



BOARD OF TRUSTEES

June 20, 2024

Minutes

Conference Rooms A & B, University Hall

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, Paul Boudreau, Daniel Currier, George Gilmer (via Zoom), Tessa Lucey, Chris Montemayor, and William Reichelt

MEMBERS EXCUSED: Theresa Jasmin, and Madeline Landrau

Also present were Westfield State University President Dr. Linda Thompson, and cabinet members Provost Dr. David Caruso, Chief of Staff Dr. Michael Freeman, Director of Athletics Richard Lenfest Jr., Lisa McMahon, and Stephen Taksar.

Chair Salehi called the meeting to order at 3:25 PM and announced the meeting was being livestreamed and recorded.

Chair Salehi introduced Trustee Lucey and new Provost William Salka. He recognized former Trustee Robert Martin who's ten-year term came to an end on March 1, 2024. He was presented with his official picture, resolution, and chair.

MOTION made by Trustee Reichelt seconded by Trustee Currier, to approve the minutes of the April 25, 2024 meeting. There being no discussion, **motion passed unanimously.**

President's Report. Dr. Thompson's presentation started with our successful commencement, Presidential Medal of Achievement, keynote speaker, new Trustee Tessa Lucey, Presidents' Innovation fund, and Smith Cup. She discussed the strategic plan with inviting Dr. Freeland, former Commissioner of Higher Education to the Cabinets and Boards retreats. She wanted to recognize Lyndsey Nunes who won the Debra Heart Award. Dr. Thompson expressed gratitude towards federal and state funding grant of 5 million dollars to fund behavioral sciences here on campus.

Director of Athletics Richard Lenfest introduced two student-athletes and talked about the Smith Cup. A video was presented to the Board.

Student Trustee Report. Trustee Currier opened his presentation congratulating the graduates of class of 2024. The Student Government Association (SGA), which Trustee Currier is on, sent a letter to Legislator Leaders requesting more funds towards funding for capital improvements. The SGA also have various ongoing projects which were described in depth.

Governance and Nomination Committee. Committee Chair Melissa Alvarado updated the Board on it's upcoming self-assessment and welcomed Trustee Lucey. With Trustee Martin retiring, his place on the Executive Committee would need to be appointed. Chair Salehi appointed Trustee Theresa Jasmin for the position. Officers of the Board were discussed. It was decided all officers would stay the same.

MOTION made by Trustee Reichelt seconded by Trustee Boudreau, to elect the following slate of Officers for the 2024-2025 academic year.

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

There being no discussion, roll call was made, **motion passed unanimously.**

Chair Salehi explained to the Board that this year he will be doing a comprehensive review of President Thompson as she has been with Westfield State University for 3 years.

Academic Affairs Committee. Committee Vice 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 Currier, to approve the Master's in Business Administration.

There being no discussion or abstentions, a roll call was completed, **motion passed unanimously.**

MOTION made by Trustee Reichelt, seconded by Trustee Montemayor, to approve the Master of Psychiatric Mental Health Nurse Practitioner.

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

Enrollment Management and Student Affairs Committee. Committee Chair William Reichelt updated the Board on discussions held in the committee meeting on April 16, 2024.

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

Financial Affairs and Advancement Committee. Committee Chair George Gilmer updated the Board on discussions held in the committee meeting with third quarter FY23-24 budget with

being 2-3 million for operating budget. The following Motions approved by the committee;

MOTION made by Trustee Reichelt Gilmer, seconded by Trustee Gilmer, to approve the revised Outstanding Debts Policy (0150), as presented. The policy was revised due to a U.S. Department of Education regulation prohibiting withholding of transcripts in specific situations.

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

MOTION made by Trustee Reichelt seconded by Trustee Gilmer to transfer management of the University's investment funds, held by Charles Schwab, in-kind to Fund Evaluation Group LLC before June 30, 2024. Westfield State University's new investment advisors.

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

MOTION made by Trustee Currier, seconded by Trustee Montemayor to approve the FY25 provisional campus budget, as presented, including, but not limited to the following elements: operating budget, capital budget, vehicle lease/purchase program and sponsorships. 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.**

Audit Committee. Committee Vice Chair William Reichelt updated the Board on discussions held in the committee meeting which included an in-person final Grants Office audit by Boston Consortium and a remote presentation by WithumSmith, PC. The committee presented the following Motions approved by the committee.

MOTION made by Trustee Reichelt, seconded by Trustee Gilmer to recommend the University continue with an agreement with the Boston Consortium for internal audit services. All University procurement procedures and policies will be followed in executing said agreement.

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

There being no further business,

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

Meeting adjourned at 5:00 PM.

Attachments:

- a. Draft Minutes of April 25, 2024

- b. President's Presentation
 - c. Student Trustee Presentation
 - i. SGA Letter to MA Legislature Re Capital Funding
- 2. Enrollment Management & Student Affairs**
- a. Minutes April 16, 2024
 - b. VP Report PowerPoint Presentation
- 3. Advancement, Marketing, & External Relations Committee:**
- a. Draft Minutes of April 25, 2024
 - b. 185th Anniversary Rack Card
 - c. Save the Date-Blue Diamond Ball
 - d. Alumni Update
 - e. Q4 Dashboard to 6-12-24
 - f. WSU Campaign Presentation
 - g. RIDE Rack Card (1)
 - h. RIDE Rack Card (2)
 - i. RIDE Annual Report 2023-24
 - j. MarComm BoT June 24
- 4. Academic Affairs Committee:**
- a. Draft Minutes of April 25, 2024
 - b. Letter of Intent. MBA
 - c. Motion - Master of Business Administration (MBA)
 - d. Letter of Intent. Psychiatric Mental Health Nurse Practitioner
 - e. Motion – Master of Psychiatric Mental Health Nurse Practitioner
- 5. Financial Affairs Committee:**
- a. Minutes 4-25-24 (Draft)
 - b. Motion – Outstanding Debts Policy (0150)
 - c. Outstanding Debts Policy (Clean)
 - d. Outstanding Debts Policy (Track Changes)
 - e. Motion – New Investment Accounts
 - f. Motion – FY25 Provisional Operating Budget
 - g. FY25 Provisional Operating Budget
 - h. Strategic Investments
 - i. FY24 Sponsorships
 - j. Annual Charter Review
- 6. Audit Committee:**
- a. Minutes 4-25-24 (Draft)
 - b. Financial Audit Services for FY24 (Planning Presentation)
 - c. Internal Audit Report (Grants Office)
 - d. Motion – Internal Audit Services
 - e. FY25 Internal Audit(s)
 - f. Annual Charter Review

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 June 20, 2024.

Dr. Gloria Williams, Secretary

Date