MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES
Minutes of the Tuesday, October 25, 2016 Full Board Meeting—Wellesley Campus

Board Members Present: Sylvia Beville, Ken Der, Daniel Juliani, Pam Lassiter, Tom Peisch, Diane Schmalensee, Monica Signorino (Student Trustee) and Katherine Tonelli

Staff Members Present: Lisa Bacon, Interim Vice President of Human Resources; Elizabeth Blumberg, Dean of Students; Karen Britton, Assistant to the President; Lynne Davis, Dean of Health Sciences; Eileen Gerenz, Assistant Vice President of Finance and Administrative Services; Stephen Hibbard, Foundation Board Member; Julia Hvoslef, Student Engagement; Courtney Jackson, Chief Strategic Planning & Institutional Effectiveness Officer; Lee Koh, Director of Marketing & Institutional Communication; Susan Maggioni, Dean of Business & Professional Studies; David Podell, President; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; Lisa Slavin, Assistant Vice President for Enrollment Management; and Richard Williams, Director of Retention

CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 8:00AM by Chair Peisch, who established that a quorum was present and also introduced the new Student Trustee Monica Signorino.

MOTION: Trustee Lassiter moved to approve the minutes from the September 20, 2016 Full Board Meeting as amended. Trustee Tonelli seconded. The motion passed unanimously.

President Podell, Vice President Kirleis and Interim Vice President Bacon presented the following reports from the October 18 Finance, Compliance, Personnel and Audit Committee consent agenda:

- September 2016 Accounts Receivable Report
- Personnel Actions Report
- Recruitment Report

Vice Chair Der noted there will be more expenses yet to come.

BOARD COMMITTEE REPORTS

FINANCE, COMPLIANCE, PERSONNEL & AUDIT (FCP&A)

Finance Items

The Board reviewed the August 2016 Budget vs. Actual Comparison Report. Vice Chair Der suggested it would be premature to make any conclusions from the current numbers. The First quarter numbers are as planned. MassBay’s spending position should be enhanced. The number of sections will decrease to bring the college’s expenses in line with the enrollment drop that occurred last year. The operational line, though lower than budgeted, will correct itself.

Trustee Schmalensee inquired about the impact of raising the minimum number necessary to run classes from 7 to 11. President Podell reported he visited three of the four Division meetings and there was no pushback. It is costly to run classes that are so small. He spoke to the Union Chair and also the adjunct professor who proposed the change in the minimum to seven years ago. The Spring schedule has been pared down to accommodate this change to make the change less disruptive. The College will see the financial effect of one semester this year and two semesters next year. President Podell noted additional sections can be opened if needed.
Chair Peisch commended Vice President Kirleis for the information that the Board is being given. Colleges are obligated to report more on this.

**MOTION:** Trustee Schmalensee made a motion to approve August 2016 Budget vs. Actual Comparison Report, and Trustee Juliani seconded. The motion was passed unanimously.

**Compliance Items**

Vice President Kirleis presented the 2016 Annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. She reported that MassBay is now in compliance. Trustee Schmalensee commended the map of Ashland and Trustee Lassiter the writing in the report. Chair Peisch indicated there has been much improvement in the communication of such issues to the Trustees.

**Gainful Employment**

Vice President Kirleis presented the Gainful Employment report. MassBay was late in sending the report to the Department of Higher Education by a less than a week, so there may be a penalty. There is information on the web site.

**Student Success**

Trustee Beville reported that, with President Podell’s help, the meeting scheduled in November is tied to strategic planning.

**ENROLLMENT REPORT**

Assistant Vice President for Enrollment Management Lisa Slavin reported that enrollment is the same as this time last year. November 7th is the first day to register for Spring semester. Lisa is pleased with the work Admissions is doing. New enrollment is up two percent and continuing enrollment is down two percent, which evens out. MassBay is the only community college where enrollment has remained the same, with all of the others having had declines, some significant. State colleges are increasingly serving students with developmental needs, who should be coming to community college. MassBay is working with Framingham State and the College Planning Center to reach out to new populations.

**FOUNDATION REPORT**

Foundation member Steve Hibbard introduced himself and spoke about his family and background. He stressed that scholarships are very important. He reported that the management of the Foundation’s investments has been moved to Vanguard, which has better performance. The auditors were here last month and there are no major issues to report but some suggestions were made. $14,500 was raised at the 5K race. He heard many wonderful stories at the Donor Appreciation Dinner. Next week is a “Meet the President” breakfast for Foundation members. Mr. Hibbard indicated that the Foundation has been energized due to its renewed focus. The Foundation Board has set aside $20,000 for the President to work with.

**SPECIAL TOPICS**

**Vocational School Board Member**

President Podell reviewed the process of nominating and appointing a new Board member from a technical school. The School Board chooses the person, the Board votes, and a recommendation is made. Jon Evans, Superintendent of Keefe Technical School, has been recommended to the MassBay Board. Mr. Evans has been a great partner to MassBay. He would be a non-voting member and would bring new insight and knowledge. Keefe Technical School is a feeder for MassBay.
MOTION:

Trustee Beville motioned to approve Jon Evans of Keefe Technical High School as a new on-voting Board member representing a Technical School. Trustee Juliani seconded, and the motion was approved unanimously.

