

**Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am
Tuesday, February 13, 2024, by Webex and Facebook livestream**

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

Board Members Not Present: Sandy Lish

Guests Present: David Kennedy, 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; Karen Britton, Executive Director, Office of the President; Colleen Coffey, Executive Director, Corporate Partnerships, Workforce Development, and Community Education; Diane Daniels, Assistant Vice President for Human Resources and Payroll; Lynne Davis, Dean of Health Sciences; Mishawn Davis-Eyene, Executive Director of Development; 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; Alison McCarty, Associate Dean for Admissions and Community Learning; Lynn Moore, Chief Diversity Officer; 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; Halye Sugarman, Dean of Business and Professional Studies; 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.

DECEMBER 12, 2023, MINUTES

MOTION: Trustee Pyrtel moved to approve the minutes of the December 12, 2023, meeting, and Trustee Choate seconded the motion.

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

BOARD COMMITTEE REPORTS

***Finance and Administration (F&A)**

Committee Chair Kahn reported that the relationship with Prime Buccholtz has been excellent, and the Finance team is also doing an excellent job. All reports included in today's binder were reviewed by the Finance Committee at its last meeting. He then turned the meeting over to President Podell and Vice President Edward, who reported the following:

Investment Items

Prime Buchholtz Meeting Materials

As of December 31, the investment balance was \$22.4 million. The investment earned 4.9% in the month of December. As of February 9, the investment balance was \$22.8 million. The February month-to-date return is 1.9%.

Finance Items

FY2024 Budget vs. Actual Comparison Report

Through the end of December, MassBay is doing better than budget by approximately \$1.5 million.

MOTION: Trustee Kahn moved to approve the FY24 Budget vs. Actual Comparison report, and Trustee Povich seconded the motion.

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

Student Accounts Receivable and Cash & Investment Comparison Reports

There is a \$1.9 million increase in receivables due to several factors, most of which are related to beginning spring semester a week later due to moving into the new building. The numbers will catch up.

Cash & Investment Position by Month and 2-Year Cash Needs Analysis

Cash and investments amount to \$36 million as of December 31, a \$6 million increase year over year. The two-year cash needs analysis is included for future consideration about investments. The Finance and Administration committee will come back to the Full Board at a future meeting with a recommendation.

Contracts Report

There is one contract to report, involving auditorium audio visual renovations totaling \$542,000. Payment for this contract will be covered using local MassBay funds.

Audit Update

FY2023 Massachusetts Office of Student Financial Aid (MOFSA) Audit

The Massachusetts Office of Student Financial Aid (MOSFA) audit, occurring every three years, found no findings or compliance issues for the fiscal year 2023.

MOTION: Trustee Kahn moved to approve the FY2023 Massachusetts Office of Student Financial Aid (MOFSA) Audit, and Trustee Choate seconded the motion.

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

Silva – YES; Trustee Thorne – YES

Personnel Items

Assistant Vice President Daniels reported the following:

Personnel Actions Report

There are nine new hires, as follows:

Peterson Georges - Institutional Security Officer III in the Public Safety Office, reports to the Chief of Police

Curtis Cormier - Associate Dean of Enrollment Management Operations in the Enrollment Management Office, reports to the Associate Vice President for Enrollment Management

Diane Daniels - Assistant Vice President of Human Resources and Payroll in the Office of Human Resources and Payroll, reports to the Vice President for Finance and Administration

Sean Hardeo - PeopleSoft Developer in the Office of Information Technology, reports to the Director of Administrative Computing

Nicholas Cardillo - EDP Systems Analyst II – Desktop Support Specialist in the Office of Information Technology, reports to the Director of End User Services

Kelvin Sammy Matovu - Storekeeper III in the Procurement & Business Operations Department, reports to the Director of Procurement & Business Operations

Brian Crowley - Enrollment Specialist in the Student Accounts Office, reports to the Director of Student Accounts

Laura McEvoy - Health & Wellness Coordinator in the Student Development Office, reports to the Associate Dean of Students

Halye Sugarman - Dean of Business and Professional Studies in the Business and Professional Studies Division, reports to the Vice President for Academic Affairs and Provost

Several employees have moved into new roles, as follows:

Elaine Rosenberg, Program Manager, STEM Division

Sarah Fortunato, Buyer II, Purchasing & Business Operations Department

Amy Greif, Academic and Transfer Counselor, Academic Advising, Coaching, & Transfer

Darryl Hilliard, Admissions Recruitment Counselor, Admissions Office

Sarah Salerno, Assistant Dean of Advising Resources and Technology

Alicia Simonds, Senior Assistant Director of Advising, Academic Advising, Coaching, & Transfer, left the College.

