Board of Trustees

1:30 PM
February 6, 2020
President’s Boardroom, Horace Mann Center

1. Call to Order
   Board Chair Kevin Queenin

2. Approval of Minutes
   December 11, 2019
   Board Chair Kevin Queenin

3. General Announcements
   Board Chair Kevin Queenin

4. Student Trustee Report
   Trustee Thalita Neves

5. President’s Report
   Dr. Ramon S. Torrecilha

Advancement and Enrollment Management Committee
   Committee Chair Lydia Martinez-Alvarez

6. Items for Information

Academic and Student Affairs Committee
   Committee Chair Dr. Robert Martin

7. Items for Information

Finance and Capital Assets Committee
   Committee Chair Edward Sullivan

8. Items for Information

9. Items for Action
   a. Motion – FY21 Schedule of Annual Tuition and Fees
      (Undergraduate and CGCE)
   b. Motion – Consolidation of Bank Accounts

Governance and Nomination Committee
   Committee Chair Madeline Landrau

10. Items for Information

Attachments:
   a. Minutes of December 11, 2019
   Finance and Capital Assets Committee:
b. Motion – FY21 Schedule of Annual Tuition and Fees (Undergraduate and CGCE)
c. FY21 Schedule of Annual Tuition and Fees (Tuition and Fee Recommendations)
d. FY21 Schedule of Annual Tuition and Fees (Undergraduate)
e. FY21 Schedule of Annual Tuition and Fees (CGCE)
f. FY21 Schedule of Annual Tuition and Fees (Comparison State Universities FY20)
g. FY21 Schedule of Annual Tuition and Fees (CGCE Request)
h. FY21 Schedule of Annual Tuition and Fees (Nursing Fee Memo)
i. FY21 Schedule of Annual Tuition and Fees (Baystate Notification)
j. FY21 Schedule of Annual Tuition and Fees (Nursing Fee Increase Calculations)
k. FY21 Schedule of Annual Tuition and Fees (Student and Faculty Resources)
l. Motion – Consolidation of Bank Accounts
m. Memo – Consolidation of Bank Accounts
Chair Queenin called the meeting to order at 2:45PM.

**MOTION** made by Trustee Magovern, seconded by Trustee Alvarado, to approve the minutes of the October 10, 2019 Board of Trustees meeting. **Motion passed unanimously.**

Chair Queenin stated that Trustees Martin and Sullivan would be calling into the meeting and that all votes would be by roll call.

Student Trustee’s Report: Trustee Neves stated that the Student Government Association (SGA) started a whiteboard initiative to obtain input from students on items of interest they would like addressed. Trustee Neves and other student leaders are discussing ideas to assist in retaining students. She plans to report on campus culture at a future meeting.

Trustees Martin and Sullivan were connected to the meeting remotely.

President’s Report:

- President Torrecilha recently attended the American Association of State Colleges and Universities (AASC&U) annual meeting. The theme was Stewards of Place: Reimagined, where the role of the regional public comprehensive university in local communities was discussed. The public universities are lifting the populations both economically and socially in the regions where they are located. This reflects the work being done at Westfield State. Almost half of all bachelor degrees in the nation come from public universities. Fellow presidents from the Northeast and Midwest spoke about the impact of declining enrollment.
- This fall, the campus community was engaged in many dialogues on the budget, enrollment, and the campus deficit.
- Cabinet has been working toward solutions to address the issues of declining enrollment and retention.
• We will soon be celebrating the first cohort of the Physician’s Assistant (PA) program, which is the only PA program at a public institution in New England.
• Members of the faculty, staff and cabinet were thanked for their support of our students and for their work on a proposal for another capital project – almost $5 million of support from the Division of Capital Asset Management and Maintenance (DCAMM) for a new Center for Equity, Diversity and Inclusion.

Advancement and Enrollment Management Committee: Trustee Martinez-Alvarez stated that the committee had a number of discussion items and voted to grant staff emeriti status to individuals with a combined service of 155 years to the institution.

**MOTION** made by Trustee Neves, seconded by Trustee Magovern, to approve the granting of Staff Emeritus/a status, effective December 11, 2019 to the following individuals:

- Ms. Deborah Adams
- Ms. Susan LaMontagne
- Ms. Maureen McCartney
- Dr. Carlton Pickron
- Ms. Catherine Ryan

**ROLL CALL VOTE** taken:

- Kevin Queenin  Yes
- Edward Sullivan  Yes
- Melissa Alvarado  Yes
- Paul Boudreau  Yes
- Madeline Landrau  Yes
- Robert Magovern  Yes
- Robert Martin  Yes
- Thalita Neves  Yes
- Gloria Williams  Yes

**Motion passed unanimously.**

Academic and Student Affairs Committee: Trustee Martin stated that at the committee meeting there was a good presentation on retention. Westfield State is doing better at retention than most sister institutions, but is not trending in a positive direction. It is imperative that we work with the students admitted to do everything possible to retain them. There were also many motions for faculty emeriti status and program changes.

Dr. Enrique Morales-Diaz, Interim Dean of Faculty, gave brief descriptions on the service to the institution by the candidates for faculty emeritus/a status.

**MOTION** made by Trustee Magovern, seconded by Trustee Alvarado, to approve the granting of Faculty Emeritus/a status, effective December 11, 2019 to the following individuals:

- Dr. David Doe, Department of Biology
- Dr. Nitza Hidalgo, Department of Education
- Dr. Ricki Kantrowitz, Department of Psychology
- Mr. John Kurty, Department of Movement Science, Sport and Leisure Studies
- Dr. David Lovejoy, Department of Biology
- Dr. Ruth Ohayon, Department of Language and Culture Studies
- Dr. Beth Ann Rothermel, Department of English
- Dr. Jack Szpiler, Department of Psychology


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Motion passed unanimously.

Dr. Morales-Diaz continued with the proposal to rename the following degrees so that they are realigned to more accurately reflect expertise and coursework, support recruitment and retention, and match other institutions in the state. The curriculum in each concentration is the same as the renamed degrees and no new staffing or resources are needed.

**MOTION** made by Trustee Williams, seconded by Trustee Alvarado, to approve the Bachelor of Science in Accounting as described in attachment F.

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<td>Madeline Landrau</td>
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Motion passed unanimously.

**MOTION** made by Trustee Alvarado, seconded by Trustee Neves, to approve the Bachelor of Science in Finance as described in attachment H.

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<td>Madeline Landrau</td>
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Motion passed unanimously.

**MOTION** made by Trustee Alvarado, seconded by Trustee Landrau, to approve the Bachelor of Science in Management as described in attachment J.

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<td>Madeline Landrau</td>
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Motion passed unanimously.
MOTION made by Trustee Landrau, seconded by Trustee Alvarado, to approve the Bachelor of Science in Marketing as described in attachment L.

ROLL CALL VOTE taken:
Kevin Queenin  Yes  Robert Magovern  Yes
Edward Sullivan  Yes  Robert Martin  Yes
Melissa Alvarado  Yes  Thalita Neves  Yes
Paul Boudreau  Yes  Gloria Williams  Yes
Madeline Landrau  Yes

Motion passed unanimously.

Finance and Capital Assets Committee: At the committee meeting, there was discussion on the FY20 budget, enrollment, projected shortfall and strategies, as well as the annual debt report and ratios. Updates were given on the Parenzo Hall renovation and the Voluntary Separation Incentive Plan. The committee also had considerable dialogue on the FY21 budget scenarios and assumptions, with more refining needed. Updates will be presented at future Board meetings. The development of an annual committee work plan to facilitate topics of interest to the board was discussed. The committee approved the submission of a proposal for funding for a Center for Equity, Diversity and Inclusion.

MOTION made by Trustee Magovern, seconded by Trustee Williams, to approve the submission of a proposal to the Division of Capital Asset Management for the FY21 Major Capital Project Process, to request $4,843,125 to renovate a portion of the Scanlon building to create a Center for Equity, Diversity and Inclusion and to renovate and upgrade up to 3 - 4 classrooms/labs.

ROLL CALL VOTE taken:
Kevin Queenin  Yes  Robert Magovern  Yes
Edward Sullivan  Yes  Robert Martin  Yes
Melissa Alvarado  Yes  Thalita Neves  Yes
Paul Boudreau  Yes  Gloria Williams  Yes
Madeline Landrau  Yes

Motion passed unanimously.

Audit Committee: Trustee Boudreau stated that at the committee meeting, it was discussed that a candidate for the Associate Director of Risk Management position has not been found. Trustee Alvarado will work with Vice President Taksar on the skills needed by the right applicant. It was suggested to consult the Inspector General’s office concerning the recommendation for this position. Information security and cybersecurity were both discussed, together with the need for everyone on campus to be involved with the security implementation plan. The University auditors presented the audit report, with two minor reportable items being disclosed.

MOTION made by Trustee Magovern, seconded by Trustee Neves, to accept the audit report on the audit procedures required pursuant to the Office of Management and Budget (OMB) Uniform Guidance for fiscal year ending June 30, 2019 as prepared by the firm of O’Connor & Drew, P.C., and to authorize the submission of this report to the Federal Audit Clearinghouse and to other parties as required by OMB Uniform Guidance and the Commonwealth of Massachusetts.
ROLL CALL VOTE taken:
Kevin Queenin Yes Robert Magovern Yes
Edward Sullivan Yes Robert Martin Yes
Melissa Alvarado Yes Thalita Neves Yes
Paul Boudreau Yes Gloria Williams Yes
Madeline Landrau Yes
Motion passed unanimously.

Governance and Nominating Committee: Trustee Landrau stated that at the committee meeting they discussed trustee orientation with good feedback from the new trustees. Trustee training will take place on campus in the next few months.

