

**MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Minutes of the Tuesday, February 4, 2020, Meeting - Wellesley Campus**

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

Others Present: Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Administration and Finance; Josh Cheney, Associate Dean of Students; Katie Cronmiller, Assistant Coordinator of Student Engagement; Joe DeLisle, Director of Facilities; Marcus Edward, Associate Vice President for Finance and Administration; Deborah Georgopoulos, Executive Assistant to the Vice President for Administration and Finance; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President for Institutional Effectiveness and Strategic Initiatives; Chitra Javdekar, Dean of STEM; Nina Keery, Interim Dean of Humanities & Social Sciences; Chris La Barbera, Assistant Provost; Robert Lilley, Dean of Automotive Technology; Lisa MacDonald, Director of Equity Compliance; Sue Maggioni, Dean of Business and Professional Studies; Lynn Moore, Chief Diversity Officer; Robert O'Connell, Associate Professor of Mathematics; Vincent O'Connell, Director of Public Safety; Reggie Pierre-Charles, Administrative Assistant, Division of Business & Professional Studies; David Podell, President; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; Lisa Slavin, Assistant Vice President for Enrollment Management; Samaria Stallings, Executive Director of Human Resources; 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 Clifford participated via phone.

REVIEW AND APPROVAL OF JANUARY 17, 2020, FULL BOARD MEETING MINUTES

Motion – Trustee Schmalensee moved to approve the minutes of the January 17, 2020, Board Meeting and Trustee Silva seconded. The motion passed via the following roll call vote: Trustee Clifford – ABSTAINED, Trustee Kahn - YES, Trustee Lish - ABSTAINED, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Sherry – ABSTAINED, and Trustee Silva – YES

FINANCE ITEMS

Vice President Buckley reviewed the following reports:

FY2020 Budget vs. Actual Comparison Reports as of December 31, 2019

The December 2019 Budget vs. Actual Comparison Report shows a projected year-end positive variance of approximately \$743,000 due to better performance on 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 December 31 was \$25,892,000 compared to a budget of \$25,910,000 which yields a negative variance of approximately \$18,000.

Tuition and Fees - a negative variance of approximately \$161,000. We were under budget through the end of December, primarily due to a timing difference. The budget for this revenue line assumes a 5.5% decline in enrollment over the prior year.

Contracts, Commission and Other Revenue - positive variance of approximately \$56,000.

Tuition Remission and Waivers - positive variance of approximately \$87,000.

EXPENSES

The total yearly expense budget is \$36,137,000. A further \$860,000 is budgeted for locally-funded capital expenses bringing the total budgeted expenses to \$36,997,000. The December expense budget is based on a three-year average of spending through December 31. Actual expense through December 31 before capital expenses is \$16,263,000, compared to a budget of \$17,024,000 resulting in a positive variance of approximately \$761,000.

Permanent Staff – positive variance of approximately \$246,000.

Adjunct Faculty - positive variance of approximately \$89,000. The variance is due to fewer section offerings, resulting from the drop in enrollment.

Part Time / Stipends - negative variance of approximately \$92,000. 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 resignations and retirements of full-time faculty.

Overtime, PR Buyouts - Actual expense is \$74,000 as of December 31 compared to a budget of \$51,000, resulting in a negative variance of approximately \$23,000.

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

Employee Related Payments - positive variance of approximately \$15,000.

Administrative Expenses - positive variance of approximately \$252,000.

Facility Operational Supplies - positive variance of approximately \$16,000.

Energy Costs/Facilities Rental - positive variance of approximately \$120,000. The variance is due to the savings as a result of the new Framingham lease.

Consultants - a positive variance of approximately \$26,000. The variance is due to one-time expenses incurred in the prior year.

Operational Services - negative variance of approximately \$68,000.

Furniture, Equipment, Equipment Lease/Rental - positive variance of approximately \$48,000. The variance is due to the timing of expenses and the cost of replacing old copier/printer units last fiscal year. No such cost was incurred in the current fiscal year.

Student Transportation Services - negative variance of approximately \$8,000. The actual expenses for this category is in line with the budget.

Maintenance/Construction - negative variance of \$38,000. The actual expenses for this category is in line with the budget.

Debt Service - These lease agreements call for one yearly payment which normally occurs in the first quarter of the fiscal year.

