Board of Trustees

April 14, 2016
President’s Boardroom, The Horace Mann Center

MEMBERS IN ATTENDANCE: Trustees Connolly, Hagan, Johnson, Landrau, Marcus, Slakey, Sullivan, and Queenin.

MEMBERS PARTICIPATING REMOTELY: Trustee Martin.

MEMBERS EXCUSED: Trustee Hill.

Meeting called to order at 2:09 PM.

At 2:10 PM Trustee Martin connected via telephone. Trustee Marcus stated he would be participating remotely due to geographic distance.

**MOTION** made by Trustee Connolly, seconded by Trustee Slakey to accept the minutes from October 5, 2015.

2:13 PM, **ROLL CALL VOTE** taken:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justin Connolly</td>
<td>Yes</td>
</tr>
<tr>
<td>James Hagan</td>
<td>Yes</td>
</tr>
<tr>
<td>Robert Johnson</td>
<td>Yes</td>
</tr>
<tr>
<td>Madeline Landrau</td>
<td>Abstained</td>
</tr>
<tr>
<td>Steven Marcus</td>
<td>Abstained</td>
</tr>
<tr>
<td>Robert Martin</td>
<td>Yes</td>
</tr>
<tr>
<td>Linda Slakey</td>
<td>Yes</td>
</tr>
<tr>
<td>Edward Sullivan</td>
<td>Abstained</td>
</tr>
<tr>
<td>Kevin Queenin</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion passed.

**MOTION** made by Trustee Queenin, seconded by Trustee Hagan to accept the minutes from October 8, 2015.
2:15 PM, **ROLL CALL VOTE** taken:

Justin Connolly    Yes
James Hagan        Yes
Robert Johnson     Yes
Madeline Landrau   Yes
Steven Marcus      Yes
Robert Martin      Yes
Linda Slakey       Yes
Edward Sullivan    Abstained
Kevin Queenin     Yes

Motion passed.

**MOTION** made by Trustee Connolly, seconded by Trustee Hagan to accept the minutes from October 13, 2015.

2:17 PM, **ROLL CALL VOTE** taken:

Justin Connolly    Yes
James Hagan        Yes
Robert Johnson     Yes
Madeline Landrau   Abstained
Steven Marcus      Yes
Robert Martin      Yes
Linda Slakey       Abstained
Edward Sullivan    Abstained
Kevin Queenin     Yes

Motion passed.

**MOTION** made by Trustee Connolly, seconded by Trustee Hagan to accept the minutes from October 15, 2015.

2:19 PM, **ROLL CALL VOTE** taken:

Justin Connolly    Yes
James Hagan        Yes
Robert Johnson     Abstained
Madeline Landrau   Yes
Steven Marcus      Abstained
Robert Martin      Yes
Linda Slakey       Abstained
Edward Sullivan    Abstained
Kevin Queenin     Yes
Motion passed.

**MOTION** made by Trustee Connolly, seconded by Trustee Hagan to accept the minutes from December 10, 2015.

2:21 PM, **ROLL CALL VOTE** taken:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Justin Connolly</td>
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<td>Steven Marcus</td>
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</tr>
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<td>Robert Martin</td>
<td>Yes</td>
</tr>
<tr>
<td>Linda Slakey</td>
<td>Yes</td>
</tr>
<tr>
<td>Edward Sullivan</td>
<td>Abstained</td>
</tr>
<tr>
<td>Kevin Queenin</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion passed.

**MOTION** made by Trustee Hagan, seconded by Trustee Landrau to accept the minutes from February 11, 2016.

2:23 PM, **ROLL CALL VOTE** taken:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justin Connolly</td>
<td>Yes</td>
</tr>
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<td>James Hagan</td>
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<td>Robert Johnson</td>
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<td>Madeline Landrau</td>
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<td>Steven Marcus</td>
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<td>Robert Martin</td>
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<td>Linda Slakey</td>
<td>Abstained</td>
</tr>
<tr>
<td>Edward Sullivan</td>
<td>Yes</td>
</tr>
<tr>
<td>Kevin Queenin</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Motion passed.

**MOTION** made by Trustee Connolly, seconded by Trustee Hagan to accept the minutes from October 28, 2015.

2:25 PM, **ROLL CALL VOTE** taken:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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</thead>
<tbody>
<tr>
<td>Justin Connolly</td>
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</tr>
<tr>
<td>James Hagan</td>
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</tr>
<tr>
<td>Robert Johnson</td>
<td>Yes</td>
</tr>
<tr>
<td>Madeline Landrau</td>
<td>Yes</td>
</tr>
<tr>
<td>Steven Marcus</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Motion passed.

