MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES  
Minutes of the Tuesday, January 24, 2017, Full Board Meeting – Wellesley Campus

BOARD MEMBERS PRESENT: Sylvia Beville, Tim Clifford, Ken Der, Jon Evans (Non-Voting Member), Daniel Juliani, Pam Lassiter, Jen Maseda, Tom Peisch, Diane Schmalensee, Monica Signorino (Student Trustee)

FACULTY AND STAFF MEMBERS PRESENT: Stephen Baccari (Assistant Controller, Fiscal Affairs), Lisa Bacon (Interim Vice President for Human Resources), Elizabeth Blumberg (Dean of Students), Karen Britton (Assistant to the President), Lynne Davis (Dean of Health Sciences), Michelle Drolet (Foundation Board), Marcus Edward (Controller, Fiscal Affairs), Eileen Gerenz (Assistant Vice President for Fiscal Affairs), Jim Grenier (Director of Online Education), Linda Grisham (Executive Director, Center for Teaching and Learning), Lynn Hunter (Vice President for Academic Affairs), Courtney Jackson (Chief Strategic Planning and Institutional Effectiveness Officer), Chris LaBarbera (Dean of Humanities and Social Sciences), Kathleen Kirleis (Vice President for Finance and Administrative Services), Lee Koh (Director of Marketing and Institutional Communications), Susan Maggioni (Dean of Business and Professional Studies), David Podell (President), Mary Shia (Vice President for Development), Lisa Slavin (Assistant Vice President for Enrollment), and Richard Williams (Director of Retention)

CALL TO ORDER, INTRODUCTIONS AND PREVIOUS MEETING MINUTES

The meeting was called to order at 8:00AM by Chair Peisch, who established that a quorum was present and introduced new Trustee Tim Clifford.

The minutes of the November 22 and December 3, 2016 meetings were reviewed. Trustee Schmalensee moved to approve the minutes, and Jen Maseda seconded. The motion passed with one abstention, Trustee Clifford.

FINANCE REPORTS

Vice President Kirleis summarized the following reports from the February 2016 Finance, Compliance, Personnel, and Audit Committee:

*November 2016 FY17 Budget vs. Actual Comparison  
*December 2016 Contracts  
*Student Accounts Receivable (quarterly report)

MOTION: Trustee Juliani moved to approve the November 2016 FY17 Budget vs. Actual Comparison report, and Trustee Der seconded. The motion passed unanimously.

PERSONNEL ITEMS

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

President Podell reported that the Department of Higher Education now requires a President’s attendance report for the Trustees to monitor use of vacation and sick time

ENROLLMENT REPORT AND DASHBOARD

Assistant Vice President Slavin reported the headcount for spring is down 5% and credits sold down 2%. Final spring data will be available in a few weeks. Fall 2017 applications are up.
Director of Strategic Planning and Institutional Effectiveness Jackson reviewed the Dashboard and addenda. Two factors have improved academic success outcomes—the appointment of a director of retention and the employment of academic coaches.

**FOUNDATION BOARD REPORT**

Vice President Shia reported that the Foundation income increased in calendar year 2016 to $211,291 from $82,261 in 2015 due in large part to a $100,000 gift from an anonymous donor. She also reviewed Spring 2017 semester events.

**SPECIAL TOPICS**

**International Students**

Assistant Director of International Admissions Claudia Ortiz introduced four International students representing Brazil, Kenya, and Sudan, who spoke about their choice of MassBay and positive experiences here. Subsequent discussion by the Board addressed students’ concerns about DACA and the expectation that the number of students coming to the United States may diminish in the coming years.

**Strategic Planning**

Vice President of Academic Affairs Hunter provided an update on the Strategic Planning process, highlighting the Professional Day on February 3.

One topic has been program closures. A proposal will be presented at the February Trustees meeting.

**EXECUTIVE REPORTS**

**Student Trustee**

Student Trustee Signorino reported that Student Government is continuing to focus on student engagement and customer service. She presented student concerns with a new teaching style to the Chair of Computer Science. Trustees Der and Juliani reiterated their willingness to offer financial guidance to the Veterans Club members.

**Board Chair**

Chair Peisch announced that he would be making committee appointments and that Commissioner Santiago will be attending part of the Trustees’ February meeting.

**President**

President Podell provided the following updates:

* An RFP to replace the Framingham campus is in process.

* A 1993 $500,000 Title III grant from the U.S. Department of Education to support the endowment, which the College matched, has now reached $1.7 million. It was given with the stipulation that it not be spent for 20 years. That period ended in 2013, so it is available for the College to spend for educational purposes, should the College wish. The Foundation is reviewing the effects of this on its budget.
*Citizens Bank will be offering workshops on financial literacy to various student groups.

*The NEASC Accreditation follow-up report is due in September 2017, with a visit scheduled for October. The three areas of concern raised after the last visit – staffing in Student Development, Communication, and Assessment of Student Learning – are being addressed with department changes, meetings and trainings.

*The Mayor of Boston announced that Boston students would be eligible for free tuition at MassBay from the Boston fund.

COMMUNICATIONS

The November 2016 Clery and State Police Reports were presented by Vice President Kirleis.

ADJOURNMENT

**MOTION:** Trustee Lassiter moved to adjourn, and Trustee Juliani seconded. The motion passed unanimously.

The meeting was adjourned at 9:35AM.

[Signatures and dates]

Thomas E. Peisch  Date
Chair
Board of Trustees

David Podell  Date
President
Massachusetts Bay Community College