

**MEETING OF THE BOARD OF TRUSTEES**  
*October 8, 2014*

**PRESENT:** Trustees Burns, Crawford, Davis, Lancome, Mattera (Vice Chair), Scott (Chair), Segal; and Stringer; President Meservey; and Secretary to the Board Fleischman.

**ABSENT:** Trustees Abdo, Ansara, and Quiroga

The provisions of General Laws, Chapter 30A, having been complied with and a quorum of the Board being present, the Board of Trustees of Salem State University held a meeting in Marsh Hall, Room 210, Central Campus, Loring Avenue, Salem, Massachusetts, on June 4, 2014 with Pamela C. Scott, Chair, presiding. This meeting was electronically recorded.

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**I. CALL TO ORDER**

*Call to Order*

Chair Scott called the meeting to order at 5:00 p.m.

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**II. CONSENT AGENDA**

Chair Scott read the items contained on the Consent Agenda (Attachment A) and asked for any objections or modifications. With no corrections or modifications, she asked for a motion to accept the agenda as presented.

*Acceptance  
of the  
Consent Agenda*

Upon a motion duly made by Trustee Mattera and seconded by Trustee Segal, it was unanimously

**VOTED: To approve the Consent Agenda for the Meeting of October 8, 2014.  
(CA-15-01)**

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**III. OPEN FORUM**

Chair Scott exercised her prerogative as chair to take up the open forum as the next item on the agenda. Members of the Save Our Salem community group had requested an opportunity to address the board on the matter of the parking garage proposed for North Campus. In keeping with board practice the group was allotted 10 minutes to address the board. Speaking for the group in opposition to the project was: Joseph O'Keefe, Jeff Rougvie and Philip Moran. In addition, a copy of a letter sent by MA Senator Joan Lovely

*Open Forum*

to the Executive Office of Energy and Environmental Affairs regarding the garage provided to the president's office was distributed to the board. Mr. O'Keefe read a portion of a recently passed resolution by the Salem City Council, which was provided to the board (Attachment B). Mr. Rougvie's remarks are attached (Attachment C), as is Senator Lovely's letter (Attachment D).

Addressing the board in favor of the garage project was Dr. Amy Everitt, former MSCA Salem Chapter president, not Assistant Provost for Academic Affairs, and Bianca Charles, a senior and commuting student at the university. Both spoke to the importance of sufficient parking for commuting students and faculty to come to the university. They identified parking as the number one concern for both groups. Most classes are held on North Campus therefore this is the most logical location for the garage.

#### IV. COMMITTEE ACTIONS

**Risk Management & Audit:** Chair Scott asked Trustee Segal to present the committee actions for consideration. Chair Scott noted that the material related to the actions had been distributed to the members prior to the meeting. Trustee Segal began by presenting the motion from the committee with regard to the FU2014 Audit.

*Risk Management  
& Audit  
Committee*

Upon a motion duly made by Trustee Segal on behalf of the Risk Management and Audit Committee, it was unanimously

**VOTED: The Board of Trustees of Salem State University hereby accepts the Salem State University Financial Statement and Management Discussion and Analysis for the fiscal year ending June 30, 2014. (RMA-15-01)**

Trustee Segal then presented the motion from the committee with regard to the Salem State University A-133 audit of federal programs.

Upon a motion duly made by Trustee Segal on behalf of the Risk Management and Audit Committee, it was unanimously

**VOTED: The Board of Trustees of Salem State University hereby accepts the Salem State University A-133 audit of federal programs for the fiscal year ending June 30, 2014. (RMA-15-02)**

Trustee Segal then presented the motion from the committee with regard to the Salem State University MAFSCA audit of state financial programs.

Upon a motion duly made by Trustee Segal on behalf of the Risk Management and Audit Committee, it was unanimously

**VOTED: The Board of Trustees of Salem State University hereby accepts the Salem State University MAFSCA audit of state financial aid programs for the fiscal year ending June 30, 2014. (RMA-15-03)**

The representative of Connor & Drew, the auditing firm, complemented the Salem State fiscal team for their good work and support during the audit.

**Finance & Facilities:** Chair Scott invited Trustee Burns to present the action for the committee. Trustee Burns read paragraph one of the motion presented by the committee regarding the approval of a parking structure and the financing to support the project. Trustee Segal confirmed that the capital improvement fee would be pro-rated for part-time students.

