Board of Trustees members in attendance: Chair Steven Marcus (part of meeting remotely), Vice Chair Linda Slakey, Secretary Madeline Landrau (part of meeting remotely) and Trustee members Terrell Hill, James Hagan, Robert Magovern, Robert Martin, Lydia Martinez-Alvarez (part of meeting remotely), Kevin Queenin, Edward Sullivan, and Cameron Swan.

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

The meeting was called to order by Vice Chair Slakey at 2:45 PM, who stated that Trustees Landrau and Martinez-Alvarez would be participating in the meeting remotely and that all votes would be by roll call while remote participation was taking place.

Vice Chair Slakey asked for a motion to approve the minutes of the last Board meeting.

**At 2:46 PM, MOTION** was made by Trustee Magovern, seconded by Trustee Sullivan, to approve the minutes of the April 26, 2018 Board of Trustees meeting.

**There being no discussion, Roll Call Vote:**

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**Motion passed unanimously.**

Vice Chair Slakey reminded the Trustees of the retreat being held on June 13 and turned the meeting over to President Torrecilha.

President Torrecilha welcomed Dr. Diane Prusank in her formal role as Provost and Vice President of Academic Affairs, and also welcomed Dr. Susan Leggett as the new Chief of Staff. President Torrecilha stated that as we come to the end of another academic year which was challenging and productive, the University successfully managed and responded to racial and bias incidents dominating much of the fall semester, emerging as a safer institution with the installation of over 400 cameras. Progress was made toward being more inclusive. Three national searches for deans were conducted. Dr. Juline Mills was named as the founding Dean of the College of Education, Health and Human Services; Dr. Jennifer Hanselman was named as the Dean of the College of Mathematics and Sciences; and Dr. Emily Todd was named as the Dean of the College for Arts, Humanities and Social Sciences. A number of partnerships were entered this year, including the 3+3 Law Program, and the Division of Enrollment Management was implemented. Significant progress was made in the Strategic Plan, which will continue. The fundraising goal was exceeded by more
than $500,000, raising a record of $2.9 million so far this year. Progress was made in developing a multi-year financial tool to guide Westfield State to respond to adaptive change. We continue to invest in capital projects, such as the steam line repair, replacement of the turf field, upgrade in residence halls, and a Wi-Fi upgrade in the Woodward Center.

Vice Chair Slakey recognized Governance and Nomination Committee Chair Hill, who said that based on input from the Trustees, the Governance and Nomination Committee has a recommended slate of officers to present for vote. Trustee Steven Marcus joined the meeting remotely at 2:55 PM.

At 2:56 PM, MOTION was made by Trustee Hill, seconded by Trustee Swan, to elect the following slate of officers for the 2018-2019 academic year:

Kevin Queenin, Chair
Linda Slakey, Ph.D., Vice Chair
Madeline Landrau, Secretary

Vice Chair Slakey then called for nominations from the floor, with none being presented.

There being no discussion, Roll Call Vote:

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Motion passed unanimously.

Vice Chair Slakey, as Academic and Student Affairs Committee Chair, introduced Dr. Lamis Jarvinen, the Director of the Center for Undergraduate Research and Creative Activities (CURCA). Dr. Jarvinen introduced four students who presented at the spring CURCA celebration. Both Katie Prentiss and Zoe Ford graduated from the psychology program and stated that graduate school is very competitive and this project presentation is great to add to a resume. They feel they received from Westfield State confidence, guidance from excellent faculty and the resources needed to succeed.

Chair Marcus left the meeting at 3:03 PM due to a power outage at his location.

Jarrod Petersen, who will be a senior next year, presented his CURCA project on an anatomical striped searobin fish. He is involved in the student summer research fellows program (SSuRF), urban education, and student orientation. All of these are preparing him for his next step, which will be graduate school.

David Kennedy then shared his CURCA poster from spring 2017 and 2018 highlighting his attendance at both The Sigma Tau Delta Convention through the G-SMARTS Grant and the Association of Writers and Writing Programs Conference and Bookfair through a SMARTS Grant. He has been involved in all of the CURCA events and they have helped him think of his writing career beyond Westfield. He is also in the SSuRF program and will be graduating this December.

