

**Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am
Tuesday, December 12, 2023, by Webex and Facebook livestream**

Board Members Present: Tobey Choate, Matt Kahn, Sandy Lish, Ilissa Povich, Mikael Pyrtel, Derin Saunders, Diane Schmalensee, Lili Silva, Dune Thorne, Wendy Vincent

Board Members Not Present: Rod Sanz

Trustee Vincent left the meeting at 9:00 am, Trustee Kahn departed at 9:25 am, and Trustee Lish departed at 9:35 am.

Guests Present: Joseph Asaya, Foundation Board Member

Staff Present: Yvonne Anthony, Director of Grants Development; Steve Baccari, Comptroller; 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; Diane Daniels, Assistant Vice President of Human Resources and Payroll; 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; 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; Dan Pace, Director of Human Resources; David Podell, President; David Protano, Dean of Automotive Technology and Interim Dean of STEM; Lisa Slavin, Associate Vice President for Enrollment Management; Richard Williams, Interim Dean of Business and Professional Studies

CALL TO ORDER & INTRODUCTIONS

Chair Schmalensee called the meeting to order and declared that a quorum was present.

NOVEMBER 7, 2023, MINUTES

MOTION: Trustee Povich moved to approve the minutes of the November 7, 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 – YES; Trustee Povich – YES; Trustee Pyrtel – YES; Trustee Saunders – Yes; Trustee Schmalensee - YES; Trustee Silva – YES; Trustee Thorne – ABSTAINED (Note: This vote was re-taken at a later part of the meeting due to streaming issues on Facebook.)

BOARD COMMITTEE REPORTS

***FINANCE & ADMINISTRATION (F&A)**

Committee Chair Kahn reported that MassBay's finances are in good shape and turned over the meeting to President Podell and Vice President Edward, who reported the following:

FINANCE ITEMS

Budget to Actual Comparison Report

Through the end of October, MassBay is doing better than budget by approximately \$2.4 million. This is due to better performance on revenues and expenses when compared to the projected budget.

Revenue

On the revenue side, there is a favorable variance of \$537,000. Tuition and fees revenue is better than the projected budget by approximately \$584,000. Enrollment was budgeted at a 14% increase year-to-year. Fall enrollment is up 17.4%. Spring enrollment is ongoing. The College has received \$9.7 million of the \$22.4 million allocation for State Appropriation.

Expenses

On the expense side, MassBay is doing better than budgeted by \$1.8 million. The positive variance of \$1.2 million on the permanent staff line is due to unpaid salary increases through the end of October.

College employees fall into three groups:

Massachusetts Community College Council (MCCC) is a union of the faculty, librarians, counselors, and other professionals. The College just paid MCCC employees their FY22 and FY23 raises. Contract negotiations for FY24 are in process.

American Federation of State, County, and Municipal Employees (AFSCME), including the facilities team, police officers, and administrative assistants, completed their negotiation for FY24 several months ago. Their increases were included in the same state Supplemental Budget bill that included the MCCC FY22 and FY23 payouts. They will receive their FY24 increases in the December 22 and February 2 paychecks.

The non-union employees (NUPs) will also receive their FY24 increases in the December 22 and February 2 paychecks.

The positive variance of \$145,000 on the part-time line is due to unfilled part-time positions. The unfilled positions will be filled during the spring semester. The positive variance of \$92,000 on the local fringe payment line is consistent with the saving on the permanent staff and part-time lines. The positive variance of \$449,000 on the administrative expenses line is due to unspent contingency funds as well as underspending in the catering line to date. The negative variance of \$97,000 on the Consultants line is due to the timing of expenses. Currently, MassBay has spent \$322,000 on capital expenses.

MOTION: Trustee Kahn moved to approve the FY24 Budget vs. Actual Comparison report, and Trustee Pyrtel 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 Saunders – Yes; Trustee Schmalensee - YES; Trustee Silva – YES; Trustee Thorne – YES (Note: This vote was re-taken at a later part of the meeting due to streaming issues on Facebook.)

