MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES  
Minutes of the Tuesday, November 22, 2016, Full Board Meeting—Wellesley Campus

BOARD MEMBERS PRESENT: Sylvia Beville, Ken Der, Jon Evans, Jamie Hoag, Daniel Juliani, Pam Lassiter, Tom Peisch, Diane Schmalensee, Monica Signorino (Student Trustee), and Katherine Tonelli

FACULTY AND STAFF MEMBERS PRESENT: Stephen Baccan (Assistant Controller, Fiscal Affairs), Lisa Bacon (Interim Vice President of Human Resources), Karen Britton (Assistant to the President), Elizabeth Blumberg, (Dean of Students), Marcus Edward (Controller, Fiscal Affairs), Eileen Gerenz (Assistant Vice President of Fiscal Affairs), Lynn Hunter (Vice President of Academic Affairs), Courtney Jackson (Chief Strategic Planning and Institutional Effectiveness Officer), Chitra Javdekar (Dean of STEM), Kathleen Kirleis (Vice President for Finance and Administrative Services), Elizabeth Kinsman (Staff Associate to the Chief Academic Officer), Lee Koh (Director of Marketing and Institutional Communications), Deborah London (Faculty), Susan Maggioni (Dean of Business and Professional Studies), Matthew O’Connor (Assistant Dean of STEM), David Podell (President), Mary Shia (Vice President of Development), Lisa Slavin (Assistant Vice President of Enrollment), and Richard Williams (Director of Retention)

GUESTS PRESENT: Jay Kaufman, Partner at Cohn Reznick; Rob Fine, Director at Cohn Reznick; Andrew Suralik, Senior Associate at Cohn Reznick

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 introduced new Trustee Jon Evans, Superintendent, Keefe Technical High School.

OCTOBER 25, 2016, MEETING MINUTES

The amended minutes will be will be reviewed at the December 3 retreat.

FY16 College Financial Statements

The auditors Cohn Reznick presented the Independent Auditor’s Report with the Statements of Net Position, Revenues, Expenses and Changes in Net Position, and Cash Flows. The financial statements are being issued with an unmodified (“clean”) opinion. No material weaknesses or deficiencies were noted. The Report on Internal Control had no internal control deficiencies that were required to be reported under Government Auditing Standards. The Uniform Guidance Report has an unmodified opinion; no material noncompliance and no significant deficiencies or material weaknesses were noted.

FY 16 Uniform Guidance

There were two audit findings:

1. Enrollment Status Reporting - In a sample of 51 students, five had status changes that were not reported to the National Student Loan Data System within the required 60 days. Two students had status changes not reported to the NSLDS at all, as they had re-enrolled after previously withdrawing and were not included on the Student Status Confirmation Report. The Statement of Cause for these findings was an unexpected authorized leave of absence in the Registrar’s Office. Management’s Corrective Actions included several steps for improvement as noted on pages 12-13.
2. Verification - In a sample of 18 students, one was flagged for income verification but did not complete a verification worksheet before financial aid was disbursed. The Statement of Cause for this finding was that although MassBay has written policies and procedures for verifying an applicant’s FAFSA information in accordance with federal requirements, the FAFSA information selected for this particular student’s verification was overlooked. Management’s Corrective Action included additional training and instituting an additional review before disbursement.

FY16 College Management Letter
The FY16 management letter contained two recommendations:

1. Financial Reporting - Management should configure PeopleSoft to produce reports required by management.
   Internal Control Manual – Because the internal control manual was last updated in January 2013, management should review and update the procedures each year

   **MOTION:** Trustee Lassiter moved to accept the College Financial Statements and Uniform Guidance Report as presented, and Trustee Tonelli seconded. The motion passed unanimously.

FINANCE ITEMS

Vice President Kirleis reviewed the September 2016, Budget vs. Actual Comparison Report.

**MOTION:** Trustee Schmalensee made a motion to approve the FY17 Budget vs. Actual Comparison Report, and Trustee Beville seconded. The motion passed unanimously.

October 2016 Contracts Report

Vice President Kirleis reviewed the contracts report listing two contracts—one to integrate Powerfaids with PeopleSoft. She also identified the Cloud and cyber security as a major issue for which the College needs short and long term solutions.

Dollar Threshold for Procurement

Vice President Kirleis recommended that the procurement policy be changed to conform with the State’s revised thresholds for procurement.

**MOTION:** Trustee Hoag made a motion to approve the Dollar Threshold for Procurement and Trustee Lassiter seconded. The motion passed unanimously.

Contractual Signature Authorizations

President Podell recommended that the President, Vice-President for Finance and Administrative Services, and Vice-President for Academic Affairs be authorized signatories for contracts and that the Director of Procurement and Business Operations be authorized to sign purchasing contracts under $5,000.

**MOTION:** Trustee Schmalensee made a motion to approve the Contractual Signature Authorizations and Trustee Beville seconded. The motion passed unanimously.

PERSONNEL ITEMS

Interim Vice President Bacon reviewed the Personnel Actions and Recruitment Reports.
Sabbatical Requests

President Podell reviewed Professor Kathleen Duchaineys request for a sabbatical.

**MOTION**: Trustee Der made a motion to approve Professor Duchaineys sabbatical request and Trustee Beville seconded. The motion passed unanimously.

Faculty member Deborah London reported that her request was denied. Trustees asked that faculty members completing a sabbatical report the results to the Trustees.

**ENROLLMENT REPORT AND DASHBOARD**

Assistant Vice President of Enrollment Slavin reported that this year’s spring enrollment exceeds last years. However, VP Kirleis noted increased labor costs are approximately equal to the additional spring revenue.

**FOUNDATION BOARD REPORT**

Vice President Shia reported $15,668.54 donations in October, the formation of an endowed scholarship in Bruce Jackson’s memory, and a $100,000 donation for the automotive and technology program.

**BOARD COMMITTEE REPORTS**

**Student Success Committee**

Trustee Beville reported that the Student Success Committee received a report on the Developmental English and Math programs.

**EXECUTIVE REPORTS**

**Student Trustee**

Student Trustee Signorino reported that the Student Government Association was working to increase student involvement in the college.

**Board Chair**

Chair Tom Peisch reminded the Committee of the retreat being held on December 3 from 9:00AM to 2:00PM. He also commended the recent Veterans event held November 10th.

**President**

President Podell reported on a week in the life of a President in which activities range from a talk from the US Ambassador to Portugal to working with D-CAMM on an RFP to lease a commercial space to replace our space at the Farley School in Framingham. The State approved a 2% increase for non-union staff.

**COMMUNICATIONS**

Vice President Kirleis reviewed the October 2016 Clery Report and October 2016 State Police Report from Public Safety.
ADJOURNMENT

ACTION ITEM: Trustee Schmalensee moved to adjourn, and Trustee Lassiter seconded. The motion passed unanimously.

The meeting was adjourned at 10:00AM.

Thomas E. Peisch  2/22/17  
Chair  
Board of Trustees

David Podell  2/22/17  
President  
Massachusetts Bay Community College