

**Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, April 6, 2021, by Webex and Facebook livestream**

Board Members Present: Matt Kahn, Paulo Machado, Tom Peisch, Mikael Pyrtel, Rodolpho Sanz, Diane Schmalensee, Lili Silva, Dune Thorne

Trustee Wendy Vincent arrived for the meeting at 9:20 am.

Board Members not Present: Tim Clifford, Sandy Lish

Trustee Thorne left the meeting at 9:00 am, and Trustee Kahn left the meeting at 9:30 am.

Guests Present: Jim MacKenzie, Foundation Executive Board, and Kyla Mallory, Emsi

Staff Present: Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Elizabeth Borg, Special Assistant to the President/Capital Campaign Director; Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Finance and Administration; 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; 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 for Equity Compliance; Sue Maggioni, Dean of Business and Professional Studies; Alison McCarty, Associate Dean of Admissions and Community Learning; Lynn Moore, Chief Diversity Officer; Vinny O'Connell, Director of Public Safety; David Podell, President; Lisa Slavin, Assistant Vice President for Enrollment Management; Jeremy Solomon, Assistant Vice President for Institutional Advancement, Marketing, and Communications; Samaria Stallings, Executive Director of Human Resources; Sunny Stich, Director of Grants Development; Richard Williams, Associate Dean for Student Success

CALL TO ORDER

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

REVIEW AND APPROVAL OF MARCH 2, 2021, MEETING MINUTES

Chair Peisch reported that the 2% salary increase for non-unit professionals (NUPs) which was approved by the Trustees at the March meeting has not been implemented. The reason is that it is not clear that the Board had the authority to authorize that increase. President Podell reported that this matter had been the subject of discussions among the presidents, and that General Counsel Tashjy had advised that the increases not be awarded unless the Commissioner of Higher Education approved them. Commissioner Santiago so far declines to do so.

MOTION: Trustee Schmalensee motioned to approve the minutes of the March 2, 2021, meeting, and Trustee Thorne seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Machado – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Thorne – YES

BOARD COMMITTEE REPORTS

FINANCE, COMPLIANCE, PERSONNEL, AND AUDIT

Vice President Buckley reported the following:

FY2021 Budget vs. Actual Comparison Report – February 2021

There have been no significant changes to MassBay's finances since the March meeting. On the revenue side, tuition and fees are on target. The College budgeted for a 12.5% decline in enrollment, and has realized a 9.8% decline in the fall and a 15.1% decline in the spring. Early summer enrollment, which represents 8% of tuition and fees revenues, looks good. It is too early to report about fall. State appropriations appear unchanged. The College will not need the \$550,000.00 from last year's surplus, so it will be returned to the College's cash account. Two million dollars of the CARES Act I funding has been spent, half to students and half to the College, as required. Funds for students must cover expenses incurred as a result of the pandemic, including equipment, training, and tuition if the student or a parent has lost a job. CARES Act II expires at the end of December 2021, and most of the CARES Act II funds will be spent in the next fiscal year, FY2022. As of now, over 600 students have requested funds under CARES Act II through an Emergency Grant application. Items such as tuition and fees, childcare, and rent are eligible under CARES Act II. There are no guidelines yet for CARES Act III, which goes to December 2023, and consists of \$7 million for MassBay, half for students and half for the College. The College anticipates a 4th CARES Act for capital infrastructure, especially aimed at community colleges, which President Biden has proposed. So far, MassBay has received notification of \$13 million from the federal government, \$5.4 for students and \$7.6 million for the College. Other revenue sources are down. Revenue compared to budget is up by \$256,000, and this number is projected to get better.

On expense side, there is a \$330,000 favorable variance in full-time staff. With the reduction in full-time staff expense, there is also a \$16,000 favorable balance in fringe benefits. The adjunct faculty balance is up, due to better than expected enrollment in the fall and remote learning training. Administrative expenses, facilities, energy, operational, and maintenance costs are all down. Debt service budget is up \$140,000, as the network infrastructure is being upgraded. The College anticipates a \$2.1 million surplus for FY2021. The surplus as of the end of February is approximately \$1.2 million.

