

Minutes of the MassBay Community College Board of Trustees Meeting Tuesday, September 14, 2021, by Webex and Facebook livestream

Board Members Present: Tim Clifford, Robert Huttig, Sandy Lish, Tom Peisch, Mikael Pyrtel, Rodolpho Sanz, Diane Schmalensee, Lili Silva, Dune Thorne, Wendy Vincent

Board Member not Present: Matt Kahn

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; Lynne Davis, Dean of Health Sciences; Mishawn Davis, Executive Director of Development; Joe DeLisle, Director of Facilities; 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; Lynn Moore, Chief Diversity Officer; David Podell, President; David Protano, Dean of Automotive Technology; Lisa Slavin, Assistant Vice President for Enrollment Management; Vinny O'Connell, Director of Public Safety; 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 & INTRODUCTIONS

At 8:00 am, 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 June 14, 2021, meeting, and Trustee Pyrtel seconded.

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

WELCOME TO NEW STUDENT TRUSTEE

Chair Peisch welcomed new Student Trustee Robert Huttig, who is from Newton, Massachusetts and studying Liberal Arts. Trustee Huttig is involved in several clubs. He looks forward to serving on the Board this year. After it was confirmed that he is a full-time student, Trustee Huttig voted favorably on the motions to approve the FY2021 budget versus actual report and the August 31, 2021 Finance, Compliance, Personnel, and Audit consent agenda.

BOARD COMMITTEE REPORTS

***FINANCE, COMPLIANCE, PERSONNEL, AND AUDIT (FCP&A)**

Finance Items

Trustee Schmalensee reported that there was a long discussion about future enrollment and the FY2021 final budget as of July 2021 at the August 31, 2021, Finance, Compliance, Personnel, and Audit (FCP&A) meeting.

She introduced President Podell, who reported that the Budget vs. Actual report included in the binder is as of July 2021, and closes the books on this past fiscal year. The College ended the year better than expected due to receiving funds from the CARES Acts and to conservative budgeting.

FY2021 Budget vs. Actual as of July 2021

Vice President Buckley reported that MassBay ended the FY2021 fiscal year positively, with a \$2.9 million surplus. On the revenue side, the College budgeted for a 15% decline in enrollment but did better with a 12% decline. The College ended with a \$210,000 favorable variance in tuition and fees. In May, MassBay received a \$357,000 increase in State Appropriation (Performance-Based Funding). The total increase on revenue side was slightly over \$588,000. MassBay also saved on the expense side, ending with \$2.5 million less than budgeted for. This can be attributed mainly to teaching and working remotely; savings in permanent staffing; savings in vacation pay-outs; use of part-time staff, and reduced utility expenses. One area where expenses increased was in adjunct faculty. The year-end audit report will be presented at the October meeting.

MOTION: Trustee Lish moved to approve FY2021 budget versus actual report as of June 2021, and Trustee Pyrtel seconded.

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

FY2022 Budget Update and Discussion

President Podell reported that, now that the fall enrollment numbers and state appropriation are clearer, the Finance office is preparing a revised FY2022 budget to be presented at upcoming FCP&A and Full Board meetings. Given likely lower enrollment and the fact that all of the CARES Acts funds having been used up, the College may have to dip into reserves (possibly in FY2024 and FY2025). In addition, operating expenses will increase when everyone back on campus. Vice President Buckley noted that our enrollment numbers are down less than most of the other community colleges.

Student Accounts Receivable and Cash Comparison Report – July

Vice President Buckley reported that Student Accounts Receivables are slightly up. Collections are going well, thanks to the efforts of Director Donlon and her team.

Cash Position by Month – July

Vice President Buckley reported that the College has \$10.3 million more in cash than it had at this time last year, due to the good financial performance in FY2021 and also the drawing down of CARES Act funds. This will soften the blow of no additional CARES Act funding and potential lower enrollment in the future. Five million dollars has been committed to the new building. MassBay is also considering building a Student Activities Center, for which there will likely be no money from the State. Trustee Schmalensee noted that the financial reports provided are very detailed.

