



Board of Trustees
Executive Committee

3:00 PM
May 27, 2020
Zoom Meeting

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- | | |
|--|---------------------------------|
| 1. Called to Order | Trustee Queenin |
| 2. Approval of Minutes
a. April 7, 2020 | Trustee Queenin |
| 3. Item for Information and Discussion
a. New FY21 Residential Dining Plan | Stephen Taksar / William Connor |
| 4. Item for Action
a. Motion – FY21 Revised Schedule of Tuition and Fees | Stephen Taksar |

Attachment(s):

- a. Draft Minutes of April 7, 2020
- b. COVID-19 Meal Plan Analysis
- c. Motion – FY21 Revised Schedule of Tuition and Fees
- d. FY21 Schedule of Tuition and Fees – Undergraduate (Approved February 6, 2020)
- e. FY21 Revised Schedule of Tuition and Fees - Undergraduate



Board of Trustees

Executive Committee

April 7, 2020

Minutes

Meeting held virtually via Zoom

In accordance with Governor 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: Committee Chair Queenin, Vice Chair Sullivan, and Secretary Martinez-Alvarez

MEMBERS EXCUSED: Trustee Hagan, past Chair

TRUSTEE GUESTS PARTICIPATING REMOTELY: Trustees Alvarado, Boudreau, Landrau, Magovern, and Martin.

Dr. Ramon S. Torrecilha, President of Westfield State University, Mr. Stephen Taksar, Vice President for Administration and Finance, and Ms. Tricia Oliver, Chief of Staff, were also participating remotely.

Chair Queenin called the meeting to order at 8:33 AM, and stated the meeting would be held entirely by Zoom and be live streamed on YouTube.

On behalf of the entire Board, Chair Queenin thanked the faculty, staff, administration and students for doing an outstanding job during these challenging times of uncertainty and the entire technology department for implementing remote learning and working. The commitment to the University is truly appreciated by the Board.

MOTION made by Trustee Sullivan, seconded by Trustee Martinez-Alvarez, to approve the minutes of the November 26, 2019 meeting.

Roll Call Vote:

Trustee Sullivan	Yes
Trustee Martinez-Alvarez	Yes
Trustee Queenin	Yes

Motion passed unanimously.

Chair Queenin stated that he had been in regular communication with President Torrecilha regarding the current campus condition and he asked the President to explain what he and his team are doing.

President Torrecilha stated it is really a difficult time for students, the state, nation and world. He thanked the campus community for coming together on behalf of students. The faculty have continued to do heroic work, together with staff from all over the campus. He thanked students for their flexibility during this challenge and expressed appreciation for their willingness to learn in a different way. He shared the following updates:

- He has been in daily contact with the Executive Office of Education, Council of Presidents, cabinet & chair of the Board.
- The federal CARES Act will provide some funding for higher education, and Westfield State is expected to receive approximately \$4.5 million. Fifty percent of that will go directly to students, and we are awaiting guidance from Washington on the distribution of the remaining funds.
- The Department of Higher Education (DHE), Division of Capital Asset Management and Maintenance (DCAMM), and the Massachusetts Emergency Management Agency (MEMA) advised us to centralize all requests through MEMA for personal protective equipment (PPE) and usage of our residential halls. We have been asked to provide some rooms for first responders. The initial conversation was about the use of Lansdowne, but since that property is leased through DCAMM, we are now looking at providing rooms at University Hall. MEMA would engage outside staff to manage it.
- We are working with the Executive Office of Education and the DHE to accelerate refunds to students in April in the amount of approximately \$7 million for services not rendered to students, specifically room and board. We are seeking to get additional funding from the state.
- Revenues for the Commonwealth may decline by \$2 billion, so we are expecting a decrease in the state appropriation by 5%. We are adjusting the numbers of expected students. As of now, all positions have been frozen and cabinet is reviewing the list of vacancies and will get back to the campus community this week. All expenditures are being looked at and a budget shortfall of \$10 million is expected.
- Commencement in May has been canceled, but we are working on a way to celebrate with families.
- In the middle of June, the Council of Presidents will have a discussion on the onset of the next academic year and we are hopeful to be able to come back to campus in September.
- In response to Chair Queenin's request for an update on the rapidly changing financial conditions, President Torrecilha stated that for the April 30 meeting, Vice President Taksar will create models to look at through the lens of retention, the \$7 million refund to students, and the impact of COVID-19. Because of the projected loss in state appropriations, there are many variables and the Board will need to understand some of the ramifications moving forward. Significant financial challenges need to be thought about, planned and reviewed by the Board.
- In response to Trustee Martin's request for a brief enrollment update, President Torrecilha stated that the entering class was about 15% less than projected. The dip in retention is projected at approximately 7% and we are expecting a 5% decrease in the state appropriation. The numbers are very fluid and we are continuing to look at deposits and registration, but will have a better sense toward the end of the semester. We really won't know until the fall how many students we may lose from the pandemic due to financial instability or family issues.