MOTION: Trustee Schmalensee motioned to approve the FY2021 Budget vs. Actual Report as of February 2021, and Trustee Pyrtel seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Machado – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Thorne – YES

Student Accounts Receivable, Cash Comparison and Cash Position by Month Reports – February 2021

The Student Accounts Office has done a great job in tough environment. Student Accounts Receivables are down 12% over last year. Cash is up \$769,000 compared to last year. The lower than expected change in cash is due to the timing of financial aid disbursement. The cash balance rebounded in March.

The cash balance at the end of March is up \$4.2 million compared to the same time last year. Trustee Kahn reported that he is waiting until after this meeting to call the first meeting of the Investment Committee. Many expenses will come back after the pandemic. MassBay's cash is currently with MMDT and is earning only 12-14 basis points in interest.

Financial Impact of Potential Declines in the State Appropriation & Enrollment

Several scenarios showing what would occur if the state appropriation and tuition and fees declined were presented in anticipation of planning next year's budget. As of now, there is no information suggesting a possible decline in the state appropriation; it is expected it to remain flat for FY2022. Although the effects of the pandemic are not clear at this time, there does not appear to be a need to increase student fees for FY2022.

Contracts Report

Vice President Buckley reported on four contracts – Sunshine Parking (North entrance paving), Imperfect Foods (Spring student scholarships), Advanced Security Systems (door alarm system), and Taylor and Burns (Wellesley building roof repair funded by the State through DCAMM).

Compliance Items

Comptroller Baccari reported that the Compliance Committee has met with four departments so far. IPEDS data are being submitted today. There are no compliance issues with the Cares Acts distributions. The College is in regular communication with the auditors.

Personnel Items

President Podell reported the following:

Personnel Actions Report – Dr. Jean Supel has been appointed as Senior Research Analyst, and Sean Fortney has been promoted to Assistant Director of Academic & Transfer Advising.

Recruitment Report – Searches for three faculty positions and the Dean of Automotive Technology and Director of Development are in process.

BYLAWS

In the absence of Bylaws Committee Chair Clifford, Chair Peisch reviewed portions of the Committee's work over the past year or so and outlined some of the changes in the revised version of the Bylaws, many of which (as outlined at the March Board meeting) are stylistic and grammatical. In the aftermath of the March meeting (at which the new version of the Bylaws was submitted), Executive Director Britton distributed a redlined version of the old Bylaws reflecting the proposed changes. The substantive changes include a clearer and more complete description of the duties of the President and the Board Chair, and a clearer description of various training and orientation protocols for Trustees. Chair Peisch once again commended the hard work of Trustees Clifford and Schmalensee and Executive Director Britton in completing this project. No Trustee had comments or questions about the proposed changes.

MOTION: Trustee Pyrtel motioned to approve the revised Bylaws, and Trustee Silva seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Machado – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Thorne – YES

ENROLLMENT REPORT

Assistant Vice President Slavin reported that registration for fall semester has opened. Summer enrollment numbers look better than last year. Compared to 2019, they are up 18% in headcount and 31.7% in FTE, thanks to the great work by the Admissions staff. Fall applications are currently down. The May 1 Spring Open House will again be virtual. Guidance counselor visits and information sessions are in process.

FOUNDATION AND CAMPAIGN REPORTS

Foundation Executive Board member Jim McKenzie thanked the Trustees who have attended meetings and encouraged attendance at future meetings. He reported the following:

Fundraising Update (excluding Capital Campaign fundraising)

*March giving is at \$18,200, including a grant of \$10,000 from the Foundation for MetroWest, directed to the meal scholarship program.

*Year to date fundraising is \$403,528, roughly 30% above the figure at this time in FY2020.

