

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

Board Members Present: Tobey Choate, Matt Kahn, Mikael Pyrtel, Rod Sanz, Derin Saunders, Diane Schmalensee, Lili Silva, Dune Thorne, Wendy Vincent

Board Members Not Present: Sandy Lish, Ilissa Povich

Guest Present: Jim McKenzie, Foundation Board Member; Professor Joseph Murphy; Anthony Neptune, Student Development Specialist

Trustee Sanz arrived at 8:15 am, Trustee Thorne departed at 9:15 am, and Trustee Pyrtel departed at 9:20 am.

Staff Present: Yvonne Anthony, Director of Grants Development; Liz 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; 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; Mike Lyons, Chief Information Officer; Lisa MacDonald, Director of Equity Compliance; Sue Maggioni, Assistant Provost; Lynn Moore, Chief Diversity Officer; Alison McCarty, Associate Dean for Admissions and Community Learning; Dan Pace, Interim Assistant Vice President for Human Resources; David Podell, President; David Protano, Dean of Automotive Technology and Interim Dean of STEM; Lisa Slavin, Associate Vice President for Enrollment Management; Jeremy Solomon, Associate Vice President for Institutional Advancement, Marketing, and Communications; Richard Williams, Interim Dean of Business and Professional Studies

CALL TO ORDER & INTRODUCTIONS

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

SEPTEMBER 19, 2023, MINUTES

MOTION: Trustee Silva moved to approve the minutes of the September 19, 2023, meeting, and Trustee Thorne seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Kahn – YES; Trustee Pyrtel – ABSTAINED; Trustee Saunders – Yes; Trustee Schmalensee - ABSTAINED; Trustee Silva – YES; Trustee Thorne – YES, Trustee Vincent – ABSTAINED.

COMMITTEE REPORTS

***Finance & Administration Committee**

Committee Chair Kahn reported that a revised FY2024 budget is being worked on, and there is no update from Prime Bucholtz. He then turned over the meeting to President Podell and Vice President Edward, who reported the following:

Student Accounts Receivable and Cash Comparison Reports

Student Accounts Receivable

There has been an increase of \$883,000 (14%) in receivables year over year as of August 31. The increase can be attributed to a 17% increase in enrollment, partially due to Tuition Free Community College (TFCC) for Boston residents, and Mass Reconnect. Those two initiatives will pay students' tuition and fees in full after federal financial aid has been applied. When the Office of Financial Aid disburses funds to students in October, receivables should correct themselves.

Cash Comparison Report

MassBay has \$33.7 million in cash and investments, which is an increase of \$3.8 million year over year. The College is earning interest of 5.56% at MMDT and 3% at Bank of America and has balances of \$8.8 million at MMDT and \$3.3 million at Bank of America.

Cash & Investment Position by Month Report

Cash Position by Month

The chart shows monthly cash balances over the last five years.

Audit update

MassBay has four audits this fiscal year, as follows:

- *The auditors will present the College audit at the November Board meeting. A draft of the financial statements is due to the State on October 15.

- *The submission deadline for the Uniformed Guidance Audit (formerly known as the A133 audit is March 31, 2024.

- *The submission deadline for the MOSFA audit (Massachusetts Office of Student Financial Aid is December 31, 2023.

- *The Foundation audit has been completed and will be included in the College's financial statements as a component unit.

President Podell reported that the revised FY2024 budget will be presented at the November meeting. It will reflect increased spending, given the large increase in the College's cash balance.

Personnel Items

Interim Assistant Vice President Pace reported the following:

President's Attendance Report

The Department of Higher Education requires the President's attendance to be reported annually.

Personnel Actions Report

New hires:

- *Colleen Coffey, Executive Director of Corporate Partnerships, Workforce Development, and Community Education, Enrollment Management

- *Alicia Simonds, Assistant Director of Academic Advising, Coaching, and Transfer, Academic and Transfer Advising

Employees in New Roles:

- *Stephanie Jean Pierre, Director of Financial Aid Services, Financial Aid
- *Alex Jean-Jacques, Director of Financial Aid Operations, Financial Aid
- *Peter Schilling, Manager of International Admissions & School Counselor Relations, Admissions
- *Shraddha Gaikwad, Interim Assistant Director of Human Resources, Office of Human Resources and Payroll
- *Phara Boyer, Director of Health Sciences Admissions and Admissions Operations, Admissions

Recruitment Report

There are three open positions, as follows:

- *Assistant Professor of Cybersecurity
- *Assistant Professor of Emergency Medical Services (EMS)
- *Assistant Vice President of Human Resources and Payroll

Student Success Committee

Committee Chair Silva reported that at the last Student Success Committee meeting there was a review of new academic programs: an Associate Degree in Paramedicine, Behavioral Health, Ultrasound Technology, and evening Licensed Practical Nurse (LPN) program. There was also a review of the Student Climate Survey, which shows that MassBay students feel a sense of belonging.

