



BOARD OF TRUSTEES

Minutes

President's Boardroom, Horace Mann Center

October 9, 2018

Board of Trustees members in attendance: Chair Kevin Queenin, Secretary Madeline Landrau and Trustee members Terrell Hill, James Hagan (arrived at 2:58 PM), Robert Magovern, Steven Marcus, Lydia Martinez-Alvarez, Edward Sullivan and Cameron Swan.

Excused absences: Vice Chair Linda Slakey and Trustee Robert Martin.

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

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

MOTION was made by Trustee Magovern, seconded by Trustee Hill, to approve the minutes of the June 7, 2018 Board of Trustees meeting. **The Motion passed unanimously.**

MOTION was made by Trustee Martinez-Alvarez, seconded by Trustee Landrau, to approve the minutes of the August 14, 2018 Board of Trustees meeting. **Trustees Sullivan and Hill abstained from voting and the Motion passed unanimously.**

Chair Queenin stated it had been a very productive day with good quality of content in the meetings because of the efforts of the board and the cabinet and thanked the committee chairs and staff for putting together the agendas.

President Torrecilha started his report by stating he truly feels fortunate to be working with such a committed group of faculty and staff and thanked the cabinet and office of the president staff for their teamwork, dedication and hard work. He called attention to a recent report entitled "Women's Power Gap in Higher Education" which shows Massachusetts colleges and universities, including Westfield State, have a long way to go to meet gender parity. Dr. William Lewis's assessment of campus diversity and inclusion has been received and the institution is moving forward with his recommendation and hiring a diversity officer who will report monthly to cabinet. This will be discussed at a town hall meeting on Friday, October 26 at 1:40 PM and all are encouraged to attend.

There is a signed MSCA contract but the incremental costs have not yet been funded. The Department of Higher Education (DHE) and the Council of Presidents (COP) continue to advocate for the contract. President Torrecilha thanked the Board for attending a number of events and receptions this fall. The office of Institutional Advancement organized a California engagement at the Wilson Creek Winery on September 30 with over 45 alumni from California and Arizona attending and this Saturday another alumni event will be held in Washington, D.C.

President Torrecilha stated that he has been elected to the Board of Trustees for the Community Foundation of Western Massachusetts, which funds a number of timely initiatives including scholarships for our very own students.

Chair Queenin introduced Matt Noyes, Director of Trustee and Governmental relations at the DHE. Mr. Noyes mentioned two training opportunities coming up on January 29 at Mass Bay for new and refresher trustee orientation and on March 28 in Westborough for the annual trustee convention.

Chair Queenin welcomed Dr. Susan Leggett, Chief of Staff, to give an update on the Strategic Plan. Touch Point II has been delivered to the Board of Higher Education (BHE) by President Torrecilha, and we are scheduled to present it to them on October 16.

The BHE would like to see rationale for selected strategies and how they will contribute to achieving the goals. Cabinet has taken action steps to achieve the strategic priorities and Maria Feuerstein, who has been designated as the Director of Budget and Financial Planning, was welcomed.

The working timeline for the Strategic Plan is as follows. Touch Point III will be circulated to the Trustees for review prior to the final being brought to the December 5 Board meeting.

- 10/16/18 Touch Point II presentation to the Board of Higher Education
- 11/1/18 Implementation of Touch Point III
- 11/15/18 Cost Analysis
- 12/5/18 Board of Trustee Approval
- 12/30/18 Touch Point III formal filing

Dr. Leggett introduced Dr. Shelley Tinkham, Dean of the College of Graduate and Continuing Education, and Ryan Meersman, Early College Access and Education Recruitment Coordinator, to speak about the Westfield Promise. Dr. Tinkham stated that the Westfield Promise is a premier early college program and introduced faculty and staff from Holyoke, Springfield, Westfield schools who spoke about their experiences with the program and their appreciation for Westfield State taking the time and resources to create the successful co-teaching model. Mr. Meersman introduced Kevin Hayes from Westfield High School and Dominick Garcia and Brenden Leahy from Holyoke High School, all of whom spoke about how the program has helped mature and prepare them for college.

Trustee Hagan entered the meeting at 2:58 PM.

Chair Queenin recognized Academic and Student Affairs Committee member Sullivan, who said that at the committee meeting they had heard about the Westfield Promise, were introduced to the new deans, and discussed future meeting agenda items. The deans were then introduced to the full board.

