



## Board of Trustees

October 8, 2015

President's Boardroom, The Horace Mann Center

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

**MEMBERS EXCUSED:** Trustee Hill.

Meeting called to order at 3:15 PM.

**MOTION** made by Trustee Marcus, seconded by Trustee Connolly to accept the minutes from the June 25, 2015 Board of Trustees meeting. Motion passed unanimously.

Mr. David Dilulis, Principal for O'Connor and Drew P.C. reviewed the FY15 audit report with board members. Due to the implementation of GASB 68 by the Office of the Comptroller for all state universities beginning FY15, it's been a challenging year for O'Connor and Drew P.C. The complications are housed with the State Retirement Board whose independent audit firm, KPMG, is having difficulty providing accurate numbers in a timely manner. Mr. Dilulis has yet to receive final numbers from KPMG so there is still potential for numbers in the FY15 audit report to change.

**MOTION** made by Trustee Hagan, seconded by Trustee Slakey to accept the annual report for fiscal year ending June 30, 2015, as prepared by the university's Administration and Finance Division and to authorize the submission of this report to the State Comptroller's Office, the Massachusetts Department of Higher Education, and the State Auditor's Office, as required by the Massachusetts Department of Higher Education pending the Commonwealth's allocation of unfunded pension liability does not materially change based on the final allocation schedule provided by the Commonwealth. This Annual Report includes the Westfield State University FY15 Financial Statements, audited by O'Connor & Drew, P.C. Motion passed unanimously.

**MOTION** made by Trustee Hagan, seconded by Trustee Martin to eliminate the following policies now in existence at Westfield State University, whose provisions

are now covered in the *Software and Hardware Acquisition and Usage* policy approved by the Board of Trustees on June 25, 2015:

- 1) Computer Hardware and Software Purchasing
- 2) General Software

Motion passed unanimously.

**MOTION** made by Trustee Perez, seconded by Trustee Slakey to accept proposed changes to the *University Bomb Threat* policy; and to authorize any cross-references to language in the newly revised *University Bomb Threat* policy to be made in all other Westfield State University publications.

Trustees requested to be included in future emergency response training and to be added to the Rave Alert Notification system.

Motion passed unanimously.

**MOTION** made by Trustee Perez, seconded by Trustee Connolly to approve the granting of an honorary degree to the individuals listed below, subject to a final vetting before the degree is granted:

- Ms. Joann Biskupic, Doctor of Laws
- Mr. Sheridan “Bing” Carey, Doctor of Public Service
- Ms. Lucille Gibbs, Doctor of Humane Letters
- Mr. Robert “Bob” Goyette, Sr., Doctor of Public Service

Trustees questioned what “final vetting” means. Dr. Marsha Marotta, Vice President for Academic Affairs, was unsure. This language has always been used in past motions. The president doesn’t have a role in preparing honorary degrees and most think the final vetting process is conducted by the president once the board has approved. Trustees suggested names should be presented to the president for vetting before the Board of Trustees. The process needs to be refined and the language about final vetting should be removed from future motions. The Academic and Student Affairs Committee will discuss refining the process further at their December 1, 2015 meeting.

Motion passed unanimously.

Dr. Marotta provided detailed information regarding the proposed Physician Assistant (PA) Program. New academic programs must go through governance before it’s presented to the board for approval. Academic Affairs would like to involve the full board in the discussion from the beginning because the process is long and complicated and they want to give the board ample time to review information and ask questions.

Trustee Martin excused himself from the meeting at 5:00 PM.

Dr. Kimberly Tobin, Vice President for Administration and Finance, reported the FY16 budget was based off of 4,500 students. Enrollment is higher than anticipated at 4,644 students. This number will decline come spring but is unlikely to fall below 4,500. There are additional expenses associated with the increased number of students ranging from \$350-\$400,000.

To-date, 20 individuals have expressed their intention to participate in the Early Retirement Incentive Program. This is a fluid number as these individuals have until December 31, 2015 to rescind but the potential savings is approximately \$600,000. Vacant positions will not be immediately backfilled. Instead, the university will be engaging in conversations about how to best maximize efficiency. There are some units who are under supported and some over supported, but there is consensus the university doesn't have too many employees.

The Financial Planning Working Group worked diligently towards achieving zero based budgeting practices over the summer break as a result of a Presidential Grant from the Davis Educational Foundation. They continue to meet to further develop this proactive approach by defining what change looks like and how that change can come about. It's an opportunity for the university to begin developing meaningful numbers. The group is looking for a trustee volunteer to be part of the ongoing conversation.

**MOTION** made by Trustee Queenin, seconded by Trustee Landrau to authorize the university to spend up to \$30,000 in FY16 on sponsorship of and/or attendance at community events, consistent with university guidelines for the expenditure of such funds. The university will report all expenditures made under this umbrella approval at the June 16, 2016 meeting of the Board of Trustees. Motion passed unanimously.

**MOTION** made by Trustee Queenin, seconded by Trustee Hagan to give Dr. Curt Robie, Associate Vice President for Capital Planning and Construction, the authority to sign documentation on behalf of Westfield State University related to closing out an oil spill that occurred at the Maintenance Building. This authorization includes all filed documentation with the Massachusetts Department of Environmental Protection and the Hampden County Registry of Deeds. Motion passed unanimously.

Chair Scheibel requested an extension from the Commissioner of Higher Education, Carlos Santiago, in submitting the 2014-2015 presidential evaluation. An extension was granted. Meetings are being coordinated with different groups of constituencies on campus for additional feedback to be included in the evaluation. The Executive Committee is not ready to bring the evaluation to the full board for a vote at this time.

**MOTION** made by Trustee Johnson, seconded by Trustee Queenin to authorize the Executive Committee to prepare and submit the presidential evaluation for the

2014-2015 academic year to Commissioner Carlos Santiago and to bring forth the evaluation to the full board in December for ratification. Motion passed unanimously.

A special meeting of the Board of Trustees had been scheduled for October 20, 2015 for the selection of Westfield State University's 20<sup>th</sup> President. At the suggestion of Dr. Kim Morrisson, Senior Managing Director for Diversified Search, the meeting has been rescheduled for October 28, 2015 at 10:30 AM in order to allow time for negotiations with the presidential candidates.

The meeting adjourned at 5:31 PM.