Minutes of the Tuesday, September 20, 2016 Full Board Meeting—Wellesley Campus

Board Members Present: Sylvia Beville, Ken Der, Jamie Hoag, Daniel Juliani, Pam Lassiter, Tom Peisch, Diane Schmalansee, and Katherine Tonelli

Staff Members Present: Lisa Bacon, Interim Vice President of Human Resources; Liz Blumberg, Dean of Students; Karen Britton, Assistant to the President; David Himmelberger, Foundation Committee Member; Lynn Hunter, Vice President of Academic Affairs; Courtney Jackson, Chief Strategic Planning & Institutional Effectiveness Officer; Chitra Javdekar, Dean of STEM; Lee Koh, Director of Marketing & Institutional Communications; Sue Maggioni, Dean of Business & Professional Studies; David Podell, President; Julie Schleicher, Coordinator of Student Engagement & Orientation; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; Monica Signorino, Student; Lisa Slavin, Assistant Vice President Enrollment Management; and Richard Williams, Director of Retention

CALL TO ORDER AND INTRODUCTIONS

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

Review and Approval of Minutes

The Board reviewed the August 2, 2016, Full Board Meeting Minutes.

MOTION: Trustee Lassiter moved to approve the minutes from the August 2, 2016, Full Board Meeting as amended. Trustee Schmalansee seconded. The motion was approved unanimously.

BOARD COMMITTEE REPORTS

*FINANCE, COMPLIANCE, PERSONNEL & AUDIT       Ken Der/David Podell/Kathleen Kirleis

The Board reviewed the September 13, 2016, Finance, Compliance, Personnel & Audit Committee (FCP&A) Consent Agenda, including the June 2016 and July 2016 Budget vs. Actual, August 2016 Contracts, June 2016 Ten Year Cash Balances, Personnel Actions and Recruitment Reports.

Trustee Der reported that the 2015-2016 year ended well. Revenues are up and cash levels are higher than ever (up from $1.5million several years ago to $9.5 million now).

Vice President Kirleis reviewed the June 2016 and July 2016 Budget vs Actual Comparison Reports. There is a small surplus in the Operating Budget. August is a historically light activity month.

MOTION: Trustee Beville moved to approve the June 2016 and July 2016 Budget vs. Actual Comparison Reports. Trustee Juliani seconded. The motion was approved unanimously.

Vice President Kirleis indicated that the auditors will be attending the October Full Board meeting to present the FY16 Audited Financial Statement and Management Letter.
In order to get a better return on cash, Associate Vice President for Finance and Administration Eileen Gerenz has invested $5 million in accordance with what the State of Massachusetts requires.

*STUDENT SUCCESS COMMITTEE

Trustee Beville reported the Student Success Committee is moving forward and thanked all members. She indicated that the Committee is coordinating its activities this semester with the activities of the Strategic Planning Committee. The Student Success Committee has reviewed data on enrollment and graduation for the associate degree programs and certificate programs. The courses that comprise most of the latter are subsumed within associate degree curricula, allowing us to offer certificates at no additional cost in many cases. In January, the committee will be looking at our roster of academic programs. Chair Peisch commended Trustee Beville’s leadership of this committee.

*BY-LAWS

The Board reviewed the latest version of the By-Laws. The only outstanding item is where “Facilities” stands. This will be revisited in January. All agreed that today’s date should be on each page.

Chair Peisch thanked Trustee Hoag for his work on the By-Laws and stressed it is important to keep up with the By-Laws. Trustee Hoag reminded the Board that two spots are vacant. In particular, someone from a Technical High School is needed. Chair Peisch indicated he will contact Mike Mizzoni in Trustee Relations at the Boston Higher Education (BHE) about this matter and inform President Podell of next steps.

MOTION: Trustee Hoag motioned to approve latest version of the By-Laws. Trustee Schmalansee seconded. The motion passed unanimously.

*PRESIDENT’S WELCOME

Director of Marketing and Institutional Communications Lee Koh reported that invitations have been sent out and RSVPs are coming in. The Commissioner will likely be attending. The Wellesley Symphony Orchestra is sending a trio to perform. There will be a buffet breakfast from 9:00AM to 9:30AM with student exhibits. The ceremony will take place from 9:30AM to 11:00AM beginning with faculty presentations. Two students will emcee the Ceremony. Afterwards there will be a dessert reception. The ceremony will be streamlined to Framingham, for the Ashland campus as well.

Chair Peisch commended the President’s Welcome Committee and President Podell emphasized that this is an opportunity to highlight the College. The press has been invited.