Executive Committee: Chair Queenin stated that the Executive Committee met on November 26 to review and revise the presidential evaluation for 2018-2019. He continued by reading the executive summary of the final draft being presented and asked the President if he had any questions. President Torrecilha thanked the Board for taking the time and resources to do such a comprehensive evaluation. Trustees Sullivan and Martin expressed their agreement with the evaluation.

MOTION made by Trustee Landrau, seconded by Trustee Alvarado, to approve the presidential evaluation for the 2018-2019 academic year as presented by the Executive Committee on the above date and the submission of said evaluation to the Commissioner of the Department of Higher Education.

ROLL CALL VOTE taken:
Kevin Queenin Yes Robert Magovern Yes
Edward Sullivan Yes Robert Martin Yes
Melissa Alvarado Yes Thalita Neves Yes
Paul Boudreau Yes Gloria Williams Yes
Madeline Landrau Yes
Motion passed unanimously.

Chair Queenin continued that all conversations with Dr. John Anderson were taken into account when the evaluation was drafted and that both the evaluation and Dr. Anderson’s report would be uploaded to the website within two days. A member of the audience questioned what the results of the evaluation would be concerning future actions. Chair Queenin stated that he meets and plans with the President on a regular basis, not just once a year at the time of the evaluation.

There being no further business, MOTION made by Trustee Landrau, seconded by Trustee Magovern, to adjourn.

ROLL CALL VOTE taken:
Kevin Queenin Yes Robert Magovern Yes
Edward Sullivan Yes Robert Martin Yes
Melissa Alvarado Yes Thalita Neves Yes
Paul Boudreau Yes Gloria Williams Yes
Madeline Landrau Yes
Motion passed unanimously.

Meeting adjourned at 3:27 PM.
Attachments presented at this meeting:
   a. Minutes of October 10, 2019
   b. Motion – Approval of Staff Emeritus/a Status and Staff Emeritus/a Justifications
   c. Motion – Approval of Faculty Emeritus/a Status and Faculty Emeritus/a Status Justifications
   d. Request to Rename Degree Programs
   e. Motion – Bachelor of Science in Accounting
   f. Bachelor of Science in Accounting Draft BHE Application
   g. Motion – Bachelor of Science in Finance
   h. Bachelor of Science in Finance Draft BHE Application
   i. Motion – Bachelor of Science in Management
   j. Bachelor of Science in Management Draft BHE Application
   k. Motion – Bachelor of Science in Marketing
   l. Bachelor of Science in Marketing Draft BHE Application
   m. Motion – FY21 Major Capital Project
   n. Motion – Uniform Guidance Report
   o. Uniform Guidance Report (Draft)

Finance and Capital Assets Committee:

Executive Committee:
   q. Motion – Presidential Evaluation for 2018-2019
   r. Distributed at meeting: Draft Presidential Evaluation for 2018-2019 Academic Year
   s. 2018-2019 Self-Evaluation of President Ramon S. Torrecilha, Ph.D.
   t. Report of John M. Anderson, Ph.D., October 2019

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 December 11, 2019.

___________________________________________  ___________________
Lydia Martinez-Alvarez, Secretary  Date
Westfield State University

CLUBS

Student Government Association

Updated: Spring 2020
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<td>Accounting Club</td>
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<td>2</td>
<td>American Choral Directors Association (ACDA)</td>
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<td>3</td>
<td>Art Club</td>
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<td>4</td>
<td>Athletic Training Club</td>
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<td>5</td>
<td>Biology Club</td>
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<td>6</td>
<td>Black Student Union (BSU)</td>
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<td>7</td>
<td>Business Club</td>
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<td>Circle K Club</td>
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<td>Communications Club</td>
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<td>Commuter Council</td>
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<td>Computer Science Club</td>
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<td>Convoy of Hope</td>
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<td>Criminal Justice Club</td>
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<td>14</td>
<td>Dance Company</td>
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<td>EMS Club</td>
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<td>Environmental Planning Club</td>
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<td>Exercise Science Club</td>
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<td>18</td>
<td>Figures Club</td>
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<td>19</td>
<td>Foster a Culture of Empowerment and Success (FACES)</td>
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<td>20</td>
<td>Gaming Club</td>
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<td>21</td>
<td>Graphic Design Club</td>
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<td>22</td>
<td>Health Professions Club</td>
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<td>23</td>
<td>International/ Intercultural Club</td>
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<td>24</td>
<td>Intervarsity Christian Fellowship</td>
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<td>Jewish Student Organization (JSO)</td>
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<td>26</td>
<td>Latino Association for Empowerment (LAfE)</td>
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<td>27</td>
<td>Marketing Club</td>
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<td>28</td>
<td>Multicultural Student Association (MSA)</td>
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<td>29</td>
<td>Musical Theatre Guild (MTG)</td>
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<td>National Association for Music Education</td>
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<td>Newman Club</td>
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<td>37</td>
<td>Queer- Straight Alliance</td>
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<td>Relay for Life</td>
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<td>Revolution Against Campus Sexual Assault</td>
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<td>40</td>
<td>Rock Climbing Club</td>
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<td>41</td>
<td>SEAM</td>
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<td>Social Work Association</td>
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<td>Sociology Club</td>
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<td>44</td>
<td>Student Theatre Association</td>
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<td>45</td>
<td>Sustainability Club</td>
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<td>46</td>
<td>Tell Me About Your Day Club</td>
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Guide

Clubs that are ACTIVE mean that there is already an Executive Board of students in place for the year. These students are in charge of making sure the club runs smoothly. ACTIVE clubs must have ten members to be considered an ACTIVE club by the Student Government Association.

Clubs that NEEDS MEMBERS are clubs that currently have some form of an Executive Board (although it might not be full). Clubs that NEEDS MEMBERS are looking for more people to join the club and attend their meetings in order to be considered ACTIVE.

Clubs that are INACTIVE do not have any form of leadership established for the year. Students who are interested in participating in these clubs would have to contact the “Club Contact” and they would help you get it started.

Miscellaneous

Reach out to “Club Contacts” if you are interested in finding out more about these clubs. If you have a hard time getting hold of the “Club Contact,” come down to SGA in the lower level of Ely Campus center (next to Dunkin Donuts) or email vpfinance.sga@westfield.ma.edu and we’ll help you!

Don’t see a club that interests you? Start one! Email: vpfinance.sga@westfield.ma.edu to find out how to start a club!
1. **Accounting Club**  
   **Club Contact:**  
   Advisor: Erin Moore  
   emore@westfield.ma.edu  
   **Club Description:** This club consists of students who are passionate about Accounting or seeking more information about the profession. This club helps you understand the requirements to become a licensed Certified Public Accountant (CPA), network with professional contacts through the Accounting Mentoring Program and learn about the Master of Science in Accounting Program at Westfield State, among other things.  
   **Club Status:** NEEDS MEMBERS

2. **American Choral Directors Association (ACDA)**  
   **Club Contact:**  
   Advisor: Felicia Barber  
   fbarber@westfield.ma.edu  
   **Club Description:** The American Choral Directors Association is a national organization of music directors who specialize in Choral music. Here, at ACDA Westfield State, they work on building connections in the field of work as well as reaching out and doing service for the community.  
   **Club Status:** ACTIVE

3. **Art Club**  
   **Club Contact:**  
   Advisor: Imo Nse Ineh  
   iimeh@westfield.ma.edu  
   **Club Description:** The Art club meets to discuss and review portfolio pieces and project ideas. This club is currently in the process of hanging 4x4x4 ft. blank canvases in Dower for passersby to fill in with doodles and art of their own.  
   **Club Status:** ACTIVE

4. **Athletic Training Club**  
   **Club Contact:**  
   Advisor: Paul Higgins  
   phiggins@westfield.ma.edu  
   **Club Description:** The athletic training club is a club for those who are majoring and/or interested in the athletic training profession. We meet once a month to discuss club events, and with each meeting we do a “skill session”, for example spine boarding or taping. Each year, our club attends the Eastern Athletic Trainers Association Convention held in January.  
   **Club Status:** ACTIVE

5. **Biology Club**
6. **Black Student Union (BSU)**  
**Club Contact:**  
President: Deion Boateng  
dboateng7136@westfield.ma.edu  
**Club Description:** BSU focuses on building an inclusive environment on campus. They meet multiple times throughout the semester to discuss topics that affect the African American community on campus.  
**Club Status:** NEEDS MEMBERS

7. **Business Club**  
**Club Contact:**  
Advisor: Carmen Marquez/ Junior Delgado  
cmarquez@westfield.ma.edu / jdelgado@westfield.ma.edu  
**Club Description:** The Business Club is a club for any student who wishes to build their professional business profile. The club meets weekly to work on fundraisers, listen to guest speakers, have workshops, and to plan events. Workshops include business related speakers, LinkedIn workshops, Microsoft workshops, Networking, Creativity Boosting Exercises, Resume Workshops...etc.  
**Club Status:** ACTIVE

8. **Circle K Club**  
**Club Contact:**  
Advisor: Matt Dellea  
mnellea@westfield.ma.edu  
**Club Description:** This club is open to any student looking to expand their leadership roles on campus and get involved with volunteerism within the Westfield community. At the meetings, they plan for future volunteer events and fundraisers, and participate in fellowship activities.  
**Club Status:** NEEDS MEMBERS

