

Fitchburg State University

Board of Trustees
Finance and Administration

Minutes of Meeting

Held at Fitchburg State University
Fitchburg, Massachusetts

On

April 24, 2012

Minutes of Meeting Held on April 24, 2012 at 3:00 p.m.

FITCHBURG STATE UNIVERSITY BOARD OF TRUSTEES MEETING
Finance Committee
Wednesday, April 24, 2012
3:00 p.m.
President's Conference Room
300 Highland Avenue, Fitchburg, MA 01420
Sanders Building

Committee Members Present: Anna Maria Clementi, Carol Vittorioso

Committee Members Absent: Robert Pontbriand

Also Present: Robert V. Antonucci, Robin Bowen, Jay Bry, Gail Doiron,
Kelli Lundgren, Michael Shanley

The meeting was called to order by Chairman Vittorioso at 3:05 p.m.

The consideration of the Board of Trustees minutes from January 23, 2012 was presented.

Upon a motion duly noted by Ms. Clementi and seconded by Ms. Vittorioso it was

Voted: to approve the minutes of the meeting held on January 23, 2012 as
(2-0) presented.

President Antonucci then referenced the FY2013 budget packet. He stated he was in Boston recently, which gave him an idea of where we currently stand for FY13. The final budget will not be available until September, but more information will be available in May. He also mentioned this has been the easiest year as we know the basic allocation. The house and government included the collective bargaining funds of the three unions.

The President then referenced page two of the budget packet, which forecasts revenue totaling \$83,336,834. While the budget only provided for level funding, it did include reserve funds of \$1.5 million to cover the recently approved collective bargaining agreements. We are also proposing a \$400 student fee increase based on 3,400 FTE. The additional revenue would be \$1.3 million. The President said enrollment looks good currently, but we won't know final numbers until September. The housing numbers are down a bit, which is not good news.

There was a question whether on-campus housing included Leominster and Fitchburg. President Antonucci stated that yes, the policy had changed and Leominster is included for on-campus housing, which has been a great recruiting tool.

The President then referenced page three of the packet, which outlines revenue sources, operating expenses, and investments. The budget includes \$1.5 million in unrestricted net assets. We are in great fiscal shape. Salaries and benefits are the majority of the operating expenses; however, tuition and fees help in that area. The investment summary chart shows

the investments being transferred from the Commonfund into two local investment firms; Rollstone Bank and Trust and Enterprise Bank along with the national firm of Northern Trust. We anticipate the transfer will be complete in approximately one month.

On page four of the packet, the President referenced the Massachusetts Municipal Depository Trust (MMDT), where we typically manage short time cash needs; however as part of our investment review, we have begun to move some of these funds to local institutions that have a high return. Projects are currently under review and will be presented to the Board at a later date.

Also referenced is the Technology Improvement Program. In order to offer our students the most current technology, we are also asking for a \$10 increase in technology fees.

President Antonucci then referenced the FY2011 to FY2013 Operating Budget chart. This is a balanced budget with a \$400 fee increase based on 3400 FTE.

The FY2013 State University Tuition and Fee Comparison chart shows each proposed university increase.

President Antonucci noted that the \$1.5 million in unrestricted assets comes from investments. We currently have \$12 million in MMDT of which \$1.5 million would come in as liquid assets. He said we watch the budget very closely and spend and invest wisely. We are currently hiring 20 new faculty members, which limits the number of adjuncts hired.

Ms. Clementi asked if tenured faculty affects the budget. President Antonucci answered that every rank comes with a salary increase according to the collective bargaining agreement. Along with these increases, there are also post tenure reviews that may allow for another 3-6 percent increase on a four-year cycle. These increases are built into the budget.

The President presented the fee increase to the students and they understand why there is an increase; however they do like to see how they will benefit from the increase. They have certain requests, such as not reducing the recreation center hours, more choices at Holmes Dining Hall, etc.

The President informed the Board that MSBC is looking for requests for bonds and we would like to take advantage of that to complete the third phase of the Hammond Building renovation. We have expressed an interest and will come back to the Board before moving forward. Phase three will renovate the library and will cost approximately \$10 million and the fourth phase will be completed with approximately another \$10 million. Students are happy with the renovations and these much-needed updates make this a very nice building.

Ms. Clementi asked about the possibility of student loan rates rising. It appears they may double from 3.4 percent to 6.8 percent. The President stated that 70 percent of our students that get Financial Aid have loans.

