

**Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, November 1, 2022, by Webex and Facebook livestream from 8:00 to 10:00 am**

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

Board Members Not Present: Sandy Lish, Rodolpho Sanz

Trustee Pyrtel departed the meeting at 8:55 am, and Trustee Kahn departed the meeting at 9:20 am.

Guests Present: David DiIulis & Joseph Messina, O'Connor & Drew; Denise Pruitt, Professor of Human Services

Staff Present: Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Karen Britton, Executive Director, Office of the President; Liz Borg, Capital Campaign Director; Lauren Curley, Director of Procurement and Business Operations; Lynne Davis, Dean of Health Sciences; Mishawn Davis-Eyene, Executive Director of Development; Phil DiBlasi, Director of Public Safety; Marcus Edward, Vice President for Finance and Administration; Catherine Gildae, Associate Director for Institutional Effectiveness; Courtney Jackson, Vice President for Academic Affairs and Provost; 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, 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

PRIOR MEETING MINUTES

MOTION: Trustee Povich moved to approve the minutes of the October 4, 2022, meeting, and Trustee Thorne seconded the motion.

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

COMMITTEE REPORTS

October 25, 2022, Finance and Administration Meeting

Trustee Kahn turned over the Finance and Administration report to President Podell.

FY2022 Audit Report

President Podell introduced David DiIulis and Joe Messina from O'Connor & Drew. He noted the auditors would be presenting the College's FY2022 Audit. The Uniform Guidance (UG) Audit is pending. The deadline for filing the UG audit is March 31, 2023.

David DiIulis reported a difficult audit year due to the implementation of a new Governmental Accounting Standards Board (GASB 87) related to leases. The information from the State needed to prepare the audit was provided late this year.

Joe Messina reviewed the Required Communications, reporting that O'Connor & Drew has issued an unmodified

(i.e., clean) opinion on the Financial Statements. No material weaknesses or significant deficiencies were noted with the Report on Internal Controls over Financial Reporting, or on Compliance and other Matters. Documents needed for the audit were provided by the Finance Department. An unmodified opinion was reported last year as well.

David DiIulis reviewed the Financials, noting that GASB 87, related to leases, was implemented this year, resulting in a change in the financial statements. The Management Discussion & Analysis (MD&A) is written by management and reviewed by the auditors to ensure it is consistent with the audited numbers. This provides a summary of what transpired over the year.

The Statement of Net Position (equivalent of balance sheet in for profit organizations) as of June 30, 2022, reflects \$67.5 million of total assets (majority in cash \$30 million, and capital assets \$33 million), and total liabilities of approximately \$16 million. The difference between assets and liabilities, factoring in deferred outflows and inflows of resources, results in a net position of approximately \$46.6 million. Net position increased significantly over last year. The bottom line (change in net position) was very good at \$19.1 million. MassBay has received about \$13.3 million in total CARES Act awards. The full amount has been spent (earned) over the last two years. Certain areas of the Foundation's Financial Statements were extracted and included in the statements as a component unit of the College.

Mr. DiIulis reiterated that a clean report was also issued for the Foundation, with no material deficiencies noted.

MOTION: Trustee Pyrtel moved to approve the FY2022 Audit, and Trustee Thorne seconded the motion.

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

Finance Items

Revised FY2023 Budget

President Podell explained that there were significant unknowns when the budget was initially developed in June, including the state allocation and enrollment. A conservative budget was presented in late spring, and we now present a revised budget. The revised budget has more revenue than was anticipated last spring. Both enrollment and State allocation were better than budgeted in the fall. The Executive Team has determined that some additional revenue will be applied toward college priorities as identified in the Strategic Plan. Personnel is the largest cost at the College (70% of the budget). Budgeting conservatively ensures there is less chance of having to cut the budget, and, as a result, jobs.

Vice President Edward reviewed the following:

Revenue

Tuition and Fees show an increase of approximately \$172,000. The revised budget is based on the anticipated 5% decline in enrollment. Fall enrollment came in down 2.4%. Spring and summer enrollments are currently unknown. The State appropriation increased by \$378,700. Dependence on CARES Act reserves has been reduced by \$250,000, compared to the original June budget. The College has submitted to FEMA for COVID reimbursement to fund prior expenses. It is anticipated the College will receive in excess of \$200,000, and as a result, \$238,516 has been included in the revised budget.

