Massachusetts Bay Community College Board of Trustees
Minutes of the February 23, 2016 Board of Trustees’ Meeting – Wellesley Hills Campus

Board members present: Ken Der, Jamie Hoag, Dan Juliani, Tom Peisch, Emmett Price, Katherine Tonelli, Diane Schmalensee, Xavier Mursalin.

Staff members present: Liz Blumberg, Dean of Students; Karen Britton, Assistant to the President; Anne Demosthene, Student Government Member; Michelle Drolet, Foundation Board Member; Deborah Georgopoulos, Interim Purchasing Associate; Lynn Hunter, Vice President Academic Affairs; Bruce Jackson, Biology Department Chair; Courtney Jackson, Chief Strategic Planning & Institutional Effectiveness Officer; Chitra Javdekar, Dean of STEM; Kathleen Kirleis, Vice President for Finance & Administrative Services; Lee Koh, Director of Marketing/Communications; Robin Nelson-Bailey, Vice President of Human Resources, Employee Relations and Compliance & Affirmative Action Officer; Stacy Okada, Biology Student; Jensen Olaf Auguste, Biology Student; Yves Salomon-Fernandez, Interim President; Mary Shia, Vice President for Institutional Advancement and Alumni; Lisa Slavin, Associate Vice President for Enrollment; Dana Thomas, Program Chair for Surgical Technology; Julie Schleicher, Coordinator of Student Activities and Richard Williams, Director of Retention

Guest present: Commissioner Santiago, Mike Mizzoni, Director of Trustee Relations

CALL TO ORDER AND INTRODUCTIONS:

After establishing quorum, Chair Tom Peisch called the meeting to order at 8:00 a.m.

Chair Peisch introduced and welcomed Xavier Mursalin, newly elected Student Trustee.

Review and Approval of Minutes – Chair Peisch asked for the review of the prior meeting minutes for January 26, 2016 (Item 1a).

MOTION: Trustee Der made the motion to reword minutes to clarify that the suggestion that facilities oversight be moved from the Student Success, Academic Programs, and Facilities Committee to the Finance Compliance, Personnel, and Audit Committee was an item for consideration and not a determination. Trustee Price seconded. Trustee Mursalin abstained. The motion passed.

MOTION: Trustee Der made the motion to approve the minutes of the January 26, 2016 Board of Trustees’ Meeting as amended and Trustee Juliani seconded. Trustee Mursalin abstained. The motion passed.

Chair Peisch asked for a motion to approve the minutes of the Executive Sessions on: September 17, 2013; January 28, 2014; April 29, 2014; October 6, 2014; October 14, 2014; November 25, 2014; August 4, 2015; September 8, 2015; which are no longer deemed confidential.
MOTION: Trustee Juliani moved to approve the minutes of Executive Sessions on September 17, 2013; January 28, 2014; April 29, 2014; October 6, 2014; October 14, 2014; November 25, 2014; August 4, 2015; September 8, 2015; regarding a personnel issue and the facilities issue. Trustee Tonelli seconded the motion. Trustees Mursalin and Schmalansee abstained. Motion passed.

ACADEMIC PROGRAM OVERVIEW

Associate in Sciences – Biotechnology

Interim President Salomon-Fernandez introduced Dr. Bruce Jackson, Department Chair of the Biotechnology Department. Dr. Jackson provided a brief overview on the history of the program, noting that since its inception 23 years ago, the Biotechnology lab at Massachusetts Bay Community College has become internationally renowned. The program has produced 23 Goldwater scholars, more than all of the Massachusetts Higher Ed combined. Dr. Jackson introduced two of his former students, Auguste Jensen and Stacy Okada, who provided a presentation and insight into the three programs which fall under this field: Biotechnology, Forensics and Marine Biology.

DASHBOARD

Chair Peisch reported that the Dashboard requested by Vice Chair Der has provided an excellent summary of key data. Vice President Kathleen Kirleis noted that the financial data is through 12/31/15, and revenue is as expected. More detail may be found in the Financial Reports.

Courtney Jackson noted the Dashboard has been updated with Spring data. Headcount for S2016 is 4529, FTE is 2593. 2016 enrollment will continue to update.

