Board of Trustees members in attendance: Trustees Marcus, Slakey, Johnson, Martin, Hagan, Magovern, Trafford

Excused absence: Trustee Landrau, Hill, Queenin

Participating Remotely: Trustee Sullivan

The meeting was called to order by Chair Steven Marcus at 3:00PM

Chair Marcus announced that we will be audio recording the meeting

Chair Marcus announced that Trustee Sullivan will be participating remotely due to geographical distance.

Trustee Sullivan was dialed in, but was not on the line at 3:01PM

Chair Marcus moved to agenda item Approval of Minutes for December 15, 2016.

**MOTION** was made by Trustee Magovern to approve the minutes of December 15, 2016. The motion was seconded by Trustee Johnson.

Roll Call vote as follows:
Chair Marcus – yes
Trustee Slakey – yes
Trustee Johnson – yes
Trustee martin – yes
Trustee Hagan – yes
Trustee Magovern – yes
Trustee Trafford – yes
Chair Marcus introduced Trustee Slakey to give an overview of the report from Academic and Student Affairs. Dr. Marotta introduced Dr. Robin White, Professor of Biology and Kristen Fuller who is a Major in Biology and is in her senior year at Westfield State University.

Ms. Fuller spoke on her experiences with high impact practices and her research experience during her freshman year. Ms. Fuller tested an ocular vitamin to see the effects it has on the brain. She discussed how beneficial the labs have been and how confident the experience has made her.

Trustee Sullivan was connected via phone at 3:09PM.

Dr. Carlton Pickron introduced two members of the Student Ambassador group, Olivia Bird, Special Education Major, and Giana Dean, Criminal Justice Major and their advisor, Kim Morgan. Ms. Bird discussed their mentoring program with the White Oaks School in Westfield, MA. This program will start in March, once a week on Fridays. Ms. Dean spoke about the Student Ambassador Scholarship. The students have raised over $9000.00 dollars in scholarship funds over the past six years.

Handout given – Student Ambassador Pamphlet

Dr. Marotta spoke more about high impact practices. High Impact practices are also known as Engaged Learning Experiences. There are 10 in total but Westfield State will focus on a smaller number of high impact practices to work with the Westfield State Experience. We plan for students to participate in at least 1 or 2 high impact practices prior to graduation. One of the high impact practices that we have at WSU is the First Year READ, which students read and discuss in classes. We host a film and lecture series focused on the book and then bring the author to campus. National studies show that high impact practices result in stronger academic performance, more interaction with faculty and peers and effective transfer of skills to the working world.

Dr. Marotta moved on to the next agenda item, Student Success Dashboard. Dr. Marotta introduced Dr. Lisa Plantefaber.

To demonstrate the dashboard’s utility, Dr. Plantefaber discussed retention rates. Dr. Plantefaber used the dashboard to follow first time, full time, freshman students from first term on out to 6 years. What is seen is after the first year, 10% or more of our first year students leave. After the second year, roughly another 10% of students leave. Dr. Plantefaber used the dashboard to help understand variables that affect retention rates, focusing specifically on the impact of feeder high school on retention. The dashboard data indicate that even when considering students with above average high school GPA, feeder high school can indicate potential risk for retention issues. Looking at the students that have above average GPA’s still are at higher risk depending on the high school they are coming from. This information should prompt us to follow these students more closely as they enter WSU. Dr. Plantefaber further noted that we can use the dashboard to evaluate if our support programs are working by breaking out graduation rates by program participation. The dashboard will help us to better focus our student success efforts.

Trustee Slakey moved on to the next agenda item, Status Report on Structure of Academic Affairs

Dr. Marotta stated that that the committee submitted their final report to the President and in that report had recommended a move to a collegiate structure. The committee provided two possibilities, a five college model and a four college model. The president has accepted the report and has taken the
recommendations under advisement. The president has agreed to co-sponsor three open forums starting the week of February 27th. This forum will be for anyone on campus to say where they fit into this system. Once the forums are done the president will take that information and decide on a decision.

Trustee Slakey moved on to the next agenda item, Enrollment Update.

