

5-21-1998

Board of Trustess Meeting Packet, May 21, 1998

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ATTACHMENT I

FRAMINGHAM STATE COLLEGE

Board of Trustees

May 21, 1998

Trustees Present: Weinroth, Chair; Flaherty, Vice-Chair; Foley; Horrigan; Kane; Larrabee; Lepore; McGill; and President Kieft.

Trustees Absent: Gadbois; Jacobson; and Vrabel.

Chairman Weinroth called the meeting to order at 7:20 p.m.

CHAIRMAN'S REPORT:

Chairman Weinroth welcomed Trustees to the Annual Meeting of the Board as set forth in the By-Laws of the Framingham State College Board of Trustees.

APPROVAL OF MINUTES:

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve the March 19, 1998 minutes, as presented.

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REPORT OF THE PRESIDENT:

President Kieft stated that his report will focus on items discussed and acted upon at the March 19, 1998 Board meeting as well as observations about this past year and projections for the upcoming year.

- With the approval and direction by the Trustees at the March 19, 1998 Board meeting, the revised Mission Statement for Framingham State College was forwarded to the Board of Higher Education for review. Following a meeting with Chancellor Koplik and other members of the Board of Higher Education, a recommendation to approve Framingham State's Mission Statement will be made to the Full Board of Higher Education at its upcoming meeting.
- At the recommendation and approval of the Board at its March 19, 1998 meeting, the following request was submitted to the Board of Higher Education:

"The Framingham State College Board of Trustees respectfully requests the endorsement of the Board of Higher Education for a three year trial period during which the Board of Trustees has the authority to set both fees and tuition and to retain all revenue obtained from fees and tuition."

The Board's request was further discussed at a meeting I attended with Board of Higher Education Chancellor Koplik and Board Chairman Carlin. Although no decision was forthcoming on the Board's request, the meeting was very positive and resulted in good discussion, with recognition given to Framingham State for its continuing good work.

Following the meeting with Chancellor Koplik and Board Chairman Carlin, the House Budget recommended similar language to the Board of Trustees request which has taken precedent with the Board of Higher Education. Currently, Framingham State's request is on hold pending the outcome of the Budget process.

- In keeping with the Board's action at the March 19, 1998 meeting regarding the Renovation of the Ecumenical Center, the following request was forwarded to the Division of Capital Planning and Operations:

"The Framingham State College Board of Trustees respectfully requests the extension of the March 21, 1998 deadline date for President Kieft to sign the certification form to proceed with the Ecumenical Center Project. Said extension date should follow the Framingham State College Board of Trustees May 21, 1998 Annual Meeting to allow members of the Board to revisit and further review the matter."

Immediately following the submission of this request, Ralph F. Nee, Deputy Commissioner for Construction Services at the Division of Capital Planning and Operations, approved an extension date of May 25, 1998.

- The Budget process is on-going. At the present time, the House Ways and Means proposed Budget has been adopted by the Full House. In comparison to the last few years, the proposed Budget recommends a reduction in monies for Higher Education, reflecting less monies than recommended by the Governor. However, it is early into the Budget process, with the Budget still scheduled to be forwarded to the Senate and then possibly go into conference.

The House Budget also recommends a three year freeze in tuition and fees based on the current level set at institutions, which would remove the flexibility of individual Boards of Trustees. It also recommends that each institution spend 4% of its budget for existing facility renovations and facility renewals, which would reflect \$1.5 million for Framingham State College. The language clearly specifies "existing" facilities, which would not include the College's new Athletic Facility. If approved, Framingham State College could be faced with major cutbacks in our other budgetary areas. However, the process is still premature, but it is important that we be cognizant with what appears to be a message being sent by the House asking for change and accountability.

President Kieft distributed various graphs reflecting the College's efforts in fundraising and the admissions areas.

- The College's Annual Fund efforts have proven very successful over this past year. To date, \$120,000 have been received in comparison to \$81,000 received last year at this time. The outstanding efforts by the Annual Giving Office and all who have supported the program are truly appreciated.

The Higher Education Endowment Program has been a wonderful incentive which has enhanced the College's fundraising efforts. Thanks to the support of the many businesses, corporations, and friends of the College who have contributed to this matching program, the College has been successful in raising the maximum amount of monies to be matched through this program.

