

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the October 21, 2025 Board Finance & Administration Committee meeting

Webex Meeting –

<https://massbay.webex.com/massbay/j.php?MTID=mfc2f43ec80c14c4bfbb829ac7aeed3a>

Committee members participating: Matthew Kahn, Chair; Ilissa Povich, Ex-officio; Tobey Choate, Trustee; Alfonso Hidalgo, Trustee.

Trustee Diane Schmalensee was unable to attend.

Staff members participating: David Podell, President; Marcus Edward, Vice President for Finance & Administration; Steve Baccari, Controller; Jacqueline Rosati, Assistant Controller; Courtney Jackson, Vice President for Academic Affairs and Provost; Dan Pace, Assistant Vice President for Human Resources and Payroll, Mike Lyons, Assistant Vice President and Chief Information Officer, Henry Lopez, Director of End User Services; Deborah Grady, Executive Assistant for Finance & Administration.

Guests:

WithumSmith+Brown, PC: Brian Page, Partner, and Madison Studley, Senior Accountant

Call to Order and Introductions

Committee Chair Matthew Kahn reminded the Trustees of the mandatory Cybersecurity Training that is required of all members of the College, and called the meeting to order at 8:00 a.m.

Approval of Prior Meeting Minutes (*Item 1*).

The Chair asked for the review of the prior committee meeting minutes and called for a motion.

MOTION: Trustee Choate made the motion to approve the minutes of the September 9, 2025 Board of Trustees' Finance & Administration Committee meeting as presented. Trustee Hidalgo seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Tobey Choate YES; Alfonso Hidalgo, YES, Ilissa Povich YES.

FINANCE ITEMS

GUEST PRESENTATION – FY2025 College Audit

Vice President Marcus Edward introduced the guests: Brian Page, Partner, and Madison Studley, Senior Accountant from Withum. It was noted that this is the College's FY2025 Financial Audit, and that a Uniform Guidance Audit will also be undertaken.

Brian Page reviewed required communications, including the processes that were followed during the audit. Mr. Page thanked the Management Team for providing good due diligence, and timely information.

The audit will result in an unmodified (clean) opinion. No material weaknesses or significant deficiencies were noted.

Madison Studley presented and reviewed the financial statements including net position, revenues, and cash flows.

Chairman Kahn confirmed that the COVID-related funds are unrestricted, have already been earned, and may be used at the College's discretion.

Chair Kahn called for a motion.

MOTION: Trustee Povich made the motion to accept the FY2025 College Audit Report and recommend approval to the Full Board. Trustee Hildago seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Tobey Choate YES; Alfonso Hidalgo, YES, Ilissa Povich YES.

FY2026 Revised Budget Update and Discussion *(Item 2)*

The FY2026 Revised Budget, presented at the meeting, totals approximately \$55.7 million—an increase of \$1.4 million, or 2.6%, over the provisional budget approved by the Board in June. This adjustment reflects stronger-than-anticipated revenues across several categories.

Fall enrollment rose , significantly exceeding the original 5% projection in the provisional budget, resulting in a \$1.1 million increase in tuition and fee revenue, based on a revised enrollment assumption of 12%. Although future semester enrollment remains uncertain, it is expected to remain stable or continue growing.

Vice President Edward noted that the estimated budget of \$882,000 in the revenue line for Tuition Remission and Waivers is considered sufficient. While tuition and fees have increased, a significant proportion of courses are taught by adjunct faculty, for which tuition does not need to be remitted, helping to contain costs in this area.

State appropriations modestly surpassed initial estimates by nearly \$40,000, driven by higher reimbursements for collective bargaining increases and stronger formula funding. Additionally, the revised budget includes a \$321,000 carryover of unused capital funds from the prior fiscal year, expanding the capital budget.

To safeguard against unforeseen expenses, a contingency fund of \$745,000 has also been incorporated. President Podell explained that the provisional budget approved in the spring was based on estimated figures, and the revised version now incorporates confirmed data and accounts for new expenses. The budget also considers the potential for 9C cuts (mid-year budget reductions made by the Governor), and the \$745,000 contingency reserve could help absorb any such reductions or other unforeseen operational costs.

