

## **MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING**

Minutes of the Tuesday, February 5, 2019, Full Board Meeting – Wellesley Campus

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

**Others Present:** Steve Baccari, Comptroller; Elizabeth Blumberg, Vice President for Student Development and Dean of Students; Karen Britton, Executive Director, Office of the President; 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; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President for Institutional Effectiveness and Strategic Initiatives; Chitra Javdekar, Dean of STEM; Nina Keery, Interim Dean of Humanities & Social Sciences; Chris La Barbera, Assistant Provost; Robert Lilley, Dean of Automotive Technology; Michael Lyons, Chief Information Officer; Susan Maggioni, Dean of Business & Professional Studies; Brianne Miers, Director of Marketing and Institutional Communications; Vincent O'Connell, Director of Public Safety; Matt O'Connor, Assistant Dean of STEM; David Podell, President; Lisa Slavin, Assistant Vice President for Enrollment Management; Samaria Stallings, Executive Director of Human Resources; and Richard Williams, Associate Dean for Student Success

### **CALL TO ORDER & INTRODUCTIONS**

#### **Establishment of Quorum and Introductions**

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

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

**Motion** – Trustee Lassiter moved to approve the minutes of the December 4, 2018, Full Board Meeting and Trustee Lish seconded. The motion passed unanimously.

### **REVIEW AND APPROVAL OF JANUARY 29, 2019, FINANCE, COMPLIANCE, PERSONNEL, AND AUDIT MEETING CONSENT AGENDA**

#### **FINANCE ITEMS**

##### **FY19 Budget vs. Actual Comparison Report as of December 31, 2018**

Associate Vice President Edward reported that tuition and fees revenue is meeting budget targets. To date, we have received \$11 million of our state allotted \$16.59 million appropriation. In the current fiscal year, we expect additional state funding of approximately \$140,000 to cover AFSCME collective bargaining increases and a 1% formula funding in the amount of \$161,000 for a combined increase of approximately \$300,000 in the state appropriation. Actual contracts, commission, and other revenue is \$199,000 higher than the amount budgeted, mainly due to the timing of a \$175,000 donation from the Foundation. Actual net revenue has a positive variance of approximately \$290,000 when compared to budget. The permanent staff actual expense line has a negative variance of approximately \$332,000 compared to budget because of last year's early retirement incentive program. The adjunct faculty actual expense line has a positive variance of \$209,000 when compared to budget, due to the College offering fewer adjunct-taught sections. We expect actual expenses will be in line with the budget as the fiscal year progresses.

**Motion** – Trustee Juliani moved to accept the FY2019 Budget vs. Actual Comparison Report for the period ending December 31, 2018, and Trustee Hoag seconded. The motion passed unanimously.

## **Student Accounts Receivable and Cash Reports as of December 31, 2018**

Associate Vice President Edward reported on a year-to-year comparison of student receivables. The receivable balance was \$5.9 million as of December 31, 2018. \$4.1 million (69%) of the receivable balance relates to the spring 2019 semester, for which we are still collecting. The spring 2019 receivable balance amounts to 53% of tuition and fees revenue for that semester. Total receivables as of December 31, 2018, were approximately \$545,000 or 8% lower than the receivable balance at December 31, 2017.

The Cash Flow Report shows the sources of cash inflows and the use of cash through December 31. Our cash position continues to be healthy. We had a cash balance of \$19.45 million as of December 31, 2018, and a balance of \$19.49 million as of December 31, 2017. Tuition, student fees, grants, gifts, contracts, and the state appropriation account for the majority of the cash inflows. Payments to employees and suppliers account for the majority of the cash used.

He also noted that our Investment Policy is under review, and we may hire a consultant.

### **Update on Revised 2018 Audit**

Associate Vice President Edward reported that there was a restatement of the Post-Employment Benefits Other Than Pensions (OPEB) numbers by the state, resulting in a positive impact on MassBay's financial statements and an increase in unrestricted net assets of \$500,615. Due to the magnitude of the restatement, our auditors issued a revised set of financial statements. We did not incur any additional audit fees.

**Motion** – Trustee Lish moved to accept the Revised 2018 Audit and Trustee Tonelli seconded. The motion passed unanimously.

### **Discussion on Development of FY2020 Operating Budget**

Associate Vice President Edward presented a preliminary budget timeline. A draft budget will be presented at the April meeting, and the final version will be presented at the May meeting for approval. It will reflect declining enrollment, and the administration may recommend a modest fee increase to the Trustees. Governor Baker has proposed an appropriation of \$16.95 million for MassBay for FY2020, a 2% increase over the FY2019 appropriation.

## **PERSONNEL ITEMS**

### **Personnel Actions Report**

President Podell reviewed the Personnel Actions Report, noting that two Nursing faculty resigned in December and two resigned during the first week of the spring semester. He noted the highly unusual nature of full-time faculty resigning after a semester has begun, other than for medical or serious family issues. Dean Davis has staffed the classes with adjuncts, which has resolved this matter in the short term.

### **Recruitment Report**

President Podell reviewed the Recruitment Report.

**Motion** – Trustee Juliani moved to approve the January 29, 2019, Finance, Compliance, Personnel, & Audit Meeting Consent Agenda and Trustee Lish seconded. The motion passed unanimously.

## **ENROLLMENT REPORT**

Assistant Vice President Slavin reported that enrollment is down 5.8% in FTE and 7% in headcount. We have not yet closed the books on Spring 2019 enrollment, but we these numbers are likely to hold. Starting in summer 2019, we will face enrollment challenges in Framingham because we will lose significant student parking as a result of the construction of the new Fuller School. We are currently trying to find an alternative parking lot from which we would run a shuttle bus. The expense for the latter would be covered by the reduced cost of our lease with the City of Framingham for the Farley School due to the loss of parking on the site. Enrollment Management is preparing for new recruitment events and fall 2019 enrollment activities.

