

**Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am
Tuesday, June 13, 2023, by Webex and Facebook livestream**

Board Members Present: Tobey Choate, Matt Kahn, Sandy Lish, Ilissa Povich, Mikael Pyrtel, Rod Sanz, Diane Schmalensee, Lili Silva, Wendy Vincent

Trustee Sanz arrived at 8:08 am. Trustee Pyrtel departed at 9:00 am, Trustee Vincent departed at 9:14 am, and Trustee Choate departed at 9:15 am

Board Members Not Present: Dune Thorne

Guests Present: Joseph Asaya, Foundation Board Member

Staff Present: Yvonne Anthony, Director of Grants Development; Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Liz Borg, Capital Campaign Director and Special Assistant to the President; 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; Catherine Gildae, Assistant Dean for Institutional Effectiveness; Courtney Jackson, Vice President for Academic Affairs and Provost; Chitra Javdekar, Dean of STEM; Lisa MacDonald, Director of Equity Compliance; Sue Maggioni, Dean of Business and Professional Studies; Alison McCarty, Associate Dean for Admissions & 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, Associate Vice President for Human Resources; Jean Supel, Assistant Director of Institutional Research; Richard Williams, Associate Dean for Student Success

Chair Schmalensee opened the meeting and declared that a quorum was present.

REVIEW AND APPROVAL OF MAY 23, 2023, MEETING MINUTES

MOTION: Trustee Kahn moved to approve the minutes of the May 23, 2023, meeting, and Trustee Choate seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Kahn – YES; Trustee Lish – ABSTAINED; Trustee Povich – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Chair Schmalensee – YES; Trustee Silva – YES; Trustee Vincent – YES

COMMITTEE REPORTS

FINANCE & ADMINISTRATION COMMITTEE

Committee Chair Kahn reported that there are three major items to report on at today's meeting. He pointed out that investing is a marathon, not a sprint, and the College is doing well as it gets close to the end of the fiscal year. Trustee Kahn turned over the report to President Podell and Vice President Edward.

FINANCE ITEMS

INVESTMENT ITEMS

Investment Update

Prime Buchholtz presented the April investment Statement at last week's Finance and Administration meeting. In

between meetings, MassBay received the May Statement. Therefore, the more up-to-date report is in the binder. The market value of the College's investments as of May 31 is \$20.8 million, a decrease of approximately \$229,000 for May. The portfolio has gained 12.2% since inception, and the market value as of Friday, June 12, was \$21.5 million, a gain of 600,000 (3%) thus far for June. This balance now is \$388,000 higher than at the end of April. Funds drawn down from the College's investments will be used for programs for new faculty, curriculum, and retention efforts. (A list of these items is on page 20 of the binder.)

FY2023 Budget vs. Actual Comparison Report

Vice President Edward presented the FY2023 Operating Budget report through April, which shows a favorable variance of approximately \$2,834,000. The variance is due to better performance on revenues and expenses compared to projections.

Revenue

Tuition and Fees were budgeted down 5%, and actual enrollment was down 2.4% for the fall and up 3.2% for the spring. Enrollment is currently up 18% for the summer.

State Appropriation – MassBay has received \$19.2 million of the \$19.6 million budgeted for the State Appropriation, leaving a balance of \$354,000. The College has not yet received the budgeted increases for MCCC faculty and staff. The funds will likely be received in FY24.

Reserves – MassBay budgeted for and received \$700,000 from the State for COVID mitigation. The College budgeted a reimbursement from FEMA of \$239,000. Documentation confirming that MassBay will receive the remaining amount has come in. It is likely that the reimbursement will be received in FY24.

Contract, Commission, and Other Revenue – The positive variance is driven mainly by the 5.28% interest income from MMDT.

Expenses

On the expense side, we are doing better than budget by \$2.1 million. Positive variances are shown in several lines. The positive variance of \$583,000 on the permanent staff line is due to unpaid MCCC union increases budgeted at \$307,000. Under the new contract, the anticipated payout will be approximately \$534,000. At this time, it appears that the State will reimburse MassBay \$421,000 but it is not known when the funds will be received. The unfavorable variance of \$509,000 on the adjunct faculty line is due to better enrollment and salary increases. The positive variance on the Employee Related Payments line is due to fewer travel and reimbursements to employees. The positive variance on the Operational Services line is due to fewer temporary workers. The Student Transportation line shows a favorable variance of \$97,000. Through June 5, MassBay has spent \$91,000 of the \$110,000 allocated for the Boston transportation program, leaving \$19,000 left to be spent. Transportation has been a significant issue affecting the retention of Boston area students. As a result, MassBay piloted an Uber program to assist with student transportation issues and is considering an expansion of the program to students outside of the Boston zip codes. The positive variance on the Maintenance/Construction line is due to a switch to spend State bond bill money before year end. The positive variance of \$150,000 in Information Technology is due to the timing of expenses. The College has spent \$194,000 of the \$800,000 budgeted for capital.

