

Minutes of the MassBay Community College Board of Trustees Meeting Tuesday, October 5, 2021, by Webex and Facebook livestream

Board Members Present: Tim Clifford, Robert Huttig, Matt Kahn, Sandy Lish, Tom Peisch, Mikael Pyrtel, Rodolpho Sanz, Diane Schmalensee, Lili Silva, Dune Thorne, and Wendy Vincent

Trustee Clifford left the meeting at 8:30 am.

Staff Present: Yvonne Anthony, Interim Director of Grants Development; 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; Neil Buckley, Vice President for Finance and Administration; Lauren Curley, Director of Procurement and Business Operations; Lynne Davis, Dean of Health Sciences; Mishawn Davis, Executive Director of Development; Joe DeLisle, Director of Facilities; 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; Michael Lyons, Chief Information Officer; Alison McCarty, Associate Dean for Admissions and Community Learning; Sue Maggioni, Dean of Business and Professional Studies; Lynn Moore, Chief Diversity Officer; Vinny O'Connell, Director of Public Safety; David Podell, President; David Protano, Dean of Automotive Technology; Lisa Slavin, Assistant Vice President for Enrollment Management; and Jeremy Solomon, Assistant Vice President for Institutional Advancement, Marketing, and Communications

CALL TO ORDER & INTRODUCTIONS

At 8:01 am, Chair Peisch called the meeting to order and declared that a quorum was present.

PRIOR MEETING MINUTES

MOTION: Trustee Schmalensee moved to approve the minutes of the September 14, 2021, meeting, and Trustee Pyrtel seconded.

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

COMMITTEE REPORTS

Bylaws

Chair Peisch reminded the Board that as a result of a change in state law and of Higher Education policy, the Bylaws Committee has recommended a change in the language of Section A. That change was included in the September meeting binder and is now presented for consideration by the full Board. In brief, the change permits a part-time student to serve as Student Trustee, provided that she/he meets certain academic requirements.

MOTION: Trustee Schmalensee moved to approve the amended version of Section A of the Bylaws, and Trustee Lish seconded.

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

Student Success

Committee Chair Pyrtel reported that the last meeting of the Student Success Committee focused on student success initiatives presented by Chief Diversity Officer Moore, as Director of the Students of Color Program, and Dean Maggioni, as Director of the Student Success Program, both of whom are utilizing advising and coaching models with wrap-around services to help students achieve success. Dr. Moore described the Students of Color Program and Vice President Jackson shared data showing its positive impact. Dean Maggioni reported on the progress of the Student Success Program, which began in September 2021 and which has received a \$955,000 two-year grant to work with coaches and program managers. Data on the program's process will be reported to the state in April 2022, with the goal of renewed funding. President Podell also introduced the New Undergraduate Experience (NUE), which has been devised by the Department of Higher Education as part of the Equity Agenda. Its goal is to address and make recommendations for achieving key equity outcomes at both two- and four-year colleges. Further details will be provided at a future meeting.

FINANCE, COMPLIANCE, PERSONNEL, AND AUDIT

Finance Items

President Podell reported the Finance, Compliance, Personnel, and Audit (FCP&A) Committee did not meet in September. Vice President Buckley then reported the following:

Student Accounts Receivable and Cash Comparison Report

There is a slight increase in receivables of \$149,000.

Cash Position by Month Report

The College's cash position is \$10.6 million better than a year ago at this time, due to a \$2.9 million cash surplus in the operating budget for FY2021 and \$7 million of CARES Act money. In the future, the cash report will make a distinction between operating and CARES funds.

Update on FY2022 Operating Budget

The revised FY2022 Operating Budget will be presented to the FCP&A committee at the October 26 meeting and the Board of Trustees at the November 2 meeting. Enrollment for the fall 2021 semester is down 7% compared to fall 2020, which is better than the 15% decline projected in the previously approved budget.

Personnel Items

President Podell reported the following:

Personnel Actions Report

There are four new employees, including Mike Lyons who has returned as Chief Information Officer. Several employees are also in new roles, and three have left the college.

Recruitment Report

There are two open positions, an Emergency Medical Systems faculty and the Chief of Police. Chief Vincent O'Connell is retiring.

