

11-16-2000

Board of Trustess Meeting Packet, November 16, 2000

Framingham State University

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Framingham State College

Board of Trustees

November 16, 2000

Trustees Present: Weinroth, Vice Chair; Foley; Heffernan; Hiatt; Jacobson; Kane; Smith; Vrabel; and President Heineman.

Trustees Absent: Lepore, Chair; Larrabee; and Walmsley.

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

CHAIRMAN'S REPORT:

Vice Chair Weinroth welcomed members to the November 16, 2000 meeting of the Board.

APPROVAL OF THE MINUTES:

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve the September 28, 2000 minutes, as presented.

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PRESIDENT'S REPORT:

President Heineman stated that Trustees Ralph Lepore and Bobby Walmsley joined her at the 'New Trustee Academy' held on November 9, 2000. Also in attendance were Governor Cellucci, Board of Higher Education Chairman Tocco, and Chancellor Gill.

Dr. McLaughlin, the Academy's facilitator, from Harvard University made several points about new Trustees and discussed the following:

- Trustees need to know about the institution and its mission.
- She recommended a Board Retreat once a year, and stressed that neither Presidents nor Trustees should surprise each other at meetings.
- She pointed out the complexity of the role of the Student Trustee whose job is to bring the views of the students to the Board, but to vote according to his or her understanding of issues.
- Review of the President should include a self-evaluation and interviews with key administrators and faculty every five years, with more modest reviews each year.
- Panel discussions included strategies for handling difficult situations.

President Heineman reported the following:

- A telephone call was received from the Governor's Office regarding the two upcoming March of 2001 Trustee vacancies. The Governor's Office has asked the College President to submit three names of candidates for each of the two vacancies, with an emphasis on diversity.

- Two members of the Framingham Historical Commission have expressed their opposition to the demolition of the President's House. The members have submitted correspondence to the Division of Capital Asset and Management (DCAM) asking for a Notice of Project change to the Executive Office of Environmental Affairs. To date, DCAM has not responded. However, nothing can be done until the end of the construction on the new Athletic Facility, which is now projected well into the spring. The President will attempt to ascertain where authority lies and what some of the costs would be if preservation of the house were combined with the construction of a new building, and report back to the Trustees on the status of affairs at the January 25, 2001 meeting of the Board.
- The official opening for the Ecumenical and Cultural Center was held yesterday, November 15, 2000. Board of Higher Education Chancellor Judith Gill and Division of Capital Asset and Management Commissioner Perini joined members of the College community and guests for the very successful and well attended opening ceremonies. The College is grateful to the Framingham State College Alumni Association for their generous gift of a baby grand Yamaha piano for the new Center.

[Trustee Kane joined the meeting]

- Continuing with President Heineman's 25 years of tradition at the College, this year's illustrated reading of "A Christmas Carol" will be held at the new Ecumenical and Cultural Center at 7:00 p.m. on Monday, December 11, 2000. All members of the campus community are invited to attend the Dickens Reading.
- A commemoration of the 15th Anniversary of Challenger's Education Legacy, in remembrance of Teacher-Astronaut Sharon "Christa" McAuliffe, will be held at 1:00 p.m. on Sunday, January 28, 2001 at the Henry Whittemore Library. All members of the campus community are invited to attend.
- **Summary of Performance Measurement Indicators.** Copies of the Performance Measurement Indicators were sent to Trustees with the Board materials for review. Meetings have been held with members of the President's cabinet and assigned responsibilities have been delegated. As the College prepares the final report, there are several questions that need to be clarified with the Board of Higher Education. Dr. Heineman expressed her appreciation to Dr. Patricia Plummer, Interim Associate Vice President for Academic Affairs, for her assistance with the College's response to the Performance Measurement Indicators.
- A luncheon in honor of former Representatives Barbara Gardner and John Stasik will be held tomorrow, November 17, 2000 at 11:30 a.m. in the 1839 Room of the D. Justin McCarthy College Center. The College is grateful to both for their support and assistance throughout the years.
- A meeting was held with Governor Cellucci and State College Presidents on Monday, November 13, 2000 to discuss "What the State Colleges are doing to help with the MCAS situation?" State College Presidents were asked to bring with them information outlining their institution's approach and strategy taken to address the MCAS situation. Framingham State College's information included an outline of what the College is doing in terms of preparing our teachers, a sample syllabus, a partial list of the professional development provided for Massachusetts Teachers in meeting the Curriculum Frameworks, and a Partnership with the Greater Framingham Community Church (including a budget) to prepare several on-line models accessible to students focusing on reading and writing as basic competency areas.