Information Technology - positive variance of \$131,000. The variance is due to the timing of expenses and one-time costs incurred in the prior fiscal year and not in the current fiscal year. The majority of the variance is due to internet service charges of \$119,000, paid in October of FY2019 and not yet paid in FY2020.

Chair Peisch commended MassBay for looking ahead and planning well. He noted that Massachusetts community colleges serve 50% of the State's public college students, but only receives 25% of the public higher education funding.

Motion – Trustee Kahn moved to accept the FY2020 Budget vs. Actual Comparison Report for the period ending December 31, 2019, and Trustee Lish seconded. The motion passed unanimously via the following roll call vote: Trustee Clifford – YES, Trustee Kahn - YES, Trustee Lish- YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Sherry - YES, and Trustee Silva – YES

Student Accounts Receivable and Cash Comparison Report

The College currently has a \$1,636,606 improvement in cash position over the prior fiscal year. This amount fluctuates monthly.

Cash Position by Month

The College's cash position will be reported monthly, which is important to closely monitor because of the financial commitments for the new Framingham campus building.

Contracts Report

Cornerstone OnDemand is a software system that will replace the College's current recruiting system. Trustee Clifford noted that Cornerstone is investing and trying to do well in education market.

Sierra Cedar, Inc. (SCI) and Oracle Costs

A report was presented on the total annual costs related to Sierra Cedar and Oracle (PeopleSoft). Both companies are leaders in their fields.

Tuition and Mandatory Fee Review

Compared to other Massachusetts community colleges, MassBay is in the middle of the range for costs (i.e., tuition and fees). We are currently working on a budget proposal for next year, and it is likely that we will ask the Trustees to approve a modest fee increase. Last year, the Board increased fees by 3%, but there was no increase the previous year.

Fee Remission for Contract Workers

President Podell reported that full-time employees who take courses at the College receive a remission of the tuition and fees. Executive Director of Human Resources Stallings will provide data on the numbers of College employees taking advantage of this benefit by semester. Contract workers, their spouses, and dependent children (i.e., those who work in the Bookstore or for Cleaning Services, Food Service, and Security) are not eligible. Making them eligible would have a miniscule effect on revenue, but would have a very positive impact on the community. We anticipate that only a small number (i.e., 1 or 2) would take advantage of this. A report of those taking advantage of this benefit can be provided annually.

Motion – Trustee Schmalensee moved to accept the recommendation that the College waive the fees of contract workers, their spouses, and their dependents working at MassBay for two years or more. The College will provide a report to the Trustees of the number of individuals taking advantage of this opportunity. Trustee Sanz seconded. The motion passed unanimously via the following roll call vote: Trustee Clifford – YES, Trustee Kahn - YES, Trustee Lish- YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Sherry - YES, and Trustee Silva – YES

PERSONNEL ITEMS

Personnel Actions and Recruitment Reports

President Podell reviewed the Personnel Actions and Recruitment report, which included the appointment of Interim Director of Nursing Jean Dyer. He noted that there are faculty positions that have been hard to fill (Computer Sciences, Emergency Medical Services, Nursing), given the much higher salaries that individuals in these fields can make in their respective fields, as opposed to in community college teaching.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that enrollment is down 4.1% in FTE and 1.3% in headcount for Spring 2020 compared to Spring 2019. Although, the decline continues, it is less than might be expected, given the 5.5% decrease in the Fall 2019 semester, which we would have expected to continue into Spring 2020.

DASHBOARD REPORT

Vice President Jackson reviewed the Dashboard. Chair Peisch reported that other colleges are using MassBay's template as a model and congratulated Vice President Jackson.

SABBATICAL REQUESTS

Vice President Hunter reviewed sabbatical requests from faculty for the Fall 2020 semester from Professors Robert Tarutis, Carol Casson, and Mona Khaitan. It was noted that the faculty's Sabbatical Committee had approved Professor Tarutis' proposal and asked for follow-up information from Professors Casson and Khaitan. The Sabbatical Committee declined to vote anew after Professors Casson and Khaitan submitted the requested information, and forwarded the proposals to the deans, whose consideration of sabbatical requests follows that of the Sabbatical Committee. The Trustees expressed concern that the faculty Sabbatical Committee had not voted on Professor Casson's and Professor Khaitan's applications.

