

Minutes of the MassBay Community College Board of Trustees Meeting

Tuesday, March 8, 2022, by Webex and Facebook livestream from 8:00 to 10:00 am

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

Trustee Pyrtel left the meeting at 8:50 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; 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; Phil DiBlasi, Director of Public Safety; 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; 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 FEBRUARY 1, 2022, MEETING MINUTES

MOTION: Trustee Sanz moved to approve the minutes of the February 1, 2022, meeting, and Trustee Vincent seconded the motion.

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

BOARD COMMITTEE REPORTS

***Finance, Compliance, Personnel, Investment, and Audit (FCPI&A)**

Committee Chair Matt Kahn turned over the report from the Finance, Compliance, Personnel, Investment, and Audit Committee to President Podell and Vice President Edward.

Finance Items

President Podell reported that Marcus Edward has taken over as Vice President for Finance and Administration. The Budget vs. Actual Comparison report continues to indicate a positive variance. The College anticipates a smaller variance as the fiscal year nears its end as people return to campus this semester.

Vice President Edward reported the following:

FY2022 Budget vs. Actual Comparison Report – February 2022

The January Budget vs. Actual report shows a favorable variance of approximately \$1,378,000. The variance is due to better performance on revenue and expenses when compared to budget. Vice President Edward explained that the positive variance of \$458,000 in revenue was a result of the positive variance in tuition and fees of \$356,000. The College budgeted for a 10% decline in FTE enrollment but realized only a 7.7% decline in the fall, and a 2.4% decline in the spring. On the expense side, the permanent staff category shows a positive variance of almost \$560,000. This variance is attributable to the “great resignation” and the number of open permanent staff positions, as well as to budgeted salary increases that are yet to be paid. Negotiations with the unions are ongoing, and the budgeted 1.5% NUP salary increase will correspond retroactively with the union increase. Vice President Edward explained that Administrative Expenses will always see a positive variance because the contingency is budgeted in that line, and funds are transferred from there as necessary. Now that the College is returning to more in-person classes and work, expenses will be higher. The majority of expenses will be realized in the second half of the fiscal year. In addition to employee-related savings, other factors included a positive variance in maintenance/construction and capital expenses.

MOTION: Trustee Kahn moved to approve the FY2022 Budget vs. Actual Comparison report for February, and Trustee Silva seconded the motion.

The motion passed via the following roll call vote: 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 Report

The Student Accounts Receivable and Cash Comparison Report shows a 3% increase in receivables, which is due to timing. The cash balance reflects an increase in cash of \$8.9 million, almost \$7 million of which is due to CARES Act reserves.

Cash Position by Month

An additional line indicating the cash balance without CARES Act reserves has been added to the Cash Position by Month report for FY2022.

Framingham Campus Budget Overruns

Vice President Edward provided a summary of the budget overruns for the construction of the new Framingham Campus. Most expenses were increases in HVAC and electrical expenses, resulting in a total shortfall of around \$7 million, of which the State is covering the vast majority. President Podell noted that the costs will fluctuate, especially given the current circumstances in Ukraine.

Comparative Financial and Enrollment Review of Massachusetts Community Colleges

Vice President Edward shared the notes from the *Massachusetts Community Colleges Chief Financial Officers Enrollment Reports*, which show data from the 15 Massachusetts community colleges. For spring semester, although all colleges’ enrollment declined, MassBay had the smallest decline. It was noted that for the colleges that did not require proof of vaccination before registration, the average decline was 6.7%, compared to 11% for

colleges that required proof of vaccination before registration.

President Podell explained that students taking only remote classes are not required to be vaccinated. However, students coming to campus and all MassBay employees are required to be vaccinated, with some accommodations made for religious or medical reasons. He also noted that enrollment of new students at MassBay specifically went up 28% in the spring, which bodes well for fall enrollment.

The *Financial Review of the Cash and Investments Per Audited Financial Statements* of the Community Colleges show that MassBay was below the average cash balance for two of the last three years, and only nominally above average (2%) for FY2021. Many of the community colleges (11/15) have investment advisors.

***Investment Items**

Of the twelve vendors that showed interest in the Request for Proposals (RFP), seven submitted responses. Management, including Marcus Edward, Neil Buckley, David Podell, Steve Baccari, and Lauren Curley, along with AlderBrook, will be talking to three firms on March 10 and will bring their recommendation to the April 5 meeting of the FCPI&A Committee for deliberation.

***Personnel Items**

Executive Director Stallings reported the following:

Personnel Actions Report

Four new full-time employees have joined the College:

- Philip DiBlasi, Chief of Police, Director of Campus Safety and Security;
- Ryan Grant, Coordinator of Academic and Transfer Advising;
- Dejour Hollins, Students of Color Coach;
- Alysha Stankowski, Human Resources Associate.

Two employees are in new roles: Alex Jean-Jacques, Director of Financial Aid and Debra Brandy, Financial Aid Coordinator.

Five employees have left the College.

Recruitment Report

MassBay is actively recruiting for two senior positions: Assistant Professor for Emergency Medical Services and Vice President of Academic Affairs & Provost. The College is working with a search committee, Greenwood and Asher, on the Vice-Presidential search. There are six open faculty positions.

***Change the name of the Finance, Compliance, Personnel, Investment, & Audit Committee to Finance & Administration Committee**

Interim Chair Schmalensee reported that the Finance, Compliance, Personnel, Investment, & Audit Committee discussed shortening the committee's name to the Finance & Administration Committee.

