Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am
Tuesday, May 23, 2023, in the Alumni Board Room and by Webex and Facebook livestream

Board Members Present In-person: Tobey Choate, Katarina Cipriano, Ilissa Povich, Diane Schmalensee, Lili Silva, Wendy Vincent

Trustee Thorne departed at 9:25 am.

Board Members Present Remotely: Matt Kahn, Mikael Pyrtel, Rod Sanz, Dune Thorne

Board Members Not Present: Sandy Lish

Guests Present: Professor Jeanie Tietjen; Todd Ofenloch, Foundation Board Member

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 and Special Assistant to the President; Karen Britton, Executive Director, Office of the President; Lauren Curley, Director of Procurement and Business Operations; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; 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; 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; Chris LaBarbera, Assistant Provost; 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, Associate Vice President for Human Resources

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

REVIEW AND APPROVAL OF APRIL 11, 2023, MEETING MINUTES

MOTION: Trustee Povich moved to approve the minutes of the April 11, 2023, meeting, and Trustee Choate seconded the motion.

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

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION COMMITTEE

FINANCE

Committee Chair Kahn turned over the report to President Podell and Vice President Edward.

President Podell reported that the financial reports are as of the end of March. It is expected that the fiscal year will end similarly, with some funds left over.

FY2023 Budget vs. Actual Comparison Report

Vice President Marcus Edward presented the FY2023 Operating Budget Results through March 31, 2023. The report shows a favorable variance of approximately $3,000,000, due to better performance on revenues and expenses compared to budget.
In terms of revenues, tuition and fees are better because of higher enrollment projected, i.e., a 2% increase rather than a 5% decrease. Contracts, Commissions, and Other Revenue are better than projected by $339,000 due to MMDT interest revenue of $154,000 (the current yield is 5%).

In terms of expenses, there is a favorable variance of $2.2 million. In the Permanent Staff line, the positive variance of $547,000 is due to the unpaid increases to MCCC faculty and staff in excess of $500,000. There is an unfavorable variance in the Adjunct Faculty line due to better enrollment (and, thus, more classes offered and adjuncts hired) and salary increases. There is a positive variance in Employee Related Payments due to less travel given remote meetings and conferences, as well as expenses being paid from the Administrative Expenses line, in the Operational Services line due to using fewer temporary workers, and in the Maintenance and Construction line due to the College spending down State dollars versus local (MassBay) funds. Revenue is recognized on an accrual basis. Funds left over at the end of the year go into the College’s reserves.

MOTION: Trustee Choate moved to approve the FY2023 Budget vs. Actual Comparison Report, and Trustee Kahn seconded the motion.

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

Student Accounts Receivable and Cash and Investment Comparison by Month

The Student Account Receivables report shows an increase in receivables of $130,000 (5%) as of the end of March.

Through end of March, MassBay has a cash and investment balance of $32.9 million, a $260,000 decrease year over year. The College is earning 5% at MMDT and 3% at Bank of America.

Monthly Cash & Investment Position Reports

This report shows the cash comparison by month over the last five years, with similar trends each year. The College’s cash position had grown significantly. The main factors include CARES funding and strong fiscal management. It was noted that reserves were being built up some years ago because of the anticipation of building a new athletic center, which was replaced by the more urgent need to build the new Framingham Center when it became known that our lease of the Farley School would not be extended.

Investment Update

Through the end of March, the market value of MassBay’s investments was $20.9 million, an increase in value of $255,000 for the month, despite taking the quarterly draw of $175,000. As of the end of March, the portfolio has gained 12.5% since inception. At the end of April, the portfolio had a market value of $21.1 million. This is an increase in value of $153,000 during the month. As of the end of April, the portfolio has gained 13.4% since inception.

Contracts Report

There is one contract for $190,000 for ArcticWolf software, a Managed Detection and Response (MDR) solution providing 24-hour monitoring of networks, endpoints, and cloud environments to help detect, respond, and recover from modern cyber-attacks. This is an excellent product adopted by most of the other Massachusetts community colleges.

PERSONNEL

Associate Vice President Stallings reported the following:
Personnel Actions Report

Susan Ros has started as Enrollment Services Specialist for the Student Accounts Office, and Jessica Meresier, Manager of Special Events, has left the College.

