



Fitchburg State University

Board of Trustees

Published on October 11, 2024 at 8:43 PM EDT
Amended on October 12, 2024 at 8:18 AM EDT

Date and Time

Thursday October 17, 2024 at 1:00 PM EDT

Location

Hammond Hall - Main Lounge

Notice of a meeting of the Fitchburg State University Board of Trustees on Tuesday, October 17, 2024 at 1:00 p.m.

The meeting will take place in the Main Lounge, Hammond Hall, Fitchburg, MA 01420

Public Live Stream

Live stream link: <https://www.fitchburgstate.edu/live>

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:00 PM
Opening Items			
A. Record Attendance and Guests			

	Purpose	Presenter	Time
B.	Call the Meeting to Order	Michael Fiorentino, Jr.	
C.	Public Comments		10 m
II.	Board Chair's Report		1:10 PM
A.	Approval of Minutes, May 9, 2024 VOTE (01.2024-2025)		5 m
B.	Approval of minutes, June 24, 2024 VOTE (02.2024-2025)		5 m
C.	Assignments: Committee Membership		15 m
D.	Committee Structure, President Hodge		10 m
III.	President's Report		1:45 PM
A.	Division Updates		40 m
B.	Richard Toomey, AVP Enrollment Management		10 m
C.	Dr. Patricia Marshall, Provost and Executive Vice President		10 m
IV.	Break - 10 minutes		
V.	Student Trustee Report		2:45 PM
	Presented by Matthew Gill		
A.	Student Trustee Report		20 m
VI.	Annual Physical Plant Report		3:05 PM
	Introduction, President Hodge		
	Presented by JD Head, AVP Capital Planning and Maintenance		
A.	Presented by JD Head, AVP Capital Planning and Maintenance		20 m
VII.	Preview Updated Budget Reporting FY25		3:25 PM

	Purpose	Presenter	Time
Introduction, President Hodge			
Presented by Carin Bullis, Acting Senior Director of University Finances and Budget			
A.	Updated Budget Reporting FY25		30 m
VIII.	Personnel Updates		3:55 PM
A.	Report		5 m
IX.	Closing Items		4:00 PM
A.	Adjourn Meeting	Vote	25 m
Chair Fiorentino and President Hodge			

Coversheet

Approval of Minutes, May 9, 2024 VOTE (01.2024-2025)

Section: II. Board Chair's Report
Item: A. Approval of Minutes, May 9, 2024 VOTE (01.2024-2025)
Purpose:
Submitted by:
Related Material: 2024_05_09_board_meeting_minutes.pdf
VOTE Minutes May 9, 2024.pdf

DRAFT



Fitchburg State University

Minutes

Board of Trustees Meeting

Fitchburg State University Board of Trustees

Date and Time

Thursday May 9, 2024 at 4:00 PM

Location

Presidents' Hall, Mazzaferro Center, 291 Highland Ave., Fitchburg, MA 01420

Notice of a meeting of the Fitchburg State University Board of Trustees, Thursday, May 9, 2024 at 4:00 p.m.

The meeting will take place in Presidents' Hall, Mazzaferro Center, 291 Highland Ave., Fitchburg, MA 01420

Trustees Present

A. Turner, C. Stimpson (remote), D. Phillips, D. Tiernan, E. Gregoire (remote), J. Flanagan, K. Spinelli, L. Barrieau, M. Fiorentino, Jr., S. King-Goodwin

Trustees Absent

None

Guests Present

A. Marini, B. Copper Glenz, B. Levy, C. Bullis, C. Dee, Campus Community, D. Svolba, E. Rehrig, F. Barricelli, G. Doiron, G. Doiron, J. Bry, J. Giles, J. Hanselman, J. Harvey, J. McMenemy, J. Murdoch, J. Wolfman, K. Jewell, K. Lundgren, K. Page, L. Bayless, M. Bruun, M. Gill, M. Kennedy, M. McKenzie, P. Marshall, P. McCafferty, P. Weizer, R. Diakite, R. Lapidus, S. Dodd

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Phillips called a meeting of the board of trustees of Fitchburg State University to order on Thursday May 9, 2024 at 4:03 PM.

C. Public Comments

Three students read prepared statements opposed to the mandatory commuter meal plan to be voted on this afternoon. The consensus was why should students have to pay for something that they don't need, and many may not use. They expressed their dissatisfaction on the quality of the food served and the hours that the dining hall is open.

Mr. Matthew Gill, student trustee elect and commuter affairs liaison, spoke in opposition of the mandatory commuter meal plan. He said the commuter perspective is being ignored.

Dr. Ben Levy read a prepared statement regarding a vote in the packet to reconsider his request to waive his sabbatical pay back. He stated the presentation that the board heard was incomplete, and inaccurate information was relayed to the Board and he has submitted multiple complaints about this situation. He respectfully asked the board to allow him another opportunity to provide all the information relating to his situation.

Ms. Linda LeBlanc, MSCA Chapter President addressed the board on the 1 million position elimination vote tied to the budget. She talked about the lack of a plan and was very concerned on how the staff cuts were going to be done. There will be more demands on faculty, and waiting for faculty to leave and not refill the positions is poor planning. She also expressed her concerns with a new President being burdened with the staff cuts without her vision included. She hoped the board would take a real look at the Fiscal Sustainability Task Force efforts and utilize the hard work that the campus community put into this exercise. She also said there is no such thing as free money in regards to Financial Aid covering the mandatory commuter meal plan.

Dr. Paul Weizer addressed the board. He noted the split vote on the new president, and as we turn the page to set the new president for success and support, to that end, he was very pleased to see on the slate of officers that Dr. Michael Fiorentino, Jr. will be voted as the next chair. We are really fortunate to have a chair that has been a president, and has the strength, and resources to foster the new president.

He reminded the board of why the Financial Task Force was created, which was due to a petition by the faculty. He encouraged the board to look at the task force data, which members of the campus community have spent dozens of hours working on this. The spreadsheet the campus received from the President that was cherry picked was really disappointing. He hopes at a future board meeting; the Financial Task Force data is evaluated completely. There are lots of places to find money besides cutting positions.

D. Approve Minutes from the Board of Trustees April 2, 2024 - VOTE (39-22/23)

L. Barrieau made a motion to approve the minutes from Board of Trustees Meeting on 04-02-24.

J. Flanagan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

L. Barrieau	Aye
A. Turner	Aye
S. King-Goodwin	Aye
D. Tiernan	Aye
C. Stimpson	Absent
E. Gregoire	Aye
K. Spinelli	Aye
M. Fiorentino, Jr.	Aye
J. Flanagan	Aye
D. Phillips	Aye

M. Fiorentino asked if the board has been presented all the minutes for approval.

D. Phillips responded, I don't know.

P. Marshall next spoke in support of rehiring Dr. Christopher Adams with tenure. She provided his background. Dr. Adams resigned and took another position, he realized he made a mistake. The faculty, department chair and the dean are in support of this action.

II. Personnel Matters

A. Consideration of tenure rank for returning faculty member - VOTE (50-23/24)

J. Flanagan made a motion to grant tenure to Dr. Christopher Adams upon his appointment to position of Associate Professor in the Department of Psychology Science, pursuant to G.L. c. 15A, 22, and in accordance with the Memorandum of Agreement entered into between the University and the Massachusetts State College Association.

L. Barrieau seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

A. Turner	Aye
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Roll Call

L. Barrieau Aye
E. Gregoire Aye
S. King-Goodwin Aye
C. Stimpson Absent
D. Phillips Aye
K. Spinelli Aye
J. Flanagan Aye
D. Tiernan Aye
M. Fiorentino, Jr. Aye

B. Reconsideration of sabbatical pay back decision - VOTE (46-23/24)

D. Phillips presented the vote to reconsider a sabbatical pay back decision. She shared Dr. Levy's email and explained his reasons. Dr. Levy was concerned that board members did not have enough time to review his materials and he does have new information.

The sabbatical process was discussed.

J. Flanagan made a motion to vote to not excuse Associate Professor Benjamin Levy from repaying the Commonwealth in the amount equal to the portion of the salary received by him while on sabbatical leave for the 2023/2024 academic year.

There was no second, and no action was taken.

C. Executive Session to review Executive Session Minutes from Sept. 13, 2022, June 6, 2023, and April 2, 2024 - VOTE (47-23/24)

L. Barrieau made a motion to enter into executive session in accordance with MGL c. 30A, Section 21(a) (7) to comply with, or act under the authority of any general or special law, and MGL c. 30A, Section 22 (f) to review executive session minutes from Sept. 13, 2022, June 6, 2023, April 2, 2024 meetings and determine whether publication may defeat the lawful purposes of the executive sessions.

D. Tiernan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Tiernan Aye
K. Spinelli Aye
M. Fiorentino, Jr. Aye
C. Stimpson Absent
A. Turner Aye
L. Barrieau Aye
E. Gregoire Aye
J. Flanagan Aye
S. King-Goodwin Aye
D. Phillips Aye

Open session reconvened at 5:23 p.m.

D. Executive Session to Discuss Open Meeting Law Complaint - VOTE (48-23/24)

L. Barrieau made a motion to enter into executive session in accordance with MGL c. 30A, Section 23 (a) (1) and (b) to discuss an open meeting law complaint made against members of a public body.

D. Tiernan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

A. Turner	Aye
C. Stimpson	Absent
D. Phillips	Aye
K. Spinelli	Aye
E. Gregoire	Aye
J. Flanagan	Aye
L. Barrieau	Aye
D. Tiernan	Aye
M. Fiorentino, Jr.	Aye
S. King-Goodwin	Aye

Open session reconvened at 5:23 p.m.

E. Executive Session to Review Complaint - VOTE (49-23/24)

L. Barrieau made a motion to enter into executive session in accordance with MGL c. 30A, Section 21 (a)(1) to discuss a complaint made against an employee (other information withheld under MGL c. 214, Section 1B right to privacy).

J. Flanagan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

E. Gregoire	Aye
S. King-Goodwin	Aye
C. Stimpson	Absent
D. Phillips	Aye
L. Barrieau	Aye
D. Tiernan	Aye
A. Turner	Aye
J. Flanagan	Aye
M. Fiorentino, Jr.	Aye
K. Spinelli	Aye

Open session reconvened at 5:31 p.m.

There was a 5-minute break.

The meeting reconvened at 5:37 p.m.

III. Moving expenses for incoming President

A. VOTE (51-23/24)

The meeting reconvened at 5:37 p.m.

J. Flanagan made a motion to table the vote regarding moving expenses for the new president.

M. Fiorentino, Jr. seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Stimpson	Absent
K. Spinelli	Aye
J. Flanagan	Aye
A. Turner	Aye
S. King-Goodwin	Aye
E. Gregoire	Aye
D. Tiernan	Aye
M. Fiorentino, Jr.	Aye
D. Phillips	Aye
L. Barrieau	Aye

IV. Budget, Finance and Facilities Committee Report

A. FY25 Proposed Budget

K. Spinelli presented the Budget, Finance and Facilities Committee Report. She provided background on the budget that includes \$1 million in personnel cuts.

J. Bry provided an overview of the budget. He talked about state appropriations, performance funding, housing, repurposing housing, tuition and fees, SGOCE, and accelerated programs. He also talked about day salaries, staff reductions, and operating costs.

A discussion ensued.

L. Barrieau asked if we could approve the budget without the personal cuts, she worried about the new president inheriting this challenging task, and could we provide her with more time to make these decisions.

The president responded yes. J. Bry stated that it would change the bottom line.

K. Spinelli stated the finance committee recommended this to the full board.

There was a discussion.

B. FY25 Proposed Fee Presentation and Discussion

V. FY25 Budget Votes

A. FY25 Budget - VOTE (40-23/24)

J. Flanagan made a motion to approve the FY2025 Budget as presented by the President and to remove the reduction of \$1 million in personnel cuts to the projected deficit.

A. Turner seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Tiernan	Aye
D. Phillips	Aye
K. Spinelli	Aye
J. Flanagan	Aye
C. Stimpson	Aye
L. Barrieau	Aye
A. Turner	Aye
S. King-Goodwin	Aye
E. Gregoire	Aye
M. Fiorentino, Jr.	Aye

B. Day Undergrad Fee Increase - VOTE (41-23/24)

K. Spinelli discussed the day undergraduate fee increase of \$150.00 which is to help offset the cost of doing business. Fitchburg State continues to be the least expensive in the system. She expressed the opinion that if this fee increase is not approved, we are just kicking the can down the road. The committee voted in support of the proposed fee increase.

A. Turner read a prepared statement in opposition of the fee increase. Students continue to feel food insecurities, have challenges buying books, and can barely afford caps and gowns when they graduate. She talked about students who receive Financial Aid and the intention for those dollars. Not all students receive Financial Aid.

J. Flanagan responded that it's important to understand that there is a point where no one is immune to cost increases. She noted just because the board votes on these increases does not mean they don't care about students. These are difficult decisions, and this is a vote that we must take.

E. Gregoire expressed the need for better planning so students and parents are equipped to handle the actual costs of going to school here. There needs to be a better way of anticipating fee increases.

M. Fiorentino agreed with what was discussed by J. Flanagan and E. Gregoire. We need to do a better job of setting the tone and agenda ahead of time for students are negatively impacted by these late decisions.

A discussion ensued.

K. Spinelli made a motion to approve the following day undergraduate fee increase. • Day Undergraduate University Fee \$150 per semester This fee increase represents a three percent (3.0%) increase across all undergraduate day mandatory fees. This fee increase will be effective for the fall semester 2024.

