

Minutes of the MassBay Community College Board of Trustees Meeting Monday, June 13, 2021, by Webex and Facebook livestream

Board Members Present: Matt Kahn, Sandy Lish, Paulo Machado, Tom Peisch, Mikael Pyrtel, Diane Schmalensee, Lili Silva, Wendy Vincent

Trustee Vincent arrived at 5:20 pm, and Trustee Silva departed the meeting at 6:20 pm.

Board Members not Present: Tim Clifford, Rodolpho Sanz, Dune Thorne

Guests Present: Dave DiIulis and Joseph Messina, O'Conner and Drew; Jim Lehan, Foundation Board Chair

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; 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; Lauren Curley, Director of Procurement and Business Operations; 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 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; David Protano, Dean of Automotive Technology; 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 Stitch, Director of Grants Development; 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.

INTRODUCTION OF NEW STUDENT TRUSTEE ROBERT HUTTIG

Chair Peisch introduced new Student Trustee Robert Huttig, whose first official meeting will be in September.

ELECTION OF VICE CHAIR

MOTION: Chair Peisch indicated that, due to oversight, the election of a Board Vice Chair was not taken up at the May meeting. He moved that current Vice Chair Schmalensee be re-elected, and Trustee Silva seconded.

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 Schmalensee – YES; Trustee Silva – YES

PRIOR MEETING MINUTES

MOTION: Chair Peisch moved to approve the minutes of the May 25, 2021, meeting minutes, and Trustee Pyrtel seconded.

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 Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - YES

HONORING FOUNDATION CHAIR JIM LEHAN

Chair Peisch thanked departing Foundation Board Chair James C. Lehan for his leadership of the Foundation. Chair Peisch read aloud a formal citation acknowledging Mr. Lehan's hard work and vision. Mr. Lehan expressed his pride in the work the Foundation Board has done during his time as Chair, particularly building its relationship with the College's Board of Trustees. He praised President Podell for his leadership.

BOARD COMMITTEE REPORTS

PRESIDENTIAL EVALUATION

Committee Chair Lish thanked the Presidential Evaluation Committee for its work, Trustee Schmalensee for her work on the survey and Trustees for completing it, and President Podell for completing his self-evaluation. Trustee Schmalensee reviewed the survey results. Recipients included direct reports, deans, academic department chairs, Student Government Association members, union leaders, and external stakeholders. All responded to questions regarding leadership, continued viability and strength, student success, and equity and inclusion. Past results have shown respondents rated President Podell positively in the 90% and above range, while this year some of his ratings were in the 80-89% range. It was noted that this past year was the full year of the pandemic. Of 62 people, 37 wrote specific comments, 33 of which were positive. Chair Peisch commented that these accomplishments were during a transition to remote learning and working, and at a time when the key position of Chief Information Officer had to be refilled due to resignation. Committee members were impressed with all President Podell has achieved during these challenging times and are in full support of his receiving the maximum possible salary increase.

MOTION: Trustee Pyrtel moved that, upon recommendation of the Presidential Evaluation Committee, the Board of Higher Education award the maximum salary increase to President Podell on the basis of his sterling performance during the past year, and Trustee Silva seconded.

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 Schmalensee – YES; Trustee Silva – YES; Trustee Vincent – YES

President Podell expressed his gratitude and indicated that much of the progress that has been made is due to his extraordinary team. As in the previous year, he will not accept a raise unless the non-union employees receive one as well.

FINANCE, COMPLIANCE, PERSONNEL & AUDIT

Committee Chair Schmalensee reported that the FCP&A Committee thoroughly reviewed a number of budget, compliance, personnel, and audit materials at its last meeting.

***Finance Items**

FY2021 Budget vs. Actual Comparison Report

Vice President Buckley reported that the FY2021 budget as of April has been presented in the Board binder. There is a \$1.3 million positive variance. Last month's negative variance of \$250,000 under Tuition and Fees disappeared in June after more students registered. The College received \$357,000 in a supplemental appropriation from the State in May. In addition, \$109,000 that had been put aside for a vacation payout was not needed as the State is allowing employees to carry over more than the usual maximum of 50 vacation days into a new calendar year. Revenues are above target and expenses are contained, so the College will end the year in good financial shape.

