



Board of Trustees

2:15 PM

April 24, 2019

President's Boardroom, Horace Mann Center

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| 1. Call to Order | Board Chair Kevin Queenin |
| 2. Approval of Minutes
February 7, 2019
April 2, 2019 | Board Chair Kevin Queenin |
| 3. General Announcements | Board Chair Kevin Queenin |
| 4. President's Report | Dr. Ramon S. Torrecilha |
| 5. Westfield State Experience Student Presentation | Susan LaMontagne, Interim Vice
President of Student Affairs |
| <u>Academic and Student Affairs Committee</u> | Committee Chair Robert Martin |
| 6. Items for Information | |
| 7. Items for Action
a. Motion – Tenure
b. Motion – Promotion | |
| 8. Massachusetts State College Association
(MSCA) Presentation | Westfield State Chapter Leadership |
| <u>Finance and Capital Assets Committee</u> | Committee Chair Edward Sullivan |
| 9. Items for Information
a. Parenzo Hall Architect Presentation | Miller Dyer Spears Architects |
| 10. Items for Action
a. Motion – Investment Advisor | |

Advancement and Enrollment Management Committee

Committee Chair Madeline Landrau

11. Items for Information

Audit Committee

Committee Chair Lydia Martinez-Alvarez

12. Items for Information

13. Items for Action

- a. Motion – Audit Firm Selection

Governance and Nomination Committee

Committee Chair Steven Marcus

14. Items for Information

Attachments:

- a. Minutes of February 7, 2019
- b. Minutes of April 2, 2019

Academic and Student Affairs Committee

- c. Motion – Tenure
- d. Motion – Promotion

Finance and Capital Assets Committee:

- e. Motion – Investment Advisor

Audit Committee:

- f. Motion – Audit Firm Selection



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 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.

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 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 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

Secretary’s Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Westfield State University Board of Trustees meeting held on February 7, 2019.

Madeline Landrau, Secretary

Date



BOARD OF TRUSTEES

Special Meeting Minutes

President's Boardroom, Horace Mann Center
April 2, 2019

MEMBERS PRESENT: Chair Kevin Queenin, Vice Chair Linda Slakey, James Hagan, Terrell Hill, Robert Magovern, Robert Martin, Lydia Martinez-Alvarez and Cameron Swan.

MEMBERS PARTICIPATING REMOTELY: Steven Marcus and Edward Sullivan

MEMBERS EXCUSED: Secretary Madeline Landrau

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

The meeting was called to order by Chair Queenin at 9:39 AM who welcomed Trustee Slakey back. He stated that Trustees Marcus and Sullivan were participating in the meeting remotely. He then stated that the meeting would be moving into executive session pursuant to Open Meeting Law, General Laws Chapter 30A, Section 21(a)(1) to discuss a recent complaint received by him as Chair of the Board of Trustees. He said the meeting would reconvene in open session only for the purpose of adjournment, and asked for a Motion to enter executive session.

MOTION made by Trustee Martin, seconded by Trustee Hill, to move into executive session pursuant to Open Meeting Law, General Laws Chapter 30A, Section 21(a)(1) to discuss a recent complaint received by the Chair of the Board of Trustees.

9:41 AM, **ROLL CALL VOTE** was taken:

James Hagan - yes
Terrell Hill - yes
Robert Magovern - yes
Robert Martin - yes
Lydia Martinez-Alvarez - yes
Kevin Queenin - yes
Linda Slakey - yes
Cameron Swan - yes
Steven Marcus - yes
Edward Sullivan - yes

Motion passed unanimously.

Members of the public were requested to leave. President Torrecilha and Jean Beal remained in the room.

Trustees Marcus and Sullivan disconnected from remote participation in the meeting prior to adjournment from executive session.

The Board of Trustees resumed meeting in open session at 12:14 PM. Trustee Swan opened the door but there were no members of the public waiting to come back into the meeting. There being no further business, Chair Queenin asked for a Motion to adjourn.

MOTION was made by Trustee Hill seconded by Trustee Magovern, to adjourn. **Motion passed unanimously**

The meeting was adjourned at 12:14 PM.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Westfield State University Board of Trustees special meeting held on April 2, 2019.