9. **Communications Club**  
**Club Contact:**  
Advisor: Max Saito  
msaito@westfield.ma.edu
Club Description: The Communication Club is a major-based club, but everyone is welcome! The club works closely with the Communication Department creating events that include participation from both faculty and students. This club serves as a platform for members to create events, get involved on campus as well as in the community, network, build their resumes and get teamwork experience. They hold fundraisers, volunteer in the community, host networking events with professors, and plan a trip once a year to tour a company or organization to get exposure to real life careers options and also for networking opportunities.
Club Status: ACTIVE

10. Commuter Council
Club Contact:
Advisor: Amy Szlachetka
aszlachetka@westfield.ma.edu
Club Description: The Commuter Council is a WSU-recognized student organization dedicated to serving commuter students. Commuter Council meets on a weekly basis, at a time that works for all students. Meetings provide Council members time for discussing issues important to commuters and for planning events open to all students who live off campus.
Club Status: ACTIVE

11. Computer Science Club
Club Contact:
Advisor: Steve Boughson
sboughson@westfield.ma.edu
Club Description: The Computer Science Club is all about connecting students in order to do fun activities that can be related to computer science outside the classroom. Participating in the Computer Science Club will allow you to attend seminars and work with other students on cool topics like: ethical hacking, mobile application programming, game development, robotics, data mining and many others, all done in a fun setting.
Club Status: INACTIVE

12. Convoy of Hope
Club Contact:
President: Grace Benson
gbenson5730@westfield.ma.edu
Club Description: Convoy of Hope is a club that participates in community service and volunteering time in order to give back to the community. They are always open to hearing from the members about what they want to do and any ideas they may have.
Club Status: ACTIVE

13. Criminal Justice Club
Club Contact:
Advisor: Daniel Price

dprice@westfield.ma.edu

Club Description: The Criminal Justice Club gives students the opportunity to hear from speakers in the Criminal Justice field, which can give students insight into the possible job opportunities they will have available to them after graduation. This club also gives students the opportunity to enjoy fun events throughout the year.

Club Status: ACTIVE

14. Dance Company

Club Contact:
President: Justine Surette
jsurette6114@westfield.ma.edu

Club Description: This club is a non-competitive dance group that has 2 mandatory and 1 optional performance per year. They range in many styles including jazz, hip hop, tap, pointe, contemporary, Irish step, and lyrical. All pieces are student choreographed. They only accept new members at the beginning of each year.

Club Status: ACTIVE

15. EMS Club

Club Contact:
Advisor: Christopher Perkins
cperkins@westfield.ma.edu

Club Description: This club is a student run EMS service to students, faculty, and staff on the Westfield campus. They run shifts every night and also have special shifts for all club sports. They meet weekly to go over trainings, the schedule, and any fundraising that they are doing. Although there are EMT’s on each shift, they do not have a requirement for club membership. Members can go through trainings provided by the club to assist the EMTs.

Club Status: ACTIVE

16. Environmental Planning Club

Club Contact:
Advisor: Brian Conz
bconz@westfield.ma.edu

Club Description: The Environmental Planning Club is meant to explore, discover, and enrich the environment around us through adventure and community service opportunities. This club participates in many outdoor activities such as: hiking, sledding, snowshoeing, geocaching, and trail maintenance. They also have a focus on environmental education and how to be an eco-friendly global citizen through outdoor activities and volunteering events.

Club Status: ACTIVE

17. Exercise Science Club
Club Contact:
President: Emma Colcord
cocolcord4816@westfield.ma.edu

Club Description: The purpose of this club is to bring awareness to campus on the importance of exercise in relation to physical and mental health and they discuss events and projects that could possibly do this. They hope to do a fundraiser field day in the Spring including all clubs on campus to participate in moving activities all the while raising money for a Children's Hospital and food for the Westfield Food Pantry.
Club Status: ACTIVE

18. Figures Club
Club Contact:
Advisor: Andrew Hafner
ahafner@westfield.ma.edu

Club Description: This club focuses on their members being role models for children in and throughout the community. They are a volunteer-based group and open to all majors! They feel that it is important for children to feel wanted and accepted and they strive to be those figures for them by giving them any support they may need. Anybody is welcome to join at any point and this is a very flexible group. If you enjoy working with children and have a love for helping others, come be the figures they need!
Club Status: ACTIVE

19. FACES (Fostering A Culture of Empowerment and Success)
Club Contact:
Advisor: Jennifer Propp
jpropp@westfield.ma.edu

Club Description: This club both supports and raises awareness on campus about students who have experienced foster care, homelessness, and may be disconnected from family supports. This club sponsors social activities, fundraisers, and community events; including the annual F.A.C.E.S dinner and scholarship event. We welcome all students as members at any point during the year.
Club Status: NEEDS MEMBERS

20. Gaming Club
Club Contact:
Advisor: Robert Chatt
rchatt@westfield.ma.edu

Club Description: This club meets weekly to play board games and video games depending on what they have set up for the day. They try to make it a place for people to just come together, hangout, and meet new people to destress from normal school work.
Club Status: ACTIVE

21. Graphic Design Club
Club Contact:
President: Robert Proulx
rproulx1334@westfield.ma.edu

Club Description: The goal of this club is to become more familiar with the ins and outs of graphic design. This year they are working to launch a new booklet about the art department with feature of each concentration, the faculty and seniors graduating.
Club Status: ACTIVE

22. Health Professions Club
Club Contact:
Advisor: Holly Noun / Jessica Grabowski
healthprofessionclub@westfield.ma.edu

Club Description: The Health Professions Club is a place in which you can join like-minded students who are interested in a career in the health field. You will learn about different careers and be offered several unique opportunities. Past opportunities include: career networking night, performing EKGs at the 5K runs, and professional education nights.
Club Status: ACTIVE

23. International/ Intercultural Club
Club Contact:
Advisor: Kristi Mientka / Jasmine Shah
kmientka@westfield.ma.edu / jshah@westfield.ma.edu

Club Description: International/ Intercultural club is largely made up of international students and those students interested in international or intercultural ideas, conversations, and programs. They do many social events, with occasional work for educating the campus around who the international students are, where they come from, and what those places are like; in addition to having discussions and programs around international issues and topics.
Club Status: NEEDS MEMBERS

24. InterVarsity Christian Fellowship
Club Contact:
Advisor: Giselle Frechette
gfrechette@westfield.ma.edu

Club Description: For over 75 years InterVarsity has had a vital presence on hundreds of college campuses, courageously proclaiming Jesus as Lord and Savior, engaging in discipleship around Scripture, and loving people of every ethnicity and culture. Our mission is to study scripture, deepen our relationship with God and positively impact the communities we live in by embodying the love of Christ.
Club Status: INACTIVE

25. Jewish Student Organization (JSO)
26. **Latino Association for Empowerment (LAfE)**  
**Club Contact:**  
President: Nick Cream / Wilma Ortiz  
ncream@westfield.ma.edu / fortiz@westfield.ma.edu  
**Club Description:** The Latino Association for Empowerment, better known as LAfE, is an educational, political, and social organization of students at Westfield State University established to create awareness geared towards, but not limited to, Latinx issues on campus. They also seek to empower members by having them participate in community service, put on campus-wide events and attend conferences.  
**Club Status:** ACTIVE

27. **Marketing Club**  
**Club Contact:**  
President: Julia O’Donnell  
jodonnell0772@westfield.ma.edu  
**Club Description:** The marketing club exists primarily to inform its members of marketing career opportunities through the use of guest speakers and workshops. They also conduct primary research for local businesses.  
**Club Status:** NEEDS MEMBERS

28. **Multicultural Student Association (MSA)**  
**Club Contact:**  
Advisor: Aaliyah Mercer  
amercer@westfield.ma.edu  
**Club Description:** This club's goal is to create a space where no matter what your view is on a subject, it will be heard. It does not matter if it is politically incorrect, or if that opinion is just a minority; this is a space to share these thoughts and have a conversation about them.  
**Club Status:** NEEDS MEMBERS

29. **Musical Theatre Guild (MTG)**  
**Club Contact:**  
Advisor: Mark Villani
mvillani@westfield.ma.edu

Club Description: Musical Theater Guild (MTG) is a student run club that celebrates musical theater through both performance and technical aspects. They perform, see, and study theater through trips, and creating productions of their own. MTG is a family and is joined by our love of theater and the arts.
Club Status: NEEDS MEMBERS

30. National Association for Music Education
Club Contact:
Advisor: Rachel Gibson
rgibson@westfield.ma.edu
Club Description: This club is for young professionals who are interested in going into the field of music education and advocating for it!
Club Status: NEEDS MEMBERS

31. Newman Club
Club Contact:
President: Marc Widing
Mwiding9318@westfield.ma.edu
Club Description: The Newman Club is a predominantly Catholic group that serves the Westfield State community through events and fundraisers, while practicing the Christian faith. This club is open to members of all religions, and accepts members throughout the year.
Club Status: ACTIVE

32. Noctonal
Club Contact:
Advisor: Barbara Hand
bhand@westfield.ma.edu
Club Description: The Noctonals are the all-treble-singing a cappella group on campus that accepts all individuals. They perform at on campus events, open mic nights and have a concert at the end of each semester. Although they are active, auditions are held every fall. Occasionally they hold auditions in the spring semester if they lose a significant number of members, but these are announced when they become necessary.
Club Status: ACTIVE

33. Persona (English Club)
Club Contact:
Advisor: Glen Brewster
gbrewster@westfield.ma.edu
Club Description: Persona is the literary arts journal on campus; every year we put out a call for student submissions and, in the spring semester, we decide on what pieces we would like to be in the journal, compile, and then format it. We also have a focus on
workshopping pieces and on creating a welcoming environment for all writers and/or readers. We are an active club who is not currently struggling for membership, but we are always more than happy to welcome new faces.

