

**Minutes of the MassBay Community College Board of Trustees Meeting
Tuesday, December 13, 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, Dune Thorne, and Wendy Vincent

Trustee Lish arrived at 8:15 am. Trustee Pyrtel departed at 9:00 am, and Trustee Vincent departed at 9:30 am.

Board Members Not Present: Lili Silva, Rodolpho Sanz

Guests Present: David DiIulis & Joseph Messina, O'Connor & Drew; Stephen Hibbard, MassBay Foundation Board

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; Joe DeLisle, Director of Public Safety; Phil DiBlasi, Director of Public Safety; Marcus Edward, Vice President for Finance and Administration; Catherine Gildae, Assistant Dean for Institutional Effectiveness; Courtney Jackson, Vice President for Academic Affairs and Provost; 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; 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

PRIOR MEETING MINUTES

MOTION: Trustee Povich moved to approve the minutes of the November 1, 2022, meeting, and Trustee Pyrtel 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 Thorne – YES; Trustee Vincent – YES.

BOARD COMMITTEE REPORTS

FINANCE & ADMINISTRATION (F&A)

Committee Chair Kahn turned over the Finance & Administration report to Vice President Edward.

AUDIT ITEMS

Vice President Edward introduced Dave DiIulis and Joseph Messina from O'Connor & Drew, who reported on the Uniform Guidance (formerly A-133) Audit. In fiscal year 2022, the College spent \$10.5 million of federal funds, the majority of which was on the Higher Education Emergency Relief (HEERF) funds (approximately 50% of the total expenditures). Typically, Financial Aid is the major focus of the audit and will be again next year. This year's audit of financial aid concentrated on the two areas in which there were findings in the prior fiscal year - 240 days return of federal aid and National Student Load Data System (NSLDS) reporting. A clean audit (unmodified opinion) was issued with no findings. No material deficiencies or material weaknesses were identified. It was noted that zero findings are not often the case, which says a great deal about management. President Podell congratulated the Finance, Financial Aid, Registrar's, and Student Accounts Offices on this accomplishment.

MOTION: Trustee Kahn moved to approve the Uniform Guidance Audit, and Trustee Povich 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 Thorne – YES; Trustee Vincent – YES.

FINANCE ITEMS

Vice President Edward reported the following:

FY2023 Budget vs. Actual Comparison Report

Revenues

MassBay is doing better than projected on tuition and fees. The College budgeted a 5% decline in enrollment compared to the prior year, but enrollment was better than anticipated, down only 2.4% in the Fall. None of the reserve revenue, which includes funds that originally derived from the CARES Act, American Rescue Plan Act (ARPA), and Federal Emergency Management Agency (FEMA), has been added to the budget. Most likely, \$700,000 of ARPA funding will be added to actual revenue at a later date. Contracts, Commissions, and Other Revenue did better than budget. The Massachusetts Municipal Depository Trust (MMDT) interest rate is up to over 4%, which has produced over \$90,000 in interest income.

Expenses

The positive variance in Permanent Staff is mainly due to increases for MCCC employees that have not been disbursed yet, and also the budget including 24 months (16 months realized) of increases to be paid to faculty and professional staff once the contract is settled and the state has funded and processed the increases. The Adjunct Faculty line shows a negative variance. Enrollment is better than budgeted, which has resulted in offering additional course sections. In addition, adjunct faculty received increases at the end of last fiscal year. MassBay will likely be over budget in this line, but with other lines expected to be doing better than budget, the budget should be balanced. Other lines with negative variances, including IT and Consultants, are due to the timing of expenses. Overall, the College is doing better than budgeted by \$479,000.

MOTION: Trustee Kahn moved to approve the Budget vs. Actual Comparison Report, 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 Thorne – YES; Trustee Vincent – YES.

Student Accounts Receivable Report and Cash & Investment Comparison Report

Receivables are up by approximately \$266,000 (14%) over last year. It was noted that last year students used CARES Act funds to pay down their receivable balances but can no longer do so. MassBay will continue to monitor receivables.

Investment Update

After last week's Finance & Administration meeting, Prime Buchholz prepared a more concise report for today's meeting. MassBay initially invested \$20 million; the performance was down in September but has been much better since then. The College's portfolio was up 4.1% in October and is expected to be up 6.4% in November. The November 30 investment balance was \$21.1 million. The majority of the portfolio has daily liquidity. Vice President Edward noted that it is important to focus on the long-term instead of short swings in the market.

