

Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am Tuesday, February 4, 2025, by Webex and YouTube

Trustees Present: Diane Schmalensee (Chair), Tobey Choate, Teddy Choi, Alfonso Hidalgo, Matt Kahn, Sandy Lish, Rebecca Negreli, Ilissa Povich, Gary Prado, Lili Silva, Wendy Vincent

Trustees Kahn and Lish departed the meeting at 8:55 am, and Trustee Prado departed at 9:30 am.

Guests Present: Howie Ferris, MassBay Foundation Board member; Chris Teachout, Foundation Board member

Staff Present: Liz Blumberg, Vice President of Student Development; Karen Britton, Executive Director, Office of the President; Liz Borg, Capital Campaign Director; Colleen Coffey, Executive Director, Corporate Partnerships, Workforce Development, and Community Education; 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; Henry Lopez, Director of End User Services; Mike Lyons, Chief Information Officer; Lisa MacDonald, Associate Dean for Equity Assurance; Sue Maggioni, Assistant Provost; David Podell, President; Hannah Sevan, 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; 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.

INTRODUCTION OF NEW APPOINTED ALUMNA TRUSTEE

Chair Schmalensee welcomed new Appointed Alumna Trustee Rebecca Negreli, a MassBay alumna and former Student Trustee. Trustee Negreli received her Bachelor's and Master's degrees at Tufts University and is currently doing internship and career development management at Vinfen, a non-profit human services company. She is happy to be back on the Board. Chair Schmalensee recognized departing Appointed Alumnus Trustee Pyrtel who was unable to attend today's meeting and will receive a commemorative plaque.

DECEMBER 10, 2024, MINUTES

MOTION: Trustee Choate moved to approve the minutes of the December 10, 2024, 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 Kahn – YES; Trustee Lish – YES; Trustee Negreli - ABSTAINED; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - ABSTAINED

EXECUTIVE REPORTS

President

President Podell reported the following:

*Enrollment is up 771 students from last spring and 53% from the year before, largely attributed to MassEducate and MassReconnect. MassBay is adapting well to a larger number of students on campus.

*The White House issued an executive order that institutions that have diversity, equity, and inclusion (DEI) programs risk losing their federal funding, and then rescinded the executive order two days later. As a state agency, MassBay will take its lead from the state. Secretary of Education Patrick Tutwiler has indicated Massachusetts will continue to focus on serving the residents of the state with a high quality education. At this week's Town Hall, President Podell emphasized that the college community will stay focused on its mission and get through changes at the federal level together. He expressed gratitude to the Board for its support.

*There is much anxiety among the immigrant population at the College and, in particular, among undocumented students and students who have undocumented family members, given the federal government's stated intention to deport undocumented persons. The College has shared with students information about legal resources that are available to them. President Podell instructed employees that, if an ICE agent comes to campus, he or she should be directed to Chief DiBlasi. President Podell noted that FERPA (Family Educational and Rights Privacy Act) is the law of the land and protects the privacy of our students' data.

*LGBTQ, particularly trans, students are also anxious in the current climate and will be supported by the College as well. It is important MassBay not lose sight of its goals and mission.

Student Trustee

Student Trustee Choi reported that he will be focusing on the following items for the spring semester:

*More events like the pizza lunch with Public Safety

*Events for relieving anxiety, to help lessen the stress of whatever may be going on in students' lives.

SPECIAL REPORT - NECHE Self-Study

President Podell reported that MassBay is reaching the culmination of its ten-year New England Commission on Higher Education (NECHE) report submission. The Visiting Team will come to campus on April 6 for a dinner to which Trustees are invited. Trustees are also invited to meet with the team on the morning of April 7. The team will be meeting with members of the college community on April 7 and 8 and sharing their exit report on April 9. Colleges must meet the nine standards NECHE has established. They must be continually adhering to their missions and improving the quality of their services to students. An Interim Report also takes place every five years. Data are reported annually, and sometimes focused reports are required. Reports on substantive changes are required in instances such as the new Framingham campus.