Expenses

The largest increase in expenses is in the Permanent Staff line. Staffing has been added in Health Sciences, Information Technology, Grants Management, and Public Safety. An increase also was made in the Consultants line, mainly for PeopleSoft consultants in Financial Aid.

MOTION: Trustee Vincent moved to approve the Revised FY2023 Budget, and Trustee Thorne seconded the motion.

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

Student Accounts Receivable and Cash & Investment Comparison Reports

The Student Accounts Receivables Comparison Report indicates that MassBay is doing better on receivables by \$62,000 (1%). Considering the impact on Receivables of the CARES Act funds being exhausted, payment of balance being no longer being required for transcripts, and a critical vacancy in the collections position in Student Accounts Office, the office did a commendable job.

The Monthly Cash & Investment Comparison Report shows cash balances over a period of five years as consistent. Although CARES funds have been recognized in the audit, \$6.4 million is still left to spend. A decrease in cash will be seen next month because the College has paid DCAMM the \$2.3 million that was committed for the new building. The remaining \$3.3 million DCAMM obligation will be met by MassBay directly purchasing furniture and equipment for the new building. Much of the \$5.6 million the College promised to contribute to DCAMM has been raised, and more will be raised through the Capital Campaign.

Cash & Investment Position by Month

The Investment section of the Cash & Investment by Month report shows that \$20 million was transferred to Charles Schwab on September 19. The September 30 ending balance for investments is \$19,320,620. The investments earned approximately \$11,000 in dividends and interest, and there is an unrealized loss of approximately \$691,000. This is a long-term investment strategy. The Cash and Investment Comparison shows a year-over-year increase of \$91,000.

Investment Items

Investment Summary

The Investment Summary Report indicates where the funds are distributed.

Portfolio Overview as of September 30, 2022

Vice President Edward reviewed the Monthly Executive Summary Report from Prime Buchholz as of September 30, 2022. He noted that it is important to have a long-term view.

Personnel Items

Personnel Actions Report

President Podell and Executive Director Stallings presented the report to the Committee. New hires include:

*Junianny Dos Santos –Administrative Assistant II - Development in the Office of Institutional Advancement & Alumni Relations.

*Catherine Gildae - Assistant Dean for Institutional Research in the Office of Institutional Advancement &

Alumni Relations.

*Nell (Nellie) Miller – Administrative Assistant I in the Office of the Registrar.

*Amanda Ferrari – Executive Assistant to the Vice President for Academic Affairs and Provost in the Chief Academic Officer's Office.

Two employees left the College.

Recruitment Report

The following vacancies are noted on the Recruitment Report:

*Assistant Dean of Nursing (formerly the Director of Nursing position)

*Assistant Director of Facilities (new position)

ENROLLMENT REPORT

Associate Vice President Slavin reported that registration for spring 2023 semester begins next week. Admissions is busy recruiting for spring and summer semesters. Open House takes place on the Wellesley campus this weekend. There are over 200 registrations.

FOUNDATION AND CAPITAL CAMPAIGN REPORT

Executive Director Davis reported that over \$100,000 has been disbursed to 125 students for fall scholarships. In addition, a Back-to-School fundraising appeal raised over \$48,000, and a new Indigenous People Scholarship has been created. Updates to the Foundation Board membership were also provided.

Elizabeth Borg reported that the Capital Campaign has raised 80% of its original \$5 million goal. The new building is beginning to show much progress. The state has offered a \$1 to \$2 match up to a combined total of \$1 million if raised by June 30. The Employee Campaign Committee meets tomorrow, and a number of Alumni Appeals are in place. President Podell thanked all Trustees who have made introductions. The College continues to develop relationships, and it is critical to connect with Foundation Boards.

INDIGENOUS RECONCILIATION INITIATIVES

Professor Garrow-Pruitt (Chief Ladybug) and Chief Diversity Officer Moore gave a presentation (attached) on various initiatives taking place at MassBay acknowledging and honoring Indigenous Reconciliation, including the following:

*Diversity, Equity, and Inclusion Workshop by Dr. Jamie Washington

*Indigenous Land Acknowledgement Statement and Ceremony

*A History of Indigenous Culture presentation with Chief Black Wolf and Two Feathers

*Indigenous Culture Today presentation with Dr. Denise Pruitt (Chief Ladybug) and Laughing Eyes

*Native American Heritage LibGuide

*Indigenous People Scholarship

EXECUTIVE REPORTS

Student Trustee

Trustee Katarina Cipriano reported the following:

*Students are busy with midterms taking place this week. There is a great deal of energy on campus.

