

Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am Tuesday, September 16, 2025, by Webex

Trustees Present: Ilissa Povich (Chair), Tobey Choate, Alfonso Hidalgo, Mahanaz Jatoi, Matt Kahn, Sandy Lish, Rebecca Negreli, Gary Prado, Lili Silva

Chair Povich joined the meeting at 8:20 am, Trustee Kahn departed the meeting at 9:45 am, and Trustee Lish departed the meeting at 9:50 am.

Trustees Not Present: Diane Schmalensee

Guests Present: Deb Crandall, Health Sciences faculty; Mike Feloney, DCAMM; Denise Pruitt, Health Sciences faculty; Gina Yarbrough, General Counsel

Staff Present: Yvonne Anthony, Senior Director of Grants Development; Liz Borg, Capital Campaign Director; Liz Blumberg, Vice President for Student Development; Karen Britton, Executive Director, Office of the President; 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; Deb Grady, Executive Assistant to the Vice President for Finance and Administration; Courtney Jackson, Vice President for Academic Affairs and Provost; Nina Keery, Dean of Humanities and Social Sciences; Mike Lyons, Assistant Vice President and Chief Information Officer; Lisa MacDonald, Associate Dean for Equity Assurance; Sue Maggioni, Assistant Provost; Alison McCarty, Associate Dean of Admissions; Lynn Moore, Chief Unity Officer; Adam Nelson, Assistant Dean of Athletics and Special Assistant to the President for Community Relations; Nhon Phan, EDP Systems Analyst; Dan Pace, Assistant Vice President of Human Resources; David Podell, President; 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

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

INTRODUCTION OF NEW STUDENT TRUSTEE MAHANAZ JATOI

Chair Povich welcomed new Student Trustee Jatoi whose biography was included in the binder.

JUNE 17, 2025, MEETING MINUTES

MOTION: Trustee Choate moved to approve the minutes of the June 17, 2025, meeting, and Trustee Negreli seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Jatoi - ABSTAINED; Trustee Kahn – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Prado – ABSTAINED; Trustee Silva – YES

EXECUTIVE REPORTS

Board Chair

Chair Povich reported that the Board will review MassBay’s Mission Statement every September and should be mindful of it in deliberations. She also reported that, for the most part, the Board will receive written reports from the Foundation Board this year. A Foundation Board member will likely attend a few meetings.

President

President Podell reported the following:

*Congratulations to Trustee Prado for being named one of the 2025 ALX 100 Exceptional Latino Leaders working across Massachusetts. Trustee Prado was listed in this Sunday's Boston Globe Magazine.

*Fall semester has begun with the cafeteria, classes, and parking lot full. FTE enrollment is up 16% for the third year in a row, with 605 more students. He thanked the staff and faculty for helping to make the start of the semester so successful.

*A successful transition to the E-bookstore has been made. Although there was a problem with the vendor who was supposed to sell supplies, the team pivoted quickly and MassBay served as its own vendor for supplies.

*With the increase in students, more applications for food and transportation scholarships have been received.

*Federal funds for DEI training grants were terminated early by the federal government, but the College was near the end of the grants and had spent most of the funds and as a result did not lose much money.

Student Trustee

Student Trustee Jatoi reported the past few weeks have been very welcoming for both new and returning students. During Opening Week, free food was provided in the morning, afternoon, and evening, which helped create a sense of community and ease the transition back to campus. Students also enjoyed a Spin-to-Win challenge, where they received MassBay “swag” that boosted school spirit. Campus energy has been high, with the parking lot consistently full, and faculty and staff were seen across campus helping students find their way to class, which was appreciated by new students. During the first week of classes, the Add/Drop period brought long lines outside the Advising Office, but Peer Mentors and Orientation Leaders played an important role in supporting faculty, helping to manage the flow of students and making the process more efficient. Their effort and hard work were not only impactful but also recognized and appreciated by faculty. While MassBay currently does not have a physical bookstore or cafeteria, the College has been very accommodating by offering free stationery and food, which was especially helpful for evening students who come directly from work. Overall, the start of this semester has been marked by a welcoming atmosphere, accessible resources, and strong faculty and staff support, making students feel that MassBay is not only a place for academics but also a community that cares for their success and well-being. She thanked the Trustees giving her the opportunity to share her update and looks forward to continuing to represent the voices of the student body.

