

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

Board Members Present: Tobey Choate, Teddy Choi, Alfonso Hidalgo, Matt Kahn, Ilissa Povich, Gary Prado, Diane Schmalensee, Lili Silva

Board Members Not Present: Sandy Lish, Mikael Pyrtel, Wendy Vincent

Guest Present: Tom Cleverdon, Foundation Board member

Staff Present: Yvonne Anthony, Senior Director of Grants Development; Karen Britton, Executive Director, Office of the President; Liz Borg, Capital Campaign Director; Diane Daniels, Assistant Vice President for Human Resources and Payroll; Lynne Davis, Dean of Health Sciences; 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, Associate Dean for Equity Assurance; Sue Maggioni, Assistant Provost; Lynn Moore, Chief Diversity Officer; David Podell, President; Hannah Sevian, Dean of STEM; David Protano, Dean of Automotive Technology; 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.

INTRODUCTION OF NEW STUDENT TRUSTEE TEDDY CHOI

President Podell introduced new Student Trustee Choi, who is in his third semester at MassBay receiving a degree in Mathematics, which he would like to teach in the future. Student Trustee Choi is a peer tutor and interested in research. He appreciates the opportunity to be appointed Student Trustee and is eager to improve the academic experience for students.

OCTOBER 8, 2024, MINUTES

MOTION: Trustee Prado moved to approve the minutes of the September 17, 2024, meeting, and Trustee Povich seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Choi – ABSTAINED; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee – YES; Trustee Silva – ABSTAINED.

EXECUTIVE REPORTS

Board Chair

Chair Schmalensee thanked the administration for providing food for students on the first day of classes when food services were unexpectedly unavailable. President Podell reported that MassBay provides resources and support such as this to students periodically.

President

President Podell reported the following:

*Governor Healey and Senator Spilka held an event at MassBay's new Center for Health Sciences, Early Childhood, and Human Services to announce MassEducate, the free community college program, given that

Framingham is in Senator Spilka's district. President Podell thanked Vice President Solomon and the many offices that contributed to making the event a success. A panel of legislators and eight MassEducate students (seven from MassBay and one from Cape Cod) spoke about their experiences in the program. One student was part of the program for homeless students in which the Governor's office provides housing and MassBay provides board. All seven MassBay students indicated how much support they received from the College. The panel was followed by a press conference.

*The state has approved the supplemental budget, and retroactive raises will finally be paid to faculty and MCCC staff. Payroll has worked very hard to get these adjustments paid in this week's paychecks.

*President Podell has been meeting with a group of community college staff to assess the impact of MassReconnect and MassEducate. The group is mapping out a plan before the next budget season to determine the immediate effects of these programs on enrollment, types of students, and retention.

*The revised MassBay FY2025 budget and the final draft of the strategic plan will be presented to the Board at its November meeting. The strategic plan will then be presented to the Board of Higher Education at its January meeting. Chair Schmalensee complimented President Podell on all the College has accomplished, and President Podell attributed this to the many faculty, staff, and administrators who participate in our efforts.

Student Trustee

Student Trustee Choi reported that Student Government Association (SGA) elections took place in September. There are ten new Senators and two new positions, Club Liaison and Diversity and Inclusion Representative.

COMMITTEE REPORT

Finance & Administration Committee

Committee Chair Kahn reported the updated FY2025 budget will be presented at the November Board of Trustees meeting. MassBay's endowment has done quite well. President Podell reported that the Finance and Administration Committee did not meet last week because there were no new data since the September meeting.

Vice President Edward then reported the following:

Finance Items

Student Accounts Receivable Comparison

This report reflects a year-over-year increase in receivables of approximately \$2.4 million, or 33%. The negative variance is due to an increase in enrollment and fewer students paying out of pocket in anticipation of financial aid, including programs like Mass Reconnect and Mass Educate. MassBay will see a decrease in receivables after financial aid is processed by the end of this month.

Cash and Investments Comparison Report

MassBay has \$34.2 million in cash and investments as of August 31, reflecting a \$527,000 increase year over year.

Cash Position by Month

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

Investment Update

As of September 30, the investment balance was \$30 million, reflecting a 1.8% increase in value for the month of September. As of October 7, the investment balance was \$29.7 million, a return of -1% for the month of October thus far.

Assistant Vice President Daniels reported the following:

Personnel Items

President's Attendance Report

The state requires that college presidents' attendance be reported to the respective Boards periodically. The current report indicates that President Podell has 83 vacation days in the bank (after December 31, he will lose any days above 50). The Board encouraged him to take off more time.

Personnel Actions Report

The following positions have been filled:

- Leeanna Singleton, Senior Staff Assistant in the Office of the President
- Lavonne Ballard, Executive Assistant in the Office of Enrollment Management
- Gustin Sait-Fort, Academic and Transfer Counselor
- Lunisse Antoine, Academic and Transfer Counselor
- Maleeka Pearson, Academic and Transfer Counselor
- Roxana Marrero, Director of Community Education and Workforce

In addition, Leigh Rudikoff has moved into a new role as Coordinator of Library Services.