BOARD COMMITTEE REPORTS

Finance, Compliance, Personnel & Audit Committee

Finance Items
- Trustee Der commended the Finance Team for the tremendous effort putting together financial reports. The Board was provided the narrative from Vice President Kirleis to the Finance, Compliance, Personnel & Audit Committee which detailed activities. Key takeaways are that the College is exercising fiscal responsibility and the numbers are looking okay. However, Trustee Der noted that the College balanced the spending budget using reserves which is not a sustainable strategy. The challenge is to increase enrollment to support spending.
- Framework for program cost draft document was submitted for Board consideration. The document reviewed the considerations for computing costs of programs including identifying direct costs, multiple program assignments of both faculty and programs.

Compliance Items
• Ethics and Affirmative Action Training
  Vice President Robin Nelson Bailey reported that per the recommendation of the Office of the Inspector General, training for ethics and affirmative action is scheduled for 3/2/16. Training will be offered both in the morning and afternoon to accommodate schedules. A report is due to the OIG’s office at the end of the month which will detail steps the College has taken to ensure compliance. Additionally, Human Resources is developing a specialized training for managers and students regarding Title IX.

Personnel Items
  Trustees were provided the Personnel Actions Report and the Recruitment Report. Vice President Nelson-Bailey reported that a delay in postings may occur for various reasons including restructuring of positions. The College is open to refine the reporting based on additional feedback from the Board.

Audit Items
  State Audit Report
  Interim President Salomon-Fernandez reported that the State Auditors provided a preview of items of concern, particularly inventory and internal controls. The College has begun work on stabilizing those areas, however manpower continues to be a challenge. The Audit Report is expected next week and the College will have an opportunity to respond.

  Trustee Der noted that per the IPEDS (Integrated Postsecondary Education Data System) Report, finance staff at MassBay is relatively thin. The College will invest in Finance and Financial Aid, as these areas are critical.

Presidential Search Committee
  Committee Chair Price reported on the work of the Committee and noted that the pool has been unanimously narrowed down to a diverse, robust, group of 5 candidates for the next President of MassBay Community College. Background checks must occur prior to recommendations, and these have been initiated. Candidates will be invited to spend 1.5 days on the campus to meet with the community. The Committee is on goal for seating a President by July 1, 2016.

By-Laws Committee
  Trustees were provided an updated version of the By-laws. Three proposed changes were selected for more substantive for discussion.

2.  p. 6 Reassign facilities from the Student Success, Academic Programs, and Facilities Committee to the Finance Compliance, Personnel, and Audit Committee
3.  p. 7. #2 Why Personnel Actions are reported if President is delegated authority.

  1.  Trustee Hoag also noted that the Board should include as a non-voting member, a vocational-technical school district trustee representing each vocational-technical school in the region.
Interim President Salomon-Fernandez has reached out to potential candidates and anticipates a response by end of the week.

Chair Price reported that Trustee Tom Dretler has resigned from the Board. Mr. Dretler, whose term has expired, was an energetic, enthusiastic board member and will be missed.

ENROLLMENT REPORT

Vice President Lisa Slavin reported that the Spring numbers represent a 6% decrease. The efforts are now focused on Summer and Fall where applications are up 30%.

- Health Careers Expo will be held in April.
- An Open House is scheduled on Saturday, May 7, 2016, all Board Members are invited to meet and greet potential students. 4 year schools have been invited, mock classes will be held, financial aid presentation and table will be help address questions. These efforts demonstrate the Strategic Enrollment Plan being is being actualized. The College is very focused on moving forward and how we grow.
- May 7, 2016 has been proposed as a date for the Trustee Retreat. This would provide an excellent opportunity for Trustees to experience and participate in the Open House. Trustees are requested to reserve that date. Trustee Peisch noted that at that time the Presidential search will be complete and hopefully new trustees will have been appointed.

