



BOARD OF TRUSTEES

BOARD MEETING ■ MARCH 25, 2020, 7:15 P.M. ■ REMOTE ACCESS ZOOM MEETING

In Attendance (participating remotely): Hope Bielat, Nancy Budwig, Beth Casavant, Olivia Beverlie, Kevin Foley, Mike Grilli, Brian Herr, Anthony Hubbard, Richard Logan, Dana Neshe, Robert Richards (Emeritus).

Call to Order: The meeting was called to order at 7:15 p.m.

Chair Foley welcomed the Trustees and thanked them for their willingness to continue their efforts towards the University's mission during this most trying of situations.

Due to the remote format, and in conformance with the amended Massachusetts Public Meeting Law, all votes will be taken by roll call. Secretary to the Board of Trustees, Ann McDonald will initiate roll call of attendees on each voting item presented.

Chair's Report

Chair Foley asked for a motion to approve the consent agenda that included the following:

- Minutes (January 29, 2020)
- Personnel Actions

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On a motion duly made and seconded, it was voted to approve the consent agenda including the minutes from the January 29, 2020 Board of Trustees meeting and the personnel actions report.

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Chair Foley reported on the status of trustee appointments:

- Trustee Michael Grilli's reappointment has been approved.
- Brian Herr's appointment is currently on holdover status, but he will be pursuing reappointment for another term.



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1.0 President's Report

President Javier Cevallos remarked on the items below:

- President Cevallos introduced Interim Provost, Dr. Ellen Zimmerman and thanked her for taking on this important role during this very difficult time.
- The University is addressing possible response to COVID-19. The Emergency Team meets each morning at 8:30 AM. President Cevallos thanked Dean Meg Nowak for her continued work leading this team.
- Other state university cohort teams are meeting frequently including the Council of Presidents and human resources staff to coordinate actions, messaging to employees, students and the general public.
- Framingham State University was the first of the state institution to authorize prorated reimbursements to students for parking, housing, and meal plans. Unfortunately, this has significant impacts on the budget. Regardless of loss, it was important for FSU to return the funds to the students.

Trustee Brian Herr asked the President if other institutions, including those in the UMass system, were also reimbursing their students. President Cevallos stated that although the way in which the reimbursements are offered may differ depending on the institution, all except for MA Maritime will be reimbursing their students.

Development and Alumni Relations Report

Eric Gustafson reported on the following:

- Renewal of the Endowment Incentive Program, a program in which the Commonwealth will match half of what the donors contribute. Current work is being done to meet the June 30, 2021 deadline to secure the gifts required to obtain the matching funds.
- Preparing for potential adverse effects on fundraising from COVID-19. Due to the Governor's travel advisory, Development and Alumni Relations is working on prospect stewardship, expanding webinar offerings and remote engagement with alumni on its social media platforms.
- The Danforth Museum is working on putting all exhibitions online, creating virtual tours, and utilizing social media to stay engaged with their audience.

Vice President of Diversity, Inclusion and Community Engagement Report

Dr. Constanza Cabello highlighted the following items from her report:



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- DICE is currently working to stay connected with students through a remote environment. Events have been canceled or postponed, but most will be rescheduled. Work is being done to reschedule the inter-cultural graduation ceremony.
- Providing affirmation for the Asian-American community by hosting virtual spaces, allowing students to share their experiences as effected by the COVID-19 epidemic. It also provides an opportunity to learn how this community may be better supported.
- Working with the Framingham Mayor's Office to collaborate with our local community members. Sodexo is doing important work, helping with food deliveries to families in need, as well as serving the students currently staying on campus.
- Committees will continue to function as normal; the Bias Education Response Team will maintain its presence and will work with community-based organizations.
- Highlighting events from February's Black History Month, including the Black Professionals In Leadership Roles event, which was moderated by Trustee Anthony Hubbard.

Trustee Action Item: Approval of Honorary Degrees

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On a motion duly made and seconded, it was voted to approve the motion to award the following honorary degrees at the upcoming undergraduate and graduate commencement ceremonies on May 26, 2020:

- *Lyndia Downie*
- *Jonathan Lemier*

RATIONALE: Honorary degrees are awarded to those who have made special contributions through their lives. Recipients generally fall into two categories, first, people who have been closely associated with the University, its students, faculty, or alumni; and second, people who have made outstanding contributions to education to our community, and to humanity.