## **FOUNDATION REPORT**

President Podell reported that January income for the Foundation was \$67,000. The Donor Appreciation Scholarship Awards Reception will be held on March 28.

## **SABBATICAL REQUEST**

Vice President for Academic Affairs and Provost Hunter reported the Faculty Sabbatical Committee has not met yet to consider the one sabbatical request. She asked the Trustees to set aside the sabbatical proposal that was in their packets for the present time.

## **SPECIAL TOPICS**

### **Arming Campus Police Officers**

President Podell provided history on the issue of arming campus police officers. In the fall, he held ten town halls on the subject across the College's campuses. He presented the attached PowerPoint at these town halls. He also met with the Student Government Association and the Veterans Club. To obtain the response of as many members of the College community as possible, the College distributed an on-line survey, for which there were 1159 responses from faculty, staff, and students. Their responses to the survey, including their responses to open-ended questions, are attached. He asked the Trustees for permission to send the survey results to the whole Community, which was granted. He noted that, at the town halls, community members expressed a variety of opinions. As noted in the attached report, more respondents to the survey tended to favor arming than not to favor it. Many respondents expressed reluctance to arm the officers and many were concerned that the safety of students of color would be compromised if the College's police officers were armed.

Robust discussion ensued. Of the 15 community colleges, 11 have police officers, ten of which are armed. (MassBay is the only community college with police officers who are unarmed.) The remaining four have no officers but use unarmed private security services. Babson College and Wellesley College officers are armed. Chief O'Connell noted that it would take about three minutes for Wellesley Police to get to MassBay in case of an emergency, except if there were another emergency happening at the same time; the time is probably higher in Framingham. MassBay Police Officers have been trained in the use of firearms and, if the Board decided to arm them, we would require bi-annual training and psychological testing. If the College were to arm the Police Officers, we would have to take steps to ensure the safety of the firearms when not being carried. Concern was expressed about unconscious bias in the split-second decision making in which Police Officers engage. It was noted that we offer Active Shooter Training as part of professional development day for faculty and staff and that we are gradually increasing such activities.

Chair Peisch asked Trustees to give this issue more thought for March meeting, where the matter will be considered further.

## **EXECUTIVE REPORTS**

Student Trustee Negreli reported the following:

\*The Student Government Association held “Whine & Cheese” events in November at Wellesley and Framingham to identify areas of concern for students. SGA members will review the feedback, which will be shared at the next Board meeting. It will also be forwarded to appropriate departments.

\*Trustee Negreli will be part of the student panel at Professional Development Day on “Strategies for Working with International and Undocumented Students.”

\*A recent Multicultural Mentoring Program Event at the Statehouse was made possible by her mentor James Gay, who works for the State Representative of Norfolk Jeffrey Roy. This program connects students with mentors committed to supporting and guiding students in achieving their life goals.

Chair Peisch asked that students are made aware of all that the College does for homelessness.

### **Board Chair**

Chair Peisch reported that minutes from past Executive Sessions and Presidential Search meeting need to be approved. He noted that he is working on an agenda for the March Retreat.

### **President**

\*On the first day of classes last week, chemicals stored in a container in a Chemistry Lab on the Wellesley campus caused the container to expand. We called in the Wellesley Fire Department, who called in the state Hazmat team. Morning classes on the fourth floor were canceled, and midday classes were cancelled or relocated. The matter was safely resolved, and the normal class schedule resumed by 2 pm.

\*MassBay had a booth at the recent Automotive Show in Boston. This event provided excellent publicity for MassBay, which was the only college there.

\*Governor Baker recently announced the *Massachusetts Plan to End Homelessness*. This program funds the housing of homeless community college students at nearby state university residence halls. MassBay currently has two students living at FSU under this program. The Governor met with some of the participating students, whose determination and focus on staying in school were inspiring. We are hopeful that the program will be expanded in future years to provide housing for more students. A MassBay student was recently profiled in the Boston Globe.

\*MassBay having received \$25 million from the State for the Health Sciences Center in Framingham, we are currently requesting \$20 million more to allow us to construct a 60,000 square foot building (our current footprint at the Farley School is about 80,000 square feet). President Podell is optimistic we will receive additional funding. A meeting with staff from DCAMM, Framingham Public Schools, and the City of Framingham on a new lease for Farley for the period 2019 to 2023 took place recently. We are actively looking for alternative parking nearby, from which we will run a shuttle. He was asked about Foundation support for the Health Science Center. He responded that Foundation Board engagement in fundraising for this project is fairly low; there are a few Foundation Board members who are actively helping but most members are more interested in raising money for scholarships.

\*We are determining next steps regarding the Associate Degree of Nursing (ADN) program. An ad-hoc faculty and staff ADN Committee (in which students are also participating) is working to support the effort to make the program compliant with Board of Registration in Nursing (BORN) regulations and financially sustainable. Our continue our commitment to moving the current students through the program to completion. BORN has been supportive of our efforts.

## COMMUNICATIONS

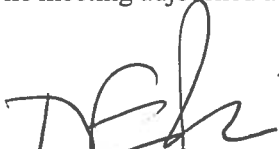
### Reports from the MassBay Office of Public Safety

The December 2018 Clery and State Police Reports were reviewed.

## ADJOURNMENT

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

The meeting adjourned at 9:45AM.

 3/5/19  
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Date

Thomas E. Peisch  
Chairman  
Board of Trustees

 3/7/19  
\_\_\_\_\_  
Date

David Poffell  
President  
MassBay Community College

