MassBay Board of Trustees Full Board Meeting
Saturday, March 30, 2019
Alumni Board Room, Wellesley Hills Campus
Minutes

Trustees Present: Dan Juliani, Matthew Kahn, Pam Lassiter, Sandy Lish, Tom Peisch, Katherine Tonelli

Staff Present: 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; Lynn Hunter, Vice President for Academic Affairs and Provost; Courtney Jackson, Vice President for Strategic Planning and Institutional Effectiveness; Brianne Miers, Director of Marketing and Communications; David Podell, President; Lisa Slavin, Assistant Vice President of Enrollment Management

Guest Present: Narcisa Polonio

CALL TO ORDER AND INTRODUCTIONS

Chair Peisch introduced Dr. Narcisa Polonio, who will facilitate the retreat following the meeting.

The minutes of the March 5, 2019, Full Board meeting were reviewed.

MOTION - Trustee Lassiter moved to approve the minutes of the March 5, 2019, Full Board Meeting and Trustee Tonelli seconded. The motion passed unanimously.

MARCH 26, 2019, FINANCE, COMPLIANCE, PERSONNEL & AUDIT (FCP&A) MEETING CONSENT AGENDA

Neil Buckley reported on the following finance items from the March 26, 2019, FCP&A meeting:

*Finance Items

FY2019 Budget vs. Actual Comparison Report – February 2019

Revenues are slightly better than budget, in part due to the early retirement of some staff and resignations of several Nursing faculty. Expenses are within budget, and the budget is balanced.

Detailed List of Reported Expense Categories

Expenses should remain within budget as the fiscal year proceeds.

MOTION – Trustee Schmalensee moved to accept the FY2019 Budget vs. Actual Comparison Report for the period ending February, 2019, and Trustee Lish seconded. The motion passed unanimously.
*Student Accounts Receivable and Cash Comparison Reports*

The status of Student Accounts Receivable continues to improve, as does our cash position.

*Update on FY2020 College Operating Budget Development*

The FY20 budget will be presented for approval at the May or June Full Board meeting. We await final appropriation figures from the State budget, and Vice President Jackson continues her data analysis.

*Report on Massachusetts Community Colleges Enrollment, Possible Student Fee Increases and Revenues*

A comprehensive list of our sister institutions’ plans for fee increases and a history of those fee increases in the past was presented. The average proposed fee increase is in the vicinity of $4.50 per credit hour. MassBay was the only community college that did not raise its fees last year, but it anticipates a 6% decline in enrollment during the next fiscal year with a corresponding $900,000 decline in revenue. Vice President Buckley will be proposing a modest fee increase at the May Board of Trustees meeting.

**Personnel Actions Report**

President Podell reviewed the Personnel Actions and Recruitment reports.

**Enrollment Report**

Assistant Vice President Slavin reported that Summer 2019 registration has been open since March 4. As of today, there are 607 students registered for summer courses. Fall registration opens on April 8. Recruitment is in full swing. MassBay staff will attend the National Association for Admissions Counseling (NACAC) College Fair next week in Boston. The Health Sciences Open Labs event will be held Saturday, April 6, on the Framingham Campus. Saturday, April 27, is our annual Spring Open House on the Wellesley campus, where we will host close to 500 guests.

**Foundation Report**

President Podell reported the following on behalf of the Foundation:

*The 50th Reunion is Saturday, April 5.
*The All Vehicle Show is on Sunday, May 5, at the Ashland Campus.
*Income for the month of February was $12,372 (up 300% over last February).
*Summer scholarship applications are currently open to students.
*Fall scholarship applications will open on April 9.
*The Capital Campaign quiet phase is scheduled to begin in May 2019.

