



*My College. Right from the Start.*

**Minutes of the Meeting of the Massachusetts College of Liberal Arts  
BOARD OF TRUSTEES  
Thursday, October 17, 2013  
Murdock Hall Room 218**

**The following Trustees were present:**

Tyler Fairbank, Chair  
James Clemmer, Vice Chair  
Mohan Boodram  
JD Chesloff  
Stephen Crowe  
William Dudley  
Shirley Edgerton  
Susan Gold  
Buffy Lord  
Denise Marshall  
Alyson Stolz, Student Trustee

**Others present:**

Mary Grant, President  
Cynthia Brown, Vice President of Academic Affairs  
Charlotte Degen, Vice President of Student Affairs  
Marianne Drake, Chief Advancement Officer  
Monica Joslin, Dean of Academic Affairs  
Denise Richardello, Vice President of Enrollment/External Affairs  
James Stakenas, Vice President of Administration & Finance  
Laura Brown, Administration & Finance  
Nick Arena, MCLA *Beacon*  
Joseph Charon, Director of Public Safety  
David Dilulis, O'Connor & Drew P.C.  
Curt King, Chief Information Officer  
Roberta McCulloch-Dews, Web Communications Manager  
Theresa O'Bryant, Associate Dean of Students  
John Powers, President, MCLA Student Government Association  
Thomas Bernard, Clerk

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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 5:31 p.m. in the Room 218 of Murdock Hall on October 17, 2013 with Board Chair Fairbank presiding.

Chair Fairbank opened the meeting with a reflection on the October 4<sup>th</sup> ribbon cutting celebration for MCLA's Feigenbaum Center for Science and Innovation. He offered his compliments to the team at MCLA for their work on the science center project and on the October 4<sup>th</sup> event.

### **Approval of the Minutes of the September 12, 2013, Meeting of the Board of Trustees**

Upon a motion duly made and seconded, it was

**VOTED:** To approve the minutes of the September 12, 2013, meeting of the Board and all actions contained therein.

### **Report of the October 2, 2013, Fiscal Affairs Committee Meeting**

Trustee Clemmer presented the report on behalf of the committee.

He noted that the committee received an update on the College planning process related to the 10-year accreditation visit by a team representing the New England Association of Schools and Colleges (NEASC) which will take place November 3<sup>rd</sup>-6<sup>th</sup>, 2013. The committee also heard from Vice President Stakenas about progress on several campus projects, and reviewed the College policy and process for issuing, using, and managing college-issued procurement cards. Trustee Clemmer expressed the committee's confidence in this policy.

Trustee Clemmer noted that David DiIulis (O'Connor & Drew) provided the Committee with a report on the FY 2013 audit. He indicated that Mr. DiIulis was present and would be discussing the audit with the Board later in the meeting.

Upon a motion duly made and seconded, it was

**VOTED:** To approve the minutes of the October 3, 2012, meeting of the Fiscal Affairs Committee and all actions contained therein.

### **Report of the October 2, 2013, Executive Committee Meeting**

Trustee Fairbank presented the report on behalf of the committee.

At the meeting, Trustee Fairbank shared with the committee a proposal to continue to advocate for an equity increase for President Grant in recognition of her length of service, record of accomplishment at MCLA, and salaries of her peers. He asked the committee to endorse this request, which he communicated in a letter to Commissioner Freeland.

Upon a motion duly made and seconded, it was

**VOTED:** To approve the minutes of the October 2, 2013, meeting of the Executive Committee and all actions contained therein.

### **Report of the October 2, 2013, Academic Affairs Committee Meeting**

Trustee Dudley delivered the report on behalf of the committee.

He noted that the committee received an update on the College planning process related to the 10-year accreditation visit by a team representing the New England Association of Schools and Colleges (NEASC) which will take place November 3<sup>rd</sup>-6<sup>th</sup>, 2013. The committee also received an overview and demonstration of the ePortfolio tool (digication) used at MCLA and discussed the role of the ePortfolio in the context of MCLA's overall assessment efforts. Finally, the committee discussed the efforts underway to recruit faculty in several departments.

Upon a motion duly made and seconded, it was

**VOTED:** To approve the minutes of the October 2, 2013, meeting of the Academic Affairs Committee and all actions contained therein.

### **Report of the October 3, 2013, Student Affairs Committee Meeting**

Trustee Edgerton delivered the report on behalf of the committee.

She noted that the committee received an update on the College planning process related to the 10-year accreditation visit by a team representing the New England Association of Schools and Colleges (NEASC) which will take place November 3<sup>rd</sup>-6<sup>th</sup>, 2013. The committee also discussed the College's annual Security and Fire Safety (Clery) Report, and the hiring of a new director in health services following the retirement of the previous director.

