



BOARD OF TRUSTEES Minutes

President’s Boardroom, Horace Mann Center
December 7, 2017

Board of Trustees members in attendance: Chair Steven Marcus, Vice Chair Linda Slakey, and Trustee members Terrell Hill, James Hagan (arrived at 3:34 PM), Robert Magovern, Robert Martin, Lydia Martinez-Alvarez, Kevin Queenin, and Cameron Swan.

Excused absences: Trustee Edward Sullivan

Participating remotely: Secretary Madeline Landrau

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

The meeting was called to order by Chair Marcus at 3:02 PM who stated that Trustee Landrau will be participating in the meeting remotely due to geographic distance and that all votes will be by roll call.

Chair Marcus addressed Approval of the Minutes on the agenda and asked for a motion.

At 3:02 PM, **MOTION** was made by Trustee Swan, seconded by Trustee Martin, to approve the minutes of the October 12, 2017 Board of Trustees meeting. There being no discussion, Chair Marcus called for a roll call vote.

Roll call vote taken:

Trustee Hill	Yes	Trustee Magovern	Yes
Trustee Marcus	Yes	Trustee Martin	Yes
Trustee Martinez-Alvarez	Yes	Trustee Queenin	Yes
Trustee Slakey	Yes	Trustee Swan	Yes
Trustee Landrau	Yes		

Motion passed unanimously.

Chair Marcus congratulated Trustee Hill on successfully defending his doctoral dissertation.

Chair Marcus reminded the board that the Department of Higher Education Statewide Trustee Conference had been rescheduled to March 1 and encouraged all to attend.

Chair Marcus welcomed Westfield State senior Susy Civil from Worcester to the meeting and said he was excited to have her sitting in on the trustees meeting.

Chair Marcus introduced Lyndsey Nunes, the program director of the Inclusive Concurrent Enrollment Initiative (ICEI) program at Westfield State and said he has had a chance to work with Ms. Nunes over the last year and she has done great things on campus.

Ms. Nunes passed out a folder of information on the program to each trustee and thanked them for

allowing her to speak and for the support she has received in the last five years. She explained that the program provides students with intellectual disabilities between the ages of 18 to 22 with the opportunity for a college education. Students participate in social activities and take classes aligned with their long-term employment goals. Westfield State partners with 12 local school districts who send their students. Our program started with 5 students in 2013 to 25 students this year. The Department of Higher Education uses Westfield State as a model program as we are always the largest or second largest program in the state. We are currently state funded but moving toward self-funding. Ms. Nunes continued with a Power Point presentation on the program.

Trustee Hagan entered the meeting at 3:34 PM.

Chair Marcus went out of order on the agenda to recognize student athlete Jessie Cardin and turned the meeting over to Richard Lenfest, Director of Athletics. Mr. Lenfest stated that Jessie is a 3-sport athlete in the honors program and has won the MASCAC Cross Country Championship for four consecutive years, being the first person to do so in Massachusetts history. Jessie has earned All American twice and her GPA is a 3.95. She is literally the best of the best that we get maybe every 20 years. Mr. Lenfest also recognized Jessie's coach, Bill Devine, a 1974 graduate who was inducted into the Westfield State Hall of Fame in 2005. Coach Devine has been the men's and women's cross-country coach with an amazing work ethic and our name has reached far beyond our borders because of these two people. Ms. Cardin thanked the board for allowing her to come to the meeting and stated her goal is to become a teacher and maybe move into administration.

Chair Marcus then turned the meeting over to Dr. Ramon S. Torrecilha for the President's Report.

President Torrecilha stated that it is important for trustees to hear the ICEI presentation and meet Ms. Cardin so they can see how Westfield State programs are changing people. He continued by saying there was a special meeting of the trustees the previous week to talk about the events that have transpired on campus this semester. He is thankful to the board for authorizing the purchase of security cameras, and all cameras should be installed by January 22. President Torrecilha said good things are happening at Westfield State and directed the trustees to look at the publication of the 1st Annual Fall Celebration of Undergraduate Research and Creative Activity. This event has always happened in the spring, and now a second one has been added in the fall, featuring 140 projects. This is the heart of the Westfield State experience.

President Torrecilha explained a new program with Greenfield Community College and Smith Vocational High School of Northampton where students will take courses in nursing from Greenfield Community College at Smith Vocational and then transfer to a Westfield State program if they wish. We are also offering the RN-to-BSN program where they can transfer up to 90 credits and take the BSN course for one year. Westfield State is being innovative and is in the forefront of this type of program as not many state institutions are connecting with high schools and community colleges.

