Board members present: Sylvia Beville; Ken Der; Jamie Hoag; Dan Juliani; Pam Lassiter; Tom Peisch; Katherine Tonelli; Diane Schmalensee (on phone)

Staff members present: Lisa Bacon, Interim VP of Human Resources; Elizabeth Blumberg, Dean of Students; Karen Britton, Assistant to the President; Lynne Davis, Dean of Health Sciences; Eileen Gerenz, Assistant VP of Administration & Finance; Jim Grenier, Director of Online Education; Lynn Hunter, Interim President; Courtney Jackson, Chief Strategic Planning & Institutional Effectiveness Officer; Chitra Javdekar, Dean of STEM; Kathleen Kirleis, VP of Administration & Finance; Lee Koh, Director of Marketing & Communications; Chris La Barbera, Interim VP Academic Affairs; Debbie London, Professor of Communications; Susan Maggioni, Dean of Business & Professional Studies; Mary Shia, VP Institutional Advancement & Alumni Relations; Lisa Slavin, Assistant VP of Enrollment; Richard Williams, Director of Retention

CALL TO ORDER AND INTRODUCTIONS: After establishing quorum, Chair Peisch called the meeting to order.

Review and Approval of Minutes

The May 7, 2016 Board Retreat and May 17, 2016 Full Board Meeting minutes were reviewed. Chair Peisch is looking at streamlining the minutes and acknowledged the work on these.

MOTION: Trustee Der moved to approve the minutes from the May 7 Retreat as amended. Trustee Juliani seconded.

Roll call vote: Sylvia Beville-YES; Ken Der-YES; Jamie Hoag-YES; Dan Juliani-YES; Pam Lassiter-YES; Tom Peisch-YES; Diane Schmalensee-YES; Katherine Tonelli-YES. The motion was approved unanimously.

MOTION: Trustee Der moved to approve the minutes from the May 17 Full Board meeting as amended. Trustee Juliani seconded.

Roll call vote: Sylvia Beville-YES; Ken Der-YES; Jamie Hoag-YES; Dan Juliani-YES; Pam Lassiter-YES; Tom Peisch-YES; Diane Schmalensee-YES; Katherine Tonelli-YES. The motion was approved unanimously.

REVIEW AND APPROVAL OF CONSENT AGENDA

DASHBOARD REVIEW

This report will occur regularly, with items that have changed pointed out each month. Trustee Beville reported that student metrics and retention were discussed at the recent Student Success Committee meeting. She will be putting on new numbers soon.

FINANCE, COMPLIANCE, PERSONNEL AND AUDIT ITEMS

Vice President Kirleis reported that MassBay is projected to end the current year in the black. The hard work of all involved was acknowledged.
Finance Items

FY16 Budget vs Actual Comparison Reports with Projection – April 2016

Vice President Kirleis summarized what had been presented at the Finance, Compliance, Personnel and Audit meeting the previous week.

MOTION: Trustee Der moved to approve the FY16 Budget vs Actual Comparison Reports with Projection for April 2016 as presented. Trustee Juliani seconded.

Roll call vote: Sylvia Beville-YES; Ken Der-YES; Jamie Hoag-YES; Dan Juliani-YES; Pam Lassiter-YES; Tom Peisch-YES; Diane Schmalensee-YES; Katherine Tonelli-YES. The motion was approved unanimously.

Contracts Report

Vice President Kirleis summarized what had been presented at the Finance, Compliance, Personnel and Audit meeting the previous week.

2017 Operating and Capital Budgets

ACTION ITEM: It was recommended that the 2017 Capital Budget of $1,909,500 be approved. There is $600,000 of local funds and $1.3M of state funds for two DCAMM projects: air conditioning and Sightlines. The air conditioning project will provide air conditioning to classroom space at the Wellesley Hills campus that is not currently air conditioned and the Sightlines study involves deferred maintenance.