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2.0 Compliance Audit & Risk Committee

Trustee Neshe reported with highlights from the March 9, 2020, CAR Committee meeting.

- The Committee is working diligently in effort to present additional information from the Internal Assessment Report in the May BOT meeting.



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- The assessment is moving forward, with many departments working in collaboration with one another. No high-risk findings were found.
- Cyber hygiene has been very clean with no critical vulnerability. Problems are being dealt with as they came up. There continues to be good click-through rates in the phishing drills.
- There is continued work on the Data Access Review, and progress is being made with the process of standardizing roles.
- MA Transfer/Commonwealth Commitment Audit: supervisors were met with and the planning phase was completed. The next step will be the testing phase.

Chair Foley asked if there will be an elevated risk with classes going to a remote platform, and if there are issues the University should be prepared for. Trustee Neshe stated that she is confident of our security initiatives.

3.0 Student Trustee Report (Trustee Beverlie)

Trustee Olivia Beverlie reported on the following items:

- The Student Government Association held an Administrator's Forum. Conversations surrounding COVID-19 were prominent, overall students have been satisfied with the University's response.
- Discussions also included campus policy, and the handling of parking, as well as Sodexo, and how they may accommodate students with specific dietary needs, i.e. vegan gluten free meals, etc.
- A new budgeting process was created by the SGA. This process has allowed for more oversight and alleviates the individual clubs of the responsibility.
- The funds for FY20 have been allocated. Allocations for the next year's budget is \$436,991.
- SGA will be adding a Diversity and Inclusion Representative to their Executive Board. This is an appointed position, although it may become an elected position in the future.

The Trustees engaged in a conversation with wide-ranging topics, including:

- Equity and students receiving adequate access to Wi-Fi and ITS
- Virtual student services and social engagement.
- Challenges faced by students with classes being held online.
- Trustee Beverlie stated that certain initiatives to assist students are being discussed. However, the process overall has been a challenging transitional period for students.

4.0 Academic Affairs Committee

Trustee Nancy Budwig provided a report on the Academic Affairs Committee, which held a joint meeting with Student Enrollment and Development.



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- Trustee Budwig began with the re-introduction of Interim Provost Dr. Ellen Zimmerman, and agreed, that Dr. Zimmerman did indeed come into position at a difficult time, and that all were grateful to have her in this position.
- The proposed Mancuso Center, a bold new initiative for the University, will promote four main goals: raise awareness of the humanities, humanities education, increasing enrollment in this area, and to prepare these students for careers, job readiness. The Center's plans to achieve these goals were discussed.

Academic Affairs enthusiastically put forward the following Trustees Action Item:

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On a motion duly made and seconded, it was voted to approve the establishment of the Mancuso Humanities Workforce Preparation Center as described in the Mancuso Humanities Preparation Center proposal.

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Trustee Budwig continued by presenting information on the contingency plans for COVID-19, which have been developed largely from collaborative work from several departments.

- Faculty online training and general training have been conducted for all classes to go online.
- Substantial work has been involved in creating learning resources, available for both students and faculty alike.
- Important policy changes have been implemented i.e. teaching evaluation, pass/fail grading.

Interim Provost Dr. Zimmerman stated the collaborative work has been very impressive; CASA, the library, advising center, ETO, ITS, have all been involved in training faculty. Trustee Budwig thanked Dr. Zimmerman and all within the department for their hard work.

5.0 Enrollment and Student Development Committee (Trustee Herr)

Trustee Brian Herr provided a report on the Enrollment and Student Development Committee, which held a joint meeting with Academic Affairs.

Trustee Herr, commended both committees for their work, noting how different communicating remotely can be; hats off to all the staff and professional teams that have been working so hard on behalf of the students.

Trustee Herr then turned to Dr. Lorretta Holloway to present on the Counseling Center updates.