**Club Status:** ACTIVE

34. **Photography Club**

**Club Contact:**
Advisor: Tara Conant
taconant@westfield.ma.edu

**Club Description:** The WSU Photography club is open to anyone who has an interest in photography- from beginner to expert. The goal of the club is to promote the art, science, and the fun of photography. The club can provide an outlet for the expression of creativity, to share skills and experiences, and foster a relaxed non-intimidating social atmosphere for all that enjoy photography!

**Club Status:** INACTIVE

35. **Positive Inclusion of Everyone Creates Educational Success (pIeCEs)**

**Club Contact:**
Advisor: Lyndsey Nunes
lnunes@westfield.ma.edu

**Club Description:** The goal of this club is to develop meaningful and lasting relationships with students in the ICEI program at Westfield State University, a fully inclusive dual-enrollment program for students with intellectual disabilities. This club helps these students build real friendships and enjoy the social aspects of college life. No experience is required to join this club, we are happy and excited to gain members from all around Westfield State University.

**Club Status:** NEEDS MEMBERS

36. **Psychology Club**

**Club Contact:**
Advisor: Claudia Ciano-Boyce
cianoboyce@westfield.ma.edu

**Club Description:** The Psychology Club is an inclusive environment that seeks to fight against mental health stigma. It is not mandatory to be a Psychology major, as we do a variety of things, from watching movies to traveling to the Eastern Psychological Association Conference.

**Club Status:** ACTIVE

37. **Queer Straight Alliance**

**Club Contact:**
Advisor: Ron'na Lytle
rltytle@westfield.ma.edu
**Club Description:** The Westfield State University Queer Straight Alliance is dedicated to increasing awareness of the LGBTQ+ community on campus as well as creating a welcoming environment for all.

**Club Status:** ACTIVE

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38. **Relay for Life Club**  
**Club Contact:**  
Advisor: Karsten Theis  
[ktheis@westfield.ma.edu](mailto:ktheis@westfield.ma.edu)  
**Club Description:** The Relay for Life Club works with and raises money for the American Cancer Society. They plan and organize fundraising events throughout the year and the main event is on April 5th-6th. The event is an overnight walk which raises money for the American Cancer society, this year it is Hollywood theme and we encourage anyone who is interested to reach out and join the club, we are always looking for new members and have a lot of fun!  
**Club Status:** ACTIVE

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39. **Revolution Against Campus Sexual Assault (Revolution)**  
**Club Contact:**  
Advisor: Julia Nedry  
[jnedry@westfield.ma.edu](mailto:jnedry@westfield.ma.edu)  
**Club Description:** This club seeks to educate students on topics such as healthy relationships, how to interact with someone who has been sexually assaulted, and resources on campus available to students regarding this issue. The club is an open, safe space for all students and aims to create open dialogue about this topic.  
**Club Status:** NEEDS MEMBERS

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40. **Rock Climbing Club**  
**Club Contact:**  
President: Samantha Martignetti  
[smartignetti5548@westfield.ma.edu](mailto:smartignetti5548@westfield.ma.edu)  
**Club Description:** This club is located in the Woodward Center and is open Tuesday and Wednesday nights from 6-9pm. They have a trip once a semester to Central Rock Gym. At the wall, they have a combination of top roping routes as well as bouldering routes. This is a safe environment where all climbers help one another to reach their goals. You may also learn how to belay if you wish.  
**Club Status:** ACTIVE

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41. **Student Education Association of Massachusetts (SEAM)**  
**Club Contact:**  
President: Kasey Ackerman  
[kackerman4274@westfield.ma.edu](mailto:kackerman4274@westfield.ma.edu)
Club Description: SEAM, the Student Education Association of Massachusetts is a student-run future educators club. Meetings revolve around what members want to know about becoming a teacher- which MTELs to take and when, classroom management techniques, how to bring music into your classroom, and so much more. There are two statewide educator and leadership conferences members can attend with SEAM and there are opportunities to attend national ones as well.
Club Status: NEEDS MEMBERS

42. Social Work Association  
Club Contact:  
President: Jackie Plante  
Jplante4284@westfield.ma.edu  
Club Description: The Social Work Association is an inclusive club that promotes social justice and equality. They organize and participate in community service within the Westfield community and surrounding areas. This club is open to ALL majors.  
Club Status: ACTIVE

43. Sociology Club  
Club Contact:  
Advisor: Tamara Smith  
tssmith@westfield.ma.edu  
Club Description: The Sociology Club takes society outside of the classroom and discuss current societal topics amongst students through regular conversations, various events and work with other clubs. The club welcomes sociology majors as well as other majors whether you have declared your major or not.  
Club Status: ACTIVE

44. Student Theatre Association  
Club Contact:  
Advisor: James McNamara  
jmcnamara@westfield.ma.edu  
Club Description: Student Theatre Association is a group that puts on student run productions. Students have the opportunity to act, direct, design, stage manage, work back stage, work front of house, work on lighting, carpentry and costumes as well.  
Club Status: ACTIVE

45. Sustainability Club  
Club Contact:  
Advisor: Tim LeDoux  
tledoux@westfield.ma.edu  
Club Description: Sustainability Club raises awareness about climate change and overconsumption of natural resources. They work to implement more environmentally friendly and sustainable practices on our campus and in our community. This club
welcomes new members throughout the year, and they would love to see you at some of their meetings!

Club Status: ACTIVE

46. **Tell Me About Your Day Club**

Club Contact:
Advisor: Catherine Savini / Julia Nedry

csavini@westfield.ma.edu / jnedry@westfield.ma.edu

**Club Description:** Students who participate in this club have the opportunity to talk about their days with a group of people who are committed to active listening and to learn about and practice active listening themselves. The aim of the club is to get students to look up from their screens and genuinely communicate with one another rather than just saying "good" when someone asks "How are you?" This club aims to promote mental health and students in the club are asked to complete QPR, suicide prevention training.

Club Status: ACTIVE

47. **TV Club**

Club Contact:
Advisor: Alex Simisky

alex@westfield.ma.edu

**Club Description:** TV Club is a communication department club at WSU. They produce campus news, talk shows, comedy bits, music performances & more. All majors are welcome to join and all ideas are welcome. If a student has a production idea, they will put the crew together and do it!

Club Status: ACTIVE

48. **Westfield Voice**

Club Contact:
Advisor: George Layng

glayng@westfield.ma.edu

**Club Description:** The Westfield Voice is the student newspaper of Westfield State University. They publish articles written by students about any subject or topic.

Club Status: ACTIVE

49. **Women in Business Club**

Club Contact:
Advisor: Carmen Marquez/ Jennifer Dobieciki

emarquez@westfield.ma.edu / jdobieciki@westfield.ma.edu

**Club Description:** The Women in Business Club is composed of dedicated students who share a passion for building the fundamentals needed to excel in the corporate world. Through engaging panels, cutting-edge conferences, friendly social gatherings, and kind-hearted philanthropic initiatives, each member is enriched with the experience of a lifetime!
50. **WSKB Radio**  
**Club Contact:**  
Advisor: Mark Nimkoff  
*mnimkoff@westfield.ma.edu*  

**Club Description:** This club provides music and sports news to the city of Westfield. It is a very fun club and anybody can get involved. We are always trying to expand in the community on campus as well as the city of Westfield. We mainly are looking for potential DJs at the beginning of the year, and sometimes at the start of the second semester. This is in place because each member gets one, 2-hour time slot on the air one day during the week. The student then keeps that time slot until the end of the school year, unless they change it, or decide not to return. Returning members receive priority over new members. This is because they are experienced and do not need to be trained.  
**Club Status: ACTIVE**
MOTION

To approve the FY21 annual tuition and fees schedule for undergraduate students and College for Graduate and Continuing Education (CGCE) students, as presented.

_____________________________    _____________________
Kevin R. Queenin               Date
Overview

The campus has followed the FY21 Planning Assumptions in setting the cost of attendance recommendations for next year (2% - 3%). There are still many moving parts to the FY21 budget model but the campus is committed to keeping cost of attendance at the lowest reasonable level. With declining enrollment and increases in expenses, the campus will be reducing budgets in order to have a balanced general fund budget next year. The Residential Life budget will be an exception as it is likely reserves will be necessary to maintain services and the program.

The campus recommendation for undergraduate fee increase is 2.7% for commuting students and 2.8% for residential students.

For the College of Graduate and Continuing Education, their tuition/fee increases range from 1.3% - 5.9%, based on market and competitive positioning. The Physician Assistant program charges fees on a cohort basis over two years (refer to Stephanie Sanchez January 10, 2020 memo).

Comparison of Westfield State Undergraduate Tuition and Fees to MA State Universities

- Westfield continues to track in the middle of the pack in terms of pricing for the MA state universities. For FY20, Westfield ranks 5th lowest in tuition/fees out of nine state universities.

- Westfield is $45.00 or 0.41% less than the average tuition and fees charged by state universities.

- The proposed cost of attendance this year would be the lowest increase since FY16.

Residential Life Fees

- Traditional Hall Standard room is increasing by 2.9%; most-predominant type of room on campus.

- Fee increases vary among all rooms types but range between 2.8% - 3.3% (except Landsdowne).

- Cost increases (compensation, minimum wage, MSCBA fees) combined with lower occupancy is putting a financial strain on operations.

- Despite the fee increases, residential life is still projecting a deficit of $2.1M next year.

Dining Services Fees

- Meal plan rates are increasing between 2.0% - 4.0%, with the unlimited meal plan increasing 3.0%.