MOTION: Trustee Kahn moved to change the name of Finance, Compliance, Personnel, Investment, & Audit committee to the Finance & Administration Committee, and Trustee Vincent seconded the motion.

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

***Student Success Committee**

Committee Chair Silva reported that presentations on Early Childhood and Cybersecurity were made at the last Student Success Committee meeting. Both programs are leading in their field by addressing workforce needs, as well as career coaching and community building. Both also emphasize networking with industry leaders. Students enrolled in these programs are advancing in their careers, and the Cybersecurity graduates are making especially good salaries. Trustee Silva also noted the strength of the faculty in these programs.

***Presidential Evaluation Committee**

Interim Chair Schmalensee reviewed Commissioner Santiago's letter regarding President Podell's FY2021 evaluation. He will receive the 2% (highest) increase. She reiterated that the Board is fortunate to be leading such a high performing President and institution.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that Admissions is focusing on summer and fall recruitment. Summer enrollment is up, and fall is slightly ahead. The first in-person Open House since the pandemic will be held on April 30. Her team is working with Marketing to advertise and prepare. There will be a student panel and faculty Information Sessions.

FOUNDATION AND CAPITAL CAMPAIGN REPORTS

Assistant Vice President Solomon reported that a MassBay student has been hired as a part-time Administrative Assistant in the Development Office. Final interviews are scheduled for an Assistant Director of Development. Scholarship review is in process, with several external reviewers participating, which is a nice way for them to connect with students. Assistant Vice President Solomon also reported that improvements are being made to the MassBay mobile app and Foundation web site. Two members of the college community are running the Boston Marathon: Dustin Gerstenfeld from IT, who secured his bid through the Rotary Club, and Nursing alumna Hannah Careway. Executive Director Davis-Eyene reported that she will need help for reviewing future scholarships. She will also send an invitation for the next Foundation Board meeting to the Trustees.

Capital Campaign Director Borg reported that the Campaign has raised over 50% of its \$5 million goal and is now taking the Campaign public. A ceremony to sign the highest steel beam will take place on March 21, and President Podell is reaching out to key donors who will be invited to attend. Campaign Director Borg thanked the Trustees for their 100% participation. She is also in the process of securing 100% from college leadership and connecting with business leaders and owners. Trustee Lish has joined the Advisory Board. A video highlighting MassBay's Nursing program will soon be completed.

EXECUTIVE REPORTS

Board Chair

Interim Board Chair Schmalensee reminded everyone about the following upcoming events:

- *Health Sciences Center Steel Beam Topping Off Ceremony - March 21 at 3:15 pm
- *Board of Trustees Retreat – April 9 at 8:00 am
- *Diversity, Equity, and Inclusion (DEI) Training – May 17 at 10:00 am

She thanked the Trustees for being an excellent group. Former Chair Peisch's and Trustee Clifford's positions need to be filled in order to insure quorum for meetings. She is meeting with Secretary Peyser this week and will keep everyone posted.

President

President Podell reported the following:

*Student Trustee Huttig has stepped down from the Board. The Student Government Association will be holding an election for his replacement.

*Chairman of the Board of Higher Education Chris Gabrielli has asked President Podell to serve as the representative for the 15 community colleges on the Search Committee for the new Commissioner.

*MassBay recently received the 2022 ACE/Fidelity Investments Award for Institutional Transformation, including a \$10,000 prize. At the recent ACE (American Council on Education) conference, Mass Bay was presented with the award for a small college that has "responded to higher education challenges in innovative and creative ways and achieved dramatic changes in a relatively short period." Associate Dean Williams submitted the application, highlighting all of the College's efforts related to basic needs, including food insecurity, and MassBay was recognized for humanitarian work that has significantly improved retention. He thanked Associate Dean Williams and Vice President Blumberg and the Student Nourishment and Care Committee (SNACC) for all their initiatives and hard work. An article from ACE related to the award follows: <https://www.acenet.edu/News-Room/Pages/UND-MassBay-Institutional-Transformation.aspx>.

*The College has developed a system whereby students can order food through a food delivery system. There was one report of abuse of the system, in which a student exceeded the stated limits for purchases.

*The Community College Presidents have been in discussions about mask mandates. President Podell has suggested that each college decide on its own. MassBay is following CDC guidelines and being "first by being last." Executive Director Stallings is meeting with union representatives regarding mask mandates. There have been no issues on campus regarding wearing masks and social distancing.

*Trustee Kahn Matt has created a strong collaboration between MassBay and Temple Beth Elohim, which has provided food for students in freezers, as well as mentors in the Business program. SGA President Anthony Neptune also gave an excellent presentation to their Board at a recent meeting.

COMMUNICATIONS

Reports from the Office of Public Safety

Director DiBlasi reported that the February 2022 Clery and State Police Reports showed mostly zeros, with the one report of fraud through the College's food delivery system as noted above.

ADJOURNMENT

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

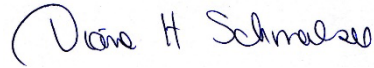
The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Sanz – YES; Interim Chair Schmalensee – YES; Trustee Silva – YES; Trustee Thorne – YES; Trustee Vincent – YES

The meeting adjourned at 9:25 am.



4/12/22

David Podell, President Date
MassBay Community College



4/12/22

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