

**Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, June 11, 2022, by Webex and Facebook livestream from 8:00 to 10:00 am**

Board Members Present: Matt Kahn, Ilissa Povich, Mikael Pyrtel, Azalea Rodas, Rod Sanz, Diane Schmalensee, and Wendy Vincent

Trustee Thorne arrived at 8:10 am, and Trustee Lish arrived at 8:45 am.

Guest Present: David DiIulis, O'Connor & Drew; Steve Hibbard, MassBay Foundation Board

Staff Present: Yvonne Anthony, Director of Grants Development; 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; Lauren Curley, Director of Procurement and Business Operations; Lynne Davis, Dean of Health Sciences; Mishawn Davis-Eyene, Executive Director of Development; Joe DeLisle, Director of Facilities; Phil DiBlasi, Director of Public Safety; Marcus Edward, 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; Michael Lyons, Chief Information Officer; Lisa MacDonald, Director of Equity Compliance; Sue Maggioni, Dean of Business and Professional Studies; Alison McCarty, Associate Dean for Admissions and Community Learning; Lynn Moore, Chief Diversity Officer; 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, Assistant Vice President for Human Resources; Richard Williams, Associate Dean for Student Success

CALL TO ORDER & INTRODUCTIONS

Chair Schmalensee called the meeting to order and announced that a quorum was present.

COMMITTEE REPORTS

FINANCE & ADMINISTRATION COMMITTEE

President Podell turned over the report to Vice President Edward and David DiIulis of O'Conner & Drew.

AUDIT REPORT

FY21 Uniform Guidance Audit

Vice President Edward explained that the Uniform Guidance Audit (UG Audit), formerly known as the A133 Audit, is an audit of MassBay's spending of federal funds. Due to provisions surrounding COVID relief funds, the deadline for filing was automatically extended from March 30, 2022, to September 30, 2022. Typically, financial aid is the largest federal expense. However, for fiscal year 2021, the largest federal expense was COVID relief funds.

Mr. DiIulis reported the audit will be submitted to the federal clearinghouse as soon as it is approved by the Board, well in advance of the September 30 deadline. The 2022 UG Audit has already begun. There were no internal control findings related to the fiscal year 2021 financial statements, and an unmodified opinion was issued.

The Auditor's Report on Compliance relating to federal financial aid identifies two significant, but immaterial deficiencies, as follows:

*Enrollment changes of two students out of a sample of forty were not reported to the National Student Loan Data System (NSLDS) within the required timeframe of 60 days. It was noted this is a common finding across community colleges.

*Unclaimed federal funds for one student out of a sample of 25 was not returned within the 240 days deadline.

While these were repeat findings, there was a decrease in the number of issues found when compared to last year, and most colleges have at least two findings. The College has submitted a corrective action plan for both findings.

Trustee Kahn moved to approve the FY21 Uniform Guidance Audit, and Trustee Povich seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Povich – YES; Trustee Pyrtel – YES; Trustee Rodas – YES; Trustee Sanz – YES; Chair Schmalensee – YES; Trustee Thorne - YES; Trustee Vincent – YES

PRIOR MEETING MINUTES

MOTION: Trustee Pyrtel moved to approve the minutes of the May 24, 2022, meeting, and Trustee Vincent seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Povich – YES; Trustee Pyrtel – YES; Trustee Rodas – YES; Trustee Sanz – YES; Chair Schmalensee – YES; Trustee Thorne - YES; Trustee Vincent – YES

FINANCE ITEMS

President Podell reported that there are no major changes to the Budget-to-Actual report at this time. The final Budget-to-Actual report for fiscal year 2022 will be presented at the next Board meeting. Vice President Edward then reported the following:

***FY2022 Budget vs. Actual Comparison Report**

The April budget-to-actual report shows a favorable variance of approximately \$2,497,000. The variance is due to better performance on revenue and expenses when compared to budget.

The positive variance on revenue is mainly a result of doing better in enrollment than budgeted. The College budgeted for a 10% decline and averaged roughly 6% down. The Vice President reported the College received \$304,000 from the State to reimburse collective bargaining increases for AFSCME and a special increase for Non-Unit Professional employees (NUPs). This amount will be reflected on the May Budget-to-Actual report. As of April 30, the State Maintenance Appropriation yearly budget was exceeded by approximately \$29,000. As of April 30, the Tuition and Fees yearly budgeted amount was also surpassed.

Nothing has changed significantly with expenses. Large expenses will be seen when the collective bargaining increases for AFSCME and the special increases for NUPS are paid out. In May, the College paid out approximately \$469,000 in salary increases to adjuncts. It was noted that expenses will increase when everyone is back on campus.

