

**Massachusetts Technology Collaborative  
Personnel and Governance Committee Meeting  
June 13, 2022**

**MINUTES**

Directors: Pamela Reeve (Chairperson) and Paige Fetzer-Borelli attended the Meeting.

Staff: Carolyn Kirk, Lisa Erlandson, Jennifer Saubermann, Holly Lucas Murphy, Brianna Wehrs, Michelle Sweet, and Kelly Kleanthous attended the Meeting.

Location: The Meeting was held virtually via Zoom

Ms. Reeve observed the presence of a quorum and called the Meeting to order at 2:04 p.m.

<b>Agenda Topic</b>	<b>Discussion</b>	<b>Action Taken</b>
Approval of Minutes	The minutes of the May 11, 2022 meeting of the Personnel and Governance Committee (“Committee”) were presented for approval. It was decided to postpone the vote for approval of the minutes until the next meeting as Ms. Fetzer-Borelli was not at the previous meeting, and Ms. Cornell, the third member of the Committee, was not present.	The Committee agreed to postpone approval of the minutes until the next meeting when all members were present.
Organizational Update Executive Compensation – Pursuant to Section 29K of Chapter 29 of the Massachusetts General Laws (motion item)	Ms. Kirk began by welcoming Ms. Fetzer-Borelli to the Committee. Ms. Kirk then explained each year MassTech is required to review executive compensation. A comprehensive salary assessment and comparison was sent to the members previously. She indicated that the action items for today are to go through the cost of living adjustment (“COLA”) increases for the executive staff, as well as	The Committee members unanimously voted to adopt Motion #1- (see Exhibit A).

	<p>additional increases for two staff members- Keely Benson who is being promoted to the Director of MeHI and Christine Nolan, the Director of the Center for Advanced Manufacturing.</p> <p>Ms. Lucas-Murphy next shared her screen, showing the overall COLA adjustments as well as the increases for Ms. Benson and Ms. Nolan. Ms. Lucas-Murphy then explained that staff were granted COLA increases (2.75%) in March of 2022, retroactive to 1/1/2022. She indicated that performance evaluations are done at the end of the calendar year, and the time taken usually brings things to the March timeframe. There were also few salary adjustments to recognize promotions and increased responsibilities of certain high performing staff members. Executives are on a fiscal year (July-June) COLA increase schedule. She stated that COLAs were last granted to the executive team in July 2021. If recommendations are approved for executive staff Ms. Lucas-Murphy indicated that they will take effect on the next payroll after 7/1/22. As mentioned, performance evaluations for all employees were completed in December of 2021.</p> <p>Ms. Lucas-Murphy then stated that each year Mass Tech tries to determine where we stand against other quasi agencies, presenting information on both quasi staffing and payroll numbers for comparison. She then presented the current Mass Tech executive team compensation. Ms. Kirk explained that all the salaries listed have previously been approved by the Committee.</p> <p>Ms. Lucas-Murphy next presented the recommended executive COLA increases of 2.75%, in-line with the increases given to staff, with three variations: Ben Linville-Engler would be prorated based on his hire date and so is receiving 70% of the 2.75% increase, Christine Nolan is recommended to receive a 9.81% increase in salary, and Keely Benson as the new Director of MeHI is recommended to receive a 13.6% increase in salary. In discussing</p>	
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	<p>Ms. Benson's increase Ms. Lucas-Murphy stated that the increase brings her to the beginning range for a director position, and discussed where the new salary is in relation to others in similar roles, looking primarily at public and non-profit data points. Next discussed was Ms. Nolan's salary increase. The same information was discussed as was with Ms. Benson. Ms. Kirk indicated Ms. Nolan is a very high performer with a great deal of experience, and Ms. Kirk would like to make this increase retroactive to the beginning of the year. A discussion was had regarding compensation differences between public and private entities, and Mass Tech's attempts at time of hire to make it clear that MassTech is a public agency.</p>	
	<p>Ms. Reeve then asked that Ms. Wehrs and Ms. Lucas-Murphy leave the meeting. She then discussed the growth of each of their roles, and her desire to make sure each is compensated appropriately. Ms. Kirk agreed, stating Ms. Wehrs has taken on oversight of the MBI and Communications teams, and that Ms. Lucas-Murphy is also performing human resources services for the Massachusetts Life Sciences Center ("MLSC"); we should send a signal that each is appreciated for their work. After a discussion of the MLSC human resources work, as well as Mass Tech's aggressive hiring plan, the members agreed recognizing the work of each was a good idea. It was decided to give Ms. Kirk the ability approve up to a maximum of a 4% salary increase.</p> <p>The meeting was adjourned at 2:40 pm</p>	<p>The Committee members unanimously voted to adopt Motion #2- (see Exhibit A).</p>

Materials and Exhibits Used at this Meeting:

1. Draft Minutes of the May 11, 2021 meeting of the Personnel and Governance Committee
2. Presentation- Executive Compensation

3. Motion #1 - Executive Compensation
4. Motion #2 - Executive Compensation Ms. Wehrs and Ms. Lucas-Murphy

### **Exhibit A – Motions Adopted at June 13, 2022 Personnel and Governance Committee Meeting**

#### Motion #1 Executive Compensation

The Personnel and Governance Committee of the Board of Directors of the Massachusetts Technology Park Corporation, acting pursuant to the authority delegated by the Board of Directors, does hereby approve the following compensation adjustments for members of the staff based on factors that include, but are not limited to, salary data for positions with similar functions and responsibilities at public and private-sector employers. The compensation adjustments for Fiscal Year 2023 shall include:

a 2.75% increase in salary for Carolyn Kirk, Patrick Larkin, Jennifer Saubermann, Lisa Erlandson, Michael Baldino, Stephanie Helm, and Brian Noyes; and

a 1.95% increase in salary for Benjamin Linville-Engler; a 9.81% increase in salary for Christine Nolan; and a 13.60% increase in salary for Keely Benson.

The salary increases authorized herein shall take effect as of July 1, 2022, except for Ms. Nolan which shall be retroactive to January 1, 2022.

#### Motion #2 - Executive Compensation Ms. Wehrs and Ms. Lucas-Murphy

The Personnel and Governance Committee of the Board of Directors of the Massachusetts Technology Park Corporation, acting pursuant to the authority delegated by the Board of Directors, does hereby authorize the Executive Director to approve an increase in salary not to exceed 4% for Holly Lucas-Murphy and Brianna Wehrs for Fiscal Year 2023. The salary increases authorized herein shall take effect as of July 1, 2022.