MOTION: Trustee Kahn moved to approve the FY2023 Budget vs. Actual Comparison Report, and Trustee Lish seconded the motion.

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

Student Accounts Receivable Report and Cash & Investment Comparison Report

This report shows a year-to-year increase in receivables of \$278,000 (10%). The increase is largely the result of exhausting the student portion of CARES Act funding.

Cash & Investment Report by Month

This report shows that cash and investment is up approximately \$407,000 year over year as of the end of April. MassBay is earning 5.28% with MMDT and 3% with Bank of America.

FY2024 Provisional College Operating Budget

President Podell reported this is a provisional budget because two sources of revenue, State allocation and student fees, are not known at this time. A revised budget will be presented in the Fall, when these amounts as well as enrollment are known. Fall enrollment will be estimated conservatively; at present we project neither growth nor shrinkage. The Board voted to increase the student fee by \$10. This fee has not increased in three years. MassBay is the second most affordable option among the fifteen community colleges. Right now, it seems unlikely the final State budget will fund the fee increases, as had been proposed earlier by the Governor's office. All MassBay offices meet with Vice President Edward to present their budgets, which then go to Executive Team. The final budget is then presented to the Trustees. MassBay is expecting a drop in traditional college-aged students in the next few years due to the drop in the birthrate during the Great Recession. On the other hand, we anticipate that MassReconnect, the program that includes free community college for students 25+ who do not have a college degree, will take effect in FY24, adding to enrollment. To be eligible for the program a student must fill out a FAFSA. The College is looking at adding positions conservatively, but also must be attentive to providing resources and tools to support student success. Shifting priorities and strategic planning goals are also considered.

Vice President Edward reported a balanced budget of \$40.8 million, 8.2% higher than last year's revised board approved budget. The budget is in line with inflation. The inflation rate in Massachusetts for the last twelve months is 8.3%.

Revenue – Tuition and fees budget take into account the \$10 per credit hour fee increase, a 4.5% increase overall. Tuition and fees account for 44% of the budget. The State Appropriation is budgeted at \$20.1 million and is made up of three parts: base appropriation, formula funding, and collective bargaining increases. \$1.4 million for CARES Act funding and \$438,000 for COVID mitigation are both included, as well as another special allocation from the State in the amount of \$262K for COVID mitigation. Investment spending is budgeted at \$708,000. The funds will be used for various items for enrollment and retention, including a contract with UAspire to help with FAFSA applications.

Expenses – The projection for Permanent Staff is based on current staffing. Salary increases for employees total \$525,000. The budget is decreased by 3% to account for vacancies during the year. The total Adjunct faculty line increased by \$900,000, in order to make the budget more realistic. Part-time positions increased by approximately \$278,000. Various new positions were added, including assistance for the New Director of Nursing, faculty work on Assessment, IT administrative support, Biology Lab Assistant, Transitional Scholar coaches as well as for a Department Chair retreat. Employee Related Payments are projected to be lower by \$81,000, given an effort to have the majority of expenses associated with reimbursements charged to the Administrative Expenses line. There has also been an increase in the Administrative Expenses line due to increased Contingency for expenses associated with the new building. There has been a decrease in expenses for a number of lines as expenses associated with the new building have not been allocated to those lines. When we present the revised budget to the Board in the Fall, we will have estimates for the expenses in question. The increase in the Consultant line is for the Financial Aid Office. The IT budget has increased. The increase is due to software/ hardware upgrades. A Detection and Response service (Arctic Wolf) in the amount of \$190,000 purchased in the third quarter of the current fiscal year is included in the budget for the first time. The software provides 24x7 monitoring of networks, endpoints, and cloud environments to help detect, respond, and recover from modern cyberattacks. The Capital Budget line has increased for building renovations such as a new student

lounge in room 242 on the Wellesley campus.

