

APPROVED MINUTES
MEETING
of the
PERSONNEL AND GOVERNANCE COMMITTEE
of the
MASSACHUSETTS TECHNOLOGY PARK CORPORATION

November 17, 2023
Zoom Videoconference

A Meeting of the Personnel and Governance Committee of the Board of Directors of the Massachusetts Technology Park Corporation (“Mass Tech Collaborative” or “Mass Tech”) was held on November 17, 2023, via Zoom videoconference pursuant to notice duly given to the Directors and publicly posted on the Mass Tech Collaborative website with corresponding notice provided to the Office of the Secretary of State and the Executive Office for Administration and Finance.

The following members of the Mass Tech Collaborative Personnel and Governance Committee were present and participated: Chairperson Pamela Reeve and Rupa Cornell.

The following members of the Mass Tech Collaborative staff were present: Carolyn Kirk, Holly Lucas Murphy, Jennifer Saubermann, Brianna Wehrs, Lisa Erlandson, and Paula Foley.

Chairperson Reeve observed the presence of quorum and called the meeting of the Mass Tech Personnel and Governance Committee to order at 11:01 a.m.

Agenda Item I Approval of Minutes

After a period of brief discussion and upon a motion duly made and seconded, it was unanimously and without abstention VOTED:

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, hereby adopts the Draft Minutes of the Meeting of the Personnel and Governance Committee, held on September 18, 2023, by Zoom videoconference, as the formal Minutes thereof.

Agenda Item II Organizational Update

Ms. Kirk began the discussion by presenting revised organizational charts and indicated that a discussion on the revised organizational charts would also take place at the next full Board meeting scheduled for December 6, 2023. Ms. Kirk stated that she is proposing a number of

staffing changes that are designed to address and streamline the increased workload Mass Tech is facing. First, Ms. Kirk stated that a new position of Business Operations Specialist will be added to the Strategic Investment Team headed by Mr. Linville-Engler. This position is designed to assist Mr. Linville-Engler as he assumes the additional duties of Deputy Director. Next, Ms. Kirk explained that the NEMC Hub Director position (currently filled by Mr. Linville-Engler in an acting capacity) is posted, and when hired, the NEMC Hub Director will report directly to Mr. Linville-Engler. This position will also be responsible for assembling the NEMC Hub Team (all of which are currently staffed by existing Mass Tech employees in acting capacities). Another new position, explained Ms. Kirk, will be that of IT Director, who will oversee the current IT staff of two FTEs. Ms. Kirk indicated that under the revised organizational chart, the Facilities department will report to the IT Director, and will no longer report directly to the Chief Financial Officer. The next new position Ms. Kirk discussed was that of a Strategic Communications Director who will report directly to the Chief of Staff, Ms. Wehrs. This position is essential, indicated Ms. Kirk, given the need for communications outreach from the increased activities underway at Mass Tech. The final new position discussed by Ms. Kirk was that of Deputy Chief of Staff, who will report directly to Ms. Wehrs and assist her in her duties interfacing with the Executive Office of Economic Development, and other tasks.

Ms. Murphy then stated that Human Resources' activity over the past year has been significant, with seventeen (17) new employees joining Mass Tech this year to date. Ms. Murphy also indicated that eight (8) positions are currently open, and fourteen (14) more are in the pipeline. Discussion then ensued regarding whether Mr. Linville-Engler and Ms. Wehrs are undertaking too many responsibilities under the revised organizational structure and whether there should be additional organizational changes, such as moving communications functions under the General Counsel's responsibilities, or moving oversight of the MeHI or CyberCenter divisions out from under Mr. Linville-Engler where they currently reside. Ms. Kirk closed the discussion by indicating that, in developing the revised organization structure, she took into account individuals' career path strategies, as well as skill sets.

Ms. Kirk then turned to discussion of the next agenda item.

Agenda Item III Executive Compensation – Pursuant to Section 29K of Chapter 29 of the Massachusetts General Laws (motion item)

Ms. Kirk began by indicating that Mr. Linville-Engler has been doing transformational work as head of Mass Tech's Strategic Investments Team. In this role, Ms. Kirk explained, Mr. Linville-Engler has greatly improved efficiency and collaboration between and among the Mass Tech divisions. In addition, Mr. Linville-Engler has a leadership role overseeing the NEMC Hub as well as leading the pursuit of other federal opportunities. Also, Mr. Linville-Engler oversees the CyberCenter, MeHI, and Center for Advanced Manufacturing (CAM) divisions at Mass Tech. In recognition of these responsibilities and all of his contributions to Mass Tech, Ms. Kirk stated that she is promoting Mr. Linville-Engler to Deputy Director and Chief Investment Strategist. Ms. Kirk then asked Ms. Murphy to provide the salary recommendation.

Ms. Murphy indicated that the recommendation is to increase Mr. Linville-Engler's current salary by 12.56% and add additional days to his earned time off balance. Ms. Murphy then presented a number of slides detailing Mr. Linville-Engler's salary history, and where the recommended salary falls in comparison to his Mass Tech colleagues and his peers from other

quasi-public agencies. In closing, Ms. Murphy detailed Mass Tech’s overall payroll and number of employees and how those compared with other quasi-public agencies in Massachusetts.

After a period of brief discussion and upon a motion duly made and seconded, it was unanimously and without abstention VOTED:

The Personnel and Governance Committee of the Board of Directors of the Massachusetts Technology Park Corporation (“MassTech”), acting pursuant to the authority delegated by the Board of Directors, does hereby adjust the salary of Ben Linville-Engler, Deputy Director and Chief Investment Strategist, by 12.56% and increase the number of days per year of earned time that he is eligible to accrue to 26 days, to take effect on November 17, 2023. This compensation adjustment is based on the consideration of factors that include, but are not limited to, an analysis and assessment of salary data for positions with similar functions and responsibilities at state agencies, state authorities, for-profit employers, and non-profit employers.

Having determined that there was no other business to discuss, Chairperson Reeve adjourned the meeting at 11:42 a.m.

A TRUE COPY ATTEST: (Secretary)

DATE:

Materials and Exhibits Used at this Meeting:

1. Draft Minutes for the September 18, 2023, Mass Tech Collaborative Personnel and Governance Committee Meeting
2. Organizational Update (presentation)
3. Executive Compensation – Pursuant to Section 29K of Chapter 29 of the Massachusetts General Laws (presentation)