

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the December 5, 2023, Board Finance & Administration Committee meeting
Webex Meeting – Facebook Livestream at massbay.edu

Committee members participating: Matthew Kahn, Chair; Diane Schmalensee, Ex-officio; Tobey Choate, Trustee; Ilissa Povich, Trustee; Dune Thorne, Trustee.

Staff members participating: David Podell, President; Marcus Edward, Vice President for Finance & Administration; Steve Baccari, Controller; Courtney Jackson, Vice President for Academic Affairs and Provost; Jeremy Solomon, Associate Vice President for Institutional Advancement, Marketing, and Communications; Dan Pace, Interim Assistant Vice President for Human Resources and Payroll; Deborah Grady, Executive Assistant for Finance & Administration.

Call to Order and Introductions

Committee Chair Matthew Kahn called the meeting to order at 8:02 a.m.

Approval of Prior Meeting Minutes (*Item 1*).

The Chair asked for the review of the prior committee meeting minutes and called for a motion.

MOTION: Trustee Kahn made the motion to approve the minutes of the October 31, 2023, Board of Trustees Finance & Administration Committee meeting as presented. Trustee Povich seconded. Motion passed unanimously.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Tobey Choate YES; Ilissa Povich YES; Dune Thorne YES.

FINANCE ITEMS

FY2024 Budget vs. Actual Comparison Report (*Item 2*)

President Podell reported enrollment for Spring is looking very good, up 13% in FTE and 15% in headcount with about six weeks to go before the start of the semester. Fall enrollment was up 17.4%, and it is anticipated that number will be achieved or exceeded for the spring semester as a result of the College having more time to promote Mass Reconnect. The President reminded the Committee that the revised FY24 budget was based on a 14% projected increase in enrollment.

Vice President Marcus Edward presented the FY24 Operating Budget Results through October 31, 2023. The October budget-to-actual report shows a favorable variance of approximately \$2.4M. The variance is due to better performance on revenues and expenses when compared to the projected budget.

Revenue

Actual revenue through October 31, 2023, showed a favorable variance of approximately \$537K. The College has received approximately \$9.7M of the state appropriation.

Investment Spending

The College has taken the first quarterly draw of approximately \$177K. Of the three programs the College planned to invest in, the Medical Assistant Program has 7 students enrolled; the General Studies Automotive Program has 25 students enrolled; and the Diagnostic Medical Sonography Program is not up yet.

Expenses

On the expense side, the College is doing better than budget by approximately \$1.8M. Vice President Edward noted the biggest positive variance is \$1.2M in the Permanent Staff line mainly as a result of unpaid salary increases through the end of October.

The Committee was reminded the College was waiting for the Legislature to pass the supplemental budget bill. The Colleges were assured by the State Comptroller that the increases would be funded by the state. As a result, the Colleges began processing the MCCC retroactive increases for FY22 and FY23. Increases for AFSCME and Non-Unit Professionals are also included in the bill. President Podell reported the budget passed and was signed by the Governor on December 4, 2023.

A positive variance of \$145K in the Part-Time positions line is due to vacant part-time positions. Vice President Edward reported the budget associated with student employment is anticipated to be spent down in the Spring semester.

The College is on target to spend the Capital Budget of \$1.2M. Through the end of October, the College has spent \$327K of the capital budget. President Podell reported that consideration is being given to rehabilitating the kitchen. Funding from the state via a bond bill, combined with some of the College's capital money, supplemented with the College's reserves would be a worthwhile investment that would add to the student experience. A formal proposal will be forthcoming.

A brief discussion regarding the Framingham food operation was undertaken.

Chairman Matthew Kahn called for a motion.

MOTION: Trustee Kahn made the motion to accept the FY24 Budget to Actual Report and recommend approval to the Full Board. Trustee Choate seconded. Motion passed unanimously.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Tobey Choate YES; Ilissa Povich YES; Dune Thorne YES.

