

**MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
Minutes of the Tuesday, October 23, 2018, Full Board Meeting – Wellesley Campus**

**Board Members Present:** Tim Clifford, Patty Diaz-Andrade, Jamie Hoag, Dan Juliani, Matthew Kahn, Pam Lassiter, Rebecca Negreli, Tom Peisch, and Katherine Tonelli

**Others Present:** Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Phara Boyer, Assistant Director of Admissions; Karen Britton, Executive Director, Office of the President; Neil Buckley, Vice President for Administration and Finance; Elizabeth Cooper, Interim Director of Marketing and Communication; Katie Cronmiller, Assistant Coordinator of Student Engagement; Lynne Davis, Dean of Health Science; Marcus Edward, Associate Vice President for Finance and Administration; Courtney Jackson, Vice President for Strategic Initiatives and Institutional Effectiveness; Elizabeth Kinsman, Assistant to the Provost; Chris La Barbera, Dean of Humanities & Social Sciences; Michael Lyons, Chief Information Officer; Lisa MacDonald, Director of Equity Compliance; Susan Maggioni, Dean of Business & Professional Studies; Alison McCarty, Director of Admissions; Annette Nardone, Director of Nursing; Janet Nolan, Consultant, JNB Associates; Joseph W. O'Neill, Coordinator of Disability Resources; David Podell, President; Mary Shia, Vice President for Institutional Advancement and Alumni Relations; Samaria Stallings, Director of Human Resources; 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. Chair Peisch welcomed and introduced new Student Trustee Rebecca Negreli.

**SPECIAL REPORT**

**Nursing Program Data**

At the request of the Student Success Committee, President Podell reported on the College's Associate degree of Nursing (ADN) program. The current academic year began with a major crisis in the program caused by insufficient mentoring coverage by master's-level faculty of bachelor's level clinical instructors; the crisis threatened to close the program which would have left the 29 current students in the lurch. The crisis was averted, but second year students' clinical placements were delayed by two weeks. Previously, we had received notice from the Board of Registration in Nursing (BORN) that an evaluation team would visit the campus in late September, in response to emails BORN had received from a faculty member that claimed that our ADN program was out of compliance with BORN regulations in specific ways (e.g., inadequate resources). The BORN evaluators visited MassBay on September 20 and 21. In their verbal report of their findings, they did not note deficiencies in the areas claimed in the email (e.g., they found the resources allocated to the program to be fine). However, they did find significant deficiencies in other areas, including governance and documentation. A written report will be available in November or December when the evaluators will report to BORN's Board. The ADN program will likely be put on warning.

President Podell had informed the Student Success Committee of the Board of Trustees of the impending visit at its September 17 meeting. The Committee asked him to make a detailed report to the MassBay Board at its October 23 meeting, and to present comparative data on enrollment

and finances for the ADN program and other Health Science programs, and comparative data on MassBay's ADN program relative to other programs in the community college system. The tables of data are attached. The major highlights are as follows:

- Enrollment and the number of degrees awarded in the ADN program have fallen dramatically in the past several years.
- The program's retention of students is significantly lower than retention in our other Health Science associate's program, Radiologic Technology.
- Among the Massachusetts community colleges, MassBay has the highest pass rate on the required Nursing exam, the NCLEX, but all but two of the others have pass rates above BORN's required threshold of 80% and all enroll and graduate far greater numbers of students than MassBay.
- The cost of the ADN program exceeds the revenue it generates by about \$500,000 per year, significantly more than any other MassBay Health Science program.

MassBay's ADN program is of high quality (for two years in a row, our students' pass rate has been 100%), but it is extremely small – no more than 13 will graduate this year. Board members asked President Podell for his recommendation. He recommended that the College suspend the admission of new students for Fall 2019 in order to take stock of the program, to review the findings of the BORN team, and to determine if the program can be made financially sustainable. He asserted that we do not want to find ourselves in the situation we were in at the beginning of the current semester when we risked closing the program and not being able to fulfill our promise to current students.

He noted that suspending admissions for the Fall 2019 semester will have no impact on students currently enrolled in the ADN program, although it will impact students who seek to be admitted in Fall 2019. It may lead to increased Practical Nursing applications.

The Trustees were in agreement that admissions to the ADN program be suspended for Fall 2019, and faculty and students be notified as soon as possible.

## **PRESIDENT'S REPORT**

President Podell reported the following:

\*MassBay received a \$2.1 million a U.S. Department of Education Title III Grant for five years. The focus will be on improving students' performance in developmental mathematics; increasing retention through creation of the MassBay Academies and the Institute for Trauma, Adversity, and Resilience; and enhancing the Enrollment Center. He commended and thanked all involved in this significant achievement.

\*The MassBay Men's Soccer Team is ninth in its division and will be playing in the regional championships. They will play Saturday at Bunker Hill Community College and, if they win, will play on Sunday for the regional championship.

\*The vote on constructing a new Fuller School in Framingham takes place December 11. This project is important to MassBay because, if the vote does not support construction of a new Fuller School, Framingham will seek to educate its students in the Farley School, where our lease expires on June 30, 2019. However, if the vote supports the construction of a new Fuller School, construction will remove our access to about 200 parking places. We are working with

Framingham to share the Farley School in the years 2019 to 2023, when we expect our new Health Science building to be ready. We hope to have a new lease for the Farley Building in early 2019.

## **REVIEW AND APPROVAL OF SEPTEMBER 4, 2018, FULL BOARD MEETING MINUTES**

**Motion** – Trustee Lassiter moved to approve the minutes of the September 4, 2018, Full Board meeting, and Trustee Juliani seconded. The motion passed unanimously.

