

Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am Tuesday, June 17, 2025, by Webex and YouTube

Trustees Present: Ilissa Povich (Chair), Tobey Choate, Alfonso Hidalgo, Matt Kahn, Sandy Lish, Rebecca Negreli, Diane Schmalensee, Lili Silva, Wendy Vincent

Trustees Not Present: Teddy Choi, Gary Prado

Guests Present: Todd Ofenloch, Foundation Board member

Trustee Hidalgo arrived at 8:35 am. Trustee Kahn departed at 9:06 am, and Trustee Choate departed at 9:15 am.

Staff Present: Yvonne Anthony, Senior Director of Grants Development; Michelle Biscotti, Associate Director of Development; Liz Borg, Capital Campaign Director; Liz Blumberg, Vice President for Student Development; Karen Britton, Executive Director, Office of the President; Lauren Curley, Director of Procurement and Business Operations; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Phil DiBlasi, Director of Public Safety; Marcus Edward, Vice President for Finance and Administration; Catherine Gildae, Assistant Dean for Institutional Effectiveness; Courtney Jackson, Vice President for Academic Affairs and Provost; Nina Keery, Dean of Humanities and Social Sciences; Lisa MacDonald, Associate Dean for Equity Assurance; Sue Maggioni, Assistant Provost; Lynn Moore, Chief Diversity Officer; Nhon Phan, EDP Systems Analyst; David Podell, President; David Protano, Dean of Automotive Technology; Lisa Slavin, Vice President for Enrollment Management; Halye Sugarman, Dean of Business and Professional Studies; Richard Williams, Associate Dean for Student Success and Strategic Initiatives

CALL TO ORDER & INTRODUCTIONS

Chair Povich called the meeting to order and declared that a quorum was present.

MAY 27, 2025, MEETING MINUTES

MOTION: Trustee Choate moved to approve the minutes of the May 27, 2025, meeting, and Trustee Silva seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Kahn – YES; Trustee Lish – ABSTAINED; Trustee Negreli – ABSTAINED; Trustee Povich – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - YES

HONORING TRUSTEE VINCENT

Chair Povich reported that Trustee Vincent's term expired in March, and today is her last meeting. She thanked Trustee Vincent for continuing to serve until the end of the year. Chair Povich read a citation for Trustee Vincent, who thanked everyone and expressed admiration for all the College is doing. President Podell stated that Trustee Vincent has been a model Trustee. Trustee Silva also acknowledged Trustee Vincent's contributions to the Student Success and Academic Affairs Committee.

MOTION: Trustee Povich moved to approve Trustee Vincent's citation, and Trustee Choate seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Povich – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent – YES

Chair Povich noted that Student Trustee Choi's term is also ending, and she read his citation.

MOTION: Trustee Povich moved to approve Trustee Vincent's citation, and Trustee Schmalensee seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Povich – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent – YES

EXECUTIVE REPORTS

President

President Podell reported the following:

*Summer session has started, and MassBay is engaging in professional development for faculty and staff in areas such as learning assessments and having difficult conversations.

*A draft letter to the Board from President Podell and Commissioner Ortega is included in the binder for today's meeting. Under the Affordable Homes Act, the President is required to inform the Board of his determination that the property at 40 Oakland Street is surplus -to the current and foreseeable needs of the College. The wording of the Act is that the Trustees may say they disapprove of the President's determination within 60 days of receiving the final, official version of the letter. In mid-July, President Podell will send Trustees a final version of the letter and then ask them to vote on it during the September meeting. Edits to the letter were received yesterday from the General Counsel's office and the letter will be sent to Commissioner Ortega for his signature. Regarding the housing to be built on the surplus land, there are many unknowns (e.g., the density, the design) until the Request for Proposal (RFP) goes out in mid-fall and responses come in. President Podell has been meeting with various groups within the Wellesley community and will continue to do so this summer and fall, including Chambers of Commerce and Wellesley residents on the Foundation Board. A communication plan for the project will be put in place for both MassBay and DCAMM.

*On Wednesday of this week, Juneteenth will be celebrated on all three campuses. On Saturday, the second Family Fest at the Framingham Campus will be held from 9:00 am -12:30 pm. All are invited to both events.

*The re-accreditation meeting with the NECHE Commission following the April evaluation team visit will take place in November.