Madeline Landrau, Secretary

Date



Board of Trustees

April 24, 2019

MOTION

To approve the granting of tenure, effective September 1, 2019, to:

Dr. Andrew Hafner	Education
Dr. Jennifer Hixon	Health Sciences
Dr. Rebecca Morris	Economics and Management
Dr. Alice Perry	Criminal Justice
Dr. Jamie Rivera	Nursing

To approve the granting of tenure with automatic promotion, effective September 1, 2019, to:

Dr. Felicia Barber	Music
Dr. Steve Bou ghosn	Computer and Information Science
Ms. Rebecca Brody	Library
Dr. Brian Chen	English
Dr. Robin White	Biology

Kevin R. Queenin, Chair

Date



Board of Trustees

April 24, 2019

MOTION

To approve the granting of promotion to the rank of Professor, effective September 1, 2019, to:

Dr. Joseph Camilleri	Psychology
Dr. Stephanie Grimaldi	Education
Dr. Sonya Lawson	Music
Dr. Jorge Reyes	Psychology
Dr. Sophia Sarigianides	English
Mr. David Shapleigh	Art
Dr. Tarin Weiss	Chemical and Physical Sciences

To approve the granting of promotion to the rank of Associate Professor, effective September 1, 2019, to:

Dr. Heather Brown	Political Science
Dr. Joan Kuhnly	Nursing
Dr. Hugo Viera	Language and Culture Studies

Kevin R. Queenin, Chair

Date

MSCA STATEMENT TO THE WESTFIELD BOARD OF TRUSTEES

4/24/2019

We want to start by acknowledging OUR colleagues who have been recognized here today on their tenure and promotions. We are honored to work with each of you, and we are proud that you are one of US. Please note that the tenure and promotion process is, at its core, an honor and responsibility that we—as faculty and librarians—take very seriously, and which is a labor of love BY faculty and librarians FOR faculty and librarians at every stage—faculty and librarians do the mentoring for each other, we evaluate each other's classes as members of Peer Evaluation committees and as Department chairs. We elect and serve on tenure and promotions committees—work which is rewarding and demanding. We informally review each other's files, champion each other's work and literally hold each other when the stress gets real. We want to note the work of the Tenure Committee. We also acknowledge the Promotions Committee. This responsibility is an act of service to the university and its professoriate and we are grateful for all you do. It is this work that we—the faculty and librarians—model how to demand rigorous performance and dedication to learning, to the students and the university while also supporting and uplifting each other's work and commitment.

It is in this spirit that we are addressing the Board now here today....

As you are aware, the MSCA reported to the Board of Trustees that a vote of no confidence in the President of our University had taken place between March 4-7. The results of this vote were clear, with an unprecedented vote of 211 no confidence, 6 confidence, and 2 abstaining—96% of the members who voted, voted no confidence. While it was the MSCA that held the vote, the MSCA also has brought to your attention concerns relative to other unions and employees on campus, including the APA morale survey, which had similar leadership concerns. A faculty and librarian union has a unique responsibility, because we have greater protections against reprisal, to speak up with and for the other workers on the campus. We have taken that responsibility seriously in all of our endeavors. Today we are here to speak with one voice for the unions, which represent the workers on the campus in stating the collective concerns about the President and his leadership team. We are here to publicly state that this institution has reached a crisis that makes the everyday functioning of the university a challenge for all who are dedicated to the university and tirelessly do our work here. We do not have confidence in our leadership. We do not believe this is a relationship that can be repaired.

From the moment that the vote was announced the Board has consistently reiterated your support for the President and senior leadership—in the first instance this was done

before you even heard from the faculty and librarians about why they had voted in such a drastic majority that they had no confidence in the President. We have met three times with a small group of two or three Trustees and shared more information in those meetings, we have shared with the whole board both an executive summary of ten plus pages, many many letters from individual faculty and librarians, and more recently, a statement from the membership which asked for action from the including a statement from the Board that acknowledges the dedication of the faculty and librarians to create a better university as evidenced in our actions. In all these attempts to get you to pay attention to our distress, we have been met with a doubling down of the Board's support for the President, a consistent narrative that suggests this is a 'culture' problem that pre-dates this President, and a claim that this is a difference of 'perspectives.' This disavowal of the seriousness of the state of the university right now is disappointing and disturbing to us to say the very least.

The consistent and primary concerns we have brought to you in many forms include lack of financial transparency, undermining of the shared governance process and spirit, and perhaps most troubling: dismissiveness and disrespect for employees who have poured their heart and souls into this institution.

Up until this point, the minutes from our small group meetings show that the union has done a lot of talking. But the Board has done very little publicly. The Board has not publicly recognized that the current leadership of this institution has created an environment, which is toxic and problematic for employees. We have been told that the Board believes "it is worth trying" to work things out. It is essential to note that here today, we have brought you the experience and concerns a very large group of employees, yet the Board has heeded only the voices of one person—the President—and a very small group, his senior leaders.

We have a number of questions for you that we do not expect to be answered at the table today but that we respectfully urge you to consider these questions and respond in detail publicly to the whole community.

