

Fitchburg State University

Board of Trustees

Minutes of Meeting

Held at Fitchburg State University
Fitchburg, Massachusetts

On

September 10, 2013

Minutes of Meeting Held on September 10, 2013 at 3:00 p.m.

FITCHBURG STATE UNIVERSITY BOARD OF TRUSTEES MEETING
Tuesday, September 10, 2013
3:00 p.m.
President's Conference Room
300 Highland Avenue, Fitchburg, MA 01420

Trustees Present: Robert Babineau, Jr., Anna Maria Clementi, Nathan Gregoire, Don Irving, Michael Mahan, Anthony Mercadante, Frank O'Donnell, Cynthia Stevens, Carol Vittorioso

Trustees Absent: Martin F. Connors, Jr., Gladys Rodriguez-Parker

Also Present: Robert V. Antonucci, Robin Bowen, Jay Bry, Stan Bucholc, Cathy Canney, Cathy Daggett, Gail Doiron, Jenny Fielding, Chris Hendry, Kelli Lundgren, Jessica Murdoch, Michael Shanley, Steve Swartz, Paul Weizer

The meeting was called to order by Chairman Vittorioso at 3:00 p.m.

Chairman Vittorioso opened the meeting requesting any public comments.

President Antonucci introduced and welcomed Ms. Jenny Fielding, the new MSCA Chapter President.

The consideration of the Board of Trustees minutes from April 30, 2013 were presented.

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

Voted: to approve the minutes of the meeting held on April 30, 2013 as presented.
(9-0)

The president then discussed the review of the FY2013 president goals and the FY2014 goals. He stated that there are new guidelines set forth by the Board of Higher Education for the appraisal and hiring of university presidents. As part of those guidelines, the Chairman of the Board must submit the appraisal of the previous academic year goals along with a recommendation for a salary increase to the Commissioner.

President Antonucci then stated that the accomplishments would not be possible without the executive team and the entire staff of the university. He stated no one person could accomplish them all. He then spoke about some of the major accomplishments listed in the Board book. Mr. Mahan asked whether there were any goals not met from last year. The president responded that deferred maintenance is always something missed along with the First Year Experience, which is costly and has not been pursued aggressively to date. He also mentioned

that he expressed his concern for enrollment numbers, however everyone pulled together over the summer and exceeded the enrollment numbers.

The president also mentioned that Ms. Kay Reynolds, Director of Admissions has resigned. We are lucky to have an assistant director that will fill in until a replacement is found.

The president then reviewed the goals as well as the Vision and statewide collaborations as outlined in the Board book.

Upon a motion duly noted by Mr. Irving and seconded by Mr. Gregoire it was

Voted: to accept the summary of the 2012/2013 goal summary as presented.
(9-0)

Upon a motion duly noted by Mr. Irving and seconded by Mr. Mahan it was

Voted: to accept the 2013/2014 goals as presented.
(9-0)

Upon a motion duly noted by Dr. Stevens and seconded by Mr. Irving it was

Voted: to approve a cost of living and an equity adjustment as presented.
(9-0)

Mr. Bry then gave an overview of phase 4 of the Hammond Building. He referenced the Board book, which has schematics for a visual reference. The Phase 4 project is a \$16 million dollar project. Phase 3 is almost complete and includes a new roof, the heating and air conditioning, game room and main lounge renovation. Phase 4 will focus on the first and second levels of the library. Library functions will be temporarily relocated to the third and fourth floors while renovations are taking place. This will allow the library to continue to function. Also included in this renovation is the outside plaza and any ADA issues will be addressed. It is expected that the first and second floors will open in December 2014.

The President pointed out that there are columns located throughout Hammond, but that they are support columns that cannot be removed. However, we have taken steps to make them less noticeable.

Mr. Gregoire asked how students would access the library. Mr. Bry stated they would have to access the library via the third floor. Ms. Clementi asked if the CIC library was still there to which Mr. Bry said that is was.

Upon a motion duly noted by Mr. Mahan and seconded by Mr. Gregoire it was

Voted: to approve the resolution for the Hammond Phase four project as presented.
(9-0)

EXHIBIT A

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

FITCHBURG STATE UNIVERSITY

HAMMOND CAMPUS CENTER

Description of Project

- (a) The carrying out of preliminary work, including obtaining cost estimates, revenue estimates, preliminary design specifications, feasibility studies, surveys, and site analyses to determine the feasibility, approximate size, scope, purposes, location and other characteristics of any building, structure or facility the Authority is authorized by Chapter 703 of the Acts of 1963, as amended, to provide;
- (b) The renovation of the Hammond Campus Center as described herein including building systems and components, furniture, and equipment primarily for the use by students and staff of the University, and their dependents, and which the Authority is authorized by Chapter 703 of the Acts of 1963, as amended, to provide; and
- (c) The carrying out of improvements, renovations, and other work on and the provision and installation of furnishings, fixtures and other equipment for other buildings, structures, or facilities the Authority is authorized by Chapter 703 of the Acts of 1963, as amended, to provide.

