

Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, March 14, 2023, by Webex and Facebook livestream from 8:00 to 10:00 am

Board Members Present: Tobey Choate, Matt Kahn, Ilissa Povich, Diane Schmalensee, Lili Silva, Dune Thorne, Wendy Vincent

Trustee Sanz arrived at 8:10 am, and Trustee Kahn left at 8:55 am.

Board Members Not Present: Katarina Cipriano, Sandy Lish, Mikael Pyrtel

Guests Present: Jim McKenzie, Foundation Board Chair

Staff Present: Yvonne Anthony, Director of Grants Development; Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Liz Borg, Capital Campaign Director; Karen Britton, Executive Director, Office of the President; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Phil DiBlasi, Director of Public Safety; Marcus Edward, Vice President for Finance and Administration; Catherine Gildae, Assistant Dean for Institutional Effectiveness; Courtney Jackson, Vice President for Academic Affairs and Provost; Chitra Javdekar, Dean of STEM; Nina Keery, Dean of Humanities and Social Sciences; Michael Lyons, Chief Information Officer; Lisa MacDonald, Director of 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, Associate Vice President for Enrollment Management; Jeremy Solomon, Associate Vice President for Institutional Advancement, Marketing, and Communications; Samaria Stallings, Assistant Vice President for Human Resources; Richard Williams, Associate Dean for Student Success

Chair Schmalensee opened the meeting and declared that a quorum was present.

REVIEW AND APPROVAL OF FEBRUARY 7, 2023, MEETING MINUTES

MOTION: Trustee Povich moved to approve the minutes of the February 7, 2023, meeting, as amended, and Trustee Silva seconded the motion.

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

BOARD COMMITTEE REPORTS

***Finance and Administration Committee**

Committee Chair Matt Kahn acknowledged the current financial situation, given the failure of Silicon Valley Bank and Signature Bank, and turned over the report to Vice President Edward, who reported he reached out to Prime Buchholz to learn if MassBay has any exposure. For Silicon Valley Bank, our exposure on the investment side is .13% basis points, but there is no exposure with Signature and MMDT. The Fed will insure all Silicon Valley investments, so our exposure is zero.

Investment Update

Vice President Edward reported that MassBay's market value through the end of January is \$21.3 million, an increase of \$839,000 for the month. The monthly performance was positive, despite taking half of the yearly drawdown of \$350,000 and covering Prime Buchholz fees of \$69,000. Our portfolio gained 6% in January. Through February, it lost some market value, ending with a balance of \$20.7 million, a \$607,000 decrease in value.

A Prime Buchholz survey of managers shows that from 2021 to 2022, the DEI and ESG ratings of the management of the funds in our portfolio improved. On a scale from 0 to 5, DEI ratings improved from 2.75% to

3.21%, and ESG ratings improved from 2.50% to 2.65%. Prime Buchholz is watching, and its goal is to keep moving the scores up.

Finance Items

Vice President Edward noted the following:

FY2023 Budget vs. Actual Comparison Report

Overall, we are better than budget by approximately \$1.9 million. This is due to actual revenue and expenses being better than the projected budget.

Revenue

The positive variance of \$38,000 in revenue is driven mainly by tuition and fees. The College budgeted a 5% decline in enrollment, but enrollment numbers are currently better than budget for both fall and spring semesters.

The favorable variance in Contracts, Commission, and Other Revenue is partially driven by the higher than usual interest rate of 4.75% at MMDT.

Expenses

On the expense side, the College is doing better than budget by \$1.5 million. There are positive variances in a number of lines, including permanent staff. MCCC Union increases, which are budgeted at \$307,000, have not yet been paid out. Adjunct salaries show an unfavorable variance as a result of enrollment being better than budget and salary increases for adjuncts.

Spending in the Capital Budget is low compared to budget. MassBay does anticipate spending the full \$800,000 budget by the end of the year. Currently the College is concentrating on improvements that are paid for by the State. MassBay received \$5 million from the state, to be spent over five years, and we are in the final year. The funds must be spent by year end, or the State will take back any unspent funds.

MOTION: Trustee Kahn moved to approve the Budget vs. Actual Comparison Report, and Trustee Choate seconded the motion.

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

Student Accounts Receivable and Cash Comparison Report

The Student Accounts Receivables report indicates that MassBay was doing better at the end of January compared to last year due to the timing of the start of Spring semester. It is anticipated that February will most likely be lower again. Cash and Investments are doing better year over year by approximately \$800,000. It was noted that the College should talk about where its cash is soon.

