

Minutes of the Tuesday, June 16, 2020, MassBay Board of Trustees Full Board Meeting by Webex and Facebook livestream on www.massbay.edu

Board Members Present: Tim Clifford, Matt Kahn, Pam Lassiter, Sandy Lish, Tom Peisch, Mikael Pyrtel, Rodolpho Sanz, Diane Schmalensee, Lili Silva, Brian Sherry, and Dune Thorne

Guests Present: Vincent Briselli, Michael Patriacca

Staff Present: Steve Baccari, Comptroller; Karen Britton, Executive Director, Office of the President; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Neil Buckley, Vice President for Finance and Administration; Lauren Curley, Director of Business Operations and Purchasing; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Stephen Dill, Interim Director of Marketing and Institutional Communications; Sheila Donlon, Director of Student Accounts; Marcus Edward, Assistant 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; Rob Lilley, Dean of Automotive Technology; Mike Lyons, Chief Information Officer; Lisa MacDonald, Director of Equity Compliance; Sue Maggioni, Dean of Business and Professional Studies; Alison McCarty, Interim Assistant Vice President for Enrollment Management; Lynn Moore, Chief Diversity Officer; Vincent O'Connell, Director of Public Safety; David Podell, President; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; Samaria Stallings, Executive Director of Human Resources; Richard Williams, Associate Dean for Student Success

CALL TO ORDER & INTRODUCTIONS

Chair Peisch called the meeting to order and established that a quorum was present.

INTRODUCTION OF 2020-2021 STUDENT TRUSTEE, MICHAEL PATRIACCA

Chair Peisch introduced Michael Patriacca, a graduate of Newton North High School, the new Student Trustee for the 2020-2021 academic year. Mr. Patriacca is studying Engineering Design and General Studies. He is excited for the opportunity to be the “voice of students.” He is looking forward to working with the Board on teaching students helpful skills for entering the working world.

PRIOR MEETING MINUTES

Approval of May 19, 2020, Meeting Minutes

MOTION: Trustee Lassiter moved to approve the minutes of the May 19, 2020, meeting and Trustee Schmalensee seconded the motion.

The motion passed via the following roll call vote: Trustee Clifford – ABSTAINED; Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Sanz – YES; Trustee Sherry – YES; Trustee Silva – YES; and Trustee Thorne – YES

FINANCE ITEMS

FY2020 Budget vs. Actual Comparison Report

Vice President Buckley reported that MassBay is on target with revenues, which are slightly better than expected for both Spring and Summer. Headcount is down and full time equivalent (FTE) is up; fewer students

are taking more courses.

The state appropriation is on target. The College received \$167,000 from the Endowment Match Fund, funding from several grants, - \$175,000 for Public Safety for a new cruiser and security, \$56,000 for Workforce Development staffing, and \$240,000 to reimburse the College for Interpretive Services. On the expense side, there have been savings in staff (though part-time staff numbers are up) and utilities, particularly at the Framingham campus.

MOTION: Trustee Schmalensee moved to approve the FY2020 Budget vs. Actual Comparison report as of April, and Trustee Clifford seconded the motion.

The motion passed via the following roll call vote: Trustee Clifford – ABSTAINED; Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Sanz – YES; Trustee Sherry – YES; Trustee Silva – YES; and Trustee Thorne – YES

Vice President Buckley reported on the following:

Fiscal Year 2020 Year End Projections

The cash surplus projection for FY20 has not changed, and will likely be \$1.5 million more than last year. There have not been a large number of refund requests by students, but the College could see a small increase going forward.

Expense Descriptions

There are no new expenses to report.

Student Accounts Receivable Report and Cash Comparison Report

Student accounts receivable have been increased, consistent with student course registrations. Director Donlon reported that Intercept Collections commence again on July 10. Given the College's cash position and the state appropriation, the College will not have to use local funds to pay full-time employees.

Cash Position by Month

The graph shows a +1.3% change from April 2019 to April 2020.

Contracts Report

Capeway Roofing has been hired to restore the roof of the Technology Tower building.

