

Minutes of Meeting Held on November 12, 2013 at 12:15 p.m.

**FITCHBURG STATE UNIVERSITY BOARD OF TRUSTEES MEETING**  
**Tuesday, November 12, 2013**  
**12:15 p.m.**  
**President's Conference Room**  
**300 Highland Avenue, Fitchburg, MA 01420**

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

Trustees via phone: Gladys Rodriguez-Parker

Trustees absent: Cynthia Stevens

Also Present: Robert V. Antonucci, Jennifer Berg, Robin Bowen, Jay Bry, Stan Bucholtz, Cathy Canney, Cathy Daggett, Gail Doiron, Jenny Fielding, Chris Hendry, Kelli Lundgren, Jessica Murdoch, Jennifer Perkins, Michael Shanley, Paul Weizer, campus community

The meeting was called to order by Chairman Vittorioso at 12:20 p.m.

Chairman Vittorioso opened the meeting requesting any public comments.

Ms. Vittorioso mentioned agenda item VIII section "b", the Dean structure. She stated a grievance has been filed on behalf of the MSCA and therefore there will be no discussion or comments in the meeting regarding this topic.

Ms. Vittorioso also welcomed Ms. Jennifer Perkins, Director, Office of Trustee Relations to the meeting and asked if she would like to make some comments.

Ms. Perkins thanked the Board for inviting her to her second meeting in Fitchburg. She mentioned the Vision Conference was well attended and it was impressive to see the excitement. She also mentioned the Statewide Trustee Conference was a success and Fitchburg State had the most Trustees in attendance. It seemed everyone really enjoyed the conference and the topics discussed were well received. In closing, Jennifer mentioned she will begin to work on planning some regional events and cross segment events.

Mr. Gregoire then mentioned that the Student Government Association has gone through some structural changes that he wanted to make the Board aware of. Ms. Mallory Perron has resigned as president stating personal reasons. In addition, there has also been a couple resignations on the E-Board. Mr. Gregoire has been named interim President for the remainder of the year. He mentioned SGA will be moving from a class structure to a senate structure.

When asked why, he responded that Dr. Henry Parkinson posed a question to the SGA team asking them to re-evaluate the mission. Upon looking at other schools, it appears they are also moving to senate structures. It appears there is not as much camaraderie within classes. With the senate structure, everyone is equal and there is no higher authority.

There were no further public comments.

The consideration of the Board of Trustees minutes from September 10, 2013 were presented.

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

**Voted:** via roll call to approve the minutes of the meeting held on September 10  
**(10-0)** 2013 as presented.

Mr. Mercadante next gave the Finance and Administration report. He said the committee met with the auditors from Ercolini & Company, Inc. - Mr. Jeff Caputi, Mr. Philip Weitzel, Mr. Eric Montague, and Mr. Jay Kaufman that morning. He said the booklet includes the formal financial statements and analysis. The committee discussed the audit in complete detail and it is a "clean opinion." There were no findings with the Financial Aid audits or internal controls and the financial statements were issued with a clean, unmodified opinion.

There was a brief discussion regarding the audits. Mr. Mercadante stated that the university appeared strong although not quite as strong as the past because of the continuing renovations to the campus, but still very strong. He also stated that the Foundation and Supporting Organization received clean opinions.

The president mentioned that the debt burden has gone up 3.21% because of the continued construction.

Mr. Irving mentioned it was highly unusual to have no management letter. He did mention to Ercolini that if there was any issues at all, no matter how small, that they let the Board know. It was also requested that Ercolini send a letter stating there was no findings and that no management letter was issued. Ercolini will send that letter.

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

**Voted:** via roll call to accept the Audit Report for the fiscal year ending June 30, 2013.  
**(10-0)**

The president then moved on to the Board of Trustees self-assessment. There are still a few Board members that have not completed the survey and it is asked that it is completed. President Antonucci stated feedback has been positive, but he would like to have more data so that we can determine if there is room for improvement. The link to the survey will be mailed to the Board again and we will add the subject to a future meeting agenda.

President Antonucci then discussed the sabbatical requests. He is asking the Board to defer



review and action of the sabbaticals until the January meeting. He stated this is in no way a reflection of the faculty members, it simply will give him the time to conduct a thorough review of each request as there are 36 requests (34 semester and 2 full year). It is anticipated that the costs of these sabbaticals will be approximately \$400-\$450K to cover salaries and to hire adjuncts to cover classes. The president notified each applicant to let them know of his intent to defer until January. There was a question regarding how often a faculty member can request a sabbatical. Dr. Bowen stated they can apply every six years and there are 41 eligible next year and 10 the following year.

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

**Voted:** via roll call to defer the sabbatical requests until the January meeting.  
**(10-0)**

The president then mentioned the personnel action notifications listed in the Board book. These include new hires, job changes/adjustments, retirements, resignations, etc. He also informed the Board that Chief James Hamel and Mary Chapin Durling are retiring this year as part of the state retirement incentive plan. Both have been here a number of years and will be missed. There will be an event to honor the Chief and Mary and information will be sent to the Board when available. Along with Chief Hamel and Mary, there some faculty members and staff also taking advantage of the retirement incentive plan.

The president then gave his report.

- The two year cycle for trade in for the president's vehicle is out to bid now.
- The Dean structure has been discussed with faculty at length and we are continuing to weigh pros and cons. There has been a grievance filed, and therefore there can be no comments. However a memo outlining the structure is being sent to staff, faculty and boards to review.
- The Board of Higher Education approved the Chemistry major and staff, faculty and students are excited. This is a perfect major to add with the new science center completed
- He referenced the residence hall report. We are currently at 103% but expect a drop off rate. Last year we were at 97%. There was some discussion about whether students complained about being in triples. Mr. Gregoire stated there are rarely complaints. It appears that students like having three people in a room.
- The president then referenced the letter Ms. Vittorioso sent to Commissioner Freeland regarding the president's performance and salary increase recommendations. Ms. Vittorioso stated that the Board recommended the maximum increase allowed based on the guidelines and it is her hope to receive a response within 60-90 days. The Board members were pleased with the letter and felt it was very thorough and accurate.

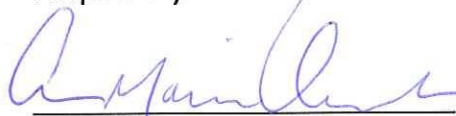
- President Antonucci mentioned the Honors Compact with Fitchburg High School and Fitchburg State. Benefits of this compact include priority admission, access to Fitchburg State's resources and expanded dual enrollment opportunities.
- The president attended a hearing on Financial Aid at Holy Cross
- The president held two open forums earlier in the month.
- Faculty members Kelly Morgan, directed and Richard McElvain acted in a New York City play. Students also participated.
- Graduation will be held on December 20 at 6:30 in the Recreation Center. All Board members are invited to attend. The President's Medal will be given to Chief Demoura at commencement. It was also noted that Michael Montouri was presented the President's Medal on October 24<sup>th</sup> at his place of employment. Mr. Montouri has done so much for the university, but never wanted recognition, so he was surprised when the ceremony was brought to him.

President Antonucci requested a motion for the Board of Trustees to go into Executive Session.

Upon a motion duly noted by Mr. Mahan and seconded by Mr. Mercadante, it was voted by roll call (10-0) to go into Executive Session at 1:05 p.m. to consider the purchase of real property and to discuss strategy with respect to ongoing litigation. Open session would reconvene after the conclusion of Executive Session.

With no further business before the Board, the meeting was adjourned at 1:05 p.m.

Respectfully submitted:



Anna Maria Clementi, Clerk  
Board of Trustees