MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the July 26, 2016 Finance, Compliance, Personnel & Audit (FCP&A) Committee Meeting
Alumni Board Room (219), Wellesley Hills Campus

Committee members present: Ken Der, Jamie Hoag, Dan Juliani, Tom Peisch

Staff members present: Lisa Bacon, Interim Vice President of Human Resources, Labor Relations, Compliance and Affirmative Action Officer; Karen Britton, Assistant to the President; Eileen Gerenz, Associate Vice President for Finance and Administration; Lynn Hunter, Vice President for Academic Affairs; Elizabeth Kinsman, Staff Associate for the Vice President of Academic Affairs, Kathleen Kirleis, Vice President for Finance & Administrative Services; David Podell, President

Call to Order and Approval of Prior Meeting Minutes – Vice Chair Ken Der called the meeting to order at 5:00PM. After introductions, Vice Chair Der asked for the review of the prior Committee meeting minutes.

MOTION: Trustee Peisch moved to approve the minutes of the June 7, 2016 meeting, and Trustee Hoag seconded. Three Trustees approved and one abstained. The motion passed by a majority vote.

FINANCE ITEMS

Vice President Kirleis reported on the following finance items:

FY17 Budget

The Capital and Operating budgets that the Board approved in June were reviewed, along with the Trustee budget. The State should be approving its budget this weekend. Full-time salaries are paid from the state appropriation. The College is waiting on enrollment numbers, and August will be significant. The budget includes the fee increase previously approved. The budget has been affected by the salary increases that were negotiated by the state on the college’s behalf but not fully funded by the state. The air conditioning in Wellesley is funded and will hopefully be finished next year by DCAMM. Water was supplied to students recently, and fortunately, much of summer enrollment is online (more than in other semesters).

Surgical Technology Exam Fee

The administration recommended a change in practice by which students would now be charged a new $247 Surgical Technology Exam fee, which is required for licensure. President Podell indicated that charging students this type of fee is typical and in accordance with the way MassBay handles fees in other programs. The change should not adversely impact enrollment. Vice-President for Academic Affairs Hunter stated that this exam is part of accreditation, and 100% complete participation is required. Ten to twelve students are currently enrolled. The securing of internships is better now with the new Chair, who has much experience building programs.

MOTION: Trustee Peisch moved to accept the administration’s recommendation to charge students the new $247 Surgical Technology National Exam fee and transmit to the Full Board for consideration at its next meeting. Trustee Juliani seconded, and the motion passed unanimously.

Dashboard

President Podell is working on a reframed dashboard, re-looking at the elements of the document. He is working with the Executive Team to revise and will include the draft in the binder for next week’s Full Board meeting. It
will show monthly, semester and annual reporting. Vice Chair Der mentioned that the State’s Vision Project could help provide insight into the Dashboard as well. It was noted that enrollment has stabilized. Retention is lower, though comparable to other community colleges, and now being focused on by the new Director of Retention.

**FY16 Budget vs. Actual Comparison – May 2016**

Vice President Kirleis reported that FY16 tuition and fees are projected to exceed the budget by approximately $700,000. MassBay did receive less financial aid this past year compared to budget. Grants are anticipated to have no effect on the Operating budget. On the expense side, adjustments have been made so that surplus is anticipated. Vice President Kirleis reviewed the line items mentioned in the memo that had gone to the Committee prior to the meeting. MassBay does have reserves to be rolled over, and is not projected to end the year in a deficit. Its cash position is the best in ten years. There also are additional transactions to be processed for the audit that have not been taken into account, which will show in the year-end results.

**MOTION:** Trustee Juliani moved to accept the May 2016 Budget vs. Actual Comparison Report and transmit to the Full Board for consideration at its next meeting. Trustee Hoag seconded, and the motion passed unanimously.

**June 2016 Contracts Report**

Three contracts were reviewed. ISA is the contractor for contracted security, and partners with the College/Public Safety to keep the campus safe. Blackboard is for a three-year subscription for the software that is used for online and hybrid courses. The managed services contract for PeopleSoft has been awarded to a new vender as a result of this year’s bid process.

**June 2016 Student Accounts Receivable Report**

Receivables show tuition revenue due to the college. The Student Accounts Department under Eileen Gerenz was acknowledged for a job well done. The FY17 write-off was completed in June 2016, in the amount of approximately $640k. The allowance for doubtful accounts was reported as sufficient to support this write-off.

**COMPLIANCE ITEMS**

**Final FY15 Audit Determination Letter**

The Department of Education accepted the FY15 Audit and the ways in which the College indicated the findings would be corrected. Some findings will be repeated in FY16, including the non-reporting of students withdrawing from classes, which still needs to improve. The Clery Program Review is still an open item. President Podell is budgeting for a Title IX Coordinator, a much needed position. Discussion ensued about not overloading this person with responsibilities (a risk management issue). The position will be assessed and readjusted if necessary.

**PERSONNEL ITEMS**

**Personnel Actions Report**

Interim Vice President Bacon reported that two faculty members recently resigned, one from Surgical Technology and the other from Automotive. The first position may be harder to fill. President Podell informed everyone of a new position he has created – a Grants Administrator, who will work with Finance, Human Resources, Grants Development, Principal Investigators and faculty. In addition, the Vice President of
Enrollment Management and Student Development position will not be posted. Dean of Students, Liz Blumberg, and Assistant Vice President of Enrollment Management, Lisa Slavin, will continue to report to the President.

**Recruitment Report**

Interim Vice President Bacon reported that there are currently six vacancies, three for which offers are out. The Director of Facilities position has been challenging to fill. There have been two failed searches due to inappropriate experience and incompatible salary expectations. Lauren Curley, former Manager of Purchasing, is currently in the role.

**ADJOURNMENT**

**MOTION:** Trustee Peisch moved to adjourn the meeting and Trustee Hoag seconded. The motion passed unanimously.

The meeting adjourned at 6:00PM.

\[Signature\] 9/20/16  \[Signature\] 9/19/16  
Keri Der  Date  David Podell  Date  
Committee Chair  President  
Board of Trustees  Massachusetts Bay Community College