

**Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, February 1, 2022, by Webex and Facebook livestream from 8 to 10 am**

Board Members Present: Robert Huttig, Matt Kahn, Mikael Pyrtel, Rodolpho Sanz, Diane Schmalensee, Lili Silva, Dune Thorne, and Wendy Vincent

Guest Present: Chris Cavallerano, Foundation Board member

Trustee Pyrtel left the meeting at 8:47 am.

Staff Present: Yvonne Anthony, 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; 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; Vincent 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

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

REVIEW AND APPROVAL OF DECEMBER 14, 2021, MEETING MINUTES

MOTION: Trustee Sanz moved to approve the minutes of the December 14, 2021, meeting, and Trustee Thorne seconded the motion.

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

BOARD COMMITTEE UPDATES

***Finance, Compliance, Personnel, and Audit (FCP&A)**

President Podell reported that MassBay's finances are positive. He turned over the report to Vice President Buckley, who reported the following:

Finance Items

FY2022 Budget vs. Actual Comparison Report

Vice President Buckley reported that the College continues to remain strong in fiscal year 2022. The report, as of December 31, 2021, shows a positive variance of \$2.27 million. Enrollment is doing better than projected. The

original budget was developed based on a 15% decline in enrollment, which was revised to a 10% decline, and a 7.7% decline was realized in the Fall. The College is currently experiencing a 2% decline in enrollment for the spring semester. There will be changes in enrollment in the upcoming weeks, but budgetarily this is all very good news.

The Expense Report shows a \$1.2 million positive variance, mostly due to savings in staffing lines. MassBay is saving significantly as a result of the employment environment; people are leaving, and it is taking much longer to fill positions.

The negative number in the Consultants line is a result of expenses incurred to fill critical staff positions, including those in Financial Aid and the Registrar's Office. The negative variance in the Information Technology line is due to timing.

Vice President Buckley is confident the College has sufficient resources allocated for a return to campus and fewer classes being remote.

MOTION: Trustee Kahn moved to approve the FY2022 Budget vs. Actual Comparison Report, and Trustee Sanz seconded the motion.

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

Student Accounts Receivable and Cash Comparison Reports

Student Accounts Receivable continues to do very well. Overall, receivables are down 1%. The cash position continues to grow, and is at \$31.8 million as of December 31, 2021, an increase of \$10.8 million over December 31, 2020. Contributing factors are operating performance from last year and CARES Act funding. The loss of CARES Act funding in future years may result in a reduced contribution to reserves. It will depend on how quickly enrollment turns around. The amount of state support will also have an impact.

Cash Position by Month

Vice President Neil Buckley presented the Cash Position report, which shows the monthly cash position for the last five fiscal years.

Contracts Report

One three-year contract dealing with HVAC Maintenance Contract was presented.

Discussion of College Financing for new Framingham Campus

Vice President Neil Buckley reported that additional funding has been requested by the Division of Capital Asset Management and Maintenance (DCAMM) for the new Center for Health Sciences, Early Childhood, and Human Services. The original project was estimated at \$56 million, with DCAMM covering \$51 million and MassBay covering \$5 million. As a result of COVID and supply chain issues, the cost has gone up by \$7.3 million, for a total of \$63.3 million. DCAMM has requested an additional \$655K from the College. The total contribution from MassBay will be \$5,655,000, which will come from the reserves. This additional funding will not affect the \$5 million Capital Campaign. The building needs to be open by September 2023. Half of the Capital Campaign (\$2.5 million) has been reached.

MOTION: Trustee Pyrtel moved to approve the Financing for new Framingham Campus, and Trustee Kahn seconded the motion.

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

Change of the Name of the Finance, Compliance, Personnel, and Audit (FCP&A) Committee

Interim Chair Schmalensee explained that the College's investment management oversight is being handled by FCP&A Committee, and as a result should be included in the name of the Committee.

