

5-23-2002

## Board of Trustees Meeting Packet, May 23, 2002

Framingham State University

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Framingham State College

Board of Trustees

May 23, 2002

Trustees Present: Weinroth, Chair; Hiatt, Vice Chair; Heffernan; Hunt; Jordan; Smith; Vrabel; and President Heineman

Trustees Unable to Attend: Canevazzi; Jacobson; and Kane.

Chair Weinroth called the meeting to order at 7:10 p.m.

**CHAIRMAN'S REPORT:**

Chairman Weinroth welcomed and congratulated newly appointed Trustees Angela Hunt and Constance Jordan to the final Board Meeting for the 2001-2002 academic year. On behalf of the Board of Trustees, Chairman Weinroth expressed appreciation to Mrs. Adele Downing who will retire on June 7, for her dedication and service to the College for 20 years.

**APPROVAL OF THE MINUTES:**

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On motion duly made and seconded, it was

VOTED: Unanimously to approve the March 14, 2002 minutes, as presented

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Chairman Weinroth discussed the newly formed Massachusetts State College Presidents and Trustees Association whose purpose it is to have a more unified voice on behalf of the State Colleges. Copies of the By-Laws were distributed.

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On motion duly made and seconded, it was

VOTED: Unanimously to approve the Massachusetts State College Presidents and Trustees Association By-Laws as presented.

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Chairman Weinroth will inform the Association.

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On motion duly made and seconded, it was

VOTED: Unanimously to approve that Vice Chair Hiatt serve as alternate chair for future meetings.

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**Report of the Nominating Committee on the election of officers:** Trustees Heffernan (Chair), Kane, and Jacobson participated in a conference call for the purpose of selecting a slate of officers, and put forth the following nominations:

Seth A. Weinroth as Chair, and Jerry D. Hiatt as Vice Chair.

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On motion duly made and seconded, it was

VOTED: Unanimously to approve that Seth A. Weinroth serve as Chair, and Jerry D. Hiatt serve as Vice Chair.

\*\*\*\*\*

**Report of Development Committee:** Trustees Heffernan and Smith have met and discussed ways to assist the Development Director and enhance development efforts. The Committee worked with the independent Alumni Association and the Framingham State College Alumni Association regarding outstanding issues. Trustees Heffernan and Jordan met with Penny Valukis and Lisa Holland in an effort towards a resolution short of litigation, to avoid unnecessary expense, and for the sake of public relations.

Chairman Weinroth will write to members of the Board of Trustees to request their participation in the campaign for the renovation of the Dwight Hall Auditorium, and to take advantage of a State program in place where for every dollar raised the State will donate \$3. He requested Ed Burke, President of the Framingham State College Foundation and Keith McKittrick, Director of Development and Alumni Relations to write requesting participation from their members. Dr. Dale Hamel, Vice President of Administration and Finance stated that the Commonwealth of Massachusetts has committed \$3.6 million for the renovation of the Dwight Hall Auditorium, with the College responsible for \$1.2 million.

### **PRESIDENT'S REPORT**

President Heineman reported the following:

- Commencement 2002 will take place on Sunday, May 26 on the Village Green. All Trustees are invited to a Commencement Brunch in the 1839 Room at noon.
- Alumni Reunion activities will take place on June 8 Weekend. All are invited to share in all of the events and activities.
- The College has received several substantial gifts and grants: \$20,000 from Madlyn Fafard with a pledge of another \$10,000. She will meet with faculty when she returns from Florida to work on that last \$10,000 pledge; \$20,000 from the Framingham Union Aid Association; \$27,000 in a Charitable Remainder Trust; \$125,000 from DCAM for renovation of the Planetarium; also, generous gifts from faculty, alumni and our newest trustee, Connie Jordan. \$25,000 gift for a Holliston High School scholarship, with a further commitment of \$150,000 in a will.
- Right now our budget looks somewhat better because the House has restored \$1.6m but we are still a long way from the home stretch, because we must go through the Senate, the Conference Committee, and whatever gubernatorial vetoes may come a little later. Drs. Heineman and Hamel met with the Town's Public Safety Committee, and continue in a positive relationship with our

neighbors as the College goes forward to request the lowering of the speed limit, removal of the parking, and enhancement of crosswalks on State Street.

