



BOARD OF TRUSTEES

October 12, 2022

Minutes

Arno Maris Gallery, Room 201, Ely Campus Center

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, Theresa Jasmin, Lydia Martinez-Alvarez, Chris Montemayor, William Reichelt, and Chloe Sanfacon

MEMBERS PARTICIPATING REMOTELY: Trustee Madeline Landrau

MEMBERS EXCUSED: Trustee Paul Boudreau

Also present and participating were Westfield State University President Dr. Linda Thompson; Associate Dean of the School of Business, Mathematics, Computing, and Sustainability Dr. Rebecca Morris; Dr. Jessica Holden, Nursing Department; Dr. Jesse Johnson, Mathematics Department; Dean of Assessment and Accreditation Dr. Brian Jennings; and cabinet members Maggie Balch, Daniel Forster, Dr. Michael Freeman, Richard Lenfest, Jr., Lisa McMahon, Dr. Juline Mills, Dr. LaRue Pierce, Timothy Rooke, and Stephen Taksar.

The meeting was called to order at 2:08 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 Reichelt, seconded by Trustee Alvarado, to approve the minutes of the June 28, 2022, meeting.

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

Chair Martin shared the following updates.

- The Board is responsible for approving University policies. The following five policies had minor cosmetic changes which were sent to the Board on September 2, 2022. There were no questions or discussion on the revisions to the policies.
 - Security Camera Authorization and Use (0640)
 - Software and Hardware Acquisition and Usage (0602)
 - Information Security (0580)

- WSU BOT Gift Acceptance (0340)
- Non-Cash (In-Kind) Contributions (0330)
- To ensure Board transparency and create more interaction between the Board and campus community, he requested committee chairs to work with the committee liaisons to prepare a summary of their committee meeting discussions to share with and inform the campus of what happens at Board committee meetings.
- By adding a new Board JEDI committee, it will be difficult to fit all committee meetings in one day and suggested moving one committee meeting to another day.
- He reiterated his interest in having committees bring forth strategic long-term issues likely to affect the University.

President's Report. Dr. Thompson stated Westfield State resonated with her because of the legacy of Horace Mann creating a campus to develop people who could be engaged in civil society. Her first year focused on a bridge to the future and restoring our health. We are now building on new IDEAs by focusing on the following framework to develop culture:

- INNOVATION to educate and work differently.
- DIVERSITY in learning and thought.
- ENGAGEMENT with students, alumni, community, business, and government leaders to create a greater impact and bring learners of all ages and stages of life here. The student body wants to link Student Affairs with Enrollment Management so that once they get to campus it will be easier to connect with Student Affairs. This matter will be brought to the next meeting.
- ADVANCING the University with a new marketing and advancement message that each person on campus can help spread to get people to invest in the University.

She has challenged the campus to get to 6,000 students in the next five years by being innovative in meeting the needs of all learners. Our hiring practices need to be diversified to create a greater cultural competence. The Strategic Plan of Westfield 2030 and beyond is starting to be developed. The homecoming celebration is engaging with alumni and others to encourage support of the University. A greater Washington, DC presence and a pathway for health sciences in the region is being developed. Over \$900,000 has been received in recent grants.

Student Trustee Report. Trustee Sanfacon shared that the Student Government Association (SGA) executive council is excited for the new division combining Enrollment Management and Student Affairs to focus on the whole student experience, starting with their admission. A new proposal has been suggested of using Westfield State students as University ambassadors back in their high schools. Last year the SGA petitioned access for gender neutral bathrooms, and they are currently requesting a workaround in the Presence app and Banner program to be able to use students' preferred names. Increased student participation is being encouraged and the SGA is hosting a town hall to discuss campus climate and culture. Trustee Sanfacon participated in a swearing in ceremony by Lt. Governor Polito and she will be attending the Board of Higher Education student advisory meeting with SGA presidents and student trustees across the commonwealth.

Sustainability Initiatives Recommendation. Student Daniel Currier, the SGA Vice President for Finance, gave a presentation entitled "Protecting the Global Nest – Going Green at Westfield State University." The presentation was the work of Dr. Tarin Weiss' Honors Environmental Geology students and included a detailed analysis of how the University can become more sustainable.

Mission Statement Review Report. Drs. Rebecca Morris, Jessica Holden, and Jesse Johnson from the Mission Statement Advisory Committee and NECHE Standard 1 Subcommittee presented results from the Mission/Vision Values survey performed. The results showed that the mission, vision, and values do not motivate or inspire, and are not specific to Westfield State University. Communication on campus needs to reflect that decisions are linked to the University's mission, vision, and values. The committee proposed

holding stakeholder meetings to analyze perceptions of parents and community members and to provide the survey results to the campus community. The committee will return in December with an update and recommendations.

