

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the August 30, 2022, Finance & Administration Committee meeting
Webex Meeting – Facebook Livestream at massbay.edu

Committee members participating: Matthew Kahn, Chair; Diane Schmalensee, Ex-officio; Ilissa Povich, Trustee; Dune Thorne, Trustee.

Staff members participating: David Podell, President; Marcus Edward, Vice President for Finance & Administration; Steve Baccari, Controller; Courtney Jackson, Vice President for Academic Affairs and Provost; Jeremy Solomon, Associate Vice President for Institutional Advancement, Marketing, and Communications; Deborah Georgopoulos, Executive Assistant for Finance & Administration.

Guests: Timothy Jarry and Nathan Reid from Prime Buchholz.

Call to Order and Introductions

Committee Chair Matthew Kahn called the meeting to order at 8:03 a.m.

Approval of Prior Meeting Minutes *(Item 1).*

The Chair asked for the review of the prior committee meeting minutes.

MOTION: Trustee Kahn made the motion to approve the minutes of the June 7, 2022, Board of Trustees Finance & Administration Committee meeting as presented. Trustee Povich seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee; YES; Ilissa Povich YES.

Approval of the Investment Policy *(Item 2)*

Vice President Marcus Edward introduced Timothy Jarry and Nathan Reid from Prime Buchholz. Meeting materials provided to the Committee included asset allocation information and a draft investment policy statement.

Dune Thorne joined the meeting at 8:07 a.m.

Mr. Jarry reviewed the philosophy of an investment program, and noted that as this is a new engagement and the funds were not yet invested, the goal is to establish a good solid foundation. In order to achieve this, they are looking to accomplish three things:

1. Get input on the target asset allocation for this portfolio (Diversified)
2. Approve the Investment Policy Statement (Approved for recommendation to the full Board)
3. Discuss how they will initially invest the money. (lump sum)

The Committee reviewed strategies and options and discussed in depth. Prime Buchholz will provide a revised Draft Investment Policy Statement for presentation to the Full Board.

1. It was determined that in terms of asset allocation for this portfolio, Sample 2 (Diversified) would be the better option. Edits were made to the language in the Investment Policy Statement. Language will be incorporated into the IPS that the funds: "Have no more than 25% quarterly liquidity, no more than 50 % monthly liquidity, and no less than 50% daily liquidity."
2. Investment policy approved for recommendation to the Full Board
3. The Committee agreed that the funds would be invested in a lump sum rather than dollar cost average. Once approved by the Board, Prime Buchholz will be ready to invest the capital.

MOTION: Trustee Schmalensee made the motion to approve the College Investment Policy as amended and recommend approval to the Full Board. Trustee Kahn seconded. Motion passed unanimously.

ROLL CALL:

Matthew Kahn YES; Ilissa Povich YES; Diane Schmalensee YES; Dune Thorne YES.

Dune Thorne left the meeting at 9:32

FINANCE ITEMS

FY2022 Budget vs. Actual Comparison Report. *(Item 3)*

Vice President Marcus Edward reviewed the June year-end report.

Revenue:

- The College met the revenue goal for tuition & fees. The budget allotted a 10% decline, but a 6% decline was realized.
- The College exceeded the state appropriation budget by approximately \$28K. It was noted that the State appropriation may fluctuate as a result of performance funding and increases from the state for personnel increases which are unknowns until the second half of the fiscal year. The base appropriation, which accounts for 97% of this revenue line, is typically known in July when the governor approves the state budget.
- CARES Act reserve was budgeted at \$2.8M, but only \$571K was needed.

Expense:

- Savings were realized in many expense lines as a result of remote work due to the pandemic.
- The Permanent Staff line was underspent by 3%. For FY2023, the staffing level was reduced by 2% as it is anticipated that vacancies will take 2-3 months to fill.
- 100% of the Capital Budget was spent.
- Significant savings were recognized in the debt service line because the anticipated lease agreement did not occur in FY2022. Computer upgrades will be done this fiscal year.

