

**Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, December 8, 2020, by Webex and Facebook livestream**

Board Members Present: Tim Clifford, Matt Kahn, Pam Lassiter, Sandy Lish, Paulo Machado, Tom Peisch, Mikael Pyrtel, Rodolpho Sanz, Dune Thorne

Board Members Not Present: Diane Schmalensee, Lili Silva

Guests Present: James McKenzie, Foundation Executive Board Member

Staff Present: Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Elizabeth Borg, Special Assistant to the President/Capital Campaign Director; Phara Boyer, Director of Corporate Partnerships and Workforce Development; Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Finance and Administration; Richard Clark, Associate Professor of Surgical Technology; Don Copson, Interim Chief Information Officer; Lauren Curley, Director of Procurement and Business Operations; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Marcus Edward, Assistant Vice President for Finance and Administration; Howie Ferris, Interim Dean of Automotive Technology; Delores Goyette, Clinical Coordinator and Associate Professor of Surgical Technology; 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; Nhon Phan, EDP Systems Analyst II; Vinny O'Connell, Director of Public Safety; David Podell, President; Lisa Slavin, Assistant Vice President for Enrollment Management; Jeremy Solomon, Interim Director of Marketing and Communications; Samaria Stallings, Executive Director of Human Resources; Sunny Stich, Director of Grants Development

CALL TO ORDER & INTRODUCTIONS

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

PRIOR MEETING MINUTES

MOTION: Trustee Lassiter moved to approve the minutes of the November 3, 2020, meeting, and Trustee Sanz 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 Machado – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Thorne – YES.

MOTION: Trustee Clifford moved to approve the minutes of the November 20, 2020, Special Meeting, and Trustee Sanz 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 Machado – ABSTAINED; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Thorne – YES.

FINANCE ITEMS

President Podell reported that the College is looking strong financially this fiscal year, given Fall enrollment and the State budget. There are concerns about next year, given low enrollment, the potential of returning to campus, and an unknown state allocation.

***FY2021 Budget vs. Actual Comparison Report as of October 2020**

Vice President Buckley reported the following:

On the revenue side, MassBay budgeted for a 15% decline in enrollment but only had a 9.8% decline, resulting in a favorable variance of \$426,000. Registrations for spring are lagging but should pick up. The College had budgeted for a 10% decline in state maintenance appropriation, but the state appropriation (currently in the Governor's desk) is level to last year in the budget. This budget would yield an additional \$1.8 million from the state. The \$500,000 rollover from last year's surplus will likely not be needed. All revenue adjustments will be made at once in a revised College budget to be presented to the Board.

On the expense side, the College has a favorable variance of \$588,000. IT expenses are down now but will correct themselves in the next cycle. If an employee is paid from the state appropriation, the College does not have to pay fringe benefits (36%), so there will be a savings of approximately \$650,000. There have also been additional savings on the operational side, given the decision to remain remote in the spring semester.

President Podell reported that if the College returns to live instruction in the Fall, there will not be higher expenses in terms of preparation, but there will be higher expenses in FY2022 and possibly FY2023, including transportation, heat, electricity, cleaning, campus safety. Vice President Buckley indicated that the College is prepared for next year to be more challenging, and is putting more in reserves to be prepared for live instruction. The College has a large cushion which compares favorably to the other community colleges. This has been confirmed by the College's auditors and by EY Parthenon.

FY2021 Budget vs Actual Comparison Report as of October 2020

MOTION: Trustee Pyrtel moved to approve the FY2021 Budget vs Actual Comparison Report as of October 2020, and Trustee Lassiter 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 Machado – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Thorne – YES.

***Student Accounts Receivable and Cash Comparison Reports as of October and November 2020**

The College is doing well in terms of Accounts Receivable. Collections are better than in the spring. The cash position is strong and back on track after spring. The College has nearly \$22 million in cash, which is \$3.6 million more than last year at this time. MassBay has seen a low return on investments but is not looking to be more aggressive. It is not a good time for bonds, with low interest rates and high risk if rates rise. The return on investment has been 17 basis points net of fees, which is better than other money market funds.

***Cash Position by Month for October and November 2020**

Vice President Buckley reported that as of November the College is in a good position related to cash. This is a positive indicator of where MassBay will land at the end of the fiscal year.

***Contracts Report for December 2020**

Current contracts are with Associated Elevator for an elevator in the Carey building and Fire Engine RED for new customer relationship management (CRM) Software under Enrollment Management.

