

**Minutes of the MassBay Board of Trustees Meeting, Tuesday, July 14, 2020,
by WebEx and Facebook livestream on MassBay web site www.massbay.edu**

Board Members Present: Tim Clifford, Matt Kahn, Pam Lassiter, Sandy Lish, Michael Patriacca, Tom Peisch, Mikael Pyrtel, Rodolpho Sanz, Diane Schmalensee, and Dune Thorne

Staff Present: Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Finance and Administration; Liz Cooper, Associate Director of Public Relations; Don Copson, Director of End User Services; Lauren Curley, Director of Business Operations and Purchasing; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Marcus Edward, Assistant 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; Chitra Javdekar, Dean of STEM; Nina Keery, Dean of Humanities and Social Sciences; Chris LaBarbera, Assistant Provost; Rob Lilley, Dean of Automotive Technology; Mike Lyons, Chief Information Officer; Lisa MacDonald, Director of Equity Compliance; Alison McCarty, Interim Assistant Vice President for Enrollment Management; Lynn Moore, Chief Diversity Officer; Vincent O'Connell, Director of Public Safety; David Podell, President; Mary Shia, Vice President for Institutional Advancement and Alumni Relations; Samaria Stallings, Executive Director of Human Resources; Richard Williams, Associate Dean for Student Success

CALL TO ORDER & INTRODUCTIONS

Chair Peisch called the meeting to order and declared that a quorum was present. He noted that there will be no meeting in August unless circumstances warranted one. He welcomed Student Trustee Patriacca to his first meeting.

PRIOR MEETING MINUTES

Approval of June 16, 2020, Meeting Minutes

MOTION: Trustee Schmalensee moved to approve the minutes of the June 16, 2020, meeting and Trustee Peisch seconded the motion.

The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish – YES; Trustee Patriacca – ABSTAINED; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Schmalensee – YES; and Trustee Thorne – YES

FINANCIAL UPDATE

There was no meeting of the Finance, Compliance, Personnel and Audit Committee in July. Vice President Buckley reported that FY20 has closed with a \$2.2 million surplus and in line with projections. Budget managers have overseen their budgets well. The State has fulfilled all of its obligations, including grants such as Performance Incentive, Rehabilitation Commission, and Workforce Development. The FY21 budget assumes a 15% enrollment decline and a 10% state appropriation decline, and includes a \$6 student fee increase. The College does not yet know the state appropriation.

President Podell reported that the EY-Parthenon study of public colleges in Massachusetts found that four community colleges and four state universities would have problems paying their bills in a very bad scenario. MassBay was not one of the community colleges mentioned. Secretary Peyser has stated that in his view the report's findings do not indicate a crisis.

PERSONNEL ITEMS

Personnel Actions and Recruitment Reports

Executive Director Stallings reviewed the Personnel Actions and Recruitment Reports.

President Podell reported that Chief Information Officer, Michael Lyons, has accepted a position at UMass Boston and will be leaving the college on July 22. His work during the Covid crisis has been exemplary, and he will be sorely missed. Chair Peisch stated that the College would not have gotten through the transition to teaching and working remotely without him. Assistant Vice President Edwards will be chairing the Search Committee. Director of the Capital Campaign and Special Assistant to the President Elisabeth Borg starts on July 21 in a position funded by the Jacobs Foundation. Jeremy Solomon will be returning to the College as Interim Director of Marketing and Communications on July 27.

ENROLLMENT REPORT

Interim Vice President McCarty reported that summer FTE enrollment is up 6% from last year. She also reported that enrollment for non-degree students is up 13.4%. For returning students, enrollment is up 25%, as some students took more credits to make up for lost time in the Spring. The College is running a Summer program for high school students. Most are from the nearby area, though some are from Western Massachusetts.

Ms. McCarty further reported that Fall applications are even with this time last year, but students are postponing registering for classes. Comparing this year to last from the date registration opened, enrollment is down 9.5% in headcount and 11.5% in FTE, meaning fewer students are taking fewer credits than had registered last year. Comparing by date of the start of the term, the shortfall is exaggerated; enrollment is down overall 37.1% in headcount and 40.1% in FTE. New student enrollment is down 65% in headcount and 70.7% in FTE, though there have only been three orientation sessions so far. Orientation sessions are virtual this summer and, unlike in-person orientations, there is a lag between attending orientation and registering for classes. So far this Summer, 195 fewer new students than last year have registered for Fall classes. Some potential registrants are waiting for details from faculty on the nature of remote instruction, and it is anticipated that registration will pick up when this information is available on the Course Master. In the meantime, Admissions is making phone calls and reaching out to students who have not yet registered by email. The Marketing team has done a great job getting MassBay into the news, and the new student Marketing Intern, Matt Rajgobin, has listed the Information Sessions with local news outlets. This week, MassBay was selected for one of the "Top Five Things To Do This Week" by the Framingham Source.

