

Fitchburg State University

Board of Trustees

Minutes of Meeting

Held at Fitchburg State University
Fitchburg, Massachusetts

On

May 8, 2012

Minutes of Meeting Held on May 8, 2012 at 4:00 p.m.

FITCHBURG STATE UNIVERSITY BOARD OF TRUSTEES MEETING

Tuesday, May 8, 2012

4:00 p.m.

President's Conference Room

300 Highland Avenue, Fitchburg, MA 01420

Sanders Building

Trustees Present: Robert Babineau, Jr., Anna Maria Clementi, Martin F. Connors, Jr., Matthew Costello, Anthony Mercadante, Frank O'Donnell, Robert Pontbriand, Carol Vittorioso

Trustees Absent: David Mullaney, Gladys Rodriguez-Parker, Cynthia Stevens

Also Present: Robert V. Antonucci, Robin Bowen, Jay Bry, Cathy Canney, Gail Doiron, Nathan Gregoire, Chris Hendry, Kelli Lundgren, Jessica Murdoch, Henry Parkinson, Michael Shanley, Steve Swartz

The meeting was called to order by Chairman Vittorioso at 4:00 p.m.

Chairman Vittorioso opened the meeting requesting any public comments.

Mr. Robert Pontbriand stated that this was his last meeting as a Trustee as his second term would expire in July, 2012. Robert said it has been a great privilege to serve the #1 institution. He thanked the Board, the president and all his colleagues at the university and mentioned he was proud of all that has been accomplished over his 10 years of service. The president thanked Mr. Pontbriand for dedicated service to the Board.

The consideration of the Board of Trustees minutes from April 11, 2012 were presented.

Upon a motion duly noted by Mr. Pontbriand and seconded by Mr. Connors it was

Voted: to approve the minutes of the meeting held on April 11, 2012 as presented.
(8-0)

The president requested that the FY2013 Budget be presented as the first topic.

The president referred to page six of the budget packet. The university has a modest budget of \$83,336,834, which has been tentatively approved. The final budget should be available by the start of the 2012-2013 academic year. The largest expenses show on the Operating Expense pie chart on page eight of the budget packet, which are salaries and benefits. The university has frozen most positions or they have been left unfilled, with the exception of faculty positions. The largest revenue source is tuition and fees, followed by state appropriation.

We currently have \$14 million in assets available from the MMDT for the science facility, renovations of educational buildings, technology improvements, etc. The president stated this is

more than we've had in the past. We will have a \$1.7 million deficit, but we have reserves from short-term cash investments that will cover the deficit.

President Antonucci then said the Finance and Administration sub-committee met and they are requesting a \$400 fee increase as well as a \$10 technology fee increase for day school students for the fall semester 2012. The president then pointed out the fee comparison chart on page seven of the budget packet. Fitchburg State will be second in total tuition and fees, but our fee increase is one of the lowest across the state universities.

The president referred to the pie charts stating that approximately 40 percent of the operating expenses are salaries and benefits, which are fixed costs per the collective bargaining agreements. We are receiving money to cover the collective bargaining costs. He also pointed out that the university will retain the out-of-state tuition in the amount of \$1.4 million, which makes a difference for us. The president said we may not need our reserve funds because of the mild winter. We saved money on heat, snowplowing, electricity, etc. We will receive the re-calculated budget in September, but it is not likely that the Senate will supply any additional monies. He stated as far as the fee increase proposed, the president said that all of the universities have settled on fee increases, with the exception of one, and that our proposed increase is one of the lower ones requested.

Dr. Babineau asked about the in-state vs. out-of-state tuition. The president clarified that out-of-state tuition is more than in-state tuition. Universities are able to retain the out-of-state tuition; however, less than 10 percent of our students are out-of-state residents.

Currently we pay \$32 million in salaries based on 580-600 full-time faculty and staff members. The budgeted salary numbers have collective bargaining increases built into them as appropriated. The state is funding the collective bargaining fees of \$1.6 million as part of a state-wide negotiated contract. This is the first time this has happened.

