

Minutes of Meeting Held on March 25, 2014 at 8:00 a.m.

**FITCHBURG STATE UNIVERSITY BOARD OF TRUSTEES &
FITCHBURG STATE UNIVERSITY FOUNDATION, INC. BOARD OF DIRECTORS MEETING
Tuesday, March 25, 2014 8:00 a.m.
Presidents' Hall, Guglielmi Mazzaferro Center
291 Highland Avenue, Fitchburg, MA 01420**

Trustees present: Robert Babineau, Jr., Anna Maria Clementi, Nathan Gregoire, Donald Irving, Michael Mahan, Anthony Mercadante, Frank O'Donnell, Carol Vittorioso

Trustees absent: Martin F. Connors, Jr., Gladys Rodriguez-Parker, Cynthia Stevens

Board of Directors present: President Robert V. Antonucci, Todd Black, Cathy Daggett, John Dombrowski, David Rodgers, Karen Spinelli, Gregory Wheeler

Board of Directors via phone: Marc Bingham

Board of Directors absent: Gina Cuccovia-Simoneau, Cheryl Gaudreau, William Heitin, Paul Maguire, John O'Brien, Joseph Sova, David Celuzza, Scott Foster, Richard Healey

Also Present: Jessica Augat, Robin Bowen, Jay Bry, Stanley Bucholc, Cathy Canney, Gail Doiron, Carolyn Garrahan, Christopher Hendry, Mary Landi, Kelli Lundgren, Lisa Moison, Jessica Murdoch, Andre Ravenelle, Linda Richelson, Annette Sullivan, Steven Swartz, Paul Weizer

The Foundation Board of Directors meeting was called to order by President Antonucci at 8:01 a.m.
The Board of Trustees meeting was called to order by Chairman Carol Vittorioso at 8:01 a.m.

Chairman Vittorioso opened the meeting requesting any public comments. President Antonucci took the opportunity to welcome Andre Ravenelle, Superintendent of the Fitchburg Public Schools, to the meeting. Everyone then introduced themselves.

The consideration of the Board of Trustees minutes from January 30, 2014, was 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 January 30, 2014 as presented.
(8-0)

The consideration of the Foundation Board of Directors minutes from October 9, 2013, was presented. Upon a motion duly noted by Mr. Rodgers and seconded by Ms. Spinelli, it was

Voted: via roll call to approve the minutes of the meeting held on October 9, 2013, as presented.
(8-0)

Mr. Steven Swartz, Chief Information Officer for Fitchburg State University, addressed the group. He began a presentation on BoardDocs. Mr. Swartz explained that we are looking to move forward electronically for the board books. BoardDocs will allow us to pre-publish the board packet online so board members won't get a paper version. The software will contain an archive of all the documents. It is web-based, so the information is accessible from anywhere. There is a private section and a public section. Mr. Swartz introduced Laura Vautour, BoardDocs representative, who had joined the meeting via the web and was going to give everyone a high level look at the program. She demonstrated how the board member would access the board packet, beginning with the agenda, and then the attachments which are the other parts of the packet. You can make notes ahead of time and access them later, because the information is in the cloud. Searching for information is easy and attachments are searched as well. Mr. Swartz informed the group that someone from BoardDocs will come to FSU to train, and we will have a train-the-trainer model as well. Mr. O'Donnell asked if BoardDocs syncs with Outlook. Ms. Vautour responded that currently it does not; however, later this year it will. The information was well received by the trustees.

Mr. Swartz reviewed the laws pertaining to the email retention policy and procedures for the trustees. Fitchburg State email is archived automatically on the university-owned system. If a trustee uses another email system to communicate during the course of their university duties, however, the trustee must retain those pertinent emails. Mr. Swartz gave further details and examples of emails that need to be saved in order to be in compliance with the Massachusetts archive law. There was some discussion and Mr. Swartz answered questions from board members.

Mr. Swartz presented the state university system commercials for everyone to view. Each university contributed funds to buy time for the commercials to air on television and radio. The consensus is that it has worked out well.

Carol Vittoriosio introduced Nathan Gregoire and Kelli Lundgren to talk about their alternative spring break experience. The group of 23 students and 2 advisors went to Mississippi for a Habitat for Humanity project. Mr. Gregoire had a PowerPoint presentation that showed the group helping to restore existing housing. After the work day, the group had time for some fun. ASB raises money through fundraisers throughout the year to fund the trip. In addition, each student has to raise \$400 themselves. Mr. Gregoire said it was a very rewarding trip. Dr. Antonucci thanked the advisors for their dedication to the students and the great job they did.