President Podell stated that the pattern of enrollment and registration is similar at the other community colleges. The College will be ready for large numbers in August. It is noted on the Course Master that technology resources are available for students, including ChromeBooks. Funds are also available through the CARES Act.

FOUNDATION REPORT

Vice President Shia reported the following:

- *Summer scholarships awarded totaled nearly \$23,000.
- *The total in awarded scholarships for the 2019/2020 academic year is approximately \$260,000.
- *The scholarship budget for the 2020/2021 academic year is close to approximately \$400,000 (from donors and the Foundation). The application deadline for fall scholarships is July 31.

She thanked Trustee Kahn for his work in helping us receive a matching grant from the Frieze Foundation. The Advancement Office is working on getting the required match.

- *\$12,000 in scholarships has been allocated to the 2020/2021 budget for DACA students.

*The income for June is \$122,474.30. There were no new campaign pledges or gifts, though the College did receive a \$50,000 pledge payment.

*MassBay received \$30,000 from the Foundation for MetroWest to fund meal scholarships in the fall.

*A virtual event is scheduled for July 21 for donors to the Student Hunger Fund. Vice President Blumberg will make a presentation on the College's response to food insecurity issues.

PLANS FOR RE-OPENING CAMPUS

President Podell introduced Director Lauren Curley and Director Vincent O'Connell, who chaired the Re-Populating Subcommittee of the Emergency Response Team. They gave a presentation on the re-populating of campus buildings that have not been accessible since of March. The Phased Access to Campus Education and Services (PACES) report includes the following:

*Emergency Response Team and Re-Populating Committee members

*Timeline for MassBay's Response to Covid-19

*Phased Approach for the Re-populating of the Ashland and Framingham Campuses

*Expectations and Guidelines

*Training and Signage

*New Realities

NEW ENGLAND COMMISSION OF HIGHER EDUCATION (NECHE) REPORT

Vice President Jackson gave a presentation on the College's Interim Report to NECHE, including the following:

*Reminder that NECHE is now the new name of what was formerly known as NEASC, the primary accreditation agency for the College

*Outcome of 2015 Comprehensive Evaluation

*Outcome of 2017-2018 Comprehensive Evaluation

*Focus of Interim Report – Assessment of Student Learning, including Graduation Competencies; Integrating Part-Time Faculty into Assessment Process; Ensuring Resources are allocated to student services in general and Ashland, in particular; Communication

*New Location in Framingham

*Standards Narrative

*Working Group and Writing Team members

After this Interim Report is approved, the College will have a site visit by NECHE within five years.

BOARD COMMITTEE REPORTS

Presidential Evaluation

Chair Peisch complimented the committee on its work. Committee Chair Lish recognized committee member Schmalensee for her expertise in and excellent work on the survey, as well as committee members Lassiter and Peisch and college employees Britton and Fox for their contributions. She outlined the process, as follows: President Podell submitted his self-evaluation, Vice President Jackson provided dashboard data, and Trustee Schmalensee analyzed the survey results. She noted there was 100% participation by the Trustees on the survey. Trustee Schmalensee reviewed the Executive Summary, outlining data and comments from the four categories of ratings. She pointed out that President Podell was rated 90% or higher in all areas except Student

Success. Page Three of the Executive Summary lists Best Practices, which the Department of Higher Education asked be included. Interim Director Dill will send an anecdote for each category. Equity was a new priority for the State this year, and several actions have been taken in this regard. A link to President Podell's letter regarding Equity and Racism on the MassBay web site will be included in the evaluation.

Committee Chair Lish also reported that President Podell has stated that he will not accept a salary increase, given the overall financial picture and the lack of salary increases for non-union employees in the FY2021 budget. Notwithstanding this, the Committee voted to recommend that the President receive the maximum allowable salary increase. Increases come from the State, not MassBay. Many positive comments from the Trustees about President Podell's performance, particularly during the Covid crisis, followed.

