



BOARD OF TRUSTEES

Minutes

President's Boardroom, Horace Mann Center

February 7, 2019

Board of Trustees members in attendance: Chair Kevin Queenin, Vice Chair Linda Slakey (remotely) and Trustee members James Hagan, Terrell Hill, Robert Magovern, Steven Marcus (remotely), Robert Martin, Lydia Martinez-Alvarez and Cameron Swan.

Excused absences: Secretary Madeline Landrau and Trustee Edward Sullivan.

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

The meeting was called to order at 12:45 PM by Chair Queenin, who stated that Trustees Marcus and Slakey were participating remotely and that all votes would be by roll call.

MOTION was made by Trustee Magovern, seconded by Trustee Hagan, to approve the minutes of the December 5, 2018 Board of Trustees meeting.

Roll call vote:

Trustee Hagan – Yes

Trustee Queenin – Yes

Trustee Hill – Yes

Trustee Swan – Yes

Trustee Magovern – Yes

Trustee Marcus – Abstain

Trustee Martin – Yes

Trustee Slakey – Abstain

Trustee Martinez-Alvarez – Yes

Trustees Marcus and Slakey abstained from voting and the Motion passed unanimously.

Chair Queenin stated that on behalf of the Board, he wanted to thank everyone in the room for the hard work that the institution, faculty, staff, and administration have done over the last year. With so many things going on, the efforts of many are sometimes taken for granted.

President Torrecilha started his President's Report by acknowledging the presence of the faculty and staff at the meeting, recognizing Dr. Shelley Tinkham who is leaving the University this month, thanking her on behalf of Cabinet and the institution for the work she has done for the campus. President Torrecilha continued by sharing a discussion held among presidents at a recent meeting of the American Association of State Colleges and Universities on the state of liberal arts in education. We must change and reframe the discourse about liberal arts as a whole as it provides essential, universal skills for students, giving them the ability to tackle, gather and analyze data, sharpening their ability to solve complex problems, and the ability to inspire and lead. President Torrecilha challenged the Board to talk to others about the general education value.

Chair Queenin stated that there was a small change to the order of the agenda and the Audit Committee report would be heard next. Audit Committee Chair Martinez-Alvarez stated that in the committee

meeting, there was an update on the whistleblower report and investigation, the Associate Director of Risk Management position being reformatted, and the restated FY18 financial statements.

MOTION was made by Trustee Martinez-Alvarez, seconded by Trustee Hill, to accept the revised annual report for fiscal year ending June 30, 2018, as prepared by the university's Administration and Finance Division and to authorize the submission of this reissued 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 FY18 Financial Statements, audited by O'Connor & Drew, P.C. which have been reissued due to a material change in the actuarial valuation of the Commonwealth's OPEB liability.

Roll call vote:

| | |
|--------------------------------|-----------------------|
| Trustee Hagan – Yes | Trustee Queenin – Yes |
| Trustee Hill – Yes | Trustee Swan – Yes |
| Trustee Magovern – Yes | Trustee Marcus – Yes |
| Trustee Martin – Yes | Trustee Slakey – Yes |
| Trustee Martinez-Alvarez – Yes | |

The Motion passed unanimously.

Dr. Susan Leggett, Chief of Staff, gave an update on the Strategic Plan, identifying key elements of the Plan and describing the three elements that have been updated: Plan Summary, Implementation and Metrics. The Strategic Plan will be mailed to the Board of Higher Education (BHE) and we are striving to have Westfield State on the BHE agenda for their April 30 meeting. Work has begun on a cost analysis and strategies to fund the Plan and one million dollars has been included in the FY20 budget model to help fund it. The vice presidents are working with the implementation in their areas and status reports will come back to the Board annually.

MOTION was made by Trustee Martin, seconded by Trustee Hagan, to approve the Westfield State University Strategic Plan 2019-2024 as presented and discussed.

Roll call vote:

| | |
|--------------------------------|-----------------------|
| Trustee Hagan – Yes | Trustee Queenin – Yes |
| Trustee Hill – Yes | Trustee Swan – Yes |
| Trustee Magovern – Yes | Trustee Marcus – Yes |
| Trustee Martin – Yes | Trustee Slakey – Yes |
| Trustee Martinez-Alvarez – Yes | |

The Motion passed unanimously.

Chair Queenin recognized Academic and Student Affairs Committee Chair Martin, who stated that in the committee meeting, there was an informative discussion related to faculty recruitment, hiring, and professional development. Dr. Diane Prusank, Provost and Vice President of Academic Affairs, introduced the following faculty presenters to the Board to follow up on the information from the Academic and Student Affairs committee meeting on faculty development.

