CALL TO ORDER

Chair Peisch called for introductions and established that a quorum was present. He recognized Student Trustee Monica Signorino, who is graduating, for her excellent work on the Board this past year.

APRIL 25, 2017 MEETING MINUTES

The Minutes from the April 25, 2017 Full Board Meeting were reviewed.

MOTION: Trustee Schmalensee moved to approve the amended minutes of the April 25, 2017 meeting, and Trustee Beville seconded. The motion passed unanimously.

FINANCE, COMPLIANCE, PERSONNEL AND AUDIT ITEMS

Finance Items

Interim Vice President Buckley reported on the FY17 Budget vs Actual Comparison Reports for March 31, 2017. The estimated savings attributable to increasing minimum class size is roughly $500,000—significantly less than previously reported due to a computation error.

MOTION: Trustee Lassiter moved to approve the FY17 Budget vs. Actual Comparison Reports for March 31, 2017 and Trustee Juliani seconded. The motion passed unanimously.

Cash Projection Report

The College is projected to end the year adding significantly to the cash reserve.

Update on FY18 Operating Budget

President Podell and Interim Vice President Buckley reported that the College is revising its earlier projection of a 3% enrollment decrease to a 6% decrease, reflecting current enrollment data. At present, we do not know whether the State budget will cover mandatory collective bargaining increases. Also, the State is moving more and more liabilities to the College’s financial statements. To balance the budget, we made some cuts to expenses, including not filling several vacant faculty and staff positions. In the past few years, we increased our Student Development
staff to meet NEASC requirements and we increased Finance staff in response to the IG’s report. We are phasing out nine academic programs, but cost savings will be realized gradually as the students complete those programs. Currently, MassBay ranks tenth out of fifteen in cost; most colleges are increasing their fees, which will place us thirteenth in the list. The administration therefore proposes a $5 per credit increase in fees, in addition to the $5 increase in the technology fee discussed at the last Board meeting. Finally, the administration proposes consolidating a Parking/Commuter Fee and a Facilities Fee with the General Fee, which would be revenue neutral. These changes would leave us tenth in the ranking of cost among the community colleges.

Concerns were expressed about the need to make structural adjustments given an era of declining enrollments, rather than increasing fees. It was reported that financial aid will cover the increase in fees for some students. The question was raised whether we should, rather than increase fees, turn to our cash reserve, which has increased in recent years. A discussion followed about the cash reserves and the need for a long-term plan. It was suggested we bring in a consultant to look at higher education funding and business models.

**MOTION:** Trustee Der moved to increase the student Technology Fee by $5, and Trustee Maseda seconded. The motion passed unanimously.

**MOTION:** Trustee Beville moved to approve the $5 increase of the General Student Fee, and the revenue-neutral consolidation of the Parking/Commuter Fee and the Facilities Fee with the General Fee, and Trustee Schmalensee seconded. The motion was approved with one vote of “No” by Trustee Der.

**Personnel Items**

**Personnel Actions and Recruitment Reports**

Interim Vice President Bacon reviewed the Personnel Actions and Recruitment Reports. The Vice President of Human Resources offer was declined. The search has begun for the VP for Finance and Administration. The Title IX Coordinator position will be re-advertised with some changes in the responsibilities. Five faculty members will have a change in rank from Assistant Professor to Associate Professor.

**Tenure**

President Podell reported that reviews by a faculty committee, the deans and the Vice President for Academic Affairs, and by the president yielded positive recommendations for tenure for:

- Kim Altavesta, Assistant Professor, Division of Health Sciences
- Marina Bograd, Assistant Professor, Division of Science, Technology, Engineering, and Mathematics
- William Cote, Associate Professor, Division of Health Sciences
- William Deane, Associate Professor, Division of Health Sciences
- Erin Delaney, Associate Professor, Division of Health Sciences
- John Donato, Associate Professor, Division of Humanities and Social Sciences
- Mary Hacker-LeCount, Professor, Division of Health Sciences
- Jill Silos-Rooney, Associate Professor, Division of Humanities and Social Sciences
- Amy Lawson, Senior Financial Aid Counselor, Office of Financial Aid

Discussion followed concerning tenuring faculty in Nursing when enrollment had decreased since the closure of the evening program. The Student Success Committee will examine enrollment data in health sciences in detail.
MOTION: Trustee Juliani moved to approve the tenure recommendations, and Trustee Schmalensee seconded. The motion was approved with one vote of “No” by Trustee Tonelli.