- The Framingham State College Quad is moving along. Almost half of it is complete, trees are being planted, brick paths laid, at least one alumni is donating a bench, and in short, the greening of Framingham State College Central Quad is well underway. Dr. Heineman thanked the Facilities Department under the direction of Mike Hinkley for their fine work.
- The College is close to completing the renovation of the old Bookstore space and conversion of it into a modern Information Technology Center. All computer labs will move to Hemenway Hall, consolidating operations and functions there. The College continues to look at other spaces on campus and to bring the Campus Plan forward.

### **STRATEGIC PRIORITIES**

In September, Framingham State College identified 5 Strategic Priorities for the campus. President Heineman has reviewed progress on those priorities with staff, and presented the progress this year.

- **Priority I - Laptop Program Implementation.** The College has secured the no-interest loans for the program. General Obligation Funding has been secured to complete the wireless upgrade. Gateway Laptops have been selected, with a bid at 30% below the list price. Smart Classroom, Hemenway 212 has been completed. More work is planned on a conversion of the Leonhard Lab. Migration to Windows 2000 will begin this summer.
- **Priority II - Programs/Services Enhancements.** The College has secured approval from the Board of Higher Education for our revised Mission Statement. We will have full implementation of the degree works audit for fall 2002. We have decided to pursue a more comprehensive administrative management system in the future. The College continues to work on assessment, and has received and analyzed the National Survey of Student Engagement. Next year we will have our College Curriculum Committee assess our General Education Program. The College also plans to study our delivery of career services information to students. The NEASC 10-year Evaluation Report is due in 2003, and committees have been identified.
- **Priority III, Facilities Renewal and Reuse.** The Athletic and Recreation facility has been completed, as well as Phase 1 of the Linsley Hall renovation and the Church Street house acquisition. Dwight Auditorium will serve as our Technology and Performance Center. The College has secured the General Obligation Funding, and DCAM has already begun the study. We continue to review options for 118 State Street. The Space Council has submitted a report; Final changes in the College Center will be made in the summer of 2002. The Bookstore renovation is already under way, and move-in should occur during the summer of 2002. Renovation of the Planetarium has also been added. This is an important project because it will enhance our programs here, as well as the programmatic capacities of the McAuliffe/Challenger Center.
- **Priority IV – Parking/Campus Core Development.** Here too, the College has made good progress on conversion of the State Street property to parking. This will occur in summer 2002. The academic quad work is ongoing. The Larned Hillside parking lot study is out to bid.

- **Priority V - Organizational Issues.** The reorganization of the Framingham State College Foundation is complete, and an Executive Committee of the Foundation has been formed. This committee plans to meet four times a year. The officers are: Ed Burke as President, Mike Gatlin, Treasurer, Paul Combe, Vice President. Irene Schmidt, former President of the Metrowest Bank, has agreed to be Chair of the Finance Committee and Chief Financial Advisor to the Foundation. She will regularly review the investments. The issue of the relationship between the independent Alumni Association and the College is ongoing. We have hired a Director of Development and Alumni Relations, Keith McKittrick, who has made excellent progress in the short time that he has been here. We have undertaken a complete reorganization of IT services. The reorganization of the Residence Halls maintenance is in progress, and we anticipate completion in the first week of June.

I will review these new Strategic Priorities and action steps with the Board each year.

The President complimented Peter Chisholm, Assistant to the President for Public and Government Relations, for all his hard work in getting the College name out in positive newspaper coverage. Just today, two of our graduating seniors appeared in a front page story in *The Metrowest Daily News*.

#### **ACADEMIC AFFAIRS:**

Dr. Doyle gave an update on the Laptop Program. Gateway Computers have been chosen and the cost to Framingham State College students is \$1,589; the retail price of this model is \$2,061. Dr. Doyle explained the various financing options available. As of now, the College is looking ahead to a very exciting year, with 99 sections of 51 distinct laptop courses.

