



BOARD OF TRUSTEES

June 13, 2023

Minutes

Tilia Fantasia Student Lounge, Woodward Center

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, George Gilmer, Theresa Jasmin, Madeline Landrau, Chris Montemayor, William Reichelt, and Chloe Sanfacon

MEMBERS EXCUSED: Paul Boudreau

Also present and participating were Westfield State University President Dr. Linda Thompson, and cabinet members Maggie Balch, Daniel Forster, Dr. Michael Freeman, Dr. Brian Jennings, Richard Lenfest, Jr., Lisa McMahon, Dr. LaRue Pierce, and Stephen Taksar.

The meeting was called to order at 2:37 PM by Chair Robert Martin. Trustees participating were stated and it was announced that the meeting was being livestreamed and recorded.

MOTION made by Trustee Reichelt, seconded by Trustee Williams, to approve the minutes of the January 27, 2022, March 30, 2022, May 26, 2022, and April 25, 2023, meetings.
There being no discussion, **Motion passed unanimously.**

Chair Martin stated that after a good NECHE accreditation visit, it is important to implement their recommendations. The University is a resilient institution, and he sees signs that the campus community is adopting a growth mindset. It is the board's responsibility to evaluate the president and Trustee Salehi and Chair Martin will draft it. Trustees will be asked a set of questions related to the president and her performance over the last year (related to priorities, communication, commitment to diversity) and asked to send their responses to the board assistant. The draft evaluation will be presented to the board in a public meeting.

President's Report. President Thompson shared highlights of how the campus community has put IDEAS into practice through the incorporation of Innovation, Diverse thinking and belonging, Engagement with others, and Advancing the mission of the University. All the programs and efforts shared in her presentation are linked to reinforcing and building upon the stated goals of enrollment growth and economic health.

Special Faculty Honor. Representatives from the Air and Space Force presented the Sentry Educator Award to Dr. Jesse Johnson, who was nominated by student Alek Khomichuk '23. The award is presented to educators who share the Air Force's values of integrity, service, and excellence.

Student Trustee Report. Trustee Chloe Sanfacon provided her last report as student trustee, expressing her gratitude for the opportunity to sit on the board and learn.

Smith Cup Presentation. Mr. Lenfest, Director of Athletics, introduced student athletes Delaney Parker (sophomore/soccer), Olivia Hadla, (junior/basketball and lacrosse), and Ryan Donahue (junior/baseball) who shared with the Board the University's award of the Howard C. Smith Cup for the third year in a row for the best overall athletics program in the Massachusetts State Collegiate Athletic Conference.

Academic Affairs Committee. Committee Chair Dr. Gloria Williams updated the Board on discussions held in the committee meeting on June 6 and presented the following Motions approved by the committee.

MOTION made by Trustee Reichelt, seconded by Trustee Sanfacon, to approve and adopt the Westfield State University Board of Trustees Academic Affairs Committee Charter, as presented. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Reichelt, seconded by Trustee Sanfacon, to approve the granting of tenure, effective September 1, 2023, to:

Dr. Joan Kuhnly	Nursing
Dr. Tracy McLeod	Education

To approve the granting of tenure with automatic promotion, effective September 1, 2023, to:

Ms. Jessica Grabowski	Health Sciences
Dr. Alina Gross	Geography, Planning & Sustainability
Ms. Amber Monroe	Library

Discussion: This motion corrects an error in the motion presented at the April 24, 2023, meeting. There being no further discussion, **Motion passed unanimously.**

Governance and Nomination Committee. Committee Chair Melissa Alvarado updated the Board on discussions held in the committee meeting and presented the following Motions, the Committee Charter being approved by the committee.

MOTION made by Trustee Landrau, seconded by Trustee Reichelt, to elect the following slate of officers for the 2023-2024 academic year:

Ali Salehi, Chair
Melissa Alvarado, Vice Chair
Dr. Gloria Williams, Secretary

There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Montemayor, seconded by Trustee Landrau, to approve and adopt the Westfield State University Board of Trustees Governance and Nomination Amended Committee Charter, as presented. There being no discussion, **Motion passed unanimously.**

Enrollment Management and Student Affairs Committee. Committee Chair William Reichelt updated the

Board on discussions held in the committee meeting on June 6 and presented the following Motions approved by the committee.

MOTION made by Trustee Alvarado, seconded by Trustee Montemayor, to approve the changes to the Residence Hall Policy (0590) as presented and to approve the change of the policy's name to Housing Policy (0590). There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Sanfacon, seconded by Trustee Alvarado, to approve the changes and accept the newly revised Free Speech, Demonstration and Picketing Policy (3020), as presented. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Landrau, seconded by Trustee Sanfacon, to approve the changes and accept the newly revised Alcohol and Other Drug Policy (4010), as presented. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Landrau, seconded by Trustee Sanfacon, to approve the changes to the Involuntary Medical Withdrawal of Student for Physical or Mental Health Reasons Policy (4060), as presented and to approve the change of the policy's name to Administrative Medical Leave of Absence (4060). There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Sanfacon, seconded by Trustee Gilmer, to approve and adopt the Westfield State University Board of Trustees Enrollment Management and Student Affairs Committee Charter, as presented. There being no discussion, **Motion passed unanimously.**

