

**Minutes of the MassBay Community College Board of Trustees Meeting – 8:00 am to 10:00 am
Tuesday, April 14, 2026, in Framingham 314 and by Webex**

Trustees Present in person: Ilissa Povich (Chair), Rebecca Negreli, Pranshu Shah, and Reyad Shah

Student Trustee Shah arrived at 8:21 am, and Trustee Shah arrived at 8:23 am.

Trustees Present on Webex: Tobey Choate, Alfonso Hidalgo, Matt Kahn, Sandy Lish, and Gary Prado

Trustee Not Present: Lili Silva and Karen Williams

Trustee Prado departed the meeting at 9:25 am, and Trustee Kahn departed at 9:30 am.

Guest Present: Chris Teachout, Foundation Board member

Staff Present: Yvonne Anthony, Senior Director of Grants Development; Liz Blumberg, Vice President for Student Development; Karen Britton, Executive Director and Liaison to the Board, Office of the President; Lauren Curley, Director of Procurement and Business Operations; Lynne Davis, Dean of Health Sciences; Joe DeLisle, Director of Facilities; Marcus Edward, Vice President for Finance and Administration; Catherine Gildae, Associate Dean for Institutional Effectiveness; Courtney Jackson, Vice President for Academic Affairs and Provost; Nina Keery, Dean of Humanities and Social Sciences; Henry Lopez, Director of End User Services; Lisa MacDonald, Associate Dean for Equity Assurance; Sue Maggioni, Assistant Provost; Lynne Moore, Chief Unity Officer; Dan Pace, Assistant Vice President for Human Resources and Payroll; David Podell, President; David Protano, Dean of Automotive Technology and Dean of STEM; Nohn Pham, EDP Systems Analyst; Jeremy Solomon, Vice President for Institutional Advancement, Marketing, and Communications; Halye Sugarman, Dean of Business and Professional Studies; and 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.

MARCH 10, 2026, MEETING MINUTES

MOTION: Trustee Choate moved to approve the minutes of the March 10, 2026, meeting, and Trustee Kahn 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 Povich – YES; Trustee Prado – YES

EXECUTIVE REPORTS

Board Chair

Chair Povich reported the following:

*Trustee Silva is currently the Chair of the Student Success and Academic Affairs Committee. Trustee Silva's term on the Board has technically expired, but she has generously agreed to serve until her successor is appointed by the Governor. Trustee Negreli has agreed to succeed her as the committee chair and will do great job in this important role.

*Upcoming events are listed at the end of the agenda. The STEM Expo on May 6 is a nice way to interact with students and see some of the excellent work they are doing.

President

President Podell reported the following:

*The Associate in Science in Paramedicine was approved by the Board of Higher Education (BHE). The next step in the process is for an external review team to review the Letter of Intent and associated documents. Once these are reviewed and approved, the proposal goes once again to the BHE for final approval.

*The BHE also approved the Associate of Science in Diagnostic Medical Sonography which will begin in Fall 2026.

*MassBay's team is making online materials more accessible to people with a variety of disabilities, as required by Title II of the Americans with Disabilities Act (ADA). Vice President Solomon gave a presentation entitled "Digital Accessibility at MassBay," including the following:

-Background – The ADA prohibits discrimination based on disability. Title II of ADA applies to digital content such as websites, mobile apps, and online documents, and the U.S. Department of Justice has given a deadline of April 24, 2026, for all public colleges and universities to comply.

- Phoebe Bustamante, Director of the Accessibility Resource Center and Mike Lyons, Assistant Vice President for Information Technology led the MassBay effort. The College has been recognized at the state level as a model for other institutions.

-We have been doing an ongoing accessibility audit of the MassBay website. Syllabi and curriculum sheets will be presented in accessible format by the deadline. Meetings have taken place with textbook publishers. Trainings were held during the February Professional Development Day, and a MassBay Accessibility Policy outlining goals and infrastructure to achieve the accessibility requirements has been drafted.

