

Minutes of the MassBay Community College Board of Trustees Meeting Tuesday, October 6, 2020, by Webex and Facebook livestream

Board Members Present: Matt Kahn, Pam Lassiter, Sandy Lish, Tom Peisch, Mikael Pyrtel, Diane Schmalensee, Lili Silva, and Dune Thorne

Staff Present: Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Phara Boyer, Director of Corporate Partnerships and Workforce Development; Karen Britton, Executive Director, Office of the President; Josh Cheney, Associate Dean of Students; Don Copson, Interim Chief Information Officer; Lauren Curley, Director of Business Operations and Purchasing; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Sheila Donlon, Director of Student Accounts; 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; 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; Sarah Salerno, Director of Advising; Mary Shia, Vice President for Institutional Advancement and Alumni Relations; Lisa Slavin, Assistant Vice President for Enrollment Management; Jeremy Solomon, Interim Director of Marketing and Communication; Samaria Stallings, Executive Director of Human Resources; Sunny Stich, Director of Grants Development; Rhian Waterburg, Assistant Director of Academic and Transfer Advising; 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.

PRIOR MEETING MINUTES

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

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

FINANCE ITEMS

President Podell and Vice President Buckley reported that Fall 2020 FTE enrollment is down 9.8% compared to Fall 2019. (The FY2021 budget projected a 15% decline.) The state appropriation for the entire fiscal year is still unknown. The College is currently operating within the FY2021 budget, but there is concern about how things will look in FY22.

Vice President Buckley reported the following:

FY2021 Budget vs. Actual Comparison Report as of August

As of the meeting date, Fall 2020 student tuition and fee revenues are down 9.8%, as compared to Fall 2019. The budgeted yearly net revenue is \$34,335,000. Actual net revenue through August 31, 2020, is \$9,241,000, compared to a projected budget net revenue of \$10,302,000, resulting in an unfavorable variance of approximately \$1,061,000. This number is expected to improve as students are still registering

and paying. The state appropriation through the end of October is the same as last year.

Vice President Buckley reviewed enrollment and fee data for the other 14 community colleges. Declines range from 2.2% to 21%. The average fee increase was \$6 per credit. MassBay is in the middle of the group on both items. The five community colleges which had no fee increase appear to be the ones with the greatest financial challenges. Vice President Buckley reminded the Board of its decision to roll \$550,000 of last year's surplus to FY21.

The budgeted FY2021 operating expense totals \$34,085,000. A further \$250,000 is budgeted for locally funded capital expenses bringing the total budgeted expenses to \$34,335,000. The August expense budget is based on a three-year average of spending through August 31. Actual expense through August 31 before capital expenses is \$4,660,000 compared to a projected budget of \$5,098,000, resulting in a favorable variance of approximately \$438,000. Adjunct expenses are up with better than expected summer enrollment. Other expenses are within budget. Certain costs, such as catering, energy, and student transportation, have decreased. The College will likely save more, given it does not plan to return non-lab courses, student services, and business operations to campus until May at the earliest. If enrollment drops more in the spring than currently projected, the College has a cushion in reserves and could reduce personnel expenses. Vice President Buckley concluded by saying that the College is expected to get through FY2021 in good financial shape but that FY2022 may be a challenge.

MOTION: Trustee Schmalensee moved to approve the Budget vs. Actual Report as of August 2020, and Trustee Thorne seconded. The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Silva – YES; and Trustee Thorne – YES.

Student Accounts Receivable and Cash Comparison Report

Vice President Buckley reported that receivables are down 11%. Overall, the College's cash is up \$1.1 million as of the end of August (\$20.7 million versus \$18.1 million last year). The CARES Act funding has helped. Vice President Buckley pointed out that students often register late and are still doing so now.

Cash Position by Month Report

The monthly cash position for August was reviewed.

PERSONNEL ITEMS

Personnel Actions Report

Executive Director Stallings reviewed the Personnel Actions Report and reported that eight full-time faculty and the Director of Nursing have been hired.