President's Attendance Report

Vice President Buckley reported on President Podell's attendance for the past year, including amounts of accrued vacation time.

Non-Unit Professional Salary Increases for FY2020 and FY2021

Commissioner Santiago has authorized a 2.5% increase for 2020, a 2.0% increase for 2021, and a 1.5% bonus for Non-Unit Professionals (NUPs). An \$1800 bonus was already given during the summer. The increases will be in the October 15, 2021 paycheck. Union members are likely to get similar increases when their contracts are settled.

President's Evaluation and Compensation

Vice President Buckley reported that President Podell is entitled to the same increases as other non-unit professional employees. Commissioner Santiago's authorization of raises for NUPs also applies to President Podell.

Audit Items

Vice President Buckley reported that the MassBay Foundation's audit was clean with an unmodified opinion. The Foundation has done well with its investments. The College audit is going smoothly and near completion. Dave DiIulis and Lisa DiGusto of O'Conner and Drew will present the results at the October FCP&A and November Board meetings. The A133 (Uniform Guidance) audit deadline was extended to March. As the result of a recent state audit, an additional position has been added in Procurement and Business Operations, where there will be a reorganization.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that the College had budgeted for a 15% decline in enrollment. Fall 2021 enrollment is presently down 7.6% in FTE and 8.8% in headcount, compared to Fall 2020. President Podell indicated that these numbers are similar to the national numbers, and the College is above the middle among the 15 Massachusetts community colleges. Compared to Fall 2019, enrollment is down 16.6%. More students may enroll in the upcoming Eight Week Two (November-December) session. Admissions is currently recruiting for January 2022 and Fall 2022. A virtual Open House will be held on November 6. Chair Peisch and Trustee Pyrtel are on ad-hoc advisory committee that suggests adding an enrollment agenda item for the upcoming Statewide Trustee Convening. Assistant Vice President Slavin reported that Marketing is auditing its outreach materials. Attendance at virtual events is not as high as in in-person events, and the staff is looking forward to returning to face-to-face events. President Podell reported that classrooms currently have a six-foot distance requirement, but, in spring, this distance will be reduced to three-feet, which will allow for more students. Distance requirements have reduced the number of students the College can admit to some programs, such as Automotive Technology, despite the high demand. The College continues to look for available leased space near the Ashland campus.

FOUNDATION AND CAPITAL CAMPAIGN REPORT

Assistant Vice President Solomon reported that the first Foundation meeting of the new academic year was held last week. As noted previously, the Foundation audit was clean. The Foundation has awarded \$125,225 in scholarships to 128 students. Grants received have totaled \$193,000 for both the College and Foundation. The MassBay Foundation website is being upgraded for donor and student ease. A friend of one of the Foundation members is running in the Boston Marathon and raising money for MassBay food insecurity. The Search Committee for an Assistant Director is being chaired by Dean Keery. There are currently 19 applications.

Capital Campaign Director Liz Borg reported that the Health Sciences building groundbreaking brought about new energy for the Campaign, which is approaching 50% of its goal. MassBay received a \$100,000 donation from TJX Corporation towards equipment, which will greatly assist further fundraising, given TJX's local prominence. Foundation Board members Becky Kannam and Jean Dyer are helping to build relationships. The Campaign is still in the quiet phase. Once it raises another \$300,000, the Campaign will be announced publicly.

SPECIAL REPORTS

President Podell reported the following:

Fall Semester update pertaining to COVID – Most classes are currently still remote and are being offered either synchronously or asynchronously. The College has added several in-person STEM lab classes and some Humanities and Social Sciences classes. A phased re-opening will occur in November and December for staff.

Spring Semester planning – The College will fully reopen on January 3, 2022, with three-feet social distancing and masks required. Classes will be in-person, with our usual asynchronous (online) offerings and some synchronously taught (remote) classes. Classes begin on January 18, with 3-feet distancing in classrooms. In order to come onto campus, employees and students must have demonstrated proof of vaccination for COVID, pending impact bargaining with the AFSCME and MCCC unions. Both employees and students may seek accommodation for medical or religious reasons. Unvaccinated students registered for in-person classes will be dropped, although they may enroll in online and remote classes. The vaccine requirement may result in some employees leaving the College. The College continues to follow the CDC guidelines. Communications are going out, and Phased Access to Campus Education and Services (PACES) is the guiding document. Five thousand people will be uploading vaccine cards, and a full-time position to administer this process is being created. The staff who have been organizing these efforts are to be commended.

