

1-24-2002

## Board of Trustees Meeting Packet, January 24, 2002

Framingham State University

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Framingham State College  
Board of Trustees  
January 24, 2002

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

Trustees Unable to Attend: Vrabel.

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

**CHAIRMAN'S REPORT:**

Chair Weinroth welcomed Trustees to the January 24, 2002 meeting of the Board.

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously, to approve the November 15, 2001 minutes, as presented.

\* \* \* \* \*

Chair Weinroth stated that Trustees are invited to attend the April 20-23, 2002 Annual Meeting of the Association of Governing Boards of Universities and Colleges, to be held at the Copley Plaza Hotel in Boston. The conference on trusteeship is very informative and provides valuable information for Trustees.

Chair Weinroth stated that the State College Boards of Trustees and Presidents have held two meetings, with the next meeting scheduled to be held in February 2002. The meetings provide Board Chairs and College Presidents with a venue for an exchange of ideas on common topics that are of interest to all the State Colleges.

Chair Weinroth stated that Trustee Brent Larrabee has resigned his position as a member of the Framingham State College Board of Trustees. On behalf of the Board, Chair Weinroth expressed appreciation to Trustee Larrabee for his support and dedication while serving as a member of the Board since 1996. Trustee Ralph Lepore will continue to serve as a member of the Board until such time as the Governor's Office officially appoints Dr. Angela Hunt as a member of the Framingham State College Board of Trustees.

**REPORT OF THE RESOLUTION COMMITTEE:**

Chair Weinroth stated that at the November 15, 2001 meeting of the Board it was voted:

"That if an amicable agreement between Framingham State College and the Alumni Association cannot be reached before the January 24, 2002 Board Meeting, the Framingham State College Board of Trustees will move forward to formally change the relationship between Framingham State College and the Alumni Association to allow the College to move forward in a way the Board deems necessary, as provided under Chapters 15A and 68 of the General Laws of the Commonwealth of Massachusetts".

Chair Weinroth stated that despite the best efforts of the members of the Board of Trustees, College Administrators, and the Independent Alumni Association, it is with regret that an agreement could not be reached.

Trustee Lepore stated that the Board of Trustees established the Recent Alumni Club Association on May 14, 1992 as an Alumni Association of the College. For the purpose of cultivating and supporting relationships between the College and its Alumni, and to fulfill the current needs of the College, it is

MOVED: That the name Recent Alumni Club Association be changed to the Framingham State College Alumni Association; and provided further that it be designated as the only Alumni Association of the College.

On behalf of the Alumni Association, Trustee Foley stated the following:

At its September meeting, the Board of Trustees expressed concerns regarding the relationship between the College and its independent Alumni Association, setting in motion a series of steps to resolve those issues. Both the Trustees and the Association formed Resolution Committees with the express purpose of working toward a mutually satisfactory solution. Since that time the Association's Resolution Committee has met eleven times. Two of these meetings were with members of the Trustees' Committee, and two were with President Heineman and Vice President Hamel.

The Association took the initiative to identify changes in its organization and operations that would achieve a closer and more cooperative relationship with the College, support the College's fundraising goals, and provide a more unified form of communication to the College's Alumni. A proposal summarizing these changes has been submitted to the Trustees. The Association has recently received further proposals from the College administration regarding Association staffing and governance, and is looking forward to reviewing them.

The Alumni Association has made every effort to respond to the concerns that have been raised, and is willing to continue working toward developing a cooperative working relationship with the College by which all may benefit.

Following discussion,

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: [Trustee Foley opposed]  
That the Board of Trustees hereby directs the Alumni Association, Framingham State College, so called, to cease and desist from its use of the name of Framingham State College in its fundraising or for any purpose whatsoever, effective February 1, 2002; and in furtherance thereof, the President of the College is authorized and directed to notify the Alumni Association, Framingham State College of this action; to inform other appropriate constituencies; and to consult with counsel concerning the actions hereinbefore required to be taken.

