



My College. Right from the Start.

**Minutes of the Meeting of the Massachusetts College of Liberal Arts
BOARD OF TRUSTEES FISCAL AFFAIRS COMMITTEE
Tuesday, November 20, 2012
President's Office Conference Room**

Members in attendance:

James Clemmer, Chair
Steve Crowe
Buffy Lord
Denise Marshall

Others in attendance

Mary K. Grant, President
James Stakenas, V.P. Administration & Finance
Joseph Charon, Director of Public Safety
Gerald Desmarais, Treasurer
Charles Kimberling, Director of Facilities
Curt King, Chief Information Officer
Thomas Bernard, Clerk

The meeting was called to order at 10:00 a.m. by Trustee Clemmer.

Campus Police Advisory Group Update

Director Charon updated the committee on the work that has been done to prepare for the arming of MCLA campus police officers. This has included updating departmental policies and procedures, screening and training officers, purchasing equipment, and upgrading the campus police headquarters to allow for secure storage of firearms when officers are not on duty. Following additional training, he will update the president. It is anticipated the president will authorize campus police officers will begin to carry firearms by the end of 2012.

Director Charon also noted that Framingham State University recently voted to arm their campus police officers, and that the officers already have begun carrying firearms in the course of their duties.

The director noted that a search is underway to hire a new campus police officer. This officer's screening, training, and preparation will be consistent with what has been provided to and expected of MCLA's current campus police officers.

1st Quarter FY 2013 Report

Treasurer Desmarais provided the Committee with the FY 2013 First Quarter Report. Revenue ran below projections for the quarter, and this was attributable to federal financial aid receipts typically received in September being received in early October; these revenues will be captured in the second quarter's report. For the quarter, expenses were slightly below budgeted amounts.

Ashland Street Project Update

The committee received an update on the planning for the new facilities building on Ashland Street.

The current design calls for a 12,000 square foot prefabricated building to be constructed on the site of the former warehouse property that will be demolished to make way for the new building; this was determined to be the most cost-effective option. The building will serve the operational and professional needs of the MCLA Facilities department that will occupy the building, however with a smaller footprint than previously anticipated to remain within the project budget, the new building will have less storage space than initially projected. Vice President Stakenas will look at cost estimates for a future addition on the site to provide expanded storage.

Human Resources Update

Vice President Stakanas noted that following the retirement of Human Resources director Marilyn Truskowski the individual hired as MCLA's new HR director had to withdraw due to a family obligation that required her to relocate to California. Subsequently, the search committee met with a new candidate, Deena Gilbert, who has been hired and will officially join the MCLA community on December 3rd.

FY 2014 Budget and Student Fees

Vice President Stakenas informed the committee that budget planning is underway for Fiscal Year 2014. Initial projections from the Board of Higher Education indicate that funding to support collective bargaining increases is expected to be included in the FY 14 budget.

With regard to the FY 13 budget, there are concerns that tax receipts that have been below projections may trigger a mid-year state budget. Vice President Stakenas is developing models for review with the president about how to manage such a cut should it come to pass.

While the College continues to budget conservatively, we expect that an increase in student fees will be part of MCLA's FY 2014 budget plan. With any fee increase, the goal will be to ensure that MCLA remains affordable to the maximum number of students, and that the funds raised through these fees be put into projects and programs that benefit and support students. A formal fee recommendation will be presented in the spring.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 10:57 a.m.