



## Board of Trustees

Special Meeting  
April 14, 2020  
Minutes

### Meeting held virtually via Zoom

In accordance with Massachusetts Gov. Charlie Baker's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

A live stream of the meeting for public viewing also took place on YouTube.

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**MEMBERS PARTICIPATING REMOTELY:** Board Chair Kevin Queenin, Vice Chair Edward Sullivan, Secretary Lydia Martinez-Alvarez and Trustees Melissa Alvarado, Paul Boudreau, James Hagan, Madeline Landrau, Robert Magovern, Dr. Robert Martin, and Thalita Neves

**MEMBERS EXCUSED:** Trustee Dr. Gloria Williams

Dr. Jane E. Milley and Mr. Kevin Matthews, Vice President of The Registry, were also participating remotely.

The meeting was called to order at 4:00 PM by Chair Queenin, who stated the meeting would be held entirely by Zoom and be live streamed on YouTube. He welcomed Dr. Jane Milley, one of the two finalists for the interim president position. He thanked Mr. Kevin Matthews, Vice President of The Registry, who provided the names of twelve potential candidates. Chair Queenin and Trustee Martin interviewed six candidates.

Dr. Milley provided her professional background and experience and stated the New England Association of Schools and Colleges (NEASC), the union, and the Strategic Plan will guide the interim in preparing for a new president. She shared the following:

- Partnerships between colleges and universities and business and industry are essential.
- She worked through the tenure process herself and understands shared governance, making it a high priority if selected for the interim president position.
- The Strategic Plan and partnership and collaboration between k-12 schools and the University is key.
- A first-year program is very important for recruitment and retention. Academic maps such as the Complete College America program and a guided pathways model work very well as they help students create their college plan and build their schedule as soon as they start. Recruitment also needs to focus on the adult learners program. A centralized advising center in one place is also successful.
- Fundraising is critical and relationships with faculty, staff, alumni and community groups and businesses need to be cultivated.
- In the first 90 days as an interim, it would be essential to get to know the faculty, students, staff, unions, deans, department chairs and community members. Listening more than talking is very important to build an agenda for the year.

- In developing a budget, the interim president will have to work closely with the vice president of Administration and Finance and Trustees to solidify priorities with input from the deans, faculty, staff and unions in the context of what would like to be accomplished, what can actually get done, and how to work together to implement it.
- Diversity equals excellence. You need to reach out to more diverse students to help them understand how they would fit into the right program at your University. Use the early college program. Once those students arrive on campus, use advising to help them understand the jobs that are available and how they can move through the college program to obtain those jobs.
- She enjoys talking with and interacting with students and would meet with the Student Government Association regularly by interacting with and going to their events.
- To get buy-in of programs from members of the campus, show proof of success at other universities and negotiate until there is an understanding of the benefit of a program.
- She has previously been an interim president, dealing with all types of difficult situations. It is most important for an interim to learn how to choose what is important. Transformation comes from listening, negotiating and learning what works for each institution.
- Learning will never be the same as it was last fall due to Coronavirus. In order to plan for Westfield's re-opening, either in September or January, these questions need to be asked: 1) How is technology working? 2) How are faculty doing with online teaching? 3) How are students doing with online learning? 4) What discussion and planning is being made now for prolonged online learning? 5) What does the Board of Higher Education (BHE) say?
- Dr. Milley finds it very creative to work with many different people on program development, alumni relations, and fundraising, and the challenge is how to accomplish it. After being asked to direct a college arts and sciences program, she realized she enjoyed it and started moving into administrative roles.

Chair Queenin stated that those viewing on YouTube who want to provide input from the interview should send feedback to Jean Beal by this Friday. It will then be sent to the Trustees.

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

**ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Martin	Yes
Trustee Boudreau	Yes	Trustee Martinez-Alvarez	Yes
Trustee Hagan	Yes	Trustee Neves	Yes
Trustee Landrau	Yes	Trustee Queenin	Yes
Trustee Magovern	Yes	Trustee Sullivan	Yes

**Motion passed unanimously.**

Meeting adjourned at 4:54 PM.

Attachments presented at this meeting:

- a. Resume of Dr. Jane E. Milley