



My College. Right from the Start.

**Minutes of the Meeting of the Massachusetts College of Liberal Arts
BOARD OF TRUSTEES**

**Thursday, December 16, 2010
Murdock Hall Fitzpatrick Room**

The following Trustees were present:

Jane Allen, Chair
Stephen Crowe, Vice Chair
James Clemmer
William Dudley
Shirley Edgerton
Tyler Fairbank
Susan Gold
Richard Lamb
Dr. Eugene Leibowitz
Joelle McDonough
Jameek Clovie, Student Trustee
Mary Grant, President

Others present:

Cynthia Brown, Vice President of Academic Affairs
Charlotte Degen, Dean of Students
Marianne Drake, Chief Advancement Officer
Monica Joslin, Dean of Academic Affairs
Bernadette Lupo, Coordinator of Marketing and Communications
Denise Richardello, Vice President of Enrollment/External Affairs
James Stakenas, Vice President of Administration & Finance
Mark Berman, Chief Information Officer
Elizabeth Manns, MCLA Mail Room and AFCSME steward
Rosemary Aitken, Recorder
Thomas Bernard, Clerk
William Shannon, MCLA student and *North Adams Transcript* reporter

Complying with the provisions of Massachusetts General Laws, Chapter 30 and 15A, Section 9, and with a quorum present, the Board of Trustees of Massachusetts College of Liberal Arts met at 5:33 p.m. in the Fitzpatrick Room, of Murdock Hall on October 21, 2010 with Board Chair Allen presiding.

Chair Allen opened the meeting with a moment of silence in recognition of the passing of former president of the College James Amsler.

Chair Allen welcomed Shirley Edgerton and Susan Gold, and congratulated them on their recent appointment to the MCLA Board of Trustees.

Approval of the Minutes of the October 21, 2010, Meeting of the Board of Trustees:

Upon a motion duly made and seconded, it was

VOTED: Unanimously to approve the minutes of the October 21, 2010, meeting of the Board and all actions contained therein.

Report of the November 17, 2010 Fiscal Affairs Committee Meeting:

Trustee Crowe delivered the report on behalf of the committee.

The committee received an overview of the College's identity theft prevention program. This program aligns with the rules issued by the Federal Trade Commission (FTC) on how financial institutions and other creditor entities should deal with the red flags of identity theft. MCLA is subject to these rules, and the College has developed a program identifying red flags and the actions required when a red flag is found. (All committees received a briefing on the identity theft program).

Upon a motion duly made and seconded, it was

VOTED: Unanimously to approve the MCLA identity theft prevention program.

For the Center for Science and Innovation project, state capital bond funding of \$54.5 million is expected to cover most of the cost of new construction and the renovation of Bowman Hall. However, in order to complete the project, MCLA may have to fund \$1.7 million of expenses to cover furniture and equipment; these funds, if needed, will not be drawn upon until FY 2013. This agreement must be formalized in a memorandum of understanding between MCLA and the state Division of Capital Asset Management (DCAM), so the feasibility study may be completed.

President Grant noted that the College committed to a similar memorandum of understanding as part of the Murdock Hall renovation project. In addition, the full \$1.7 million called for in the memorandum of understanding with DCAM may not be needed if contingency funds (already included in the budget) are not required to complete the project.

Upon a motion duly made and seconded, it was

VOTED: Unanimously to authorize President Grant to enter into a memorandum of understanding with the Division of Capital Asset Management to fund the cost of furniture and equipment for Center for Science and Innovation in the amount of \$1.7 million.

Certification of the project feasibility study triggers the next stage of project funding, and moves the Center for Science and Innovation into the design phase with a target to break ground during the summer of 2011.

The president acknowledged the partnership and good working relationship MCLA has with the state Division of Capital Asset Management (DCAM). She noted the important work of MCLA faculty and staff in moving the project forward and in particular thanked Vice President Stakenas and Dean Joslin for their efforts.

President Grant noted that there will be a number of projects ongoing across campus over the next several years. Given the responsibility the Board of Trustees holds for fiscal stewardship of the institution, Vice President Stakenas provided a thorough briefing to the Fiscal Affairs committee, including detail regarding debt service and how the college will manage the financing of multiple projects

Vice President Stakenas provided an update on campus projects, including

- The Center for Science and Innovation
- The Amsler Campus Center marketplace redesign
- Renovations to Hoosac Hall
- Installation of new gym floor in Amsler Campus Center
- Renovation and repurposing of the newly-acquired Shapiro property for Facilities, and for use as swing space
- Repurposing of Brewer Perkins property (current Facilities site) as new Public Safety office

Vice President Stakenas reported to the Board the strategies for funding these projects over a multi-year period. The College is in a strong financial position to manage these projects, and has a good project schedule in place.

