

## **MassArt Board of Trustees**

Administration and Finance committee

November 5, 2021 9:00am-10:20am

Meeting Minutes

**Committee members present:** Linda Snyder (co-chair), Peter Nessen (co-chair), Elisa Hamilton, Karen Keane, Mary Grant (ex-officio.)

**Committee members absent:** none.

**Trustees present:** Pamela Parisi, Greg Stone, Ella von Huene (arrived late.)

**MassArt staff present:** Justine Caron, K. John Ashworth-King, Peggy Maki, Lauren Wilshusen, Gina Spaziani, Lucinda Bliss, Robert Chambers, Bob Perry, Jack McDonald, Howie LaRosee, Marjorie O'Malley, Maureen Keefe, Lyssa Palu-ay, Katie Westerlind (Secretary to the Board.)

### Call to Order

- The meeting was called to order by Co-Chair Snyder at 9:02am.
- She welcomed the group, reminded everyone that this is a public meeting, and that all votes will be taken by roll call.
- Attendance was taken of the committee members and non-committee member trustees to inform the public who was on the call.

### Approval of the Minutes: September 17, 2021

- Co-Chair Snyder noted that the abbreviated minutes are appreciated but that the minutes from the last meeting need some grammatical corrections.

On a motion duly made and seconded, by a vote of four in favor, none against, none abstaining:

**VOTED: to approve the minutes of the September 17, 2021 Administration and Finance committee meeting pending the grammatical edits.**

Roll call: Hamilton, yes; Keane, yes; Nessen, yes; Snyder, yes.

### Approval of Fees

- Reviewing and approving fees for both the Professional and Continuing Education's summer programs and the Graduate Program Boston Low Residency MFA.
- PCE summer rates are approved at this time to market the summer cycle.
- Art New England is an annual group, made up of workshops, previously at Bennington College, then remote during Covid, and will be meeting at Hamilton College, this summer barring any Covid restrictions.
  - PCE has submitted remote, hybrid, and in-person plans. The goal is to host in person, but the different rates are all presented to the board so that if there is a need to pivot to another modality, those prices have already been determined.
  - This is a rebuilding year and they are asking for a 3% increase. They feel the increase is conservative, and as each workshop is priced individually, the dollar amount will be different for each workshop.
  - It is hoped this will keep the program alive in FY'22, and recovery will be expected in FY'23. This is a destination program and there was discussion of the rationale for the program to run remotely during Covid restrictions. All intentions are to be in-person for Summer 2022.
- Youth Programs and Teaching for Artistic Behavior (TAB) will be hybrid due to Covid.

- TAB is run in collaboration with the TAB Institute and the price was halved this year due to no overnights and enrollment is up. The program serves local teachers as a refresher and to fulfill CEU requirements.
- The Boston Low Residency Program (BLR) has over the last year undergone an in-depth curricular reboot.
  - The curriculum has been improved and fine-tuned, it is more responsive to attendees, there is cross-pollination with other programs, and students can register for other classes.
  - Grad is optimistic for the future of the program and settled on a 3% increase based on feedback from students. Each class has 12 students for 24 per year, with 36 in the summer.
  - PCE and Grad programs are not state supported and are responsible for a return to the college.

On a motion duly made and seconded, by a vote of four in favor, none against, none abstaining:

**VOTED: to 1) approve the fees associated with Professional and Continuing Education’s Art New England, Youth Programs, and Teaching for Artistic Behavior, effective Summer 2022, and to 2) approve the fees associated with Graduate Programs Boston Low Residency MFA, Academic Year 2023.**

Roll call: Hamilton, yes; Keane, yes; Nessen, yes; Snyder, yes.

#### FY22 Budget Update

- Net Revenue and expenses were both up 4% offsetting each other in the bottom line.
- The enrollment mix came in at the projected number of students at 1645 FTE, but the mix of a higher number of In-State and a lower number of Out-of-State students resulted in lower enrollment revenues.
- Several one-time revenue sources including Sodexo signing bonus of \$500,000, ARP/CARES funding \$750,000, and collective bargaining funding of potential \$1.4M (exact amount to be determined) create a buffer.
- Graduate enrollment revenues increased by \$40,000 and CE revenues are down -\$197,000 and Housing revenue missed projection by -\$150,000 due to an occupancy shortfall of 1.4%.
- There was discussion of a multi-year budget and having a long-range projection for the trustees to review. This will be presented in the spring when there is clear information available from the state. MassArt was able to create a cushion and will continue to increase that.
- It will be important to be clear about the impact of one-time revenue sources and identify them as that moving forward, with the recognition that they will not be available in future budget years.
- Additionally, A&F is sensitive to appropriately utilizing and returning funds to departmental budgets wherever possible, understanding that FY’23 will be a leaner year.
- All collective bargaining has been settled at \$1.8M for FY’21 and '22, with state support of approximately \$1.4M and \$489.219 from MassArt, to be paid in FY’22 including a one-time Covid bonus of \$1.5%. It is hoped the legislature will cover the contracts fully.

#### Discussion and Debrief of the FY21 Audited Financials as Presented by O’Connor & Drew

- Audited Financials were presented at the Executive Committee. The commonwealth has both a new auditor and new budget actuary, which did lead to some delays in getting information to the auditors. A&F will plan a review prior to presentation to the committee next year.
- Revenues were down and expenses were up due to Covid. The audit shows that any funds available went to priorities such as Technology for classes, student kits and supplies, mental health services, scholarships. Other state schools are working within the same audit timing constraints so it's hard to know how they fared until audits are public.

#### Capital Project

- The state is offering approx. \$30M to two or three schools in a competitive project submission program on a two-year cycle. The recipients will be selected for plans that make a significant impact to improve their campuses, without necessarily increasing the footprint of their campus buildings.
- President Grant is in conversations with DCAMM and MassArt representatives (A&F and facilities, faculty, and staff) to brainstorm and create a plan for submission in December. They are working on a design that would increase storage space, enhance the Quad, support diversity, the incubator, and sustainability. The plan will also address the deferred maintenance of brickwork around the quad.
- There was discussion of the possibility of presenting the project to DCAMM, with a matching element that Institutional Advancement could work on showing that MassArt is willing to partner in the overall expense. The Tower project was discussed as being a different and larger type of project with a longer time frame and trajectory.
- MassArt is currently working with both Architectural and Engineering House Doctors on capital projects including Kennedy roof and maker spaces. Next facilities newsletter is forthcoming and trustees noted the pictures in the newsletter are helpful to understand the projects.

#### New Business

- President Grant will host the trustees in a campus visit to see some of the Review boards. James Mason will coordinate with the academic department chairs and identify some dates for December.

#### Adjournment

The meeting was adjourned at 10:13am.

*These minutes are submitted as a collaborative effort of Margaret Maki and Katie Westerlind.*