Board of Trustees

Minutes

April 13, 2017
President’s Boardroom, The Horace Mann Center

Board of Trustees members in attendance: Secretary Madeline Landrau and Trustee members Robert Johnson, Robert Magovern, Robert Martin, Kevin Queenin, Linda Slakey, Edward Sullivan, and Brandon Trafford.

Excused absences: Chair Steven Marcus and Trustee James Hagan.

Participating remotely: Vice Chair Terrell Hill

Dr. Ramon S. Torrecilha, President of Westfield State University, was also present.

The meeting was called to order by Secretary Landrau at 3:00 PM.

Secretary Landrau announced that the meeting would be audio recorded and that a member of the public was also recording the meeting.

Secretary Landrau stated that Vice Chair Hill would be participating in the meeting remotely due to his geographic distance and that in the absence of Chair Marcus and Vice Chair Hill participating remotely, a Chair Pro Tempore must be selected and called for a Motion to that effect.

At 3:00 PM, MOTION made by Trustee Martin, Seconded by Trustee Queenin, to elect Trustee Landrau as Chair Pro Tempore in accordance with Westfield State University Board of Trustee Bylaws, Article IV, Section 6.

A Roll Call Vote was taken:
Trustee Landrau: yes Trustee Johnson: yes
Trustee Magovern: yes Trustee Martin: yes
Trustee Queenin: yes Trustee Slakey: yes
Trustee Sullivan: yes Trustee Trafford: yes
Motion passed unanimously.

Trustee Hill was dialed in at 3:02 PM.

Chair Pro Tempore Landrau addressed Approval of the Minutes on the agenda.
At 3:03 PM, MOTION was made to approve the minutes of the February 16, 2017 meeting of the Board of Trustees by Trustee Slakey, which was seconded by Trustee Magovern. Chair Pro Tempore Landrau asked if there was any discussion. There was none.

A Roll Call Vote was taken:

Trustee Hill: yes  Trustee Landrau: abstain
Trustee Johnson: yes  Trustee Magovern: yes
Trustee Martin: yes  Trustee Queenin: yes
Trustee Slakey: yes  Trustee Sullivan: yes
Trustee Trafford: yes

The vote was unanimous to approve the minutes with Trustee Landrau abstaining.

Chair Pro Tempore Landrau then proceeded to the next Agenda Item, the Structure of Trustee Meetings. President Torrecilha asked the Trustees’ opinions on the email circulated by Chair Marcus suggesting the committee meetings and full board meeting meet on the same day. The consensus was that it was worth trying as it would save on mileage for the trustees traveling long distances, the student trustee would miss fewer classes, and it would engage more trustees in committee business and maintain momentum from committee meetings to the full board. Concerns were that it may be difficult to make changes to action items if needed between committee meetings and the full board meeting. There will also be provided a location on campus where the Trustees could work during committee meetings in which they are not participating.

Chair Pro Tempore Landrau then welcomed President Torrecilha to give his President’s Report. President Torrecilha welcomed all the faculty and staff in attendance and welcomed Jean Beal, the new assistant to the Board of Trustees and Dan Forster, an alumnus, who is the new Vice President of Enrollment Management. President Torrecilha also expressed appreciation for the work and efforts of Dr. Carlton Pickron for stepping in and leading admissions and financial aid when it was needed.

President Torrecilha stated that he had spent a great deal of time in March traveling, first representing Westfield State at the American Council on Education and then joining Dr. Erica Broman in Florida and Washington, D.C. holding very productive meetings with alumni, where they consistently heard praise for Westfield State and its affordability and caliber of studies. While in Washington, they met with interns at The Washington Center. They also met Representative Neal and Senator Markey and had good conversations with them about pell grants, financial aid, and the investment in higher education.

Support of Institutional Advancement is paying off. From January through March, $532,000 has been raised in pledges and payments. #GiveAHoot was a success, raising over $40,000. Appreciation was expressed to Trustees Martin and Marcus for their generous leadership gifts.