Foundation Board

*Two new members have joined the Board - Jean Dyer (former Director of Nursing) and Stacy Okada (Goldwater Scholar alumna). There are seven new members and now 13 in total, with varied experience, including fundraising and investing, which has invigorated the Board. Recruitment of new members is being deferred while orientation efforts are underway.

Events

*Alumni Reunion is on April 10. A virtual wine tasting is being hosted by a sommelier.

*The Spring Scholarship Celebration is April 22.

Scholarship

*Almost \$180,000 has been awarded in the spring scholarship season.

*Summer scholarship applications are open. Funds are being reallocated in order to have the most impact and help as many students as possible.

*New scholarships are being considered. Associate Director McCarty attended a recent meeting to offer ideas.

Chair Peisch and President Podell acknowledged the work of the Foundation Board. Vice President Buckley noted that the Foundation Board has \$6.4 million invested with Vanguard, as well as funds held by Bank of America and Middlesex Savings Bank, for a total of \$7.2 million in assets. Trustee Kahn, recently appointed Chair of the ad hoc Investment Committee, will set up a call with Foundation Board Chair Jim Lehan and Chair of the Finance and Audit Committee Steve Hibbard. Trustee Pyrtel praised the

number (23) of the Goldwater Scholars in Biology and Biotechnology that have come from MassBay. The link to the Goldwater Scholarships site is <https://goldwater.scholarsapply.org/>. He also commended the strength of MassBay's Automotive program. Trustee Sanz noted that MassBay is competing against a variety of colleges in all 50 states for these scholarships.

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

*MassBay is approaching \$850,000 in gifts and pledges towards the \$5 million goal.

*The next *Achieving Equity and Prosperity through Career Pathways* event with Larry Summer is May 11 at 4:00 pm.

* President Podell has recruited 13 executives from 11 organizations in the Metrowest Region to join the Framingham Advisory Committee.

*A \$1.5 million proposal has been submitted to the State under its Skills Capital grant program. In addition, a request to Congresswoman Katherine Clark has been submitted for earmarks and other legislative proposals geared towards nonprofits. If the proposal is supported, it may fall under the President's proposed infrastructure bill that targets community colleges.

*Relationships with corporate and family foundations, banks, and potential prospects in the Metrowest region are being developed, and momentum is building.

*The Alumni Council is raising \$10,000 for the naming of an Academic Advising room.

SPECIAL REPORT

Economic Impact Study

President Podell introduced Kyla Mallory from Emsi, a consulting firm based in Idaho, which was recently hired to evaluate the economic impact of MassBay Community College on the regional economy. Emsi studied MassBay's service area plus the Boston zip codes from which students come. The template was created based on what is provided to the Integrated Postsecondary Education Data System (IPEDs). The report (attached) shows that the return on the investment in the College by taxpayers and others is considerable, and the data contained in the report will help with fundraising, public relations, and the College's outreach to public officials. Specific conclusions from the report are as follows:

According to Emsi, for FY2018-19, the College generated \$142.7 million in total added income for the regional economy, which is equivalent to supporting 1,794 jobs. This represents the sum of several different impacts, including the College's:

- Operations spending impact (\$31.4 million);
- Student spending impact (\$5.2 million); and
- Alumni impact (\$106.1 million).

Since MassBay's activity represents an investment by various parties, including students, taxpayers, and society as a whole, Emsi also considered the College as an investment to see the value it provides to these investors. According to Emsi, for each dollar invested by students, taxpayers, and others, MassBay offers a benefit of \$5.50, \$1.80, and \$9.10, respectively. These results indicate that MassBay is an attractive investment to students with rates of return that exceed alternative investment opportunities. At the same time, the presence of the College expands the state

economy and creates a wide range of positive social benefits that accrue to taxpayers and society in general within Massachusetts.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Machado reported that the Board of Higher Education has voted to approve a regulation stating that a Student Trustee can be a part-time student (taking at least six credits). The MassBay Student Government Association (SGA) will be meeting to discuss this change to their Bylaws to reflect this. Trustee Machado also reported that SGA is creating various events for students. A few SGA members are consulting on the Commencement ceremony planning to improve this year's virtual ceremony. Student Trustee Machado will be graduating this spring with honors.

