

Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am Tuesday, June 11, 2024, by Webex and YouTube

Board Members Present: Tobey Choate, Alfonso Hidalgo, Matt Kahn, Sandy Lish, Ilissa Povich, Gary Prado, Mikael Pyrtel, Diane Schmalensee, Wendy Vincent

Board Members Not Present: Lili Silva

Guest Present: Tony Loftis, Foundation Board member

Trustee Kahn departed the meeting at 8:32 am, Trustee Prado departed the meeting at 8:43 am, and Trustee Vincent departed the meeting at 9:00 am.

Staff Present: Steve Baccari, Comptroller; Liz Blumberg, Vice President for Student Development and Dean of Students; Liz Borg, Capital Campaign Director; Karen Britton, Executive Director, Office of the President; Diane Daniels, Assistant Vice President for 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; 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; Lisa Slavin, Vice President for Enrollment Management; Jeremy Solomon, Vice President for Institutional Advancement, Marketing and Communications; Richard Williams, Associate Dean for Student Success

CALL TO ORDER & INTRODUCTIONS

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

PRIOR MEETING MINUTES

MOTION: Trustee Vincent moved to approve the minutes of the May 21, 2024, meeting, and Trustee Lish seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee - YES; Trustee Vincent – YES

EXECUTIVE REPORTS

Board Chair

Chair Schmalensee reported the following:

*She is impressed with how MassBay is being managed.

*The Presidential Evaluation Committee, chaired by Trustee Lish, is in the process of finalizing President Podell's evaluation. Various groups were surveyed regarding Leadership, Continued Viability and Strength, Student Success, and Equity and Inclusion for All. Both academic and financial sustainability are considered based on NECHE and State requirements. President Podell has sent Trustee Lish his self-evaluation.

President

President Podell reported the following:

*Free Community College (called "MassEducate") appears in the Senate version of the FY25 budget. Over the summer, the Senate will meet in conference with the House. If it is approved by both, it moves on for Governor Healey's approval. The College's experience with Mass Reconnect will have been useful for Admissions,

Financial Aid, and Marketing if MassEducate is approved. Even if the package does not include everything desired, it would be highly beneficial to students and a strong statement of support for the community colleges.

*Facilities projects during the summer include renovating bathrooms and building new offices for Marketing and Communications and Students of Color. Longer-term projects include renovations of the kitchen in Wellesley and the soccer field.

*The administration is working simultaneously on the Strategic Plan and ten-year NECHE self-study. A retreat for the NECHE Steering Committee members was held recently.

*MassBay received a grant from the Smith Family Foundation for \$250,000 per year for three years to establish apprenticeship programs. The grant will help people enter the workforce and earn a salary while studying for their degree, including learning on the job. It focuses on areas of significant workforce needs. Planning will begin this summer, and the Behavioral Health apprenticeship will begin in the coming year. Future programs planned are Surgical Technology and Hospitality.

*Commencement was a joyous event. President Podell thanked the Trustees who attended. The bad weather predicted did not occur, fortunately. The Commencement Speaker, Representative Priscila Sousa, and the Student Speaker were both excellent.

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION

Trustee Kahn reported that the Finance Committee reviewed the FY25 budget and current finances of MassBay in detail at its last meeting.

Vice President Edward then reported the following:

FINANCE ITEMS

FY2024 Budget vs. Actual Comparison Report

As of the end of April, MassBay's performance exceeded the projected budget by approximately \$2 million, attributed to better performance on revenues and expenses when compared to the projected budget.

Revenue:

Overall, there is a positive variance on the revenue side, amounting to \$1.2 million. Tuition and fees revenue outperformed the projected budget by approximately \$1.1 million, driven by favorable enrollment. Contracts, Commission, and Other Revenue exceed the budget by \$117,000, mainly due to the superior performance in MMDT interest earnings, reaching a 5.49% rate of return. With regards to Investment Spending, through the end of April, the College has taken three quarterly draws. The final draw was taken last week.

