



## **BOARD OF TRUSTEES MEETING**

May 30, 2019

Murdock Hall, Room 208

### **The following Trustees were present:**

Denise Marshall, Chair  
John Barrett III  
Brenda Burdick  
JD Chesloff  
Susan Gold  
Frederick Keator  
Karen Kowalczyk  
Kathleen Therrien

### **The following Trustees were absent:**

Mohan Boodram  
Robert Reilly

### **MCLA staff in attendance:**

President James Birge  
Lawrence Behan, Vice President of Finance and Administration  
Barbara Chaput, Vice President of Human Resources  
Catherine Holbrook, Vice President of Student Affairs  
Lisa Lescarbeau, Clerk  
Gina Puc, Director of Admissions  
Emily Williams, Vice President of Academic Affairs  
Robert Ziomek, Vice President of Institutional Advancement

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 5:00 p.m. at Murdock Hall on May 30, 2019 with Board Chair Marshall presiding.

Chair Marshall called the meeting to order at 5:00 p.m. and introduced newly appointed Trustee Karen Kowalczyk and Student Trustee Jacob Vitali.

### **Approval of Minutes: April 4, 2019 Meeting of the Board of Trustees**

The minutes of the April 4 meeting were erroneously dated as April 30, 2019, and will be corrected. Upon motion duly made and seconded, it was unanimously:

**VOTED:** To approve the minutes of the April 4, 2019 meeting of the Board, with the correction noted, and all actions contained therein.

### **Fiscal Affairs Committee Chair Report on the Meeting of May 20, 2019**

Trustee Gold reported on the activity of the meeting of the Fiscal Affairs Committee of May 20, 2019 at which financial updates for the third quarter of FY19 were provided including revenue and expense variances.

The FY19 rolling forecast update was reviewed by the Committee. The FY19 variance is estimated to be \$1.3mm at year end. Q3 expense was lower than budgeted for the quarter. Management continues to monitor spending to reduce the deficit.

The fund balance was reviewed and the Committee heard an explanation of the process for drawing from this balance.

Accounts receivable activity was reviewed. Current outstanding A/R is \$18,419.98 and the collection of these balances is anticipated as most students have registered for courses.

Three scenarios for the FY20 budget were presented for approval: no fee increase, a 3% fee increase and a 4% increase. Tuition in these budgets is based on 1,196 FTE undergraduate and 122 FTE graduate students. Residency is projected to be 730. Grant revenue and expense are not included in the FY20 budget presented as these are pass through accounts. Total grant revenue and expense for FY20 is forecast to be \$1.4mm. Capital renovation project costs are not included in the budget as these will be calculated separately as part of the capital budget.

The Committee discussed the potential impact of increased fees on enrollment and the enrollment needed to support a 3% increase versus a 4% increase. Tuition and tuition increases were also discussed.

Upon motion duly made and seconded, it was unanimously:

**VOTED:** to approve the fiscal year 2020 budget with a 4% increase in capital improvement fees as recommended by the Fiscal Affairs Committee.

Proposed accounts receivable write-offs totaling \$10,111.06, were reviewed. Accounts with balances over \$100 are sent to collections. Once these reach the five year point, they are written off of MCLA's books; however, they remain in the states intercept program for collection where possible.

Upon motion duly made and seconded, it was unanimously:

**VOTED:** to approve the write-off of accounts receivable total \$10,111.06 as recommended by the Fiscal Affairs Committee.

Upon motion duly made and seconded, it was unanimously:

**VOTED:** To approve the minutes of the April 4, 2019 and May 20, 2019 meetings of the Fiscal Affairs Committee and all actions contained therein.

### **Academic Affairs Committee Chair Report on the Meeting of May 14, 2019**

Chair Marshall presented the report of the Academic Affairs Committee of May 14, 2019.

The names of faculty who will be joining MCLA in the fall were presented:

Dr. Katelyn Born, Assistant Professor, Department of Biology  
Dr. Xin Shen, Assistant Professor, Department of Computer Science  
Dr. Margaret Clark, Assistant Professor, Department of Education  
Dr. Clio Stearns, Assistant Professor, Department of Education  
Michaela Petrovich – Assistant Professor, Department of Fine and Performing Arts  
Dr Joshua Uhalt, Visiting Assistant Professor, Department of Psychology

Newly elected Department Chairs were presented to the Committee and the process for appointment and the term length were discussed.

Professor Caren Beilin is the recipient of the Hardman Special Initiative Fund Award for her proposals: Senior Writing Showcase and MCLA's Under 27 Writer's Residency.

Faculty Incentive Awards recipients were presented. Six projects with seven faculty members will receive support for original research, development of new courses and programs, innovative teaching and learning pedagogy, and civic learning and engagement projects.

VP Williams provided an update on the DEI conference scheduled for June 11-14. There are approximately 39 presenters and 150 registered observers. The schedule of the conference events will be shared with Trustees once it is complete.

The Committee reviewed the nominees eligible for Faculty Emerita status and voted unanimously to recommend Monica Joslin, Michelle Ethier and Elizabeth Lambert to the board for approval of emerita status.

Upon motion duly made and seconded, it was unanimously:

**VOTED:** To approve Faculty Emerita status for Monica Joslin, Michelle Ethier and Elizabeth Lambert.

Trustee Barrett requested a letter be sent on behalf of the Board to the three members granted faculty emerita status.

Upon motion duly made and seconded, it was unanimously:

**VOTED:** to approve the minutes of the May 14, 2019, meeting of the Academic Affairs Committee of the Board of Trustees and all actions contained therein.

