



BOARD OF TRUSTEES

June 28, 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 Melissa Alvarado, Paul Boudreau, Theresa Jasmin, Madeline Landrau, Chris Montemayor, William Reichelt, and Dr. Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Trustee Chloe Sanfacon

MEMBERS EXCUSED: Secretary Lydia Martinez-Alvarez

Also present were Westfield State University President Dr. Linda Thompson; President of Westfield Chapter MSCA Dr. Claudia Ciano-Boyce, and Director of Athletics Richard Lenfest.

The meeting was called to order at 2:34 PM by Chair Martin who announced the meeting was being livestreamed and recorded. A roll call was taken of the Trustees participating as listed above.

MOTION made by Trustee Williams, seconded by Trustee Reichelt, to approve the minutes of the April 27, 2022, meeting.

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Chair Martin said it has been a challenging year with enrollment, budget, student mental health, and changing demographics. Enrollment and other data shared at committee meetings should be shared with the entire campus and the University needs to continue to collaborate in the interest of the whole institution.

President’s Report. President Thompson stated that during her first year she tried to focus her attention on getting to know people on and off campus, in this region of the commonwealth, and in the northeast. She wanted the campus community to know their voices would be heard and she has been building her administration along the theme of *building our future by restoring our health*. She has worked toward pathways for healthy environments on and off campus and took advantage of opportunities to create partnerships in the community. Students want more types of programming and want to be heard. Employees

are feeling overworked, and we need to transform the work that we do to create an environment that everyone thrives in. The community wants more access to our facilities and events, and she would like to promote more town gown events. Since June 2021, she has participated in nearly 1,000 meetings and events on and off campus to show that Westfield State University can be the premier public university of higher education in the northeast. To do that, we need to update the Strategic Plan with a focus on Westfield 2030 and beyond by building bridges and promoting the wellbeing of everyone. She is focusing on three main goals:

1. Build teams on campus and collaborate with leaders in the Pioneer and Connecticut River Valley. Foster a spirit of educational innovation. Embrace ideals of Horace Mann to ensure democracy will flourish as principles guiding our work. Success for learners at every stage of life. Create solid communication with school districts and community colleges to create a pipeline for four-year degrees.
2. Transform campus culture with a commitment to transform our values. Promote health and wellbeing of everyone on and off campus. Review and integrate climate survey recommendations to improve culture on campus. Embrace cultural, social, economic, and physical environments for impact and purpose so all people can flourish.
3. Expand resources, which is critical to ensure Westfield State's fiscal health. Stabilize and secure resources, industry partnerships, diversification of programs, technology, and innovation, using the science of learning and entrepreneurial activities. Focus on our strengths and partner with others. We obtained grant writers to assist with state and federal funding and secured close to \$2 million in annual grant funds. We are working to develop a partnership with the University of Puerto Rico and developing a fundraising case for the campus and a community fundraising council.

Chair Martin stated he had asked the president to give updates on her goals throughout the year. She has been working on her self-evaluation, and at her encouragement, the Board will draft an evaluation with input from campus constituencies in the fall.

Student Trustee Report. Trustee Sanfacon shared that a Coordinator of Student Involvement had been hired to replace Barbara Hand in assisting the Student Government Association. There are student leadership sessions planned to prepare for the upcoming year and the new student orientation team is working hard to ensure smooth transitions for students.

Faculty Perspectives. Dr. Ciano-Boyce shared that mental health has been a concern and students' issues have increased the last two years. In class, professors are noticing students sleeping and distracted, increased absences, no responses, missing and late assignments, and requests for accommodations. The faculty love their students but have standards to hold them to. They have been compromising with themselves by being flexible, providing out-of-class help, loosening deadlines, and being more lenient in grading, but with the whisper of enrollment and retention at the back of their minds, it is putting them in a hard spot. Faculty are also facing fears and health issues but cannot bring those to the students. A big part of retention is in the classroom, but some faculty care about it more than some of the students. The faculty are saying "we are not okay; our jobs have changed," and some are fearful they will lose their jobs.

