MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES’ MEETING
Minutes of the Tuesday May 15, 2018 Full Board Meeting – Wellesley Campus

Board Members Present: Tim Clifford, Michael Gallagher, Jamie Hoag, Dan Juliani, Matthew Kahn, Pam Lassiter, Tom Peisch, Diane Schmalensee, and Katherine Tonelli

Others Present: Steve Baccari, Acting Comptroller; Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Administration and Finance; Lynne Davis, Dean of Health Sciences; Marcus Edward, Acting Vice President for Finance and Administration; Eileen Gerenz, Former Vice President for Finance and Administration; Julie Ginn, Director of Career Services and Internships; Linda Grisham, Executive Director, The Center for Teaching, Learning, and Technology Innovation; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Dean of Planning and Institutional Effectiveness; Chitra Javdekar, Dean of STEM; Lee Koh, Director of Marketing and Communications; Chris La Barbera, Dean of Humanities and Social Sciences; Sue Maggioni, Dean of Business and Professional Studies; Robert O’Connell, Professor of Mathematics; Matt O’Connor, Assistant Dean of STEM; David Podell, President; Mary Shia, Vice President Institutional Advancement and Alumni Relations; Lisa Slavin, Assistant Vice President for Enrollment Management; Samaria Stallings, Director of Human Resources; Rhian Waterburg, Director of Transfer Affairs and Articulation; and Richard Williams, Assistant Dean for Student Success

CALL TO ORDER

Establishment of Quorum and Introductions

Chair Peisch called the meeting to order and established that a quorum was present.

REVIEW AND APPROVAL OF APRIL 3, 2018, FULL BOARD MEETING MINUTES

MOTION – Trustee Lassiter moved to approve the minutes of the April 3, 2018, Full Board meeting, and Trustee Hoag seconded. The motion passed with two abstentions by Trustees Juliani and Tonelli, both of whom were not at the meeting.

FINANCE, COMPLIANCE, PERSONNEL AND AUDIT ITEMS

Finance Items

FY18 Budget vs Actual Comparison Report – March, 2018
Vice President Buckley reported that the College’s finances continue to be favorable primarily because expenses have been under budget.

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

Vice President Buckley also reported on the following:

Contracts Report - The College is undertaking a project to improve exterior lighting to improve safety.

Student Accounts Receivable – These are up, as Financial Aid and Student Accounts have done a better job collecting money.
Cash Report - This is very positive, but the total will be reduced to account for the cost of the chiller project, which DCAMM has declined to include in the air conditioning project that is ongoing.

FY19 Revenue Projection - The FY19 balanced budget will be presented at the June meeting. The administration does not anticipate a request to raise student fees. While enrollment is expected to fall in a range from 2% up to 2% down from FY18, to be cautious we are budgeting based on a 2% decline. The State appropriation will likely be increased by 1%. We await a resolution of the budgets of the House, the Senate, and the Governor through the conferencing process.

Tuition Rates – A comparison of all the Community Colleges’ FY19 tuition rates shows that MassBay and Bunker Hill are the only colleges not increasing fees in the fall (Bunker Hill expects to increase fees in the spring). We have the option of increasing fees in the spring if enrollment declines more than 2%.

PERSONNEL ITEMS

Personnel Actions Report

President Podell reported that Eileen Gerenz has left the College. Marcus Edward is now Acting Vice President for Administration and Finance, and Steve Baccari is Acting Comptroller.

Recruitment Report

The Early Retirement Incentive Program resulted in the retirement of 14 employees (eight faculty and six staff members); the cost of the program (approximately $550,000.00) will be accrued in the present budget year and the savings will be seen in the years to follow. Three of the vacant positions will be filled immediately and the rest will be reviewed in the coming year to see whether we wish to re-fill them.

President Podell reported that nine of the ten faculty searches are going well. The Paramedicine search will probably have to be restarted in the fall.

Recommendations for Tenure

President Podell recommended for tenure three candidates, all of whom had been approved by a faculty committee and a committee of the five academic deans:

Robert Bolivar, Associate Professor, Division of Automotive Technology
Jessica Henry, Academic Counselor, Academic and Transfer Advising Center
Peter Schilling, Admissions Coordinator, Office of Admission

MOTION- Trustee Juliani moved to accept the recommendations for tenure as presented, and Trustee Schmalensee seconded the motion. The motion was passed, 8 yes and 1 no (Trustee Tonelli).

Update on College Early Retirement Incentive Program/ERIP

President Podell reported that eight faculty and six staff are taking advantage of Early Retirement Program. The cost of the retirement incentive will be accrued in this year’s budget. Only three positions (two academic advisors and the Associate Registrar) will be filled immediately. The remaining positions will be reviewed in the
coming year to see whether we wish to fill them. Replacements will be at lower salaries, so there will be a savings over the long term.

COMMENCEMENT

President Podell presented the Preliminary Roster of Graduates for the May 17, 2018 Commencement.

MOTION – Trustee Lassiter moved to accept the Preliminary Roster of 2018 Graduates, and Trustee Hoag seconded. The motion passed unanimously.

ENROLLMENT REPORT

Assistant Vice President Slavin reported that Summer enrollment is down 2% and Fall is up 2% from FY18. Fall applications are up 25% compared to this time last year. The April Open House was a success, with almost 500 guests. 127 students are registered for New Student Orientation in June. To help students whose programs are unexpectedly closing, MassBay has reached out to students of Mt. Ida and has delayed the Nursing application deadline for Nursing students from Quincy College.