A Physician Assistant assembly was hosted in March. Dr. Jen Hixon, Chair of the Health Sciences department, brought officials from the health care industries and prospective students to Westfield State for this event. We are ready for the accreditation visit scheduled for April 21.

President Torrecilha continues to work with colleagues on the Council of Presidents and Board of Higher Ed so that state universities have the option of offering a Doctor of Practice degree. The President noted that it is important to be strategic and have flexibility when the time comes.
The House has released its budget and the State appropriation for Westfield State remains flat at $27 million. The university is working with its representatives to see if that can be changed. Higher Education across the board was flat and CBA is not yet funded.

There are about 37 days to commencement, which will take place at the MassMutual Center. Attorney General Maura Healey will be the speaker. It was questioned whether future commencement ceremonies will be at the MassMutual Center or be returned to campus. President Torrecilha stated that information is still being gathered and cost will be a factor. Consultation with the class council will take place and a decision will be made in the fall.

Chair Pro Tempore Landrau asked if there were any other comments. There was not, and she moved to Agenda Item Academic and Student Affairs Committee.

Chair Pro Tempore Landrau recognized Committee Chair Slakey who welcomed Dr. Carlton Pickron, Vice President of Student Affairs, to the floor to address Policy Updates. Dr. Pickron stated that the language marked in red in the policies provided were updates to the policies and that he was bringing these forward for information, not action.

Committee Chair Slakey continued with the agenda and recognized President Torrecilha who, in giving an update on the College Structure, stated that the Advisory Committee on Academic Planning submitted reports and made recommendations that Academic Affairs be organized around the college structure. After holding three forums and consulting with incoming provost, Dr. Parviz Ansari, the President will come to a decision by the end of April on how the college structure will be set up, and that decision will be communicated to the campus community.

Committee Chair Slakey turned the floor over to Dr. Pickron, who welcomed Tricia Oliver, Director of Campus Communications, Chris Hirtle, Executive Director, Academic Technology Services, Susan LaMontagne, Dean of Student Affairs, and Tony Casciano, Director of Public Safety. Ms. LaMontagne shared a power point presentation entitled Board of Higher Education Task Force on Campus Safety and Violence Prevention – Progress on Recommendations. The presentation highlighted General Emergency Response & Cross-Sectional Measures, Active Shooter, Mental Health and Title IX.

The ERT (Emergency Response Team) has implemented many new emergency notification systems and campus safety needs to be included in university strategic planning to develop partner, division, and building plans. There may be a need for a full- or part-time Emergency Preparedness and Response Director to coordinate the required work. Sharing a director position with HCC could also be revisited. Two dedicated emergency response centers need to be established on campus where the ERT can go in an emergency. One center is currently set up for this purpose.

The university has counselors specializing in mental health and the Director of Non-Discrimination Compliance has implemented trainings across campus as well as participating in orientations with students, parents, and new faculty.

The first campus-wide emergency lock down drill is scheduled for next week and will include every building on campus and take approximately 40 minutes. Members of the ERT staff will be auditing every building and will provide feedback at the June board meeting.
Committee Chair Slakey turned the floor over to President Torrecilha to give an update on Enrollment Management reporting. President Torrecilha stated that there is no location for reports on Enrollment Management in the current board committee structure. It was agreed that the Academic Affairs and Finance Committees should communicate about where the Enrollment Management reports. This information will be reviewed by Cabinet and ultimately forwarded as a recommendation to the Trustees. It was stated that Westfield State needs to be more strategic in attracting students from outside of Massachusetts, as 94% come from in-state.

Chair Pro Tempore Landrau moved on to Items for Action in the Agenda and welcomed Dr. Marsha Marotta, Interim Vice President of Academic Affairs, to the floor to discuss tenure and promotion actions. Dr. Marotta explained that tenured faculty have a great responsibility and are recognized for their teaching, advising, scholarship, and service.