Board Chair

Chair Peisch reported the following:

* Trustee Kahn has agreed to chair an ad hoc Investment Committee in accordance with the Board of Trustees vote at the March meeting authorizing the Chair to appoint such a Committee. Trustees Thorne and Silva have agreed to serve on the Committee. Its charge is to advise the Board on how best to deploy its cash, whether to hire an advisor, and other related matters. Trustee Kahn reported that Vice President Buckley had gone through a similar exercise a few years ago, but it was not considered the best time to act. Advisors will be vetted and asked for proposals analyzing MassBay's cash and its allocation. Vice President Buckley reported that an investment policy was drafted but not approved, and an RFP that was put out previously did receive a few proposals. He and Director Curley will attend the first meeting. It is a good time to go through this process.

*Chair Peisch, Trustee Pyrtel, and Trustee Schmalensee attended a recent meeting of the Foundation Board and complimented Foundation Trustee Mackenzie on the Foundation's contributions to the College, which include some \$190,000 in scholarships and \$175,000 for the President's discretionary use.

*Bunker Hill Community College Board of Trustees Chair William Walczak was elected by vote of the 15 community college board chairs to serve as the community college "segmental representative" to the Board of Higher Education. Mr. Walczak's term will last five years. He defeated current segmental representative J.D. LaRock of North Shore Community College and three other trustees for the position.

*The recent BHE meeting featured a discussion of a review of the tuition versus fee financing structure and a study of that by the BHE's Fiscal Affairs Committee. Also, President Podell made a well-received presentation on the STEM Starter programs in effect at MassBay and other institutions. A resolution regarding re-opening in the Fall of 2021 was passed. Finally, the Board of Higher Education has changed the applicable regulation so as to permit part-time students to serve as trustees.

President

President Podell reported the following:

*2% increase for NUP employees – Because community college employees are seen as part of the Commonwealth's executive branch, there was ambiguity as to whether or not the Board had the authority to authorize the 2% increase for NUPs approved at the March meeting. Commissioner Santiago has not

approved such an increase. Although the Board's vote had to be voided, there is still a chance Commissioner Santiago may approve the increase. Chair Peisch noted that the employees who are losing out on this increase are among those who have worked the hardest during the pandemic. Trustee Schmalensee indicated how much the Board appreciates all that has been done to keep the College operating. President Podell also thanked the NUP employees.

*Farley School – The College is closing in on an agreement with the City of Framingham regarding a new lease. Vice President Jackson is working with the Framingham Public Schools negotiating the sharing of the building. Dean Davis and Dean Maggioni and the faculty of their two divisions have been of great assistance.

*Fall 2021 Planning – The Board of Higher Education and the Department of Higher Education have urged the community colleges to offer as much instruction as possible in person. MassBay is adhering to the CDC guidelines. For the fall semester, the College has added more in person sections. If safety allows and if there is demand, more sections can be opened.

COMMUNICATIONS

Director O'Connell reported that the March 2021 Clery and State Police Reports from Public Safety show all zeros. The Public Safety offices are being redesigned, and there will be an Open House in the future.

Chair Peisch again reminded Trustees of the Department of Higher Education (DHE) training requirements.

ADJOURNMENT

MOTION: Trustee Schmalensee motioned to adjourn the meeting, and Trustee Sanz seconded the motion.

The motion passed via the following roll call vote: Trustee Machado – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - YES



5/26/21

Thomas Peisch, Esq. Date
Chairman, Board of Trustees



5/26/21

David Podell, Ph.D. Date
President, MassBay Community College