Ms. Clementi asked how we compare to other institutions as far as salaries. The president said all the state universities are comparable. The only variation would be if there was a different number of tenured faculty or people that have been at their institution for a long time.

Mr. Costello questioned why we don't have more funds for scholarships? The president stated that we could have chosen to raise fees and offer financial aid or keep fees as is and not offer financial aid.

Mr. Costello asked for clarification on the technology fee increase. The president said technology costs continue to rise and in order to stay current, we need to increase the fee by a nominal amount. Mr. Steve Swartz responded by providing an example that Apple has discontinued the white Mac Book, which a large number of our faculty members have. The only option is to purchase the Mac Book Pro models, which makes the costs of laptops rise by 20 percent.

Mr. Costello stated he was concerned with the trends of rising fees and questioned how affordable Fitchburg State is. The burden is on the students, and Fitchburg State being toward the top of the fee chart is concerning. The president agreed that it is a constant struggle trying to balance the budget. Increasing fees balances the drop in state appropriation. We base the budget on 3,400 students. Generally we have 800 freshman and 400 transfer students included

in this number. We have no problems with Nursing or Communications Media enrollment, however, enrollment is not growing as it has in the past, but we are still okay. We have to work a little harder on recruiting.

Mr. Michael Shanley added that there seems to be a marketing issue with the city of Fitchburg as it is not as attractive as other state universities. Framingham State is our biggest competitor as it is closer to Boston and is a higher socioeconomic area. They have attributes we are unable to match. There is a misconception of Fitchburg having a high crime rate, when, in actuality, Boston University and several others are comparable to the crime rate here. We are constantly fighting the battle because of poor public perception.

President Antonucci stated that we currently have 857 deposits for next year. These are committed students.

Ms. Vittorioso asked if there were any additional questions. There were none.

Upon a motion duly noted by Mr. Connors and seconded by Mr. Mercadante it was

Voted: to accept the recommendation and increase the day school fees \$400 and the
(8-0) technology fee \$10 as presented for FY2013.

Upon a motion duly noted by Mr. Connors and seconded by Mr. Mercadante it was

Voted: to accept the recommendation and increase the GCE Undergraduate and
(8-0) Graduate fees as presented for FY2013.

Upon a motion duly noted by Mr. Mercadante and seconded by Dr. Babineau it was

Voted: to accept the recommendation and increase the Extended Campus fees
(8-0) as presented for FY2013.

Upon a motion duly noted by Mr. Connors and seconded by Mr. Mercadante it was

Voted: to accept the FY2013 budget as presented.
(8-0)

Upon a motion duly noted by Mr. Pontbriand and seconded by Mr. Mercadante it was

Voted: to accept the recommendation to roll forward the ongoing capital project funds
(8-0) into the FY2013 budget.

The president then mentioned the vote for the new "pub" space in Hammond. A vote is required to change the name to Falcon Hub and to renew the beer and wine license with the new capacity. He said the Falcon Hub is a place for students/staff to hold events. It is student run, so there is a sense of responsibility on their part. The president then introduced Dr. Henry (Hank) Parkinson to provide additional information.

Dr. Parkinson stated the Falcon Hub's capacity has been increased from 180 to 300. In order to

renew the license and change the name, we need a Board vote approving both. The Pub was renamed by the SGA and other students to better reflect a place to convene. Beer and wine are not always available; the Hub is not open "just to be open." It is a place that is primarily open for events such as sports games, dances, karaoke, elections, etc. In general, the Hub is open three times a week. Students must submit requests to utilize the space so that adequate staffing is available to staff it. The Hub is typically open on weekdays as most students are not here on the weekends. Dr. Parkinson said the Hub is an 18+ facility and therefore all people are carded at the door and all students are trained to check I.D.s. The license resides in Dr. Parkinson's name and stipulates that the Hub must close by 1:00 a.m., but generally it closes by midnight.