*Finance &  
Facilities  
Committee*

Upon a motion duly made by Trustee Burns on behalf of the Finance & Facilities Committee, it was unanimously

**VOTED:**     **The Board of Trustees of Salem State University, working with the Massachusetts State College Building Authority (MSCBA), hereby approves the Parking Structure Project described in Exhibit A of the Finance & Facilities Committee report of September 17, 2014 within the parameters that the total project cost will not exceed \$23 Million and will require a capital improvement student fee increase of not more than \$160 per full time student per academic year. The Project is to be financed through the sale of revenue funds issued by the MSCBA. Any necessary adjustments to student fees are to be included in the board’s consideration of fees for the FY2016 and FY2017 academic years per Exhibit B of the Committee report.**

**Pursuant to Section 22 of Chapter 15A of the Massachusetts General Laws, as amended, the trustees hereby delegate to the president the power, and hereby authorize the president, in consultation with the executive committee of the trustees, to do all things necessary or desirable in connection with the carrying out of the Project, the bonds, the payment or and security for the bonds and all other matters authorized by this resolution, including without limitation the approval, acknowledgement, execution and delivery on behalf of Salem State University of contracts, certificates and other documents.**

**The president, chief financial officer and vice president for administration are hereby authorized to do all things and take all action as the person so acting shall, as conclusively evidenced by the doing of any such thing or the taking of any such action, deem necessary or desirable to be done or taken to carry into effect the matters hereby authorized.**

**This action shall be effective immediately upon its approval by the Board of Trustees. (FF-15-01)**

Trustee Burns then presented the motion from the committee with regard to appointment of Eastern Bank Wealth Management to provide investment management services.

Upon a motion duly made by Trustee Burns on behalf of the Finance & Facilities Committee, it was unanimously

**VOTED: The Board of Trustees of Salem State University hereby approves the appointment of Eastern Bank Wealth Management to provide investment management services for certain Salem State University trust funds and authorizes the administration of the university to enter into a three year contract with options to renew for two one year periods and a fee option based on 45 basis points with Eastern Bank Wealth Management beginning December 15, 2014 with provisions for termination of the agreement by either party with or without cause with thirty (30) days written notice.**

**This resolution is effective upon its approval. (FF-15-02)**

Trustee Burns then presented the motion from the committee with regard to the Salem State University General Operations Budget for Fiscal Year 2014-2015.

Upon a motion duly made by Trustee Burns on behalf of the Finance & Facilities Committee, it was unanimously

**VOTED: The Board of Trustees of Salem State University hereby approves the Fiscal Year 2014-15 General Operations Budget as recommended by the president and described in Attachment A of the Finance & Facilities Committee report of September 17, 2014. The president and other officers of the university are hereby authorized to do all things and take all actions necessary to implement the budget and protect the fiscal health of the university. (FF-15-03)**

**Executive Committee:** Chair Scott presented the actions for the committee. Chair Scott presented the motion regarding appointment to the Salem State University Assistance Corporation Board of Directors.

*Executive  
Committee*

Upon a motion duly made by Chair Scott on behalf of the Executive Committee, it was unanimously

**VOTED: The Board of Trustees of Salem State University hereby appoints Claude G. Lancome to the Board of Directors of the Salem State University Assistance Corporation for the remainder of a three-year, renewable term expiring March 1, 2017. (EX-15-01)**

Chair Scott then presented the motion from the committee with regard to authorizing the president to pursue and plan for speakers and honorary degree recipients for the 2015 commencement activities.

Upon a motion duly made by Chair Scott on behalf of the Executive Committee, it was unanimously

**VOTED: The Board of Trustees of Salem State University hereby authorizes the president to pursue and plan for Commencement 2015, in consultation with the chair, including the recruitment and solicitation of individuals to provide the keynote address at each of the three ceremonies and at least one individual for receipt of an honorary degree in keeping with the University’s established criteria. (EX-15-02)**

Trustee Segal clarified for the audience that the work of the Board is largely done at the Committee level, and therefore the discussions at the full board meetings may be limited.

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#### **IV. REPORT OF THE PRESIDENT**

*Report of the President*

President Meservey began commenting on the concerns of the neighbors with our parking structure project. The University will work with the community to mitigate its impact.

President Meservey then introduced new members of leadership team and individuals whose role have changed:

- John Keenan, Vice President for Administration
- Karen House, Chief Financial Officer
- Amy Everitt, Assistant Provost
- Stephen Matchak, MSCA President

Enrollments: Still early report as the final report will not be produced until October 15, however, the summary is that undergraduate headcount is up 2%; evening down 16% in headcount and 11% in credit hours; graduate headcount is up 3% and credit hours are up 7%. Further, student across multiple divisions are up 4% in headcount.

Haunted Happenings Parade was a great success with alumni and students working together to present the float from the Naples St. Patrick’s Day parade. Friends & Family Weekend was also very successful.

Professor Rebecca Hains (communications) is to appear on the Meredith Vieira Show to discuss her new book “The Princess Problem” on WCVB Boston.

The history department’s Margo Shea and Tad Baker will lead a walking tour on “The Influence of Quakers in Early Salem” on Saturday, September 27, at 10:00 am. The tour is part of the Essex Heritage Trails and Sails event.

Scottish expatriate Professor Stuart McMahon (sport and movement science) comments on Scotland’s upcoming vote to separate from the United Kingdom.

