

9-17-1998

Board of Trustess Meeting Packet, September 17, 1998

Framingham State University

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FRAMINGHAM STATE COLLEGE

Board of Trustees

September 17, 1998

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

Trustees Absent: Gadbois; Lepore; and Jacobson.

Chair Weinroth called the meeting to order at 7:05 p.m.

APPROVAL OF THE MINUTES:

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On motion duly made and seconded, it was

VOTED:

Unanimously, to approve the May 21, 1998 minutes, as presented.

* * * * *

REPORT OF THE PRESIDENT:

President Kieft stated that his report would be comprised of recent items, which were not included in the two updates sent to the Trustees over the summer months. Dr. Kieft reported the following:

- The opening of the 1998-99 academic year went extremely well, thanks to the combined efforts of many faculty and staff members of the campus community. Special thanks to Director of Orientation and First Year Programs Meg Nowak for her leadership in organizing the very informative orientation sessions.
- Framingham State College is proud to lead the public state colleges and universities in enrollment numbers. Enrollment for the Fall of 1998 has increased by 4% in comparison to the Fall of 1997. As enrollment increases, occupancy in the residence halls also increases. Director Glenn Cochran and the Residence Life staff have done an outstanding job in providing for the more than 1,300 students residing in the College's residence halls.

[Trustee Charles Kane joined the meeting.]

- The Strategic Plan for Framingham State College, "*Shaping the Future: 1999-2004*," is now in its second draft form, and has been forwarded to the College's governance committee for review. The plan has also been shared with the Board of Higher Education, who has indicated that they are comfortable with the time frame and direction of the draft plan. Following a review by the governance committee, any changes or recommendations will be forwarded to the President for review and consideration. It is expected that the final plan will go before the Board for action at the January 28, 1999 meeting. Following approval by the Board of Trustees, the final plan will be forwarded to the Board of Higher Education for action.

- Many facilities projects and upgrades occurred over the summer months, including the replacement of the roof on Crocker Hall, the installation of two new brick walk-ways, the completion of the new campus electrical distribution system, as well as beautification and other improvements.
- Parking issues are on going and continue to receive media attention. With the loss of parking at the former Cushing site, the College has been engaged in discussions with the Town of Framingham regarding the use of a privately owned former car dealership lot located on Union Avenue in Framingham. Although the College is presently using the Union Avenue lot, it is anticipated that discussions with the Town and Precinct 12 neighbors will be on going for a lengthy period of time. Including the parking at the Union Avenue lot, along with parking at the recently converted tennis courts, the College has been able to provide approximately 300 additional parking spaces for our students.
- President Kieft distributed an Institutional Support Expenditures analysis prepared by the Board of Higher Education. The analysis reflects the Fiscal Year 1998 institutional support costs, known as administrative costs, for the nine state colleges by using a comparison with other similar peer institutions throughout the United States. The efficiency of Framingham State College's administration is clearly demonstrated by this comparison. The chart reflects that our peer institutions spent, on the average, \$2.7 million more in administrative costs for 5,000 students than Framingham State. In addition, based on 5,000 students, on the average, Framingham State spent \$1.3 million less in administrative costs than the other Massachusetts State Colleges. Framingham State's cost per student last year was \$670, with our peer institution's cost per student at \$1,225. These savings in administrative costs enables the College to wisely invest dollars in our academic support programs. Special thanks are extended to the staff of the College for their willingness to increase and assume additional responsibilities over these past two years in the College's commitment to reduce administrative costs.

On behalf of the Board, Chairman Weinroth commended President Kieft for his leadership and outstanding achievements in reducing administrative costs.

ACADEMIC AFFAIRS REPORT:

President Kieft stated that when the teacher test results were released, Provost Heineman was directed to begin an analysis of the test scores and undertake the process of adjusting and improving our academic programs to better prepare our students for the Teacher Tests. Dr. Kieft noted that in keeping with policy set by the Board of Higher Education, Colleges and Universities offering teacher education require these students to reach a benchmark score of 80%.

Provost Heineman stated that due to the complexity of the analysis process, a summary has been prepared for distribution to members of the Board.