MOTION: Chair Peisch moved to approve FY2021 Budget versus Actual report as of April, and Trustee Lish seconded.

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 Schmalensee – YES; Trustee Silva – YES; Trustee Vincent – YES

Student Accounts Receivable Report and Cash Comparison Report

Vice President Buckley reported that Student Accounts Receivables are slightly up because students are registering and paying late. There were also some delays on enforcing collections, given the pandemic.

Cash Position by Month

Vice President Buckley reported that the College's cash position is \$4.2 million better compared to last year at this time.

Update on Leases

President Podell reported that MassBay has signed a two-year extension lease with the city of Framingham for the Farley School. The building will be shared, and the College's rent will be much lower. This savings will be offset by the extra expense of parking. The Ashland lease has also been renewed for ten years at a lower rent. Chair Peisch praised all the efforts that have gone into these leases. Dean Davis and Vice President Jackson were recognized for their work on the Framingham lease.

FY2022 Provisional College Operating Budget

President Podell reported that there are two major sides to revenue, state appropriation and tuition and fees. The College knows that its state appropriation will, at minimum, stay the same this year. Tuition and fees are unknown, but could decline. Given the unique circumstances of the pandemic and other factors, it is not possible to predict future enrollment. As a result, the finance team has devised a conservative provisional budget, based on a 15% projected enrollment decline, which it hopes will be less. The administration does not propose an increase in student fees, given how difficult the past year has been for students. The budget is balanced, and the College is not proposing that the College dip into its reserves. When Fall enrollment is known, the administration will propose to the Board a revised budget. Vice President Buckley reported that MassBay received \$900,000 in supplemental federal funding from Cares Act I this past year. This amount has been fully spent. For the FY2022 budget, MassBay has added \$2.9 million from Cares Act II, and for the following year, it will receive money from Cares Act III. Increases in full-time benefitted employees are up 4% compared to the revised FY2021 budget. The College budgeted for 2% salary increases and filling some vacant positions. The budget is based on the assumption that some employees are going back to campus in the fall, and more will be in-person in the spring.

MOTION: Trustee Vincent moved to approve the FY2022 Provisional College Operating Budget, and Trustee Lish seconded.

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 Schmalensee – YES; Trustee Silva – YES; Trustee Vincent – YES

Personnel Items

Executive Director Stallings reviewed the Personnel Actions and Recruitment Reports.

*Personnel Actions - David Protano has begun as the Dean of Automotive Technology, Alex Jean Jacques has assumed the role of Senior Associate Director of Financial Aid, and Senior Accountant for Grants Sherry Goldman has left the College.

***Recruitment** – The offers for Assistant and Associate Professor of Communication have been accepted, an offer for Assistant Professor of English has been accepted, and an offer for Assistant Director of Biology is pending. The interviews for the Executive Director of Development are scheduled, and the College is actively recruiting for the Practical Nursing faculty position.

AUDIT REPORTS

Uniform Guidance (Federal Report) & College Re-issuance

Dave DiIulis and Joe Messina of the College’s auditing firm presented the results of the audit of the FY2020 financial statements. These reports are usually due in March, but this deadline was extended due to the pandemic. There were two negative “findings”. The first related to a failure to report status changes in seven of forty randomly selected student files. The second related to the return to the federal government Pell Grant amounts not used by withdrawn students. In forty randomly selected student files, seven had checks returned beyond the two hundred forty day deadline. Mr. DiIulis and Mr. Messina pointed out that many of the other community colleges had similar “findings”. In response to these “findings” the College has taken prompt corrective action, on which O’Conner & Drew will follow up. The Board applauds the corrective steps but made clear its disappointment with any “findings”.

In addition, fiscal year 2020 financial statements were reissued due to a change in CARES Act amounts reported in the statements. The revised statements are included in the binder. This re-issuance does not change the bottom line but must be submitted.

