APPROVED

Fitchburg State University

Minutes

Board of Trustees Budget, Finance, and Facilities Committee Meeting

Date and Time
Tuesday April 25, 2023 at 8:15 AM

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

The Fitchburg State University Board of Trustees Budget, Finance, and Facilities Committee Meeting will meet on Tuesday, April 25 at 8:15 a.m. in Presidents' Hall, Mazzaferro Center, 291 Highland Ave., Fitchburg, MA 01420

Committee Members Present
D. Phillips (remote), D. Tiernan (remote), E. Gregoire (remote), K. Spinelli, M. Fiorentino, Jr. (remote)

Committee Members Absent
None

Guests Present
A.Tourigny, C. Bullis, C. Estrella, C. Stimpson (remote), F. Barricelli, J. Bry, J. Murdoch, J. Wolfman, L. Barrieau (remote), L. Bayless, M. Bruun, M. McKenzie, P. Marshall, P. McCafferty, R. Toomey, S. Swartz

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

K. Spinelli called a meeting of the Finance Committee Committee of Fitchburg State University to order on Tuesday Apr 25, 2023 at 8:16 AM.

C. Approve Minutes from March 20, 2023 Budget, Finance and Facilities Committee - VOTE (29-22/23)

E. Gregoire made a motion to approve the minutes from Board of Trustees Budget, Finance, and Facilities on 03-20-23.
D. Tiernan seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

K. Spinelli	Aye
E. Gregoire	Aye
D. Phillips	Aye
D. Tiernan	Aye
M. Fiorentino, Jr.	Aye

II. Chartwells Contract Extension Presentation

A. Approve required Commuter Meal Plan - VOTE (30-22/23)

President Lapidus explained a new business model for food service which is radically different than what the campus is currently using. There is an opportunity to deliver more to our students.

Mr. James Giles, Regional Director, Chartwells and Mr. Jeff McVoy, Director of Chartwells presented a PowerPoint outlining the proposal.

J. McVoy presented the future of dining services at Fitchburg State.

J. Giles talked about how generation Z's desires have changed from previous generations. There has been a lot of work globally to see what students want with regards to food service. There are four motivating factors: taste, speed, convenience and choice. They are an on-demand culture and are interested in healthy options. One of the many insights is that students want an experience when it comes to dining. He talked about the new design, and the need to be inclusive to residents, commuters, clubs and organizations. There needs to be flexibility. He next provided a virtual tour of the space that has multiple booths, collaborative spaces, a stage and a coffee shop. He suggested that the design is a community space that will assist in attracting and retaining students. The new dining hall would have expanded hours, students do not go by the traditional breakfast, lunch and dinner times. The suggested hours would be 7 a.m. - 10 p.m. The area itself needs to be a concierge environment.

J. McVoy stated that there will be less food stations available which will reduce food waste. There will be a show station for demonstrations. Items will be made fresh to order which is better than food sitting out getting old under heat lamps. Food choices will be ordered within a digital platform.

J. Giles stated the décor allows for different styles and a space that creates a community around it. J. McVoy talked about the coffee shop and options that would be available. He explained the various communal spaces that would be available and that all items will be ordered and paid for via an app. The food stations will be more diverse and customizable with an abundance of healthy options. He discussed the various stations in detail and the digital ordering system.

J. Giles also discussed the renovations that would be made in Hammond and McKay. We want to keep moving to evolve with the diversity on campus. He talked about the budget for the project and cost to the students. J. McVoy discussed the current all you can eat meal plan that expires at the end of each semester. He explained that the new concept of the meal plan is that students can use them over semesters instead of losing them each semester. He talked about the commuter meal plan. Along with those meal plans other additions can be added such as coffee and late-night options and special add ons.

J. McVoy stated the working relationship is important. He talked about the longevity of the core team working at Fitchburg State. The staff feels they are part of the campus community and not a vendor. He talked about a variety of promotions, special events, the timeline for the project and the commission structure.

C. Stimpson left the meeting at 9:22 a.m.

A discussion ensued regarding cost, how the program would be implemented, feedback from students, and various meal plan options.

D. Phillips made a motion to approve.
M. Fiorentino, Jr. seconded the motion.
Trustee Gregoire voted no.
The committee **VOTED** to approve the motion.

Roll Call

M. Fiorentino, Jr.	Aye
K. Spinelli	Aye
D. Tiernan	Aye
E. Gregoire	No
D. Phillips	Aye

III. FY2024 Budget Discussion

A.

FY2024 Budget Review and Discussion

J. Bry discussed the FY2024 budget. He noted that the House came out with their budget which is significantly different from the Governor's proposed budget. He talked about campus level funding and the fair share money. He stated it's premature to really know how the campus will fair until more is known regarding the Senate budget proposal. He discussed the four different budget scenarios presented in detail that included fair share funds, collective bargaining and full funding. He talked about the revenue side of the budget which reflects a reduction of 102 students. He stated that we remain very cautious even though returners look strong, and new students look to be on target. He talked about a number of fees including the technology fee, and the current debt service. He indicated that we can continue to pay the debt with current fund balances. He talked about housing occupancy, and what to do with the excess capacity. He noted that the School of Graduate, Online and Continuing Education continues to be a major contributor to the budget. He talked about the Governor's proposed one-year extension on existing personnel contracts with two 4% raises, one at the beginning of the fiscal year and the other mid-year.

A discussion ensued on housing, level funding, utility increases and fringe benefits. J. Bry stated that there were no new positions factored into the budget. It assumes that vacancies would be filled but we are implementing a three-month hiring freeze if a position becomes open. M. Fiorentino asked if there would be a reduction in staff. J. Bry responded not at this time.

Given the uncertainty of the state appropriation, no votes were taken.

B. FY2024 Budget 3.5% salary increase and 2.5M fair share

C. FY2024 Budget 3.5% salary increase and no fair share

D. FY2024 Budget 6% salary increase amd 2.5M fair share

E. FY2024 Budget 6% salary increase and no fair share

F. FY2024 Detailed Budget Summary

IV. FY2024 Budget VOTES

A. FY2024 Budget - VOTE (31-22/23)

B. DAY Undergraduate Fee Increases - VOTE (32-22/23)

C. SGOCE Technology Fee Increase - VOTE (33-22/23)

D. International Student Service Fee - VOTE (34-22/23)

E. SGOCE Graduate Prior Learning Credit - VOTE (35-22/23)

F. CPS Community Music Lesson - VOTE (36-22/23)

J. Bry stated the increase would be to offset the cost of hiring instructors.

G. ALFA Fees - VOTE (37-22/23)

H. Merge N91 and N93 Capital Funds - VOTE (38-22/23)

J. Bry talked about merging accounts given the Recreation Center is paid off. We are asking the Board for the flexibility to merge the two funds to continue to pay debt on other properties.

I. Roll Forward of Funds - VOTES (39-22/23)

V. Dashboard

A. Review and discuss the FY2024 Dashboard

President Lapidus mentioned that we will try to reschedule the full meeting at the end of May with the hope for more insight on the budget, collective bargaining and enrollment. He next asked that if any Board members had suggestions for the Trustee Retreat on June 6, to send them to him to have time to prepare.

VI. 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 9:52 AM.

Respectfully Submitted,
D. Tiernan