At 3:59 PM, Committee Chair Slakey made a MOTION, which was seconded by Trustee Martin, to approve the granting of tenure, effective September 1, 2017 to:

Dr. Ziblim Abukari Social Work
Dr. Rihab Alzubaidi Economics and Management
Dr. Edward Orgill Music
Dr. Jennifer Propp Social Work
Dr. James Wright Mathematics

With no further discussion, a Roll Call Vote was taken:

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Motion was unanimously passed.

Dr. Marotta then brought forth the names being recommended for promotion.

At 4:11 PM, Committee Chair Slakey made a MOTION, which was seconded by Trustee Johnson, to approve the following faculty promotions, effective September 1, 2017:

**To Professor:**
Dr. Nicholas Aieta History
Dr. Andrew Bonacci Music
Dr. Eric Bressler Psychology
Dr. Rebecca Burwell Psychology
Dr. Jennifer DiGrazia English
Dr. Jennifer Hanselman Biology
Dr. Supriya Sarnikar Economics and Management
Dr. Christine von Renesse Mathematics

**To Associate Professor:**
Dr. Erold Bailey Education
Dr. Peter Coutseridis Music
Dr. Sunday Fakunmoju  Social Work
Dr. Kelly Anne McKeown  Biology
Dr. Floris Wilma Ortiz  Education

To Assistant Professor:
Ms. Jamie Rivera  Nursing

There being no discussion, a Roll Call Vote was taken:
Trustee Hill: yes  Trustee Landrau: yes
Trustee Johnson: yes  Trustee Magovern: yes
Trustee Martin: yes  Trustee Queenin: yes
Trustee Slakey: yes  Trustee Sullivan: yes
Trustee Trafford: yes
Motion was unanimously passed.

Dr. Marotta stated she was pleased to bring forth the recommendation for an Honorary Degree to be awarded to Elizabeth Scheibel, as she models and mirrors the values of Westfield State University.

At 4:14 PM, Committee Chair Slakey made a MOTION, which was seconded by Trustee Landrau, to approve the granting of an honorary degree to the individual listed below, subject to a final vetting before the degree is granted:

Ms. Elizabeth D. Scheibel, Doctor of Laws

There being no discussion, a Roll Call Vote was taken:
Trustee Hill: yes  Trustee Landrau: yes
Trustee Johnson: yes  Trustee Magovern: yes
Trustee Martin: yes  Trustee Queenin: yes
Trustee Slakey: yes  Trustee Sullivan: yes
Trustee Trafford: yes
Motion was unanimously passed.

Dr. Marotta stated that a Director of the Occupational Therapy Program had been hired and the curriculum for the Master of Science in Occupational Therapy had been developed and approved within the university governance system. With this program, Westfield State will meet a need in Western Massachusetts for occupational therapists. It is hoped to be able to open this program in January 2019.

At 4:17 PM, Committee Chair Slakey made a MOTION, which was seconded by Trustee Trafford, to approve the Master of Science in Occupational Therapy as described in Attachment A.

The Trustees agreed the application was well done. There being no further discussion, a Roll Call Vote was taken:
Trustee Hill: yes  Trustee Landrau: yes
Trustee Johnson: yes  Trustee Magovern: yes
Trustee Martin: yes  Trustee Queenin: yes
Trustee Slakey: yes  Trustee Sullivan: yes
Trustee Trafford: yes
Motion was unanimously passed.

Dr. Marotta stated the Bachelor of Science in Health Sciences program had been approved through campus governance. Health care is the fastest-growing occupation in the country and many students are interested in this major.

At 4:19 PM, Committee Chair Slakey made a MOTION, which was seconded by Trustee Martin, to approve the Bachelor of Science in Health Sciences as described in Attachment B.