1. The Board has twice stated publicly that you believe it is in the best interest of the institution to stay with the President. We, the workers on this campus would like to know why? Clearly the faculty and librarians and many others do not believe it is in the best interests of the institution to continue with this leadership and we have shared over and over why we believe this. We are asking the Board to very clearly and with some development explain your process, reasons and metrics for this conclusion.

2. At the sub-group meeting on 4/2 Trustee Martin presented to us “that the President was both serious and fairly specific about changes he felt were needed as well as strengths that he needs to develop.” Following this, we were presented with a woefully lacking list of proposed changes that included “not sitting in his office and developing better communication and trust and respect.” Specifics included open office hours as well as union representation at Cabinet meetings. We continue to strongly stress and contend the difficulty for someone who has a deficit in leadership skills to change as well as the severity of the broken trust between the employees and the President and his team. The President’s list of potential actions is not aligned with the serious problems we have. But given your statements, we would like to know how you will make this happen? What is the timeline for steps? And what would be the measure for success?
3. We brought to your attention that after a vote of no confidence at universities across the country, Trustees will often bring in an outside consultant to evaluate and investigate the situation. We referred you to the Lewis report which stated “However, the problems that have marched behind the racial issues are indeed unique to WSU. The most prominent of these problems raised with this consultant were the changing student demographics, acute leadership deficiencies, and growth and capacity issues.” He also stated that “the workforce at Westfield State University is in a state of distress.”

At this point, as far as we are aware, the Trustees are taking it upon themselves to conduct this evaluation. We would like to note that the Board conducted two evaluations of the president in the past three years which did not include any input from any members of the campus community—faculty and librarians, staff, or students—even though the recommended practice for such an evaluation includes serious consultation with all members of the community. Those evaluations were not made public as is also recommended best practice.

In fact, it has become clear to us that the public discussion of one of those evaluations in a meeting of this Board, included praising the President for things that we experienced very differently. Thus, this body is not unbiased and has its own “perspective.” Therefore, we ask that you consider an EXTERNAL evaluator, chosen in conjunction with the MSCA and other Unions. We want to make it clear that this request for an external evaluator is not to forge a better working relationship with the current administration, but for the purposes of getting an accurate and true gauge of the state of the campus and our climate. Will you bring in an outside and unbiased consultant to assess the environment as soon as possible? Will you listen carefully to such an evaluation and take necessary action when the report is submitted?

4. Shared governance is a pivotal foundation of the work at Westfield State University. President Torrecilha routinely asks a great deal of faculty and librarian committees (and staff) in workload and timeline but ignores their recommendations completely. We have provided multiple examples and testimony to this for the Board. How will you make the President respect and not dismiss the voice and input of the union members—all the workers—on this campus?
5. We find it interesting that after bringing to your attention the problems with hiring practices and the inequity of awarding bonuses to senior leadership while claiming increases for workers were too expensive, that the Trustees did take immediate action to put controls in place by requiring appointments and salaries for deans and above be approved by the Trustees. We ask why the many other serious concerns of employees have not resulted in such immediate action?
6. A critical concern to those on campus is the rolling back of policies and procedures that were put in place as internal controls, after the Presidency of Evan Dobbelle, at the request of the Massachusetts Inspector General and Attorney General. This includes, but is not limited to, the Internal Control Officer and Whistleblower process, the travel policy, and the relationship between the Foundation and the University. These policies were not designed to be president contingent; they were designed as institutional controls against waste, fraud, and abuse. How are the Trustees ensuring that internal controls are operating effectively? How are the Trustees insuring that employees are not threatened with insubordination when they tell their supervisors the truth? How will you make sure that there is faith and trust in the whistleblower process?

Since he arrived on the campus President Torrecilha has failed to listen or engage with the WE who are Westfield. He has imposed his ideas of who we should be and how we should go forward while ignoring who we really are, what we surely do well, what we would like to do better and how he might support us in doing these things even better. He has not crafted initiatives from listening but imposed initiatives on us that are in fact costly without consideration for how we are affected. This "style" of leadership accompanied by a culture that rejects and punishes dissent and undermines creativity. This leads to a campus in acute "distress." We need a leader who helps us realize our vision. Not someone who forces their vision on us. And WE will continue to fight for our campus to get the leadership we deserve.



Board of Trustees

April 24, 2019

MOTION

To engage the services of Vanguard in accordance with the Investment Management Services RFP (2019-004).

Kevin R. Queenin, Chair

Date



Board of Trustees

April 24, 2019

MOTION

To engage the accounting firm of O'Connor and Drew, P.C. for FY19 audit services.

Kevin R. Queenin, Chair

Date