**Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am Tuesday, November 12, 2024, by Webex and YouTube**

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

**Board Members Not Present:** Sandy Lish

**Guests Present:** Jean Dyer, MassBay Foundation Board member; Amy Both, Madison Studley, and David DiIulis, Withum, Smith, & Brown, PC

Trustee Silva departed the meeting at 9:00 am, Trustee Prado departed at 9:24 am, and Trustee Hidalgo departed at 9:37 am.

**Staff Present:** Yvonne Anthony, Senior Director of Grants Development; Steve Baccari, Comptroller; Michelle Biscotti, Associate Director of Development; Liz Blumberg, Vice President of Student Development; Karen Britton, Executive Director, Office of the President; Liz Borg, Capital Campaign Director; Lauren Curley, Director of Procurement and Business Operations; Diane Daniels, Assistant Vice President for Human Resources and Payroll; Lynne Davis, Dean of Health Sciences; 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; Henry Lopez, EDP Systems Analyst IV; 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; Halye Sugarman, Dean of Business and Professional Studies; 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.

**OCTOBER 8, 2024, MINUTES**

MOTION: Trustee Povich moved to approve the minutes of the October 8, 2024, 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; Trustee Vincent - ABSTAINED

**EXECUTIVE REPORTS**

***Board Chair**

Chair Schmalensee reported that the New England Commission on Higher Education (NECHE) responded positively to MassBay's substantive change request regarding the new campus in Framingham. President Podell noted that, every ten years, in order to receive re-accreditation, colleges submit a self-study to NECHE followed by a team visit. Our next team visit will be April 6-9, 2025. But in addition, NECHE requires colleges to inform them when there are "substantive changes" to the college, such as the introduction of a new campus. He thanked Richard Williams and Courtney Jackson for the preparation of the report.

In addition, MassBay's Institute for Trauma, Adversity, and Resilience in Higher Education recently distributed a video on trauma-informed higher education's rationale and basic premise. The goal is to be able to provide a visual, compact start at defining the urgency of trauma-informed practices in Higher Education.

***President**

President Podell reported the following:

*MassBay's Strategic Plan will be presented at the next meeting.

*A total of eight faculty and staff attended a recent Hispanic Association of Colleges and Universities (HACU) Conference in Colorado.

*The Capital Campaign team is beginning to fundraise for the new Cybersecurity Education/Health and Fitness building. MassBay is working with Governor Healey's office to explore the possibility of constructing housing on a portion of the Wellesley campus which might support the cost of the new building. DCAMM has reached out to the Wellesley Town Manager to start discussions.

*The most recent enrollment report for Spring 2025 shows the College is up 38.5% headcount and 38.2% in FTE compared to last year at this time. It is quite early, and these numbers can be expected to fluctuate considerably.

*While the kitchen is being rebuilt, MassBay is offering free coffee to students in room 242 at the Wellesley campus, which also encourages them to come to this room, which is designated for student use. Baker's Best is now on campus Monday-Thursday until 6:30 pm. Farmer's Fridge will likely be adding a second machine and we are seeking to get a different vendor to install a machine with hot food.

***Student Trustee**

Student Trustee Choi reported the following:

*Students are having conversations about food on Wellesley campus and would appreciate more communication about this matter.

*A student was recently injured while on campus, and it was confirmed that, while there is not a nurse on campus, Public Safety has training for such issues. Recent events for Diwali and Veterans Day were enjoyable and well attended. It was recommended that Trustees be notified about events on campus they may be interested in attending.

**COMMITTEE REPORTS**

***Finance & Administration Committee**

Committee Chair Kahn reported that MassBay's financials look good. The stock market is doing well.

**Finance Items**

**-FY2024 Audit Report**

Vice President Edward introduced Dave DiIulis, Amy Both, and Madison Studley from Withum, Smith, & Brown, PC. The auditors presented the year-end financial audit, of which the Foundation is a component. The single audit (formerly A133 audit) is pending and due on March 31, 2025.