It is also recommended that the Board approve the FY17 Operating Budget in the amount of $36,839,018. This budget includes the following assumptions:

Revenue

1. Tuition and Fees are budgeted based on FY16 enrollment levels per IR forecast
2. Tuition and fee rates include the increase to the all college fee to $11/cr. hour and the $2/cr. hour increase to the technology fee as approved at the May meeting.
3. State appropriation is budgeted at the current DHE numbers, which are reflective of the Governor’s and House budget
4. Financial Aid is based on a forecast developed with the Financial Aid Office that incorporates known student grant awards and projected awards based on the enrollment forecast
5. Contracts, Commission and Other Revenues – is projected based on a combination of historical averages and anticipated amounts
6. Grant revenue is based on grant revenue associated with the current grant portfolio and forecasted state grants

Expenses

1. Full-time personnel is budgeted at current levels, with increases added due to collective bargaining and 2% for NUP’s
2. Adjunct faculty is budgeted at this year’s actual amounts.
3. Part-time staff is budgeted based on staff requests and available funding
4. Overtime and contractual payments is based on limited overtime in such areas as Public Safety and Facilities and required contractual payments to staff for such items as standby pay and shift differentials
5. Local Fringe payments – this budget is the calculated fringe rate based on budgeted salary; the actual rate is up to 33.5% for full time employees, up from 29.18% in FY16
6. Nonpersonnel – this account is level funded, with $250,000 set aside for the new president.
7. Grant expenses – like grant revenue, the expenses budgeted are those associated with the current grant portfolio

Other uses of cash is also shown on the presented schedule and include:

1. Balance Sheet debt service – this amount is the principal payments due on the college’s outstanding debt
2. Capital budget – amount of local funds budgeted for capital purposes is the same as the start of FY16. Due to the existing levels of deferred maintenance, it was not recommended to make further cuts to this budget line at this time.

$250,000 has been allotted to David Poddell for any presidential-initiated projects. Additional budget review will continue in FY17. There presently is no net income planned to be allocated for reserves.

**MOTION:** Trustee Schmalensee moved to approve the FY17 Operating and Capital Budgets as presented. Trustee Juliani seconded.

**Roll call vote:** Sylvia Beville-YES; Ken Der-YES; Jamie Hoag-YES; Dan Juliani-YES; Pam Lassiter-YES; Tom Peisch-YES; Diane Schmalensee-YES; Katherine Tonelli-YES. The motion was approved unanimously.

**Compliance Items**

**State Audit Report Update**

This report shows findings on inventory and lost property, both of which have been corrected. MassBay’s response is included in the report. The Clery report was also included in the state audit report.

**Protocol for Executive Travel**

Chair Peisch indicated that the State is looking at this process carefully. “Local funds” means “college money”. There are two changes to the Local Funds Guideline Report. Presidential Travel is now approved by Vice Chair or Chair. Also, moving expenses for a new President are approved by Chair or Vice Chair, and must be paid back if the person leaves the Presidency after one year per BHE requirements. There will be other changes to this report presented at the August meeting.

**MOTION:** Trustee Der moved to approve the approval of Presidential travel and moving expenses by the Chair or Vice Chair, and that the language in the Local Funds Guidelines be revised to reflect this. Trustee Beville seconded.

**Roll call vote:** Sylvia Beville-YES; Ken Der-YES; Jamie Hoag-YES; Dan Juliani-YES; Pam Lassiter-YES; Tom Peisch-YES; Diane Schmalensee-YES; Katherine Tonelli-YES. The motion was approved unanimously.
Personnel Items

Personnel Actions Report

An Associate Director of Surgical Technology has been hired to meet accreditation requirements. The person has already started working and will be out in the field constantly. Dean Lynne Davis explained there are currently 11 students with 14 are coming in. Skill sets are increasingly important. These programs lead to excellent jobs/salaries. The goal is placement.

Associate Directors of Athletics and Financial Aid have been hired to assist the Directors.

The Director of the Academic Achievement Center position will remain vacant until David Podell arrives to assess the Center, but the Administrative Assistant position is being filled.