Recruitment Report

There are nine open positions, as follows:

Assistant Professor of Chemistry

Assistant Professor of Cybersecurity
Assistant/Associate Professor of English
Assistant Dean of Health Sciences
Dean of STEM
Assistant Professor of Environmental Studies
Assistant/Associate Professor of Communications
Assistant Director of Math & Science, Academic Achievement Center
Assistant Professor of Behavioral Health

***Student Success**

Trustee Silva reported that the main focus of the February 6 Student Success Committee meeting was on the MassReconnect program. An excellent marketing campaign to promote the program was put together quickly, and 696 students are enrolled. Much support has been offered to these students, and there will be a presentation about the program at an upcoming Board of Trustees meeting.

ENROLLMENT REPORT

Associate Vice President Slavin reported that spring enrollment is up 24.5% in FTE and 20% in headcount compared to this time last year. We have for the first time exceeded enrollment before the pandemic (spring 2019) by 2% in FTE and 7% in headcount. The add/drop period for spring semester is over, but students will be enrolling until March 25 for the beginning of the Eight Week Two session. Summer enrollment opens March 4, and Fall registration opens on April 1. It is early, but as of today, compared to this time last year Fall 2024, admissions applications are significantly up.

Trustee Povich asked how recent news articles of staffing shortages were impacting MassBay's enrollment areas. Associate Vice President Slavin stated that MassBay was fortunate to be fully staffed and had a strong seasoned team. She recently hired two full time senior admissions counselors along with a high-level Associate Dean of Enrollment Management to oversee operations and work directly with departments on business processes and operations. Recent grant funding has allowed the hiring of a part time admissions application processor to assist with the new Practical Nursing Evening Program, and MassReconnect funding has allowed for the hiring of a part-time MassReconnect Navigator to assist students through the enrollment process. AVP Slavin is actively researching several non-personnel solutions to assist enrollment and financial aid teams manage the increase in services in their areas.

DASHBOARD REPORT

Assistant Dean Gildae reported that Institutional Effectiveness has revised the Institutional Dashboard to include a number of new data visualizations in response to questions that are frequently asked about the College.

Admissions shows continued growth with both applications and applicants exceeding 5000 for Fall 2023. The enrollment yield (applications/enrollments) declined slightly to 26% (down from 29%), which is reflective of the growth in applications and acceptances outpacing the growth of enrollees. There was a question about the yield rate for Health Sciences, and the discussion highlighted the complexity of admissions to the selective Health Sciences programs as well as the competitiveness of the spots. For example, Nursing has specific acceptance numbers and entrance requirements, and the largest number who are not accepted have not yet met the requirements. In addition, some students apply to many nursing programs and accept offers from other schools.

With regard to enrollment, the College saw an increase in new and continuing student headcount and FTE compared with Fall 2022. Total headcount and FTE both increased for Fall 2023 and now approach the numbers from Fall 2019. Figure 2.4 now shows headcount disaggregated by race, gender, first generation, age, and

enrollment status. Figure 2.8 is a new view of the financial aid awards for first-time, full-time students. While they are a small portion of our students, the federal government requires us to report these data annually.

With regard to retention and student success, fall-to-fall retention rates for first-time degree seeking students rose to 63% for full-time and 51% for part-time students in Fall 2023 (chart 3.2). The fall-to-fall retention numbers are now disaggregated. MassBay is very focused on retention of MassReconnect students, given that other states have lost students who have enrolled through similar programs.

