



**Minutes of the Meeting of the Massachusetts College of Liberal Arts  
BOARD OF TRUSTEES FISCAL AFFAIRS COMMITTEE  
Monday, September 11, 2017  
President's Office Conference Room**

**Members in attendance**

Denise Marshall, Chair  
John Barrett  
JD Chesloff, via teleconference

**Others in attendance**

Dr. James Birge, President  
Susan Gold, Board Chair  
Denise Richardello, Executive Vice President  
Larry Behan, Vice President of Administration & Finance  
Laura Brown, Director of Fiscal Affairs  
Ginger Menard, Clerk

Trustee Marshall called the meeting to order at 9:00 a.m.

**4th Quarter FY17 Report**

Vice President Behan reviewed the 4<sup>th</sup> Quarter Report. He noted that the current budget deficit is \$42,325 which is down from the original projection of just over \$1.5 million though slightly increased from last quarter's projection. The deficit has been narrowed through additional revenue and fees and savings in payroll and administrative expenses and supplies.

The committee discussed the open positions of which there are currently close to thirty part-time and full-time positions. Additionally, there were a number of long-standing employee retirements which contributed to payroll savings as well as reorganization in some areas. The current plan is to hold 10-12 positions open while reassessing needs and making strategic decisions to assure that the delivery of the College's mission is not impacted. President Birge also noted that some positions will be able to be funded through the Title III grant.

The committee reviewed additional lines of the report and discussed ongoing details and information that will be helpful to share with the committee going forward. The committee will discuss the transfers between funds as part of its ongoing business.

VP Behan also noted that the new budgeting software being used by the College will allow for more robust reporting.

### **Budget FY 18 update**

VP Behan reviewed the revised FY 2018 budget. The projected deficit in the budget approved at the May 2017 BOT meeting was \$647,717. The revised budget as presented in this meeting shows a break-even year end position. This break-even was achieved via an approved increase in student fees of \$135 per semester, managing open positions on payroll, and a draw from the reserve fund of \$300,000. The revised budget does include the Chief Diversity Officer and Compliance Officer positions.

There was a slight decline in enrollment for FY 18 due to the impact of the free NY state tuition.

Upon a motion duly made and seconded, it was

**VOTED** To recommend to the Board of Trustees that the College proceeds with the Revised FY 2018 budget to present to full board at the September 14 meeting.

### **Campus Center Pool Project**

VP Behan shared renderings of the transformation of the Amsler Campus Center pool into a state-of-the-art athletic training/fitness center along with additional offices and classroom/meeting spaces. The pool was closed at the end of August for preliminary work to begin this semester. The renderings are on display in the Campus Center along with signage about the closing of the pool.

A status update on this project has been shared with the campus community. Funds for this project are available through an MSCBA bond and Aramark has pledged funding for this renovation as well.

### **Facilities Project Update**

VP Behan shared that a 550 kilowatt diesel stand up generator was delivered last week. Once in service it will pick up approximately 80% of campus buildings in case of power outage. This will also replace many smaller generators individual buildings. This should be up and running by January 2018.

## **IT Update**

VP Behan shared that Ian Bergeron was appointed as Associate Dean of Information Technology. Ian is an alum of MCLA who is a forward and innovative thinker and he has already made great strides to improve the College's IT functionality and infrastructure.

## **Student Accounts Update**

VP Behan shared that due to a change in policy and advance communication with students there were only four students who arrived for move-in day who had not made a payment, or made arrangements for payment. This is a significant decrease as previously the number had been closer to 40. This is due to the good work and customer service of Bonnie Howland and her staff in Student Accounts.

## **Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 9:49 a.m.