



BOARD OF TRUSTEES

Minutes

President's Boardroom, Horace Mann Center

April 26, 2018

Board of Trustees members in attendance: Chair Steven Marcus, Vice Chair Linda Slakey, and Trustee members Terrell Hill, Robert Magovern, Robert Martin, Lydia Martinez-Alvarez, Kevin Queenin, Edward Sullivan, and Cameron Swan.

Excused absences: Secretary Madeline Landrau and Trustee James Hagan

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

The meeting was called to order by Chair Marcus at 2:45 PM.

Chair Marcus addressed Approval of the Minutes on the agenda.

MOTION was made by Trustee Magovern, seconded by Trustee Queenin, to approve the minutes of the February 15, 2018 Board of Trustees meeting. **There being no discussion, the Motion passed unanimously.**

Chair Marcus continued and stated that there had been productive subcommittee meetings earlier in the day. He welcomed the very distinguished faculty in attendance and said the board looked forward to talking with and working with them. He then welcomed to the meeting Matt Noyes, the Director of Trustee & Governmental Relations at the Department of Higher Education.

Chair Marcus stated that the Trustees Retreat will be held on June 13 and 14 and that Dr. Jolene Koester will facilitate again this year. He also stated that there will be 100% Trustee participation in undergraduate commencement on May 19 and that there should be representation at the nursing pinning ceremony on May 16 and the graduate commencement on May 17.

Greg Sanocki, Social Media and Digital Content Coordinator, and students Samantha Therrien and Philecia Strauss gave a PowerPoint presentation and explained the role of the University's Social Squad, which consists of five tour guides who go to events, capture information and post about them from a student perspective. This is a great way for current and prospective students to see what we are doing. The twitter account is @WSUSocialSquad.

Chair Marcus welcomed President Torrecilha to share his President's Report. President Torrecilha shared the book of abstracts for the upcoming Celebration of Undergraduate Research and Creative Activity (CURCA) on May 4, which is probably one of our proudest elements of the Westfield State Experience. There will be 353 student presenters, 211 abstracts, and 75 faculty mentors that have put a lot of work into the event. He also passed out the Westfield State 3+3 Program with UMass Law brochure. Students will have the opportunity to complete 90 credits in their first three years at Westfield State and attend their fourth year at UMass Law and be able to complete a bachelor's and law degree in 6 years.

President Torrecilha stated that last week he had the opportunity to speak at the American Association of State Colleges and Universities on strategic planning and the disruptions in higher education and each president's role in dealing with that. He gave the example of how the movie company Netflix faced the problem of fast-changing technology and how they solved that problem and disrupted the world of entertainment. Some of the disruptions in higher education are 1) the baccalaureate degree may become less relevant as other vendors are providing higher education; 2) shifting in the habits of our students where technology is driving the learning progress and faculty no longer have the power to disseminate information; 3) decline in customer loyalty where students are pragmatic; 4) pressure on the profits margin as costs of programs and the decline of support requires business plans; 5) new vendors experimenting in higher education; and 6) mergers and acquisitions between public and private institutions. We have the opportunity to become the next Netflix and can choose to ignore the disruptive trends or capitalize on them.

Dr. Diane Prusank, Chief of Staff, was welcomed to the table to give an update and PowerPoint presentation on strategic planning. There are 14 members of the committee, which consist of 5 faculty, 7 staff, and 2 students, together with Drs. Martin and Hill from the Board of Trustees. The committee is working hard on creating campus and community engagement to have as many people engaged in the process as possible. The committee took data and derived strategic concepts that were brought to the community through dialogue sessions where a rationale was provided and a set of questions were given to generate discussion about each. At the end of the discussions, the group was given the opportunity to confirm, delete or add strategic concepts. The strategic concepts presented were The Student Experience, Enrollment, Culture and Resources. More of the detail will be provided at the June retreat. The collected data is going back to the strategic planning consultants who will provide us with more data to work with. The next step is Touchpoint #2 in June when a draft will be sent to the Board of Higher Education and Touchpoint #3 will take place in December when a final plan will be submitted.

Chair Marcus recognized Academic and Student Affairs Committee Chair Slakey who stated that many of the candidates for tenure and promotion were in attendance at the meeting. At the committee meeting earlier in the day, the board had the opportunity to hear lengthy qualifications for each candidate. Dr. Parviz Ansari, Provost and Vice President of Academic Affairs, then welcomed the faculty and gave brief remarks about each candidate.

MOTION was made by Trustee Slakey, seconded by Trustee Hill, to approve the granting of tenure, effective September 1, 2018, to:

Dr. Erol Bailey	Education
Dr. Heather Brown	Political Science
Ms. Heather Crocker Aulenback	English
Dr. Timothy LeDoux	Geography and Regional Planning
Dr. John McDonald	Environmental Science
Mr. James McNamara	English
Dr. Wilma Ortiz	Education
Dr. Hillary Sackett	Economics and Management
Dr. Hugo Viera	Language and Culture Studies

To approve the granting of tenure with automatic promotion, effective September 1, 2018, to:

Dr. Shirley Acquah	Communication
Dr. Brian Jennings	Mathematics
Dr. Liem Nguyen	Economics and Management
Dr. Marcia Scanlon	Nursing

There being no discussion, the Motion passed unanimously.

Dr. Ansari then gave a brief introduction and qualifications of the candidates for promotions.