The new Outcomes section includes a combination of metrics previously reported on, as well as new categories of data. The number of degrees and certificates awarded by the College shows an increase that reflects the return to in-person instruction following the COVID-19 pandemic, as well as the work by the College to award degrees and certificates to students who completed their program of study but did not apply to graduate. Massachusetts DHE Employment and Earnings Dashboard metrics provide post-award placement data from two sources: 1) the Massachusetts Department of Unemployment Assistance (DUA) and 2) the National Student Clearinghouse (NSC). Data are only available for those graduates who are employed within the Commonwealth or who have enrolled in additional education. Graduates who earned associate degrees in 2020 and were employed full-time in Massachusetts earned a median income of \$48,880 (adjusted to 2016 dollars), which exceeds the median for all Massachusetts community college graduates. The five-year post-award earnings for the class of 2016 show a median full-time wage of \$55,997 for MassBay graduates, which also compares favorably to the median for all Massachusetts community college graduates of the same year. The highest one-year post-award full-time earnings are associated with Health majors (\$57,691 median full-time) for the class of 2020. The five-year post-award earnings continue to show Health Sciences as the top earners from the class of 2016 (\$78,308 median full-time). The median for full-time STEM graduates is \$63,773. There are new disaggregated views available for both faculty and staff. These data are for the past four years and will be updated later this academic year to show five-year trends.

The Finance, Grants, and Fundraising section now includes data on the Supplemental Student Support Programs that includes food, transportation, and single mothers' funds. A total of 534 MassBay students received these supplemental funds last academic year, with a total of \$305,447 distributed across 882 individual awards. Half of MassBay students receive Pell grants. Many more loans are needed, but MassReconnect has helped. It was noted that the numbers differed based on race. President Podell pointed out that wrap-around services for vulnerable populations are provided through the SUCCESS program, which was recently subject to mid-year cuts from the state.

It was noted that the federal government requires reporting on first-time, full-time students, and the Massachusetts Employment Office requires reporting on graduates employed by the State.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board member Kennedy reported the following:

*The 2024 Annual Appeal is at \$204,960.

*Dan O'Neil, an alumni, will be running in the Boston Marathon, raising funds for general scholarships.

*Scholarship reviews took place, with 444 applicants and 82 volunteer reviewers. A total of 150 students were awarded \$90,652.

*This past Saturday was the first Alumni basketball game. MassBay also had a game against Roxbury Community College that same day.

President Podell reported that the Capital Campaign is just above \$5.6 million, nearly \$100,000 away from its final goal. There is much activity, including a recent breakthrough with Bank of America with whom the College has been developing a relationship.

SPECIAL REPORT

New Framingham Campus

President Podell reported on the January 30 Ribbon Cutting. The earlier move-in to the building went very well. He thanked everyone involved in making it a success, especially faculty, IT, Facilities, Public Safety, and Purchasing. The work done by the architects and the construction team was excellent. He also acknowledged Vice President Jackson, Director Anthony, and Dean Davis for their work on the grants process related to purchasing new equipment. The new building reinforces the commitment to community colleges and the value of their students. Thought will now go into the Wellesley campus space.

Dean Davis, Executive Director Coffey, and Dean Sugarman presented a Powerpoint on the new Framingham campus.  [New FRA CampusFinal021324.pptx](#)

Dean Davis showed slides of people moving from the old building and moving and settling into the classrooms and space of the new campus. Bill Raynor welcomed students and directed them to their classrooms and labs. She noted how helpful it was that staff from Enrollment Management, Facilities, IT, Procurement, and Public Safety were on campus as well. She shared many positive quotes from students, who are very happy with the new building.

Executive Director Coffey showed slides related to Corporate Partnerships, Workforce Development, and Community Education, including Workforce Pathways and Pipelines and weekend programs in English as a Second Language for Career, Certified Nursing, Hospice and Home Health, Memory Care and Alzheimer's Care, and Behavioral Health Tech I and II.

Dean Sugarman showed slides related to Early Childhood Education, including the new lab, and Human Services. She reported that there will be a new Behavioral Health degree, and growth of the Business, Accounting, and Legal Studies programs.

