Minutes of the January 26, 2016 Board of Trustees’ Meeting – Wellesley Hills Campus

Board members present: Sylvia Beville, Lyris Bauduy-Liautaud, Ken Der, Jamie Hoag, Dan Juliani, Tom Peisch, Emmett Price, Diane Schmalensee, and Katherine Tonelli.

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; Mary Shia, Vice President for Institutional Advancement and Alumni; and Karen Britton, Assistant to the President; and Deborah Georgopoulos, Staff Associate.

Patti-Ann Collins, Director of Nursing; Jim Grenier, Director of Online Education; Eileen Gerenz, Controller; Chitra Javdekar, Dean, Stem Division; Jennifer Jefferson, Director Academic Achievement Center; Lisa Bacon, Associate Director of Human Resources; Liz Blumberg, Dean of Students, Lisa Slavin, Assistant Vice President of Enrollment Management; Linda Grisham, Executive Director of the Center for Teaching & Learning; Chris La Barbera, Dean Humanities and Social Sciences; Lee Koh, Director of Marketing/Communications; Lynn Davis, Dean of Health Sciences, Dana Thomas, Program Chair Surgical Technology & Central Processing; Sue Maggioni, Dean of Business & Professional Studies.

CALL TO ORDER AND INTRODUCTIONS: After establishing quorum, Chair Peisch called the meeting to order at 8:00 a.m.

Review and Approval of Minutes – Chair Peisch asked for the review of the prior meeting minutes for November 24, 2015 (Item 1).

Typographical corrections were noted.

MOTION: Trustee Beville made the motion to approve the minutes of the November 24, 2015 Board of Trustees’ meeting as amended and Trustee Juliani seconded. The motion passed unanimously.

Review Retreat Summary – For information. No motions were made nor actions taken. There were no comments noted by the Board and the Trustees accepted the report.

BOARD COMMITTEE REPORTS

Noting that the Finance, Compliance, Personnel & Audit Committee scheduled for January 19, 2016 was cancelled, Committee Chair Ken Der requested brief reports on the agenda items.
Finance Items

- **Budget v. Actual with Projection**
  Vice President Kirleis reported that this report is being submitted in response to the Board retreat. It is being presented for format only with the projection presently showing what would happen if the College finished the year on budget. It is not anticipated that this will be the actual outcome. The College does not have past records for this type of analysis, so they will need to be developed. It was suggested the variances be bracketed for clarification.

- **Procurement Dollar Threshold Policy**
  Vice President Kirleis recommended the Board adopt the recommendation of the Interim President’s memo dated 1/19/16 increasing the dollar threshold from $25,000 to $35,000. The College’s current policy mirrors MGL Chapter 30B and the Commonwealth recently raised its dollar limits in MGL Ch. 30B from $25,000 to $35,000 and it is recommended that the Board increase the College’s purchasing threshold for bids to $35,000. Trustee Der clarified that this would alter our bidding practices to align with the state. This action provides guidance for when specifically to bid or not to bid. A system of checks and balances will be reviewed.

  **MOTION:** Trustee Ken Der made a motion to recommend the Board of Trustees approve the dollar thresholds for the procurement of goods and services as recommended in the memorandum from the Interim President dated January 19, 2016. Trustee Dan Juliani seconded, and the motion passed unanimously.

**DASHBOARD** - It was noted that 1,000 students went to intercept, but 412 are in collections. Vice President Kirleis clarified students in intercept already went through collections. FY16 goal reflected on the Dashboard will be annual budget that the Trustees adopted. Goals for FY16 salary expenses are not presently available. It was recommended that the Dashboard be broadened to include student and faculty satisfaction. Interim President Salomon-Fernandez noted that the College has already developed student satisfaction report and can look into establishing measures for faculty satisfaction.

- **Quarterly Reports as of December 31, 2015**
  Student Accounts Receivable Report (*Item 3e*) – Vice President Kirleis reported that the Accounts Receivable balance has decreased. This is one of the reports that are moving to quarterly reporting. The remaining reports will be presented at the next Board Meeting.

- **Progress on Program Cost** – Program cost was discussed at retreat, and Vice Presidents Kirleis and Hunter are reviewing the programs to make sure programs have value to our mission. The Academic Master Plan will help to clarify, but Vice President Kirleis noted that the technology to produce the requested information is not available. The number of programs is inconsistent, and consulting help to ensure the programs are accurate and current may be requested. The process has already been completed with certificate programs in response to the Gainful Employment requirement. Institutional Research updates the Department of Higher Education annually, and the Student Success Committee has the correct information.
Compliance Items
State Auditor’s Report Update – Interim President Salomon-Fernandez reported that a meeting has been scheduled for a debriefing before the report is made public. The auditor has identified a number of material deficiencies, including asset tracking, which is also cited in the Inspector General’s report. This is an area that requires attention by the staff.

Personnel Items
Vice President Robin Nelson-Bailey reviewed the Personnel Report which lists employees who have come onboard, left, or change of titles. Departed employees do not appear on report until they are off payroll. A Recruitment Report has been developed and included as an informational item. The Interim President has charged HR with expediting the hiring process. This report will help identify reasons the process may stall, (i.e. failed searched, incomplete paperwork, etc.) and provide accountability.

BOARD REPORTS

- **Student Success, Academic Affairs and Facilities Committee**
  Committee Chair Sylvia Beville reported that the first meeting was an organizational meeting. A change in the name of the Committee is recommended for consideration to reflect reassignment of the facilities portion to the Finance, Compliance, Personnel and Audit Committee. The primary topics the committee will address are student success metrics and understanding process for new programs. The ultimate intent is to come back to full board with description and any suggestions they may have.

