

**Minutes of the MassBay Community College Board of Trustees Special Full Board Meeting
Thursday, April 23, 2020, at 8:00am (on Webex and livestreamed on the MassBay web site on
Facebook)**

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

Others Present: 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; 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; Mike Lyons, Chief Information Officer; David Podell, President; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; and Lisa Slavin, Assistant Vice President of Enrollment Management

Call to Order and Introductions

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

Endowment Match

President Podell reported that MassBay has an opportunity to receive a \$166,666 endowment match that is in this year's state budget for each of the fifteen community colleges. A two-to-one match is required, so the College must raise \$333,333 to obtain the \$166,666. The funds the College raises must be "new," i.e., either by new donors or by past donors for new purposes. So far, the College has raised \$443,800 for the Capital Campaign (a new purpose), so it is in a good position to obtain the full match. The College may also be eligible for funds unused by other institutions.

Because of an expected decline of state revenues and possibility of budget cuts, it has been recommended that the College move the process forward expeditiously. The first step was the approval last week by the MassBay Foundation of the process by which the match would be established. The Foundation's approval has been forwarded to the MassBay Board of Trustees for its consideration. The Trustees have been provided with: the list of donations and pledges totaling \$443,800; the minutes of the last Foundation Board meeting; and a document entitled "Procedures for Implementing the Public Higher Education Endowment Program".

Trustee Clifford moved that the Board of Trustees for Massachusetts Bay Community College hereby approves the procedures developed by its Foundation to administer the Program pursuant to Mass. General Laws, Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019 and the Board of Higher Education's Endowment Incentive Program Guidelines. Trustee Lassiter seconded.

The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish- YES. Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Schmalensee - YES, Trustee Sherry – YES, Trustee Silva – YES, and Trustee Thorne – YES.

COVID-19 Update

President Podell reported on the many steps being taken by the College in response to the pandemic:

*All classes, student services, and other daily operations are being conducted remotely.

*The Framingham and Ashland campuses are not accessible, and access to the Wellesley campus is limited to ten or so employees from the Public Safety, Purchasing and Facilities departments. Any other access must be granted by the Emergency Response Team.

*All summer courses will be offered online and/or remotely. In general, online means asynchronous and remote means synchronous. Automotive and Health Sciences course require face-to-face instruction, so completion will have to wait permission from the appropriate authorities. Enrollment is currently 30% lower than this time last year. The College will follow recommendations of the Governor, the Massachusetts Department of Public Health, and the CDC.

*The MassBay Faculty and staff have performed at a very high level throughout this crisis. All are dealing with much personally as well as professionally. The faculty and staff town halls have been well attended, by over 200 people each week. Employees express anxiety but are generally in good spirits. The weekly student town halls have been somewhat less well attended. Administrative staff appreciated a greeting from the President yesterday for Administrative Professionals Day.

*A decision about fall semester classes being in person or remote will be made in the next month or so. Full-time faculty were asked to consider moving as many classes as possible online.

*The FY 2021 budget will be discussed at the upcoming May FCP&A and Full Board meetings. It will take into account the anticipated declines in both enrollment and the state allocation.

*Student Development has been reaching to students by email and phone. All student services, including advising, career coaching, counseling, and tutoring, are available online.

*Many members of the MassBay community have been contributing to the Student Emergency Fund, which receives \$25,000 from the Foundation each year and by the end of March had \$14,000 left. An additional \$14,000 more has been raised. \$32,000 is going towards applications for food, rent, etc. Josh Cheney is filtering applications and Student Development staff contact applicants. Forty-five scholarships have been approved.

*Seventy-four students had been approved to receive funds for food insecurity earlier in the academic year. Since they are not on campus presently, they have been sent Amazon gift cards which they are asked to spend on essential items such as food, diapers, etc. The students are very grateful.

*MassBay will receive \$1.8 million from the CARES Act, \$900,000 for students and \$900,000 for the College's COVID-19 response. Funds cannot be distributed to DACA or undocumented students. Trustee Kahn will review the College's proposal to the Frieze foundation that could assist these particular students. Ken Tashjy is reviewing federal guidelines to determine how the CARES funds can be distributed to students.

Adjournment

Trustee Schmalensee moved to adjourn the meeting, and Trustee Clifford seconded the motion.

The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish- YES. Chair Peisch - YES, Trustee Pyrtel - YES, Trustee Schmalensee - YES, Trustee Sherry – YES, Trustee Silva – YES, and Trustee Thorne – YES.

The meeting adjourned at 8:36am.



5/22/20



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Thomas E. Peisch
Chairman
Board of Trustees

Date

David Podell
President
MassBay Community College

Date