

Fitchburg State University  
**Board of Trustees**

Minutes of Meeting

Held at Fitchburg State University  
Fitchburg, Massachusetts

On

October 19, 2010

Minutes of Meeting Held on October 19, 2010 at 12:00 p.m.

**FITCHBURG STATE UNIVERSITY BOARD OF TRUSTEES MEETING**

**Tuesday, October 19, 2010**

**12:00 p.m.**

**President's Conference Room**

**300 Highland Avenue, Fitchburg, MA 01420**

**Sanders Building**

Trustees Present: Gregg Lisciotti, Matthew Costello, Carol Vittorioso, Robert Pontbriand, Beverly Farias, Martin F. Connors, Jr., Cynthia Stevens, David Mullaney, Gladys Rodriguez-Parker

Also Present: Robert Antonucci, Gail Doiron, Michael Turk, Christine Dee, Sherry Horeanopoulos, Eric Gregoire, Michael Fiorentino, Jr., Jessica Murdoch, Mary Lynn Leary, Karen Sharpe, Jay Bry, Cathy Daggett, Steve Swartz, Shirley Wagner, Cathy Canney, University Community.

The meeting was called to order by Chairman Lisciotti at 12:13 p.m.

President Antonucci officially swore in Mr. Matthew Costello, new student Trustee.

The Chair opened the floor for public comments. There were none.

President Antonucci noted Ms. Sheila Sykes, Vice President for Finance, was not in attendance due to her participation in a NEASC Accreditation visit at Lyndon State College.

The consideration of the minutes from May 11, 2010 was 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 May 11, 2010 as  
**(9-0)** presented.

Mr. Connors next gave the Finance and Administration report. He noted the executive summary that highlighted the financial statements. He said the committee met with the auditors from Ercolini & Company, Inc., Mr. Jeff Caputi, Mr. Philip Weitzel and Mr. Jay Kaufman last Friday. They discussed the audit in complete detail and it is an unqualified opinion. There was no need for a management letter, which is typically where any deficiencies would be stated. The auditors were very complimentary of the staff and there were no adjusting entries. It was the recommendation of the Finance and Administration Committee for the Board to accept the audit. He asked for any questions. There were none.

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

**Voted:** to accept the Audit Report for the fiscal year ending June 30, 2010. (01-10/11)  
**(9-0)**

Mr. Lisciotti commended the finance staff for their work.

President Antonucci officially thanked and commended Ms. Mary Lynn Leary, Assistant Vice President of Finance, who is retiring, for her thirty-eight years of dedicated service to Fitchburg State University.

Mr. Pontbriand next gave the Academic Affairs report. He said the topic was the NEASC self study and accreditation visit in 2012. He discussed the New England Association of Schools and Colleges, Inc. (NEASC) Self Study guide distributed. (Attached) He said we need to submit all kinds of materials. There will be a steering committee led by co-chairs Dr. Shirley Wagner, Associate Vice President for Academic Affairs, and Dr. Paul Weizer, Chair, Economics, History & Political Science to meet the eleven standards.

President Antonucci said we will be asking Trustees to serve and we are going to reach out to all segments of the university. The self study will be a reflection on all that we do. He noted the NEASC training sessions attended last week by himself, Dr. Michael Fiorentino, Jr., Dr. Shirley Wagner, and Dr. Paul Weizer.

Chairman Lisciotti next gave the Executive Committee report. He said the committee met and discussed the President's goals and accomplishments. He asked for any questions.

President Antonucci said there has been a great deal of effort preparing for the Science Center and there were many trips into Boston. The fiscal climate has been challenging to meet the goals we have set. The two big issues for next year are the NEASC Self Study and the construction of the Science Center. The final documents for the center are being completed and it takes tremendous work. The unknown is the election and who will be Governor. We are excited about the future and the past. He thanked everyone and the teams behind him especially the faculty, staff and alumni.

Mr. Lisciotti referred to vote "review of president's goals for FY2010 and accept the goals for FY2011" distributed.

President Antonucci interrupted the meeting to state under the new open meeting law; all documents distributed at the meeting must be made available to those in attendance at the meeting. Ms. Doiron distributed the vote to those in attendance.

Mr. Lisciotti read the vote.

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

**Voted:** The Board of Trustees acknowledges having assessed the 2009-2010 goals of the  
**(9-0)** president, and accepting the goals for 2010-2011. The review indicates that the president's accomplishments for the 2009 goals were met and exceeded and we recommend approval of the president's goals.