*Student Government Association (SGA) has been focusing on academics, student involvement, and accessible transportation. Thanks were given to President Podell and Director DeLisle for coming to the last meeting. SGA has representation on the Strategic Planning Committee.

*SGA hosted a meet and greet get-together on the Framingham campus last week.

*SGA hosted a Halloween Costume Contest this week. Faculty offered extra credit for dressing up.

*An alter honoring the Day of the Dead today is located in the Wellesley Library.

*At the next SGA meeting, members will be discussing burnout among faculty, the rate of which is increasing.

President

President Podell reported the following:

*Vice President Blumberg reported that Dr. Maria Sirois offered a workshop entitled *From Burnout to Resiliency* to faculty over the summer and will be offering it again to employees this semester. Dr. Sirois' web site is <https://www.mariasirois.com>.

*MassBay is beginning to work on its Strategic Plan, 2023- 2028. This document is essential for establishing the College's future vision. Various committees including full-time and adjunct faculty, students, and employees will be engaged in many topics. DEI will not be its own committee, but instead interspersed throughout the entire plan. The Ten Year NECHE Self Study is also upcoming, and as a result, the two projects will be combined. Each committee has two co-chairs (one faculty and one administrator) who will also be part of a Steering Committee. A list of committees, members, and goals was shared, and quarterly updates will be given to the Trustees. External constituencies will be involved as well.

*A Cybersecurity Forum sponsored by the Mass Cyber Center (part of MassTech, a state funded initiative) took place last week at Bridgewater State University. At this event, the Center announced the creation of cyber ranges at Springfield Tech and Bridgewater State. MassBay will likely be the third college to be granted this funding. The College was already awarded \$750,00 from the National Science Foundation (NSF) grant for its cybersecurity program. The College's application to the Mass Cyber Center, which will be re- submitted today for over \$2 million, as Mass Cyber Center asked that the request be higher. Director of Grants Anthony was praised for her work on this grant. In addition, STEM Faculty and IT staff worked together on a recent Cybersecurity training for Senator Spilka's offices.

*A Veterans Day ceremony and breakfast will take place next week.

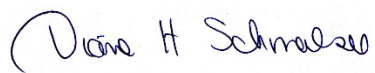
Chair Schmalensee stated that she is encouraged by all that is happening at the College. President Podell praised the entire community.

ADJOURNMENT

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

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

The meeting adjourned at 9:33 am.



12/14/22

Diane Schmalensee, Chair
MassBay Community College
Board of Trustees

Date



12/14/22

David Podell, President

Date

Indigenous Reconciliation Initiatives

- Board of Trustee Presentation
- 1 November 2022
- Dr. Lynn S. Moore
- Dr. Denise Pruitt, Chief Ladybug



BACKGROUND/FRAMEWORK

- Diversity Equity & Inclusion Workshop –
 - Dr. Jamie Washington
 - Presented a Land Acknowledgement
- MassBay decided to create our Land acknowledgment
- Dr. Denise Pruitt, Chief Ladybug, agreed to draft our acknowledgment after meeting with Massachusetts tribes: Nipmuc, Ponkapoag, Wampanoag and Pawtucket.
- Ceremony & Educational Component –History and Present

TIPS FOR CREATING AN INDIGENOUS LAND ACKNOWLEDGMENT STATEMENT

- **Key components:**
- **Start with self-reflection.** Before starting work on your land acknowledgment statement, reflect on the process:
- Why am I doing this land acknowledgment? (If you're hoping to inspire others to take action to support Indigenous communities, you're on the right track. If you're delivering a land acknowledgment out of guilt or because everyone else is doing it, more self-reflection is in order.)
- What is my end goal? (What do you hope listeners will do after hearing the acknowledgment?)
- When will I have the largest impact? (Think about your timing and audience, specifically.)
- [A Guide to Indigenous Land Acknowledgement](#)

TIPS FOR CREATING AN INDIGENOUS LAND ACKNOWLEDGMENT STATEMENT

- **Do your homework.** Put in the time necessary to research the following topics:
 - The Indigenous people to whom the land belongs.
 - The history of the land and any related treaties.
 - Names of living Indigenous people from these communities. If you're presenting on behalf of your work in a certain field, highlight Indigenous people who currently work there.
Indigenous place names and language.
 - Correct pronunciation for the names of the Tribes, places, and individuals you're including.