Chairman Vittorioso asked if there were any questions. There were none.

Upon a motion duly noted by Mr. Pontbriand and seconded by Mr. Costello it was

Voted: to approve the Falcon Hub license and name change as presented.
(8-0)

The president then presented the recommendations for the FY2013 Board of Trustees slate of officers. Recommended are:

- Chairman – Carol T. Vittorioso
- Vice Chairman – Martin F. Connors, Jr.
- Clerk – Anna Maria Clementi

Upon a motion duly noted by Mr. Pontbriand and seconded by Mr. Costello it was

Voted: to approve the FY2013 Board of Trustees slate of officers as presented.
(8-0)

Ms. Vittorioso mentioned she will be holding a meeting before the fall semester begins to recommend members for the sub-committees, consisting of the Academic Affairs Committee, the Student Affairs Committee, the Finance and Administration Committee.

The president noted the notifications and the enclosures in the book:

- Trust Fund Report
- Executive Summary
- Quarterlies
- News articles
- Undergraduate Conference Brochure
- Honors Convocation Brochure

President Antonucci then gave his report. He reminded everyone of the upcoming commencements on Thursday, May 17 for graduates and Saturday, May 19 for undergraduates. He stated these are exciting events for the entire campus community. Please let Ms. Lundgren know if you plan on attending.

The president also mentioned the last day of classes is Friday, May 11 and typically this is a very busy time of year with student celebrations. The university is working very closely with

Fitchburg police to keep our students safe. Most of the students are responsible, however, there are usually a few that may get out of hand. Most incidents occur off-campus and involve open container violations. The Fitchburg police try not to bother students unless things get out of hand. It was noted that every school has these issues as students are celebrating either a graduation or the end of the year, which is expected. A letter was emailed to students from the Fitchburg police chief asking for cooperation as well as extending congratulations.

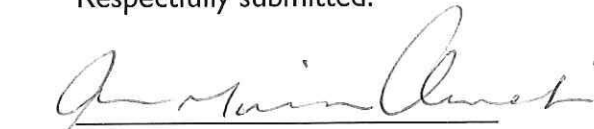
Mr. Costello then thanked the Board and the president for their guidance and support during his time as the Student Trustee. He enjoyed his time and learned a great deal in this capacity.

The president then thanked Mr. Costello for representing the Board as the Student Trustee and wished him well. He then welcomed Mr. Nathan Gregoire as the newly-elected Student Trustee.

The president said anyone interested in the Fitchburg State golf tournament in July, please let us know. He also mentioned the Capital Campaign Closing Event was a success. The venue was beautiful and all ran seamlessly.

With no further business before the Board, the meeting was adjourned at 4:50 p.m.

Respectfully submitted:



Anna Maria Clementi, Clerk
Board of Trustees

**Fitchburg State University
REQUEST FOR BOARD ACTION**

TO: Board of Trustees	DATE: May 8, 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

MAY 8 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: 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

MAY 8 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: 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

MAY 8 2012

Fitchburg State University
Board of Trustees

Approved

MAY 8 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

MAY 8 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: 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

MAY 8 2012

Fitchburg State University
Board of Trustees

Fitchburg State University
REQUEST FOR BOARD ACTION

TO: Board of Trustees	DATE: May 8, 2012
From: President	REQUEST NUMBER: 18-11/12
SUBJECT: License and Name change	

It is requested that the Fitchburg State University Board of Trustees approve the new license which incorporates the new capacity of 300 and the name change from the Underground Pub to the Falcon Hub.

Approved

MAY 8 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: 19-11/12
SUBJECT: Board Officers	

It is requested that the Board of Trustees of Fitchburg State University vote to approve the following slate of officers effective July 1, 2012:

Carol T. Vittorioso, Chairperson
Martin F. Connors, Jr., Vice Chairperson
Anna Maria Clementi, Clerk

Approved

MAY 8 2012

**Fitchburg State University
Board of Trustees**