Recruitment Report

Executive Director Stallings reviewed the Recruitment Report. Curtis Cormier, currently Director of Financial Aid and formerly a member of the IT staff, has been appointed Chief Information Officer. Chair Peisch commended Interim CIO Don Copson for his work in the aftermath of Michael Lyons' departure.

President's Attendance Report

The Board reviewed President Podell's Attendance Report, which the Commonwealth mandates that Trustees review periodically. To date, President Podell has accrued 344.247 hours in vacation time, 425.622 hours in sick time and 37.5 hours in personal time. The President's right to these accruals is capped under Department of Higher Education rules.

AUDIT

Audit Update

Vice President Buckley reported that MassBay is going through five audits: the College, Foundation, Financial Aid, Federal (Uniform Guidance) and CARES Grant, and inventory and purchasing cards. The last is being conducted by the State Auditors. The College and Foundation audits will be presented at the Finance, Compliance, Personnel, and Audit (FCP&A) meeting later this month.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that, as noted earlier, MassBay is down 9.8% in FTE enrollment. In addition, the College is down 7.5% in headcount. Classes in the "Eight Week Two" semester, which meet in November and December, start soon. The President's Council will be looking at data and information on students who did and did not enroll. Spring and Fall 2021 admissions efforts are underway. There will be a virtual Open House on November 14. Admissions Counselors are not able to travel as they would normally, given the pandemic.

FOUNDATION AND CAPITAL CAMPAIGN REPORT

Vice President Shia reported the following:

*Foundation income for the month of September was \$3,000.

*The Parent Appeal to parents of students 24 and younger is dropping in the mail within a week.

*Foundation Board Development:

- The Foundation Board welcomed new members Michael Kulesza and Tony Loftis.
- A Director Emeritus Position will be established.

*Fall Scholarship Season:

- The Foundation allocated \$30,000 for this fiscal year, and the majority was disbursed in the fall. It recently re-allocated an additional \$20,000 for the spring semester based on the success of the program.

*Fall Foundation Directed Scholarships: 199 students completed 889 applications. 149 scholarships were awarded to 134 students.

- Total Award Offer Breakdown
 - \$107,525 – Foundation Scholarships (134 students, 149 awards)
 - \$27,493 – Financial Aid Scholarships (40 students/awards)
 - \$21,652 – Balance Scholarships (32 students/awards)
 - \$2,500 – Transitional Scholarships (5 students/awards)
 - A total of \$159,170 awarded to 211 students
- Donor Directed Scholarships: 74 students were awarded scholarships totaling \$63,250.
- A total \$222,420 in scholarships was awarded for the fall semester.

*Advancement Events:

- The Scholarship Award and Donor Recognition Event will be on November 10.

*Alumni/Community Events in the works:

- Virtual Beer Tasting with Jack's Abby – October 8
- Trivia Night – November 12
- LinkedIn Tutorial
- Paint Party with wine

*Grants: A grant application has been submitted to the Irving Foundation for the \$15,000 match needed to receive the Frieze Pledge. She thanked Trustee Kahn for his help in this process.

*Additional Donor Outreach

- The Development Office Quarterly Newsletter is being prepared.
- The 2020 Annual Report will be mailed in two weeks.
- The office is working hard on fundraising.

Vice President Shia also provided positive feedback from students who received funds from the Balance Scholarship.

COMMITTEE REPORTS

Presidential Evaluation

Committee Chair Lish reported that the final Presidential Evaluation has been submitted to Higher Education Commissioner Santiago. She thanked all members of the committee for their work.

Student Success

Committee Chair Lassiter reported that two presentations on online and remote instruction were given at the last meeting. Faculty shared information on how they are teaching in the online and remote environments, and staff shared information about the training they have provided to faculty and students on using technology for teaching and learning.

SPECIAL REPORT

Advising in the Remote Environment

The President introduced Associate Dean for Student Success Williams and Director of Advising Salerno, who presented on how the Advising Center and its professional advisors have adapted their work to the remote environment required because of the pandemic. President Podell stressed advising is the key to student retention and academic success.