President Heineman referred to an article on Duke University's unsuccessful introduction of laptops due to the fact that faculty were not trained. Much credit and congratulations goes to Dr. Doyle on his fine work.

Chair Weinroth paid tribute to all involved.

#### **ENROLLMENT MANAGEMENT:**

Dr. Doohar reported on the entering class for Fall 2002. The Admissions Office has processed just under 4,000 applications with 2,334 offered admission. Freshmen applications were up by 7.7% and transfers by 12.4%, with a slight fall off in international applications. The College plans to enroll over 1,100 new students.

Business Administration and Elementary Education continue to be the most popular majors. According to the New England Board of Higher Education (NEBHE) report received today, Framingham State College is one of four public institutions in Massachusetts that is no longer accepting freshmen applications for the fall semester. The large numbers of applicants this year was attributed to the opening of the Athletic and Recreation Center, the Laptop Program, and our position of having the best overall price among four year public colleges in Massachusetts..

#### **STUDENT SERVICES:**

Dr. Forrest reported on the progress of renovations to O'Connor and Linsley Halls. A \$1.2M renovation is underway in O'Connor Hall: as part of this renovation, the building will be covered by a sprinkler system, common areas will be renovated, and the Front

Desk and rest rooms will be revamped. Linsley Hall renovations will cost about \$6.3M, with funding from MSCBA. Projects will include the installation of heating and air-conditioning units, new elevators, and the conversion of traditional rooms into suite-style apartments.

Residence Halls deposits are up by about 10%. Space is a concern, with over 100 students now on waiting list.

#### **ADMINISTRATION AND FINANCE.**

Dr. Hamel reported on meeting with the Board of Trustees Budget Committee (Attachment V), and presented the following highlights:

- Fiscal Year 2002
  - Since the January Board of Trustees meeting, the college experienced an additional reduction in state support of \$157K. At the January meeting, it was noted that a further reduction was anticipated and the college had budgeted for a \$160K reduction.
  - Aggregate reduction in state support for college operations since the beginning of the fiscal year has been \$1.2M.
  - Funding of \$2.0M has been provided to cover FY2002 costs of the faculty (MSCA) contract.
  - \$1.5M in capital funds has been obtained from DCAM for expenditure by June 30, 2002.
- Fiscal Year 2003
  - House Ways and Means Budget recommendation would result in a \$2.4M budget shortfall for the college.
  - The college has developed a FY2003 budget accounting for \$1.3M in expenditure reductions.
  - Total fee increases of \$564 were recommended to cover the anticipated budget shortfall:
    - \$480 College Operations
    - \$24 Library
    - \$60 Athletic and Recreation

Total FY2003 projected costs for attendance at Framingham State College is \$7,940. This cost is the lowest in the state college system and is \$1,450 (or 20%) below the segment average. Additional data from the Board of Higher Education was presented showing that enrollment at the college has increased 19% since 1994; the highest increase among the state colleges. State support, however, has not appropriately reflected changes in enrollment during this period.

Following discussion, Chairman Weinroth recommended getting this information out to the Legislature, the Governor's Office, and everyone possible in order for the college to receive a fair share of state funding.

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve the Fiscal year 2003 Trust Fund Budget Request presented in Attachment V.

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**PERSONNEL ACTIONS**

Following discussion,

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On motions duly made and seconded, it was

VOTED: Unanimously to approve all Personnel Actions: Tenure Track Appointment; Faculty Promotions; Award of Tenure; Denial of Tenure; Terminal Year Contract; 1<sup>st</sup> Year Reappointments; 3<sup>rd</sup> Year Reappointments; 4<sup>th</sup> Year Reappointments; Reappointment; Retirements; Resignation; Change of Status; Salary Corrections; Faculty Sabbatical; Faculty Sabbatical Corrections

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Chair Weinroth congratulated Dr. Judy Klaas in her new position and title, and Mrs. Mary Lynch on her new title. On behalf of the Board, he wished Dr. Patricia Plummer well in her new position at the Board of Higher Education. President Heineman explained the adjustments as part of a reorganization in order to cut costs by redistributing duties.

