



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

**Thursday, December 3, 2015
President's Office Conference Room**

Members in attendance

Denise Marshall, Chair
JD Chesloff
Will Dudley
Buffy Lord

Others in attendance

Jim Clemmer, Interim President
Larry Behan, Vice President of Administration & Finance
Denise Richardello, Executive Vice President
Chuck Kimberling, Director of Facilities
Curt King, Chief Information Officer
Ginger Menard, Clerk

Trustee Marshall called the meeting called to order at 9:50 a.m.

She then welcomed Larry Behan, MCLA's new Vice President of Administration & Finance who joined the College in October.

First Quarter Report

Vice President Behan reviewed the first quarter report and extended his thanks to Laurie Brown for her work especially these last few months during the transition. He is in the process of reviewing all of the College's financial reporting in depth as well as the processes and

procedures and requested input from the Board on regarding the presentation of data for future meetings.

For this first quarter report revenue exceeded expenses because loans and financial aid numbers were run at the end of September due to departure of Bursar. This is a cash timing issue as these numbers are usually not processed until October. He noted that the detailed report of specific funds on page 3 shows the College's discipline in terms of spending.

Trustee Dudley requested that additional detail regarding expense categories and how they are managed be included in future reports.

State Auditor's Report

Vice President Behan shared the findings of the State Auditor's report. This process began over the summer and was completed earlier in the semester with an exit interview with the Administration & Finance office. Some processes need to be updated and improved. Some small adjustments will be made to existing internal policies and inventory control. A final report will be issued in the coming months.

An existing fiscal policy is to have any additional non-budgeted expenditure over \$50,000 be approved by the Fiscal Affairs Committee. There is critical need for Information Technology to purchase an updated disk array. The current set up is out of date and causing applications to crash because it is insufficient to handle the needs of the campus. This upgrade will also allow for quicker retrieval of information.

IT and A&F are working identify the funding from the current budget and it will not require tapping into the reserves.

Upon a motion duly made and seconded, it was

VOTED: To approve the purchase of a disk array system.

Project and IT Updates

Director of Facilities Chuck Kimberling provided an update on campus projects. The Venable Hall tunnel sealing has been approved by DCAMM and will be sent out to bid. The expected completion date is May 2016.

A number of studies are in process through DCAMM including one to upgrade the Amsler Campus Center back-up generator as it is over 40 years old. A study has been completed on masonry repairs to Hopkins Hall and they are continuing to look at solutions for the Public Safety building.

The Co-Gen should be onsite mid-February and the steam turbine in mid-April. The system will be online for next winter. National grid is conducting a study about the possibility of a Co-Gen in the Science Center as well.

Trustee Chesloff inquired about utilizing local workers and companies for these projects. All contractors have to be licensed with DCAMM which can be an issue for smaller companies because of the state regulations related to such a license. Trustee Chesloff requested additional information regarding these issues as he would like to better understand the barriers to keeping work local and see if any change can be affected.

IT Director Curt King shared that we are in the final phase of network upgrades. These should be complete by the end of year with the exception of outdoor antennas which will continue through the winter. The installation of new TV studio equipment is happening this weekend and they are working on ideas to highlight this investment. The equipment will be in use in the classrooms in in the spring semester.

There being no further business to come before the Committee the meeting was adjourned at 10:40 a.m.