FOUNDATION BOARD REPORT

- Income in January 2016 was $31,000.00
- Collecting over $100,000.00 in art through the Art Connection. Most of the works will be hanging on the 3rd and 4th floor. One large outdoor sculpture will be installed on the patio
- March 1st On-Line appeal is going out to all alumni
- May 1st Donor Appreciation Reception
- May 1st 50th Reunion – focusing on classes of 1965, 1966, and 1967. All alumni are invited. Focus will be on engaging alums back to the college – scholarships and financial support
- May 15th All Vehicle Car Show in Ashland. Fundraising letters went out February 1st, sponsorships are coming in. The goal is to raise $10,000.00 this year; 100% increase over last year
- Academic Works – presently rewriting all the Foundation Scholarships following the Scholarship Committee meeting in late January. Working on conformity, and clarity of terms.
- Working with Massachusetts Community College colleagues and PACE (Partnership to Advance Collaboration and Efficiency) to investigate
opportunities to provide programs like Lexus Nexis to all the colleges as a packet and at a reduced cost.

- Also, working with Massachusetts Community College colleagues and the Red Sox Foundation to establish a Community College Day at Fenway Park. Creating the opportunity to market the states community colleges and the work and success that all our colleges collectively have done and are doing for those wanting and needing a college education at an affordable price.

CAMPUS REPORT

- Interim President Salomon-Fernandez reported that NEASC Report has been received. One person has been chosen to lead the evaluation team for the 2017 Review. A response is due to NEASC for confirmation.
- The College is moving closer to ending work to rule. Faculty have not allowed any disruption in college activities.
- A future Board Meeting will be held at each of the campuses. This will offer an opportunity for the new Trustees to visit the campuses and provide good exposure for the Board. Chair Peisch will work with the Interim President to determine dates.
- An incident involving a MassBay student has been reported. A student was involved in a road rage incident and a weapon was brandished. The matter was handled very well and the College worked well with Wellesley Police Department. The student will not be allowed to return to campus. Interim President Salomon-Fernandez noted that this issue will enrich the discussion regarding arming campus police. A campus wide discussion on this topic will take place.

EXECUTIVE REPORTS:

- Interim President Salomon-Fernandez sends regular updates to the campus community. These updates are very helpful informative.
- Xavier Mursalin is working on completing his Associate’s Degree in Computer Science. Xavier needed a middle ground prior to pursing Bachelor’s Degree and has had great experiences at MassBay. He finds it comforting knowing there are places that can help with that transition. Xavier is dedicated to establishing an effective means of communication between the Board of Trustees, students, and Student Government.

Chair Peisch introduced Higher Education Commissioner Carlos Santiago.

Commissioner Santiago is visiting all the Massachusetts Campus, spending a day at each to listen to the concerns and become familiar with the campuses. The Commissioner is proud of the education we provide, noting that Massachusetts is the most educated population in the country. 55% of the workforce have Bachelor’s Degrees or higher and 80% of jobs require that level.
The Commissioner stressed the importance of addressing the struggles of our students. The traditional age student has declined and will for next 8 years. The number of diverse students from underserved communities is increasing.

The Commissioner noted the unique structure of the Massachusetts Community College System, and referred to a message about value and quality coming forward from all the campuses.

The Commissioner reported that Massachusetts is attracting a strong pool of Presidential candidates from across the nation. This reflects the known quality of our institutions. The Commissioner thanked Interim President Salomon-Fernandez for leading the College through difficult times. He briefly summarized the reasons for the policy precluding interim presidents from being considered for the permanent position and mentioned that experience in three recent searches.

Commissioner Santiago introduced Mike Mazzoni from the Office of Trustee Relations. This office offers a mechanism for communication with the Board Chairs. Training for new Trustees is being developed. It is anticipated that all open vacancies for Board Members will be filled by middle of summer. Trainings will be scheduled individually, with clusters.

In addition, annual Statewide Trustee Meetings are open to all Trustees. These meetings will occur once annually or on ad hoc basis.

NEW BUSINESS
Interim President Salomon-Fernandez introduced Richard Williams, the new Director of Retention.

ADJOURNMENT
Diane Schmalansee moved to adjourn and Ken Der seconded. The meeting was adjourned at 9:48 a.m.

Thomas Peisch  Date
Chair, Board of Trustees

Yves Salomon Fernandez  Date
Interim President