- Increases in compensation and food costs combined with lower participation rates is creating a challenge for the dining program to produce a balanced budget. A fee increase is required to keep pace with rising expenses.
## WESTFIELD STATE UNIVERSITY

### Schedule of Annual Tuition and Fees

#### FY20-21 Comparison

<table>
<thead>
<tr>
<th></th>
<th>FY20 Approved</th>
<th>FY21 Recommended</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TUITION:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ Resident</td>
<td>970</td>
<td>970</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Proximity</td>
<td>1,455</td>
<td>1,455</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Non-Resident &amp; Foreign</td>
<td>7,050</td>
<td>7,050</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>MANDATORY FEES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activity</td>
<td>123</td>
<td>123</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>General Fee</td>
<td>8,926</td>
<td>9,216</td>
<td>290</td>
<td>3.2%</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>730</td>
<td>730</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>√ Total Mandatory Fees</td>
<td>9,879</td>
<td>10,169</td>
<td>290</td>
<td>2.9%</td>
</tr>
</tbody>
</table>

**Total In-State Tuition/Fees** | 10,849 | 11,139 | 290 | 2.7% |

<table>
<thead>
<tr>
<th></th>
<th>FY20 Approved</th>
<th>FY21 Approved</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ROOM:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartments (single)</td>
<td>9,800</td>
<td>10,100</td>
<td>300</td>
<td>3.1%</td>
</tr>
<tr>
<td>Apartments (double)</td>
<td>8,860</td>
<td>9,130</td>
<td>270</td>
<td>3.0%</td>
</tr>
<tr>
<td>√ Traditional Hall Standard - Dormitories</td>
<td>6,850</td>
<td>7,050</td>
<td>200</td>
<td>2.9%</td>
</tr>
<tr>
<td>Traditional Hall Premium Single</td>
<td>8,850</td>
<td>9,100</td>
<td>250</td>
<td>2.8%</td>
</tr>
<tr>
<td>New Hall (single)</td>
<td>10,200</td>
<td>10,490</td>
<td>290</td>
<td>2.8%</td>
</tr>
<tr>
<td>New Hall (double)</td>
<td>8,960</td>
<td>9,220</td>
<td>260</td>
<td>2.9%</td>
</tr>
<tr>
<td>University Hall (single)</td>
<td>9,650</td>
<td>9,930</td>
<td>280</td>
<td>2.9%</td>
</tr>
<tr>
<td>University Hall (double)</td>
<td>8,400</td>
<td>8,640</td>
<td>240</td>
<td>2.9%</td>
</tr>
<tr>
<td>Lansdowne (one bedroom - premium)</td>
<td>9,810</td>
<td>10,000</td>
<td>190</td>
<td>1.9%</td>
</tr>
<tr>
<td>Lansdowne (two bedroom)</td>
<td>8,800</td>
<td>10,000</td>
<td>1,200</td>
<td>13.6%</td>
</tr>
</tbody>
</table>

**BOARD:**

<table>
<thead>
<tr>
<th></th>
<th>FY20 Approved</th>
<th>FY21 Approved</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Unlimited Meal Plan with $250 Dining Dollars</td>
<td>4,371</td>
<td>4,502</td>
<td>131</td>
<td>3.0%</td>
</tr>
<tr>
<td>On the Go Dining Plan</td>
<td>1,451</td>
<td>1,509</td>
<td>58</td>
<td>4.0%</td>
</tr>
<tr>
<td>DC Basic Plan with $150 Dining Dollars</td>
<td>4,131</td>
<td>4,214</td>
<td>83</td>
<td>2.0%</td>
</tr>
</tbody>
</table>

**Total Residential Cost of Attendance** | 22,070 | 22,691 | 621 | 2.8% |

<table>
<thead>
<tr>
<th></th>
<th>FY20 Approved</th>
<th>FY21 Approved</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTHER FEES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Teaching (practicum) Fee</td>
<td>250</td>
<td>250</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Nursing Fee</td>
<td>1,194</td>
<td>1,794</td>
<td>600</td>
<td>50.3%</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>25</td>
<td>25</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bad Check Fee</td>
<td>25</td>
<td>25</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Reinstatement Fee</td>
<td>50</td>
<td>50</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>ID Card Replacement Fee</td>
<td>30</td>
<td>40</td>
<td>10</td>
<td>33.3%</td>
</tr>
<tr>
<td>Parking</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Parking-DGCE</td>
<td>60</td>
<td>60</td>
<td>-</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**WAIVABLE FEES:**

<table>
<thead>
<tr>
<th></th>
<th>FY20 Approved</th>
<th>FY21 Approved</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health Insurance (see note below)</td>
<td>3,444</td>
<td>3,444</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>185</td>
<td>185</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Lifetime Owls (opt in fee)</td>
<td>75</td>
<td>75</td>
<td>-</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Average student annual cost is calculated using the gray shaded areas.**

**Note:**

1. It is estimated that the Student Health Insurance Rate (SHIP) will be available by May 2020.
2. The residential room rates include a $370.00 infrastructure fee for all residential students.
3. The calculation for Board/Meal Plans uses the Unlimited Meal Plan in FY21, rather than the DC Plan.
4. The Nursing Fee increase includes coverage for increased clinical requirements by healthcare facilities and a change to the payment for Assessment Technology Institutes (ATI)
5. Lansdowne (2 bedroom) is changing from a double and a premium double to two single bedrooms
## Graduate and Continuing Education

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
<th>$ Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (per credit)</td>
<td>320</td>
<td>330</td>
<td>10</td>
<td>3.13%</td>
</tr>
<tr>
<td>RN-to-BSN (per credit)</td>
<td>365</td>
<td>370</td>
<td>5</td>
<td>1.37%</td>
</tr>
<tr>
<td>Graduate - General (per credit)</td>
<td>361</td>
<td>372</td>
<td>11</td>
<td>3.05%</td>
</tr>
<tr>
<td>Graduate - Social Work (per credit)</td>
<td>464</td>
<td>475</td>
<td>11</td>
<td>2.37%</td>
</tr>
<tr>
<td>Physician's Assistant (per credit)</td>
<td>695</td>
<td>736</td>
<td>41</td>
<td>5.90%</td>
</tr>
</tbody>
</table>

*Note: The Physician’s Assistant per credit increase is applicable to the FY21 cohort. The FY19 cohort will continue to pay $656/credit/$13,120 per trimester. FY20 cohort pays $13,900 per trimester based upon $695 per credit. FY21 cohort with the approved increase will be $14,720 per trimester.*

## Other CGCE Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>2020</th>
<th>2021</th>
<th>$ Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Fee</td>
<td>10</td>
<td>10</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Student Teaching (practicum) Fee</td>
<td>250</td>
<td>250</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Nursing Fee*</td>
<td>1,194</td>
<td>1,794</td>
<td>600</td>
<td>50.25%</td>
</tr>
<tr>
<td>Physician’s Assistant program Fee</td>
<td>1,000</td>
<td>1,000</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Psychology Practicum</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>School Guidance Counseling Practicum Fee</td>
<td>100</td>
<td>250</td>
<td>150.00</td>
<td>150.00%</td>
</tr>
<tr>
<td>Prior Learning Portfolio Assessment Fee</td>
<td>-</td>
<td>150</td>
<td>150.00</td>
<td>150.00%</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>50</td>
<td>50</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>25</td>
<td>25</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Late Withdrawal Fee</td>
<td>25</td>
<td>25</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Replacement ID Card</td>
<td>30</td>
<td>40</td>
<td>10.00</td>
<td>33.33%</td>
</tr>
<tr>
<td>Parking-CGCE</td>
<td>60</td>
<td>60</td>
<td>-</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Notes:

The Physician’s Assistant per credit increase is applicable to the FY21 cohort. The FY19 cohort will continue to pay $656/credit/$13,120 per trimester. FY20 cohort pays $13,900 per trimester based upon $695 per credit. FY21 cohort with the approved increase will be $14,720 per trimester.

For ease of communication and accounting, CGCE advertises and charges a single per credit "tuition", although internally FY20 tuition and fees are broken down to $85 tuition per credit for UG and RN-BSN, $105 for GR and MSW. All PA students pay $105 in tuition per credit, the remaining amount applies toward fees.

*The Nursing fee applies to full-time enrolled B.S.N Nursing students and rates are recommended by the Day School.*
## Tuition and Mandatory Fees at Massachusetts Public Colleges and Universities
*(Based on Fall Resident Undergraduate State-Supported Rates)*

