

**Minutes of the MassBay Community College Board of Trustees Meeting  
Tuesday, May 24, 2022, by Webex and Facebook livestream from 8:00 to 10:00 am**

Board Members Present: Matt Kahn, Sandy Lish, Ilissa Povich, Mikael Pyrtel, Azalea Rodas, Diane Schmalensee, Lili Silva, Dune Thorne (arrived at 8:07 am), and Wendy Vincent

Trustee Kahn departed the meeting at 9:19 am.

Guest Present: Joseph Asaya, Foundation Board member; Jeanie Tietjen, Humanities & Social Sciences Professor, and students Katerina Cipriano, Kelly Giudice, and Jesse Okoche

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; Bernadette Sibuma, Director of Online Learning; 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.

**PRIOR MEETING MINUTES**

**MOTION:** Trustee Povich moved to approve the minutes of the April 12, 2022, meeting as amended, and Trustee Lish seconded the motion.

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

**COMMITTEE REPORTS**

**FINANCE AND ADMINISTRATION (F&A) COMMITTEE**

Committee Chair Kahn turned over the committee report to President Podell and Vice President Edward. President Podell reported that the FY2023 budget will be presented at the June meeting. The administration is not recommending a fee increase for the third year in a row. The proposed budget will be balanced but does depend on CARES funding. The College expects to be back fully in-person in the Fall, so expenses will reflect this.

Vice President Edward reported the following:

## **Finance Items**

### **Budget vs. Actual**

The March Budget-versus-Actual report shows a favorable variance of approximately \$2,508,000. The variance is due to better performance on revenue and expenses when compared to budget.

#### **Revenue:**

Vice President Edward noted the biggest positive variance in revenue was from tuition and fees. The College budgeted for a 10% decrease in enrollment but has realized a decrease of approximately 6% at this time: a 7.7% decline in the Fall, a 2.4% decline in the Spring, and at the time of this report, an 8.4% decline for the Summer.

The state maintenance appropriation will include approximately \$200,000 more than the \$18,400,000 budgeted, in order to fund payroll increases for AFSCME and NUP employees.

Vice President Edward reviewed Tuition Remission & Waivers, noting that day tuition is remitted to the state.

#### **Expenses:**

The College continues to see a positive variance in permanent staff. Unpaid increases will be paid to AFSCME and NUP employees before the end of the fiscal year. It is unlikely MCCC will finalize negotiations this fiscal year, and as a result those increases will be added to next year's budget.

Adjunct faculty will be receiving two years of outstanding increases amounting to approximately \$450,000, which will erase the positive variance in that line.

The Maintenance & Construction line shows a favorable variance of \$174,000. The College anticipates a significant increase in expenses before the end of the fiscal year.

The entire \$800,000 Capital Budget will be used. The paving project will account for a large portion of the spending.

**MOTION:** Trustee Kahn moved to approve the Budget-versus-Actual Report as of March, and Trustee Thorne seconded the motion.

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

### **Student Accounts Receivable and Cash Comparison Reports**

The Student Accounts Receivable report shows receivables are up \$89,000 (approximately 5%) compared to last year at this time. A review of the the more recent April report shows that receivables are back in line.

The Cash Comparison Report shows that Mass Municipal Depositor Trust (MMDT) only returns 10 basis points. Trustee Kahn and Vice President Edward will meet soon about this.

### **Cash Position by Month**

The College is doing \$8,900,000 better with cash than a year ago. The graph reflects 2022 cash with and without the CARES Act reserve. CARES money is part of the full reserve and can be spent at the Board's discretion; however, the College is relying on it to cover gaps for future years budget.

## Contracts Report

The report lists two contracts greater than \$50,000, as follows:

\*Sierra Cedar - \$75,000 for PeopleSoft maintenance renewal;

\*Sunshine Paving - \$620,000 for the student parking lot. (\$275,000 is coming from the state). Seventy percent will be paid with college funds, and the rest with state funds.