- The MSCA's Collective Bargaining issues are still unsettled. Trustees were sent a copy of the offer that was put on the table last week by the Board of Higher Education, which has not been accepted. Governor Cellucci has filed legislation to fund a three-percent increase, and a bargaining session is scheduled to be held tomorrow, November 17, 2000.

ACADEMIC AFFAIRS:

Vice President for Academic Affairs Arthur Doyle reported that the Associate Vice President for Academic Affairs Search Committee has been meeting regularly, reviewing applications as they are received. With the application deadline date set for November 27, 2000, the Search Committee will soon be selecting the final candidates for on-campus interviews.

Technology Update:

Vice President Doyle reported that Framingham State College was invited to give a presentation on our wireless laptop project at the College & University Learning Facilities Conference held in Hilton Head, South Carolina on November 9-10, 2000. Other institutions presenting at the Conference included Middlebury College, University of Maryland School of Nursing, MIT Center for Advanced Educational Services, and Suffolk University. Framingham State's focus of discussion was on "What Framingham State College is learning about 'wireless' student connectivity."

Dean of Graduate and Continuing Education Dr. Scott Greenberg updated members of the Board on technology and the approaches being taken to the MCAS situation. Dr. Greenberg stated that thanks to Romeo Marquis, Director of the Institute for Academic Technology Development, Framingham State College is at the forefront of instructional technology within the State, offering an entire graduate program on-line. Currently, 11 on-line courses are offered, with 23 on-line courses scheduled to be offered during the spring semester. In addition, on-line courses are being designed to provide assistance to teachers and students who will be taking the MCAS tests by preparing them for tutorial programs in reading and writing.

ENROLLMENT MANAGEMENT:

Admissions Recruitment Activities:

Dean of Admissions and Enrollment Services Dr. Philip Dooher reported that in comparison to last year, undergraduate enrollments have moderately increased, with a larger increase reflected in graduate enrollments.

Dr. Dooher stated that recruitment efforts are on-going, with more than 300 high school visitations held to date. The Admissions Office is very pleased with the attendance at the Friday and Saturday Admissions Information Sessions which have been held since the beginning of the semester. Due to the interest in these informative sessions, additional sessions have been scheduled throughout the semester.

Dr. Dooher stated that he would provide Trustees with an enrollment update at the January 25, 2001 meeting.

STUDENT SERVICES REPORT:

Residence Hall Renovations Update:

Dean of Student Services Cynthia Forrest reported that she continues to work closely with the Massachusetts State College Building Authority (MSCBA) and architects to upgrade and renovate the Residence Halls. Additional funding is needed to complete the project, and with the original architect's contract nearing its expiration date, the necessary funding increase cannot be added at this time. The MSCBA has been very supportive of the residence hall project, and they are currently working with another architect in an effort to move forward with the project. Trustees will be updated on the project and informed of any financial changes.

FINANCIAL AND ADMINISTRATIVE SERVICES:

Athletic Center Construction:

Vice President for Administration and Finance John Horrigan reported that the contractor has again extended the completion date of the Athletic Center to February, 2001. However, Mr. Horrigan stated that it was his opinion that the project will not be completed until late Spring, 2001.

Fiscal Year 2000 College Audit:

Vice President Horrigan stated that Trustees were sent copies of the Framingham State College Report on Audit of Financial Statements, Year Ended June 30, 2000. The College is pleased with the positive audit, which reflects Framingham State's strong cash reserves and fiscal stability.

