

**Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, May 25, 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, Wendy Vincent

Board Members not Present: Tim Clifford, Sandy Lish

Guests Present: Christopher Bissada, Foundation Board member

Trustee Thorne left the meeting at 9:30 am.

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; Curtis Cormier, 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; 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; 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. He noted that Interim Dean Ferris was leaving MassBay shortly and thanked him for stepping in on short notice to lead the Automotive Division.

PRIOR MEETING MINUTES

MOTION: Trustee Pyrtel motioned to approve the minutes of the April 6, 2021, meeting, and Trustee Sanz seconded the motion.

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

COMMITTEE REPORTS

FINANCE, COMPLIANCE, PERSONNEL, AND AUDIT COMMITTEE

***FINANCE**

Committee Chair Schmalensee recommended that the Budget vs. Actual report be approved and forwarded to the Full Board. President Podell reported that both enrollment and state appropriations are better than projected. MassBay's projections for FY2022 are very conservative. The numbers presented for March remain the same.

Vice President Buckley reported the following:

FY2021 Budget vs Actual Comparison Report

On the revenue side, MassBay is on target. Enrollment numbers for summer look good. The College is receiving funds from CARES Acts I, II, and III. CARES Act I funds have been spent. The College has received \$13 million from the federal government from CARES Act II, and has until December 2022 to spend it. MassBay will receive \$7 million from CARES Act III, and has until December 2023 to spend it. The Financial Aid Office is allocating funds for students and the rest for the College. A CARES Act IV will likely be announced in the future.

On the expense side, MassBay is under budget in all areas except faculty salaries, given the expanded training required during the pandemic. The College's \$1 million in savings should hold up through June 30. The spending on IT systems – updating and upgrading the network, cybersecurity, and laptops - is significant. The College is on track for a balanced budget for FY2021.

MOTION: Trustee Schmalensee motioned to approve the FY2021 Budget vs. Actual Report as of March 2021, 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

Student Accounts Receivable and Cash Comparison Reports

There had been an uptick in student accounts receivables, given that not all registered students have paid for their courses. MassBay's cash position is strong, up \$4 million from last year.

Cash Position by Month

MassBay's cash position is currently \$23.6 million, and has nearly doubled in four years.

Contracts Report

Vice President Buckley reported on six contracts. The Taylor and Burns contract for restroom accessibility renovations and StellarBT contract for HVAC Controller replacement are both funded by DCAMM. In response to the security breach of a few years ago, the College has a budget for cybersecurity, is evaluating its cybersecurity training plan, and is hiring a managed services firm. The College performs multiple back-ups, including one every day.

***AUDIT**

Audit Report and Next Steps

President Podell reported on the State Auditor's recent report and the College's response. The audit proceeded on a scaled-back basis in light of the pandemic and was conducted remotely. The report was critical of the College's record-keeping as to equipment and as to reporting of lost or stolen items. The report also faulted the College for failing to follow recommendations of an audit several years ago. The Auditor's press release was picked up by the Merrimack Daily News. The College recognizes that its inventory centered system needs improvement, and the College intends to follow all of the Auditor's recommendations in this regard. Vice President Buckley promised the Board that the College will do better on any future audits and indicated that a further report will be forthcoming at the June Board meeting. The College's outside auditors will be asked to assist. President Podell noted that the Auditor's report makes no mention of the fact that the College's credit and purchasing card practices were found to be in compliance with applicable state regulations.

***COMPLIANCE**

Comptroller Baccari reported that nine compliance reports have been completed since his last report. Most recently, Human Resources and the Library have submitted reports to IPEDs. The Compliance Committee is adding an audit monitoring piece to its regular reviews.

***PERSONNEL**

Executive Director Stallings reviewed the Recruitment Report, noting that the Assistant Professor of Nursing position has been posted again because of a paucity of applicants. It was noted that the educational requirement for nursing instructors is a Master's of Science degree in Nursing. President Podell noted the disparity in the number of applicants for faculty positions, depending on the disciplines. The College may get nearly 200 applications in disciplines in the Humanities, but only a handful in the Health Sciences. Compensation is determined by the collective bargaining agreement(s), leaving little leeway in high-demand areas such as Nursing to make a competitive offer.