ENROLLMENT REPORT

Assistant Vice President of Enrollment Management Lisa Slavin reported that enrollment is flat and we are exactly where we were last year. She distributed a handout showing the 2013 to 2016 enrollment comparison. MassBay enrollment is doing better than other community colleges, all of which have shown losses from last year to this year, according to early
 unofficial data. Thursday is the last day to drop classes. Chair Peisch praised the work of the Admissions Office.

FOUNDATION REPORT

Foundation member David Himmelberger reported the following:

Income to the Foundation in July 2016:

Genzyme Grant $37,000; this money will be transferred to the College for disbursement
$8,721.00 in funds to support scholarships at MassBay

Income to the Foundation in August

$4,404.86 in support of scholarships

MassBay Foundation Board Directed Summer Scholarships

MassBay Foundation Directed Scholarships total 10 with a value of $2,850
Donor Directed Scholarships 4 with a value of $2,900

MassBay Foundation Board Scholarship Offered for the Fall of 2016

MassBay Foundation Directed Scholarships total 93 with a value of $50,500
Donor Directed Scholarships total 40 with a value of $26,700

Foundation Board Sponsored MassBay 5K Race/Walk October 2, 2016

Current Sponsors (not including in-kind):
Middlesex Bank - $2500
Blue Cross - $2500
Bose - $2000
Law Offices of David Himmelberger - $500
Red Sox Foundation - $200

Upcoming events

September 21st All-Campus Tour, Begins at Wellesley Hills Campus
1:30 PM – 5 PM

October 2nd, MassBay 5K Race, 50 Oakland Street, lower parking lot
   Begins at 9:30AM for 8 years old and under race
   Begins at 10AM for all runners
   Sponsorship of $100 for a team of 10 students

October 20, 2016 5:30PM Wellesley Hills Campus
   Donor Appreciation Scholarship Award Dinner

Any assistance from the Trustees in getting President Podell out in public would be appreciated. He will be attending upcoming meetings with the Wellesley Chamber of
Commerce and Wellesley Selectman.

SPECIAL TOPICS

*DASHBOARD

President Podell and Chief Strategic Planning and Institutional Effective Officer Courtney Jackson distributed a revised dashboard. The new dashboard includes more data and presents it in a more usable fashion. President Podell indicated to the Board that MassBay needs a fuller Dashboard. Among the data provided are combined graduation and transfer rates, which are often considered a measure of student success in the community college environment. There are some data elements that will be added later, as data become available.

Trustee Schmalansee stated she was surprised there are not more students from Wellesley and that they are going to other schools. Chair Peisch pointed out that those who have gone here have thrived. Ms. Koh stated that the positive media about MassBay far outweighs the negative.

Trustee Der inquired if the dashboard could also offer warnings and an analysis/summary of each section (i.e., indicators/trends and positive/negative data).

Trustee Beville noted the dashboard should be connected to and measured relative to the Strategic Plan.

*STRATEGIC PLANNING

President Podell reported that MassBay is beginning its Strategic Planning process which usually lasts for one academic year. President’s Council has discussed this in its last two meetings and has reported out to the college community. Themes that the President’s Council recommends are student success, rosters of programs, relationships with external community, and space/facilities. The plan needs to have aspirations but at the same time be realistic, a combination of intentional and hopeful. The data and ideas from the existing Academic and Retention plans will be incorporated.

Trustee Der suggested that MassBay’s relationship with Framingham State University as well as with other schools and industry should be expanded, highlighting transfers to four-year programs. Trustee Schmalansee also noted that Secretary Peyser is focused on developing relationships with the community. Trustee Tonelli emphasized the importance of seeing the college as a “whole”.

EXECUTIVE REPORTS

President Podell stated that, after its closing, ITT students are being welcomed at MassBay. ITT credits do not transfer, but the College is trying to offer other options. The Nursing Assistance Program and Surgical Technology programs have been re-accredited.

MassBay is having discussions with Framingham State University, Framingham School District and Keefe Technical about shared space in Framingham. FSU, Keefe and MBCC all have Health Sciences programs.

There were issues with our distribution of financial aid at the beginning of the semester due to
the implementation of a new computer program and our adherence to federal policies. The situation has been resolved, but the beginning of the semester was less smooth than it should have been.

President Podell distributed his agenda showing his priorities for 2016-2017, which he has shared with the community at several town halls at the three campuses.

COMMUNICATIONS

The August 2016 Clery Report and August 2016 State Police Report were reviewed.

ADJOURNMENT

MOTION:

Trustee Hoag moved to adjourn the meeting. Trustee Der seconded. The motion was approved unanimously. The meeting adjourned at 10:05AM.

Tom Peisch           Date
Board Chair
MassBay Community College

David Podell           Date
President
MassBay Community College