Further we note, the president has not had a salary increase for the prior two years and have been advised by the Commissioner of Higher Education not to recommend a raise for the current fiscal year. When salary increases are allowed again we would be requesting an appropriate increase. (02-10/11)

President Antonucci next presented the job actions taken since the last meeting. They are as follows:

### **Separation**

Iris Price	Assistant Professor	\$50,000.00
Effective: 5/31/2010	Behavioral Sciences	
	Ph.D.	

Mariann Castelli-Hier Effective: 7/5/2010	Dir. Development & Special Projects Advancement MED	\$78,850.20
Sara Marks Effective: 7/10/2010	Assistant Librarian Amelia Gallucci-Cirio Library M.L.I.S	\$43,517.57
Michael McCarthy Effective: 8/12/2010	Staff Assistant, Building Director Housing & Residential Services MS	\$29,292.32
Natasha Kahn Effective: 8/21/2010	Associate Librarian Amelia Gallucci-Cirio Library MA	\$52,057.30
Patricia Smith Effective: 8/28/2010	Associate Professor English Ed.D.	\$59,171.00
Ellen Borsuk Effective: 8/28/2010	Assistant Professor Education Ph.D.	\$50,557.30
Lynn Beauregard Effective: 9/4/2010	Dir. Financial Aid & Student Accts Enrollment Management HS	\$76,237.01

**Change in Title**

Jessica Murdoch Effective: 8/1/2010	From: Dir. To: Assistant VP Human Resources BS	\$86,000.00
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**Change in Salary (Equity)**

Anthony Wilcox Effective: 7/1/2010	Staff Assistant Information Technology BS	From: \$44,460.00 To: \$54,671.00
Richard McCluskey Effective: 7/1/2010	Staff Assistant Events & Operations HS	From: \$52,382.63 To: \$53,882.63
Brad Cohrs Effective: 9/1/2010	Associate Director Recreation Services MA	From: \$49,957.55 To: \$57,457.55
Alcira Zadroga Effective: 9/1/2010	Associate Director Financial Aid BS	From: \$55,919.28 To: \$59,919.28

Michael Leamy Effective: 9/1/2010	Distance Education Coordinator Graduate & Continuing Education Ed.D.	From: \$58,607.15 To: \$62,607.15
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**Promotion**

Joseph LoBuono Effective: 7/1/2010	Assistant to Associate Director Capital Planning & Maintenance BS	From: \$60,628.09 To: \$67,500.00
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Michael Makoski Effective: 7/1/2010	Assistant to Associate Dir, Operations Student & Academic Life MS	From: \$44,460.60 To: \$46,000.00
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Heidi Swift Effective: 8/1/2010	Admin Asst II to Interim Director of Budgeting (AFSCME to APA) Financial Services AS	From: \$46,500.00 To: 62,500.00
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Kathleen McCoy Effective: 9/1/2010	Staff Assistant to Assistant Director Admissions MBA	From: \$37,781.52 To: \$41,781.52
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**New Hire**

Joseph Lynch Effective: 6/14/2010	Staff Associate Housing & Residential Services HS	\$50,000.00
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Susan Doray Effective: 6/14/2010	Staff Associate Human Resources MS	\$50,000.00
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Rachael Whitney Effective: 7/1/2010	Assistant Director Financial Aid BS	\$46,000.00
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Lee Karraker Effective: 8/1/2010	Staff Assistant/10 Month Housing & Residential Services Ed.D.	\$26,000.00
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Jennifer Keene-Crouse Effective: 8/19/2010	Staff Asst, Financial Aid Counselor Financial Aid MED	\$36,000.00
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Kisha Tracy Effective 9/1/2010 Ending: 5/31/2011	Assistant Professor (One year temp) English Ph.D.	\$50,000.00
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Katherine Jewell Effective: 9/1/2010 Ending: 5/31/2011	Assistant Professor (One year temp) Economics, History & Political Science Ph.D.	\$50,000.00
Richard DesRoches Effective: 9/1/2010 Ending: 5/31/2011	Instructor (One year temp) Business Administration MBA	\$58,000.00
Coleen Sullivan Effective: 9/1/2010 Ending: 5/31/2011	Assistant Professor (One year temp) Behavioral Sciences Ph.D.	\$50,000.00
Hala Mokbel Effective: 9/1/2010 Ending: 5/31/2011	Assistant Professor (One year temp) Industrial Technology Ph.D.	\$60,000.00
Martin Henn Effective: 9/1/2010 Ending: 5/31/2011	Assistant Professor (One year temp) Humanities Ph.D.	\$55,000.00