The Carmela M. Hilbert Scholarship Trust:

Vice President Horrigan stated that in March of 1990, Carmela M. Hilbert, Class of 1946, and her sister, Donna Smith, Class of 1943, established the Adelina Acchione Cellucci Scholarship Trust Fund, in memory of their mother. The Scholarship Trust Fund provides scholarship assistance to students attending Framingham State College who are planning to enter the teaching profession.

A donation in the amount of \$25,000 has been received from Carmella Hilbert for the purpose of establishing a new scholarship trust: 'The Carmela M. Hilbert Scholarship Trust'. The new scholarship will provide assistance to financially deserving Framingham State College students, who are immigrants to the United States of America, and who have achieved a cumulative grade point average of 3.0 or higher at the College (Attachment A).

Following discussion,

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve the establishment of 'The Carmela M. Hilbert Scholarship Trust' as outlined in Attachment A.

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PERSONNEL ACTIONS:

Following discussion,

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve all Personnel Actions: Appointments; Full-Time Temporary Appointments; Retirements; Resignations; and Correction of Title, as presented in Attachment B.

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There being no further business, the meeting adjourned at 7:55 p.m.

Respectfully submitted,



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



Helen L. Heineman, President
Framingham State College
Executive Secretary, Board of Trustees

THE CARMELA M. HILBERT SCHOLARSHIP TRUST

FRAMINGHAM STATE COLLEGE

Pursuant to the provisions of the general Laws of the Commonwealth of Massachusetts, there is hereby established a Trust Fund at Framingham State College which shall be entitled, "**The Carmela M. Hilbert Immigrant Scholarship Trust.**" The scholarship is established by Carmela M. Hilbert (Class of 1946) in honor of her mother, Adelina Acchione Cellucci.

The purpose of the Trust is to provide scholarship assistance to financially deserving sophomores, juniors, or seniors at Framingham State College, who are immigrants to the United States of America and who have achieved a cumulative grade point average of 3.0 or higher at the College.

The Trust shall be administered by the President, or designee, of Framingham State College. Proper records and bank accounts shall be maintained in a manner consistent with proper accounting procedures for an enterprise of this kind and will be subject to audit and inspection by the Department of the State Auditor and such agencies charged with such responsibilities.

FRAMINGHAM STATE COLLEGE
BOARD OF TRUSTEES MEETING
ATTACHMENT II

November 16, 2000

TRUSTEE DISCUSSION ITEM

President's Report:

- a. *Summary of Performance Measurement Indicators*

STATE COLLEGE INDICATORS AND TARGETS

Accountability Objective	Performance Measures			Timeline
	Informational Indicators	Key Indicators	Target for Key Indicators	First Reported or Measured Against Target
To Make Public Higher Education More Affordable	<ul style="list-style-type: none"> ◆ Tuition ◆ Student subsidy (State Share of Cost of Education) ◆ Percent of operating budget funded by state and local government (Segment Average) ◆ National ranking of tuition and fees (Segment Average) ◆ National ranking of tuition and fees relative to median income (Segment Average) 	<ul style="list-style-type: none"> ◆ Mandatory Fees 	<ul style="list-style-type: none"> ◆ Board of Higher Education policy recommendation 	<ul style="list-style-type: none"> ◆ First measured against target for Fiscal Year 1999
To Improve Student Access and Achievement	<ul style="list-style-type: none"> ◆ Annualized unduplicated credit headcount ◆ Fall unduplicated headcount ◆ Fall FTE enrollment ◆ Graduate student headcount ◆ Enrollment by age ◆ Enrollment by ethnicity ◆ Programs and efforts to retain and recruit minority students ◆ Continuing education (non-credit) enrollment ◆ Degrees awarded ◆ Degrees awarded by ethnicity ◆ Transfer to other MA public colleges 	<ul style="list-style-type: none"> ◆ First-year full-time retention rate ◆ 6-year overall graduation rate ◆ Pass Rate on Teacher Certification Exam 	<ul style="list-style-type: none"> ◆ No less than 90% of <u>peer average</u> based on institutional rolling 3-year average By 12/31/00 Task Force will determine process for obtaining peer average ◆ No less than 90% of peer average based on institutional rolling 3-year average ◆ Target will be minimum requirements set by Massachusetts Department of Education DOE will set requirements by 10/31/00 	<ul style="list-style-type: none"> ◆ First reported for Fiscal Year 2000 First measured against target for Fiscal Year 2003 ◆ First reported for Fiscal Year 1999 First measured against target for Fiscal Year 2002 ◆ First measured against target for Fiscal Year 2001

