



## Board of Trustees

April 6, 2015

President's Boardroom, The Horace Mann Center

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**MEMBERS PRESENT:** Trustees Frank, Hagan, Hill, Johnson, Landrau, Marcus, Martin, Queenin, Scheibel, and Slakey.

**MEMBERS PARTICIPATING REMOTELY:** Trustee Perez.

Meeting called to order at 3:11 PM.

**MOTION** made by Trustee Queenin, seconded by Trustee Hagan to accept the minutes from the February 5, 2015 Board of Trustees meeting. Motion passed unanimously.

Trustee Perez called in at 3:13 PM. Trustee Scheibel stated he would be participating remotely due to his geographic distance.

Commissioner Richard Freeland, Department of Higher Education, commended trustees and the campus community for emerging from the difficulties of the past year unscathed, with no impact on the quality of education from Westfield State. The university has one of the highest graduation rates amongst its sister institutions, but needs to continue to focus on regional demographics in terms of enrollment of students of color and Latino students where the university falls behind.

The Baker-Polito Administration's FY16 budget proposal treated higher education with the same degree of urgency as the Department of Family Services. Higher education has been identified as an additional source of revenue for the Commonwealth of Massachusetts. However, the Administration did not fund the collective bargaining agreements and the Department of Higher Education (DHE) in partnership with Westfield's sister institutions is trying to find a way to balance this while limiting fee increases.

Trustees expressed discontent in the Administration's decision not to fund the collective bargaining agreements, their lack of funding for capital improvements, and concern in making the state appropriation more equitable.

Dr. Marsha Marotta, Vice President for Academic Affairs, reported on faculty promotions, tenure recommendations, and honorary degree nominations.

**MOTION** made by Trustee Hill, seconded by Trustee Slakey to approve the following faculty promotions, effective September 1, 2015, to:

Promotion to the rank of Professor

Dr. Liam Harte	Philosophy
Dr. Melissa Roti	Movement Science, Sport and Leisure Studies
Dr. Warren Turner	Chemical and Physical Sciences

Promotion to the rank of Associate Professor

Dr. Carol Bailey	English
Dr. David Christensen	Biology
Dr. Susanne Chuku	Economics and Management
Dr. Brian Conz	Geography and Regional Planning
Dr. Terri Griffin	Education
Mr. Keith Hollingworth	Art
Dr. Y. Hugh Jo	Political Science
Dr. Megan Kennedy	Education
Dr. Alice Perry	Criminal Justice
Dr. Aaron Reyes	Chemical & Physical Sciences
Dr. Catherine Savini	English
Dr. Chalet Seidel	English
Dr. Henry Wefing	Communication

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

**MOTION** made by Trustee Hill, seconded by Trustee Martin to approve the granting of tenure, effective September 1, 2015, to:

Dr. Laura Baker	Education
Dr. Byung Jun Cho	Criminal Justice
Dr. Susanne Chuku	Economics and Management
Dr. Peter Coutsouridis	Music
Dr. Terri Griffin	Education
Dr. Stephanie Grimaldi	Education
Mr. Keith Hollingworth	Art
Dr. Y. Hugh Jo	Political Science
Dr. Sinuk Kang	Communication
Dr. Chalet Seidel	English
Dr. Summer Williams	Psychology

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

**MOTION** made by Trustee Hill, seconded by Trustee Landrau to approve the granting of an honorary degree to the following individuals, subject to a final vetting before the degree is granted:

Mr. Timothy Brennan, Doctor of Laws  
 Ms. Barbara Erickson, Doctor of Humanities  
 Mr. Brandon Stanton, Doctor of Humane Letters

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes

Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

Mr. Lawrence Johnson, Director for Non-Discrimination and University Compliance, and Ms. Evelyn Soucie, Associate Director for Human Resources, reviewed proposed policy eliminations and additions.

**MOTION** made by Trustee Hill, seconded by Trustee Martin to eliminate the following policies now in existence at Westfield State University, and further propose the *Equal Opportunity, Diversity and Affirmative Action Plan (The Plan)*, which now covers the provisions of those policies, be adopted in their place; and to authorize any cross-references to language in *The Plan* to be made in all other Westfield State University publications.

