



Board of Trustees

3:00 PM

October 6, 2016

President's Boardroom, The Horace Mann Center

- | | |
|--|-------------------------|
| 1. Call to Order | Chair Steven P. Marcus |
| 2. Approval of Minutes
August 18, 2015 (Special Meeting)
June 16, 2016
September 9, 2016 | Chair Steven P. Marcus |
| 3. General Announcements | |
| a. Welcome to new Trustees Brandon Trafford and Robert Magovern | Chair Steven P. Marcus |
| b. Upcoming events, reminders | Chair Steven P. Marcus |
| c. Introduction of Interfaith Center Presentation by Fr. Warren Savage | Chair Steven P. Marcus |
| 4. President's Report | Dr. Ramon S. Torrecilha |

Academic and Student Affairs Committee

- | | |
|---|------------------------|
| 5. Items for Discussion | |
| a. Brief overview of Committee presentations of September 27, 2016: | Committee Chair Slakey |
| i. Clery Report (updated October 1, 2016) | |
| ii. Academic Affairs Summer Updates | |
| iii. Draft University Fact Book | |
| iv. Student Success Dashboard | |

Audit Committee

6. Items for Action

- a. Motion—FY16 Audit Report Committee Chair Hagan
- b. Motion—CORI/Background Check Policy (0510)
(Motion tabled June 16, 2016 Board of Trustees) Committee Chair Hagan

Finance and Capital Assets Committee

7. Items for Discussion

- a. Brief overview of Committee presentations of September 27, 2016: Committee Chair Queenin
 - i. Bank/Cash Transfer Updated—July 2016
 - ii. Dining Services Update
 - iii. Fixed Assets inventory Progress Report
 - iv. President’s Travel Report
 - v. Early Retirement Program
 - vi. FY18 Budget Planning Parameters and Board of Trustees Timeline
 - vii. Capital Projects/Budget Overview

8. Items for Action

- a. Motion – Capital Project Funding—Rollover Committee Chair Queenin
- b. Motion—Catherine Dower Center Funding Committee Chair Queenin
- c. Motion—Fixed Assets, Capitalization and Inventory Control Policy (0601) Committee Chair Queenin
- d. Motion – Trust Fund Management Policy (0604) Committee Chair Queenin
- e. Motion—Travel Policy (0390) Committee Chair Queenin

Institutional Advancement

9. Items for Discussion

- a. Brief overview of Committee presentations of September 27, 2016: Committee Chair Johnson
 - i. Name Change
 - ii. Alumni Website Upgrade
 - iii. Assessment of Summer Activities
 - iv. Foundation Disbursement Schedule in response to letter April 15, 2016
 - v. Advancement Committee Charter
 - vi. Wealth Screening
 - vii. Science Center Mini Campaign
 - viii. Development of Office Protocols
 - ix. Hiring of New Positions

Attachment(s):

Minutes

- a. August 18, 2015 (Special Meeting)
- b. June 16, 2016
- c. September 9, 2016

Interfaith Center Presentation

- d. Brochure, Albert & Amelia Ferst Interfaith Center
- e. Emerging Interfaith Trends
- f. Master Schedule, Albert and Amelia Ferst Interfaith Center

Academic Affairs and Student Affairs Committee

- g. Clery Report (Updated: Annual Security Report for 2015)
- h. Draft Westfield State University Fact Book

Audit Committee

- i. Required Communication, O'Connor & Drew
- j. FY16 Audit Report
- k. Motion—FY16 Audit Report
- l. CORI/Background Check Policy (0510)
- m. Motion—CORI/Background Check Policy (0510)

Finance and Capital Assets Committee

- n. Adjusted Dining Services Budget FY17
- o. Fixed Assets Inventory Progress Report
- p. Fixed Assets Inventory List
- q. Travel Expenses of the President and President's Direct Reports
- r. FY18 Budget Planning Parameters
- s. Capital Projects/Budget Overview Summary
- t. Project Cost Overview—Catherine Dower Center
- u. Budget Overview PowerPoint Presentation
- v. Motion—Capital Project Funding—Rollover
- w. Motion—Catherine Dower Center Funding
- x. Fixed Assets, Capitalization and Inventory Control Policy (0601)
- y. Motion—Fixed Assets, Capitalization and Inventory Control Policy (0601)
- z. Trust Fund Management Policy (0604)
- aa. Motion—Trust Fund Management Policy (0604)
- bb. Travel Policy (0390)
- cc. Motion—Travel Policy (0390)

Institutional Advancement

- dd. Draft—Advancement Committee Charter
- ee. Wealth Screening
- ff. Science Center Proposal—Mini Campaign