

Minutes of the Tuesday, April 7, 2020, MassBay Community College Meeting of the Full Board of Trustees (Webex and livestreamed on the MassBay web site www.massbay.edu)

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

Others Present: Steve Baccari, Comptroller; Karen Britton, Executive Director, Office of the President; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Neil Buckley, Vice President for Administration and Finance; Elizabeth Cooper, Associate Director of Public Relations; 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; 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 of 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; Mike Lyons, Chief Information Officer; Sue Maggioni, Dean of Business and Professional Studies; Lynn Moore, Chief Diversity Officer; Matt Noyes, Director of Trustee and Government Relations, Massachusetts Department of Higher Education; Vincent O'Connell, Director of Public Safety; David Podell, President; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; Lisa Slavin, Assistant Vice President of Enrollment Management; and Samaria Stallings, Executive Director of Human Resources

CALL TO ORDER AND INTRODUCTIONS

Chair Peisch called the meeting to order, indicated that the meeting was being recorded, and then the Trustees introduced themselves.

Approval of March 3, 2020, Full Board Meeting Minutes

Chair Peisch made the following revision the Student Success Committee Report on behalf of Trustee Lassiter: "Director of Financial Aid Curtis Cormier reviewed the financial aid options available to MassBay students."

Motion – Trustee Clifford moved to approve the amended minutes of the March 3, 2020, Board Meeting, and Trustee Schmalensee seconded. The motion passed unanimously via the following roll call vote: Trustee Clifford – YES, Trustee Kahn – ABSTAINED, Trustee Lish - YES, Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Sanz- YES, Trustee Schmalensee – YES, Trustee Sherry – YES, Trustee Thorne - YES.

Chair Peisch welcomed Matt Noyes, Director of Trustee and Government Relations at the Massachusetts Department of Higher Education. Director Noyes expressed his appreciation for being able to attend the meeting.

APPROVAL OF MARCH 30, 2020, FINANCE, COMPLIANCE, PERSONNEL, & AUDIT (FCP&A) MEETING CONSENT AGENDA

***Finance Items**

Budget versus Actual Report as of March 2020

Vice President Buckley reported that revenue is on track with the budget, with a favorable variance exceeding \$700,000. On the expense side, the College has savings due to lower payroll and not filling vacancies and adjunct positions. It is over budget in overtime and part-time salaries. The Department of Higher Education has indicated that State tax revenue to date has exceeded its goals. However, the pandemic is having a negative impact on state revenues and, since the Governor's budget has to be balanced, the Governor might have to order so-called 9C cuts. That action is not anticipated in the remainder of FY 2020.

Motion – Trustee Schmalensee moved to approve the FY20 Budget vs. Actual Report as of February, 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, Trustee Thorne - YES.

Student Accounts Receivable and Cash Comparison Reports

The Student Accounts Receivable and Cash Comparison Reports as of the end of March are positive, but they could be different after April as a result of the pandemic. Accumulated cash has increased by \$1.3 million. Interest rates paid by Massachusetts Municipal Depository Trust dropped a little over 1%.

Cash Position by Month

The year to date cash position in March is similar to past monthly reports. This will need close attention as MassBay continues to monitor student accounts collection, refund requests and upcoming summer registrations in the fourth quarter.

Personnel Actions Report Recruitment Reports

Executive Director Stallings reviewed the Personnel Actions and Recruitment Reports. President Podell stressed that the College is committed to the ongoing searches.

***COVID 19 Estimated Costs**

President Podell introduced a report of the College's estimated costs due to the pandemic crisis. Much of report is speculative, but it is reasonable to assume that the pandemic is likely to have a significant effect on the College's finances. The College therefore should prepare for the worst while hoping for the best. Vice President Buckley noted that MassBay will receive \$ 1.9 million in relief from the federal government from the CARES Act, half of which must be used for emergency relief for students. The other half is intended to support the institution. Director Noyes reported that there is an understanding that the State will have to chip in, and the Governor is in discussion with the legislature about further support.

The Foundation had a high exposure to equity investments, and the endowment balance has declined from \$5.5 million to \$4.4 million, or 20%. The Foundation has now changed its asset allocation to 60% equity and 40% fixed income, and liquidated \$290,000 of equity investments

in order to have funds available for scholarships. The Foundation transferred uninsured cash to Middlesex Savings Bank to bring the balance at Middlesex to \$250,000, the FDIC cash-insured limit.

Next year's budget will be presented to the Board of Trustees in June. However, President Podell and VP Buckley noted that the College would at that time not know the State appropriation and projections of fall 2020 enrollment would be even more uncertain than in past years.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that enrollment is down 33% from last year for the summer semester. All summer classes are now scheduled to be offered remotely, a recent decision which may increase registration. Fall enrollment may benefit from students who might have gone away to college electing instead to stay close to home. MassBay's first Virtual Open House will be held on May 2. Advertising dollars have been moved from print to digital.

FOUNDATION REPORT

Vice President Shia reported the following:

- *Income for March is \$21,000.
- *Middlesex Savings Bank pledged \$100,000 to the Capital Campaign.
- *The Jacobs Foundation gave \$150,000.00 to fund the Campaign Director position.
- *Students are applying for emergency funding. The Foundation has \$14,000 available for that purpose. An appeal for assisting students in this crisis went out right before people started working from home. Staff who had never given donated, and the Foundation put in money as well. The total on hand for emergency relief is \$40,000.
- *The End-of-Year appeal will drop in the mail on May 15.
- *The Automotive Show has been rescheduled to October 4.

