

Minutes of the MassBay Community College Board of Trustees Meeting Tuesday, December 14, 2021, by Webex and Facebook livestream from 8AM to 10AM

Board Members Present: Robert Huttig, Matt Kahn, Sandy Lish, Mikael Pyrtel, Diane Schmalensee, Lili Silva, Dune Thorne, and Wendy Vincent. Trustee Silva left the meeting at 9:12 am.

Guests Present: Jim McKenzie, Foundation Chair; Tim Clifford, former Trustee; Tom Peisch, former Chairman of the Board; Andrew Neptune and Nathan Persampieri, President and Vice-President of the Student Government Association

Staff Present: Yvonne Anthony, Interim Director of Grants Development; Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Elizabeth Borg, Special Assistant to the President/Capital Campaign Director; Phara Boyer, Director, Corporate Partnerships & Workforce Development; 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-Eyene, 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; Lisa MacDonald, Director of Equity Compliance; Sue Maggioni, Dean of Business and Professional Studies; Alison McCarty, Associate Dean for Admissions and Community Learning; 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; Jeremy Solomon, Assistant Vice President for Institutional Advancement, Marketing, and Communications; Richard Williams, Associate Dean for Student Success

CALL TO ORDER & INTRODUCTIONS

Interim Chair Schmalensee called the meeting to order and declared that a quorum was present.

Interim Chair Schmalensee introduced Jim McKenzie, Chair of the Foundation Board, who described the mission of the Foundation, which is to create partnerships with the local business community and increase investment revenue to provide as much financial assistance as possible to students by means of scholarships, emergency grants, and school supplies. The Foundation Board looks forward to working with the Board of Trustees and welcomes Trustees to attend Foundation Board meetings. They would welcome one Trustee to be a liaison to the Foundation. The Spring 2022 Foundation Board meetings will take place at 5:00 pm on the following dates:

January 26
March 3
May 25
June 22

HONORING TRUSTEE CLIFFORD AND CHAIRMAN PEISCH

Interim Chair Schmalensee thanked former Trustee Tim Clifford for his work for over five years on the Board. President Podell called Mr. Clifford a “first rate Trustee,” much valued for his wisdom in the field of technology in education. Mr. Clifford thanked former Chair Peisch for his guidance and insight in making the experience so rewarding. He praised President Podell for his leadership and the staff for its commitment and sacrifice. He wished all the best to Interim Chair Schmalensee and all the Trustees and stated he will always support MassBay. Assistant Vice President Solomon read citations for Mr. Clifford from the State and MassBay.

Interim Chair Schmalensee thanked former Chair Tom Peisch for his ten years of work on the Board. Mr. Peisch joined the Board in 2012 and was reappointed in 2017. He has held most positions and has always made excellent contributions. He has been very helpful in getting her acclimated, including passing along the Roberts Rules of

Order. President Podell thanked Mr. Peisch for everything he has done for the Board behind the scenes. Former Chair Peisch had a unique way of seeing what was important, and for President Podell, working with him was a personal highlight of his professional career. Chair Peisch thanked everyone, stating that outside of his family and law practice, his involvement on MassBay's Board of Trustees is best thing he has done in his life. One of his finest moments was hiring President Podell. He thanked Trustee Clifford for his work on the Bylaws and all Trustees for their contributions. He also welcomed Foundation Board Chair McKenzie. Student Trustee Huttig also expressed his thanks to Mr. Peisch. Assistant Vice President Solomon read citations for Mr. Peisch from the State and MassBay. Mr. Peisch opened an engraved Simon Pearce bowl, a token of MassBay's great appreciation.

Chair Schmalensee reported that nominations for two new Board members have been sent into the Governor's office.

PRIOR MEETING MINUTES

MOTION: Trustee Kahn moved to approve the minutes of the November 2, 2021, meeting, and Trustee Pyrtel seconded.