Associate Dean Williams reported that writing the 100-page report has been a long process for the past year. Our response to the nine standards – Mission and Purposes, Planning and Evaluation, Organization and Governance, The Academic Program, Students, Teaching, Learning, and Scholarship, Institutional Resources, Educational Effectiveness, and Integrity, Transparency, and Public Disclosure – include a review of our current status, an appraisal of ourselves, and our projections for improvement. This process has also been coordinated with the College's Strategic Plan. The Visiting Team consists of eight faculty and administrators from peer institutions, and the Chair is from York Community College in Maine. They will visit all three campuses, and a written report will follow the visit. Two members of the Board of Higher Education have been invited to the events on April 6 and April 7. It would be helpful for Trustees to read Standards 1-3 before the visit.

It was noted that, as of now, NECHE has not changed its standards based on the new Presidential administration, and the process of review by peers remains the same.

President Podell reported that MassBay's Self-Study report is in good shape. An administrator at NECHE did a first read, the feedback for which was generally positive, with useful suggestions on which we have followed up.

MOTION: Trustee Choate moved to approve the NECHE Self-Study report, and Trustee Choi 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 Negreli - YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - YES

Board Self-Assessment

President Podell reported that one of the NECHE standards required that Boards do self-assessments and thanked the Trustees for completing a recent survey. Associate Dean Gildae reported the results, with survey items listed from strongest to weakest, followed by responses to open-ended questions. Chair Schmalensee suggested that an ad hoc committee meet to discuss the results and present suggestions at the next Board meeting. Trustees Hidalgo, Lish, Negreli, and Povich volunteered to be part of this ad-hoc committee. Ideas proposed were having Trustees rotate on different committees, including more Student Success Committee items in the full Board agendas, particularly regarding academic programs, and Trustees attending any committee meetings they would like. Trustee Negreli indicated she would like to join the Student Success Committee. Some trustees indicated they would like the Board to meet in person sometimes.

BOARD COMMITTEE REPORTS

***Finance and Administration (F&A)**

Investment Items/Prime Buchholz Meeting Materials

Committee Chair Kahn reported that MassBay is in good financial shape and that the Finance Office is doing a great job. After an initial investment of \$20 million, another \$5 million was added, and \$1.8 million taken in draws from the Prime Buchholz account. MassBay's investments have grown by \$6.8 million, resulting in the current total of \$30 million.

Vice President Edward then reported the following:

FY2025 Budget vs. Actual Comparison Report

As of the end of December, MassBay reported a positive variance of approximately \$500,000, attributed to revenue exceeding the projected budget.

Revenue - On the revenue side, there is a favorable variance of \$674,000. Tuition and fees revenue is better than budget by approximately \$551,000. Tuition Remission & Waivers is better than budget by approximately \$126,000. The variance is due to the timing of tuition remitted to the state. The College needs to remit \$244,000 to the state within the next week.

Expenses - On the expense side, MassBay is trailing the budget by \$155,000 due to the timing of expenses. Salary increases for all full-time employees are up to date.

MOTION: Trustee Choate moved to approve the FY2025 Budget-to-Actual report, and Trustee Lish 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 Negreli - YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - YES

Student Accounts Receivable and Cash & Investment Comparison Reports

-Student Accounts Receivable

There was an increase of \$2,7,000, or 38%, in receivables year over year as of December 31. The increase in receivables can be attributed to the increase in enrollment and students relying on free community college programs to cover their expenses.

-Cash and Investments Comparison Report

There is \$36.5 million in cash and investments, an increase of \$517,000 year over year.

Cash Position by Month

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

Kitchen Project

A total of \$95,000 has been spent so far on the design for the kitchen project. A timeline is included in the binder.

