

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES' MEETING

Minutes of the Tuesday, December 4, 2018 Full Board Meeting – Wellesley Campus

Board Members Present: Jamie Hoag, Dan Juliani, Matthew Kahn, Pam Lassiter, Sandy Lish, Rebecca Negreli, Tom Peisch, Diane Schmalensee, and Katherine Tonelli

Others Present: Elizabeth 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; Liz Cooper, Assistant Director of Marketing and Communication; Curtis Cormier, Director of Financial Aid; Katie Cronmiller, Assistant Coordinator of Student Engagement; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Marcus Edward, Associate Vice President for Finance and Administration; Julie Ginn, Director of Career Services; Mary Hacker-LeCount, Nursing Faculty; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President of Institutional Effectiveness and Strategic Initiatives; Chris La Barbera, Dean of Humanities & Social Science; Robert Lilley, Dean of Automotive Technology; Michael Lyons, Chief Information Officer; Lisa MacDonald, Director of Equity Compliance; Susan Maggioni, Dean of Business & Professional Studies; Brianne Miers, Director of Marketing and Institutional Communications; Lynn Moore, Chief Diversity Officer; Matt Noyes, Director of Trustee and Government Relations, Department of Higher Education; Joseph W. O'Neill, Coordinator of Disability Resources; David Podell, President; Judy Rolph, Nursing Faculty; Mary Shia, Vice President for Institutional Advancement and Alumni Relations; Lisa Slavin, Assistant Vice President of Enrollment Management; Samaria Stallings, Director of Human Resources; and Richard Williams, Assistant Dean for Student Success; Andy Wrobel, Adjunct Faculty

CALL TO ORDER & INTRODUCTIONS

Establishment of Quorum and Introductions

Chair Peisch called the meeting to order and established that a quorum was present. He introduced Matt Noyes, Director of Trustee and Government Relations at the Department of Higher Education.

Director Noyes reminded everyone about the New Trustee Orientation on January 29, 2019 (to be held at MassBay), and the Annual Trustee Conference on March 28, 2019. Agendas will be distributed beforehand.

***Why MassBay?* Video Presentation**

Assistant Director of Marketing and Communications Cooper presented *Why MassBay?*, a promotional video that recently received the National Council for Marketing & Public Relations (NCMPR) District 1 Medallion Award.

President Podell thanked Assistant Director Cooper for her term as Interim Director of Marketing & Communications and welcomed new Director Brianne Miers.

REVIEW AND APPROVAL OF OCTOBER 23, 2018 FULL BOARD MEETING MINUTES

Motion – Trustee Lassiter moved to approve the minutes of the October 23, 2018, Full Board Meeting and Trustee Tonelli seconded. The motion passed unanimously.

SPRING 2019 BOARD RETREAT

Executive Director Britton will send a Doodle poll to schedule a Board Retreat one weekend in March.

BOARD COMMITTEE REPORTS

FINANCE, COMPLIANCE, PERSONNEL AND AUDIT ITEMS

NOVEMBER 27, 2018 FINANCE, COMPLIANCE, PERSONNEL, AND AUDIT MEETING CONSENT AGENDA

FINANCE ITEMS

Presentation on Uniform Guidance Audit/Federal Student Financial Aid for FY2018

Vice President Buckley introduced Dave Dilulis of O'Conner and Drew, who presented the Uniform Guidance Audit on Federal Student Financial Aid for FY2018. The meetings with the Finance Department of the college over the summer went smoothly. There were three findings last year; two have been corrected, and the one remaining has been reported. There were four findings this year. It is unusual for schools to have no findings. One was significant, and three were minimal. Mr. Dilulis reviewed the details of the findings in the report. Director of Financial Aid Cormier indicated that most findings were from human error, and control systems have been put in place by management.

Motion – Trustee Juliani moved to accept the Uniform Guidance Audit on Federal Student Financial Aid for FY2018 as presented by O'Connor & Drew, and Trustee Kahn seconded. The motion passed unanimously.

