



## **Board of Trustees**

### **Executive Committee**

3:00 PM

June 27, 2019

Garden Level Conference Room A

The Horace Mann Center

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- |   |                        |
|---|------------------------|
| <b>1. Call to Order</b>   | Chair Kevin R. Queenin |
| <b>2. Approval of Minutes</b><br>a. October 9, 2018   | Chair Kevin R. Queenin |
| <b>3. Item for Discussion:</b><br>a. Presidential Evaluation for 2018-2019 Academic Year<br>b. To review Open Meeting Law Complaint<br>of June 18, 2019 | Chair Kevin R. Queenin |
| <b>4. Item for Action:</b><br>a. Motion – Delegate to Rubin and Rudman LLP<br>the task of responding to the June 18, 2019<br>Open Meeting Law Complaint | Chair Kevin R. Queenin |

#### **Attachment(s):**

- a. Minutes of October 9, 2019
- b. Open Meeting Law Complaint dated June 18, 2019
- c. Agenda of April 2, 2019 Full Board Meeting
- d. Minutes of April 2, 2019 Full Board Meeting
- e. Motion – Delegate to Rubin and Rudman the task of responding to Complaint



## Board of Trustees

Executive Committee

### Minutes

President's Boardroom, Horace Mann Center

October 9, 2018

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Board of Trustees committee members in attendance: Committee Chair Queenin, Vice Chair Slakey (by remote participation), Secretary Landrau and Trustee Marcus.

Trustee guests present: Trustees Hill, Magovern, Martinez-Alvarez, Sullivan and Swan.

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

The meeting was called to order at 2:34 PM by Committee Chair Queenin, who stated that Trustee Slakey would be participating in the meeting remotely so all votes would be made by roll call.

Committee Chair Queenin then asked for a motion to approve the minutes of the September 18, 2017 meeting.

**MOTION** was made by Trustee Landrau, seconded by Trustee Marcus, to approve the minutes of the September 18, 2017 meeting.

**Roll Call Vote:**

Trustee Queenin	yes
Trustee Landrau	yes
Trustee Marcus	yes
Trustee Slakey	yes

**Motion passed unanimously**

Committee Chair Queenin brought forward the evaluation of the president and thanked Trustees Martin and Slakey for their work and input and asked if there were any questions or observations. There being none,

**MOTION** was made by Trustee Marcus, seconded by Trustee Landrau, to approve the presidential evaluation for the 2017-2018 academic year as presented to the Executive Committee on the above date and the submission of said evaluation to the Commissioner of the Department of Higher Education.

**Roll Call Vote:**

Trustee Queenin	yes
Trustee Landrau	yes
Trustee Marcus	yes
Trustee Slakey	yes

**Motion passed unanimously.**

There being no further business, Committee Chair Queenin asked for a motion to adjourn.

**MOTION** was made by Trustee Marcus, seconded by Trustee Landrau, to adjourn.

**Roll Call Vote:**

Trustee Queenin	yes
Trustee Landrau	yes
Trustee Marcus	yes
Trustee Slakey	yes

**Motion passed unanimously.**

The meeting was adjourned at 2:36 PM.

Attachments presented at this meeting:

- a. Minutes of September 18, 2017 meeting
- b. President Ramon S. Torrecilha's Self-Evaluation
- c. Presidential Evaluation for 2017-2018 Academic Year
- d. Motion to Approve and Submit Presidential Evaluation for 2017-2018 Academic Year

**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 Executive Committee meeting held on October 9, 2018.

\_\_\_\_\_  
Lydia Martinez-Alvarez, Secretary

\_\_\_\_\_  
Date



The Commonwealth of Massachusetts  
Office of the Attorney General  
One Ashburton Place  
Boston, Massachusetts 02108

## OPEN MEETING LAW COMPLAINT FORM

### Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

#### Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
  - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
  - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

#### Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

#### Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).



## OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

### Your Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_

Organization or Media Affiliation (if any): \_\_\_\_\_

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual       Organization       Media

### Public Body that is the subject of this complaint:

City/Town       County       Regional/District       State

Name of Public Body (including city/  
town, county or region, if applicable): \_\_\_\_\_

Specific person(s), if any, you allege  
committed the violation: \_\_\_\_\_

Date of alleged violation: \_\_\_\_\_

## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

## Review, sign, and submit your complaint

### I. Disclosure of Your Complaint.

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Kimberly A. Tobin

Date: 6/18/2019

For Use By Public Body  
Date Received by Public Body:

For Use By AGO  
Date Received by AGO:



## **Board of Trustees**

### *Special Meeting*

9:30 AM

April 2, 2019

President's Boardroom, The Horace Mann Center

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|---|------------------------|
| <b>1. Call to Order in Open Session</b>   | Chair Kevin R. Queenin |
| <b>2. Item for Information:</b>   | Chair Kevin R. Queenin |
| a. Purpose of Executive Session in accordance with Mass. General Laws c. 30A §21(a)(1): |                        |
| i) To discuss a recent complaint received by the Board of Trustees Chair.               |                        |
| <b>3. Item for Action:</b>  | Chair Kevin R. Queenin |
| a. Motion to Enter Executive Session  |                        |
| <b>4. Return to Open Session for the Purpose of Adjournment Only</b>                    | Chair Kevin R. Queenin |



## BOARD OF TRUSTEES

### Special Meeting Minutes

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

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**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**

June 27, 2019

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### **MOTION**

To delegate to Rubin and Rudman LLP the task of responding to the June 18, 2019 Open Meeting Law Complaint.

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Kevin R. Queenin, Chair

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Date