\* \* \* \* \*

## PRESIDENT'S REPORT:

President Heineman reported the following:

- At its meeting held on December 4, 2001, the Board of Higher Education approved the Mission Statement changes as approved by this Board at its September meeting. These changes added Business Across the Disciplines, and the Foundation Sciences of Chemistry and Biology to the Food and Technology Program.
- The College has renewed its partnership with the Soldier Systems Center in Natick, MA. The partnership paves a way for Framingham State College students to pursue internship and employment opportunities with the military in areas such as biotechnology, food technology, and textile science. Currently, more than 50 alumni are employed at the Soldier Systems Center, and the new agreement will provide for an even greater increase in job opportunities for our graduates.
- The College continues to enhance its Development program and fundraising activities as follows:
  - The Annual Fund has raised \$107,000 from September 2001 through January 2002;
  - \$4,447.77 has been received from the estate of Dr. Lillian A. Buckley, former Trustee and graduate of the Class of 1962;
  - The November 27, 2002 Paul Chihara Diversity Event, sponsored by TJX Companies, and hosted by the College and its Arts & Humanities Program, raised \$33,000;
  - The College has received \$30,000 (\$10,000 gift and \$20,000 pledge) from Madlyn Fafard to enhance programs in nursing, sociology and biology;
  - The Framingham State College Foundation, Inc. has formed a new Executive Board and established various committees to assist with the fundraising goals of the College;
  - The College has distributed its first Alumni Directory which includes over 22,000 names of Framingham State College graduates.
  - The College has completed its search for a new Director of Development and Alumni Affairs. The Board will be asked to act on the appointment of Keith McKittrick (G95) this evening.
- The Campus Concept Plan continues to move forward. The plan has been redrawn on several occasions, and the College continues in its effort to move forward amicably to enhance the College and neighborhood. Phase 1 of the plan has been implemented, with Dwight Circle closed off to vehicle traffic, and parking reassigned to lots at the Athletic Center and Bement House. A meeting with leaders of a neighborhood group association was held.
- The College hosted a Legislative Breakfast on December 19, 2001, with several MetroWest area legislators in attendance.

President Heineman reported that the Trustees have further deferred the 118 State Street Property Decision.

## **ACADEMIC AFFAIRS:**

### ***Laptop Program Update***

Vice President for Academic Affairs Arthur Doyle updated members of the Board on the Laptop Program. Thirty classes are scheduled for the program this current semester, using 700 laptop computers.

Recruitment efforts for faculty members to participate in the laptop program for next year have been on-going. A faculty development program, to facilitate the advantages of implementing technology into the classroom, has been planned.

On-line courses through the Division of Graduate and Continuing Education have been very successful thanks to Dean of Graduate and Continuing Education Scott Greenberg and Director of the Institute for Academic Technology Development Romeo Marquis. Currently, there are 549 enrollments in 34 sections of 16 courses, representing a 30% increase in enrollment in comparison to last year. Those numbers will increase as registration continues.

The College is very pleased with the teacher test scores. The recently received results for the 2000-2001 cohort reflect a 93% pass rate for Framingham State College. Special thanks are extended to Assistant Dean for Academic Affairs Susanne Conley for her work in this area and for hosting a State-wide Conference on Teacher Test Preparation held at the College on January 7, 2002.

In an effort to collaborate with the Department of Education, the College has formed a partnership with the Greater Framingham Community Church to assist at-risk students with the Massachusetts Comprehensive Assessment System (MCAS). Dr. Katherine Hibbard from the Education Department has been a leader in this partnership which will focus on math skills by working with 20 students on a one-to-one basis. Plans to expand the program to include St. Stephen's School are underway.

## **ENROLLMENT MANAGEMENT:**

### ***Athletic Center Update***

Vice President for Enrollment Management & Dean of Admissions Philip Dooher stated that the new Athletic Center has been a wonderful addition to the College. The facility, with its state of the art athletic equipment, has been actively in use by students, with more than 1,400 students using the facility during its first week of operation.

### ***Enrollment Update***

Dr. Dooher stated that the Admissions Office has been very successful in its recruitment efforts. The College has enrolled 295 new students, 35 freshmen and 260 transfer students, for the Spring 2002 semester. Adults Returning to College represent 30% of the new class, students of color represent 11.5%, and 13 international students enrolled, representing 9 countries.

Trustees will receive an update on fall applications at the March 14, 2002 meeting of the Board.