Trustee Povich moved to approve the FY2022 Budget vs. Actual Comparison report, and Trustee Kahn seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Povich – YES; Trustee Pyrtel – YES; Trustee Rodas – YES; Trustee Sanz - Chair Schmalensee – YES; Trustee Thorne - YES; Trustee Vincent – YES

***Student Accounts Receivable Report and Cash Comparison Report**

MassBay is doing better than a year ago at this time, with receivables down 7%, or \$219,000. The College is also doing better in cash by \$8.3 million. Receivables will be challenged going forward, given a change in the policy regarding holding back of transcripts until full payment is made. Students can now obtain their transcript without paying their balances in full. Eventually, unpaid receivable balances are collected through the state's Intercept program.

The Cash Report shows the College is doing better than at this point last year by \$8.3 million.

***Cash Position by Month**

This report is a monthly cash comparison report over five years, with and without CARES funds.

***Contracts Report**

The Contracts Report lists contracts greater than \$50,000, as follows:

*\$750,000 maximum over four years for a House Doctor (an on-call architect), paid 80% by State funds (DCAMM) and 20% by local funds (MassBay);

*\$856,000 for restroom renovations, paid by the State;

*\$72,000 for network administration services, paid for by MassBay.

***FY2023 Provisional College Operating Budget**

President Podell noted that the Provisional Budget is based on unknown state allocation and unknown enrollment, which are MassBay's two sources of revenue. The budget is conservative to avoid overspending in the first quarter and will be revised and shared in September when most of these numbers are known.

Vice President Edward reported that the following factors impacting the budget:

- **Inflation**
 - According to the US Dept. of Labor, in May inflation was up 8.6% year over year.
 - MassBay is not immune to inflation and has seen an increase in the cost of doing business.
- **With inflation up 8.6%:**
 - The base state appropriation increased by \$466,000, or 2%.
 - The state covers salary increases for AFSCME and MCCC employees but does not cover increases for Adjunct Faculty and NUP employees.
- **Demographics**
 - Pre-pandemic, the College was experiencing a yearly decline in enrollment of approximately 5%.
 - In FY2021, the first full year of the pandemic, enrollment was down 12%.
 - For fiscal year 2022, the College is experiencing a decline in enrollment of 6%.
 - Decreases in enrollment lead to a loss of tuition and fees revenue.
 - The College budgeted a 5% decline in enrollment for FY2023, leading to a decrease in tuition and fees revenue of \$835,000 year over year.
- **Mandatory Salary Increases**
 - The budget includes salary increases of \$605,000. The College budgeted for:
 - 3% increase for AFSCME
 - 4.5% increase for MCCC
 - 2% increase for NUPs
 - For the first time, the College reduced the permanent staff budget by \$394K,000 or 2%, in anticipation of vacancies that typically take at least three months to fill.
- **Wrap Around Services**
 - Student transportation is budgeted at \$396,500, including \$110,000 for Boston students.
 - Food insecurity - In FY2019, the College received \$39,000 of commissions from our food vendor. The budget currently includes a food subsidy of \$150,000.

The budget includes a draw from investments of \$700,000, Earned Cares Act funds of \$1.4 million, which is significantly lower than the \$2.8 million included in the FY22 budget, and a Special State allocation for Covid

mitigation of \$700,000. In summary, MassBay is presenting a balanced budget that will help the College meet its mission and goals, does not include a fee increase for students for the third consecutive year, and includes an increase of 1.4%, or \$497,000, year over year.

Trustee Kahn moved to approve the FY2023 Provisional College Operating Budget, and Trustee Thorne seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Povich – YES; Trustee Pyrtel – YES; Trustee Rodas – YES; Trustee Sanz - Chair Schmalensee – YES; Trustee Thorne - YES; Trustee Vincent – YES

PERSONNEL ITEMS

Executive Director Stallings reported the following:

***Personnel Actions Report**

Assistant Vice President Samaria Stallings presented the following new hires:

- Michelle Biscotti, Assistant Director of Development, Office of Institutional Advancement
- Evan O'Brien, Academic and Transfer Counselor, Academic Advising, Coaching & Transfer
- Valerie Amaral, Enrollment Specialist, Office of Student Accounts – Framingham Campus
- Susan Hamilton, Assistant Director for Math and Science, Academic Achievement Center

Assistant Vice President Stallings reported there are several employees in new roles, as follows:

- Kathryn Basch, Assistant Director of Career Services, Student Development Office (Correction)
- Ming Ju, Director of Data Administration, Office of Institutional Effectiveness & Strategic Initiatives
- Jean Supel, Assistant Director of Institutional Research, Office of Institutional Effectiveness & Strategic Initiatives
- Fielding Vaughn, Associate Director of Athletics, Recreation & Wellness Center

Agostinha Depina, STEM Starter Academy Project Coordinator, has left the College.

***Recruitment Report**

Assistant Vice President Stallings presented the report, as follows:

The Assistant Professor, Emergency Medical Services; Assistant Professor, Sociology; and Vice President of Academic Affairs & Provost positions have been filled.