C. Stimpson seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Stimpson	Aye
E. Gregoire	Aye
J. Flanagan	Aye
S. King-Goodwin	Aye
D. Phillips	Aye
L. Barrieau	Aye
D. Tiernan	Aye
M. Fiorentino, Jr.	Aye
K. Spinelli	Aye
A. Turner	No

C. Optional Practical Training (OPT) Fee - VOTE (42-23/24)

K. Spinelli presented the OPT fee to offset tracking of post graduate international students. This fee would be the lowest in the system, and this is a new fee.

F. Barricelli stated this is a common practice. We are the host institution when students apply for visas. The institution is responsible for tracking post graduate students three years after graduation.

There was a discussion.

J. Flanagan made a motion to approve the creation of the Optional Practical Training (OPT) fee. • Optional Practical Training (OPT) fee - \$250 per semester This new fee will be effective for the fall semester 2024 for both day and SGOCE International students.

M. Fiorentino, Jr. seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Phillips	Aye
K. Spinelli	Aye
S. King-Goodwin	Aye
D. Tiernan	Aye
C. Stimpson	Aye

Roll Call

A. Turner No
M. Fiorentino, Jr. Aye
J. Flanagan Aye
E. Gregoire Aye
L. Barrieau Aye

D. Roll Forward of Funds - VOTE (43-23/24)

L. Barrieau made a motion to approve that ongoing capital projects roll forward into the FY2025 University Budget.

D. Tiernan seconded the motion.

J. Bry stated this simply allows construction projects to cross over to the next fiscal year, and doesn't hold up projects.

E. Gregoire asked if we are maximizing state funds from the state. J. Bry responded yes. The board **VOTED** to approve the motion.

Roll Call

D. Tiernan Aye
E. Gregoire Aye
J. Flanagan Aye
M. Fiorentino, Jr. Aye
L. Barrieau Aye
A. Turner Aye
C. Stimpson Aye
S. King-Goodwin Aye
D. Phillips Aye
K. Spinelli Aye

VI. Food Service Discussion

A. Required Commuter Meal Plan - VOTE (44-23/24)

K. Spinelli reported that at the committee meeting, there was a detailed presentation by Dr. Laura Bayless. The feedback from the students was positive.

There was a discussion on the renovation start time and how would Financial Aid cover the commuter required meal plan if implemented. K. Spinelli reported that we can approve the proposal with or without the required commuter meal plan. The standard meal plan would apply but not the required meal plan and vote to recommend the \$4.8 renovation with a one-year extension on the contract and to enter negotiations into another ten-year contract.

There was a discussion regarding the renovation specifics, whether it is for maintenance or cosmetic.

The president stated that the mandatory fee increase is necessary to offer a version that is more than a splashy design, it is more the design of customization, and focusing on small batch orders instead of food sitting under heat lamps.

Mr. James Giles, Regional Vice President of Chartwells spoke about the entire infrastructure in the kitchen and that the equipment would be replaced. It's at the end of its life. The new proposal would feature more food customization and be more flexible. The new proposal would have expanded hours.

A. Turner reported the outcomes from a recent Student Government Association meeting. She stated that her hands are tied and is being forced to vote yes for the required meal plan. SGA voted that they are in support of the project and have instructed A. Turner to vote yes.

J. Flanagan stated this is another one of those situations where costs are going up on projects, and we need update the dining hall, which have not been done in 20 years.

M. Fiorentino said the contract would need to come back to the board for approval.

There was a discussion.

President Lapidus offered the perspective that the project is more that a renovation of space but longer range. Over the years of COVID, which did a great deal of damage in regards to socialization. He would like the board to think of Residence Life more broadly, and provide students with more opportunities to gather and form a sense of community. He reiterated that the survey results were positive.

The perception of the food quality was discussed.

J. Flanagan made a motion to authorize negotiations of a ten-year contract renewal with Chartwells, Inc. Included as part of the renewal investment package, Chartwells will invest 4.8 million dollars toward the renovation of Holmes Dining Hall.

M. Fiorentino, Jr. seconded the motion.

There was a discussion on why is there a gap on the bottom line, and the revenue generated that is going into the operations as well. This vote does not include a mandatory required meal plan.

M. Fiorentino called to question.

The board **VOTED** to approve the motion.

Roll Call

D. Phillips	Aye
D. Tiernan	Aye
E. Gregoire	Aye
K. Spinelli	Aye

Roll Call

- A. Turner Aye
- S. King-Goodwin Aye
- C. Stimpson Absent
- L. Barrieau Aye
- M. Fiorentino, Jr. Aye
- J. Flanagan Aye

B. Chartwell's Contract Renewal - VOTE (45-23/24)

VII. Nominating Committee Report

A. VOTE (46-23/24)

L. Barrieau presented the slate of officers. She indicated that she had spoken with everyone except for Trustee Stimpson, on whether or not anyone would like to serve in an officer role. There did not seem to be an interest.

E. Gregoire made a motion to recommend the following slate of officers effective July 1, 2024: Chairman – Michael Fiorentino, Jr. Vice Chairman – Lynn Barrieau Clerk – David Tiernan.

A. Turner seconded the motion.

There was a contentious discussion on the term start date, ramifications of not approving the current slate, and what the bylaws state regarding this annual vote.

A. Turner called to question.

The board **VOTED** to approve the motion.

Roll Call

- D. Phillips No
- S. King-Goodwin Aye
- E. Gregoire Aye
- K. Spinelli No
- D. Tiernan No
- M. Fiorentino, Jr. Aye
- A. Turner Aye
- C. Stimpson Absent
- L. Barrieau Aye
- J. Flanagan No

VIII. Notifications

A. Personnel Actions (N11-23/24)

The personnel actions were submitted for informational purposes.

B.

Financial Statements (N12-23/24)

The financial statement were submitted for informational purposes.

IX. Student Trustee Report

A. Allison Turner will provide the Student Trustee Report

A. Turner provided the Student Trustee report. She said that being a trustee has been very rewarding. She thanked her fellow board members for being so supportive. She announced the new student trustee, Matthew Gill.

X. Chair's Report

A. C. Deborah Phillips will provide the Chair's Report

D. Phillips did not provide a report.

XI. President's Report

A. FAFSA Update - Enrollment

The president provided an update on enrollment and the numbers for the fall. The FAFSA situation has delayed decisions, and has caused a great deal of confusion. We have been able to send out financial aid packages and are trying to fill the gap.

B. End of the Year Activities

C. Nursing Pinning Ceremony on May 15 at 6 p.m. in Weston

D. Graduate Commencement Ceremony on May 16 at 6:30 p.m. - Recreation Center

The president reported that this will be the largest graduate class in the university's history.

The president recognized Student Trustee Allison Turner with a certificate, and gift, and thanked her for her dedicated service to the board.

J. Flanagan echoed the president sentiments, and appreciated A. Turner's work on the Presidential Search Committee.

E. Undergraduate Commencement Ceremony on May 18, 2024 at 10:00 a.m. - Campus Quadrangle

F. News Articles

XII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:57 PM.

Respectfully Submitted,
D. Tiernan

**Fitchburg State University
REQUEST FOR BOARD ACTION**

TO: Board of Trustees	DATE: October 17, 2024
FROM: The President	REQUEST NUMBER: 01.2024-2025
SUBJECT: Approval of Minutes from May 9, 2024	

It is requested that the Fitchburg State University Board of Trustees vote to approve the minutes from the May 9, 2024 Board Meeting.

Coversheet

Approval of minutes, June 24, 2024 VOTE (02.2024-2025)

Section: II. Board Chair's Report
Item: B. Approval of minutes, June 24, 2024 VOTE (02.2024-2025)
Purpose:
Submitted by:
Related Material: 2024_06_24_board_meeting_minutes.pdf
VOTE Minutes June 24 2024.pdf

DRAFT



Fitchburg State University

Minutes

Board of Trustees Meeting

Fitchburg State University Board of Trustees Meeting

Date and Time

Monday June 24, 2024 at 3:00 PM

Location

Presidents' Hall, Mazzaferro Center, 291 Highland Ave., Fitchburg, MA 01420

Notice of a meeting of the Fitchburg State University Board of Trustees, Monday, June 24, 2024 at 3:00 p.m.

The meeting will take place in Presidents' Hall, Mazzaferro Center, 291 Highland Ave., Fitchburg, MA 01420

Trustees Present

A. Turner, D. Phillips, D. Tiernan, E. Gregoire (remote), J. Flanagan, L. Barrieau (remote), M. Fiorentino, Jr. (remote), M. Morris (remote), S. King-Goodwin (remote)

Trustees Absent

C. Stimpson, K. Spinelli

Ex Officio Members Present

R. Lapidus

Non Voting Members Present

R. Lapidus

Guests Present

D. Baumel (remote), F. Barricelli, G. Doiron, J. Hanselman, J. Wolfman, M. Bruun, Michael Moore, voting Trustee (remote), P. Marshall, P. McCafferty, R. Toomey, S. Dodd

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Phillips called a meeting of the board of trustees of Fitchburg State University to order on Monday Jun 24, 2024 at 3:02 PM.

C. Approve Minutes from the Board of Trustees November 9, 2023 Meeting - VOTE (52-23/24)

D. Tiernan made a motion to approve the minutes from Board of Trustees Meeting on 11-09-23.

A. Turner seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Stimpson	Absent
J. Flanagan	Aye
S. King-Goodwin	Aye
M. Fiorentino, Jr.	Aye
D. Phillips	Aye
D. Tiernan	Aye
K. Spinelli	Absent
E. Gregoire	Aye
M. Morris	Aye
A. Turner	Aye
L. Barrieau	Aye

D. Approve Minutes from the Board of Trustees March 6, 2024 Meeting - VOTE (53-23/24)

M. Fiorentino, Jr. made a motion to approve the minutes from Special Board of Trustees Meeting on 03-06-24.

D. Tiernan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

E. Gregoire	Aye
S. King-Goodwin	Aye
C. Stimpson	Absent

Roll Call

A. Turner	Aye
J. Flanagan	Aye
L. Barrieau	Aye
M. Morris	Aye
K. Spinelli	Absent
M. Fiorentino, Jr.	Aye
D. Tiernan	Aye
D. Phillips	Aye

E. Approve the Minutes from the Board of Trustees April 5, 2024 Meeting - VOTE (54-23/24)

J. Flanagan made a motion to approve the minutes from Board of Trustees Meeting on 04-05-24.

D. Tiernan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

M. Fiorentino, Jr.	Aye
L. Barrieau	Aye
A. Turner	Aye
D. Tiernan	Aye
S. King-Goodwin	Aye
C. Stimpson	Absent
E. Gregoire	Aye
D. Phillips	Aye
J. Flanagan	Aye
K. Spinelli	Absent

F. Approve the Minutes from the Board of Trustees April 11, 2024 Meeting - VOTE (55-23/24)

A. Turner made a motion to approve the minutes from Board of Trustees Meeting on 04-11-24.

J. Flanagan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

M. Morris	Aye
E. Gregoire	Aye
L. Barrieau	Aye
S. King-Goodwin	Aye
D. Phillips	Aye
K. Spinelli	Absent
C. Stimpson	Absent
D. Tiernan	Aye
A. Turner	Aye

Roll Call

M. Fiorentino, Jr. Aye
J. Flanagan Aye

G. Approve the Minutes from the Board of Trustees April 17, 2024 Meeting - VOTE (56-23/24)

M. Fiorentino, Jr. made a motion to approve the minutes from Board of Trustees Meeting on 04-17-24.

J. Flanagan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Tiernan Aye
A. Turner Aye
E. Gregoire Aye
M. Morris Aye
M. Fiorentino, Jr. Aye
C. Stimpson Absent
L. Barrieau Aye
S. King-Goodwin Aye
J. Flanagan Aye
K. Spinelli Absent
D. Phillips Aye

H. Approve the Minutes from the Board of Trustees April 23, 2024 Meeting - VOTE (57-23/24)

A. Turner made a motion to approve the minutes from Board of Trustees Meeting on 04-23-24.

J. Flanagan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

J. Flanagan Aye
K. Spinelli Absent
M. Fiorentino, Jr. Aye
S. King-Goodwin Aye
E. Gregoire Aye
C. Stimpson Absent
D. Tiernan Aye
A. Turner Aye
D. Phillips Aye
L. Barrieau Aye

I. Approve the Minutes from the Board of Trustees April 30, 2024 Meeting - VOTE (58-23/24)

J. Flanagan made a motion to approve the minutes from Board of Trustees Meeting on 04-30-24.

M. Fiorentino, Jr. seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

K. Spinelli	Absent
C. Stimpson	Absent
E. Gregoire	Aye
D. Tiernan	Aye
J. Flanagan	Aye
A. Turner	Aye
D. Phillips	Aye
L. Barrieau	Aye
S. King-Goodwin	Aye
M. Morris	Aye
M. Fiorentino, Jr.	Aye

II. Executive Session

A. VOTE (59-23/24)

J. Flanagan made a motion to enter into executive session in accordance with MGL c 30A, Section 21 (a) (1) to review and discuss an open meeting law complaint made against members of a public body. The Board will not return to open session.

A. Turner seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Tiernan	Aye
K. Spinelli	Absent
D. Phillips	Aye
C. Stimpson	Absent
L. Barrieau	Aye
J. Flanagan	Aye
E. Gregoire	Aye
A. Turner	Aye
M. Morris	Aye
M. Fiorentino, Jr.	Aye
S. King-Goodwin	Aye

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:09 PM.

Respectfully Submitted,
D. Phillips

**Fitchburg State University
REQUEST FOR BOARD ACTION**

TO: Board of Trustees	DATE: October 17, 2024
FROM: The President	REQUEST NUMBER:
SUBJECT: Approval of Minutes from June 24, 2024	02.2024-2025

It is requested that the Fitchburg State University Board of Trustees vote to approve the minutes from the June 24, 2024 Board Meeting.

