

Board of Trustees Meeting
Tuesday, May 2, 2017
Fitchburg State University
Presidents' Hall, Mazzaferro Center
291 Highland Ave., Fitchburg, MA 01420
4:00 p.m.

Members present

Anna Maria Clementi, Martin F. Connors Jr, Carolyn Crowley Stimpson, Donald Irving, Michael Mahan, Anthony Mercadante, Frank O'Donnell (via telephone), C Deborah Phillips, Abigail Cochran

Members absent

Delfi Nieto, Gladys Rodriguez-Parker

Others present

Richard S. Lapidus, Gail Doiron, Cathy Canney, Jay Bry, Jessica Murdoch, Chris Hendry, Marilyn Siderwicz, Mary Beth McKenzie, Heidi Swift, Yvonne Malcolm, Steve Swartz

1. Opening of Meeting

A. Call to Order

Chairman Irving called the meeting to order at 4:03 p.m.

2. Public Comment

A. Public Comment

There were no public comments.

3. Consideration of Minutes

A. Consideration of Minutes from the April 4, 2017 Board of Trustees meeting VOTE (31-16/17)

Motion: It is recommended that the Board of Trustees of Fitchburg State University approve the minutes from the April 4, 2017 meeting.

Motion by Martin F. Connors, Jr.; second by Debbie Phillips.

Roll Call vote:

Yea: Martin F. Connors, Jr., Anna Maria Clementi, Michael Mahan, Abigail Cochran, Donald Irving, Anthony Mercadante, Frank O'Donnell, Debbie Phillips

Final resolution: Motion Carries

4. Finance and Administration Committee

A. FY2018 Budget Discussion

Mr. Mercadante discussed the budget. The Finance & Administration Committee met on April 25 and reviewed and discussed the various reports and voted. He expressed his appreciation to the president for putting together the budget narrative. How the budget fits into the strategic perspective is very well done. He discussed the budget sheet, restricted assets and annual operating budgets FY16-18. He noted that enrollment for the upcoming fall appears to be solid. The fee increases are built into the budget.

B. Student Fee Increase – VOTE (32-16/17)

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve the following annual student fees, effective for the fall semester 2017:

Technology Fee

Technology Fee: \$20.00 increase for FY2018

Motion by Abigail Cochran.; second by Debbie Phillips.

Roll Call vote:

Yea: Martin F. Connors, Jr., Anna Maria Clementi, Michael Mahan, Abigail Cochran, Donald Irving, Anthony Mercadante, Frank O'Donnell, Debbie Phillips

Final resolution: Motion Carries

Ms. Stimpson entered the meeting at 4:11 p.m.

There was a discussion on fees in comparison to our sister institutions. The consensus was to vote the following votes as one item.

C. On-line RN to BSN program fee – VOTE (33-16/17)

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve a fee of \$311 per credit hour for the on-line RN to BSN program.

D. On-line M.Ed. Curriculum and Teaching program fee – VOTE (34-16/17)

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve a fee of \$372 per credit hour for the on-line M.Ed. Curriculum and Teaching program.

E. On-line M.Ed. Educational Leadership and Management program fee – VOTE (35-16/17)

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve a fee of \$372 per credit hour for the on-line M.Ed. Educational Leadership and Management program.

F. Extended Campus Programs Fee Increases for the Wilson Language Training Program – VOTE (36-16/17)

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve the following proposed rate structure for the Wilson Language Training Program.

- Graduate
- 3-credit course - \$325
- 2-credit course - \$285
- 1-credit course - \$240

- Undergraduate
- 3-credit course - \$270
- 2-credit course - \$230
- 1-credit course - \$185

G. Extended Campus Programs Fee Increase for Research for Better Teaching (RBT) – VOTE (37-16/17)

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve the following proposed rate structure for Extended Campus Programs with RBT.

- Graduate
- 3-credit course - \$375
- 2-credit course - \$335
- 1-credit course - \$290

- Undergraduate
- 3-credit course - \$320
- 2-credit course - \$280
- 1-credit course - \$235

Motion by Debbie Phillips.; second by Martin F. Connors, Jr.

Roll Call vote:

Yea: Martin F. Connors, Jr., Anna Maria Clementi, Michael Mahan, Abigail Cochran, Donald Irving, Anthony Mercadante, Frank O'Donnell, Debbie Phillips, Carolyn Crowley Stimpson

Final resolution: Motion Carries

H. FY2018 Budget- VOTE (38-16/17)

Mr. Mercadante presented the budget. There was a discussion.

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve the FY2018 Budget as presented by the President.

Motion by Debbie Phillips.; second by Michael Mahan.

Roll Call vote:

Yea: Martin F. Connors, Jr., Anna Maria Clementi, Michael Mahan, Abigail Cochran, Donald Irving, Anthony Mercadante, Frank O'Donnell, Debbie Phillips, Carolyn Crowley Stimpson

Final resolution: Motion Carries

I. Deferred Maintenance – VOTE (39-16/17)

Mr. Mercadante stated that the transfer was to receive matching funds for some maintenance projects. The money would come out of the reserves.

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve the president's recommendation to transfer \$1,000,000 from reserves to the capital project fund (CPRO) as a match to Commonwealth deferred maintenance funds.

Motion by Debbie Phillips; second by Carolyn Crowley Stimpson.

