



Board of Trustees

December 10, 2015
President's Boardroom, The Horace Mann Center

MEMBERS PRESENT: Trustees Connolly, Hagan, Hill, Johnson, Marcus, Martin, Perez, Queenin, Scheibel (Chair), and Slakey.

MEMBERS PARTICIPATING REMOTELY: Trustee Landrau called in at 3:35 PM.

Meeting called to order at 3:12 PM.

Trustee Hill entered the meeting at 3:19 PM.

PRESIDENT'S REPORT

Dr. Carlton Pickron, Vice President of Student Affairs, brought student athletes to recognize the great work they are doing in and out of the classroom. Dick Lenfest, Director of Athletics, was brought in to brag about our finest athletes. Dick Lenfest thanked Dr. Preston for her support.

EXECUTIVE COMMITTEE

John Terrone, President of the Westfield Foundation, shared they have seen a 40% increase in scholarship aid, unrestricted funds, and the second largest year of giving. Terrone emphasized the need for better improvement of communication between the Foundation and Trustees.

Madeline Landrau joined the meeting at 3:35 PM.

Gift Acceptance and Naming Approval. Mike Knapik, Executive Director of Advancement, Alumni and University Relations (AAUR), thanked Lisa McMahon, Assistant Director of AAUR, who has been working with Dr. Catherine Dower over the past two years. The university has accepted her generous gift of \$1.M and will be renaming Juniper Park Elementary School the Catherine Dower Center for the Performing and Fine Arts. The institution began to work with Dr. Dower, Professor Emerita, when she retired 26 years ago. She has over 50 years of engagement with the university and was the first to give a donation, \$1000, to the Foundation over 30 years ago.

MOTION made by Trustee Johnson, seconded by Trustee Martin, to accept a \$1M donation from Dr. Catherine Dower as outlined in the Gift Proposal policy, "The Catherine Dower Center for the Performing and Fine Arts". Motion passed unanimously by roll call vote.

Connolly (Yes)
Hagan (Yes)
Hill (Yes)
Johnson (Yes)
Landrau (Yes)
Marcus (Yes)
Martin (Yes)
Perez (Yes)
Queenin (Yes)
Scheibel (Yes)
Slakey (Yes)

MOTION made by Trustee Connolly, seconded by Trustee Hagan, to rename the recently acquired Juniper Park building as the Catherine Dower Center for the Performing and Fine Arts in recognition of her \$1M gift and her extraordinary contributions to the University. Motion passed unanimously by roll call vote.

Connolly (Yes)
Hagan (Yes)
Hill (Yes)
Johnson (Yes)
Landrau (Yes)
Marcus (Yes)
Martin (Yes)
Perez (Yes)
Queenin (Yes)
Scheibel (Yes)
Slakey (Yes)

Presidential Evaluation. Trustee Scheibel spoke with Commissioner Santiago to put forth the evaluation by the end of the year. Commissioner Santiago indicated there is no need to submit a full evaluation. Trustee Scheibel and Trustee Martin agreed to submit a short letter to Commissioner Santiago followed by a formal letter. A meeting of the Executive Board to ratify at the next meeting was decided.

ACADEMIC AND STUDENT AFFAIRS

Trustee Perez invited Dr. Carlton Pickron, Vice President of Student Affairs and Dr. Marsha Marotta, Vice President of Academic Affairs to provide an update of their December 1 meeting. Trustee Perez was amazed at the information he gathered which opened his eyes to the tough work that goes on throughout the university.

Spring 2016 Haven Fee. Larry Johnson, Director of Non-Discrimination Compliance, discussed the Haven fee that was approved last spring but only to those who entered in the fall semester. The fee is issued each semester but the dates change depending on calendar year and employed

strategy. Johnson shared that 1500 students did not comply. If a student completes the online course within the timetable, there is no fee. If they do not, they are prohibited from registering for classes.

Trustee Martin excused himself from the meeting at 3:50 PM and returned at 3:51 PM.