Coversheet

Assignments: Committee Membership

Section: II. Board Chair's Report
Item: C. Assignments: Committee Membership
Purpose:
Submitted by:
Related Material: Sub Committee Members FY25.pdf

Student Life	Self Evaluation (Ad Hoc)
Sheila King Goodwin - Chair	EMPTY - Chair
Carolyn Stimpson	Eric Gregoire
Dave Tiernan	Lynn Barrieau
Deb Phillips	Michael Fiorentino
Matthew Gill	

Academic Affairs	Executive
Jen Flanagan - Chair	Michael Fiorentino - Chair
Lynn Barrieau	Dave Tiernan
Michael Morris	Lynn Barrieau
Eric Gregoire	

Budget, Finance and Facilities	Nomination
Karen Spinelli - Chair	Lynn Barrieau - Chair
Dave Tiernan	Sheila King Goodwin
Michael Morris	Carolyn Crowley Stimpson
Eric Gregoire	Michael Fiorentino
Micheal Fiorentino	

ByLaw Review (Ad Hoc)	Personnel/HR
Michael Fiorentino- Chair	Lynn Barrieau - Chair
Dave Tiernan	Deb Phillips
Lynn Barrieau	Jen Flanagan
	Karen Spinelli

Coversheet

Division Updates

Section: III. President's Report

Item: A. Division Updates

Purpose:

Submitted by:

Related Material:

PRESIDENT'S REPORT TO THE BOARD OF TRUSTEES, OCTOBER 17, 2024.pdf

PRESIDENT'S REPORT TO THE BOARD OF TRUSTEES, OCTOBER 17, 2024

Summary: This report outlines presidential activities and engagements from July 1, 2024, to October 11, 2024.

The first 100 days of President Hodge's tenure were a crucial period in the transition, presenting an opportunity to introduce Dr. Hodge to the community while reintroducing the university as a high-quality educational and cultural resource for the region and beyond, as well as a collaborative civic partner.

This period included significant transitions in university leadership, including the departure of two vice presidents and reorganization of the President's Cabinet. The wider community was welcomed to campus for the State of the University address on Sept. 4, and morale-boosting efforts like \$5 meals in the dining hall were announced for all campus employees.

To further establish a community atmosphere, President Hodge and Dustin Hodge opened their home for a variety of campus events, including seven formal functions in the first three months of the administration.

A renewed push for enrollment was announced, and manifested in a series of "one stop" recruitment events dubbed Falcon Express. These programs created celebratory opportunities for current and prospective students to address barriers to enrollment, at the same time they fostered a team atmosphere wherein employees collaborated across divisional barriers to focus on shared goals.

High-level attention was also paid to the importance of athletics in the life of the university. This included heightened presidential attendance at Falcons games and the creation of a President's Pavilion at Elliot Field to support opportunities to engage with students, alumni, and fans from the community.

This community focus will continue with the approaching Homecoming weekend, during which the annual carnival will, for the first time, be open to the public.

Opportunities to elevate students have also been embraced. The president's office invited students to apply for newly-designed Presidential Ambassador positions. These students will work as valued advisors to the president while advocating for major institutional objectives. Several applicants comprised the university guest table when we sponsored the North Central Massachusetts Chamber of Commerce's Congressional Luncheon in October, enabling face-to-face interaction with the local delegation. The president also invited two students to the GlobalMindEd at the United Nations in New York City.

Another effort launched to promote community and communication was the establishment of Presidential Fellows from the ranks of university faculty. There was widespread interest in these advisory positions, indicating an appetite to engage in efforts that will support the university, its mission, and its students. The president has also begun meeting with all academic departments for candid dialogue with faculty colleagues. These sessions have been productive and illuminating.

Community partnerships are also being celebrated and formalized. Informal “handshake” alliances are being codified in writing, with mutual expectations and benefits enumerated for all parties. These discussions, involving major institutional partners including the Fitchburg Public Schools and Fitchburg Access Television, have been positive and productive, with a renewed sense of optimism about the possibilities that will be realized through collaboration.

July 2024 Highlights:

- July 1: Began tenure with a dinner with board member and community leader; participation in Fitchburg’s 4th of July Parade, emphasizing university-community involvement.
- July 5: Conducted interviews with the *Worcester Business Journal* and toured key locations, establishing media presence and industry connections.
- July 9-15: Initiated key partnerships and advisory meetings, including regular discussions with the chair of the Board of Trustees and launching weekly Cabinet meetings.
- July 16-18: Hosted a series of alumni events on Cape Cod, reinforcing alumni relations through receptions, gatherings, and tours.
- July 23-26: Attended the AASCU New President Academy in California, focusing on professional development.
- July 31: Engaged with the Fitchburg Art Museum and participated in the Academic Affairs Retreat, strengthening ties with cultural and academic entities.

August 2024 Highlights:

- August 1-3: Fostered engagement within athletics and student life, including hosting coaches and attending readiness events.
- August 6: Met with community leaders, including Gardner’s mayor and representatives from the Fitchburg Art Museum, promoting local partnerships.
- August 7-31: Conducted various university and community meetings, attended retreats, hosted a maintainer breakfast and dinner (two shifts), attended AFSCME luncheon, and welcomed new international students. The Cabinet retreat at the Colonial Hotel marked a significant step in strategic planning.

September 2024 Highlights:

- September 2-5: Marked the start of the academic year with student and faculty welcome events, including a campus-wide “State of the Union” event, and a Cabinet-led donut “squad” event on the first day of classes.

- September 10-14: Attended various events, including a Devens tour with local legislators, Rock the Block, Center for Italian Culture (CIC) Board Meeting, 7th ROC Police Academy Graduation, and the Hispanic Heritage Month BBQ, showcasing diversity and inclusion efforts.
- September 16-20: Engaged in leadership and team meetings, covering student success, academic teams, and athletic events.
- September 21: Hosted Gold Key Breakfast (Class of 1974)
- September 23-30: Represented Fitchburg State University at events such as the New England Council Annual Dinner in Boston, downtown meeting the Federal Reserve Bank of Boston, the MOHAWKS' (former student social club) 100th Anniversary Celebration, Industrial Tech Reunion and dedication of cabinet in honor of the legacy of former professor, Walter Harrod. Events and engagement served to enhance the university's regional profile.

October 2024 Highlights:

- October 1: Celebration of National LGBTQ+ History Month.
- October 1-8: Continued community outreach with North Central Chamber of Commerce engagements and local media appearances.
- October 8: Hosted a Cabinet-led luncheon for McKay educators and staff during a professional development afternoon.
- October 10-11: Attended the GlobalMindED Conference at the United Nations, traveling with students to promote global perspectives and opportunities.

Concluding Remarks: Dr. Hodge's schedule reflects a comprehensive approach to leadership, combining internal university events, alumni outreach, and community partnerships. These efforts align with Fitchburg State University's strategic priorities, enhancing visibility and fostering community ties.

The summary reports, below, represent a selection of Cabinet-level activities since May 2024:

ACADEMIC AFFAIRS

Academic Affairs has launched five new BHE-approved programs since 2023, including two new interdisciplinary B.A. degrees in Creative Arts Enterprise and Creative Arts Therapies. We have also launched our new fully online master's degree in Construction Management. Progress on our NECHE Projections, Strategic Plan, and Strategic Plan Goals is ongoing, and updates have been posted on the website.

Personnel Transitions

A number of new colleagues have joined the Division, including Dr. Mojdeh Bayat, Dean of Education, and Dr. Jannette McMenemy, Interim Dean in the School of Business and Technology and the School of Health and Natural Sciences. We have also welcomed four new tenure-track and five visiting (full-time) assistant professors. Our School of Graduate, Online,

and Continuing Education (SGOCE) is now operating with a full staff, including three new replacement hires.

We also continue to honor the memory of two faculty members. Dr. Jeffrey Godin (Exercise and Sports Science) passed away in June after a courageous battle with cancer. Dr. John Crawley (Business Administration) passed away in May. Memories of Dr. Crawley have been compiled in a [special podcast episode](#) of *Perseverantia* to capture his impact on the campus community.

School of Arts and Sciences (A&S)

In September, our seventh Police Academy cohort graduated, with all of the graduates hired prior to the conclusion of their academy. We also have the largest incoming class of police students since Fall 2020. Based on her stellar work with the cadets and on recruitment, we were pleased to appoint Ola Wysocki as our permanent Academy Director.

A&S has already supported many community and campus arts and education events this fall, including an exhibit in the Hammond Hall Art Gallery by Keith Morris Washington (*“Within Our Gates: Site and Memory in the American Landscape”*) and an exhibit (*“Second Nature”*) in the Sanders Gallery by alumnus Atom Moore ‘05.

School of Business & Technology (B&T)

Faculty from Engineering Technology (ENGT), Human Services, and other STEM departments are collaborating on a \$1 million S-STEM grant to provide scholarships, mentorship, and career development for talented STEM students with demonstrated financial need. The first cohort of STEM Scholars will enter Fitchburg State in Fall 2025. Through a \$300,000 award from the Massachusetts Capital Skills Grant Program, ENGT faculty are working to enhance our robotics and advanced manufacturing training.

School of Education (SOE)

This fall the SOE welcomed the first cohort of paraprofessionals, who are supported by a three-year, \$30,000 grant from the Department of Elementary and Secondary Education (DESE). In addition, the SOE hosted a regional superintendents’ breakfast, a regular event to strengthen our partnership with the K-12 community.

The SOE is also taking the lead on the implementation of our campus Massachusetts Inclusive Concurrent Enrollment Initiative program (MAICEI). The MAICEI program creates opportunities for individuals between the ages of 18 and 21 with intellectual disabilities. This fall we welcomed four MAICEI students to campus. These students are eligible for services through their home school district in partnership with Fitchburg State through signed MOUs.

Dr. Nancy Murray is currently working on establishing a campus Reading Clinic. The clinic will provide personalized and accessible reading support to individuals and will also provide a venue for undergraduate and graduate students to observe evidence-based instruction.

School of Health & Natural Sciences (HNS)

HNS faculty finalized a \$50,000 subcontract on an EPA grant with the Nashua River Watershed Association and NewVue Communities. This project includes undergraduate student interns working to mitigate the impacts of climate change. The Nursing Department received a \$50,000 grant from the Fairlawn Foundation Fund to purchase life-like manikins for practicing geriatric and end-of-life care. An articulation agreement has been finalized with Mount Wachusett Community College for transfer from their Environmental Conservation program to our degree in Environmental and Earth Science.

School of Graduate Online and Continuing Education (SGOCE)

Admissions and enrollment numbers are strong and expected to be on-track in AY24-25. This summer, applicants submitting “Intent to Enroll” confirmations dipped 5% across all programs; however, removing Risepoint and international students from the total, “Intent to Enroll” numbers grew by 13% between summer 2023 and summer 2024. We expect to see an overall increase in the “Intent to Enrolls” moving forward.

The SGOCE team has worked with Student Billing to make an important update to the student billing process for non-Risepoint students. The new process (effective Fall 2025) will create a billing due-date rather than requiring payment within 24 hours of registration. These changes were made based on research of student perceptions of billing, a review of student drops for non-payment, student retention, and best practices at other institutions. This project has received national recognition, prompting research on the link between student billing and student retention through a partnership with Touchnet Billing Services.

Through the Center for Professional Studies (CPS), the university received Wilson Language Training Accredited Partner status, a distinction that opens the university’s reading specialist and dyslexia graduate programs to increased national visibility.

Library

As part of the library’s important role in supporting the curriculum, more than 100 research classes will be taught by librarians this fall. In addition, the librarians conducted library orientation tours for all 28 First Year Experience sections this fall. Study hall for the football team also continues this year.

The library has hosted two Banned Book Week programs open to the university and the community. In collaboration with faculty from numerous departments, the library is currently co-

hosting a series on “Engaging Students in the Voting Process: Voter Education & Drive.” Programs include a presidential debate watch party, panel and lightning talks about the power of the vote, voter registration drives and Rock the Vote, an event with live music that promotes the importance of voting.

Over the summer, the library website was successfully migrated to Fitchburg State’s main university website and a new interlibrary loan system was implemented.

Student Success

In AY24, Career Services and Advising (CSA) assisted 1,398 students and alumni, and 5,132 students received support through the Academic Coaching and Tutoring (ACT) center. CSA is also coordinating \$150,000 anonymously donated internship funding, creating opportunities for students to gain experience in their field of study. Additionally, through CSA’s promotion of the First Destination Survey, 85% of alumni reported working or continuing their education, with a 66% response rate. Over the summer, ACT again facilitated our annual Summer Bridge program, a free 5-week academic program for conditionally-admitted students.

As part of a renewed focus on the role of Academic Affairs in orientation, Student Success partnered with the Registrar’s Office and department chairs to redesign the scheduling practice for incoming first-year students. Previously, the Registrar pre-registered all incoming students prior to summer orientation. This year, students used our course-scheduling software (College Scheduler) to register themselves, in consultation with department chairs, CSA, and the Registrar. This redesigned process improved student engagement by providing more advising time and increasing student agency.

Office of International Education

Academic Affairs has advanced conversations with department chairs about teaching and research abroad, welcomed 194 new international graduate and undergraduate students to our campus, sent 57 students overseas to study in our spring/summer 2024 programs (Croatia, Verona, Greece), and 5 students to semester- and full-year abroad programs with other agencies.

Strategic Initiatives

Diversity, Equity, Inclusion

Academic Affairs provided engaging and interactive programming at our [September 2024 Development Day](#) with guest facilitator Dr. Liya Escalera, Harvard School of Education. Dr. Escalera provided an asset-based approach to teaching and advising that reflects the backgrounds and experiences of underrepresented students in higher education.