Recruitment Report

The following positions are posted:

- Administrative Assistant in the Office of Information Technology
- Administrative Assistant in the Office of the Registrar
- Admissions Counselor
- Assistant Director of Athletics, Wellness, and Recreation
- Associate Director of Marketing
- Faculty in Automotive, Associate Degree in Nursing, Cybersecurity, Engineering, and Math
- Senior Admissions Counselor

Student Success Committee

Committee Chair Silva reported the Student Success committee met on September 24. The topic was *MassBay Professional Development, Educating and Engaging Our Educators*. Assistant Provost Maggioni gave a report on the content, modality, finances, and participants of various professional development opportunities for MassBay faculty and staff. Two programs focusing on belonging and building connections between faculty and students, fostering culturally responsive practices, and creating community and engagement were highlighted. The first is the SUCCESS program. One faculty member's quote captures the program particularly well. "This program has given us the tools to make the strides towards the professor that we want to be." The second program is the STEM Culturally Inclusive Teaching Institute, funded by the National Science Foundation. The new Center for Teaching and Learning was also introduced. Trustee Choi will be joining the Student Success committee.

Bylaws Amendment

Trustee Povich reported that the Department of Higher Education held a seminar on the appointment of new Trustees and is looking for colleges to submit nominations. She has been in contact with two other colleges about their practices in selecting prospective Trustees, and it was determined that MassBay would create a new committee. Trustee Povich read the following amendment to Section J.1.c of the Bylaws:

Nominations and By-Laws Committee: This Committee will submit trustee nominations to the Massachusetts Department of Higher Education seeking to ensure that the Board of Trustees of the College is made up of trustees who collectively have the perspectives and experience that will be most beneficial to the College. This Committee will also periodically review the By-Laws as directed by the Chairperson. The Committee will bring any recommendations for changes or amendments to the Board for approval.

MOTION: Trustee Kahn moved to approve the proposed amendment to Section J.1.c of the Bylaws, and Trustee Silva seconded the motion.

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

ENROLLMENT REPORT

Vice President Slavin reported enrollment is up 16.6% in FTE and 15.4% in headcount. The second Eight Week Two session begins next week, and spring registration begins on November 4. The Fall Open House will take place on November 16 on the Wellesley campus. A virtual guidance and college counselor information session will be held on October 25. MassBay will also be hosting sessions on Free Community College and completing the FAFSA.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board member Cleverdon reported the following:

*\$105,000 has been awarded in scholarships to 136 students this fall, a 14.5% increase in dollars and 50% increase in number of students from last year. The September All Vehicle Show held on the Ashland campus showcased over 100 cars and raised over \$12,000 for the purchase of tools and also emergency expenses for Automotive Technology students.

*The Foundation Board is also raising money for food insecurity, and any financial support is welcome. The aim of the Foundation is to raise \$19,000. Donations can be made easily online.

Capital Campaign Director Borg reported that the Capital Campaign is in transition from fundraising for the new building in Framingham to the new Cybersecurity Education and Health and Fitness Center in Wellesley. Relationships are being continued with current donors and developed with new donors. The groundwork is being laid for a Steering and an Employee Committee.

SPECIAL REPORT

New Title X Rules

Associate Dean for Equity Assurance MacDonald presented the revised Title IX regulations regarding pregnancy and pregnancy-related conditions that took effect on August 1, 2024.

Associate Dean MacDonald reminded everyone that Title IX states that there can be no discrimination or different treatment based on sex, and she shared MassBay's new policies and practices based on the revised

Title IX regulations, including pregnancy, childbirth, miscarriage, parenting, and lactation. Associate Dean MacDonald also shared information on accommodations and resources for students experiencing these types of circumstances. Once a student identifies a pregnancy to an employee, the employee must connect the student to Associate Dean MacDonald to review her rights, such as absences, leaves, and returning to the same status, in order to help provide accommodations so the student can succeed. It was noted that all three campuses have comfortable, nicely stocked lactation rooms.

Accreditation

President Podell reported that he and Provost Jackson will be attending the All-Brand Advisory Board meeting in Ashland today. This program was introduced last year and enrollment is full. In addition, the Radiological Technology accreditation exit interview, during which the visiting team reports its findings, will be this afternoon in Framingham. MassBay's program is an excellent program with outstanding faculty, using the highest quality equipment. It is expected that the exit interview will be positive.

ADJOURNMENT

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

The motion passed via the following roll call vote:

Trustee Choate – YES; Trustee Choi – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee - YES; Trustee Silva - YES

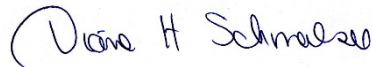
The meeting adjourned at 8:55 am.



11/12/24

David Podell, President
MassBay Community College

Date



11/12/24

Diane Schmalensee, Chair
MassBay Board of Trustees

Date