Contracts Report

Vice President Buckley reported that MassBay has eight contracts for work over \$35,000. He reviewed the list included in the binder. The front elevator, floor, and roof in Wellesley were repaired. Renovations of the Records Room and Public Safety offices are ongoing. There will be new construction in the Coaching Commons and Student Development offices. New charging stations in the cafeteria were funded through a grant. A food market will be developed this fall. A new electronic sign on Route 9 will be put up this fall.

MOTION: Trustee Schmalensee moved to approve the August 30, 2021, Finance, Compliance, Personnel, and

Audit Consent Agenda, and Trustee Vincent seconded.

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

Personnel Items

Samaria Stallings reported on the following:

***Personnel Actions Report**

Nine new hires are joining the college community, of which six are new full-time faculty members. Sixty-seven percent of the new faculty are people of color. Three of the six faculty positions were filled by adjuncts, whose experience teaching at MassBay can be an advantage in the process. Trustee Pyrtel welcomed new members from the Midwest and encouraged additional similar hires. He also recognized Elizabeth Kinsman for her work on the Student Success Committee. Laura Lavalee is now Interim Registrar.

***Recruitment Report**

There are three open positions. A new Director of Disabilities Resources will start at the end of September. The Emergency Medical Services Faculty and Program Director position has been difficult to fill, due to the demands of the position, the requirement of a Master's degree, and the relative low pay compared to the market for paramedics. The Chief of Police search will begin soon. President Podell reported that the college is being affected by "the Great Resignation", which is a result of the Covid pandemic.

Audit Reports

Vice President Buckley reported on four audits. The Foundation audit is clean with no findings. The College audit is ongoing and has thus far raised no issues. The A133 (Uniform Guidance) audit of federal funds, including financial aid and Title III, takes place at the end of the year. As noted in a previous Board meeting, the State audit gave one warning related to the tracking of IT inventory, an issue which will be resolved with a new hire.

***INVESTMENT COMMITTEE**

Chair Peisch has recused himself from the discussion of the work of the Investment Committee. Vice President Buckley reported that the financial firm Alderbrook has been hired and is now managing the process, including sending a survey to certain constituents.

***BYLAWS COMMITTEE**

Trustee Clifford outlined a proposed change to the college's Bylaws to uniform them to a recent change in the law and in a Board of Higher Education regulation. The change, which was urged by a group of students, now permits part-time students to serve as student trustees, provided certain criteria are met. The Board binder contains the text of a proposed new version of paragraphs A. 1-3. The Board will be asked to vote on the change at its October meeting, in conformity with the Bylaws provision regarding amendments.

***PRESIDENTIAL EVALUATION COMMITTEE**

Trustee Lish reported that the Presidential Evaluation Committee has completed its review of the survey and of its work for the year and has reported to Commissioner Santiago. By way of survey, President Podell has had another excellent year, with the survey revealing 80% "excellent" or "very good" in terms of ratings. The Committee found President Podell's self-evaluation extremely helpful. The Committee recommends that President Podell receive the highest salary increase allowable, even though the President has indicated he will not accept it unless other non-unit college employees also receive increases.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that fall semester classes began last Tuesday. Enrollment is down 7% in FTE compared to last year at the same time and 16% compared to 2019. The Evening add/drop period is next week, and the Eight Week Two semester begins in late October. Enrollment at all the other community colleges is down also, and this will be addressed at the October Statewide Trustee gathering. In terms of head count, enrollment is down 289 students, 200 of whom are non-degree students, which is significant because there were more of these students last year. The Admissions team is currently recruiting for the January and Fall 2022 semesters. The Spring 2022 Open House will be held on November 6.

FOUNDATION AND CAPITAL CAMPAIGN REPORTS

Assistant Vice President Solomon reported that there has been some turnover in Advancement. He welcomed Mishawn Davis, Executive Director of Development, who has been very busy reviewing scholarship applications. Preparations are underway for the September 29 Groundbreaking for the Center for Health Sciences, Early Childhood, and Human Services Center. The ceremony will be held outdoors with masks encouraged. Trustee Lish complimented MassBay on the excellent press coverage it has been getting recently, including an interview with President Podell on NECN.