Office of Research and Sponsored Programs (ORSP)

With no additional financial resources, the ORSP was formed in August to oversee state, federal, and research-based grants. The office creates a strategic infrastructure that will support faculty research, prepare the campus for its eventual federal designation as a Hispanic Serving Institution (HSI), and coordinate resources related to research and sponsored projects.

Open Educational Resources (OER)

The library continues to lead the university's efforts to expand OER. Fitchburg State is one of six Massachusetts institutions participating in the Remixing Open Textbooks through an Equity Lens (ROTEL) grant, which provides stipends for faculty to remix and/or develop accessible, intentionally inclusive open textbooks and other OER that reflect students' local and lived experiences. To date, Fitchburg State authors have published [seven OER textbooks](#).

Critical AI Literacy

Building on the **Development Day** program in [January 2024](#), when Dr. Carie Cardamone of Tufts University provided a workshop on "Generative AI in Higher Education," the Center for Teaching and Learning (CTL) has offered multiple workshops and Summer Institutes to explore generative AI and its impact on pedagogy, academic integrity, and academic innovation. In addition to a resource page on the CTL website, one outcome of the Summer Institute was the creation of an [AI libguide](#).

ENROLLMENT MANAGEMENT

For the purpose of this update, EM includes the Office of Admissions, the Office of Student Financial Aid Services, the Office of Marketing and Integrated Communications, and Print Services.

Office of Admissions

Staffing

- The Office of Admissions has encountered a serious setback with the unanticipated, and prolonged, medical leave for a senior administrator. This role, as lead of office operations and lead to our CRM platform, has proven problematic. Additional resources (staff positions) will be sought to ensure our ability to both ensure proper support to ongoing efforts, but also not be restricted from completing new and scheduled projects.

- The office also had one retirement, two resignations (one to another role on campus, and a second leaving the institution). Subsequent internal moves have left the team of 12 with three vacancies at a critical time as we launch fall recruitment efforts. Much effort has been made to ‘cover’ and therefore some efforts have been delayed.

Data

Comparative data for fall 23 vs fall 24 (*reflective of enrollment deposit process*)

- Freshman; 610 (f23) vs 541 (f24) = -12% or -69 students
- Transfer; 163 (f23) vs 201 (f24) = 19% or +38 students
- Returning; 1542 (f23) vs 1513 = -3% or -29 students
- Overall; 2327 (f23) vs 2229 (f24) = -4% or -98 students

Events

- *College Search Kick-off & BBQ*; Friday, Aug. 2; 105 guests (52 students)
- Three (3) successful *Falcon Express* events; Aug. 3, 6, 14; 64 total attendees
- *First Look Friday*; Friday, Aug. 9; 156 student reservations (80% attendance rate!)
- Saturday Information Session (SIS); Saturday, Sept. 21; 37 student reservations
- Fall travel is planned for approximately 425 individual events (school visits, college nights & fairs, transfer visits at community colleges, etc.)
- Upcoming events
 - Oct. 5 & 26; Fall Open House Events (new partnership with Hollis Hills Orchard)
 - Twilight Tours (campus visits offered after 5 p.m. weekdays)

Office of Student Financial Aid Services

***Announced by DOE, FAFSA will be released for student applicants to access by Dec. 1*

Several months earlier than last cycle, but still two months later than previous years.

*Professional associations still predict significant implementation issues as seen last cycle with the new simplified FAFSA. ***

Staffing

- Submitted proposals for additional staff resources with the plan to eventually assumed roles for SAP appeals process (currently led by Student Affairs) and scholarships (currently led by Advancement)
- In addition, current MAFSA data indicates that for a student population our size and the number of resources that are administered by this office, appropriate staffing levels would be 7-8 professional staff; we currently operate with 4

Data

- The U.S. Department of Education (DOE) has received a submission of the Fiscal Operations Report for 2023-2024 and Application to Participate for 2025-2026 (FISAP) for the Campus-Based programs.

- Dollars that flow through Financial Aid; \$43 million annually or approximately 80% of inbound university dollars. (87% of undergraduate revenue)
- Release of Mass Grant and Mass Grant Plus funds allocations, yet all institutions are questioning guideline changes yet to be announced prior to planned institutional disbursement
- Shift in program application of NERP (New England Regional Program); previously was individual program based (i.e., Game Design for students from New Hampshire), but our new implementation would make all New England residents eligible for any program.

Office of Marketing & Integrated Communications

Staffing

- Four (4) full time staff; added the two (2) graphic design staff from Print Services
- Proposed the expansion of an additional staff line to assist with the coordination of both UG marketing efforts as well as provide support to the social/new media efforts (currently managing 15+ different accounts)

Data

- [Social Media Analytics](#)
- SmugMug Gallery with over 30k images; retired and archived old server of galleries
- Assisted with launch of new/updated library web presence

Events

- Conducted two (2) in-person meetings with university colleagues for Social Media Advisory Board
- Planned upcoming Marketing & Branding seminars for campus community in October; opportunity to reinforce branding guidelines with institutional colleagues

Print Services

Staffing

- Four (4) staff; plus, two (2) graphic designers realigned with Marketing
- Two (2) staff have had extended medical leave instances during the summer and fall of 2024; this caused some delays in operations.

Data

- Purchase of new large volume printer (Konica/Minolta); essential for ongoing services

Veterans Services

New priority on serving this population. Collaboration between FSUPD and EM to review, evaluate, and make proposals regarding staffing, services offered and programmatic offerings.

FINANCE AND ADMINISTRATION

Most prominent update to finance and administrative operations since May was the departure of the VPFA and AVP (VPFA effective August 5 and AVP, September 13). Interim CFO Helen Ouellette (contracted by The Registry) assumed leadership of the Finance and Administration Aug. 15, 2024. Carin Bullis, Senior Director of University Budgets, assumed an interim role as Acting Senior Director of University Finance and Budgeting; Associate Vice President of Capital Planning and Maintenance JD Head, assumed an interim role as Associate Vice President of Capital Planning and Maintenance and University Operations. University finance teams support both the Foundation and the Supporting Organization fiscal management and investment operations.

Cash balances are on par compared to this time last year, but this is a very fluid time of year, with tuition and housing revenue for fall term still coming in. Our short-term investment account is running \$700K ahead of this time last year. Total investments are up \$4.3M over same time last year, and \$2M since June 2024. Because we invest funds that belong to the public, Fitchburg State is a cautious investor. Our portfolio is between risk averse and risk cautious, so that although it does fluctuate with markets, the swings are not as drastic as a personal or corporate portfolio might be.

The FY24 university preliminary audit began in late June, with the full audit beginning Sept. 9; auditors were on campus the weeks of Sept. 9 and 16, and did not report finding any irregularities. The Foundation and Supporting Org audits began in August and are also ongoing.

Fall enrollment has surpassed budget by 57 FFTE, producing about \$314,000 additional revenue. Since the last Board meeting, Student Accounts has processed \$820,000 in additional MA state funding disbursements, providing refunds as required. The additional funds included MA in Demand Scholarships, MA Grants Plus, and MA Grants Plus Expansion.

Our current year budget remains incomplete, with the State Comptroller still negotiating the fringe benefit rates the universities will pay—you will note that the Board financial report does not include fringe costs at this time.

In collaboration with the State Universities Council of Presidents, Fitchburg State is developing an RFP for bookstore management. We have selected a hybrid model, with online course materials and an on-the-ground campus store.

Across the street our facilities units had their usual busy summer. The CPM team completed annual maintenance and cleaning, while the trades workers handled special projects and summer work orders. The building at 185 North St. was remodeled for graduate student housing, Mara 6

and 7 were reopened as single occupancy suites, and a significant steam line leak behind the Dupont building was addressed. In addition, the team remodeled the President's House and readied it for the new president, and they closed out the Sanders lower-level office addition and the Holmes roof capital projects.

STUDENT AFFAIRS

The Division of Student Affairs has been focused on:

- Ensuring that the transition of new and returning students positions them for success and creates a sense of belonging.
- Readying robust services and opportunities.
- Refining some of our processes and approaches that support our most vulnerable students.

Student Affairs departments use a high touch method that has boosted retention in the residence halls, encouraged participation in both summer and fall orientation, and helped students work through barriers to be able to remain and progress at Fitchburg State in and out of the classroom. The numbers of students engaging with student affairs departments already this semester is strong, in many cases surpassing previous years' engagement.

Some specific examples of these efforts include, but are not limited to:

Refining processes that support our most vulnerable students.

- Just finished year 2 of a 4-year process in which we collaborate with the JED Foundation to review our approach to student mental health and empower us with a framework and customized support to enhance student well-being and prevent substance use issues and suicide. We have learned that generally, our approaches and practices are on target, and there are a few areas we are exploring further. Accomplishments, thus far, of our JED subcommittees include:
 - A strengthened Leave of Absence Policy and clearer language about the policy in the Student Handbook, as well as updated practices regarding students' return from a leave.
 - A campus-wide environmental scan to identify and address potential areas of safety risk to students.
 - Tabletop exercises (i.e., suicide attempt, death of a student) to evaluate our capacity and identify gaps. These exercises were conducted with numerous stakeholders, including University Police, university administrators, and external evaluators.
 - A web page built and ready for launch that discusses the work of the JED Task Force and provides "real time" updates of progress made.

- The CARE Team engaged in a partnership with the National Association of Behavioral Intervention and Threat Assessment (NABITA). Significant progress has been made towards operationalizing the recommendations including:
 - Trained membership on NABITA's standards, conducting a violence risk assessment interview (SIVRA-35), and use of the objective Risk Rubric tool.
 - Created both a CARE Team Manual and Case Management Process Manual.
 - Revised the membership of the CARE Team.
 - Implemented operational changes within the system Maxient for better recordkeeping of the work of CARE Team on an individual case basis.
 - Strategically marketed the work of the work of the team with the goal of increasing referrals.

Students are engaging significantly with our opportunities and services.

- Our CARE Team and student conduct activity are up for the academic year:
 - 20% increase in CARE referrals compared to September 2023, and our current CARE case number (64) represents 22% of the total for Academic Year 2023-24
 - 13% increase in student conduct cases compared to September 2023
- 85 first year students have registered with Disability Services; no comparison is available because of a change in tracking and documentation and change in departmental leadership
- 124 students have submitted onboarding forms for care in Counseling Services, on par with September 2023.
- Student organizations have been active, including more than 71 events/meetings hosted by student organizations, 92 club leaders attending club training day, and the largest Rock the Block in history
- An increase in commuter attendance in Fall Orientation
- We held our second annual First Look Friday, which gives new students the opportunity to see their actual room in Russell Towers and connect with staff to answer questions and create a sense of belonging. It was a success in terms of participation as well as feedback - 156 registered to attend in 2024, compared to 147 in 2023.
- Switching the bedrooms in Mara Village to premium singles with a full size bed has proved popular with students, increasing occupancy in that living area by 40.4% compared to Fall 2023. Overall occupancy is at 59.9% of the design occupancy (82% Fitchburg State occupancy). We continue to strengthen the number of returning students who live in the residence halls. We added graduate student housing for the first time in Fall 2024.
- The identity-based student organizations are busy planning and implementing identity months that launch at the beginning of the academic year, as well as providing a sense of belonging and targeted support for underrepresented students.

Leveraging technology to assist students for efficiency and visibility.

- Disability Services launched a new software program, Accommodate, to facilitate communication between students and faculty members as well as between students and the office staff; already 388 students have engaged with the platform and the response has been quite positive
- All student club finances have been moved to Falconnect (our student engagement platform), allowing student leaders to view/request funds and submit purchase requests in one location
- We have also added residence hall areas to Falconnect to make it easier to promote events, as well as track and assess them

Federally funded programs management.

- Our three TRIO programs are admitting their final students to their caseloads and planning robust and engaging curricula and opportunities for the year. Note that 100% of Upward Bound Math and Science Class of 2024 students (who are high schoolers) applied and were accepted to Fitchburg State University.

HUMAN RESOURCES

The Human Resources and Payroll Services team has worked diligently to prepare for the fall semester since the last board meeting in May. The Vice President of Human Resources & Payroll Services worked with senior staff to welcome our new President, Dr. Donna Hodge.

The Human Resources/Payroll Services team reviewed current processes, planned development for Professional Development and Diversity, Equity, Inclusion and Belonging programming, recruitment activities, onboarding/offboarding staff and faculty as well as a myriad of additional tasks to support our campus partners.

The Director of Payroll Services worked with Financial Services/Budgeting to close out FY 24; she addressed the final adjustments to labor expenses at the end of the FY to ensure that the state appropriations and grants are expended for the fiscal year close. The Payroll Services team is also responsible for inputting the labor rules for each FY to support Budgeting. Payroll also worked with Financial Aid to make sure that all federal work study expenses were spent to meet the federal regulations.

Payroll has supported the hiring of all student employees, non-benefited part time employees and benefited hires this fall in collaboration with hiring managers and the HR team. The team has hired/onboarded approximately 73 part time day adjunct faculty, 168 graduate adjuncts, 194 non-benefited part time employees, 384 Trust Fund Students and 149 Federal Work Study Students.

The Human Resources and Payroll Services team is responsible for addressing all immigration sponsorship matters for employees who are seeking permanent residency. This includes getting H1B status for new faculty and staff joining the university, seeking permanent residency as a sponsoring employer which requires the university to assess the current employment market per legal requirements of USCIS (Immigration Services) and Department of Labor. As of September 30, the university has eight faculty and staff that are in the process for Visas and or green cards.