## **FINANCIAL AND ADMINISTRATIVE SERVICES:**

### ***State Auditor's Report***

Vice President for Administration and Finance Dale Hamel stated that the Trustees received a copy of the Independent State Auditor's Report on Certain Activities of

Framingham State College, July 1, 1999 to June 30, 2001. The Audit is very positive and concludes that "Framingham State College efficiently and effectively administered its operations, had adequate controls in place to safeguard its assets, had adequate and complete accounting records, and complied with applicable laws, rules, and regulations for the areas tested." Vice President Hamel acknowledged former Vice President Horrigan's contributions to this successful audit.

***Fiscal Year 2002 Budget (Early Retirement Incentive Program)***

Dr. Hamel stated that the College is facing a \$781,000 reduction in state support for this current fiscal year. To offset the reduction, the College has left a number of vacated positions unfilled. These positions will now be reviewed, and only those positions essential to the College will be filled. In addition, due to the mild winter, the College has experienced a reduction in utility costs, and further reductions have been made in equipment and capital expenditures. Dr. Hamel noted that due to enrollment increases in both the day and evening programs, revenues for the College have increased.

The Legislature has approved funding in the amount of \$2.1 million to cover collective bargaining costs for the faculty contract. These monies will fund two years of a three year pay increase for the faculty contract. To date, neither the APA and AFSCME contracts have been funded.

In addition, the College has received capital outlay funding in the amount of \$1.4 million. These monies are being used for Athletic Center furnishings and to finish construction projects, not completed by the contractor, which the College assumed. Additional monies in the amount of \$260,000 have been received from the Division of Capital Asset and Management (DCAM), which will be used to upgrade the service road, construct an entryway into the new Athletic Center, landscaping, and for the Campus Core Development Plan. Funds in the amount of \$125,000 were also used to complete the Hemenway Auditorium renovation project.

For the current fiscal year, the State is faced with a \$180 million deficit. It is anticipated that approximately \$6.8 million will be cut from higher education, which would impact the College by a reduction of approximately \$160,000. The College has been budgeting for the anticipated reduction, but it is important to note that any cuts that do occur will be carried over into fiscal year 2003.

The Governor's budget for fiscal year 2003 represents a \$55 million reduction for higher education. For Framingham State College, this figure represents a \$1.8 million budget cut. The Governor's budget was determined by factoring in the early retirement incentive program which provides personnel with the option of retiring early with either five years added to their years of service or to their age. Agencies will only be allowed to backfill 20% of the positions vacated as a result of the early retirement incentive program. A review of all potential personnel eligible to retire at each agency was computed, and the Governor's budget is based on the number of people expected to take advantage of the early retirement incentive.

Dr. Hamel stated that the College will continue to review strategies for the anticipated budget reductions. An increase in enrollment in the Division of Graduate and Continuing Education will be beneficial since tuition monies for the program remains at the campus level. However, an increase in enrollment for the day program does not provide the College with the same benefit since tuition monies for the day program are at the state level. Other options to offset the budget deficit including selective fee increases will be reviewed.

Chair Weinroth expressed concern with the budget issues, and asked that Trustees be provided with a budget update at the March 14, 2002 meeting.

**PERSONNEL ACTIONS:**

Following discussion,

\* \* \* \* \*

On motion duly made and seconded, it was

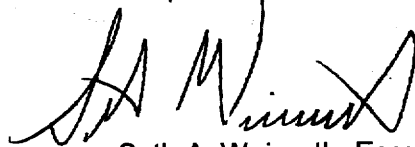
VOTED: Unanimously, to approve all Personnel Actions: Appointments; Tenure Track Appointment; Full Time Temporary Appointment; 2<sup>nd</sup> Year Reappointments; Faculty Sabbaticals; Leave of Absence; Resignation; and Emeriti, as presented in Attachment A, with the following effective date change:

Emeriti Status for Brucia Witthoft, Professor Emerita, Art & Music Department to be made effective immediately.

\* \* \* \* \*

There being no further business, the meeting adjourned at 8:10 p.m.

