



**MASSASOIT COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE**  
**September 29, 2010**

**Agenda**

- Approval of the Minutes of the August 11, 2010 Academic and Student Affairs Committee Meeting.
- Presentation on Recent Faculty and Staff Hiring, Presented by Barbara Finkelstein, Senior VP and VP of Faculty and Instruction.
- Campus Police Report, August 2010, Presented by Chief James Newell.

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# Fiscal Affairs and Administrative Policy Committee Meeting

## Agenda and Background Material Wednesday, September 29, 2010

### MASSASOIT COMMUNITY COLLEGE BOARD OF TRUSTEES FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE MEETING

WEDNESDAY, SEPTEMBER 29, 2010  
IMMEDIATELY FOLLOWING THE  
ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING

AKILLIAN ROOM, CANTON CAMPUS

#### AGENDA

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1. Approval of the minutes of the August 11, 2010 meeting	1-2
2. Review of Personnel Action Report for August 2010 (Presented by Peter Akeke, Vice President of Human Resources)	3-5
3. Financial Updates	
a. Fourth Quarter Financial Report (Presented by Betty Ann Learned, Vice President of Administration/CFO)	enclosed
b. Fiscal Year 2011 Proposed Spending Plan (Presented by Betty Ann Learned, Vice President of Administration/CFO)	enclosed
c. College All Purpose Trust Fund (Presented by Betty Ann Learned, Vice President of Administration/CFO)	6-8
4. Investment Activity Report ..... (Presented by Sophie Lee, Comptroller)	handout
5. Board Action	
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  - g. Recommend Approval of an amount not to exceed \$200,000 for Fire Panel Upgrades ..... **16**
  - h. Recommend Approval of an amount not to exceed \$400,000 for Electrical Upgrades to the Administration Building. .... **17**
6. Other Business

**MASSASOIT COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**REQUEST FOR BOARD ACTION**

**FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE**  
**SEPTEMBER 29, 2010**

**RECOMMENDED:** That the Board of Trustees approve the Fourth Quarter Financial Report.

**COMMENTS:** The Fourth Quarter Financial Report reflects the College's financial position through the last three months of fiscal year 2009-2010. The Board has approved a fiscal year 2009-2010 budget in the amount of \$40,570,378.

**RECOMMENDATION:** The President and the Vice President of Administration/CFO recommend approval of this action.

**MASSASOIT COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**REQUEST FOR BOARD ACTION**

**FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE**  
**SEPTEMBER 29, 2010**

**RECOMMENDED:** That the Board of Trustees approve the transfer of \$1,536,575 from Fiscal Year 2010 excess revenue over expenditures to Fiscal Year 2011 for various items. These funds will be used for one time campus upgrades/improvements as follows:

<b><u>Item</u></b>	<b><u>Not to exceed</u></b>	<b><u>Comments</u></b>
Canton Roof and Rooftop Replacements	\$ 556,575	Previously approved by the Board of Trustees on May 12, 2010
Media Equipment	\$ 150,000	For the Brockton and Canton Campus
Classroom Furniture	\$ 450,000	For the Brockton and Canton Campus
Common area Furniture and Amenities	\$ 100,000	For the Brockton and Canton Campus
Signage	\$ 85,000	For the Brockton and Canton Campus
Two trucks with plow and sander attachments	\$ 130,000	For the Brockton and Canton Campus
Police Software	\$ 65,000	For the Brockton and Canton Campus
<b>Total</b>	<b>\$1,536,575</b>	

**RECOMMENDATION:** The President and the Vice President of Administration/CFO recommend approval of this action.

**MASSASOIT COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**REQUEST FOR BOARD ACTION**

**FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE**

**SEPTEMBER 29, 2010**

**RECOMMENDED:** That the Board of Trustees approve the Fiscal Year 2011 Proposed Spending Plan.

**COMMENTS:** The Fiscal Year 2011 Proposed Spending Plan has been developed on a foundation of the state appropriation and anticipated trust fund revenues.

