



Board of Trustees

Executive Committee
Emergency Meeting

January 19, 2022
7:45 AM

Virtual Meeting via Zoom

In accordance with Governor 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 open session portion of the meeting for public viewing will take place on YouTube at the following link: <http://www.westfield.ma.edu/live>

Agenda

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|--|-------------------------|
| 1. Call to Order | Chair Dr. Robert Martin |
| 2. Items for Action | Chair Dr. Robert Martin |
| a) Motion – Approval of Additional Bonding from Massachusetts State College Building Authority (MSCBA) for Dining Hall Equipment | |
| 3. Approval of Minutes | Chair Dr. Robert Martin |
| a) Open Session Minutes of May 11, 2021 | |
| 4. Enter Executive Session pursuant to Open Meeting Law, G.L. Chapter 30A, Section 21(a) #7, M.G.L. Chapter 214, Section 1B-Right to Privacy, and 940 CMR 27-Safeguard of Personal information, for the purpose of: | Chair Dr. Robert Martin |
| a) Review and approval of Executive Session Minutes from May 11, 2021 | |
| 5. Adjournment from Executive Session without reconvening in Open Session | |

Attachments:

- a) Draft minutes of May 11, 2021 – Open Session
- b) Draft minutes of May 11, 2021 – Executive Session
- c) Motion – Approval of Additional Bonding from Massachusetts State College Building Authority (MSCBA) for Dining Hall Equipment
- d) MSCBA Additional Bond Approval (Memo)
- e) MSCBA Additional Bond Approval (Equipment List)



Board of Trustees

January 19, 2022

MOTION

On December 16, 2021, the Westfield State University Board of Trustees approved an FY22 capital project request for \$1,300,000 to replace the dish washing machine/conveyer system in Tim & Jeanne's Dining Commons. One million funded from new bonding and \$300,000 funded from available campus capital funds.

The University seeks approval to increase the request of bond funding from the MSCBA from \$1,000,000 to \$1,400,000 for additional capital project needs in Dining Services. The total project cost would be \$1,700,000.

The additional \$400,000 in funding will be used to secure critical aging equipment as detailed in the supporting documentation. The final additional amount may be less based on any significant interest rate changes.

Robert A. Martin, Ph.D., Chair

Date

Memorandum

To: Stephen Taksar, Vice President, Administration and Finance

From: Jody Lemoi, Sr. Financial Analyst

Date: January 14, 2022

RE: Additional bond funding, Dining Services projects

In December, the board approved MSCBA bond funding in the amount of \$1M, in combination with \$300k in savings associated with the Summer Structural Floor Project, to fund a \$1.3M project to replace the Hobart Dishwashing Machine/Conveyer System in the Tim and Jeanne's Dining Commons.

Current market conditions provide an opportunity to leverage the low interest rate environment to increase the amount we borrow to purchase equipment and make additional improvements in Dining Services. Bill Connor has identified \$400K in equipment that dining would be able to purchase with the additional funding. The total annual debt service projected is already accounted for in the FY23 dining services budget.

I recommend we borrow an additional \$400k, increasing the total bond funding requested from \$1MM to \$1.4MM. The annual debt service will increase from \$115K to about \$160K. The total project spending in Dining Services, as a result will be \$1.7MM. Term to maturity will remain at 10 years. An updated project and equipment list is included with this memo.

As you are aware, interest rates have been rising and that trend is likely to continue, making future equipment purchases more costly. Additionally, this timing allows for proper budget planning to accommodate the additional debt service.

Please let me know if you have any questions about this request.