Cash Position by Month

This report shows a five-year comparison of MassBay's monthly cash balances.

Contracts Report

There is an \$82,000 contract with Creedon & Co, Inc. for the Commencement tent that is being paid with local funds.

Fee Increase

President Podell explained that MassBay's revenue comes from two sources, state allocation and student fees, the latter being set by the Board of Trustees. Fees are the way by which the College adjusts its revenue to accommodate increasing expenses from inflation, contracted but unfunded salary increases, etc. The College has not increased fees over the past three years, and the Finance and Administration Committee is recommending a modest increase in fees to offset increasing expenses.

Governor Healey has proposed funds for a new program called Mass Reconnect in the FY2024 budget. This program would make community college free for Massachusetts residents 25 years of age or older who do not already have a college degree, a \$20-\$25 million expense. Senate President Karen Spilka is proposing free community college for all students, a \$200 million expense. A decision should be made by July, when the State budget is usually passed.

In addition, the Governor has included in her budget coverage of any fee increases that a Board of Trustees might approve. If this is approved, a fee increase would have no effect on students.

The following factors are under consideration when considering a fee increase:

Tuition and Mandatory Fees at MA Community Colleges – The list of fees charged by the Massachusetts Community Colleges shows MassBay charging the second lowest amount. It has been three years since last MassBay's last increase. Some of the other colleges have raised fees over these years, and most are expected to raise them this year.

Statement of Expenses – The total FY2022 operating expenses of the College were \$48 million. Instruction accounted for 35% of total expenses. Academic support and Student Services accounted for 11% and 13%, respectively. It was noted that there is a disparity between this year's Operating Budget of \$38 million and FY2022 expenses of \$48 million. The \$10 million difference is mainly due to benefits which the State covers in excess of \$6 million, depreciation expenses, and grant expenses not being included in the Operating Budget.

Tuition and Mandatory Fees – Tuition is \$24 per credit and is set by the State. The All College Fee is \$170 per credit, and the Technology Fee is \$30 per credit, for a combined fee of \$200 per credit. The current total tuition and fees for students taking 30 credits is \$6,720, and for students taking six credits is \$1,344. The trend of our students is to attend part-time, with the largest group (38%) of students taking six credits. The College is proposing an increase of \$10 per credit, from a combined fee of \$200 per credit to \$210 per credit, which is a 4.5% increase. A student who does not receive financial aid and is taking 30 credits would pay \$300 more per year, and one taking six credits would pay \$60 more per year. It is difficult not to raise fees and also provide necessary services.

Course Fees – The College is proposing \$5 or \$10 increase in various Course Fees and will be dropping the \$80 fee for the Fundamentals of Composition course fee. Governor Healy has proposed that the State cover fee increases, but this is not definite yet. It was noted that Financial Aid does cover these increases. Nursing is the most expensive program to run, and money is raised for scholarships for these students as well as students in other programs.

MOTION: Trustee Silva moved to approve a \$10 per credit in mandatory fees and increases in course fees, and Trustee Choate seconded the motion.

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

Purchasing Cards

Ten MassBay employees have college credit cards. The other community and state colleges have significantly more staff authorized to use credit cards. The College's program with Bank of America is working well, and we will continue to be cautious in this regard.

Personnel Items

Executive Director Stallings reported the following:

Personnel Actions Report

Three new employees have been hired, as follows:

- *Gabriella Cuddy, Admissions Counselor
- *Stephan Hodel, Assistant Director of Facilities
- *Feliz Arroyo, Administrative Assistant I in Public Safety

Orland Fernandez has returned in the role of Part-time Math and Science Learning Specialist. One employee left the college.

Recruitment Report

The Assistant Dean of Nursing begins in June. A search is in place for an Instructor/Assistant Professor of Automotive Technology.

Sabbaticals

Vice President Jackson presented two requests for sabbaticals for the Fall 2023 semester. Professor John Donato is proposing to research the efficacy and effectiveness of faculty generated commentary on student papers, and Professor Ruma Mishra is proposing to research, evaluate, and create assignments to promote the MassBay Graduation Competency of diversity, equity, and inclusion for PS22/Child Development and PS118/Human Growth courses.

MOTION: Trustee Kahn moved to approve the sabbatical requests for Professors Donato and Mishra, and Trustee Povich seconded the motion.