- **Presidential Search Committee**
  Committee Chair Emmett Price reported that the presidential search is on target. The deadline for application was January 19, 2015, and 25 applications were received. A Committee meeting is scheduled for February 6, 2016 to begin the vetting process.

- **By-Laws Committee**
  Committee Chair Jamie Hoag provided the Trustees with a version of the current by-laws with proposed revisions highlighted as well as a copy of the pertinent sections of M.G.L. Ch. 15A for reference. Trustee Hoag provided an explanation for the edits and requested the Trustees review the documents for consideration and voting at the February Board of Trustees meeting. Substantive edits include responsibilities for a presidential search; change to the title and charge of Student Success, Academic Affairs and Facilities Committee; timeline for the Board Meetings; and an indemnification statement. Trustee Hoag also noted M.G.L. c.15A, §21 requires inclusion of vocational-technical school district trustee to serve as a non-voting Trustee. Chair Peisch will bring this to the attention of Attorney Ken Tashjy for guidance, and Interim President Salomon-Fernandez will reach out to the area voc-tech schools for potential candidates that may be submitted to the Governor for consideration.

ENROLLMENT REPORT
Interim President Salomon-Fernandez reported that the numbers are still in flux. At this point enrollment is down 8%, and it not anticipated the college will reach the planned 4.5% decline. The
College is aggressively pushing late start programs and a drop for non-payment will again change the numbers. A freeze will happen in a week or so at which point the numbers will be finalized.

ACADEMIC PROGRAM OVERVIEW

- **Business Program**
  Professor Kate Duchaine Department Chair, and Professor Guy Lochiatto provided an overview of the Business Program. Business is one of the largest programs at the College (800 students). Enrollment is particularly strong in Hospitality and General Business as well as International Business which is expected to grow significantly in the future. Some programs are currently down in enrollment, but the numbers do not seem significant. The program offers an excellent opportunity to develop local contacts and connections.

- **Central Processing Technician**
  Dean Lynne Davis introduced Faculty Member Dana Thomas. Dr. Davis reported that CPT, which was established in 2002, is one of the smaller programs at the College. This one semester Certificate Program consists of lecture, lab and clinical opportunities. MassBay guarantees students 200 clinical hours. Students are prepared for certification and employment in the Central Processing/Service Technology field with an emphasis on patient safety, communication skills, and professional development. The plan is to make this certificate program stackable with the Surgical Technology Program.

FOUNDATION REPORT

Mary Shia reported that the income for November was $29,000 and income for December was $12,500. Reasons for the decrease are being explored.

- All gifts to the Foundation for the calendar year 2015 totaled $225,865.59, up from $133,857.55 in 2014.
- The Foundation Board is updating the Strategic Plan.
- The College received $25,000 from the Jacobs Foundation to fund Health Sciences scholarships.
- An online appeal will be sent at the beginning of February.
- The Foundation Board is working on the all vehicle show for Ashland. Raised about $5,000 last year.
- The 50th Reunion is scheduled for May 1, 2016.
- The Donor Appreciation event is also scheduled for May 1, 2016. This important event always generates good will for the College.
- Elise Vogt has joined the team as the new Development Associate. Elise received her Masters from Northeastern University and will help to generate fresh and new ideas.
- Funds are coming mostly from individuals with quite a few large gifts from alums.
ACADEMIC MASTER PLAN

Vice President Lynn Hunter presented the pre-release of the Academic Master Plan and provided an overview for the Trustees. An electronic version will be provided to the Board. The plan has overarching goals across the Divisions, and was developed collaboratively across the College. This plan will also assist the College to make better decisions based on data gathered.

EXECUTIVE REPORTS

- Board Chair Thomas Peisch offered to defer the discussion on streamlining the agenda in the interest of time constraints.

- Interim President Yves Salomon-Fernandez introduced the topic of arming Campus Police Officers. This topic requires significant conversation. Concerns that MassBay Officers are unarmed have been voiced by members of the community, including the veterans groups. MassBay is one of the few Massachusetts Community Colleges who are not armed. The proposal requires training and funding and would be a significant departure from our current practice. The Trustees have been provided with information from the College and Public Safety Committee which is researching the process. The Interim President will begin a dialog with the community to evaluate the suggestion. The Board will be kept apprised. It was noted that safety protocols have been developed, Emergency Handbooks are posted in each classroom and available online, and drills are conducted routinely. Trustee Price recommended monitoring statistics so that no student group in particular is adversely affected.

Interim Chair Peisch called for a motion to enter Executive Session to discuss investigation charges of criminal misconduct or to consider the filing of criminal complaints.

**MOTION:** Trustee Dan Juliani moved to enter Executive Session to discuss investigation charges of criminal misconduct or to consider the filing of criminal complaints. Trustee Sylvia Beville seconded and the motion passed unanimously via roll call vote.

**Roll call vote of the body to enter Executive Session**

Lyris Bauduy-Liautaud – Yes; Sylvia Beville – Yes; Ken Der – Yes; Jamie Hoag – Yes; Dan Juliani – Yes; Emmett Price – Yes; Diane Schmalensee – Yes; Katherine Tonelli – Yes; Tom Peisch – Yes.

The Interim Chair announced that the meeting would adjourn from Executive Session and would not reconvene in open session.

[Signatures]

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