



## Board of Trustees

### Governance and Nomination Committee Minutes

President's Boardroom, Horace Mann Center  
April 24, 2019

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**MEMBERS PRESENT:** Committee Vice Chair Hill, Secretary Landrau and Trustee Slakey.

**MEMBERS EXCUSED:** Trustees Hagan and Marcus.

**TRUSTEE GUESTS PRESENT:** Trustees Magovern, Martin, Martinez-Alvarez, Queenin, Sullivan and Swan.

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

The meeting was called to order at 1:30 PM by Committee Vice Chair Hill, who asked for a motion to approve the minutes of the October 9, 2018 meeting (this committee did not meet on December 5, 2018 nor February 7, 2019).

**MOTION** made by Trustee Landrau, seconded by Trustee Slakey, to approve the minutes of the October 9, 2018 meeting. **Motion passed unanimously.**

Committee Vice Chair Hill welcomed Dr. Susan Leggett, Chief of Staff, who gave an overview of Trustee orientation in the past:

- At the state level there are annual orientations and conferences for new Trustees.
- Westfield State provides divisional information in regular meetings and special sessions for new Trustees.
- Westfield State's board liaison organizes tours and provides the organizational structure and required information on the Open Meeting Law, BHE Standards for Expenditure of Trust Funds, State Ethics training and other state regulations.
- The following ideas were shared as helpful information to provide to new Trustees:
  - To receive an introduction to Roberts Rules of Order.
  - To receive a copy of Professor Robert Brown's book, which would give an orientation on the history of Westfield State and help understand the evolution of state colleges and how they fit in the higher education system.
  - To attend divisional meetings and receive a one-page information sheet of what happens under each department. Have additional divisional meetings periodically.
  - To spend time as an observer on University or search committees, which helps understand the culture on campus and meet people.
  - To receive a one-page information sheet on the union contracts.
  - To have another Trustee mentor them for the first year by prepping them for meetings, answering questions, and instructing on procedures.

- To attend the annual retreat where there is an opportunity to interact and engage differently than between structured meetings.
- To understand the culture of academic life, such as an Academic Culture 101, which would include information on items such as the legal ramifications of approving tenure and what faculty expect.
- To understand that the time frame at a University takes a year to incorporate changes. The pace is very foreign to business people.
- To review the Department of Higher Education Trustee Resources section on their website and to be provided with the contact information for the Department's Director of Trustee and Governmental Relations.
- To receive in the orientation binder links to policies, the Affirmative Action plan, and the Cleary Report.
- To receive information on how to engage the faculty.
- It was suggested to send the orientation checklist to all the current Trustees for them to review and to see what each one may be missing.

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

Meeting adjourned at 1:54 PM.

Attachment:

- a. Minutes of October 9, 2018 Meeting