EXECUTIVE REPORTS

Student Trustee

Trustee Huttig reported that return to campus in-person in the spring has been discussed by Student Government Association (SGA), which has surveyed students' opinions. Many are excited to return, but some are concerned and/or are unable to take in-person classes, given family and medical issues. SGA wants to be as inclusive as possible to help as many of these students participate as it can. Support for the Textbook Fund has increased from last year, with \$10,000 more from the College and \$20,000 more from the Foundation. 125 students were awarded funds. This year, \$115,000 was awarded, including \$50,000 for general textbook support and \$50,000 for Nursing students (including transfer students from Becker College). Open Educational Resources has also helped with the costs of textbooks. Current SGA membership is small, but members are recruiting and hoping to bring in more students with broad backgrounds, interests, and skills.

Board Chair

Chair Peisch reported the following:

*The Health Sciences building groundbreaking, which took place on the 60th anniversary of the College's founding, was a terrific event and great publicity for the College. Marketing & Communications, Facilities, and Public Safety did a great job putting it all together.

*The General Counsel's office has issued a new legal manual, including policies on Open Meeting Law and Conflict of Interest. It is available electronically.

*All Board of Higher Education training sessions have to be completed by the end of the month. (After the meeting, the deadline was extended to December 1.) All sessions are now online.

*The annual State Trustee Convening is on October 27, and all Trustees are encouraged to attend.

President

President Podell reported the following:

*The College has received a \$100,000 TRAIN grant to train Certified Nursing Assistants. Congratulations for this are due to Director of Workforce Development and Community Partnerships Phara Boyer.

*Beginning in the spring, Temple Beth Elohim in Wellesley will provide food for students to “Grab and Go” to combat food insecurity.

*The Department of Higher Education’s New Undergraduate Education (NUE) agenda is designed to move

forward the Equity Agenda in fairly dramatic ways, including admissions and general education. The future of enrollment is closely related to changing demographics and diverse populations.

*The Board of Higher Education is examining strategic financing of public higher education in Massachusetts, including costs to students. An RFP with a deadline of October 6 has been sent out regarding a study of 1) how public higher education is financed, including federal and state funding, direct student payments, and student debt, 2) a comparative analysis with other states, 3) impact of demographic changes of COVID and federal policy changes, including the free community college proposal, 4) the impact of financing on student matriculation and persistence, and 5) alternative approaches to impact the future workforce of the Commonwealth. The community college presidents hope a community college member will be on the committee which vets responses to the RFP.

*Free Community College –The formula in the draft federal law being considered in Washington, DC, is not advantageous to Massachusetts. This is because the amount paid by students in tuition and fees would be replaced by a nation-wide average. (In Massachusetts, students pay more than the nation-wide average.) Student Trustee Huttig is part of Student Engagement and Advocacy student group, which can put forward recommendations if needed.

*Groundbreaking – President Podell thanked all Trustees who attended the Health Sciences building groundbreaking. He singled out Assistant Vice President Solomon who oversaw the entire event, and the Facilities and Public Safety departments. All the many pieces fell into place for a wonderful day.

COMMUNICATIONS

September 2021 Clery and State Police Reports

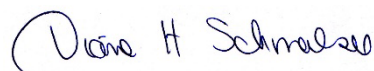
Director O’Connell reported that the Clery and State Police reports for the month of September show all zeros.

ADJOURNMENT

MOTION: Trustee Pyrtel moved to adjourn the meeting, and Trustee Vincent seconded.

The motion passed via the following roll call vote: Trustee Huttig - YES; Trustee Kahn – YES; Trustee Lish – YES; Chair Peisch – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Thorne – YES; Trustee Vincent – YES

The meeting adjourned at 9:38 am.



11/4/21

Diane Schmalensee, Interim Chair
for Tom Peisch, Retired Chair
MassBay Community College
Board of Trustees

Date



11/3/21

David Podell, President
MassBay Community College

Date