Chair Schmalensee reported that the Finance and Administration Committee met at the new campus in January, and she looks forward to holding a future Full Board meeting there soon.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Saunders reported the following:

- *Students love the new Framingham building. Re-usable water bottles have been distributed.
- *Student Government Association (SGA) is hosting a Valentine's Day event tomorrow, has a new President, and is currently holding meetings about food in the cafeteria.
- *Several events are taking place this month for Black History Month.
- *There are several new clubs, including CEO, Workout, Muslim, and Next Step in Business.
- *There is a New National Society of Black Engineers (NASBE) chapter.
- *He recently attended the ACCT National Legislative Summit, where he met with other Student Trustees and Trustees from around the country, including the Massachusetts colleges, attended a seminar for students on advocacy and Student Trustee responsibilities, and met with Senator Warren regarding PELL grants and SNAP benefits, which was a great experience.

Board Chair

Chair Schmalensee reported the following:

*Massachusetts Association of Community Colleges (MACC) held a meeting at the beginning of February with the Community College Presidents and Board of Trustees Chairs focusing on free Community College. The Senate and House are looking at three models for coverage: Bronze, "MassReconnect for all"; Gold, which adds a \$2000 stipend; and Platinum, which covers tuition, fees, and also housing and transportation for low income students. There is some pushback from some who are concerned about loss of enrollment in four-year colleges and those who feel a broader financial aid program (which would include four-year colleges) is preferable.

*The 2023-2024 Presidential Evaluation process is beginning.

*The new Healey administration is more pro-active than the Baker administration in making Board of Trustees appointments.

President

President Podell reported the following:

*MassBay is still learning about the effects of the 9C mid-year budget cuts. If necessary, funds can be taken from the College's operating budget to cover expenses. Governor Healey put out her budget for FY25, which is steady and includes MassReconnect. The Community College Presidents are lobbying legislators for their budget priorities, including free community college. President Podell will be meeting with Representative Peisch soon.

*The arming of police officers will be the subject of next week's Town Hall with employees. Former Chief O'Connell's presentation from 2018, updated for 2024, will be shown. Students will also be invited to Town Halls. Surveys will then be distributed and analyzed and presented to the Trustees in April.

*President Podell attended a meeting yesterday with Professor Luciolla and members of Governor Healey's administration who secure federal funding for the Commonwealth regarding the new Cybersecurity/Health and Wellness Center. Various branches of the administration were present and indicated they will help with the project. This process will take time. The meeting came about after meetings with Senate Majority Leader Cynthia Creem as well as Senate Chair of Ways and Means Mike Rodrigues, and Representative Alice Peisch. Senate President Spilka is also supportive.

Chair Schmalensee noted how much MassBay has going on currently and into the future.

ADJOURNMENT

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

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

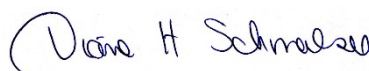
The meeting adjourned at 9:47 am.



3/5/24

David Podell, President
MassBay Community College

Date



3/5/24

Diane Schmalensee, Chair
MassBay Board of Trustees

Date

The CENTER for Health Sciences, Early Childhood Education and Human Services

Presenters

David Podell
President

Lynne Davis
Dean of Health Sciences

Courtney Jackson
Vice President for Academic
Affairs and Provost

Colleen Coffey
Executive Director of Corporate
Partnerships, Workforce
Development & Community
Education

Halye Sugarman
Dean of Business & Professional
Studies





Packing up/Moving out of Farley



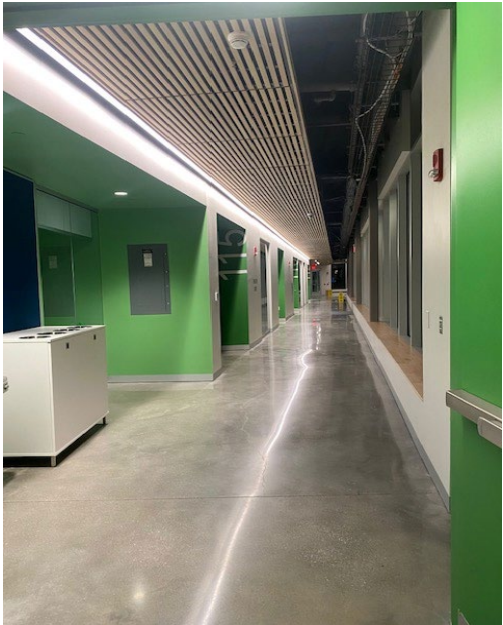
822+ Orange Crates to Unpack



Vendor from Texas - Ambulance



Solar Installation on Roof



Midnight, Sunday,
1/21/24. We're Ready.



