Massachusetts Bay Community College Board of Trustees

Minutes of the October 7, 2015 Board of Trustees’ Special Meeting – Wellesley Hills Campus

Acting Chair Peisch called for a moment of silence in remembrance of victims of the tragedy at Umpqua Community College.


Staff members present: Yves Salomon-Fernandez, Interim President, Lynn Hunter, Academic Affairs Vice President, Kathleen Kirleis, Vice President for Finance & Administrative Services; Robin Nelson-Bailey, Vice President of Human Resources, Employee Relations and Compliance & Affirmative Action Officer; Eileen Gerenz, Comptroller, Robert O’Connell, Professor; Karen Britton, Executive Assistant; and Deborah Georgopoulos, Staff Associate.

CALL TO ORDER AND INTRODUCTIONS: After establishing quorum, Interim Chair Tom Peisch called the meeting to order at 8:00AM

REVIEW AND APPROVAL OF MINUTES – Interim Chair Peisch asked for the review of the prior meeting minutes for September 18, 2015 (Item 1). Corrections were noted. Trustee Der recommend names be recorded on votes that are not unanimous.

MOTION: Trustee Peisch made the motion to approve the minutes of the September 18, 2015 Board of Trustees’ meeting as amended and Trustee Beville seconded. The motion passed unanimously.

DELEGATION OF AUTHORITY TO APPROVE THE FINANCIAL AUDIT (Item 2)

The audited Financial Statement must be submitted to the state by October 15, 2015. As a result of new GASB regulations that require information from the state, the Financial Audit is not yet complete. All the Community Colleges are facing the same challenge. Vice President Kirleis will forward the Financials to the Board as soon as they are available, but no later than the evening of October 14. Due to the short turn-around time, and conflicting schedules, the Trustees are being requested to authorize the Finance, Compliance, Personnel and Audit Committee to review and approve the Financial Audit for Fiscal Year 2015. The Auditors will attend to present the Financials at a Special Meeting of the FCP&A which has been scheduled on October 15, 2015, the same day it is due to the state. It was noted that this is an exception for this fiscal year and in the future the Financial Audit will be reviewed and approved by the full Board of Trustees.

MOTION: Trustee Der made the motion to delegate authority to the Finance, Compliance, Personnel and Audit Committee to review and approve the FY15 Financial Audit. Trustee Beville seconded. The motion was unanimously approved.
STATE AUDIT NOTICE (Item 3)

Interim President Yves Salomon-Fernandez reported the College received notification that the State Auditor’s Office would be conducting an audit of MassBay Community College, scheduled to begin in October. The Auditors are scheduled to meet with Interim President Salomon-Fernandez, Vice President Kirleis and Comptroller Gerenz next week. It is anticipated the audit will take approximately three months. The audit will present a challenge given the College is currently short-staffed, including the absence of an Assistant Controller and an Intuitional Researcher. Additionally, the College has systems and procedures that need to be improved. It was noted the State Audit is different from a financial audit. The State has requested documentation regarding equipment, credit cards, IT security, Clery reporting, etc. Quinsigamond and Mount Wachusett have recently undergone audits and Vice President Kirleis has been in communication with her counterparts for any advice or guidance they can provide.

The College is also being audited by the Department of Labor regarding a grant. MassBay is one of five institutions undergoing this audit. It was noted that these audits will be impacted by staffing shortages. Vice President Kirleis noted that staffing is not the only problem; in addition non-existent or unproductive systems and procedures affect the quality and timeliness of work.

GAINFUL EMPLOYMENT UPDATE

The report requires employment data for students completing certificate programs who received Financial Aid. Interim President Salomon-Fernandez reported that MassBay is up to date in terms of current filing and the FISAP Report. However, data was inaccurate or incomplete on the previous Gainful Employment filing and the College anticipates completion by next week. At present the College has been prohibited from having financial aid approved for any new programs.

BUDGET UPDATE

All areas of the College are working on reducing their budgets. Almost all out of state travel has been eliminated. Admissions and Marketing are not reducing but reallocating funds. In response to NEASC concerns, Professional Development funds for faculty will not be eliminated, but will be reduced. Vice President Hunter is working with the Deans to look at course/section enrollment and attempt to reduce Adjunct budget. A revised budget will be provided to the Board in November.

COMMITTEE APPOINTMENTS – Referencing the Trustee By-laws, Interim Chair Peisch announced the following Committee appointments:

- **STANDING COMMITTEES** (By-laws, par. J-1)
  (Peisch is an ex officio member of all three standing committees.)

  - Finance, Compliance, Personnel, and Audit
    Ken Der, Chair (ex officio by virtue of being elected vice-chair)
    Jamie Hoagg, Dan Juliani, Tom Dretler
  - Student Success, Academic Programs, and Facilities
    Sylvia Beville, Chair; Katherine Tonelli, Lyris Bauduy- Liautaud, Dan Juliani
• By-laws
  Jamie Hoagg, Chair; Emmett Price, Sylvia Beville, Lyris Bauduy-Liataud

• AD HOC COMMITTEES (By-laws, par J-2)

  • Presidential Search
    Emmett Price, Chair; Sylvia Beville, Vice Chair; Tom Dretler, Ken Der, Amanda Cataldo
    (student designee), Tom Peisch

  • Executive Evaluation
    Tom Dretler, Chair; Emmett Price, Katherine Tonelli, Ken Der, Tom Peisch

The Board requests the topic of Committee Appointments and Board vacancies be included in the Agenda
for the Trustee Retreat. The importance of having a Board with complementary strengths was
emphasized. Additionally, the Trustees wish to discuss Trustee evaluation and gubernatorial
appointments.

The Trustee Retreat will be rescheduled at a time when the largest majority of Board Members are
available.

PRESIDENTIAL SEARCH

Emmett Price requested a Special Meeting be called to approve the budget for the Presidential Search.
Trustee Price was able to negotiate the costs down to a total of $30,000 by proposing the use of
technology to conduct interviews. ($25K for Search Firm, $3K for non-fixed expenses, $2K cushion)

Show of hands indicated a quorum could be present on October 9, 2015 at 5:00 p.m. Special Meeting
notice will be distributed and posted.

ADJOURNMENT

Trustee Ken Der moved to adjourn the meeting. Trustee Katherine Tonnelli seconded.

Meeting adjourned at 9:10 a.m.

Yves Salomon-Fernandez
Interim President

Thomas E. Peisch
Acting Chair

1/27/16