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

COMMITTEE REPORTS

October 27 Finance, Compliance, Personnel, & Audit (FCP&A) Meeting

Finance, Compliance, Personnel, and Audit Committee Chair Kahn introduced Vice President Buckley to report on the most recent FCP&A meeting.

Finance Items

Vice President Buckley reported on the following:

FY2021 Budget vs Actual Comparison Report

MassBay's enrollment numbers as of October 31, 2021, still hold and look good as of today. The College originally budgeted for a 15% decline, and then revised the budget for a 10% decline. Fall enrollment came in down 7.7%. As a result, there is a positive variance of \$233,000 in tuition and fees revenue. There is a \$167,000 positive variance in contracts, commissions, and other revenue. Overall, revenue has a positive variance of almost \$400,000. Expenses show a positive variance of \$826,000, attributed mostly to personnel, given that employees are leaving due to the pandemic and it is taking longer to fill positions. The negative number in Information Technology is a timing issue, and this will flatten out. The budget-to-actual report shows a positive variance of \$1.2 million. The positive variance still holds as of today.

MOTION: Trustee Kahn moved to approve the FY2021 Budget vs. Actual Comparison Report, and Trustee Lish seconded.

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

Student Accounts Receivable and Cash Comparison Reports

Student Accounts Receivables are doing well, down \$500,000 over the prior year, due to payment plans, CARES Act funds, and the work of Director Donlon and her office. In terms of cash investments, MassBay is up over \$12 million. Future reports will separate operating cash and Cares Act funding. Some CARES funds are earmarked for this year and some for future years. The College currently has a total of \$34 million in savings, including \$6.7 million in Cares Act Reserves. It was noted that the CARES Act money comes with parameters on time and usage. Half is issued to students and half to the institution. Currently the College's investments are earning only nine basis points, so the Investment Committee is looking into investing these funds. The surplus funds MassBay has are in reserve to cover future additional and increased expenses, including security, vaccine verification, and transportation for students when many are back on campus, particularly if enrollment remains down.

Cash Position by Month

In 2017, MassBay had \$17 million in cash, and it now has \$34 million.

Contracts Report

There are three contracts – for snow plowing, an external consultant/evaluator for a grant, and a lease of laptops, monitors, desktops, and docking stations in STEM.

Board of Trustees Resolutions-Signature Authorizations

MOTION: Trustee Pyrtel moved to approve updates to previous Board of Trustees resolutions regarding current title updates, CIO granted signature authorization, increased contract signature authorization to \$10,000 for the Director of Purchasing and Business Operations, contracts reported to FCP&A increased to \$50,000, and the formal name of Massachusetts Bay Community College. Trustee Vincent seconded the motion.

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

Investment Committee

Committee Chair Kahn reported on the progress of the Investment Committee, which has hired a consultant and put out an RFP for a company to oversee MassBay's investments. The Committee is considering an 80%/20% split between equities and lower risk and liquid investments. The objective is to use a 3.5% draw from the investments for furthering the College's mission. The College is considering investing \$20 million. The remainder of the cash will be put into funds that are liquid, low risk, and will grow over time. Director Curley reported that the RFP has gone out to six firms, and one other came in through advertising. Four have filed a letter of intent to attend the pre-bid call on January 6. One is Vanguard, which is overseeing the Foundation investments. Presentations will be given at the January FCP&A meeting. It was noted that OCI stands for Outsourced Chief Investment Officer, and also that all Trustees must disclose connections to any of the firms presenting. A vote by the full Board will take place at the February 2022 meeting.

MOTION: Trustee moved to approve the MassBay OCIO (Outsourced CIO) RFP, and Trustee seconded.

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

Compliance

Comptroller Baccari reported that there have been no compliance issues since the last meeting. Recommendations for individual department needs are being compiled.

Personnel Items

President Podell reported the following:

Personnel Actions Report

Danielle Wagner has returned to MassBay in a new position, Assistant Director of Procurement and Business Operations, created in response to the State Auditor's report raising issues with the College's inventory tracking processes.

