

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the December 7, 2021 Finance, Compliance, Personnel, & Audit Committee meeting – Webex Meeting – Facebook Livestream at massbay.edu

Committee members participating: Matthew Kahn, Chair; Diane Schmalensee, ex-officio; Dune Thorne, Robert Huttig.

Staff members participating: David Podell, President; Neil Buckley, Vice President for Finance & Administration; Marcus Edward, Assistant Vice President for Finance & Administration; Steve Baccari, Controller; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President for Institutional Effectiveness and Strategic Initiatives; Samaria Stallings, Executive Director for Human Resources; Liz Cooper, Associate Director of Public Relations; Lauren Curley, Director of Purchasing and Business Operations; Deborah Georgopoulos, Executive Assistant for Finance & Administration.

Call to Order and Approval of Prior Meeting Minutes –Committee Chair Matthew Kahn confirmed quorum and called the meeting to order at 8:01 a.m. Agenda items will be revised to conform to time restrictions. The Chair asked for the review of the prior committee meeting minutes. (*Item 1*).

MOTION: Trustee Schmalensee made the motion to approve the minutes of the October 26, 2021, Committee meeting. Trustee Kahn seconded. Motion passed with one abstention.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Dune Thorne YES; Robert Huttig ABSTAIN.

FINANCE ITEMS

FY2022 Budget vs. Actual Comparison Report. (*Item 2*)

Vice President Neil Buckley presented the report as of October 31, 2021, noting there are no significant changes since the last report. The College continues to operate under budget, showing a favorable variance on the revenue side of almost \$400K. On the expense side, the College continues to operate under budget with a savings of almost \$827K, year-to-date. The result is a total positive variance of over \$1.2M.

It was noted that enrollment will influence these savings. Spring enrollment is an unknown at this time. The Community College Presidents have all committed to requiring all students on campus to be vaccinated, and the vaccine requirement may have an impact on enrollment.

MOTION: Trustee Kahn made the motion to accept the FY2022 Budget vs. Actual Report and recommend approval to the Full Board. Trustee Thorne seconded. Motion passed unanimously

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Dune Thorne YES; Robert Huttig YES.

Student Accounts Receivable and Cash Report *(Item 3)*

Vice President Neil Buckley presented the reports. Accounts Receivable looks very good. Students are paying their bills.

The total cash balance of \$34,018,691 indicates the College is \$12M better than we were a year ago. The Cash Report sorts the amounts we have in MMDT, Bank of America, and CARES Act funds.

Vice President Buckley explained that the institutional portion of the CARES money has been expensed. Student funds need to be spent by December 31, 2022. The College can apply for an extension if necessary.

Cash Position by Month *(Item 4)*

Vice President Neil Buckley presented the graphic report which indicates the College's cash position has nearly doubled over four years.

Trustee Thorne emphasized the need to focus on the fiduciary responsibility of using the cash that is building up to make sure we stay aligned with the Mission of the school. A mission-aligned purpose should be identified, indicating how the draw from the quasi-endowment will be used to align with the Mission. A note will be added to the budget that reinforces our commitment to use the funds towards the Mission of the school.

President Podell noted the that the College is intentionally being conservative to cover the next few years of uncertainty. A cushion has been built to help through the anticipated increase in expenses and decrease in enrollment, providing stability for the institution. The College will probably not be adding to the quasi endowment over the next few years.

Contracts Report *(Item 5)*

Vice President Neil Buckley presented the report of contracts greater than \$35K. These include the snow plowing contract, an external evaluator for a grant, and an IT lease for equipment.

Board of Trustees Resolutions. *(Item 6)*

In keeping with current standards and best practices, the College Administration proposes the following updates to the previous Board of Trustees Resolutions:

- Current title updates
- CIO granted contract signature authorization.
- Contract signature authorization increased for Director of Purchasing and Business Operations and CIO to \$10,000
- Contracts reported to the FCP&A Committee increased to \$50,000

MOTION: Trustee Kahn made the motion to accept the recommendation for the Board of Trustees Resolutions regarding signature authorizations and recommend approval to the Full Board. Trustee Schmalensee seconded. Motion passed unanimously.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Dune Thorne YES; Robert Huttig YES.

