Massachusetts Bay Community College Board of Trustees

Minutes of the June 7, 2016 Finance, Compliance, Personnel & Audit Committee Meeting – Wellesley Hills Campus

Board members present: Ken Der; Jamie Hoag; Tom Peisch

Staff members present: Karen Britton, Assistant to the President; Deb Georgopoulos, Interim Purchasing Associate; Eileen Gerenz, Assistant Vice-President for Finance and Administration; Lynn Hunter, Interim President; Kathleen Kirleis, Vice President of Administration; and Finance

Guest present: David Podell, Incoming President

CALL TO ORDER AND INTRODUCTIONS: Vice Chair Ken Der called the meeting to order and introductions were made.

DASHBOARD REVIEW

Interim President Hunter inquired if this report is needed at each meeting or quarterly, since some of the items do not change on a regular basis. Trustee Der said that the intent of this document is to provide data the Board needs to be reviewing, in particular at the end of the year in looking ahead to next year. It was decided the Dashboard would be included each month with updated items highlighted in a comments column/section.

Discussion ensued about the current report. Student retention is an ongoing challenge, but this is not inconsistent with other community colleges. How can we improve retention? Programs need to drive retention. There will be a presentation on retention efforts by the new Director of Retention at next week’s Full Board meeting. Are we at the break-even point with current headcount and FTE? It is more important to look at Credits Sold. Are we running all programs at full capacity? Interim President Hunter stated that we need to do more complete analysis by connecting students, faculty, programs and revenue. Is the dollar value of operating budget year to date key? Purchasing is not centralized but will be. Chair Peisch inquired about full- and part-time employees. There are almost 500 employees. Approximately 2/3 of faculty are adjuncts. The College is down in the number of full-time faculty. The high proportion of adjunct faculty is a national trend.

Finance, Compliance, Personnel and Audit Items

Finance Items

FY16 Budget vs Actual Comparison Reports with Projection for April 2016

Vice President Kirleis reported that the College is projected not to be ending with a deficit and will not have to go into reserves.

MOTION: Chair Peisch made the motion to accept the FY16 Budget vs. Actual Comparison Reports with Projection for April 2016 as presented and transmit to the Full Board for consideration at its next meeting. Trustee Hoag seconded. The motion passed unanimously.

Contracts Report

Vice President Kirleis reported that the College has three new contracts, all of which went through competitive bidding. The auditor Cohn Reznick is also working with Salem State. (We are its only Community College client.) The cleaning services contract was confirmed to be for all three campuses.

2017 Operating Budget

Vice President Kirleis indicated that this budget is planned with the revenue budget adopted in May that included enrollment at FY16 levels. The recommended operating budget is designed to fund the college’s operating costs and also includes the $600,000 for the Capital Budget. She reported that the additional $1 increase from $10 to $11
for the All College Fee increase that was approved by the Board in May gave the college $100,000 more dollars and helped balance the budget to cover increased labor costs. In addition, the college is building $250,000 into the operating budget, and the Foundation is giving $20,000 to David Podell to use for any new presidential initiatives that he may want to plan. Although a balanced budget is being recommended, Vice President Kirleis reported that there are still a number of items to be reviewed during the next fiscal year, including enrollment, adjunct faculty expenses, reviewing program minimums, Late Start and newly-negotiated contract provisions. The College’s open positions represent $1.8 million. We need to manage this as the year progresses. The College had more requests for part-time employees than it can presently fund. It also needs to be certain there is overtime budgeted for known operational needs, such as snow removal. Fringe benefits were increased by the State and this increase is in the recommended budget. The budget is planned with the same level of staffing as FY16. It also includes part-time employees working 18 hours or less (no benefits).

**MOTION:** Chair Peisch made the motion to accept the FY17 Operating Budget as presented and transmit to the Full Board for consideration at its next meeting. Trustee Hoag seconded. The motion passed unanimously.

2017 Capital Budget

Vice President Kirleis reported that this budget is a combination of local and state funds. Funding for the new Framingham campus is not presently included in the state's capital budget, so it is not part of the FY17 recommended capital budget. There is $600,000 of local funds budgeted, which is the same level as was planned at the beginning of FY16, prior to the cuts in November 2015. Security initiatives were discussed and it was reported that as far as security, locks have been updated and security cameras have been installed. There is a new project in the FY17 recommended capital budget to improve lighting on the Wellesley Hills campus between the Carey building and the student parking lot. Police officers are not currently armed. $25K has been included in the FY17 budget to support this initiative should the College decide to take that option. The college is funding selected ADA projects in the recommended capital budget, including the auditorium lift. The state capital budget includes $1.3M for air conditioning at the Wellesley Hills campus, so that has been incorporated into the budget. We are happy finally to be getting air conditioning. Trustee Der asked for the budget assumptions used in the FY17 Operating Budget be presented at the next meeting, Vice President Kirleis will research the possibility of an ADA Consultant for future work.

**MOTION:** Chair Peisch made the motion to accept the FY17 Capital Budget as presented and transmit to the Full Board for consideration at its next meeting. Trustee Hoag seconded. The motion passed unanimously.

Compliance Items

**State Audit Report Update**

The report had two major areas of findings: asset management/inventory and Chapter 647 reporting. The procedures for the Ch 647 reporting have been updated and we are now compliant. The College is presently implementing an asset management system and restructuring its operations to address the inventory finding. The audit also included a review of the open Department of Education Clery Program Review. This review found that the college was noncompliant on certain reporting required under the Clery Act and these have been rectified. The only outstanding matter whether fines or other sanctions will be imposed by the Department of Education. Other community colleges are also being audited by the State Auditor's Office.

**Proposed Protocol for Executive Travel**

Chair Peisch stated MassBay could be asked about its processes and we need to get ahead of this. A list of travel for the Executive Team is needed. The College needs to add a process for President’s travel to page 10 of the Local Fund Guidelines. The recommendation for this to be subject to Chair or Vice Chair approval will be presented to the Full Board at its next meeting.

**Personnel Items**

**Personnel Actions Report**

President Hunter reviewed the report. The College has hired an Associate Professor of Surgical Technology who is very qualified and will hit the ground running. He has already started. The college has also hired an Assistant Director of Athletics. The Foundation is not funding this position, as funds to support it are back in Operating Budget. The College is postponing hiring a Vice-President for Human Resources and a Director of Academic
Achievement Center and looking at the Center until David Podell begins.

Recruitment Report Discussion

Revisions to the previous report format were discussed and it was agreed that from now on this report will be shorter and include only positions of Director and above.

Request for Tenure

Six faculty were recommended for tenure. The tenure process is contractual. Faculty do not receive more money upon tenure but do receive more benefits and security. Concerns were noted about the term “not unsatisfactory”, six years length of employment and budget implications in tough financial times. These questions also came up in the last round of negotiations, but the language did not change.

MOTION: Chair Peisch moved to accept the awarding of tenure for Professor Deborah London, Assistant Professor Joyce Mancini, Assistant Professor Nick Pavloski, Associate Professor Judith Rolph, Professor Jeanie Tietjen and Professor Gabriela Zakak as recommended by the President and members of the Unit Personnel Practices Committee and transmit to the Full Board for consideration at its next meeting. Trustee Hoag seconded. The motion passed unanimously.

ADJOURNMENT

Chair Peisch moved to adjourn the meeting, and Trustee Hoag seconded. The motion passed unanimously.

The meeting adjourned at 10:15AM.

[Signatures and dates]

Ken Der Date
Committee Chair

Lynn Hunter Date
Interim President

Massachusetts Bay Community College