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

***Student Success Committee**

Student Success Committee Chair Silva reported that the committee is looking at the experience of students along their journey before and while at MassBay. The last meeting highlighted two programs focused on orientation and retention. During the first program, designed to be “one-stop-shopping”, students are welcomed and reinforced about their decision to attend MassBay. Two students gave an excellent presentation. The second program is the Case Management program and services, helping students build relationships with faculty and staff. Both programs are high quality and comprehensive and both, particularly attendance at Student Orientation Advising and Registration (SOAR), have a positive impact on retention.

***Presidential Evaluation Committee**

Chair Schmalensee reported that Commissioner Ortega sent a document outlining what he expects for this year's Presidential evaluations. The items are consistent with last year, although there is an increased focus on pandemic response, so some questions will be rearranged or edited. Two open-ended questions related to what is going well and what needs to be improved are being added. Also included will be President Podell's self-evaluation and data from the Dashboard, as well as data on Presidential salaries.

ENROLLMENT REPORT

Associate Vice President Slavin reported that summer registration opened last week. Outreach to the local community has begun. Two sessions begin on May 22, and a third begins after July 4. Fall registration opens on April 3, and advising is already taking place for that semester. An in-person Open House takes place on April 29, with 106 registrations so far and an expectation of more than 300 families to attend. Applications for fall are up 20%. Admissions is working closely with Marketing. The New Framingham campus is a big selling point and is being highlighted.

DASHBOARD REPORT

Assistant Dean Gildae reported that Table 16, showing first time certificate and degree seeking financial aid, has been updated. This number declined to 52%, in line with earlier rates. The most recent two years were higher than usual due to a bump because of CARES funding. Figures 20 and 21 show that fall-to-fall retention and graduation rates are consistent with prior years. The difference between the graduation and transfer rate was clarified. Graduates have completed an Associate's degree or certificate. If someone transfers before graduating, they count as a transfer for IPEDS. It was noted that many of our students are not seeking a degree or certificate, so the graduation rate does not have particular significance for MassBay. Figure 23 represents the Six-Year Comprehensive Student Success Rate data from the state. This measure is the most comprehensive and relevant for community colleges, given the variety of students we serve as it includes first time and transfer, full- and part-time students, and considers transfers and graduations as successful outcomes. MassBay is doing well compared to the other community colleges with a rate of 68%. Former Board of Trustees Chair Tom Peisch wrote to the Boston Globe in response to an editorial stating that the community college graduation rate is "dismal." Different states are looking at different data, including academics and careers. MassBay career data is tracked by some departments and divisions as well as through the Alumni Survey; it was suggested that such data be included in the Dashboard. It was noted that it is important for MassBay to show data related disaggregated by gender and race, particularly in key data areas such as enrollment, retention, and graduation.

FOUNDATION AND CAPITAL CAMPAIGN REPORTS

Foundation Board Chair McKenzie reported the following:

*The next Foundation Board meeting is Wednesday, March 22, at 5:00 pm. All Trustees are welcome to attend.

*Spring applications for scholarships totaled 926, up almost 2%. The number awarded was 112, up 3% and totaling \$92,488. The endowment has been somewhat limited by the stock market.

*The Evening of Celebration will be held on April 11. All were encouraged to attend this wonderful opportunity to hear from students.

*The Foundation has secured a Boston Marathon bib. Associate Director Liz Cooper will be running. All donations go towards scholarships and aid. Over \$5000 has been raised so far.

*Summer scholarships totaled \$11,000. There are two new scholarships for fall: Veterans (funded by a donor) and Indigenous People.

*A meeting will take place soon with Admissions to better understand recruitment and retention, because of the relatively high number of scholarships that are awarded to students who, in the end, do not attend.

*The Finance Committee has sent out RFPs for a new financial advisor. Responses were received from ten companies. Four companies were interviewed, and references have been contacted for three.

*The Governance Committee is looking for two more members.

*One Board member will be making a proposal for a Diversity, Equity, and Integrity (DEI) initiative.

Campaign Director Borg reported that the Campaign has raised \$4.6 million and has \$1.1 million left. Connections have been made with two major foundations. A \$1.2 million proposal was submitted to Fidelity, thanks to a connection by Trustee Lish. Due to a team effort from Director Anthony, Director Boyer, Dean Davis, Assistant Dean Gildae, and Provost Jackson, MassBay submitted two rounds of proposals and is hopeful for a positive outcome. In addition, thanks to Foundation Board member Todd Ofenloch, MassBay has made a connection at Bank of America and we are hopeful this may lead to a grant. The Alumni Campaign is raising money from alumni who are abroad, as well as for the EMS and Nursing programs.