Chair Queenin stated this issue is not unique to Westfield State as it is state-wide. He thanked President Torrecilha and his leadership team for their service and dedication over the last one and one-half months.

Chair Queenin continued with an update on the interim president search, stating that the guidelines from the Board of Higher Education (BHE) have been shared. He has reached out to the BHE, the Commissioner of Higher Education, and other state institutions. The Registry in Peabody, Massachusetts, was contacted, who provided six interim president candidates. Trustees Martin and Queenin interviewed all six and narrowed the candidates down to two. Final interviews will be held with the whole Board on April 14 or 15

by Zoom and streamed live via YouTube. It is hoped to bring the final two candidates to the Board for vote on April 30, wrap up negotiations by May 15, and then send the candidate to the BHE for approval.

Chair Queenin gave an update on the presidential search process. Based on the BHE Guidelines, a process sheet has been created to use as a comprehensive guide moving forward. It is hoped to kick off the search committee in the summer, working with a search firm to create the job description, interview process, and on-campus visits, and then make a choice later in the winter. This plan has to be fluid based on current conditions. There are 13 search firms that have been approved by the state, and Chair Queenin has reached out to three of them after speaking with other institutions. Over the next few weeks, he will get specific information on each of the firms and will bring it to the April 30 meeting. He stated today's meeting was to give an update on the process, and asked if there were any concerns, insight, or observations.

It was questioned whether the target dates on the process sheet would be filled in prior to the April 30 meeting and it was stated that the dates would be filled in once the chairman and the committee have been selected in order to have their input. The Board was reminded that the regulations state that an interim president can act for one year so the process needs to be started soon, and that the BHE defines who will be on the search committee.

Chair Queenin ended the meeting by wishing everyone and their families well over the next weeks and months. He stated that Father Savage has been very supportive of our students and sends an e-mail every day, which is very helpful in these times.

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

Roll Call Vote:

Trustee Sullivan	Yes
Trustee Martinez-Alvarez	Yes
Trustee Queenin	Yes

Motion passed unanimously.

Meeting adjourned at 9:05 AM.

Attachments presented at this meeting:

- a. Draft Minutes of November 26, 2019
- b. Massachusetts Board of Higher Education Guidelines and Procedures for the Search, Selection, Appointment and Removal of State University and Community College Presidents, June 2013
- c. Draft Presidential Search 2020-2021 Process Sheet

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 April 7, 2020.

Lydia Martinez-Alvarez, Secretary

Date



Dining Services

COVID-19 Meal Plan
Analysis

May 2020

Steve Taksar, VP
Administration and Finance

Bill Connor, Director of Dining
Services

Introduction and Background

- High degree of uncertainty on impact of COVID-19 on Campus
- Likely be significant Dining restrictions for next year
- Cannot deliver a premium or unlimited meal plan
- Must shift to a one meal plan option for residential students
- Fees require Board of Trustee approval
- No impact on Financial Aid
- Fall billing preparation begins in early June

Why are we making a change?

Capacity and throughput

- No dine-in seating for Fall and reduced building occupancy across campus
- Social distancing will reduce flow and speed of guest service
- Meals will be only offered in to-go containers

Continuous dining will not be possible

- 1 hour closure between meals
- Extensive sanitizing/disinfection between meals

No All You Care to Eat (AYCE) dining location

Reduced food stations and offerings

Plan Benefits: The Owl Plan

Dining Dollars

- Rollover: Fall to Spring Semester
- All retail goods now eligible to be purchased with Dining Dollars

Meal Equivalency

- 1 Swipe = \$9
- Available in all retail dining locations

Dining Application (CBORD – GET)

- Tracks meals and Dining Dollar usage
- Allows students to pre-order for contactless pickup and minimize wait

Meal Plan Comparison

Plan:	Unlimited	DC Basic	*Proposed* The Owl Plan
Cost: Semester/Year	\$2251/\$4502	\$2107/\$4214	\$2232/\$4464
Meal Swipes	Unlimited/Semester	224/Semester	19/Week
Dining Dollars	\$250	\$150	\$250
Guest Meals	15	15	8
Meal Equivalency	\$0	\$0	\$9
Dining Dollar Transfer (From Fall To Spring)	No	No	Yes
To-Go Meals From DC	No	No	Yes

