

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the March 26, 2024, Board Finance & Administration Committee meeting
Webex Meeting – Live streamed at <https://www.youtube.com/@MassBayCommCollege/streams>

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; Mike Lyons, Assistant Vice President and Chief Information Officer; Diane Daniels, Assistant Vice President for Human Resources and Payroll; Deborah Grady, Executive Assistant for Finance & Administration.

DISCUSSION:

President Podell will set up a tour of Ashland for Trustees who may be interested.

A request to revise the order of the Agenda in order to meet timing constraints was agreed upon.

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 February 27, 2024, Board of Trustees' Finance & Administration Committee meeting as presented. Trustee Choate seconded. Motion passed unanimously.

ROLL CALL:

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

FINANCE ITEMS

Vice President Marcus Edward presented the Finance Items to the Committee.

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

The February budget to actual report shows a favorable variance of approximately \$1.4M. The variance is due to better performance on revenues and expenses when compared to the projected budget.

Revenue

The change in revenue through February 29, 2024, is approximately \$756K, mainly driven by tuition and fees revenue that outperformed the projected budget.

- Tuition and Fees outperformed the projected budget by about \$676K.
- The College budgeted a 14% increase in enrollment, but exceeded that number, achieving a 17.4% increase in the Fall and a 24.4% increase in the Spring.

- The College has received \$19.4M out of the allotted \$23.3M State Maintenance Appropriation.
- Contracts, Commissions and Other Revenue is doing better than budget by approximately \$102K.
- The College is earning an interest rate of over 5.5% from MMDT. It was noted that the College budgeted a lower interest rate.
- The College has taken the first two quarterly draws from the Investment Portfolio. In response to a question, Vice President Edward replied the College anticipates taking the other two quarterly draws from the Investment Portfolio by fiscal year end.

Expenses

Actual expenses through February 29, 2024, shows a favorable variance of approximately \$670K.

- A positive variance of \$94K on the Permanent Staff Line is a result of unpaid MCCC increases. An outstanding 2% increase will be paid when funds are appropriated by the state, currently pending approval of a supplemental budget.
- The Administrative Expenses line shows a positive variance of \$560K attributed to unspent contingency. Vice President Edward explained that the contingency is used to cover unbudgeted expenses and increases in budgeted expenses and gave examples of how the contingency is being spent. It is anticipated the budget will be expended by the end of the fiscal year.
- The College has spent \$521K (43%) of the Capital Budget line.

MOTION: Trustee Kahn made the motion to accept the FY2024 Budget vs. Actual Report and recommend approval to the Full Board. Trustee Schmalensee seconded. Motion passed unanimously.

ROLL CALL:

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

SABBATICAL REQUEST

Vice President Courtney Jackson presented the Sabbatical Leave recommendation endorsing Professor Dolores Goyette's pursuit of a Master of Education Degree, allowing her to maintain half workload and receive full salary during the Fall 2024 and Spring 2025 semesters. The request was approved by the faculty committee and is supported by President David Podell and Vice President Courtney Jackson. Professor Goyette has been with MassBay since 2017. Professor Goyette's pursuit of this additional degree will augment her clinical training. Her submission will be included in the binder for the Full Board Meeting.

MOTION: Trustee Kahn made the motion to accept the Sabbatical Leave recommendation for Dolores Goyette 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)

The year-over-year increase of \$1.6M (93%) through the end of February was the result of increasing enrollment of approximately 25% for the Spring Semester. Additionally, \$3M of Financial Aid received in February was not disbursed until March.

Cash & Investment Comparison by Month (Item 4)

The College had \$40M in cash and investments as of the end of February. An increase in returns from MMDT, timing of the Financial Aid drawdown, and an increase in the value of investments all contribute to the increase in cash.

A chart illustrating the monthly cash balances over last five years was provided to the Committee.

Investment Update (Item 5)

As of the end of February, the investment balance was \$23M, reflecting a 3.3% increase in value of investments for the month of February.

As of yesterday (March 25, 2024) the investment balance was \$23.4M. The investment is earning 1.7% for the month of March. The overall return since inception is 18.7%

Contracts Report (Item 6)

A three-year contract with Automated Building Systems, Inc., for a total of \$88,154 is paid for with local funds. This company aids MassBay with the computer operated controls for the HVAC system at the new Framingham campus. They offer training for facilities staff and conduct system tuning to uphold our net-zero emission status.

PERSONNEL ITEMS

Diane Daniels, Assistant Vice President of Human Resources and Payroll, presented the reports to the Committee.

Personnel Actions Report (Item 6)

New appointments:

- Maria Martinez Balanzar, Administrative Assistant for the Academic Advising, Coaching, and Transfer Center, reports to Sarah Salerno, Assistant Dean of Advising Resources and Technology.

- Lori Edmands, Research Assistant for Institutional Effectiveness and Strategic Initiatives, reports to Catherine Gildae, Assistant Dean of Institutional Effectiveness and Strategic Initiatives.

Recruitment Report (Item 7)

There are 13 open positions listed on the Recruitment Report, 10 of which are faculty positions. The Human Resources Department is working with a recruiting agency to fill hard to fill vacancies.

Assistant Vice President Diane Daniels reported on the positions being recruited for and provided an update on their status. Open positions currently include: Assistant Director of Math & Science in the Academic Achievement Center, Dean of Teaching & Learning, and Assistant Professors of: Automotive Technology, Behavioral Health, Chemistry, Communications, English, Environmental Studies, Practical Nursing, Computer Science and Cybersecurity. The Director of Advising and the Assistant Professor of Emergency Medical Services positions have been filled.

President Podell announced that a comprehensive report on the survey of the faculty, staff, and students regarding arming the campus police will be provided to the Trustees for the April 2, 2024, meeting of the Full Board of Trustees. A motion regarding this matter will be put forth during the meeting.

ADJOURNMENT

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

ROLL CALL:

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

Chair Kahn adjourned the meeting at 8:36 a.m.

 6/17/24
Matthew Kahn Date

Committee Chair
Board of Trustees

 6/17/2024
David Podell Date

President
Massachusetts Bay Community College