MOTION:

Trustee Lassiter moved to recommend to Commissioner Santiago/the Board of Higher Education that President Podell receive the maximum allowable salary increase for 2020, and Trustee Lish seconded the motion.

The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish – YES; Trustee Patriacca; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Schmalensee – YES; and Trustee Thorne – YES

Chair Peisch thanked the Committee for its work and thanked the President for his service during the past year. Chair Lish will prepare a report to the Board of Higher Education summarizing the Committee's work with Board recommendations.

SPECIAL REPORTS

Strategic Plan Update

President Podell presented a PowerPoint summarizing the College's progress at the end of Year 2 of the Strategic Plan. He reviewed specific accomplishments in the five major areas of the plan:

- *Improving Student Outcomes
- *Increasing College Participation
- *Strengthening Workforce Partnerships
- *Enhancing Professional Growth of Faculty and Staff
- *Optimizing Resources

He also reviewed progress in two other areas:

- *Equity Agenda
- *Dealing with Covid-19

Trustee Schmalensee praised the College for achieving so many goals. President Podell stated this was due to the hard work and dedication of many people (administration, faculty and students) in all areas of the College.

Arming Police Officers

President Podell reminded the Board that it voted a year or so ago to proceed with arming its campus police officers. This followed extensive discussions at all levels of the College, including a campus-wide survey and ten Town Hall meetings. The decision has not yet been implemented due to collective bargaining issues and the lack of completion of a new Public Safety location to include secure storage of the firearms.

The President asked whether recent events, including the murder of George Floyd, warranted re-consideration of this issue with fresh input from the College community. Chair Peisch noted that once an important and carefully considered decision is made, it should not be re-visited. He also noted that the decision was influenced by the fact that the College is the only community college with its own campus police officers who are unarmed. However, given recent events, Chair Peisch suggested that re-consideration might be appropriate. Trustee Thorne agreed with the notion of re-consideration, but pointed out that the original decision may stand. Trustee Schmalensee recalled that one factor in the original decision was the potential delay in response times by local law enforcement. Student Trustee Patriacca expressed the concerns of Student Government Association and hoped for a careful and deliberate reconsideration of the issue.

President Podell indicated that arming campus police officers would not affect hiring.

All Trustees appeared to agree that re-consideration of the issue was appropriate. No final vote was taken on the issue.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Patriacca stated that he is happy to be on the Board and eager to learn. He reported that SGA is still functioning in the Summer. It is opposed to the police actions that led to the death of George Floyd, and it opposes the recent ICE ruling that international students will be required to attend face-to-face classes or be deported. International students are very concerned about the recent ICE decision and are looking to be kept informed about expectations and plans. While he understands the budget cuts, Trustee Patriacca expressed concern that peer tutors have been defunded. President Podell explained that funding for Peer Tutors has not been defunded, but reduced with additional funds shifted to work-study.

Board Chair

Chair Peisch reminded Trustees that the next Board committee meeting is the Finance, Compliance, Personnel, and Audit (FCP&A) Committee on August 25. At that time, enrollment and state appropriation will be clearer.

President

President Podell reported the following:

*As a result of the recent ICE ruling, there will be a meeting with International Students to discuss ideas and options to help this population. The Admissions Office is working with SEVIS (Student and Exchange Visitor Program) to get more details. A lawsuit led by Harvard and MIT has been filed and Attorney General Healey is also pursuing the matter in the courts. It is hoped the ruling will be overturned.

*The purchase of the Framingham parking lot by the state from MSCBA is in process. Three million dollars from the State's \$51 million authorized for this project will be utilized. The deed will be recorded by the end of the month.

*The two-hour virtual Commencement was a success. It was enjoyable, well-produced, and a fitting occasion to celebrate the College's 2020 graduates. In addition, Associate Director Cooper has capitalized on it with several news stories about students that have picked up a significant amount of media coverage.

COMMUNICATIONS

Reports from the Office of Public Safety

The June 2020 Clery and State Police Reports were reviewed as required.

ADJOURNMENT

MOTION: Trustee Lassiter moved to adjourn the meeting and Trustee Thorne seconded the motion.

The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Lassiter – YES; Trustee Patriacca – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Schmalensee – YES; and Trustee Thorne – YES (Trustees Kahn and Lish left the meeting at 10:00 am.)

The meeting adjourned at 10:08 am.



9/14/20



9/14/20

Thomas Peisch, Esq.
Chairman

Date

David Podell
President

Date