Student Accounts Receivable and Cash & Investment Comparison Reports

Student Accounts Receivable

There is a decrease of \$652,000 (31%) in receivables year-to-year as of October 31. The positive variance is due to the disbursement of financial aid not being offset by student refunds. Receivables are expected to correct themselves in November.

The College has \$36.6 million in cash and investments, with an increase of \$5.3 million year over year earning interest of 5.63% at MMDT and 3.4% at Bank of America. There is a balance of \$8.9 million at MMDT and \$7.4

million at Bank of America. The question has been raised if the College should transfer additional funds to Prime Buchholz, and the Finance office is currently working on a two-year projection for cash requirements.

Cash Comparison Report

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

Contracts Report

All five current contracts pertain to the new Framingham building. Two of the five will be funded by operating dollars, and the other three by a grant.

Investment Update

As of November 30, the investment balance was \$21.5 million, and earned 7.3% in the month of November. As of December 7, the investment balance was \$21.6 million, earning .6% in December as of this week. Fiscal year to date earnings are 9%, and calendar year to date are 10.2%. At the end of November, the return rate since inception was 15.3%.

PERSONNEL ITEMS

Interim Assistant Vice President Pace reported the following:

Personnel Actions Report

New hires are as follows:

- * Timothee Guerine, Institutional Security Officer III in the Public Safety Office, Reports to the Chief of Police
- * Susan Kippenberger, Senior Admissions Counselor in the Admissions Office, Reports to the Director of Health Sciences Admission and Admissions Operations
- * 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
- * Aishwarya Raviganesh, Financial Aid Counselor in the Financial Aid Office, Reports to the Director of Financial Aid Services
- * Brandon Rodrigues, Institutional Security Officer III in the Public Safety Office, Reports to the Chief of Police

In addition, four employees are in new roles, and three employees left the College.

Recruitment Report

The College is seeking to fill eight positions, including Assistant Professors of Communications, Cybersecurity, and English; Assistant Dean of Health Sciences; Deans of Business and Professional Studies and STEM; and Assistant Director of Math & Science in the Academic Achievement Center.

Interim Assistant Vice President Pace reported that the new Assistant Vice President for Human Resources and Payroll, Diane Daniels, started on December 11, 2023. Vice President Edwards introduced Associate Vice President Daniels. President Podell thanked Mr. Pace for stepping in while the search for a new Assistant Vice President was going on.

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

President Podell's Comprehensive Evaluation and Salary Retention Adjustment for FY2023

Chair Schmalensee reported that President Podell is now eligible for his well-deserved salary adjustment, as he had asked to wait until increases had been paid to faculty and staff.

MOTION: Trustee Lish moved to approve President Podell's 5% retroactive salary adjustment for FY23, 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 Saunders – Yes; Trustee Schmalensee - YES; Trustee Silva – YES; Trustee Thorne – YES; Trustee Vincent – YES.

STUDENT SUCCESS

Committee Chair Silva reported that the Student Success Committee met on November 14. Two significant sections of the Strategic Plan under development were on the agenda: Retention and Teaching & Learning. The Strategic Plan will be brought to the Trustees for approval in Spring 2024. MassBay is also taking advantage of the Strategic Plan and NECHE ten-year Self Study report happening simultaneously. Various committees including faculty, staff, and students will inform both processes, with four focus areas: Enrollment and Retention, Student Experience, Teaching and Learning, and Institutional Resources. Two priorities included in all focus areas are DEI and Student Success. Overall priorities are continuing to expand professional development and investing in improving educational spaces and technology. President Podell reported that several faculty have been participating in this process even while on Work to Rule, which was appreciated, as representation from the entire community is important.

