Massachusetts Bay Community College Board of Trustees’ Meeting
Minutes of the Tuesday, September 4, 2018, Full Board Meeting – Wellesley Campus

Board Members Present: Tim Clifford, Patty Diaz-Andrade, Dan Juliani, Matthew Kahn, Pam Lassiter, Sandra Lish, Tom Peisch, Diane Schmalensee, and Katherine Tonelli

Others Present: Steve Baccari, Interim 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 Administration and Finance; Lynne Davis, Dean of Health Sciences; Marcus Edward, Interim Associate Vice President for Finance and Administration; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President for Strategic Initiatives and Planning; Chitra Javdekar, Dean of STEM; Chris La Barbera, Dean of Humanities & Social Sciences; Michael Lyons, Chief Information Officer; Susan Maggioni, Dean of Business & Professional Studies; David Podell, President; Mary Shia, Vice President for Institutional Advancement and Alumni Relations; Lisa Slavin, Assistant Vice President for Enrollment Management; and Samaria Stallings, Director of Human Resources

Call to Order & Introductions

Establishment of Quorum and Introductions

Chair Peisch called the meeting to order and established that a quorum was present. Chair Peisch introduced new Trustee Patricia (Patty) Diaz-Andrade.

Review and Approval of June 12, 2018, Full Board Meeting Minutes

Motion – Trustee Schmalensee moved to approve the minutes of the June 12, 2018, Full Board meeting, and Trustee Clifford seconded. The motion passed with one abstention by Trustee Diaz-Andrade who was not present at the meeting.

Finance, Compliance, Personnel and Audit Items

August 28, 2018, Finance, Compliance, Personnel & Audit Meeting Consent Agenda

*Finance Items

FY 2018 Budget vs. Actual Comparison Report – June 2018

Vice President Buckley reviewed the FY2018 Budget vs. Actual Comparison report. The revised budget is based on a 7% decline in enrollment over last year (not 2% as presented in the spring). This decline is attributable to the strong economy and the declining number of college-age people.
Compared to other community colleges, MassBay falls in the middle in terms of enrollment figures. The College saved money on bus service and cafeteria expenses, and will save money in the future from the early retirements. The annual audit is currently underway, and the auditors will present the final report at the October Finance, Compliance, Personnel and Audit Committee meeting. (A preliminary review of the audit is in the binder.)

**Motion** – Trustee Lassiter moved to accept the FY2018 Budget vs. Actual Comparison Report for June 2018, and Trustee Lish seconded. The motion passed unanimously.

**FY2019 Budget Update and Discussion**

Vice President Buckley reported that the College finished FY2018 in good financial shape with a small surplus. The FY2019 budget is balanced, in part due to good cost center managers. The vast majority (98%) of the College’s revenues are from State appropriations. Enrollment numbers are lower than projected, but State appropriations are higher. We received $2 million from the State for the third floor air conditioning. The College saved money by delaying hiring in certain positions. MassBay is the only community college that did not increase its fees this year, and we do not anticipate doing so.

**Motion** – Trustee Juliani moved to accept the FY2019 Budget as presented, and Trustee Schmalensee seconded. The motion passed unanimously.

**Review of College Liabilities**

Vice President Buckley reported on the College’s liabilities, including technology leases, office equipment and the Ashland and Framingham leases. It is not possible to predict what the Framingham lease will cost until the meetings with the city and DCAMM occur.

**Contract Report**

Vice President Buckley reviewed the Contracts Report. The Sierra Cedar contract for PeopleSoft is expensive but important for maximizing our use of PeopleSoft.

**Student Accounts Receivable Report**

Vice President Buckley reviewed the Student Accounts Receivable Report, which is lower due to the improved practices of the Student Accounts and Financial Aid offices.

**PERSONNEL ITEMS**

**Personnel Actions Report**

Director Stallings reviewed the Personnel Actions Report. There are 13 new hires and 11 employees in new roles, and several departures due to resignations and retirements. Lee Koh stepped down from Director of Marketing and Communications, and Liz Cooper is serving Interim Director while a search is in process. Registrar Ali Guvendiren resigned unexpectedly, and Jennifer McAndrew has taken over his role. Liz Watson moved from Director of Corporate Partnerships and Workforce Development to a full time faculty position in Human Services. A search is underway. Linda Grisham’s position of Executive Director, Center for Teaching & Learning Excellence, was retrenched. Lynn Moore has taken over Bill Raynor’s position of Chief Diversity Officer, and Lisa
MacDonald has started as Director of Equity Compliance (a new title that replaces the Title IX Coordinator position). The Academic Affairs division will be hiring an Assistant Provost Director Stallings also reported that new full time and adjunct faculty are participating in year-long Learning Communities.

Recruitment Report

Director Stallings reviewed the Recruitment Report.

President’s Attendance Report

Vice President Buckley reviewed President Podell’s Attendance Report.

Motion – Trustee Juliani moved to accept the Consent Agenda for the August 28, 2018, Finance, Compliance, Personnel, and Audit (FCP&A) meeting, and Trustee Schmalensee seconded. The motion passed unanimously.