Dr. Heineman reported the following on the analysis process of the teacher test results:

- When the first Teacher Test results were released this past July, the necessary data to begin the analysis process was not complete. Following receipt of the complete data on computer disk, a preliminary summary analysis was completed. The analysis includes

the combined results of first time test takers in April and July of 1998, with a comparison to our sister institutions with the exception of Mass. College of Art and Mass. Maritime. The preliminary summary of the Teacher Test Results for Framingham State College reflects: (1) Framingham State College is at the top; (2) subject area results indicate some important differences; (3) of the 13 test takers, the poorest grades were in the second largest group, Early Childhood, with Elementary students receiving higher grades; and (4) an overall higher average was reflected within the native population.

- A series of Mini-Conferences were held throughout the summer months to examine the data, and to discuss and consider possible remedies for implementation to improve Framingham State College's teacher test scores. These possible remedies include: (1) raising the QPA to 2.75 for students entering the teaching program; (2) requiring a literacy test for all Framingham State College students; and (3) requiring an entrance literacy test for transfer students, due to the dramatic difference reflected in the analysis between these students and the native students.

In addition, two programs are currently being implemented. The Center for Academic Support and Advising (CASA) has developed a number of programs to assist students in the preparation for the teacher tests, with October test preparations already underway. The Division of Graduate and Continuing Education has devised a program called "Six Saturdays to Success", primarily for those students who have already graduated. The College continues to require the course "Introduction to College Writing" for all students who score below 32 on the standard test of Written English. This introductory course gives support in the area of reading skills by carrying an additional two hour Reading Module.

- In an effort to improve teacher test scores, the College will:

Continue to stress writing as a cross-curricular skill, which is already included in over 60% of our General Education courses. Consideration will be given to including writing as a cross-curricular skill in all General Education courses.

Literacy will be addressed as a College-wide program and a recommendation will be given to using this test or a similar test as an assessment tool. The literacy portion should be passed before entering the major or the teaching part of the education program and the subject portion prior to graduation. Given the public support for this test, consideration will be given to administering the test to all students.

The College will continue to analyze the teacher test scores, with emphasis on studying the major elements of the Elementary and Early Childhood programs, in particular the new interdisciplinary major. Framingham State is fortunate to be ahead of the curve with broad-based skills majors and core majors already developed. These majors and programs will continue to be strengthened in the basic skills areas, with a limitation of hours in psychology and sociology being considered for Elementary and Early Childhood majors.

Dr. Heineman noted that the new General Education program has been in place for two years. The students who took the teacher tests have only completed two years under the new program. It is anticipated that scores will improve beginning with the class of 2001, after completing 4-years of the new General Education program.

President Kieft noted that although Framingham State College students received the highest teacher test scores within the state college system, these scores still fall short of the 80% benchmark set by the Board of Higher Education. The compilation of the analysis data will be used to develop and strengthen the College's courses and programs to better prepare our students for the teacher tests.

President Kieft stated that currently the 4-year state colleges have a transfer agreement with the 2-year community colleges, often referred to as the seamless transition policy. This agreement states that the state colleges will accept transfer students from community colleges with a minimum 2.5 quality point average. It is important to note that college students are exposed to literacy during the first two years of their College education. Following a review of the teacher test results, the analysis reflects that transfer students received dramatically lower scores.

Trustees discussed the teacher test results and their role as a Board in setting standards to improve the grades for Framingham State College students taking the Massachusetts Teacher Tests. It was agreed that following completion and further analysis of the teacher test results, members of the Board would review the data. Consideration will be given to setting new standards to improve teacher test scores at the January 1999 meeting.

Trustees expressed concern with the lower teacher test scores received by transfer students.

Following discussion,

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On motion duly made and seconded, it was

VOTED:

Unanimously, that correspondence be sent to the Board of Higher Education requesting that the existing "seamless transition policy", as it applies to the joint admissions agreement between the State and Community Colleges and Universities, be re-examined.

* * * * *

Chairman Weinroth stated that he was pleased that former Trustee Lillian Buckley was able to join the Trustees this evening. On behalf of the Board, Chairman Weinroth expressed appreciation to Dr. Buckley for her dedicated service to Framingham State College and its Board of Trustees while serving more than 10 years as a member of the Board. In recognition, he presented Dr. Buckley with a dozen yellow roses, a Bose Wave Radio and the following recognition award:

Certificate of Appreciation
for

Outstanding service to Framingham State College
while serving as a member of the Board of Trustees (1987-1997)
and Vice Chair of the Board of Trustees (1991-1993).
She has demonstrated steadfast dedication to public higher education
and the College as an effective advocate for its mission and
programs, providing an outstanding example of service
and professionalism and a strong commitment to excellence
as an alumna of the College.