**Rehire**

Deborah Stone Effective: 9/1/2010 End: 5/31/2011	Instructor (One year temp) Nursing M.S.	\$50,000.00
Julie Stevens Effective: 9/1/2010 End: 5/31/2011	Instructor (One year temp) Nursing M.S.	\$56,000.00
Allison Shields Effective: 9/1/2010 End: 5/31/2011	Instructor (One year temp) Nursing M.S.	\$63,641.71
Rodney Carveth Effective: 9/1/2010 End: 5/31/2011	Assistant Professor (One year temp) Communications Media Ph.D.	\$62,500.00

**Sabbatical ½ Year**

Margarite Landry Effective: 9/1/2010 Ending: 1/15/2011	Associate Professor English Ph.D.	\$58,537.08
Claire McAndrew Effective: 9/1/2010 Ending: 1/15/2011	Professor Mathematics Ph.D.	\$82,774.78

Brady Chen Effective: 9/1/2010 Ending: 1/15/2011	Associate Professor Computer Science Ph.D.	\$84,740.94
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George Babich Effective: 9/1/2010 Ending: 1/15/2011	Professor Biology/Chemistry Ph.D.	\$86,569.72
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Peter Laytin Effective: 9/1/2010 Ending: 1/15/2011	Professor Communications Media MA	\$84,993.50
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### **Sabbatical Full Year**

Susan Williams Effective: 9/1/2010 Ending: 5/31/2011	Professor Economics, History & Political Science Ph.D.	\$73,742.25
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### **Leave Without Pay**

Margot Kempers Effective: 8/29/10 Ending: 1/15/2011	Professor Behavioral Science Ph.D.	\$79,709.39
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Janice Alberghene Effective: 1/10/10 Ending: 5/31/2010	Professor English Ph.D.	\$81,319.32
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### **Tenure**

Steven Goldstein Effective: 9/1/2009	Assistant Professor Communications Media MFA	\$60,725.35
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Wayne Whitfield Effective: 9/1/2010	Assistant Professor Industrial Technology Ph.D.	\$63,074.45
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President Antonucci invited everyone to the name change and ground breaking ceremony on October 26 at 3:30 p.m. He said it will take 3 or 4 years to make all the name changes needed. He said Mr. Michael Shanley, Executive Assistant to the President for External Affairs, will lead the committee that will oversee the changes.

Mr. Shanley distributed the various logo designs. (Attached) He provided a history on the logo. He said it will take time to update signage and our website. There is a timeline established to update letterhead, business cards and other items. The committee will assist with all the changes and a link has been posted on the website named University transition timeline to inform the campus. The first focus is Admissions for recruiting purposes. The entire website will be redesigned and refreshed. The Information Technology department will be working on an additional portal. We hope to have a good amount completed by the end of this academic year.

President Antonucci commended everyone involved with the new logo.

President Antonucci next gave his report. He updated the Board that Highland Avenue will cease to be a public way. He noted the displays around the room. Mr. Bry provided additional information on the closure and said we are in the process of meeting with city officials.

President Antonucci next informed the Board of the safety forum held on Monday, October 18. We have also entered into an agreement with Franklin Pierce University. Ms. Cathy Canney said we have signed an articulation agreement between Fitchburg State's CAGS in Educational and Management Program and Franklin Pierce's Doctor of Arts in Leadership Program. This agreement allows graduates from Fitchburg State's CAGS program to transfer 18 credits into the Doctorial Program at Franklin Pierce. Our student will come into the doctoral program with advanced standing having completed 18 credits of the 48 credits required course work for the doctorate. Students will need to earn an additional 12 credits for their dissertation. President Antonucci congratulated those involved for making this happen.