PERSONNEL ITEMS

Executive Director Stallings reported the following:

***Personnel Actions Report**

Dean Rob Lilley resigned unexpectedly recently, and former Dean of Automotive Technology Howard Ferris has taken over as Interim Dean. The Dean position has been posted. President Podell stated that MassBay is happy to

have Mr. Ferris back at the College. In addition, Rhian Waterburg has been appointed Associate Director of Admissions for Health Sciences. Mr. Waterburg is leaving his position as Associate Director of Transfer Admissions and the College will begin a search shortly to fill that position.

***Recruitment Report**

The College is looking for a Director of Financial Aid to replace Curtis Cormier, who was recently appointed Chief Information Officer.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that enrollment for Spring is currently down 29% compared to last year at this time. This is similar to the two previous semesters, with students delaying their registrations. The virtual November Open House went well, with over 300 viewers. The Admissions Office is in an aggressive campaign to register new students, while several offices are working hard to register current students. The first two weeks of January are the busiest.

FOUNDATION BOARD REPORT

Chair Peisch welcomed Foundation Executive Board Member James McKenzie, who reported the following:

Income

- *Income for October was \$34,368.
- *One new major donor created a scholarship directed to STEM/Health Sciences students of color.
- *Income for November was \$17,639.
- *As of December 1, the balance in the Foundation account with Vanguard was \$6.1 million.

Foundation Board Update

- *Two new Foundation Board members were welcomed recently, and there are a few others in the pipeline. All are bringing new energy and ideas. The Foundation Board now has nine members and is hoping for twelve.
- *The Foundation Board invites a member of the Board of Trustees to attend Foundation Board meetings. The next is on January 27, 2021, at 4:30 pm.

Advancement Update

- *The year-end appeal was mailed last week.
- *Giving Tuesday was December 1. Income was \$4,500, which far exceeded last year and was above goal.
- *The Annual Report is available digitally on the MassBay Web site, and Executive Director Britton will forward to Trustees by email.
- *The Foundation Board is helping the Advancement Team make year-end “thank you” calls to major donors, faculty, and staff who have given to the Foundation.

Scholarship

- *Almost \$160,000 in scholarships was awarded for the fall semester, and applications are open for Spring.
- *Five new scholarships are beginning. Three are endowed, and two are donor directed.

Vice President Buckley indicated that the Foundation has close to \$500,000 in operating cash.

CAPITAL CAMPAIGN REPORT

Special Assistant to the President/Capital Campaign Director Borg reported the following:

Progress on the Goal

- *\$736,917 (15%) has been raised in gifts and pledges.

*There is 60% participation (\$42,000) from Board of Trustees.

*Recent gifts include \$20,000 from Avidia Bank, \$30,000 from Mutual One Bank, and a major gift from a Trustee and spouse.

Recruitment for Steering Committee

*Trustee Schmalensee's husband, Richard, has joined the Steering Committee. He has extensive higher education fundraising experience and has recruited former Treasury Secretary Larry Summers to serve and has made a contact at the Barr Foundation.

*President Podell will approach senior leadership at Middlesex Savings Bank and Mutual One Bank.

Board of Trustees Involvement

*Tom Peisch has helped with prospect review.

*Trustees Lassiter and Schmalensee have given significant gifts of "time, treasure, and talent."

*Trustee Thorne has helped with accessing several large foundations, general strategy around family foundations, as well as the possibility of building non-fundraising committees in Framingham and Wellesley

*Trustee Lish has helped with networking with several large foundations.

Foundation Involvement

*Steve Hibbard has helped with an introduction to the Community Foundation of North Central Massachusetts, approaching the Schrafft Charitable Trust about \$10,000 for scholarships, writing friends requesting introductions, and requesting fellow Foundation Board members do the same.

*Mike Kulesza has contacted major banks and is trying to access others.

*Rebecca Kannam is prospecting in Wellesley.

Alumni Council Campaign (Naming Opportunity)

Assistant to the Dean Reggie Pierre-Charles and Director of Corporate Partnerships and Workforce Development Phara Boyer are leading the *You Give, We Give* Employee Campaign. The kick-off is in January with participation from alumni-owned businesses.

Upcoming Events

*Philanthropist and entrepreneur Bill Cummings is giving a talk to students today at 3:30 pm.

*There will be a virtual event for major prospects in February (focusing on a building for "people who help people").

*The 60th Anniversary/Groundbreaking will take place in early Fall, either in person or remotely.