Title IX

The Director of Title IX and EO has been working on the new regulations related to Title IX and the implementation of these new regulations. On April 19, the U.S. Department of Education released its Title IX Final Rule specifying how recipients of federal financial assistance must stop, prevent, and remedy sex discrimination and sex-based harassment in all education and employment activities. These regulations have clarified the protected class to include sexual orientation, gender identity and expression. Currently 26 states are facing injunctions blocking the new regulations from taking effect. Massachusetts is not one of these states and therefore, the regulations have been effective since Aug. 1. Fitchburg State University was an integral part of a team of practitioners from the state universities that worked to redesign the shared non-discrimination policy and procedures, now contained within the Equal Opportunity, Non-Discrimination, and Title IX Plan ([EO Plan](#)). This Plan is designed and implemented in alignment with the requirements of state and federal laws, inclusive of Title IX and additional civil rights acts.

In July, the Office of Civil Rights provided guidance and reminded institutions across the country about our obligations under Title VI of the Civil Rights Act of 1964. Title VI provides that no person may be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the ground of race, color, or national origin under any program or activity that receives federal financial assistance. Expectations have been emphasized regarding a campus' response to allegations of harassment, specifically reports of antisemitism and anti-Palestinian conduct. In light of these and recent high-profile events, we are paying close attention to the campus climate and are prepared to take prompt and effective steps to address concerns of bias, harassment, or hostile environment. We have improved the level of transparency about how to make a report and have broadly shared the key provisions and information about prohibited conduct and the related grievance procedures.

Prevention and response efforts related to sex-based misconduct included increased options for confidential reporting and resources, including an interpersonal violence specialist/advocate and appointed campus-based Confidential Resource Provider. All employees and students have received notice of their obligations and a link with access to mandatory training. Additionally, the Director of Title IX and Equal Opportunity has conducted 13 in-person presentations for the campus community since August. The list of identified Campus Security Authorities (CSAs) has

increased to over 400 (from 143). CSAs have the duty to report crimes, including sex offenses, to University Police. In October, CSAs will be informed of their responsibilities, including training, and this designation will be noted in their job descriptions.

Payroll

The Director of Payroll, Stephanie LeBlanc, is a member of the Commonwealth BEST Project sponsored by Matthew Gorzkowicz, Secretary for the Executive Office for Administration and Finance; Jason Snyder, Secretary for the Executive Office of Technology Services and Security; and William McNamara, Comptroller of the Commonwealth of Massachusetts. The BEST (Business Enterprise Systems Transformation) program is a multi-year initiative that will replace the Massachusetts Management Accounting & Reporting System (MMARS) and the Human Resources/Compensation Management System (HR/CMS). The Commonwealth signed an agreement with CGI - Advantage 4.0, a cloud-based application to replace MMARS and LCM.

LeBlanc is currently a subject matter expert assigned to the Labor Cost Distribution and Payroll Accounting Track, working on replacing the LCM portion of MMARS. We are using Agile project methodology that includes sprint workshops and user stories. Its approach involves dividing the project into increments (or sprints) and emphasizes continuous improvement of system functionality. Here are the sprints that she is actively involved in:

Sprint 0: User stories

Sprint 1: LCD profiles, LCD Employee, position

Sprint 2: Payroll Expense Allocation

Sprint 3: Payroll Expense Allocation / Financial Transactions

Sprint 4: Financial Transactions / Postings

Sprint 5: Postings and Error Corrections / Corrections and Adjustments

Sprint 6: Corrections and Adjustments / Reconciliation

Later this year, the Commonwealth will be choosing a new service provider to replace HR/CMS and it would be very beneficial for her to have the opportunity again to be a subject matter expert so the voice of higher education is heard throughout the implementation process.

Collective Bargaining Negotiations

The APA and AFSCME negotiations have been ongoing. Director of Human Resources Kim Page served as a member of the AFSCME negotiating team and also serves on the statewide AFSCME state labor relation committee. As of September, APA negotiations continue; AFSCME negotiations have concluded.

INSTITUTIONAL ADVANCEMENT

Advancement office holds a critical role in supplementing traditional funding sources through private philanthropy. By targeted, diverse, and thoughtful fundraising, financial support is raised from a built-in constituency of grateful alumni, community businesses, corporate sponsors, government and private foundation grants, and a myriad of other sources.

During the presidential search and transition, we worked to keep our constituents engaged, confident and optimistic in the future of their alma mater. Once the new president began her service, we assisted with the on-boarding process of making key donor introductions.

Fitchburg State University's Division of Institutional Advancement includes three distinct but complementary units:

- The **Alumni and Family Relations** unit focuses on alumni and family engagement, special events, communications, and brand identity;
- The **Annual Fund and Donor Engagement** unit focuses on the donor continuum of prospective donor research, identification, cultivation, solicitation, stewardship, gift acknowledgement, and donor database integrity;
- The **Corporate, Foundations and Government Grant Relations unit (the Grant Center)**, which recently switched over to Academic Affairs, focuses on identifying funding opportunities, aligning academic and program subject matter experts to develop proposals that impact strategic priorities;

Overseen by the Vice President for Institutional Advancement, the team of six employees accomplishes critical work that supports every aspect of Fitchburg State's mission.

The division concentrates its efforts on increasing private and public resources to the university through the Fitchburg State University Foundation and promoting the Fitchburg State brand of academic excellence through consistent communications, marketing, special events, private and public grant partnerships, and public relations. Philanthropy gives our alumni, as well as friends of the university, a way to deepen their engagement and financial commitments for the mission and future of Fitchburg State. Our office is pleased to share that we welcomed 455 new Falcon donors into our philanthropic family in FY24.

The Commonwealth Endowment Incentive Match program was renewed by the Massachusetts Legislature and the Fitchburg State Foundation leveraged over \$500,000 before the end of the fiscal year. The program incentivizes private donations to public universities and colleges by matching \$1 for every \$2 raised through private fundraising.

New Funds Endowed in Fiscal Year 2024: [4] Men's Soccer, Marieb Endowment, Robert S. Stowe Jr., Lapidus Scholarship.

Pending New Endowments: [2] Football, Alumni Harrod Scholarship.

The Incentive Match program is pending allocation for this current year with the same goals as previous year.

Alumni events highlight:

The Alumni Office hosted or supported 21 alumni touch points, which resulted in over 825 individual alumni personal contacts. These ranged from individual meetings, to athletic reunions, class reunions, Homecoming events, regional meet-ups, alumni board and committee meetings.

Event highlights from April to September below:

- **April Communications Media** - nearly 170 alumni came back to campus for a reunion held in the department
- **May Commencements** - 35 alumni attended to take part in graduation ceremonies.
- **Golf Tournaments** - 68 alumni participated in various golf tournaments to support our athletic teams.
- **Falcons on Cape Cod** event brought almost 90 alumni and their guests together in celebration of Falcon pride and excitement over meeting the new president.
- **Retired Educators Luncheon** - 86 alumni gathered at a luncheon that had not happened in five years.
- **Alumni Athletic Reunions** - 74 alumni came back to campus this summer to play against the current teams' roster.
- **Gold Key Breakfast:** 60 alumni came together to celebrate the newly initiated class of 1974 into the Gold Key Society.
- **50th reunion:** 30 alumni caught up during a lunch for the class of 1974.
- **MOHAWK reunion:** 92 alumni registered to attend the 100th anniversary of the MOHAWK club.
- **Harrod Antique Tools:** alumni gathering to see the new display for Harrod tools in the old industrial arts building that is now the Anthony building.

ATHLETICS AND RECREATIONAL SERVICES

Athletics continues to make a positive impact on the overall enrollment of the university. Our student-athlete count for the Fall 2024 semester is 50 students higher than the Fall 2023 (377 compared to 327). The largest roster increases were seen in football, women's cross country and baseball but all of our sports contributed to the increase.

The academic performance of our student-athletes continues to be a great source of pride for the department as athletes finished the 2023-2024 academic year with a GPA of 3.04. The academic commitment was recognized by the MASCAC as 168 student-athletes earned all-academic standing for achieving at least a GPA of 3.20 or higher.

While there is not a lot of athletic activity in between the spring and fall semesters, one student-athlete excelled for the green and gold during this time. Liam Bourassa, a junior track and field student-athlete from Shirley, earned NCAA Division III All-American honors at the national championships in late May. Bourassa, who competes in javelin, finished 10th in the country at the national meet which resulted in his second straight season of all-American status. Bourassa entered the national championship as the 2nd ranked javelin thrower in the country.

The fall athletic seasons are underway with excellent team and individual accomplishments. Football secured a victory in their first game of the season with a 12-0 win over Dean College. Men's soccer has three wins in the early going with victories over Elms, Dean and Curry College. Women's Soccer and Field Hockey both opened their MASCAC conference seasons with victories over Salem State and Framingham State, respectively.

Improving our student-athlete's health and well-being continues to be a major focus of the department. Our athletic training staff implemented a new tool this preseason to assist in the monitoring of concussions. All student-athletes were given tests using a new concussion platform which uses technology to better assess the baseline balance of an athlete which can be compared to future tests when a head injury is suspected. This tool, when combined with other monitoring practices, provides our athletic trainers with additional knowledge to ensure athletes are diagnosed and properly assessed before returning to practice and competition.

Our athletic conference, the MASCAC, launched a new initiative that provides free access to ZAMA Health for all student-athletes across the league including Fitchburg State. The app is designed specifically for college athletes and offers self-guided modules to maximize performance goals and improve mental health. The app also provides athletes with direct contact information to the offices and services on the Fitchburg State campus that can assist them with any challenges they are facing while balancing being both a student and an athlete.

The athletic department welcomed three new staff members to begin the fall seasons. Hope Tula has joined the staff as an assistant athletic trainer. Tula joins the Falcons staff after a two-year stint at Clark University. There are a number of challenges with staffing athletic trainers across all levels of collegiate athletics and we were excited to have someone with Tula's experience joining the team.

Joe Galvin has been named the new head baseball coach. Galvin has been a member of the Fitchburg State baseball coaching staff for the previous three seasons in which he has played an instrumental role in recruiting. In addition to his time at Fitchburg State, Galvin previously served as an assistant coach with the Shrewsbury American Legion and as an instructor for 3Step Sports baseball. Galvin played collegiately at UMass Dartmouth.

Jim Ray takes over as Head Women's Volleyball Coach after serving as assistant coach for the previous three seasons. Ray's past experience includes serving as the head men's and women's volleyball coach at Lesley University. Volleyball is the most recent addition to our varsity sport offerings and continues to develop as a program and will benefit from Ray's previous coaching experience as we move forward.

Recreation Services continues to provide a plethora of fitness opportunities for our student population. This academic year there is a focus on increasing in-person group exercise classes with yoga, Zumba and spin all being offered. The Recreation Center over the last academic year (September 2023 to May 2024) saw 32,479 total users. This data does not include student participation in varsity athletics or academic class attendance and reflects an increase of 49% over the previous year (21,745 users).

CAMPUS SAFETY/UNIVERSITY POLICE DEPARTMENT

The University Police Department consists of twenty-six (26) full-time employees and one (1) part-time employee. We have twenty-two (22) sworn police officers, who are certified through the Massachusetts Police Officer Standards and Training Commission (POST). In addition, we employ five (5) full-time civilian employees; four (4) communications personnel and one (1) administrative assistant.

We recently had three officers graduate from Municipal Police Training Committee (MPTC) academies (in May and July), and hired two new front-line supervisors (sergeants) in May. As a result, we are happy to report that all of our UPD positions are currently filled.

We are fortunate to be in this position, as many agencies are still struggling to fill their vacancies as we have observed an increase in retirements and fewer people who are interested in careers in law enforcement.

As part of a concerted effort, we worked with Human Resources and senior leadership to implement recruitment and retention strategies that we forecasted to be impactful. We were the first in the state system to review the compensation structure for our officers and also the first to implement a non-traditional schedule, with the primary focus on employee wellness.

On-going Efforts & Accomplishments

Clery Compliance / Annual Security Report: the University Police Department worked collaboratively with the Director of Title IX, and other campus stakeholders, to draft and publish the university's Annual Security Report (ASR). This report also reflects the new Title IX

regulations that took effect on Aug. 14. The 2024 ASR was shared with the university community on Friday, Sept. 27.

Emergency Management Team

The Emergency Management Team (EMT) has convened twice since the end of the spring semester. We have focused our work on the following areas in recent months:

We have initiated a review of our existing Emergency Support Functions (ESFs) and identified additional ESFs that we may wish to create.

The team has completed two exercises; a full system test of our mass notification system, RAVE Alert, on Sept. 12 and 19.

With regards to fire safety, we collaborated with other internal and external stakeholders to offer “After the Fire” during new and transfer student orientation. “After the Fire” is an educational/awareness program based on a Jan. 19, 2000, incident at Seton Hall University when a fire set by arsonists raced through a freshman dorm, killing three students and injuring 58 others.

We also completed our emergency evacuation drills from all campus buildings, on Oct. 9.

The Emergency Management Team has identified several goals for the 2024-25 academic year:

1. Execute an MOU between the university and the City of Fitchburg Emergency Management Agency.
2. Review and update our Comprehensive Emergency Management Plan (CEMP), which was last revised in April of 2019.
3. Review and update our Emergency Support Functions (ESFs).
4. Draft an institutional Continuity of Operation Plan (COOP).

Community Engagement & Personal Safety Course Offerings

Since May, our department has engaged in several efforts meant to develop relationships with students and campus partners.

During the summer months, we met with our orientation leaders in an informal setting. This type of environment created the ability for open discussion, to learn about one another's roles on campus, and created the space for students to ask questions about our role on campus. The intent

was to share information that may help them to answer questions that may arise during orientation.