President Antonucci informed Board members of the new trustee website created to post notices and information that will help in complying with the new open meeting law. He mentioned the conference he attended in Worcester along with Trustee Gladys Rodriquez-Parker. It was very informative. He said the Foundation has investments in Rollstone Bank & Trust and wanted full disclosure given Mr. Connors is CEO of the bank and a Board member. Mr. Connors will not participate in discussions that may include those investments. He informed them of Commissioner Freeland's Vision Project forum he recently attended with other staff members. He said the *Chronicle of Higher Education* is available electronically and Ms Doiron will provide the access information. He referenced the brochure sent with the board packet at which we honored a faculty member, Walter Jeffko, at our Welcome Back celebrations for 40 years of service. He said the opening of the school year was wonderful and went smoothly thanks to everyone's help.

President Antonucci was pleased to state all contracts have been funded and commended the faculty and staff for efforts in making this happens. Ms. Murdoch stated the issuance of pay should take place within the next month.

With no further business before the Board, the meeting was adjourned at 1:00 p.m.

Respectfully submitted:



Robert A. Pontbriand, Clerk  
Board of Trustees



**Fitchburg State University  
REQUEST FOR BOARD ACTION**

<b>TO: Board of Trustees</b>	<b>DATE:</b> October 19, 2010
<b>FROM: The President</b>	<b>REQUEST NUMBER:</b> 01-10/11
<b>SUBJECT: FY2010 Audit Report</b>	

It is requested that the Board of Trustees of Fitchburg State University accept the Audit Report for the fiscal year ending June 30, 2010.

**Approved**

OCT 19 2010

**Fitchburg State University  
Board of Trustees**

**Fitchburg State University  
REQUEST FOR BOARD ACTION**

TO: <b>Board of Trustees</b>	DATE: October 19, 2010
FROM: The President	REQUEST NUMBER: 02-10/11
SUBJECT: Review the president's goals for FY2010 and accept the goals for FY2011	

The Board of Trustees acknowledges having assessed the 2009-2010 goals of the president, and accepting the goals for 2010-2011. The review indicates that the president's accomplishments for the 2009 goals were met and exceeded and we recommend approval of the president's goals.

Further we note, the President has not had a salary increase for the prior two years and have been advised by the Commissioner of Higher Education not to recommend a raise for the current fiscal year. When salary increases are allowed again we would be requesting an appropriate increase.

**Approved**

OCT 19 2010

**Fitchburg State University  
Board of Trustees**



ROBERT V. ANTONUCCI  
PRESIDENT

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***President's Report to Trustees on  
2009-10 Accomplishments  
October 19, 2010***

**Overview**

Academic year 2009-2010 was another challenging and productive one. Much was accomplished due to the collective efforts of the staff, faculty, and students. The university continued to be on the move in such critical areas as academic programs, capital needs, student development, alumni relations, fundraising initiatives and state-related collaborative projects.

Colleges and universities have not been spared the economic turmoil that has impacted corporations, nations and individuals worldwide. Nonetheless I am pleased to report that our campus community has risen to the occasion, always keeping sight of our fundamental goals: providing students a high quality education, inspiring them, and preparing them to become outstanding local and global citizens. As a result, our accomplishments easily outpaced any setbacks or sacrifices.

Facing a deficit of \$4 million as we worked to develop the FY '11 budget, another fee increase was reluctantly proposed. This trend conflicts with our historical mission of access, but we must face the reality that we are now state-supported rather than state-funded.

Among the year's significant accomplishments:

- A revised mission statement and strategic plan were crafted,
- Prospective students continued to choose Fitchburg State, keeping our enrollment near a record level,
- Our fundraising effort brought in more than \$1.7 million, including a \$1 million gift from Sterilite Corp., a \$50,000 grant from The Nypro Foundation, and \$50,000 from our annual golf tournament,
- An entire morning was devoted to the first Undergraduate Conference on Research,
- Final design work was completed on our new science center,
- Two new community service/research institutes were established, thanks to generous contributions from friends of the university,
- A Center for Conflict Studies was established, with programs on conflict resolution and mediation, genocide studies and interpersonal conflict and communication,

- For the second year in a row, our Industrial Technology students took first place at a national conference,
- The mathematics and computer science departments moved to renovated space in Edgerly Hall,
- Internet bandwidth was again increased, the wireless system expanded, and additional security cameras added,
- Additional personnel were relocated to the off-campus Service Center, further easing the space shortage on campus,
- Collaboration on a variety of initiatives continued at state and regional levels,
- Additional properties in the adjacent neighborhood were purchased by our foundation, including the former Martel Building at the corner of North and Main, a key gateway to campus,
- Ground was broken for a new Exercise and Sport Science office and classroom building across from the Recreation Center,
- Our nursing laboratories underwent a major renovation, improving the ability of faculty to simulate real-time emergencies in a controlled setting,
- Due to the nature of our location, we continued to be aggressive—and successful—in our marketing and admission efforts,
- Offices, classrooms, and exterior space continued to be upgraded or relocated to reflect the excellence of our academic endeavor.