**OTHER BUSINESS:**

Chairman Weinroth stated that the Trustees had before them the 2002 Commencement Speaker and Honorary Degree Recipients for action.

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On motion duly made and seconded, it was

VOTED: Unanimously to approve the 2002 Commencement Speaker and Honorary Degree Recipient Edmond "Ted" English, and Honorary Degrees to Mary M. Burns, John J. Horrigan, and Ralph T. Lepore III, Esquire as outlined in Attachment VII.

\*\*\*\*\*

**Board of Trustee Meetings Dates, 2002-2003**

Chairman Weinroth stated that the Trustees received a list of Board of Trustees meeting dates for the 2002-2003 academic year for action.

\*\*\*\*\*

On motion duly made and seconded, it was

VOTED: Unanimously to approve the following 2002-2003 meeting dates for the Framingham State College Board of Trustees:

Thursday, September 19, 2002  
Thursday, November 21, 2002  
Thursday, January 23, 2003  
Thursday, March 27, 2003  
Thursday, May 22, 2003

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On motion duly made and seconded, it was

VOTED: Unanimously to authorize President Heineman to act on personnel appointments and other matters during the summer months, these to be ratified by the Board at its next regularly scheduled meeting on September 19, 2002.

\*\*\*\*\*

Chairman Weinroth requested that the Board of Trustees enter into Executive Session.

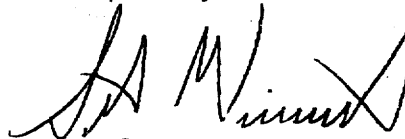
On motion duly made and seconded, it was

VOTED: Unanimously to enter into Executive Session.

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Chairman Weinroth stated that the Open Board Meeting would not reconvene following Executive Session. There being no further business, Chair Weinroth adjourned the meeting at 8:40 p.m.

Respectfully submitted,



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



Dr. Helen Heineman  
President  
Executive Secretary, Board of Trustees



FRAMINGHAM STATE COLLEGE  
BOARD OF TRUSTEES MEETING  
ATTACHMENT VII

May 23, 2002

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**TRUSTEE ACTION ITEM**

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**ACTION ITEM:**

*To accept the 2002 Commencement Honorary Degree Recipients.*



# Framingham State College

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ATTACHMENT VII

## MEMORANDUM

TO: Framingham State College Board of Trustees

FROM: Dr. Helen L. Heineman *Helen L. Heineman*  
President

SUBJECT: 2002 Commencement Speaker and Honorary Degree Recipients

DATE: May 16, 2002

In keeping with discussions, the following recommendations for the May 26, 2002 Commencement Speaker and Honorary Degree Recipients are being submitted to the Board of Trustees for approval:

### Commencement Speaker and Honorary Degree Recipient

**Edmond "Ted" English**  
President and Chief Executive Officer  
TJX Companies, Inc.  
**Honorary Degree:** Doctor of Laws (LL.D.)

**Mary M. Burns**  
Senior Librarian, Emerita (1962 – 1994)  
Framingham State College  
**Honorary Degree:** Doctor of Letters (Litt.D.)

**John J. Horrigan**  
Former Vice President, Administration and Finance  
Framingham State College (1981 – 2002)  
**Honorary Degree:** Doctor of Laws (LL.D.)

**Ralph T. Lepore, III, Esq.**  
Former Trustee (1991 – 2002)  
(Chair, 1995 – 1997 and 1999 – 2001)  
Framingham State College  
**Honorary Degree:** Doctor of Laws (LL.D.)