Four employees have left the college. One is the Director of Nursing, Andrea Bresnahan, whom Jean Dyer has fortunately stepped in to replace on an interim basis, given the accreditation requirement that this position cannot be vacant. Director Dyer was praised and thanked for stepping into this position for the second time.

Recruitment Report

Searches are underway for Emergency Medical Services faculty and Program Director and the Chief of Police/Director of Campus Safety, which is in the final stages of the search with three candidates presenting at Town Halls this week. The Registrar position is close to being filled.

Student Success

Committee Chair Pyrtel reported that the following presentations were made at the November 16 Student Success Committee meeting:

*Director of Workforce Development Boyer presented on three Life Sciences training grants that MassBay has received, which cover close to 100 students and amount to almost \$400,000. Director Boyer has achieved excellent results.

*Dean Javdekar and Associate Professor Singh presented on the Biotechnology Center for Therapeutics and Genome Testing. The Biotechnology program is 20 years old and growing. It has produced many Goldwater Scholars and accomplished much with job placement.

*The next Student Success Committee meeting is February 15.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that spring semester begins January 18. In terms of FTE, enrollment numbers are up 34% compared to last year and down 4.7% compared to two years ago. The next few weeks will be very busy. Orientation begins in December. There is a new drop this year for non-vaccinated students, and the College is communicating to students about getting vaccinated in a variety of ways.

DASHBOARD

Assistant Vice President Jackson reported that new items are highlighted in green on the Table of Contents and in yellow in the text on the Dashboard. Since last year at this time, the number of applications has declined from 3629 to 3478, and yield has declined from 33% to 29%. The percentage of full-time students is up from 37% to 42%. The distribution of race ethnicity shows that 24% of newly admitted students identify as Hispanic and Latino and 15% identify as Black and African American. Most students come from Boston, Framingham, Natick,

Newton, and Waltham. Fall enrollment is down 7.8% in FTE and 9% in headcount. The proportion of students in each academic division has remained consistent. Looking at race/ethnicity for the entire student body since fall of 2017, there has been an increase in those who identify as Hispanic and Latino students from 17% to 23%, and in those who identify as Black and African American from 13% to 15%, while the percentage of students who identify as White has declined from 51% to 46%. The percentage of students for whom there is no information has dropped from 10% to 5%. The percentage of first-time degree-seeking students who received financial aid (including CARES funds) is 65%. The fall-to-fall retention rate for first time degree-seeking full-time students increased from 49% to 53%, and for part-time students increased from 42% to 48%. The percentage of sections taught by full-time faculty has been increasing over the past five years and is now 46%. The average section size has decreased from 16.6% to 16%. Fifty-five percent of courses offered were remote.

FOUNDATION AND CAPITAL CAMPAIGN REPORT

Assistant Vice President Solomon reported that the Foundation Board would welcome a liaison from the Board of Trustees. Meetings are virtual for now. The Year End appeal is in progress. The deadline for scholarship applications is January 7, and the Advancement Office is working with students on getting the word out in various ways. He thanked Executive Director Davis for her hard work in overseeing the scholarship process. MassBay has received two grants to benefit the Student Hunger Fund, one for \$15,000 from the TJX Foundation and one for \$10,000 from the Wellesley Rotary Club. Trustee Kahn asked how much it costs to support a student dealing with food insecurity; Vice President Blumberg responded that it costs approximately \$500.

Capital Campaign Director Borg reported that MassBay is close to its 50% goal, with \$2.5 million committed. President Podell reported that the legislature recently passed a bill distributing the federal \American Rescue Plan Act (ARPA) funds, which allocated \$5 million to community colleges for campaign endowment matches. MassBay should receive approximately \$333,000, which will bring us to the midpoint of the Campaign and out of the Quiet Phase. The College is building awareness through activities and networking. Jay Kim of the Foundation for Metrowest is connecting MassBay to nearby Foundations. A Senior Vice President at Middlesex Savings Bank is leading a mini-campaign with ten banks in the area. Director Borg thanked Director Curley and Foundation Board member Tina Kao Mylon for making connections with vendors. Assistant Vice President Solomon is working on a video for the College's Nursing alumni/ae affinity group. There is currently a mini-campaign for an EMT naming opportunity. President Podell has been connecting with the Wellesley Club, Metrowest Chamber of Commerce, and Framingham Business Association. Director Borg thanked Phara Boyer, Deb Georgopoulos, and Reggie Pierre Charles for their work on the Employee Campaign. Ninety percent of the Trustees have contributed. Interim Chair Schmalensee emphasized the importance of all Trustees contributing.