The recruitment market remains very competitive; however, applications have been received for all open positions: Assistant Professor, Cybersecurity; Instructor/Assistant Professor, Automotive Technology; Assistant Dean of Nursing; Assistant Professor, Associate Degree Nursing.

President Podell reported that Vice President Jackson will be moving into the Provost position. Chair Schmalensee recognized Vice President Hunter's outstanding performance and welcomed Vice President Jackson into this important role. President Podell indicated that all the ways in which Vice President Hunter has answered the call at MassBay over the years were read at Commencement. She has consistently been attentive to the needs of faculty and MassBay, acted with care, diligence, talent, and a positive nature, never making a misstep. Vice President Hunter stated that it has been an honor and privilege working at MassBay, in particular with President Podell. She is excited for Vice President Jackson and the future of the College.

PRESIDENTIAL EVALUATION COMMITTEE

Committee Chair Lish thanked the MassBay staff who have worked with the Presidential Evaluation Committee, which is ready to submit its recommendation by the June 30 deadline. The process is outlined by the State, and

the submission will include the survey results and President Podell's self-evaluation with college data. The Committee is grateful for President Podell's leadership and recommends the highest increase possible.

Trustee Lish moved to recommend to the Board of Higher Education that the maximum salary increase be awarded to President Podell based on his outstanding performance of last year, and Trustee Povich seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Rodas – YES; Schmalensee – YES; Trustee Thorne - YES; Trustee Vincent – YES

President Podell thanked the Trustees and also acknowledged his entire team, many of whom are on today's Webex. He very much appreciates having a supportive Board.

ENROLLMENT REPORT

Associate Vice President Slavin reported summer enrollment is down 12%, with a decline in non-degree student applications. Enrollment at other community colleges is down as well. There is still time to enroll.

FOUNDATION AND CAPITAL CAMPAIGN REPORTS

Foundation Board member Hibbard reported the following:

*Nathan Persampieri's fundraising effort for scholarships for students with disabilities had been a huge success. Mr. Persampieri is an amazing person who has overcome various disabilities and has had great impact on the MassBay community. Over \$10,000 has been raised, not counting \$3,000 from the Foundation, and as a result the fund is now endowed.

*The Summer Scholarship disbursement is at \$34,700. The summer scholarships are for General Studies and Health Sciences.

*Updates to the web page are ongoing.

*Two new members have joined the Foundation Board: former Dean of Automotive Technology Howie Ferris and former Foundation Board Chair Jim Lehan.

*The Foundation Board is seeking to find another investment manager. Vanguard, the prior manager, was unwilling to sign an Affirmative Action statement. The Foundation Board will be looking for an advisor who will sign on to the Affirmative Action statement and will seek more diverse investments.

Capital Campaign Director Borg reported the following:

*The Nursing video is almost finalized, with participation from many, including the Schmalensees. The next video will focus on the Emergency Medical Services (EMS) program.

*There is a \$2 million federal funding request pending from the Economic Development Administration (EDA) and an additional \$300,000 earmark through U.S. Representative Katherine Clark's office.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Rodas reported that the Commencement ceremony was beautiful. Orientations for the fall 2022 semester are beginning. Chair Schmalensee thanked Student Trustee Rodas for her work as Student Trustee and wished her well in her new role at President of Student Government Association (SGA). The new Student Trustee is Katerina Cipriano, one of the Honors students who presented at the May meeting.

Board Chair

Board Chair Schmalensee reported that the next Board of Trustees meeting is on September 15. It is important to participate in this meeting as well as on committees. The work of the Board is very important.

President

President Podell reported the following:

*Summer classes have begun. Masks are still required, since all the counties within MassBay's service area are in the "red," meaning at high levels of COVID infection.

*Work to the Wellesley campus roof and student parking lot will be completed over the summer.

*MassBay's application for a Cybersecurity grant to expand its existing program and provide training for local municipalities has proceeded to the second round. He acknowledged Director of Grants Development Anthony, Vice President Jackson, Chief Information Officer Lyons, and faculty members Kara Lucciola, Shamsi Moussavi, and Tony Sena for all of their work on this proposal.

*A pinning ceremony for new Chief of Police Phil DiBlasi will be held on campus tomorrow. President Podell invited all Trustees to attend.

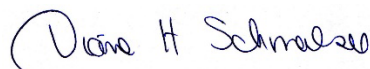
*He thanked Chief Diversity Officer Moore for making arrangements to have a plaque installed in MassBay's courtyard in September acknowledging that the land once belonged to indigenous people.

ADJOURNMENT

Trustee Povich moved to adjourn the meeting, and Trustee Vincent seconded the motion.

The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Povich – YES; Trustee Rodas – YES; Trustee Sanz – YES; Chair Schmalensee – YES; Trustee Thorne - YES; Trustee Vincent – YES

The meeting adjourned at 9:41 am.



9/15/22

Diane Schmalensee, Chair Date
MassBay Community College
Board of Trustees



9/15/22

David Podell, President Date
MassBay Community College