

**Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, October 4, 2022, by Webex and Facebook livestream from 8:00 to 10:00 am**

Board Members Present: Katarina Cipriano, Matt Kahn, Sandy Lish, Ilissa Povich, Mikael Pyrtel, Diane Schmalensee, Lili Silva, and Dune Thorne

Trustee Pyrtel left the meeting at 9:02 am.

Board Members Not Present: Rodolpho Sanz; Wendy Vincent

Guest Present: Phoebe Bustamante, Director of Accessibility Resources; Kelly Graska, Learning Specialist, Transitional Scholars; Jim McKenzie, Foundation Board Chair

Staff Present: Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; 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, Vice President for Finance and Administration; Courtney Jackson, Vice President for Academic Affairs and Provost; Chitra Javdekar, Dean of STEM; Nina Keery, Dean of Humanities and Social Sciences; 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, Associate Vice President for Enrollment Management; Jeremy Solomon, Associate Vice President for Institutional Advancement, Marketing, and Communications; Samaria Stallings, Assistant Vice President for Human Resources; Richard Williams, Associate Dean for Student Success

CALL TO ORDER & INTRODUCTIONS

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

PRIOR MEETING MINUTES

MOTION: Trustee Povich moved to approve the minutes of the September 15, 2022, meeting as amended, replacing “signature resolution” with “investment policy” under Approval of Investment Policy, and Trustee Pyrtel seconded the motion.

The motion passed via the following roll call vote: Trustee Cipriano – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Pyrtel – YES; Chair Schmalensee – YES; Trustee Silva – ABSTAINED; Trustee Thorne - YES

BOARD COMMITTEE REPORTS

FINANCE AND ADMINISTRATION (F&A)

Finance Items

President Podell reported that there was no Finance and Administration meeting in September.

Vice President Edward reported the following:

Student Accounts Receivable and Cash Comparison Report

The Student Accounts Receivable report is an August 2022 to August 2021 comparison, showing an increase of \$344,000 (6%). Enrollment is comparative from year to year. Two factors are affecting the receivable balances: 1) Over the last five semesters, a total of \$5.3 million of CARES Act funding was disbursed to

students, which they used to cover tuition and fees and upon which they became increasingly reliant. 100% of the funds were disbursed prior to the start of this semester. 2) The practice of requiring payment of outstanding balances before students receive their transcripts has ended. The second decision was made state-wide, as the requirement was negatively affecting students from transferring. If students do not pay their balances, MassBay can get back some of this money through the Intercept program, through which students' tax refunds would be sent to the College. As a result of these changes, the way of reporting these items may need to change.

Cash Comparison Report

Cash is up \$923,653 from last year to this year.

Cash

This report shows a graph of the monthly cash balances over the past five years.

Contracts Report

There is one contract for an accessible restroom renovation in the amount of \$853,413. This project is funded by DCAMM.

Audit Update

Three audits are underway: the College's Financial Audit, the Uniformed Guidance Audit, and the Foundation Audit. The auditors will present the audits at the next Finance & Administration Committee and Full Board meetings. The Foundation audit is final, as the Foundation Board recently approved the audit.

Personnel Items

Assistant Vice President Stallings reported the following:

Personnel Actions Report

There have been nine full time appointments since the last meeting. The job market is very competitive, and it is difficult to compete with private colleges and state universities in terms of benefits and funding. The College is moving quickly with searches.

Recruitment Report

Several new positions have been filled, and others are in the search process.

President's Attendance

President Podell's attendance over the past year was reviewed. All Non-Unit Professional (NUP) employees must use their vacation days over 375 by the end of December 2023.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that MassBay is up in headcount 2.3% and down in FTE 2.3% for the fall semester, which is less than the decrease budgeted (i.e., 5%). The College saw a 13% increase in fall 2022 admissions applications and hopes to see that same trend during recruitment for the spring and fall 2023 semesters. In terms of the other community colleges, those who attended the last Community Colleges enrollment meeting reported either being flat or down, some as much as 14%. The focus of Admissions has moved to preparing for registration for January 2023, opening on November 7. The Admissions Office is currently on the road recruiting. Fall Open House will take place on the Wellesley campus on November 5.

DASHBOARD REPORT

Vice President and Provost Jackson reported on the following two areas:

Academics

The percentage of course sections taught by full-time faculty increased college-wide from 40% last year to 43% this year. Increases occurred within all divisions, except Automotive Technology, which remained constant at 88%. In the past year, average section size decreased from 16 to 15.8. The percentage of online courses was 39%, in person 26%, and remote 35%. MassBay expects courses offered remotely to decrease and those offered in person to increase in the near future. The STEM division offers the most hybrid courses.

Finances

This section shows the patterns of expenses and revenues over time.

It was pointed out that it is easier to apply to college now, so there are more applications, but they are not necessarily yielding enrollment. In addition, some students may have applied but then were not able to attend college, having to work instead. The number of students receiving aid has gone up due to CARES Act funding.

FOUNDATION AND CAPITAL CAMPAIGN REPORTS

Foundation Board Chair McKenzie reported the following:

*The Foundation Board currently has 12 members. Former Chair Jim Lehan has returned and will be on the Finance Committee.

*The Foundation audit has been completed. The auditors attended last week's meeting and had no issues to report. Total assets are over \$6 million. The Board is mindful of the economic conditions, particularly with regard to the stock market.

