



Board of Trustees Executive Committee

March 22, 2016
President's Boardroom, The Horace Mann Center

MEMBERS IN ATTENDANCE: Trustees Landrau, Marcus, and Queenin.

MEMBERS PARTICIPATING REMOTELY: Trustee Hill.

Meeting called to order at 2:46 PM.

At 2:50 PM Trustee Hill connected via telephone. Trustee Marcus stated he would be participating remotely due to geographic distance.

MOTION made by Trustee Queenin, seconded by Trustee Landrau to accept the minutes from the April 24, 2015 Executive Committee meeting.

2:52 PM, **ROLL CALL VOTE** taken:

Terrell Hill	Yes
Madeline Landrau	Yes
Steven Marcus	Yes
Kevin Queenin	Yes

Motion passed unanimously.

MOTION made by Trustee Queenin, seconded by Trustee Landrau to accept the minutes from the December 22, 2015 Executive Committee meeting.

2:54 PM, **ROLL CALL VOTE** taken:

Terrell Hill	Yes
Madeline Landrau	Yes
Steven Marcus	Yes
Kevin Queenin	Yes

Motion passed unanimously.

Committee members reviewed the University's Travel Policy. There is concern there are internal travel controls in place that are not reflected in the Travel Policy. Committee members discussed making exceptions to the Travel Policy as it relates to the Presidents travel to allow for more efficient use of his or her time. Proposed changes included in-state overnight accommodations, flight preferences, and reimbursement, excluding alcohol.

The Massachusetts Department of Higher Education (DHE) is currently reviewing presidential travel and is likely going to instill a system-wide travel policy. Ms. Diane LeBeau, Associate Director for Risk Management, suggested the board could adopt the proposed changes with the caveat that the board may have to revisit said changes if the DHE is to pass a system-wide presidential travel policy.

MOTION made by Trustee Landrau, seconded by Trustee Queenin to authorize the Executive Committee to forward motion to the full board: to approve and adopt the updated Westfield State University policy on *Travel*, as presented.

3:10 PM, **ROLL CALL VOTE** taken:

Terrell Hill	Yes
Madeline Landrau	Yes
Steven Marcus	Yes
Kevin Queenin	Yes

Motion passed unanimously.

Meeting adjourned at 3:15 PM.