Trustees commented the same issues are in the high schools. There is a limit of faculty and institutional resources, but some students will thrive with more support. The level of commitment to education has dropped for students. The Board is very cognizant of what is going on and closing the University has never been a subject of discussion among anyone. Jobs will not be cut or cut back. That information needs to be taken back to the faculty so we can all work in unison to advance the same cause.

Smith Cup Presentation. Mr. Lenfest stated that from spring 2021 through now, his staff has focused solely on our student athletes. The athletes were laser focused on their sports and succeeded academically and are a pride point for the University. A video was shown of Westfield State athletics as recipients of the 2021-2022

Howard C. Smith Cup. Our teams finished first and second in five sports, four of which were women's programs. Students Delaney Parker from the women's soccer team (who led the country in scoring), and Kiely Hafensteiner from the women's lacrosse team introduced themselves and were recognized.

Advancement and Enrollment Management Committee. Committee Vice Chair Melissa Alvarado shared that the committee received an update on institutional advancement metrics and that alumni participation rates have increased. The Summer of Fun events were discussed, and Homecoming will take place on October 22. The new class profile showed increased applications, but nearly a 10% drop in deposits. The financial aid timing and allocation needs additional work.

Academic and Student Affairs Committee. Committee Chair Dr. Gloria Williams shared that the committee received information on the student retention cycle from Tinto's Model of Student Retention. Retention planning and retaining students takes the entire institution to be vested in understanding institution goals for enrollment and financial planning. Continuing student attrition and summer melt figures were provided. Student targets, graduation and turnover percentages, and withdrawal data were presented.

MOTION made by Trustee Reichelt, seconded by Trustee Williams, to approve the name change of the Bachelor of Science in Regional Planning to the Bachelor of Science in Urban and Regional Planning.

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Finance and Capital Assets Committee. Committee Chair Ali Salehi shared that the committee was presented with the provisional budget for FY23. Everything is connected -- enrollment, revenue, expenditures, and shortfalls. These are very difficult times, and we need to plan for the worst and hope for the best. We have more applications and interest, but the challenge is converting them to deposits. Reserves will be drawn upon to help balance the budget. The whole campus needs to commit to sacrifices, but that does not include job cuts. The Parenzo Hall project is still on time and on budget. There is currently a deficit of \$1.6 million. A multi-year budget will be presented soon. The newly purchased ambulance has been secured and prepped for use.

FY23 Provisional Operating Budget. **MOTION** made by Trustee Landrau, seconded by Trustee Reichelt, to approve the FY23 provisional operating budget as presented and to authorize the President to make budget adjustments to these funds.

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Capital Budget. **MOTION** made by Trustee Landrau, seconded by Trustee Alvarado, to approve the FY23 proposed capital budget as presented in the FY23 Major Capital Projects for Facilities Plan.

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Motion – Vehicle Lease/Purchase Program. **MOTION** made by Trustee Landrau, seconded by Trustee Montemayor, to approve FY23 expenditures for the vehicle lease/purchase program, as presented.

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Motion – FY23 Sponsorships. **MOTION** made by Trustee Landrau, seconded by Trustee Reichelt, to authorize the University to spend up to \$30,000 in FY23 on sponsorship and/or attendance at community events, consistent with University guidelines for the expenditure of such funds. The University will report all expenditures made under this umbrella approval no later than the June 2023 meeting of the Board of Trustees.

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Audit Committee. Committee Chair Paul Boudreau shared that the committee received information that the internal control questionnaire had been submitted to Office of Comptroller. The annual review of the Audit Committee Charter presented no significant changes. The risk management/internal audit vacant position will not be filled at this time, but the Boston Consortium will be consulted to find out if we could contract some internal audit services through them. Revisions to the Whistleblower Policy were approved at committee. The policy in place would protect the University and it was discussed whether the executive committee should be notified of any complaints. Legal counsel will be consulted on that issue.

Motion – Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy.

MOTION was made by Trustee Landrau, seconded by Trustee Reichelt, to approve the changes and accept the newly revised Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy (0440), as presented.