It was noted that the percentages on page 37 were reversed; the positives are negative, and vice versa. Pages 38 to 41 of the binder include charts that give a visual of expenditures by category. Chair Schmalensee praised MassBay for the impact it has on so many students with a relatively small budget.

MOTION: Trustee Kahn moved to approve the FY24 Provisional College Operating Budget, and Trustee Choate seconded the motion.

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

PERSONNEL ITEMS

Associate Vice President Stallings reported the following:

Personnel Actions Report

Katherine Linares was appointed Administrative Assistant in the Academic Achievement Center, and Lise Kinahan is in a new role as Director of Simulation Education and Technology. Campus Police Officer I Marc Voltus has left the College.

Recruitment Report

There are several faculty positions in Automotive Technology, Business and Professional Studies, Health Sciences, and STEM posted.

STUDENT SUCCESS COMMITTEE

Certificate Program in General Studies: Automotive Technology

Vice President Jackson reported that the 39-credit certificate program in General Studies: Automotive Technology is “all brand,” more general and not tied to a specific manufacturer. The program has been approved by the faculty and Student Success Committee and, with the approval of the Board, will go to the Department of Higher Education. Dean Protano gave a presentation on the new program, including information on the highlights, curriculum, and job placement and co-op options ([attached](#)). Two trainers across programs will need to be hired at \$40,000 each. It was noted that the Toyota and BMW programs tend to fill up first, followed by GM and Chrysler. The Automotive programs do have hybrid vehicles but not ones that are fully electric.

MOTION: Trustee Silva moved to approve the Certificate Program in General Studies: Automotive Technology, and Trustee Choate seconded the motion.

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

PRESIDENTIAL EVALUATION COMMITTEE

Committee Chair Lish reported that the surveys to various constituencies have been completed. She will put everything together to submit the full evaluation to the DHE, which will include an evaluation of the surveys and Data Dashboard, and President Podell’s self-evaluation. The President’s increase will be based on performance and also longevity.

MOTION: Trustee Lish moved to recommend to the Board of Higher Education that the maximum salary increase be awarded to President Podell based on his outstanding performance of last year, and Trustee Choate seconded the motion.

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

ENROLLMENT REPORT

Associate Vice President Slavin reported that enrollment is up for both summer and fall. Summer Session I has started. Though it is still early, fall enrollment is up 17% in FTE and 11% in headcount, and applications are 26% ahead. She noted that enrollment is a team effort.

FOUNDATION AND CAPITAL CAMPAIGN REPORTS

Foundation Board member Asaya reported that the Foundation Board was happy to participate in Commencement. There have been some changes in leadership for next year: James Mackenzie's term is ending, and Rebecca Kannam will take over the leadership of the Foundation Board. Wilmington is becoming the Foundation Board's new advisor.

Campaign Director Borg reported MassBay has 95% raised towards the capital campaign goal. \$10,000 was pledged from Dedham Savings Bank. Connections are being made with Framingham corporations and banks. Thanks were given to Trustees Choate and Lish and Foundation Board member Ofenloch. President Podell has been giving prospects tours of the new building. The You Give, We Give campaign is progressing.

SPECIAL REPORT

Campus Safety

President Podell reported that several years ago the Board of Trustees voted to arm MassBay police officers after several campus wide forums and a survey, but this did not end up happening because the police officers' union did not want the psychological evaluations to be required for employment. Then followed the pandemic and George Floyd incident. The Trustees then asked the administration to "take the temperature" of the community. We did so following a different approach: we held seven "listening sessions" in which facilitators did not ask directly about arming the police officers, but instead asked "What does safety at MassBay mean to you?" President Podell thanked Vice President Blumberg and Anthony Neptune and the three teams, and shared responses to the questions as well as suggestions, including an increase in emergency training preparedness, awareness and accessibility of resources and supports, and accountability around issues of DEI. Chief DiBlasi reported that there will also be programs taking place this summer. In addition, student groups spent time discussing the faculty/student relationship, and faculty and staff discussed safety in the evenings. However, only one participant brought up arming the policy as a way to improve safety. It was noted that officers at Babson, FSU, Regis, and Wellesley are armed. Board members agreed to follow up on this topic at the September meeting. ([The presentation is attached.](#))

EXECUTIVE REPORTS

Board Chair

Chair Schmalensee reported the following:

*The May meeting on campus followed by a tour went well. There may be two in-person meetings a year, one of which will likely be in January when the new building is finished.