Dashboard of Performance Metrics. Dr. Jennings stated that last fall the president's cabinet gathered data on the progress of the current Strategic Plan and started preparing for the next. Public facing metrics on the health of the institution were created, organized under the four themes of the current Strategic Plan. Suggestions from Trustees on the dashboard were to incorporate rolling three-year data, using benchmarks as the targets, creating metrics that are important to the University, and merging the two documents presented into one dashboard to use as a basic indicator of health.

Governance and Nomination Committee. Committee Chair Melissa Alvarado stated that the committee discussed and approved the creation of a new Board committee for JEDI with the following motion.

MOTION made by Trustee Salehi, seconded by Trustee Montemayor, to amend the Westfield State University's Board of Trustees Bylaws **Article V.** by adding **Section 10.** to establish a standing committee to consider and recommend to the Board policies and actions regarding the Division of Justice, Equity, Diversity, and Inclusion activities. The proposed language of Section 10 is as follows:

Section 10. Justice, Equity, Diversity, and Inclusion (JEDI) Committee

- A. *Membership.* The justice, equity, diversity, and inclusion committee shall consist of at least three voting trustees.
- B. *Responsibilities.* See the Justice, Diversity, Equity & Inclusion Charter for a more detailed listing of responsibilities. The committee shall provide oversight to the University's strategic planning of activities, initiatives, and practices designed to enhance the campus climate and culture.

Trustee Martinez-Alvarez requested to be added to the committee. **ROLL CALL VOTE** passes motion unanimously with Trustees voting in the affirmative: Alvarado, Jasmin, Landrau, Martinez-Alvarez, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Finance and Capital Assets Committee. Committee Chair Ali Salehi stated the following four action items were approved by the committee. A FY24 provisional budget and multi-year plan will be presented at future meetings.

MOTION made by Trustee Reichelt, seconded by Trustee Martinez-Alvarez, to approve the expenditure of an additional \$4,000 in FY23 to procure an ambulance for the Sports Medicine and Human Performance Department from Specialty Vehicles, Inc. With approval from the Board of Trustees in April 2022 to purchase an ambulance for \$5,000, this will bring the total purchase price of the vehicle to \$9,000 in FY23.

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

MOTION made by Trustee Sanfacon, seconded by Trustee Reichelt, to approve the changes and accept the newly revised Student Travel Policy (4040), as presented.

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

MOTION made by Trustee Reichelt, seconded by Trustee Sanfacon, to approve the FY23 Operating Budget as presented and to authorize the President to make budget adjustments to these funds.

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

MOTION made by Trustee Jasmin, seconded by Trustee Reichelt, to approve the use of reserves totaling \$1,326,406 which is equal to the FEMA reimbursement. The revenue was recognized in FY22 when the reimbursement was requested and approved; most of the cash reimbursement was received in FY23. Funds will be used for strategic investments as shown in the attached summary, in support of institutional priorities as approved by the President. If funds are not fully spent in FY23, unspent funds will be automatically rolled forward into FY24. A year-end report will be provided to the Finance and Capital Assets Committee.

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

Academic and Student Affairs Committee. Committee Chair Dr. Gloria Williams stated that the committee discussed engaging with students prior to their arrival and encouraging their participation in the Presence app, which will help keep them connected. Campus challenges contributed to by the pandemic were shared which included reluctance of students getting involved because they had spent the last two years online and they were afraid programs would be canceled with COVID outbreaks. Enrollment data by school and type of student was also presented. [Trustee Reichelt left the meeting at 4:00 p.m.] The committee approved the following action item.

MOTION made by Trustee Martinez-Alvarez, seconded by Trustee Alvarado, to approve the Bachelor of Fine Arts in Graphic Design.

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

Audit Committee. Committee Chair Theresa Jasmin stated that the committee reviewed and approved a clean FY22 Annual Audited Financial Report with no issues after the audit firm presented financial statements and supplemental reports. The accounting firm informed the committee that listing the institution leases added \$113 million in assets and liabilities to the reports but had very little impact on the net position of the University. A proposal for internal audit functions will be presented at an upcoming meeting. [Trustee Reichelt returned to the meeting.]

MOTION made by Trustee Martinez-Alvarez, seconded by Trustee Williams, to accept the annual report for fiscal year ending June 30, 2022, as prepared by the university's Administration and Finance Division and to authorize the submission of this report to the State Comptroller's Office, the Massachusetts Department of Higher Education, and the State

Auditor's Office, as required by the Massachusetts Department of Higher Education. This annual report includes the Westfield State University FY22 Financial Statements, audited by O'Connor & Drew, P.C.

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

Advancement and Enrollment Management Committee. Committee Chair Lydia Martinez-Alvarez stated that the committee reviewed a recruitment plan for 2022-2023 with the request that everyone focus on it. Homecoming events were also discussed.

Chair Martin presented the following motion to adjust President Thompson's compensation to the 50th percentile of her peer group, which is not related to her evaluation.

