

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Minutes of the Tuesday, March 3, 2020, Meeting - Wellesley Campus

Board Members Present: Tim Clifford (via phone after 8:10 am), Pam Lassiter, Sandy Lish, Tom Peisch, Mikael Pyrtel, Diane Schmalensee, Brian Sherry, Liliana Silva and Dune Thorne (arrived at 9:20 am)

Others Present: Stephen Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development; Karen Britton, Executive Director, Office of the President; Katie Cronmiller, Assistant Coordinator for Student Engagement; Lynne Davis, Dean of Health Sciences; Stephen Dill, Interim Director of Marketing and Communications; Marcus Edward, Associate Vice President for Finance and Administration; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President for Institutional Effectiveness and Strategic Initiatives; Nina Keery, Interim Dean of Humanities & Social Sciences; 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; 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; Samaria Stallings, Executive Director of Human Resources; and Richard Williams, Associate Dean for Student Success

CALL TO ORDER

Chair Peisch called the meeting to order and established that a quorum was present. Trustee Clifford participated via phone after 8:10 am. Trustee Thorne arrived at 9:20 am.

REVIEW AND APPROVAL OF FEBRUARY 4, 2020 MEETING MINUTES

Motion – Trustee Lish moved to approve the minutes of the February 4, 2020, Board Meeting and Trustee Pyrtel seconded. The motion passed unanimously via the following roll call vote: Trustee Clifford – YES, Trustee Lassiter - YES, Trustee Lish - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Schmalensee - YES, Trustee Sherry – YES, and Trustee Silva – YES.

***FINANCE ITEMS**

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President Podell reported that Vice President Buckley is on vacation, and Assistant Vice President Marcus Edward would present the finance items from the February 25, 2020 Finance, Compliance, Personnel and Audit Committee (FCP&A) meeting.

FY2020 Budget vs Actual Comparison Report

Assistant Vice President Edward presented the Budget vs. Actual Comparison Report as of January 31, 2020. The report shows a favorable variance of approximately \$738,000. This is due to better performance on expenses when compared to the projected budget.

Revenue

The projected overall revenue budget compared to actual revenue results shows an unfavorable variance of approximately \$34,000.

The College budgeted at a 5.5% decline in enrollment for FY2020. Fall enrollment came in within budget. Currently, the decline is 4.2% for spring semester. Summer enrollment is yet to be determined. Revenue from tuition and fees shows an unfavorable variance of approximately \$33,000.

The actual State Maintenance Appropriation revenue of \$11,852,000 included an allotment of \$442,000 to fund MCCC collective bargaining increases dating back to July 1, 2018.

The College has seen an increase in waivers, resulting in an unfavorable variance of approximately \$41,000 in the Contracts, Commission and Other Revenue line.

Expenses

The projected expense budget compared to actual results shows a favorable variance of approximately \$772,000.

The College is under budget in the permanent staff line. Consequently, the College is over budget in overtime, part-time stipends, and operational services (where temporary help is budgeted). Nonetheless, the College remains under budget when the variances for these four expense lines are netted.

The Administrative Expenses line includes the College's contingency. Actual spending of \$801,000 in this expense line is comparable with spending for the last three years.

As of January 31, the Capital Budget expense was \$172,000. As of March 2, 2020, the Capital Budget expense was \$283,000 (approximately 33% of the total budget for this line).

Motion – Trustee Schmalensee moved to accept the FY2020 Budget vs. Actual Comparison Report for the period ending January 30, 2020, and Trustee Lassiter seconded. The motion passed unanimously via the following roll call vote: Trustee Clifford – YES, Trustee Lassiter - YES, Trustee Lish - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Schmalensee - YES, Trustee Sherry – YES, and Trustee Silva – YES.

Student Accounts Receivable and Cash Report

Assistant Vice President Edward presented the Student Accounts and Receivable report as of January 31, 2020. Total accounts receivable is down 9% when compared to January 31, 2019. The decrease is not solely because of declining enrollment; the year-over-year decrease in accounts receivable as a percentage of revenue shows that we are doing better with collections. The cash report reflects an increase of \$1.3M in cash. MMDT currently pays 1.81% and Bank of America pays .90% in interest. Mr. Edward explained that at any given time, the College needs to have approximately \$1M on hand to cover imminent expenses, and these accessible funds are kept with Bank of America. The College transfers approximately \$350,000 bi-weekly to fund local payroll.

Cash Position by Month

Assistant Vice President Edward presented the Cash Position by Month report. The predictable trend continues through the month of January. This week the College should receive \$ 2.7M of financial aid, and in February the College will reach peak cash position.