Revenue Comparison

Current FY 21	Plan	Participants	Cost/Year	Revenue
	Unlimited Plan	1464	\$4502	\$6,590,928
	DC Basic Plan	222	\$4214	\$935,508
	On the Go	642	\$1510	\$969,420
	Total:			\$8,495,856

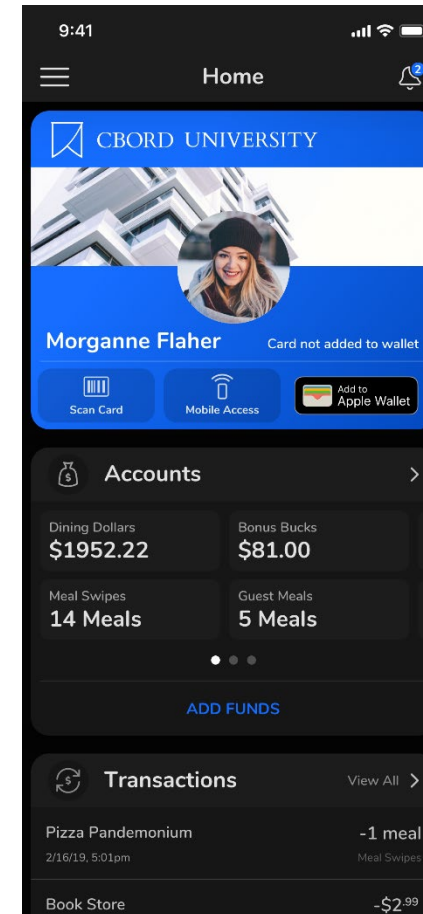
New Plan * FY 21	Plan	Participants	Cost/Year	Revenue
	The Owl Plan	1686	\$4464*	\$7,526,304
	On the Go	642	\$1510	\$969,420
	Total:			\$8,495,724

*The cost for The Owl Plan is weighted to minimize revenue loss.

Benefits of the App

- Place food orders
- Make purchases
- Rewards program
- Redeem points for free items
- Coupons and bonus incentives
- Manage campus tenders
- Turn off lost cards
- Virtual ID cards
- Purchase more Dining Dollars

GETC cbord
student



Recommendations

- Due to the increased safety measures placed on the Dining Services operation by the COVID-19 Global Pandemic, the Unlimited and DC Basic Meal Plans will not deliver the value to the student as originally designed.
- Dining hereby recommends that the Unlimited and the DC Basic Meal Plans be discontinued for 1 year and that a new Owl Plan for the FY21 be created to offer increased value and flexibility for the student.



Board of Trustees Executive Committee

May 27, 2020

MOTION

Given the high degree of uncertainty related to University Operations for the Fall 2020 and Spring 2021 semesters, a new meal plan has been developed that will streamline and simplify the delivery of a Dining Program to students. University leadership has recommended the adoption of a new residential dining plan called the Owl Plan and suspending the Unlimited and DC Basic meal plans for FY21.

Additionally, final Student Health Insurance rates have been determined and indicated on the revised FY21 Schedule of Annual Tuition and Fees which represent a 4% decrease over FY20.

I hereby move to approve the updated FY21 Schedule of Annual Tuition and Fees for the new Owl Dining Plan and final Student Health Insurance rates, as presented.

Kevin R. Queenin, Chair

Date

WESTFIELD STATE UNIVERSITY
Schedule of Annual Tuition and Fees
FY20-21 Comparison