- Thanks to the efforts by the staff of the Admissions Office, applications have increased by approximately 400 in comparison to last year at this time. The increase in applications reflects a positive image for the College which involves the team work of many offices and departments, including our outstanding admissions and residence life programs.

Dean of Admissions and Enrollment Services Philip Dooher stated that as of May 1st, SAT scores for new freshmen enrollees average 993. These scores reflect a steady increase in comparison to 977 for the Fall of 1997 and 966 for the Fall of 1996. Dr. Dooher noted that this continuing increase in SAT scores is partially due to the new Admissions Standards set by the Board of Higher Education.

Chairman Weinroth requested that Dr. Dooher update Trustees on a comparison of Framingham State College to the other State Colleges at the September 1998 Board meeting.

- President Kieft stated that the close of the academic year is a very special time with many activities and events planned, including various award ceremonies for students and recognition programs for employees. The College's Annual Retirement and Recognition Ceremony and Luncheon was held on May 18, 1998. This annual program recognizes those employees retiring from their position at the College, and those employees celebrating their fifth year anniversary after serving fifteen or more years at the College. Culminating the academic year is Commencement. This year Commencement is scheduled for Sunday, May 24, 1998, with Governor Paul Cellucci as this year's special guest presenting the keynote address.

FINANCIAL AND ADMINISTRATIVE SERVICES REPORT:

Task Force Report on the Renovation and Restoration of the Ecumenical Center:

Trustee Foley, Chair of the Task Force on the Renovation and Restoration of the Ecumenical Center, thanked President Kieft for his offer of assistance, and stated that she hoped to continue to rely on his support and assistance. Trustee Foley reported the following:

On the day following the March 19, 1998 Board meeting, Vice President for Administration and Finance John Horrigan contacted me regarding funding for the Ecumenical Center project. Vice President Horrigan informed me that although the original appropriation had technically expired, the Division of Capital Planning and Operations continued to reflect the funds on the Ecumenical Center account. Vice President Horrigan further provided me with a copy of the account that showed approximately \$500,000 in addition to the second appropriation, and agreed that it should be unnecessary to look further for additional funding. On this same day,

March 20, 1998, President Kieft requested an extension for filing certification papers, and was granted the extension until May 25, 1998 by Ralph F. Nee, Deputy Commissioner for Construction Services at the Division of Capital Planning and Operations.

I contacted the Division of Capital Planning and Operation's Engineer and Manager for the project and was informed that they had attempted to access the \$500,000 when they went over budget, but were turned down. I was then referred to Special Assistant to the Commissioner Roseanne Pawelec, who informed me that it would be impossible to raise the CAP at the current time, but that they would consider revisiting the project at a later date. She further refused to consider raising the floor during the revised restoration process, but did agree to adding air conditioning back into the plans when Vice President Horrigan's concerns regarding future deterioration without the installation of air conditioning were brought to her attention. Minor revisions to the plans are necessary, however the Commissioner's office expects that the project will be going out to bid shortly.

Special Assistant to the Commissioner Pawelec also stated that Chancellor Koplik, President Kieft, and the Framingham State College Board of Trustees should not have received notification to sign the certification papers again. Correspondence has since been received apologizing for the confusion and informing us that a vote by the Board is unnecessary. Since a copy of this correspondence was not sent to Chancellor Koplik, the members of the Task Force on the Renovation and Restoration of the Ecumenical Center recommends that a copy of this correspondence be forwarded to Chancellor Koplik tomorrow, May 22, 1998. The Task Force further recommends that a letter, signed by President Kieft and Trustee Chairman Weinroth be sent to Commissioner Palermo and Chancellor Koplik stating the Board's support for the project and due to the time constraints involved, stressing the urgency for making any additional revisions and getting the project out to bid.

Following discussion, it was agreed to support the Report of the Task Force for the Renovation and Restoration of the Ecumenical Center, and submit the recommended correspondence as outlined in the report.

