

MASSACHUSETTS BAY COMMUNITY COLLEGE BOARD OF TRUSTEES

Minutes of the February 3, 2026, Board Finance & Administration Committee meeting
Webex Meeting –

<https://massbay.webex.com/massbay/j.php?MTID=mce83c78493da0159ac9d5628f4725dc4>

Committee members participating: Matthew Kahn, Committee Chair; Ilissa Povich, Board Chair; Alfonso Hidalgo, Trustee, Karen Williams, Trustee.

Staff members participating: David Podell, President; Marcus Edward, Vice President for Finance & Administration; 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.

Call to Order and Introductions

Committee Chair Matthew Kahn 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 Povich made the motion to approve the minutes of the October 21, 2025, Board of Trustees Finance & Administration Committee meeting as presented. Trustee Hidalgo seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Ilissa Povich YES; Alfonso Hidalgo, YES; Karen Williams, ABSTAIN.

FINANCE ITEMS

President Podell introduced a student fee increase, which will be presented as the last Finance item. Tuition is fixed, but fees are at the Board's discretion. When free community college was implemented, the legislation capped fee increases, tied to a measure of inflation - 1.9% for the current fiscal year and 2.76% for fiscal year 2027. We sought to use the maximum increase in order to keep up with inflation.

FY2026 Budget-to-Actual Comparison Report (Item 2)

The December budget-to-actual report shows a favorable variance of approximately \$849,000. The variance is due to better performance on revenues and expenses compared to the projected budget.

Revenues

Vice President Edward reported that approximately 68% of budgeted revenues have been received. As of December 31, actual revenue totals \$37,746,000, compared to a budgeted amount of \$37,041,000, resulting in a favorable variance of approximately \$705,000.

- Tuition and Fees show a positive variance of approximately \$213,000 as a result of enrollment exceeding the budgeted increase.
- Non-credit course fees show a favorable variance of approximately \$311,000. The increase is due to continued growth in the non-credit courses, largely thanks to the efforts of our Director, Colleen Coffey. Notably, these courses are not covered by the free community college programs.
- Contracts, Commission, and Other Revenue showed a favorable variance of approximately \$205,000. The increase is being driven by a \$60,000 contract for Trauma-Informed Learning work as well as some workforce development contracts. Additionally, MMDT interest and fees from Transitional Scholars Program, food sales, bookstore commissions and space rentals has had an impact.

Expense

Vice President Edward reported that the College has spent approximately 44% of the budget. Actual expenses through December 31 are \$24,730,000 compared to a projected budget of \$24,874,000, resulting in a favorable variance of approximately \$144,000.

- The Permanent Staff Line shows a favorable variance of approximately \$73,000. Staff lines show savings because the MCCC raises budgeted for the year are not included in expenses through December 31; these increases take effect in January.
- Adjunct Faculty shows a favorable variance of approximately \$178,000. Staff lines show savings since budgeted raises are not included in expenses through December 31. The timing of these increases remains uncertain because an agreement with the union still awaits ratification.
- Information Technology shows an unfavorable variance of \$243,000. The variance is due to the timing of the payment of expenses.

Chair Kahn called for a motion.

MOTION: Trustee Hidalgo made the motion to accept the FY2026 Budget-to-Actual Comparison Report and recommend approval to the Full Board. Trustee Povich seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Alfonso Hidalgo, YES, Ilissa Povich YES; Karen Williams, YES.

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

Vice President Edward presented the report that reflected the balances as of 12/31/25.

- The investment balance as of the end of December was \$33.4M. Investments gained 0.5% in the month of December.
- The cash balance as of the end of December was \$7.9M, a decrease of approximately \$1.7M compared to the prior month.
- The receivable balance as of the end of December was 11.6M. Receivables increased by \$2.1M month over month.

Cash & Investment Comparison by Month *(Item 4)*

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

Kitchen Renovation Updates *(Item 5)*

Vice President Edward updated the Committee on the Kitchen Renovation Project, which is expected to be completed by 5/1/26. The current expense is \$549K.

Contracts Report *(Item 6)*

Vice President Edward reported on three (3) contracts, all funded by MassBay:

- Siemens Industry for \$63K. (Wire Mesh Installation)
- ePlus Technology for \$351K. (Network services and phone managed services)
- Carnegie Dartlett for \$286K (Marketing - social marketing, strategy, outlets)

Review Cash Balance and Investment Options *(Item 7)*

Vice President Edward reported that a review of the cash balance and investment options suggested that, as the College projects significant cash outlays at the end of the semester, MassBay management does not recommend making any additional investments at this time.

Operating Budget Forecast – 2027 to 2035 *(Item 8)*

Vice President Edward reported that a forecast for the Board was prepared in response to the NECHE standards. In addition, it is recommended that the College should provide ending cash and investment balances for each of the years.

The forecast for most of the years show that we will be right on budget; however, in 2034 and 2035 there is potential for a shortfall.

The forecast does not include activity associated with the new Cyber Education/Health and Wellness building as we are only in the early stages of discussions. The forecast will be updated as more information becomes available.

Chair Kahn called for a motion.

MOTION: Trustee Hidalgo made the motion to accept the Operating Budget Forecast for 2027 to 2035 and recommend approval to the Full Board. Trustee Povich seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Alfonso Hidalgo, YES; Ilissa Povich YES; Karen Williams, YES.

NECHE Public Financial Screening *(Item 9)*

Vice President Edward reported that the College met a requisite number of financial thresholds set by NECHE. As such, no further action is required.

MassBay showed strong performance on most NECHE indicators, including a 58.1% three-year increase in fall net student revenue. However, one area of concern is a 23.8% decline in the three-year percentage change in net student revenue, which actually shows the positive impact of community college.

FY2027 Student Fee Increase *(Item 10)*

The College administration is proposing a modest increase of \$7 per credit hour to the current mandatory general fee, raising it from \$225 to \$232 per credit. Also, lab fees which apply to select courses will also be raised by 2.76%. The adjustment in fees remains within the 2.76% cap set by the state for fiscal year 2027

MOTION: Trustee Hidalgo made the motion to approve the FY2027 Student Fee Increase and recommend approval to the full Board of Trustees. Trustee Williams seconded. Motion passed.

ROLL CALL:

Matthew Kahn YES; Alfonso Hidalgo; YES, Ilissa Povich YES; Karen Williams, YES.

PERSONNEL ITEMS

Personnel Actions Report *(Item 11)*

Assistant Vice President Dan Pace presented the report to the Committee, noting 10 new employees, and 3 employees who have moved into new roles. AVP Pace listed the new positions which have been filled

Recruitment Report *(Item 12)*

The recruitment report showed 9 open positions (5 staff, 4 faculty).