Trustee Buckley stated that as an alum of the College, she was honored to serve as a member of the Framingham State College Board of Trustees. She thanked members of the Board for their kind words and recognition gifts.

STUDENT SERVICES REPORT:

Dean of Admissions and Enrollment Services Philip Dooher distributed Enrollment and Admissions material to members of the Board.

In keeping with previous discussion regarding transfer students, Dr. Dooher stated that approximately 40% of Framingham State College's students are from 2-year colleges.

Dr. Dooher reported the following current admissions data:

- The Admissions Office succeeded in its goal this year to match and improve the Admissions Standards set by the Board of Higher Education. Applications received for the Fall of 1998 increased to 3,311 in comparison to 2,911 in the Fall of 1997. Acceptances for the Fall of 1998 were 2,134 in comparison to 2,037 in the Fall of 1997.
- Transfer applications received for the Fall of 1998 decreased to 1,025 in comparison to 1,102 for the Fall of 1997. Transfer acceptances declined from 628 in comparison to 767 in the Fall of 1997. However, it is important to note that 61% of the transfer students for the Fall of 1998 were accepted with an approximate grade point average of 2.8.
- Students of color, including international students of color, represent 11.7% of the student population. The percentage of students living in Residence Halls is 54%, with 46% of the students commuting or living off campus.
- The average Combined Freshman SAT score has increased to 993 for the Fall of 1998 in comparison to 977 in the Fall of 1997.

Dr. Dooher stated that the Admissions and Enrollment figures are based on current information. Updated numbers will be reported at the November 19, 1998 meeting.

FINANCIAL AND ADMINISTRATIVE SERVICES REPORT:

Vice President for Administration and Finance John Horrigan stated that the College has acquired a \$6.265 million mortgage, with an approximate 3.5% variable rate, for the new Athletic Facility. Bidding will begin in December of 1998, with construction to begin in March of 1999, and completion expected in May of 2000.

Mr. Horrigan stated that the Division of Capital Planning and Outlay has added funding in the amount of \$202,000 to cover air conditioning costs for the renovation of the Ecumenical Center, bringing the total repair cost to \$1.5 million. Construction is scheduled to begin in January of 1999, with an expected 1-year completion date.

Vice President Horrigan expressed his appreciation to Trustee Vrubel for his assistance and expertise in the preparation and proofing of numerous documents associated with the Athletic Facility.

PERSONNEL REPORT:

Following discussion,

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On motion duly made and seconded, it was

VOTED:

Unanimously, to approve all Personnel Actions: Appointments, Title Changes and Salary Adjustments, Promotions, Full-Time Tenure Track Appointments, Full-Time Temporary Appointments, Title Changes, Change of Status, Resignations, and Retirement as presented in Attachment A.

* * * * *

OTHER:

FRAMINGHAM STATE COLLEGE BOARD OF TRUSTEES BY-LAW REVISION:

Chairman Weinroth stated that the By-Law revision amends Article II, Meetings of the Board of Trustees, Section 1. Regular Meetings. This change would allow flexibility in setting meeting dates and scheduling Board meetings at a time when college is in session to accommodate Student Trustees and other members of the Framingham State College community.

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On motion duly made and seconded it was,

VOTED:

Unanimously, to approve the revision to Article II. Meetings of the Board of Trustees, Section 1. Regular Meetings, of the Framingham State College Board of Trustees By-Laws as presented in Attachment B.

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NEW BUSINESS:

President Kieft stated that in keeping with a vote taken by Trustees at the May 21, 1998 Annual Meeting, the November 19, 1998 meeting will be held at 7:30 a.m. at a location to be announced.

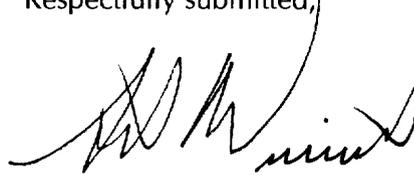
President Kieft stated that the College has received donations over the summer months that will qualify for the matching program. A total of \$276,000 has been received in scholarship monies with another \$100,000 to be used for advanced technology initiatives. A bequest, in the amount of \$100,000, was received by former faculty member of the Home Economics Department, now the Consumer and Family Sciences Department, Anna Billa. In addition, computer software valued at \$124,000 was received from A.N.T. Corporation for use by the Clothing and Textiles area of the Family and Consumer Sciences Department.

