

Minutes of Meeting Held on February 23, 2012 at 9:00 a.m.

**FITCHBURG STATE UNIVERSITY BOARD OF TRUSTEES MEETING
NEW MEMBER ORIENTATION
Thursday, February 23, 2012
9:00 a.m.
President's Conference Room
300 Highland Avenue, Fitchburg, MA 01420
Sanders Building**

Trustees Present: Robert Babineau, Anthony Mercadante, Carol Vittorioso

Also Present: Robert V. Antonucci, Robin Bowen, Jay Bry, Gail Doiron, Christopher Hendry, Kelli Lundgren, Michael Shanley, Shirley Wagner

The meeting was called to order by Chairman Vittorioso at 9:02 a.m.

President Antonucci stated the purpose of the meeting today is to hold an orientation for our new Board members.

President Antonucci discussed the appointments and reappointments on the Board. Mr. Mercadante is up for reappointment. Ms. Beverly Farias and Mr. Robert Pontbriand's terms will expire this year. Mr. David Mullaney's term has expired. All materials have been submitted to the PENC for consideration.

President Antonucci next reviewed the material distributed;

- Schedule of meetings
- Bylaws
- Trustee contact list
- Academic calendar
- Open meeting law
- Conflict of Interest
- Information Technology fact sheet

President Antonucci said that as a Trustee, your contact information is public.

A question arose whether or not members of the Board are to complete the Conflict of Interest annually as all state employees are required to comply. Ms. Lundgren will relay that information as soon as available.

President Antonucci informed the Board that all press inquiries are to be directed to the President and the Chair.

Next, an overview of each area was given by the executive team members present.

In closing, Dr. Shirley Wagner provided a NEASC update for the site visit scheduled for March 4-7, 2012. She reminded the Board that they are meeting with two members of the visiting team on March 5th from 11:00-11:30 a.m. President Antonucci scheduled a brief meeting prior to the NEASC discussion, which will begin at 10:30 a.m. in the President's conference room.

Dr. Wagner mentioned some key areas the Board should be aware of for the visit, including their purpose as Board members. She referenced pages 40-41 of the self-study, which outlines the responsibilities of the Board members in regards to the institution.

In closing, it was requested that the pages of the self-study pertaining to the Board of Trustees be sent as well as an agenda, Board briefing and corresponding minutes for review prior to the site visit. Ms. Lundgren will send all requested information via email.

With no further business before the Board, the meeting was adjourned at 10:02 a.m.

Respectfully submitted:

Robert A. Pontbriand, Clerk
Board of Trustees