Recruitment Report

The Assistant Dean of Nursing position has been filled. The candidate who was scheduled to begin in June 2023 withdrew, and a second finalist was identified. MassBay is recruiting for six faculty positions. Nursing faculty positions are challenging to fill. The College is looking to open an evening Licensed Practical Nurse program when the new Framingham campus opens. This will require more faculty.

STUDENT SUCCESS COMMITTEE

Trustee Silva reported on the Student Success Committee’s last meeting. A new certificate in General Studies: Automotive Technology was presented. The Academic Achievement Center also gave a presentation on its many services, especially tutoring, which is offered both in-person and remotely. One of the many high-impact practices at MassBay is the First Year Seminar, the concepts of which are embedded in courses, so students are not burdened more financially. Trustee Silva commended the College’s intentional strategy of building community one step at a time.

PRESIDENTIAL EVALUATION COMMITTEE

Chair Schmalensee reported that the surveys for this year’s Presidential evaluation that have gone out to a variety of internal and external constituencies have been completed. President Podell’s ratings are very high. The survey results will be combined with the Department of Higher Education Data Dashboard analysis and President’s self-evaluation for the final report that will be submitted the end of June after Board review.

COMMENCEMENT

Vice President Jackson presented the preliminary roster of 2023 graduates. There are 692 graduates, which is 102 more than last year. She also shared stories of one student transferring to Wellesley College and another to Yale University.

MOTION: Trustee Vincent moved to approve the preliminary roster of 2023 graduates, and Trustee Cipriano seconded the motion.

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

TENURE RECOMMENDATIONS

Vice President Jackson presented the recommendation for tenure for the following faculty members:

Michael Amos, Assistant Professor of Automotive Technology,
Dr. Dolores Goyette, Associate Professor of Surgical Technology,
Dr. Nirmal Singh, Associate Professor of Biotechnology.

It was noted that, while there are certain challenges with tenure, its value is keeping faculty engaged.
MOTION: Trustee Choate moved to approve the faculty presented for tenure, and Trustee Pyrtel seconded the motion.

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

ENROLLMENT REPORT

Assistant Vice President Slavin reported that summer enrollment is up 17% in FTE. Fall enrollment is currently up 15%. Fall applications are up compared to last year. Over 300 people attended the recent Open House, and the evaluations were very positive.

DASHBOARD REPORT

Assistant Dean Gildae reported the following:

Student Success
Figure 19 is updated to reflect Fall to Spring retention. The full-time rate increased by four percentage points (to 83%) while the part-time rate remained stable compared with last year (64%), though this reflects a slight downward trend relative to recent prior years.

Faculty and Staff
Figures 27 through 32 are now updated to reflect the most recent IPEDS data. Notable updates include an increase in full-time employees (faculty and staff), but an overall decrease in employees (Figure 27). The race/ethnicity, tenure status, and gender of Full-Time Faculty remained stable compared to previous year (Figures 29 through 30). Figures 31 and 32 show a small increase in the percent of full-time employees who identify as female and also as white, respectively.

Corrections to March 2023 Dashboard
An earlier version of the Dashboard included non-credit students in the enrollment totals which therefore did not align with data reported to IPEDS. This information has been corrected and updated to align now. It results in minor changes (less than 1%) for most of the data in Charts 8 through 18. The largest differences are seen in Charts 8 and 10 (82 fewer students), Table 12 (50 fewer credits sold), and in Table 18 where the #10 school changed from Wellesley to Needham.

It was suggested that a section on outcomes be included on the Dashboard. President Podell reported that Vice President Jackson and Assistant Dean Gildae are working on several revisions to the Dashboard to make it more useful. President Podell was asked the top three metrics he focuses on. He reported Retention, closing racial and ethnic outcome gaps, and faculty diversity are pressing concerns for the College. The MassReconnect program, which is likely to be included in the final State budget, is also likely to create additional retention challenges, based on data from other states with similar programs. Challenges in diversifying the faculty include tenure (which decreases turnover), low pay, and a large workload (five courses per semester). A workshop on diversity for members of search committees will be held next week. Trustee Silva noted that MassBay could also partner with other colleges and companies providing programs for administrators.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board member Ofenloch reported that the Foundation is finalizing scholarships by giving out almost $400,000 to students, which is a large part of the Foundations’ overall expenses. The maximum available for the one-for-two matching program ending in June is $666,667. A newsletter is coming out in July. The Finance Committee is securing Wilmington Trust as its new financial advisor after an RFP process.

