



BOARD OF TRUSTEES

February 17, 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, Theresa Jasmin, William Reichelt, Chloe Sanfacon, and Dr. Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Trustees Paul Boudreau and Madeline Landrau

MEMBERS EXCUSED: Secretary Lydia Martinez-Alvarez

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

The meeting was called to order at 2:46 PM by Chair Martin. It was announced the meeting was being livestreamed and recorded and a roll call was taken of the Trustees participating as listed above.

Chair Martin congratulated the Veterans' Military Center on their fifth anniversary. He announced that the Governor's office has appointed Melissa Alvarado to the seat that was previously occupied by Kevin Queenin. The Alumni Association recently completed an election for a new Alumni Trustee and once the results are certified and approved by the Governor's office, the name of the newly elected Alumni Trustee will be announced. Chair Martin asked Trustee Alvarado to replace Trustee Queenin as the Trustee representative to the Foundation Board and asked Trustee Williams to fill the empty seat on the Executive Committee since there is not a prior Board chair currently serving on the Board. Trustee Landrau will chair, and Trustee Salehi has been added to, the Investment Subcommittee. April 29 has been selected to celebrate both President Thompson's Investiture and the University. The Presidential Transition Team has been focusing on ways to present the president's goals as University goals and to obtain buy-in from the campus community. He charged the Board, the president, and the Transition Team to provide simple, implementable ideas to the University community on helping to contribute to admissions, retention, financial planning, and the creation of the JEDI initiative. The Board is responsible for ensuring that financial planning is taking place and it is essential that the entire University understand the parameters and have input in that process.

President's Report. President Thompson introduced and welcomed Robert Genest, Interim Director of Communications, and Dr. Michael Freeman, Special Assistant to the President on University Strategies and Chief of Staff. She also gave the following updates.

- Overall university and residential vaccination rates were shared. The campus is looking forward to celebrating more togetherness and creating stronger bonds, never losing sight of the goal to make students future leaders.
- Our goal is to become the premier institution of higher education in the northeast and position ourselves to become the campus of choice. To do this, we need to develop innovation, relevant programs, and partner with community-based organizations to support enrollment growth, our number one priority.
- Progress points were given on the strategic initiatives of the student experience, enrollment and retention, culture, and resources.

Student Trustee Report. Trustee Sanfacon shared that the date set for commencement is May 13. Mental health on campus is being addressed through Fresh Check Day on April 7 and the new MySSP app launched through LifeWorks with useful mental health features. The Owl Ball is back this year, rebranded as the Spring Semi-formal on March 25. The Student Activities, Involvement, and Leadership (SAIL) office is promoting events for Black History Month. Student groups met with the Student Affairs consultant to discuss her recommendations. A service is being planned at the Interfaith Center for a student who passed away before break.

Student Honors Project Presentation. Dr. Tarin Weiss of the Chemical and Physical Sciences Department introduced Jack Duncan, a senior majoring in Environmental Sciences. He has a full-time Geographic Information System (GIS) internship in the city of West Springfield. Mr. Duncan presented his senior honors project on how Westfield State can be more sustainable in its use of resources. He compared Westfield with other state universities and reported where we were lacking or exceeding. Chair Martin requested Dr. Weiss to provide a follow up to the Board on these initiatives. It was also suggested to market these efforts to attract more students.

Advancement and Enrollment Management Committee. Committee Vice Chair Alvarado shared that at the committee meeting they received an update on enrollment and financial aid awards. There are several events on campus this spring to connect with potential students and there is a big push to convert accepts to deposits. The committee also reviewed the Institutional Advancement Dashboard and received updates on Owls in Florida, the Hogan Golf Classic, Dever Auditorium *Take a Seat*, and the annual GiveAHoot campaign on March 23-24.

Academic and Student Affairs Committee. Committee Chair Williams shared that at the committee meeting they received a data presentation on race and ethnicity as well as the federal definitions that are used and the standards of becoming a Hispanic Serving Institution (HSI). Five-year student and faculty/staff demographic information was also shared. An update was provided on the search for a vice president of JEDI and it was discussed that the University needs to be intentional to increase students of color and create pathways to prepare high school student cohorts for STEM majors through early college programs.