WESTFIELD STATE UNIVERSITY
Additional Equipment to Purchase via MSCBA Bond Funding

1/16/2022

Description of Equipment	Estimated Cost
6 Blower/Condensor cooling units	250,000
-Rooftop refrigeration mechanical components	
-One for each freezer/refrigerator unit	
Replace 5 ice machines	50,000
Miscellaneous dining equipment (e.g. Fryers, Griddle, Electric hot wells, Hobart bakery mixer, Dough Pro machine)	100,000
Total Project Cost	400,000



Board of Trustees

Executive Committee

May 11, 2021

Minutes

Meeting held virtually 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 PARTICIPATING REMOTELY: Committee Chair Kevin Queenin, Vice Chair Edward Sullivan, Secretary Lydia Martinez-Alvarez, and Trustee Thalita Neves

TRUSTEE GUESTS PARTICIPATING REMOTELY: Trustees Paul Boudreau, Ali Salehi, and Gloria Williams

Dr. Roy H. Saigo, Interim President of Westfield State University, Dr. Carlos Santiago, Commissioner of Massachusetts Higher Education, and Attorney James Cox were also participating remotely.

The meeting was called to order at 2:02 PM by Committee Chair Queenin and it was announced that the open session portion of the meeting was being livestreamed, and, as a result, will be captured as recorded. A roll call of the committee members listed above was taken.

MOTION made by Trustee Sullivan, seconded by Trustee Neves, to approve the minutes of the April 22, 2021, Executive Committee meeting.

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

Trustee Martinez-Alvarez	Yes	Trustee Sullivan	Yes
Trustee Neves	Yes	Trustee Queenin	Yes

Motion passed unanimously.

Chair Queenin stated the committee will be going into executive session pursuant to Open Meeting Law, G.L. Chapter 30A, Section 21(a) #7, M.G.L. Chapter 214, Section 1B-Right to Privacy and 940 CMR 27–Safeguard of Personal Information. Once the meeting enters executive session, the live stream will end. The committee will reconvene in open session for an action item. Chair Queenin invited Interim President Saigo, Trustees Boudreau, Salehi, and Williams, Commissioner Santiago, Attorney Cox, and Jean Beal to join the committee members in executive session.

At 2:07 PM, **MOTION** made by Trustee Sullivan, seconded by Trustee Martinez-Alvarez, to enter executive session pursuant to Open Meeting Law, G.L. Chapter 30A, Section 21(a) #7, M.G.L. Chapter 214, Section 1B-Right to Privacy and 940 CMR 27– Safeguard of Personal Information.

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

Trustee Martinez-Alvarez	Yes	Trustee Sullivan	Yes
Trustee Neves	Yes	Trustee Queenin	Yes

Motion passed unanimously.

Executive session started at 2:07 PM.

At 3:05 PM, the meeting returned to open session and live stream. The following were in attendance: Chair Queenin, Trustees Martinez-Alvarez, Sullivan, Neves, Williams, and Boudreau, and Interim President Saigo.

MOTION made by Trustee Sullivan, seconded by Trustee Martinez-Alvarez, to approve the final offer letter and terms of appointment of Interim Provost and Vice President for Academic Affairs as agreed to in executive session.

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

Trustee Martinez-Alvarez	Yes	Trustee Sullivan	Yes
Trustee Neves	Yes	Trustee Queenin	Yes

Motion passed unanimously.

President Saigo stated he was hopeful that with a new president-elect and provost, the institution can move forward. Dr. Linda Thompson, president-elect, has been invited to visit campus from May 20 – 27 to look around and meet people and they are planning a smooth and synergistic transition. A strong team has been put together with a knowledgeable Board of Trustees.

There being no other business, **MOTION** made by Trustee Sullivan, seconded by Trustee Martinez-Alvarez, to adjourn.

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

Trustee Martinez-Alvarez	Yes	Trustee Sullivan	Yes
Trustee Neves	Yes	Trustee Queenin	Yes

Motion passed unanimously.

Meeting adjourned at 3:09 PM.

Attachments presented at this meeting:

- a) Draft minutes of April 22, 2021
- b) Motion – Approval of final offer letter and terms of appointment of Interim Provost and Vice President for Academic Affairs

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 Executive Committee meeting held on May 11, 2021.

Lydia Martinez-Alvarez, Secretary

Date