PERSONNEL ITEMS

Personnel Actions and Recruitment Reports

Executive Director Stallings reviewed the Personnel Actions and Recruitment reports. There have been challenges with hiring Nursing faculty due to a competitive job market for nurses.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that, at present, Spring 2020 enrollment is down 4.2% in head count and 2.0 in FTE. Summer registration opened yesterday and fall will open soon. There is an Open House on May 2. MassBay is hosting local guidance counselors on May 3. The Latina Conference will be hosted at the College on May 9, and we will be busing in students and families.

DASHBOARD

Vice President Jackson reviewed sections of the Dashboard. The trends for graduation and transfer rates between 2012 and 2019 are positive (page 35). Page 36 shows data from the Department of Higher Ed (2008-2011) and MassBay (2011-2013). Sixty-eight percent of our students earn a degree or certificate, transfer to a two or four year school, attain at least 30 credits and/or are still enrolled. This is a better metric than IPEDS because it includes part-time students.

SABBATICAL REQUESTS

Provost Hunter reviewed the sabbatical requests by Professors Carol Casson and Mona Khaitan, whose requests had been presented at the February meeting. At that time, it was determined that the Sabbatical Leave Committee had not approved the two requests after answers to the Committee's questions had been submitted by Professors Casson and Khaitan. The Trustees had asked at that time that the Sabbatical Committee review the supplemental requests, which the Committee has now done, resulting in a positive recommendation for both.

MOTION – Trustee Schmalensee moved to approve the Sabbatical Request for Professors Carol Casson and Mona Khaitan, and Trustee Pyrtel seconded. The motion passed unanimously via the following roll call vote: Trustee Clifford – YES, Trustee Lassiter - YES, Trustee Lish - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Schmalensee - YES, Trustee Sherry – YES, and Trustee Silva – YES.

FOUNDATION REPORT

Vice President Shia provided the following report on the Foundation:

*Capital Campaign gifts and pledges are \$495,137.

*MassBay received \$150,000 from the Jacobs Foundation to hire a Capital Campaign Director.

*Wellesley resident and Foundation Board member Becky Kannam hosted a very nice event at her home for potential prospects. President Podell spoke about the College and its mission.

*There are many irons in the fire for the Capital Campaign, including grants and major donor asks.

*Income in the month of February was \$3,783.

*On March 4th, there is an Alumni networking event hosted by the Alumni Council at Springdale Brewing in Framingham. 45 are registered so far.

*Students and Dean Maggioni are fundraising to run the Boston Marathon. Each must raise \$5,000. The total raised to date is \$5,670.

*The All Vehicle Show will be on the Ashland Campus on Sunday May 3rd. A letter went out to dealerships.

*Gifts are just starting to come in. The total as of now is \$900.

*The Donor/scholarship event is scheduled for April 9th. Invitations will go out this week.

*MassBay sent in a \$100,000 grant application to the Cummings Foundation, which has made it to the second round. We would like to get Bill Cummings engaged more. Trustee Lish suggested contacting the EOS Foundation related to food insecurity.

BOARD COMMITTEE REPORTS

Student Success Committee

Committee Chair Lassiter reviewed the presentations on affordability and developmental mathematics made at the February 13 Student Success Committee meeting. Math Department faculty member Sue Hamilton has created a project-based learning assignment focusing on credit card interest. Director of Financial Aid Curtis Cormier reviewed the financial aid options available to our students. The next meeting is April 14.

SPECIAL TOPIC

Vice President Jackson presented on the New England Commission of Higher Education (NECHE) Five-Year Interim Report due in August. New England Association of Schools and Colleges (NEASC) has been reformulated and renamed NECHE (K-12 institutions are evaluated by NEASC, and higher education institutions are evaluated by NECHE). One major focus for MassBay's report is communication, particularly internal. One example of a new initiative at the College is the Presidential Town Halls, of which ten are held each semester. Another is Assessment, with part-time Faculty now more involved in assessment of learning outcomes. This report will be a regularly scheduled agenda item.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Sherry reported that MassBay won its last basketball home game but lost the next game, so the season is over. There are various volunteer opportunities coming up for Alternative Spring Break, including Cradles to Crayons, Greater Boston Food Bank, and a student mural. March is Women's History Month. Student Government is advocating that faculty consider using open education resources (OERS) rather than textbooks in order to save students considerable expense.

Board Chair

Chair Peisch attended the event at the Kannam residence mentioned in the Foundation report and reported that President Podell's talk was very well received. He reminded all Trustees of the importance of physical attendance at all Board and committee meetings. As to the latter, a majority of members is required to establish quorum.

President

President Podell reported on the following:

*Vice President Blumberg is overseeing a committee focusing on the coronavirus. The Massachusetts Association of Community Colleges is leading the response by community colleges.