INVESTMENT COMMITTEE

The Chair asked for the review of the prior Investment Committee meeting minutes. (*Item 9*).

MOTION: Trustee Schmalensee made the motion to approve the minutes of the November 5, 2021, Committee meeting. Trustee Kahn seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Dune Thorne YES; Robert Huttig ABSTAIN.

Approval of the OCIO RFP (*Item 10*).

The Committee had been presented the OCIO RFP prepared by AlderBrook. The College is ready to issue the RFP with the Trustees' approval. The document is ready to go into the state registry for publication and will be sent directly to six to eight vendors. Director of Business Operations Lauren Curley will be leading and directing the issuance of the RFP. After a brief discussion, the Committee proposed some minor edits to the document to make the RFP less restrictive.

MOTION: Trustee Matt Kahn moved to approve the MassBay OCIO RFP as edited. Trustee Diane Schmalensee seconded the motion. Motion passed unanimously.

ROLL CALL:

Matthew Kahn YES; Robert Huttig ABSTAIN; Diane Schmalensee YES; Dune Thorne YES.

Incorporate the Investment Committee into the Finance, Compliance, Personnel, and Audit Committee (FCPIA)

A recommendation was made to merge the Investment Committee with the Finance, Compliance, Personnel, and Audit Committee, noting the majority of the members currently serve on both Committees. Because it is a quasi-endowment, and is actually part of the operating budget for the school, it makes sense. Investment Company would provide quarterly reports and provide a presentation once or twice a year.

MOTION: Trustee Matt Kahn moved to incorporate the Investment Committee into the Finance, Compliance, Personnel, and Audit Committee (FCPIA). Trustee Diane Schmalensee seconded. Motion passed unanimously.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Dune Thorne YES; Robert Huttig YES.

COMPLIANCE

Controller Steve Baccari updated the Committee on the progress of the Compliance Committee. The Committee has been meeting with individual departments, and has been compiling compliance requirements from accreditation reviews and other audits to make sure documentation is preserved in the event of turnover. The Compliance Committee will act as a centralized depository with each department responsible for their own compliance requirements. There have been no findings that we are aware of.

PERSONNEL ITEMS

Personnel Actions Report (Item 7)

Samaria Stallings presented the report for informational purposes.
Danielle Wagner, Assistant Director of Procurement has returned to MassBay.
Four resignations have been submitted, including the Director of Nursing. Jean Dyer has returned as Interim Director of Nursing.
More resignations and retirements are in the pipeline. The College is experiencing a higher turnover than usual.

Recruitment Report (Item 8)

Samaria Stallings presented the report for informational purposes.

OTHER BUSINESS

Trustee Huttig reported that the SGA will be raising awareness of the CARES funding. President Podell confirmed that funds are available until December 2022, and perhaps beyond.

Trustee Schmalensee noted the Spring Retreat will address enrollment. Discussion will include what to do with some of the investment income to ensure we are aligned with the Mission and maintain the quality of what we do.

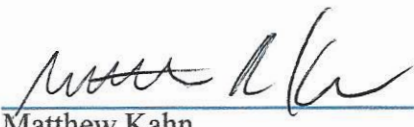
ADJOURNMENT

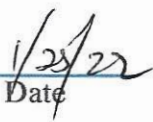
MOTION: Trustee Kahn moved to adjourn the meeting,
seconded by Trustee Thorne.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Dune Thorne YES; Robert Huttig YES.

Chair Kahn adjourned the meeting at 8:59a.m.


Matthew Kahn
Committee Chair
Board of Trustees


Date


David Podell
President
Massachusetts Bay Community College

1/26/2022
Date