



BOARD OF TRUSTEES

October 23, 2024

Minutes

3:30 PM – 5:30 PM

President's Boardroom, Horace Mann Center

A live stream of the meeting for public viewing also took place on YouTube.

MEMBERS PRESENT: Chair Ali Salehi, Vice Chair Melissa Alvarado, Secretary Dr. Gloria Williams, and Trustees, Daniel Currier, George Gilmer, Chris Montemayor, and William Reichelt.

MEMBERS PARTICIPATING REMOTELY: Trustee Tessa Lucey

MEMBERS EXCUSED: Paul Boudreau and Theresa Jasmin

Also present were Westfield State University President Dr. Linda Thompson, and cabinet members Provost Dr. William Salka, Chief of Staff Dr. Michael Freeman, Director of Athletics Richard Lenfest Jr., Vice President of Institutional Advancement, Lisa McMahon; Vice President of Enrollment Management and Student Affairs, Kevin Hearn and Vice President Administration and Finance, Stephen Taksar.

Chair Salehi called the meeting to order at 3:30 PM. The meeting was being livestreamed and recorded.

MOTION made by Trustee Alvarado seconded by Trustee Montemayor, to approve the minutes of the June 20, 2024 meeting. There being no discussion, a roll call was conducted, **motion passed unanimously.**

MOTION made by Board Chair Ali Salehi to approve the minutes of the August 9, 2024 meeting. There being no discussion, a roll call was conducted, **motion passed unanimously.**

President's Report

Dr. Thompson's started her presentation with a moment of silence for Abby Majka. She welcomed the newest Trustee, Michael O'Rourke and discussed an overview of the Strategic plan, NECHE's visitation in January, commended various Westfield State employees and students who have made enormous strides here on campus and off.

Board Chair Salehi announced the December meeting was moved to the 9th to coincide with the Irish Tenors visiting campus. He thanked former trustee Madeline Landrau for her services and welcomed General Counsel Melinda Phelps to Westfield State. He also welcomed Micheel O'Rourke, Bill Salka, and Jenyka Spitz Gassnola. Board Chair Salehi commented on the Presidential Evaluation and the success enrollment management has done with the increase of new year students.

Student Trustee Report Trustee Currier opened with campus life update. Welcoming class of 2028 the largest class in recent years. Twenty new clubs are in the forefront of being approved to be added to the already fifty clubs. Remembering 9/11 event with Director of Veterans Affairs Robert Vigneault. Voter registration events ongoing on campus to assist students on voting. He spoke about a legislative breakfast to bring awareness of the ongoing deferred maintenance on campus.

Honor's Program Presentation Dr. Hillary Sackett-Taylor started her presentation with introducing their new slogan "Learners, Leaders, Change-makers." She gave a background on The Honor's Program and it's national accreditation. Then her educational history and how the honors program came to campus along with the ongoing updates she has created. Honor's program value pillars are intertwined into this program while providing specific benefits for those in the program. Dr. Sackett-Taylor talked about the innovation grant she received to increase the reduced 9K budget she currently has.

Governance and Nomination Committee Committee Chair Melissa Alvarado updated the Board with the discussions held in the committee meeting.

Justice, Equity, Diversity, Inclusion Committee Committee Chair Tessa Lucey updated the Board with the discussions held in the committee meeting.

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

Advancement, Marketing, and External Relations Committee Committee Chair Dr. Gloria Williams updated the Board on discussions held in the committee meeting.

Academic Affairs Committee Committee Chair Chris Montemayor updated the Board on discussions held in the committee meeting.

Financial Affairs Committee Committee Chair George Gilmer updated the Board on discussions held in the committee meeting and presented the following motions approved by the committee;

MOTION made by Trustee Currier, seconded by Trustee Gilmer, to approve the revised University Business Expenses and Petty Cash Funds Policy (0300), as presented. There being no discussion, a roll call was completed, **Motion passed unanimously.**

MOTION made by Trustee Montemayor seconded by Trustee O'Rourke to approve the

revised Administration and Control of Petty Cash and Cash Receipts Policy (0400), as presented. There being no discussion, a roll call was completed, **Motion passed unanimously.**

MOTION made by Trustee Carrier, seconded by Trustee Gilmer to approve the revised Unaccounted for Variances, Losses, Shortage or Theft of Funds or Property Reporting Policy (0490), as presented. There being no discussion, a roll call was completed, **Motion passed unanimously.**

MOTION made by Trustee Carrier seconded by Trustee Alvarado to approve the revised Taxation of Gifts, Prizes, and Awards Policy (0603), as presented. There being no discussion, a roll call was completed, **Motion passed unanimously.**