Expenses:

On the expense side, MassBay is performing better than the budget by around \$768,000. Several expense categories align with the projected budget. A positive variance of \$193,000 on the Permanent Staff line is due to unpaid MCCC increases for FY24. The increases will be paid when the funds have been approved and appropriated by the state. A negative variance of \$237,000 on the Adjunct Faculty line is due to increased expenses because of an increase in enrollment. Capital expenses amounted to \$790,000 at the end of April. Through June 7, total capital expenses stand at \$1.1 million, leaving \$94,000 left to be spent. The administration is committed to spending down its expense budget by the end of the fiscal year.

MOTION: Trustee Choate moved to approve the FY2024 Budget vs. Actual Comparison Report, and Trustee Vincent seconded.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Vincent – YES

Student Accounts Receivable Report and Cash & Comparison Reports

There has been a year-over-year increase of \$702,000, or 22%, in Student Accounts Receivable. The negative variance is due to an increase in enrollment. There is \$36.7 million in cash and investments, reflecting a \$4.4 million increase year over year. This increase is mainly due to the increase in the value of investments.

Cash and Investment Position by Month

A chart included in the Board book illustrates monthly cash balances over the last five years.

Investment Update

As of May 31, the investment balance was \$23.52 million, reflecting a 3.7% increase in value for the month of May. As of June 10, the investment balance was \$23.62 million, earning a .4% return for the month of June thus far. Prime Buchholz is currently performing an analysis of investing the College's cash.

3-Year Cash Needs Analysis

A cash analysis was presented with recommendations to approve the transfer of \$5 million from cash to investments, approve spending \$4 million of cash reserves to renovate the kitchen, and approve spending \$3 million of cash reserves to upgrade the soccer field.

MOTION: Trustee Choate moved to accept the 3-year cash needs analysis, and Trustee Lish seconded.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Vincent – YES

MOTION: Trustee Choate moved to approve the transfer of \$5 million from cash to investments, and Trustee Vincent seconded.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Vincent – YES

MOTION: Trustee Lish moved to approve spending \$4 million of cash reserves to renovate the kitchen, and Trustee Pyrtel seconded. It was noted that it is important to offer more resources to students and staff to create a stronger sense of community.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Vincent – YES

MOTION: Trustee Hidalgo moved to approve spending \$3 million of cash reserves to upgrade the soccer field, and Trustee Choate seconded. It was noted that a new field will be nicer for students and also could be rented out.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Vincent – YES

Contracts Report

The two current contracts pertain to a lighting replacement project and EV charging station installation. Both are funded by the state.

FY2025 Provisional College Operating Budget

President Podell reported that the FY25 provisional budget being presented today is conservative as usual, due to not yet knowing the state appropriation and enrollment numbers and is based on a 2% increase in enrollment. MassBay is doing registration earlier this summer, so year-to-year comparisons are not exactly comparable. The budget will be revised in October or November when the state allocation and fall enrollment are known.

The budget being presented is balanced at \$46.6 million, which is \$1.8 million, or 4%, higher than the FY24 revised board-approved budget. Inflation in Massachusetts over the last 12 months was 6.5%.

Tuition and Fees is budgeted at \$22.8 million, an increase of \$1.3 million, or 6%, over the prior year. The budget projects that enrollment will increase by 2% year over year. A \$10 per credit hour or 4.3% increase, previously approved by the Board, is factored into the General Fee line. The fee increase will be fully covered by PELL for up to 30 credits for the year. It was noted that for the three years surrounding the pandemic, the College did not raise fees. Tuition and fees account for 49% of total revenues.

The State Appropriation is budgeted at \$22.7 million, an increase of \$254,000, or 2%, over the prior year.

Contracts, Commissions and Other Revenue is budgeted at \$941,000, an increase of \$68,000, or 8%, over the prior year.

The budget does not include any funding to add to its reserves.

Expenses

The FY2025 projected Permanent Staff expenses are projected to increase by \$1.8 million over the revised FY24 budget. A decrease of \$1 million, or 4%, has been factored into account for salary savings from vacant positions. This line includes projected increases of approximately \$990,000. The budget includes contractual increases for MCCC union employees (8.22%) and ASFCME union employees (2%), as well as increases for Non-Unit Professional (NUP) employees (2%).