MOTION: Trustee Vincent moved to approve changing the name of the Finance, Compliance, Personnel, and Audit (FCP&A) Committee to Finance, Compliance, Personnel, Investment, and Audit (FCPI&A) Committee, and revising the language in Section J of the Bylaws accordingly. Trustee Silva seconded the motion.

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

VP Buckley reported that MassBay has met with 12 investment firms. It is down to seven bids, with one having been disqualified. Alderbrook is overseeing the process and should have an update soon. There will be an FCPI&A meeting soon.

Interim Chair Schmalensee also reported that Trustee Pyrtel is stepping down as Chair of the Student Success Committee, and Trustee Silva is taking over.

Compliance Items

Comptroller Baccari reported that the Committee invited Kathy Martin, Compliance Officer from Bristol Community College, to speak at a recent meeting, where she advised of specific issues and controls of which to be aware. The presentation was very informative, and MassBay will apply her knowledge when discussing setting up controls and assessing different risks and compliance needs with different departments. There are no issues currently. A few deadlines are coming up, and the committee is on track.

Personnel Items

Executive Director Stallings reported the following:

***Personnel Actions Report**

Yvonne Anthony, formerly Interim Director of Grants Development, has been appointed Director. Jessica MacDonald, Recruitment Assistant, previously a part-time employee, is now working full time. Phil DiBlasi has started as Director of Public Safety. He and Director O'Connell will overlap for one month. Five employees have moved into new roles.

***Recruitment Report**

Four part-time employees and one full-time employee have left MassBay. Since the community colleges mandated vaccinations, it appears that two full-time and two adjunct employees will separate from the College.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that spring semester began last week. Head count is down 2% compared to last year, which is better than the 10% decline projected. For January, new student enrollment is up 27% in FTE. Overall growth in applications is up 36%. Summer applications are also increasing. The first in-person Open House since the pandemic will be held on Saturday April 30 in Wellesley. The College's COVID-19 protocols for masking and distancing will be followed. The present week is the first week of the full semester, and the College can expect some further activity in enrollment over the next two weeks.

FOUNDATION & CAPITAL CAMPAIGN REPORT

Assistant Vice President Jeremy Solomon introduced Chris Cavallerano from the Foundation Board. Mr. Cavallerano reported that the Foundation has over \$7 million in its Vanguard Investments account, which is a 15.3% average return over three years in a conservative portfolio. The allocation of the Foundation's investments between equity and bonds is targeted at 60/40 but is currently closer to 63/37. The scholarship cycle was extended by two weeks, and 910 applications have been received so far, which is a 35% increase over fall 2021. Over \$258,000 is available to be awarded. A MassBay alum and Peoplesoft Functional Analyst Dustin Gerstenfeld are running in the Boston Marathon, both raising money for the Student Hunger Fund. Interim Director of Nursing Jean Dyer is leading the effort with Foundation Board member Becky Kannam to work with Web Developer Wendy Walsh on improving the Foundation website. Mr. Cavallerano invited Trustees to join a Foundation Board meeting. The next meeting is March 23.

Assistant Vice President Solomon thanked Executive Director Davis for her work on scholarships. Executive Director Davis will work with the Student Government Association (SGA) on student testimonials. She also will be sharing the results of the awards and end-of-year Annual Appeal soon.

Capital Campaign Director Borg reported that MassBay has passed 50% of its goal towards the Capital Campaign, with \$2,522,000 given or pledged, including 100% participation by the Board of Trustees. The College will also be receiving \$333,000 from the American Rescue Plan Act (ARPA), which requires matching funds. The College can now take the Campaign public. Marketing is working on a video to be sent first to a promising group of Nursing alum. The Framingham Advisory Committee is holding its third meeting later in month. Director of Corporate Partnerships and Workforce Development Phara Boyer will be presenting on Workforce Development and the College's use of ARPA funds. Director Borg thanked Campaign Consultant Janet Nolan of JNB Associates and the Foundation Board for opening many doors to prospects and donors.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Huttig reported the following:

*There was a great sense of energy being back on campus last Tuesday. On behalf of the students, he thanked the administration for making the return special.