MOTION made by Trustee Carrier seconded by Trustee Williams to conditionally approve the FY25 campus budget, as presented, including, but not limited to the following elements: operating budget, capital budget, vehicle lease/purchase program and sponsorships. Conditional approval requires a full review of a revised 2025 budget for the December 9, 2024 meeting. Further, to authorize the President and/or the Vice President for Administration and Finance to make budget adjustments to these funds as allowed in the Trust Fund Management Policy (0604). There being no discussion, a roll call was completed, **Motion passed unanimously.**

MOTION made by Trustee Reichelt seconded by Trustee Alvarado to approve the minor edits made to the following policies, as presented:

1. Information Security Policy (0580)
2. Information Security Passphrases Policy (0600)
3. Software and Hardware Acquisition and Usage Policy (0602)
4. Remote Access Policy (0620)
5. Data Classification Policy (0630)

There being no discussion, a roll call was completed, **Motion passed unanimously.**

Audit Committee. Committee Vice Chair William Reichelt updated the Board on discussions held in the committee meeting on Monday October 21, 2024. The committee presented the following Motions approved by the committee.

MOTION made by Trustee Reichelt seconded by Trustee O'Rourke to accept the annual report for fiscal year ending June 30, 2024, 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 FY24 Financial Statements, audited by WithumSmith and Brown, P.C. There being no discussion, a roll call was completed Trustee Carrier abstained, **Motion passed majority.**

MOTION made by Trustee Montemayor seconded by Trustee Lucey to approve the Internal Audit Service (Boston Consortium) area of focus for the fall semester 2024-2025 be key control & security (Building Access) and Accounts Payable in the Spring of 2025.

There being no further business,

MOTION made by Trustee Reichelt, and seconded by Trustee Gilmer, to adjourn a roll call was completed, **Motion passed unanimously.**

Meeting adjourned at 5:09 PM.

Attachments:

- a. Draft Minutes of June 20, 2024
- b. Draft Minutes of August 9, 2024
- c. President's Presentation
- d. Student Trustee Presentation
- e. Honors Program Presentation
- 2. Governance & Nomination Committee:**
 - a. Minutes June 20, 2024
- 3. Justice, Equity, Diversity, and Inclusion Committee:**
 - a. Minutes December 13, 2023
- 4. Enrollment Management & Student Affairs Committee:**
 - a. Minutes June 20, 2024
 - b. PowerPoint Presentation
- 5. Advancement, Marketing, & External Relations Committee:**
 - a. Draft Minutes of June 20, 2024
 - b. Conference & Events Services Presentation
 - c. FY25 Q1 IA Dashboard
- 6. Academic Affairs Committee:**
 - a. Draft Minutes of June 20, 2024
 - b. Retention Presentation
- 7. Financial Affairs Committee:**
 - a. Minutes 6-20-24 (Draft)
 - b. Motion – University Business Expenses and Petty Cash Funds Policy (0300)
 - c. Policy – University Business Expenses and Petty Cash Funds (0300) CLEAN
 - d. Policy – University Business Expenses and Petty Cash Funds (0300) TRACK CHANGES
 - e. Motion – Administration and Control of Petty Cash and Cash Receipts Policy (0400)
 - f. Policy – Administration and Control of Petty Cash and Cash Receipts (0400) CLEAN
 - g. Policy – Administration and Control of Petty Cash and Cash Receipts (0400) TRACK CHANGES
 - h. Motion – Unaccounted for Variances, Losses, Shortage, Theft and Reporting Policy (0490)
 - i. Policy – Unaccounted for Variances, Losses, Shortage, Theft and Reporting (0490) CLEAN
 - j. Policy – Unaccounted for Variances, Losses, Shortage, Theft and Reporting (0490) TRACK CHANGES
 - k. Motion – Taxation of Gifts, Prizes, and Awards Policy (0603)
 - l. Policy – Taxation of Gifts, Prizes, and Awards (0603) CLEAN
 - m. Policy – Taxation of Gifts, Prizes, and Awards (0603) TRACK CHANGES

- n. Motion – FY25 Operating Budget
- o. FY25 Operating Budget (Narrative)
- p. FY25 Operating Budget
- q. FY26 Budget Planning Assumptions and Timeline
- r. Travel Expenses of the President and the President’s Direct Reports July 2023 – June 2024

8. Audit Committee:

- a. Minutes 6-20-24 (Draft)
- b. Motion – FY24 Financial Statements
- c. FY24 Financial Statements (Required Communication)
- d. FY24 Financial Statements (Draft)
- e. FY25 Internal Audits
- f. Motion – Internal Audit Services
- g. Audit Tracker
- h. Enterprise Risk Management

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 meeting held on October 23, 2024.

Dr. Gloria Williams, Secretary

Date