President gives Tours -Practical Nursing Students



Everyone enjoyed the
coffee WELCOME.



Associate Degree Nursing Class –
Taking a Break on Day 1

Moving In & Starting Spring 2024

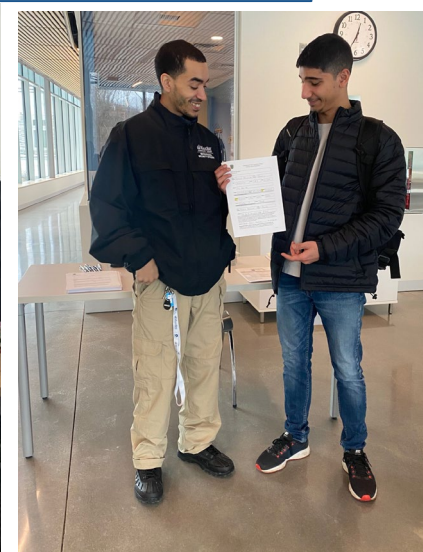
Faculty & Staff Share Thoughts



“I feel proud of where I work... a place worthy of what we teach.” -Mike



“The classroom and lab spaces rival any higher education institution. Teaching in this new space has invigorated my work. I just love it.” -Karen





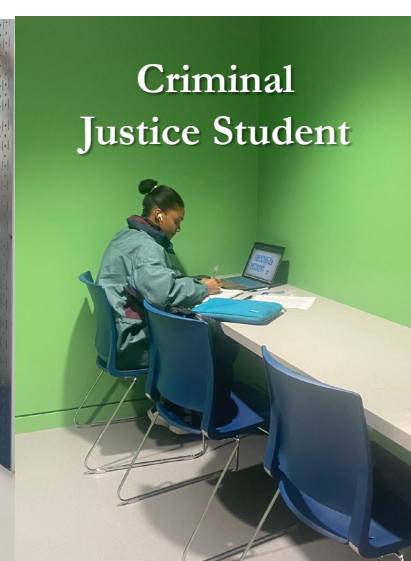
Human Services
Student with Staff



Just taking a few
classes here
trying to figure it
all out.



Students in Central
Processing Lab.



Criminal
Justice Student



Studying while waiting
to drive her younger
sister home from class.



Students/Faculty in
Radiography Lab.



Comfortable places
to talk & study
before labs.

“The new campus is very beautiful. The new health science/nursing lab is amazing, it looks just like a floor in the hospital with a nurse's station, and exam rooms. The sim lab is also wonderful. I love how they have the scenarios set up in different, much larger spaces. The classrooms are bright, and the projectors are much easier to see. The campus has very good parking, and it feels welcoming and peaceful to students. The amount of bathrooms is great, the water dispensing machines are a huge plus. So far, I love it.” - Nicole

Students Share Thoughts

Corporate Partnerships, Workforce Development and Community Education

Connect community members and incumbent workers to workforce opportunities and industry promotions through specialized training in skill development with the end goal of all students earning professional certificates.



Orientation

- After English Language or Lab program introduction, students participate in a tour of the building and all the labs and career opportunities available to them.



The MassBay Framingham Center Offers Workforce Pathways & Pipelines

250 students
enrolled in these
current 8 weeks



A Suite of Healthcare Courses That Are Interconnected



Labs AND Experiential Learning Spaces For Healthcare pathways



Learning Opportunities For Spiral Engagement With Multiple On and Off Ramps

Registration Help for English As a Second Language



English As A Second Language Visiting The Nursing Lab



Break between classes. English Language on Saturdays & Sundays is intensive 5 hours.