BOARD CONSIDERATION OF DISPOSAL OF SURPLUS LAND FOR HOUSING DEVELOPMENT

President Podell reported that when he first arrived at MassBay it was clear that a new Recreation Center was needed. However, as the city of Framingham was not renewing the Farley School lease, he had to focus on replacing this building first. Once the new Center for Health Sciences, Early Childhood, and Human Services was completed, he could turn his focus to a new Cybersecurity Education, Health and Wellness Center, which will also house the state’s only Cybersecurity Associate’s degree and the Institute for Trauma, Adversity, and Resilience in Higher Education. Additional space is needed for the Biology labs, which support Health Sciences and STEM programs, as well; new labs could be created in the space currently occupied by the Cybersecurity Program. To fund a new building, the Commissioner of DCAMM suggested selling off MassBay’s land at 40 Oakland St, given Governor Healey’s focus on providing more affordable housing in the state.

By law, the College may proceed with the plan as outlined, provided the Board does not disagree with the determination about surplus land. The Trustees have received a letter explaining the circumstances and can express disapproval. Trustee Negreli asked about a study on impact of traffic, and President Podell reported one has not yet taken place. He noted that a total of 41% of MassBay courses are online now, and in addition

some employees are working more often remotely. When asked about the possibility of borrowing funds, he noted that the College cannot incur debt from a private bank but can borrow through the Massachusetts State College Building Authority (MSCBA). However, this would place a significant burden on the College's operating budget for the next 20 or 30 years. President Podell is keeping the community engaged. Most of the residents' objections have to do with traffic, the environment, crowding schools, and the greenery of the area. Mr. Feloney indicated that the term better reads the "disposition" versus "disposal" of land. President Podell stressed that the College wants to be a good neighbor.

MOTION: Trustee Hidalgo moved that the Board of Trustees concur with the determination by President David Podell and approved by Commissioner of Higher Education, Dr. Noe Ortega, that the property located at 40 Oakland Street, owned by the Commonwealth, under the care and control of Massachusetts Bay Community College, is surplus to the current and foreseeable needs of the College. Trustee Prado seconded the motion.

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

COMMITTEE UPDATES

Finance and Administration

Trustee Kahn stated that MassBay's finances are in good shape and turned over the report to Vice President Edward, who reported the following:

FY2025 Budget vs. Actual Comparison Report

MassBay ended fiscal year 2025 with a surplus of \$650,000, outperforming the projected budget for both revenue and expenses. The two main sources of revenue are tuition and fees and the state appropriation. Tuition and Fees surpassed the budget by \$773,000 due to a nearly 20% growth in enrollment compared to budgeted growth of 16%. The state appropriation surpassed the budget by \$79,000 due to higher reimbursements for collective bargaining increases and formula funding exceeding expectations. Non-credit course fees grew 74% over the prior year, driven by high demand in the top three programs. Tuition Remission and Waivers exceeded the budget by \$673,000, due to increased tuition remission to the state, fraudulent student account write-offs, and more participation in free community college by employees and their families. Contracts, Commissions, and Other Revenues were \$97,000 below budget, mainly from lower interpreter cost reimbursements

On the expense side, Permanent Staff expenses showed a favorable variance of \$408,000, largely due to a free community college grant in the amount of \$575,000 received from the state at fiscal year-end, which also benefited the local fringe line. Adjunct Faculty costs were \$502,000 over budget because of higher enrollment. Administrative Expenses had a \$570,000 favorable variance from contingency fund reallocations to other expense lines and a \$100,000 year-end state grant. The Information Technology line had an unfavorable variance of \$333,000 due to prepayment of FY2026 expenses, while the Capital Budget saw a \$321,000 favorable variance as no bids were received for a signage project at the Framingham campus.

MOTION: Trustee Hidalgo moved to approve the FY2025 Budget vs. Actual Comparison Report, and Trustee Choate seconded the motion.

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

FY2026 Budget Update and Discussion

The revised budget will be finalized within the coming weeks. When the Board approved the provisional FY 2026 budget in June, both the state appropriation and fall enrollment figures were not known. A revised budget will be submitted in October and will be slightly higher than the provisional budget. Increased revenue from both tuition and fees as well as the state appropriation are projected. The initial tuition and fees budget was based on a 5% increase in enrollment; however, actual fall enrollment experienced double-digit growth. The state appropriation will show a modest increase.