President Grant noted that these projects will transform the campus.

Chair Allen thanked President Grant and the team for their vision and strong fiscal management.

Upon a motion duly made and seconded, it was

VOTED: Unanimously to approve the minutes of the November 17, 2010, meeting of the Fiscal Affairs Committee and all actions contained therein.

Report of the November 17, 2010, Executive Committee Meeting:

Chair Allen delivered the report on behalf of the committee.

Topics discussed at the meeting included succession planning, College naming policy, Commencement 2011, the Center for Science and Innovation project, and Board of Higher Education updates. In addition, Chair Allen briefed the Board on an attendance policy issue that was raised at a recent meeting of State University System presidents and Board chairs. Under this policy, Trustees who miss four regular meetings of the Board during a single academic year immediately forfeit their seat on the board and must be replaced. Chair Allen expressed confidence that no member of the MCLA Board would need to be subject to this policy.

Upon a motion duly made and seconded, it was

VOTED: Unanimously to approve the minutes of the November 17, 2010, meeting of the Executive Committee and all actions contained therein.

Report of the November 17, 2010, Academic Affairs Committee Meeting:

Trustee Lamb delivered the report on behalf of the committee.

Topics discussed at the meeting included faculty sabbaticals, a report on faculty searches, and an update on the Berkshire Readiness Center.

The Board discussed the projected growth of tenure track faculty positions over the next several years.

Upon a motion duly made and seconded, it was

VOTED: Unanimously to approve the minutes of the November 17, 2010, meeting of the Academic Affairs Committee and all actions contained therein.

Report of the November 18, 2010, Student Affairs Committee Meeting:

Trustee Fairbank delivered the report on behalf of the Committee.

The topic of the meeting was an overview and update of Greek life at MCLA. Trustee Fairbank acknowledged the work of Dean Degen in providing well thought out agendas to prepare and inform the committee. He commended Assistant Dean of Students Theresa O'Bryant and Intergreek Council president Ken Davol '11 for their work with the Greek life program.

Upon a motion duly made and seconded, it was

VOTED: Unanimously to approve the minutes of the November 18, 2010, meeting of the Student Affairs Committee and all actions contained therein.

Chairperson's Report

Chair Allen thanked all Trustees for their attendance and contributions at the committee meetings held in preparation for this meeting.

She also noted that she prepared a letter to Commissioner of Higher Education Richard Freeland in response to changes proposed to the state's cash grant and tuition waiver programs.

Upon a motion duly made and seconded, it was

VOTED: Unanimously to authorize Chair Allen to sign and submit a letter to Commissioner Freeland in response to changes proposed to the state's cash grant and tuition waiver programs that would cut funds for MCLA students.

President's Report

The president welcomed mail room clerk and AFCSME steward Elizabeth Manns, and student and *North Adams Transcript* reporter William Shannon. She noted that Mr. Shannon is the recipient of the College's 2010-2011 Hardman scholarship in journalism.

President Grant addressed changes that the Department of Higher Education (DHE) has made to the cash grant and tuition waiver program, and the impact of these cuts on MCLA and students at the College. Chair Allen has sent a letter on behalf of the Trustees expressing concern.

President Grant updated the Trustees on an armed robbery that recently occurred on campus. Campus police responded immediately as did North Adams Police. It was determined to be an isolated incident and the Massachusetts State Police will be involved in a continued investigation regarding the matter.

The president reported that state representatives-elect Paul Mark and Gail Cariddi each visited campus recently. We anticipate working closely with them as they transition into their new roles, as well as continuing to work closely with all members of the Berkshire legislative delegation.

President Grant informed the Board that sign-off on the certification of the Center for Science and Innovation feasibility study was a significant milestone in the project.

The president noted that work is underway to update the MCLA strategic plan. This work will entail looking at planning in light of the progress that has been achieved under the current planning cycle, identify strategies to sustain progress and momentum, as well as identifying new strategic directions to pursue. A strategic planning task force has been convened. President Grant thanked Trustee Leibowitz for agreeing to serve on the task force.

An open campus meeting is planned for February 10th to celebrate the progress made under the current cycle and to help establish the foundation for the goals and aspirations of the next planning cycle.

President Grant acknowledged the work of CIO Berman, and thanked him for work in developing the College's identity theft policy. She welcomed Trustees Edgerton and Gold to the Board. Finally, President Grant thanked the Trustees and staff in attendance for their service and support during the 2010 calendar year.

Chair Allen wished all present a happy holiday season.

Adjournment

There being no further business to come before the Board, and upon a motion duly made and seconded, it was

VOTED: to adjourn the meeting at 6:39 p.m.