



BOARD OF TRUSTEES

Minutes

President's Boardroom, The Horace Mann Center

June 20, 2019

MEMBERS PRESENT: Chair Kevin Queenin, Vice Chair Linda Slakey, Secretary Madeline Landrau, James Hagan, Terrell Hill, Robert Magovern, Steven Marcus, Robert Martin, Lydia Martinez-Alvarez, Edward Sullivan and Cameron Swan.

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

The meeting was called to order at 2:00 PM by Chair Queenin.

MOTION made by Trustee Hagan, seconded by Trustee Hill to approve the minutes of the April 24, 2019 Board of Trustees meeting. **Motion passed unanimously.**

MOTION made by Trustee Hagan, seconded by Trustee Hill, to approve the minutes of the May 15, 2019 Board of Trustees meeting. **Motion passed unanimously.**

Chair Queenin recognized Trustees Slakey, Marcus and Swan, who will be leaving the Board, and presented them with gifts and Resolutions, thanking them for their commitment to Westfield State.

President's Report:

- President Torrecilha thanked faculty and staff for joining the meeting. Going forward, he intends to send communication to campus letting them know that agendas and Board minutes have been posted.
- Out of the nine institutional priorities that were set last year, eight were met. In the future, the Strategic Plan will guide institutional priorities.
- The Strategic Plan was accepted by the State and is now being implemented and guiding the budget for FY20.
- We partnered with the Division of Capital Asset Management and Maintenance (DCAMM) in the selection of the architects for the Parenzo Hall renovation.
- An investment advisor has been selected to put in place an investment strategy for reserved funds.
- We are closing in on the \$1.6 million fundraising goal for the year. For the first time, Westfield State was recognized with a 2019 Educational Fundraising Award from the Council for Advancement and Support of Education (CASE).
- Enrollment Management has developed a dashboard for recruitment, marketing and financial aid in comparison to last year. This dashboard was highlighted at the Department of Higher Education (DHE) Trustees conference.
- Trustees Marcus, Slakey and Swan were thanked for their service on behalf of the students and the institution.

- Ms. Susan LaMontagne, Dean of Students, will retire this summer. She has provided leadership and stability to the Student Affairs division for more than three decades and is highly respected both on and off campus for her expert understanding of student issues.

Finance and Capital Assets Committee: Trustee Sullivan stated that in addition to discussion on the following action items, there was a multi-year planning model presented at the committee which will also be presented to the campus community in the coming months.

MOTION made by Trustee Sullivan, seconded by Trustee Swan, to approve the FY20 Operating Budget as presented and to authorize the President to make budget adjustments to these funds. **Motion passed unanimously.**

MOTION made by Trustee Sullivan, seconded by Trustee Magovern, to approve FY20 capital projects, as presented in the FY20 Capital Projects Summary Plan.

Some of these projects fall under the threshold of requiring Board approval, but it was felt that it was appropriate for the Board to be aware and approve of the projects. **Motion passed unanimously.**

MOTION made by Trustee Landrau, seconded by Trustee Magovern, to authorize the University to spend up to \$30,000 in FY20 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 2020 meeting of the Board of Trustees. **Motion passed unanimously.**

MOTION made by Trustee Sullivan, seconded by Trustee Swan, to approve the FY20 expenditures for the vehicle lease/purchase program, as presented. **Motion passed unanimously.**

MOTION made by Trustee Sullivan, seconded by Trustee Swan, 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, 2019. **Motion passed unanimously.**

MOTION made by Trustee Sullivan, seconded by Trustee Hill, to engage the services of Eaton Vance in accordance with the Investment Management Services RFP (2019-004), rescinding the April 24, 2019 motion approved by the Board of Trustees engaging the services of Vanguard. **Motion passed unanimously.**

MOTION made by Trustee Sullivan, seconded by Trustee Swan, to support the development of a voluntary separation incentive plan for Westfield State University, based on the recently approved Salem State University plan. **Motion passed unanimously.**

MOTION made by Trustee Sullivan, seconded by Trustee Martinez-Alvarez, to amend the Emergency Notification System (Policy 3030) as presented. **Motion passed unanimously.**

MOTION made by Trustee Sullivan, seconded by Trustee Landrau, to amend the Emergency Response and Preparedness Authorization (Policy 3040) as presented. **Motion passed unanimously.**

Trustee Sullivan left the meeting at 2:27 PM.

Academic and Student Affairs Committee: Trustee Martin asked that Board materials, in addition to agendas, also be presented on the website. It was also requested that PowerPoint presentations be provided to Trustees before the meeting so notes could be written on them. At the committee meeting, the Westfield State Experience was discussed in connection with the first two years. Collaboration and ownership of the program needs to happen by all parts of the campus community.