There being no discussion, a Roll Call Vote was taken:

Trustee Hill: yes  Trustee Landrau: yes
Trustee Johnson: yes  Trustee Magovern: yes
Trustee Martin: yes  Trustee Queenin: yes
Trustee Slakey: yes  Trustee Sullivan: yes
Trustee Trafford: yes

Motion was unanimously passed.

Dr. Carlton Pickron then presented the next Agenda Item, the names recommended for Staff Emeritus.

At 4:21 PM, Committee Chair Slakey made a MOTION, which was seconded by Trustee Sullivan, to approve the granting of Staff Emeriti status, effective April 13, 2017 to the following individuals:

Ms. Susan Clark
Mr. Michael Curtis
Ms. Elizabeth Desnoyers
Mr. Kenneth Haar
Ms. Holly Robbins
Dr. Curt Robie
Ms. Deborah Samwell

There being no discussion, a Roll Call Vote was taken:

Trustee Hill: yes  Trustee Landrau: yes
Trustee Johnson: yes  Trustee Magovern: yes
Trustee Martin: yes  Trustee Queenin: yes
Trustee Slakey: yes  Trustee Sullivan: yes
Trustee Trafford: yes

Motion was unanimously passed.

Chair Pro Tempore Landrau introduced Finance and Capital Assets Committee Chair Queenin.

Committee Chair Queenin brought forth the first Item for Information, an update on the Information Technology Consultant Project.

Vice President of Administration and Finance Stephen Taksar stated that the project is in Phase 1, where data is being collected by the university. The consultant will be brought in over the summer for the second phase of the project. The project is on schedule and the plan is to have a needs assessment for
the strategic planning process in the fall. The cost savings is projected to be $60,000 to perform Phase 1 internally.

The next item on the agenda, Deferred Maintenance Update, will be discussed at the end of the Finance and Capital Assets portion of the meeting. At this point, the Catherine Dower Center for the Performing and Fine Arts Financial Update was discussed. Vice President Taksar stated that the final numbers are lower than projected. It was expected to be over budget by $400,000, but that figure is close to $217,000, just 4% over the $5.5 million budget. Funding for the $217,000 was reallocated from other internal projects so there were no additional requests for funds.

Committee Chair Queenin moved on to the next agenda item and invited Vice President Taksar to give an explanation of the process and content of the FY18 Budget.

Vice President Taksar summarized the FY18 Budget power point presentation. He stated that the FY18 Budget Goals should be close to where the numbers will be in June when the final budget is presented. The committee was able to move forward with an “All Funds” budget and time was spent on aligning budget requests with institutional priorities, which have been vetted by Cabinet.

Comparison of Assumptions to the FY18 Budget. The October model to the projected budget in April shows a difference in DGCE that is a result of more detailed conversations with DGCE regarding their needs for start-up costs and the timing of initial enrollment for new programs. Their net contribution to the university is kept flat at $2.4 million, which is the same for dining services. A capital reserve number was not assumed in October but it is clear we won’t finish all capital projects by June 30 so we will need to rollover funding for those projects in addition to seeking $150,000 from DGCE reserves to fund their new programs.

FY18 Tuition & Fees. The total cost of attendance (sticker price) for FY18 will increase by 3.7%. Keep in mind that financial aid reduces sticker price. Tuition and fees are increased by 4.7%.

All Funds-Campus Operating Budget Revenue, Expenses and Reserves. Scholarship allowance is a real expense item so that is shown in the FY18 budget projection. The budget reflects a 4.7% increase in tuition and fees and an increase in revenue of 4%. It is important to note that although residence life fees are going up, the net revenue is going down because of a decrease in occupancy rates. If things change substantially between now and the end of year, such as the state providing less state support, or we do not meet our enrollment goals, we will need to revisit the budget to ensure that it is in balance.

Last year, net expenses exceeded net revenue by $2,495,802, which was funded through capital rollover reserves. This year we are asking for $1,150,000 in reserves.