Mr. DiIulis and Mr. Messina reported that O’Conner & Drew performs audits of 22 of the 24 state universities and community colleges and tallies ratios on an annual basis. In particular, five ratios – primary reserve, viability ratio, net operating revenues, return on net position, and composite ratio – are calculated to determine one single composite rating. The colleges all have significant liabilities in the financial statements relating to GASB 68 (Pension) and GASB 75, but in reality these are State liabilities. Compared to the other community colleges, MassBay does well in all the ratios. As far as the overall composite score with GASB 68 and 75 included, MassBay has the highest ranking among the 15 community colleges. O’Conner and Drew has also worked with EY Parthenon, whose ratios are somewhat different. However, these ratios also reveal that MassBay is strong financially.

MOTION:

Trustee Kahn moved to accept the O’Conner and Drew reports as presented, and Trustee Vincent seconded.

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 Schmalensee – YES; Trustee Silva – YES; Trustee Vincent – YES

State Audit Update

In response to the recent State Auditor’s report faulting the College’s tracking of equipment, the College has decided to hire a full-time employee who will be responsible for inventory control. The College intends to perform spot checks to be more sure that this issue is corrected. The Compliance Committee of the College continues its work. Once again, the Board expressed disappointment with the Auditor’s report but gratitude at the College’s decisive response.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that Admissions is actively recruiting and enrolling for Fall 2021. FTE is up 13.4% compared to last year, with three months to go. Applications are even with last year. President Podell noted that the numbers are not a direct year-to-year comparison, given the pandemic. Tomorrow is the first virtual Student Orientation.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Vice President Solomon reported that Foundation Board fundraising is just over \$421,000, compared to \$354,000 this time last year. The Foundation had a strong month in May, receiving over \$12,000 from one current and one new donor. The end of year appeal is underway, and staff and trustee giving is very important. A virtual 5K is scheduled for the end of July, and sponsorships are needed. The Foundation Board meets on June 23.

Capital Campaign Director Borg reported that the Campaign has raised \$835,000 toward the \$5 million goal. Work with Foundation Board members to identify prospects continues, and an awareness event with Nursing alumnae who are the most promising donors will take place in July. \$500,000 in grants are in process or have been submitted to private foundations. President Podell reported that a significant grant application will be submitted to the Economic Development Administration (EDA) of the U.S. Department of Commerce by September. Construction on the new building's parking lot will begin soon. Once this is finished, construction on the new building will begin.

INVESTMENT COMMITTEE

Trustee Kahn reported that the Investment Committee has been meeting, and Trustee Thorne and Director Curley are looking for a consultant who will solicit proposals from financial advisors. The Finance, Compliance, Personnel, and Audit Committee and Full Board may need to make some decisions over the summer.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Machado welcomed new Student Trustee Robert Huttig. He thanked President Podell, the Trustees, and everyone at MassBay for a wonderful Commencement ceremony and overall experience at the College.

Board Chair

Chair Peisch reported that the meetings of the Community College Board of Trustees Chairs which began recently are coinciding with the Board of Higher Education meetings and have been very informative. He thanked Trustees for their flexibility with re-scheduling today's meeting and wished everyone a nice summer.

President

President Podell reported the following:

- *The virtual Commencement ceremony went very well. The three student speakers, staff representative Reginald Pierre-Charles, Professor Judith Elliston, and Commencement Speaker Rev. Emmett Price III were all excellent. He acknowledged the work of the Commencement Committee chaired by Vice President Blumberg.
- *Registration for fall semester is ongoing. In addition to Automotive, Biotechnology, and Health Sciences courses, Biology labs and Humanities and Social Sciences classes will be held in person. There will be one administrator and one staff member on campus in Wellesley in the fall.
- *Most classes will likely be held on campus by the spring semester. The mental health of students with regards to returning is a concern, as is mental health of employees.
- *Staff members are participating in Diversity, Equity, and Inclusion trainings, online with eCornell as well as in in person sessions.
- *The MASSInc report funded by the Boston Foundation was distributed to Trustees by email earlier today. It demonstrates the positive impact of a community college education on earnings, especially for minoritized populations.

*The State's Education Department approved the College's Associate Degree in Surgical Technology program.

COMMUNICATIONS

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

ADJOURNMENT

MOTION: Chair Schmalensee moved that the meeting be adjourned, and Trustee Lish seconded.

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 Schmalensee – YES; Trustee Vincent – YES



9/14/21

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



9/14/21

David Podell, President Date
MassBay Community College