MOTION made by Trustee Perez, seconded by Trustee Connolly, to approve a service fee of \$50 issued to students for the mandated sexual assault prevention and education course *Haven* (or any such course or courses that the university might use as substitutions in the future). Such service fee shall be issued annually to all matriculated continuing students in the fall and all matriculating new and readmitted students in the semester they enroll or re-enroll at the University. To further approve that such service fee be waived each semester, by a date to be identified by the administration, in order to provide incentive for early completion of these educational courses; and that after such identified date each semester, those students who have not completed the courses be assessed the \$50 per course service fee. Motion passed unanimously by roll call vote.

Connolly	(Yes)
Hagan	(Yes)
Hill	(Yes)
Johnson	(Yes)
Landrau	(Yes)
Marcus	(Yes)
Martin	(Yes)
Perez	(Yes)
Queenin	(Yes)
Scheibel	(Yes)
Slakey	(Yes)

Physician Assistant Program. Dr. Marotta introduced Dr. Jennifer Hixon, Associate Dean of Graduate and Continuing Education and Program Director of the Physician Assistant Program and Dr. Shelley Tinkham, Interim Dean of Graduate and Continuing Education. An external review of program was conducted. Campus governance was completed last month and the program received a unanimous vote by the graduate council. The Student Government Executive Council also signed a letter of support which was shared by Trustee Connolly. Dr. Marotta needs board approval and approval by the Board of Higher Education in January.

MOTION made by Trustee Connolly, seconded by Trustee Hagan to approve the Master of Science in Physician Assistant Studies as described in Attachment A. Motion passed unanimously by roll call vote.

Connolly	(Yes)
Hagan	(Yes)
Hill	(Yes)

Johnson	(Yes)
Landrau	(Yes)
Marcus	(Yes)
Martin	(Yes)
Perez	(Yes)
Queenin	(Yes)
Scheibel	(Yes)
Slakey	(Yes)

RN to BSN Program. Dr. Marotta introduced Dr. Marcia Scanlon, Chair of the Nursing Program. RN to BSN has already been approved as part of the Bachelor of Science in Nursing program but a fee schedule was presented.

Trustee Perez raised the issue about racial incidents on campuses. Wants the Board to know we are in great shape and are ahead of the curve although issues of diversity, and faculty and employees are a big issue. The university must prepare for a discussion on what we look like.

AUDIT COMMITTEE

Diane LeBeau, Associate Director of Risk Management, gave a report of the A133 Audit from the December 1 meeting which detailed federal funds that we received and concluded that the university qualifies as a low risk auditee. Three (3) findings showed: 1. Instance of noncompliance of work-study regulations; 2. Processing of Title IV refunds is too slow; 3. Potential issue. Federal government to report student enrollment changes. Westfield uses clearinghouse. Trustee Hagan shared that David from O’Connor and Drew said the findings are common and minor. Finding number three happens across the country and is not of concern.

MOTION made by Trustee Hagan, seconded by Trustee Martin, to accept the Audit Report on the audit procedures required pursuant to OMB Circular A-133 for Fiscal Year Ended June 30, 2015 as prepared by the firm of O’Connor & Drew, P.C., and to authorize the submission of this report to the federal audit clearinghouse and to other parties as required by OMB Circular A-133 and the Commonwealth of Massachusetts. Motion passed unanimously by roll call vote.

Connolly	(Yes)
Hagan	(Yes)
Hill	(Yes)
Johnson	(Yes)
Landrau	(Yes)
Marcus	(Yes)
Martin	(Yes)
Perez	(Yes)
Queenin	(Yes)
Scheibel	(Yes)
Slakey	(Yes)

ADVANCEMENT COMMITTEE

Trustee Johnson asked the trustees to read the materials in depth and see what is going on within the Westfield Foundation and AAUR. Called for trustees to become more engaged in bringing outside resources to the university. Encouraged trustees and staff to attend workshops to help understand on how planned gifts benefit donor and institution.

