



BOARD OF TRUSTEES

Minutes

October 13, 2020

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.

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

MEMBERS EXCUSED: Trustee James Hagan

Dr. Roy Saigo, Interim President of Westfield State University, and Members of the Westfield Chapter Association of Professional Administrators, MTA/NEA (APA) union were also participating remotely.

The meeting was called to order at 2:32 PM by Chair Queenin.

MOTION made by Trustee Williams, seconded by Trustee Neves, to approve the minutes of the September 29, 2020 Board of Trustees meeting.

There being no discussion, ROLL CALL VOTE taken:

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

Motion passed unanimously.

General Announcements: Chair Queenin gave the following updates:

- Trustees should try to join the virtual Statewide Trustees Convening on October 27.
- The restriction on interim presidents becoming candidates for permanent positions has been waived by the MA Department of Higher Education (DHE) for institutions conducting presidential searches this year during the pandemic. President Saigo indicated he is still committed to the University for one year and does not plan to apply for the permanent president position.
- APA union representatives will be addressing the Board later in the meeting and AFSCME union representatives have been invited to the next Board meeting.

- There will be an increase in information, matters needing attention, and invitations to support campus activities being sent to the Board in the next few months so check email and BoardPaq often.

President's Report: President Saigo shared the following items:

- The good news is that Owls are hooting, talking and meeting with increased communication.
- We will advertise and show our pride with billboards and lawn signs in order to add Owlets to the nest.
- He has visited the surrounding community colleges, principals and superintendents, gathering support for agreements, the *Reach to Teach* program, and recruiting more students to help us achieve becoming a recognized institution for Latinx students.
- Plans are being made to attract more students to live on campus and to explore a satellite campus in Springfield to reduce travel for some students.
- In the business community we are feathering our nest by regaining friendships and planning internships.
- On campus we are gleaning our feathers by listening to students and reinstituting the student Ambassadors program without pay. A campus-wide committee is being formed to recognize our loyal employees, many of whom are working over and above their regular workload.
- He is spreading his wings with open office hours, town halls, sitting in on Zoom classes and sending notes. He is challenging everyone on campus to work to regain the core values of treating fellow faculty, staff, students, and visitors with kindness and respect.
- An all-campus review is being performed. Expenses need to be cut in a thoughtful way to change the way the University looks at planning and culture in the next five-to-fifteen years.
- Planning and preparation continues in order to keep the 1,300 residential students, faculty, and staff safe this fall and allow for increased enrollment and a safe return for students in the spring.

Student Trustee Report: Chair Queenin welcomed and congratulated Trustee Neves for being elected to a second term as student trustee. Trustee Neves shared there is a full Student Government Association (SGA) Executive Council with 30 dedicated students serving their fellow classmates. The SGA and cabinet have met and will continue to meet to keep communication open. She applauded the faculty for continuing to form connections with students, and thanked everyone on campus for making sure the students continue to get their education. It is recognized and appreciated.

Safe Opening Task Force Update: Mr. Richard Lenfest, Jr., Director of Athletics and Chair of the Safe Opening Task Force, gave an update on COVID-19 planning and testing, stating that of the 3,222 tests performed, there were five positive results. From 17 symptomatic tests, there was one positive case. There are two students currently in quarantine in Lansdowne. There will be approximately 2,800 tests this week, and results will be provided within 14 to 20 hours. It is imperative for the entire campus to remain vigilant on personal protection for themselves and each other as there will be an uptick in cases over the next six weeks. The Emergency Response Team (ERT) Recovery Plan is being fine-tuned through practice and drills, with a plan for every possibility that may arise, from isolating buildings, pausing operations, or going fully online for the remainder of the semester.

Advancement and Enrollment Management Committee: Trustee Martinez-Alvarez shared highlights from the committee meeting earlier in the day, stating they had received updates on enrollment targets and new

initiatives for admissions, scholarships and marketing. At the full Board meeting, student scholarship videos were then shown as a preview to the Sweet Success scholarship virtual event. Trustee Martinez-Alvarez continued, explaining the proposed revisions to the Memorandum of Understanding (MOA) with the Westfield State Foundation being presented for approval with the following Motion:

MOTION made by Trustee Martinez-Alvarez, seconded by Trustee Magovern, to accept the revised draft MOA between the Westfield State Foundation and Westfield State University and forward to the Westfield State Foundation for final approval subject to further non-substantive edits.

There being no discussion, ROLL CALL VOTE taken:

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

Motion passed unanimously.

Academic and Student Affairs Committee: Trustee Martin shared the highlights from the committee meeting earlier in the day, stating they had heard from faculty members about their experiences preparing for and teaching remotely and from members of Student Affairs about how they were engaging students virtually. He expressed appreciation for the amount of work and effort that went into these transitions and the commitment of the faculty and staff for their dedication to students.

Trustee Martin welcomed Dr. Kristin Porter, assistant professor in Biology, to explain her recently awarded \$750,000 grant over three years through the MA Life Science Center to research women's health. Dr. Porter gave a presentation of the process of obtaining the grant as well as the gains to Westfield State because of it. She expressed interest in making Biotechnology a major and shared some essentials needed for the grant research. Trustee Martin will follow up with Dr. Porter on this topic.