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION

Committee Chair Kahn reported that the FY2026 provisional budget will be reviewed at today's meeting.

FINANCE ITEMS

Vice President Edward reported the following:

Investments, Cash, & Student Accounts Receivable Comparison Reports

Investments

The investment balance as of May 31 is \$30,355,000, a 4.1% gain in the month of May. The current balance is \$30,811,000, an increase of \$456,000, or 1.5%, in the month of June.

Cash

There is a \$8,654,000 balance in cash as of May 31, a decrease of \$250,000 compared to the prior month. The current cash balance is \$7,724,000.

Student Accounts Receivable

As of May 31, the receivable balance was \$4,675,000, a decrease of \$664,000 compared to the previous month.

Cash & Investment Position by Month

The chart shows monthly cash balances over the last five years.

Kitchen Renovation Updates

The design phase of the project incurred expenses of \$216,000. Bids were originally due at the end of May. However, a general contractor bidding on the project informed the College that the drawings provided by the house doctor in the RFP required clarification. As a result, the bidding had to be canceled and started over, extending the timeline by two months. The kitchen will now be completed in March 2026. The request for bids is already out, and they are due on June 30. President Podell noted that this development is disappointing, but there are decent food choices in the cafeteria, including Baker's Best and Farmer's Fridge, in the meantime.

FY2026 Provisional College Operating Budget and FY2026 Fee Increase

President Podell reported that the budget being reviewed at today's meeting is provisional because enrollment and state appropriation are not known. They will be clearer by July or August. A 5% increase in enrollment, which is a low estimate, has been projected. With free community college, the State limits possible fee increases; this year, the limit is 1.9%, which we propose to partially address the impact of inflation.

The provisional budget, amounting to \$54.2 million is \$2.5 million, or 5%, higher than the FY2025 revised board-approved budget and \$583,000, or 1%, higher than the FY2025 projected revenue. The two primary sources of revenue are tuition and fees and the state appropriation. Tuition and fees account for 55% of the budget, and the state appropriation accounts for 43%.

Revenue

Tuition and fees are budgeted at \$29.9 million, an increase of \$763,000 compared to the FY2025 projected balance and \$7.6 million compared to FY2024 actual revenue. Enrollment is budgeted to increase by 5% year over year.

Non-credit course fees

Noncredit course fees are budgeted at a decrease of \$110,000 when compared to the FY2025 revised budget. The reduction is due to an anticipated increase in grant revenue. As more funding is secured through grants, a decrease in the number of students paying directly is expected. For FY2025, grant revenue is projected to be \$920,510, and for FY2026, it is anticipated to increase by 110%.

State maintenance appropriation

The State maintenance appropriation line is budgeted at \$23.4 million, an increase of \$125,000, or 1%, compared to the FY2025 projected revenue. The projected increase is less than the current inflation rate of 3.4% in Massachusetts.

Tuition remission and waivers

Tuition is expected to increase due to the increase in tuition remitted to the state, given increased enrollment.

Contracts, commissions, and other revenue

This line is budgeted lower than prior years due to a decrease in anticipated funding for interpreter services and reduced interest revenue resulting from a reduction in the cash balance due to the College investing \$25 million of its reserves.

Investment spending

Investment spending is budgeted at \$829,000, an increase of \$85,000 year over year. The increase is due to a rise in the investment balance.

Expenses

Permanent Staff

Permanent staff constitutes MassBay's largest expense, with a budget allocation of \$27.1 million, reflecting an increase of \$1,977,000, or 7.9%, in comparison to the revised FY2025 budget. Salaries are budgeted to increase uniformly by 2%. Ten faculty lines are included in the budget.

Local fringe

There is an increase in this due to the increase in the various staffing lines.

Operational Services

In previous fiscal years, the Massachusetts Rehabilitation Commission (MRC) fully reimbursed MassBay for interpreter services, mostly within classrooms. This allowed MassBay to budget both revenue and expenses at 100% of anticipated costs. For FY2026, MRC funding for this purpose has been discontinued. As a result, the budget has been adjusted to reflect a reduced expense for interpreter services, which will now be fully funded by the College. Should actual costs exceed the budgeted amount, there are contingency funds available to cover the difference.

President Podell reported that, in addition to the discontinuation of the MRC funding, an \$87,000 NSF grant to promote DEI in STEM has been stopped by the federal government.