**Required Communications**

Mr. DiIluis reviewed the Required Communications and the Auditors' and Management's responsibilities. The audit presentation provided a comprehensive summary of the financial statement audit process and results. The auditors conducted their work in compliance with Generally Accepted Auditing Standards (GAAS) in the U.S., offering reasonable assurance against material misstatements caused by error or fraud. They planned to issue an unmodified (clean) opinion on the financial statements and reviewed internal controls for audit design purposes, although they did not assess their effectiveness. A separate "yellow book report" confirmed there were no material weaknesses or significant deficiencies in controls. The auditors maintained independence throughout the audit, avoiding advisory services that could compromise objectivity.

Management was responsible for ensuring the accurate application of accounting policies and addressing accounting estimates, including asset depreciation, doubtful accounts, and pension liabilities. Significant transactions included a $237,000 lease and $10.1 million in capital appropriations, all of which were properly recorded and guided by relevant standards.

The audit revealed no disagreements or issues with management, no adjustments to financial statements, and no uncorrected misstatements. Fraud risk was assessed, but no signs of fraud were identified. An engagement letter was issued as part of the process, and no management letter was necessary since no areas for improvement were noted. A representation letter will be issued before the audited financial statements are released.

In summary, the audit affirmed the accuracy of the financial statements, the effectiveness of internal controls, and the overall strong financial health of the institution.

<u>MOTION:</u> Trustee Choate moved to approve the FY2024 Audit Report, and Trustee Povich 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; Trustee Vincent - YES

**Budget vs. Actual Comparison Report**

Through the end of September, MassBay is trailing the projected budget by approximately $316,000. This is due to expenses tracking higher than budget.

**<u>Revenue</u>**

On the revenue side, the College has a favorable variance of $812,000. Tuition and fees revenue is better than the projected budget by approximately $819,000. This is due to positive enrollment trends. A 2% increase in enrollment was budgeted year over year. Fall enrollment is up 17.6%. The $7.3 million in State Maintenance Appropriation has been received from the state. There is an unfavorable variance of $77,000 in Contracts, Commission, and Other Revenue.

**<u>Expenses</u>**

On the expense side, MassBay is trailing the budget by $1,128,000. The negative variances on the Permanent Staff, Adjunct Faculty, and Information Technology lines are due to the timing of expenses.

MOTION: Trustee Choate moved to approve the Budget vs. Actual, and Trustee Prado 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; Trustee Vincent - YES

**Student Accounts Receivable and Cash and Investment Comparison Reports**

As of September 30, the Student Accounts Receivable balance was $8.41 million, an increase of $2.3 million, or 38%, year-over-year. The increase can be attributed to the increase in enrollment and students relying on a free community college program to cover their expenses. As of the end of October, the receivable balance has dropped.

**Cash and Investments Comparison Report**

There is $33.6 million in cash and investments, which is a decrease of $117,000 year over year. The decrease is due to fewer cash receipts from students as they are waiting on free community college programs to cover their tuition and fees.

**Cash Position by Month**

This chart shows monthly cash balances over the past five years.

**Investment Update**

As of September 30, the investment balance was approximately $30 million. As of October 30, the investment balance was approximately $29.3 million, a decline in value of -2.1% for the month of October. As of yesterday, the investment balance was $30.1 million, a 2.6% return for the month of November thus far. Year-to-date return is 14.1%

**Kitchen Renovation Project**

President Podell reported there will be monthly updates on the kitchen renovation project, which is somewhat more expensive and will take more time than expected.

MOTION: Trustee Choate moved to approve the kitchen renovation project at $5 million, and Trustee Vincent 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 Vincent - YES

**Revised FY2025 Budget**

President Podell reported that, with the Fall enrollment numbers being now known, we present the revised budget, as we do each year at this time. Given the dramatic increase in enrollment, MassBay is paying specific attention to retention by adding evening services as well as additional faculty positions. A total of 11 faculty lines were added for next fall. If no one separates from the College, our number of full-time faculty over a two-year period will be up from 71 to 93.

MOTION: Trustee Choate moved to approve the revised FY2025 Budget, and Trustee Povich 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 Vincent - YES

**Personnel Items**

Associate Vice President Diane Daniels reported the following:

**Personnel Actions Report**

The following new employees have been hired:

*Nicholas Chiccarelli, Faculty in Automotive Technology, reporting to Dean of Automotive Technology Protano

*Chantel Jordan – Assistant Director of Athletics, Recreation, and Wellness, reporting to Assistant Dean Adam Nelson.

