



Board of Trustees

Governance and Nomination Committee Minutes

President’s Boardroom, The Horace Mann Center
February 6, 2020

MEMBERS PRESENT: Vice Chair Boudreau, Secretary Hagan (entered at 1:56 PM), and Trustees Alvarado and Martin

MEMBERS PARTICIPATING REMOTELY: Committee Chair Landrau

TRUSTEE GUESTS PRESENT: Trustees Martinez-Alvarez, Neves, Queenin, Sullivan and Williams

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

The meeting was called to order at 1:54 PM by Committee Vice Chair Boudreau who stated that Committee Chair Landrau would be joining the meeting remotely.

MOTION made by Trustee Alvarado and seconded to approve the minutes of the December 11, 2019 meeting.

ROLL CALL VOTE taken:

Trustee Landrau	Yes	Trustee Alvarado	Yes
Trustee Boudreau	Yes	Trustee Martin	Abstain
Trustee Hagan	Absent		

Motion passed.

Committee Vice Chair Boudreau continued with the following items for discussion.

- Identification of Gaps in Skill Set for Board. At Trustee Landrau’s request, Ms. Tricia Oliver, Chief of Staff, reviewed the current skill set shown on the Board Grid. It was stated that the demographics listed should be considered when filling vacancies on the Board. (Trustee Hagan entered the meeting at 1:56 PM.) Since some of the information provided for the Grid is outdated for Trustees, it was agreed to update the document with current information from Board members.
- Process for Nominating New Trustees. The process sheet provided is a working draft that the committee started some time ago. Trustee Landrau requested committee members to review the process and make suggestions for revisions to be an inclusive document. It was suggested to expand items (a) through (g) to include skill sets always needed on the Board. It was mentioned that in the past, the institution sent two nominations for each Trustee vacancy to the State, but that has not been happening with the current administration in Boston. Having a set of internal procedures is important,

regardless of what happens when nominations leave campus. This process is a good start to show an effort to be systematic and to identify skill sets needed on the Board.

- Daily Schedule for Trustee Orientation. Creating a schedule for orientation would add uniformity to what each new Trustee would do on day one. Recent orientation materials were thorough and discussions with the Board Chair on campus culture and Board structure and expectations were helpful. Another effective way to become oriented is to spend time on campus interacting with students, faculty and staff. Combine what the Board of Higher Education requires with our campus requirements for a complete orientation process. It was also suggested to offer annual Divisional Information Sessions with the vice presidents to all Trustees instead of just new Trustees.
- PENC Trustees Statement of Commitment and Responsibilities. This document should be reviewed by committee members who should bring their input to next meeting.

Committee Vice Chair Boudreau summarized that the action items for this committee are to review and make suggestions for revisions to the documents presented and to be prepared to speak about them at the next meeting. Also add to the orientation process that the Chair of the Board reaches out to new Trustees to explain culture, expectations and duties and to make sure there are no questions.

The following informational items were shared:

- A Divisional Information Session with the vice presidents will try to be scheduled in March, 2020 and be offered to all Trustees. Proposed dates will be sent out.
- The following upcoming University events should be placed on everyone's calendar. It is important to be seen and have an active Board that is interested in these student events.
 - a. Nursing Pinning Ceremony May 13, 2020 at 5:30 PM
 - b. Graduate Commencement May 14, 2020 at 6:30 PM
 - c. Undergraduate Commencement May 16, 2020 at 4:00 PM

There being no further business, **MOTION** made by Trustee Martin, seconded by Trustee Alvarado, to adjourn.

ROLL CALL VOTE taken:

Trustee Landrau	Yes	Trustee Alvarado	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes
Trustee Hagan	Yes		

Motion passed unanimously.

Meeting adjourned at 2:10 PM.

Attachments presented at this meeting:

- a. Minutes of December 11, 2019
- b. Board Grid
- c. Draft Process for Nominating New Trustees
- d. PENC Statement of Commitment and Responsibilities