-Ongoing trainings for faculty and staff have been offered since October. The Office of Information Technology has been hosting "Raise the Gauge" clinics to help faculty learn how to make course materials more accessible. In addition, there are numerous resources on the College's intranet site, SharePoint.

-This project has been a collaborative, team effort, being accomplished not only to adhere to the law but also to be as inclusive as possible.

Associate Dean MacDonald indicated that this project is improving the experience for all students and enhancing engagement, retention, and success. President Podell reported that team has done an excellent job on this initiative.

Student Trustee

Student Trustee Shah reported the following:

*The Criminal Minds course hosted an engaging panel with professionals from the FBI, the Milford Police Department, Bentley University, and MassBay's Chief of Police. This event gave students a better understanding of careers in criminal justice while clearing up common misconceptions.

*Student Engagement organized a trip to the Washington, D.C. area, where students toured several

Historically Black Colleges and Universities (HBCUs). During the trip, students also visited the National Museum of African American History and Culture and the Washington Monument. A highlight for many was meeting Congresswoman Ayanna Pressley. Overall, students described the trip as meaningful, especially as they were able to explore new places, try new foods, and connect with others.

*Along with these larger experiences, many student organizations hosted events on campus. The Black Student Union held a Paint & Sip event, Career Services hosted a Resume and LinkedIn Workshop, and Buddies organized an ice cream social.

*Cultural events have also been a big part of campus life. The Indian Club hosted a Holi celebration with food, crafts, and outdoor activities. In addition, the International Club held a coffee tasting event where Colombia was the winner and a lunch hour focused on Libya, and also opened a Global Exhibit in the Unity Center, where students and staff can share and learn about artifacts from around the world.

*The Student Government Association (SGA) celebrated International Women's Day by giving out roses to women in Framingham and Wellesley.

*The Neurodivergent Club will be hosting a Mario Kart tournament, another fun and inclusive opportunity for students.

*Registration for the upcoming semester opened on April 6.

Trustee Negreli indicated she is happy to see all of these activities on social media.

BOARD COMMITTEE REPORTS

FINANCE AND ADMINISTRATION

Committee Chair Kahn reported that there are three action items to be voted on at today's meeting, including an initial FY2027 budget. He praised the achievements of the Finance team.

Finance Items

Vice President Edward then reported the following:

***Investments, Cash, & Student Receivables Summary Reports**

The investment balance as of the end of February was \$34.9 million. The investment balance as of the end of March was \$33.1 million. Investments lost 5% in the month of March. The current investment balance is \$34.6 million, an increase of \$1.5 million, or 4.4%, in the month of April thus far.

The cash balance as of the end of February was \$10.3 million. The cash balance as of the end of March was \$10.5 million, an increase of \$200,000 compared to the prior month. The current cash balance is \$10.4 million. The receivable balance as of the end of March was \$6.4 million. Receivables decreased by \$5.2 million compared to the prior month.

***Cash & Investment Position by Month**

This chart shows the cash and investment balances over the last five years.

***Kitchen Renovation Updates**

A total of \$1.4 million was spent by the end of February on the kitchen renovations. There has been a slight (two week) delay due to shelving. The new cafeteria will be ready for the next academic year.

***Contracts Report**

There are two contracts, one funded by the state and one funded by MassBay. Green Site Services Group, Inc., has been awarded a contract for the removal and replacement of a fuel storage tank valued at \$417,000. The project began in the current fiscal year and ends in the first quarter of fiscal year 2027. In addition, uAspire has been awarded a contract to provide useful financial aid helpdesk services valued at \$100,000 a year for a period of three years. Students work with uAspire directly.

***FY2027 Provisional College Operating Budget**

President Podell reported that two items for the FY2027 budget, state allocation and enrollment, are not yet known. As a result, the budget presented today is conservative. He noted that the effects of free community college may be leveling off, and the state has capped fee increases to represent the rate of inflation. As a result, the Executive Team is taking a hard look at all vacancies. Other community colleges are similarly affected and, in fact, one has already gone into retrenchment.

The FY2027 budget amounts to \$58.9 million. The proposed budget is \$2.1 million, or 4%, higher than FY2026 proposed revenues. The increase is due mainly to higher tuition and fees revenue.