Fiscal Year 1999 Trust Fund Budget Requests:

President Kieft stated that the Trustees received copies of the Fiscal Year 1999 Trust Fund Budget Requests for review and approval. By direction of the Board, the Trust Fund Budget Requests includes a reduction in overall cost to students by \$20.00 annually. However, last week the House of Representatives approved a proposal from the House Ways and Means Committee to freeze both tuition and fees through Fiscal Year 2002. While freezing tuition will have no adverse effect on College operations, the freezing of fees is a much different matter. The House action is of concern because during the freeze period the College will be impacted with additional collective bargaining increases, inflationary increases and potentially, programmatic increases and no opportunity to adjust fees.

It is impossible, at this time, to predict whether the House approved language will ultimately prevail. However, given this uncertainty, I ask that the Trustees authorize Framingham State College President Kieft to be given the authority to reduce fees by \$20.00 subject to the approval of the House language.

Following a lengthy discussion,

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On motion duly made and seconded, it was

VOTED: Unanimously, as follows:

- to approve all Fiscal Year 1999 Trust Fund Budget Requests as presented;
- further, if the House language or similar language is enacted into law, President Kieft is authorized to establish a separate fee of \$20.00 to be placed in a segregated College account, within the College Operations Trust Fund; and
- further, that this segregated amount be used during the freeze years to support collective bargaining and other necessary cost increases after approval by the Trustees in the annual budget review.

Trustees further approved, by way of this vote, the effect is that fees to students for the Fiscal Year 1999 will be reduced by \$20.00 if the House language is *not adopted*. If the House language *is adopted*, fees will remain at current levels and a segregated account to cover necessary cost increases during the years of the freeze will be created.

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PERSONNEL REPORT:

Following discussion,

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve all Personnel Actions: Full-Time Tenure Track Appointments; Full-Time Temporary Appointments; Emeriti; and Resignations as presented in Attachment A.

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OTHER:

Draft Strategic Plan:

Chairman Weinroth updated members of the Board on the Strategic Planning process. He stated that shortly following his appointment to the Board in March of 1994, the New England Association for Schools and College's Accreditation Report was received. The report strongly recommended that the College have in place or begin the process of

undertaking a Strategic Plan. Upon the recommendation of the Accreditation Report, a Task Force to undertake the process of preparing a Strategic Plan was appointed by the Board. The process was well underway, and involved Trustees as well as many members of the College community. However, with the announcement of former President Weller's retirement from the College, members of the Board agreed to place the Strategic Planning process on hold until such time the Presidential Search Committee completed its charge and a new President for Framingham State College was appointed.

Chairman Weinroth stated that shortly after President Kieft's appointment in the summer of 1996, he was informed of the Trustees goal to undertake the process of preparing a Strategic Plan for Framingham State College. The Draft Strategic Plan before the Trustees this evening is a result of a lengthy process which began nearly four years ago.

President Kieft stated that following a review and discussion of the Draft Strategic Plan by members of the Board, comments and suggestions will be incorporated into a second Draft which will then be submitted to the College's governance committees to undergo discussion and a campus-wide review. Following review by the governance committee's, a Final Strategic Plan for Framingham State College will be prepared and submitted to the Trustees for review and approval before the plan is submitted to the Board of Higher Education. Members of the Board of Higher Education have expressed a keen interest in our plan and are eagerly awaiting the outcome of our process which could serve as a model for the state.

Chairman Weinroth asked that Trustees carefully review the Draft Strategic Plan and forward all comments and suggestions to President Kieft.

Framingham State College Board of Trustees By-Laws Revision:

Chairman Weinroth stated that the Trustees received a copy of the proposed revision to Article II, Section 1, Regular Meetings, of the Framingham State College Board of Trustees By-Laws for review and action at the September, 1998 meeting of the Board. The revision would set the scheduled Board meetings at a time when College is in session, to allow participation by Framingham State College students and its Student Trustees.

Report of the Nominating Committee and Election of Officers:

Trustee Lepore stated that members of the Nominating Committee (Trustees: Lepore, Chair; Gadbois; and Horrigan) met for the purpose of selecting nominees for Chair and Vice Chair of the Framingham State College Board of Trustees. Trustee Lepore reported that the Nominating Committee voted to recommend the re-appointment of Trustee Seth Weinroth as Chair and Trustee Michelle Flaherty as Vice Chair of the Board of Trustees. There being no further nominations,

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On motion duly made and seconded, it was

VOTED: Unanimously, to accept the recommendation of the Nominating Committee and re-appoint Trustee Seth Weinroth, Chair and Trustee Michelle Flaherty, Vice Chair of the Framingham State College Board of Trustees, effective July 1, 1998 through June 30, 1999.