Our 10,000 Comprehensive Campaign passed the benchmark of \$17M and hosted a Celebration of Giving and, Athletics Weekend. Stan Cahill, former executive vice president, was inducted to the Hall of Fame for his support of athletics on campus.

Construction of Viking Hall is on time and on budget. The Gordon Center's renovation is underway, and the study for a new science building is underway but the report may not be completed until January or February.

Trustee Lacombe asked about the decrease in part-time students and is this happening at other state universities. President Meservey responded that we did not have this information at this time but would provide for the next meeting.

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## V. REPORT OF THE CHAIR

*Report of  
the Chair*

Chair Scott began by mentioning that it has been a very busy summer with many meetings both on and off campus. She reported that she participated in the two searches for our VP of Administration and CFO and that the interviews with the provost candidates were upcoming. She offered praise to the Institutional Advancement team for their success in fund raising and events such as the wine auction. Implementation of the Strategic Plan Initiatives continues and does work with the Department of Higher Education. Chair Scott and Trustees Lacombe and Davis participated in a statewide conference on the BHE Vision Project. Chair Scott attended the Governor's address on education at Bunker Hill Community College and the Vision Project update at the Boston Foundation. She thanked the Board for re-electing her to the chair position and stated that she looked forward to the year ahead.

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## VI. OLD BUSINESS

*Old  
Business*

**Board Offsite Follow up:** The chair reviewed several key topics of discussion from the meeting that took place on May 30, 2014 at the Kernwood Country Club and suggested organization for review of the course of this year.

- February – Board Governance, Enrollment Trends
- April – Academic Excellence, Fiscal & Capital Projects, Tenure & Promotion
- Board Offsite – Review of progress from prior offsite, results of Board self-assessment
- June – Results of off-site and goal setting for next year

**Board Self-Assessment:** The chair reviewed the need for a periodic assessment as a best-practice. Consensus was to go forward with developing an assessment instrument. This

will be reviewed at the February meeting and be implement to have the results for the next off-site.

**Scorecard:** A revised Scorecard was shared with the Board which included the changes recommended the June meeting (see attachment X). President Meservey requested feedback for areas that needed further development or areas not included that should be included. Changes included expanding the retention and graduation rates to include comparison of students of color and males as compared to whites and females; international students; faculty and staff diversity representation, among others. Questions raised were why the graduate degrees had decrease and this is because of drops in our enrollments (now increasing); the need for Civic Engagement metrics (currently have hours worked but need other metrics); and the need for peer and aspirational institutions for comparison. Questions were raised about our strategy for recruiting international students and President Meservey responded by informing the Board that the university had recently been accepted into the ACE Internationalization Program and this effort would help us formalize our strategy. Brazil, China and India are key foci and we have good representation from Kenya upon which to build. Out work in the past has been more opportunistic and we desire to grow beyond our current 4% international students but the exact goal has not been set. A question was raised about recruiting in Russia – this is not currently an area of work. And could international students receive financial aid – merit-based, yes; need-based, no as the international student do not complete the FAFSA.

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## VII. NEW BUSINESS

*New  
Business*

**Recognition of University Retirees:** Chair Scott noted the large number of employees retiring this year. The president noted that the “Class of 2014” had a collective 617 years of service with the university. In recognition of their decades of contributions to Salem State, their names will be entered into the minutes of the meeting (Attachment E). President Meservey took the opportunity to provide special recognition to a member of the faculty who had taught at Salem State University for 51 years, Professor Ken MacIver of the Sociology Department. The president read aloud the tribute to Professor MacIver that was given at the retiree recognition event in late May (Attachment F).

## VIII. OPEN FORUM

*Open  
Forum*

The open forum took place at the start of the meeting.

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## IX. EXECUTIVE SESSION

*Executive  
Session*

At this point, Chair Scott explained the need for the Board to go into Executive Session to discuss a potential real estate acquisition. The meeting would reconvene at the close of the session, however there was no further business to come before the board.

Upon a motion duly made by Trustee Burns, seconded by Trustee Segal, it was unanimously

**VOTED: To enter Executive Session for the purpose of discussing potential real estate transactions.**

Board Secretary Fleischman polled the members:

In favor: Burns, Crawford, Davis, Lancome, Mattera, Scott, Segal and Stringer

Against: None

The Board went into Executive Session at 6:30 pm.

Upon a motion duly made by Trustee Lancome, seconded by Trustee Segal, it was unanimously

**VOTED: To conclude the Executive Session.**

Board Secretary Fleischman polled the members:

In favor: Burns, Crawford, Davis, Lancome, Mattera, Scott, Segal and Stringer

Against: None

The Board came out of Executive Session at 6:55 pm and the board meeting resumed.

**IX. ADJOURNMENT**

*Adjournment*

There being no further business to come before the Board, it was unanimously

**VOTED: To adjourn the meeting at 6:55 p.m.**

Respectfully submitted,



Patricia Maguire Meservey  
President