*SGA President Anthony Neptune posted a video informing students about resources and opportunities, trying to make them more aware and engaged. He is working with Marketing on the communication about masks, through the MassBayGo app and posters around campus.

*Financial assistance for textbooks through the CARES Act has been invaluable to beneficiaries.

*Various state-wide Diversity, Equity, and Inclusion (DEI) initiatives for the College communities are currently in development.

Interim Board Chair

Interim Chair Schmalensee reported the following:

*MassBay Trustees were first of all the community colleges in completing the Department of Higher Education trainings, thanks to the diligence of each Trustee.

*Interim Chair Schmalensee spoke with each Trustee regarding upcoming meetings and, based on these conversations, the following motion was made:

MOTION: Trustee Schmalensee motioned that the Board of Trustees follow the policies regarding proof of vaccination and masking which apply to MassBay students, faculty, and staff who are on campus, and that after the April Full Board meeting, which is the last where the Commonwealth will definitely permit remote/Webex meetings, the Board will hold hybrid meetings, recognizing that in-person meetings are best, but permitting those Trustees who must to receive permission and attend remotely. Trustee Thorne seconded the motion.

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

*The Board Retreat is the morning of Saturday, April 9. Its focus will be enrollment and retention, the most important issue for Massachusetts community colleges. The Community College Presidents and Board Chairs met recently regarding these matters last week.

President

President Podell reported:

*Adrian Haugabrook, Executive Vice President and Managing Director, Social Impact Collective at Southern New Hampshire University, will be facilitating the April 9 Board Retreat. The College will soon begin working on its new Strategic Plan, and some of the focus of the retreat will be on this topic as well.

*Thanks were given to SGA for all of its accomplishments this year and to Chris Cavallerano for attending today's meeting.

*The first week back on campus was filled with some anxiety and also much excitement. Thanks were given to the employees who have been on campus all along. There are many new programs in place in response to the pandemic, including food services and COVID testing.

*This semester's Professional Development Day will focus on mental health. Dr Maria Sirois is the keynote speaker; her talk is entitled *Mental Health Challenges in the Return*. The afternoon will include breakout sessions focusing on the Equity Agenda.

*Charlie Sisitsky has been elected mayor of Framingham. Mayor Sisitsky fully supports the MassBay and Framingham State University partnership. President Cevallos will be leaving Framingham State University, which is a big loss, given his strong collaboration with MassBay. New President Nancy Niemi has been appointed and will begin in July.

*Phil DiBlasi has started as Director of Public Safety. He and Director O'Connell will overlap for one month.

*Governor Baker has submitted his initial budget, which is favorable to community colleges, and includes funding for the SUCCESS Program which emphasizes retention and graduation of students. It also extends the Mass Grant + program. There is slight concern that MassBay may lose some funding since it is being extended to the state universities and UMass.

*President Podell will continue as Chair of Community College Presidents, as the next person in line passed on option. Governor Baker and Secretary Peyser are likely leaving with the new administration. Commissioner Santiago is stepping down in July.

COMMUNICATIONS

Reports from the Office of Public Safety

Director O'Connell reported that the December 2021 Clery and State Police reports showed all zeros.

ADJOURNMENT

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

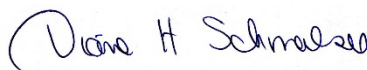
The motion passed via the following roll call vote: Trustee Huttig – YES; Trustee Kahn – YES; Trustee Sanz – YES; Interim Chair Schmalensee – YES; Trustee Silva – YES; Trustee Thorne – YES; Trustee Vincent – YES

The meeting adjourned at 9:24 am.



3/9/22

David Podell, President Date
MassBay Community College



3/9/22

Diane Schmalensee, Interim Chair Date
MassBay Community College Board of Trustees