The projection for FY25 for Adjunct Faculty is \$5,008,000, an increase of \$784,000 when compared to the FY24 revised budget. The increase is tied to a projected increase in enrollment.

The current projection for FY25 for Part Time/Stipends is \$2.5 million, approximately \$537,000 higher than the FY24 revised budget. The increase is tied to the increase in enrollment.

The current projection for FY25 for Local Fringe is approximately \$1.1 million, an increase of \$263,000 over the prior year. The increase is due to the increase in the staffing lines.

The budget for Capital Planning is \$1,005,599, a decrease of \$218,000 when compared to the prior year's revised budget.

MOTION: Trustee Lish moved to approve the FY2025 Provisional College Operating Budget, and Trustee Kahn seconded.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee - YES; Trustee Vincent – YES

PERSONNEL ITEMS

Vice President and Provost Jackson reported that two faculty members have applied for sabbaticals. Professor Alegi-Feeney's sabbatical request is for updating her online and traditional classes to enhance the effectiveness of her teaching and embrace the new standards surrounding diversity, equity, and inclusion. This is Professor Alegi-Feeney's first sabbatical request in 30 years. Professor McGrath's last sabbatical was seven years ago and is for exploring ways of increasing student engagement and success in online literature and film classes. Both projects are aligned with MassBay's priorities.

MOTION: Trustee Choate moved to approve the Sabbatical Request for Professor Alegi-Feeney, and Trustee Hidalgo seconded.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Vincent – YES

MOTION: Trustee Choate moved to approve the Sabbatical Request for Professor McGrath, and Trustee Povich seconded.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Pyrtel – YES; Trustee Schmalensee – YES; Trustee Vincent – YES

PERSONNEL ACTIONS REPORT

Assistant Vice President Daniels reported the following:

Ann Marie Cameron-Thompson has been hired as an Accountant III, reporting to Sheila Donlon, Director of Student Accounts.

RECRUITMENT REPORT

Current open positions include faculty in Automotive, Communications, English, Computer Science, Cybersecurity, EMS, ADN Nursing, and Practical Nursing, as well as the Dean of Teaching and Learning.

ENROLLMENT REPORT

Vice President Slavin reported that Summer Session II starts July 8. Enrollment is up 18.7% in FTE and 12.8% in headcount for spring and 27.4% in FTE and 32% in headcount for fall. Orientation and Advising staff are working with incoming students to get them registered earlier than in past years. Currently there are 120 students registered compared to 60 this time last year. Fall new student applications are up 34%, attributed in large part to MassReconnect. MassBay is on the higher side compared to the other community colleges.

FOUNDATION AND CAPITAL CAMPAIGN REPORTS

Executive Director Davis-Eyene and Foundation Board Member Loftis reported the following:

- *A total of 126 applications for summer scholarships were received, with 60, or 48%, awarded.
- *The recent Foundation Board event with the Wellesley Symphony Orchestra went well and will likely be an annual collaboration.
- *A newsletter including the year in review will be coming out soon.
- *The Foundation Board's Annual Review is on the web site.

Capital Campaign Director Borg reported that tours of the Framingham and Wellesley campuses are taking place. The recent campaign for the new Framingham campus has provided a foundation for the upcoming campaign for the new Student Cyber Center beginning in the fall. A Steering Committee is currently being put together, and prospects are being identified. Ambulance companies are being approached regarding outdoor displays with branding.

COMMUNICATIONS

Reports from Public Safety

March, April, and May 2024, Clery & National Incident Based Reporting System (NIBRS) Reports

Chief DiBlasi reported that both Public Safety reports show all zeros.

2024/2025 Meeting Schedule

Chair Schmalensee reported that a list of next year's meeting dates is in the binder.

ADJOURNMENT

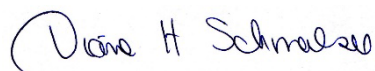
MOTION: Trustee Lish moved to adjourn the meeting, and Trustee Choate seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Lish – YES; Trustee Povich – YES; Trustee Pyrtel – YES; Trustee Schmalensee - YES

The meeting adjourned at 9:10 am.



9/17/24



9/17/24

David Podell, President Date
MassBay Community College

Diane Schmalensee, Chair Date
MassBay Board of Trustees