We offered and delivered several iterations of our “Campus Safety Overview” presentation. Over the course of seven sessions, we reached approximately 510 people (to include new/transfer students during orientation).

Additionally, our community CPR/AED/First Aid offerings continued through the summer. We provided training for 49 people. We have two more classes scheduled for later this fall.

Our de-escalation training was provided to 30 students/staff from Housing and Residential Services and our Civilian Response to Active Shooter Events (CRASE) training was also delivered to 45 people.

Representatives from the University Police Department also participated in the annual 4th of July Parade with our city partners.

Sergeant Sumner participated in the Upward Bound Math and Science career night, which presented an opportunity for the students to ask questions about a career in law enforcement.

Other events we participated in include; Rock the Block event and our annual Housing Open House at the station.

The chief and each of the lieutenants participated in the One Stop Falcon (“Falcon Express”) events this year. New for the institution, these events were designed to provide a forum where students could meet with university representatives to help resolve issues that may be a barrier to a successful academic year.

Our departmental liaison officers have had conversations with the Gay Straight Alliance (GSA), the Veterans Outreach Center, and Housing and Residential Services regarding how we can work together for future events.

We have more events planned in the coming days and months. One of which is an event where we partner with the Vanessa Marcotte Foundation and the District Attorney’s office to provide self-defense training. We also participated in the national “Coffee with a Cop Day” on Wednesday, October 2nd.

Professional Development and Training

The department prides itself on staying up to date on changes in the policing profession, and ensuring that members of the department receive the necessary tools and resources to serve the campus community. In the past five months, members of the department have participated in numerous trainings, both in person and virtually, as well as in collaboration with other campus departments. In addition, our dedicated certified instructors in particular content areas, had the opportunity to provide training from their areas of expertise (First Responder, CPR/AED/First Aid, Firearms and Active Shooter Response).

Each sworn member of the department completed mandatory in-service training, as prescribed by the Massachusetts Police Training Committee (MPTC). These blocks of training needed to be completed by June 30. Those topics included: Legal Updates, Reports and Testimony, Defensive Tactics, Officer Wellness, OUI (Operating Under the Influence), Rules of the Road, First Aid, CPR, and firearms training & qualification.

The department also provided officers additional training as part of our “in-house” in-service training, which included Active Shooter Response and Behavioral Observation Recognition Training (a sort of “See Something, Say Something” program that focuses on behaviors, not appearance).

In August, we held our first joint training with Housing and Residential Services, the Dean of Students Office and Counseling Services. The intent was to have HRS and UPD employees further develop their competencies when responding to students experiencing a mental health crisis.

These concepts were then furthered by reviewing the newly revamped CARE Team process. The new process included the implementation of industry best practices, in consultation with the National Association of Behavioral Intervention and Threat Assessment (NABITA).

The aforementioned training was reinforced at the department level with several members of the University Police Department attending the Department of Mental Health’s (DMH) law enforcement conference (which Fitchburg State Hosts), or Crisis Intervention Training provided by a state vendor (Open Sky Community Services).

This past May, we hired two new front-line supervisors (sergeants). As a result, we invested in their professional development and sent them to two separate supervisory training programs, including one hosted by the Massachusetts Police Training Committee and the other from Municipal Police Institute.

The two new sergeants also received Clery Act Training from the Clery Center, to increase their knowledge of the federal requirements placed on institutions of higher education and how they intersect with their role as supervisors.

Although much of this summer training focused on response to mental health, we continue to train on other crisis-related topics such as Civil Disorder and Political Protests, Active Assailant Integrated Response (AAIR), Use of Force, and De-escalation. Lastly, we were able to send two officers to Police Mountain Bike Training (PMBT), which allows us to increase our visibility and accessibility on campus.

COMMUNICATIONS AND PUBLIC AFFAIRS

This has been a busy quarter in communications and public affairs with a great deal of internal and external interest surrounding the presidential transition. The new chapter in the institution's history has provided a valuable opportunity to reintroduce Fitchburg State to audiences near and far.

We disseminated press releases about the presidential search, from the arrival of finalists to campus and ultimately the selection of Dr. Hodge. The [news](#) about the appointment drew widespread media interest, as did the ultimate [confirmation](#) by the state Board of Higher Education.

Dr. Hodge's arrival on campus was also met with significant attention, including interviews with local and [regional](#) publications. This included the inaugural State of the University address on Sept. 4, which was [streamed](#) by FATV and highlighted in [regional media](#) outlets.

This office also coordinated media coverage for other events of local interest, including the graduation ceremony for the 7th Recruit Officer Course in September, which was also [streamed](#) online. Program elements including remarks were prepared for this event through this office.

Press releases created during this period are [posted](#) on the university website, including previews of major university events like [Hispanic Heritage Month](#), the university's observance of [Constitution Day](#), [LGBTQ+ History Month](#), the university's [rankings](#) in U.S. News and World Report, and programs organized for national [Banned Books Week](#).

This office also continues to curate the digital [Fitchburg State Magazine](#). In this period, articles were posted with an introduction to the [vision](#) of President Hodge, as well as a feature looking back at the tenure of [President Lapidus](#). The magazine also included a wrap-up of the first [State of the University](#) address that also included links for readers to see the program. There is also a feature on accomplished alumnus [Francis Legros](#) and additional articles are in development.

As a member of the president's cabinet, this office advises on a number of operational areas and assists in communicating updates to the Board of Trustees as well as campus constituencies.

Beyond those functions, this office is a key member of the university's emergency management team. Working with offices including University Police and Technology, the office supports the updating and testing of our emergency response plans and systems, including a comprehensive test this fall that revealed a glitch in our mass notification software. The issue has since been resolved.

As the university's records access officer, this office has processed more than 40 public records requests this calendar year, more than 20 of which were submitted since the board's last meeting. All of these involve coordinating the collection of documents from other campus offices, including detailed procurement data.

This office also coordinates the dissemination of campus messages from several official mailboxes, including the President's Office, Campus Communications, and Fitchburg State News. These accounts are employed to call attention to certain notices, from major campus events to updates on institutional reorganization.

In close collaboration with the Marketing and Integrated Communications team, this office has supported the development and deployment of social media and other content, including the president's expanded social media presence, including Presidential accounts on Facebook, Instagram, and Threads. President Hodge maintains an active professional LinkedIn account.

Media Links:

- Donna Hodge gets state OK as next president of Fitchburg State University, Worcester Telegram & Gazette, June 3, 2024:
<https://www.telegram.com/story/news/education/2024/06/03/donna-hodge-gets-state-ok-as-next-president-of-fitchburg-state-university/73962867007/>
- FSU welcomes 12th president; Donna Hodge reports for duty, Sentinel & Enterprise, July 7, 2024: <https://www.sentinelandenterprise.com/2024/07/07/fsu-welcomes-12th-president/>
- The new president: Under Donna Hodge, Fitchburg State looks to provide more pathways for non-traditional students, Worcester Business Journal, July 22, 2024:
<https://www.wbjournal.com/article/the-new-president-under-donna-hodge-fitchburg-state-looks-to-provide-more-pathways-for-non>
- State of the University Address, FATV, Sept. 4, 2024:
<https://videoplayer.telvue.com/player/yycCAZPb0NN3zj2o5qio->

Coversheet

Dr. Patricia Marshall, Provost and Executive Vice President

Section: III. President's Report
Item: C. Dr. Patricia Marshall, Provost and Executive Vice President
Purpose:
Submitted by:
Related Material: Marshall Board of Trustees October 2024 .pdf

Completed in AY23-24	To Complete in Fall 2024	Short-Term AY24-25	Medium Term AY25-26
<ul style="list-style-type: none"> ✓ Committees & Charges ✓ Faculty/Librarian Hiring Plan ✓ Internship Manual ✓ Departmental Policies and Procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> ILPs through governance <input type="checkbox"/> Launch MAICEI Program, with Students to Campus in Fall 2024 <input type="checkbox"/> Launch New Student Evaluation Instrument 	<ul style="list-style-type: none"> <input type="checkbox"/> NECHE Projections (BA/BS, Course numbering, Space for electives) <input type="checkbox"/> Classroom Inventory & Scheduling <input type="checkbox"/> Review Academic Policies & Procedures <input type="checkbox"/> Create/Launch Campus Reading Clinic 	<ul style="list-style-type: none"> <input type="checkbox"/> FYE <input type="checkbox"/> Pre-Registration & Orientation <input type="checkbox"/> Examine Academic Program Array <input type="checkbox"/> Academic Integrity <input type="checkbox"/> Internationalization Plan <input type="checkbox"/> Complete Transition to Blackboard Ultra

ONGOING:

- Morale
- Expand Creation & Use of OER
- Better Integrate Day & SGOCE
- General Education Assessment
- Diversify Faculty, Librarians, and Staff
- Foster AI Literacy
- Modality

Coversheet

Student Trustee Report

Section: V. Student Trustee Report
Item: A. Student Trustee Report
Purpose:
Submitted by:
Related Material: Gill, Matthew Update.pdf

Matthew Gill
Board of Trustees
Student Trustee Report
9/27/24

Trustee Report - October

Hello everyone,

I hope that everything has been going well since we've last seen each other. We have had an exciting couple of weeks since the start of the school year, and I'm happy to share with you some quick highlights.

We had Rock the Block on September 10th and we had a great turnout. I heard from many people that the Class of 2028 is ready to be involved on our campus.

The Student Government Association was able to have their first meeting on September 10th as well, and we had a full gallery. We met many new people that are ready to advocate for the student body this year and we elected new members into our senate.

One of the first tasks that the Student Government Association has been ready to look into is a rideshare program. We had a request from a student asking that we think about the idea of implementing scooters or bikes on our campus that could be rented for a certain amount of time. Student Government has only just begun looking into this, but I still just wanted to let you know about this exciting opportunity.

Another task that SGA is ready to take on is an 'Election Party' that is going to be put on by the Office of Student Development. We have created a committee, which I am co-chairing, in which we are helping create an event that fosters appropriate conversation about the election process and the election results, and what that may look like in the future.

The Student Government Association is going to be heavily involved in helping our students on campus understand how to register to vote and where they can seek additional help. We want to promote the idea of voting in our democratic society and we are encouraging everyone to get out and vote!

If you have any suggestions about ways in which we can get our students more involved in the understanding of why it is important to vote, please let me know!

Thank you,
Matthew Gill

Coversheet

Presented by JD Head, AVP Capital Planning and Maintenance

Section: VI. Annual Physical Plant Report
Item: A. Presented by JD Head, AVP Capital Planning and Maintenance
Purpose:
Submitted by:
Related Material: FV FSU Capital Planning & Maintenance Fall 24.pdf



FITCHBURG STATE UNIVERSITY

CAPITAL PLANNING AND MAINTENANCE **BOARD OF TRUSTEES REPORT** OCTOBER 17, 2024

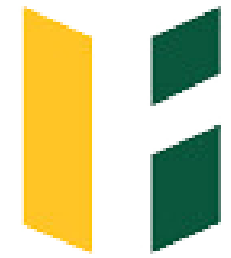


JOHN "JD" HEAD

ASSOCIATE VICE PRESIDENT

CAPITAL PLANNING AND MAINTENANCE

- Former National Park Service Ranger
- Former Peace Corps Volunteer
- 25 years of Sr. Public Leadership experience in the Commonwealth
- MCPPO - Licensed Owners Project Manager



FITCHBURG STATE UNIVERSITY

PLANNING THE FUTURE.

FITCHBURG STATE UNIVERSITY BUILDING PORTFOLIO

FITCHBURG STATE UNIVERSITY BUILDING CATALOG	GROSS SQUARE FEET
Buildings Owned By DCAMM	938,832
Buildings Owned By MSCBA	482,919
Buildings Owned by FSU Foundation Inc.	6,049
Buildings Owned By FSU Foundation Supporting Org, Inc.	146,233
GRAND TOTAL OF BUILDINGS OWNED ON BEHALF OF FSU	1,574,033

LEASED SPACE	GROSS SQUARE FEET
MART PDC - 150 Main Street	2,305
MART Grant Ctr - 152 Main Street	1,809
Wallace Arena - Civic Center	74,271
Landry Arena - Civic Center	31,334
GRAND TOTAL OF BUILDINGS LEASED FROM ENTITIES OTHER THAN THE FOUNDATION	109,719

TOTAL BUILDINGS/SPACE USED BY THE UNIVERSITY 1,683,752 GSF

Site Name	# of Buildings	CRV / SF	SF	Site CRV	1 Yr Needs	1 Yr FCI	5 Yr Needs	5 Yr FCI	10 Yr Needs	10 Yr FCI
Fitchburg State University	19	\$657	1,139,390	\$748,214,434	\$3,015,127	0.00	\$55,582,294	0.07	\$88,937,277	0.12

FCI SCORES

ASSET PORTFOLIO

ALL COST BELOW ARE LISTED IN ESTIMATED CONSTRUCTION COSTS (DC *1.3)