Roll Call vote:

Yea: Martin F. Connors, Jr., Anna Maria Clementi, Michael Mahan, Abigail Cochran, Donald Irving, Anthony Mercadante, Frank O'Donnell, Debbie Phillips, Carolyn Crowley Stimpson

Final resolution: Motion Carries

J. Roll Forward of Funds to FY2018 Budget – VOTE (40-16/17)

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve that ongoing capital projects roll forward into the FY2018 University Budget.

Motion by Debbie Phillips; second by Carolyn Crowley Stimpson.

Roll Call vote:

Yea: Martin F. Connors, Jr., Anna Maria Clementi, Michael Mahan, Abigail Cochran, Donald Irving, Anthony Mercadante, Frank O'Donnell, Debbie Phillips, Carolyn Crowley Stimpson

Final resolution: Motion Carries

5. Administrative Appointments

A. Administrative Appointments – VOTE (41-16/17)

President Lapidus said, as part of their package, the newly appointed academic deans would be provided with tenure. They are given the right to request tenure if they go back to an academic department and must follow the process outlined in the contract. They have the right to take up a faculty position if they elect to do so.

Motion: It is requested that the Fitchburg State University Board of Trustees vote to approve that the newly appointed Deans have the right to take up a faculty position in the specific department related to their discipline with tenure subject to any obligation for evaluation pursuant to the MSCA Collective Bargaining Agreement.

Motion by Debbie Phillips; second by Martin F. Connors, Jr.

Roll Call vote:

Yea: Martin F. Connors, Jr., Anna Maria Clementi, Michael Mahan, Abigail Cochran, Donald Irving, Anthony Mercadante, Frank O'Donnell, Debbie Phillips, Carolyn Crowley Stimpson

Final resolution: Motion Carries

6. Notifications

A. Personnel Actions (N08-16/17) (Attached)

The personnel actions were included in the packet for informational purposes. There was some discussion around the recent early retirement program.

7. Chair's Report

A. Thank you to Martin F. Connors, Jr. and Anthony Mercadante

Chairman Irving formally thanked Mr. Connors and Mr. Mercadante for their service to the board and the institution. He noted that Mr. Connors has been on the board since 2007, served two terms on the Foundation, which shows tremendous dedication. It was also noted that he had been generous financially. Mr. Connors has done a wonderful job as Chairman.

Mr. Mercadante has been on the board since 2011 and served two terms on the Foundation. His expertise with regard to financial matters has been much appreciated. Both were recognized for their involvement in many other community organizations and work to make our community a better place, and they have made a difference. Chairman Irving quoted a Latin phrase that was applicable to both Mr. Connors and Mr. Mercadante, "Non sibi sed aliis" Not for ourselves, but for others.

Chairman Irving discussed giving in general stating that a letter will going out shortly to the Board asking for financial support. We are all stewards of the University. He asked that every board member consider contributing something.

8. Student Trustee Report

A. Breakfast with the Board

Ms. Cochran thanked everyone that attended the Breakfast with the Board event held in the spring. There was a discussion on other possible events as a means of increasing interaction with students.

9. President's Report

A. Response from NEASC (Attached)

President Lapidus formally thanked Mr. Connors and Mr. Mercadante for their service. He had informed the board at the last meeting of the NEASC report submission. The University received their response and it is extremely positive. We are in a good position for the next five-year review. He publicly thanked Cathy Canney, Associate Vice President for Academic Affairs and the committee that worked so hard on the report. They all did a great job. We were conservative with some of the strategic planning leaving us in a good place moving forward.

B. Admissions Update

We are cautiously optimistic and the trends are very positive for the fall. Deposits are used as a surrogate measure for enrollment numbers. The numbers are also strong for the residence halls. At a prior meeting, the board approved the Simonds Hall acquisition, which is now completely sold out. The president stated he found that to be encouraging given that students who are connected with their institution tend to have higher graduation rates. There was a discussion.

C. FSU Supporting Organization Update

The president provided an update on recent property purchases. Some of the acquisitions will be used for parking and others will be used as green space. He stated that the University is close to securing property on Day Street that will be used for a day care center. Our goal is to renovate the space as a way to support the Education Department and their K– 8 programs adding another laboratory environment. In addition, we can help those in the city that need quality day care. In the fall, we can discuss the campus master plan and review the long-term strategic plan.

D. Commencements

The president invited all board members to participate in the Commencement Ceremonies on May 18 and May 20. There are healthy numbers for graduates at both events. We are ahead of schedule on planning and there is a weather plan if we need to move indoors.

E. Nursing Pinning

The Nursing Pinning Ceremony will take place on May 17. We have 75 nurses graduating which is an increase in number from past years.

F. End-of-year Activities

The president informed the board on a variety of events that take place this time of year. The Convocation Ceremony went well; we hosted the Special Olympics and held a Naturalization Ceremony. There is a great deal of activity at the end of the spring semester.

Mr. O'Donnell left the meeting at 4:42 p.m.

Ms. Clementi noted the support given to students and professors that traveled to Italy. They live in apartments and have to fend for themselves. As always, she would like to see more students traveling. The president reported on the recent program that funds passports for students, which is a first step.

G. News Articles

Recent news articles were included for informational purposes.

10. Adjournment

A. Adjourn the Meeting

The Chairman asked if there were any additional comments.

Ms. Cochran reported on senior week activities.

Mr. Connors thanked everyone for their kind words and said it was an honor to serve on the Board. Mr. Mercadante echoed his comments and stated it was a pleasure to be on the board. He went on to mention that one of the things that impressed him the most was the management and staff. There is good team in place.

With no further business before the board, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Michael A. Mahan, Clerk