



## Board of Trustees

Executive Committee Minutes  
December 22, 2015

President's Boardroom, The Horace Mann Center

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**PRESENT:** Trustees Hill, Marcus, Queenin, and Scheibel (Chair).

Convened at 4:03 PM.

**Public Safety General Order.** Chief Tony Casciano, Captain Michael Foyle, and Officer Dario Camacho from Public Safety requested permission to use the tow rifle currently in their possession, and to purchase six additional rifles and cases, totaling approximately \$4800. The rifles are standard police equipment and will be used to keep members of Westfield State University community, and officers, safe in the event of an active shooter.

Trustee Scheibel discussed page 22, section 3. Reference to officer shooting, the MSP will investigate all officer involved shootings when office personnel are involved. Should be amended to include the District Attorney's office. Done with the state police as well.

Chief will amend the policy to include the DA's office as recommended by Trustee Scheibel.

Trustee Scheibel suggested a plan on what would make sense in terms such as acquiring, purchasing, and storing the weapons. It is not a lot of money per weapon, but as the officers are trained, we could acquire more so that we can stay abreast.

Trustee Scheibel still suggested the proposals be presented.

**MOTION** read by Trustee Queenin, seconded by Trustee Marcus, to approve and adopt updates to Chapter 1, Section 13 of the Westfield State University Department of Public Safety's General Order, as presented. Motion passed unanimously.

**President's Evaluation.** Trustee Scheibel drafted the letter and asked Trustee Martin to review. The presented letter is the final draft with his review. Spoke of President Preston's merit based compensation. Opened it up for discussion.

**MOTION** read by Trustee Marcus, seconded by Trustee Queenin, for the Executive Committee to approve a draft of the presidential evaluation of Dr. Elizabeth H. Preston covering the period of October 1, 2014 through December 22, 2015. Motion passed unanimously.

Will be ratified by the full board in February.

**Request for Travel.** The president' purpose of travel was discussed. Requires the president to submit the request, including a description, at the beginning of the fiscal year for approval by the chair. The Executive Committee needs to have an awareness of presidential travel. The Presidential Report in the full board meetings will include discussions of travel, its value to the institution or the president for professional development. President Preston recommended trips targeting donors should report to the Advancement Committee rather than the full board depending on what was discussed and learned.

Request for Travel information as public information will be researched by Interim Vice President of Administration and Finance, Dr. Kimberly Tobin.

**Presidential Expenses for New President.** Trustee guidelines on the president entertaining guests in their home, moving costs, automobile expenses and office renovations. Alcohol can be paid by the Foundation. Requires trustee approval. 30 days in advance. Define the intent of the entertainment. What will be the makeup of the group, objectives, output, benefit to the university, cost. The trustees will draft guidelines for consideration. Trustee Queenin suggested we look into benefits around the Enterprise Program.

**Trustee Travel Reimbursement.** Trustee Johnson spoke with Trustee Scheibel and asked about reimbursement for trustee travel to and from meetings on behalf of the board, which was raised at the Board of Higher Education Trustee Conference. Trustee Scheibel reached out to Nate McKinnon and Mike Mizzoni from the Board of Higher Education who said trustees should serve without compensation but reimbursed. Trustee Hill suggested it be brought to the full board.

**Other Business.** Dr. Kimberly Tobin has been working with a team and has put together meetings that he has encouraged others to attend. Asked Kim to put together ideas that they are working on. Circulate to the board.

Meeting adjourned at 5:31 PM.