Vice President Edward emphasized the importance of maintaining a balanced budget, noting that while a deficit budget could allow for expanded student support, it is not a good strategy going

forward. In addition to core budget updates, President Podell provided an overview of funding for students receiving Free Community College support through programs such as MassReconnect and MassEducate. These students were awarded \$600 per semester for books, and although the state initially planned to reduce this amount after distribution, advocacy by college presidents ensured students retained the full award for the fall semester. The reduction is now expected in the spring, with hopes that the legislature will restore the funding. While the Department of Higher Education did not formally propose this adjustment, it appears the legislature recognized the issue and may have included the necessary funding.

The revised budget also includes several new allocations to support student success and wellbeing: \$25,000 for Chromebooks as part of a lending program, \$60,000 for textbooks for students, \$33,000 to upgrade audiovisual equipment in Wellesley classrooms, \$30,000 for meal scholarships, and \$12,000 for hygiene products.

President Podell noted that projections for next year are concerning. The College is anticipating some negative years ahead, mostly due to federal cuts to the state budget. The President also noted that food insecurity remains a concern at the College, and ongoing efforts are being made to support affected students.

Chair Kahn called for a motion.

MOTION: Trustee Choate made the motion to accept the FY2026 Revised Budget and recommend approval to the Full Board. Trustee Hidalgo seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Tobey Choate YES; Alfonso Hidalgo, YES, Ilissa Povich YES.

Investments, Cash, & Student Accounts Receivable Comparison Reports (Item 3)

Vice President Edward presented the report that reflected the balances as of 9/30/2025.

The investment balance as of the end of September was \$32.8 million. Investments gained 2.6% in the month of September.

The cash balance as of the end of September was \$9.7 million, an increase of \$4 million compared to the prior month. The current cash balance is \$9.3 million.

The receivable balance as of the end of September was \$10.7 million. Receivables decreased by \$1.5 million compared to the prior month.

Cash & Investment Comparison by Month (Item 4)

A chart showing the monthly cash balances over last five years was provided to the Committee.

Kitchen Renovation Updates (*Item 5*)

Vice President Edward updated the Committee on the Kitchen Renovation Project, noting the updated completion date is the end of March 2026 and \$235K has been spent year to date. Construction is on track to start on November 1. Management meets weekly with the construction team and the house doctor.

The team has opted to create 5-day punch list items rather than address concerns at the end of the project. Vice President Edward explained that in standard construction practice, punch list activities are typically conducted at the conclusion of the project. However, in an effort to expedite project closeout, the College has elected to perform punch list inspections concurrently, as individual tasks are completed. Under this revised approach, a five-day period is considered a reasonable duration for the punch list review and completion associated with this project.

Vice President Edward reported that the team is preparing a budget forecast for fiscal years 2027 to 2035. The forecast will take into account enrollment growth, including data from other states that offer free community college. It will also examine expenses and inflation trends. At this stage, we are unable to include the potential impact of federal funding cuts, but the forecast will reflect all known factors to date. The forecast will be shared at an upcoming board meeting.

PERSONNEL ITEMS

President's Attendance Report

To ensure transparency and accountability, the President's attendance is reported annually to the Board of Trustees.

As of September 15, 2025, President Podell has accrued:

- **173.65 days** of sick time (rolls over indefinitely)
- **47.92 days** of vacation time (up to 375 hours roll over)
- **5 hours** of personal time (must be used by fiscal year-end or is forfeited)

Personnel Actions Report (*Item 6*)

Assistant Vice President Dan Pace presented the report to the Committee, noting 1 new employee, and 2 employees who have moved into new roles.

Recruitment Report (*Item 7*)

The recruitment report showed 21 open positions (17 staff, 4 faculty).

ADJOURNMENT

MOTION: Trustee Choate moved to adjourn the meeting, seconded by Trustee Povich.

ROLL CALL:

Matthew Kahn YES; Tobey Choate YES; Alfonso Hidalgo, YES, Ilissa Povich YES.

Chair Kahn adjourned the meeting at 9:18 a.m.

 
Matthew Kahn

Date

Committee Chair
Board of Trustees


David Podell
President
Massachusetts Bay Community College

2/3/2026

Date