



## **Board of Trustees**

### Governance and Nomination Committee

2:00 PM

December 16, 2021

Conference Room A (Garden Level), Horace Mann Center

A live stream of the meeting for public viewing will also take place on YouTube at the following link: <https://www.westfield.ma.edu/live>

*COVID-19 procedures: Masks are required when indoors on the Westfield State campus, regardless of vaccine status. For more information about Westfield State's COVID-19 procedures, visit: <https://www.westfield.ma.edu/fall-2021-opening/faq>*

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| <b>1. Call to Order</b>  | Trustee Alvarado |
| <b>2. Approval of Minutes</b><br>June 29, 2021   | Trustee Alvarado |
| <b>3. Items for Discussion</b><br>a) Internal Board Assessment<br>b) External Board Assessment<br>c) Board of Trustees Bylaws Review | Trustee Alvarado |

**Attachment(s):**

- a) Draft Minutes of June 29, 2021



**Board of Trustees**  
Governance and Nomination Committee  
**June 29, 2021**  
**Minutes**

A live stream of the meeting for public viewing also took place on YouTube.

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**MEMBERS PARTICIPATING IN PERSON:** Committee Chair Melissa Alvarado, Vice Chair Paul Boudreau, Secretary Ali Salehi, and Trustees Madeline Landrau, Dr. Robert Martin, and Dr. Gloria Williams

**TRUSTEE GUESTS PARTICIPATING IN PERSON:** Trustees Thalita Neves, Edward Sullivan, and Kevin Queenin

Dr. Roy H. Saigo, Interim President, and Dr. Linda Thompson, President-elect, of Westfield State University, were also in attendance.

The meeting was called to order at 1:47 PM by Committee Chair Alvarado, and a roll call was taken of the committee members in attendance as listed above. It was announced that the meeting was being livestreamed and captured as recorded.

**MOTION** made by Trustee Landrau, seconded by Trustee Alvarado, to approve the minutes of the April 29, 2021 meeting. There being no discussion, **Motion passed unanimously.**

Board of Trustees Self-Assessment. Committee Chair Alvarado reviewed the results of the Board self-assessments. The Governance and Nomination Committee will work with President Thompson to put some action items in place for Board growth.

The highest results included:

- Treating others with respect and accommodating differences of opinion
- Maintaining confidentiality
- Monitoring performance related to fiscal management
- Understanding budget documents and fiscal condition of the University

Areas for growth included:

- Periodic evaluation of itself – the reason this process needs to be continued
- Community relations – knowledge of community needs and expectations and keeping the president informed of community contacts
- Review and evaluation of the policy manual – it is recommended the Board focus in the coming year on reviewing policies and develop a system for improvement of Trustees' understanding of this process. It was suggested to add information about the University policies to Trustee orientation.

Trustee Martin added that New England Commission of Higher Education (NECHE) is all about assessment. The Board needs to make sure that assessments are happening at the University and that reports are being received back from divisions. This will be an opportunity for the Board to know what is happening. This topic will be discussed at a future Board retreat.

President Saigo stated that good communication between the Board and President helps to advance the University and asked if it would be helpful to have the President and campus community periodically contribute to Board assessments in order to continue the dialogue moving forward. It was stated that this will be the next step in the process.

Open-ended comments from the assessments included the following.

Some accomplishments noted over the past year include:

- The handling of COVID-19
- Increased access to academic materials
- Presidential Search
- Working with and supporting UEAAC
- Collaborating with constituencies across campus to help improve campus culture

Areas in which the Board could improve include:

- Attendance at University-sponsored events and a better job managing attendance
- Being proactive in reaching out to members of the University to invite to Trustee events, meetings
- More discussion on University direction and program reviews and a strategy for incorporating this dialogue

Recommended goals for the year include:

- Hosting community listening sessions for the campus
- Collaborate and build on the momentum with constituencies
- Have all involved in the onboarding of President Thompson
- Receive updates throughout the year on the Strategic Plan process

Some additional ideas consisted of:

- Trustees have much more data to assimilate now that requires a different level of understanding. Continue with the monthly meetings.
- Continue Trustee building and two-way communication with the campus constituencies. Trustees need to talk with and listen to people on campus. If invited to meetings, they would go.
- It is important to have constituencies at Board meetings to hear discussions. Consider having a public speak out at a regular or separate meeting to hear from constituencies.
- It is necessary to spend sufficient time on University finances.

Nominations for Board of Trustees Officers 2021-2022. Committee Chair Alvarado stated that the request for input from Trustees came back overwhelming to nominate the following Trustees for office for the 2021-2022 academic year, and asked if there was any discussion.

Dr. Robert A. Martin, Chair  
Ali R. Salehi, Vice Chair  
Lydia E. Martinez-Alvarez, Secretary

There being no discussion, this slate of officers will be presented at the full Board meeting today.

There being no further business, **MOTION** made by Trustee Williams, seconded by Trustee Boudreau, to adjourn. There being no discussion, **Motion passed unanimously.**

Meeting adjourned at 2:13 PM.

Attachments presented at this meeting:

- a) Draft Minutes of April 29, 2021
- b) WSU-BOT Self-Assessment 2021 Tabulated Results
- c) Proposed Slate of Board of Trustees Officers for 2021-2022

**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 Governance and Nomination Committee meeting held on June 29, 2021.

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Ali Salehi, Secretary

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Date