MOTION: Trustee Negreli moved to approve the FY2027 Provisional College Operating Budget, and Student Trustee Shah 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 Prado – YES; Student Trustee Shah – YES; Trustee Shah - YES

***FY2025 Single Audit**

The fiscal year 2025 single audit report is an audit of federal spending.

The single audit led to one finding. However, the auditor's opinion states that the College complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of the major federal programs for the year ended June 30, 2025.

Pages 7 and 8 detail the College's spending breakdown, with total federal spending reaching \$11.1 million, most of which is financial aid. In FY2024, federal spending amounted to \$10.8 million. A finding related to investment classification by the Foundation is included on pages 6 and 12 of the report. As it pertains to the single audit, there is one finding, which is described in detail on pages 13 to 16 of the report. This finding concerns reporting to the National Student Loan Data System (NSLDS). It was one late reporting to NSLDS from a sample of 40. A reconciliation process to avoid similar issues going forward has been initiated. It is important to note that last year, there were zero findings.

MOTION: Trustee Shah moved to approve the FY2025 Single Audit, and Trustee Negreli 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 Prado – YES; Student Trustee Shah – YES; Trustee Shah - YES

Personnel Items

***Tenure Recommendations**

Courtney Jackson reported that faculty and professional staff are eligible for tenured employment after working at the College for seven years. Employees are evaluated by their supervisors, taking into account syllabi and annual summaries, and no unsatisfactory ratings in any of their evaluations. A committee of faculty and staff recommends tenure to the appropriate Dean, then to the President, and then to the Trustees. Four faculty were presented for tenure consideration, as follows:

- Kuang-Ming Covitz, Ph.D., Associate Professor of Science
- Alicia Layne, Assistant Professor of Associate Degree in Nursing
- Deborah O'Dowd, Assistant Professor of Practical Nursing
- Matthew Obetz, Assistant Professor of Computer Science

MOTION: Trustee Choate moved to approve the Recommendations for Tenure, and Trustee Shah 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 Prado – YES; Student Trustee Shah – YES; Trustee Shah - YES

Associate Vice President Pace reported the following:

***Personnel Actions Report**

There is one new employee, Victoria dos Santos de Oliveira, Program Specialist English Language Learners (ELL) to Behavioral Health and Technology Pathways. Three employees are in new roles.

***Recruitment Report**

There are currently twelve open positions. The finalist for the Associate's degree in Nursing position has accepted. The Computer Science faculty finalist reported on at the March meeting did secure a work visa and has accepted the position. Two positions, Alumni Relations and Volunteer Coordinator and Social Media Specialist, have been moved to part-time. It was noted that for some positions there are numerous applications but no offers.

PRESIDENTIAL EVALUATION

Committee Chair Lish reported that the Presidential Evaluation survey has been sent out to the various constituencies within the planned timeframe. Chair Emerita Schmalensee has been very helpful with the survey. Full participation from the Trustees is required. Student Trustee Shah will encourage Student Government representatives to fill out the survey.

NEW CERTIFICATE IN COMMUNITY ORGANIZING

Dean Sugarman introduced Professor Heidi Getchell-Bastien, Professor of Legal Studies and Government and Civic Engagement Coordinator. Professor Getchell-Bastien gave a presentation (attached) on MassBay's new certificate in Community Organizing and Leadership, including the following:

*The Political Science Program was restarted in 2020 with 61-62 credits and includes courses such as State and Local Government, Comparative Government and Politics, and Introduction to International Relations. There are currently 29 students enrolled.

*A 2026 study by the Barr Foundation found that demand for nonprofit services has increased significantly in Massachusetts as the federal government has reduced programs affecting vulnerable populations. In addition, Massachusetts is experiencing an aging workforce with a large number of pending retirements.

*The Career Pathways for Community Leadership Program was launched as a pilot and will become permanent once the certificate begins. Five students will each receive \$3000 in funding for participating in an internship with a nonprofit, community organization, or government agency.