## Categorical Waivers

The negative revenue line for Tuition Remission & Waivers on the Budget versus Actual report resulted partly from a benefit provided by the College. Full-time MassBay employees, spouses, and dependent children aged 25 and under are eligible to attend MassBay with 100% of tuition and fees waived. Waivers that are mandated by the state (e.g., Armed Forces, Mass Rehab, etc.) will reduce the amount of day tuition that must be remitted to the State. The waivers and tuition remission account for an average of \$500,000 per year. The State pays for day classes, but not evening.

## **Investments**

Committee Chair Kahn reported that the College's legal department is reviewing the draft agreement with Prime Buchholz. The draft has also been sent to AlderBrook for their review. The agreement is expected to start on June 1, 2022. The College may want to place some restrictions on its investments, based on Environmental, Social, and Governance (ESG) guidelines and Prime Buchholtz recommendations.

## **Personnel Items**

Assistant Vice President Stallings reported the following:

## Personnel Actions Report

New hires:

Pierre Edwards, Senior Accountant for Grants and Budget  
Stephanie Jean Pierre, Associate Director of Financial Aid  
Dorsey Weber, STEM Laboratory Manager and Safety Compliance Officer

Employees in new roles:

Lisa Armstrong Smith, Accessibility Resources Learning Specialist  
Kathryn Basch, Assistant Director, Career Services  
Eva Chu, Accountant V, Fiscal Affairs Office  
Gregory Friedlander, Accountant IV, Human Resources and Payroll Office  
Cynthia Fox, SUCCESS Outreach Specialist  
Bernadette Monaghan, Director of Online Learning  
Nicole Seifert, Associate Registrar  
Dara Semprucci, Accountant IV, Fiscal Affairs Office  
Lisa Slavin, Associate Vice President of Enrollment Management  
Jeremy Solomon, Associate Vice President for Institutional Advancement, Marketing, and Communications

Two employees have left the College.

## **Recruitment Report**

Several full-time faculty positions are open, with searches ongoing, including Assistant Professor of Emergency

Medical Services and Assistant Professor of Sociology. Offers have been made for both positions.

President Podell reported that the Vice President for Academic Affairs and Provost Search Committee, led very well by Dean Lynne Davis and Professor Judy Elliston, brought four candidates to campus. He stressed that this is an extremely significant role at the College, overseeing the entire academic division and second in command to the President. It was important to go through a rigorous search process; unfortunately, he did not find one applicant who stood out, and the community surveys completed after the candidates' interviews indicated the same. President Podell has asked Vice President Jackson to take on this position as of July 1, and she accepted. In her current role, Vice President Jackson has had much experience with accreditation, learning assessment, working with faculty, and program review. He thanked Vice President Hunter for outstanding contribution to MassBay during her 17 years at the College.

## **STUDENT SUCCESS COMMITTEE**

Committee Chair Silva reported that the April Student Success committee meeting focused on two innovative, forward-looking programs. Dean Protano presented two new Automotive Technology programs which will prepare students for more diverse career opportunities. Both will train automotive technicians as generalists, rather than specialists in a particular make of car, as our current programs do. It is anticipated that this will bring new enrollments to the College. Executive Director of the College Planning Collaborative Coffey presented the Early College program, which works with high school students focusing on building a foundation for academic and life skills. The first cohort will be juniors studying on the MassBay campus this summer. Video testimonials from students were also shown.

## **PRESIDENTIAL EVALUATION COMMITTEE**

Committee Chair Lish reported that Presidential Evaluation Committee has been meeting. Board Chair Schmalensee has been compiling data from the surveys. President Podell's self-evaluation will make clearer the data points to be included in the overall evaluation. Chair Schmalensee shared the Executive Summary, which includes Excellent/Very Good ratings in the following categories - Leadership (97%), Continued Viability and Strength (100%), Student Success (92%), and Equity (96%). The committee's recommendation will be discussed at the June meeting.