### **Student Affairs Committee Chair Report on the Meeting of April 30, 2019**

Trustee Burdick presented the report of the Student Affairs Committee of April 30, 2019.

An overview of the Title IX regulation, and federal statute for Title IX, Clery Act and the Campus SaVE Act was presented by Nicole Comstock, Director of Equal Opportunity and Title IX. Some registration hold issues arose with the web-based program used for students to complete the Title IX training requirements. These were rectified and changes to the program will be considered to ensure qualitative and supported training occurs throughout the year.

Trustees heard an update on the Campus Center renovation projects which began on May 20. The Centennial Room is anticipated to be completed by August 20 and the fitness center in late November. Summer dining options were discussed.

Trustees discussed the timeline of the renovation projects, the impact on students, and marketing of the improvements to returning and prospective students.

An update was provided on Athletic Recruitment, including recruitment goals for full time coaches; current deposits for student athletes; applications, accepts and withdrawals for student athletes; and the use of recruiting software.

The men's and women's lacrosse programs were discussed, as well as opportunities for MCLA to offer other sports programs.

Upon motion duly made and seconded, it was unanimously:

**VOTED:** to approve the minutes of the April 30, 2019, meeting of the Student Affairs Committee of the Board of Trustees and all actions contained therein.

### **Enrollment Management Committee Chair Report on the Meeting of April 30, 2019**

Trustee Therrien presented the report of the Enrollment Management Committee of April 30, 2019.

Student profile data was reviewed. There are currently 1,954 student applications with 1,406 accepts and 222 enrolled in the class of 2023. There are 38 deposits from former SVC students. Transfer data shows 365 applications with 263 accepts and 80 enrolled students.

The official approval of the teach-out program for SVC radiologic sciences program was granted by the DHE.

To date 1,059 FASFA applications have been reviewed for entering freshman, transfers and readmits. The Department of Education has selection 27% of these applications for verification. Trustees discussed the automation of digital financial aid notification to students and the reduce call volume that has resulted from this improvement.

The Committee heard a marketing update including branding and new website development. The official launch for the new brand is planned for fall 2019.

The fall 2020 planning outline was reviewed. Efforts to reach guidance counselors will be increased as advised by Simpson Scarborough.

Trustees discussed political perspectives on campus and the impact on students. The Model UN is increasing their efforts on campus which aids in managing activities that could be politically charged.

Softness in the recruitment market with high school graduates and MCLA's primary recruitment market were discussed. Efforts to expand recruiting markets include developing new programs and offering additional athletic programs.

Trustees discussed college and university closings, and MCLA's strategic plans and ability to take advantage of opportunities as they occur. The BHE is taking steps to revise the program approval process to allow closing programs to transition in a more-timely manner to other institutions. The DHE is also creating metrics to measure a school's ability to teach-out over a four year period.

Past practices of summer programs for guidance counselors were discussed.

Upon motion duly made and seconded, it was unanimously:

**VOTED:** to approve the minutes of the April 4, 2019 and April 30 2019, meetings of the Enrollment Management Committee of the Board of Trustees and all actions contained therein.

### **Nominating Committee Meeting of May 2, 2019**

Trustee Gold presented the report of the Nominating Committee of May 2, 2019. The eligibility requirements of each officer were reviewed and it was established that nominees meet the requirements. The following slate of officers was presented to the Board of Trustees for the 2019-2020 academic year:

For Chair of the MCLA Board of Trustees: Denise Marshall  
For Vice-Chair of the MCLA Board of Trustees: JD Chesloff

Upon a motion duly made and seconded, it was

**VOTED:** To appoint Denise Marshall as Chair and JD Chesloff as Vice-chair of MCLA's Board of Trustees to serve a one year term for the 2019/20 academic year beginning on July 1, 2019.

### **Chairperson's Report**

Chair Marshall began the Chairperson's Report with an update from the President's Evaluation Committee, which met in April and May to conduct a thorough evaluation of Dr. Birge. The committee's final written evaluation and Dr. Birge's self-evaluation were provided to Trustees in advance of this meeting. This evaluation will be reviewed with President Birge and the document submitted to Commissioner Santiago in advance of the June 30 deadline.

The AY 2019/20 board and committee meetings schedule was discussed. Board meeting dates were provided and the committee meeting dates will be established once chairs and committee memberships have been determined.

Chair Marshall asked Trustees to complete the survey on committee membership, which was included in the board materials, and return it to her to be used in developing committee memberships.

The annual action to grant Presidential Authority to President Birge for the summer was discussed.

Upon a motion duly made and seconded, it was:

**VOTED:** To grant Presidential Authority to make such appointments and decisions that are necessary for the normal operation of the College during the summer when the Board does not conduct regularly scheduled meetings.

### **President's Report**

President Birge thanked Trustees for their participation in commencement activities and welcomed Trustees Kowalczyk and Vitali to the Board. He provided a brief update on the campus renovations underway and the timing of students arriving in the fall while the fitness center is still under construction. He commented that Venable Theatre would also see renovations for seating and lighting as a result of a grant from the Jane and Jack Fitzpatrick Trust.

President Birge updated the Trustees on his conference and travel plans for the summer months. He will be at the COPLAC Annual meeting in Vermont June 17-19, and on vacation from July 5-19.

Lastly, summer campus use was reviewed. During the summer months, there are a number of small programs utilizing campus housing. Solid Sound Festival goers will occupy the Berkshire towers the weekend of June 28-30; and the summer college soccer program, Black Rock, will be on campus for several weeks.

With no other business being brought before the meeting, upon a motion duly made and seconded, it was unanimously:

**VOTED:** to adjourn the meeting at 5:50 pm.

All were invited to Smith House for a reception.