



**Board of Trustees**  
Finance and Capital Assets Committee

April 6, 2016  
President's Boardroom, The Horace Mann Center

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**MEMBERS IN ATTENDANCE:** Trustees Connolly, Johnson, Marcus, and Queenin.

**MEMBERS PARTICIPATING REMOTELY:** Trustee Landrau.

**GUESTS:** Trustee Martin.

Meeting called to order at 11:00 AM.

At 11:01 AM Trustee Landrau connected via telephone. Trustee Queenin stated she would be participating remotely due to geographic distance.

**MOTION** made by Trustee Marcus, seconded by Trustee Connolly to accept the minutes from the September 29, 2015 Finance and Capital Assets Committee meeting. Motion passed unanimously.

**MOTION** made by Trustee Connolly, seconded by Trustee Landrau to accept the minutes from the October 8, 2015 Finance and Capital Assets Committee meeting. Motion passed unanimously.

**MOTION** made by Trustee Connolly, seconded by Trustee Johnson to accept the minutes from the October 28, 2015 Finance and Capital Assets Committee meeting. Trustee Johnson requested the minutes to reflect the anticipated certificate of occupancy of the Science and Innovation Center to be reflected as May 2016 and not May 2015, a typographical error. Motion passed unanimously.

**MOTION** made by Trustee Marcus, seconded by Trustee Connolly to accept the minutes from the December 1, 2015 Finance and Capital Assets Committee meeting. Motion passed unanimously.

**MOTION** made by Trustee Connolly, seconded by Trustee Landrau to accept the minutes from the December 10, 2015 Finance and Capital Assets Committee meeting. Motion passed unanimously.

**MOTION** made by Trustee Connolly, seconded by Trustee Landrau to accept the minutes from the February 2, 2016 Finance and Capital Assets Committee meeting. Trustee Marcus abstained. Motion passed.

Dr. Kimberly Tobin, Vice President for Administration and Finance, presented on the FY16 \$50 student fee increase and what the additional revenue from said increase was used for.

11:37 AM Trustee Martin entered the meeting.

**MOTION** made by Trustee Johnson, seconded by Trustee Connolly to authorize the Finance and Capital Assets Committee to forward motion to the full board: to approve and adopt the updated Westfield State University policy on *University Business Expenses and Petty Cash Funds*, as presented.

**11:52 AM, ROLL CALL VOTE** taken:

Justin Connolly	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus	Yes
Kevin Queenin	Yes

Motion passed unanimously.

**MOTION** made by Trustee Landrau, seconded by Trustee Marcus to authorize the Finance and Capital Assets Committee to forward motion to the full board: To approve and adopt the updated Westfield State University policy on *Unaccounted for Variances, Losses, Shortage or Theft of Funds or Property Reporting*, as presented.

**11:53 AM, ROLL CALL VOTE** taken:

Justin Connolly	Yes
Robert Johnson	Yes
Madeline Landrau	Yes
Steven Marcus	Yes
Kevin Queenin	Yes

Motion passed unanimously.

President Torrecilha reported Westfield State University's current food vendor is Sodexo, and before his January arrival there had been an ongoing discussion about the possibility of the institution considering an alternative, UMass food services. Administration and Finance is looking further into this possibility and will present the Finance and Capital Assets Committee with a pro forma on the possibility of a self-operating food service.

Trustee Johnson requested future Finance and Capital Assets Committee meetings to be scheduled in accordance with the availability of the quarterly financial reports.

Meeting adjourned at 12:17 PM.