chair of the visit noted that the Human Resources files were perfect. We hope that MassBay will get the "green light" to admit students in Fall 2020.

*He attended a Statewide Equity Advisory Board meeting yesterday. Items on the agenda included Advancing Racial Equity in the Commonwealth and Aligning Statewide and Institutional Goals Through Strategic Planning.

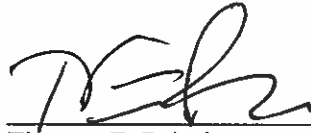
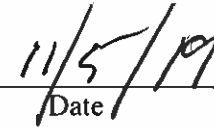

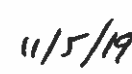
*MassBay and three other schools (Framingham State University, Framingham High School and Keefe Tech) applied for a \$500,000 Skills Capital Grant. He commended Chief Information Officer Michael Lyons for having successfully coordinated the technical details across the four schools. He is optimistic that the College will be awarded funds.

*He and Chair Peisch had dinner with Secretaries Heffernan and Peyser at their request last night. The secretaries showed great interest in MassBay's achievements and challenges. They indicated that the State may have interest in the future in the land on which the Wellesley campus sits. They re-affirmed the plan to finance \$51.5 million of the cost of the new Health Sciences building.

ADJOURNMENT

MOTION – Trustee Lish moved to adjourn the meeting, and Trustee Thorne seconded. The motion passed unanimously.

The meeting adjourned at 10:00AM.

			
Thomas E. Peisch Chairman Board of Trustees	Date	David Podell President MassBay Community College	Date