



BOARD OF TRUSTEES

February 7, 2023

Minutes

Nettie Stevens Science and Innovation Center, Room 304

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, Secretary Dr. Gloria Williams, and Trustees Melissa Alvarado, Chris Montemayor, William Reichelt, and Chloe Sanfacon

MEMBERS PARTICIPATING REMOTELY: Trustees George Gilmer (joined at 2:43 PM), Theresa Jasmin, and Madeline Landrau

MEMBERS EXCUSED: Trustee Paul Boudreau

Also present and participating were Westfield State University President Dr. Linda Thompson; Director of Career Center Junior Delgado; students Cameron Ganong and Sierra Palazzi; and cabinet members Maggie Balch, Dr. Michael Freeman, Lisa McMahan, Dr. Juline Mills, Dr. LaRue Pierce, and Stephen Taksar. Also joining via Zoom were Mike Santolucito and Samantha Spezeski from The Boston Consortium.

The meeting was called to order at 2:24 PM by Chair Martin. A roll call was taken of the Trustees participating as listed above and it was announced that the meeting was being livestreamed and recorded.

Chair Martin announced a tour of the Nettie Stevens Science Center would be given at the end of the meeting. He shared that through the history of the different names of Westfield State, education has stayed constant in some respects, but the evolution of the University should not stay constant. Liberal arts should continue to be essential; students and the external business community should help guide and influence the development of new programs; and the focus on fundraising, student experience, and enrollment needs to be collaborative.

President's Report. President Thompson shared her IDEAS to organize programs and goals into cohesive structure to reinforce core tenants and values. She focused on *advancement* and the direction that Westfield State University should pursue to inspire new programs, relationships, and the expansion of its name in the Pioneer Valley and beyond. *Advancement* is how we tell our stories, and a new fundraising committee will explore a comprehensive campaign through cultivation. [Trustee Gilmer joined the meeting at 2:43 PM]

Student Trustee Report. Trustee Sanfacon provided student updates, which included a gender-inclusive bathroom in Wilson Hall, re-opening the Unity room in Ely Campus Center, senior class council representation on the commencement committee, semi-formal Owl Ball dance, SGA Blue Key award nominations, SGA

elections, and a commuter committee. The SGA received a final update on the cost of attendance at a meeting this month and understand the need for a student fee rate increase. Students would like to be part of the discussion on plans for a possible refugee housing program on campus. Innovation on academic programs is exciting and provides a greater opportunity for collaboration between the schools and Student Activities, Involvement, and Leadership (SAIL). Students feel the impact of collaboration and transparency on campus, but she challenged each department to prioritize collaboration for the benefit of the institution.

WSU in Washington, DC. Mr. Delgado shared that the University's partnership with The Washington Center dates to the 1970s and has more than 550 alumni. Students Sierra Palazzi and Cameron Ganong shared their experiences with the program, saying that it provided a sense of confidence, invaluable networking opportunities, experiences in a new city, and the chance to establish worldwide relationships.

Academic Affairs Committee. Committee Chair Dr. Gloria Williams updated the Board on discussions held in the February 2, 2023, committee meeting. Provost Mills passed out the New England Commission on Higher Education (NECHE) Accreditation self-study and related material, asking Trustees to read Standards 1 (Mission), 2 (Planning), 3 (Governance), and 8 (Educational Effectiveness) to prepare for the February 23 Board meeting. Committee members should understand Standards 4, 5 and 6 (Academic Affairs Committee) Standard 7 with some knowledge of Standard 4 (Financial Affairs and Advancement Committee), Standard 3 (Governance Committee), and Standard 5 (Enrollment Management and Student Affairs Committee).

Governance and Nomination Committee. Committee Chair Melissa Alvarado updated the Board on discussions held in the committee meeting earlier in the day and presented the following Motion approved by the committee.

MOTION made by Trustee Reichelt, seconded by Trustee Montemayor, to amend the Westfield State University's Board of Trustees Bylaws as presented.

