



BOARD OF TRUSTEES

April 27, 2022

Minutes

Loughman Living Room, Scanlon Hall

And 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 PRESENT: Chair Dr. Robert Martin, Vice Chair Ali Salehi, and Trustees Theresa Jasmin, Madeline Landrau, Chris Montemayor, Chloe Sanfacon, and Dr. Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Secretary Lydia Martinez-Alvarez and Trustee Paul Boudreau

MEMBERS EXCUSED: Trustees Melissa Alvarado and William Reichelt

Dr. Linda Thompson, President of Westfield State University, was also present.

The meeting was called to order at 2:05 PM by Chair Martin who announced the meeting was being livestreamed and recorded. Special recognition and welcome were given to the faculty being recognized for tenure and promotion. A roll call was taken of the Trustees participating as listed above.

MOTION made by Trustee Jasmin, seconded by Trustee Sanfacon, to approve the minutes of the February 17, 2022, meeting.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Chair Martin said the Board’s responsibility is to ask questions and make sure the President and staff are doing their jobs. He thanked Trustees for chairing committee meetings where the interesting discussion takes place and invited the public to attend those. He encouraged Trustees to celebrate and take pride in the University by supporting investiture and commencement.

President’s Report. President Thompson thanked faculty and staff for preparing the campus for investiture. A new Vice President of Human Resources has been hired. The Community Conversations provided an opportunity to showcase the campus in areas of health, government, business, and the arts. Progress points on student experience, campus culture, expanding institutional resources, and enrollment were shared. The President is creating a bridge fund to assist students by asking 1,000 people to donate \$1,000.

Student Trustee Report. Trustee Sanfacon shared it is the last week of classes, finals start May 4, and commencement is on May 13. Programming and student participation has increased with spring weather and optional masks. Course and housing selections are done. The Student Government Association (SGA) met with President Thompson and State Senator John Velis and discussed state plumbing codes for gender inclusive bathrooms and student mental health. The SGA is in the preliminary stages of organizing a governor's debate in the fall.

Westfield State University Foundation and Alumni Association Update. Board of Trustees, Alumni Association, and Foundation Board leadership have met with President Thompson monthly to discuss collaboration.

- Foundation Chair Elizabeth Scheibel stated the monthly meetings have been helpful to align goals on behalf of the students. The Foundation Board recently added new members Dr. Carlton Pickron, Dr. Isabelina Rodriguez and Ralph Studley. The Interfaith Breakfast brought 140 people to the campus earlier in the month. Two successful alumni events and the Give A Hoot campaign have raised donations and donors. There have been 1,400 scholarship applications received. The Memorandum of Understanding between the Foundation and the University is being prepared with a more engaged process for the President and cabinet to ensure the substantial funds given by the Foundation address the highest priorities. Trustee Melissa Alvarado will replace Kevin Queenin as trustee representative to the Foundation.
- Alumni Association President Scott Liberman stated alumni are looking forward to participating in the investiture and commencement ceremonies. They are making plans to expand the Washington, DC alumni chapter and create additional chapters around the country. The Summer of Fun events are starting soon. The Alumni Association Executive Council contributed \$1,000 toward Give A Hoot and they are pleased this fundraising event displays the unity at Westfield State.

Faculty Presentation – Art Department. Dr. Imo Imeh, professor of Art, shared his current studio projects and how they connect with Westfield. He teaches students to celebrate the good that is at our University. The Art Department is becoming more project-based so that students understand how their projects connect with the entire world and teaches them to develop their voices. Art student Margaryta Mkrтчian shared her art design project which showed examples of how she could represent her people of Ukraine through her creations. Dr. Imeh continued that Westfield State is producing these types of quality projects which is monumental if the right bridges are developed for fellowships and studio spaces. It is hoped to have a more robust conversation with the Board at a future time about how to take students with this level of promise and propel them into the ICA and the MET and to make us stronger with what we already have. Chair Martin thanked Dr. Imeh and Ms. Mkrтчian for providing a glimpse of themselves, the Art program, and the magic that happens between faculty and students.

Advancement and Enrollment Management Committee. Committee Chair Lydia Martinez-Alvarez thanked the team for the fundraising done this year. The Enrollment Management division, faculty, staff, and associate deans have been working to increase enrollment and make it representative of what the community and world looks like. Prospects, inquiries, applications, and acceptance are up but deposits are down in commitments to attend. Community members have been selected to work with the University on an Enrollment Management Advisory Committee.

Academic and Student Affairs Committee. Committee Chair Dr. Gloria Williams stated the committee approved the granting of tenure and promotions to the following individuals.