President Podell reported that MassBay is proceeding with the Capital Campaign, recognizing the current economic situation. The College is applying to the Economic Development Administration for a \$5 million grant to support the new building, specifically for job growth.

President Podell also reported that a \$5,000,000 endowment match was set aside for all the Massachusetts public colleges, with roughly \$167,000 available to each of the fifteen community colleges that can demonstrate a two-to-one match. Because of the reductions in state revenue, MassBay might be wise to move this initiative forward soon. The plan for MassBay was to present this to the Trustees for approval at the May 19 meeting, but it may be in the College's best interest to do so sooner, either in a special meeting, or to delegate authority to President Podell to act on behalf of the Board. The Foundation Board can meet soon if necessary.

SPECIAL REPORT - COVID 19 UPDATES

President Podell reported that the College has been committed to salvaging the semester while maintaining safety of students and staff. The first priority is everyone's health, and the second is sustaining the students' education. An Emergency Response Team was formed in the first days of the pandemic and has meet daily. Email communications are sent daily to the MassBay

community. Town halls for faculty and staff occur every Wednesday and town halls for students occur every Monday.

The College has offered training to faculty and students on Webex and Blackboard. Employees are working remotely to maintain business operations and student services. The Ashland and Framingham campuses are not accessible. Only essential staff are working at the Wellesley campus and others must apply for access to the Wellesley campus, to protect the essential workers. In this very short time, the College has reinvented how it operates, and its employees have worked hard to keep the students learning and the College operating.

Vice President Buckley reported that the Office of Information Technology has done an outstanding job with helping faculty convert to remote teaching, providing training, and ensuring students and employees working from home have the equipment they need. Facilities staff have been excellent ensuring the spaces are sanitized. Public Safety officers have been present on campus the most and the College is grateful for their dedication and sacrifice. The Shipping and Receiving staff are also present as needed to these functions continue. Staff of the Business Office have worked extremely hard to maintain business operations.

Provost Hunter reported that an enormous effort went into to preparing faculty to teach remotely and online. Over 160 faculty were trained, many in a very short time. She thanked Chris LaBarbera, Bernie Sabuna, Chris Daniele, and Mike Lyons for all of their assistance with transitioning to online and remote delivery. Deans are reaching out to support faculty, most of whom are employing Blackboard and Webex. Faculty are also collaborating in teams and supporting one another in transitioning to remote instruction.

Vice President Blumberg reported that the primary concern of Student Development is the neediest students. In place of food scholarships which were redeemable in the cafeteria, MassBay is providing gift cards for food to needy student. It has also provided Chromebooks to students who do not have laptops. Staff are reaching out to students via email and phone calls to see how they are doing. Advising, Counseling, and Career Services are all virtual. The staff are coming up with new ways to connect with students. Weekly newsletters and lists of events are posted on the MassBay website.

President Podell reported that the Race and Equity Committee is meeting next week. The College will be faced with new challenges as this crisis is exacerbating existing inequities.

President Podell reported he has been working closely and very well with both Bob Tarutis and Reggie Pierre-Charles regarding union issues. Examples of positive outcomes of these collaborations are faculty being trained in teaching online when on spring break, and part-time employees continuing to be paid. All are doing their best to sustain the MassBay community. Impact bargaining on further training with faculty is planned for the coming weeks.

Interim Director Dill reported on what is being accomplished to offset the expected enrollment decline but also to make the College a resource as unemployment rises. The College is reaching out to a broader audience about its online programs. Spending on ads geared towards the MetroWest area has increased. Sharp Spring software is being utilized to build a broader

database of contacts to make the College better known to more people. In February, MassBay began using Bright Edge, a platform that optimizes website searches.

President Podell praised and thanked MassBay's faculty and staff, who have been focused on the needs of the College. In particular, he cited Joe DeLisle, Lauren Curley, Mike Lyons, and Vinny O'Connell and their staff who made it possible for other staff and faculty to continue to serve the students. He also thanked the Trustees for their support as the administration respond to the pandemic. He noted that the College is in a good position and is looking forward. The Trustees agreed that what MassBay has accomplished - moving a physical campus online in such a short time - is representative of its strong leadership and culture.

***Executive Reports**

Student Trustee

Student Trustee Sherry reported that Student Government Association (SGA) has been continuing to meet. There was a good turnout of students for the President's first Student Town Hall. Students understand that faculty and staff are working together to support them in various ways during the pandemic crisis. Trustee Sherry mentioned in particular that student employees still being paid and the Academic Achievement Center offering tutoring.

Board Chair

Chair Peisch commended the many accomplishments of President Podell and the entire college in dealing with the crisis. Chair Peisch sent an email to faculty and staff on behalf of the Board of Trustees commending their efforts. He reported that the Student Success Committee chaired by Trustee Lassiter will be meeting next week and the packet will be sent shortly.

President

President Podell reported that the roadwork on the Wellesley campus is continuing. It is expected to be completed by the end of April. Commencement will not be held on May 21 as scheduled, and the Commencement Committee is looking into alternatives.

MassBay continues to be on schedule for the construction of the new Framingham Health Sciences Building. DCAMM and Sasaki, the College's architects, continue to meet with the College to plan.

***Communications**

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

ADJOURNMENT

MOTION – Trustee Schmalensee moved to adjourn the meeting, and Trustee Sanz seconded. The motion passed 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 Thorne - YES.



5/22/20



5/22/20

Thomas E. Peisch
Chairman
Board of Trustees

Date

David Podell
President
MassBay Community College

Date