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Governance and Nomination Committee. Committee Chair Melissa Alvarado shared the committee agreed on the following proposed slate of officers.

MOTION was made by Trustee Reichelt, seconded by Trustee Montemayor, to elect the following slate of officers for the 2022-2023 academic year:

Dr. Robert Martin, Chair
Ali Salehi, Vice Chair
Dr. Gloria Williams, Secretary

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Also discussed in the meeting were Board committee assignments and committee structures. Given the new position of Vice President of Justice, Equity, Diversity, and Inclusion (JEDI), it was agreed to create an additional committee to support JEDI efforts across the University. The format for meetings this coming year were discussed, and five full-day meetings will continue but the bi-monthly meetings will be eliminated. Bylaw revision feedback should be sent to the Board assistant over the summer.

Chair Martin stated that he and Trustee Salehi have been meeting regularly with President Thompson the last year. He asked Trustees to share their committee preferences as he considers the committee assignments for 2022-2023. He requested that committee chairs and staff liaisons to the Board committees discuss and identify those items the committee should pay attention to going into the next year – particularly those of a strategic level. Some material brought to the meetings is board education and business, but the Board needs to ask questions and pay attention to items that should be put before them. He thanked Trustee Martinez-Alvarez for serving as secretary the last three years. A new chair of the Audit Committee is required since Trustee Boudreau has served in that position for the last three years, and the following motion to confirm the chair is required per the Bylaws.

Motion – Confirm Appointment of Audit Committee Chair for 2022-2023. **MOTION** was made by Trustee Landrau, seconded by Trustee Reichelt, to confirm the appointment of Trustee Theresa Jasmin as the Chair of the Audit Committee for 2022-2023.

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Recognition of former Board Chair Kevin Queenin. Chair Martin acknowledged with gratitude the work of former Board Chair Kevin Queenin, who cycled off the Board in January and Trustee Alvarado moved into that

Board seat. Chair Martin worked with Trustee Queenin over the last three years and has benefitted from his role as a Trustee and a person to be at his shoulder. His unquestioned loyalty and commitment to the institution started with his days as a student, then business leader, and many years as trustee, navigating some difficult situations. Trustee Queenin gave of his time and energy and was generous to the University in putting his money where his loyalty and affection were. Trustee Queenin was thanked for his service to the institution and a resolution was read in his honor. Trustee Queenin provided reflections on his years as a Trustee.

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

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

Trustee Alvarado	Yes	Trustee Reichelt	Yes
Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Montemayor	Yes	Trustee Martin	Yes

Motion passed unanimously.

Meeting adjourned at 4:39 PM.

Attachments presented at this meeting:

- a. Draft Minutes of April 27, 2022

Academic and Student Affairs Committee:

- b. Motion – Approval of Degree Name Change: Bachelor of Science in Regional Planning to Bachelor of Science in Urban and Regional Planning
- c. Memo on Degree Name Change
- d. BHE Name Change Request

Finance and Capital Assets Committee:

- e. Motion – FY23 Provisional Operating Budget
- f. FY23 Provisional Operating Budget (Narrative)
- g. FY23 Provisional Operating Budget
- h. FY23 Provisional Operating Budget (Revised Enrollment Projection)
- i. FY23 Provisional Operating Budget (Approved Fees)
- j. Motion – Capital Budget
- k. Capital Budget
- l. Motion – Vehicle Lease/Purchase Program
- m. Vehicle Lease/Purchase (Memo)
- n. Vehicle Lease/Purchase Program
- o. Motion – FY23 Sponsorships

Audit Committee:

- p. Motion – Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy (0440)
- q. Policy – Whistleblower (Track Changes)
- r. Policy – Whistleblower (No Track Changes)
- s. Policy – Whistleblower (Campus Email)

Governance and Nomination Committee:

- t. Motion – Election of Board of Trustees Officers for 2022-2023

Full Board:

- u. Motion – Confirm Appointment of Audit Committee Chair for 2022-2023
- v. Proclamation for Kevin Queenin