Dining services and DGCE are helping to subsidize the operating budget. It is important for these units to hold firm in their contribution to the campus. The largest increase in our budget is for personnel, which is broken out in the Personnel Expense Detail.

Capital Budget Comparison FY16-FY18 is a snapshot of 3 years consolidated summary. There are some projects still in flux so this snapshot may change. Some items on this list are not truly capital, but they will be moved in future years. We are underfunded in deferred maintenance in general.
Vice President Taksar ended the budget portion of the presentation by stating the committee was seeking formal approval today to have the fee approved for the MS in OT so the campus can formally propose and seek approval for the program from the Board of Higher Education.

Committee Chair Queenin stated that Vice President Taksar and his team are in the process of a transition year in terms of creating and presenting the budget in a very different way. It does require the Trustees to look at it in detail and to contact VP Taksar with questions. This has been a very positive process and the expertise by VP Taksar and his team have been very valuable as the university navigates difficult financial challenges.

Committee Chair Queenin asked if there was any discussion on the Motion for DGCE Tuition and Fee Schedule for the MSOT. There was not.

At 4:48 PM, Committee Chair Queenin made a MOTION, which was seconded by Trustee Magovern, to approve the Division of Graduate and Continuing Education (DGCE) tuition and fee for Masters of Science in Occupational Therapy (MSOT) as outlined.

There being no discussion, a Roll Call Vote was taken:

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Committee Chair Queenin moved on to the next item on the agenda, the Travel Policy.

President Torrecilha excused himself from the meeting at 4:50 PM.

Vice President Taksar explained the need to adjust the Travel, Procurement Card and Business Expense policies to allow for the procurement and purchase of alcohol by designated officials at the university in limited situations, as those people are hosting dinners and entertainment events for recruitment and fundraising with major donors. This item is requesting approval to allow the President, the Vice President of Institutional Advancement, and the Major Gifts Officers to allow them to use the procurement card to purchase alcohol at those events for valid business purposes going forward. The first change is embedded in the travel policy.

At 4:51 PM, Committee Chair Queenin made a MOTION, which was seconded by Trustee Magovern, to approve and adopt the updated Westfield State University policy on Travel (0390), as presented.

Chair Pro Tempore Landrau asked if there was discussion. Trustee Johnson noted that he does not feel it is appropriate to use public or donor funds to purchase alcohol, and although he expects this will pass for good and compelling reasons, he will be voting no on this policy. Trustee Hill noted that he shared some of the same concerns.

There being no further discussion, a Roll Call Vote was taken:

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Committee Chair Queenin moved on to Item 9(c), Procurement Card Use and Process Policy. Vice President Taksar stated the second policy that relates to the same topic is allowing the use of the Westfield State procurement card to purchase alcohol for those approved employees.

At 4:55 PM, Committee Chair Queenin made a **MOTION**, which was seconded by Trustee Slakey, to approve and adopt the updated Westfield State University policy on Procurement Card Use and Process (0560), as presented.

Chair Pro Tempore Landrau asked if there was discussion. Trustee Slakey noted that she is not concerned with the appropriateness of the expenditure per se, but is concerned that we stay aware of it. She wants some assurance that we develop and implement a reporting policy. Committee Chair Queenin suggested he would add it as an agenda item for the next committee meeting to come up with that reporting process.

Vice President Taksar added that an internal procedure is being developed where Chair Marcus will review all expenditures by the President in this regard after the fact and give approval before he travels, and in the same regard, the President will be approving all the other employees’ expenditures that have authority to purchase alcohol. Committee Chair Queenin said that the Trustees will see the proposed procedure, approve it, and then understand the time frame for instituting the approval process.

There being no further discussion, a Roll Call Vote was taken:

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Motion passed with 6 yes votes and 3 no votes.