Director of Alumni Affairs and Trustee Marilyn Foley stated that Anna Billa also left \$10,000 for use by the Alumni's Clothing and Textiles Fund.

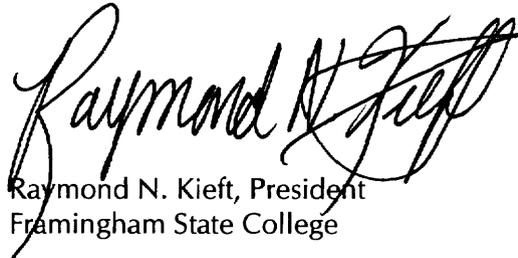
Trustee Foley stated that she would like to ask that the Board of Trustees work together with the Legislature to recognize the Framingham State College Alumni Association as a foundation of the College to allow the Alumni Association to qualify for the matching program.

There being no further business, the meeting adjourned at 9:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Seth A. Weinroth". The signature is fluid and cursive, with the first name being the most prominent.

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

A handwritten signature in black ink, appearing to read "Raymond N. Kieft". The signature is highly stylized and cursive, with the first name being the most prominent.

Raymond N. Kieft, President
Framingham State College

PERSONNEL ACTIONS
APPOINTMENTS

| | | |
|--------------------|---|--|
| Aber, Jason | Staff Assistant/Personal Computer Installation Specialist | Effective: 08/02/98 Annual Salary Rate: \$33,000.24 |
| Campenella, Brian | Head Athletic Trainer Athletic Dept. | Effective: 08/26/98 Annual Salary Rate: \$28,000.44 |
| Hawkins, Pamela | Assistant Director, Admissions | Effective: 08/30/98 Annual Salary Rate: \$36,000.12 |
| Joseph, Hilary | Staff Assistant/ Admissions Counselor | Effective: 09/01/98 Annual Salary Rate: \$28,000.44 |
| Marceau, Mary | Staff Assistant/ Residence Director | Effective: 08/13/98 Annual Salary Rate: \$20,000.24 |
| O'Neill, Katherine | Staff Associate/Executive Assistant to the Provost/ Academic Vice President | Effective: 08/02/98 Annual Salary Rate: \$35,000.16 |
| Spote, Susan | Staff Associate/Director, Academic Advising Center, & Assistant to the Dean | Effective: 08/30/98 Annual Salary Rate: \$37,780.08 |

TITLE CHANGE & SALARY ADJUSTMENT

| | | |
|-------------------|---|--|
| Lopes, Joseph | Director of Human Resources | Effective: 09/27/98 Annual Salary Rate: \$82,239.04 |
| McGinnis, Susanne | Staff Associate/Writing Center Director & Assistant to the Dean | Effective: 07/01/98 Annual Salary Rate: \$37,996.76 |
| Pagliuca, Theresa | Staff Associate, Laboratory Coordinator | Effective: 07/01/98 Annual Salary Rate: \$36,616.32 |
| Storch, Margaret | Assistant Director of Publicity & Public Relations & Print Media Coordinator | Effective: 09/27/98 Annual Salary Rate: \$45,154.20 |

PROMOTIONS

| | | |
|--------------------------|--|--|
| Bell-Elkins, Julie | Director, Social Issues/ Wellness Program | Effective: 07/01/98 Annual Salary Rate: \$33,980.44 |
| Bowman Saunders, Rebecca | Assistant Director, Student Involvement & Leadership Development | Effective: 07/01/98 Annual Salary Rate: \$31,500.04 |
| Dodd, Marie | Staff Associate/ Graduate & Continuing Education | Effective:09/01/98 Annual Salary Rate: \$40,239.16 |
| Foster, Erin | Staff Assistant/Area Director, Residence Life | Effective: 08/16/98 Annual Salary Rate: \$20,000.24 |
| Hickey, Tracy | Assistant Director, Financial Aid | Effective: 07/01/98 Annual Salary Rate: \$30,702.88 |