He further noted that the College, in anticipation of possible 9C cuts that the Governor might implement because of federal cuts or revenue shortages, includes in its budget projects that it will keep in reserve until January or February when 9C cuts are more likely to be known.

Debt Service

There has been a reduction in the budget due to MassBay paying off several leases over the last two years. When the leases expire, MassBay has the option of buying out the equipment or returning it. Windows systems are five-year leases with a matching warranty. Apple systems are four-year leases with a matching warranty.

Vice President Edward noted that the charts starting on page 26 show the budget's revenue and expenses by category.

Fee Increase Memo

For fiscal years 2021, 2022, and 2023, MassBay did not raise fees. In FY2024, the Board approved a \$10 per credit increase, or 4.5%, in general fees and an increase in lab fees. In FY2025, the Board approved a \$10 per credit increase, or 4.3%, in general fees. For FY2026, a \$5 per credit fee increase, or 1.91%, is being proposed, as noted earlier.

Tuition and Mandatory Fees

This spreadsheet shows MassBay's current tuition and mandatory fees for the current fiscal year and the proposed tuition and mandatory fees for FY2026.

Tuition and Mandatory Fees - Comparison

This spreadsheet shows the ranking of the 15 community colleges in terms of affordability. MassBay is the fifth most affordable option.

MOTION: Trustee Choate moved to approve the FY2026 Fee Increase of \$5 per credit hour to the current mandatory general fee, and Trustee Schmalensee seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Povich – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - YES

MOTION: Trustee Choate moved to approve the FY2026 Provisional College Operating Budget, and Trustee Vincent seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Kahn – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Povich – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent - YES

PERSONNEL ITEMS

Vice President Edward reported the following:

Personnel Actions Report

Three new employees have been hired, and two have transitioned into other roles.

Recruitment Report

There are 19 open positions, including ten faculty and nine staff.

ENROLLMENT REPORT

Vice President Slavin shared a graph showing the last three years of enrollment.

As of today, with two full months of enrollment activity left, MassBay is ahead by 38% in FTE and 35% in headcount, which is just over 1900 students. Last year at this time, enrollment was 1415, an increase of 501 students. This year compared to Fall 2023, it is up 78.6%, or 843 students, and when compared today to this same day in 2022, is up 97.5%, or 946 students.

Approximately 400 of the 1900 students, or 21%, are recipients of free community college aid for the 2025-2066 academic year. Many FAFSA help sessions throughout the summer have been scheduled to assist students with completing the FAFSA, which is a requirement to be considered for MassEducate and MassReconnect.

As of today, admissions applications for fall 2025 are up just under 10%.

DASHBOARD REPORT

Associate Dean Gildae provided a report on this month's dashboard.

The Department of Higher Education (DHE) made a number of updates including new figures in their Performance Measurement Reporting System (PMRS) that are reflected in this month's updates. In general, the data are now more inclusive as it includes both part-time and full-time students. In most cases, they are now also benchmarked against 2033 targets, though some remain comparative with the Massachusetts community colleges average.

MassBay is ahead of the 2033 target on Timely Completion of Gateway Courses but not yet at the target for Timely Accumulation of Credits. Persistence after first year includes transfer as well as first-time students, and reveals that 61% of students from fall 2023 remained enrolled at a United States (U.S.) institution in fall 2024.

Transfer to Baccalaureate within four years reveals that MassBay is ahead of the 2033 goal, as 35% of MassBay students who began in the fall of 2020 have transferred to a four-year institution anywhere in the U.S. MassBay also remains ahead of the Massachusetts community college average on the Six-Year Comprehensive Student Success metric, with 68% of students from fall 2018 having a successful outcome by fall 2024.

All figures in the Faculty and Staff section were updated and reflect the increase in full-time faculty, full-time staff, and part-time staff in 2024 compared to 2023.

The Finance, Grants, and Fundraising section has been updated to include data from FY2023-2024 that was reported to IPEDS in the Finance Survey. Revenue Generated by Corporate Partnerships, Workforce Development, and Community Education has been refreshed to display not only the total revenue, but also the source (contract, tuition, or grant). This figure reveals a continued growth in revenue generated by non-credit programs, largely funded by grants, indicating that grants are growing. President Podell reported that MassBay recently received a \$75,000 grant from the Cummings Foundation to support non-credit English as a New Language courses.