Cash & Investment Position by Month

The Cash & Investment Report through the end of October shows a decrease of approximately \$2.8 million. Vice President Edward noted that over the past two years, MassBay has seen a large increase in cash. The College saved money during the pandemic on typical expenses including catering, conferences, electricity and heat, and snow removal. MassBay also received more than \$13 million of CARES Act funds, half of which was for the College and the other half for students. The College was able to build reserves and has a healthy cash balance. It was noted that the increase in cash may not be sustainable given the plan to utilize CARES Act reserves each year.

There is an effort by the Board of Higher Education to advocate for an increase in the state allocation to the public institutions of higher education. State funding will likely improve due to the recent passing of the Millionaires' Tax ("Question One").

Contracts Report

Vice President Edward reported on three contracts that were over \$50,000, as follows.

- *Kenny Masonry, repairs and replacement - \$186,000
- *Tower Construction, ADA connector lifts and railings - \$294,000
- *Sierra Cedar, PeopleSoft upgrade - \$205,000

PERSONNEL ITEMS

Executive Director Stallings provided the following reports:

Personnel Actions Report

New hires include:

- *Anata Bista, Financial Aid Counselor for Student Financial Services in the Office of Financial Aid
- *Sydney Johnson, Alumni Relations and Volunteer Coordinator for the Office of Institutional Advancement and Alumni Relations
- *Amy Scott, SUCCESS Coach for the ECE Career Pathways Grant in the Office of the Dean of Business & Professional Studies

One correction to last month's report was noted: Catherine Gildae, Assistant Dean for Institutional Research in the Office of Institutional Effectiveness & Strategic Initiatives.

Recruitment Report

Recruitment efforts include:

- *Assistant Dean of Nursing – The offer has been accepted.
- *Assistant Director of Facilities – The search is moving quickly.
- *Two employees moved into new roles, and two employees left the College.

STUDENT SUCCESS

Medical Assistant Certificate Program

Dean Davis gave a presentation (attached) on a new Medical Assistant Certificate program, which is designed to prepare learners for sustainable and rewarding careers in healthcare. The program provides training in blood

drawing (phlebotomy), electrocardiograms (EKGs), injections, vital signs and blood pressure, pharmacology, and clinical, laboratory, and administrative skills. She provided details on the following:

- *Medical Assistant Curriculum, including a capstone requirement and clinical association agreements;
- *Nursing and Medical Imaging Pathways;
- *Greater Boston Workforce Planning Blueprint;
- *Updated Employment and Wage Data;
- *Long Term Occupational Projections; and
- *Governance Process.

President Podell indicated that the new Health Sciences building gives MassBay opportunities to develop several new programs. Trustee Lish noted that the certificate is a pathway to programs offering more lucrative jobs and indicated she knows of organizations the College can contact in this regard.

MOTION: Trustee Vincent moved to approve the new Medical Assistant Certificate program, and Trustee Lish 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 Thorne – YES; Trustee Vincent – YES.

ENROLLMENT REPORT

Associate Vice President Slavin reported that Spring 2023 semester begins in five weeks. The enrollment numbers at present look good compared to what was budgeted, with FTE up compared to last year at this time slightly under 1%. New student applications look similar to last year. The Advising Center is busy working with returning students, and Spring 2023 Orientation programs have begun.

DASHBOARD

Assistant Dean Gildae reported on Fall 2022 data. The yield remained steady at 29%. Enrollment across the academic divisions is stable and, in some cases, higher. Part-time enrollment makes up a large portion of overall enrollment. The number of grants MassBay has received increased. President Podell is hopeful that the new state administration will develop programs that support students attending community college, and as a result, enrollment will increase.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board member Hibbard thanked the Finance, Advancement, and Campaign offices for all of their work with the Foundation to support MassBay's students. This year's goal is to raise \$50,000 for general scholarships and emergency funds. MassBay has been awarded a Boston Marathon bib. Spring 2023 scholarship application reviews will take place in January, and the students' stories are always very inspiring. In 2022, the Foundation funded scholarships for balances, emergencies, food, and textbooks, assisting approximately 800 students. One new member with a financial background has joined the Foundation Board. Responses to the RFPs for a new investment manager are due tomorrow.