Campaign Director Borg reported that the Capital Campaign has raised \$2.1 million, almost 50% of its goal. Applications for \$500,000 contributions are currently pending. President Podell reported that the College has received two big contributions, both of which are votes of confidence as fundraising continues. The first is \$750,000 from a Skills Capital grant, the largest in the State. All of these funds are dedicated to equipment for the Health Science programs. President Podell accepted the award at an event where MassBay was the only community college in attendance. The second is \$500,000 from the Metrowest Health Foundation for equipment for an accredited simulation center. These contributions may make it unnecessary to dip into the college's reserves for the full \$5 million commitment the college has made towards the new building. The Capital Campaign will last a further 18 months to two years. The building will open in the spring of 2023.

SABBATICAL REQUEST

Vice President for Academic Affairs and Provost Hunter presented a sabbatical request for the spring semester by Professor Kara Lucciola, who proposes to conduct research in the area of *Cyber Law/Data Privacy and Artificial Intelligence/Cybercrime*. Professor Lucciola has done extensive background research into both subjects throughout her 24 years in legal practice. She has been an adjunct professor at Roger Williams Law School for several years, and a full-time professor for Criminal Justice at MassBay. This dovetails with the college's cybersecurity degree and certificate programs.

MOTION: Trustee Pyrtel moved to approve the sabbatical request for Professor Lucciola for the Spring 2022 semester, and Trustee Lish seconded.

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

SPECIAL REPORTS

President Podell reported on the following:

Fall Semester/Covid-19 Update

The college is taking a variety of steps to protect students, faculty, and staff. Vaccines are required for certain subpopulations of students, including athletes and STEM students taking on-campus labs. Seventy students have not yet uploaded their information. Some have requested religious exemptions. President Podell thanked

the Team of 7 and Josh Cheney, Facilities under Director DeLisle, and Public Safety under Director O'Connell for all their work preparing for fall semester.

Equity Agenda Update

Last month, Commissioner Santiago forwarded a document entitled *The New Undergraduate Experience* (NUE) to all Community and State College Presidents. Public colleges are being directed to bring the Equity Agenda to the next step. The goal is to close achievement gaps and achieve equitable outcomes. A Powerpoint developed by the Department of Higher Education will be presented at the MassBay Board's Student Success Committee meeting on September 23. Trustee Lish recommended making this document more public, and President Podell will share this idea with the Commissioner.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Huttig reported that some students are struggling due to complications caused by the pandemic. Some are leaving the college, but others are happy that many classes are remote. A majority of students favors in person learning. They are looking for a wider class selection. Groups are being created to help students. This year's Student Government Association is a small group, and it is currently trying to recruit a broad cross section of students for leadership roles. The Textbook Fund has been expanded due to the CARES Act funding. Open Educational Resources (OER) resources are being utilized by increasing numbers of faculty. The 2021 graduates provided chairs for the meditation room as their class gift.

Board Chair

Chair Peisch encouraged all Trustees to attend the Groundbreaking for the new Center for Health Sciences, Early Childhood, and Human Services on September 29. The Annual Trustee Conference is October 27. Trustees Clifford and Silva have been reappointed to the Board. Chair Peisch will circulate an updated committee assignment list shortly that will be in effect until the end of the school year.

President

President Podell provided the following updates:

*This past spring, no raises were given to non-unit professionals. Bonuses were given instead. The Board of Higher Education has now authorized retroactive raises for 2.5% last year and 2% this year. Unionized employees' raises are governed by the collective bargaining agreement.

*Chief Information Officer Curtis Cormier is leaving MassBay, and former CIO Mike Lyons will be returning to the college.

*Director of Corporate Sponsorships and Workforce Development Phara Boyer and Director of Career Services Julie Ginn are working with the State on workforce training of the underemployed to become Certified Nursing Assistants.

*The College is looking forward to the Groundbreaking ceremony. This will be the first time MassBay will have a building designed exclusively for the purpose of post-secondary instruction.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

Vice President Buckley reviewed the June, July, and August 2021 Clery and State Police reports. There was an

assault on the Framingham campus one night. No one connected to MassBay was involved.

ADJOURNMENT

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

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

The meeting adjourned at 10:00 am.



10/4/21

Thomas Peisch, Esq. Date
Chairman
MassBay Community College Board of Trustees



10/4/21

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