



BOARD OF TRUSTEES

Minutes

President's Boardroom, The Horace Mann Center

December 11, 2019

MEMBERS PRESENT: Board Chair Kevin Queenin and Trustees Melissa Alvarado, Paul Boudreau, Madeline Landrau, Robert Magovern, Thalita Neves and Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Trustees Robert Martin and Edward Sullivan

MEMBERS EXCUSED: Trustees James Hagan and Lydia Martinez-Alvarez

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

Chair Queenin called the meeting to order at 2:45PM.

MOTION made by Trustee Magovern, seconded by Trustee Alvarado, to approve the minutes of the October 10, 2019 Board of Trustees meeting. **Motion passed unanimously.**

Chair Queenin stated that Trustees Martin and Sullivan would be calling into the meeting and that all votes would be by roll call.

Student Trustee's Report: Trustee Neves stated that the Student Government Association (SGA) started a whiteboard initiative to obtain input from students on items of interest they would like addressed. Trustee Neves and other student leaders are discussing ideas to assist in retaining students. She plans to report on campus culture at a future meeting.

Trustees Martin and Sullivan were connected to the meeting remotely.

President's Report:

- President Torrecilha recently attended the American Association of State Colleges and Universities (AASC&U) annual meeting. The theme was *Stewards of Place: Reimagined*, where the role of the regional public comprehensive university in local communities was discussed. The public universities are lifting the populations both economically and socially in the regions where they are located. This reflects the work being done at Westfield State. Almost half of all bachelor degrees in the nation come from public universities. Fellow presidents from the Northeast and Midwest spoke about the impact of declining enrollment.
- This fall, the campus community was engaged in many dialogues on the budget, enrollment, and the campus deficit.
- Cabinet has been working toward solutions to address the issues of declining enrollment and retention.

- We will soon be celebrating the first cohort of the Physician’s Assistant (PA) program, which is the only PA program at a public institution in New England.
- Members of the faculty, staff and cabinet were thanked for their support of our students and for their work on a proposal for another capital project – almost \$5 million of support from the Division of Capital Asset Management and Maintenance (DCAMM) for a new Center for Equity, Diversity and Inclusion.

Advancement and Enrollment Management Committee: Trustee Martinez-Alvarez stated that the committee had a number of discussion items and voted to grant staff emeriti status to individuals with a combined service of 155 years to the institution.

MOTION made by Trustee Neves, seconded by Trustee Magovern, to approve the granting of Staff Emeritus/a status, effective December 11, 2019 to the following individuals:

Ms. Deborah Adams
 Ms. Susan LaMontagne
 Ms. Maureen McCartney
 Dr. Carlton Pickron
 Ms. Catherine Ryan

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

Academic and Student Affairs Committee: Trustee Martin stated that at the committee meeting there was a good presentation on retention. Westfield State is doing better at retention than most sister institutions, but is not trending in a positive direction. It is imperative that we work with the students admitted to do everything possible to retain them. There were also many motions for faculty emeriti status and program changes.

Dr. Enrique Morales-Diaz, Interim Dean of Faculty, gave brief descriptions on the service to the institution by the candidates for faculty emeritus/a status.

MOTION made by Trustee Magovern, seconded by Trustee Alvarado, to approve the granting of Faculty Emeritus/a status, effective December 11, 2019 to the following individuals:

Dr. David Doe, Department of Biology
 Dr. Nitza Hidalgo, Department of Education
 Dr. Ricki Kantrowitz, Department of Psychology
 Mr. John Kurty, Department of Movement Science, Sport and Leisure Studies
 Dr. David Lovejoy, Department of Biology
 Dr. Ruth Ohayon, Department of Language and Culture Studies
 Dr. Beth Ann Rothermel, Department of English
 Dr. Jack Szpiller, Department of Psychology

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

Dr. Morales-Diaz continued with the proposal to rename the following degrees so that they are realigned to more accurately reflect expertise and coursework, support recruitment and retention, and match other institutions in the state. The curriculum in each concentration is the same as the renamed degrees and no new staffing or resources are needed.

MOTION made by Trustee Williams, seconded by Trustee Alvarado, to approve the Bachelor of Science in Accounting as described in attachment F.

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

MOTION made by Trustee Alvarado, seconded by Trustee Neves, to approve the Bachelor of Science in Finance as described in attachment H.

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

MOTION made by Trustee Alvarado, seconded by Trustee Landrau, to approve the Bachelor of Science in Management as described in attachment J.

