

**MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Minutes of the Tuesday, January 17, 2020, Meeting - Wellesley Campus**

Board Members Present: Matt Kahn via phone, Pam Lassiter, Tom Peisch, Mikael Pyrtel, Rodolpho Sanz, Diane Schmalensee, Liliana Silva, and Dune Thorne

Others Present: Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Administration and Finance; Josh Cheney, Associate Dean of Students; Rich Clark, Associate Professor, Health Sciences; 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; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President of Institutional Effectiveness and Strategic Initiatives; Chitra Javdekar, Dean of STEM; Chris La Barbera, Assistant Provost; Robert Lilley, Dean of Automotive Technology; Mike Lyons, Chief Information Officer; Lisa MacDonald, Director of Equity Compliance; Lynn Moore, Chief Diversity Officer; Vincent O'Connell, Director of Public Safety; David Podell, President; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; Lisa Slavin, Assistant Vice President for Enrollment Management; and Richard Williams, Associate Dean for Student Success

CALL TO ORDER & INTRODUCTIONS

Chair Peisch called the meeting to order and established that a quorum was present. Trustee Kahn participated via phone.

REVIEW AND APPROVAL OF NOVEMBER 5, 2019, BOARD MEETING MINUTES

MOTION – Trustee Schmalensee moved to approve the minutes of the November 5, 2019, Board Meeting and Trustee Lassiter seconded. The motion passed unanimously via the following roll call vote: Trustee Kahn - YES, Trustee Lassiter - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Silva - YES, and Trustee Thorne – YES.

FINANCE ITEMS

FY2020 Budget vs. Actual Comparison Reports as of November 30, 2019

Vice President Buckley reviewed the November 30, 2019, Budget vs. Actual Comparison Report, which shows a positive variance of approximately \$593,000. This is due to better performance on actual revenue and expenses when compared to budget. He reviewed the following items:

Revenues

The total yearly net revenue budget is \$37,133,000. Actual net revenue through November 30 is \$20,807,000 compared to a budget of \$20,706,000, showing a positive variance of approximately \$101,000.

Tuition and Fees - There is a negative budget variance of approximately \$40,000. MassBay is slightly under budget through the end of November. The budget for this revenue line assumes a 5.5% decline in enrollment over the prior year. Spring registration is currently in process, and summer registration is yet to be determined.

Contracts, Commission and Other Revenue - positive variance of approximately \$90,000.

Tuition Remission and Waivers - positive variance of approximately \$50,000.

Expenses

The total yearly expense budget is \$36,137,000. An additional \$860,000 is budgeted for locally funded capital expenses, bringing the total budgeted expenses to \$36,997,000. The November expense budget is based on a three-year average of spending through November 30. Actual expenses through November 30 before capital expenses are \$13,674,000 compared to a budget of \$14,166,000, resulting in a positive operating budget variance of approximately \$492,000.

Permanent Staff - positive variance of approximately \$138,000.

Adjunct Faculty - positive variance of approximately \$67,000.

Part Time/Stipends - negative variance of approximately \$133,000. The increase can be attributed to an increase in part time staffing in various departments (mainly in Health Sciences) to fill the void left by full-time vacant positions.

Overtime, PR Buyouts - Actual expense is \$62,000 as of November 30, compared to a budget of \$43,000, resulting in a negative variance of approximately \$19,000.

Local Fringe Payments - The actual expenses for this category are in line with the budget.

Employee Related Payments - positive variance of approximately \$12,000.

Administrative Expenses - positive variance of approximately \$91,000. The variance is due to the timing of expenses.

Facility Operational Supplies - positive variance of approximately \$17,000.

Energy Costs/Facilities Rental - positive variance of approximately \$115,000. The variance is due to the savings as a result of the new Framingham lease.

Consultants - positive variance of approximately \$133,000. The variance is due to the timing of expenses and one-time expenses incurred in the prior year.

MOTION – Trustee Lassiter moved to accept the FY2020 Budget vs. Actual Comparison Report for the period ending November 30, 2019, and Trustee Thorne seconded. The motion passed unanimously via the following roll call vote: Trustee Kahn - YES, Trustee Lassiter - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Silva - YES, and Trustee Thorne – YES

Student Accounts Receivable and Cash Reports as of November 30, 2019

Vice President Buckley reported that the College's operating cash flow is cyclical, related to the registration and billing periods. For example, the College is doing better than this time last year, but not as well as last month. In addition, students have been billed for the upcoming spring semester, but not all have paid yet (and some are also still registering). Due dates change from year to year.

FY2021 Preliminary Budget Timeline

Vice President Buckley reported that the FY2021 budget is in process. Individual office and centralized budgets are being prepared. The goal is to bring the FY2021 budget to the Trustees in May. Student fees will also be reviewed with the Board at upcoming meetings.

We are introducing a five-year zero-based budgeting process: each year, for the next five years, we will be reviewing the budgets of individual departments such that, at the end of five years, all offices' budgets will have been reviewed. This year, zero-based budgeting is taking place with three offices.