ENROLLMENT REPORT

Associate Vice President Slavin reported that enrollment for January is up 20% in headcount and 19.2% in FTE. Only a few new student orientations have occurred so far. Spring applications are up 85%, many through the Mass Reconnect program. The Admissions and Advising offices are busy admitting and registering students before the holiday break. Finals begin tomorrow. MassBay is just back to pre-pandemic numbers.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board member Asaya reported the following:

- *Over \$2000 was raised in a successful appeal in November.
- *Preparations for the Annual Appeal are ongoing, including for the Textbook Fund.
- *The next newsletter comes out in January.
- *New ways to support the Mass Reconnect students are being considered.

Capital Campaign Director Borg reported the campaign is closing in on the \$5.9 million with \$5.5 million raised. The \$2:\$1 match opportunity from the State up to \$333,333 goes through June 30, 2024. The Campaign team is following up with prospects from the October 18 event with Larry Summers, employee, alumni, corporations, banks, ambulance companies, and family foundations, as well as working on the Ribbon Cutting taking place January 16. Recognition signage is also being finalized. She thanked Trustees Schmalensee, Lish, Povich, and Thorne for their connections.

SPECIAL REPORT

Discussion of information regarding campus safety - Information needed by Trustees to make a wise decision

Chair Schmalensee reported that the topic of arming MassBay police officers is an important one in many respects. The two items in the binder are 1) the feedback from the Town Halls that occurred in 2019 and 2) thoughts on arming police and storing weapons. The 2019 Town Halls and survey took place because some of MassBay's Public Safety officers went to their state representatives to request that MassBay officers be armed. Back then, while not everyone agreed, a plurality of respondents favored arming the police and the Board voted to do so. The College faced a challenge by the police officers' union regarding psychological testing followed by the COVID pandemic, during which George Floyd was murdered. This past Fall, the MassBay administration re-visited the issue of arming policy, hosting a series of focus groups entitled "What Does Safety Mean to You?" in which only one individual spontaneously referenced the desire to arm campus police. At the November Board of Trustees meeting, Chief DiBlasi presented steps being taken as a result of these focus groups by MassBay Public Safety. Another survey is now being considered asking specifically about arming police officers, and the Trustees were asked for their feedback as to whether or not one should be administered. Back in 2019, prior to the administration of the survey, President Podell held ten Town Halls across the three campuses in order to share information related to crime rates and trainings, respond to questions, and give members of the MassBay community an opportunity to express their point of view. In the present instance, the Board favored holding Town Halls for employees and for students in late February, prior to surveying them about arming campus police in March. The Board indicated its wish to receive the survey results by its April meeting.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Saunders reported the following:

- *Recent student engagement initiatives have included a Harvest Gathering for Indigenous People's Heritage Month, a STEM Expo, and finals week events hosted by several clubs.
- *SGA held special elections as well as Information Sessions with various offices throughout campus.
- *There is a new committee focusing on the use of individual plastic bottles.

President

President Podell reported the following:

- *Having received their retroactive pay increases for FY22 and FY 23, faculty are now off of Work to Rule. The administration and faculty worked well together during contract negotiations.
- *A student had to be removed from campus recently because he became defiant and violent when asked to leave after having slept here. He was eventually arrested for trespassing and transported to the Wellesley Police Station. The two assaults on the police officers appear on the Clery reports.
- *The Facilities Department received the Leadership by Example Award from the State for outstanding clean energy and sustainability achievements.
- *MassBay's Practical Nursing program was named #1 in the entire state.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

Chief DiBlasi reported that the November 2023 National Incident Based Reporting System (NIBRS) report showed the two assaults reported by President Podell. The remaining reports showed all zeros.

UPCOMING EVENTS

Chair Schmalensee reminded everyone about the January 4, 2024 tour of the new building and the January 16, 2024 ribbon cutting.

ADJOURNMENT

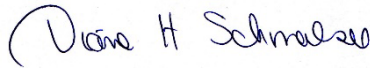
MOTION: Trustee Pyrtel moved to adjourn the meeting, and Trustee Silva seconded the motion.

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



2/13/24

David Podell, President Date
MassBay Community College



2/13/24

Diane Schmalensee, Chair
MassBay Board of Trustees