## **COMMENCEMENT**

Vice President for Academic Affairs and Provost Hunter presented the preliminary list of 2022 graduates, which includes 589 students, an increase from last year. Faculty approved the list sent in the binder, which includes recipients of associate degrees and Certificates.

**MOTION:** Trustee Lish move to approve the Preliminary Roster of 2022 Graduates, and Trustee Vincent seconded.

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

## **ENROLLMENT REPORT**

Associate Vice President Slavin reported that summer enrollment is down 11.4%. These numbers will increase, as the College will be offering a third session. Fall enrollment is up 14% in FTE, but it is very early in the registration process. The recent in-person Open House went well. Applications are up. Orientation will take place in June, mostly in-person.

## **FOUNDATION & CAPITAL CAMPAIGN REPORTS**

Associate Vice President Solomon shared a story about Nathan Persampieri, a Newton North High School graduate transferring to Merrimack College. For his 23<sup>rd</sup> birthday on May 23 birthday, Nathan is raising money for scholarships to support students with disabilities. The Foundation is matching funds up to \$3000. If \$10,000 is raised, the College can turn the funds an endowed scholarship. Associate Vice President Solomon showed the following WBZ-TV video: <https://www.cbsnews.com/boston/news/massbay-community-college-grad-with-rare-disease-creates-scholarship-for-future-students/>.

Foundation Board member Joseph Asaya reported the following:

\*The primary focus of the Foundation is to assist students financially. In the past session of scholarship reviews, there were 290 applications from 168 students. A total of 100 scholarships were awarded (over \$118,000). With CARES funds being depleted, more money in this area will be needed.

\*The Textbook Fund has been increased from \$5000 to \$8000. Another fund is the Emergency Fund, which helps students with remaining balances.

\*The Foundation web page updates are ongoing.

\*The Foundation Board is looking for a new investment company to replace Vanguard, which has raised its fees.

\*Efforts are being made to add new Foundation Board members.

\*The Foundation is looking into ways to make students more aware of the funds available to them.

\*A new Assistant Director of Development has been hired.

\*He thanked Executive Director Davis for all she is accomplishing.

Capital Campaign Director Borg thanked all Trustees for their donations to the Capital Campaign. The Campaign is over the half-way mark. President Podell reported that the College has seen strong indications of support, including moving forward with the Economic Development Administration grant proposal, thanks to Director of Grants Anthony, Dean Davis, Vice President Hunter, and Vice President Jackson. Deputy Speaker of the House Katherine Clark's office informed President Podell that she has moved forward to the next level of approval the earmark request for health science equipment for the new Framingham campus. Various equipment and programs have been claimed by donors for named facilities. Director Borg and Campaign Consultant Janet Nolan are working with the Alumni Council to gain support, as well as with Marketing and Communications on finalizing a Nursing video with the theme of a "new day" at MassBay. They are looking to create affinity groups and to make new friendships and connections for the long term. An anonymous donor gave two tickets to the musical STOMP to encourage employees to give to the Employee Campaign. Trustee Lish and Chief Executive Officer of the Hollister Group Kip Hollister have joined the Campaign Steering Committee. Director Borg thanked Executive Director Britton for her work on the Campaign.

Trustee Lish suggested sharing the positive data collected for the evaluation as well as from the Dashboard with potential donors, as it tells an impressive story.