Financial Reports

FY19 Budget vs Actual Comparison Report as of October 31, 2018

Revenue is currently 2% higher than projected. Much depends on spring semester enrollments. The state appropriation is the same. We are monitoring expenses, looking at a three year rolling average. One large expense was the early retirement pay out. Adjunct faculty expenses are lower than budgeted. The College has spent more on consultants than budgeted, but hopefully the total figure for the year will not exceed budget.

Motion – Trustee Schmalensee moved to accept the FY2019 Budget vs. Actual Comparison Report for the period ending October 31, 2018, and Trustee Lish seconded. The motion passed unanimously.

Student Accounts Receivable and Cash Reports as of October 31, 2018

Vice President Buckley reported that our revenues have improved, and our cash position is better than budgeted.

Contracts Report

Vice President Buckley reported that the most significant contract is for the Enrollment Center renovation; however, the Title III grant will cover half of the cost.

Motion - Trustee Hoag moved to approve the November 27 2018, Finance, Compliance, Personnel, & Audit meeting Consent Agenda and Trustee Lassiter seconded. The motion passed unanimously.

Updates on Facilities and Planned Improvements

Current Facilities Projects

Vice President Buckley reviewed the list of Facilities Projects.

Bond Bill

Vice President Buckley reviewed the Bond Bill. Director of Facilities DeLisle reported that the first floor bathroom project includes the resolution of an ADA issue.

Fitness & Recreation Center

Vice President Buckley reported that the decision about a design concept for the Fitness and Recreation Center will be made in December and presented to the Trustees this spring. This will be a transformative project for the College.

Health Science Center

\$25 million has been allocated by the state for a new health science center in Framingham. We are hoping the Governor's capital budget will include additional funds for this project from the Economic Development Bill. A question arose about the current rent and operating expenses at the Framingham campus relative to the operating expenses of a new health science building, and whether the college will be able to afford a loan for the proposed new fitness and recreation center. Vice President Buckley will look into this and report back.

PERSONNEL ITEMS

Personnel Actions Report

Director Stallings reviewed the Personnel Actions Report, noting four new hires and three promotions.

Recruitment Report

Director Stallings reviewed the Recruitment Report. She noted that the search for Assistant Provost is in the second round and provided updates on the various faculty searches.

INVESTMENT PROPOSALS

Vice President Buckley thanked Steven Violin, Vice President at FL Putnam Investments and Andy Wrobel, a MassBay adjunct professor and former Fidelity Investments Manager, for their review of investment proposals. Mr. Wrobel attended the meeting. A Request for Proposals (RFP) has been issued, and so far they have 17 responses. Vice President Buckley and his staff have narrowed it down to Eaton Vance and Vanguard. The decision is on hold until the beginning of year, in order to determine how aggressive we can be after enrollment numbers and the status of the new health sciences building are clearer.

ENROLLMENT REPORT

Assistant Vice President Slavin provided an update on enrollment. Registration for winter and spring 2019 has been open for almost one month. Winter Session runs from January 2 to 15. The Spring 2019 semester begins on Tuesday, January 22, 2019. It is still very early in the cycle; historically a large number of current students wait until after the new year to register. Several efforts are underway to promote spring registration, including:

- Staff visits to first year classrooms
- Selective program cohort registrations
- Collecting required immunization forms for students who have not returned them
- Winter Intersession promotion
- Postcard mailings, Route 9 banner, social media blitz and e-mail communication to students
- First of seven new student orientations for students who will start at MassBay in January taking place this week
- Extended hours in January, including Saturday hours.

Spring enrollment is down from last year at this time, but last year was an anomaly in that it had a strong start, but ended up very similar to 2017 and 2016. Compared to last year, we are down over 294 heads (14%). Comparison to the two previous years shows us down 61 heads (3.6%) and 78 heads (4.6%), respectively.

She will connect with two organizations, Bridge Over Troubled Waters, which works with high-risk youth, and the BASE, which supports student athletes.