**MOTION** made by Trustee Connolly, seconded by Trustee Sullivan to approve the granting of tenure, effective September 1, 2016, to:

- Dr. Carol Bailey, English
- Dr. Sunday Fakunmoju, Social Work
- Dr. Megan Kennedy, Education
- Dr. Kelly Anne McKeown, Biology
- Dr. George Michael, Criminal Justice
- Dr. Aaron Reyes, Chemical and Physical Sciences
- Dr. Sophia Sarigianides, English
- Dr. Catherine Savini, English

To approve the granting of tenure with automatic promotion, effective September 1, 2016, to:

- Dr. Heidi Bohler, Movement Science, Sports and Leisure Studies
- Dr. Mark Horwitz, Social Work
- Dr. Imo Imeh, Art
- Dr. Kevin Tatsugawa, Movement Science, Sports and Leisure Studies
- Dr. Karsten Theis, Chemical and Physical Sciences

3:01 PM, **ROLL CALL VOTE** taken:

- Justin Connolly, Yes
- James Hagan, Yes
- Robert Johnson, Yes
- Madeline Landrau, Yes
- Steven Marcus, Yes
- Robert Martin, Yes
- Linda Slakey, Yes
- Edward Sullivan, Yes
- Kevin Queenin, Yes

Motion passed unanimously.

**MOTION** made by Trustee Connolly, seconded by Trustee Hagan to approve the following faculty promotions, effective September 1, 2016, to:
To Professor:
Dr. Sabine Klein       English
Dr. George Layng       English
Dr. George Michael     Criminal Justice
Dr. Brooke Orr         History
Dr. Shoba Rajgopal     Ethnic and Gender Studies
Dr. Thomas Roscoe      Criminal Justice
Dr. Edward Welsh       Mathematics

To Associate Professor:
Ms. Heather Crocker Aulenback   English
Dr. Byung Jun Cho          Criminal Justice
Dr. Lynn Pantuosco-Hensch  Movement Science, Sport and Leisure Studies
Dr. Sinuk Kang             Communication
Dr. John McDonald, Jr.     Environmental Science
Mr. James McNamara         English
Dr. Summer Williams        Psychology

3:03 PM, ROLL CALL VOTE taken:

Justin Connolly       Yes
James Hagan           Yes
Robert Johnson        Yes
Madeline Landrau      Yes
Steven Marcus         Yes
Robert Martin         Yes
Linda Slakey          Yes
Edward Sullivan       Yes
Kevin Queenin         Yes

Motion passed unanimously.

MOTION made by Trustee Connolly, seconded by Trustee Slakey to approve the granting of Emeritus status, effective April 14, 2016 to the following:

Dr. William “Bill” Miller, Professor Emeritus, Movement Science, Sport and Leisure Studies Department.

3:07 PM, ROLL CALL VOTE taken:

Justin Connolly       Yes
James Hagan           Yes
Robert Johnson        Yes
Madeline Landrau      Yes
Steven Marcus         Yes
Robert Martin         Yes
Linda Slakey          Yes
Edward Sullivan       Yes
Kevin Queenin         Yes

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Linda Slakey  Yes
Edward Sullivan  Yes
Kevin Queenin  Yes

Motion passed unanimously.

**MOTION** made by Trustee Connolly, seconded by Trustee Slakey to approve the recommendation to withhold granting tenure to Dr. Susan Quandt, Assistant Professor for English, thereby terminating Dr. Quandt’s appointment at Westfield State University effective May 31, 2017.

3:11 PM, **ROLL CALL VOTE** taken:

Justin Connolly  Yes
James Hagan  Yes
Robert Johnson  Yes
Madeline Landrau  Yes
Steven Marcus  Yes
Robert Martin  Yes
Linda Slakey  Yes
Edward Sullivan  Yes
Kevin Queenin  Yes

Motion passed unanimously.

**MOTION** made by Trustee Connolly, seconded by Trustee Landrau to approve a terminal contract be issued for the 2016-2017 academic year for Ms. Robin Marion, Department of Education, as presented in the attached.

3:13 PM, **ROLL CALL VOTE** taken:

Justin Connolly  Yes
James Hagan  Yes
Robert Johnson  Yes
Madeline Landrau  Yes
Steven Marcus  Yes
Robert Martin  Yes
Linda Slakey  Yes
Edward Sullivan  Yes
Kevin Queenin  Yes

Motion passed unanimously.

**MOTION** made by Trustee Connolly, seconded by Trustee Sullivan to approve a non-renewal of contract be issued for Mr. Gabriel Guadalupe, Department of World Language Studies, thereby terminating his employment on August 27, 2016 as
presented in the attached.