SPECIAL REPORT

President of Student Government Association (SGA) Anthony Neptune, Vice President of Student Affairs Nathan Persampieri, and Student Trustee Huttig presented the attached Powerpoint on the following:

- *Financial Resources – Expanding college access to ensure MassBay's nontraditional students are aware of scholarship (Foundation) and funding (CARES Act) opportunities and processes, mainly through faculty announcements in the classrooms, where students are reached most effectively. Assistant Vice President Slavin elaborated on the details and regulations of the CARES Act.

- *Student Affairs – Providing additional funding for and a centralized listing of resources related to both food and housing insecurity.

- *Communication – Communicating less by email and offering more interactive social media such as the MassBayGo app, as well as informational videos. President Podell reported that all the 15 community colleges are looking into better ways for reaching students. Chief Information Officer Lyons reported that MassBay is also experimenting with a company called Signal Vine, which handles mass and back and forth communications. Student Trustee Huttig is part of a Department of Higher Education Student Advisory Council also looking into

this.

*Academic Affairs – Considering students’ wants versus needs, given their personal lives, and developing more robust virtual in-person options, since different students have preferences for both options.

SGA is also eager to build a stronger relationship with the Board of Trustees in order to support students, and eventually to host an event bringing the community back together and help build relationships after such a long time apart.

Mr. Neptune closed the presentation by expressing how happy and satisfied he is with MassBay, which has a great reputation as a leader in student success. The SGA members were commended for their excellent report.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Huttig reported the following:

*He is a member of the Department of Higher Education (DHE) Student Advisory Council, specifically the group focusing on equity, which is looking at actions to be taken.

*On the national level, he is a member of the ACC Legislative Committee and will be attending the conference in February. Interim Chair acknowledged this is the first time a Student Trustee has participated in a conference on a national level. He thanked former Chair Peisch and Interim Chair Schmalensee for their letters of recommendation.

*During this holiday season, he feels lucky and thankful to be at MassBay.

Interim Chair

Interim Chair Schmalensee reported the following:

*She thanked all Trustees for completing the Department of Higher Education training. Next time, this process should be easier.

*Boards of Trustees declare their own policies regarding Trustee vaccinations and meetings held virtually and/or on campus. She will reach out to each Trustee individually for his/her feedback on vaccine status and preference for meeting.

President

President Podell reported the following:

*The Spring Planning Committee has been very busy preparing for next semester, including communications to employees and students about uploading vaccines, which has been a big project.

*The ARPA funds awarded to community colleges from the Governor mentioned previously also included \$2.7 million for food insecurity and \$15 million for mitigating COVID, and \$15 million for workforce development. The community colleges are grateful for this support.

*The search for Chief of Police O’Connell’s replacement is ongoing.

*Regretfully, Vice President Buckley and Vice President Hunter are leaving MassBay in February and July, respectively. Interim Chair Schmalensee thanked both for their many contributions to the College.

COMMUNICATIONS

November 2021 Clery and State Police Reports

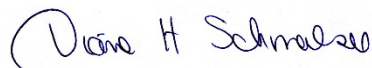
Director O'Connell reported that the Clery and State Police reports for the month of October show all zeros.

ADJOURNMENT

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

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

The meeting adjourned at 9:59 am.



2/2/22

Diane Schmalensee, Interim Chair
MassBay Community College

Date



2/2/22

David Podell, President
MassBay Community College

Date