MOTION made by Trustee Salehi, seconded by Trustee Montemayor, to approve the granting of tenure, effective September 1, 2022, to:

Dr. Paul Cacolice

Sport Medicine and Human Performance

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

MOTION made by Trustee Salehi, seconded by Trustee Jasmin, to approve the granting of tenure with automatic promotion, effective September 1, 2022, to:

Dr. Kimberly Berman	Biology
Dr. Thomas Daniel	Psychology
Dr. Paige Hermansen	English
Dr. Paul Higgins	Sport Medicine & Human Performance
Mr. Eric Parness	English
Dr. Kristen Porter	Biology
Dr. Jason Ramsay	Biology
Dr. James Schlaffer	Economics
Dr. Yuan Zhang	Communication

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

MOTION made by Trustee Salehi, seconded by Trustee Sanfacon, to approve the granting of promotion to the rank of Professor, effective September 1, 2022, to:

Dr. Sunday Fakunmoju	Social Work
Dr. John McDonald	Environmental Science

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Chair Martin stated that the Board has a vote, but the serious work of bringing these candidates forward is done by the provost, vice provost, deans, and chairs of committees. He challenged the candidates to continue to have a constructive role in their University. President Thompson shared that she was impressed that the common thread of their research was under the umbrella of human health, human development, and human services and would love to connect research clusters. A bio of each candidate celebrated their work in teaching, service, and commitment to Westfield State University. Each faculty member receiving tenure and promotion was presented a medal and gift in honor of their accomplishments.

Finance and Capital Assets Committee. Committee Vice Chair Jasmin shared highlights of the committee meeting. The financial results of the third quarter were better than expected mostly due to timing. Day enrollment and Dining Services revenue were also higher than expected. Residential Life has 22 more students than planned. The Parenzo Hall renovations are over budget by \$500,000 due to supply chain challenges. It is early to project enrollment for FY23, which is a critical metric to develop the budget. Some COVID funding will be ending soon. There is a structural deficit of \$3 million, with \$2 million to be funded by reserves. The President’s Innovation Fund will finance opportunities to help grow revenue. Residential Life reported steady occupancy, but strategic decisions need to be made on housing operations due to their deficit of \$2 million per year, which will increase to \$4 million by FY24. The committee brings forward one action item.

MOTION made by Trustee Landrau, seconded by Trustee Sanfacon, to approve the request from the Sports Medicine and Human Performance Department to purchase an ambulance from the Town of Southwick in FY22 for \$5,000. Should the vehicle be unable to be delivered to the University by June 30, 2022, Academic Affairs will work with Finance to request a rollover of funds to FY23.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Audit Committee. Committee Chair Paul Boudreau shared that in the committee meeting the auditors reported that the University had a clean report with no findings. The committee charter will be reviewed at the June meeting. There has been no change in the open risk management position, but a Title IX Coordinator has been hired. The committee brings forward two action items.

MOTION made by Trustee Jasmin, seconded by Trustee Sanfacon, to accept the audit report on the audit procedures required pursuant to the Office of Management and Budget (OMB) Uniform Guidance for fiscal year ending June 30, 2021, as prepared by the firm of O’Connor & Drew P.C., and to authorize the submission of this report to the Federal Audit Clearinghouse and to other parties as required by OMB Uniform Guidance and the Commonwealth of Massachusetts.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

MOTION made by Trustee Sanfacon, seconded by Trustee Jasmin, to engage the financial audit services of O’Connor and Drew P.C., for FY22.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes

Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Governance and Nomination Committee. With the absence of Committee Chair Alvarado, Chair Martin reported on the committee meeting and requested Trustees to provide their interest in serving as an officer and chairing/membership of committees prior to the June meeting. As a follow up to last year’s Board self-assessment, the committee would like to receive feedback from other campus constituencies that interact with the Board through small focus groups in the fall. Draft revisions to the bylaws were presented to the committee. The Board was requested to look at the revisions in the context of good board governance and consideration of the NECHE standards provided by Pat O’Brien at the March 30 meeting. Feedback on the bylaw revisions should be send to the Board assistant and will be discussed at a future meeting.

There being no further business, **MOTION** made by Trustee Sanfacon, and seconded by Trustee Jasmin, to adjourn.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Meeting adjourned at 4:05 PM.

Attachments presented at this meeting:

- a. Draft Minutes of February 17, 2022
- b. President’s Presentation
- c. Faculty Presentation

Academic and Student Affairs Committee:

- d. Motion – Promotion
- e. Promotion Documents
- f. Motion – Tenure
- g. Tenure Documents

Finance and Capital Assets Committee:

- h. Motion – Vehicle Purchase (Ambulance)
- i. Vehicle Purchase Ambulance (Memo from Department)
- j. Vehicle Purchase Ambulance (Memo from Provost)

Audit Committee:

- k. Motion – Uniform Guidance Report
- l. Uniform Guidance Report (Draft)
- m. Motion – Engagement of Financial Audit Services for FY22
- n. Engagement of Financial Audit Services for FY22 (Planning Presentation)
- o. Engagement of Financial Audit Services for FY22 (Engagement Letter)