Chairman Weinroth expressed his appreciation for the Trustees vote of confidence, and stated that he and Vice Chair Flaherty will do their very best to meet the Board's expectations in the upcoming year.

Board of Trustees Meeting Dates, 1998-99:

Chairman Weinroth stated that the Trustees received a list of meeting dates of the Board of Trustees for the 1998-99 academic year.

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve the following 1998-99 meeting dates for the Framingham State College Board of Trustees:

- Thursday, September 24, 1998
- Thursday, November 19, 1998
- Thursday, January 28, 1999
- Thursday, March 25, 1999
- Thursday, May 20, 1999

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Trustees discussed the meeting times and locations of future meetings of the Framingham State College Board of Trustees. Following discussion,

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On motion duly made and seconded , it was

VOTED: Unanimously, that Board meeting times be moved from 7:15 p.m. to 7 p.m. To allow Trustees the opportunity to visit other campus areas, it was further voted that flexibility be considered in scheduling Board meetings at alternate locations and times to allow Trustees the opportunity to meet at other campus locations.

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Presidential Authority, Summer Months:

Chairman Weinroth stated that the May 21, 1998 meeting is the last scheduled Board of Trustees meeting for the 1997-98 academic year. He asked that President Kieft be given the authority to act on personnel appointments and other matters during the summer months.

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On motion duly made and seconded, it was

VOTED: Unanimously, to authorize President Kieft to act on personnel appointments and other matters during the summer months, these to be ratified by the Full Board at its next scheduled meeting in September, 1998.

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PUBLIC COMMENT:

Chairman Weinroth recognized Dr. Stephen Joseph, Chair of the Philosophy Department, in his request to address members of the Board regarding the proposed disestablishment of the Philosophy Department.

Dr. Joseph expressed his appreciation to members of the Board for the opportunity to speak before the Trustees regarding the proposed disestablishment of the Philosophy Department.

Dr. Joseph stated that a petition has been signed by members of the faculty and the student body, opposing the proposed disestablishment of the Philosophy Department. The department is small, and inexpensive to the College, which given the financial aspect of abolishing the department, would be pointless. In addition, Philosophy courses have been proven to be very valuable in assisting students to think critically.

Dr. Joseph stated, that as Chair of the Department of Philosophy, he would like the record to reflect his concern and question as to why Framingham State College is being deprived of the opportunity to continue its Department of Philosophy, when the other State Colleges continue to support an independent Department of Philosophy.

NEW BUSINESS:

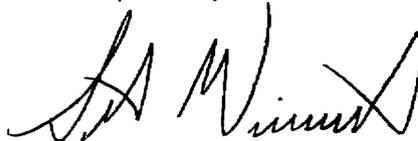
Chairman Weinroth stated that the May 21, 1998 meeting of the Board will be the last meeting Trustee Kelly McGill be serving in her role as Student Trustee. In recognition of her outstanding service to the Board this past year, Chairman Weinroth presented Trustee McGill with the following award:

Certificate of Appreciation
for
Outstanding contributions made to Framingham State College
while serving as a student member of the Board of Trustees
for the 1997-98 academic year.
She has served as a dedicated and effective leader
and as a strong and determined advocate for the students of the College.

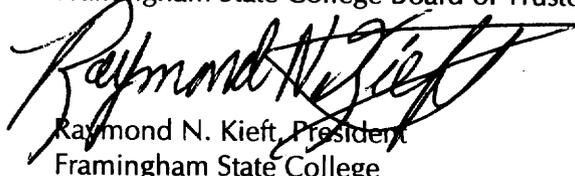
Trustee McGill expressed her appreciation to President Kieft and members of the Board for allowing her the opportunity to work closely with them over the past academic year in her role as Student Trustee.

There being no further business, the meeting adjourned at 8:35 p.m.