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

MOTION made by Trustee Sanfacon, seconded by Trustee Montemayor, to approve and adopt the Westfield State University Board of Trustees Financial Affairs and Advancement Committee Charter, as presented. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Landrau, seconded by Trustee Sanfacon, to approve the FY24 provisional operating budget as presented and to authorize the President to make budget adjustments to these funds. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Landrau, seconded by Trustee Sanfacon, to approve the FY24 proposed capital budget, as presented. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Sanfacon, seconded by Trustee Williams, to approve FY24 expenditures for the vehicle lease/purchase program, as presented. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Landrau, seconded by Trustee Sanfacon, to authorize the University to spend up to \$30,000 in FY24 on sponsorship and/or attendance at community events, consistent with University guidelines for the expenditure of such funds. The University will report all expenditures made under this umbrella approval no later than the

June 2024 meeting of the Board of Trustees. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Sanfacon, seconded by Trustee Montemayor, to approve the changes and accept the newly revised Computer Tracking and Allocation Policy (0610), as presented. There being no discussion, **Motion passed unanimously.**

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

MOTION made by Trustee Gilmer, seconded by Trustee Montemayor, to approve and adopt the Westfield State University Board of Trustees amended Audit Committee Charter, as presented. There being no discussion, **Motion passed unanimously.**

MOTION made by Trustee Sanfacon, seconded by Trustee Landrau, to engage with The Boston Consortium Group for an audit of grants to begin in the fall semester of 2023. There being no discussion, **Motion passed unanimously.**

Justice, Equity, Diversity, and Inclusion Committee. Committee Chair Madeline Landrau 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 Montemayor, to approve and adopt the Westfield State University Board of Trustees Justice, Equity, Diversity, and Inclusion Committee Charter, as presented. There being no discussion, **Motion passed unanimously.**

Format of Board and Committee Meeting Schedule. Trustee Salehi and President Thompson thanked outgoing board chair Robert Martin, who has spent an enormous amount of time on behalf of the board and University. Trustee Salehi will be in contact with board members about committee seats and chairs. Future board meetings will take place across campus and in the boardroom.

Recognition of Student Trustee Chloe Sanfacon. Trustee Sanfacon was commended for her poise, maturity, and representation of the student body as it could be easy for a student trustee to be intimidated and overwhelmed by the setting and expectation of what trustees are supposed to do. A resolution summarizing her service was read and presented to her.

Recognition of Former Trustee Lydia Martinez-Alvarez. In all her work, Trustee Martinez-Alvarez always reflected on putting students first, especially in her role as chair of the Enrollment Management and Student Affairs committee. She was a passionate advocate for all students and helped create the Enrollment Advisory Committee. A resolution summarizing her service was read and presented to her.

There being no further business, **MOTION** made by Trustee Reichelt, seconded by Trustee Alvarado, to adjourn. There being no discussion, **Motion passed unanimously.**

Meeting adjourned at 4:11 PM.

Attachments presented at this meeting:

- a. Draft Minutes of January 27, 2022
- b. Draft Minutes of March 30, 2022
- c. Draft Minutes of May 26, 2022

- d. Draft Minutes of April 25, 2023
- e. President's Presentation
- f. Smith Cup Presentation

Academic Affairs Committee:

- g. Motion – Approval of Academic Affairs Committee Charter and supporting document
- h. Motion – Tenure (Amended) and supporting documents

Governance and Nomination Committee:

- i. Motion – Election of Board of Trustees Officers for 2023-2024
- j. Motion – Approval of Amended Governance and Nomination Committee Charter and supporting document

Enrollment Management and Student Affairs Committee:

- k. Motion – Residence Hall Policy (0590) and supporting documents
- l. Motion – Free Speech/Demonstration/Picketing Policy (3020) and supporting documents
- m. Motion – Alcohol and Other Drug Policy (4010) and supporting documents
- n. Motion – Involuntary Medical Withdrawal of Students for Physical or Mental Health Reasons (4060) and supporting documents
- o. Motion - Approval of Enrollment Management and Student Affairs Committee Charter and supporting document

Financial Affairs and Advancement Committee:

- p. Motion – Financial Affairs and Advancement Committee Charter and supporting document
- q. Motion – FY24 Provisional Operating Budget and supporting documents
- r. Motion – Capital Budget and supporting documents
- s. Motion – Vehicle Lease/Purchase Program and supporting documents
- t. Motion – FY24 Sponsorships
- u. Motion – Computer Tracking and Allocation Policy (0610) and supporting documents

Audit Committee:

- v. Motion – Approval of Amended Audit Committee Charter and supporting document
- w. Motion – Engage Internal Audit of Grants

Justice, Equity, Diversity, and Inclusion Committee:

- x. Motion – Approval of JEDI Committee Charter and supporting document

Full Board:

- y. Resolution for Student Trustee Chloe Sanfacon
- z. Resolution for Former Trustee Lydia Martinez-Alvarez