3:15 PM, ROLL CALL VOTE taken:

Justin Connolly       Yes
James Hagan           Yes
Robert Johnson        Yes
Madeline Landrau      Yes
Steven Marcus         Yes
Robert Martin         Yes
Linda Slakey          Yes
Edward Sullivan       Yes
Kevin Queenin         Yes

Motion passed unanimously.

MOTION made by Trustee Connolly, seconded by Trustee Landrau to accept proposed changes to Student Conduct Regulations and Procedures; and to authorize any cross-references to language in the newly revised Student Conduct Regulations and Procedures to be made in all other Westfield State University publications. Motion passed unanimously.

3:19 PM, ROLL CALL VOTE taken:

Justin Connolly       Yes
James Hagan           Yes
Robert Johnson        Yes
Madeline Landrau      Yes
Steven Marcus         Yes
Robert Martin         Yes
Linda Slakey          Yes
Edward Sullivan       Yes
Kevin Queenin         Yes

Motion passed unanimously.

MOTION made by Trustee Connolly, seconded by Trustee Hagan to accept proposed changes to Student Records and Privacy Regulations; and to authorize any cross-references to language in the newly revised Student Records and Privacy Regulations to be made in all other Westfield State University publications.

3:20 PM, ROLL CALL VOTE taken:

Justin Connolly       Yes
James Hagan           Yes
Robert Johnson        Yes
Motion passed unanimously.

MOTION made by Trustee Hagan, seconded by Trustee Slakey to engage the accounting firm of O’Connor and Drew, P.C. for FY16 audit services.

3:32 PM, ROLL CALL VOTE taken:

Justin Connolly       Yes
James Hagan            Yes
Robert Johnson        Yes
Madeline Landrau      Yes
Steven Marcus         Yes
Robert Martin         Yes
Linda Slakey          Yes
Edward Sullivan       Yes
Kevin Queenin         Yes

Motion passed unanimously.

MOTION made by Trustee Hagan, seconded by Trustee Connolly to approve and adopt the updated Westfield State University Audit Finding policy, as presented.

3:33 PM, ROLL CALL VOTE taken:

Justin Connolly       Yes
James Hagan            Yes
Robert Johnson        Yes
Madeline Landrau      Yes
Steven Marcus         Yes
Robert Martin         Yes
Linda Slakey          Yes
Edward Sullivan       Yes
Kevin Queenin         Yes

Motion passed unanimously.

MOTION made by Trustee Hagan, seconded by Trustee Landrau to approve and adopt the updated Westfield State University Audit Charter policy, as presented.
3:34 PM, ROLL CALL VOTE taken:

Justin Connolly  Yes
James Hagan      Yes
Robert Johnson  Yes
Madeline Landrau Yes
Steven Marcus   Yes
Robert Martin   Yes
Linda Slakey    Yes
Edward Sullivan Yes
Kevin Queenin  Yes

Motion passed unanimously.

MOTION made by Trustee Queenin, seconded by Trustee Sullivan to approve and adopt the updated Westfield State University policy on Travel, as presented.

3:39 PM, ROLL CALL VOTE taken:

Justin Connolly  Yes
James Hagan      Yes
Robert Johnson  Yes
Madeline Landrau Yes
Steven Marcus   Yes
Robert Martin   Yes
Linda Slakey    Yes
Edward Sullivan Yes
Kevin Queenin  Yes

Motion passed unanimously.

MOTION made by Trustee Queenin, seconded by Trustee Hagan to approve and adopt the updated Westfield State University policy on University Business Expenses and Petty Cash Funds, as presented.

3:40 PM, ROLL CALL VOTE taken:

Justin Connolly  Yes
James Hagan      Yes
Robert Johnson  Yes
Madeline Landrau Yes
Steven Marcus   Yes
Robert Martin   Yes
Linda Slakey    Yes
Edward Sullivan Yes
Kevin Queenin  Yes
Motion passed unanimously.

**MOTION** made by Trustee Queenin, seconded by Trustee Hagan 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.

3:41 PM, **ROLL CALL VOTE** taken:

- Justin Connolly  Yes
- James Hagan  Yes
- Robert Johnson  Yes
- Madeline Landrau  Yes
- Steven Marcus  Yes
- Robert Martin  Yes
- Linda Slakey  Yes
- Edward Sullivan  Yes
- Kevin Queenin  Yes

Motion passed unanimously.

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.

Trustee Marcus reported a Trustee retreat would be scheduled in July. Board members were asked to submit topics of discussion they felt important as a member of the board: tenure system, institutional priorities, role of the board, and assessment of the board. Further details regarding the retreat will be shared at the June 16, 2016 meeting.

Meeting adjourned at 4:22 PM.