TIPS FOR CREATING AN INDIGENOUS LAND ACKNOWLEDGMENT STATEMENT

- **Use appropriate language.** Don't sugarcoat the past. Use terms like genocide, ethnic cleansing, stolen land, and forced removal to reflect actions taken by colonizers.
- **Use past, present, and future tenses.** Indigenous people are still here, and they're thriving. **Don't treat them as a relic of the past.**
- **Land acknowledgments shouldn't be grim.** They should function as living celebrations of Indigenous communities. Ask yourself, "How am I leaving Indigenous people in a stronger, more empowered place because of this land acknowledgment?" Focus on the positivity of who Indigenous people are today.

Land Acknowledgement

- Massachusetts Bay Community College wishes to acknowledge that the Wellesley, Framingham, and Ashland campuses sit on land that was appropriated by the European Colonist from the Nipmuc, Massa-adchues-et (Massachusetts) and Pawtucket tribes.
- MassBay cannot change the past but what we can do is honor the land, the ancestors, and the indigenous traditions as we at MassBay use this sacred land as a communal place to nurture learners to move forward and make a more inclusive world.



Land Acknowledgement Ceremony

MassBay Community College | September 14, 2022

PROGRAM

Pre-Ceremony Smudging
Autum Feather, Blackfoot Tribe

Greetings
President David Podell, MassBay Community College

Four Beats of the Drum
Medicine Spirit-Laughing Eyes, Mohawk Tribe

Welcoming Remarks
Chief Ladybug, Croatan Tribe

Land Acknowledgement Meaning to Massachusetts Indians
Chief Caring Hands, Natick Praying Indians

Land Acknowledgement Meaning to Nipmuc Nation
Chief Black Wolf, Nipmuc Tribe

Land Acknowledgement Meaning to the Next Generation
Sophia Wise Owl (8-years-old), Ponkapoag Tribe

Expression of Gratitude
Ahanu (5-years-old), Ponkapoag Tribe

MassBay Indigenous People's Scholarship
Chief Ladybug, Croatan Tribe

Four Beats of the Drum
Medicine Spirit-Laughing Eyes, Mohawk Tribe

Please Join us for a Feast Following the Ceremony











We invite you to join us

A History of Indigenous Culture

***With Chief Black Wolf
and
Two Feathers***

Wednesday, September 28th

1:00 p.m. – 2:00 p.m.

Wellesley Auditorium or Webex

Please RSVP to jrowlings@massbay.edu







We invite you to join us

Indigenous Culture Today

***With Dr. Denise Pruitt(Chief Ladybug)
and
Laughing Eyes***

Wednesday, October 12
1:00 p.m. – 2:00 p.m.

Wellesley Auditorium or [Webex](#)



Welcome to the Native American Heritage LibGuide!

Celebrate and pay tribute to the rich ancestry and traditions of Native Americans. Select from the blue tabs for books, eBooks, journals, articles, events, podcasts and websites that are sources of information on Native American culture and history.

- [Native Land Digital Map](#)
Learn about the land you currently live on and occupy.
- [Native American History](#)
from the National Archives
- [Native American Cultures - Facts, Regions & Tribes](#)
from the editors of History.com

Websites

Massachusetts

[Governance & Tribal](#)

[Health](#)

[More Native American Information](#)

- [Massachusetts Tribe](#)
- [Massachusetts Center for Native American Awareness](#)
- [Massachusetts Center for Native American Awareness -Land Acknowledgement Statement](#)
- [Nipmuc Nation](#)
- [Praying Indians of Natick and Ponkapoag](#)
- [Wampanoag Tribe of Gay Head \(Aquinnah\)](#)

Scholarship fund

<https://host.nxt.blackbaud.com/donor-form?svcid=renxt&formId=c93a8fc7-a0fc-4fdf-94b4-a58372e93dac&envid=p-0gaeF8UBvk-YeHS60JWSxA&zone=usa>

Our future