Campaign Director Borg reported that $5.4 million has been raised for the Capital Campaign, which puts the College at 95% of its goal of $5.7 million. MassBay recently received a substantial gift from an anonymous donor. MassBay is cultivating relationships with foundations, which fund campaigns as well as support efforts
to reduce non-academic obstacles that students face. Contacts have been made at Highland Street Bank and the Yawkey Foundations.

Campaign Director Borg thanked Foundation Board member Ofenloch who facilitated a relationship to Bank of America. Trustee Choate and Lish were acknowledged for their connections as well. Alumni requests for support, including Nursing, EMS and general, will be sent regularly until the ribbon cutting, and President Podell is giving tours to donors and prospects throughout the summer.

REPORT FROM THE MASSBAY INSTITUTE FOR TRAUMA, ADVERSITY AND RESILIENCE IN HIGHER EDUCATION

Professor Tietjen gave a presentation (attached) on MassBay’s Institute for Trauma, Adversity, and Resilience in Higher Education. The first Trauma, Adversity, and Resilience Conference was held in 2012 in person. This year’s conference, held in April, was funded by a Title III grant and held remotely, with over 600 attendees. It was an opportunity to highlight community colleges as a voice throughout the world for these issues, given they have the most diverse student population and are mindful of access and affordability. Liz Crawford was acknowledged for her excellent administration of the conference.

Professor Tietjen stated that much can be done to minimize the effects of trauma, and MassBay has many programs in place. She provided details about the Institute (https://traumainstitutehighered.org/), which she runs with the help of student interns and which provides resources and support to students for many types of experiences and trauma occurring throughout their lives. Professor Tietjen also gives talks and trainings and donates her honorariums to the College. She stressed that the best way faculty can reach the students is by talking with them directly.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Cipriano reported that spring is a bittersweet time of rebirth as well as goodbyes for students.

Student Government Association (SGA) has had almost complete turnover for the 2023-2024 leadership. SGA continues to focus on important issues such as communication, scholarships, and transportation.

Student Trustee Cipriano closed by acknowledging how important the needs of student are, but that the heart and soul of MassBay are its faculty and staff. Providing care and resources for faculty is especially important, as they are the foundation of the College.

Board Chair

Chair Schmalensee reported the following:

*Photos are being taken for new Trustees after this meeting in the Alumni Board Room.

*The 2023-2024 meeting schedule is included in the binder.

President

President Podell reported the following:

*The new building in Framingham is close to completion. Moving will occur in November and December, and classes will begin in January. The work of many staff is much appreciated. There will be tours of new building this summer.
Faculty are still on Work to Rule. Their contract has taken two years to finalize and is not yet funded. They are continuing to be very generous in their participation in committees and meetings. New negotiations begin soon. The College Presidents wrote to Governor Healey to express concern about faculty only being given a 2% raise for three years.

The State budget is in process and is expected to be completed in July. With the new administration, community colleges are likely to fare better. MassBay’s FY24 budget will be presented to the Trustees in June. Because the College will not know enrollment, this initial budget will be conservative and revised in September-October once fall enrollment is clear. MassReconnect, the program offering free community college to students 25 and older, is in the Governor’s, the House, and the Senate budgets. The Senate’s budget also includes funding for a study of free community college for all students over the next year, free community college for nursing students to unburden them from the financial loans, and in-state tuition rates for undocumented students.

Several events have taken, or will be taking, place towards the end of the semester, including the Trauma and Resilience Conference, Open House, Early College Celebration (where Congresswoman Katherine Clark spoke) Pinnings, and Commencement.

**ADJOURNMENT**

MOTION: Trustee Choate moved to approve the minutes of the April 11, 2023, meeting, and Trustee Silva seconded the motion.

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

The meeting adjourned at 9:58 am.

David Podell, President
MassBay Community College

Diane Schmalensee, Chair
MassBay Board of Trustees