MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES
Minutes of the Tuesday September 5, 2017 Full Board Meeting—Wellesley Campus

Board Members Present: Sylvia Beville, Timothy Clifford, Ken Der, Daniel Juliani, Pam Lassiter, Tom Peisch, Diane Schmalensee, and Katherine Tonelli

Staff Members Present: Steve Baccari, Assistant Comptroller; Liz Blumberg, Vice President for Student Development and Dean of Students; Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Finance & Administration; Marcus Edward, Comptroller; Julie Ginn, Director of Career Services and Internships; Lynn Hunter, Vice President for Academic Affairs; Courtney Jackson, Dean of Planning and Institutional Effectiveness; Lee Koh, Director of Marketing and Communications; Michael Lyons, Chief Information Officer; David Podell, President; Feby Sesar, Grants Administrator; Mary Shia, Vice President for Institutional Advancement & Alumni Relations; Lisa Slavin, Assistant Vice President for Enrollment Management; Elizabeth Watson, Director of Corporate Partnerships and Workforce Development; and Richard Williams, Assistant Dean for Student Success

CALL TO ORDER AND INTRODUCTIONS

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

JUNE 13, 2017 MEETING MINUTES

The Minutes from the June 13, 2017, Full Board Meeting were reviewed.

MOTION: Trustee Lassiter moved to approve the amended minutes of the June 13, 2017, meeting, and Trustee Clifford seconded. The motion was approved unanimously.

AUGUST 31, 2017 FINANCE, COMPLIANCE, PERSONNEL & AUDIT MEETING CONSENT AGENDA

FINANCE ITEMS

Vice President Buckley reviewed the FY17 Budget vs. Actual Comparison Report for June 2017. The College ended the FY17 fiscal year with a $2.5 million cash reserve.

MOTION: Trustee Juliani moved to approve the FY17 Budget vs. Actual Comparison Report for June 2017, and Trustee Beville seconded. The motion passed unanimously.

Vice President Buckley reviewed the Contracts Report. Chair Peisch recused himself from the discussion and left the room because a family member is a principal at one of the companies in the report.

The Board reviewed the Student Accounts Receivable Report and the Five Year Cash Report.

FY2018 Budget Update and Discussion

Vice President Buckley reported that the FY18 State budget came in as projected. The College budgeted for 6% decline in enrollment, while current data, which are not yet final, suggests only a 3% decrease.
PERSONNEL ITEMS

President Podell reviewed the Personnel Actions and Recruitment reports.

The Board reviewed the President’s Attendance Report.

AUDIT ITEMS

Vice President Buckley reported that auditors Cohn Reznick will present the audit at the October meeting.

OTHER

Report on Academic and Administrative Technology Upgrades

Vice President Buckley and Chief Information Officer Lyons thanked Trustee Clifford for meeting with them last week. Trustee Clifford praised the work that MassBay is doing. CIO Lyons reviewed new IT initiatives for 2017/2018, including academic and administrative upgrades (attached).

Discussion on Adoption of Investment Policy and Issuance of RFP

Vice President Buckley reviewed the adoption of an investment policy and associated Investment RFP (attached).

Facilities Update

Vice President Buckley reported that MassBay received $270,000 from DCAMM to improve accessibility, although $1.4 million is needed to address the College’s needs. The air conditioning project on the 3rd and 4th floors in Wellesley will continue until November; the work is not disrupting instruction.

ENROLLMENT AND DASHBOARD REVIEW

Assistant Vice President Slavin reported that Mass Bay is down in enrollment by 3%, better than the projected 6%. The drop for nonpayment is tomorrow and Add/Drop ends September 11. Admissions is looking at Admitted Students who are not attending.

Dean Jackson reviewed new data on the dashboard: Social media followers, hits, and views are increasing.

FOUNDATION REPORT

Vice President Shia reported the following:

*Total Contributions to the Foundation in FY17 were $329,698.
*Scholarships and grants awarded to students in FY17 were $232,058.
*Foundation income for FY16 was $165,669.82.
*Foundation income for FY17 was $329,698.

SPECIAL TOPICS

Framingham Campus Strategic Framework Proposal

President Podell reported that MassBay is preparing its proposal to the State for capital funding, while the College is also pursuing possible leasing arrangements, as a backup; an RFP has been issued to obtain proposals for leases. The capital funding, if obtained, would allow for the construction of a new Health
Science building that would sit on what is currently a parking lot for Framingham State University. Because the new building would not be ready until 2022, the College would also need an extension from Framingham Public Schools to lease the Farley School for three additional years, either as the sole occupant or sharing with the Public School system. D-CAMM has averred that MassBay’s proposal for capital funding (costing $33.5 million) would be strengthened by a degree of self-funding. President Podell recommended that the College self-fund $3.5 million of the total from reserves and fundraising.

**ACTION ITEM** – Trustee Schmalensee moved to approve an allocation of $3.5 million from MassBay Community College funds to offset the cost of the Framingham campus in the Strategic Framework Proposal. Trustee Lassiter seconded. The motion passed with one abstention by Trustee Beville.

**Strategic Planning**

Vice President Hunter reviewed a one page summary of the Strategic Plan, highlighting the strategic directions of the plan. The final document will have more detail, including metrics. Trustees recommended that it also include budget implications.

**EXECUTIVE REPORTS**

**Board Chair**

Chair Peisch reported the following:

* The October 3 Board meeting will be held in Framingham.
* The 5K Race is October 15.
* He has been re-appointed as Chair. The re-appointment of other Trustees is still pending
* The Presidential Evaluation was submitted in June. President Podell meets with the Commissioner in September.

**President**

President Podell reported the following:

* The summer was busy preparing for academic year.
* Today is the first day of Fall classes.
* A NEASC focused visit consisting of two team members will take place October 22-25. The report, concentrating on three areas, will be mailed this week.
* A series of events on the Opioid Crisis will be held this semester.

He also introduced the following administrators:

* Feby Cesar, Grants Administrator
* Curtis Cormier, Director of Financial Aid
* Julie Ginn, Director of Career and Internships
* Elizabeth Watson, Director of Corporate Partnerships and Workforce Development.

**COMMUNICATIONS**

The July and August 2017 Clery and State Police Reports were reviewed.
ADJOURNMENT

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

The meeting adjourned at 9:46AM.

Thomas E. Peisch
Chair
Board of Trustees

David Podell
President
Massachusetts Bay Community College