President Antonucci then moved on to the vote recommendations. The votes will be brought forward to the full Board at the May 8 meeting, where Ms. Vittorioso and Ms. Clementi will provide a report.

Upon a motion duly noted by Ms. Clementi and seconded by Ms. Vittorioso it was

Voted: to accept the recommendation of a \$400 Student fee increase and a \$10
(2-0) Technology Fee increase as presented.

Upon a motion duly noted by Ms. Clementi and seconded by Ms. Vittorioso it was

Voted: to accept the recommendation of a \$8.00 per credit tuition increase and a \$2.00
(2-0) per credit capital fee increase for GCE Undergraduate students as presented.
And a \$10.00 per credit tuition increase and \$2.00 per credit capital fee increase
for GCE graduate students.

Upon a motion duly noted by Ms. Clementi and seconded by Ms. Vittorioso it was

Voted: to accept the recommendation of an increase of up to \$30 maximum to the
(2-0) Extended Campus program rate as presented.

Upon a motion duly noted by Ms. Clementi and seconded by Ms. Vittorioso it was

Voted: to accept the recommendation to approve the FY2013 budget as presented.
(2-0)

Upon a motion duly noted by Ms. Clementi and seconded by Ms. Vittorioso it was

Voted: to accept the recommendation to approve that on-going capital projects roll
(2-0) forward into the FY2013 university budget as presented.

President Antonucci thanked the Board and mentioned the university is in good shape.

With no further business before the Board, the meeting was adjourned at 3:35 p.m.

Respectfully submitted:



Carol Vittorioso
Ex-Officio, Finance and Administration
Board of Trustees

**Fitchburg State University
REQUEST FOR BOARD ACTION**

TO: Board of Trustees	DATE: April 24, 2012
FROM: The President	REQUEST NUMBER: 13-11/12
SUBJECT: Student and Technology Fee Increase	

It is requested that the Board of Trustees of Fitchburg State University increase the following annual student fees, effective for the fall semester 2012.

Day School Student Fee Increase

University Fee: \$400.00 for FY2013

Technology Fee: \$10.00 for FY2013

Approved

APR 24 2012

**Fitchburg State University
Board of Trustees**

**Fitchburg State University
REQUEST FOR BOARD ACTION**

TO: Board of Trustees	DATE: April 24, 2012
FROM: The President	REQUEST NUMBER: 14-11/12
SUBJECT: GCE Undergraduate & Graduate Student and Capital Fee Increases	

It is requested that the Board of Trustees of Fitchburg State University increase the following annual student fees, effective for the fall semester 2012.

GCE Undergraduate Student Fee Increase

\$8.00 per Credit Tuition Increase for FY2013

\$2.00 per Credit Capital Fee Increase for FY2013

GCE Graduate Student Fee Increase

\$10.00 per Credit Tuition Increase for FY2013

\$2.00 per Credit Capital Fee Increase for FY2013

Approved

APR 24 2012

**Fitchburg State University
Board of Trustees**

**Fitchburg State University
REQUEST FOR BOARD ACTION**

TO: Board of Trustees	DATE: April 24, 2012
FROM: The President	REQUEST NUMBER: 15-11/12
SUBJECT: Extended Campus Programs Fee Increase	

It is requested that the Board of Trustees of Fitchburg State University vote to approve an increase of up to \$30 maximum to the Extended Campus program rate with individual program rates approved by the President effective for the fall semester 2012.

Approved

APR 24 2012

**Fitchburg State University
Board of Trustees**

**Fitchburg State University
REQUEST FOR BOARD ACTION**

TO: Board of Trustees	DATE: May 8, 2012
FROM: The President	REQUEST NUMBER: 16-11/12
SUBJECT: FY2013 Budget	

It is requested that the Board of Trustees of Fitchburg State University approve the FY2013 Budget as presented by the President.

Approved

APR 24 2012

**Fitchburg State University
Board of Trustees**

**Fitchburg State University
REQUEST FOR BOARD ACTION**

TO: Board of Trustees	DATE: April 24, 2012
FROM: The President	REQUEST NUMBER: 17-11/12
SUBJECT: Roll Forward of Funds to FY2013 Budget	

It is requested that the Board of Trustees of Fitchburg State University vote to approve that on-going capital projects roll forward into the FY2013 University Budget.

Approved

APR 24 2012

Fitchburg State University
Board of Trustees

