

Minutes of the June 6⁵, 2018 Finance, Compliance, Personnel & Audit Committee meeting – Alumni Board Room, Wellesley Hills Campus

Committee members present: Dan Juliani, Tom Peisch, Jamie Hoag. **Absent:** Matthew Kahn.

Staff members present: David Podell, President; Steve Baccari, Interim Controller; Neil Buckley, Vice President for Finance & Administrative Services; Marcus Edward, Interim Assistant Vice President for Finance & Administrative Services; Debbie Georgopoulos, Executive Assistant for Finance & Administrative Services; Lynn Hunter, Vice President for Academic Affairs; Samaria Stallings, Director of Human Resources.

Guests present: Nursing faculty members Mary Hacker Lacount and Judith Rolph

Call to Order and Approval of Prior Meeting Minutes –Committee Chair Dan Juliani confirmed quorum and called the meeting to order at 5:00 p.m. Mr. Juliani asked for a review of the prior committee meeting minutes (*Item 1*).

Trustee Peisch requested “Excused” be replaced with “Absent”, and percentage comparisons be clarified with “at the same time last year”. Duly noted.

MOTION: Trustee Peisch made the motion to approve the minutes of the February 27, 2018, Committee meeting as amended. Trustee Juliani seconded, and the motion passed as amended.

FINANCE ITEMS

- **FY2019 Operating Budget with FY2018 Projection (*Item 2*)**
Vice President Buckley presented the report. The FY2019 operating budget projects an enrollment decrease of 2% for the 2018-2019 academic year over the same time last year. It was noted that the budget does not have any fee increases.

This budget is built on the Governor’s ~~House I budget proposal~~ [budget that comes out on January 31](#), and projects a conservative enrollment decline of 2% over the same time last year. Vice President Buckley reminded the Committee that the facility and parking fees were eliminated last year, and the technology fee was increased. Vice President Buckley noted that MassBay is the only Community College in the state that does not have a fee increase for next year. However, the Board reserves right to increase in January.

The FY2019 projected permanent staff expenses are projected to decrease by 2% of the projected 2018 actual expenses. This decrease is a result of the early retirement program which was offered at the College. Faculty positions have been added, and searches are ongoing. The College projects and has budgeted a 2% increase across the board for MCCC, AFSCME, and Non-Unit employees. Contract negotiations are in progress for the DCE Union. The College has estimated and budgeted a 4% increase over the same time last year.

Capital Planning: Three projects being undertaken for FY2019 include the exterior lighting, upgrading the Enrollment Center, and the chiller project.

Vice President Buckley reported that the College anticipates engaging in debt and or leasing agreements for technology upgrades in FY2019. Chair Juliani suggested a discussion regarding the option of using College funds for financing the technology upgrades thereby eliminating the debt. A review of investment opportunities will be undertaken, and this option will be considered.

Chair Juliani requested a report indicating a trend analysis that would help the Board understand where the College was 4-5 years ago, and where the College is heading in the next 4-5 years. Vice President Buckley will work with Director of Institutional Research Courtney Jackson to prepare a report. Additionally, a report showing the cash position month to month would help the Board to understand the flow. Vice President Buckley will prepare templates for the next meeting for the Committee's review.

Vice President Buckley is pleased to present a balanced budget for the Board's approval.

MOTION: Trustee Peisch moved to accept the FY2019 Operating Budget, and recommend approval to the Full Board for consideration at the next Board Meeting. Trustee Hoag seconded and the motion passed unanimously.

- **Review of Cash Reports (Item 3)**

Vice President Buckley presented the quarterly reports.

The College is again trending very favorably. Cash position has improved by nearly \$4.2M

- **Review of Contracts Report (Item 4)**

Vice President Buckley presented the Contracts report from April 2018.

Pine Ridge Technologies was awarded the contract for the lighting project, which is scheduled to be completed by September.

PERSONNEL ITEMS

- **Personnel Actions Report (Item 9a)**

Director of Human Resources, Samaria Stallings, presented the report for informational purposes.

- **Recruitment Report (Item 9b)**

Director of Human Resources, Samaria Stallings, presented the report for informational purposes. President Podell reported that Lynn Moore had been serving as Title IX Coordinator, but has been requested to fill the Chief Diversity Officer position which is being vacated by Bill Raynor's retirement. The College will benefit from Mr. Moore's experience and familiarity with the College. This move creates a vacancy in Title IX, Compliance with ADA and Affirmative Action position which has been retitled as Director of Equity Compliance. Josh Cheney, Assistant Dean of Students, is chairing the search.

Upcoming vacancies include the Director for Corporate & Continuing Education, and Director of Marketing.

- **President's Attendance Report (Item 9b)**

Director of Human Resources Samaria Stallings presented the report for informational purposes. It was noted that vacation accrual [for all higher ed administrators including presidents](#) has been capped at 50 days (10 weeks) ~~which will include Presidents~~. Vice President Buckley noted the Commissioner provided Boards with other options for oversight and will provide the letter to the Committee for review.

OTHER

- **Update on Proposed Framingham Campus and Student Fitness & Recreation Center**

A draft of the Bond Bill was circulated among the Presidents. MassBay is referred to twice, once at \$30M (which the College was advised to request by DCAMM), and also at \$59M which would more adequately address the needs of the College.

The language is, however, confusing. President Podell has been in communication with Senator Spilka's office, and is hopeful that the Senator will advocate for MassBay. The Governor's Office, the House, and the Senate will determine where the funds are going. The President will advise the Board as soon as any information is available. Contingency plans are in place.

Vice President Buckley has been working with the Massachusetts State College Building Authority (MSCBA) on the proposed Student Fitness & Recreation Center. This agency builds student related buildings, and just recently added community colleges to their scope of authority.

An RFP for designer selection has been initiated; bids are due June 15, 2018. An initial meeting was held on June 4, 2018, and 28 companies came to tour the premises and learn about the project.

Selection is scheduled for June 21. The project is moving along slowly, in small stages and can be stopped at any time. It was noted that if the funds for the Framingham Campus are not awarded, the Fitness & Recreation Center will not happen. Allocation is a pre-condition.

- **Discussion of Foundation and Challenge Grant Memorandum of Understanding**

Trustee Jim McKenzie reviewed and offered edits to the *Memorandum of Agreement between Massachusetts Bay Community College and the Massachusetts Bay Community College Foundation, Inc.* President Podell and Trustee Hoag will work with Trustee McKenzie to finalize the document.

The Memorandum of Agreement Pertaining to the Endowment Challenge Grant Between Massachusetts Bay Community College Board of Trustees and the Massachusetts Bay Community College Foundation, Inc. has been reviewed by the Foundation and will be presented to the Board for approval.

Chair Juliani noted that ~~Provision~~ [paragraph 11 of the Challenge Grant Memorandum of Understanding](#) offers no parameters regarding the \$175K discretionary funds allotted to the President. ~~It was noted that while the funds are unrestricted, the College feels scholarships~~


- **Committee Chair Update**

- The Chair requests changes to the reports to clarify for non-financial people. Narrative helps address that concern.
- The Chair requests quarterly reports of the College's ongoing liabilities, i.e., lease payments.
- Accounts Receivable Report will be revised.

Adjournment

MOTION: Trustee Hoag moved to adjourn, Trustee Peisch seconded; Chair Juliani adjourned the meeting at 5:59 p.m.

Daniel B. Juliani 10/16/18
Daniel Juliani Date
Committee Chair
Board of Trustees

 10/16/18

David Padell Date
President
Massachusetts Bay Community College