**RECOMMENDATION:** The President and the Vice President of Administration/CFO recommend approval of this action.

**BOARD OF TRUSTEES**

**REQUEST FOR BOARD ACTION**

**FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE**

**SEPTEMBER 29, 2010**

- RECOMMENDED:** That the Board of Trustees approve the transfer of \$804,530 from Fiscal Year 2010 excess revenue over expenditures to Fiscal Year 2011 for the College Plant Fund Reserve for the purpose of financing future capital improvement/deferred maintenance projects.
- COMMENTS:** The College ended fiscal year 2010 with a budget surplus. Realizing that the College cannot operate with future deficit budgets and the critical need to address certain campus maintenance projects, these funds will be used exclusively for this purpose.
- RECOMMENDATION:** The President and the Vice President of Administration/CFO recommend approval of this action.

**BOARD OF TRUSTEES**

**REQUEST FOR BOARD ACTION**

**FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE**

**SEPTEMBER 29, 2010**

**RECOMMENDED:** That the Board of Trustees approve the transfer of \$100,000 from Fiscal Year 2010 excess revenue over expenditures to Fiscal Year 2011 for a newly created Professional Development Reserve to be used for future professional development activities.

**RECOMMENDATION:** The President and the Vice President of Administration/CFO recommend approval of this action.

**BOARD OF TRUSTEES**

**REQUEST FOR BOARD ACTION**

**FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE**

**SEPTEMBER 29, 2010**

**RECOMMENDED:** That the Board of Trustees approve the transfer of \$ 1,000,000 from the Citizens Bank Checking Account to the Commonfund Investment Account in order to maximize the returns on our investments.

**RECOMMENDATION:** The President and the Vice President of Administration/CFO recommend approval of this action.

## BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

#### FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE

SEPTEMBER 29, 2010

**RECOMMENDED:** That the Board of Trustees approve an amount not to exceed \$200,000 for Fire Panel Upgrades in order to meet code and allow connection to the new rooftop/air handler units.

**COMMENTS:** The College is working on Phase II and Phase III of the Water and Energy Conservation Project which will allow for 60 units (49 rooftop units and 11 inside air handlers) to be replaced as well as other energy conservation measures (ECMs). The Division of Capital Asset Management (DCAM) will most likely be adding close to \$2.4 million to this project, but bringing the fire panel upgrades up to code is not considered to be an energy saver and therefore cannot be part of this project. At the moment, DCAM, Massasoit and Johnson Controls, Inc. are in much debate over who should pay for the \$200,000 upgrade. The College would hate to lose out on replacement of the 60 units and other ECMs which will total close to \$7 million over a \$200,000 charge. The funds are available in the Fiscal Year 2011 Special Projects operating budget.

**RECOMMENDATION:** The President and the Vice President of Administration/CFO recommend approval of this action.

**MASSASOIT COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**REQUEST FOR BOARD ACTION**

**FISCAL AFFAIRS AND ADMINISTRATIVE POLICY COMMITTEE**

**SEPTEMBER 29, 2010**

**RECOMMENDED:** That the Board of Trustees approve an amount not to exceed \$400,000 for Electrical Upgrades to the Administration Building. These funds will be for the College's House Doctor (BKA Architects, Inc.) and for the company that will be completing the project per the Request for Proposals (RFPs).

**COMMENTS:** The IT server room in the Administration Building requires constant cooling. The servers and the air conditioning are not on a standby generator, so when the power goes down, the computers and phone system to the college will also go down. With the increase of dependency on our network and computer access, along with increase in online courses, it is important to keep the college computer system running at all times.

The project would entail replacing the existing generator with one of sufficient size to handle the new loads and future expansion of the computer room, installation of a new transfer switch, upgrade and bring into code compliance the existing room and construction of a new emergency electric room. Installation of new air conditioning units in the server room will also be on the standby generator, which is needed when the servers are running, so that they will not overheat. A plus to this whole project will be that now as the college cools the server room, we have our reheats trying to heat the cool air (even in the summer time) to bring the office areas up to an acceptable level. This will certainly save on our energy costs. The funds are available in the Fiscal Year 2011 Special Projects operating budget.

**RECOMMENDATION:** The President and the Vice President of Administration/CFO recommend approval of this action.

# REGULARLY SCHEDULED BOARD OF TRUSTEES MEETING

Louison Board Room  
Brockton Campus

September 29, 2010

Immediately Following Fiscal Affairs & Administrative Policy Committee

## AGENDA

### PAGES

- I. Call to Order
- II. Minutes of Meetings
  - August 11, 2010  
Regularly Scheduled Meeting of Board
- III. Chairman's Report
- IV. President's Report
- V. Requests for Board Action
- VI. Other Business
- VII. Adjournment