Investments, Cash & Student Accounts Receivable Comparison

The investment balance was \$31,974,000 as of the end of August. The investments gained 2.4% in the month of August. The current balance is \$32,599,000, an increase of \$625,000, or 2%, in the month of September thus far. The cash balance was \$5,648,000 as of the end of August, an increase of \$1,276,000 compared to the prior month. The current cash balance is \$10,507,000. The receivable balance was \$12,229,000 as of the end of August. Receivables increased by \$355,000 compared to the prior month. The increase is due to an increase in enrollment and students waiting on free community college programs to cover their expenses.

Cash & Investment Position by Month

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

Contracts Report

There is one contract to report in the amount of \$3,564,000 related to the kitchen renovations. Seaver Construction was the lowest bidder. This contract is locally funded.

Kitchen Renovation Update

A bid protest resulted in a one-month delay for the kitchen renovation project. The protest was resolved in MassBay's favor. The updated completion date is the end of March, 2026, and \$235,000 has been spent on the project so far.

Personnel Items

Associate Vice President Pace reported the following:

Personnel Actions Report

Eight new employees have joined MassBay, and twelve employees have transitioned into new roles, either part-time to full-time or promotions.

Recruitment Report

There are currently 17 open positions at the College. The search for the position in Biotechnology has been suspended as there have been no viable candidates.

2024-2025 Presidential Evaluation

Committee Chair Lish reported that every year the Board must complete a thorough evaluation of President Podell. As in the past, a survey was sent to the Trustees and internal and external constituencies and analyzed by Trustee Schmalensee. President Podell once again has received an outstanding evaluation and continues to do much for the community. She thanked Chair Povich for writing the cover letter.

MOTION: Trustee Lish moved that the Board of Trustees recommends that President Podell receive all allowable increases for presidents as determined by the Board of Higher Education, including but not limited to merit, cost of living, and/or equity increases, in acknowledgment of the President's leadership and performance as reflected in his annual evaluation, and Trustee Hidalgo seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Jatoi – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Silva – YES

Student Success and Academic Affairs

Committee Chair Silva reported that two new programs were presented at the June Student Success and Academic Affairs Committee meeting. Overviews were provided on the Associate of Science in General Studies with a concentration in Health and Associate's Degree in Diagnostic Medical Sonography by Dean Davis and Health Sciences Professors Pruitt and Crandall.

Associate of Science in General Studies with a Concentration in Health

Dean Davis pointed out the Regional Workforce needs in the Health Sciences, most of which are offered by MassBay. The new Concentration in Health will allow students to prepare for entry into a health-related program. It includes the course HL109 Health Career Exploration, which helps students understand various career possibilities. Dean Davis explained that students can move from concentration into a specialized program, such as Medical Assistant and Surgical Technology. If approved, the program would begin in Spring 2026

MOTION: Trustee Choate moved to approve the Associate of Science in General Studies with a concentration in Health, and Trustee Prado seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Jatoi – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Silva – YES

Associate's Degree in Diagnostic Medical Sonography

Dean Davis referred to the current Strategic Plan (2024-2028), stating that MassBay must keep current by addressing needs in the region and developing new programs. Professor Crandall described the sonographer career path and noted that this program can follow participation in the Radiological Technology program. She reviewed the curriculum and also regional workforce development needs, including wage data. This program will ultimately need accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). It would begin in Fall 2026.

MOTION: Trustee Choate moved to approve the Associate's Degree in Diagnostic Medical Sonography, and Trustee Prado seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Jatoi – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Povich – YES; Trustee Prado – YES; Trustee Silva – YES

ENROLLMENT REPORT

Vice President Slavin reported that fall classes began on September 2. With the Add/Drop period ending yesterday, student enrollment is largely finalized, except for our upcoming 8-week Session II, which begins in late October. She showed a graph with the following information:

Enrollment Growth Highlights:

- *Headcount is up 12.8% compared to last year, totaling 581 students.
- *Full-Time Equivalent (FTE) enrollment is up 16.0%.
- *Compared to Fall 2023, headcount has increased by 30%.
- *Compared to Fall 2022, there has been a 50% jump in headcount.
- *The Free Community College initiative continues to be a powerful draw for students, contributing significantly to this upward trend.

Enrollment Insights:

- *All academic divisions experienced growth.
- *Guest student (non-matriculated) enrollment declined by 8.4%, which aligns with the eligibility criteria for Free Community College, which is only available to students pursuing a degree or certificate.
- *Part-time enrollment stands at 68%, down slightly from 69% last year. This part-time/full-time split has been consistent in recent years, though it was closer to 60% fifteen years ago.
- Over 40% of students are receiving MassEducate or MassReconnect funding, key drivers of our continued enrollment surge.