Committee Chair Queenin moved on to Item 9(d), University Business Expenses and Petty Cash Funds Policy. Vice President Taksar stated this is interconnected with the other two policies just voted on and allows, by campus policy, those three individuals to purchase alcohol for university business when they are not traveling distances or overnight travel, and falls in line with how the other policies are being structured; to align the wording to be the same.

At 4:58 PM, Committee Chair Queenin made a **MOTION**, which was seconded by Trustee Slakey, to approve and adopt the updated Westfield State University policy on University Business Expenses and Petty Cash Funds (0300), as presented.

Chair Pro Tempore Landrau asked if there was discussion. Trustee Sullivan stated that if policies we plan on putting into place were already in place for checks and balances, he might have a different opinion, but he is opposed to it now.
There being no further discussion, a Roll Call Vote was taken:

- Trustee Hill: yes
- Trustee Johnson: no
- Trustee Martin: yes
- Trustee Slakey: yes
- Trustee Trafford: yes
- Trustee Landrau: yes
- Trustee Magovern: no
- Trustee Queenin: yes
- Trustee Sullivan: no

Motion passed with 6 yes votes and 3 no votes.

President Torrecilha returned to the meeting at 4:59 PM.

Committee Chair Queenin then went in the agenda to Item #7(b) Deferred Maintenance Update and gave the floor to Trustee Sullivan. Trustee Sullivan stated that they had met a few times with Trustee Magovern sitting in on the last meeting and that the group is doing some research and they have a full agenda of issues to work on regarding deferred maintenance.

Chair Pro Tempore Landrau gave the floor to Trustee Johnson, Committee Chair of the Institutional Advancement Committee.

Committee Chair Johnson called Dr. Erica Broman, Vice President of Institutional Advancement, to the table. Committee Chair Johnson said that the #GiveAHoot results were $40,000+, compared to last year’s figures, which were $18,000. He thanked Trustee Queenin and Dr. Torrecilha for offering a challenge to the Board with a match of up to $2,000.

Committee Chair Johnson turned the floor over to Dr. Broman, who stated that the Annual Day of Giving had 100% participation from the Executive Committee of the Foundation, 75% from the Board of Trustees, slightly less than that from the full Foundation Board, and 100% from the Alumni Association Board, the entire Cabinet, and the Institutional Advancement staff. The number of donors was increased by about 50% and the sizes of the gifts were increased as well.

Dr. Broman said that the members of the Alumni Association were very receptive to the Accepted Student Receptions and that the Association is very interested in being engaged with bringing more students and funds to the campus.

Dr. Broman continued that the Criminal Justice Alumni Hall of Fame on April 8 went very well with a wonderful slate of individuals recognized and some gifts made toward the Criminal Justice Scholarship. It was agreed that this type of celebration could be organized for other disciplines but using a different name. A similar program is done for education, and a program for computer science has already been discussed as Westfield State has some very successful alumni in that field.

Lisa McMahon, Director of Advancement and Major Gifts, handed out pamphlets to the Interfaith Center Breakfast on April 12 and said there were over 200 people in attendance. The Advancement office is looking to engage people about an endowment that would focus on the mission of the Interfaith Center.

Dr. Broman stated she hoped to see the Trustees on May 5 at the ribbon cutting at the Dr. Nettie M. Stevens Science and Innovation Center, followed by the Pathways to Excellence Gala event in the evening. Event chairs Jim & Kristin Hagan & George & Yolanda Flevotomos have worked with the
Advancement team to broaden sponsorships. The goal for the event was $175,000, and as of the date of this meeting, $165,250 has been committed, plus an additional $104,900 out in asks.

Ms. McMahon handed out programs from Dr. Catherine Dower’s funeral and stated that Westfield State was very well represented at that event. The Celebration of Dr. Dower’s Life will be on May 11 at 2:30 in Room 127 at the Catherine Dower Center for the Performing and Fine Arts. The Center will be open for tours from 11 am to 5 pm and there will be a buffet lunch from 12:30-1:15 in room 134 with music being played. The day will end with a dessert buffet and a special announcement from President Torrecilha.