Dr. Susanne Chuku, Economics and Management professor and Coordinator of the Faculty Center, shared a presentation on the Faculty Center programs which highlighted the great work of the faculty and the collaboration across campus with the annual showcases, brown bag lunches, professional development day, grants sharing day, intergroup dialogue, critical thinking group and open door classrooms. Dr. Chuku

continued that faculty morale is very low right now as they feel their hard work is not appreciated. Her plea is that everyone does what is needed to resolve the situation with the contract.

Dr. Shirley Wong, English professor and coordinator of Higher Ed/Higher Ground, stated she received an Innovative Pedagogical Initiatives (IPI) international grant which permitted her to travel to the Netherlands with other American Comparative Literature Association (ACLA) scholars. She led a 3-day seminar and was inspired to rewrite one of her courses on British literature. She handed out copies of her revised syllabus. This grant helps give faculty the time to create core courses, makes possible a more globally-engaged community, and helps to encourage students to see themselves as part of a more global community.

Dr. Brian Conz, a professor of Geography, Sustainability and Regional Planning, stated his work in Guatemala over the last 20 years has infused every aspect of his teaching in the classroom and that his Physical Geography course benefited from the grant he received. At a conference in Costa Rica last spring on an International Travel Grant, he was approached by colleagues asking him for assistance in connecting with the local people in Guatemala about climate change. It is gratifying to take students to Central America and to show them how science transfers into policy. He hopes grants will continue to be supported as they cover about half of the cost of travel.

Provost Prusank stated that she is grateful the Board allows faculty and students to come to the meetings to present as it demonstrates the 3-legged stool of teaching, research and service to the institution. Chair Queenin thanked the professors for speaking and said that the Board wishes to have engagement by faculty and students so it has a better understanding of campus life.

As a point of interest, Chair Queenin announced that there was a request that the meeting be recorded and that it was being recorded.

Chair Queenin recognized Finance and Capital Assets Committee Vice Chair Hagan, who thanked the faculty for coming. He said in the committee meeting they had received a Parenzo Hall update, travel expense reports, and had two motions to present.

MOTION was made by Trustee Hagan, seconded by Trustee Martinez-Alvarez, to approve the FY20 annual tuition and fees schedule for undergraduate and graduate students, as presented.

Roll call vote:

Trustee Hagan – Yes

Trustee Queenin – Yes

Trustee Hill – Yes

Trustee Swan – Yes

Trustee Magovern – Yes

Trustee Marcus – Yes

Trustee Martin – Yes

Trustee Slakey – Yes

Trustee Martinez-Alvarez – Yes

The Motion passed unanimously.

MOTION was made by Trustee Hagan, seconded by Trustee Hill, as follows: The Board of Trustees is required to approve the use of any reserves according to the University's Reserve Funds Use Policy. The purpose of this motion is to approve the use of reserves to fund the purchase of replacement equipment for the TV Studio in Ely Hall. This reserve has been set aside specifically for this purpose and currently has a cash balance of \$148,310. The anticipated cost of the replacement equipment is approximately \$145,086. The campus is seeking board approval for the use of these reserves as documented in the attached request from Academic Affairs.

Roll call vote:

Trustee Hagan – Yes

Trustee Hill – Yes

Trustee Magovern – Yes

Trustee Martin – Yes

Trustee Martinez-Alvarez – Yes

Trustee Queenin – Yes

Trustee Swan – Yes

Trustee Marcus – Yes

Trustee Slakey – Yes

The Motion passed unanimously.

Chair Queenin recognized Advancement and Enrollment Management Committee Vice Chair Hagan, who stated that at the committee meeting there was information shared on the Dashboard, #GiveAHoot and True Blue and You campaigns, scholarships, *Pathways to Excellence* event on May 9, upcoming March Florida visit, admissions funnel reports, a marketing report, and the restructuring of Residential Life.

Chair Queenin gave a brief overview of the Governance and Nomination Committee, which will be working to identify trustee candidates and submit their names to the Governor's office for consideration. President Torrecilha stated there has been a shift in board appointments where the institution does not have as much room to be part of the process as appointments are largely under the auspice of the Governor's office.

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

Roll call vote:

Trustee Hagan – Yes

Trustee Hill – Yes

Trustee Magovern – Yes

Trustee Martin – Yes

Trustee Martinez-Alvarez – Yes

Trustee Queenin – Yes

Trustee Swan – Yes

Trustee Marcus – Yes

Trustee Slakey – Yes

The Motion passed unanimously.

The meeting was adjourned at 1:46 PM.

Attachments presented at this meeting:

- a. Minutes of December 5, 2018
- b. Motion: Strategic Plan
- c. Motion: Schedule of Annual Tuition and Fees (Undergraduate and Graduate)
- d. Motion: Reserve Funding Request (Television Studio)
- e. Motion: Restated Financial Statements – GASB 75
- f. Handout: Dr. Shirley Wong revised syllabus