DASHBOARD

Dean Jackson reviewed the latest Dashboard. Questions were raised about transfer data. Rhian Waterburg reported that MassBay’s transfer rates are comparable to those of other community colleges. Many community college students never intend to earn an associate’s degree and, in fact, do not want one. They are attending community college to get an affordable start on their bachelor’s degrees and they transfer when it is most convenient for them. Concern was expressed about the drop in enrollment over the years in Health Sciences. It was explained that several years ago, we moved all of the pre-Health Science students into the pre-STEM program because the College did not have a pre-Health Science program registered with the State.

FOUNDATION REPORT

Vice President Shia reported the following:

*The All Vehicle Show raised $17,400.
*The End of Year Appeal is dropping in the mail on May 15 to 60,000 people.
*The Nursing Reunion will be on June 9.
*Foundation Board member Michelle Drolet is running the IT Security Summit on May 24 with Mike Lyons, MassBay’s Chief Information Officer. Last year the Summit raised $10,000 for MassBay Information Technology students.

President Podell reported that the Foundation has expressed interest in contributing $250,000.00 toward the cost of a new Student Recreation Center, with the College matching that amount. There was discussion of a budget for that project and of the desirability of a final decision on the Health Sciences Building.

Chair Peisch will be talking with Jim Lehan to further negotiate the Memorandum of Understanding between the Trustees and the Foundation regarding the Endowment Challenge Grants. When that is resolved, we will complete the process of negotiating the broader Memorandum of Understanding. Trustee Hoag is heading up the effort.
SPECIAL REPORTS

Multicultural Mentoring Program

Julie Ginn described the College’s various mentoring programs and introduced two students, Manisha Kasana and Zein Nayal, who participate in the Multicultural Mentoring Program. Ms. Kasana moved here from Tokyo and was looking for small program in Accounting. She will take the CPA examination soon. Her mentor is a retired Bank of America official. Ms. Nayal is from Syria and her mentor is from Lebanon. She studies Psychology and hopes to study Psychology and Economics at Cornell or Columbia in the Fall. For both, the program has provided community and comfort. Mentors come from campus as well as the external community, and they help guide students in their education and careers.

Strategic Plan

President Podell reviewed the Strategic Plan, MassBay’s guiding principles and blueprint for next five years. The document has been revised based on feedback from the Trustees, as well as others. If approved by the Board, we will submit the plan to the Department of Higher Education in the fall.

The plan is designed to cover the next five years. The administration will provide regular updates to the Trustees of the College’s progress on the fourteen goals. The President acknowledged the work of Lynn Hunter, Gary Donato and Courtney Jackson.

MOTION – Trustee Lassiter moved to accept the Strategic Plan, and Trustee Kahn seconded. The motion passed unanimously.

BOARD COMMITTEE REPORTS

Student Success

Trustee Schmalensee reviewed a handout with updates related to the Academies, Facilities and Advising. Affordability and student well-being are the top priorities of the Committee.

2018 Presidential Evaluation

Trustee Hoag reviewed the criteria and process for President Podell’s 2018 Evaluation. The Committee will follow the same process as last year, which was received well by the State. A short survey will be sent to internal and external constituencies based on the Commissioner’s standards and the President’s 2017-2018 agenda. The Committee will send the survey to students today in hopes of maximizing students’ responses.

MOTION – Trustee Juliani moved to accept the Criteria and Process for President Podell’s Evaluation and Trustee Clifford seconded. The motion passed unanimously.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Gallagher reported that the Student Government Association had its last meeting and is deciding what to do with leftover funds (a little under $3000). The Food for Free program is going well, and a
Mobile Market was held last week.

Chair Peisch thanked Mr. Gallagher for his impressive contributions to the Board this year as Student Trustee.

Board Chair

Chair Peisch reported we are still waiting to hear about a decision on the Framingham campus. He mentioned the College’s ongoing membership in the Association of Community College Trustees (AACT) and Massachusetts Community Colleges Trustees Association (MCCTA), and raised a question as to whether either is worth the cost, which totals $7,561.00 per year. A handout showing the extent of membership by twelve of our sister colleges was distributed. This will be the subject of further discussion. Mr. Peisch then announced the election of Vice Chair of the Board, which occurs in May, according to the By-Laws. The Vice Chair is also ex-officio of Chair of the Finance, Compliance, Personnel, and Audit Committee.

MOTION – Trustee Schmalensee nominated Trustee Juliani as Vice Chair of the Board through May 2019, and Trustee Tonelli seconded. The motion passed unanimously.

President

President Podell reported the following:
* Governor Baker should be making an announcement about the bond bill next week.
* Commencement will be held this Thursday. Attorney-General Maura Healey will be the speaker.
* An update to last month’s list of faculty promotions: Bob Bolivar was promoted from Assistant to Associate Professor.
* An adapted version of Mary Shelley’s Frankenstein is next year’s One Book.
* A new version of the literary magazine Lumiere was published.

COMMUNICATIONS

The April 2018 Clery and State Police Reports were reviewed.

ADJOURNMENT

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

The meeting adjourned at 9:50AM.

[Signatures]

Thomas E. Peisch  
Chairman  
Board of Trustees

David Podell  
President  
MassBay Community College