

**Massachusetts Technology Collaborative
Personnel and Governance Committee Meeting
June 7, 2021**

MINUTES

Directors: Pamela Reeve (Chairperson), Rupa Cornell and Alexandra Drane attended the Meeting.

Staff: Carolyn Kirk, Lisa Erlandson, Michael Baldino, Jennifer Saubermann, Holly Lucas Murphy, Brianna Wehrs 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 1:02 p.m.

Agenda Topic	Discussion	Action Taken
Approval of Minutes	The minutes of the June 7, 2020 meeting of the Personnel and Governance Committee (“Committee”) were presented for approval.	The Committee voted unanimously and without abstention to approve the meeting minutes, as presented.
Organizational Update	<p>Ms. Lucas Murphy presented an update on the status of MassTech’s organizational structure and related operational and human resources matters.</p> <p>Ms. Lucas Murphy indicated that the organizational structure remained the same with the addition of one new employee, Christine Nolan, the new Director of the Center for Advanced Manufacturing. Ms. Lucas Murphy then discussed the continued morale building activities of the Human Resources (“HR”)</p>	Not Applicable

	<p>Department while employees worked from home, including a focus on personal growth and wellness, as well as activities to keep employees connected. Ms. Lucas Murphy spoke about MassTech’s wellness benefits. She indicated that an employee survey was done, and the surprising feedback was that people are looking forward to a return to the office. There was then a discussion about services employees may need, such as childcare, adult care, and pet care. Ms. Lucas Murphy stated that the MassTech EAP has a concierge services that could assist with those needs, which the members were impressed with, noting that MassTech employees were well supported.</p> <p>Ms. Kirk then discussed the MassTech return to the office in September, which would be a hybrid format, and stated that guidelines were being developed now.</p>	
Executive Compensation	<p>Ms. Erlandson stated that the last time executive compensation was reviewed it was retroactive to 2019, and the organization was now looking at compensation review for two years, going into FY22. Ms. Erlandson noted that the plan is to have compensation review meetings regularly going forward, and that proposed increases today for FY21 are within budget. Ms. Kirk mentioned that MassTech wants to get out of the cycle of catching up only to fall behind, so this meeting will forecast into FY22. For FY23 we will convene another P&G Committee meeting consistent with budget timing. She then stated that the FY22 budget will be approved later this month.</p> <p>A 2021 Quasi Employee Count slide was presented, comparing MassTech with other quasi agencies in Massachusetts, and Top Quasi Payroll 2021 was shown as a data point. Ms. Kirk indicated MassTech has approximately 60 employees.</p>	Ms. Reeve left the meeting prior to the Executive Compensation Motion. The remaining Committee members unanimously voted to adopt Motion #1 to establish the compensation of MassTech executives (see Exhibit A).

Ms. Lucas Murphy then presented executive compensation recommendations for the following individuals:

- Carolyn Kirk, Executive Director
- Jennifer Saubermann, General Counsel & Director of Government Affairs
- Michael Baldino, Director & General Counsel MBI; Director Board Relations
- Patrick Larkin, Deputy Director MassTech and Director, John Adams Innovation Institute
- Laurance Stuntz, Director, Massachusetts eHealth Institute
- Lisa Erlandson, Chief Financial Officer
- Christine Nolan, Director, Advanced Manufacturing Programs
- Stephanie Helm, Director, MassCyberCenter
- Holly Lucas Murphy, Chief Human Resources Officer
- Brianna Wehrs, Chief of Staff
- Brian Noyes, Director, Research and Communications

Ms. Lucas Murphy presented comparative survey data for all executive positions. The data included benchmark compensation data for private sector companies as well as salary data for positions with similar functions and responsibilities at state entities, including quasi-public agencies. Ms. Kirk, Mr. Baldino, Ms. Erlandson, Ms. Saubermann, Ms. Lucas Murphy and Ms. Wehrs were not present in the room during the discussion of their own compensation.

There was detailed discussion regarding Ms. Lucas Murphy's compensation, and the fact that she currently does two jobs - Chief Human Resources Officer for MassTech, while providing human resource services for the Massachusetts Life Sciences Center. There was concern among the members that Ms. Lucas Murphy is not being adequately compensated for the level of effort she is

	<p>expending, as well as a desire to indicate to Ms. Lucas Murphy she is a valuable member of the team. Accordingly the initially intended FY22 increase of 2% effective 7/1/21 was increased to 5%, bringing Ms. Lucas' overall salary to \$176,714.94</p> <p>Ms. Kirk's compensation was also discussed. The members wanted to ensure Ms. Kirk understood her importance to MassTech and indicated that she should be made aware they were open to higher compensation. The group discussed perhaps seeing if there were other things that could be offered that may be helpful to her in her role as Executive Director.</p> <p>All other executive compensation was discussed and approved as presented.</p> <p>Ms. Reeve left the meeting at 2:09 p.m.</p> <p>There being no other business to discuss, the Committee voted unanimously to adjourn the meeting at 2:11 p.m.</p>	
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Materials and Exhibits Used at this Meeting:

1. Draft Minutes of the June 4, 2020 meeting of the Personnel and Governance Committee
2. Organizational Update Presentation
3. Executive Compensation Materials and Presentation (including Salary Comparisons)
4. Motion – Executive Compensation

Exhibit A – Motions Adopted at June 7, 2021 Personnel and Governance Committee Meeting

Motion #1

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 shall include:

- (1) a retroactive adjustment of 2% for Fiscal Year 2021 for the following individuals: Patrick Larkin, Brianna Wehrs, Jennifer Saubermann, Lisa Erlandson, Holly Lucas Murphy, Brian Noyes, Michael Baldino, Laurance Stuntz, Stephanie Helm, and Carolyn Kirk. The retroactive adjustments authorized herein shall be effective as of July 1, 2020; and
- (2) based upon the revised Fiscal Year 2021 salaries, for Fiscal Year 2022, a 2% increase in salary for Patrick Larkin, 2% increase in salary for Brianna Wehrs, 2% increase in salary for Jennifer Saubermann, 12.05% increase in salary for Lisa Erlandson, 5% increase in salary for Holly Lucas Murphy, 2% increase in salary for Brian Noyes, 3.10% increase in salary for Michael Baldino, 2% increase in salary for Laurance Stuntz, 5% increase in salary for Stephanie Helm, 1.17% increase in salary for Christine Nolan, and 2% increase in salary for Carolyn Kirk. The salary increases authorized herein shall take effect as of July 1, 2021.