



## Board of Trustees

June 25, 2015

President's Boardroom, The Horace Mann Center

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**MEMBERS IN ATTENDANCE:** Trustees Frank, Hagan, Hill, Johnson, Landrau, Marcus, Martin, Perez, Queenin and Scheibel.

**MEMBERS EXCUSED:** Trustee Slakey.

Meeting called to order at 3:09 PM.

**MOTION** made by Trustee Queenin, seconded by Trustee Martin to accept the minutes from the April 6, 2015 Board of Trustees meeting. Motion passed unanimously.

Dr. Elizabeth Preston, Interim President, highlighted several academic, athletic, fundraising, and capital improvement accomplishments the university has experienced over the past fiscal year. Concern was raised how Westfield State will move forward anticipating a \$1 million budget cut and where it will leave the university in comparison to its sister institutions.

**MOTION** made by Trustee Perez, seconded by Trustee Hagan to approve a service fee of \$50 for all non-freshmen matriculated students as a cost to take the mandated course Haven or any such course or courses that the university might use as substitutions in the future.

To further approve that such fee be waived each year until October 30, in order to provide incentive for early completion of these educational courses; and that after October 30 of each year, those students who have not completed the courses be assessed the \$50 service fee. Motion passed unanimously.

**MOTION** made by Trustee Perez, seconded by Trustee Landrau to accept all changes to the *University Student Conduct Regulations and Procedures*; and to authorize any cross-references to language in the newly revised *Student Conduct Regulations and Procedures* to be made in all other Westfield State University publications. Motion passed unanimously.

To better reflect the roles and responsibilities of all departments within the division, it was proposed Advancement and University Relations (AUR) change to Advancement, Alumni, and

University Relations (AAUR). Though a vote by the full board is not necessary, AUR requested the support of the full board in changing the board committee name. The Advancement Committee is in full support of the name change.

**MOTION** made by Trustee Johnson, seconded by Trustee Hagan to approve the name change of Westfield State University's Board of Trustees Advancement Committee to Advancement, Alumni and University Relations Committee; and to authorize any cross-references to language in this newly approved subcommittee name change to be made in all other Westfield State University publications and to the Board of Trustees By-Laws. Motion passed unanimously.

**MOTION** made by Trustee Hagan, seconded by Trustee Hill to accept the proposed FY16 internal audit schedule. Motion passed unanimously.

**MOTION** made by Trustee Hagan, seconded by Trustee Perez to accept the new *Software and Hardware Acquisition and Usage* policy; and to authorize any cross-references to language in this new *Software and Hardware Acquisition and Usage* policy to be made in all other Westfield State University publications. Motion passed unanimously.

**MOTION** made by Trustee Queenin, seconded by Trustee Perez to grant the President authority to increase the general fee for FY16 by no more than \$150 to support debt service in accordance with the financing plan approved for the new Science and Innovation Center by the full board on September 19, 2013. Motion passed unanimously.

**MOTION** made by Trustee Queenin, seconded by Trustee Hill to approve the following tuition and fees for the Division of Graduate and Continuing Education (DGCE), effective fall 2015:

- Undergraduate courses at a rate of \$280 per credit.
- Graduate courses at a rate of \$300 per credit.

Motion passed unanimously.

**MOTION** made by Trustee Queenin, seconded by Trustee Hill to accept FY16 expenditures for vehicles as submitted. Motion passed unanimously.

**MOTION** made by Trustee Queenin, seconded by Trustee Perez to grant the President authority to increase the general fee for FY16 by no more than \$50, in addition to the \$150 general fee increase to support debt service in accordance with the financing plan approved for the new Science and Innovation Center, and to approve rate adjustments as indicated on the schedule of tuition and fees.

Trustees expressed concern an additional \$50 fee increase would place a financial burden on students and it's not a sustainable, long-term solution. Others expressed

concern there may be consequences in not raising fees and the affect it would have on the quality of education.

Eight voted in favor, two opposed. Motion passed.

**MOTION** made by Trustee Queenin, seconded by Trustee Martin to approve the FY16 Operating Budget as submitted and to authorize the President to make budget adjustments to these funds upon receipt of the final FY16 state appropriation. Motion passed unanimously.

**MOTION** made by Trustee Hill, seconded by Trustee Johnson to elect the following slate of officers for the 2015-2016 academic year:

- Elizabeth Scheibel, Chair
- Steven Marcus, Vice Chair
- Terrell Hill, Secretary

Motion passed unanimously.

**MOTION** made by Trustee Marcus, seconded by Trustee Perez to approve the appointment of new student trustee elect, Justin Connolly, to the Presidential Search Advisory Committee effective July 1, 2015; upon the expiration of student trustee elect, Joshua Frank's term effective June 30, 2015. Motion passed unanimously.

Meeting adjourned at 5:15 PM.