

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

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

Trustee Prado arrived at 8:10 am, and Trustee Hidalgo arrived at 8:30 am.

Board Members Not Present: Wendy Vincent

Guests Present: Becky Kannam, MassBay Foundation Board Chair

Trustee Lish departed the meeting at 9:15 am.

Staff Present: Yvonne Anthony, Senior Director of Grants Development; Steve Baccari, Comptroller; 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; 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 Sevan, 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 and Strategic Initiatives

CALL TO ORDER & INTRODUCTIONS

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

NOVEMBER 12, 2024, MINUTES

MOTION: Trustee Choate moved to approve the minutes of the November 12, 2024, meeting, and Trustee Lish seconded the motion.

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

EXECUTIVE REPORTS

***Board Chair**

Chair Schmalensee reported she recently attended a NECHE meeting that addressed potential changes under the Trump administration for the future of higher education and accrediting bodies.

***President**

President Podell reported the following:

*Adding to Chair Schmalensee's report, under the last Trump administration, accreditation of colleges changed such that it was no longer regional; a college could apply for accreditation for any accreditation body (ie., colleges outside New England can apply for NECHE accreditation). The new potential Secretary of Education is interested in workforce development and extending Pell grants to short-term programs, which would be beneficial for MassBay students. The incoming Trump administration may be hostile to DEI initiatives and may reverse some of the Title IX rules that were introduced by the Biden Administration. Some colleges are changing the titles of their Chief Diversity Officers and are concerned that the Trump administration may want to influence curriculum. They are also concerned about the status of international and undocumented students. The Massachusetts community colleges' legal team is keeping in contact with the Attorney General's office and will send us guidance as events progress.

*The NECHE Team Chair visited both the Wellesley and Framingham campuses yesterday. The team will visit the College in April and includes members from various New England community colleges outside of Massachusetts. Trustees are invited to attend a dinner on April 6 and/or come to campus on April 7 to meet the team. The team will be looking for MassBay's strengths as well as areas where there is room for improvement. It is important for the College to be candid with the team. An advance draft of the report will be sent to NECHE for review within the next few weeks.

*Baker's Best has increased its cafeteria hours into the evenings, and a second Farmer's Fridge machine has been installed and will be stocked with food in the spring semester.

*A meeting with DCAMM and the town of Wellesley regarding public private partnerships and potentially building housing to fund the new Cybersecurity Education, Health, and Fitness Center took place yesterday. Tom Harrington, counsel to the town of Wellesley, was helpful. The next step is to meet with the town's Executive Director.

*A total of \$5 million was allocated in a recently passed economic development bill by Senator Creem for the schematic design of the Cybersecurity Education and Health and Fitness Center.

*Attorney General Andrea Campbell may be this year's Commencement speaker.

***Student Trustee**

Student Trustee Choi reported the following:

*He has been thinking about building community between the students and administration and had a good meeting with Chief DiBlasi to discuss the interaction between campus police and students. Public Safety hosted an event with pizza for students. Trustee Kahn kindly paid for this event.

*An event for field sobriety testing recently took place in Ashland.

*Student Government Association (SGA) is hosting events in December to help students de-stress during final exams.

SPECIAL REPORT

Strategic Plan

President Podell presented the new Strategic Plan, which the Department of Higher Education will review and vote on in February. The process for revising the current plan has been completed simultaneously with writing the NECHE self-study. Various committees were chaired by an administrator and faculty member, and some included students. The plan will guide our activities over the next five years. Proposals of new initiatives during the budget process must be attached to a specific strategic plan goal. He thanked Vice Presidents Blumberg and Jackson and Associate Dean Williams, members of the NECHE Core Team, for their work on the NECHE report and Strategic Plan.

Vice President Slavin presented the following **Enrollment** objectives:

- *Advance enrollment through targeted and inclusive strategies
- *Leverage new state-wide and local free community college initiatives
- *Promote and expand corporate partnerships and workforce development
- *Expand course offerings by time and modality
- *Develop systems of regular reports on student outcomes

Assistant Provost Maggioni presented the following **Teaching and Learning** objectives:

- *Continuously strengthen pedagogy
- *Support faculty in the classroom
- *Increase online learning and support for it
- *Improve assessment of learning and educational effectiveness
- *Expand opportunities for students to encounter high impact practices (HIPs)

Vice President Jackson presented the following **Academic Programs** objectives:

- *Develop new programs and courses
- *Enhance existing programs
- *Include courses in Spanish and Portuguese in selected existing programs
- *Expand other opportunities for credit and learning

Vice President Blumberg presented the following **Student Experience** objectives:

- *Expand and enhance direct student support
- *Create a stronger support system for non-degree students
- *Improve co-curricular student engagement
- *Enhance and diversify student-centered care and support

Vice President Edward presented the following **Institutional Resources** objectives:

- *Establish a cybersecurity and health and fitness center
- *Increase faculty/staff diversity and inclusion
- *Create a more welcoming, engaging, and inclusive campus environment
- *Diversify sources of revenue
- *Update technology to support student success and institutional efficiency

Trustee Choate noted that the overall goal is to build on what's been working at the College and strengthen it further, increasing enrollment.

MOTION: Trustee Choate moved to approve the Strategic Plan, 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 Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee – YES; Trustee Silva – YES

BOARD COMMITTEE REPORTS

***FINANCE & ADMINISTRATION (F&A)**

Vice President Edward reported the following:

FINANCE ITEMS

FY2025 Budget vs. Actual Comparison Report

At the end of October, MassBay was on target with its budget.