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Dr. Lorretta Holloway highlighted the following items:

- A usage report, and information from end of the year report was reviewed.
 - Dr. Holloway emphasized that Counseling Center is doing work now, preparing for remote services; working with students with current appointments, via TeleCounseling and will be sending out more information to students to utilize resources to work with them remotely while off campus.
- Optimal Counseling Center Staffing Scenarios were briefly described including:
 - The addition of 2 full-time positions
 - Increasing the existing full time position by 1.5 months
 - Increasing the hourly wage of contractors
 - An outline of the payroll costs
 - Capital Costs
 - Intangible benefits of optimal scenario

The group discussed the importance of these services, concluding that it should be discussed and brought back for further review by the full BOT. How it relates to Finance is of particular concern. Chair Foley stated his intention to keep this topic on the forefront.

7.0 Governance Committee

Trustee Anthony Hubbard reported on the following items from the March 3, 2020 Governance Committee meeting:

- A productive discussion was had regarding the Slate of Officers and there was a consensus that it would be best to keep incumbent Chair and Vice-Chair in place.

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On a motion duly made and seconded, it was voted to approve the recommendation of the Governance committee to approve the following slate of officers for the AY' 2020-2021:

*Chairperson: Kevin Foley
Vice Chairperson: Richard C. Logan*

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- A motion to proposed dates for BOT meetings, initiated a larger conversation regarding the possibility of meeting during the summer, which is currently not in accordance with the by-laws.



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The current state of emergency may allow for an exception. It was suggested the Governance Committee discuss this issue further.

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On a motion duly made and seconded, it was voted to approve the following meeting dates:

- *September 23, 2020*
- *November 18, 2020*
- *January 27, 2021*
- *March 24, 2021*
- *May 12, 2021*

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- Board assessments and the role of the Governance Committee were reviewed prompting a discussion with concerns overlapping those brought up in the CAR Committee meeting, regarding policies including:
 - Communicating updates and new policies adopted to the Board of Trustees perhaps by placing key strategic policies (versus departmental operations) on BOT iPads.
 - The BOT self-assessment is close to a full response rate.

The board assessments were to be reviewed during the BOT retreat, schedule for April 1, 2020. However, the retreat will be most likely postponed, so review will be scheduled for a later date.

Chair Foley emphasized that the retreat allows the BOT a thorough review of the year's work and accomplishments. He also noted that he would prefer an in-person, to a virtual meeting.

- The Governance Committee discussed the BOT member Skills Grid, outlining the composition of the Board, including race and gender.
 - We will be reaching out to members that we do not have current information for.
 - The grid has been shared, but it can be made available to the Trustees.

8.0 Administration, Finance and Technology Committee (Trustee Grilli)

Trustee Mike Grilli reported highlights from Finance committee meeting:



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- The committee has agreed to meet for an additional session on Wednesday, April 8, 2020. The scheduled time will be announce when the invitations are sent to the Board of Trustees and committee members.
- Trustee Grilli presented several action items for the Board of Trustees to advance:

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On a motion duly made and seconded, it was voted to approve Endowment Certification Procedures from the FSU Board of Trustees.

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On a motion duly made and seconded, it was voted to approve the payoff of the outstanding balance of the Massachusetts Development Finance Agency (MDFA) New Clean Renewable Energy Bonds (“CREBS”) bond.

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On a motion duly made and seconded, it was voted to approve the designation of \$5,000,000 of fund balances in the General Purpose Trust Fund and/or the College Operations Trust Fund as quasi-endowment.

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- Review of budget reimbursements to students for meals, parking, and housing.
 - Dr. Dale Hamel explained that the current budget situation with costs related to COVID-19 are significant. However, the funds exists to cover our expenses.
- Forecast for FY21: the new model shows a 7% decline in enrollment.
 - Variables will change over time, allowing for a balanced budget for FY21.

9.0 New Business

Chair Foley brought forth the motion to approve the Limited Delegation of Powers to the President for University Actions Related to the COVID-19 Outbreak.



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On a motion duly made and seconded, it was voted to approve the limited delegation of the Board powers to President Cevallos for any action called for in response to a local, state or federal request for assistance to address the public health crisis currently underway in the Commonwealth.

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10.0 Public Comment

There was no public comment.

11.0 Adjourn Open Meeting

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On a motion duly made and seconded, it was unanimously voted to adjourn the open meeting of the Board of Trustees.

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The open meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Kevin Foley

Chair

Framingham State University, Board of Trustees

Dr. F. Javier Cevallos

President

Framingham State University