Advancement and Enrollment Management Committee: Trustee Landrau welcomed Dr. Erica Broman, Vice President for Institutional Advancement, who introduced Ms. Kathy Howrigan, Senior Consultant and Principal of Marts & Lundy, a fundraising firm. Ms. Howrigan spoke about the goals, benefits, phases, and types of a capital campaign, as well as the three pillars to campus success: Case, Constituents and the Catalysts. They will present interim findings in September and a full report in January, which will give recommendations on staffing levels to sustain the campaign and investments needed.

Audit Committee: Trustee Martinez-Alvarez stated that the committee has met twice (May 3 and June 3) since the last full Board meeting to discuss the position of Associate Director of Risk Management and dual reporting. At the June 3 Audit Committee meeting, it was voted to bring to the full Board changes to the Audit Committee Charter and Whistleblower Policy. The committee appreciated campus community input on those changes.

MOTION made by Trustee Martinez-Alvarez, seconded by Trustee Magovern, to approve and adopt the updated Westfield State University Audit Committee Charter, as presented, and to update the Audit Committee Charter Policy (0460) accordingly. **Motion passed unanimously.**

MOTION made by Trustee Landrau, seconded by Trustee Hill, to approve and adopt the updated Westfield State University Reporting Violations of Laws, Rules, or Regulations (Whistleblower) Policy (0440), as presented. **Motion passed unanimously.**

Governance and Nominating Committee: Trustee Marcus thanked Trustee Slakey for serving as Vice Chair and Trustee Landrau for serving as secretary to the Board the last few years.

MOTION made by Trustee Marcus, seconded by Trustee Landrau, to elect the following slate of officers for the 2019-2020 academic year:

Kevin R. Queenin, Chair
Edward C. Sullivan, Vice Chair
Lydia E. Martinez-Alvarez, Secretary

Motion passed unanimously.

Chair Queenin presented a draft response to the Massachusetts State College Association (MSCA) local chapter's questions presented at the April 24 meeting. He and Trustee Martin spent some time working on the draft response, which will serve as a template for working on issues that come up in the future. He asked for input on the draft letter and the process. It was commented that the letter was good, strong and provides continued dialogue with the Union to put the interests of the University first. This Board supports the President and hopes this letter goes forward to create healthy discussion. Focusing on the topics is important. Concentrating on finance first because that is an area that should be explored and a more robust conversation can be established. Other topics were left open so that the Union could identify other areas of concern that should be discussed next.

MOTION made by Trustee Slakey, seconded by Trustee Magovern, to authorize the letter to be sent to the MSCA Union. **Motion passed unanimously.**

Chair Queenin stated that all Trustees received correspondence from Ms. Linda Hogan-Shea, steward of the AFSCME Union today. In the past, Ms. Hogan-Shea and Mr. Gonzales of the APA Union had said that Dr. Hennessey of the MSCA Union would represent their interests, but today's note stated they are open to meet with the Board. Ms. Hogan-Shea was in the room and clarified that they would like to be included in Trustee and Union meetings in the future.

There being no further business, **MOTION** made by Trustee Magovern, seconded by Trustee Hagan, to adjourn.

Meeting adjourned at 3:05 PM.

Attachments presented at this meeting:

- a. Minutes of April 24, 2019
- b. Minutes of May 15, 2019
- c. Draft Response to MSCA statement presented to the Board of Trustees on April 24, 2019

Finance and Capital Assets Committee:

- d. Motion – FY20 Operating Budget and supporting documents presented by the Committee
- e. Motion – Capital Projects and supporting documents presented by the Committee
- f. Motion – FY20 Sponsorships and supporting documents presented by the Committee
- g. Motion – Vehicle Lease/Purchase Program and supporting documents presented by the Committee
- h. Motion – Fixed Assets, Capitalization, and Inventory Control Policy (0601) and supporting documents presented by the Committee
- i. Motion – Investment Advisor and supporting documents presented by the Committee
- j. Motion – Voluntary Separation Incentive Plan and supporting documents presented by the Committee
- k. Motion – Emergency Notification System (3030) and supporting documents presented by the Committee
- l. Motion – Emergency Response and Preparedness Authorization (3040) and supporting documents presented by the Committee

Audit Committee:

- m. Motion – Audit Committee Charter Policy (0460) and supporting documents presented by the Committee
- n. Motion – Westfield State University Reporting Violation of Laws, Rules, or Regulations (Whistleblower) Policy (0440) and supporting documents presented by the Committee

Governance and Nomination Committee:

- o. Motion – Election of Board of Trustees Officers for 2019-2020