Dr. Carlton Pickron, Vice President of Student Affairs, introduced three scholar athletes with GPAs well above 3.0. Kirsten Longbottom is a superstar lacrosse player and a phenomenal defender who is a junior mathematics and economics major in the honors program. The lacrosse team finished the year with their best record of 18-3. Nate Barnes was the baseball team captain for three years and gave some of the statistics for the team. He graduated in 2017 and is coming back as a graduate student. Alexa Popp was on
the track and field team and broke school records in all her events. Their team won the indoor and outdoor MASCAC and Alliance titles. Alexa will be a senior next year and thanked the Trustees for the new track. All three athletes participated in the NCAA competitions this spring. Vice President Pickron handed around a photo of the Massachusetts State Collegiate Athletic Conference Smith Cup trophy surrounded by student athletes. Another phenomenal honor never received by Westfield State is Director of Athletics Dick Lenfest being selected as the Under Armour National Athletic Director of the Year for Division III.

Trustee Martinez-Alvarez left the meeting at 3:23 pm.

Vice Chair Slakey recognized Finance and Capital Assets Committee Chair Queenin, who stated there were a number of areas of discussion during their committee meeting as well as presentation of the annual debt report, FY18 sponsorships, and multi-year model going forward. There were updates on the investment subcommittee and IT consultant and a few action items need to be voted upon.

At 3:28 PM, MOTION was made by Trustee Queenin, seconded by Trustee Sullivan, to approve the FY19 Operating Budget as presented and to authorize the President to make budget adjustments to these funds.

There being no discussion, Roll Call Vote:
Trustee Hill   Yes  Trustee Slakey   Yes
Trustee Hagan  Yes  Trustee Sullivan  Yes
Trustee Magovern  Yes  Trustee Swan   Yes
Trustee Martin  Yes  Trustee Landrau  Yes
Trustee Queenin  Yes

Motion passed unanimously.

At 3:29 PM, MOTION was made by Trustee Queenin, seconded by Trustee Sullivan, to approve FY19 capital projects exceeding $500,000, as presented here:

Steam Line project will be a phased project spanning multiple years to properly maintain system infrastructure. In FY19, the campus intends to begin to systematically repair and replace portions of the steam distribution system. Preliminary funding is projected to be $1,000,000 ($743,000 in FY19 capital funding and $257,000 in rollover funding from FY18). The final engineering study will be completed shortly and the scope of work will be determined based on available funding and risk of potential failures in system.

There being no discussion, Roll Call Vote:
Trustee Hill   Yes  Trustee Slakey   Yes
Trustee Hagan  Yes  Trustee Sullivan  Yes
Trustee Magovern  Yes  Trustee Swan   Yes
Trustee Martin  Yes  Trustee Landrau  Yes
Trustee Queenin  Yes

Motion passed unanimously.

At 3:30 PM, MOTION was made by Trustee Queenin, seconded by Trustee Sullivan, to authorize the University to spend up to $30,000 in FY19 on sponsorship and/or attendance at community events, consistent with University guidelines for the expenditure of such funds. The University will report all expenditures made under this umbrella approval no later than the June 2019 meeting of the Board of Trustees.
 Trustee Smolik presented.

Vice Chair Slakey reviewed the Vice President’s revised FY19 Budget. The FY19 budget has been updated and presented.

At 3:31 PM, MOTION was made by Trustee Smolik, seconded by Trustee Sullivan, to approve the FY19 budget expenditures for the vehicle lease/purchase program, as presented. Roll call vote not required as all remote participation has ended. **There being no discussion, Motion passed unanimously.**

At 3:32 PM, MOTION was made by Trustee Smolik, seconded by Trustee Sullivan, to approve and adopt the updated Westfield State University policy on Fixed Assets, Capitalization, and Inventory Control (0601), as presented, to be effective July 1, 2018. **There being no discussion, Motion passed unanimously.**

Vice Chair Slakey recognized Advancement and Enrollment Management Committee Vice Chair Hagan, who stated that at the committee meeting they had a robust discussion and had a couple of action items to present.

