



Board of Trustees

Executive Committee

May 27, 2020

Minutes

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: Committee Chair Queenin, Vice Chair Sullivan, and Trustee Hagan, past Chair

MEMBERS EXCUSED: Secretary Martinez-Alvarez

TRUSTEE GUESTS JOINING REMOTELY: Trustees Alvarado, Landrau, Martin, and Williams.

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

Chair Queenin called the meeting to order at 3:00 PM, and stated the meeting would be held entirely by Zoom and be live streamed on YouTube.

MOTION made by Trustee Queenin, seconded by Trustee Sullivan, to approve the minutes of the April 7, 2020 meeting.

ROLL CALL VOTE taken:

Trustee Queenin	Yes
Trustee Sullivan	Yes
Trustee Hagan	Yes

Motion passed.

Mr. Stephen Taksar, Vice President of Administration and Finance, and Mr. Bill Connor, Director of Dining Services, gave a COVID-19 Meal Plan Analysis and update on Dining Services.

- As long as there are social distancing restrictions, a premium meal plan cannot be delivered and it makes more sense to have one meal plan for residential students. The Board is being requested to approve the new residential meal plan (Owl Plan), so the billing process can be started in June. As the new plan was priced out, it showed the cost of attendance drop for residential students by .02%.
- There is no impact on Financial Aid since the price is lower.
- The cost of student health insurance was not known at the February meeting and it is now finalized, resulting in a lower cost to students.

- Social distancing will not allow regular seating and the capacity will be greatly restricted in the dining facilities. There is currently no seating allowed in the Dining Commons.
- The format of dining services will not be continuous and will be closed one hour between meals to disinfect and sanitize each touch point from entrance to exit. Students can swipe in a to-go container and will not be allowed to come back for unlimited portions. A safety campaign will be created.
- Food stations and offerings will be reduced to offer the best value for students.
- All dining dollars will remain the same and unused dining dollars from the spring were rolled over to the fall once students left campus. A meal equivalency will be available in all retail dining locations.
- In comparing the proposed Owl Plan with the Unlimited and DC Basic plans, it has a weighted price range and is slightly less than the Unlimited Plan.
- There was not a platform to present the new plan to students, but they did reach out to the Student Government Association. The Owl Plan will be launched in the July campus billing. Students have indicated what they have wanted the most, which has been incorporated into this new plan.
- The commodity market is being closely monitored. We will be paying more for food in the fall with an increased cost for paper items. The ability to hire contracted third-party individuals may require a re-evaluation of the model.
- Benefits of the GET CBORD app were shown. Using it will launch us into what the students are used to, and allows us to connect with them in another way. This app will allow students to track meals, preorder, reserve a time for pickup, walk in and grab their order.
- Other institutions are doing similar plans with the need to reevaluate the entire mode of operation. We will still be committed to local and healthy foods and want to allow students to be able to connect together with necessary restrictions in the fall.
- It is the recommendation to discontinue the Unlimited and DC Basic plans and approve the Owl Plan.

MOTION made by Trustee Queenin, seconded by Trustee Sullivan, as follows:

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.

ROLL CALL VOTE taken:

Trustee Queenin	Yes
Trustee Sullivan	Yes
Trustee Hagan	Yes

Motion passed unanimously.

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

ROLL CALL VOTE taken:

Trustee Queenin	Yes
Trustee Sullivan	Yes
Trustee Hagan	Yes

Motion passed unanimously.

Meeting adjourned at 3:32 PM.

Attachments presented at this meeting:

- 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