Strategic Framework for Capital Investment Report

Interim Vice President Buckley reviewed the Strategic Framework for the Capital Investment Report prepared by DCAMM, which is focused in the next few years on deferred maintenance issues, with accessibility, safety and security as priorities. The firm Sightlines was here last week working with Director of Facilities DeLisle to look at MassBay’s needs.

MassBay Information Technology Initiatives

Chief Information Officer Lyons gave a presentation (attached) on MassBay’s technology needs. Among the priorities are document management, cyber liability, firewall for viruses, connecting IT to academics, and open sourcing.

ENROLLMENT REPORT

Associate Director McCarty and Chief Strategic Planning & Institutional Effectiveness Officer Jackson gave a presentation on enrollment (attached). Summer 2017 headcount is down 1% and FTE is up 1%. Fall 2017 applications are up more 18.5%, although at present Fall 2017 headcount is down 8% and FTE is down 7%, with recognition that most of our fall enrollment occurs in August. Admissions and Marketing are actively seeking to increase applications and yield.

Professor Kerry indicated students advocating for each other shows the power of student voices. Many do not have advocates, and more education on finances and resources are needed.

FOUNDATION REPORT

Vice President Shia reported the Foundation’s income in April was $8,000. Twenty scholarships were awarded for the summer, half of which were donor directed and the other half, Foundation directed. The end of year appeal to alumni and donors was mailed this week. The Ashland Car Show raised $11,000, down by $4,000 from last year. Preparations for the 5K Race in October are underway. Fall Scholarship applications are open until early July.

COMMENCEMENT

Approval of the Preliminary Roster of Graduates

President Podell reported that there are 798 students graduating, and over 300 will likely attend Commencement. This year’s speaker is Jean Girard JeanLouis, an alumnus who serves as a police officer in Boston.

MOTION: Trustee Lassiter moved to approve the preliminary roster of graduates, and Trustee Schmalensee seconded. The motion passed unanimously.
BOARD COMMITTEE REPORTS

By-Laws Committee

Committee Chair Hoag called for an official vote on the latest version of the By-Laws reflecting a change in the description of the Student Success Committee.

MOTION: Trustee Hoag moved to approve the amended By-Laws, and Trustee Beville seconded. The motion passed unanimously.

Assistant to the President Britton will distribute the updated document to the Trustees.

Presidential Evaluation

Committee Chair Hoag reviewed the criteria and process for President Podell’s evaluation put together by the Committee. Two criteria are the Committee’s and a third is from the Board of High Education. Surveys incorporating these criteria will be sent to specific internal and external constituencies. Most recipients can remain anonymous if they choose to check only their affiliations, but due to Open Meeting Law, Trustees must provide their names. The surveys will be sent next week, the Board will discuss the responses in June, and a three- to five-page summary will go to the Commissioner by the end of June.

The following changes were recommended: add Financial Health to Question #2; change September to July; and change the rating scale of 1-10 to 1-5.

MOTION: Trustee Hoag moved to approve the amended criteria and process for President Podell’s evaluation, and Trustee Lassiter seconded. The motion passed unanimously.

SPECIAL REPORT

Sabbatical Report

Professor Nina Kerry will present her Sabbatical Report at the June 13, 2017 meeting.

EXECUTIVE REPORTS

Board Chair

Chair Peisch reported that discussions with DCAMM regarding the Framingham campus are ongoing.

President

President David Podell reported that the College received a positive audit of our veteran’s program from the U.S. Office of Veterans Affairs. As to the Framingham Campus, the College has scaled down the size of the Health Science building should we receive approval to build on Framingham State’s parking lot; the cost of such a building and the replacement parking lot for Framingham State is between $30 and $32 million. DCAMM has not issued the RFP yet, reporting that, if we issue it by July 1, we would be within the time needed to obtain a replacement for the Farley School before our lease expires.
COMMUNICATIONS

The April 2017 Clery Report and April 2017 State Police Report were reviewed. The Board was pleased to see many zeros in the columns about reported incidents.

ADJOURNMENT

Chair Peisch reminded Trustees to be on campus on Thursday by 4:30PM for Commencement.

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

The meeting adjourned at 10:15AM.

[Signature]
Thomas Peisch  Date  9/5/17
Chair
MassBay Community College

[Signature]
David Bodell  Date  9/5/17
President
MassBay Community College