DASHBOARD

Vice President Jackson reviewed the Dashboard, highlighting enrollment, financial data, and grants. The number of applications was up by 11% this year. Fall enrollment was down 5% compared to last year (4,368 this year, down from 4,629 last year). The Fall-to-Fall retention rate for first-time degree seeking students declined slightly from 56% last year to 54% this year. The College was awarded over \$1,000,000 in grants during Quarter 1 of Fiscal Year 2019.

FOUNDATION BOARD REPORT

Vice President Shia reported that Foundation income for October was \$60,000. The End-of-Year Appeal was sent on November 15. We need to raise close to \$25,000 in order to reach last year's goal. Scholarship applications are open to students for the Spring Semester until December 31st. She is rewriting a Planned Giving Brochure for the Foundation.

BOARD COMMITTEE REPORTS

Student Success Committee

Trustee Schmalensee reported that, in addition to updates on the Nursing program and facilities, the committee reviewed results of the Student Satisfaction Survey at its last meeting,

SPECIAL REPORT

MassBay Soccer Team

President Podell welcomed several members of the Men's Soccer Team, which had an excellent season. Director of Athletics Nelson introduced players Malik Antunes, Farley Asmath and Adrian Halwani. The team was very talented, with no regular game losses and a 10-3-2 record. The team ranked nationally in the top ten for four straight weeks, the first national ranking ever. Director Nelson introduced Coach Braima Samati, who praised the athletes and support given to him by Mr. Nelson. Coach Samati is already recruiting for next year.

EXECUTIVE REPORTS

Student Trustee

Student Trustee Negreli provided the following updates:

*Student Government Association (SGA) Initiatives – SGA is collecting student feedback through surveys, direct approach and events. Representatives are talking with Student Development to find a suitable space for students now to meditate and/or pray. SGA is inviting directors and division heads to its meetings.

*Events – The SGA Events Committee worked with the Student Engagement Committee on the Thanksgiving lunch, raising money and collecting canned goods for the Student Hunger Fund. It also worked with the Business Club on the recent Dodgeball Tournament benefitting the same cause. A new event, Whine and Cheese, begins today in Framingham. This is an opportunity for students to give ideas and feedback on events.

She will share feedback with the Student Success Committee. It was also suggested SGA connect with Alumni Association.

Board Chair

Chair Peisch summarized high points of his recent attendance at the Governance Institute for Student Success (GISS) conference sponsored by ACCT at Nashua Community College in New Hampshire. (The PowerPoint slide used by Chair Peisch is attached.) He will distribute the final agenda to the Trustees. Chair Peisch also reminded the Trustees of the importance of 100% participation in giving to the Foundation each year.

President

President Podell provided the following updates:

*Email hacking – Another community college was recently hacked, and became the victim of a significant financial crime via a “phishing” email. Chief Information Officer Lyons and Assistant Vice President of Finance & Administration Edwards explained that we are always looking at processes and systems and have several safeguards in place. Example are requiring a second person to approve any bank transactions and giving no external vendors or temporary employees any access to our finances.

*Nursing – The college is waiting for the report from the Board of Registration in Nursing (BORN) on the Associate Degree program in Nursing.

*Arming Police Officers – President Podell has held ten Town Halls, and an email survey has been distributed. He will provide a report at the February Board of Trustees meeting. The Trustees have the authority to make the final decision on this matter.

COMMUNICATIONS

Reports from the MassBay Office of Public Safety

The October and November 2018 Clery and State Police Reports were reviewed.

DECEMBER EVENTS

FRAMINGHAM/ASHLAND HOLIDAY PARTY – December 7 at 9:00am (Auditorium)

WELLESLEY HOLIDAY PARTY – December 11 at 3:00pm (Library Atrium)

STEM STUDENT EXPO – December 12 at 10:30am (Alumni Board Room and Cafeteria)


SPRING 2019 EVENTS

STATEWIDE TRUSTEE CONFERENCES – January 29 - New Trustee Training Orientation (at MassBay) and March 28 – DGE Trustee Conference (at the Doubletree Westborough).

ADJOURNMENT

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

The meeting adjourned at 9:45AM.

 2/5/19

David Podell, President
MassBay Community College



Tom Peisch, Chairman of the Board
MassBay Community College

2/5/19