*Students are placed at numerous sites, including Cambridge Hospital Health Alliance, Downtown Framingham, offices of Massachusetts representatives, and MASSPIRG.

*The program consists of 24 credits, including required courses such as Government, Computers and Technology, and English and four electives, three of which are in Communication, Government, and Law.

*Slide five outlines the seven objectives that students will have achieved at the end of the program and slide six outlines what students will be able to do at the end of the Community Organizing and Leadership course.

*Data from MassBay's Institutional Effectiveness Office shows that students taking civic education courses more likely have positive outcomes, a 79-81% retention rate and 60-67% positive outcomes rate. The Massachusetts Department of Higher Education (DHE) considers this program to be part of its racial equity agenda because historically students of color are statistically overrepresented when it comes to working for nonprofit agencies when completing internships or in permanent jobs after graduation. This certificate program helps fulfill the DHE goal of providing equitable opportunities for students of color.

*Funding for paid internships is expected to increase to ten students. Several new potential internships have been identified, including Cradles to Crayons, MIRA, and League of Women Voters.

The certificate will be launched in Fall 2026. Professor Getchell-Bastien will be working with the Marketing department to promote the program and recruit students. Political Science students will have taken the most courses within the program, but it will not be difficult to offer it to students with other degrees, such as Human Services, Psychology, and Sociology. Enrollment in the Political Science degree is a good sign for the new certificate. There are no extra costs to run the program, though the funding to pay the students is currently limited to five students per year. Extra funding would be needed if more than five students wish to pursue this opportunity. Trustee Shah will help with reaching out to MassHire. The College is currently raising money to assist students who are not able to afford unpaid internships.

MOTION: Trustee Choate moved to approve the Certificate in Community Organizing and Leadership, and Trustee Negreli 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; Student Trustee Shah – YES; Trustee Shah – YES

ENROLLMENT REPORT

As of today, summer enrollment is trending positively. Headcount is up 10.3%, and FTE is up 12.3% compared to this time last year. Summer classes begin at the end of May. Fall registration opened last week, so it is still early, but initial indicators are encouraging. Returning students are registering earlier than they did last year, which puts the College ahead at this point.

A recent event for high school guidance counselors went well. Open House will take place on May 2 on the Wellesley campus. A record turnout is expected, with hopes of welcoming close to 1000 students and guests to campus. The early response has been encouraging.

DASHBOARD REPORT

Associate Dean Gildae reported the following:

Retention and Student Success

Figure 3.1 has been updated to include Fall 2025-to-Spring 2026 retention rates. Among degree and certificate seeking students, full-time retention rates rose slightly from last year (84% to 86%), representing the highest rate seen within the five years shown. The retention rate for part-time students declined by 1percentage point, from 75% to 74% relative to the prior year.

Faculty and Staff

All figures in section 6 were updated with the most recent data reported to IPEDS on the Human Resources Survey. Figure 6.1 reflects an increase in total employees of the College in all categories: full-time faculty, full-time staff, part-time faculty, and part-time staff in 2025 compared to 2024. Demographic breakouts of full- and part-time faculty and staff, as well as of new hires, are shown in the remaining figures.

Finance, Grants and Fundraising

Figures 7.1 and 7.2 have been updated to include data from FY 2024-2025 as reported to IPEDS in the Finance Survey. Figure 7.1, Annual Revenue Summary, shows a slight decrease in revenue compared to the prior year, and an increase in state appropriations during the same period. Figure 7.2 reflects an increase in Annual Total Expenses relative to the prior year, marking the highest reported value in the five years shown.

ADJOURNMENT

MOTION: Trustee Negreli moved to adjourn the meeting, and Trustee Shah seconded the motion.

The motion passed via the following roll call vote: Trustee Choate – YES; Trustee Hidalgo – YES; Trustee Lish - YES; Trustee Negreli – YES; Trustee Povich – YES; Student Trustee Shah – YES; Trustee Shah - YES

The meeting adjourned at 9:34 am.



3/10/26



3/10/26

David Podell, President
MassBay Community College

Date

Hissa Povich, Chair
MassBay Board of Trustees

Date