*Commencement was a wonderful uplifting event, with over 600 students graduating and over 300 attending.
*The Legislative Breakfast went well. Senate President Spilka, Representative Peisch, and other legislators attended. Three students spoke about their experiences and were very impressive.

President

President Podell reported the following:

- *He thanked all Trustees who attended Commencement and the Legislative Breakfast.
- *MassReconnect will be a big focus of the Executive Team this summer, in particular marketing, packaging, and financial aid. This is included in the Governor's, the House, and the Senate budget. The proposed Senate budget also includes funding to explore free tuition for all, as well as free tuition for undocumented students and Nursing students.
- *Faculty are still on Work to Rule. The State has not yet approved a supplemental budget to fund retroactive increases for MCCC members for the past two years.
- *MassBay is waiting on the upcoming Supreme Court decision on Affirmative Action.
- *All Trustees are welcome on tours of the new campus this summer.

COMMUNICATIONS

Reports from Public Safety

Director DiBlasi reported that the March 2023, April 2023, and May 2023 Clery and State Police reports showed all zeros.

ADJOURNMENT

Trustee Povich moved to adjourn the meeting, and Trustee Silva seconded the motion.

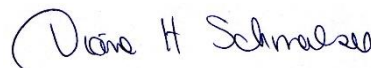
The motion passed via the following roll call vote: Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Sanz – YES; Chair Schmalensee – YES; Trustee Silva – YES

The meeting adjourned at 9:53 am.



9/20/23

David Podell, President
MassBay Community College



9/20/23

Diane Schmalensee, Chair
MassBay Board of Trustees

Automotive Technology

Certificate in General Studies: Automotive Technology



 **MASSBAY**
COMMUNITY COLLEGE

START HERE • GO ANYWHERE

Automotive Division Programs

Toyota/Lexus Program



BMW/MINI



Chrysler



General Motors

- Programs are accredited by the Automotive Service Excellence Education Foundation. (ASEEF)
- All Faculty are Automotive Service Excellence (ASE) Master Certified



General Studies: Automotive Technology

Certificate in General Studies: Automotive Technology

- Curriculum will have flexibility, developed by automotive faculty.
- Industry support with curriculum.
- Students will be trained across makes and models.
- Students will have a broader range of job placement options.
- Industry partners and industry support is extensive.
- Many industry partners are supported.
- Program will appeal to a different student population.

General Studies: Automotive Technology

Certificate Program Curriculum

COURSE	COURSE TITLE	CREDITS
1st Year	Semester 1 (Fall)	
AI 100	Automotive Fundamentals	3
AI 102	Automotive Electrical Fund.	5
	credits:	8
1st Year	Semester 2 (Intercession)	
AI 204	Automotive Suspension Sys	3
	credits:	3
1st Year	Semester 3 (Spring)	
AI 103	Automotive Engine Diagnosis and Repair	4
AI 106	Automotive Brake Systems	3
AI 121	Cooperative Education I	1
	credits:	8
Summer	Semester 4	
AI 122	Cooperative Education II	1
	credits:	1
2nd Year	Semester 5 (Fall)	
AI 105	Heating and Air Conditioning Diagnosis and Repair	3
AI 202	Manual transmission and Drive Lines	3
AI 203	Automatic Transmissions	3
AI 123	Cooperative Education III	1
	credits:	10
2nd Year	Semester 6 (Spring)	
AI 200	Engine Performance	5
AI 206	Hybrid and Electric Vehicles	3
AI 124	Cooperative Education IV	1
	credits:	9
	Total Credits:	39

Job Placement and Co-op Options for General programs

- Dealership Options
- Independent repair facilities
- Independent parts suppliers
- Auto parts stores (NAPA, Advanced Auto Parts, AutoZone)
- Mass merchandisers (Firestone, Goodyear, Sullivan Tire)
- Quick lane oil service facilities



Other Career Pathways for Graduates

- Service Advisor
- Parts Advisor
- Shop Foreman
- Detailer
- Parts Driver
- Valet
- Cashier
- Internet Sales Associate
- Small Engine Repair Technician

Job Market

- Transportation technician job openings are projected to increase 5%-9% over the next 10 years. (*U.S. Bureau of Labor Statistics, May 2021*)
- Shortages loom as the current workforce approaches retirement. In 2021 there were 733,200 jobs nationwide. This creates many opportunities for our graduates.
- Graduates have an earning potential of upon graduation. Annual Average in Massachusetts is \$53,340.00

Industry changes: Vehicle Electrification



Questions?