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Universities</td>
<td>Massachusetts College of Art and Design</td>
<td>$11,224</td>
<td>$11,724</td>
<td>$12,200</td>
<td>$12,700</td>
<td>$13,200</td>
<td>$13,700</td>
<td>3.8%</td>
</tr>
<tr>
<td>State Universities</td>
<td>Salem State University</td>
<td>$8,646</td>
<td>$9,246</td>
<td>$9,736</td>
<td>$10,278</td>
<td>$10,882</td>
<td>$11,284</td>
<td>3.7%</td>
</tr>
<tr>
<td>State Universities</td>
<td>Framingham State University</td>
<td>$8,324</td>
<td>$8,704</td>
<td>$9,344</td>
<td>$9,920</td>
<td>$10,520</td>
<td>$11,100</td>
<td>5.5%</td>
</tr>
<tr>
<td>State Universities</td>
<td>Massachusetts College of Liberal Arts</td>
<td>$8,976</td>
<td>$9,476</td>
<td>$9,876</td>
<td>$10,136</td>
<td>$10,560</td>
<td>$10,930</td>
<td>3.5%</td>
</tr>
<tr>
<td>State Universities</td>
<td>Westfield State University</td>
<td>$8,682</td>
<td>$8,816</td>
<td>$9,276</td>
<td>$9,716</td>
<td>$10,430</td>
<td>$10,850</td>
<td>4.0%</td>
</tr>
<tr>
<td>State Universities</td>
<td>Bridgewater State University</td>
<td>$8,354</td>
<td>$8,928</td>
<td>$9,628</td>
<td>$10,012</td>
<td>$10,568</td>
<td>$10,732</td>
<td>1.6%</td>
</tr>
<tr>
<td>State Universities</td>
<td>Fitchburg State University</td>
<td>$9,260</td>
<td>$9,934</td>
<td>$10,134</td>
<td>$10,154</td>
<td>$10,354</td>
<td>$10,504</td>
<td>1.4%</td>
</tr>
<tr>
<td>State Universities</td>
<td>Worcester State University</td>
<td>$8,558</td>
<td>$8,858</td>
<td>$9,202</td>
<td>$9,532</td>
<td>$10,162</td>
<td>$10,162</td>
<td>0.0%</td>
</tr>
<tr>
<td>State Universities</td>
<td>Massachusetts Maritime Academy</td>
<td>$7,258</td>
<td>$7,630</td>
<td>$8,006</td>
<td>$8,398</td>
<td>$9,728</td>
<td>$10,018</td>
<td>3.0%</td>
</tr>
<tr>
<td>Weighted Average</td>
<td>State Universities*</td>
<td>$8,681</td>
<td>$9,128</td>
<td>$9,613</td>
<td>$10,009</td>
<td>$10,608</td>
<td>$10,895</td>
<td>2.7%</td>
</tr>
<tr>
<td>UMASS</td>
<td>University of Massachusetts</td>
<td>$12,618</td>
<td>$13,501</td>
<td>$14,286</td>
<td>$14,734</td>
<td>$15,151</td>
<td>$16,390</td>
<td>8.2%</td>
</tr>
</tbody>
</table>

Source: Massachusetts Department of Higher Education

### Westfield State Analysis
- **Tuition and Fee Ranking - Highest to Lowest**: 5th lowest Tuition and Fees
- **Comparison to Average State Universities**: $45 or 0.41% less than average
- **Comparison to UMASS**: $5,540 or 34% less than UMASS Universities
Memorandum

To: Steve Taksar, Vice President, Administration and Finance
From: Stefanie Sanchez, Interim Dean, Graduate and Continuing Education
Date: January 10, 2020
Subject: Request for changes in CGCE tuition & fee rates

The College of Graduate and Continuing Education (CGCE) remains to be a financially self-supporting unit of the University. In the past several years, CGCE has provided a yearly direct payment no less than $1.4 million dollars or 20% of CGCE’s total revenue. This has increased overtime and for FY21, CGCE is expected to contribute a direct payment of $2.45 million.

The primary need to increase CGCE tuition rates is due to increasing costs of faculty, staff, increasing fringe rates, and operational expenses due to increasing student needs with courses and support services as well as program growth and expansion. CGCE is focusing efforts on the development of programs which identifies as having a strong labor market demand. There is research to support enrollment opportunities with the adult learner market, which is in line with overall strategic planning initiatives of the University. In an effort to ensure that CGCE remains financially self-supporting while generating revenue to give back towards innovation, increasing rates to absorb expenses is necessary.

- Between 2017 and 2019, full-time faculty salaries increased cumulatively by 6% (2% each year)
  - The MSCA full-time contract will end June 30, 2020. While negotiation has not begun, CGCE is planning for a 2% annual increase in salary.
  - Education practicum supervision rates have increased from .5 credit/student to .75 credit/student to be more in line with the day division rates. This increases our overall supervision costs by approximately $45,000.
  - CGCE has increased the number of FT faculty and support those salaries. This past year we have hired two additional FT faculty; one in the MSW program and one for the MPA program. We are requesting two more FT faculty lines for FY21; one in PA and one towards a graduate level cybersecurity program to be developed.
- CGCE adjunct faculty stipend rates increased by 6.25% between 2017 and current rates.
  - CGCE adjunct rates will increase in FY21 and the University is projecting this increase to be 2% for the next contract.
- APA and AFSCME staff are expected to increase annual salary by 2%.
  - APA’s contract ends June 30, 2020 and there is no confirmation on salary increase but the University is budgeting based on the assumption it will be 2%.
- Between 2016 and 2019, fringe rates have increased around 21.6% and the payroll tax has increased about 47% in the same time period. These increases have significantly increased our expenses over the last few years and are anticipated to keep increasing for FY21.
- CGCE has been and will continue to engage in significant program development. For example, CGCE will add two new full-time faculty lines to its budget (for the PA program and development of a new graduate program) for fall 2021.
Proposed Actions

CGCE is a requesting 1) maximum tuition changes in AY 2020-2021, from 1.37% to 5.9%, depending on the program, 2) a new fee for the prior learning portfolio assessment, and 3) a separate fee for the school guidance counselor practicum.

I ask that the proposed rates are approved as maximum rates, as CGCE is still in the process of budgeting for FY21. Cost is a major factor in deciding where to attend school, in particular for the adult learners. There are concerns that prospective and current undergraduate students may not be as able to absorb additional educational costs due to program competition and other socio-economic factors. Keeping a competitive rate will assist in recruitment and retention initiatives. The RN-BSN rates can withstand a modest rate increase of 1.37%, if found to be financially feasible during the budgeting process. Since Westfield has launched its RN-to-BSN program, our peers have lowered their tuition rates to better match our rates; some rates are now even lower than Westfield. Comparative tuition rates can be found in the tables below.

1. Tuition Rates: The following maximum per credit* tuition rate are proposed for the following programming. A table of tuition rates over time is included below.

   a. Undergraduate programming: $330 per credit (excludes the RN-to-BSN)
   b. RN-to-BSN program courses: $370 per credit
   c. Graduate programming: $372 per credit (excludes the PA and MSW program)
   d. MSW program: $475 per credit
   e. AY21 PA cohort: $736 per credit or $14,720 per trimester (The AY19 cohort continues to pay $656 per credit or $13,120 per trimester, and the AY20 cohort continues to pay $695 per credit or $13,900 per trimester)

Table A: Westfield CGCE Tuition/Fee Structure Overtime and Proposed Changes, Per Credit Rate

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$275</td>
<td>$297</td>
<td>$306</td>
<td>$315</td>
<td>$320</td>
<td>$330</td>
<td>3.13%</td>
</tr>
<tr>
<td>RN-to-BSN</td>
<td>.</td>
<td>$350</td>
<td>$361</td>
<td>$365</td>
<td>$365</td>
<td>$370</td>
<td>1.37%</td>
</tr>
<tr>
<td>Graduate</td>
<td>$300</td>
<td>$318</td>
<td>$332</td>
<td>$350</td>
<td>$361</td>
<td>$372</td>
<td>3.05%</td>
</tr>
<tr>
<td>MSW</td>
<td>$400</td>
<td>$424</td>
<td>$437</td>
<td>$450</td>
<td>$464</td>
<td>$475</td>
<td>2.37%</td>
</tr>
</tbody>
</table>

Physician Assistant
*PA students pay the same rate for each year of the program in which they enroll. Each subsequent cohort pays 6% more than the previous.

AY 18 Cohort $618 per credit/ $12,360 per trimester
AY 19 Cohort $656 per credit/ $13,120 per trimester
AY 20 Cohort $695 per credit/ $13,900 per trimester
AY 21 Cohort $736 per credit/ $14,720 per trimester

5.9%
With this proposal, internal fees will increase; **internal tuition shall remain the same at $85 per credit for undergraduate programs and $105 for graduate programs.**

For ease of communication and accounting, CGCE advertises and charges a single per-credit “tuition,” although internally for the academic year 2020-2021, tuition and fees will be broken down to the following:

- $85 tuition/$245 fees for UG
- $85 tuition/$285 fees for RN-to-BSN
- $105 tuition/$267 fees for GR
- $105 tuition /$631 fees for PA
- $105 tuition /$370 fees for MSW

2. **Prior Learning Portfolio (PLP) Assessment Fee (non-refundable):** CGCE recently reviewed the University’s prior learning portfolio policy (only offered to undergraduate level students) through the support of a Performance Incentive Fund (PIF) grant. Through collaboration with staff, faculty, and a consultant from the Council for Adult & Experiential Learning (CAEL) the policy went under significant revision. In this policy revision it creates a new process to assess a prior learning portfolio for the non-traditional students. This requires a fee to support the payment to the faculty assessor who determines if academic credit will be awarded. The cost is $150 per portfolio assessment, assuming it will take approximately 3 hours to assess one portfolio ($50/hour for the faculty assessor). The fee would be non-refundable and would only be charged when a student submitted a portfolio for assessment. This does not impact all students.