Approved at February BOT Meeting

	FY20	FY21	\$	%
	Approved	Recommended	Change	Change
TUITION:				
√ Resident	970	970	-	0.0%
Proximity	1,455	1,455	-	0.0%
Non-Resident & Foreign	7,050	7,050	-	0.0%
MANDATORY FEES:				
Student Activity	123	123	-	0.0%
General Fee	8,926	9,216	290	3.2%
Capital Improvement Fee	100	100	-	0.0%
Technology Fee	730	730	-	0.0%
√ Total Mandatory Fees	9,879	10,169	290	2.9%
Total In-State Tuition/Fees	10,849	11,139	290	2.7%
ROOM:				
Apartments (single)	9,800	10,100	300	3.1%
Apartments (double)	8,860	9,130	270	3.0%
√ Traditional Hall Standard - Dormitories	6,850	7,050	200	2.9%
Traditional Hall Premium Single	8,850	9,100	250	2.8%
New Hall (single)	10,200	10,490	290	2.8%
New Hall (double)	8,960	9,220	260	2.9%
University Hall (single)	9,650	9,930	280	2.9%
University Hall (double)	8,400	8,640	240	2.9%
Lansdowne (one bedroom - premium)	9,810	10,000	190	1.9%
Lansdowne (two bedroom)	8,800	10,000	1,200	13.6%
BOARD:				
√ Unlimited Meal Plan with \$250 Dining Dollars	4,371	4,502	131	3.0%
On the Go Dining Plan	1,451	1,509	58	4.0%
DC Basic Plan with \$150 Dining Dollars	4,131	4,214	83	2.0%
Total Residential Cost of Attendance	22,070	22,691	621	2.8%
OTHER FEES:				
Student Teaching (practicum) Fee	250	250	-	0.0%
Nursing Fee	1,194	1,794	600	50.3%
Late Registration Fee	25	25	-	0.0%
Late Payment Fee	100	100	-	0.0%
Bad Check Fee	25	25	-	0.0%
Reinstatement Fee	50	50	-	0.0%
ID Card Replacement Fee	30	40	10	33.3%
Parking	100	100	-	0.0%
Parking-DGCE	60	60	-	0.0%
WAIVABLE FEES:				
Student Health Insurance (see note below)	3,444	3,444	-	0.0%
Wellness Center	185	185	-	0.0%
Lifetime Owls (opt in fee)	75	75	-	0.0%

√ Average student annual cost is calculated using the gray shaded areas.

Note:

1. It is estimated that the Student Health Insurance Rate (SHIP) will be available by May 2020.
2. The residential room rates include a \$370.00 infrastructure fee for all residential students.
3. The calculation for Board/Meal Plans uses the Unlimited Meal Plan in FY21, rather than the DC Plan.
4. The Nursing Fee increase includes coverage for increased clinical requirements by healthcare facilities and a change to the payment for Assessment Technology Institutes (ATI)
5. Lansdowne (2 bedroom) is changing from a double and a premium double to two single bedrooms

WESTFIELD STATE UNIVERSITY
Schedule of Annual Tuition and Fees
FY20-21 Comparison
Revised - 5/27/20

	FY20 Approved	FY21 Recommended	\$ Change	% Change
TUITION:				
√ Resident	970	970	-	0.0%
Proximity	1,455	1,455	-	0.0%
Non-Resident & Foreign	7,050	7,050	-	0.0%
MANDATORY FEES:				
Student Activity	123	123	-	0.0%
General Fee	8,926	9,216	290	3.2%
Capital Improvement Fee	100	100	-	0.0%
Technology Fee	730	730	-	0.0%
√ Total Mandatory Fees	9,879	10,169	290	2.9%
Total In-State Tuition/Fees	10,849	11,139	290	2.7%
ROOM:				
Apartments (single)	9,800	10,100	300	3.1%
Apartments (double)	8,860	9,130	270	3.0%
√ Traditional Hall Standard - Dormitories	6,850	7,050	200	2.9%
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Lansdowne (one bedroom - premium)	9,810	10,000	190	1.9%
Lansdowne (two bedroom)	8,800	10,000	1,200	13.6%
BOARD:				
Unlimited Meal Plan with \$250 Dining Dollars	4,371	0	(4,371)	-100.0%
On the Go Dining Plan	1,451	1,509	58	4.0%
√ AY21 The Owl Plan w/ \$250 Dining Dollars (Replaces AY20 DC Basic Plan w \$150 Dining Dollars)	0	4,464	93	
Total Residential Cost of Attendance	22,070	22,653	583	2.6%
OTHER FEES:				
Student Teaching (practicum) Fee	250	250	-	0.0%
Nursing Fee	1,194	1,794	600	50.3%
Late Registration Fee	25	25	-	0.0%
Late Payment Fee	100	100	-	0.0%
Bad Check Fee	25	25	-	0.0%
Reinstatement Fee	50	50	-	0.0%
ID Card Replacement Fee	30	40	10	33.3%
Parking	100	100	-	0.0%
Parking-DGCE	60	60	-	0.0%
WAIVABLE FEES:				
Student Health Insurance (see note below)	3,444	3,306	(138)	-4.0%
Wellness Center	185	185	-	0.0%
Lifetime Owls (opt in fee)	75	75	-	0.0%

√ Average student annual cost is calculated using the gray shaded areas.

Note:

1. Final Student Health Insurance Rate (SHIP) rate
2. The residential room rates include a \$370.00 infrastructure fee for all residential students.
3. The calculation for Board/Meal Plans uses the new Owl Plan in FY21, rather than the DC Plan.
4. The Nursing Fee increase includes coverage for increased clinical requirements by healthcare facilities and a change to the payment for Assessment Technology Institutes (ATI)
5. Lansdowne (2 bedroom) is changing from a double and a premium double to two single bedrooms