Vice President Jackson reviewed the approval process for new programs, which first go through faculty governance, then the Student Success Committee, then the Board, and finally, the Massachusetts Department of Higher Education.

Dean Davis introduced Professor Murphy from the Health Sciences division. Dean Davis explained that currently there are two programs under EMS (Emergency Medical Services): EMT (Emergency Medical Technician) and certificate in Paramedicine. The College proposes to create an Associate program in Paramedicine, which will allow students to obtain a degree rather than a certificate. She provided the history of the programs, and Professor Murphy then presented a PowerPoint on an Associate of Science in Paramedicine, highlighting data pertinent to the need to move the program to an associate degree level.

It was noted that there is high demand for this type of program, and with MassReconnect and targeted marketing, the number of applications should be high. It is stackable such that a graduate of the EMT certificate is an ideal candidate for the Associate Degree in Paramedicine.

MOTION: Trustee Choate moved to approve the Associate of Science in Paramedicine, and Trustee Pyrtel seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Kahn – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Saunders – Yes; Trustee Schmalensee; Trustee Silva – YES; Trustee Thorne – YES, Trustee Vincent – YES.

ENROLLMENT REPORT

Assistant Vice President Slavin reported a 17.4% increase in FTE and a 15% increase in headcount for the fall 2023 semester.

The Add/Drop period is over, the “Eight Week Two” semester has begun, and applications for January are coming in. The Fall Open House is scheduled for November 4, at which there will be sessions on

MassReconnect, pre-Nursing, and free tuition. Enrollment is up at most community colleges.

DASHBOARD REPORT

Assistant Dean Gildae reported the following:

The Institutional Dashboard has a new look for AY2024, beginning with this update. “Data updates” will be shared until the new Dashboard is completely updated and ready to share on the website. The new document will continue to be made available as a PDF in the binder. Until the entire Dashboard is available in the new format, the complete May 2023 version will remain available for review at: <https://www.massbay.edu/about-us/planning-institutional-effectiveness>

Updates to the Dashboard will include:

- *Additional disaggregation,
- *Interactive views in Tableau for the Executive Team, and
- *Expanded outcomes data including employment and earnings by program when possible.

Academics - The percentage of sections taught by full-time faculty remained steady from the prior academic year at 54%. This rate varied by division, ranging from 100% taught by full-time faculty in Automotive, to 41% in STEM. The average section size decreased slightly for AY2023, continuing the trend of the past five academic years. In AY2023 52% of course sections were taught face-to-face, reflecting both a shift in practice following the pandemic, and a change from the prior distribution of class modalities. In the two academic years prior to the pandemic, the College ran 21% and 25% of class sections online. In the two full academic years since the start of the pandemic, 39% of class sections were online. President Podell reported that the majority of classes at MassBay are taught by adjuncts. The FY2025 budget will include 11 new full time faculty positions since enrollment is likely increasing.

Grants and Fundraising - In AY2023, the College was awarded \$11.6 million in new grants, an increase of \$6.5 million from the prior year. The updated dashboard view now includes indirect costs for the most recent two academic years, showing those at \$140,891 for AY2022 and \$347,970 for AY2023. In coming years, the College will continue to display the indirect cost figures as part of the new grants awarded data. President Podell also clarified the meaning of “indirect costs” from the grant chart. When MassBay receives grants, particularly from the federal government, in some cases it can charge “indirect cost” recovery amounts to the grants, since running grants can be expensive. For example, currently the College is paying for electricity and upkeep of the buildings and can charge certain percentages of these costs to specific grants. As a result, portions of those are costs are recovered by the College.

Foundation fundraising in AY2023 also increased with a reported total of \$2.3 million raised, continuing the upward trend from prior years.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board member McKenzie reported the following:

*Chair Kannam led the first meeting of the academic year, which had 100% attendance. Trustees are welcome at all meetings.

*This year’s meetings will be rotated among the three campuses.

*The All-Vehicle Automotive Show went well, thanks to Foundation Board member Howie Ferris and Dean Protano. Over \$17,000 was raised, much from sponsorships for Automotive Technology scholarships. The 50-50 drawing raised \$433, of which \$217 was given to the winner.

*One hundred and twenty-seven scholarships were awarded to 89 applicants, for a total of \$98,100. The

Foundation is analyzing how to best award the money. Associate Vice President Solomon presented on MassReconnect at the last Foundation Board meeting, which was helpful.

*The quarterly newsletter is going out soon to a wide audience.

Capital Campaign Director Borg reported that the campaign has raised \$5.4 million. On October 18, Larry Summers will be speaking on the value of community colleges at a Campaign event for very high-level prospects hosted by Diane and Dick Schmalensee. A MassBay alumnae will also be speaking. Trustees Choate, Lish, Povich, and Thorne were acknowledged for helping to make the invitation list. The Campaign team continues to develop and cultivate relationships. Video appeals will go out soon. The Framingham Advisory Committee meeting last week went well.