Throughout the spring, we worked with the other state universities (then colleges) on a sustained lobbying effort to secure passage of the long-sought University Name Change legislation. As the year neared a close, the bill moved rapidly from back rooms to the floor of the House and Senate. The legislation was finally approved, and in July the governor signed it into law, officially renaming our institution Fitchburg State University. This fifth name change will allow us to compete with peers, access new opportunities and provide our students with a competitive advantage. A state university system was created for the nine schools, with a continued focus on teaching and learning.

## **Status of established 2009-10 goals**

Below are the goals that were approved for the year. I have indicated the degree of completion using the following key:

**C=Completed**                      **O-Ongoing**

- 1. Finalize a variety of academic studies and implement a process for program analysis.**
  - a. Continue preparation for NEASC 10-year review. **O**
  - b. Solidify the work that has been done on redefining core values, mission, vision and the strategic plan. **C**
  - c. Begin the challenging but critical process of program review, with an eye toward offering future students a mix of options that reflect changing state, national and international trends and needs. **O**
  
- 2. Increase philanthropic contributions to the university.**
  - a. Make significant progress toward reaching the goal set for the Capital Campaign. **O**
  - b. Reinvigorate the Annual Fund. **C**
  - c. Where necessary, institute changes that will result in a more successful approach to our development operation. **C**
  
- 3. Establish a plan for dealing with potential state funding cutbacks. C**
  
- 4. Increase community service via the new Crocker Center. C**
  
- 5. Continue efforts to secure funding for the science center, and, if funds are released, oversee final plans, demolition and preparation for the new facility. C/O**
  
- 6. Participate in professional activities at the local, state and federal levels. C**



ROBERT V. ANTONUCCI  
PRESIDENT

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***President's Report to Trustees on  
Goals for 2010-2011 Academic Year***

**Begin the self study for the New England Association of Schools and Colleges (NEASC) accreditation process.**

With the NEASC team scheduled to visit in April of 2012, the self study needs to be completed by June 2011 to allow adequate time for editing and submission. The effort is a top priority and will require commitment from all segments of the campus community. Our goal is to receive another full 10-year approval. The self study will be labor intensive, but must be of the highest quality. It offers an opportunity to examine our mission based on a focused set of criteria, allowing us to ascertain our relative strengths and weaknesses.

**Oversee the construction and modernization of the Condike Science Center.**

The project, already in its initial stages, begins in earnest with the demolition of Parkinson Gymnasium later this fall. It will significantly impact operation of the university, including parking, space use and traffic. The facility will transform the sciences, catapult us into the 21<sup>st</sup> century, and dovetail with our new university designation.

**Re-energize the university's focus on customer service for internal and external audiences.**

This is an ideal time to renew our commitment to excellence in the service we provide to all constituencies. The endeavor excludes no segment or department. It must infuse the classroom, the athletic field, and every office on campus.

**Develop and implement a process and plan to address the university name change legislation which transitions Fitchburg State College to Fitchburg State University.**

As the institution takes on its fifth name since 1894, we have to instill within our various constituencies the importance and value of this change. It entails more than marketing and branding—we are now part of a state university system that will continue to focus on teaching and learning, but offers benefits both immediate and prospective.

**Lead the university in an effective and efficient manner, and administer the daily operations of the university with an unwavering focus on excellence and quality.**

The university is a complex organization with a \$70 million budget and more than 500 employees. Among the many focal points are fund raising, capital needs, foundation and trustee boards, collective bargaining, professional development, sustainability, public relationships, alumni affairs, and community outreach, including, for example, Central Links,

the Commissioner's Vision Project, the NCAA, and the Council of Presidents. Efficiency can only be achieved through shared vision and commitment.

### **Conclusion**

As I have said since my first day on this campus, the student learning experience is what the university is all about. We are here because of students. We are here to ensure their educational needs are met in the best manner possible. We are here because we believe that our institution is number one and the best in its class. We need to demonstrate this through action and results, not words. I believe in this university, in what it does, and its limitless future.