Discussion: The Bylaws presented were amended in the committee to make it clear that a quorum of the board as constituted is six.

There being no further discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Financial Affairs and Advancement Committee. Committee Chair Ali Salehi updated the Board on discussions held in the committee meeting earlier in the day and presented the following four Motions approved by the committee.

MOTION made by Trustee Reichelt, seconded by Trustee Sanfacon, to extend the current investment advisor contract with CI Eaton Private Wealth, formerly known as Eaton Vance WaterOak Advisors and Eaton Vance Investment Counsel, from July 1, 2023, through June 30, 2024.

The current contract with CI Eaton Private Wealth is for three years with the possibility of two, one-year extensions. This would be the second, one-year extension.

The University will develop a request for proposal (RFP) for investment advisor services which will go out to bid in fiscal year 2024 (FY24), based on the Investment Policy that is in place at the time of the bidding process.

There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

MOTION made by Trustee Reichelt, seconded by Trustee Williams, to approve the FY24 annual tuition and fee schedules, as presented.

There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

MOTION made by Trustee Reichelt, seconded by Trustee Alvarado, to close the University's certificate of deposit account at M&T Bank (formerly United Bank) at its maturity date of March 7, 2023, and to approve the transfer of \$2,100,395.21, plus interest, to the University's municipal money market account at Westfield Bank.

There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

MOTION made by Trustee Reichelt, seconded by Trustee Sanfacon, to approve the changes and accept the newly revised Travel Policy (0390), as presented.

There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Enrollment Management and Student Affairs Committee. Committee Chair William Reichelt updated the Board on discussions held in the committee meeting earlier in the day.

Audit Committee. Committee Chair Theresa Jasmin updated the Board on discussions held in the committee meeting on January 18 and earlier in the day and presented the following two Motions approved by the committee.

MOTION made by Trustee Alvarado, seconded by Trustee Sanfacon, to recommend that the University enter into an agreement with the Boston Consortium for internal audit services. The agreement should be for one year. All University procurement procedures and policies will be followed in executing said agreement.

There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

MOTION made by Trustee Salehi, seconded by Trustee Sanfacon, to conduct an internal audit on Bursar/Student Accounts with the agreed upon scope of work to be completed by June 30, 2023, and a final report issued to the Audit Committee within 45 days after completion of the audit.

There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Justice, Equity, Diversity, and Inclusion Committee. Committee Chair Madeline Landrau updated the Board on discussions held in the committee meeting earlier in the day.

There being no further business,

MOTION made by Trustee Reichelt, and seconded by Trustee Williams, to adjourn.

ROLL CALL VOTE passed motion unanimously with Trustees voting in the affirmative:
Alvarado, Gilmer, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and
Martin.

Meeting adjourned at 4:21 PM.

Attachments presented at this meeting:

- a. WSU in Washington, DC Presentation

Academic Affairs Committee:

- b. Handouts: NECHE Self Study, Access to Virtual Evidence Room, NECHE Site Visit Team Members, NECHE Site Visit Schedule

Governance and Nomination Committee:

- c. Motion – Bylaw Amendments
- d. Bylaw Amendments

Financial Affairs and Advancement Committee:

- e. Motion – Investment Advisor Contract
- f. Motion – FY24 Schedule of Annual Tuition and Fees
- g. FY24 Schedule of Annual Tuition and Fees (Recommendation)
- h. FY24 Schedule of Annual Tuition and Fees (New Campus Fees)
- i. FY24 Schedule of Annual Tuition and Fees (Comparison)
- j. FY24 Schedule of Annual Tuition and Fees (CGCE Comparison)
- k. FY24 Schedule of Annual Tuition and Fees (SGA Slides)
- l. Motion – Consolidate Bank Accounts
- m. Motion – Travel Policy (0390)
- n. Travel Policy (Track Changes)
- o. Travel Policy (Clean)

Audit Committee:

- p. Motion – FY23 Internal Audit Services
- q. Motion – Internal Audits
- r. Internal Audits (Potential Audits)
- s. Internal Audits (Previous Internal Audits)