## **BOARD COMMITTEE REPORTS**

### **FINANCE, COMPLIANCE, PERSONNEL & AUDIT ITEMS**

#### **OCTOBER 16, 2018, FINANCE, COMPLIANCE, PERSONNEL, & AUDIT MEETING CONSENT AGENDA**

### **AUDIT AND FINANCE ITEMS**

#### **College Fiscal Year 2018 Audit Update and Report**

**Motion** – Trustee Juliani moved to approve the 2018 College Fiscal Year Audit, and Trustee Kahn seconded. The motion passed unanimously.

Vice President Buckley welcomed back our former auditor, O'Connor and Drew, which is also the auditor for all the other Massachusetts community colleges, and introduced Nelia Crouger. He reviewed required communications with the Trustees. New items included pension liability and post-employment retirement benefits and faculty summer salaries. MassBay's year-end cash position increased by \$2.4 million compared to last year.

Ms. Crouger acknowledged the Finance Office and Trustees and reported that no deficiencies were found in the audit. The State underfunds the College's pension liability. The Governmental Accounting Standards Board (GASB) will be issuing new standards that will affect future financial statements. Ms. Crouger reviewed financial statements, comparing last year to this year. In terms of unrestricted net asset position, we are one of two community colleges to be in a positive position.

#### **FY19 Budget Update and Discussion as of September 30, 2018**

Vice President Buckley reviewed the FY19 Budget vs. Actual Comparison Report as of September 30. There is a positive variance. Some new contracts could bring in new funding. Expenses include the Early Retirement Incentive Program and the second 1% increase for Non-Unit Professionals that the Commissioner of Higher Education recently authorized.

**Motion** - Trustee Juliani moved to approve the FY19 Budget vs. Actual Comparison Report for period as of September 30, 2018, and Trustee Kahn seconded. The motion passed unanimously.

#### **Student Accounts Receivable Report**

Vice President Buckley reviewed the Student Accounts Receivable report.

#### **Cash Report**

Vice President Buckley reviewed the September 2018 report. Our cash position continues to improve. The College is looking for an Investment Manager and Advisor as it continues to seek improvement of our investment returns.

### **Liabilities Report**

Vice President Buckley reviewed the Liabilities Report, including capital leases for equipment and operating leases.

### **Bank/Contract Board Resolution**

Vice President Buckley presented resolutions on authorized signatories for the College.

**Motion** – Trustee Lassiter moved to approve the Board of Trustees Resolutions adopted at the October 16, 2018, Finance, Compliance, Personnel, and Audit Committee meeting concerning authorized signatories for contracts, purchasing contracts, bank and investment accounts, and checks, and Trustee Clifford seconded. The motion passed unanimously.

## **PERSONNEL ITEMS**

### **Personnel Actions and Recruitment Reports**

Director Stallings reviewed the Personnel Actions and Recruitment reports.

### **Commissioner Santiago's Memo Regarding Attendance Reporting**

Director Stallings reported that from now on MassBay will be reporting on President Podell's attendance annually. Chair Peisch stressed the importance of this report because of past accumulations of vacation and sick time by past presidents in other colleges in the Commonwealth.

## **OTHER ITEMS**

### **Report Formatting**

Trustee Juliani and Vice President Buckley presented new formats for the Cash and Student Accounts Receivable reports, as well as timing for the President's Attendance report.

**Motion** – Trustee Clifford moved to accept the report formatting changes and schedule as presented, and Trustee Hoag seconded. The motion passed unanimously.

## **ENROLLMENT REPORT AND DASHBOARD**

Vice President Jackson presented data on the percentage of classes taught by full-time faculty at other community colleges, success rates at other community colleges, and maps showing where on-line students live. In comparison to other community colleges, MassBay has the 3<sup>rd</sup> highest percentage of classes taught by full-time faculty. The College also had the highest six-year student success rate for the Fall 2010 cohort, with 49% of students achieving a successful outcome within six years. MassBay consistently has been ranked either the first or second rank in the Commonwealth on this metric over the past few years.

## FOUNDATION

Foundation Board Chair Jim Lehan thanked Chair Peisch for his collaboration in arriving at the two recently negotiated Memorandums of Understanding. Chair Peisch reciprocated that sentiment. The Foundation's endowment is currently just under \$6 million. Vanguard is the Foundation's financial advisor, and funds are 70% in stocks and 30% in bonds. The Foundation is focusing on fundraising and is looking for consultants. Chair Lehan recently attended a Council for Advancement and Support of Education (CASE) conference for Community Colleges. The Foundation Board only has seven members, with two starting soon. Sixteen to eighteen members are needed, as is more structure and staff, for which unrestricted funds will be used. Chair Lehan recognized Vice President Shia and her office for their contributions to the Foundation's efforts. Chair Lehan plans to attend future Trustee meetings.

## EXECUTIVE REPORTS

### Board Chair

Chair Peisch looks forward to the Framingham campus matter being resolved soon.

## COMMUNICATIONS

The September 2018 Clery and State Police Reports from the MassBay Office of Public Safety were reviewed. The 2018 Annual Security Report was also distributed.

Vice President Shia thanked the Trustees for their support of the 5K Race, which raised over \$18,000 for food insecurity.

## ADJOURNMENT

**Motion** - Trustee Juliani moved to adjourn the meeting, and Trustee Hoag seconded. The motion passed unanimously.

The meeting adjourned at 9:30AM.

 12/4/18  
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Thomas E. Peisch  
Chairman  
Board of Trustees  
Date

 12/4/18  
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David Podell  
President  
MassBay Community College  
Date