



BOARD OF TRUSTEES

Minutes

President's Boardroom, Horace Mann Center

December 5, 2018

Board of Trustees members in attendance: Chair Kevin Queenin and Trustee members James Hagan, Terrell Hill, Robert Magovern, Robert Martin (remotely), Lydia Martinez-Alvarez, Edward Sullivan and Cameron Swan.

Excused absences: Vice Chair Linda Slakey, Secretary Madeline Landrau and Trustee Steven Marcus.

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

The meeting was called to order at 1:31 PM by Chair Queenin, who stated that in observance of the day of mourning, he asked for a moment of silence for the passing of President George H.W. Bush. He also stated that Trustee Martin was participating in the meeting by remote participation and that all votes would be by roll call. He then asked for a motion to approve the minutes of the October 9, 2018 meeting.

MOTION was made and seconded to approve the minutes of the October 9, 2018 Board of Trustees meeting.

Roll call vote:

Trustee Queenin - yes

Trustee Martinez-Alvarez - yes

Trustee Hagan - yes

Trustee Sullivan - yes

Trustee Hill - yes

Trustee Swan - yes

Trustee Magovern - yes

Trustee Martin - abstained

Motion passed unanimously with Trustee Martin abstaining.

Chair Queenin recognized President Torrecilha, who welcomed and acknowledged the faculty and librarians at the meeting, stating that Westfield State and her sister institutions, the Board of Higher Education, and the Massachusetts State College Association (MSCA) bargaining committee worked hard for 18 months to negotiate the 2017-2018 bargaining agreement. The law requires that the Governor and legislators approve the contract. He hears the frustration of the faculty and regrets the impasse in which we find ourselves. The Council of Presidents (COP) continues to support the agreement and are in frequent contact with the administration to voice support of the contract, although haven't been told when the items will be funded. The COP remains committed to a positive outcome and he noted a failure to fund is not an indictment on the value, professionalism and care our faculty continue to provide. President Torrecilha thanked all those in the room and stated he shared their desire for a resolution.

Chair Queenin also acknowledged the presence and message from the guests present from the faculty and librarians on behalf of the Massachusetts State College Association union and thanked them for being at the meeting. He continued that the Westfield State University Board of Trustees has been kept abreast of

the MSCA negotiations and current status of the contract and that the Board is in full support of the contract and looks forward to a resolution as soon as possible.

Dr. Susan Leggett, Chief of Staff, came to the table and also thanked the members of MSCA for being at the meeting. She gave an update on the Strategic Plan, stating that the Touchpoint II document has been loaded to the website and then touched on the four strategic goals. The Promise of Partnership was used to help hinge the goal of student experience and the measures of success (scaffolding) were shared with the Board of Higher Education (BHE). The strategic planning committee is working on creating a document from the Strategic Plan to show the priority, strategy and action steps, together with those being responsible for the action steps. An operational plan needs to be provided to the BHE with 1) the plan, 2) operations, and 3) metrics. Dr. Leggett also shared the timeline for completion.

Chair Queenin stated that the Academic and Student Affairs Committee did not meet in the morning, but welcomed Dr. Diane Prusank, Provost and Vice President of Academic Affairs, to the table. She also welcomed MSCA members and thanked them for the hard work they do for our students every day. Dr. Prusank shared requirements for faculty emeriti status, which consist of teaching, advising, scholarship and professional service, and presented the five candidates for faculty emeritus/a status.

MOTION was made by Trustee Magovern, seconded by Trustee Hagan, to approve the granting of Faculty Emeritus/a status, effective December 5, 2018 to the following individuals:

Dr. Stanley Jackson, Department of Psychology
Dr. Michael McCartney, Department of Criminal Justice
Dr. Carol V. Persson, Department of Movement Science, Sport and Leisure Studies
Dr. Erika Pilver, Department of Political Science
Mr. Michael Young, Department of Chemical and Physical Sciences

Roll call vote:

Trustee Queenin - yes	Trustee Martinez-Alvarez - yes
Trustee Hagan - yes	Trustee Sullivan - yes
Trustee Hill - yes	Trustee Swan - yes
Trustee Magovern - yes	Trustee Martin - yes

Motion passed unanimously.

Dr. Carlton Pickron, Vice President for Student Affairs, welcomed and thanked the committed faculty and librarians who support students on a daily basis. He then presented five candidates for staff emeritus/a status, stating that all candidates met the requirements, having retired, served at least ten years, and not taken on a staff position at another college or university. Each has demonstrated service to students, service to their field, service to the institution, and service to their community.

MOTION was made by Trustee Swan, seconded by Trustee Hagan, to approve the granting of Staff Emeritus/a status, effective December 5, 2018 to the following individuals:

Mr. Paul Scannell
Ms. Yueh-Ying Carlson
Ms. Kathy Couture
Ms. Lynette Konig
Dr. Susan Quandt

Roll call vote:

Trustee Queenin - yes

Trustee Hagan - yes

Trustee Hill - yes

Trustee Magovern - yes

Trustee Martinez-Alvarez - yes

Trustee Sullivan - yes

Trustee Swan - yes

Trustee Martin - yes

Motion passed unanimously.