Capital Campaign Director Borg reported that MassBay has raised \$4.2 million for the Capital Campaign and needs to raise \$1.5 million more, which reflects the College's share of the increased costs to the State. She noted the urgency of the State match (\$1 for every \$2) for a combined total of \$1million raised by June 30, 2023. Several proposals to large foundations have been sent out, and, with the help of Diane and Dick Schmalensee, an outreach event with Larry Summers will be held this spring. Connections with many potential large donors have been made. Director Borg also showed the video for the Emergency Medical Services (EMS) program, which honors former Director Kim Altavesta who passed away in 2020 and for whom the Paramedic Lab will be named. The naming of the lab for her is thanks to an effort initiated by a generous gift from Diane and Dick Schmalensee that invites donor participation from EMS faculty, staff, and the college community.

EXECUTIVE REPORTS

Student Trustee Cipriano reported the following:

- *Students are in the midst of final exams.
- *Students are represented on many of the Strategic Planning committees.
- *The SGA Vice President for Academic Affairs is meeting with various administrators regarding accessibility issues.
- *The SGA President is advocating for a student only lounge space, encouraging the values of inclusion and belonging.
- *Pizza get togethers were held in Ashland and Framingham.
- *Chief DiBlasi attended an SGA meeting to discuss safety.
- *Students were happy to learn that sessions on resiliency are being offered to faculty and staff.
- *Students appreciate the sense of community and how faculty, staff, and students are working together to support each other.

President Podell reported the following:

- *Fall semester is nearing the end. This was the first semester with most of the community being back in person.
- *More online courses are being offered now compared to prior to the pandemic, so the campus is not quite as crowded.
- *MCCC faculty are currently on Work to Rule, meaning they only do essential work (teaching and committees). A new contract is likely to be approved.
- *A plan is in place to make Room 242 (an old computer lab) a student space, hopefully by the fall.
- *MassBay was awarded a \$1 million grant for developing Early College engineering classes with Natick High School. He acknowledged Associate Vice President Slavin, Dean Javdekar, Professor Marina Bograd, and Director of Grants Yvonne Anthony for all of their work on securing this grant.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

Chief DiBlasi provided the September, October, and November 2022 Clery and State Police Reports. The October State Police report showed an issue between a student and Uber driver, which has been resolved. The November State Police report showed a larceny theft. A non-MassBay person returned the item and has been banned from campus.

ADJOURNMENT

MOTION: Trustee Lish moved to approve the adjourn the meeting, and Trustee Povich 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.

The meeting adjourned at 9:45 am.

Diane H Schmalensee

2/7/23

Diane Schmalensee, Chair
MassBay Community College
Board of Trustees

Date

Podell

2/7/23

David Podell, President

Date

Medical Assistant Certificate

Dr. Lynne Davis

Dr. Denise Garrow-Pruitt

November 15, 2022



Strategic Plan

Strategic Direction Two: Increasing College Participation

- **Goal 5 - Maintain enrollment despite downward projections**

Strategy 5g – Develop new academic programs

Medical Assistant Certificate

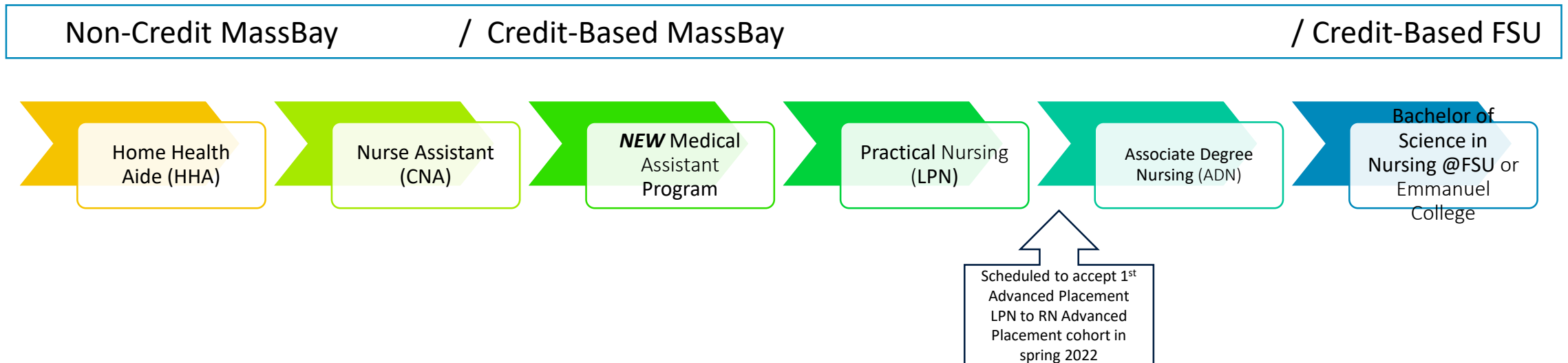
- The Medical Assistant Certificate is designed to prepare learners for a sustainable and rewarding career in healthcare, as an integral part of a dynamic, patient-centered team.
- The Medical Assistant program offers training in:
 - blood drawing (phlebotomy)
 - electrocardiograms (EKGs)
 - injections
 - vital signs and blood pressures
 - pharmacology
 - clinical, laboratory and administrative skills.

