CALL TO ORDER AND INTRODUCTIONS

OCTOBER 11, 2017 MEETING MINUTES

The minutes from the October 11, 2017, Full Board meeting were reviewed.

MOTION: Trustee Schmalensee moved to approve the October 11, 2017 meeting minutes, and Trustee Hoag seconded. The motion passed with one abstention by Trustee Beville who was not at the meeting.

SPECIAL REPORT

Professor Nina Keery reported on her Fall 2016 semester sabbatical (attached), during which she studied the use of Faculty Learning Communities to improve the effectiveness of faculty.

FINANCE ITEMS

Vice President Buckley reviewed the FY18 Budget vs. Actual Comparison Report for September 2017. Both revenues and expenses are better than budgeted.

MOTION: Trustee Juliani moved to approve the FY18 Budget vs. Actual Comparison report for September 2017, and Trustee Clifford seconded. The motion passed unanimously.

Vice President Buckley reviewed the Student Accounts Receivable and Cash Reports for October 2017. Student Accounts Receivable have declined by $3 million. Financial Aid packages have been sent out sooner, and Payment Options are clearer. There has been an increase of $5.2 million in Cash Reserves.

President Podell and Vice President Buckley are looking to hire an Investment Policy Advisor.

PERSONNEL ITEMS

Director Stallings reviewed the Personnel Actions, Recruitment, and President’s Attendance Reports. Fewer positions need to be filled than previously. President Podell will use up his personal days before the end of the year.

DASHBOARD AND ENROLLMENT REPORT

Dean Jackson highlighted updates to the Institutional Dashboard for the month of November. Applications were up 15% this year. Fall enrollment is 4,630 students (2700 FTE). Average class size increased to 17 students per class. On-line offerings also continue to grow.
Discussion ensued around online offerings. MassBay was the first Community College to partner with EdX, and is a leader in this area. Trustees also discussed the need to integrate the adjunct faculty into the community.

Assistant Vice President Slavin reported that spring registration, which opened on November 6, is up 22% compared to last year. An Open House for prospective students is on November 18th on the Wellesley Hills campus; we are expecting 300 attendees.

FOUNDATION BOARD REPORT

Vice President Shia reported that the recent Donor Dinner and Scholarship Awards evening went very well. She thanked Trustees Beville and Der for attending. The 5K Race in October raised $16,777. She thanked Trustee Clifford for the $2,500 sponsorship from his company, Frontline Education, and Trustee Lassiter for her $500 donation. The Annual Report has been mailed out, and the End of Year Appeal will go out in the mail on November 15th. Giving Tuesday is November 28. We recently received a $100,000 grant from the Gladys Brooks Foundation that will support scholarships for single parents. Chair Peisch encouraged all Trustees to give to make a donation to the Foundation this year.

BOARD COMMITTEE REPORTS

Presidential Evaluation

Trustee Hoag reviewed the letter from Commissioner Santiago regarding President Podell’s annual evaluation. He thanked Trustees Der, Maseda, and Schmalensee for their work on this committee.

Foundation Memorandum of Agreement

President Podell will speak with Foundation Chair Jim Lehan now that the October 2017 Full Board meeting minutes have been approved. Fundraising by the Foundation remains a priority.

EXECUTIVE REPORTS

Student Trustee

Trustee Gallagher reported that many steps are being taken to combat food insecurity, including developing a partnership with Food for Thought and encouraging the Veterans Club to volunteer at the Mobile Market. SGA is looking into MassBay printing its own blue examination booklets, which would yield a 25% savings. The College is also looking into printing Open Source textbooks and selling them at cost, which would yield a significant savings for students. He and other students attended the Community College Student Leadership Association Conference in October.

Board Chair

Chair Peisch had a productive meeting with Matthew Noyes, the newly appointed Director of Trustee and Government Relations at the Board of Higher Education. Chair Peisch provided an overview of some of the issues facing the College, including the Framingham campus. Mr. Noyes expressed an interest in attending a future Board of Trustees meeting.
Chair Peisch mentioned the upcoming Statewide Trustees Conference (now postponed to March 1, 2017) and the desirability of attendance.

Chair Peisch believes that a Board of Trustees Retreat is overdue and will poll the Board for a convenient Saturday after the holidays.

President

President Podell reviewed his 2017-2018 Agenda (attached). Discussion ensued about the enrollment decline over the past four years, particularly in the Health Sciences. Ways to increase enrollment were suggested, including more Distance Learning courses, a new Dental Assistant program, putting the recommendations from Gray Associates programs into the Strategic Plan, and reaching out more outreach to underprepared students, especially in English and Math.

President Podell reported that the NEASC Visiting Team’s report was very positive. Michael Anthony’s presentation on this year’s One Book, Civilized, received front-page coverage in MetroWest Daily News. Trustee Gallagher indicated that the Veterans were pleased with the talk, which Trustees Lassiter and Schmalensee attended.

Vice President Buckley reported that the presentation on our Health Science Center in Framingham case which President Podell gave at DCAMM’s Peer Review Session was well received.

COMMUNICATIONS

The October 2017 Clery and State Police Reports were reviewed.

ADJOURNMENT

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

The meeting adjourned at 9:35AM.

[Signatures]

Thomas E. Peisch 2/16/18
Chair
Board of Trustees

David Podell 2/16/18
President
Massachusetts Bay Community College