FINANCE AND CAPITAL ASSETS

Dr. Kim Tobin, Vice President of Administration and Finance shared first quarter financials and a comparison of last year at this time. Projected spring enrollments, fixed assets and using university funds for investments was discussed. Dr. Tobin recommended a separate meeting to discuss how collective bargaining works.

Trustee Marcus left the meeting at 4:35 PM.

MOTION made by Trustee Queenin, seconded by Trustee Hagan, to approve and adopt the updated Westfield State University policy on *0430 Investment*, as presented. Motion passed unanimously by roll call vote.

Connolly	(Yes)
Hagan	(Yes)
Hill	(Yes)
Johnson	(Yes)
Landrau	(Yes)
Martin	(Yes)
Perez	(Yes)
Queenin	(Yes)
Scheibel	(Yes)
Slakey	(Yes)

A tracked change version of the petty cash policy was provided. Revised versions were presented. The primary change is a purpose change which adds control activities to add cash receipts to policy to help clarify processes for the campus. Illustrates ways in which we are handling and managing cash, improving the current process.

MOTION by Trustee Queenin, seconded by Trustee Johnson, to approve and adopt the updated Westfield State University policy on *0400 Administration and Control of Petty Cash and Receipts*, as presented. Motion passed unanimously by roll call vote.

Connolly	(Yes)
Hagan	(Yes)
Hill	(Yes)
Johnson	(Yes)
Landrau	(Yes)
Martin	(Yes)

Perez (Yes)
Queenin (Yes)
Scheibel (Yes)
Slakey (Yes)

MOTION made by Trustee Queenin, seconded by Trustee Landrau, to approve the purchase of one new public safety cruiser, at a cost of less than \$40,000. The funding will come from the FY2016 budget. Motion passed unanimously by roll call vote.

Connolly (Yes)
Hagan (Yes)
Hill (Yes)
Johnson (Yes)
Landrau (Yes)
Martin (Yes)
Perez (Yes)
Queenin (Yes)
Scheibel (Yes)
Slakey (Yes)

MOTION made by Trustee Queenin, seconded by Trustee Connolly, to approve and adopt the updated Westfield State University policy on *Computer Allocation, Support and Tracking*, as presented. Motion passed unanimously by roll call vote.

Connolly (Yes)
Hagan (Yes)
Hill (Yes)
Johnson (Yes)
Landrau (Yes)
Martin (Yes)
Perez (Yes)
Queenin (Yes)
Scheibel (Yes)
Slakey (Yes)

MOTION by Trustee Queenin, seconded by Trustee Connolly, to approve the following tuition and fees for the Division of Graduate and Continuing Education, as follows.

Start Date FY2017:

- Graduate Master of Science and Physician Assistant Program at a rate of \$600 per credit
- Graduate Master of Science and Physician Assistant Program \$1000 Entrance Program Fee

Start Date FY2018:

- Graduate Master of Science and Physician Assistant Program at a rate of \$618 per credit
- Graduate Master of Science and Physician Assistant Program \$1000 Entrance Program Fee

Motion passed unanimously by roll call vote.

Connolly	(Yes)
Hagan	(Yes)
Hill	(Yes)
Johnson	(Yes)
Landrau	(Yes)
Martin	(Yes)
Perez	(Yes)
Queenin	(Yes)
Scheibel	(Yes)
Slakey	(Yes)

MOTION made by Trustee Queenin, seconded by Trustee Hill, to approve the following tuition and fees for the Division of Graduate and Continuing Education, effective fall 2016.

- RN to BSN Program at a rate of \$350 per credit.

Motion passed unanimously by roll call vote:

Connolly	(Yes)
Hagan	(Yes)
Hill	(Yes)
Johnson	(Yes)
Landrau	(Yes)
Martin	(Yes)
Perez	(Yes)
Queenin	(Yes)
Scheibel	(Yes)
Slakey	(Yes)

Other Business. Trustees asked to update their contact information. Adele's note of thanks was read. A proposal to move the February 11 meeting to February 25.

MOTION made by Trustee Queenin, and seconded by Trustee Hill to adjourn the meeting at 4:54 PM.