Building Name	Build Year	Size	CRV	1 Yr Needs	1 Yr FCI	5 Yr Needs	5 Yr FCI	10 Yr Needs	10 Yr FCI
153 Snow Street	1910	5,252	\$2,390,174	\$980,248	0.41	\$1,177,249	0.49	\$1,177,249	0.49
Anthony Student Service Center	1936	20,076	\$20,597,898	\$44,411	0.00	\$1,165,560	0.06	\$2,694,187	0.13
Antonucci Science Complex	1963	136,314	\$101,668,310	\$414,592	0.00	\$791,168	0.01	\$2,845,717	0.03
Athletics and Recreation Center	2000	84,170	\$62,369,834	\$52,588	0.00	\$6,855,422	0.11	\$9,333,256	0.15
Campus Police Station	2009	4,709	\$3,757,442	\$13,732	0.00	\$153,474	0.04	\$606,615	0.16
Conlon Fine Arts Building	1975	19,351	\$14,339,090	\$0	0.00	\$2,785,777	0.19	\$3,670,941	0.26
Conlon Hall	1975	111,474	\$82,602,235	\$0	0.00	\$6,611,461	0.08	\$10,893,582	0.13
Dupont Facilities	1977	13,791	\$13,424,438	\$40,363	0.00	\$1,168,655	0.09	\$2,902,504	0.22
Edgerly Hall	1900	26,186	\$25,578,667	\$16,360	0.00	\$2,001,810	0.08	\$2,501,802	0.10
Exercise and Sports Science - 155 North Street	1900	8,282	\$6,136,622	\$5,174	0.00	\$232,275	0.04	\$389,118	0.06
Fitchburg State University - Site	0	165,000	\$6,296,700	\$0	0.00	\$34,710	0.01	\$694,478	0.11
Hammond Building	1975	164,255	\$102,986,795	\$123,447	0.00	\$5,274,489	0.05	\$7,278,459	0.07
Holmes Dining Hall	1957	34,399	\$25,489,659	\$21,492	0.00	\$5,355,603	0.21	\$6,431,826	0.25
McKay Campus School	1971	194,667	\$144,248,247	\$121,624	0.00	\$13,766,963	0.10	\$24,869,110	0.17
Miller Hall	1903	22,124	\$21,438,157	\$13,823	0.00	\$996,622	0.05	\$1,523,766	0.07
Percival Hall	1909	34,224	\$33,163,055	\$21,382	0.00	\$992,115	0.03	\$2,259,588	0.07
Sanders Administration Building	1963	24,842	\$15,575,932	\$242,066	0.02	\$1,894,510	0.12	\$2,649,555	0.17
Thompson Hall	1895	53,569	\$51,868,403	\$33,469	0.00	\$2,217,352	0.04	\$3,355,900	0.06
Weston Auditorium	1963	16,705	\$14,282,777	\$870,356	0.06	\$2,107,078	0.15	\$2,859,624	0.20

*DCAMM PROJECT #BHE2201
 HIGHER EDUCATION FACILITY CONDITION ASSESSMENT
 FITCHBURG STATE UNIVERSITY
 DECEMBER 04, 2023

DISCIPLINE CONDITION INDEX



Disciplines	CRV	CRV/SF	1 YR Needs	5 YR Needs	10 YR Needs	1 YR DCI	5 YR DCI	10 YR DCI
Structural	\$133,111,503	\$117	\$13,884	\$90,574	\$90,574	0.00	0.00	0.00
Architectural	\$276,733,202	\$243	\$1,584,550	\$31,083,882	\$41,510,969	0.01	0.11	0.15
Plumbing	\$37,857,712	\$33	\$117,489	\$587,078	\$3,790,122	0.00	0.02	0.10
Mechanical	\$132,146,995	\$116	\$488,291	\$14,617,923	\$18,031,783	0.00	0.11	0.14
Fire Protection	\$10,887,193	\$10	\$0	\$22,413	\$22,413	0.00	0.00	0.00
Electrical	\$82,108,418	\$72	\$760,963	\$5,619,263	\$13,862,555	0.01	0.07	0.17
Communications	\$18,614,752	\$16	\$49,949	\$49,949	\$2,417,179	0.00	0.00	0.13
Safety and Security	\$11,037,088	\$10	\$0	\$90,676	\$3,877,877	0.00	0.01	0.35
Civil	\$40,822,695	\$36	\$0	\$227,220	\$2,140,491	0.00	0.01	0.05
Accessibility Assessments*	\$4,894,876	\$4	\$0	\$3,193,316	\$3,193,316			
Total Estimated Construction Costs	\$748,214,434	\$657	\$3,015,127	\$55,582,294	\$88,937,277	FCI 0.00	FCI 0.07	FCI 0.12

*DCAMM PROJECT #BHE2201
 HIGHER EDUCATION FACILITY CONDITION ASSESSMENT
 FITCHBURG STATE UNIVERSITY
 DECEMBER 04, 2023



DECARBONIZATION

We are beginning the process of addressing Fitchburg State's most critical aging infrastructure, starting with the **central steam distribution plant**.

As a key component of campus heating, the plant requires significant attention due to its age and rising maintenance costs. Our initial focus will be on evaluating the system, identifying urgent repairs, and exploring energy-efficient upgrades. We aim to leverage all available funding sources, while aligning with our sustainability goals and engaging stakeholders to ensure long-term success.



PLANNING THE FUTURE.

We are pleased to announce a renewed focus on capital planning and implementation to strategically maximize funding opportunities across Local, State, Federal, and other available sources. Our approach will prioritize financial prudence in the use of local operating capital, with a commitment to transparency, stakeholder engagement, and addressing critical areas such as decarbonization and the modernization of aging infrastructure.

We are also excited to welcome Heidi Messing as the new Director of Capital Projects, who will be instrumental in advancing these key initiatives.



THANK YOU.

Coversheet

Updated Budget Reporting FY25

Section: VII. Preview Updated Budget Reporting FY25
Item: A. Updated Budget Reporting FY25
Purpose:
Submitted by:
Related Material: Corrected_FY25_BUDGET_BOT_Oct2024.pdf



	FY 2025 Working Budget	FY 2025 BOT Approved Budget	FY 2024 Actuals	FY 2024 BOT Approved Budget
REVENUE				
State Maintenance	44,430,917	41,993,969	41,419,232	37,687,632
Fringe Total Costs	19,296,347	-	-	-
State Funded Fringe Benefits	(19,296,347)	-	-	-
Collective Bargaining Funds		1,287,474	-	3,156,863
Performance Funding		1,149,474	574,737	1,149,474
Total State Revenue	44,430,917	44,430,917	41,993,969	41,993,969
Tuition/ Non state Support	875,000	875,000	380,749	875,000
Tuition/ Out of State Undergraduate	1,375,000	1,375,000	1,452,561	1,376,407
Total Tuition	2,250,000	2,250,000	1,833,310	2,251,407
UG Day Division Fees	20,380,729			21,063,192
UG Day Division Capital Debt Fee	4,561,850			4,561,850
Ed Serv Fee Transfer (SGOCE/AP)	6,490,098			-
Total Fees	31,432,677	-	-	25,625,042
Net Tuition & Fees	33,682,677	27,210,579	26,169,719	27,876,449
Sales & Service Income/Other	2,191,100	2,191,100	3,580,189	2,428,773
Investments -Dividends/Interest	1,402,500	1,402,500	1,618,590	1,402,500
Grants	1,896,181	1,896,181	4,674,890	1,596,181
Financial Aid	7,250,343	7,250,343	6,049,855	7,250,343
Dorm Authority - Housing	9,419,856	9,419,856	8,160,279	8,772,203
Food Services	3,540,000	3,540,000	3,433,044	3,200,000
Reserve from Fund Balance	1,442,190	1,442,190		1,336,502
Sch of Grad and Continuing Educ	9,900,190	9,900,190	9,319,958	9,912,009
Center for Professional Studies	571,011	571,011	342,244	486,696
Accelerated Programs	9,397,415	9,397,415	9,164,278	11,099,805
Ed Service Fee (xfr to university)	(6,490,098)			
Total Operating Revenue	\$ 118,634,282.00	\$ 118,652,282.00	\$ 114,507,015.00	\$ 117,355,430.00
EXPENDITURES				
Personnel Costs (Day)	50,083,635	50,083,635	44,241,418	49,635,208
Operations (Day)	27,816,213	31,186,213	30,425,758	29,564,328
Utilities	5,075,847	5,075,847	4,817,723	5,130,874
Housing	10,834,190	10,834,190	9,986,211	10,214,441
Food Service	3,370,000			
Capital (Operations-Funded)	7,500,000	4,725,000	6,125,313	4,725,000
School of Graduate Online Continuing Education	6,290,462	10,395,429	6,568,789	9,990,934
Center for Professional Studies	\$ 570,917			
Accelerated Programs	\$ 6,441,367	9,397,415	\$ 6,798,928	\$ 11,099,805
Operating Budget Expenses	\$ 117,982,631	\$ 121,697,729	\$ 108,964,140	\$ 120,360,590
NET TOTAL	\$ 651,651.00	\$ (3,045,447.00)	\$ 5,542,875.00	\$ (3,005,160.00)

Coversheet

Report

Section: VIII. Personnel Updates
Item: A. Report
Purpose:
Submitted by:
Related Material: BOT Report 10172024.xlsx - Report 10172024.pdf

TO: Board of Trustees
 FROM: The President
 SUBJECT: Personnel Actions

DATE: October 17, 2024
 NOTIFICATION NUMBER: 01-24/25

Hires

Andrew Pottorff Effective: 6/17/24	Assistant Director, Education Coordinator, Upward Bound Math and Science <i>Replacement Position - Budgeted line -Grant</i>	\$55,000.00
Donna Hodge Effective: 7/1/24	President, President's Office <i>Replacement Position - Budgeted line</i>	\$320,000.00
Anders Johnson Effective: 7/1/24	Staff Assistant, Server Administer, Technology <i>Replacement Position - Budgeted line</i>	\$82,000.00
Mojdeh Bayet Effective: 7/22/24	Dean of Education <i>Replacement Position - Budgeted line</i>	\$160,000.00
Hope Tula Effective: 7/29/24	Staff Assistant - Assistant Athletic Trainer <i>Replacement Position - Budgeted line</i>	\$66,511.62
Helen Ouellette Effective: 8/12/24	Interim Chief Financial Officer <i>Replacement Position - Budgeted line</i>	\$210,000.00
Christopher Adams Effective: 9/1/24	Associate Professor, Psychological Sciences (Tenure Track) <i>Replacement Position - Budgeted line</i>	\$90,433.73
Kimberly Bennett Effective: 9/1/24 Ends: 5/31/2025	Visiting Assistant Professor, Early Childhood Education <i>One Year Temporary, due to resignation</i> <i>Replacement Position - Budgeted line</i>	\$71,000.00
Zoe Cruz Effective: 9/2/24	Staff Associate, Coordinator of Human Resources and Faculty Affairs <i>Replacement Position - Budgeted line</i>	\$75,000.00
Nestor Fernando Diaz Morera Effective: 9/1/24 Ends: 5/31/24	Visiting Assistant Professor, Mathematics <i>One Year Temporary, due to retirement</i> <i>Replacement Position - Budgeted line</i>	\$65,000.00
Dawn Gilliatt Effective: 8/26/24	Assistant Director, School of Graduate, Online & Continuing Education <i>Replacement Position - Budgeted line</i>	\$65,000.00

Andres Gonzalez Effective: 9/1/24 Ends: 5/31/25	Visiting Assistant Professor, Communications Media <i>One Year Temporary</i> <i>Replacement Position - Budgeted line</i>	\$72,000.00
Guy Karlebach Effective: 9/1/24	Assistant Professor, Computer Science (Tenure Track) <i>Replacement Position - Budgeted line</i>	\$95,000.00
Stacy Peterson Effective: 9/1/24 Ends: 5/31/25	Visiting Assistant Professor, Behavioral Science <i>One Year Temporary</i> <i>Replacement Position - Budgeted line</i>	\$68,000.00
Hefei Qui Effective: 9/1/24	Assistant Professor, Computer Science (Tenure Track) <i>Replacement Position - Budgeted line</i>	\$95,000.00
Visal Veng Effective: 9/1/24 Ends: 5/31/25	Visiting Assistant Professor, Engineering Technology <i>One Year Temporary</i> <i>Replacement Position - Budgeted line</i>	\$74,000.00
Kelly Mayer Effective: 9/16/24	Assistant Director of Enrollment Management <i>Replacement Position - Budgeted line</i>	\$69,000.00
Fernando Garcia-Rodriguez Effective: 9/30/24	Director for Early College & Dual Enrollment <i>Replacement Position - Budgeted line</i>	\$75,000.00
Rehire		
Christine Oleksyk Effective Date: 9/1/24 Ends: 5/31/25	Instructor, Nursing (Temporary Permanent) <i>One Year Temporary</i>	\$75,557.87
Jennifer Dupuis Effective Date: 9/1/24 Ends: 5/31/25	Instructor, Nursing (Temporary Permanent) <i>One Year Temporary</i>	\$73,086.35
Karen Beaton Effective Date: 9/1/24 Ends: 12/20/24	Instructor, Nursing (Temporary Permanent) <i>One Year Temporary</i>	\$77,006.03
Lori Leonard Effective Date: 9/1/24 Ends: 5/31/25	Visiting Assistant Professor, Mathematics <i>One Year Temporary</i>	\$65,520.00
Nancy Green	Instructor, Nursing (Temporary Permanent)	\$67,368.46