Historical Enrollment Trends: a 15-year enrollment graph, tracking headcount and FTE from Fall 2010 to Fall 2025, was presented.

- *Our peak enrollment occurred in Fall 2010 with 5,543 students, followed by several years above 5,000, largely influenced by the 2008 recession.
- *A gradual decline began in Fall 2015, bottoming out in Fall 2021 during the COVID-19 pandemic with an all-time low of 3,425 students.
- *Since the launch of MassReconnect in 2023 and MassEducate in 2024, we have seen consistent double-digit growth, bringing enrollment back above 5,000. These are levels not seen since 2014.

DASHBOARD REPORT

Assistant Dean Gildae reported that this month's update includes updated data in sections 3, 5 and 7.

Retention and Student Success – Figure 3.1 has been updated to include Fall 2024 to Spring 2025. The rates increased for both full- and part-time students, with a larger increase among part-time students.

Academics – All figures in section 5 were updated with academic year 2024-2025 data. Figure 5.1 shows that in the most recent academic year the percentage of class sections taught by full-time faculty remained close to the prior year at 46%. The division breakdown of this same metric is shown in Figure 5.3 with a range from 100% in Automotive Technology to 39% in Humanities and Social Sciences in the most recent academic year. Figure 5.2 reflects the increase in percentage of class sections that were offered in an online format, up to 41% (+3% from the prior academic year). The average section sizes by division are shown in Figure 5.4 and range from 12.4 in Automotive Technology to 18.9 in the STEM division.

Finance, Grants & Fundraising – Figure 7.5 shows that the total dollar amounts of MassBay Foundation

scholarships awarded in FY 2025 increased and were distributed between part-time and full-time students at a similar rate to the prior fiscal year. Figure 7.6 shows both an increase in revenue generated compared to the prior fiscal year, and that funds from student tuition and from contracts both increased in comparison as well. FY2025 marks the second year in a row of substantial increases in revenue for the College from Corporate Partnerships and Workforce Development (CPWD).

CAPITAL CAMPAIGN REPORT

Capital Campaign Director Borg reported the campaign team is recruiting members for the Advisory and Steering Committees for the new Cybersecurity Education, Health & Wellness Center. Awareness events are being developed with volunteers, and the summer was busy with meetings and tours of both the Wellesley and Framingham campuses. There is tremendous enthusiasm for what MassBay is accomplishing.

REPORTS FROM PUBLIC SAFETY

June, July, and August 2025, Clery & National Incident Based Reporting System (NIBRS) Reports

Chief DiBlasi reported that the Public Safety reports from June, July, and August showed all zeros.

Upcoming Events

Chair Povich announced the following upcoming events:

***Professional Development Day – September 24 at the Wellesley campus**

***Mobile Market – October 8 10:30 am -12:30 pm**

***Massachusetts Governance Leadership Institute - November 7 in Worcester (Holy Cross)**

Chair Povich reported that this Institute is an excellent professional development opportunity, reviewing the roles and responsibilities of a public board, which differ in some ways from a private board, as well as fiduciary responsibilities. She found it very worthwhile last year and encourages Trustees to sign up this year. She and President Podell are both attending.

ADJOURNMENT

MOTION: Trustee Prado moved to adjourn the meeting, and Trustee Hidalgo seconded the motion.

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

The meeting adjourned at 9:59 am.



10/18/25



10/18/25

David Podell, President
MassBay Community College

Date

Ilissa Povich, Chair
MassBay Board of Trustees

Date

ITEMS IN BINDER AND/OR PRESENTED AT MEETING

*Mahanaz Jatoi Biography

*June 17, 2025, Meeting Minutes

- *MassBay Mission Statement
- *Foundation Board Report
- *Board Consideration of Disposal of Surplus Land for Housing Development
- *FY2025 Budget vs. Actual Comparison Report

- *Investments, Cash & Student Accounts Receivable Comparison
- *Cash & Investment Position by Month
- *Contracts Report
- *Kitchen Renovation Update
- *Personnel Actions and Recruitment Reports
- *2024/2025 Presidential Evaluation (separate attachment)
- *Associate of Science in General Studies with a concentration in Health
- *Associate's Degree in Diagnostic Medical Sonography
- *Dashboard
- *Reports from Public Safety