

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES' MEETING

Minutes of the Tuesday, April 3, 2018, Full Board Meeting - Wellesley Campus

Board Members Present: Tim Clifford, Jon Evans, Michael Gallagher, Jamie Hoag, Matthew Kahn, Pam Lassiter, Sandra Lish, Tom Peisch, and Diane Schmalensee

Staff and Students 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 of Finance and Administration; Josh Champagne, Student; Marcus Edward, Comptroller; Eileen Gerenz, Associate Vice President for Finance & Administration; Jim Grenier, Director of Online Education; Linda Grisham, Executive Director, Center for Teaching, Learning, and Technology Innovation; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Dean of Planning and Institutional Effectiveness; Lee Koh, Director of Marketing and Communications; Chris La Barbera, Dean of Humanities and Social Sciences; Robert Lilley, Dean of Automotive Technology; Sue Maggioni, Dean of Business and Professional Studies; Matt O'Connor, Assistant Dean of STEM; David Podell, President; Bill Raynor, Special Assistant to the President; Mary Shia, Vice President Institutional Advancement and Alumni Relations; Lisa Slavin, Assistant Vice President for Enrollment Management; Samaria Stallings, Director of Human Resources; and Richard Williams, Assistant Dean for Student Success

Guests Present: Steven Violin, F. L. Putnam Investment Management

CALL TO ORDER

Establishment of Quorum and Introductions

Chair Peisch called the meeting to order and established the presence of a quorum.

REVIEW AND APPROVAL OF MINUTES OF THE MARCH 10, 2018 FULL BOARD MEETING

MOTION - Trustee Schmalensee moved to approve the minutes of the March 10, 2018, Full Board meeting, and Trustee Lassiter seconded. The motion passed unanimously.

FINANCE, COMPLIANCE, PERSONNEL & AUDIT ITEMS

Finance Items

FY18 Budget vs. Actual Comparison Reports with Projection – February 2018

Vice President Buckley reported that the College's financial position is positive. We may end the fiscal year with a \$1.6 million surplus.

MOTION- Trustee Schmalensee moved to accept the FY18 Budget vs. Actual Comparison Report – February 2018, and Trustee Clifford seconded. The motion passed unanimously.

Contracts Report - February 2018

The chiller may be installed in June now because of missing parts. We are hoping DCAMM will contribute to the cost.

Student Accounts Receivable Report - February 2018

Vice President Buckley reported Student Accounts Receivables are down from last year due to the College having done a better job collecting money.

Cash Report – February 2018

Vice President Buckley reported that our cash balances are \$3.3 million higher than last year.

We are in a good financial situation with regard to building the new Health Science Center in Framingham. The State's Office of Administration and Finance will announce projects to be funded in May. Also in May, the Framingham School Committee will also decide if it will need the Farley School as swing space in replacing the Fuller School after our lease expires in June 2019. Our reserves also place us in a good situation with regard to building the Wellness Center in Wellesley. It was suggested that the College do five-year forecasting.

Review of DRAFT Investment Policy Statement and Timeline

Vice President Buckley introduced Steven Violin from F.L. Putnam Corporation, who reviewed the Draft Investment Policy Statement, and the January 2018 and November 2017 presentations made to the Finance, Compliance, Personnel and Audit (FCP&A) Committee. (The presentations are attached.) There will be three buckets: One already exists with no cost and is very liquid. The other two offer a greater return (better than 1.75%, which is less than inflation rate). Starting conservatively, an average of 4% could be withdrawn each year, with portfolio reports issued quarterly. The Board controls how much money goes in each bucket initially and in subsequent transfers. If the Board wishes to pursue this idea, management of the funds will be put out to bid.

Review and Discussion of MassBay Community College Student Fees & Revenue Projection

Vice President Buckley previewed next month's budget presentation for FY19. We are likely to recommend no fee increase. Enrollment is expected to fall in a range of 2% above or 2% below last year. Other community colleges are projecting decreases in enrollment and some are planning fee increases.

