CALL TO ORDER

Chair Peisch called for introductions and established that a quorum was present.

MAY 16, 2017, MEETING MINUTES

The Minutes from the May 16, 2017, Full Board Meeting were reviewed.

MOTION: Trustee Lassiter moved to approve the amended minutes of the May 16, 2017, meeting, and Trustee Tonelli seconded. The motion was approved with one abstention by Trustee Schmalensee, who was not present at the May 16 meeting.

FINANCE, COMPLIANCE, PERSONNEL AND AUDIT ITEMS

Finance Items

Interim Vice President Buckley reviewed the FY17 Budget vs. Actual Comparison Report for April 2017. The College is in good financial shape, with revenues $800,000 over budget and expenses $700,000 under budget.

MOTION: Trustee Clifford moved to approve the FY17 Budget vs. Actual Comparison Reports for April, 2017, and Trustee Schmalensee seconded. The motion passed unanimously.

Interim Vice President Buckley also reviewed the Students Account Receivable Report. The Financial Benchmark Analysis and Facilities Project Update were reviewed as well.

Interim Vice President Buckley then reviewed the Operating Budget. The College proposes a balanced budget for FY18, based on a projected 6% decrease in enrollment. Vice President Buckley will submit a revised budget in August, at which time we will know more about enrollment and whether the Commonwealth will be funding contractual salary increases.

MOTION: Trustee Clifford moved to approve the FY18 Budget, and Trustee Der seconded. The motion passed unanimously.

MOTION: Trustee Der moved to approve the June 7, 2017 Finance, Compliance, Personnel and Audit Consent Agenda, and Trustee Hoag seconded. The motion passed unanimously.
Personnel Items

President Podell reviewed the Personnel Actions and Recruitment Reports. Jim Brown, who has had significant experience working in Ken Tashjy’s office, will be Interim Director of Human Resources while a search for a new Director is underway. The College is advancing in its search for a new Director of Nursing.

President Podell’s Attendance Report was reviewed.

BOARD COMMITTEE REPORTS

Trustee Hoag reported on the Presidential Evaluation Committee. The committee surveyed a variety of stakeholders on the president’s performance in the areas of leadership, viability and student success. Nearly 50 stakeholders (including the Trustees) responded. With a few exceptions, the responses were positive. Trustee Hoag will submit an Executive Summary along with President Podell’s self-evaluation to the Board of Higher Education.

The Committee was commended for its work and President Podell for a job well done. President Podell expressed his gratitude and acknowledged the commitment of all constituencies at MassBay to our students’ success. He particularly thanked the Board members for their strong support during his first year.

MOTION: Trustee Hoag moved to authorize the Presidential Evaluation Committee to send the Board of Higher Education a recommendation for full support of President Podell’s work over the past year and the maximum merit increase. Trustee Maseda seconded, and the motion passed unanimously.

OTHER

President Podell reviewed the history and current status of the Title III Funds Agreement, along with his proposal for a President’s Initiatives Fund (attached). There is a disagreement between the Foundation and College as to whom the grant funds belong, and President Podell’s proposal honors both perspectives. Trustees expressed concern that the proposal agreement gives the Foundation too much say over what is an appropriate expenditure of those funds. Trustees also noted that the Foundation needs to make more of a commitment to raising funds to support the College.

MOTION: Trustee Lassiter moved that the Finance, Compliance, Personnel and Audit Committee and the Foundation Finance Committee (with Trustee Maseda’s assistance) meet to draft a memorandum of understanding between the Foundation and MassBay Community College, and to resolve the matter of the College’s use of the Title III funds. Trustee Clifford seconded, and the motion passed unanimously.

DASHBOARD & ENROLLMENT REPORT

Chief Strategic Planning & Institutional Effectiveness Officer Jackson reported that there are two updates to the Dashboard: charts on the finance page reporting expenses and revenue for April. Assistant Vice President Slavin reported that, at present, enrollment is down 4.5% for the summer and 7% for the fall. However, fall new student applications are up more than 18%. Admissions is planning various activities geared towards increasing yield. Unfortunately, state universities are accepting students with developmental needs and those with GPAs below their cutoff. In addition, some liberal arts colleges are waiving test scores. This negatively affects the College’s enrollment situation.

FOUNDATION REPORT

Vice President Shia reported that the Foundation’s income for May is $9,339.26. The End-of-the-Year Annual Appeal went out on May 15th with follow-up appeals to be sent until the end of June. The focus of this year’s
Annual Report is “Student Success.” Fundraising for the 5K Race is ongoing, and the proceeds will go to the Bruce Jackson Scholarship Fund.

STRATEGIC PLAN UPDATE

Vice President Hunter distributed a list of the Strategic Planning Subcommittee’s nine Goals and Strategies (attached). The Trustee gave some feedback and were invited to provide more. The Trustees suggested that we include more on workforce alignment, transfer programs, community partnerships, fundraising, marketing efforts, and mentoring of staff. It was further suggested that the College prioritize items and streamline the document.

EXECUTIVE REPORTS

President

President Podell spoke with Commissioner Gladstone from DCAMM about the Framingham campus, and they will meet next week. The Commissioner outlined three possibilities: 1) leasing in Framingham, 2) leasing in a broader area, and 3) building in Framingham. President Podell brought to Commissioner Gladstone’s attention that it would be catastrophic if we were not ready to provide instruction in our health science programs when we have to vacate the Farley School. More information should be available when he meets with Commissioner Gladstone next week. The Trustees indicated their desire to be advocates for the College in this effort. President Podell also reported that the circumstances with Professor Bruce Jackson’s lab have been resolved.

COMMUNICATIONS

The May 2017 Clery and State Police Reports were reviewed.

ADJOURNMENT

Chair Peisch made note of the 2017 Fall semester One Book, Civilized: A Young Veteran’s Memoir. All Trustees received a copy.

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

The meeting adjourned at 9:58AM.

[Signatures and dates]

Tom Peisch, Chair
Board of Trustees

David Podell, President
MassBay Community College

[Signatures and dates]