At 3:33 PM, MOTION was made by Trustee Hagan, seconded by Trustee Magovern, to accept proposed changes to the Westfield State University Board of Trustees Gift Acceptance Policy (0340) as presented. **There being no discussion, Motion passed unanimously.**

At 3:33 PM, MOTION was made by Trustee Hagan, seconded by Trustee Magovern, to accept proposed changes to the Naming of University Facilities and Other Programs Policy (0370) as presented. **There being no discussion, Motion passed unanimously.**

Vice Chair Slakey recognized Audit Committee Chair Sullivan, who stated that in the committee meeting they reviewed the final audit determination as well as the Internal Audit questionnaire, update and schedule.

At 3:34 PM, MOTION was made by Trustee Sullivan, seconded by Trustee Hagan, to approve the FY19 Internal Audit Schedule, as presented. **There being no discussion, Motion passed unanimously.**

The revised version of the Email Policy was passed out.

At 3:35 PM, MOTION was made by Trustee Sullivan, seconded by Trustee Hagan, to approve and adopt the updated Westfield State University policy 0550 Electronic Mail (E-mail), as presented. **There being no discussion, Motion passed unanimously.**

At 3:36 PM, MOTION was made by Trustee Slakey, seconded by Trustee Sullivan, to state, restate, confirm and ratify the delegations of the Board’s powers pursuant to G.L. c. 15A, 22, to the president of the University to make personnel determinations, including, but not limited to, the authority to provide notice and to non-renew and terminate non-tenured faculty of the University.

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**There being no discussion, Roll Call Vote:**

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**Motion passed unanimously.**

Trustee Landrau left the meeting at 3:30 PM.

At 3:31 PM, MOTION was made by Trustee Queenin, seconded by Trustee Sullivan, to approve the FY19 expenditures for the vehicle lease/purchase program, as presented. Roll call vote not required as all remote participation has ended. **There being no discussion, Motion passed unanimously.**

At 3:32 PM, MOTION was made by Trustee Queenin, seconded by Trustee Sullivan, to approve and adopt the updated Westfield State University policy on Fixed Assets, Capitalization, and Inventory Control (0601), as presented, to be effective July 1, 2018. **There being no discussion, Motion passed unanimously.**
President Torrecilha said that there is a case where a University employee abandoned her post. Legal counsel has taken a look at the case and the University is in a position to look into the transition of this person and wishes to delegate that authority to the president. **There being no further discussion, Motion passed unanimously.**

There being no further discussion, Motion passed unanimously.

At 3:38 PM MOTION was made by Trustee Magovern, seconded by Trustee Sullivan, to adjourn. There being no discussion, Motion passed unanimously.

The meeting was adjourned at 3:38 PM.

Attachments presented at this meeting:

a. Minutes of April 26, 2018 Meeting
b. Motion: Slate of Officers

**Governance and Nomination Committee:**

c. Motion – FY19 Operating Budget
d. FY19 Budget – Narrative
e. FY19 Budget – FY19 to FY18 Comparison
f. FY19 Budget – Detailed Budget by Trust Fund
g. FY19 Budget – Capital Funding Plan
h. FY19 Budget – Approved Schedule of Annual Tuition and Fees (Undergraduate)
i. Motion – Capital Projects (Exceeding $500,000)
j. Motion – FY19 Sponsorships
k. Motion – Vehicle Lease/Purchase Program
l. Vehicle Lease/Purchase Program
m. Motion – Fixed Assets, Capitalization, Inventory Control Policy (0601)

**Finance and Capital Assets Committee:**

n. Policy – Fixed Assets, Capitalization, Inventory Control (0601) Narrative (Approved June 2017)
o. Policy – Fixed Assets, Capitalization, Inventory Control (0601)

**Advancement and Enrollment Management Committee:**

p. Motion WSU BOT Gift Acceptance Policy Update (0340)
q. WSU BOT Gift Acceptance Policy (0340) – tracked changes
r. WSU BOT Gift Acceptance Policy (0340) – revised
s. Motion Naming of University Facilities and Other Programs Policy Update (0370)
t. Naming of University Facilities and Other Spaces Policy (0370) – tracked changes

**Audit Committee:**

u. Naming of University Facilities and Other Programs Policy (0370) – revised

**Full Board:**

v. Motion – FY19 Internal Audit Schedule
w. FY19 Internal Audit Schedule
x. Motion – Electronic Mail (Email) Policy Update (0550)
y. Electronic Mail (Email) Policy (0550) (Updated)