



Board of Trustees

Executive Committee

July 27, 2022

Minutes

President's Boardroom, Horace Mann Center

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

MEMBERS PARTICIPATING IN PERSON: Committee Chair Dr. Robert Martin

MEMBERS PARTICIPATING REMOTELY: Vice Chair Ali Salehi, Secretary Dr. Gloria Williams, and Trustee Theresa Jasmin

Also present and participating were Westfield State University President Dr. Linda Thompson, Vice President for Administration and Finance Stephen Taksar, Director of Procurement and Administrative Services Gary Duggan, Associate Vice President for Administration and Finance Lisa Freeman, and Associate Vice President for Capital Planning and Facilities Maureen Socha.

The meeting was called to order at 11:47 AM by Chair Martin, and it was announced that the meeting was being livestreamed and recorded. The names of all the committee members participating as listed above were announced, except for Trustee Jasmin, who joined at 12:18 PM.

Approval of Minutes of January 19, 2022.

MOTION made by Trustee Salehi, seconded by Trustee Williams, to approve the minutes of the January 19, 2022, Executive Committee meeting.

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

President's Remarks. President Thompson provided brief updates on campus activities:

- Homecoming is being developed as a signature event to showcase the University, welcome the alumni, and engage the greater community.
- This summer the University held campus tours, social events for incoming students and champions, and hosted several conferences and camps. We have seen the largest number of students applying (6,578) and applications from underpopulated students have increased by 2.5 percent.
- New hires include the Vice President for JEDI and Executive Director of Marketing and Communication.
- New funding includes federal and state grants to fund a student crisis counseling app, endowment incentive grant for matching funds, ARPA funds for COVID support, and an expansion of the capacity for nursing and health science education. There has been \$90,000 in pledges and gifts for the \$1,000 by 1,000 people campaign.

- An Innovation Fund has been created from investment income to encourage and incentivize people to be innovative and create programs to increase enrollment.

FEMA Funding Reimbursement and Context.

- Mr. Taksar provided the process for FEMA funding reimbursement. Once the majority of the cash is received, the Board will be provided with a proposal for using the funds.
- Three requests for reimbursement of COVID-19 expenses were submitted to FEMA. The request for \$57,175 was paid in FY22. The request for \$1,269,231 has been approved and payment should be received in FY23. The review of a \$377,636 request should be completed in FY23.
- Revenue from the expense reimbursements needs to be recognized in the fiscal year it was approved by FEMA. The first two reimbursements were approved in FY22 and will be recorded as revenue with a corresponding accounts receivable for the funds approved but not received by the end of FY22. The \$1.3 million was not budgeted, so the excess funds will increase FY22 operating reserves. To use those funds in FY23, a fund reserve request would be needed based on the timing of the revenue recognition. In the future, the president and staff will present information to the board on use of the funds. The board was receptive to this idea.

FY23 ARPA Capital Maintenance/Projects. Mr. Taksar shared options for spending the ARPA reimbursement funds for COVID-related expenses, Parenzo project overruns, and major capital projects, which need to be approved by the board. [Trustee Jasmin joined at 12:18 PM.] The BHE allocated the funds with \$1 million in base funding for each state institution plus variable amounts based on the funding formula used by the Department of Higher Education. Ms. Socha explained two options for the capital projects to be funded, stating that Option 1 was preferred since Option 2 for the Wilson HVAC system work would need DCAMM's energy group to assist with the study to learn the exact scope of the issue. Our architects and engineers will map out the strategy with DCAMM, but there has been a significant slowdown for response time for project-related needs from DCAMM. Option 1 would fund deferred maintenance projects for the Ely hot water tanks and circulator pumps, Scanlon/Trades tunnel and Bates pump room asbestos remediation, R22 replacement, and a preliminary study of the Wilson HVAC issues.

MOTION made by Trustee Williams, seconded by Trustee Salehi, to approve the use of ARPA maintenance funds as required by state law, for the projects recommended, in priority order based on option one. 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. There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Jasmin, Williams, Salehi, and Martin.

FY23 Investment Income Allocation. Mr. Taksar shared that this is the first request for investment income from the funds placed in an investment account following adoption of the investment policy approximately three years ago. The requested funds represent a little less than four percent of the three-year rolling average of the portfolio's value. Trustee Salehi stated the best use of the funds was to initiate innovative programs to help generate other revenue streams and resources.

MOTION made by Trustee Jasmin, seconded by Trustee Williams, to transfer \$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.

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

There being no further business,

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

Meeting adjourned at 12:45 PM.

Attachments presented at this meeting:

- a. Minutes of 1-19-22 (Draft)
- b. FEMA Funding
- c. Motion – FY23 ARPA Capital Maintenance/Projects
- d. FY23 ARPA Capital Maintenance/Projects (Spending Plan)
- e. FY23 ARPA Capital Maintenance/Projects (Allocations)
- f. FY23 ARPA Capital Maintenance/Projects (Project List)
- g. FY23 ARPA Capital Maintenance/Projects (BHE Approval)
- h. Motion – FY23 Investment Income Allocation
- i. FY23 Investment Income Allocation (Overview and Goals)
- j. FY23 Investment Income Allocation (Statement of Spending Policy)
- k. FY23 Investment Income Allocation (FY23 Innovation Fund Guidelines)