FY2021 Provisional College Operating Budget and Proposed Student Fees

President Podell reported that preparing the FY21 budget was more challenging than in past years because the state appropriation and enrollment numbers cannot be predicted. A provisional budget is being presented, which is conservative and based on two key assumptions: a 10% decline in state appropriations and a 15% decline in enrollment. The state currently indicates that the College will receive a month-by-month allocation. Enrollment has already been declining 5% for the past few years, given declining birth rates and high employment.. These assumptions yield a budget gap of \$4.8 million for FY2021.

The Executive Team looked at savings in areas where the mission of the College would be least impacted. The team recommends making up the gap by (1) decreasing the non-personnel budget by \$1,823,000, (2) decreasing the personnel budget by \$1,101,000, (3) increasing the student fee by \$6 per credit (\$3 for the general fee and \$3 for the technology fee), which would yield \$414,000, (4) applying \$550,000 from the College's reserve, and (5) applying \$976,000 from the CARES Act funding. Together, these strategies would close the budget gap. The

proposed budget results in the of three full-time and four-full time employees, as well as reduced hours for some other part-time employees. The budget also allows the College to go forward with eight of ten faculty searches; keeps vacant some currently unfilled positions; reduces its capital projects funding to \$250,000, which would be supplemented by DCAMM funding; it allows a slight increase in IT as we continue to address our technology needs during the pandemic; and maintains MassBay's rank in tuition and fees among Massachusetts community colleges.

MOTION: Trustee Schmalensee moved to approve the FY2021 Provisional College Operating Budget and Proposed \$6 Student Fee Increase, and Trustee Clifford seconded the motion.

The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Sanz – YES; Trustee Sherry – YES; Trustee Silva – YES; and Trustee Thorne – YES

PERSONNEL ITEMS

Executive Director Stallings reviewed the following reports:

Personnel Actions Report – There are three new full time hires, including an EDP Systems Analyst II in Framingham and new Director of Grants Development. Nina Keery has been appointed Dean of Humanities and Social Sciences.

Recruitment Report – The College is recruiting for the Special Assistant to the President/Capital Campaign Director and various faculty positions in Biology, Computer Science, EMT, English, and Nursing.

AUDIT & COMPLIANCE

Vice President Buckley reported the following:

Review of Audit Schedule

The College has five audits coming up, all of which are being handled by O'Connor and Drew and are on schedule.

State Auditor Letter

In addition, the State Auditor has begun what appears to be a routine performance audit into controls over fixed asset inventory and procurement card expenditures.

Report from Compliance Committee

In response to Chair Peisch's request for regular updates on compliance issues, Comptroller Baccari and Vice President Jackson shared a compliance calendar utilized by the Compliance Committee, which will report back on its progress at future Board meetings.

ENROLLMENT REPORT

Interim Assistant Vice President McCarty reported that, because of the pandemic, Fall registration opened three weeks later than last year. The College is down in FTE 12 % and in headcount by 9.7 %. A lag in returning student registration is anticipated, based on our experience with the start of the summer sessions. The first New Student Orientation is June 25, and the numbers for new students will start to appear in enrollment statistics. Fall enrollment is trending down, but not as much as expected. Other community colleges are down even more. We anticipate that August will be busy. The number of applications is similar to last year, but students are delaying making their decisions.

FOUNDATION REPORT

Vice President Shia reported the following:

*Income to the MassBay Foundation for the month of May was \$20,680.

*MassBay received a grant from the Cummings Foundation for \$100,000 over three years for advanced ESL for those wishing to enter the health science programs at MassBay. The College can now apply to the Foundation for a Capital Campaign grant.

*The Humanities Department, led by Dean Keery, was awarded a National Endowment for the Humanities CARES grant for \$300,000 to train adjuncts in remote and online instruction.

*The College received \$20,000 from the Middlesex Savings Charitable Foundation for the FY21 Multi Cultural Mentoring program for FY21.

*The College received \$50,000 from the Sarles family, a payment on their \$250,000 pledge to the Capital Campaign.

*The End-of-Year appeal dropped on May 15, and follow-up emails are being sent each week in June. Anyone who has already given will not receive an email.

*Covid-19 emergency funding to support students since March 17, 2020, is totaled \$56,500, and was distributed to 71 students.