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

ROLL CALL:

Matthew Kahn YES; Ilissa Povich YES; Diane Schmalensee YES.

Student Accounts Receivable and Cash Report (Item 4)

Marcus Edward presented the report. The Student Accounts Receivable Report shows a nominal increase of 2%, approximately \$110K. The Cash Report shows an increase in cash of approximately \$53K.

Cash Position by Month (Item 5)

Vice President Marcus Edward presented the report which is a monthly cash comparison report over 5 years. It was noted that there is a balance of \$6.4M remaining of the approximately \$7M of earned CARES Act funds. As previously reported, \$571K was used in the operating budget. \$1.4M of Cares Act funds is included in the FY2023 budget.

Approval of the Resolution of Signature Authorization (Item 6)

Vice President Marcus Edward presented the resolution to grant signature authorization for College documents to include Director of Grants.

MOTION: Trustee Kahn made the motion to approve the resolution to add Director of Grants to the College Signature Authorization and recommend approval to the Full Board. Trustee Povich seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Ilissa Povich YES; Diane Schmalensee YES.

PERSONNEL ITEMS**Sabbaticals (Item 9)**

Vice President for Academic Affairs and Provost Courtney Jackson presented two sabbatical requests for consideration by the Committee.

Professor of Criminal Justice, Jason Mazaik is requesting a half year sabbatical at full salary. His plan is to research diversity, equity, and inclusion using Open Educational Resources that are free to students for his Criminal Justice Classes.

Assistant Professor of Mathematics Meredith Watts is requesting a full year sabbatical for Spring and Fall 2023 at half salary to develop course materials also using Open Educational Resources, and plans to incorporate trauma informed practices to her curriculum.

MOTION: to approve the Sabbatical request for Jason Mazaik and recommend approval to the Full Board.

ROLL CALL:

Matthew Kahn YES; Ilissa Povich YES; Diane Schmalensee YES.

MOTION: to approve the Sabbatical request for Meredith Watts and recommend approval to the Full Board.

ROLL CALL:

Matthew Kahn YES; Ilissa Povich YES; Diane Schmalensee YES.

Nayaab Kazmi - Research Assistant (Senior Staff Assistant) in the Office of Institutional Effectiveness and Strategic Initiatives;

Fabiola Mendez-Torres -Workforce Training Coordinator in the Student Development Office;

Stephanie Rivera - Administrative Assistant II/Data Coordinator in the Division of Health Sciences.

Employees in new roles:

Tracey Gustafson, STEM Mentor Program Manager;

Courtney Jackson, Vice President for Academic Affairs and Provost;

Zuher Miro, Senior Technical Specialist II, Office of the Dean of Science, Technology, Engineering & Math.

Four employees left the College due to retirement or resignation.

Recruitment Report (Item 9)

President Podell was pleased to report that many of the positions reported on the list have been filled. Positions which are still ongoing are the Assistant Dean of Nursing and the Assistant Dean for Institutional Research.

FY2023 Budget Update and Discussion

- Enrollment was budgeted at 5% down for the year. Currently, for Fall 2023, we are up 0.2%.
- The state appropriation base is higher by \$378K in the Governor's budget.

Audit Update: Three Audits are underway: the Foundation Audit, the College Financial Audit, and the Uniform Guidance Audit. Drafts of the audits will be presented prior to the October 15 deadline for submission to the state.

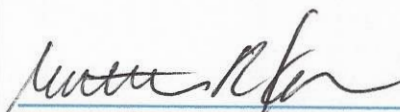
ADJOURNMENT


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

ROLL CALL:

Matthew Kahn YES; Ilissa Povich YES; Diane Schmalensee YES.

Chair Kahn adjourned the meeting at 9:57 a.m.

 10/23/2022
Matthew Kahn
Committee Chair
Board of Trustees
Date

 10/26/2022
David Podell
President
Massachusetts Bay Community College
Date