## **SPECIAL REPORT**

### **MassBay Honors Students Research Projects**

Professor Jeanie Tietjen introduced three students from MassBay's Honors program, who presented their research projects, as follows:

Katerina Cipriano: *One Size Does Not Fit All: Transforming a Community College Classroom into a Restorative Landscape*

Kelly Giudice: *Overwriting the Views of the Past: How Reexamining History Can Create a More Accurate Representation of Past Korean Society*

Jesse Okoche: *A Developmental and Comparative Study of Preoperational Egocentrism: The Development of Cognitive Empathy and the Cross-Cultural Dynamics of Decentration and Socialization*

## **EXECUTIVE REPORTS**

### **Student Trustee**

Student Trustee Rodas reported that many student-led events have been held in the past month, including one by the Gaming Club and several for Mental Health Week. Ms. Rodas will be President of Student Government Association (SGA) next year, and Katerina Cipriano will be the new Student Trustee. A primary goal of SGA is to bring the three MassBay campuses together more.

### **Board Chair**

Chair Schmalensee reported that last week's Diversity, Equity, and Inclusion (DEI) training with Dr. Jamie Washington was excellent. Dr. Washington made a clear distinction between not being racist and being anti-racist, which are not the same. MassBay does not have a Diversity, Equity, and Inclusion (DEI) Trustee committee; this will be considered going forward. She indicated that students go through different experiences with DEI throughout their time at MassBay. She also reminded all Trustees to give to the College.

### **President**

President Podell reported the following:

\*Commencement is this Thursday evening. It will be the first in-person ceremony in three years and will include an acknowledgement that the College's land once belonged to indigenous people. Chief Diversity Officer Moore is working with Professor Goyette on the wording of the acknowledgement, as well as the presentation of a plaque by flagpole at an event in September.

\*As the number of COVID cases increases, the number of cases on campus do as well. The College continues to take precautions. All who come to campus must be vaccinated and wear masks. Vaccines are required through next year, and the mask policy will be reviewed after Commencement.

\*The College will be involved in a variety of professional development opportunities this summer, as follows:

\*Dean Kerry reported that over 30 faculty from across academic divisions will be participating in a Summer DEI Faculty Institute June 21-24. The Institute is being co-sponsored by Success and will be facilitated by Dr. Jaime Washington and Betsy Hawkins, a facilitator at eCornell's Certificate Program in DEI, who previously taught a cohort of MassBay leadership and faculty. The faculty will be learning how to view their teaching practice through an equity lens and will present individual projects as part of MassBay's Fall Professional Development Day.

-Chief Diversity Moore reported that Bunker Hill Community College is hosting its 5<sup>th</sup> Annual Center for Equity and Cultural Wealth in June, entitled *Recognition and Reckoning: Empowering Men of Color through Equity Cultural Wealth*, which several MassBay employees will be attending. In addition, the Students of Color program hired full-time coach in January.

-Director of Online Learning Sibuma reported that various faculty will be participating in a two-part Science,

Technology, Engineering and Math (STEM) Institute focusing on multiple methods of instruction.

-Assistant Provost LaBarbera reported that several deans and directors will be participating in an institute on universal design sponsored by the Association of American Colleges and Universities (AAC&U).

-Vice President Blumberg reported that MassBay has been awarded \$131,000 from the State for mental health. Various programs focusing on this issue will be put together by December.

-Director of Equity Compliance MacDonald reported that June 23 is the 50<sup>th</sup> anniversary of the passage of Title IX of the Civil Rights Act. Events focusing on gender equity to honor this ruling are being planned.

## COMMUNICATIONS

### Reports from the Office of Public Safety

Director DiBlasi presented the February, March, and April Clery and State Police Reports. There are no significant changes to the Clery reports from last year. The February 2022 State Police Report shows a pushcart stolen from the Library, which was found.

### 2022/2023 Meeting Schedule


Chair Schmalensee asked Trustees to put the 2022-2023 meeting dates on their calendars. Executive Director Britton will also send calendar invites.

## ADJOURNMENT

**MOTION:** Trustee Lish moved to adjourn the meeting, and Trustee Silva seconded the motion.

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

The meeting adjourned at 9:57 am.



6/14/22

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Diane Schmalensee, Chair  
MassBay Community College  
Board of Trustees

Date



6/14/22

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David Podell, President  
MassBay Community College

Date