INVESTMENT COMMITTEE

Committee Chair Kahn reported that the Investment Committee has met twice. The Committee is looking at MassBay's five-year projection of cash and is considering the possible need for an investment advisor. He has spoken with Foundation Board members, since the Foundation has funds in Vanguard allocated between stocks and bonds. There is no pricing benefit with Vanguard. Trustee Thorne will make contact with a financial advising firm regarding a Request for Proposal (RFP), to be certain the College is well positioned. Vice President Buckley, Associate Vice President Edwards, and Director Curley will be putting together a cash needs outline. The Committee will reach a decision by the end of the summer.

STUDENT SUCCESS COMMITTEE

Committee Chair Pyrtel reported that Director of Counseling Jonathan Edward, and Director of Workforce Development and Community Partnerships Phara Boyer gave excellent presentations at the last Student Success Committee meeting. Mr. Edward provided an overview of the ways in which the MassBay Counseling Center works with students to overcome barriers to success. He presented the effects of the pandemic on students' mental health, as well as five-year data on the issues that develop during this critical time in their lives. Ms. Boyer presented the Greater Boston Workforce Planning Blueprint and how MassBay's programs are aligned. One example is the Nursing program as a pathway into other health science programs. She also shared the College's connections with corporate and community partners and revenue models. At the next meeting, presentations will be given by the Students of Color initiative and on our use of the Growth Mindset in professional development.

BY-LAWS COMMITTEE

Chair Peisch reported that there may be an additional change to the Bylaws required by a change in Massachusetts law relative to student trustees. He and Committee Chair Clifford will be getting language advice for attorney Tashjy.

PRESIDENTIAL EVALUATION COMMITTEE

Committee member Schmalensee reported that the deadline to complete the Presidential Evaluation survey was yesterday. All trustees are expected to weigh in. The full evaluation is due to Commissioner Santiago by the end of June. Trustee Pyrtel acknowledged how difficult it is to work under arduous circumstances, and that President Podell and his team have done an outstanding job during the pandemic.

CANDIDATES FOR TENURE

Provost Hunter presented two requests for tenure based on recommendations from their Deans, supervisors, and a faculty committee.

MOTION: Trustee Schmalensee motioned to approve Ellen DeMarzo, Assistive Technology Disability Specialist, and Keith McWilliams, Assistant Professor in Automotive Technology, for tenure, 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; Trustee Vincent - YES

COMMENCEMENT

Approval of the Preliminary Roster of Graduates

Provost Hunter presented the list of 568 students graduating on May 27, which was approved by the faculty at its May 19 meeting.

MOTION: Trustee Vincent motioned to approve the preliminary roster of degree and certificate seeking students, 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; Trustee Vincent - YES

ENROLLMENT REPORT

Assistant Vice President Slavin reported that Summer Session I started this week. Enrollment is up 6% for summer in both headcount and FTE over last year. Fall numbers are down from last year, but registration opened earlier in 2020, so it is not a direct comparison. Close to 800 students attended the third virtual Open House last week. <https://lp.massbay.edu/virtual-open-house/spring-2021.html> She thanked Admissions and IT for their work in making this a successful event. Fall Orientation is in a few weeks.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board member Christopher Bissada reported the following:

Fundraising

- \$410,150 was raised by the end of April (about \$100,000 above this time last year).
- May has been productive so far, with almost \$12,000 raised.
- Almost 60% of funds raised are for scholarship, with an additional 24% for student support.

Scholarship

- Summer award season is underway, with a record number of applications.
- Additional community reviewers participated, and the program has brought in new donors.

Appeals and Events

- Fiscal year-end appeal is underway, including a mailing to donors who have not given this fiscal year and emails to all donors.
- A virtual 5K is planned for the end of July.
- The Boston Marathon is in October. One bib has been secured for the College.

Foundation Board

- Two more meetings will be held before the end of the fiscal year, on May 25 and June 23. Trustees are invited to attend.

Mr. Bissada commended the College for its efforts and said he looked forward to future contact with the College's Board of Trustees.

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

*The Capital Campaign has raised \$830,000.