Approval of Fees for Non-credit Programs

President Podell reported many colleges offer continuing (i.e., non-credit) education in addition to credit bearing programs, and MassBay's is mostly focused on Workforce Development and skills needed for jobs, including Certified Nursing Assistant and ESL. Some of the courses are covered by state grants or philanthropy, but in some instances students have to pay the fees themselves. Students do not have to be matriculated to take these courses. Demand has increased significantly since the opening of the new Framingham campus, from the hundreds to the thousands, much in part to Executive Director Coffey who has brought the program to a higher level.

MOTION: Trustee Silva moved to approve the fees for non-credit programs, and Trustee Hidalgo 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 Negreli - YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - YES

Personnel Items

Personnel Actions Report

Shawn Ayala has been hired as Director of Student Development. In addition, four employees are in new roles, including three in Human Resources & Payroll and one in the Office of Information Technology.

Recruitment Report

There are currently 33 open positions, including 20 staff and 13 faculty.

***Nominations and Bylaws**

Committee Chair Povich reported that the Nominations and Bylaws Committee approved an amendment to the Bylaws allowing the Board to designate prior Board Chairpersons as Chair Emerita/us.

MOTION: Trustee Vincent moved to approve the amendment to the Bylaws adding a Chair Emerita/us position to the Bylaws, and Trustee Lish 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 Negreli - YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Schmalensee – ABSTAINED; Trustee Silva – YES; Trustee Vincent - YES

SABBATICAL REQUEST

Vice President Jackson reported that Professor Heidi Getchell-Bastien has requested her first sabbatical for Fall 2025 to research and create open educational resources (OER) for her *Civil Rights and Civil Liberties* course. These OERs will be aligned with learning objectives of the course and save students much money. The request was approved by the Sabbatical Committee and President Podell.

MOTION: Trustee Choate moved to approve the sabbatical request for the Fall 2025 semester for Professor Getchell-Bastien, and Trustee Hidalgo seconded the motion.

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

ENROLLMENT REPORT

Vice President Slavin reported that enrollment for spring semester is up over 20% in FTEs and 18% in headcount. Admissions is focusing on recruiting for the summer and fall semesters. Summer registration opens on March 3, and Fall on April 7. Information sessions on academic programs and financial aid are being offered. Spring Open House will be on May 3, and over 500 attendees are expected. It was noted that, out of 6000 students, 4800 are enrolled in credit-bearing courses and 1200 are enrolled in non-credit courses, which represents a large increase in non-credit enrollment.

FOUNDATION & CAPITAL CAMPAIGN REPORTS

Foundation Board member Ferris reported the following:

*New Foundation Board member Chris Teachout is attending today's meeting to learn more about the College. He is a MassBay alumnus and Vice President of Business Development at Dedham Savings Bank. He will be part of the Fundraising Committee and a big supporter of the Auto Show.

*Trustee Hidalgo is running the Boston Marathon on behalf of MassBay. His fundraising page is now live, and any support is appreciated.

*A total of \$149,000 in scholarships has been awarded to 242 students, which is an increase of \$50,000 from last spring due to new scholarships and increased gifts by donors. This is an increase from 34% to 50% of the applicants being awarded, but there is more work to be done.

Capital Campaign Director Borg reported the following:

*The Campaign Team is working on the next campaign to support the new Cyber Education/Health and Wellness Center, developing materials to share with prospective donors, including a brochure, photos, and testimonials, as well as putting together prospect lists of individuals, corporations, and foundations.

*Top corporate, foundation, and individual donors from the last campaign are being contacted with developments, such as the \$5 million appropriation for schematic design and significant capital funding from the state.

President Podell reported that Governor Healy is promoting a \$2.5 billion capital bill to cover decarbonization of college buildings, deferred maintenance, and public-private partnerships, the last of which could augment funding for the new building.

ADJOURNMENT

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

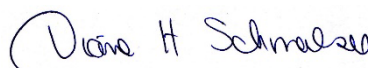
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The meeting adjourned at 9:25 am.