Recruitment Report Discussion

A full report including all levels of positions is not necessary. The Board only needs to be aware of/involved in Director level and above. Concerns were raised about the time it takes to post/hire. Trustee Lassiter suggested that David Podell assesses this process after he arrives, acknowledging he will have much on his plate at first. Human Resources is currently streamlining the process (ie, reducing paper/manual process).

Request for Tenure

Interim President Hunter recommended six faculty for tenure. All have been through a lengthy process to get to this point. She knows each of these faculty well, and fully supports their committees’ recommendations. All are leaders in their field and the MassBay Community. If they are not recommended for tenure, faculty are given a one-year terminal appointment showing reasons for doing so.

Concerns about the process, in particular the vetting of faculty up for tenure, were voiced and addressed. The standard of “Not Unsatisfactory” on faculty evaluations, per the Collective Bargaining Agreement, does not seem particularly high. Dr. Hunter indicated that performance issues would have been addressed already in annual reviews, and the faculty member’s Human Resources file and student evaluations are considered as part of the process. External reviewers and program history are not part of the recommendation process. Has there ever been a person who has not been approved? It is possible that a faculty member who has had performance issues in the past would not get to this point. What are the percentages of faculty who receive tenure? (This figure will be provided at the next meeting.) It was pointed out that, in certain programs, enrollment/graduation rates are not strong, but also that these are two separate, distinct issues. Does demand equal supply? There is no financial impact now for these decisions but there could be in the future with a new contract. Tenure does bring security. It was pointed out that the ratio of full time to adjunct faculty is approximately 2:1.

**MOTION:** Trustee Juliani moved to approve awarding of tenure as recommended by the Interim President and members of the Unit Personnel Practices Committee as presented. Trustee Der seconded.

**Roll call vote:** Sylvia Beville-YES; Ken Der-YES; Jamie Hoag-YES; Dan Juliani-YES; Pam Lassiter-YES; Tom Peisch-YES; Diane Schmalensee-YES; Katherine Tonelli-NO. The motion was approved 7 to 1.

Professor London, one of the faculty awarded tenure, expressed that this process is archaic. While this makes her less excited, but she is appreciative of the vote and thanks everyone involved.
ENROLLMENT REPORT

Chief Strategic Planning & Institutional Effectiveness Officer Jackson provided the daily enrollment numbers. As of June 14th, Summer 2016 Headcount is at 2502 (up 1% compared to Summer 2015). Summer 2016 FTE is 849, flat compared to Summer 2015 FTE. Fall 2016 Headcount is 1,420 (down 1%), and Fall 2016 FTE is 847 (down .3%). Assistant Vice President Slavin indicated that there are five Orientations this week. The numbers are up 41%, but reminded everyone they were down last year. Her area is still pushing Summer Session Two.

FOUNDATION REPORT

Vice President of Alumni Relations and Advancement Shia reported the following on behalf of the Foundation:

- The total donations for the month of May 2016 are $16,900.01.
- The End of Year Appeal dropped yesterday, May 16th. Checks and on-line gifts are coming in daily.
- Later this week, Vice President Shia will be going with the Chair of the Auto Tech programs, George Panagiotou, faculty, and marketing to visit the two top sponsors of the All Vehicle Show. They will be presenting them with a plaque and taking photos as a thank-you for their sponsorship at $2,500.
- The Foundation is focused on the 5K Race set for October 2nd. It recently received a $2,500 gift sponsoring the race from Middlesex Bank. The website is set up differently this year. Now runners can set up their sponsorship page and ask people to sponsor them in the race. Students can put together teams and ask for sponsors. This year there will be a 1K Race for children 8 and under, with medals for the winners.
- The Foundation Board is doing much work preparing to meet with the new President.
- Work with Marketing on the Annual Report has begun.