President Podell noted there are many details within MassBay's dashboard, which was praised by NECHE. This document can be reviewed in more depth at a future meeting.

FOUNDATION AND CAPITAL CAMPAIGN REPORTS

Foundation Board member Ofenloch reported the following:

Financial Item

The Foundation Board has approved its FY2025 budget. The annual budget is approximately \$732,000, an increase of 3%. Operating costs have been kept down due to the efforts of the staff to manage down our IT costs and software licenses. This increase will go directly towards scholarships. Next year, the expected disbursement is \$508,000.

Fundraising Activities

The All-Vehicle Show will be Sunday, September 14. The show has grown each of the last two years with more cars and more spectators. The Development Office staff are working hard to continue that growth. The money raised goes towards scholarships, tools, and emergency grants for automotive students. One new event has been added to the calendar: the Foundation Board is entering a team in the Ride for Hunger sponsored by Three Squares New England. The ride will take place on October 5 to raise money for hunger initiatives. The money raised will go to the Student Hunger Fund. Anyone who is interested in biking or walking as part of our team can contact Foundation Board Chair Becky Kannam, the Team Leader. Foundation Board member Ofenloch noted that this event is easier than running a marathon, as there are 25, 50, or 62.5-mile routes.

Foundation Board Update

Joseph Asaya will be leaving the Foundation Board. Mr. Asaya is an alumnus of MassBay and has contributed much to the Board for the past nine years. The Board is actively looking for new members to fill this seat and a few other vacancies. If anyone knows someone who supports the work and mission of the College, is active in their community, and is willing to fundraise, an introduction would be welcome.

Campaign Director Borg reported that the campaign team is focused on creating interest and awareness about the evolving plans for the new Cybersecurity Education/Health and Wellness Center with individual, corporate, and foundation donors, and prospects. The team is working with Trustees and volunteers on introductions to community leaders and major donor prospects in MassBay's service area. An awareness event to generate momentum will take place in October or November. The President's Update video that has been shared with major donors and prospects was shown to the Board. A suggestion was made to make another version of the video not tailored to fundraising, so that people can post it on their social media. An additional suggestion was to delete the word "spring", so the piece can be used anytime. Another video will be produced in the fall.

COMMUNICATIONS

Reports from Public Safety

March, April, and May, 2025, Clery & National Incident Based Reporting System (NIBRS) Reports

Chief DiBlasi reported that the March and May reports show all zeros. The April reports show an aggravated assault in the parking lot. A verbal confrontation between two individuals was followed by one individual hitting the other with his car; that person was fortunately not injured. This driver was questioned, and a criminal complaint has been filed in Dedham District Court.

PRESIDENTIAL EVALUATION

Committee Chair Lish reported that Trustee Hidalgo has joined the Presidential Evaluation Committee. The survey results are being tabulated and will be included in the evaluation sent to Commissioner Santiago in September, which will also include the Board's recommendation for President Podell's increase. Trustee Lish commended the President's Office staff for its quick turn-around creating and distributing the survey this year, which allowed the committee to maintain the integrity of the process it has been following for the past several years.

ADJOURNMENT

MOTION: Trustee Lish moved to adjourn the meeting, and Trustee Vincent seconded the motion.

The motion passed via the following roll call vote: Trustee Hidalgo – YES; Trustee Lish – YES; Trustee Negreli – YES; Trustee Povich – YES; Trustee Schmalensee – YES; Trustee Silva – YES; Trustee Vincent – YES

The meeting adjourned at 9:26 am.



9/16/25



9/16/25

David Podell, President
MassBay Community College

Date

Ilissa Povich, Chair
MassBay Board of Trustees

Date

MATERIALS IN THE BINDER AND/OR PRESENTED AT MEETING

- *May 27, 2025, meeting minutes
- *Citations for Trustees Vincent and Choi
- *Housing Project update
- *Investments, Cash, & Student Accounts Receivable Comparison reports
- *Cash & Investment Position by Month
- *Kitchen Renovation Updates
- *FY2026 Provisional College Operating Budget
- *FY2026 Fee Increase
- *Personnel Actions and Recruitment reports
- *Dashboard report and summary
- *March, April, and May, 2025, Clery & National Incident Based Reporting System (NIBRS) reports