3/4/25



3/4/25

David Podell, President
MassBay Community College

Date

Diane Schmalensee, Chair
MassBay Board of Trustees

Date



START HERE • GO ANYWHERE



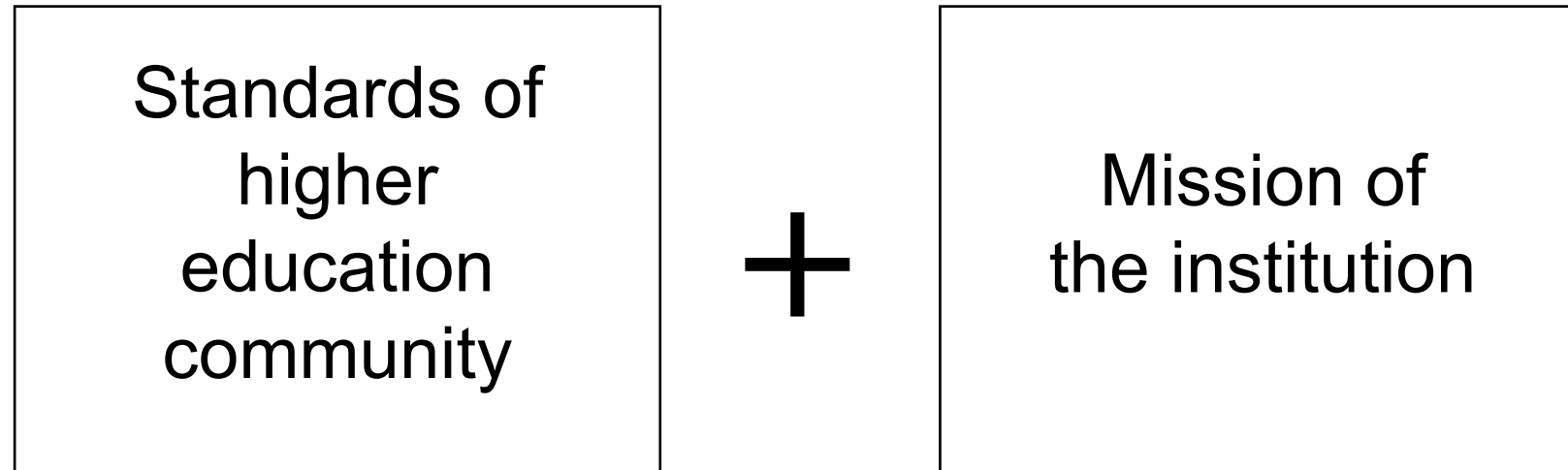
NECHE Self-Study

February 4, 2025

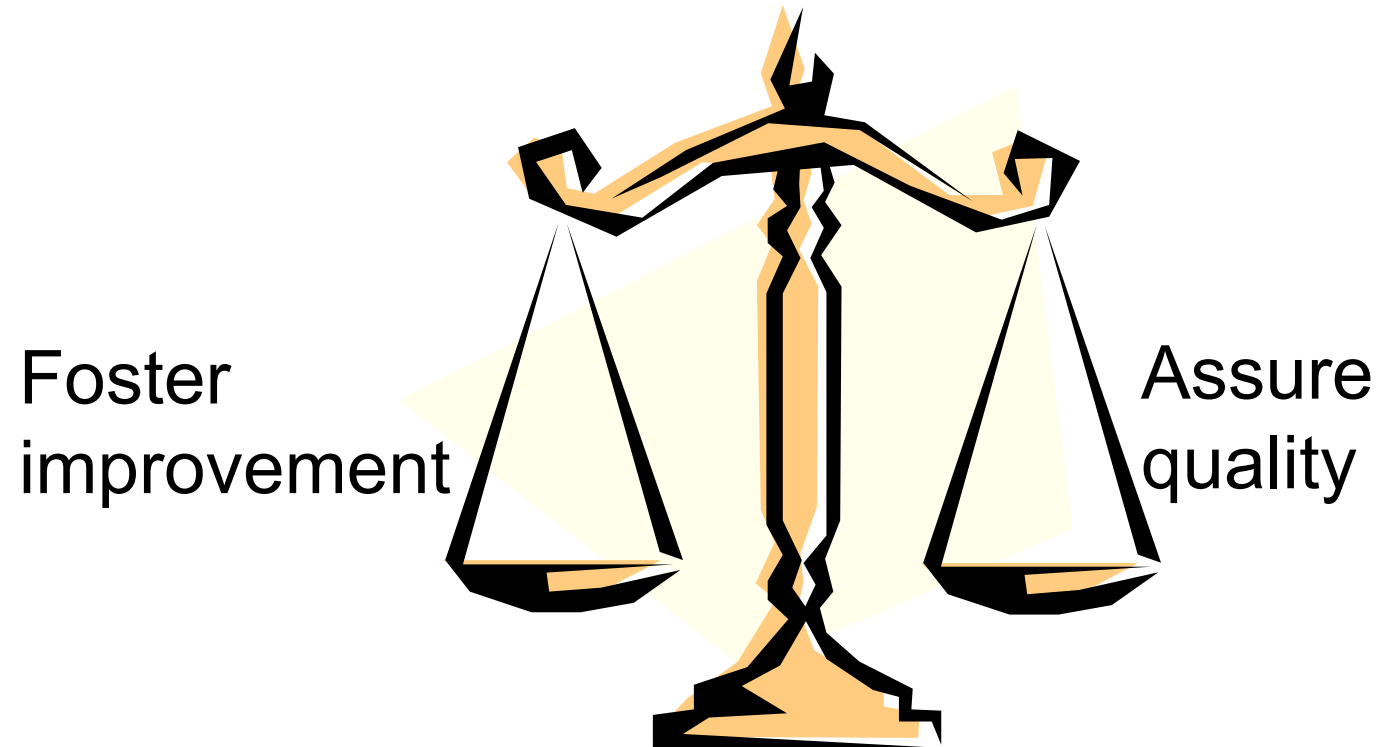
Accreditation is

- A status granted to an educational institution or a program that has been found to meet or exceed stated criteria of educational quality
- In our case, the New England Commission on Higher Education (NECHE), formerly NEASC
- Accreditation is necessary for a college to give federal financial aid

Accreditation = Standards + Mission



Dual Purposes of Accreditation



Periodic Review of Institutions

- Full self-study for re-accreditation every 10 years
- Interim report at 5th year mark
- Progress reports
- Focused evaluation
- Annual report
- Substantive changes (e.g., our new building)

The Self-Study

Process: Studying the institution against the standards

- Strengthen the culture of inquiry
- Using evidence
- Community reflecting together

Product: The Self-Study Report: 100 pages

- Description: How do we meet the standards?
- Appraisal: How well do we meet the standards?
- Projection: What are our plans for improvement?

Standards for Accreditation

1. Mission and Purposes
2. Planning and Evaluation
3. Organization and Governance
4. The Academic Program
5. Students
6. Teaching, Learning, and Scholarship
7. Institutional Resources
8. Educational Effectiveness
9. Integrity, Transparency, and Public Disclosure

Standards were adopted in 2016 and underwent a mid-course review in 2020.

Team Visit – April 6-9, 2025

Who are they?

- 6-10 trained faculty and administrators
- Peer and aspirant institutions
- No conflict of interest

What do they do?

- 3-day campus visit, meetings
- Review evidence on-site
- Visit a sample of off-campus locations
- Open meetings

What are their roles?

- Validate self-study
- “Eyes and ears” of Commission

What do they produce?

- Exit report of principal findings
- Team report
- Confidential recommendation

Board Participation

- Sunday, April 6th – dinner on the Wellesley Hills Campus at 6pm (Atrium)
- Monday, April 7th – morning meeting, location tbd
- Two members of the Massachusetts Board of Higher Education are invited to these events.
- Trustees may want to re-read Standards 1-3 in advance of these events.