



*My College. Right from the Start.*

**Minutes of the Meeting of the Massachusetts College of Liberal Arts  
BOARD OF TRUSTEES FISCAL AFFAIRS COMMITTEE  
Thursday, December 1, 2011  
Admissions Office Conference Room**

**Members in attendance:**

James Clemmer, Chair (via conference call)  
Jane Allen  
Steve Crowe  
Dr. Eugene Leibowitz

**Others in attendance:**

Mary K. Grant, President  
James Stakenas, V.P. Administration & Finance  
Gerald Desmarais, Treasurer  
Thomas Bernard, Clerk

The meeting was called to order at 1:02 p.m. by Trustee Clemmer.

**1<sup>st</sup> Quarter FY 2012 Report**

Operating revenue ran above expected levels due to the receipt of \$2 million from Aramark for the CC Marketplace/Centennial Room renovation. Major projects under construction in the First Quarter include the renovation of the Campus Center Marketplace and Centennial Room, and the replacement of the Campus Center Fire Alarm System. Projects completed during the quarter included renovation of the bathrooms in Hoosac Hall and demolition in the lower level of Hoosac Hall, the Campus Center gymnasium floor, and the new Ashland street parking lot. President Grant noted that these projects make a dramatic impact for students, faculty, and staff. She thanked Vice President Stakenas and Treasurer Desmarais for their careful work managing the budget.

**Three-year Budget Projections**

As background to MCLA's budget planning, President Grant provided the committee with the executive summary of a Fiscal Survey of States prepared by the National Governors' Association. The data in the report indicate that funding support for public higher education is a national concern, but it is especially challenging in New England.

Vice President Stakenas noted that the three-year budget projections being developed includes assumptions about state appropriations, costs of contracts negotiated by the Commonwealth with the collective bargaining units that serve the state university system, fringe benefit costs, and possible debt service related to capital projects. As always, the College is being very careful about budget planning, and is developing and modeling several budget scenarios as the budget process for FY 2013 continues to develop.

The committee also reviewed a five year history of student fee increases from academic year 2007-2008 through 2011-2012. This included both the fees set by the Board of Trustees (the campus support fee and the capital improvement fee) as well as those set by other stakeholders (the meal plan and housing fees). It is important to carefully monitor the cost of attendance to ensure MCLA continues to remain affordable for students and families.

### **Warehouse/Facilities Department Project**

The committee received an update on the renovations to date on the Ashland Street warehouse property, and the costs associated with the next phase of the project. Since purchasing the property in November 2010, the Massachusetts State College Building Authority has overseen work to demolish a portion of the building to make way for additional campus parking, replaced a roof that collapsed due to heavy winter snow, and sealed the building envelope.

The original bonding and subsequent campus funds invested in the project were sufficient to complete the work to date. The next phase of work will support renovation to include space for administrative offices, trade shops and storage, shipping and receiving, vehicle parking and maintenance, and multipurpose and storage space for general campus use. Trustee Leibowitz noted that the original estimates for this project were much lower than actual costs. President Grant agreed and noted that the goal was to ensure that estimates for completion are precise and that a final figure will be brought to the Board.

The committee discussed the projected costs for this renovation work, and the debt service options related to borrowing funds to support the renovation.

President Grant noted that once complete, the warehouse will be an important space for the College, and in particular will provide Facilities with a space that reflects the team's professionalism and the nature of their work.

### **Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 2:03 p.m.