Accountability Objective	Performance Measures			Timeline
	Informational Indicators	Key Indicators	Target for Key Indicators	First Reported or Measured Against Target
To Improve Student Access and Achievement (Continued)		<ul style="list-style-type: none"> ◆ Licensure exam pass rate <i>none</i> <ul style="list-style-type: none"> • Licensed Social Worker • Occupational Therapy • Physical Therapy • Registered Nurse • Speech Language Pathologists 	<ul style="list-style-type: none"> ◆ By 12/31/00 Task Force will recommend target based on national average BHE staff will work with campuses on obtaining national data 	<ul style="list-style-type: none"> ◆ First reported for Fiscal Year 2001 First measured against target for Fiscal Year 2004
To Recruit Qualified Students	<ul style="list-style-type: none"> ◆ Acceptance rates ◆ Yield rates 	<ul style="list-style-type: none"> ◆ High school weighted GPA ◆ Percentage of special admits ◆ SAT Scores 	<ul style="list-style-type: none"> ◆ Compliance with BHE admission standards ◆ Compliance with BHE admission standards ◆ Compliance with BHE admission standards 	<ul style="list-style-type: none"> ◆ First measured against target for Fiscal Year 1999 ◆ First measured against target for Fiscal Year 1999 ◆ First measured against target for Fiscal Year 2001
To Respond to Specific Needs of the Workplace as Defined by Business and Labor	<ul style="list-style-type: none"> ◆ Collaboration with business and industry ◆ Five-year follow-up survey using a common question set ◆ K-12 personnel educated by state colleges in the Commonwealth 	<ul style="list-style-type: none"> ◆ One-year out job placement rates IR directors will develop common set of questions - in future may use MISER data ◆ New Performance Measures <i>Two task forces (Technology and Teacher Education) will recommend additional performance measures and targets by 12/31/00</i> 	<ul style="list-style-type: none"> ◆ By 12/31/00 Task Force will recommend target Task Force will look at Performance Measurement Systems in other states to help set target 	<ul style="list-style-type: none"> ◆ First reported for graduates in Fiscal Year 2000 First measured against target for graduates in Fiscal Year 2003

Accountability Objective	Performance Measures			Timeline
	Informational Indicators	Key Indicators	Target for Key Indicators	First Reported or Measured Against Target
To Provide Policy Research Addressing the Needs of the Commonwealth and Local Communities	<ul style="list-style-type: none"> ◆ Research by faculty, students and staff related to regional needs ◆ Inventory of research projects commissioned by local or state governments 	<ul style="list-style-type: none"> ◆ No Performance Measures identified for this objective By 12/31/00 Task Force will identify needs of the Commonwealth and Local Communities for first report 	<ul style="list-style-type: none"> ◆ Qualitative Report – By 12/31/00 Task Force will recommend appropriate target/report 	<ul style="list-style-type: none"> ◆ Annual Report – First report for Fiscal Year 2001
To Ensure Cost-Effective Use of Resources and to Manage Campuses as Efficiently as Possible	<ul style="list-style-type: none"> ◆ Instructional costs ◆ Cost of Education ◆ Financial Indicators 	<ul style="list-style-type: none"> ◆ Institutional support costs ◆ Capital adaptation and renewal as percentage of operating budget ◆ New Performance Measure By 12/31/00 Task Force will recommend additional performance measure(s) and target (s) 	<ul style="list-style-type: none"> ◆ No greater than 110% of peer average ◆ Meet current year Board policy or Statute based on institutional rolling 3-year average 	<ul style="list-style-type: none"> ◆ First measured against target for Fiscal Year 1999 ◆ First measured against target for Fiscal Year 1999
To Promote Collaboration Among the Campuses and with the Private Sector (in Higher Education)	<ul style="list-style-type: none"> ◆ Cost savings from collaborative purchasing ◆ Collaboration with other institutions ◆ Number of joint degree programs ◆ Number of students matriculated in the Joint Admissions Program 	<ul style="list-style-type: none"> ◆ Technology By 12/31/00 Task Force will recommend new performance measure(s) and target(s) based on review of baseline data 	<ul style="list-style-type: none"> ◆ Submission of institutional baseline data from PricewaterhouseCoopers July 2000 study 	<ul style="list-style-type: none"> ◆ First reported for Fiscal Year 2000