Respectfully submitted,



Seth A. Weinroth, Chair
Framingham State College Board of Trustees



Raymond N. Kieft, President
Framingham State College



John J. Horrigan
Framingham State College
100 State Street, P.O. Box 9101
Framingham, MA 01701-9101

Vice President
Administration and Finance

Tel (508) 626-4580
Fax (508) 626-4592

MEMORANDUM

TO: Raymond N. Kieft
President

FROM: John J. Horrigan 
Vice President, Administration and Finance

DATE: May 13, 1998

As you know, we have prepared our Trust Fund Budget Requests for Fiscal Year 1999. The budgets presented for Trustee consideration reduce the overall cost to students by \$20.00 annually.

Last week, the House of Representatives approved a proposal from the House Ways and Means Committee to freeze both tuition and fees through Fiscal Year 2002. While freezing tuition will have no adverse effect on College operations, the freezing of fees is a much different matter. Traditionally, the Trustees have had an opportunity to review Trust Funds on an annual basis and to make adjustments either upwards or downwards as the State appropriation and other circumstances warranted. I am very concerned with the House action because during the freeze period there will be additional collective bargaining increases, inflationary increases and, potentially, programmatic increases and no opportunity to adjust fees.

It is impossible, at this time, to predict whether the House approved language will ultimately prevail. However I ask that you discuss with the Trustees the potential impact of the language and consider asking that they grant you authority to take appropriate action, on their behalf, should the language be enacted into law.

Specifically, I propose 1. that the Trustees approve all Trust Fund Budgets as presented; 2. if the House language or similar language is enacted into law, you be authorized to establish a separate fee of \$20.00 to be placed in a segregated College account, within the College Operations Trust Fund; 3. that this segregated amount be used during the freeze years to support collective bargaining and other necessary cost increases after approval by the Trustees in the annual budget review.

The effect of the above action is that fees to students for the Fiscal Year 1999 will be reduced by \$20.00 if the House language is **not adopted**. If the House language is **adopted**, fees will remain at current levels and a segregated account to cover necessary cost increases during the years of the freeze will be created.

PERSONNEL ACTIONS

FULL TIME TENURE TRACK

Cutler, Joyce	Instructor Mathematics Dept.	Effective: 09/01/98 Annual Salary Rate: \$29,505.32
Huibregtse, Jon	Assistant Professor History Dept.	Effective: 09/01/98 Annual Salary Rate: \$34,355.36
Keil, David	Instructor Computer Sci. Dept.	Effective: 09/01/98 Annual Salary Rate: \$32,380.40
Mackey, David	Assistant Professor Sociology Dept.	Effective: 09/01/98 Annual Salary Rate: \$34,105.24
Massad, Susan	Assistant Professor Family & Consumer Sciences Dept.	Effective: 09/01/98 Annual Salary Rate: \$38,005.24

FULL TIME TEMPORARY

Austin, Sandra	Assistant Professor Nursing Dept.	Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$36,455.12
Bachman, Craig	Assistant Professor Art/Music Dept.	Effective: 09/01/98 - 05/31/99 Annual Salary Rate: 33,805.20
Breuning, Cornelia	Instructor Computer Science Dept.	Effective: 09/01/98 - 01/16/99 Annual Salary Rate: \$28,980.12
Baiano Berman, Deborah	Instructor Sociology Dept.	Effective: 09/01/98 - 01/16/99 Annual Salary Rate: \$27,055.08
Koretz, Ellen	Instructor Education Dept.	Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$30,380.48
Lawless, Lucille	Instructor Sociology Dept.	Effective: 09/01/98 - 01/16/99 Annual Salary Rate: \$32,080.36
Muskopf, Teresa	Instructor Family & Consumer Sciences Dept.	Effective: 09/01/98 - 01/16/99 Annual Salary Rate: \$28,080.00

May 21, 1998

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FULL TIME TEMPORARY CONT.

Osterud, Grey	Assistant Professor History Dept.	Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$36,630.36
Wallace, Greg	Assistant Professor Art/Music Dept.	Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$33,055.36
White, Jonathan	Instructor Sociology Dept.	Effective: 09/01/98 - 01/16/99 Annual Salary Rate: \$27,505.40

EMERITI

Chartier, Richard	Professor, Emeritus English Dept.	Effective: 07/01/98
Klein, Ronnie	Assist. Librarian, Emerita	Effective: 07/01/98
Koroski, Walter	Director, Media Communications, Emeritus	Effective: 07/01/98

RESIGNATIONS

Baker, Jeffrey	Professor Communication Arts Dept.	Effective: 05/31/98
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