Project Overview

- Project is the continuation of the renovations at the Hammond Campus Center building. The previous phases focused primarily on the student center portion of the building such as Event Space, Game Room, Student Development and Student Government offices along with the dining and bookstore. Phase 2, which was DCAM funded also provided for new HVAC equipment and chiller plant along with a new roof. This phase will include the First and Second levels of the Library on the east wing of the Hammond building. Library functions will be temporarily relocated to the Third and Fourth levels to allow the library to continue operating throughout construction. Renovations include bathroom upgrades, new finishes (floors, walls and ceilings), new lighting, fire alarm, HVAC ductwork and controls, fire protection and ADA upgrades. It will also include a new circulation and reference desk, library classroom and expand computer access.
- Project savings from the previous phase of work will be utilized as initial funding for the pre-design phase and pre-construction exploratory and preparatory work. The project revenue source will be an increase in general student fees not to exceed \$300 annually for day undergraduate and not \$10 per credit of GCE classes.

INDICATOR	PRIMARY RESERVE	VIABILITY	RETURN ON NET ASSETS	NET OPERATING REVENUES
Target	25.0%	>1.0	3.0% – 4.0%	2.0% - 4.0%
Fitchburg (FY12)	42.4%	1.0	28.4%	4.0%

Project Budget and Schedule

Budget

Total Project Cost	\$ 15,000,000
Project Fund Deposit	15,000,000
Cost of Issuance/Reserves	<u>1,500,000</u>
Total	\$16,500,000

Schedule

Design Started	August 2013
Construction Start	January 2014
Occupy Completed Facility	December 2014

The president then referenced the Conflict of Interest Policy, which states all Board members must complete the certificate yearly. The forms are in the Board book and are to be returned to Ms. Kelli Lundgren as soon as possible.

President Antonucci also mentioned that the self-assessments of Board members need to be addressed at a future meeting. We will add the topic to a future Board meeting agenda.

Chairman Vittoriosio then reviewed the standing committees and also let Board members know if there are any changes they would like to make, to let her know.

Chairman Vittoriosio then noted that we have included the notifications of new hires, rehires, resignations, etc. in the Board book. President Antonucci pointed out the promotion of Dr. Robin Bowen to Executive Vice President/Provost, a well-deserved promotion.

Ms. Clementi asked why the salaries for Assistant Professors vary. The president explained that the salaries are all based on a contract formula which can vary depending on education, experience, etc.

The president then moved on to his report. He stated we had a great opening and then showed the PowerPoint presentation given at the Welcome Back program to staff and faculty. He referenced the enrollment slide, which shows the enrollment as the second highest since his tenure. He also referenced some external references regarding college evaluations and rankings. Mr. Mercadante asked if the student to teacher ratio of 16 to 1 helped with enrollment. The president responded yes, that the ratings are favorable to Fitchburg State. There was also a discussion about the exit tests that will be implemented soon. Mr. Mahan stated that there are students that train for the job market and those that are in education and there needs to be a balance. All agreed that exit tests could potentially harm graduates in the job market.

The president then referenced the material located in the Board book including:

- 2013 golf tournament P&L
- Visual Identity and Social Media Guidelines
- Email re: Fitchburg State student Lindsay Grajek
- News articles
- Welcome Back program
- FAVE information card
- Family Weekend brochure

Upon a motion duly noted by Ms. Vittorioso, it was voted by roll call (9-0) to go into Executive Session at 3:42 p.m. to conduct strategy with non-union personnel and to consider the purchase of real property. Open session would reconvene after the conclusion of Executive Session.

The regular Board meeting reconvened at 3:52 pm.

Chairman Vittorioso then gave her report. She stated that the science center was nearing completion and there has been discussion among former Board members, staff, faculty and members of the public regarding the naming of the science center. The Board was in agreement that if it wasn't for the current president, we would not have the science center. The Board fully supports the decision to name the Science center after the Antonucci's.

Upon a motion duly noted by Mr. Mahan and seconded by Mr. Gregoire it was

Voted: to name the science center after the President and Mrs. Antonucci as presented.
(9-0)

In recognition of the extraordinary and exemplary service of President Robert V. Antonucci and his spouse Jeanne S. Antonucci to the university, the Fitchburg State University Board of Trustees desires to name the new science center the ANTONUCCI SCIENCE CENTER.

The next step is to send the recommendation to the Board of Higher Education for approval.

With no further business before the Board, the meeting was adjourned at 4:00 p.m.

Respectfully submitted:



Anna Maria Clementi, Clerk
Board of Trustees