Student Accounts Receivable Report and Cash & Investment Report (Item 3)

Vice President Edward reported that as of October 31, shows the College is doing better by approximately \$652K or 31% because of timing. The Financial Aid funds were received in October and student refunds were processed in early November. The November 30 report will reflect more accurate figures.

Cash & Investment Comparison by Month (Item 4)

Vice President Edward reported that College is doing better by \$5.3M, earning 5.6% on \$8.9M at MMDT and 3.4% on \$7.4M at Bank of America. At the request of Chairman Kahn and Trustee Thorne, an analysis of cash needs over 2 years will be prepared so the Committee can decide whether or not to transfer additional funds to Prime Buchholz.

A chart showing the monthly cash balances over last 5 years was provided to the Committee.

Contracts Report (Item 5)

The five new contracts pertain to the new Framingham building and are funded by operating dollars and the Economic Development Administration (EDA) grant. It was noted that classes start in the new building on January 22.

Investment Update

As of November 30, 2023, the investment balance was \$21.5M. The investment earned 7.3% in November, and through December 4, 2023, the investment balance was \$21.6M. Thus far, in December, the investment is earning .5%

PERSONNEL ITEMS

Dan Pace, Interim Assistant Vice President of Human Resources and Payroll presented the reports to the Committee.

Personnel Actions Report (Item 6)

New hires:

- Susan Kippenberger, Senior Admissions Counselor in the Admissions Office
- Aishwarya Raviganesh, Financial Aid Counselor in the Financial Aid Office, Reports to the Director of Financial Aid Services
- Natalie Pitman, Laboratory Technician II in the STEM Division, Reports to the Interim Dean of STEM
- James Poole, Institutional Security Officer III in the Public Safety Office, Reports to the Chief of Police
- Timothee Guerine, Institutional Security Officer III in the Public Safety Office, Reports to the Chief of Police
- Brandon Rodrigues, Institutional Security Officer III in the Public Safety Office, Reports to the Chief of Police

In addition,

- 4 employees are in new roles.
- 3 employees left the College.

Recruitment Report (Item 7)

Mr. Pace reported that the College is seeking to fill eight positions, including Assistant Professors of Cybersecurity, English, and Communications; Assistant Vice President of Human Resources and Payroll; Assistant Dean of Health Sciences; and Deans of Business and Professional Studies and STEM; and Assistant Director of Math & Science in the Academic Achievement Center.

Mr. Pace reported that the new Assistant Vice President for Human Resources and Payroll, Diane Daniels, will be starting December 11, 2023.

A brief discussion regarding the Institutional Security Officer positions noted that these positions require fewer certifications and qualifications than Campus Police.

President Podell updated the Committee regarding free Community College.

- The Senate President allocated money in the state budget to study free Community College for next year.
- A committee has been established and the Boston Consulting Group was hired to do the study. A report is due in mid-December.
- Different models are being reviewed, and questions regarding control of fees will need to be determined.
- Retention concerns have been voiced.
- The Committee will present a few different options to the Legislature.
- If funded, we can expect that more students will go on to further degrees, more students would be trained in skills required for a terminal Community College degree, and it will go a long way to addressing the equity gap.

Board Chair Diane Schmalensee reminded the Committee of the Association of Community College Trustees (ACCT) meeting in Washington, DC, February 4-7, 2024, and asked the Trustees to check their calendars and encouraged them to attend if possible.

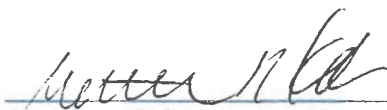
ADJOURNMENT

MOTION: Trustee Kahn moved to adjourn the meeting, seconded by Trustee Choate.

ROLL CALL:

Matthew Kahn YES; Diane Schmalensee YES; Tobey Choate YES; Ilissa Povich YES; Dune Thorne YES.

Chair Kahn adjourned the meeting at 8:57 a.m.

 2/2/24
Matthew Kahn
Committee Chair
Board of Trustees

 2/2/2024
David Podell
President
Massachusetts Bay Community College