A handout was passed out: Day Division Admission Comparison Report, February 16, 2017

Dr. Pickron discussed the updated information on the handout comparing the previous admission cycle to the current cycle. Acceptance numbers are up and we are ahead by 30 deposits over last year. Due to changes in FAFSFA procedures, families are now able to submit their financial aid requests in October which has prompted early application. The recruitment target for fall is 1,300 students. Trustee Martin commented that the Banacos numbers seemed to be up. It was noted that Banacos has been very aggressive in reviewing in a timely manner.

Dr. Marotta introduced Dr. Shelley Tinkham, Dean of DGCE. DGCE enrollment was up this winter session by about 24 seats from last year. We are trying to target winter and summer enrollments to students who are on break from other institutions, but who need to fill in a course or two. For the spring term we are down slightly from last year but we are still enrolling at this time. Dr. Tinkham asked if there were any questions on spring enrollments. There were no questions.

In December the PA program had its first open house, which was well attended. There are 24 seats in the program which will start next January. All of the faculty hires have been made, with the exception of one administrative hire.

DGCE is having a good year in Social Work with 178 applications. The MSW program in Worcester will start next fall. We just opened up the recruitment cycle and this will be on a rolling admissions cycle, there are at least 8 completed applications for the MSW program in Worcester.

Lost connection with Trustee Sullivan at 4:08PM

Connection re-established with Trustee Sullivan at 4:10PM

Trustee Martin left the table to follow-up with Dean Tinkham at 4:10. Trustee Martin returned to the table at 4:11.

Trustee Slakey moved on to the next agenda item, Motion – Emeriti Status

Trustee Slakey asked Dr. Marotta to present the candidates for Emeriti Status:
Dr. Kamal Ali, Associate Professor Emeritus, Ethnic and Gender Studies Department
Ms. Judith Carlson, Librarian Emerita, Library
Dr. Trudy Knowles, Professor Emerita, Education Department
Dr. Marilyn Sandidge, Professor Emerita, English Department

Trustee Slakey made a motion to accept the candidates for Emeriti Status. Trustee Hagan seconded. A roll call vote was taken.
Chair Marcus – Yes  
Trustee Slakey – Yes  
Trustee Johnson – Yes  
Trustee Martin – Yes  
Trustee Hagan – Yes  
Trustee Magovern – Yes  
Trustee Sullivan – Abstained  
Trustee Trafford – Yes

The motion passed.

4:16PM Trustee Slakey called an end to all the agenda items for Academic and Student Affairs Committee

Chair Marcus introduced Steve Taksar, Vice President of Administration and Finance to present the items for the Finance and Capital Assets Committee.

Steve Taksar gave a brief overview, starting with Second Quarter Financials. The main difference between 1st quarter and 2nd quarter is we have now experienced six months’ worth of expenses. This is a better indication of where we stand at this time. We are seeing excess revenue due to higher than planned enrollments. The dining program is doing well in part because our participation rate is up. The capital line is exceeding what was expected in July. VP Taksar asked for questions. No questions.

VP Taksar moved on to the travel expenses for the President and the President’s direct reports. The question was raised from Trustee Johnson regarding the President’s cancelled trip to California. The funds for the flight were credited but this is not yet reflected in the report. It was noted that the credit should be reflected in the report. Chair Marcus asked if there were further questions. No questions.

VP Taksar moved on to the next agenda item, dining services metrics and benchmarks. The categories in the benchmarks are the same as discussed previously. We are relatively close to the benchmarks in all areas. A survey was done in the fall, indicating that have room for improvement. Improvements are being planned for this year and next year. Dining services has hired approximately 60 students. Chair Marcus asked Trustee Trafford if he would like to share the student perspective. Trustee Trafford explained that the students seem happy; they are always looking for work. He noted that the menu cycle was a little short in the beginning, but they are slowly getting more variety. The sushi and fry line are very popular. Chair Marcus asked about the percentage of money being spent on local vendors. VP Taksar was unsure of the exact number, but stated right now local vendors contribute around 9% of our supplies and our target is 20%. The Kendall Foundation is very interested in our program. We will be doing a case study with them highlighting Westfield State.