COLLEGE-WIDE AND DIVISION ENROLLMENT & RETENTION PLANS

Director of Retention Williams has been working with the Deans, Advising and Student Development on building a framework and principles/practices for retention to focus on called the Guided Pathways Model. Student centeredness is the basis of everything: messages and media; classroom issues; issues outside of classroom affecting performance. Many problems occur before students get here. There are numerous challenges for the audience being addressed during K-12, but we are given students we are given. We need to assume that they do not know what to do, and that we need to help them. One milestone is early intervention. Much student progress depends on students’ interactions with faculty. It can take three years to create/enact a retention plan.

Academic divisions also provided their reports, as follows:

Interim VP of Academic Affairs/Dean of Humanities and Social Sciences La Barbera reported that his division is working on Early College and Dual Enrollment programs. There has been a decline in enrollment in past years. Success under the Vision Project includes not only completion but also transfer (where we are rated high). Programs making transfer easier need to be designed. English and Math skills are key. The division is also putting together events such as One Book, which included a writing contest and author visit to campus in September.

Dean Maggioni reported that the College of Business and Professional Studies is focused on increasing the sense
of community and pathways. Students who leave or get dismissed do not feel connected. Future programs are being developed with alumni and the community, and bridges must be built. Opportunities and resources for faculty must be provided.

Dean Javdekar reported on STEM, which has also has summer bridge programs and is looking to enhance its evening/weekend offerings and improve its Math spaces. A speaker series begins in July.

Dean Davis reported that Health Sciences is starting to conduct tours for students before acceptance. Pathways such as New Student Orientation and Career Fairs are being developed. They are building an Associates program through a grant and also trying to connect more with the hospital community.

Chair Peisch commended the presentation. Trustee Lassiter will share an article from the Economist on the importance of faculty involvement in the student experience.

BOARD COMMITTEE REPORTS

The Bylaws Committee report will be postponed to the next meeting.

EXECUTIVE REPORTS

Board Chair Tom Peisch

Election of 2016/2017 Vice Chair

MOTION: Trustee Beville moved to approve the re-appointment of Trustee Der as Vice-Chair of the Board of Trustees for the FY17 year, including chairing the Finance, Compliance, Personnel and Audit Subcommittee. Trustee Tonelli seconded.

Roll call vote: Sylvia Beville-YES; Ken Der-YES; Jamie Hoag-YES; Dan Juliani-YES; Pam Lassiter-YES; Tom Peisch-YES; Diane Schmalensee-YES; Katherine Tonelli-YES. The motion was approved unanimously.

Designation of Presidential Evaluation Committee

Trustee Der, Hoag and Schmalensee have been appointed to the Presidential Evaluation Committee. The Board of Higher Education guidelines will be followed.

Student Development Session

Chair Peisch recently attended a gratifying meeting of staff from all offices brought together to help students succeed. There will be a future presentation by Dean of Students' Liz Blumberg's area.

David Podell Welcome

Trustees Juliani and Tonelli have been appointed as Board of Trustees connections for welcoming David Podell to campus.
Interim President — Lynn Hunter

Litigation Updates

Interim President Hunter will keep the Board informed about litigation matters as appropriate. She reminded everyone that in the event an individual case is discussed, the individual who is the subject of the inquiry must be allowed to be present. Human Resources continues to work these cases, taking every avenue/road accessible. No additional information on other cases is currently available.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

Vice President Kirleis reported that both the May 2016 Clery and State Police Reports have been prepared and reported as required.

ADJOURNMENT

MOTION: Trustee Lassiter moved to adjourn and Trustee Hoag seconded.

Roll call vote: Sylvia Beville-YES; Ken Der-YES; Jamie Hoag-YES; Dan Juliani-YES; Pam Lassiter-YES; Tom Peisch-YES; Diane Schmalensee-YES; Katherine Tonelli-YES. The motion was approved unanimously.

The meeting adjourned at 10:12am.

[Signatures and dates]

Thomas E. Peisch
Chair, Board of Trustees
MassBay Community College

Lynn Hunter
Interim President
MassBay Community College