Affirmative Action, Equal Opportunity and Diversity Advisory Committee  
 Affirmative Action, Non-Discrimination and Diversity  
 Affirmative Action Plan: Policy Awareness Procedures  
 Age Discrimination  
 Discrimination Based on Race, Religion, National or Ethnic Origin  
 Discrimination Based on Gender and Sexual Orientation  
 Discrimination Complaint Procedure  
 Discriminatory Harassment  
 HIV/AIDS  
 Non-Discrimination and Accommodation for Persons with Disabilities  
 Racism  
 Sexual Harassment  
 Sexual Misconduct, Domestic Violence and Stalking

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

**MOTION** made by Trustee Hill, seconded by Trustee Hagan to accept the new *Workplace Violence* policy; and to authorize any cross-references to language in this new *Workplace Violence* policy to be made in all other Westfield State University publications.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

**MOTION** made by Trustee Hill, seconded by Trustee Slakey to accept the new *Domestic Violence Leave* policy; and to authorize any cross-references to language in this new *Domestic Violence Leave* policy to be made in all other Westfield State University publications.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

Trustees requested a short break in order to seek approval to discuss the possibility of tenure denial in an open meeting from counsel due to the potential for this situation to go to arbitration. Break taken 4:35 PM.

Trustee Perez was disconnected at 4:35 PM.

Meeting resumed at 4:52 PM.

Trustee Perez reconnected at 4:52 PM.

**MOTION** made by Trustee Hill, seconded by Trustee Slakey to approve the recommendation to withhold granting tenure to Dr. Lawrence Hurd, Assistant Professor for Biology, thereby terminating Dr. Hurd's appointment at Westfield State University effective May 31, 2016.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

The Honorable Kenneth Lemanski, Vice President for Advancement and University Relations, reviewed the universities naming policy. Naming campus buildings is subject to approval from the Board of Higher Education (BHE). The BHE has developed a naming policy that the university is required to adopt in which the BHE establishes pricing, not the institution. Westfield State Foundation must be in full receipt of payment before a building will be named.

**MOTION** made by Trustee Johnson, seconded by Trustee Hagan to accept proposed changes to the *Naming of University Facilities and Other Spaces* policy; and to authorize any cross-references to language in the newly revised *Naming of University Facilities and Other Spaces* policy to be made in all other Westfield State University publications.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

Trustee Hagan reported in 2011 the university participated in a statewide request for proposal (RFP) for audit services. As part of this process the university selected O'Connor and Drew, P.C. for a five-year term. At the time, there was a \$45,000 savings over prior year's audits. The university has been happy with their services, responsiveness, and attention to detail, especially in the past year amongst a difficult situation.

**MOTION** made by Trustee Hagan, seconded by Trustee Martin to engage the accounting firm of O'Connor and Drew, P.C. for FY15 audit services.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

**MOTION** made by Trustee Hagan, seconded by Trustee Johnson to accept the new *Information Security Passwords* policy; and to authorize any cross-references to language in this new *Information Security Passwords* policy to be made in all other Westfield State University publications. The policy will become effective October 28, 2015.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

**MOTION** made by Trustee Hagan, seconded by Trustee Hill to accept proposed changes to the *Reporting Violations of Laws, Rules or Regulations (Whistleblower)* policy; and to authorize any cross-references to language in the newly revised *Whistleblower* policy to be made in all other Westfield State University publications.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

Dr. Kimberly Tobin, Vice President for Administration and Finance, reviewed proposed policy additions and eliminations.

**MOTION** made by Trustee Queenin, seconded by Trustee Hagan to accept the new *Fixed Assets, Capitalization, and Inventory Control* policy; and to authorize any cross-references to language in this new *Fixed Assets, Capitalization, and Inventory*



*Control* policy to be made in all other Westfield State University publications. The policy will become effective April 12, 2015.

Trustees requested an annual report on university assets by division. This report must be presented to the full board on a yearly basis and included in the language of the policy.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

**MOTION** made by Trustee Queenin, seconded by Trustee Landrau to eliminate the *Corporate Credit Card Use (Purchase & Travel)* policy, as it is no longer applicable.

**ROLL CALL VOTE** taken:

Joshua Frank	Yes
James Hagan	Yes
Terrell Hill (Secretary)	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus (Vice Chair)	Yes
Robert Martin	Yes
Luis Perez	Yes
Kevin Queenin	Yes
Elizabeth Scheibel (Chair)	Yes
Linda Slakey	Yes

Motion passed unanimously.

Trustee Marcus reported the Presidential Search Advisory Committee is in the process of finalizing the position description with Diversified Search.

Meeting adjourned at 5:39 PM.