Chair Queenin recognized Finance and Capital Assets Committee Chair Sullivan, who said that at the committee meeting they had discussions on fixed assets, the investment subcommittee, the capital planning and facilities report, FY20 budget planning parameters and debt refinancing.

Chair Queenin recognized Advancement and Enrollment Management Committee Chair Landrau, who stated that they had a large list of information items presented at the committee meeting and highlighted the enhancement of the dashboard and the enrollment management messaging going forward.

Chair Queenin recognized Audit Committee Chair Martinez-Alvarez, who stated that in their committee meeting they had received updates on Enterprise Risk Management, FY18 Payment Card Industry (PCI) Assessment, and internal audit. The audit report had been presented and approved to bring to the full board for vote.

MOTION was made by Trustee Hill, seconded by Trustee Landrau, to accept the annual report for fiscal year ending June 30, 2018, as prepared by the university's Administration and Finance Division and to authorize the submission of this report to the State Comptroller's Office, the Massachusetts Department of Higher Education, and the State Auditor's Office, as required by the Massachusetts Department of Higher Education pending that the Commonwealth's allocation of unfunded post-employment benefits (OPEB) liability does not materially change based on the final allocation schedule provided by the Commonwealth. This annual report includes the Westfield State University FY18 Financial Statements, audited by O'Connor & Drew, P.C.

There being no discussion, Motion passed unanimously.

Chair Queenin stated that the Associate Director of Risk Management provided a completed form entitled Fraud, Waste and Abuse Report Form to each member of the Board of Trustees on or about September 7, 2018. The correct reporting structure for reports of this nature from the Associate Director is to the Chair of the Audit Committee and the Chair of the Board rather than to each individual member of the Board of Trustees.

In order to permit the Audit Committee to perform the functions the Board envisioned in the Board's bylaws and the university's Policy on Reporting Violations of Laws, Rules and Regulations ("Whistleblower Policy"), he asked for a motion to send the completed form and accompanying material to the Audit Committee with direction that the committee investigate the report and provide its findings back to the Board at the next meeting, if possible. The committee is reminded that the university's counsel is available to assist in its review of the report, if the committee believes that will be helpful.

MOTION was made by Trustee Landrau, seconded by Trustee Swan, to direct the secretary of the Board to forward the material provided by the Associate Director of Risk Management to the Audit Committee for investigation and further action the Committee believes is appropriate. **There being no discussion, Motion passed unanimously.**

Committee Chair Martinez-Alvarez stated that the Audit Committee will be reviewing the whistleblower policy in the future to see if it needs updating.

Chair Queenin recognized Governance and Nominating Committee Chair Marcus, who stated that the committee discussed putting together a subcommittee to work on a plan for mentoring new trustees as they join the board.

Chair Queenin stated that the Executive Committee was submitting a motion to approve the presidential evaluation for the 2017-2018 academic year as follows:

MOTION was made by Trustee Queenin, seconded by Trustee Hill, to approve the presidential evaluation for the 2017-2018 academic year as presented by the Executive Committee on the above date and the submission of said evaluation to the Commissioner of the Department of Higher Education.

It was stated that the evaluation will reflect the progress the university has made since President Torrecilha has been here. Trustee Marcus said that it was three years ago when they first heard the president speak about the Westfield Promise and he was so proud to have students enrolled in that program here at the meeting today. **There being no further discussion, Motion passed unanimously.**

Trustee Hill left the meeting at 3:33 PM.

Chair Queenin moved to a discussion of the possibility of a retreat for 2019 and stated that last year's retreat helped to focus the board on what to do this year. It was agreed to have another retreat for one day in the summer of 2019 to continue the momentum started and provoke thinking, taking the board to the next level. Some ideas discussed for next year include:

- National or international focus and a theme on higher education trends
- Other existing innovative student programs that we could look at to expand our programs

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

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

The meeting was adjourned at 3:43 PM.

Attachments presented at this meeting:

- a. Minutes of June 7, 2018
- b. Minutes of August 14, 2018
- c. Motion – FY18 Audit Report
- d. Motion – Presidential Evaluation for 2017-2018 Academic Year
- e. Motion – Fraud, Waste and Abuse Report Form to Audit Committee