



*My College. Right from the Start.*

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

**Executive Committee**

**Thursday, July 14, 2011**

**Admissions Office Conference Room**

**Members in attendance:**

Steve Crowe, Chair  
Jane Allen  
Will Dudley  
Tyler Fairbank  
Dick Lamb  
Eugene Leibowitz

**Others present:**

Mary K. Grant, President  
Marianne Drake, Chief Advancement Officer  
James Stakenas, Vice President of Administration and Finance  
Thomas Bernard, Clerk

The meeting was called to order at 12:08 p.m. by Trustee Crowe.

**Naming Policy**

Chief Advancement Officer Marianne Drake presented the committee with an overview of the naming opportunities guidelines for MCLA buildings and facilities. This represents the College's first formal policy about naming; following approval by the Board, MCLA will be the first Massachusetts State University with a written naming policy. President Grant noted that the policy was carefully crafted, with input and review by Trustee Joelle McDonough.

The policy will be advanced to the full Board for consideration and approval in September 2011. Once established, the policy will allow for the announcement in October of a new named space in the MCLA Church Street Center. The committee approved this proposed naming opportunity.

Upon a motion duly made and seconded, it was

**VOTED** To recommend to the full Board of Trustees that MCLA adopt the proposed naming opportunities guidelines.

Upon a motion duly made and seconded, it was

**VOTED** To recommend to the full Board of Trustees that MCLA name the Church Street Center Auditorium in honor of Eleanor Furst Roberts.

### **Fundraising Update**

Marianne Drake informed the committee that the College achieved the goal of its current major gift initiative, and is gearing up for the launch of a three-year capital campaign building on the success of the major gift initiative. She noted that the team in Institutional Advancement is well-positioned for the campaign work, and that there is a volunteer campaign cabinet in place to support the campaign work. Marianne asked the committee members for their assistance with serving on campaign committees, identifying other volunteers, and reaching out to potential supporters.

President Grant thanked Marianne Drake for her work leading the College's fundraising efforts.

### **Budget and Project Update**

President Grant and Vice President Jim Stakenas noted that in light of cuts to public higher education appropriations in recent years as a result of the downturn in the state and national economies, the Board of Trustees has discussed various strategies for managing the MCLA budget and sustaining the College's progress and momentum, including drawing upon College savings that are used for student support and other operational needs. To date, that has not been necessary.

Looking ahead to Fiscal Year 2012, the committee discussed a range of options to keep the College's operating budget in balance. These included drawing on campus savings, potential for borrowing, staggering the implementation of campus projects, and continued fundraising. There is a small possibility of a supplemental appropriation to meet negotiated collective bargaining costs (which, if not met by the Commonwealth would need to be absorbed by the College, representing a reduction in operating expenses for other purposes). The committee and the Board will continue to monitor and review these options.

Vice President Stakenas provided an overview of campus projects:

**Center for Science and Innovation:** MCLA's project partners from the state Division of Capital Asset Management (DCAM) and design firm Einhorn Yaffee Prescott (EYP) were slated to be on campus on July 19-20 to sign off on the design documents and discuss the project at an open campus meeting.

**Campus Center Marketplace:** Renovations to the cafeteria and marketplace spaces were underway. This work will add space, a new building entry, an expanded bookstore, and other amenities. Work is projected to be complete by the end of 2011.

**Hoosac Hall:** Plumbing work was underway in preparation for a larger project to add additional bed capacity and a new building entry during the summer of 2012.

**Brewer Perkins:** Work is underway to prepare the building to serve as the new location for the Office of Public Safety.

**Ashland Street Warehouse:** Vice President Stakenas reminded the committee that the Board approved additional funding for demolition and repair work on this property, and noted that further funding will be necessary to complete interior renovations.

**Conte Building:** A contract is pending with the federal General Services Administration for space in the Conte Federal Building in Pittsfield that will be shared by MCLA and Berkshire Community College. Funding will be necessary to support the build out of the space, which MCLA plans to use to support the Fast Track and Professional MBA programs, as well as the Berkshire Readiness Center hosted by MCLA. Funds may be available for this work through federal Race to the Top grant funds allocated to MCLA to support Readiness Center work.

As with all budget matters, President Grant and College staff will continue to manage the operating budget conservatively, and look at options for phasing project work where appropriate.

### **Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 1:40 p.m.