Board Members Present: Sylvia Beville, Tim Clifford, Ken Der, Jamie Hoag, Dan 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); Karen Briton (Assistant to the President); Liz Blumberg (Dean of Students); Marcus Edward (Comptroller); Stephen Baccari (Assistant Comptroller); Eileen Gerenz (Assistant Vice-President for Finance and Administration); Lynn Hunter (Vice President for Academic Affairs); Courtney Jackson (Chief Strategic Planning & Institutional Effectiveness Officer); Chitra Javdekar (Dean of STEM); Chris La Barbera (Dean of Humanities and Social Sciences); James Lehan (MassBay Foundation Treasurer); Sue Maggioni (Dean of Business & Professional Studies); Lynne Davis (Dean of Health Science); Mary Shia (Vice President for Institutional Advancement & Alumni Relations); Lisa Slavin (Assistant Vice President for Enrollment Management); Richard Williams (Director of Retention)

CALL TO ORDER

Chairman Peisch called for introductions and established that a quorum was present. Chair Peisch praised Vice President Kirleis for her contributions and wished her well in her new position at UMass Boston.

FEBRUARY 28, 2017 MEETING MINUTES

The February 28, 2017 meeting minutes were reviewed by the Committee.

MOTION: Trustee Lassiter moved to approve the February 28, 2017 meeting minutes and Trustee Clifford seconded. The motion passed with one abstention.

FINANCE, COMPLIANCE, PERSONNEL AND AUDIT CONSENT AGENDA

The following consent agenda items from the March 21, 2017 Finance, Compliance, Personnel and Audit Committee were reviewed: Personal Actions Report and Recruitment Report.

MOTION: Trustee Der moved to approve the Consent Agenda and Trustee Hoag seconded the motion. The motion was approved unanimously.

President Podell reported that the new Grants Administrator has started.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that MassBay is up 15% in Fall applications compared to this time last year, and it is still early. Upcoming outreach events are the Health Sciences Fair on April 8, Open House on April 29, and All Vehicle Show on May 7.

DASHBOARD

Institutional Effectiveness and Strategic Planning Officer Jackson reviewed updates to the Dashboard.
FOUNDATION REPORT
Foundation Treasurer Jim Lehan reported that the Foundation endowment is under $5 million which primarily supports student scholarships.

BOARD COMMITTEE REPORTS

Finance, Compliance, Personnel and Audit Committee
Vice President Kirleis reviewed the January 31, 2017 Budget vs. Actual Comparison Report.

Revenue – Revenue for the year is projected to end at $100K over budget. Tuition, fees and Financial Aid will be less than budgeted, but state appropriation and other revenue are projected to exceed the amounts budgeted.

Expenses - Expenses for the year are $1.5M under budget, $950,000 of which is due to personnel savings in the adjunct budget because of the increase in the class minimum. Consulting costs are expected to be over budget due to operational consultants hired to fill staffing gaps and additional costs associated with the Financial Aid system implementation.

MOTION: Trustee Beville moved to approve the Budget vs. Actual Report as of January 31, 2017, and Trustee Schmalensee seconded the motion. The motion was approved unanimously.

Student Success Committee
Trustee Sylvia Beville reported the Student Success Committee will be meeting next week.

Presidential Evaluation

Trustee Hoag explained the process for this year’s Presidential Evaluation, outlined by Commissioner Santiago in a March 2017 memo. Trustee Hoag is Committee Chair; members are Trustees Der, Maseda, Peisch and Schmalensee. As part of the process, former President O’Donnell’s evaluation, the current Mission/Strategic Plan and President Podell’s 2016-2017 Agenda will be reviewed.

SPECIAL TOPICS

MBCC Basketball Team
Director of Athletics Bill Raynor and three of his basketball team members, Joshua Bonnie (Criminal Justice), Kameron Jimenez-Fox (Liberal Arts), and Kyle Jimenez-Fox (Business Certificate), spoke to the Trustees about this year’s highly successful season. Chair Peisch stressed how proud the community is of what the team accomplished. The team has been invited to meet Governor Baker.

Board of Trustees’ Role in Strategic Planning

Trustee Sylvia Beville reported that the Student Success Committee is reviewing data that is informing the Strategic Planning process. The Board will receive monthly updates on the process, including presentation of data from Gray Associates in April.

EXECUTIVE REPORTS

Student Trustee
Student Trustee Monica Signorino reported that students are thankful for Bruce Jackson’s recent celebration. The Habitat House is one Alternative Spring Break activity. Student Government Association continues to foster community with the annual talent show. Elections are coming up. One ballot question may be a mandatory fee for the Textbook Fund, which would then have to be approved by the Board.
**Board Chair**

Chair Tom Peisch reported that all groups, including the Secretary of Education, the Framingham and Wellesley legislative delegation, the Governor’s Office, and D-CAMM) were represented at the recent meeting with Senator Spilka, which went very well. The priority continues to be owning versus leasing a replacement building for the Farley School. The legislative delegation strongly wishes us to remain in Framingham. Talking points about constructing or buying a building will be distributed to the Board.

**President**

President Podell reported the following organizational changes:

* An Interim Vice President of Finance and Administration is starting next week.
* During the interim period, Campus Safety will report to the President, so the Interim VP can focus on budget.
* Financial Aid will now report to Assistant VP of Enrollment Management Lisa Slavin.
* Advising will report to Director of Retention Richard Williams, who will become Assistant Dean for Student Success.

President Podell also reported on the expenses from his Contingency, as follows:

1) Security of Wellesley buildings. (Public Safety is researching card/ID access.)
2) Gray Associates contract.
3) CSSSE Survey, to compare MassBay data to national norms.
4) Achieving the Dream Conference attendees. Bunker Hill Community College is partnering on this.
5) Part-time help for President’s Office.

The role of the Foundation was discussed. Jim Lehan is taking over as Chair. A draft MOU between the College and the Foundation is being reviewed. The Foundation is reviewing President Podell’s proposal for the use of the Matching Endowment Funds federal grant.

**COMMUNICATIONS**

Vice President Kirleis reviewed the February 2017 Clery and State Police Reports.

**ADJOURNMENT**

**MOTION:** Trustee Schmalensee moved to adjourn the meeting, and Trustee Der seconded. The motion passed unanimously.

The meeting adjourned at 10:03AM.

Thomas E. Peisch
Chair
Board of Trustees

David Podell
President
Massachusetts Bay Community College