EXECUTIVE REPORTS

Board Chair

Chair Schmalensee reported the following:

*The May Board of Trustees meeting will be in person, followed by a tour. The State will be making a decision regarding remote meetings at the end of the month and will likely decide to continue with them.

*Governor Healy and Secretary of Education Tutwiler welcome our input for suggestions for new Trustees, with a focus on our missions of Diversity, Equity, and Inclusion (DEI) and (Environmental, Social, and Governance (ESG)). We want to maintain the strong Board that we have.

*All were encouraged to register for the Racial Equity and Justice Institute seminars. The speaker for the last session was Dr. Tia Brown McNair, Vice President in the Office of Diversity, Equity, and Student Success and Executive Director for the Truth, Racial Healing, and Transformation (TRHT) Campus Centers at the American Association of Colleges and Universities (AAC&U) and a national leader on equity-minded higher education transformation. Her talk focused on obstacles and how to address them. One obstacle many schools face is “closing our eyes.” The State is requiring all colleges to have a Racial Justice/Diversity, Equity, and Integrity plan and report on goals, practices, obstacles, and measurements. The next session will be on March 28 at 5:00 pm. The speaker is Dr. Adrianna Kezar, Dean’s Professor of Leadership, Wilbur-Kieffer Professor of Higher Education at the University of Southern California, and Director of the Pullias Center for Higher Education, a leading center focused on racial equity practices.

President

President Podell reported the following:

*Dr. McNair was MassBay’s Professional Development Day speaker several years ago, and attendees read her book *Equity Talk to Equity Walk*. Executive Director Stallings is organizing future workshops focusing on addressing racism and injustice in the moment, entitled *Amplifying the Positivity of Diversity while Silencing*

Racism.

*The 15 community college Presidents have the COVID vaccine mandate will end after spring final exams, given that the rates of infection are low. The policy can be changed at any point. Very little feedback has been received, other than one student expressing concern in an email.

*This year's Commencement speaker is the new Commissioner of Higher Education, Noe Ortega, which is a great opportunity for him to get to know MassBay and its students. We are confident he will be an inspiring speaker to our graduates.

*Governor Healy has proposed her FY2024 budget which includes increases for the SUCCESS and Early College programs. She has proposed MassReconnect, a program that would make community college free to Massachusetts residents age 25 and older who do not already have a college degree. Senator Spilka is proposing free community college for all. The state budget will not be finalized until July. MassBay is considering how to prepare ourselves for meeting the needs of a greater number of students enrolling through MassReconnect, as 1.8 million Massachusetts residents qualify, and 10,000 would likely avail themselves of the program state-wide (based on patterns seen in other states that introduced similar programs).

*An issue arose regarding the new building, due to the need for an electrical pole. The Framingham City Council expressed concerns about double poles in Framingham, but ultimately the second pole was approved and the project is back on schedule.

*Planning for the new Student and Cyber Security Center is at the beginning stages. The cost would be \$70 million. The Center would be on Wellesley campus and would attract many students and serve the broader community.

COMMUNICATIONS

Reports from Public Safety

Chief DiBlasi reported that the December 2022, January 2023, and February 2023 Clery & State Police reports are identical to those of 2021, with all zeros.

Upcoming Events

Chair Schmalensee reminded the Trustees about the following upcoming events:

*The Evening of Appreciation - April 11 at 5:30 pm, with the ceremony at 6:00 and dinner at 7:00.

*Mobile Markets - April 12 and May 10 at 11:30 am. Former Trustee Pam Lassiter volunteered at the last one and was very impressed. The food is provided by the Greater Boston Food Bank and is free. All are welcome.

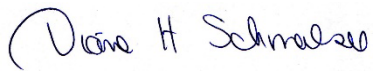
*Commencement - May 25 at 6:00 pm, with 4:00 pm arrivals for robing and refreshments.

ADJOURNMENT

MOTION: Trustee Choate moved to adjourn the meeting, and Trustee Sanz seconded the motion.

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

The meeting adjourned at 9:55 am.



4/12/23

Diane Schmalensee, Chair
MassBay Community College
Board of Trustees

Date



4/12/23

David Podell, President
MassBay Community College

Date