MOTION was made by Trustee Slakey, seconded by Trustee Hill, to approve the following faculty promotions, effective September 1, 2018:

To Professor:

Dr. Carsten Braun	Geography and Regional Planning
Dr. Christin Cleaton-Ruiz	History
Dr. John Dempsey	History
Dr. Margot Hennessy	Ethnic and Gender Studies
Dr. Nora Padykula	Social Work
Dr. Kimberly Tobin	Criminal Justice

To Associate Professor:

Dr. Ziblim Abukari	Social Work
Dr. Andrew Hafner	Education
Dr. Timothy LeDoux	Geography and Regional Planning
Dr. Rebecca Morris	Economics and Management
Dr. Edward Orgill	Music
Dr. Hillary Sackett	Economics and Management

There being no discussion, the Motion passed unanimously.

MOTION was made by Trustee Slakey, seconded by Trustee Sullivan, to approve the Bachelor of Science in Advanced Mathematics for Elementary Education as described in Attachments A and B.

There being no discussion, Motion passed unanimously.

MOTION was made by Trustee Slakey, seconded by Trustee Sullivan, to accept proposed changes to Demonstration/Picketing Policy (#3020); and to authorize any cross-references to language in the policy to be made in all other Westfield State University publications.

Trustee Slakey stated that the revisions to the policy related to free speech language.

There being no further discussion, the Motion passed unanimously.

Chair Marcus recognized Finance and Capital Assets Committee Chair Queenin who stated they had a great committee meeting earlier in the day and gave a quick review of the discussion points. They received the third quarter financials, the comparison between FY18 and FY19 budget figures, the Parenzo Hall renovation status, and good in-depth information on the steam problems. They discussed the creation of an investment subcommittee and the criteria needed for that. They received a proposed FY19 budget and updates relative to continuing education and residential life.

MOTION was made by Trustee Queenin, seconded by Trustee Magovern, to approve and adopt the updated Westfield State University policy on University Business Expenses and Petty Cash Funds (0300), as presented.

There being no discussion, the Motion passed unanimously.

Chair Marcus recognized Advancement and Enrollment Management Committee Secretary Martin who stated they had received an update from the advancement team and the number of donors is very encouraging, especially a new employee campaign, which shows about a 60% increase. Annual participants to the GiveAHoot campaign increased by over 60%. This is reflective of the work the advancement staff is doing as well as the direction the culture of the university is taking. Vice President Daniel Forster had given an update on enrollment and funnel reports. Numbers are tracking very close to last year and activity will continue to grow through the summer.

Chair Marcus recognized Audit Committee Chair Sullivan who gave a quick review of the committee meeting where they had received updates on fraud awareness and prevention training, the preliminary audit determination, and Enterprise Risk Management. The committee charter will stay the same.

MOTION was made by Trustee Sullivan, seconded by Trustee Hill, to approve and adopt the updated Westfield State University policy 0440 Reporting Violations of Laws, Rules, or Regulations (Whistleblower), as presented.

There being no discussion, the Motion passed unanimously.

MOTION was made by Trustee Sullivan seconded by Trustee Hill, to approve the new Westfield State University policy on Record Retention and Destruction, as presented.

There being no discussion, the Motion passed unanimously.

MOTION was made by Trustee Sullivan, seconded by Trustee Slakey, to engage the accounting firm of O'Connor and Drew, P.C. for FY18 audit services, contingent upon their providing us a copy of their 2018 Peer Review Report.

There being no discussion, the Motion passed unanimously.

Chair Marcus recognized Governance and Nominating Committee Chair Hill who stated that in accordance with Article III of the Westfield State University Board of Trustees bylaws, at the regular meeting held in June of each year, the board shall elect a chair, vice chair and secretary.

It is the responsibility of the Governance and Nomination Committee to nominate the board chair, vice chair and secretary (Article V, Section 8,B).

Therefore, the committee will seek input from board members. On Monday, May 7, the assistant to the Board of Trustees will send an email soliciting input and noting eligibility requirements. All input will be due to her via email on Thursday, May 17.

There being no further business, Chair Marcus thanked the Board and President Torrecilha for the good work done during the day and called for a Motion to adjourn.

MOTION was made by Trustee Magovern, seconded by Trustee Slakey, to adjourn.
Motion passed unanimously.

The meeting was adjourned at 3:45 PM.

Attachments presented at this meeting:

- a. Minutes of February 15, 2018 Meeting
- b. Motion: Tenure
- c. Tenure – Recommendations & Justifications
- d. Motion: Promotion
- e. Promotion – Recommendations & Justifications
- f. Motion: Bachelor of Science in Advanced Mathematics for Elementary Education
- g. Attachment A – Proposal, Advanced Mathematics for Elementary Education
- h. Attachment B – B.S. Advanced Mathematics for Elementary Education, Draft DHE Application
- i. Motion: Demonstration/Picketing Policy
- j. Demonstration/Picketing Policy with Changes
- k. Motion - University Business Expense and Petty Cash Funds
- l. Policy - University Business Expense and Petty Cash Funds (Revised)
- m. Motion – Reporting Violations of Laws, Rules, or Regulations (Whistleblower) Policy
- n. Reporting Violations of Laws, Rules, or Regulations (Whistleblower) Policy (Update)
- o. Motion – Records Retention and Destruction Policy (New)
- p. Records Retention and Destruction Policy (New)
- q. Motion – Audit Firm Selection
- r. FY18 Engagement Letter – O’Connor & Drew, P.C.