Respectfully submitted,



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



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

FRAMINGHAM STATE COLLEGE  
BOARD OF TRUSTEES MEETING  
ATTACHMENT II

January 24, 2002

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**TRUSTEE DISCUSSION ITEM**

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DISCUSSION ITEM:      State Auditor's Report





A. JOSEPH DeNUCCI  
AUDITOR

# The Commonwealth of Massachusetts

AUDITOR OF THE COMMONWEALTH

ONE ASHBURTON PLACE, ROOM 1819

BOSTON, MASSACHUSETTS 02108

TEL. (617) 727-6200

NO. 2001-0179-3

INDEPENDENT STATE AUDITOR'S REPORT

ON CERTAIN ACTIVITIES OF  
FRAMINGHAM STATE COLLEGE

JULY 1, 1999 TO JUNE 30, 2001

OFFICIAL AUDIT  
REPORT  
JANUARY 4, 2002

**TABLE OF CONTENTS/EXECUTIVE SUMMARY**

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**INTRODUCTION**

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**1**

Framingham State College is authorized by Chapter 73, Section 1, of the Massachusetts General Laws. Its operations are controlled by a Board of Trustees appointed by the Governor of the Commonwealth and by policies and guidelines established by the Board of Higher Education. The college offers 22 undergraduate degree programs in 19 academic departments and 21 master's degree programs. Enrollment is made up of approximately 2,800 full-time and 2,000 part-time students. The campus consists of 21 buildings on 73 acres located within Framingham. In accordance with Chapter 11, Section 12, of the General Laws, the Office of the State Auditor conducted an audit of Framingham State College to determine whether it has been efficiently and effectively administering its operations, has adequate controls in place to safeguard its assets, has adequate and complete accounting records, and has been complying with applicable laws, rules, and regulations. To accomplish these goals, we reviewed the college's internal control plan and policies and procedures. We also reviewed expenditures from seven trust funds, and we tested the college's equipment inventory records.

As a result of our audit, we have concluded that during the period July 1, 1999 to June 30, 2001, Framingham State College efficiently and effectively administered its operations, had adequate controls in place to safeguard its assets, had adequate and complete accounting records, and complied with applicable laws, rules, and regulations for the areas tested.

## INTRODUCTION

### BACKGROUND

Framingham State College is authorized by Chapter 73, Section 1, of the Massachusetts General Laws. Its operations are controlled by a Board of Trustees appointed by the Governor of the Commonwealth, in accordance with policies and guidelines established by the Board of Higher Education. The college offers 22 undergraduate degree programs in 19 academic departments and 21 master's degree programs. Enrollment during the audit period consisted of approximately 2,000 part-time and 2,800 full-time students. The campus is situated on approximately 73 acres within Framingham and has 21 buildings, including seven dormitories that are owned by the Massachusetts State College Building Authority.

Framingham State College's financial reports for the fiscal year ending June 30, 2001 indicate that it received state appropriations of \$23,278,741, tuition and fees of \$13,624,067, auxiliary enterprises proceeds of \$6,339,249, and receipts from other sources totaling \$4,599,543. The state charged \$515 per semester for tuition of full-time in-state undergraduate students and \$3,525 per semester for full-time out-of-state undergraduate students. In addition, the college charges each full-time student \$900 per semester for fees.

The college's fiscal year 2001 expenditures totaled \$46,066,739, which included \$16,397,671 for instruction, \$5,976,133 for academic support, \$4,948,634 for student services, \$4,866,586 for institutional support, \$6,821,775 for operation/maintenance, \$5,838,833 for auxiliary enterprises, and \$1,217,107 for scholarships, fellowships, and research.

### AUDIT SCOPE, OBJECTIVES, AND METHODOLOGY

In accordance with Chapter 11, Section 12, of the General Laws, the Office of the State Auditor conducted an audit of Framingham State College, which was conducted in accordance with applicable generally accepted government auditing standards. Our audit covered the period from July 1, 1999 to June 30, 2001.

The purpose of our audit was to determine whether the college has been efficiently and effectively administering its operations, has adequate controls in place to safeguard its assets, has

adequate and complete accounting records, and has been complying with applicable laws, rules, and regulations. The payroll system and related activities were excluded from the scope of this audit because they are included in a separate statewide audit being conducted by the Office of the State Auditor.

To accomplish our audit, we focused on the following specific areas:

- **Internal Controls:** Our review included Framingham State College's Internal Control Policies and Procedures Manual and other related documents. Our audit also included a review of its Independent Public Accountant's (IPA) work papers. FSC engages an IPA to conduct an annual audit.
- **Equipment Inventory Control:** We assessed whether FSC accurately recorded the existence, location, condition, and value of its equipment. We also assessed whether the equipment was tagged for identification.