Effective Date: 9/1/24
 Ends: 12/20/24

One Year Temporary

Separations

John Crawley Effective: 5/1/24	Associate Professor, Business Administration <i>Deceased</i>	\$80,147.05
Jessica Westmaas Effective: 5/17/24	Staff Assistant, Athletic Trainor, Athletics Department <i>Resignation</i>	\$52,000.00
Emon Toohey Effective: 5/31/24	Assitant Librarian, Library <i>One Year Position Concluded</i>	\$53,051.44
Anna Noyes Effective: 6/7/24	Staff Associate, Coordinator of Human Resources and Faculty Affairs <i>Resignation</i>	\$70,304.00
Monique Guthrie Effective 6/28/24	Staff Assistant, Downtown Events and Marketing Coordinator <i>Grant Concluded</i>	\$53,469.62
Patricia Kio Effective: 8/31/24	Assistant Professor, Engineering Technology <i>Resignation</i>	\$74,082.48
Junior Pena Effective: 6/28/24	Director of Student Diversity, Equity, and Belonging Programs <i>Resignation</i>	\$105,777.88
Lyndsey Benharris Effective: 7/31/24	Associate Professor, Education <i>Resignation</i>	\$82,575.95
Jeffery Godin Effective: 6/22/24	Professor, Excercise & Sport Science <i>Deceased</i>	\$112,613.46
Jennifer Hanselman Effective: 8/9/24	Dean, Health and Natural Sciences and Dean of Business & Technology <i>Resignation</i>	\$178,464.00
Tara Candelmo Effective: 6/30/24	Staff Assistant, Counselor - Counseling Services <i>Grant concluded</i>	\$53,500.00
Mairead Weagle Effective: 6/28/24	Staff Assistant, Coordinator of Greek Life and Programming, Student Development <i>One Year Temporary Position Concluded</i>	\$52,200.00
Benjamin Levy Effective: 8/31/24	Associate Professor, Mathematics <i>Resignation</i>	\$83,306.14
David Rillett Effective: 8/31/24	Assistant Professor, Computer Science <i>One Year Temporary Position Concluded</i>	\$67,600.00

Bruce Serret Effective: 8/30/24	Director of Operations and Maintenance, Capital Planning and Maintenance <i>Resignation</i>	\$135,200.00
Heath Hightower Effective: 8/31/24	Visiting Assistant Professor, Behavioral Science <i>One Year Temporary Position Concluded</i>	\$68,640.00
Jennie Snow Effective: 8/31/24	Asisstant Professor, English Studies <i>Resignation</i>	\$71,371.36
Kayla Thomas Effective: 8/31/2024	Instructor, Nursing <i>Resignation</i>	\$70,720.00
Jay Bry Effective: 9/27/2024	Vice President, Finance and Administration <i>Resignation</i>	\$217,118.74
Jessica Murdoch Effective: 10/23/24	Vice President, Human Resoruces & Payroll Services <i>Resignation</i>	\$173,056.00
Mary Beth McKenzie Effective: 10/12/2024	Associate Vice President, Finance and Administration <i>Resignation</i>	\$161,480.07
 Retirement		
Richard Lapidus Effective: 6/30/24	President, President's Office <i>Retirement</i>	\$293,399.55
Gail Doiron Effective: 8/14/24	Staff Associate, Assistant to the President <i>Retirement</i>	\$107,722.76
Christine Shane Effective: 8/30/24	Professor, Behavioral Science <i>Retirement</i>	\$107,235.32
Michael Nosek Effective: 8/31/24	Professor, Biology and Chemistry <i>Retirement</i>	\$114,913.67
 Promotions		
Amber Deschenes Effective: 5/6/24	From: Assistant Director, SGOCE To: Director of Operations, SGOCE	From \$68,126.209 To \$76,000.00
Peter August Effective: 5/6/24	From: Director of Enrollement for SGOCE (interim) To: Assistant Dean of Enrollment for SGOCE	From \$83,446.95 (Interim) To \$100,000.00
Matt Bruun	From: Director of Communication & Public Affairs	From \$99,290.88

Effective: 7/1/24	To: Executive Director, Communications and Public Affairs	To \$111,000.00
Patricia Marshall Effective: 7/1/24	From: Provost/Vice President To: Provost/Executive Vice President	From \$216,320.00 To \$222,000.00
Nancy Murray Effective: 7/22/24	From: Dean of Education To: Special Assistant to the Provost	From \$166,093.78 To (same)
Jannette McMenemy Effective: 8/12/24	From: Professor To: Interim Dean of Health & Natural Sciences and Dean of Business & Technology <i>*Dr. McMenemy will be in the interim role until position is filled permanently</i>	From \$123,006.26 To \$160,000
Leave Without Pay		
Elisabet Takehana Effective: 9/1/24 Ends: 8/31/26	Professor, English Studies <i>Leave without pay for the AY2024-2026.</i>	\$88,740.74
Interim Pay/Additional Duties		
Stefanie Aiken Effective: 5/6/24	From: Associate Director To: Associate Director (same) <i>*Interim pay due to department transitions and resignations, Stefanie has taken on additional duties and responsibilities</i>	From \$87,773.14 To \$94,273.14
Krysta Lopez Effective: 7/1/24	From: Program Coordinator To: Program Coordinator (same) <i>*Interim pay due to department transitions and resignation of Director. Employee has taken on additional duties and responsibilities. This continues until a director is hired or direction from management</i>	From \$54,080.00 To \$59,280.00
Krysta Lopez Effective: 7/1/24	Staff Assistant, Program Coordinator <i>*Realignment of Interim Pay</i>	From \$59,280.00 To \$64,480
Kelli Lundgren Effective: 7/1/24	Staff Associate, Human Resources Staff Associate, President's Office	From: \$74,339.67 To: \$83,850.00
Angelo Prevosto Effective: 8/25/24	Assistant Director of Student Development <i>*Angelo has taken on additional duties due to the vacant Assistant Director, Programming & Club Development</i>	From: \$62,192.00 To: \$69,992.00
Michael Kennedy Effective: 8/25/24	Director of Student Development <i>*Michael has taken on additional duties due to the vacant Assistant Director, Programming & ClubDevelopment</i>	From: \$91,000 To: \$98,800.00
Shane Franzen	Associate Director Student Development	From: \$78,170.78

Effective: 8/25/24	<i>*Shane has taken on additional duties due to the vacant Assistant Director, Programming & ClubDevelopment</i>	To: \$85,970.78
Jossy Brack Effective: 7/14/24	Staff Associate, Onboarding and Benefits Coordinator <i>*Interim Pay during transition*</i>	From \$73,607.76 To: \$78,807.76
FMLA/PFML		
Danibel Caceres Effective: 12/19/23 Ends: 6/5/24	Academic & Career Advisor <i>*Employee using accrued sick time while on leave</i>	\$56,227.70
Yvonne Malcolm Effective: 7/12/24 Ends: 8/23/24	Comptroller, Financial Services <i>*Employee using accrued sick time while on leave</i>	\$150,019.21
Catherine Buell Effective: 9/1/24 Ends: 12/21/24	Professor, Mathematics <i>*Employee using accrued sick time while on leave</i>	\$90,358.27
Sean Goodlett Effective: 9/1/24 Ends: 12/21/24	Professor, Economics, History & Policitcal Science <i>*Employee will be on intermittent FMLA/PFML using accrued sick time while on leave</i>	\$126,518.88
Stefanie Aiken Effective: 7/22/24 Ends: 10/24/24	Associate Director of Admissions <i>*Employee using accrued sick time while on leave</i>	\$94,273.14
Darlene Ficco Effective: 9/1/24 Ends: 10/3/24	Associate Professor, Psychological Sciences <i>*Employee will be using their accrued sick time.</i>	\$84,356.73
Salary Adjustment		
Vineeth Kumar Reddy Narreddy Effective: 5/3/24	Staff Assistant, Network Administrator <i>*Change in salary based on prevailing wage reviewed for Visa requirements</i>	From \$81,021.358 To \$89,877.00
Susan Beddes Effective: 7/1/24	Associate Director for Internship Coordination and Employer Relations <i>*Equity adjustment per Article VI- Appointment, Promotions, Salary Adjustments*</i>	From \$72,784.837 To \$80,000.00
Kelly Sylvia Effective: 7/1/24	Director of Donor Relations <i>*Equity adjustment per Article VI- Appointment, Promotions, Salary Adjustments. Manager Request*</i>	From \$83,588.597 To \$90,000.00
Amanda Sapienza	Assistant Director, Couseling	From \$75,187.11

Effective: 7/14/24	<i>*Equity adjustment per Article VI- Appointment, Promotions, Salary Adjustments. Manager Request- Amanda's new ten month salary \$66,980.77</i>	To \$81,000
Jennifer Murray	Assistant Director, SGOCE	From \$63,207.626
Effective: 7/1/24	<i>*Equity adjustment per Article VI- Appointment, Promotions, Salary Adjustments.</i>	To \$70,000.00
Kimberly Page	Director of Human Resources	From \$98,792.815
Effective: 7/1/24	<i>*Equity adjustment to reflect duties and responsibilities performed</i>	To \$105,000.00
Laura Pierce	Staff Assistant, Recreational Programming and Head Woman's Basketball Coach	From \$55,853.99
Effective: 7/1/24	<i>*Equity adjustment per Article VI- Appointment, Promotions, Salary Adjustments*</i>	To \$65,000.00
Lauren O'Brien	Associate Director, Counseling	From \$87,565.07
Effective: 7/1/24	<i>*Equity adjustment per Article VI- Appointment, Promotions, Salary Adjustments. Lauren's new ten month salary is \$76,490.38</i>	To \$92,500.00
Richard Terrio	Staff Assistant, Equipment Manager and Women's Lacrosse Coach	From \$61,191.92
Effective: 7/1/24	<i>*Equity adjustment per Article VI- Appointment, Promotions, Salary Adjustments</i>	To \$65,000.00
Lynn D'Agostine	Assistant Professor, Education	From: \$73,156.69
Effective: 9/1/24	<i>EE obtained terminal degree, per MSCA an additional \$3183, effective 9/1/24. Doctor of Education</i>	To: \$76,339.69

Change in Title/Department/Salary or Status

Sharon Smith	Staff Assistant - Reporting Specialist	From: \$33,456.86
Effective: 7/15/24	Staff Assistant - Data Reporting and Banner Support Specialist <i>*Sharon was .53fte, her hours now full time at 1 fte due to needs of the department</i>	To: \$73,750.00
Carin Bullis	From: Senior Director of Budgeting	From \$122,649.77
Effective: 8/5/24	To: Senior Director of Budgeting and Acting Director of Financial Services <i>Accepted oversight of areas within Financial Services during transition</i>	To \$142,000.00
Carin Bullis	From: Senior Director of Budgeting and Acting Director of Financial Services	From: \$142,000
Effective: 9/15/24	To: (same) <i>Temporary increase - additional organization structure change. (Student Accounts, Procurement and Contract Services added)</i>	To: \$149,950.00
John David (JD) Head	From: Associate VP Capital Planning and Maintenance	From \$167,648

Effective: 8/5/24	To: Associate VP Capital Planning and Maintenance & Acting Director of University Operations		To \$178,000
Andrew Goodwin Effective: 7/1/24	From: Director for Early College and Dual Enrollment To: Director, Corporate, Foundations and Government Grant Relations	Advancement Academic Affairs	From \$81,152.64 To: \$97,500.00
Andrew Goodwin Effective 9/1/24	From: Director, Corporate, Foundations and Government Grant Relations To: Director, Office of Research and Sponsored Programs	Academic Affairs Creation of the office of Research and Sponsored Programs	From: \$97,500 To: (same)
Kelli Lundgren Effective: 8/18/24	From: Staff Associate, Human Resources Operations Coordinator To: Staff Associate, Executive Assistant to the President	Human Resources & Payroll Services President's Office	From: \$74,339.667 To: \$98,000.00
Michael Cloutier Effective: 9/1/24	From: Chief of University Police To: (same)	Student Affairs President's Office	From: \$125,167.58 To: (same)
Xiaoying Meng Effective: 9/1/24	From: Assistant Professor, Communications Media (One Year Temporary) To: Assistant Professor, Communications Media (Tenure Track)		From: \$74,880.00 To: \$78,000.00
Matthew Lechter Effective: 9/15/24	From: Executive Director of Housing & Residential Services To: (same) <i>Temporary additional responsibilities for all leasing activities reporting to the Office of the President and to the CFO on all matters related to management of all university property</i>	Student Affairs Student Affairs/President's Office	From: \$129,792.00 To: \$140,192
Erin Ross Effective: 9/15/24	From: Director Administrative Services To: (same) <i>Realign operational functions</i>	Financial Services - Mary Beth Mckenzie Financial Services - Carin Bullis	From: \$104,044 To: (same)
Summer Fetterroll Effective: 9/15/24	From: Director of Student Accounts To: (same) <i>Realign operational functions</i>	Financial Services - Mary Beth Mckenzie Financial Services - Carin Bullis	From: \$120,147.53 To: (same)
Juan Orta Effective: 10/7/24	From: Assistant Director, Recruiter & Campus Visitation Admissions To: Assistant Director of Admissions of Operations for SGOCE <i>Replacement Budgeted line</i>		From: \$59,833.32 To: \$67,000
Alexandra Wysocki Effective: 10/1/24	From: Interim, Director of Police Academy 4+1 To: Director of Police Academy 4+1 <i>Replacement Budgeted line</i>		From: \$88,400 To: \$92,000
Correction - Sabbatical 1/2 Year			
Jason Talanian Effective: 1/14/2025 End: 5/31/2025	Professor, Exercise Sports Science <i>Dr. Talanian was inadvertently added to BOT Notification 2/6/24 He is not scheduled for a Sabbatical, Dr. Karen Keenan is on Sabbatical SP 25</i>		

Sabbatical 1/2 Year

Associate Professor, Exercise Sports Science

\$79,703.29

Dr. Keenan was not listed on BOT Notification 2/6/24, she is scheduled for Sabbatical SP25

Effective: 1/14/2025

End: 5/31/2025

Correction to 2nd Year Reappointments on BOT Notification 2/6/24

Jessica Oehrlein

Assistant Professor, Mathematics

\$70,570.98

Effective: 9/1/2024

Dr. Oehrlein is a 3rd year Reappointment and was listed under 2nd year

End: 5/31/2025

Olivia Rossetti

Assistant Librarian, Library

\$56,228.97

Effective: 9/1/2024

Ms. Rosetti is a 3rd year Reappointment and was listed under 2nd year

End: 8/31/2025