MOTION made by Trustee Martinez-Alvarez, seconded by Trustee Montemayor, to approve the following: Board of Trustees Bylaws, Article 1, Section 1B, establishes the role of the Board of Trustees in setting presidential compensation. President Thompson's compensation will be increased as follows: annual salary will increase by 2% or \$5,260, housing allowance by \$5,000 per year, and car allowance by \$300 per year. These changes will be effective with the first payroll period of Fiscal Year 2023 (FY23). The final FY23 Operating Budget presented in October 2022, will be adjusted to reflect the approved changes.

These changes are based on recommendations from Dr. Carlos Santiago, Commissioner of the Massachusetts Department of Higher Education, in his August 31, 2022, letter regarding President Thompson's compensation, housing allowance and car allowance. As described in the Commissioner's letter, the proposed changes are based on a recent study of presidential compensation conducted in FY22 by EY Parthenon utilizing CUPA data, peer survey data, and cost of living analysis. It has been over 10 years since the last presidential compensation study was conducted.

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

From the previous discussion item on dashboard of performance metrics, the following action is taken.

MOTION made by Trustee Salehi, seconded by Trustee Reichelt, to accept the dashboard of performance metrics as presented on October 12, 2022, and to authorize the Executive Committee of the Board to make such adjustments as may be warranted based upon discussion with the President and Cabinet.

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

The following ratifications of Executive Committee action were taken.

MOTION made by Trustee Jasmin, seconded by Trustee Reichelt, to ratify the July 27, 2022, actions of the Executive Committee in the approval of the use of ARPA maintenance funds as required by state law, for the projects recommended, in priority order based on option one and two. Further, to allow the President to shift the priorities of the projects based on updated facilities assessments and report back to the Board at the next scheduled meeting on any changes in scope or priority. Funding for the work related to the projects listed, may not exceed the available ARPA funding as noted in the attached materials.

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

MOTION made by Trustee Sanfacon, seconded by Trustee Martinez-Alvarez, to ratify the July 27, 2022, actions of the Executive Committee in the approval of the transfer of \$800,000 from the University's investment accounts with Eaton Vance/WhiteOak Advisors, to the University's operating account at Berkshire Bank, consistent with the University's Investment Policy (0430), FY23 provisional budget, and verified with the financial analysis presented today.

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

Chair Martin shared that the bylaws state Trustees have the responsibility for the table of organization and structure, and the merger of Enrollment Management and Student Affairs will be brought to a vote at a meeting next week.

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

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

Meeting adjourned at 4:25 PM.

Attachments presented at this meeting:

- a. Draft Minutes of June 28, 2022
- b. Tracked Changes to Security Camera Authorization and Use (0640)
- c. Tracked Changes to Software and Hardware Acquisition and Usage (0602)
- d. Tracked Changes to Information Security (0580)
- e. Tracked Changes to WSU BOT Gift Acceptance (0340)
- f. Tracked Changes to Non-Cash (In-Kind) Contributions (0330)
- g. President's Report
- h. Letter to Board of Trustees, Cabinet, and President on Sustainability
- i. Submission Report – Protecting the Global Nest – Going Green at Westfield State University
- j. AUC Proposed Charge for Special Committee on Sustainability
- k. Presentation – Protecting the Global Nest – Going Green at Westfield State University
- l. Mission Statement Review Report
- m. Mission Statement Presentation
- n. Performance Metric Dashboard

- o. Performance Metrics Dashboard (In Progress)

Governance and Nomination Committee:

- p. Motion – Bylaw Amendment to Create a Committee for Justice, Equity, Diversity, and Inclusion
- q. Proposed Bylaw Amendment to Create a committee for Justice, Equity, Diversity, and Inclusion

Finance and Capital Assets Committee:

- r. Motion – Vehicle Purchase (Ambulance)
- s. Vehicle Purchase (Memo)
- t. Vehicle Purchase (Invoice)
- u. Motion – Student Travel Policy (4040)
- v. Student Travel Policy (Track Changes)
- w. Student Travel Policy (No Track Changes)
- x. Motion – FY23 Operating Budget
- y. FY23 Operating Budget (Summary)
- z. FY23 Operating Budget (Final)
- aa. FY23 Operating Budget (Detailed Budget)
- bb. FY23 Operating Budget (June 2022 Provisional Material)
- cc. Motion – FEMA Reserves Request
- dd. FEMA Reserves Request

Academic and Student Affairs Committee:

- ee. Motion – Approval of Bachelor of Fine Arts, Graphic Design
- ff. Massachusetts Dept. of Higher Education, Notice of Intent for BFA in Graphic Design

Audit Committee:

- gg. Motion – FY22 Audit Report
- hh. FY22 Audit Report (Required Communication)
- ii. FY22 Audit Report (Draft)

Full Board:

- a. Motion – Presidential Compensation Adjustment
- b. Presidential Compensation Letter August 31, 2022
- c. Motion – Dashboard of Performance Metrics
- d. Ratification of Motion Approved by Executive Committee – FY23 ARPA Capital Maintenance/Projects
- e. Ratification of Motion Approved by Executive Committee – FY23 Investment Income Allocation