MOTION – Trustee Schmalensee moved to approve the Sabbatical Request for Professor Robert Tarutis and to defer the Sabbatical Requests for Professor Caryl Casson and Professor Mona Khaitan pending Sabbatical Committee approval, and Trustee Sanz seconded. The motion passed unanimously via the following roll call vote: Trustee Clifford – YES, Trustee Kahn - YES, Trustee Lish- YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Sherry - YES, and Trustee Silva – YES

SPECIAL TOPICS

Introduction to Tableau Presentation

Vice President Jackson introduced the Department of Higher Education (DHE) Performance Measurement Reporting System. Chair Peisch indicated that this was a key focus of the last DHE Trustee Conference. Data includes Access and Affordability, Success & Completion and Tuition & Fees. Finance will be available in 2020. Trustees are encouraged to examine the data and become familiar with MassBay's performance. It was pointed out that the data are several years behind and does not represent the current year. DHE expects these data to be used in Presidential Evaluation. Vice President Jackson will walk through the data each year with the Trustees. Executive Director Britton will send the link to DHE's website to the Trustees.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Sherry reported that major renovations to the cafeteria have been completed. Students are very happy with the new “college feel” of the area. Chair Peisch thanked Director DeLisle, Director Curley, and Vice President Buckley.

Many events are taking place on campus, including Involvement Fair for clubs, Transfer Fair, and a series celebrating Black History Month. Trustee Schmalensee is hosting a session on Mindfulness on March 3 at 1 pm.

Board Chair

Chair Peisch thanked the Trustees for coming to two meetings so close together. The process for the 2019-2020 Presidential Evaluation has started.

President

President Podell reported the following:

*The EOS Foundation and WAGE Project recently shared its *Women's Power Gap in Higher Education: Study and Rankings* report. MassBay came out very well. The report notes that, as a state, Massachusetts is not doing well with regard to women in higher education leadership positions.

*MassBay graduate James Casey, was one of 12 students accepted into Harvard University out of 1600 applicants. Associate Director of Marketing Liz Cooper's story highlighting the “Start Here • Go Anywhere” theme, and James Casey's admission to Harvard University won the Gold Excellence Award for Earned Media or Publicity Campaign from the Council for Advancement and Support of Education (CASE), and was the only community college to receive this honor.

*Professional Development Day will be this Friday. The focus is on Race and Equity, building upon the Fall 2019 Professional Day. Dr. Kermit Crawford, Emeritus Clinical Associate Professor of Psychology at Boston University School of Medicine and his team will present. The author of *So You Want to Talk About Race*, Ijeoma Oluo, will be speaking on April 29. Free copies of the book were distributed to MassBay employees and reading groups have been developed to generate discussion of it.

*A meeting with DCAMM regarding the Framingham campus is scheduled for today. We are still refining the plans for the building and trying to resolve issues relating to the purchase and division of the land. President Podell recently met with representatives of the Metropolitan Area Planning Council (MAPC), who helps local organizations obtain federal money for capital projects. Framingham City Council meets tonight at which time the Council will discuss the possible purchase of the Perini Building for the city, which would resolve finding a home for school district offices. If the school district offices are permanently placed in the Perini Building, the city will be free to extend our lease of the Farley School until 2023.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

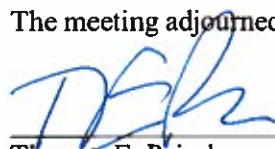
Director O'Connell reviewed the January 2020 Clery and State Police Reports.

ADJOURNMENT

Motion – Trustee Schmalensee moved to adjourn the meeting and Trustee Pyrtel seconded. The motion passed unanimously via the following roll call vote: Trustee Clifford – YES, Trustee Kahn - YES, Trustee Lish- YES,

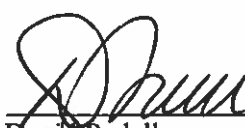
Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz - YES, Trustee Schmalensee - YES, Trustee Sherry - YES, and Trustee Silva - YES

The meeting adjourned at 9:50 AM.



Date

Thomas E. Peisch
Chairman
Board of Trustees



Date

David Podell
President
MassBay Community College