*The Campaign Steering Committee now has six members, including two honorary, former Ambassador to Portugal Robert Sherman and former Secretary of the Treasury and President of Harvard University Lawrence H. Summers. The first meeting will be in June. The newest member is former Director of Nursing Jean Dyer, RN, who is also a new member of Foundation Board. Dr. Dyer is currently a nurse educator consultant and still works for the College in this capacity. She has already made many contributions, including participating in a Nursing Alumni awareness event about the new building which will take place this summer, updating a Health Science vendor list, and making an inquiry to a large family foundation that is a personal connection.

*The most recent prospecting and awareness event with Dr. Summers and Rev. J. Anthony Lloyd took place on May 1 and was well attended with over 30 guests from banks, corporations, healthcare providers, alumni, community volunteers, and existing donors. Following the event, there has been further engagement, and eventually there will be solicitation. Director Borg thanked Dick Schmalensee for connecting MassBay with Dr. Summers. She also thanked MassBay Foundation volunteers, Becky Kannam, Jean Dyer, Senior Vice President from Middlesex Savings Bank Dave Bennett, and many key staff, including Karen Britton, Amy Letteney, Henry Lopez, and Jeremy Solomon, for their parts in this event.

*Employee and Alumni campaigns are making progress, with the groundbreaking now a few months away.

*Several grants are in process, with special thanks to Dean Lynne Davis for her part in completing these. President Podell also reported that MassBay should receive an answer to a Skills Capital grant request this week.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Machado reported that the Student Government Association (SGA) recently held elections. The number of applicants was small, so there will be another election in the fall. Student Trustee eligibility has changed from full-time to part-time, and SGA has approved this change in its Bylaws. Weekly events related to mental health were held in April for Mental Health Awareness Month. Awards for the Textbook Fund are being considered. Students have been dealing with academic and life challenges during the pandemic, and Mr. Machado has been helping fellow students with getting integrated and finding resources within the MassBay community. This has added much to their lives and also his own. Mr. Machado spoke emotionally and thoughtfully about his experience at MassBay, and how much he has grown while attending. He took things step by step and became more confident in his classes as an Honor student, and with public speaking on the Board of Trustees. MassBay saw who he was and allowed him to see himself and his community in a better way. He received help from his faith, family, friends, and many people at MassBay. He thanked several faculty and staff and President Podell for their help and support. Student Trustee Machado will be graduating this week and will be attending the Pre-Law program at UMass Dartmouth. Chair Peisch thanked Mr. Machado for his excellent work as Student Trustee, and all Trustees wished him well.

Board Chair

Chair Peisch reported that the Board of Trustees Chairs will be meeting soon with the new segmental representative to the Board of Higher Education.

President

President Podell reported the following:

- *Commencement is Thursday, May 27. The Commencement Committee has created an excellent virtual ceremony. Former Trustee Emmet Price will be the Commencement Speaker. There will be three student speakers. Reggie Pierre-Charles will speak on behalf of the staff, and Judy Elliston on behalf of the faculty.
- *Summer Semester I began this week.
- *MassBay was pleased to receive the Community Partner Award from the YMCA at its annual gala.
- *The Accreditation Commission for Education in Nursing (ACEN) has granted full accreditation to the Associate’s Degree in Nursing program, and initial accreditation to the Practical Nursing program.
- *The Framingham School Committee approved the Farley School lease extension through June 2023, at reduced rent. They will also be responsible for the utility costs. President Podell thanked Vice President Jackson and Director DeLisle for all of their work on this project.
- *DCAMM has stated that the shovel for the new Health Sciences building will be in the ground in September. Value engineering will now be an extra cost.
- *Evan Bogan is this year’s Department of Higher Education *29 Who Shine* recipient for MassBay.

COMMUNICATIONS

Director O’Connell reported that the April 2021 Clery and State Police Reports from Public Safety show all zeros.

2021/2022 MEETING SCHEDULE

The 2021/2022 meeting schedule was reviewed.

ADJOURNMENT

MOTION: Trustee Schmalensee motioned to adjourn the meeting, and Trustee Vincent 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



6/16/21

Thomas E. Peisch, Esq. Date
Chairman, MassBay Board of Trustees



6/16/21

David Podell, President Date
MassBay Community College