Board of Trustees committee members in attendance: Committee Chair Queenin, Secretary Hagan (entered at 9:48 AM), Trustees Marcus, Martin and Swan.

Excused absence: Committee Vice Chair Sullivan

Trustee guests present: Trustees Hill, Landrau, Magovern, and Slakey

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

The meeting was called to order by Committee Chair Queenin at 9:34 AM.

Committee Chair Queenin moved forward to agenda item Approval of Minutes and asked for a Motion.

**MOTION** was made by Trustee Swan and seconded by Trustee Martin to approve the minutes of the October 12, 2017 meeting. **Motion passed unanimously.**

Committee Chair Queenin turned the meeting over to Stephen Taksar, Vice President for Administration and Finance, and Lisa Freeman, Associate Vice President of Administration and Finance, who gave highlights of the FY18 First Quarter Financials. The format of reporting was changed to better match revenues and expenses for a more accurate evaluation of the position at the end of the quarter. An overview of the consolidated financial report shows enrollment at 4.8% (213 students) above the projected enrollment. College of Graduate and Continuing Education enrollment was lower than projected but should level out with the start of the new Physician Assistant program. Expenses are trending below budget by 6.4%. It was requested that a breakdown of line HH – Consultant Services, be provided to the Trustees after the meeting and a breakdown added to the quarterly report in the future.

Vice President Taksar continued to the next agenda item and gave an update on the Parenzo Hall renovation proposal. A draft has been submitted to the Division of Capital Asset Management and Maintenance (DCAMM) and gone through a peer review with good discussion and feedback to enhance the final submission. The University’s Facilities Planning Advisory Committee has been consulted and provided feedback for the proposal. The deadline to submit the final proposal is December 22 and a decision will be made in May whether it is approved in the current form. If not, a strategy for a Plan B will be started at that time.

Trustee Hagan entered the meeting at 9:48 AM.
Vice President Taksar continued to the next agenda item and stated that he is proposing that an investment strategy be developed that leverages cash resources more effectively by elevating the opportunity to generate additional resources for the University. The Foundation is getting a better return on their investments. Trustee Queenin will put together a working group to determine University projected cash use, working capital needed, and how much could be invested beyond the current investments. Proposals for an investment advisor will be pursued in parallel with the formation of the working group.

The next agenda item, FY19 Budget Planning, was discussed. Vice President Taksar stated the same approach is being followed as last year and institutional priorities to be funded for next year are being defined, with the college structure being a major piece of future budgets. In the scenario document provided, the increased expenses were estimated and it was explained how fees and enrollment will help to fund them by three different models provided. Attention needs to be made on figuring the budget as it relates to enrollment so it does not create a negative position. It was discussed that a correction had been made to change an aggregated rate for retention to a cohort rate of retention so that each cohort could be looked at separately to plan and improve the enrollment planning model. Care needs to be taken as plans are made for FY19 that they won’t negatively affect FY20. Enrollment Management and Finance figures are now tracking, and by February, numbers should be aligned in order to produce a balanced budget.

A state appropriation increase of 1% was expected in FY18 which did not materialize, which now will be corrected as a reduction. The budget will plan for the appropriation to remain flat and it will be adjusted accordingly. The Budget and Planning Advisory Committee, a cross representation of faculty and staff, meets monthly and its meetings are open to the campus community. Additionally, Vice President Taksar will hold open budget meetings to discuss FY19 budget planning in the spring.

Vice President Taksar continued to the discussion of Fee Alignment. There have been certain fees put into place for specific projects, but over time, they have evolved so there is no end date or connection to the current fees or the actual expenses related to it. He will bring a recommendation for fee realignment to the February meeting.

Committee Chair Queenin moved to the discussion of the committee charter and Vice President Taksar’s edits to the document were discussed. The audit committee has responsibility over the auditors so that language will be removed and the chair of the committee will be appointed by the chair of the board. New language will be included authorizing the committee to create a sub-committee and/or working group. It was agreed that the membership should be changed to a minimum of five voting trustees instead of three. Changes will be made to the charter and presented as a motion for approval at the next meeting.

Dr. Diane Prusank, Chief of Staff, was brought to the table to explain the new Security Camera Authorization and Use Policy. Dr. Prusank stated that the policy was created with input from Student Affairs, Risk Management, Public Safety, Information Technology, Student Government Association and Rubin and Rudman. The purpose of this policy is to look at the security cameras as a component of the overall plan to prevent crime and help provide safety on campus. It is also designed to protect the privacy of students, staff, and visitors and defines public versus private space. A critical component is that the cameras will record images for future identification in investigative matters but may not be monitored on a regular basis. Images will be erased in 45 days if they are not being used for an investigation. The Chief of Police will maintain a list of the permanent cameras on campus, which will all have appropriate signage, and University police officers will be trained in the technical, legal and ethical use of the security camera system.
Trustee Martin suggested adding classrooms and offices to the definition of private areas on the first page and to define a little more specifically who the senior University administrators are in the fourth bullet point under paragraph 5 d). Those additions will be added to the policy.

It was stated that under Public Records Law, any record or image is releasable except in violation of any law. All image requests will go through Tricia Oliver, our Communications Director, who will consult with Rubin and Rudman for any sensitive requests to see if there is an exemption that applies.

It was agreed that since this is a new policy, the Trustees would like it to be reviewed in a year to see how it is working and then return to the normal 3-year review period. It was questioned whether the University will have to obtain additional insurance because of the cameras in place. Vice President Taksar will look into that question.

Vice President Taksar introduced Dr. Jalisa Williams, the new Assistant Vice President of Human Resources, and she was welcomed by the Trustees.

Committee Chair Queenin asked for a Motion on the Security Camera Authorization and Use Policy.

**MOTION** was made by Trustee Marcus, seconded by Trustee Hagan, to approve the new Westfield State University policy on Security Camera Authorization and Use, as presented and amended. **There being no further discussion, the Motion passed unanimously.**

There being no further business, Committee Chair Queenin asked for a Motion to adjourn.

**MOTION** was made by Trustee Martin, seconded by Trustee Swan, to adjourn. **Motion passed unanimously.**

The meeting was adjourned at 10:39 AM.

Attachments presented at this meeting:
- a. Minutes 10-12-17
- b. First Quarter Financials (Narrative)
- c. First Quarter Financials (FY18)
- d. First Quarter Financials (FY17)
- e. FY19 Budget Planning Scenarios (Narrative)
- f. FY19 Budget Planning Scenarios (Models)
- g. FY19 Budget Planning Scenarios (Parameters and Board of Trustees Timeline)
- h. Committee Charter (Revised)
- i. Motion – Security Camera Authorization and Use Policy
- j. Security Camera Authorization and Use Policy