Associate Dean Williams reported that going remote was a big challenge for Advising, as most contact in the past had been in person. Before COVID-19, the Advising Center was open Monday through Friday from 8:00 am to 6:00 pm, and had professional academic advisors available for scheduled appointments or walk-in assistance. The Center had an annual average of 12,000 student visits per calendar year. In March, it began with phone and email services and by July the Center was using Microsoft Teams and Webex. However, the Center noted a 35% decrease in contact.

Consequently, the Center worked with IT and Marketing to create and promote a link to a new system for students to be able to meet with advisors as soon as possible (sometimes on demand), to better meet students' needs during what is for most a stressful time. Zoom was the best match for providing an on-line Advising Center. The advising team was trained on how to use this technology and, on August 17, the virtual Advising Drop-In Center opened. Feedback was immediately positive. Students enjoyed being able to share their screens, get immediate answers, and be ready for their next steps. After implementing the Virtual Advising Center, the decrease in student visits went from 35% to 15%. In order to have

enough staff available to work with students, 12 colleagues from other departments also served as advisors in the Virtual Advising Center assisting students, which was a big help during the peak period in August. Wait times to see an advisor were, at most, 30-40 minutes.

Director Salerno also reported on the development of a MassBay Q&A Center so students could meet face-to-face with a staff member via Zoom. Students went to this site here for assistance with technology, textbooks, scholarships, payment plans, and to get answer to general questions. Having a place to refer students helped advisors be more effective and efficient. Director Salerno also noted that staff have reported feeling a greater sense of community and a better work/life balance since the implementation of the Center. The Coaching Commons is also being added, so Success Coaches are easily accessible. In addition, all student workshops, faculty trainings, and other group gatherings will take place in the Virtual Center.

Chair Peisch commended Associate Dean Williams Director Salerno and her team on a remarkable accomplishment.

EXECUTIVE REPORTS

Board Chair

Chair Peisch encouraged Trustees to register for and attend the Department of Higher Education Statewide Trustees Convening taking place remotely on October 27.

President

President Podell reported on the following:

*The President's 2020/2021 Agenda was reviewed, and updates will be provided at future meetings. His agenda includes safety of staff and students, equity, the College's financial health, and fundraising for the new Framingham campus.

*Sasaki and DCAMM have issued an RFP inviting artists to submit conceptual proposals for transformative public artwork to complement and highlight the new Health Sciences Center in Framingham. Local artists and artists of color are particularly sought.

*MassBay received \$1.8 million from the CARES Act, half for students and half to support the College. So far, 1,721 students have received \$830,198.96, with an average of \$483 per student.

*The Wellesley Road paving project is finally complete.

*Members of the MassBay community were recently acknowledged with the Presidential Award for Service for their extraordinary service during the pandemic. They represent the essential workers and their supervisors. All Trustees offered their congratulations. The names and departments are as follows:

Admissions

Lisa Dunn

Cleaning Staff

Rodolfo "Nelson" Avalo

Julio Rivas

Marcial Soto

Rosa Valera

Facilities

Paul Byrnes

Michael D'Alessandro
Joseph DeLisle
Gary Ennis
Robert A. Familia
Matthew R. Lewis
Trong Nguyen
Andrew P. Tobin
Radhames Vasquez

IT
Henry Lopez

Purchasing
Lauren Curley
Ronald Pisani

Public Safety
Rebecca A. Aldrich
Vincent O'Connell
Christopher A. Pacheco
Manuel "Manny" Portalatin
Megan Schultze
Mark Voltus

Registrar
Sheron Daley

COMMUNICATIONS

September 2020 Clery and State Police Reports

Director O'Connell presented the Clery and State Police Reports from September. Neither report contained any incidents.

ADJOURNMENT

MOTION: Trustee Schmalensee moved to adjourn the meeting, and Trustee Lassiter seconded. The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Lassiter – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Silva – YES; and Trustee Thorne – YES.

The meeting adjourned at 9:41 am.



Thomas Peisch, Chairman of the Board 11/11/20



David Podell, President 11/11/20