FULL TIME TENURE TRACK

| | | |
|-------------------|-----------------------------------|--|
| Flanagan, Anna | Assistant Professor Psychology | Effective: 09/01/98 Annual Salary Rate: \$33,755.28 |
| Morrisette, Roger | Assistant Professor Biology | Effective: 09/01/98 Annual Salary Rate: \$33,855.12 |

FULL TIME TEMPORARY

| | | |
|--------------------|-------------------------------------|---|
| Abdelgadier, Osama | Assistant Professor Geography | Effective: 09/01/98 - 01/16/99 Annual Salary Rate: \$35,505.08 |
| Blakeslee, Spencer | Assistant Professor Sociology | Effective: 09/01/98 - 01/16/99 Annual Salary Rate: \$40,055.08 |
| Cabanas, Rafael | Instructor Modern Languages | Effective: 09/01/98 - 01/16/99 Annual Salary Rate: \$28,463.24 |
| Corea, Elizabeth | Instructor Communication Arts | Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$29,980.08 |
| Crawford, Roger | Instructor Economics/Bus. Admin. | Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$35,255.48 |

FULL TIME TEMPORARY CONT.

| | | |
|--------------------|---|---|
| Hodge, Jessica | Assistant Professor Family & Consumer Sci. | Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$36,130.12 |
| Parker, Lynn | Assistant Professor English Dept. | Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$33,405.32 |
| Perry, Evelyn | Instructor English Dept. | Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$27,154.92 |
| Zampini, Charlotte | Assistant Professor Biology | Effective: 09/01/98 - 05/31/99 Annual Salary Rate: \$34,805.16 |

TITLE CHANGE

| | | |
|------------------|---|---------------------|
| Good, Arnold | From: Assistant Dean To: Associate Dean | Effective: 09/01/98 |
| Thomas, Terrence | From: Assistant Director, Media To: Assistant Director, Media & Area Manager | Effective: 08/30/98 |

CHANGE OF STATUS

| | | |
|--------------------|----------------------|---------------------|
| Bell-Elkins, Julie | 10 Month to 12 Month | Effective: 07/01/98 |
|--------------------|----------------------|---------------------|

RESIGNATIONS

| | | |
|-------------------------|--|---------------------|
| Buck, Jason | Associate Director, Residence Life | Effective: 08/08/98 |
| Call, Robert | Staff Assistant/ Network Support Technician | Effective: 06/01/98 |
| Gelfand, Amelie | Staff Associate/ Executive Assistant to Provost/Academic Vice President | Effective: 08/01/98 |
| Graves, Jane K. Roesner | Staff Assistant/ Residence Director | Effective: 08/01/98 |

RESIGNATIONS CONT.

Hawkins, Pamela

Staff Assistant/
Head Athletic Trainer

Effective: 08/29/98

Healey, Kristina

Assistant Director,
Admissions

Effective: 06/20/98

Robin, Harvey J.

Systems Librarian,
Whittemore Library

Effective: 08/01/98

RETIREMENT

Miller, Harriet

Professor
Sociology Dept.

Effective: 09/18/98

Framingham State College Board of Trustees

Proposed By-Laws Revision

**ARTICLE II. MEETINGS OF THE BOARD OF TRUSTEES,
SECTION 1. REGULAR MEETINGS,** of the By-Laws of the Framingham State College Board of Trustees, currently states:

Regular meetings shall be held during the fourth week of September, November, January, March and May unless otherwise determined by the Board of Trustees. The annual meeting of the Board of Trustees shall be held in May. The time and place of such meetings shall be fixed by the Chair in consultation with the President. All meetings shall be held within the Commonwealth.

In recognition of our Framingham State College students, and Student Trustees, the following revision is recommended:

Regular meetings shall be held in September, November, January, March and May at a time while College is in session. The annual meeting of the Board of Trustees shall be held the week preceding Commencement in May. All meetings shall be held within the Commonwealth, with the time and place of such meetings to be fixed by the Chair in consultation with the President. No regular meetings shall be held during break periods or at a time when classes are not in session, with the exception of the annual meeting.

RECOMMENDATION:

That the Board of Trustees review **ARTICLE II. MEETINGS OF THE BOARD OF TRUSTEES, SECTION 1. REGULAR MEETINGS,** for approval and adoption at the September of 1998 meeting of the Board.