As a result of our audit, we have concluded that during the period July 1, 1999 to June 30, 2001, Framingham State College efficiently and effectively administered its operations, had adequate controls in place to safeguard its assets, had adequate and complete accounting records, and complied with applicable laws, rules, and regulations for the areas tested.

FRAMINGHAM STATE COLLEGE

BOARD OF TRUSTEES MEETING  
ATTACHMENT III

January 24, 2002

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**TRUSTEE ACTION ITEM**

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MOTION: To approve all Personnel Actions

**PERSONNEL ACTIONS  
APPOINTMENTS**

Gould, Hal	Staff Assistant Information Technology Specialist	Effective: 11/27/2001 Annual Salary Rate: \$33,020.00
McKittrick, Keith	Director Development & Alumni Affairs	Effective: 01/14/2002 Annual Salary Rate: \$65,000.00

**TENURE TRACK APPOINTMENT**

Rahman, Sandra	Assistant Professor Economics & Business Administration	Effective: 09/01/2002 Annual Salary Rate: \$62,500.36
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**FULL TIME TEMPORARY**

Corby, Candice Smith	Assistant Professor Art & Music	Effective: 01/20/2002 – 05/31/2002 Annual Salary Rate: \$40,197.04
Maibor, Carolyn	Assistant Professor English	Effective: 01/20/2002 - 05/31/2002 Annual Salary Rate: \$38,810.20
Muskopf, Teresa	Instructor English	Effective: 01/20/2002 - 05/31/2002 Annual Salary Rate: \$34,370.44
Wurtzel, Sherry	Instructor Economics & Business Administration	Effective: 01/20/2002 - 05/31/2002 Annual Salary Rate: \$32,280.04

**2<sup>nd</sup> YEAR REAPPOINTMENTS**

Burke, Kelly	Assistant Professor Art & Music	Effective: Academic Year 2002 – 2003
Cordeiro, Emilce	Assistant Professor Modern Languages	Effective: Academic Year 2002 – 2003
Dargan, Susan	Assistant Professor Sociology	Effective: Academic Year 2002 – 2003
Gao, Jeff	Assistant Professor Computer Science	Effective: Academic Year 2002 – 2003
Hibbard, Katherine	Assistant Professor Education	Effective: Academic Year 2002 – 2003

2<sup>nd</sup> YEAR REAPPOINTMENTS, CONT.

Lester, Kristin	Assistant Professor Physics	Effective: Academic Year 2002 – 2003
Mabrouk, Sarah	Assistant Professor Mathematics	Effective: Academic Year 2002 – 2003
Parker, Lynn	Assistant Professor English	Effective: Academic Year 2002 – 2003
Perry, Evelyn	Assistant Professor English	Effective: Academic Year 2002 – 2003

## FACULTY SABBATICALS

Beck, Sachiko	Art & Music	Effective: Spring 2003
Birmingham, Doris	Art & Music	Effective: Fall 2002
Buydoso, Cathleen	Education	Effective: Fall 2002
Carroll, Margaret	Biology	Effective: Fall 2002
Goldner, Anita	Mathematics	Effective: Fall 2002
Jarnis, George	Government	Effective: Academic Year 2002 – 2003
Levine, Miriam	English	Effective: Spring 2003
Meaney, Martha	Economics & Business Administration	Effective: Spring 2003
Reiter, Josephine	Art & Music	Effective: Fall 2002
Racheotes, Nicholas	History	Effective: Academic Year 2002 – 2003
Simonson, Larry	Chemistry & Food Science	Effective: Fall 2002
Soriano, Beverly	Economics & Business Administration	Effective: Spring 2003

## LEAVE OF ABSENCE

Jurich, Joseph	Professor English	Effective: Spring 2002
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RESIGNATION

Lopes, Angeline	Assistant Dean of Student Services And Multicultural Affairs	Effective: 01/19/2002
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EMERITI

Bown, Fred	Professor Emeritus Mathematics	Effective: 07/01/2002
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Klar, Walter	Professor Emeritus Education	Effective: 07/01/2002
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Mahan, Elizabeth	Professor Emerita Education	Effective: 07/01/2002
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White, Michael	Professor Emeritus Geography	Effective: 07/01/2002
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Witthoft, Brucia	Professor Emerita Art & Music	Effective: 07/01/2002
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