FRAMINGHAM STATE COLLEGE  
BOARD OF TRUSTEES MEETING  
ATTACHMENT VIII

May 23, 2002

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**TRUSTEE ACTION ITEM**

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**ACTION ITEM:**

*To accept the Board of Trustee Meeting Dates for  
2002-2003.*



# FRAMINGHAM STATE COLLEGE

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Seth A. Weinroth, Esquire, Chair

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## ATTACHMENT VIII

May 16, 2002

### ***Framingham State College Board of Trustees***

#### ***Meeting Dates***

In keeping with the By-Laws of the Framingham State College Board of Trustees, *Article II, Meetings of the Board of Trustees, Section 1. Regular Meetings*, the following is a list of meeting dates for the 2002-2003 academic year:

**Thursday, September 19, 2002**

**Thursday, November 21, 2002**

**Thursday, January 23, 2003**

**Thursday, March 27, 2003**

**Thursday, May 22, 2003**

All meetings will be held at 7:00 p.m.  
Location: To be determined.

**PERSONNEL ACTIONS**  
**APPOINTMENT**

Gould, Harold	Staff Assistant Help Desk Technician Coordinator Information Technology Services	Effective: 05/12/2002 Annual Salary Rate: \$38,000.56
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**TENURE TRACK APPOINTMENTS**

Capozzoli, Michelle	Assistant Professor Mathematics	Effective: 09/01/2002 Annual Salary Rate: \$43,910.36
Carden, Christopher	Library Associate Whittemore Library	Effective: 06/10/2002 Annual Salary Rate: \$33,057.96
Davis, Aline	Assistant Professor Biology	Effective: 09/01/2002 Annual Salary Rate: \$42,113.76
Kali, Audrey	Assistant Professor Communication Arts	Effective: 09/01/2002 Annual Salary Rate: \$44,737.68
Krainz, Thomas	Assistant Professor History	Effective: 09/01/2002 Annual Salary Rate: \$41,500.16
Lambert, Walter	Assistant Professor Biology	Effective: 09/01/2002 Annual Salary Rate: \$44,890.56
Maibor, Carolyn	Assistant Professor English	Effective: 09/01/2002 Annual Salary Rate: \$41,485.08
Perry, Elizabeth	Assistant Professor Art & Music	Effective: 09/01/2002 Annual Salary Rate: \$41,985.32
Silver, Ira	Assistant Professor Sociology	Effective: 09/01/2002 Annual Salary Rate: \$43,400.24

**FULL TIME TEMPORARY APPOINTMENTS**

Benaion, Eliani	Instructor Modern Languages	Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$38,801.36
Capparelli, Margo	Assistant Professor Sociology	Effective: 09/01/2002 – 05/31/2003 Annual Salary Rate: \$39,675.48
Ibramsha, Mohideen	Associate Professor Computer Science	Effective: 09/01/2002 – 01/18/2003 Annual Salary Rate: \$56,820.40

RETIREMENTS

Murphy, Mary	Professor English	Effective: 05/31/2002
Price, Martin	Professor Mathematics	Effective: 05/31/2002

CHANGE OF TITLE

Evans, Mark	From: Artist in Residence To: Artist in Residence and Administrator, Arts & Humanities Program	Effective: 06/16/2002
Klaas, Judy	From: Acting Associate Vice President Academic Affairs To: Associate Vice President Academic Affairs	Effective: 04/14/2002
Lynch, Mary	From: Assistant to the President To: Executive Assistant to the President and Assistant Executive Secretary to Framingham State College Board of Trustees	Effective: 06/16/2002

CHANGE OF TITLE & SALARY ADJUSTMENT

Baldwin, David	From: Associate Director, Residence Life & Housing Services To: Associate Director, Residence Life & Housing Services and Coordinator of Multicultural Affairs	Effective: 03/31/2002 Annual Salary Rate: \$45,916.00
Lucking, Rachel	From: Director, Student Involvement and Leadership Development To: Director, Student Involvement and Leadership Development and Coordinator of Campus Reservations	Effective: 6/16/2002 Annual Salary Rate: \$45,000.28

CHANGE OF STATUS

Kavanagh, Colleen	Staff Assistant Admissions	Effective: 05/12/2002 From: Full Time To: 4/5 Time
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RESIGNATIONS

Mackay, Laura

Staff Assistant, Head Teacher  
Child Care Center

Effective: 04/24/2002

Plummer, Patricia

Associate Vice President  
Academic Affairs

Effective: 03/25/2002