Due to time commitments, Dr. Broman moved to Item #11(b) Annual Giving Campaign. She gave the floor to Julie Phillips, Annual Giving Coordinator, who stated that annual gifts are the prequel to major gifts and gave a brief overview of the statistics of the phonathon. This year the phonathon was “brought home” by hiring our own students to make the calls, which was the key to its success. As of March 30, there were commitments of $18,500 in gifts & pledges, with pledge payments received of $13,500. Average gift size was $50, highest gift was $400, and lowest gift was $10.

There were 7,300 outgoing calls to alumni with about 1,000 conversations. A little more than 1/3 resulted in a yes. Of those 1,000 conversations, 640 have resulted in updated records for our database. The pledge fulfillment rate is 65%, which is solid. Last year it was 50%. Total expenses so far are $10,000 & expect to close the program at $12,000.

Ms. Phillips showed a thank you email that goes to each donor that is completely produced by the students, and Phil Cohen, a junior in the movement science major, spoke about his experience making calls for the phonathon.

Trustee Hill ended his remote participation at 5:27 PM.

Patrick Carpenter, Major Gifts Officer, took the floor and stated that it generally takes about 18 months to cultivate a major gift. He received 5 to 10 prospects a week from the annual giving campaign. The experience the donors have with students on the phone cannot be overstated, and he can then incorporate that into his discussions.

Dr. Broman then went to Agenda Item #11(a) Westfield State Foundation Commitment Letter. Prior to this year, funds were being committed by the Foundation that had not yet been raised. The amount the Foundation is committing to in the coming year is reduced, but they will continue to support scholarships and the Interfaith Center at a greater rate, and an unrestricted gift to the institution to fund the academic mission, which can be broadly interpreted by the university. Most foundations will give a certain percentage, such as 3, 4, or 5%, of a rolling twelve-quarter average of their unrestricted funds to support the institutions. Moving forward, that’s the direction the Foundation will be going and will be bringing that before the Advancement Committee.

Chair Pro Tempore Landrau gave the floor to Trustee Sullivan, Vice Chair of the Audit Committee, in the absence of Committee Chair Hagan. Committee Vice Chair Sullivan introduced Ms. Olivia Bischoff, Associate Director of Risk Management.

Ms. Bischoff stated that the state Comptroller’s Fraud Awareness and Prevention Training was held today on campus for our employees as part of the university’s anti-fraud plan. The training was open to
the campus community and 42 employees attended from 15 departments. They identified risks, looked for red flags & identified internal controls.

Ms. Bischoff stated the Enterprise Risk Management Committee has received all the risk management plans and has finished reviewing them, which concludes the current cycle. They will be looking for ways to improve the process in the next risk assessment and would welcome input from the board on the best practices from their organizations.

At 5:42 PM, Committee Vice Chair Sullivan made a MOTION, which was seconded by Trustee Martin, to engage the accounting firm of O’Connor and Drew, P.C. for FY17 audit services.

Discussion continued that FY17 will be the 7th year that the university has used O’Connor and Drew. The firm partner does not change, but the staff accountants change every year for a different set of eyes. PACE went out to bid on behalf of the 9 state institutions and most chose this firm.

There being no further discussion, a Roll Call Vote was taken:

- Trustee Landrau: yes
- Trustee Magovern: yes
- Trustee Queenin: yes
- Trustee Sullivan: yes
- Trustee Johnson: yes
- Trustee Martin: yes
- Trustee Slakey: yes
- Trustee Trafford: yes

Motion was unanimously passed.

Chair Pro Tempore Landrau asked if there were any closing remarks or questions. Hearing none, she called for a motion to adjourn.

At 5:44 PM, Trustee Magovern made the MOTION to adjourn, which was seconded by Trustee Johnson.