Finance and Capital Assets Committee. Committee Chair Salehi shared that at the committee meeting a progress report was given on capital projects completed and needed now through the next few years. There are \$100 million of deferred maintenance projects that need to be addressed. A snapshot of the second quarter financials was presented, and the travel expenses for the president and her direct reports was shared. Given the current Consumer Price Index and inflation at 7%, a modest fee increase of 3-4% was presented. The committee received a presentation from DCAMM, the architects, and contractor for the Parenzo Hall renovation. The project is facing supply chain challenges and because of issues with the general contractor, the University awarded the project to its second-choice bidder and it was repriced along the way, increasing the total cost to approximately \$43 million. A motion is being presented to authorize the commitment of another \$468,000 to keep the timing of the project so DCAMM funding will not be lost. Cutting items from the

project may cause a re-bid, which will come in much higher. There is additional funding and possible grants being reviewed to apply to this project.

MOTION made by Trustee Salehi, seconded by Trustee Reichelt, to approve the FY23 annual tuition and fees schedule for undergraduate students and College for Graduate and Continuing Education (CGCE) students, as presented.

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

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

Motion passed unanimously.

Trustee Salehi stressed that this authorization needs to be combined with shared sacrifices. If students are asked to pay more and enrollment does not increase, the campus collectively needs to participate in cost-saving adjustments and do what is right for the institution.

MOTION made by Trustee Salehi, seconded by Trustee Jasmin, to allow the President to execute a new Interdepartmental Service Agreement (ISA) with DCAMM for the Parenzo Hall renovation project and to approve an increase in the overall campus commitment up to \$20,468,000. Due to unanticipated cost escalations, the project is now projected to cost \$43,429,788 vs. the original budget of \$40,000,000. The University's proportional share of the project cost is \$20,468,000, an increase of \$468,000 above the previously approved commitment of \$20,000,000. Funding for the difference above \$20,000,000 will be provided from a combination of the following sources: reduced scope or cost savings from the project, fundraising, external grant funding, or other state capital funding sources. The campus will provide a report to the Finance and Capital Assets Committee on the final funding sources once they have been confirmed.

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

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

Motion passed unanimously.

Audit Committee. Committee Chair Boudreau shared that at the committee meeting they discussed the Acceptable Use of Technology and Electronic Mail policies, the Public Safety Policy overview and protocol, and the Guidance Audit update. A Title IX coordinator and investigator were recently hired, and the Board of Trustees and cabinet have completed Title IX training.

MOTION made by Trustee Reichelt, seconded by Trustee Alvarado, to approve the changes and accept the newly revised Electronic Mail Policy (0550), as presented.

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

Trustee Alvarado	Yes	Trustee Salehi	Yes
Trustee Boudreau	Yes	Trustee Sanfacon	Yes
Trustee Jasmin	Yes	Trustee Williams	Yes

Trustee Landrau	Yes	Trustee Martin	Yes
Trustee Reichelt	Yes		

Motion passed unanimously.

Governance and Nomination Committee. Committee Chair Alvarado stated that the focus of the committee is updating the Board of Trustees Bylaws. She and Chair Martin will continue to work on revisions and will be presenting a draft to share at the next few meetings.

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

Motion passed unanimously.

Meeting adjourned at 4:22 PM.

Attachments presented at this meeting:

- a. President’s Presentation
- b. Student Presentation

Finance and Capital Assets Committee:

- c. Motion – FY23 Schedule of Annual Tuition and Fees (Undergraduate and Graduate)
- d. FY23 Schedule of Annual Tuition and Fees (Recommendations)
- e. FY23 Schedule of Annual Tuition and Fees (New Campus Fees)
- f. FY23 Schedule of Annual Tuition and Fees (Schedule)
- g. FY23 Schedule of Annual Tuition and Fees (Phase II Rate Restructure Plan and Housing Rates)
- h. FY23 Schedule of Annual Tuition and Fees (CGCE Schedule)
- i. FY23 Schedule of Annual Tuition and Fees (CGCE Summary)
- j. FY23 Schedule of Annual Tuition and Fees (Assumptions and Timeline)
- k. Motion – Parenzo Hall Renovation

Audit Committee:

- l. Motion – Electronic Mail Policy (0550)
- m. Electronic Mail Policy (No Track Changes)
- n. Electronic Mail Policy (Track Changes)
- o. Electronic Mail Policy (Distribution List Guidelines)
- p. Electronic Mail Policy (Social Media Guidelines)