3. **School Guidance Counseling Practicum Fee:** In 2017 the education practicum fee was increased from $100 to $250 to support compensation for qualified classroom supervisors and support faculty who oversee licensure placement students. This fee had not been increased in over 25 years. When this change went into effect it should have included the Psychology’s School Guidance Counseling, but was missed in this process. Therefore, the fee will need to be increased beginning July 1, 2020. Due to the nature of the practicum, which is taken over the course of a fall and spring term, I propose the fee to be broken down into payments of $125/term to equal the total $250 per practicum placement. The Graduate Psychology Chair and faculty for the School Guidance Counseling program have been made aware of this need in a change of the fee structure and are supportive.
<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>American International College</td>
<td>$395 to $735, program dependent</td>
<td>$395 to $735, program dependent</td>
<td>$395-$760 program dependent</td>
<td>$505-$890 ($439 M.Ed)</td>
<td>$525-$920 ($439 M.Ed)</td>
<td>$525-$920 ($439 M.Ed)</td>
</tr>
<tr>
<td>Bay Path University*</td>
<td>$668</td>
<td>$400</td>
<td>$400 (Women’s/Saturday college)</td>
<td>$505-815 ($505 M.Ed)</td>
<td>$520-960 ($520 M.Ed)</td>
<td>$535-950 ($535 M.Ed)</td>
</tr>
<tr>
<td>Elms College</td>
<td>$604</td>
<td>$604</td>
<td>$628</td>
<td>$434-$770 ($434 M.Ed)</td>
<td>$450-796 ($450 M.Ed)</td>
<td>$465-$823 ($465 M.Ed)</td>
</tr>
<tr>
<td>Springfield College</td>
<td>$460</td>
<td>$472</td>
<td>$486</td>
<td>$1,017</td>
<td>$1,042</td>
<td>$1,073</td>
</tr>
<tr>
<td>Western New England University</td>
<td>$628</td>
<td>$647</td>
<td>$647</td>
<td>$359-$1,051 ($359 M.Ed)</td>
<td>$370-$1,134 ($370 M.Ed)</td>
<td>$389-$1,168 ($389 M.Ed)</td>
</tr>
<tr>
<td>Bridgewater State DGCE</td>
<td>$413</td>
<td>$427.96</td>
<td>$451.58</td>
<td>$434.50</td>
<td>$459.96</td>
<td>$475.25</td>
</tr>
<tr>
<td>Fitchburg State DGCE</td>
<td>$308</td>
<td>$308</td>
<td>$308</td>
<td>$319 online MBA $174 fee for online program fee</td>
<td>$319 online MBA $174 fee for online program fee</td>
<td>$319 plus some program based charges</td>
</tr>
<tr>
<td>Framingham DGCE¹</td>
<td>$272.50</td>
<td>$281.25</td>
<td>$290</td>
<td>$305 $1,251 online MBA, $174 fee for online program fee</td>
<td>$313.75 $363.75 for MBA, MSN, and PSM</td>
<td>$322.50 for MBA, MSN Nursing, PSM</td>
</tr>
<tr>
<td>MCLA DGCE</td>
<td>$343</td>
<td>$352</td>
<td>$417.09</td>
<td>$343 (MBA $443)</td>
<td>$352 (MBA $455.33)</td>
<td>$388.33 (MBA $468.33)</td>
</tr>
<tr>
<td>Salem State DGCE</td>
<td>$381.17</td>
<td>$392.15</td>
<td>$403.25</td>
<td>$409 to $439 by program type</td>
<td>$417 to $489.80 by program type</td>
<td>$425.05 to $530.70 (also charges out of state rates)</td>
</tr>
</tbody>
</table>

¹ Based upon 4 credits per course

Table B: 2019-2020
Cost Comparisons to Area and Sister State Institutions, DGCE or Non-Traditional
Cost per Credit, Excluding RN-to-BSN, MSW, and PA programs
As of January 2, 2020
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith College</td>
<td>$59,095</td>
<td>$64,635</td>
<td>$67,535</td>
<td>$70,565</td>
</tr>
<tr>
<td>Elms College: New location for Saint Louis University program</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>$990 per credit; 57-credits $56,430</td>
</tr>
<tr>
<td>UConn</td>
<td>In-state= $29,104; regional= $49,144</td>
<td>In-state = $30,736 Regional = $51,324</td>
<td>In-state = $32,512 Regional = $53,700</td>
<td>In-state= $39,602 Regional= $50,698</td>
</tr>
<tr>
<td>Springfield College</td>
<td>$59,280</td>
<td>$61,020</td>
<td>$62,520</td>
<td>$64,380</td>
</tr>
<tr>
<td>Westfield CGCE</td>
<td>$27,984</td>
<td>$28,842</td>
<td>$29,700</td>
<td>$30,624</td>
</tr>
</tbody>
</table>

These institutions tend to increase tuition and costs annually; hence, 2019-2020 rates will likely exceed current rates.

## Table D: RN-to-BSN Per-Credit Cost (Tuition and Fees) Comparisons

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>American International</td>
<td>$570</td>
<td>$400</td>
<td>$400*</td>
<td>$400</td>
</tr>
<tr>
<td>Bay Path</td>
<td>$400</td>
<td>$350</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>Elms College</td>
<td>$400</td>
<td>$334</td>
<td>$346</td>
<td>$358</td>
</tr>
<tr>
<td>UMass Amherst</td>
<td>$510</td>
<td>$585</td>
<td>$585</td>
<td>$585</td>
</tr>
<tr>
<td>Westfield CGCE</td>
<td>$350</td>
<td>$361</td>
<td>$365</td>
<td>$365</td>
</tr>
</tbody>
</table>
Table E: Physician Assistant Program Costs (Tuition and Fees), Comparisons

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Path University</td>
<td>$103,800</td>
<td>$106,650</td>
<td>$108,000</td>
</tr>
<tr>
<td>Tufts University</td>
<td>$84,664</td>
<td>$96,612</td>
<td>$97,860</td>
</tr>
<tr>
<td>Springfield College</td>
<td>$126,502</td>
<td>$129,049</td>
<td>$133,714.30</td>
</tr>
<tr>
<td>Boston University</td>
<td>$103,847</td>
<td>$106,456</td>
<td>$109,039</td>
</tr>
<tr>
<td>Northeastern University</td>
<td>$87,090</td>
<td>$89,730</td>
<td>$93,318</td>
</tr>
<tr>
<td>Mass College of Pharmacy and Health Science</td>
<td>$122,625</td>
<td>$132,645 ($1195 per credit)</td>
<td>$124,735 ($1235 per credit)- Worcester location – Boston location is $148,500</td>
</tr>
<tr>
<td>Mass General Hospital Institute of Health Professions</td>
<td>$102,990</td>
<td>$109,545</td>
<td>$113,175</td>
</tr>
<tr>
<td>Westfield CGCE</td>
<td>$74,160 cohort 1, plus one-time $1000 admission fee</td>
<td>$78,720 cohort 2, plus one-time $1000 admission fee</td>
<td>$83,400 cohort 3, plus one-time $1000 enrollment fee</td>
</tr>
</tbody>
</table>

Institutions tend to increase tuition and costs annually; hence, 2020-2021 rates will likely exceed current rates.
January 21, 2020

MEMO: Requesting Nursing Program Fee Increase

TO: Provost Prusank

FR: Juline E. Mills, PhD
Dean, College of Education, Health, and Human Services

Marcia Scanlon, DNP, MSN, RN
Chair, Department of Nursing

Westfield State University (WSU), Department of Nursing is requesting to increase the nursing student fee each semester an additional $300.00 from its current rate of $597 per semester. Effective Fall 2020 the new fee would be $897 per semester for a total of $1794 per year.

The Department of Nursing is developing a two-year, two-phase student fee increase. In this, phase one, the student fee increase request will cover the following need areas:

1) increased clinical requirements by healthcare facilities, and
2) the need to change our current system of payment for Assessment Technology Institutes, LLC (ATI) products in order to maintain our consistence in achievements in student success on the National Council Licensure Exam (NCLEX).

Nursing Department Student Fee Increase Academic Year 2019 - 2020

1. Increased Clinical Requirements by Healthcare Facilities. Nursing students gain experience and learn how to care for individuals in clinical settings. Additionally, clinical hours for students are required by our accreditors. Baystate Medical Center, one of our clinical sites, is instituting a new administrative fee of $150.00 per student per semester. Notification from Baystate Health is attached. This student charge is new and will start Fall 2020. It is predicted that other hospitals will follow.

We anticipate that by Fall 2023 all other clinical sites will institute a similar fee. Given the complexities of charging one student and not another the Department of Nursing proposes a fee of $150 to all students. This will allow coverage for immediate clinical sites while simultaneously alleviate the need to immediately increase the fee as each site adds an administrative fee. These monies will be held in a fund account to offset student clinical site charges as they are added and lessen the financial burden to our students.

Fee requested $150 per semester.
Attachment: Baystate Health Notification.
2. **Change to our current payment system of ATI products.** Currently students pay six semesters of out of pocket expenses for the products using a credit or debit card. This is a difficult payment option for many students. Most schools add this product fee into the student fees and invoice the department thereby allowing students to use their financial aid as support. This would not only help streamline the process of sending and receiving confirmation of payment each semester but also reduce the hidden costs of the program. ATI is essential to student success in the Nursing program as it offers a wide variety of learning resources to prepare students to take the NCLEX. These assessments and remediation resources are used throughout the nursing program. Students gain critical thinking skills and a comprehensive nursing knowledge base needed to provide safe and quality patient care.

Currently, WSU-Nursing has chosen the lowest ATI package cost. However, if our NCLEX scores were to decline, the first step in the improvement process is adding more ATI products to assist the students. Instead of increasing or charging an additional fee to students at that time, the $150 over eight semesters will enable WSU-Nursing to respond promptly to student testing needs without further fee increases.

**Fee requested $150 per semester.**

**Attachment: Complete List of ATI Student and Faculty Resources**

**Summary of Proposed Fee Increase**

Proposed fee increases of $300 per semester inclusive of:

- $150 clinical placement, and
- $150 ATI payment.

In closing, the 2019 Nursing Schools Almanac ranks the WSU Nursing program #20 in Massachusetts and #44 in the New England region. The program achieves a 90% and above average on the NCLEX as well as a 97% average on graduation and employment rates annually. These proposed fees will assist in ensuring the continued quality of our nursing program offerings.
July 1, 2019

Dear Academic Partner,

Effective January 1, 2020, Baystate Health will be implementing a non-refundable administrative fee of $150.00 per student for all approved clinical rotations. This fee will enable us to dedicate resources to student placement and onboarding, which will enhance the experience for both students and clinical instructors (as applicable). The fee is due at the beginning of each semester and will cover the academic year.

