



BOARD OF TRUSTEES

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: Chair Dr. Robert Martin, Vice Chair Ali Salehi, Secretary Lydia Martinez-Alvarez and Trustees Melissa Alvarado, Paul Boudreau, Theresa Jasmin, Madeline Landrau, Kevin Queenin, William Reichelt, Chloe Sanfacon, and Dr. Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Trustee Melissa Alvarado

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

The meeting was called to order at 2:31 PM by Chair Martin and a roll call was taken of the Trustees participating as listed above. It was announced that the meeting is being livestreamed and captured as recorded.

MOTION made by Trustee Landrau, seconded by Trustee Martinez-Alvarez, to approve the minutes of the November 30, 2021, 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 Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Queenin	Yes		

Motion passed unanimously.

Chair Martin stated that owning, sharing, and working together toward collective goals has increased at Westfield State over the last eighteen months. The presidential transition team is assisting President Thompson and she has connected with over 110 external groups. It is important for the Board to collaborate with the Foundation and Alumni Association and to create opportunities to develop relationships with faculty and staff on campus, attending events when invited. The March 30 Board meeting will host Pat O'Brien from the New England Commission of Higher Education (NECHE) to present a workshop connected to governance and organization. Chair Martin and President Thompson have had informal discussions about developing a presidential evaluation.

President's Report. Dr. Linda Thompson provided updates to her goals of supporting strategic priorities through the student experience, enrollment, culture, and resources and asked everyone to start the new year in a positive way.

Student Trustee Report. Trustee Sanfacon stated this semester has been a big adjustment to students and the unpredictability of in-person or remote classes in the future is stressing for students. Health services is offering vaccine boosters. The mental health of students is at the forefront. The SGA executive council met with President Thompson and Trustees Martin and Martinez-Alvarez to discuss retention and the necessity to hear what students need. Some students have received diversity training and are planning implementation of an anti-bullying campaign and community building on campus. The anonymous Yik Yak app has quieted down.

Westfield State Foundation and Alumni Association Reports. Elizabeth Scheibel, Chair of the Westfield State Foundation, stated it has been helpful to align goals with the Board of Trustees and Alumni Association leadership. Fundraising and creating opportunities for the University are being planned. The Interfaith Center’s impact on the campus community and beyond is extraordinary and stronger than ever. Donations to the University support the needs of students so those in leadership roles need to support President Thompson’s initiatives and determine how they can be helpful with their time, talent, and finances. Scott Liberman, President of the Westfield State Alumni Association, stated that at the first meeting of the Alumni Council, they created four areas of focus: 1) kindness and respect, 2) partnering with the University, 3) being active in committees, and 4) being ambassadors for all alumni. Over the last year, they revised their bylaws, held a successful homecoming and game side event, and participated in the distinguished alumni award.

Introduction of Associate Deans. Dr. Enrique Morales-Diaz, Assistant Provost, introduced the following associate deans and presented short biographies of each. They presented their ideas for creating successful schools, supporting faculty, and helping students succeed. The names of the schools are not final.

- Dr. Rebecca Morris, Assoc. Dean of the School of Business, Mathematics, and Computer Science
- Dr. Gabriel Aquino, Assoc. Dean of School of Criminology, Justice, and Public Policy
- Dr. Sabine Klein, Assoc. Dean of the School of Education, Arts, Communication, and Humanities
- Dr. Ziblim Abukari, Assoc. Dean of the School of Health, Natural Sciences, and Human Services

Advancement and Enrollment Management Committee. Committee Chair Martinez-Alvarez shared the following highlights of discussion in the committee meeting. There is \$50,000 needed for the “Take/Give a Seat” campaign, and the annual Hogan Classic golf tournament in Naples, Florida is scheduled for March 2. Enrollment and financial aid were discussed, revealing an all-time low for student completion of financial aid forms. Prospects, inquiries, and completed and accepted applications are up and we are hopeful to meet the goals.

- Staff Emeritus/a Status. Trustee Martinez-Alvarez read the bios of the three candidates for Staff Emerita Status.

MOTION made by Trustee Reichelt, seconded by Trustee Williams, to approve the granting of staff emerita status, effective December 16, 2021, to the following individuals:

Nancy Goodniss
 Mary Ann Roussi
 Cynthia Siegler

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

[Trustees Landrau and Martinez-Alvarez left the meeting at 3:38 PM]

Academic and Student Affairs Committee. Committee Chair Williams shared the following highlights of discussion in the committee meeting. A new LifeWorks app will help support students with mental health issues. Figures were shared on the five-year data for undergraduate and graduate enrollment, seat utilization, and retention. A comprehensive strategy is needed for student retention to meet students where they are in social, academic, and mental health needs. New Academic Affairs organizational charts were shared, and the division continues to support faculty, students, accreditation and assessment.