MSCA member Dr. Jennifer DiGrazia asked for permission to speak in support of Susan Quandt's emeriti nomination, and permission was granted by Chair Queenin. Dr. DiGrazia noted that Dr. Quandt also worked in the English department as faculty and Dr. DiGrazia doesn't think she should have left.

Trustee Swan discussed the presentation on student engagement given earlier in the day.

Chair Queenin thanked Dr. Pickron on behalf of the Board for all he has done on behalf of Westfield's students. Trustee Hill welcomed the staff and librarians to the meeting and thanked Dr. Pickron for being his mentor and encouraging him to serve at Westfield State. Trustee Martinez-Alvarez also thanked Dr. Pickron for being instrumental in her and members of her family's education.

Chair Queenin recognized Finance and Capital Assets Committee Chair Sullivan, who welcomed the faculty and stated that the president and the Council of Presidents is working for them. Trustee Sullivan also shared fond memories with Dr. Pickron when they ran track together. Trustee Sullivan shared that in the committee meeting they discussed the Equal Opportunity Plan Policy, the first quarter financials, debt report, security camera policy, Parenzo Hall renovation, and the debt reallocation proposal. Vice President Taksar stated that the investment subcommittee charge was approved at the Finance and Capital Assets subcommittee meeting and needed to be voted upon at the full board meeting.

MOTION was made by Trustee Sullivan, seconded by Trustee Swan, to adopt the Westfield State University's Board of Trustees, Finance and Capital Assets Committees, Investment Subcommittee Charge, as presented.

Roll call vote:

Trustee Queenin - yes

Trustee Hagan - yes

Trustee Hill - yes

Trustee Magovern - yes

Trustee Martinez-Alvarez - yes

Trustee Sullivan - yes

Trustee Swan - yes

Trustee Martin - yes

Motion passed unanimously.

MOTION was made by Trustee Sullivan, seconded by Trustee Swan, to approve the campus recommendation to refinance the outstanding University Hall Debt of \$48,505,000 (bond issuance – 12A) to a level debt service structure as represented in the analysis described in Scenario 1 in the planning materials. The refinancing will be done through the Massachusetts State College Building Authority (MSCBA) in 2019 as part of their overall bond issuing process. Further, that the President have the authority to execute appropriate documents with the MSCBA to complete this process.

Trustee Sullivan stated that the intent is to level fund the debt structure to level out the cash flow to better handle the debt for the residence halls due to the decline in student residency. Vice President Taksar added that upfront cash will not be needed.

Roll call vote:

Trustee Queenin - yes	Trustee Martinez-Alvarez - yes
Trustee Hagan - yes	Trustee Sullivan - yes
Trustee Hill - yes	Trustee Swan - yes
Trustee Magovern - yes	Trustee Martin - yes

Motion passed unanimously.

Chair Queenin recognized Advancement and Enrollment Management Committee Vice Chair Hagan, who thanked the faculty for coming and taking time out of their schedules. He added that he has been on the board for twenty years and they have his full support and appreciation for all they do for the University. He also thanked Dr. Pickron for his service and the kindness displayed to his family. Trustee Hagan stated that at the committee meeting they heard presentations on financial aid, marketing, admissions, the stewardship statement, first quarter dashboard, employee giving, #GiveAHoot, and the Westfield Pride scholarship.

Chair Queenin recognized Audit Committee Chair Martinez-Alvarez, who stated that the Audit Committee met and discussed the dining services internal audit, the ERM program, an update on the whistleblower complaint, the audit findings summary report and campus policies. She also stated that the faculty has her full support and if there is anything that she can do, to count on her. She congratulated Westfield State on a perfect audit and presented the following motion.

MOTION was made by Trustee Martinez-Alvarez, seconded by Trustee Swan, 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, 2018 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.

Roll call vote:

Trustee Queenin - yes	Trustee Martinez-Alvarez - yes
Trustee Hagan - yes	Trustee Sullivan - yes
Trustee Hill - yes	Trustee Swan - yes
Trustee Magovern - yes	Trustee Martin - yes

Motion passed unanimously.

Dr. Claudia Ciano-Boyce asked to be recognized and permission was granted by Chair Queenin. She requested that the Board of Trustees support the faculty. Student Sean Bacon was recognized and asked if there was a current plan in place to allocate funds to the career and counseling centers to improve the services that they provide. President Torrecilha stated that a financial plan is being worked on for the budget which included those services.

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

MOTION was made by Trustee Sullivan, seconded by Trustee Magovern, to adjourn.

Roll call vote:

Trustee Queenin - yes	Trustee Martinez-Alvarez - yes
Trustee Hagan - yes	Trustee Sullivan - yes
Trustee Hill - yes	Trustee Swan - yes
Trustee Magovern - yes	Trustee Martin - yes

Motion passed unanimously.

The meeting was adjourned at 2:17 PM.

Attachments presented at this meeting:

- a. Minutes of October 9, 2018 Meeting
- b. Motion – Faculty Emeritus/a Status and supporting documentation
- c. Motion – Staff Emeritus/a Status and supporting documentation
- d. Motion – Investment Subcommittee Charge
- e. Motion – Residence Hall Debt Refinance and supporting documentation
- f. Motion – Uniform Guidance Report and supporting documentation