Upon a motion duly made and seconded, it was

**VOTED:** To approve the minutes of the October 3, 2013, meeting of the Student Affairs Committee and all actions contained therein.

### **Annual Security and Fire Safety (Clery) Report**

Director Charon provided an overview of MCLA's 2013 security and fire safety report, also known as the Clery report. He summarized the reporting process and requirements for annually reporting campus security and fire safety data and publicly posting the report by October 1<sup>st</sup> every year. He noted that the report reflects the efforts of campus police department and the campus police advisory group and the College commitment to community-based efforts to provide the safest possible living and learning environment and to educate students, faculty, and staff on safety and security best practices.

## **Review of FY 2013 Audit Report**

David DiIulis provided the Board with a report on the FY 2013 audit which was conducted by the team from O'Connor & Drew.

Mr. DiIulis noted that MCLA's audit, which covered both the College and the MCLA Foundation, was conducted according to government accounting standards which require a review of both the financial statements and the College's internal control environment. The audit provides an unqualified opinion of the College's financial position, and the internal control report was not expanded to reflect any weaknesses in MCLA's control environment.

He noted that in addition to auditing the College's financial statements in accordance with government accounting standards, the auditor also will complete an A133 Federal Financial Aid audit which will be reviewed at an upcoming meeting.

Mr. DiIulis then reviewed in detail the audited financial statements and footnotes for the year ended June 30, 2013, with the committee. As part of this review, he highlighted several significant transactions that increased the College's asset position during the year, including investments in the Ashland Street Warehouse, a bond issued by the Massachusetts State College Building Authority (MSCBA), and the continued progress of the Center for Science and Innovation construction. He noted that these investments in infrastructure contributed to the nearly \$32 million increase in the College's net position over the past two years.

A general discussion with questions on the financial statements followed. Mr. DiIulis underscored the work done by the team at MCLA to return an unqualified audit status. He noted that a footnote in the audit about related party transactions would be amended to correct the name of one of the companies cited in the note.

Upon a motion duly made and seconded, it was

**VOTED:** Unanimously to accept MCLA's FY 2013 audited financial statements.

## **President's Report**

President Grant thanked Mr. DiIulis for his work on the College audit.

She noted that budget planning work for fiscal year 2015 is underway, including efforts to build on the increased investments in public higher education seen in the FY 2014 budget in order to realize state appropriation at a level to fund 50% of campus operations.

The president provided an update on work underway at the Board of Higher Education, including work on a strategic planning effort for public higher education that would reflect the strategic planning work taking place on campus, an early retirement incentive plan recently approved by the Board, and the release of a new Vision Project report.

President Grant noted that she would be in Boston attending and moderating a panel at a higher education summit sponsored by the New England Board of Higher Education and the Davis Educational Foundation on October 21<sup>st</sup>. She also will attend a higher education and employer forum organized by the Association of American Colleges and Universities (AAC&U) in Boston on October 28<sup>th</sup>.

President Grant thanked Vice President Brown and Celia Norcross for their leadership on MCLA's NEASC efforts.

The president highlighted several campus events, including a September 26<sup>th</sup> presentation by James McBride, the October 16<sup>th</sup> Hardman Lecture featuring Jeff Corwin, and the October 18<sup>th</sup>-20<sup>th</sup> Reunion and Fall Family Weekend, including a fine & performing arts department production of *Spring Awakening*.

The president thanked the Board and the MCLA team for their efforts and support and the work that resulted in the Feigenbaum Center for Science and Innovation celebration on October 4<sup>th</sup>.

### **Chair's Report**

Trustee Fairbank presented the Board's annual evaluation of President Grant. He thanked Trustee Dudley for leading an ad hoc evaluation committee, and thanked Trustees Boodram, Crowe, and Lord for their service on the committee.

He noted that the Board of Higher Education (BHE) requested that this year's evaluation include consideration of both institutional and system-level goals, including alignment with the Vision Project. Trustee Fairbank noted that the president's leadership at MCLA reflects best practices and puts MCLA in a leadership position at the state level. He commended the president for the inclusive processes that keep moving MCLA forward, and cited her local, state and national leadership profile in higher education. He offered the recommendation that the president receive a 3.5% merit increase, the full amount allowed under BHE guidelines.

Upon a motion duly made and seconded, it was

**VOTED:** Unanimously to recommend to the Board of Higher Education that President Grant receive a 3.5% merit increase.

Trustee Fairbank reflected that President Grant's leadership, the advancement of the College strategic plan, recent facility improvements at the College, and the trust, faith, and confidence of donors which has led to gifts such as the \$5 million pledge that supported the naming of the Feigenbaum Center for Science and Innovation, are hallmarks of quality for MCLA.

President Grant offered her thanks to Trustee Fairbank and the evaluation committee, and extended her thanks to the MCLA team for their support in advancing the mission and work of the College.

## **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 6:28 p.m.