SPECIAL REPORT

Campus Safety

President Podell reported that several years ago, the Trustees asked him to “take the temperature” of the MassBay community regarding arming the College’s police officers. A survey was distributed to students and employees that revealed that a plurality, but not a majority, favored arming. The Trustees voted to arm the police. Several factors delayed the implementation of the decision, including union issues, creation of a safe space to store arms, and finally the pandemic. In the meantime, George Floyd was murdered, and the nation struggled with questions about his death. The Trustees asked the President to take the campus temperature anew. Rather than distributing another survey, a series of conversations with students and employees followed with participants asked the question “What does safety at MassBay mean to you?” In the participants’ responses, there was only one mention of guns.

Officers at nearby private colleges are armed, as are ten of the thirteen community colleges and most of the state universities. It was clear in the summary of these focus groups (attached) that people want to feel safe and secure, not only in the sense of physical safety but also of belonging to a community where there is no discrimination or intimidation.

President Podell reported on various initiatives taking place as a result of the focus groups. Chief DiBlasi is providing training as well as working on overall safety and security plan for all three campuses. An alert system has been sent to the entire community by email, phone, and text and is tested periodically. The Ashland campus now has a paid security guard at night. The new building in Framingham has a lot of lighting in the parking lot. Escorts are provided to parking lots in Wellesley in the evening if requested, which will be communicated to all employees and students. In addition, extra lighting has been installed on each campus. There is blue lighting in Wellesley, which will be on the new Framingham campus also.

President Podell reported an incident that occurred on the Framingham campus last week, where a young man who had been shot in the leg by a gun or a BB-gun walked to the Farley School parking lot. Police were called and Framingham Public Schools ordered a shelter in place at the shared building. There was a slight time lag between Framingham Public Schools sending and MassBay receiving the notice, which will be corrected.

President Podell reported that MassBay’s police officers are well trained and highly skilled. Their main orientation is to protect, but sometimes the relationship between students can be complex, given occasional pre-conceived notions.

Trustees were asked to email President Podell with ideas or questions for next month’s meeting when the topic can be discussed further.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Saunders reported the following:

*All Student Government Association (SGA) positions have been filled.

*There is a new Alpha chapter to provide an inclusive student organization for Caribbean and Latin-identifying students and also a new association of pre-Health Sciences.

*National Coming Out Day is tomorrow.

Board Chair

Chair Schmalensee reported the following:

*Chair Schmalensee and Trustee Povich attended MassBay's Professional Development Day seminar by Professor Ibram X. Kendi and are thinking about how the Trustees can continue Dr. Kendi's work.

*Alison McCarty received the New England Association for College Admission Counseling (NEACAC) Professional of the Year award.

President

President Podell reported the following:

*The morning of Professional Development Day focused on the equity agenda. Professor Ibram X. Kendi answered questions from the community, followed by role-playing activities on dealing with racially offensive remarks and situations, led by faculty and staff facilitators. The afternoon focused on strategic planning.

*The Mass Cyber Center and the Cyber Trust MA awarded MassBay a Cyber Range. MassBay is the third college awarded a Cyber Range but will be the first to open one. The Cyber Range will be inaugurated next week, with Secretary of Education Patrick Tutwiler attending the inauguration.

*Sadly, a MassBay student lost a family member in Israel on the first day of the current war.

*The new Center for Health Sciences, Early Childhood, and Human Services in Framingham is progressing. A recent issue with Comcast has been resolved. The Certificate of Occupancy should be issued shortly.

*The state budget included funding to carry out a study of free community college. President Podell serves on the committee that is undertaking this effort. The first report is due to the state in mid-December.

*Unfortunately, the Legislature has not yet passed a supplemental budget to fund MBCC retroactive raises for FY21 and FY22 and, consequently, the faculty and professional staff are still on Work-to-Rule.

*MassBay will be featured on WCVB Channel 5's Chronicle program tomorrow at 7:30 pm about MassReconnect. President Podell was interviewed on campus as was student Jordan Gordon.

ADJOURNMENT

Chair Choate moved to adjourn the meeting, and Trustee Vincent seconded the motion.

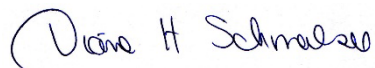
The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Kahn – YES; Trustee Pyrtel – YES; Trustee Sanz – YES; Trustee Saunders – Yes; Trustee Schmalensee - YRS; Trustee Silva – YES; Trustee Vincent – YES.

The meeting adjourned at 9:54 am.



11/7/23

David Podell, President Date
MassBay Community College



11/7/23

Diane Schmalensee, Chair
MassBay Board of Trustees