BOARD COMMITTEE REPORTS

Student Success Committee

Committee Chair Lassiter reported that the Student Success Committee met on November 17. First, it reviewed and approved for consideration by the full Board of Trustees the application for an Associate Degree in Science in Surgical Technology. There was also an overview of Equity Agenda and performance gaps in developmental education and race. Chief Diversity Officer Moore gave a presentation on the half-day Equity Retreat, and Race and Equity goals for the College. The next meeting is February 9.

SPECIAL REPORT

Surgical Technology Associate in Science Degree Application

President Podell reported that the Department of Higher Education requires that a second application be submitted for an Associate Degree in Science in Surgical Technology. (An initial application was submitted in June.) He

thanked Associate Professors Clark and Goyette and all the faculty for their work in getting this prepared so quickly. Vice President and Provost Hunter reported that the national accrediting association mandated that programs certifying surgical technologists be at the associate degree level, rather than the certificate level. The second application includes external reviews, which were positive. This application will go to Commissioner of Higher Education for fast track review, and MassBay hopes to begin recruiting students soon. The final certificate program finishes in Fall 2021, at which time the new program will begin.

MOTION: Trustee Lassiter moved to approve the application for an Associate degree in Science for Surgical Technology, and Trustee Pyrtel 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 Machado – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Thorne – YES.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Machado thanked the Trustees for welcoming him. He has been participating in SGA for five weeks, and gave special thanks to SGA President Erica Ngyen. The group is very engaged, trying to help and support students in these difficult times through activities and connections. SGA put together a survey of students' experiences, and provided the results to Student Development staff and to faculty at the recent Faculty Meeting. Students are struggling with much to take care of academically, personally and professionally. Trustee Machado asked Trustees to focus not only on data but even more so on compassion and efforts for the students, remembering who we are and why we are all here.

Board Chair

Chair Peisch emphasized importance of Trustees contributing to the Capital Campaign. He also mentioned the importance of completing the nine Department of Higher Ed training sessions, which will be scheduled for Cycle 2 in January. Some Trustees have found the sessions too long and focused on matters with which Trustees are already familiar.

President

President Podell reported the following:

*There is no Dashboard in this month's binder as there are no new data.

*Don Copson is stepping in as Interim Chief Information Officer again while Curtis Cormier is on paternity leave.

*The College awaits developments under the incoming Biden administration.

*Students are struggling to stay engaged. SGA gave an excellent presentation on its survey results at last week's faculty meeting. Key concerns are finding space to study and missing contact with faculty and other students. Money is being raised for food insecurity and books. The distraction of having children at home is challenging for some of our students. The staff have been incredible in coming up with ideas of ways to help and support students.

*He thanked Deans Davis and Ferris for all their work in Framingham and Ashland, respectively, where in-person lab classes are meeting, in dealing with maintaining safety during the pandemic and dealing with cases of individuals testing positive or having been exposed.

*The College is doing all it can to keep students safe. Only students in Health Sciences, Automotive Technology, and Biotechnology meet in person. The College is following Department of Public Health and CDC guidelines, and our own procedures, as written in our PACE document. In-person classes for Winter Intersession have been

removed because of the impending surge. The College is also working on mandatory testing, which will be expensive (approximately \$200,000). Funding could possibly come from the State or the CARES Act. MassBay is in impact bargaining with the unions related to mandatory testing. The Emergency Response Team (ERT) continues to meet twice each week and more often when necessary. He thanked the members of the ERT and especially the Team of Five, which oversees implementation of the CDC and State guidelines. The Team of Five members are Liz Blumberg, Lauren Curley, Courtney Jackson, Vinny O'Connell, and Jeremy Solomon. Planning for Fall semester will begin soon.

*Several grants have been submitted or are being worked on, including ones for American Association of Community Colleges and the American Association of State Colleges and Universities (on the Equity Agenda and transfers, in partnership with Framingham State University) and the National Science Foundation (for the Equity Agenda as it relates to STEM). He thanked Sunny Stitch, Anu Meacham, and Courtney Jackson for their work on these.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

Director O'Connell presented the November 2020 Clery and State Police Reports, which showed all zeros.

Chair Peisch reminded Trustees of Bill Cummings' talk today at 3:00 pm.

ADJOURNMENT

MOTION: Trustee Kahn moved to adjourn the meeting, and Trustee Sanz 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 Machado – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Thorne – YES.

The meeting adjourned at 9:40 am.



Thomas Peisch, Chairman of the Board 2/2/21



David Podell, President 2/2/21