- Faculty Emeritus/a. Dr. Enrique Morales-Diaz read the names of the faculty nominated for Faculty Emeritus/a Status.

MOTION made by Trustee Williams, seconded by Trustee Reichelt, to approve the granting of Faculty Emeritus/a status, effective December 16, 2021 to the following individuals:

- Dr. Robert Bristow, Department of Geography, Planning & Sustainability
- Dr. James Carabetta, Department of Computer and Information Science
- Dr. John Jones, Department of Criminal Justice
- Dr. Robert Kersting, Department of Social Work
- Dr. Karl Leiker, Department of Geography, Planning & Sustainability
- Dr. Nomazengele Mangaliso, Department of Sociology
- Dr. James Martin-Rehrmann, Department of Education
- Dr. Patrick Romano, Department of Chemical & Physical Science
- Dr. Gerald Tetrault, Department of Philosophy
- Dr. Roger Tudor, Department of Philosophy

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	Left meeting	Trustee Williams	Yes
Trustee Martinez-Alvarez	Left meeting	Trustee Martin	Yes
Trustee Queenin	Yes		

Motion passed unanimously.

Finance and Capital Assets Committee. Committee Chair Salehi shared that the committee discussed in its meeting glide path approaches, scenarios, and assumptions. The committee approved the following four motions to be submitted to the full Board for approval.

MOTION made by Trustee Sanfacon, seconded by Trustee Reichelt to approve the changes and accept the newly revised Investment Policy (0430), 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	Left meeting	Trustee Williams	Yes
Trustee Martinez-Alvarez	Left meeting	Trustee Martin	Yes
Trustee Queenin	Yes		

Motion passed unanimously.

MOTION made by Trustee Boudreau, seconded by Trustee Sanfacon, to approve the FY22 capital project request of \$1,300,000 to replace the dish washing machine/conveyor system in Tim & Jeanne’s Dining Commons. The funding source will be a combination of unspent capital project funds from the Dining Commons FY22 floor replacement project at \$300,000 and bond funding of \$1.0 million.

It was commented that the bond rate is very low. There being no further 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	Left meeting	Trustee Williams	Yes
Trustee Martinez-Alvarez	Left meeting	Trustee Martin	Yes
Trustee Queenin	Yes		

Motion passed unanimously.

MOTION made by Trustee Boudreau, seconded by Trustee Sanfacon, to approve the request to use \$12,000 from University reserves to assist in the purchase of a 2022 SUV for the Department of Public Safety in FY22. Should the vehicle be unable to be delivered by June 30, 2022, Public Safety will work with Finance to request a rollover of the allocated funds to FY23.

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 Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Queenin	Yes		

Motion passed unanimously.

MOTION made by Trustee Jasmin, seconded by Trustee Boudreau, to approve the changes and accept the newly revised Trust Fund Management Policy (0604), 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 Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Queenin	Yes		

Motion passed unanimously.

Audit Committee. Committee Chair Boudreau shared that an important position has been filled with a new Title IX coordinator.

Governance and Nomination Committee. Committee Chair Alvarado shared that the committee discussed that in addition to the internal Board self-assessment completed in June, an external board assessment will be planned with input from the broader campus. The Board bylaws are being reviewed with a focus on Board responsibilities and committee structures and proposed revisions will be presented to President Thompson

and the Board. [Trustee Boudreau left the meeting at 3:55 PM]

There being no further business, **MOTION** made by Trustee Reichelt, and seconded by Trustee Williams, 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 Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Queenin	Yes		

Motion passed unanimously.

Meeting adjourned at 3:59 PM.

Attachments presented at this meeting:

- a. Draft Minutes of November 30, 2021
- b. President's Presentation

Advancement and Enrollment Management:

- c. Motion – Staff Emeritus/a Status
- d. Staff Emeritus/a Justifications

Academic and Student Affairs Committee:

- e. Motion – Faculty Emeritus/a Status
- f. Faculty Emeritus/a Justifications

Finance and Capital Assets Committee

- g. Motion – Investment Policy (0430)
- h. Policy – Investment (Track Changes)
- i. Policy – Investment (No Track Changes)
- j. Motion – MSCBA Bond Approval (Dish Machine)
- k. MSCBA Bond Approval (Memo)
- l. MSCBA Bond Approval (Project Financing)
- m. MSCBA Bond Approval (Financing Options)
- n. Motion – Use of Reserves Request (Police Vehicle)
- o. Use of Reserves Request (Memo)
- p. Motion – Trust Fund Management Policy (0604)
- q. Policy – Trust Fund Management (Memo)
- r. Policy – Trust Fund Management (Track Changes)
- s. Policy – Trust Fund Management (No Track Changes)