



My College. Right from the Start.

**Minutes of the Meeting of the Massachusetts College of Liberal Arts
BOARD OF TRUSTEES FISCAL AFFAIRS COMMITTEE
Wednesday, November 17, 2010
Admissions Office Conference Room**

Members in attendance:

Steve Crowe, Chair
Jane Allen
Dr. Eugene Leibowitz
Mary K. Grant, ex-officio

Members absent:

James Clemmer

Others in attendance:

James Stakenas, Vice President of Administration & Finance
Gerald Desmarais, Treasurer
Mark Berman, Chief Information Officer
Thomas Bernard, Clerk

The meeting was called to order at 9:05 a.m. by Trustee Crowe.

Action Items

Red Flag Rules

Mark Berman, MCLA Chief Information Officer, provided an overview of the College's identity theft prevention program. This program aligns with the rules issued by the Federal Trade Commission (FTC) on how financial institutions and other creditor entities should deal with the red flags of identity theft. MCLA is subject to these rules, and the College has developed a program identifying red flags and the actions required when a red flag is found.

The FTC rules are expected to take effect on December 31, 2010. Departments that deal with financial and other personal data (e.g., the bursar and financial aid offices) have received training on how to recognize and manage red flags. Information about red flag rules will also be part of a security awareness training program that is being developed

for all College staff. MCLA's red flag program is consistent with other Massachusetts public higher education institutions, but contains elements unique to MCLA's operations.

Minor changes to improve the document were recommended by the Committee.

Upon a motion duly made and seconded, it was

VOTED: Unanimously to approve and advance the Red Flag Rules program to the full board for acceptance at the December 16, 2010, Board of Trustees meeting.

Center for Science and Innovation Memorandum of Understanding and Project Updates

Vice President Stakenas presented an overview of upcoming capital projects.

President Grant noted that there are several large projects coming up that are important to move the College forward. Several of these projects are being undertaken simultaneously. These projects have debt implications for the College that it is important for the Fiscal Affairs Committee to understand.

For the Center for Science and Innovation project, state capital bond funding of \$54.5 million is expected to cover the cost of new construction and the renovation of Bowman Hall. In order to complete the project feasibility study, MCLA will have to fund the \$1.7 million cost of science building furniture and equipment, which will not be needed until FY 2013. This agreement must be formalized in a memorandum of understanding between MCLA and the state Division of Capital Asset Management (DCAM).

There are several factors that may reduce the amount of funding required of MCLA. Project bids may come in lower than anticipated. The project may not require all of the contingency funds currently allocated, which would free up these funds for furniture and equipment. Fundraising efforts to support the Center for Science and Innovation could also provide an alternate source of funds.

Upon a motion duly made and seconded, it was

VOTED: Unanimously to approve and advance the recommendation to authorize President Grant to enter into a memorandum of understanding with the Division of Capital Asset Management to fund the cost of Center for Science and Innovation furniture and equipment in the amount of \$1.7 million to the full board for acceptance at the December 16, 2010, Board of Trustees meeting.

Other projects being undertaken by the College include the renovation of the Campus Center "marketplace" dining area, replacement of the Campus Center gym floor, renovation of the recently purchased Shapiro property on Ashland Street, the repurposing

of the Brewer Perkins building on Ashland Street, renovations and increased bed capacity to the Hoosac Hall residence area. In addition, a renovation to Venable Hall is anticipated in FY 2015.

The College is in a good position to support these projects, and has sufficient debt capacity to allow for funding these projects. President Grant noted that these investments are worth making to support programs and students. Vice President Stakenas will provide a detailed presentation to the full Board at the December meeting.

Information Items

1st Quarter FY 2011 Report

Treasurer Desmarais provided the Committee with the FY 2011 First Quarter Report. Revenue and expenses ran within expected levels for the First Quarter, with some variation compared to past years related to the timing of financial aid receipts and federal stimulus payments. Staff across campus continue to manage the budget carefully, and the mild fall weather contributed to lower than average energy expenses.

Other items

President Grant informed the committee that MCLA is opening searches for two staff positions, in Facilities and Enrollment Management. These are essential positions that are currently unoccupied, and that are important to support the College's infrastructure and to advance programs and operations. In addition, the College expects to add three new tenure track faculty positions for the next academic year to support continued enrollment growth and departmental needs.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 10:28 a.m.