Revenue

On the revenue side, there is a favorable variance of \$127,000. Tuition and fees revenue is better than budget by approximately \$55,000. Tuition remission and waivers is better than budget by approximately \$118,000. The variance is due to the timing of tuition remitted to the state.

Expenses

On the expense side, there are variances due to timing.

MOTION: Trustee Choate moved to approve the Budget vs. Actual Comparison 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 Lish – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee – YES; Trustee Silva – YES

Student Accounts Receivable and Cash & Investment Comparison Reports

There is an increase of \$1.8 million, or 129%, in receivables year over year as of October 30. The increase in receivables can be attributed to the increase in enrollment and students relying on a free community college program to cover their expenses.

Cash Comparison Report

There is \$39.2 million in cash and investments, an increase of \$2.7 million year over year. Cash increased by \$5.6 million during the month of October, primarily due to \$4 million in federal financial aid cash receipts and an additional \$4 million from the state to support free community college programs.

Cash & Investment Position by Month

The chart shows monthly cash balances over the last five years.

Investment Update

As of October 31, the investment balance was approximately \$29.4 million, earning -2.1% during October. As of November 30, the investment balance was approximately \$30.2 million, an increase of \$800,000 for the month and earning 3% during the month. As of yesterday, the balance was \$30.3 million. As of the end of November, year to date return was 14.5%. At the end of October, the return since inception was 16.6%.

Kitchen Renovation Update

Trustees were presented with a report showing the timeline and a budget to actual report through the end of October for the kitchen renovation project. A total of \$15.5 thousand has been spent on design.

Cybersecurity Audit

The state has audited 24 state entities, including seven colleges, on cybersecurity awareness training. MassBay had a completion rate of 50%. None of the 24 entities audited had a completion rate of 100%. The finding, effect, and audit recommendations can be found on page 2 of the report. The completion rate of the sample of employees for colleges can be found on page 27 of the report. MassBay's response to the finding can be found on page 30 of the report.

PERSONNEL ITEMS

Personnel Actions Report

MassBay welcomes two new hires to MassBay: an Administrative Assistant in the Registrar's Office and an Administrative Assistant in the Office of Information Technology. In addition, Reshma Kulkarni transitioned into a new full-time role in the payroll department. Previously, Reshma worked part-time in the same department.

Recruitment Report

There are 21 open positions, starting with 10 open staff positions and 11 open faculty positions. The Admissions Counselor position was recently posted, and a new Search Committee has been confirmed. The Search Committee has been confirmed for the Assistant Coordinator of Engagement, Identity, and Belonging position. The Search Committee is reviewing the pool of applicants for the Associate Director of Institutional Research position. The Search Committee has shortlisted eight first-round candidates for the Associate Director of Marketing position, and interviews have been scheduled.

The following staff positions were recently posted:

- Campus Police Officer
- Director of Student Development
- Financial Aid Assistant
- Institutional Security Officer
- Payroll Manager
- Senior Financial Aid Counselor

The Search Committees for the following faculty positions are actively reviewing the pools of applicants for qualified candidates:

- Associate degree in Nursing (2 positions)
- Engineering

- English

The Search Committees for the following faculty positions have scheduled their first meetings:

- Computer Science
- Math

First-round candidates have been identified for Biotechnology, Business, Cybersecurity, Human Services and Psychology faculty position, and interviews are being scheduled.

***STUDENT SUCCESS**

Committee Chair Silva reported that the November Student Success Committee meeting highlighted experiential learning. The Business and Professional Studies college gave a presentation on its work with the National Association of Black Accountants (NABA), a nonprofit organization that focuses on empowering Black business leaders. MassBay is the only community college with a chapter and has begun mentoring partnerships with Price Waterhouse Cooper and Big Brothers Big Sisters. The Communications department also presented its BayWatch podcast. Putting this podcast together, an experiential, high impact form of learning, gave students valuable experience.

ENROLLMENT REPORT

Vice President Slavin reported spring registration is up 20% in FTE and 17% **in** headcount. Spring applications are up 13%. This past weekend's Open House had the largest number ever of 475 people. A total of 70 students applied that day. Students are learning about the new Framingham campus through tours and events such as Family Fest and a meeting of area high school guidance counselors.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board Chair Kannam reported the following:

*The town of Wellesley has awarded MassBay a bib for the 2025 Boston Marathon, and the College's runner will be Trustee Hidalgo. He will be running to benefit the Basic Needs fund. A link to his fundraising page will be shared.

*A total of \$30,000 for the Basic Needs Fund within the Annual Fund has been raised so far and has also been matched up to \$60,000 by an anonymous donor. The Jacobs Foundation increased its gift for Health Science student scholarships. President Podell provided background on the Jacobs and thanked Dean Davis for her work with them. President Podell also recognized Foundation Board Chair Kannam for her many contributions to MassBay.

Capital Campaign Director Borg reported that MassBay has received \$5 million from the state for the new Cybersecurity Education and Health and Fitness Center which will pay for the schematic design. The Campaign is also working with volunteers and staff on creating committees and materials and securing prospects.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

Chief DiBlasi reported that the September, October, and November 2024, Clery and State Police reports show all zeros.

ADJOURNMENT

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

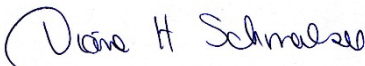
The motion passed via the following roll call vote:

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

The meeting adjourned at 9:28 am.



2/4/25



2/4/25

David Podell, President
MassBay Community College

Date

Diane Schmalensee, Chair
MassBay Board of Trustees

Date