Medical Assistant Curriculum

26 credits, 9 classes

HL103	Medical Terminology
HL116	Electronic Health Records
HL117	Soft Skills for Medical Professionals
MO105	Pharmacology
MO106	Medical Assistant Skills I
MO103	Medical Office Insurance and Billing
MO102	Medical Office Procedures
MO107	Medical Assistant Skills II
MO108	Medical Assistant Capstone

Nursing Pathway



Medical Imaging Pathway

Non-Credit MassBay

/

Credit-Based MassBay

Home Health Aide
(HHA)

Nurse Assistant (CNA)

NEW Medical
Assistant Program

Radiography

NEW Diagnostic Medical
Sonography Program

Greater Boston Workforce Planning Blueprint

Occupation Group/ Title	Educational Requirement
Health Diagnosing and Treating (SOC 29-1000)	
Respiratory Therapists	Associate's degree
Health Technologists and Technicians (SOC: 29-2000)	
Medical and Clinical Laboratory Technicians	Associate's degree
Dental Hygienists	Associate's degree
Cardiovascular Technologists and Technicians	Associate's degree
Diagnostic Medical Sonographers	Associate's degree
Nuclear Medicine Technologists	Associate's degree
Radiologic Technologists	Associate's degree
Magnetic Resonance Imaging Technologists	Associate's degree
Veterinary Technologists and Technicians	Associate's degree
Licensed Practical and Licensed Vocational Nurses	Postsecondary nondegree award
Medical Records and Health Information Technicians	Postsecondary nondegree award
Nursing, Psychiatric, and Home Health Aides (SOC: 31-1000)	
Nursing Assistants*	Postsecondary nondegree award
Other Healthcare Support Occupations (SOC: 31-9000)	
Medical Assistants*	Postsecondary nondegree award

Updated Employment and Wage Data

Annual Data

Area: Metro South/West WDA

Time Period: May 2021

Occupation: Healthcare Support Occupations

[Download as CSV](#)

RESULTS

SOC Code	Occupation Title	Employment	Median Annual	Mean Annual	Entry Annual	Experienced Annual	Typical education needed for entry
31-9092	Medical Assistants	1,500	\$47,324	\$45,677	\$37,089	\$49,972	Postsecondary non-degree award

*** Indicates data items are not available

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. [Learn more..](#)

Long-term Occupational Projections

Long Term Occupational Projections by Annual Average Openings

Area Name Metro South/West WDA	Occupational Group Healthcare Support Occupations	Educational Group Postsecondary non-degree award	Job Title Search
Sort By Annual Average Openings		Ascending/Descending Descending	
Type ■ Annual Avg. Transfers ■ Annual Avg. Exits ■ Annual Avg. Change			

SOC Code	Title	Educational Attainment	Mean Wages	Anl Avg Open..	
311014	Nursing Assistants	Postsecondary non-degre..	\$34,115	439	
319092	Medical Assistants	Postsecondary non-degre..	\$42,183	238	
319091	Dental Assistants	Postsecondary non-degre..	\$48,166	159	
319011	Massage Therapists	Postsecondary non-degre..	\$58,627	128	
319097	Phlebotomists	Postsecondary non-degre..	\$39,278	97	

Governance Process

- Division approved curriculum on 12/21/2021
- Faculty approved program on 3/23/2022
- Trustee approval
- Massachusetts Department of Higher Education
- NECHE (New England Commission of Higher Education) certifies financial aid eligibility
- First class - Fall of 2023
- Programmatic accreditation - MAERB (Medical Assisting Education Review Board)