President Torrecilha stated that on December 6, the Academic Affairs Committee of the Board of Higher Education approved the Westfield State Bachelor of Health Science degree program, which is another commitment and investment in health education. Students from Springfield Technical Community College and Holyoke Community College are very much interested in this program. We are also in talks with Greenfield Community College and Berkshire Community College for partnerships with this program.

President Torrecilha continued that the University is working with the city of Westfield on their 350th Anniversary celebration on May 19, 2019. Westfield State has representatives who are actively involved in that committee, we will be part of the parade, and will be offering a free course on the history of Westfield. He continued that the Western Avenue project will commence in the spring of 2019, and we have voiced

our concerns about access to campus, protection of our infrastructure, and securing some improvements, such as additional bus stops.

Dr. Diane Prusank, Chief of Staff, was welcomed to the table to give an update on the Strategic Planning process. Dr. Prusank shared a PowerPoint presentation and stated that the consulting team came to the campus last week to provide information from the survey and to present attributes and concerns articulated across all the focus groups. The quantitative data received is being cleaned up and final results will be sent to the trustees and posted on the University's Strategic Planning website.

Chair Marcus stated that it has been a difficult semester and thanked President Torrecilha for his leadership and transparency and for keeping the board fully informed.

Chair Marcus then recognized Academic and Student Affairs Committee Chair Slakey who stated that in the committee meeting they looked at nominations of emeriti status for faculty and staff. Dr. Parvis Ansari, Provost and Vice President of Academic Affairs, gave short biographies on Dr. Victor Ascolillo, Dr. Marijoan Bull, Dr. Donald "Buzz" Hoagland, and Mr. Gerald Wise.

At 4:22 PM, **MOTION** made by Trustee Slakey, seconded by Trustee Hagan, to approve the granting of Faculty Emeritus/a status, effective December 7, 2017 to the following individuals:

Dr. Victor Ascolillo, Professor Emeritus, Criminal Justice (posthumously)
Dr. Marijoan Bull, Associate Professor Emerita, Geography and Regional Planning
Dr. Donald "Buzz" Hoagland, Professor Emeritus, Biology (posthumously)
Mr. Gerald Wise, Professor Emeritus, Art Department

There being no discussion, roll call vote taken:

Trustee Hagan	Yes	Trustee Hill	Yes
Trustee Magovern	Yes	Trustee Marcus	Yes
Trustee Martin	Yes	Trustee Martinez-Alvarez	Yes
Trustee Queenin	Yes	Trustee Slakey	Yes
Trustee Swan	Yes	Trustee Landrau	Yes

Motion passed unanimously

Ms. Sue LaMontagne, Dean of Students, shared short biographies on Ms. Anne Briggs, Ms. Jo Ann Churchill and Ms. Joan Fuller, the candidates for staff emeriti status.

At 4:27 PM, **MOTION** made by Trustee Slakey, seconded by Trustee Magovern, to approve the granting of Staff Emerita status, effective December 7, 2017, to the following individuals:

Ms. Anne Briggs	Staff Emerita
Ms. Jo Ann Churchill	Staff Emerita
Ms. Joan Fuller	Staff Emerita

There being no discussion, roll call vote taken:

Trustee Hagan	Yes	Trustee Hill	Yes
Trustee Magovern	Yes	Trustee Marcus	Yes
Trustee Martin	Yes	Trustee Martinez-Alvarez	Yes
Trustee Queenin	Yes	Trustee Slakey	Yes
Trustee Swan	Yes	Trustee Landrau	Yes

Motion passed unanimously

At 4:29 PM, **MOTION** made by Trustee Slakey, seconded by Trustee Martin, to accept proposed changes to *Demonstration / Picketing* policy as outlined in Exhibit A; and to authorize any cross-references to language in the newly revised *Demonstration / Picketing* policy to be made in all other Westfield State University publications.

There being no discussion, roll call vote taken:

Trustee Hagan	Yes	Trustee Hill	Yes
Trustee Magovern	Yes	Trustee Marcus	Yes
Trustee Martin	Yes	Trustee Martinez-Alvarez	Yes
Trustee Queenin	Yes	Trustee Slakey	Yes
Trustee Swan	Yes	Trustee Landrau	Yes

Motion passed unanimously

Chair Marcus welcomed Finance and Capital Assets Committee Chair Queenin to the floor, who stated that in the committee meeting they reviewed the financials for the first quarter and the budget process and planning scenarios for the upcoming budget. An update on the Parenzo Hall renovation proposal was received. A budget strategy and fee realignment was discussed, and the committee charter will be presented for approval at the next meeting.

