



## BOARD OF TRUSTEES

December 20, 2022

Minutes

Catherine Dower Center for the Performing and Fine Arts, Room 127

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.

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**MEMBERS PRESENT:** Vice Chair Ali Salehi, Secretary Dr. Gloria Williams, and Trustees Melissa Alvarado, Theresa Jasmin, Madeline Landrau, Chris Montemayor, and William Reichelt

**MEMBERS PARTICIPATING REMOTELY:** Chair Dr. Robert Martin and Trustee Chloe Sanfacon

**MEMBERS EXCUSED:** Trustees Paul Boudreau and Lydia Martinez-Alvarez

Also present and participating were Westfield State University President Dr. Linda Thompson; Dr. Mao-Lun Weng of the Biology Department, Dr. Jennifer Hixon of the Health Sciences Department, 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 2:31 PM by Chair Martin. Those participating as listed above were announced as well as that the meeting was being livestreamed and recorded.

**MOTION** made by Trustee Landrau, seconded by Trustee Salehi, to approve the minutes of the October 12, 2022, October 19, 2022, and December 1, 2022, meetings.

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

Chair Martin referenced the following policies which were provided to the Trustees with minor revisions. There were no questions or concerns from the Board.

- i. Data Classification (0630)
- ii. Remote Access (0620)
- iii. Information Security Passwords/Passphrases (0600)

Chair Martin stated that commitment provides the potential to make the University grow and it has never quite attained all of its potential in large part because it has not been able to sustain sufficient collaboration and cooperation. The reorganization to a college structure took engagement and decision making closer to the faculty and the benefits have been exciting SCORE work, master campus academic planning, and Institutional Advancement collaborating with associate deans in fundraising. The twin challenges of enrollment and finances are not unique to Westfield State. Aspirations rest on the associate deans who can

bring programs to faculty and retention of students is the responsibility of the entire campus, especially those closest to students. He challenged the campus to embrace a sustained, collaborative effort across divisions. Since he was participating remotely, Chair Martin then turned the meeting over to Vice Chair Salehi to facilitate.

President's Report. President Thompson shared the IDEAS framework with students at the center to structure messaging, known challenges, and goals. She is committed to *innovation* with an aim to be at the forefront of educational development and change. The University will incorporate *diversity* of persons, backgrounds and thought and *engagement* with each other and our communities. It is critical for *Advancement* to grow fundraising efforts and secure additional grants, focusing on Performing Arts and Health and Human Development. Her campaign of \$1,000 from 1,000 people continues.

Student Trustee Report. Trustee Sanfacon shared today was the last day of the semester. The fall CURCA was December 9 to celebrate undergraduate research. The SGA has had staff and support at their meetings, and received a presentation about student fees showing a 3.5% COA increase for FY24. Many halls now have gender-inclusive bathrooms and they are hoping to create a commuter lounge. To be more accessible, SGA has been livestreaming meetings and hosting more events. Students see an increase in communications through marketing, advertising, and collaboration between departments.

Innovation Fund Proposal: Center for Interdisciplinary Informatics (CI<sup>2</sup>). Drs. Weng and Hixon provided a presentation on how funding is being used to create innovation across all departments in the fields of bioinformatics, health informatics, and cheminformatics. They shared the need for this program, projected costs, existing faculty and courses, and new course development.

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

**MOTION** made by Trustee Landrau, seconded by Trustee Reichelt, to approve the granting of staff emerita status, effective December 20, 2022, to the following individual: Terri Haven  
There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin. A short bio of Ms. Haven was provided.

Academic Affairs Committee. Committee Chair Dr. Gloria Williams updated the Board on discussions held in the committee meeting and presented the following Motions approved by the committee.

**MOTION** made by Trustee Reichelt, seconded by Trustee Landrau, to accept the Mission Statement Advisory Committee's Mission/Vision/Value Statement Survey Results Report as presented at the October 12, 2022, Board of Trustees meeting and the Addendum to the Report dated December 19, 2022. The Board expects the mission statement to be revisited, along with the recommendations from the report, as part of the University's next strategic planning process in the 2023 spring semester.  
There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

**MOTION** made by Trustee Reichelt, seconded by Trustee Landrau, to approve the granting of Faculty Emeritus/a status, effective December 20, 2022, to the following individuals:  
Dr. Sandra Berkowitz, Education  
Mr. Nigel Dobereiner, Communication

Dr. Barbara Goff, Education  
Dr. Frederick Harling, History  
Dr. Michael Konig, History  
Dr. Wilma Ortiz, Education  
Dr. Elizabeth Preston, Communication  
Dr. Elise Young, History

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

**MOTION** made by Trustee Landrau, seconded by Trustee Alvarado, to approve the granting of an honorary degree to the individual listed below, subject to a final vetting before the degree is granted: Mr. Steven P. Marcus, Doctor of Public Service  
There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

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

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

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

**MOTION** made by Trustee Landrau, seconded by Trustee Montemayor, to accept the audit report on the audit procedures required pursuant to the Office of Management and Budget (OMB) Uniform Guidance for fiscal year ending June 30, 2022, as prepared by the firm of O'Connor & Drew P.C., and to authorize the submission of this report to the Federal Audit Clearinghouse and to other parties as required by OMB Uniform Guidance and the Commonwealth of Massachusetts.  
There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

**MOTION** made by Trustee Landrau, seconded by Trustee Williams, to accept the agreed upon procedures report pursuant to the Massachusetts Office of Student Financial Assistance attestation guide for fiscal year ended June 30, 2022 as prepared by the firm of O'Connor & Drew, P.C., and to authorize the submission of this report to the State Comptroller's Office and the Department of Higher Education.  
There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, 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 and presented the following Motion approved by the committee.

**MOTION** made by Trustee Alvarado, seconded by Trustee Jasmin, to accept the priorities and goals of the Justice, Equity, Diversity, and Inclusion (JEDI) Committee as presented.

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

There being no further business,

**MOTION** made by Trustee Landrau, and seconded by Trustee Williams, to adjourn. **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Jasmin, Landrau, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Meeting adjourned at 4:27 PM.

Attachments presented at this meeting:

- a. Draft Minutes of October 12, 2022
- b. Draft Minutes of October 19, 2022
- c. Draft Minutes of December 1, 2022
- d. Tracked Changes to Data Classification Policy (0630)
- e. Tracked Changes to Remote Access Policy (0620)
- f. Tracked Changes to Information Security Passwords/Passphrases (0600)
- g. President's Presentation
- h. Center for Interdisciplinary Informatics (CI<sup>2</sup>) presentation

**Financial Affairs and Advancement Committee:**

- i. Motion – Staff Emerita Status
- j. Staff Emerita Justification

**Academic Affairs Committee:**

- k. Motion – Accept Mission Statement Report
- l. Mission Statement Report Presentation from Committee meeting
- m. Mission Statement Addendum Report
- n. Motion – Faculty Emeritus/a
- o. Faculty Emeritus/a Justifications
- p. Motion – Honorary Degree
- q. Honorary Degree Justification

**Audit Committee:**

- r. Motion – Massachusetts Office of Student Financial Aid Report (OSFA)
- s. Massachusetts Office of Student Financial Aid Report (OSFA) (Draft)
- t. Motion – Uniform Guidance Report
- u. Uniform Guidance Report (Draft)

**Justice, Equity, Diversity, and Inclusion Committee:**

- v. Motion – Acceptance of Committee Priorities
- w. JEDI Committee Priorities