



Board of Trustees

Governance and Nomination Committee

2:30 PM

February 17, 2022

Loughman Living Room, Scanlon Hall

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/spring-2022covid/fag>

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| 1. Call to Order | Trustee Alvarado |
| 2. Approval of Minutes December 16, 2021 | Trustee Alvarado |
| 3. President's Remarks | Dr. Linda Thompson |
| 4. Items for Information a) Board of Trustees Bylaw Review Update | Trustee Alvarado |

Attachment(s):

- a) Draft Minutes of December 16, 2021



Board of Trustees

Governance and Nomination Committee

December 16, 2021

Minutes

Conference Room A (Garden Level), Horace Mann Center

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

MEMBERS PRESENT: Vice Chair Ali Salehi, Secretary William Reichelt, and Trustee Dr. Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Committee Chair Melissa Alvarado

TRUSTEE GUESTS PRESENT: Trustees Paul Boudreau, Dr. Robert Martin, Kevin Queenin, and Chloe Sanfacon

Dr. Linda Thompson, President of Westfield State University, was also present (joined at 2:10 PM).

The meeting was called to order at 2:02 PM by Committee Chair Alvarado. A roll call was taken of the committee members participating as listed above and it was announced that the meeting is being livestreamed and captured as recorded.

MOTION made by Trustee Williams, seconded by Trustee Reichelt, to approve the minutes of the June 29, 2021 meeting.

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

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| Trustee Reichelt | Yes |
| Trustee Salehi | Yes |
| Trustee Williams | Yes |
| Trustee Alvarado | Yes |

Motion passed unanimously.

Internal Board Assessment. Committee Chair Alvarado highlighted the results of the internal Board assessment performed in the spring of 2021 and stated a similar assessment will be conducted on an annual basis.

The top favorable attributes were:

- Treating others with respect and accommodating differing opinions
- Maintaining confidentiality
- Performing fiscal management and understanding budget documents

Areas for growth included:

- Periodic internal evaluation of the Board
- Community relations - knowledge of community needs and contacts for the president

- Review and evaluation of the policy manual
- Refining Trustee onboarding and required training

External Board Assessment. Committee Chair Alvarado continued that in addition to an internal assessment, the Board has discussed doing an external board assessment and seeking feedback from other leadership groups on campus. New England Commission of Higher Education (NECHE) standards on board governance now stipulate that boards should conduct an external assessment, but there is no guidance on the process. Some ideas discussed were:

- As a public body, the Board’s interaction with other constituents is important. Start by identifying those groups the Board regularly interacts with, such as the president, cabinet, student leadership, and faculty/staff union leadership to collect their perspectives. [President Thompson joined the meeting at 2:10 PM].
- The process should request information from those external constituents that will be helpful for the Board to improve its work for the University.
- Feedback from focus groups should be prioritized to make the institution stronger.
- Have the Governance and Nomination committee hold focus groups, starting with students, the institution’s number one priority. Meet with SGA and other student groups and then expand to others. [Trustees Landrau and Martinez-Alvarez joined the meeting at 2:21 PM]

Board of Trustees Bylaws Review. As part of the NECHE review, board governance and the Trustee bylaws are being reviewed and compared to other state universities, focusing on committee responsibilities and structure. An analysis will be brought to President Thompson and the committee with recommendations.

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

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

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| Trustee Reichelt | Yes |
| Trustee Salehi | Yes |
| Trustee Williams | Yes |
| Trustee Alvarado | Yes |

Motion passed unanimously.

Meeting adjourned at 2:25 PM.

Attachments presented at this meeting:

- Draft Minutes of June 29, 2021 Meeting

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 December 16, 2021.

William Reichelt, Secretary

Date