At 4:30 PM, **MOTION** made by Trustee Queenin, seconded by Trustee Hagan, to approve the new Westfield State University policy on Security Camera Authorization and Use, as presented.

There being no discussion, roll call vote taken:

Trustee Hagan	Yes	Trustee Hill	Yes
Trustee Magovern	Yes	Trustee Marcus	Yes
Trustee Martin	Yes	Trustee Martinez-Alvarez	Yes
Trustee Queenin	Yes	Trustee Slakey	Yes
Trustee Swan	Yes	Trustee Landrau	Yes

Motion passed unanimously

Chair Marcus called forward the Advancement and Enrollment Management Committee Secretary Martin, who stated that the committee had heard presentations giving an update on the annual fund and the major undertaking of cleaning up the database. An updated Dashboard was reviewed which compared contributions for the last few years and the Advancement team is to be commended on where they are already in this fiscal year. The new Major Gifts Officer, Marnie Dacko, was introduced. Vice President Forster gave an update on the Customer Relationships Manager (CRM) system to maintain regular contact with prospects and the Funnel Report, which gave enrollment applications and inquires to date. A draft 4-year enrollment plan was shared and a new scholarship has been started to help attract out-of-state students.

Chair Marcus recognized Audit Committee Secretary Hill, who stated that the audit report revealed two minor findings and that the findings that were found last year have been corrected. There was also discussion at the committee meeting surrounding the internal key audit.

At 4:35 PM, **MOTION** made by Trustee Hill, seconded by Trustee Magovern, to accept the audit report on the audit procedures required pursuant to the Office of Management and Budget (OMB) Uniform Guidance for fiscal year ending June 30, 2017 as prepared by the

firm of O'Connor & Drew, P.C., and to authorize the submission of this report to the Federal Audit Clearinghouse and to other parties as required by OMB Uniform Guidance and the Commonwealth of Massachusetts.

There being no discussion, roll call vote taken:

Trustee Hagan	Yes	Trustee Hill	Yes
Trustee Magovern	Yes	Trustee Marcus	Yes
Trustee Martin	Yes	Trustee Martinez-Alvarez	Yes
Trustee Queenin	Yes	Trustee Slakey	Yes
Trustee Swan	Yes	Trustee Landrau	Yes

Motion passed unanimously

Chair Marcus welcomed Governance and Nominating Committee Chair Terrell Hill, who stated that the committee had good discussions on the proposed charter, board responsibilities and self-assessment tools. A final charter will be presented for approval at the February meeting. President Torrecilha and Trustees Slakey and Hill will create a statement of responsibilities, and a small subcommittee will create goals and a self-assessment instrument by the June retreat.

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

At 4:38 PM, **MOTION** was made by Trustee Magovern, seconded by Trustee Slakey, to adjourn.

Roll call vote taken:

Trustee Hagan	Yes	Trustee Hill	Yes
Trustee Magovern	Yes	Trustee Marcus	Yes
Trustee Martin	Yes	Trustee Martinez-Alvarez	Yes
Trustee Queenin	Yes	Trustee Slakey	Yes
Trustee Swan	Yes	Trustee Landrau	Yes

Motion passed unanimously

The meeting was adjourned at 4:38 PM.

Attachments presented at this meeting:

- a. October 12, 2017 Minutes of Meeting
- b. Statewide Trustees Conference Agenda March 1, 2018
- c. ICEI PowerPoint Presentation and handout of brochures
- Academic and Student Affairs Committee**
- d. Motion – Faculty Emeritus/a Status
- e. Faculty Emeritus/a Justifications
- f. Motion – Staff Emerita Status
- g. Staff Emeriti Justifications
- h. Motion – Demonstration/Picketing Policy
- i. Demonstration/Picketing Policy with Changes
- j. Demonstration/Picketing Policy with Tracked Changes
- Finance and Capital Assets Committee**
- k. Motion – Security Camera Authorization and Use Policy
- l. Security Camera Authorization and Use Policy
- Audit Committee**
- m. Motion – Uniform Guidance Report
- n. Uniform Guidance Report