Contracts Report

Vice President Buckley reviewed current contracts for Sierra Cedar, which provides PeopleSoft Finance support on an as-requested basis, and MarketVantage, which manages online advertising programs with Facebook, Instagram and GoogleAds. Information Technology has commissioned a study around MassBay's use of PeopleSoft, and it is being reviewed.

UPDATES ON FACILITIES AND PLANNED IMPROVEMENTS

Vice President Buckley reviewed the list of Current Facilities Projects, including the renovation of the cafeteria, which is coming along well. Early snow prevented more work being completed on the roadway before the winter, but it is scheduled to be finished by April. This project is funded by DCAMM and is on budget. The air conditioning on the third and fourth floors in Wellesley is complete.

PERSONNEL ITEMS

Personnel Actions Report

President Podell reviewed the Personnel Actions Report.

Recruitment Report

President Podell reviewed the Recruitment Report. Faculty searches are ongoing, with English and Biology to begin soon. It was noted that the search for an EMS faculty member has been ongoing for a while, given a personnel issue, changing job description/requirements, and a tough job market.

ENROLLMENT REPORT

Assistant Vice President for Enrollment Management Slavin reported that Spring 2020 enrollment is, as of today, down 3% in head count and 4% in FTE compared to Spring 2019; however, because this year's and last year's schedules do not match, a meaningful comparison is not yet possible. The College anticipates a 5.7% Spring 2019-to-Spring 2020 drop, which would match the recent Fall 2018-to-Fall 2019 drop; however, the drop may be larger. We will know more next week.

FOUNDATION BOARD REPORT

Vice President Institutional Advancement and Alumni Relations Shia reported the following:

*Capital Campaign pledges and gifts to date are \$338,280.

*Donations in November totaled \$32,000.00 and in December \$52,304, with an additional \$55,000 from

the Jacobs Foundation for Health Science Scholarships. As of December 2018, income was \$27,480, bringing this past December to almost 100% increase. We are launching the faculty/staff campaign on February 7.

*Fall Scholarship reviews are over, and students were notified yesterday if they are receiving a scholarship. We awarded approximately 140 scholarships totaling \$120,000.

*Three new scholarships have been added and are open to students. There are now seven \$1000 scholarships, including the Cleverdon, Sarles, and McKenzie Family Scholarships.

*The Foundation awarded \$15,000 to pay off small balances on student account for students who did not have the money to pay off the balance; this allowed the students to register for the spring semester. 43 students had their balance paid off.

*The Wellesley Rotary Club was awarded two bibs for the Boston Marathon, and gave those bibs to the Foundation to raise funds for food insecurity. The third bib was awarded to the MassBay Foundation and is being used to fundraise for scholarships. Two MassBay students and one staff person, Dean Maggioni, will fundraise and run. Each must raise a minimum of \$5,000.

*Three MassBay students have been accepted into the One Family Scholars program starting in January 2020.

*The Foundation Board is actively working on the campaign and starting to hold house gathering to introduce President Podell and MassBay to their community.

BOARD COMMITTEE REPORTS

Student Success Committee

Trustee Lassiter reported on the November Student Success Committee meeting, at which Richard Williams presented data on student retention and persistence. The February meeting will focus on Developmental Education and Affordability.

PROPOSED DEGREE LETTER OF INTENT: SURGICAL TECHNOLOGY ASSOCIATE IN SCIENCE

President Podell explained that the Department of Higher Education has revised its process for program approval. Colleges now must submit a Letter of Intent for Board of Higher Education approval before the actual proposal is submitted. The MassBay Board had previously approved the College's new Associate in Science degree in Surgical Technology and now needs to approve the newly-required Letter of Intent. The change from a certificate to an associate degree program is mandated by the program's accreditation agency. The associate degree program will require general education coursework, in addition to existing specialized coursework in surgical technology, which will generate new income for the College with minimal or no additional cost.

MOTION – Trustee Schmalensee moved to accept the Letter of Intent: Surgical Technology Associate in Science, and Trustee Sanz seconded. The motion passed unanimously via the following roll call vote: Trustee Kahn - YES, Trustee Lassiter - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Silva - YES, and Trustee Thorne – YES

SPECIAL REPORTS

Acquisition of the Mt. Wayte St., Framingham Lot

President Podell reported on issues related to building our new Health Science building in Framingham on Mt. Wayte St. When the City of Framingham indicated that it would not renew our lease of the Farley School, we began to look for a place to build a new building in Framingham. Framingham State University (FSU) offered us a parking lot down the hill from the FSU campus. The concept was that we would build our building on the lot and also house parking for MassBay and FSU such that FSU would not lose parking. We applied to the State through the Strategic Framework process and were awarded \$25 million toward the new building.

However, because \$25 million would build us only a small 40,000 sq. ft. building, we asked the State for additional funding and were ultimately awarded \$51 million, with the understanding that we would raise an additional \$3.5 million (and, if necessary, fall back on the College's reserves). President Podell set a fundraising target of \$5 million rather than \$3.5 million, believing that we could reach that target and that other expenses would likely emerge.