**Recruitment Report**

There are several searches taking place, including two Administrative Assistants, Admissions Counselor and Senior Admissions Counselor, Associate Director of Marketing, and 11 faculty positions, two of which are for the Associate Degree in Nursing program.

**ENROLLMENT REPORT**

Vice President Slavin reported that spring enrollment is now open. Admissions is busy recruiting. Over 400 people are registered for Saturday's Open House. Events for high school counselors and free community college and completing FAFSA are taking place. The 2025-2026 FAFSA is not open yet and is in better shape than last year.

**DASHBOARD REPORT**

Associate Dean Gildae reported the following:

**Admissions** – Figures 1.1 & 1.3 show the continued rise in both applications and applicants to the College for Fall 2024. The number of applicants for Fall 2024 increased by nearly 1,500 compared to last Fall, representing a 28% increase. The resulting enrollments also increased, meaning there was a stable yield rate relative to last fall (26%). The top towns where applicants come from (Figure 1.5) remain Boston (829) and Framingham (598).

**Enrollment –** Figures 2.1, 2.2, and 2.3 show a continued increase in enrollments by both headcount and FTE. The combined headcount for Fall 2024 is 4,590, an increase of approximately 600 students compared to Fall 2023. This represents about a 16% increase, fall to fall. Figure 2.4 shows the composition of the total headcount by race/ethnicity, gender, first generation status, age group, and enrollment status. The percentage of the student body who self-identify as Hispanic or Latina/Latino (26%), first generation (43%), and who attend part-time (69%) increased relative to Fall 2023. Figure 2.5 reveals that in Fall 2024 the percentage of non-degree or undeclared students decreased (16%), while both STEM (34%) and Health Sciences (8%) saw an increased percentage.

**Retention & Student Success** –The Fall-to-Fall retention rates (Figure 3.2) declined slightly for both part-time and full-time students (59% and 64%, respectively, and 61% overall).

**Outcomes** – Figures 4.1 and 4.3 have been updated following the Fall IPEDS completions surveys. The number of degrees and certificates awarded by the College declined relative to FY2022-23 and reflects a return to numbers more consistent with recent trends. Figure 4.3 shows that the percent of degrees awarded to Hispanic or Latina/Latino students has increased from 17% to 22% compared with last year.

The Massachusetts Department of Higher Education (DHE) has updated the earnings report to include graduates from the class of 2021 (1 year) and 2017 (5 year). The DHE reports that MassBay graduates who are employed full time in Massachusetts have slightly lower median earnings compared to all community college graduates of the same year at one year post award, but slightly higher median earnings at five years post award.

**Finance, Grants & Fundraising** – Figure 7.5 shows that the MassBay Foundation Scholarships awarded per academic year remained stable relative to FY2023, though the percentage awarded to part-time students increased slightly.

It was noted that the admissions and enrollment numbers for Health Sciences both look good and also that the Fall retention rate for African American is lower, which is being addressed by the Students of Color program.

**FOUNDATION & CAPITAL CAMPAIGN REPORTS**

Foundation Board Member Dyer reported that the Foundation received a clean audit. The Foundation Board recently welcomed a new member, Chris Teachout, a MassBay alumni working at Dedham Savings Bank. Fundraising for food insecurity is going well. The annual appeal begins in November.

Capital Campaign Manager Borg reported she and President Podell and Campaign Consultant Janet Nolan are working on reaching out to new prospects for new Student Cyber building. They recently held a tour of new building in Framingham with Trustees Hidalgo, Povich, and Prado. Various members for Steering Committee are being considered, and the Statement of Need is almost done.

**ADJOURNMENT**

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

The motion passed via the following roll call vote:

Trustee Choate – YES; Trustee Choi – YES; Trustee Kahn – YES; Trustee Povich – YES; Trustee Schmalensee - YES; Trustee Vincent - YES

The meeting adjourned at 9:40 am.

DPodell 12/10/24 Diane H Schmalensee 12/10/24

David Podell, President Date Diane Schmalensee, Chair Date
MassBay Community College MassBay Board of Trustees