Ms. Britton will inform the Board of Higher Education of this decision. President Podell suggested Mr. Evans attend the next Strategic Framework meeting. He also asked the Board if there is anyone else in the Tri County/Minuteman (Lexington) area they think should attend the meeting.

Dashboard

Chief Strategic Planning & Institutional Effectiveness Officer Courtney Jackson reviewed the Dashboard, noting addition and corrections. With these first data points there is nothing major to report at this time. It was noted that MassBay should aim to increase its online offerings.

Each month the Dashboard will be updated and an analysis performed, noting what has changed. It was suggested that additional student success information be added, as the College should be looking at successes and challenges.

MassBay Veterans

President Podell introduced Marie Hahs, Coordinator of Veterans & Military Services commending the work she is doing for veterans. He indicated that the Bunker is a wonderful place for veterans. Ms. Hahs then introduced veterans Tim Prevost and KJ Urato, both of whom spoke with the group about their positive experiences at MassBay.

Mr. Prevost dropped out of high school but learned discipline and courage in the Marines. He is now pursuing a business degree while in the Marine Corps Reserve. He is also taking on a leadership role with the veterans. Mr. Prevost feels that MassBay Community College is a good fit for him and other veterans, as it has a 71% higher retention rate than the national average. He see the Bunker as a real draw because of its peaceful ambiance. All of his professors have been very supportive.

KJ Urato, who attended with his service dog, is studying Mechanical Engineering. He also expressed that the Bunker is a calming environment. He hears from students at other colleges that the quality of their veterans’ programs is lacking. He cannot speak highly enough about MassBay and Ms. Hahs. Mr. Urato takes classes on the Wellesley campus.

There are 145 veteran students and they have an active Facebook page (20 members). The Veterans are coming together to implement more programs (for students and their families) and to let other students know about them. There are various events occurring the week of Veterans Day.

Trustee Juliani thanked the students for their service and offered to be of assistance in any way. He also recognized the commitment made to the veterans by Ms. Hahs.

Trustee Der also stressed the commitment of the Trustees to the students. His office has an FBI Yellow Ribbon program and he is happy to work with the MassBay veterans. The students indicated that financial advice would be appreciated. The VA comes to campus every Monday, which is vital.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Monica Signorino reported that Student Government Association (SGA) is a member of CCSLA (Community College Student Leadership Association). SGA's goals for the semester are to increase its presence on campus as well as get more students involved in clubs. One specific plan is to host a workshop where the student body meets members of SGA.
Board Chair

Chair Peisch reported on a recent meeting with the Wellesley Selectmen, which was also attended by Trustees Der and Juli ani (all Wellesley residents) and President Podell. The President introduced himself and his vision for MassBay and also took questions. His presentation was well received. All five Selectmen attended President Podell’s Inauguration Ceremony, which is very encouraging and positive. He indicated that MassBay was recognized more than other schools for helping students affected by the ITT closure, many of whom are veterans. He noted there will be two new Board members soon.

President

President Podell reported that the Framingham lease expires in 2019 and the Town of Framingham has informed him that they are not renewing the lease. Thus, MassBay must vacate the Farley school in 32 months, which makes it urgent to find another site. It would take at least eight months to find a location and another 24 months to build out the building to meet our needs. There is not enough time to construct a new building, so the best MassBay can hope for is to seek a long-term lease in another building. Another lease is not an ideal solution but it appears to be the only choice. The State is creating the Strategic Framework of all Massachusetts public colleges, the focus of which is deferred maintenance. President Podell is meeting with DCAMM in November.

Chair Peisch will be connecting with Ken Tashy on the Board’s authority in this matter. He believes the Board can do whatever is in the best interest of MassBay Community College. He feels Framingham may not understand the severity and significance of this. It was also pointed out that the gym houses a basketball court for an award winning basketball team. The State needs to determine its point-of-view, relative to other capital needs. When MassBay took over this building, it needed work, and now the town will benefit from the improvements made.

Trustee Sylvia Beville is attending the November Workforce Development sessions at Middlesex Community College and will push for MassBay Community College to be there.

Trustee Lassiter is going to the Trustee Workshop on Thursday and will try to speak with the Secretary and Commissioner. The Health Care Programs are our strongest argument. Suggestions were made for alternative spaces.

The Ashland lease is up in 2021.

COMMUNICATIONS

Vice President Kirleis reviewed the reports from the MassBay Office of Public Safety, including the September 2016 Clery Report and September 2016 State Police Report. Nothing major needs to be addressed at this time.

UPCOMING EVENTS

October 27 – Trustee Workshop (10:00AM-3:00PM) - Trustee Lassiter will report back. President Podell is also attending.
November 19 – Open House and upcoming Student Development events
November 22 – Next Board meeting
December 3 – Trustee Retreat (9:00AM-2:00PM)
ADJOURNMENT

**MOTION:** Vice Chair Der motioned to adjourn, and Trustee Lassiter seconded. The motion passed unanimously.

The meeting adjourned at 9:50AM.

Tom Peisch, Chair  
Board of Trustees  
1/24/17

David Podell  
Date  
12/9/16