MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the December 3, 2024, Board Finance & Administration Committee meeting
Webex Meeting – https://www.youtube.com/@MassBayCommCollege/streams

Committee members participating: Matthew Kahn, Chair; Tobey Choate, Trustee; Ilissa Povich, Trustee; Gary Prado, Trustee; Diane Schmalensee, Ex-officio.

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; Jeremy Solomon, Vice President for Institutional Advancement, Marketing, and Communications; Deborah Grady, Executive Assistant for Finance & Administration.

Call to Order and Introductions
Committee Chair Matthew Kahn called the meeting to order at 8:01 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 Povich moved to approve the minutes of the October 29, 2024, Board of Trustees' Finance & Administration Committee meeting as presented. Trustee Choate seconded. Motion passed unanimously.
>
> **ROLL CALL:**
> Matthew Kahn APPROVED; Tobey Choate APPROVED; Ilissa Povich APPROVED; Gary Prado APPROVED; Diane Schmalensee APPROVED.

FINANCE ITEMS

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

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

The College is within the budget as of October 31, 2024, trailing slightly by approximately $14,000.

Revenue

As of October 31, the report shows a favorable variance of approximately $127,000.

- Tuition and Fees revenue is slightly better than budget. The College budgeted a 16% increase in enrollment for the year. Fall enrollment increased by 16.6%
- Tuition Remission and Waivers shows the College is doing better than budget by approximately $118K due to timing of tuition remitted to the state.

Expenses

On the expense side, the College is trailing the budget by approximately $141K due to the timing of expenses. Certain expenses were paid earlier this year compared to prior years.

Chair Kahn called for a motion.

> **MOTION**: Trustee Prado moved to accept the FY2024 Budget vs. Actual Report and recommend approval to the Full Board. Trustee Choate seconded. Motion passed unanimously.
>
> **ROLL CALL:**
> Matthew Kahn APPROVED; Tobey Choate APPROVED; Ilissa Povich APPROVED; Gary Prado APPROVED; Diane Schmalensee APPROVED.

Budget to Actual 3-year Average Calculation

Vice President Edward explained to the Trustees how the calculation of the proposed monthly budget using a three-year average was performed.

While this process is not flawless, it is preferable to relying solely on year-over-year changes. It provides a clearer view of spending patterns and supports more accurate future budgeting.

This report is helpful for the Finance Committee but may be excluded from the full Board Agenda.

Trustee Prado left the meeting at 8:29 a.m.

Student Accounts Receivable Report and Cash & Investment Report *(Item 3*)

Student Accounts Receivable shows a year-over-year increase of $1.9M primarily due to the increase in enrollment.

The year-over-year increase in cash is attributed to the College receiving $4M in federal financial aid and an additional $4M from the state to support free community college. The state funding represents half of the College's $8M allocation for MassReconnect and MassEducate combined.

President Podell emphasized that the MassReconnect and MassEducate initiatives have significantly increased student enrollment, which in turn has boosted the amount of federal Pell Grant aid the College receives. Notably, many students are able to cover their costs entirely through Pell Grants alone, without needing additional assistance from the state-funded free community college programs.

Vice President Edward noted that at the end of October, the College's cash and investment balance was $39.2M, an increase of $2.7M year over year.

The footnote will be updated to remove reference to CARES, ARPA, and FEMA funds, and indicate the cash balance includes reserves.

Cash & Investment Comparison by Month *(Item 4*)

A chart is included in the binder that shows the cash balances over the past five years.

Investment Update

As of the end of October, the investment balance was approximately $29.4M. The October return was negative 2.1 %. As of yesterday, December 2, 2024, the balance was approximately $30.2M. Year to date returns is 11.2% and return since inception was 16.6%

Kitchen Renovation Project

The Trustees were provided with a budget to actual for the kitchen project. Through the end of October, the College spent $15.5K of the $5M allocated to the project. The report will be updated for each Trustee Meeting to indicate the timeline and expenses incurred to date.

President Podell was pleased to report that the economic development bill that was passed by the legislature a few weeks ago, and signed by the governor, included $5M for MassBay to do the schematic design of the Cybersecurity Education/Health and Fitness building.

Additionally, architects have reviewed options for the soccer field. The College has opted to extend the existing field rather than try to move it. The College is also working with the Town of Wellesley to establish a space for a pickleball court.

Cybersecurity Audit

President Podell reported that the State Auditor conducted a Cybersecurity Education Audit across several state colleges and agencies. At each institution, ten employees were randomly selected to verify if they had completed cybersecurity training within a specified timeframe. At MassBay, five of the selected individuals had not completed the program, placing the College at the average among audited agencies.

President Podell noted that outcome was somewhat frustrating, as most College employees had completed the training. Some of the non-compliant individuals were former student workers no longer employed at the College. President Podell noted that a few employees were also let go for failing to complete the program.

The College is committed to cybersecurity education. The training program is of high quality, and frequent email reminders help the community stay vigilant about cybersecurity best practices. We have been rigorously promoting completion of the training program by all employees, including student employees.

PERSONNEL ITEMS

Personnel Actions Report *(Item 6)*

Vice President Edward reported that Administrative Assistants have been hired for the Registrar's Office and for the Office of Information Technology.

Reshma Kulkarni, who was a part-time employee in the Payroll Office, has moved into a new full-time role as Payroll and Accountant Analyst.

Recruitment Report *(Item 7)*

Vice President Edward reported on the status of 21 searches currently underway. Ten staff positions include: Admissions Counselor; Assistant Coordinator of Engagement, Identity, and Belonging; Associate Director of Institutional Research; Associate Director of Marketing; Campus Police Officer; Director of Student Development; Financial Aid Assistant; Institutional Security Officer; Payroll Manager; and Senior Financial Aid Counselor.

Eleven faculty positions include: two Associate Degree Nursing positions; Engineering, English, Computer Science, Math, Biotechnology; Business; Cybersecurity; Human Services; and Psychology.

It was noted that Cybersecurity and Biotechnology positions are particularly difficult to fill.

President Podell reported that on Monday, December 9, the College will host Dr. Michael Fischer, President of York County Community College in Maine and Chair of our NECHE Accreditation Team. The Team is scheduled to visit the College during the week of April 6, 2025. The Chair typically visits beforehand to familiarize himself with the campus and ensure all preparations are on track.

The Annual NECHE Conference, taking place later this week, will provide an opportunity for meeting Dr. Michael Fisher. Chair Schmalensee and Provost Jackson will also be in attendance for parts of the conference.

ADJOURNMENT

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

ROLL CALL:
Matthew Kahn APPROVED; Tobey Choate APPROVED; Ilissa Povich APPROVED; Diane Schmalensee APPROVED.

Chair Kahn adjourned the meeting at 8:41 a.m.

2/4/25 | 2/5/2025

Matthew Kahn Date
Committee Chair
Board of Trustees

David Podell Date
President
Massachusetts Bay Community College