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

MOTION made by Trustee Landrau, seconded by Trustee Alvarado, to approve the Bachelor of Science in Marketing as described in attachment L.

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

Finance and Capital Assets Committee: At the committee meeting, there was discussion on the FY20 budget, enrollment, projected shortfall and strategies, as well as the annual debt report and ratios. Updates were given on the Parenzo Hall renovation and the Voluntary Separation Incentive Plan. The committee also had considerable dialogue on the FY21 budget scenarios and assumptions, with more refining needed. Updates will be presented at future Board meetings. The development of an annual committee work plan to facilitate topics of interest to the board was discussed. The committee approved the submission of a proposal for funding for a Center for Equity, Diversity and Inclusion.

MOTION made by Trustee Magovern, seconded by Trustee Williams, to approve the submission of a proposal to the Division of Capital Asset Management for the FY21 Major Capital Project Process, to request \$4,843,125 to renovate a portion of the Scanlon building to create a Center for Equity, Diversity and Inclusion and to renovate and upgrade up to 3 - 4 classrooms/labs.

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

Audit Committee: Trustee Boudreau stated that at the committee meeting, it was discussed that a candidate for the Associate Director of Risk Management position has not been found. Trustee Alvarado will work with Vice President Taksar on the skills needed by the right applicant. It was suggested to consult the Inspector General's office concerning the recommendation for this position. Information security and cybersecurity were both discussed, together with the need for everyone on campus to be involved with the security implementation plan. The University auditors presented the audit report, with two minor reportable items being disclosed.

MOTION made by Trustee Magovern, seconded by Trustee Neves, 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, 2019 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 taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

Governance and Nominating Committee: Trustee Landrau stated that at the committee meeting they discussed trustee orientation with good feedback from the new trustees. Trustee training will take place on campus in the next few months.

Executive Committee: Chair Queenin stated that the Executive Committee met on November 26 to review and revise the presidential evaluation for 2018-2019. He continued by reading the executive summary of the final draft being presented and asked the President if he had any questions. President Torrecilha thanked the Board for taking the time and resources to do such a comprehensive evaluation. Trustees Sullivan and Martin expressed their agreement with the evaluation.

MOTION made by Trustee Landrau, seconded by Trustee Alvarado, to approve the presidential evaluation for the 2018-2019 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.

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

Chair Queenin continued that all conversations with Dr. John Anderson were taken into account when the evaluation was drafted and that both the evaluation and Dr. Anderson's report would be uploaded to the website within two days. A member of the audience questioned what the results of the evaluation would be concerning future actions. Chair Queenin stated that he meets and plans with the President on a regular basis, not just once a year at the time of the evaluation.

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

ROLL CALL VOTE taken:

Kevin Queenin	Yes	Robert Magovern	Yes
Edward Sullivan	Yes	Robert Martin	Yes
Melissa Alvarado	Yes	Thalita Neves	Yes
Paul Boudreau	Yes	Gloria Williams	Yes
Madeline Landrau	Yes		

Motion passed unanimously.

Meeting adjourned at 3:27 PM.

Attachments presented at this meeting:

- a. Minutes of October 10, 2019

Advancement and Enrollment Management Committee:

- b. Motion – Approval of Staff Emeritus/a Status and Staff Emeritus/a Justifications

Academic and Student Affairs Committee:

- c. Motion – Approval of Faculty Emeritus/a Status and Faculty Emeritus/a Status Justifications
- d. Request to Rename Degree Programs
- e. Motion – Bachelor of Science in Accounting
- f. Bachelor of Science in Accounting Draft BHE Application
- g. Motion – Bachelor of Science in Finance
- h. Bachelor of Science in Finance Draft BHE Application
- i. Motion – Bachelor of Science in Management
- j. Bachelor of Science in Management Draft BHE Application
- k. Motion – Bachelor of Science in Marketing
- l. Bachelor of Science in Marketing Draft BHE Application

Finance and Capital Assets Committee:

- m. Motion – FY21 Major Capital Project

Audit Committee:

- n. Motion – Uniform Guidance Report
- o. Uniform Guidance Report (Draft)

Governance and Nomination Committee:

- p. Senate Bill No. 2392 (October 30, 2019)

Executive Committee:

- q. Motion – Presidential Evaluation for 2018-2019
- r. Distributed at meeting: Draft Presidential Evaluation for 2018-2019 Academic Year
- s. 2018-2019 Self-Evaluation of President Ramon S. Torrecilha, Ph.D.
- t. Report of John M. Anderson, Ph.D., October 2019