Accountability Objective	Performance Measures			Timeline
	Informational Indicators	Key Indicators	Target for Key Indicators	First Reported or Measured Against Target
To Support K-12 Programs	<ul style="list-style-type: none"> ◆ Dual Enrollment 	<ul style="list-style-type: none"> ◆ Institutional participation in working with PreK-12 to assist students in successful performance on MCAS exams ◆ Activities of direct service to K-12 students ◆ Programs that support K-12 personnel 	<ul style="list-style-type: none"> ◆ Qualitative Report – By 12/31/00 Task Force will recommend appropriate target/report ◆ Qualitative Report – By 12/31/00 Task Force will recommend appropriate target/report ◆ Qualitative Report – By 12/31/00 Task Force will recommend appropriate target/report 	<ul style="list-style-type: none"> ◆ Initial report – First report for Fiscal Year 2001 ◆ Annual report – First report for Fiscal Year 2001 ◆ Annual report – First report for Fiscal Year 2001
To Maximize Fundraising from Private Sources	<ul style="list-style-type: none"> ◆ Size of endowment ◆ Peer average endowment per FTE student 	<ul style="list-style-type: none"> ◆ Private funds raised ◆ Alumni giving ◆ Endowment per FTE student ◆ Grant Funds <i>(Need to talk to Chanc. Re: removing this measure – not private)</i> 	<ul style="list-style-type: none"> ◆ Percentage growth (5%) based on institutional rolling 3-year average ◆ Percentage growth (5%) in number of alumni giving based on institutional rolling 3-year average until target level of 20% of alumni giving reached then maintain ◆ Percentage growth (5%) based on institutional rolling 3-year average ◆ Target not yet identified Task Force will recommend target by 12/31/00 	<ul style="list-style-type: none"> ◆ First reported in Fiscal Year 2000 First measured against target for Fiscal Year 2001 ◆ First reported in Fiscal Year 2000 First measured against target for Fiscal Year 2001 ◆ First reported in Fiscal Year 2000 First measured against target for Fiscal Year 2002 ◆ First reported for Fiscal Year 2000 First measured against target for Fiscal Year 2001

PERSONNEL ACTIONS

APPOINTMENT

Spector, Carol	Staff Associate/Career Counselor Career Services	Effective: 11/05/2000-11/02/2001 Annual Salary Rate: \$35,000.16
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FULL TIME TEMPORARY APPOINTMENT*

McGrail, Karen	Instructor Family & Consumer Sciences	Effective: 01/21/2001-05/31/2001 Annual Salary Rate: \$28,055.04
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RETIREMENTS

Bown, Fred	Professor Mathematics	Effective: 01/20/2001
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Klar, Walter	Professor Education	Effective: 01/20/2001
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RESIGNATIONS

Scrizzi, Marilyn	Assistant Professor Economics & Business Administration	Effective: 01/20/2001
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Sullivan, Michael	Staff Associate Computing Services	Effective: 11/11/2000
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CORRECTION OF TITLE

Pickering, Kevin	Reported as Staff Associate/ Assistant Athletic Trainer Should be Staff Assistant/ Assistant Athletic Trainer	Effective: 09/10/2000
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*Salary may be adjusted in accordance with the Collective Bargaining Agreement currently under negotiation.