Finance and Capital Assets Committee: Trustee Sullivan shared the highlights from the committee meeting earlier in the day, stating they reviewed the travel expenses of the President and his direct reports, fixed assets, the equal opportunity policy, capital projects update and the New England Commission of Higher Ed (NECHE) COVID-19 Data Collection process. They also received an update from the University Efficiency Analysis Advisory Committee (UEAAC) and discussed and approved the FY21 Operating Budget as follows.

MOTION made by Trustee Sullivan, seconded by Trustee Magovern, to approve the FY21 Operating Budget as presented and to authorize the President to make budget adjustments to these funds; furthermore, to increase the Planned Use of Reserves by \$1,038,188 to support achieving a balanced FY21 Operating Budget.

Discussion: Trustee Sullivan stated the committee voted unanimously to move this motion forward and commended the UEAAC on their unbelievable work. By approving this motion, it will allow them to get to a place of finding a foundational base to work from. The UEAAC final analysis will be completed by the end of this calendar year.

There being no further discussion, ROLL CALL VOTE taken:

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

Motion passed unanimously.

Audit Committee: Trustee Boudreau shared the highlights from the committee meeting earlier in the day, stating the FY20 Payment Card Industry Assessment for debit and credit cards was clean and the Audit Determination from the Department of Education for financial aid showed no issues. The Office of State Auditor is continuing to do the performance audit. The Audit Committee Charter was reviewed and will be discussed further at the next meeting. The auditors from O'Connor and Drew presented the FY20 Audit Report at the committee meeting, showing an unmodified opinion, meaning they did not identify any irregularities or issues with respect to the entire audit.

MOTION made by Trustee Magovern, seconded by Trustee Alvarado, to accept the annual report for fiscal year ending June 30, 2020, as prepared by the university's Administration and Finance Division and to authorize the submission of this report to the State Comptroller's Office, the Massachusetts Department of Higher Education, and the State Auditor's Office, as required by the Massachusetts Department of Higher Education. This annual report includes the Westfield State University FY20 Financial Statements, audited by O'Connor & Drew, P.C.

There being no discussion, ROLL CALL VOTE taken:

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

Motion passed unanimously.

Governance and Nomination Committee: Trustee Alvarado shared the highlights from the committee meeting earlier in the day, stating they discussed having a roles and regulations document for new trustees to sign during the onboarding process, stating their understanding and commitment to the Board. A proposed document will be provided at the next meeting. The updated skillset grid was reviewed and showed a good amount of diversity on the Board. This will be updated annually. At the December meeting, instituting self-assessments and the assessment of the whole Board will be discussed.

Presidential Search Committee: Trustee Martin gave an update on the Search Committee, stating discussions are taking place on the search timeline to ensure engagement of the community for a unified process going forward. Results of the survey and listening sessions are being examined to ascertain qualities and qualifications sought in a leader, the challenges confronting the institution, and a sense of where the community wants the institution to go and to be. The committee will be holding open forums with the campus community. The Board is urged to participate in these forums as it is important to hear what the community has to say and for the community to see that the Board is engaged in and cares for the process.

Westfield Chapter Association of Professional Administrators, MTA/NEA (APA) Informational Presentation. APA Executive Board members Brian Cahillane, Junior Delgado, Giselle Frechette, and Christina Willenbrock introduced themselves and explained that APA members are the professionals on campus who get staging done so faculty can teach. Members include career and admission counselors, nurse practitioners, clinical social workers, finance staff, fundraisers, and residence hall directors. They are committed professionals and most are very good at their jobs. It is important for morale that going forward the administration engages them in dialogue and hears and respects their opinions. The work they do is to ensure the success of our students while here and after they leave. Chair Queenin said the entire Board truly appreciates their sentiments and looks forward to engaging in positive discussions to work together.

President Saigo ended the meeting by stating he had visited a company in Westfield that provides paid

internships and tuition for our students, indicating they could take ten more students like the intern they presently had. Our staff are working to support everyone else. We need to continue to talk and rely on each other for the best interest of the campus.

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

There being no discussion, ROLL CALL VOTE taken:

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

Motion passed unanimously.

Meeting adjourned at 4:08 PM.

Attachments presented at this meeting:

- a. Minutes of September 29, 2020 Special Meeting

Advancement and Enrollment Management Committee:

- b. Motion – Revised MOA Between the University and Foundation
- c. 10-3-20 Revised MOA Tracked Changes from Original 2-2015 MOA
- d. WSF MOA Draft 10-3-20 Final
- e. Student Scholarship videos

Academic and Student Affairs Committee:

- f. Dr. Kristen Porter PowerPoint

Finance and Capital Assets Committee:

- g. Motion – FY21 Operating Budget
- h. FY21 Operating Budget (Narrative)
- i. FY21 Operating Budget (Campus Budget)
- j. FY21 Operating Budget (Trust Fund)
- k. FY21 Operating Budget (UEAAC Narrative)
- l. FY21 Operating Budget (Preliminary)

Audit Committee:

- m. Motion – FY20 Audit Report
- n. FY20 Audit Report (Required Communication)
- o. FY20 Audit Report (Draft)