Since then, it emerged that the parking lot we will build on is not owned by FSU, but by the Massachusetts State College Building Authority (MSCBA), a quasi-public agency. Years ago, to buy the land and construct FSU's parking lot, MSCBA offered bonds which are now being paid off. Going forward, we have three options: (1) buy the land outright from MSCBA, which would cost approximately \$3 million, (2) MassBay takes over the bond payments, with FSU paying us for parking on the lot, or (3) FSU continues the bond payments with MassBay paying FSU for the use of its portion of the lot. Earlier, the Commissioner of DCAMM, Carol Gladstone, indicated that the best plan was for MassBay to buy the lot from MSCBA but, more recently, she has reconsidered. If we were to buy the lot from MSCBA, President Podell recommended that we get the \$3 million to buy the land from (1) the additional fundraising \$1.5 million (with a fall back on the reserve) that was envisioned when the fundraising target was raised from \$3.5 million to \$5 million, and (2) \$1.5 million taken from the \$51 million allocated by the state, and thus making the building a bit smaller and/or more economical. The next step is a meeting between MassBay, FSU, DCAMM, and MSCBA to discuss the direction going forward.

Discussion among the Board members indicated a general preference for buying the lot.

Marketing/Advertising

Interim Director of Marketing Dill and Assistant Vice President Slavin gave a presentation on how the College markets and advertises. President Podell added the work of the College Planning Collaborative in making the College known to high school students in the region.

EXECUTIVE REPORTS

Board Chair

Chair Peisch reported the following:

*The Board of Higher Education has reviewed last summer's very favorable evaluation of President Podell's performance and concurs with its recommendation that the President receive the highest allowable pay increase. A copy of Commissioner Santiago's letter to this effect is included in the Board packet.

*On December 10, Administration and Finance Secretary and Wellesley resident, Michal Heffernan, visited the Wellesley campus for a tour of the athletic/recreational facilities. This followed a dinner meeting in the fall and an invitation from Chair Peisch. President Podell, Dean of Students Liz Blumberg and Director of Athletics Adam Nelson pointed out that the facilities are quite limited but are fully used

by students and staff. The College intends in the future to explore construction of a new Fitness and Recreation Center once the Health Sciences building project is underway.

*Newly appointed Massachusetts Association of Community Colleges Director, Tom Sannicandro, convened a webinar for Trustees, which Chair Peisch and Trustee Pyrtel attended. Sannicandro, a former State Representative, described the legislation process and emphasized the importance of Trustee advocacy with legislators. He opined that the newly enacted K-12 funding formula has positive implications for community colleges, and he mentioned the \$20 million endowment match that is part of the current budget.

*On December 3, President Podell, along with Stephen Dill, made an impressive presentation to the Wellesley Rotary Club on the subject of Food Insecurity on campus. The Rotary Club has a keen interest in this issue and has now awarded the College a total of \$10,000 to the cost of its program.

*Trustee Clifford is recuperating from back surgery and hopes to be back in action shortly. He now chairs the ByLaws Committee, and Chair Peisch intends to assign the committee the task of a complete review of the College's ByLaws.

*There has been a good deal of publicity in recent months regarding the "return on investment of higher education," including a recent study by Georgetown University.

*All Trustees are encouraged to put upcoming meetings on their calendars to ensure quorum.

*A Board Retreat will likely take place later this semester.

PROPOSED AMENDMENT TO BYLAWS WITH REGARDS TO REMOTE PARTICIPATION

New language in the ByLaws related to Remote Participation was discussed.

MOTION – Trustee Kahn moved to accept the proposed amendment to the ByLaws with regards to Remote Participation, replacing "forty-eight hours notice" with "reasonable notice", and Trustee Sanz seconded. The motion passed unanimously via the following roll call vote: Trustee Kahn - YES, Trustee Lassiter - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Silva - YES, and Trustee Thorne – YES

President

President Podell reported the following:

*Classes began last week.

*Professor Steve Bonkowski of Humanities and Social Sciences sadly passed away last week. He was a well-regarded teacher and member of the MassBay community. Larry Goff took over Professor Bonkowski's class, with Liz Blumberg, Jon Edwards and David Podell substituting for one session.

*The College is working on a TRIO grant proposal, which would address the needs of first generation, low income, underserved students. The College is also working with Towerwall to apply as a vendor for cybersecurity training for municipalities across the state.

*Spring Professional Development Day will take place on February 7 and will continue to focus on the Equity Agenda.

He concluded with a presentation (attached) on the design of the new Framingham campus.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

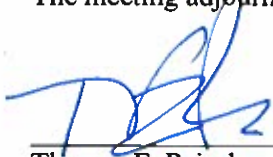
Director O'Connell reviewed the November and December 2019 Clery and State Police Reports.

Dean Lilley reported that MassBay is participating in the International Auto Show in Boston this weekend. He is one of the judges.

ADJOURNMENT

Motion – Trustee Schmalensee moved to adjourn the meeting, and Trustee Lassiter seconded. The motion passed unanimously via the following roll call vote: Trustee Kahn - YES, Trustee Lassiter - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Silva - YES, and Trustee Thorne – YES

The meeting adjourned at 10:05am.



Thomas E. Peisch
Chairman
Board of Trustees

2/4/20
Date



David Podell
President
MassBay Community College

2/4/20
Date