*\$23,000 in scholarships was awarded to 40 students to take summer classes.

BOARD COMMITTEE REPORTS

Presidential Evaluation

Presidential Evaluation Committee Chair Lish reported that the Committee has been meeting and is on target with the timeline it created for the evaluation process. The topic of equity has been included in the survey of internal and external constituencies, which will be emailed tomorrow with a June 30 deadline. The Committee will meet on July 10 to review and determine a salary increase recommendation. She thanked Executive Director Britton and Staff Assistant Fox for their work for the Committee, and Professor Tietjen for the positive email about President Podell she sent yesterday. Chair Peisch reminded all Trustees to participate in the survey by name as required by the Department of Higher Education.

Student Success

Committee Chair Lassiter reported that President Podell presented a variety of Equity initiatives at the June 2 Committee meeting. The Race and Equity Committee has identified three areas of focus - Colleagues, Classroom and Community. Plans, activities, and support described by Dr. Podell, Samaria Stallings, Lisa MacDonald, and Lynn Moore include Diversity Ambassadors, faculty and staff training, book clubs, recruiting, and more to raise awareness and drive change. The next meeting is September 22.

SPECIAL REPORTS

Honoring the 2020 29 *Who Shine* Nominee, Vincent Briselli

President Podell introduced Vincent Briselli, this year's recipient of the Commonwealth's 29 *Who Shine* award, given to one graduate from each public college or university for their leadership qualities. When he started at MassBay, Mr. Briselli was studying Nursing. He then changed his focus to Chemistry, with which he wants to focus on environmental climate change and sustainable, clean energy. In addition to on campus initiatives, he works part-time as a licensed pharmacy technician, while also volunteering at [Voices Against Violence](#), a sexual and domestic violence support center in MetroWest.

2020 Virtual Commencement Ceremony – June 30

Vice President Blumberg reported that this year's Commencement is virtual and being pre-recorded, with an interactive component. Director of Diversity Moore will provide the salutation, and Chair Peisch will charge the graduates. There will be a student singer and student speaker, as well as two faculty speaking. She thanked everyone involved, and showed a brief introductory video.

EXECUTIVE REPORTS

Student Trustee

Trustee Brian Sherry thanked the Trustees for their support of his service as Student Trustee. All Trustees commended Mr. Sherry for his preparation and professionalism and wished him all the best in the future. He is pursuing a Nursing degree at Massachusetts College of Pharmacy and Health Sciences._____

Board Chair

Chair Peisch reported that there will be an invitation sent for the July 14, 2020, meeting. There is no meeting in August.

President

President Podell reported the following:

*He announced at the beginning of June that MassBay classes will be taught remotely in the Fall semester. Automotive, BioTechnology, and Health Sciences labs, however, will be in person. A gradual reopening of the Ashland campus is currently taking place and the Framingham campus will re-open later in the summer for labs only.

*Planning for the Framingham campus continues to go well. There is a meeting on Schematic Design today. Progress is also being made in fundraising.

*A special Town Hall was held last week to honor George Floyd, bringing the MassBay community together at a difficult time. The College is looking at how it can do better and more in terms of equity. A committee to look at the College's policies and procedures has been created to examine systemic racism.

Vice President Buckley reported that consulting firm EY-Parthenon is examining the FY21 finances for all state universities and community colleges, and will present its findings to the Board of Higher Ed at a future meeting. colleges. It appears that several community colleges (not including MassBay) will have serious liquidity problems under various negative scenarios.

COMMUNICATIONS

Reports from the Office of Public Safety

Director O'Connell reviewed the May 2020 Clery and State Police Reports

ADJOURNMENT

Trustee Schmalensee moved to adjourn the meeting, and Trustee Clifford seconded the motion.

The motion passed via the following roll call vote: Trustee Clifford – YES; Trustee Kahn – YES; Trustee Lassiter – YES; Trustee Lish – YES; YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Sanz – YES; Trustee Sherry – YES; Trustee Silva – YES; and Trustee Thorne – YES.

The meeting adjourned at 9:43 am.



7/15/20

Thomas Peisch, Chairman

Date



7/15/20

David Podell, President

Date