PERSONNEL ITEMS

Change of Rank

President Podell announced the promotions of four faculty:

- *Kimberly Altavesta, Division of Health Sciences - Assistant Professor to Associate Professor
- *Patricia Hartigan, Division of Health Sciences - Assistant Professor to Associate Professor
- *Jill Silos-Rooney, Division of Humanities and Social Sciences - Associate Professor to Professor
- *Jeanie Tietjen, Division of Humanities and Social Sciences - Associate Professor to Professor

Personnel Actions, Recruitment and President's Attendance Reports

Director Stallings reviewed the Personnel Actions, Recruitment and President's Attendance reports.

Update on Early Retirement Incentive Program

Director Stallings reported that the Early Retirement Incentive Program (ERIP) was announced on March 12. Fifteen people have expressed interest, and three applications are already in. Those approved will be notified by May 12.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that Summer and Fall 2018 registration opened yesterday. For Summer, 400 students are enrolled so far, similar to last year. Fall 2018 applications are up 26% compared to last year. The number of RSVPs for the April 28 Open House is also higher. Financial Aid packages for new incoming students will begin to go out in mid-April. Families are receiving assistance in completing their FAFSA forms.

DASHBOARD

Dean Jackson presented updates to data on graduation rate, transfer rate, foundation fundraising, and new grants awarded. She will provide data on transfer to two- versus four-year institutions at the May Board meeting. Dean Blumberg will also provide data from exit interviews.

FOUNDATION REPORT

Vice President Shia announced the following:

- *MassBay Reunion will be on April 7.
- *All Vehicle Show will be on May 6.
- *The End-of-Year Appeal will go out in mid-May.
- *On May 24, MassBay will be hosting this year's IT Security Summit, *"Building a Secure Business: from Culture to Cloud"*

President Podell reported that the Foundation Board made minor changes to the draft Memorandum of Understanding (MOU) for the Board's consideration. The language for the MOU specifically related to the Challenge Grants is being worked on by Foundation Chair Jim Lehan.

SPECIAL TOPICS

Chief Diversity Officer Raynor provided a history of the Young Men of Color program, which began at MassBay in 2009 through a Boston Foundation grant. Retention, GPA, and completion for this population have increased but nationally the country is doing a poor job with this population. More funding is needed. Liberal Arts major Josh Champagne spoke positively about his experience with mentoring, the basketball team, and SOAR.

EXECUTIVE REPORTS

Student Trustee Gallagher reported that the statewide SGA, having requested \$10 million from the Department of Higher Education for open educational resources, received \$5 million. The opening of the Food for Free program at MassBay was well attended. The Student Government would like the College to schedule a weekly common hour to give students opportunities to participate in clubs and activities; Spring 2019 would be the earliest this could happen.

Chair Peisch reported that we are waiting anxiously on a decision about the Framingham campus. The recent Scholarship Dinner was very nice.

President Podell reported that the final draft of the Strategic Plan will be shared at the May meeting. The number of goals has been reduced from 20 to 14, based on the Board's feedback. Sophisticated smart boards for instruction, of which there are four in Ashland, are being purchased for Wellesley and Framingham. Town Halls will be held later this semester regarding arming Police Officers. The College received a report from the Human Resources Director of Brandeis that a former MassBay employee who left in 2015 and subsequently worked at Brandeis had apparently downloaded a file that contained containing personal data, including social security number, of over 700 MassBay employees. Ostensibly the former employee had downloaded the file because she wanted copies of forms she had used at MassBay at subsequent jobs. When she uploaded the file at Brandeis, their IT Department quickly detected the personal data and deleted the file from their system. Brandeis returned to MassBay the device on which the data were stored. MassBay has informed the current and past employees whose information was compromised and reported the matter to the Attorney General and Department of Consumer Affairs. MassBay had already put more protections in place and is further enhancing our security through software, training, and establishing new policies. President Podell informed the community of this event via email and sent letters to the affected employees to apologize.

COMMUNICATIONS

Reports from the Office of Public Safety

The March 2018 Clery and State Police Reports were reviewed.

ADJOURNMENT

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

The meeting adjourned at 10:00 am.



Thomas E. Peisch
Chairman
Board of Trustees



Date



David Podell
President
MassBay Community College



Date