**2018 Presidential Evaluation**

Chair Peisch reported that the Department of Higher Education has responded to the College’s 2018 review of President Podell’s performance, which was submitted last June. The DHE awarded the President the maximum allowable salary increase of 2%. Chair Peisch has asked last year’s Presidential Evaluation Committee – Trustees Hoag (Chair), Lassiter and Schmalensee - to begin work on the 2019 evaluation.
EXECUTIVE REPORTS

Board Chair

Chair Peisch reported the following:

*The annual Statewide Department of Higher Education Conference was held on March 28 at the Doubletree Hotel in Westborough. Trustees Juliani and Lassiter were in attendance, as were President Podell and Executive Director Britton. (Prior to the formal session, eight of the fifteen community colleges Board Chairs met briefly for a discussion of matters of common interest, including declines in enrollment and budget issues.) Representatives of the DHE announced the use of a new tool called Tableau to track achievement gaps among various groups. The DHE intends to sharpen the focus on these gaps and on each college’s efforts to reduce them. Chair Peisch expressed concerns that this information might not necessarily accurately reflect an institution’s efforts in this regard and might be used to a competitive advantage. Vice President Jackson gave a presentation on MassBay’s dashboard format, and Trustee Negri was one of several to receive awards by the Massachusetts Community Colleges Trustees’ Association. There were break-out sessions on presidential evaluation, board self-assessment, risk management, use of dashboards and statewide initiatives.

*The annual Foundation Scholarship dinner featured moving stories from scholarship recipients about what scholarship aid has meant to them.

*The College Committee devoted to food insecurity is now called the Student Nourishment and Care Committee (SNAC). MassBay remains a leader in this area, as well as in suicide prevention, thanks to the work of, among others, Vice President Liz Blumberg and her team.

*The terms of Trustees Hoag, Juliani and Tonelli expired in March, and unfortunately it does appear that they will not be re-appointed. Fortunately, each continues to serve until a replacement has been appointed. In addition, we await the appointment of a replacement for Patty Diaz-Andrade, who resigned. As set forth in the Bylaws, the Vice Chair is to be elected at the May meeting. All committee assignments remain in place.

*Trustee Hoag is working on proposed changes to the Bylaws to reflect a change in Massachusetts regulation dealing with remote participation at Trustee meetings.

*The Board of Higher Education is considering alternatives to the Accuplacer test administered to all incoming community college students to test proficiency in English and Math.

President

President Podell reported the following:

*There are no updates to the Dashboard this month.

*The DHE is making equity its prime focus. Their data show significant performance gaps between groups. Vice President Jackson distributed a handout showing that these gaps are different for MassBay in that African-American students have a higher rate of academic success than white students. We attribute this finding to the positive impact of our Young Men of Color program. This year, we added a Young Women of Color program. These programs are staffed by two part-time counselors whose focus is on retention. This year, we have also introduced the “M-Squad,” staff members in various offices who provide services to students coming to MassBay after having received services from the College Planning Collaborative. We are rebuilding the Enrollment Center, which will open up space for us to have an academic coaching center just off the cafeteria in space that is now housing Financial Aid.

*We are past midterms and heading into a hectic six weeks.

*We are working on the FY20 budget.
*MassBay and Framingham State hosted a Legislative Breakfast this past week. The entire Framingham delegation attended. Senator Spilka suggested that the delegation send a joint letter supporting our request for extra money for the Framingham campus. The partnership between the two colleges continues to be very strong, and we are looking into even deeper connections.

*The DCAMM Commissioner will be meeting soon to discuss the Framingham campus with Governor Baker’s Chief of Staff. We should expect a request for current enrollment data and future enrollment projections. In the projections we will include admitting new cohorts of some Health Science programs and the addition of the new academic programs envisioned in the Strategic Plan. Trustee Tonelli suggested we consider more hybrid and weekend classes.

*We are working on re-opening the Associates Degree of Nursing program. A report to the Board of Registration in Nursing (BORN) is due soon. We are building for the future, and in the process of filling new vacant faculty positions.

*The decision to arm our Police Officers was announced to the MassBay community. We have formed a committee focused on how to maintain a safe and supportive community as we move toward arming the officers. Trustee Lish suggested Officers be called Campus Police Officers versus Public Safety Officers. Professor and Coordinator of the Institute for Trauma, Adversity and Resilience in Higher Education Jeanie Tietjen’s thoughtful letter regarding the Board’s decision was acknowledged.

*Trustee Tonelli has been awarded the James McKenzie Leadership Award and will be honored at Commencement.

**ADJOURNMENT**

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

The meeting adjourned at 9:30AM.

[Signatures and dates]

Thomas E. Peisch
Chairman
Board of Trustees

[Signature]

[Signature]

5/21/19
5/21/19

David Podell
President
MassBay Community College