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**Minutes of the Meeting of the Massachusetts College of Liberal Arts
BOARD OF TRUSTEES FISCAL AFFAIRS COMMITTEE
Wednesday, November 13, 2013
President's Office Conference Room**

The following Trustees were present:

James Clemmer, Chair
Buffy Lord
Denise Marshall

The following Trustee was absent:

Tyler Fairbank

Others present:

Mary K. Grant, President
James Stakenas, V.P. Administration & Finance
Joseph Charon, Director of Public Safety
Laura Brown, Treasurer
Charles Kimberling, Director of Facilities
Roberta McCulloch-Dews, Web Communications Manager
Thomas Bernard, Clerk

The meeting was called to order at 9:04 a.m. by Trustee Clemmer.

President Grant opened the meeting by welcoming Roberta McCulloch-Dews. The president noted that as Tom Bernard transitions into a new role in the Administration & Finance division, Roberta will assume the duties of Board Clerk.

President Grant commented on MCLA's NEASC accreditation visit that was held November 3rd-6th. She thanked the Trustees who were able to attend a welcome reception and dinner with the team on Sunday, November 3rd and thanked the entire Board for their support throughout the NEASC planning process.

The visit was highly successful, and was the culmination of two years of planning and preparation. The visiting team both affirmed both the many accomplishments of which the MCLA community deserves to be proud as well as those areas where there are opportunities for improvement.

The president outlined the next steps in the accreditation process. The visiting team chair, Dr. Theo Kalikow, president of the University of Southern Maine, will prepare a draft report that outlines institutional strengths and concerns at MCLA as identified by the team. The report will be provided to the College for a review of factual accuracy. Once edited, the report is submitted to NEASC. Presidents Grant and Kalikow will meet with the NEASC Commission on Institutions of Higher Education (CIHE) in spring 2014, after which the Commission will provide an accreditation decision to MCLA, along with recommendations for areas of focus and required reports to demonstrate progress in these areas.

Public Safety Update

Director Charon updated the committee on the work that had been done to comply with the February 2012 Board of Trustees vote authorizing the arming of campus police officers. He outlined the training and preparation that led up to the arming of officers in December 2012. He noted that the response of the campus police officers and the campus community to this transition has been professional and respectful. President Grant noted that MCLA's campus police officers have been thoroughly trained in their duties and responsibilities as armed officers and that this training is ongoing.

The February 2012 vote to authorize the arming of campus police officers included a condition that the president would provide a report to the board within one year of officers being armed. President Grant will present this report at the December meeting of the Board of Trustees.

FY 2015 Budget Discussion

Vice President Stakenas presented a budget overview for Fiscal Year 2015 (FY 2015) that was developed by the Department of Higher Education (DHE). The DHE budget model advocates for a continuation of the increased funding that the state universities secured in FY 2014. The DHE budget model also proposes continued support for the state university internship incentive program.

As new developments, President Grant and Vice President Stakenas noted the DHE budget model proposes the development of a funding formula for the state university system, as well as funding for additional DHE audit and oversight capacity.

President Grant also noted that in the area of facilities, the Division of Capital Asset Management and Maintenance (DCAMM) has indicated that deferred maintenance will be a priority for new bond funding going forward.

1st Quarter FY 2014 Report

Laurie Brown provided the Committee with the FY 2014 First Quarter Report. Revenue ran below projections for the quarter, and this was attributable to federal financial aid receipts typically being received in early October; these revenues will be captured in the second quarter's report. This was consistent with the first quarter budget for FY 2013.

The committee discussed the content and format of the quarterly reports. President Grant asked the committee members to identify any additional information or budget format they would find helpful to review.

Projects and Facilities Update

Facilities Director Kimberling updated the committee on several campus projects:

- two drainage projects recently were completed, outside the campus center, and near the Brewer Perkins loading dock;
- work to complete punch list items for the Feigenbaum Center for Science and Innovation is ongoing, and planned and budgeted equipment purchases are continuing; and
- structural steel installation for the Ashland Street Facilities building is underway, with the expectation that the building will be sealed to allow interior work to continue throughout the winter.

Director Kimberling noted that as part of the campus master planning process, MCLA (along with all Massachusetts State University campuses) is working with Sightlines, an organization that specializes in higher education facilities. Work with Sightlines will keep MCLA's information consistent with other institutions when making the case to the state for deferred maintenance funding. Director Kimberling presented some initial findings from Sightlines facility assessment of MCLA. President Grant noted that deferred maintenance is a systemic challenge across public higher education in the Commonwealth and regionally.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 10:28 a.m.