Building an Ecosystem of Community Learning

SATURDAYS

- English as a Second Language (ESL) For Career
- Certified Nursing Assistant Labs
- Hospice and Home Health Labs
- Memory Care & Alzheimer's Labs
- Behavioral Health Tech I – Human Development
- Behavioral Health Tech II – Identify & Community

SUNDAYS

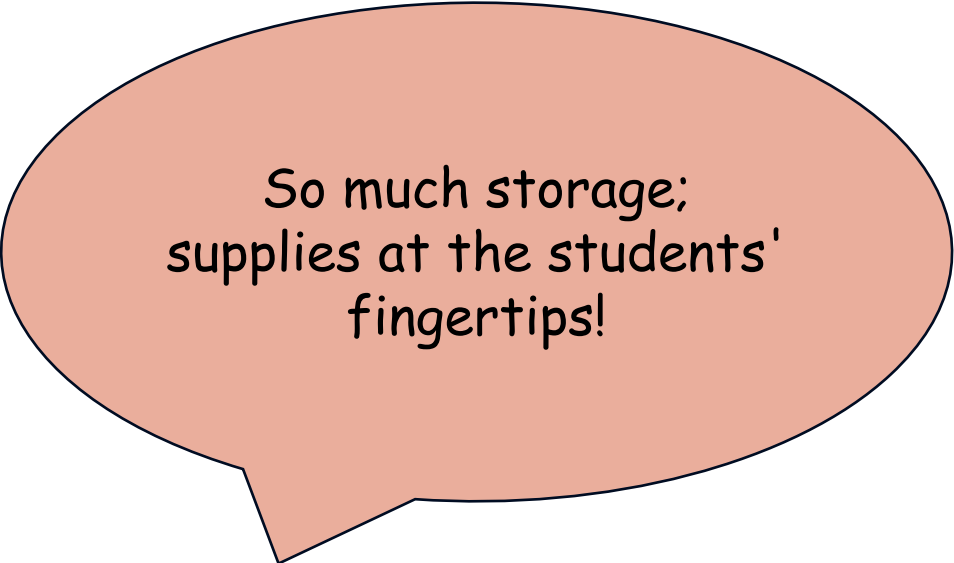
English as a Second Language (ESL) For Career

Early Childhood Education, Human Services

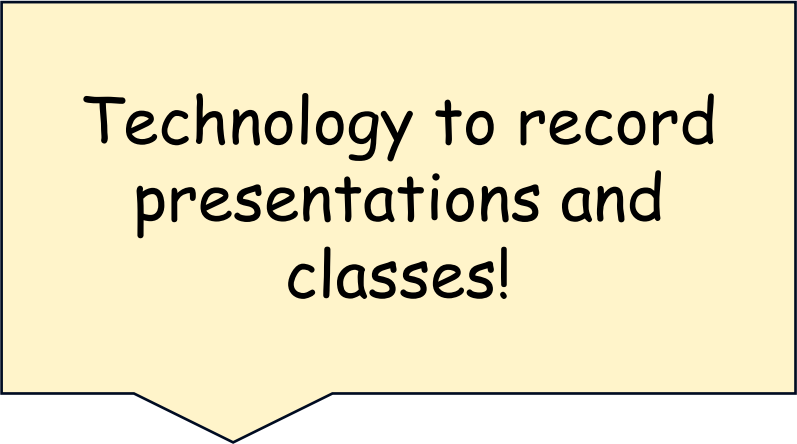
- Business & Professional Studies on Framingham Campus
 - Early Childhood Education
 - Human Services
 - *Next steps:* growth in Business, Accounting, and Legal studies

Early Childhood Education

- Large learning lab
- Interactive, collaboration
- Technology
- Organization/storage



So much storage;
supplies at the students'
fingertips!



Technology to record
presentations and
classes!



Hands on
displays and
demonstration,
collaboration



Thrilled with the
new space!

Early Childhood Education Learning Lab



Ready for
students!



Early Childhood Education Learning Lab



Planning curriculum,
collaborating, easy
access to organized
supplies



Human Services

Tables expand, lending itself to a group work atmosphere that we need in many of our classroom exercises.

Looking forward to outside space

Lighting can be dimmed for sensitivity

Faculty loving office space, convenience

Using unique spaces for studying, collaborating, Webex

Thrilled with the new space!

Business & Professional Studies Next Steps...

- **New degree: Behavioral Health**
- **Growth in Business, Accounting, and Legal studies**
- **Expand evening support**