*OTHER ITEMS

Enrollment – Historical and Projected

Vice President Buckley reviewed the enrollments report of other community colleges. All are also in decline, but at different rates and different times. MassBay has done somewhat better than some of the other schools.

Investment Management Proposal Recommendations

The Finance, Compliance, Personnel, and Audit Committee will be reviewing 15 investment management proposals. They will bring one or two to a future Finance, Compliance, Personnel and Audit Committee meeting. We should be at $15 million in resources at the end of year.

Local Fund Guidelines

College management is reviewing and updating the Local Fund Guidelines, and will present its findings at a future meeting. A current draft was presented to the Board.

ENROLLMENT AND DASHBOARD REVIEW

Assistant Vice President Slavin reported that classes start today. We are hoping enrollment numbers increase. The Add/Drop period ends next week. The Enrollment Management Team is creating a Strategic Enrollment Plan.

Vice President Jackson presented updates to the Dashboard. She also described how the Achieving the Dream Success measure captures part-time students, whereas the IPEDS 3-year graduation rate includes only first-time, full-time students. It also includes students who have transferred or are still studying at MassBay. On this measure, MassBay is frequently the top performing Massachusetts community college. She will add the top performing college to the line graph and MassBay will promote this more. It was noted that more courses are taught by adjunct than full-time faculty, and the number of online courses is steadily increasing. She also will provide data on
the residences of students taking courses online versus in-person.

FOUNDATION REPORT

Vice President Shia reported the following:

*The Annual Report has been mailed.

*Foundation income for the month of August was $12,436.49.

*The 5K Race is October 21. We are looking for runners/walker to participate. We are also looking for sponsor for teams of students - $100 per team of 10 students. Currently we have three prospects with a total of $12,000 raised.

*The Donor Appreciation Dinner is November 8.

*A parent appeal will be mailed on October 15th to the parents of students age 24 and younger.

*JNB Associates has been hired to do the feasibility study for the capital campaign. President Podell is currently writing the Statement of Need. The consultant is working on a wealth screening of 32 potential prospects. The first phase of the feasibility study will be completed by December 1, and in January the consultant will start interviewing people to get a sense of how successful the campaign will be. We are working on a brochure, and Alumni are involved.

SABBATICAL REQUEST

President Podell explained the process of applying for sabbaticals. Vice President Hunter reviewed the sabbatical request for Professor Jeanie Tietjen to research and build the Center for Trauma and Learning during the Spring and Fall 2019 semesters. She would be paid her full salary with half the workload so she is still immersed in the MBCC community. Professor Tietjen is nationally known for this work, which is also part of the Strategic Plan and will be promoted more.

Motion - Trustee Tonelli moved to approve the sabbatical request for Professor Jeanie Tietjen to research and build the Center for Trauma and Learning during the Spring and Fall 2019 semesters at full pay and half workload. Trustee Clifford seconded. The motion passed unanimously.

BOARD COMMITTEE REPORTS

Presidential Evaluation Committee

Committee Member Lassiter reviewed the process and final document for President Podell’s FY18 evaluation (attached). Chair Peisch pointed out that the President had another terrific year with many accomplishments, including being awarded $25 million for Framingham, saving money with early retirements, and landing Maura Healey as Commencement speaker. The President is also to be commended for the level of communication with the Board of Trustees.

Motion – Trustee Lassiter moved to authorize the Presidential Evaluation Committee to send President Podell’s evaluation to the Board of Higher Education and, given his outstanding performance, recommend the highest possible merit increase. Trustee Juliani seconded. The motion passed unanimously.
EXECUTIVE REPORTS

Board Chair

Chair Peisch reminded Trustees about the ACCT Conference taking place in on November 28 and 29 in New Hampshire. He encouraged everyone to take advantage of networking opportunities.

President

President Podell reported the following:

*The first day of classes is today.
*The Strategic Plan has been sent to the Board of Higher Education.
*We are anticipating the move out of Framingham. Senator Spilka put $10 million for this project in the Economic Bond Bill which the Governor signed. To access those funds, we will need to get into the Governor’s capital plan overseen by Secretary Ash, using every ally and connection we have. We will also fundraise for an additional $5 million.
*Dean Jackson is working with group on how we will share the Farley School from now to 2023.
*The “dungeon” in the basement is being cleaned out to make room for material that is currently in the file room on the first floor. Emptying the file room will allow more room for Admissions.
*His 2018/2019 agenda was reviewed (attached).
*Director of Nursing Lori Johnson has resigned. She was serving in an interim capacity and has accepted a position elsewhere.
* The State approval agency for Nursing, the Board of Registration in Nursing (BORN), has indicated they received a concern regarding the program and will be visiting the College soon. We are awaiting word on the specifics of the concerns reported to BORN.
*Governor Baker added $7.1 million to financial aid for community colleges, but we do not yet know the criteria for awarding the funds.

COMMUNICATIONS

The July 2018 and August 2018 Clery and State Police Reports were reviewed.

ADJOURNMENT

Motion – Trustee Schmalensee moved to adjourn the meeting, and Trustee Juliani seconded. The motion passed unanimously.

The meeting adjourned at 9:48AM.

Thomas E. Peisch  
Chairman  
Board of Trustees

David Podell  
President  
MassBay Community College