*An RFP is out for a new financial advisor focusing on smaller entities.

*A newsletter will be coming out soon.

*Fundraising initiatives include Giving Tuesday on November 29 and an Annual Appeal this fall.

*\$89,550 was distributed in scholarships this fall. When students are unable to use the funds, they must be disbursed in the next semester.

*Trustees are always welcome to attend Foundation Board meetings.

President Podell reported the following regarding the Capital Campaign:

*\$4.2 million of the \$5 million goal has been raised. Chair Schmalensee encouraged Trustees to contribute. Trustee Lish reported that President Podell and Campaign Director Borg make it easy to help Trustees with outreach, which can go a long way.

*The State Endowment 1:2 match opportunity for any money MassBay raises privately gives MassBay a great opportunity to generate the remaining \$1 million by June 30, 2023.

*Two Alumni campaigns are in progress. A Nursing video has been completed. The Emergency Medical Services (EMS) and Paramedics video is now in the editing studio. The Schmalensees made a generous donation to name the Paramedicine lab in honor of faculty member Kim Alatavesta, who passed away two years ago. A general appeal will go out in October.

*The Employee Campaign Committee met and is making plans for the next year of engagement. Many employees have given generously.

*The College is cultivating and networking with twenty of the top charitable companies in Massachusetts.

*Congresswoman Katherine Clark has put \$300,000 into a federal bill to be allocated for MassBay.

SPECIAL REPORT – TRANSITIONAL SCHOLARS

President Podell provided history on MassBay's Transitional Scholars program, which has existed for many years. Director of Accessibility Resources Phoebe Bustamante and Learning Specialist Kelly Graska reported the following:

The Transitional Scholars program is part of the Massachusetts Inclusive Concurrent Enrollment Initiative (MAICEI) Partnerships and is advertised and announced in many ways, including at college fairs. Requirements are as follows: Students with intellectual disabilities who are eligible for the program must be between the ages of 18 and 22, have not passed MCAS, and are eligible for special education services as documented through an individualized Education Program (IEP); or are 20 to 21, have passed MCAS, but are still eligible for special education with an IEP because of significant functional disabilities and/or transition needs. There are currently 11 students enrolled in MassBay's program, which began as grant-funded but is now self-sustaining. The program has gone through some changes since the pandemic but typically takes place on campus. Students with various cognitive and physical disabilities take one or two college level courses and are supported by educational coaches. When most students leave the program, they either stay at MassBay or transfer to another college. Testimonials from a number of students attesting to the value of the program were also shared.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Cipriano reported the following on behalf of the Student Government Association (SGA):

*Four new clubs have started.

*This semester has seen the most competitive SGA election, and all positions should be filled for the first time.

*There were 310 applications for the textbook fund, so the process had to close. She thanked Vice President Blumberg for finding funding. It would be helpful if more faculty utilized Open Educational Resources.

*She thanked Director DeLisle for ensuring that students had access to transportation with D line subway issues. Many students have challenging transportation issues.

Board Chair

Chair Schmalensee reported the following:

Two important goals for MassBay within the Massachusetts State government are workforce development and academic success. Several departments in the Commonwealth focus on workforce development training, and they have given MassBay significant funds for these programs that are being managed effectively by Director Boyer. MassBay has also received workforce development grants for training from two regional banks totaling \$150,000. The Department of Education focuses more on academic success, which the MassBay dashboard measures, rather than workforce development (which is not a focus of the dashboard). President Podell noted that it is also important to pay attention to the non-credit side of our academics, as students who take non-credit courses move on to work and other programs. More funding and support is needed, as well as mechanisms to work with employers on training. These two areas could be brought together. President Podell reported that a new Commissioner at the

DHE has been hired, which means priorities and strategies could change. He also noted how the College values a liberal arts education.

President

President Podell reported the following:

*His 2022/2023 Agenda lists the items he will be focusing on this year. Two significant items are the development of the next Strategic Plan and the New England Commission of Higher Education (NECHE) accreditation self-study.

*Fall 2022 Professional Development Day took place last week in a hybrid format. He thanked Vice President Blumberg, Assistant Provost La Barbara, and Executive Director Stallings for putting together a great day.

*Last week MassBay held a Land Acknowledgement Ceremony, with words from Professor Denise Garrow-Pruitt and several tribal leaders, an installation of a plaque by flagpole, and an authentic feast in the courtyard. It was educational and quite moving. He thanked Chief Diversity Officer Moore for putting this together.

*Thanks to Director DeLisle and Assistant Vice President Solomon, MassBay will have a new sign on Route 9 that is more modern and dynamic.

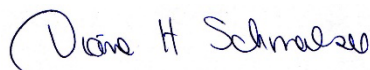
*DCAMM recently held a walk-through on the Framingham construction site. A group of MassBay employees will be going on October 24. The progress is very impressive.

ADJOURNMENT

MOTION: Trustee Povich moved to adjourn the meeting, and Trustee Thorne seconded the motion.

The motion passed via the following roll call vote: Trustee Cipriano – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Chair Schmalensee – YES; Trustee Silva – YES; Trustee Thorne – YES

The meeting adjourned at 9:35 am.



11/1/22

Diane Schmalensee, Chair
MassBay Community College
Board of Trustees

Date



11/1/22

David Podell, President
MassBay Community College

Date