There being no discussion, a Roll Call Vote was taken:

- Trustee Landrau: yes
- Trustee Magovern: yes
- Trustee Queenin: yes
- Trustee Sullivan: yes
- Trustee Johnson: yes
- Trustee Martin: yes
- Trustee Slakey: yes
- Trustee Trafford: yes

Motion was unanimously passed.

The meeting adjourned at 5:44 PM.

Attachments presented at this meeting:

- Minutes
- Academic Affairs and Student Affairs Committee
  - February 16, 2017
  - Tenure – Marsha V. Marotta, Ph.D. Recommendation & Justifications
  - Faculty Promotions - Marsha V. Marotta, Ph.D. Recommendation & Justifications
  - Honorary Degree – Marsha V. Marotta, Ph.D. Recommendation
  - Master of Science in Occupational Therapy-Budget
  - Master of Science in Occupational Therapy – DHE Application
g. Master of Science in Occupational Therapy – Marsha V. Marotta, Ph.D. Recommendation
h. Master of Science in Occupational Therapy – Signature Page
i. Master of Science in Occupational – New Course Proposal & Course Changes
j. Bachelor of Science in Health Sciences – DHE Application
k. Bachelor of Science in Health Sciences – Marsha V. Marotta, Ph.D. Recommendation
l. Staff Emeritus – Carlton Pickron, Ph.D. Recommendation & Justifications
m. Alcohol & Other Drug Policy Proposed Revisions Spring 2017
n. Smoke Free/Tobacco Free Policy Proposed Revisions
o. Board of Higher Education Task Force on Campus Safety & Violence Prevention – Progress on Recommendations Power Point Presentation
p. Campus Safety and Violence Prevention Recommendations pre-2008 to present
q. 27 Recommendations for Campus Safety and Violence Prevention-from DHE Report
r. Campus Safety and Violence Prevention Task Force Recommendations(2016)-55 Items
s. Motion - Tenure
t. Motion – Promotion
u. Motion – Honorary Degree
v. Motion – Master of Science in Occupational Therapy
w. Motion – Bachelor of Science in Health Sciences
x. Motion – Staff Emeritus

**Finance and Capital Assets Committee**
y. Catherine Dower Center (Narrative)
z. Catherine Dower Center (Funding and Budget)
aa. FY18 Budget Presentation (Power Point)
bb. FY18 Budget (Narrative)
cc. FY18 Budget (Campus)
dd. FY18 Budget (Trust Fund)
ee. FY17 Budget (Comparison)
ff. FY18 Budget (Strategic Allocations and Funding Priorities)
gg. FY18 Budget (Capital Funding Plan)
hh. FY18 Budget (Tuition and Fee Schedule)
ii. FY18 Budget (DGCE Tuition Increase Narrative)
jj. FY18 Budget (DGCE Reserves Narrative)
kk. FY18 Budget (Lease/Purchase Vehicles)
l. DGCE Tuition and Fee (Narrative)
m. DGCE Tuition and Fee (MSOT)
n. Policy – Travel 04-2017 (0390)
pp. Policy – University Business Expenses 04-2017 (0300)
qq. Motion – DGCE Tuition and Fee Schedule for Masters of Science in Occupational Therapy (MSOT)
rr. Motion – Travel Policy (0390)
s. Motion – Procurement Card Use and Process Policy (0560)
tt. Motion – University Business Expenses and Petty Cash Funds Policy (0300)

**Institutional Advancement**
uu. Interfaith Center Breakfast pamphlet
vv. Art of Listening program pamphlet
ww. Dr. Catherine Dower’s funeral program
xx. Donor Evaluation Cards in response to Phonathon calls
yy. IA Calendar of Events list

Audit Committee

aaa. Risk Dashboard April 2017
bbb. O’Connor & Drew, PC FY17 Engagement Letter
ccc. Motion – Audit Firm Selection