VP Taksar moved on to the next agenda item, capital planning and the Sightline review of deferred maintenance. The key points from the Sightline study are we have a growing deferred maintenance problem. Our peer institutions have a lower level of deferred maintenance. It was noted that the residence halls have less deferred maintenance because funds are available from MSCBA. It was concluded that there would be a sub-committee set up with trustees and others to focus in on this issue. Chair Marcus asked Trustee Sullivan to chair this sub-committee. Trustee Sullivan accepted. Trustee Magovern has also volunteered to help with the committee.
VP Taksar moved on to the agenda item, capital projects. The baseball and softball fields were enhanced. The Stevens Science and Innovation Center is wrapping up. We opened the Dower Center for Performing and Fine Arts this year, but ran over budget. There are a few things left to do at the Dower Center. A full summary will be given at the meeting in April. Moving forward, Parenzo Hall needs significant renovations so a study will be done to estimate cost of the project. Our turf field needs to be replaced. There are some safety issues with the bleachers and the track needs to have work done. DCAMM has funding that will pay .50 cents on the dollar for certain structural projects such as the steamline project and roofline project.

Moved to next agenda item, capital budgeting. Next budget cycle of FY18, we will set aside 3 million dollars. We need to wait and see what capital projects are being proposed.

VP Taksar moved to the final agenda item, FY18 budget update progress. A detailed budget is being put together with institutional priorities. A draft budget will be ready in April. A governor’s budget was mentioned at a 1% increase.

4:38p.m. phone contact with Trustee Sullivan was lost. He was not called back.

Chair Marcus introduced Dr. Erica Broman to report on the Institutional Advancement Committee.

Dr. Broman spoke on the first agenda item, Items for information. Dr. Broman gave an update on the naming of the Science & Innovation Center. The naming went before the Fiscal and Administrative Policy committee and the full Board of Higher Education in Boston. The committee and he full board approved the naming of the Dr. Nettie Maria Stevens Science and Innovation Center. We will have the “DNA” Ribbon cutting on May 5th. They are finishing up their solicitations for the new building. The Gala will also take place on May 5th at 5:30p.m. while the ribbon cutting will be that morning at 11:00a.m. There are two co-sponsors for the Gala, Trustee James Hagan and his wife, Kristin Hagan and George & Yolanda Flevotomos. A goal is set to raise $175,000.00 this year; $150,000.00 was raised last year. These dollars will be used to support student internships, an important high impact practice.

Dr. Broman went on to the next agenda item, update on new hires. An Annual Giving Coordinator was just hired, Julie Philips. A call was put out for students to get involved in our annual call-a-thon. In the recent past, we have contracted with an outside vendor to conduct this work, but this year we will employ Westfield State Students. 215 students applied for 12 positions. Patrick Carpenter, major gifts officer, has been visiting and talking with alumni.

The next agenda item was addressed, upcoming donor visits. Dr. Broman made a number of alumni visits. She met with an alumnus who would like to leave his estate to WSU. Erica has also reached out to two other Alumni in Northern Virginia and has met with them as well. The President and Dr. Broman will be meeting with Alumni in Florida in both February and March. There will also be another donor visit in Washington, DC at the end of March.

Dr. Broman moved on to the Advancement calendar, bringing everyone’s attention to the Give-a-Hoot event on March 30th.

Dr. Broman went on to the last agenda item, Foundation financials. Dr. Broman reported that overall, we are doing well, but we are behind in unrestricted giving. Phone calls will start next week. The
Institutional Advancement staff will be moving from downtown Westfield to the Horace Mann Center the first week of April.

Chair Marcus asked for a motion to adjourn. Trustee Magovern motioned to adjourn, Trustee Slakey seconded the motion. Motion was approved.

The meeting was adjourned at 4:55PM

Handouts presented at this meeting:
   a. Student Ambassadors pamphlet
   b. Day Division Admission Comparison Report
   c. Graduate and Continuing Education Graduate Cohort Programs

Minutes presented at this meeting:
   d. Draft BOT Minutes, December 15, 2016

Attachments presented at this meeting:
   Academic and Student Affairs Committee
   e. Justification for Emeritus
   f. Emeritus letter for signature
   g. High Impact practices
   h. Motion Emeriti
   i. Status Report Academic Affairs Structure
   Finance and Capital Assets Committee
   j. Capital Planning (Improvement Program)
   k. Capital Planning (sightlines Presentation)
   l. Dining Services benchmarks and Metrics
   m. Second Quarter Financials (FY16)
   n. Second Quarter Financials (FY17)
   o. Second Quarter Financials (FY17)
   p. Travel for the President and Direct Reports to the President July – December 2016
   Institutional Advancement
   q. Events List 2017
   r. Financial statements