Cathy Canney, Dean of Graduate and Continuing Education, gave some background on the Graduate and Continuing Education Program. She then introduced Linda Richelson, Director of the Center for Professional Studies, and Lisa Moison, Assistant Director of Extended Campus & Professional Studies, who began the presentation on the center for professional studies and extended campus. The presentation included information on partnerships across the Commonwealth; GCE enrollment and revenue, including contributors to FY14 revenue; institutes and workshops; sheltered English immersion course enrollments; degree partners; extended campus professional development partners; extended campus enrollment and revenue; new partners; grants; university collaborations; adult learning in the Fitchburg area (ALFA); community members who use our facility; and what is on the horizon moving forward. There was some discussion on the ALFA program and the growth it has seen since its inception in 2004 (57 students) to 2014 (1222 students). ALFA offered 80 courses over last fall and this spring; each course is only \$25.00. It was also noted that the GCE facility, which is located on Main Street in downtown Fitchburg, hosted 322 meetings last year. The facility is used by many organizations. Andre Ravenelle, Superintendent of the Fitchburg Public Schools, expressed his appreciation to FSU for hosting the area superintendents' monthly breakfast meetings.

Audit Committee Chair Ms. Karen Spinelli, addressed the joint boards to provide an informational review of the 990 Tax Reviews for the FSU Foundation, as well as the FSU Foundation Supporting Organization. Ms. Spinelli gave a

brief overview of the content contained within the documents and then opened the floor for questions. President Antonucci noted that it is important to review this information each year.

President Antonucci pointed out the personnel notifications section in the book, which included new hires, a rehire, a promotion, a leave, a retirement, resignations, reappointments, and the sabbaticals that were voted on at the previous meeting. He also noted that there were two non-tenure notifications. The president mentioned that Jenny Fielding has accepted a position with another institution and will be leaving FSU.

President Antonucci then announced that there were twelve faculty members for whom he was recommending tenure.

Upon a motion duly noted by Ms. Clementi and seconded by Mr. Mahan, it was

Voted: via roll call to approve tenure for the faculty members recommended by President Antonucci.
(8-0)

President Antonucci directed everyone's attention to the documents at the end of their book. Those documents included:

- Fitchburg State University financial statements
- A memorandum from Commissioner Freeland regarding the nursing and allied health initiative grant
- A letter from a Family First participant
- Article IX – Tenure
- Non-FSU owned E-mail retention policy and procedure
- Top 10 ways technology can help you flyer
- Various newspaper articles

President Antonucci announced that Susan Wornick will not be this year's commencement speaker, as she discovered that she has a conflict on that date. While not yet confirmed, it is anticipated we will have an alumnus as our speaker.

The President's Reception is scheduled for this coming Saturday, March 29, for all accepted students.

President Antonucci discussed the Landry Arena issue. The feasibility study is currently underway. The university has put a lot of money into the arena since it acquired the Civic Center. There is still a lot that needs to be done to make it fully usable and handicapped accessible. The president stated that Landry won't close, but it may be used as an inside recreational facility or other alternate use.

The president reported that the university's NEASC response has been submitted.

The Student Government Association has a new structure. Mr. Gregoire will not be the student trustee representative next year. There are two other students running for that position.

Ms. Vittorioso commented on the visit from Representative Warren and said she felt the students asked excellent questions.

Ms. Clementi stated that she would like to see the university offer more programs off campus with travel opportunities, perhaps pairing students with teachers. Dr. Weizer gave information on the recent passport scholarship program.

Ms. Clementi thanked Dr. Bowen for instituting the Family First Program, which has been very successful and offers a wonderful opportunity for the community.

Mr. Rodgers thanked the president and everyone at the university for all their hard work on behalf of the students and the community.

President Antonucci introduced Ms. Jessica Augat to the committee. Ms. Augat is the Interim Director of Special Events.

With no further business before the Boards, the meeting was adjourned at 9:15 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Anna Maria Clementi", written in dark ink over a horizontal line.

Anna Maria Clementi, Clerk
Board of Trustees

Fitchburg State University is committed to excellence in teaching and learning and blends liberal arts and sciences and professional programs within a small college environment. Our comprehensive public university prepares students to lead, serve, and succeed by fostering lifelong learning and civic and global responsibility. A Fitchburg State education extends beyond our classrooms to include residential, professional, and co-curricular opportunities. As a community resource, we provide leadership and support for the economic, environmental, social, and cultural needs of North Central Massachusetts and the Commonwealth.