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
   Chair Steven P. Marcus
   August 18, 2015 (Special Meeting)
   June 16, 2016
   September 9, 2016

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
   b. Motion—CORI/Background Check Policy (0510)
      (Motion tabled June 16, 2016 Board of Trustees)

Finance and Capital Assets Committee

7. Items for Discussion
   a. Brief overview of Committee presentations
      of September 27, 2016:
         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
   b. Motion—Catherine Dower Center Funding
   c. Motion—Fixed Assets, Capitalization and Inventory
      Control Policy (0601)
   d. Motion – Trust Fund Management Policy (0604)
   e. Motion—Travel Policy (0390)

Institutional Advancement

9. Items for Discussion
   a. Brief overview of Committee presentations
      of September 27, 2016:
         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**
- August 18, 2015 (Special Meeting)
- June 16, 2016
- September 9, 2016

**Interfaith Center Presentation**
- Brochure, Albert & Amelia Ferst Interfaith Center
- Emerging Interfaith Trends
- Master Schedule, Albert and Amelia Ferst Interfaith Center

**Academic Affairs and Student Affairs Committee**
- Draft Westfield State University Fact Book

**Audit Committee**
- Required Communication, O’Connor & Drew
- FY16 Audit Report
- Motion—FY16 Audit Report
- CORI/Background Check Policy (0510)
- Motion—CORI/Background Check Policy (0510)

**Finance and Capital Assets Committee**
- Adjusted Dining Services Budget FY17
- Fixed Assets Inventory Progress Report
- Fixed Assets Inventory List
- Travel Expenses of the President and President’s Direct Reports
- FY18 Budget Planning Parameters
- Capital Projects/Budget Overview Summary
- Project Cost Overview—Catherine Dower Center
- Budget Overview PowerPoint Presentation
- Motion—Capital Project Funding—Rollover
- Motion—Catherine Dower Center Funding
- Fixed Assets, Capitalization and Inventory Control Policy (0601)
- Motion—Fixed Assets, Capitalization and Inventory Control Policy (0601)
- Trust Fund Management Policy (0604)
- Motion—Trust Fund Management Policy (0604)
- Travel Policy (0390)
- Motion—Travel Policy (0390)

**Institutional Advancement**
- Draft—Advancement Committee Charter
- Wealth Screening
- Science Center Proposal—Mini Campaign