The costs associated with clinical placements are outlined below (Baystate will continue to provide in-kind contribution):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Frequency</th>
<th>Cost per student (x3 month rotation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Coordination</td>
<td>$100</td>
<td>One time</td>
<td>$100</td>
</tr>
<tr>
<td>(onboarding, scheduling, systems access, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID Badge</td>
<td>$10</td>
<td>One time (may reuse badge)</td>
<td>$10</td>
</tr>
<tr>
<td>Scrub Access</td>
<td>$1.50 x # of days on site</td>
<td>Daily</td>
<td>Not included</td>
</tr>
<tr>
<td>Shuttle Bus transportation</td>
<td>$1.40 RT per day (average 4 days per month, $5.60/month)</td>
<td>Daily</td>
<td>$16.80</td>
</tr>
<tr>
<td>Network</td>
<td>$25 month per user license</td>
<td>Monthly</td>
<td>$75</td>
</tr>
<tr>
<td>CIS</td>
<td>$44 month per user license</td>
<td>Monthly</td>
<td>$132</td>
</tr>
<tr>
<td><strong>Total per student for 3 month rotation</strong></td>
<td></td>
<td></td>
<td><strong>$333.80</strong></td>
</tr>
</tbody>
</table>

Information regarding submission of payments is forthcoming.

Thank you for being a valued educational partner.

Best,

Melissa O. Tuomi, PhD, RN, CPHQ
Director, Professional Practice, Nursing Research, and Quality
Baystate Medical Center
WESTFIELD STATE UNIVERSITY
NURSING STUDENT FEE ASSUMPTIONS AND CALCULATIONS

Comprehensive Number of Students Estimate at Baystate Medical Center

<table>
<thead>
<tr>
<th>Fall Courses</th>
<th># of students at BMC</th>
<th>Spring</th>
<th># of Students at BMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals</td>
<td>16</td>
<td>Med Surg 2</td>
<td>30</td>
</tr>
<tr>
<td>Med-Surg 1</td>
<td>30</td>
<td>Community</td>
<td>0</td>
</tr>
<tr>
<td>Obstetrics</td>
<td>18</td>
<td>Psychiatrics</td>
<td>16</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>12</td>
<td>Capstone</td>
<td>18</td>
</tr>
<tr>
<td>TOTAL</td>
<td>76</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

Comprehensive Number of Students Estimate if All Clinical Sites Institute a Fee

<table>
<thead>
<tr>
<th>Fall Courses</th>
<th># of students in clinical</th>
<th>Spring</th>
<th># of Students in clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals</td>
<td>35</td>
<td>Med Surg 2</td>
<td>35</td>
</tr>
<tr>
<td>Med-Surg 1</td>
<td>35</td>
<td>Community</td>
<td>35</td>
</tr>
<tr>
<td>Obstetrics</td>
<td>35</td>
<td>Psychiatrics</td>
<td>35</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>35</td>
<td>Capstone</td>
<td>35</td>
</tr>
<tr>
<td>TOTAL</td>
<td>140</td>
<td></td>
<td>140</td>
</tr>
</tbody>
</table>

* Numbers based on average incoming first-year class of 35 students.

Summary Anticipated Payments and Charges

WSU Students at BMC (Fall 2020 - Spring 2021) = 140
BMC rate = $150 x 2 semesters = $300
BMC annual cost = $42,000

Total WSU Nursing students = 240
WSU Clinical fee = $150 x 2 semesters = ($300)
WSU Total = $72,000

Reserve Held = $30,000.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Number of students</th>
<th>SITE COST ($300)</th>
<th>WSU FEE (TOTAL) ($300)</th>
<th>WSU PAYOUT</th>
<th>RESERVE COLLECTED</th>
<th>RESERVE REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 - 2021</td>
<td>140</td>
<td>$42,000</td>
<td>$72,000</td>
<td>$42,000</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>2021 – 2022</td>
<td>200</td>
<td>$60,000</td>
<td>$72,000</td>
<td>$60,000</td>
<td>$12,000</td>
<td>$42,000</td>
</tr>
<tr>
<td>(estimate of additional sites institute fee)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2022- 2023</td>
<td>240</td>
<td>$72,000</td>
<td>$72,000</td>
<td>$72,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(all sites institute fee)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023 - 2024</td>
<td>240</td>
<td>$72,000</td>
<td>$72,000</td>
<td>$72,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(all sites institute fee)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assumptions:
The above analysis assumes that all sites will institute a $150 fee. Reserves Remaining will be used to cover any additional charges above the $150.
Estimates if Fee Increase to $200 per semester/ $400 per year – Reserve Remaining Analysis

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Number of students</th>
<th>SITE COST ($400)</th>
<th>WSU FEE (TOTAL) ($300)</th>
<th>WSU PAYOUT</th>
<th>RESERVE COLLECTED</th>
<th>RESERVE REMAINING</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 - 2021</td>
<td>140</td>
<td>$42,000</td>
<td>$72,000</td>
<td>$42,000</td>
<td>$30,000</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>2021 – 2022 (estimate of additional sites institute fee)</td>
<td>200</td>
<td>$80,000</td>
<td>$72,000</td>
<td>$80,000</td>
<td>0</td>
<td>$22,000</td>
<td></td>
</tr>
<tr>
<td>2022-2023 (all sites institute fee)</td>
<td>240</td>
<td>$96,000</td>
<td>$72,000</td>
<td>$96,000</td>
<td>0</td>
<td>-(2,000)</td>
<td>Revisit student fee charges for 2023-2024 academic year</td>
</tr>
</tbody>
</table>
Student Resources

**TUTORIALS**

**Achieve**
Online tutorial system to assist new nursing students with mastering test-taking skills, classroom skills and preparing for the clinical experience. Also addresses the ELL student.

**Dosage Calculations and Safe Medication Administration 2.0**
Teach students medical math and assess their mastery in an easy-to-understand online format offering three different methodologies.

**The NCLEX Experience**
Preparing students for potential new item types measuring clinical judgment.

**Nurse Logic 2.0**
Teaches students to "think like a nurse". It gives a formal introduction to critical thinking methods, the nursing process, priority setting frameworks, and test-taking strategy.

**Nurse’s Touch™**
This tool teaches leadership, professionalism, and communication skills to prepare students to excel during clinical rotations and in every provider environment.

**Pharmacology Made Easy**
Helps students master one of the most difficult subjects in nursing school. Includes anatomy and physiology reviews and case studies, with drill questions included for each area.

**Sigma Theta Tau Nurse Manager Certificate**
Facilitates the development of nursing management competencies crucial to functioning in a fast-paced and ever-changing health care environment.

**Skills Modules**
Teaches 30 critical nursing skills in an evidence-based environment. Skills Modules saves student and faculty time by making sure each student is prepared for skills lab prior to entry.

**FLASHCARDS**

**Active Stack**
Online pharmacology flashcards organized by body system.

**ASSESSMENTS**

**Anatomy and Physiology Assessments**
Measure content mastery of this critical subject

**Content Mastery Series**
Nine integrated standardized assessments based on the NCLEX-RN® test plan. Robust reporting capabilities across six outcome categories. Students receive direct feedback on remediating their content gaps.

**Critical Thinking Assessments**
Proctored assessments to compare baseline and end of program critical thinking capabilities.

**Comprehensive Predictor**
End-of-program exam that offer each student their individual probability of passing the NCLEX-RN® on the first attempt.

**Dosage Calculation and Safe Medication Administration Assessments**
Measures and assesses students’ drug calculation competency with six specific assessments for clinical specialties.

**Nurse’s Touch™**
Practice and proctored assessments that allow students to apply knowledge and gauge areas of strength and weakness for targeted remediation at the end of each content module.

**Self-Assessment Inventory**
A tool to assist the new nursing student in identifying their own learning styles and addresses the aspects of nursing such as time management, prioritization, coping and stress.
TEST PREP

BoardVitals
Robust quiz bank and NCLEX prep solution that provides students with thousands of practice questions and a computer adaptive experience.

Capstone Comprehensive Content Review
Educator-guided, personalized prep program for the ATI Comprehensive Predictor.

Comprehensive or Customized Live Review
Onsite NCLEX review class led by a masters-prepared nurse educator with at least five years teaching experience. Curriculum can be tailored to specific needs or a comprehensive review.

Test Taking Strategies
Live session that provides students with detailed strategies to improve their performance on nursing exams.

Virtual-ATI®
Personalized, assessment-driven NCLEX review in an online classroom supervised by a personal coach. Students are evaluated by their coach who is responsible for “green-lighting” a student for the NCLEX.

REMEDIATION

Focused Review
Media-rich online study guide based on each student’s individual results on each assessment, and linked to review modules.

BOOK

Learning Strategies
Research-based book designed to help students prepare for the college classroom and improve their academic performance in college.

QUIZ BANK

Learning System
Practice assessments perfect for formative quizzing. Covers content areas aligned to Content Mastery Series. Standard and adaptive modes.

ANALYTICS

Pulse
Analytics engine that predicts students’ probability of passing NCLEX as early as their first semester in the nursing program, and measures their level of engagement with ATI learning resources.

SIMULATIONS

Civility Mentor
Tutorials and simulations help students understand the role of civility in promoting client safety as they learn how to apply principles of civility in the classroom, during clinicals and in practice.

Real Life™ Clinical Reasoning Scenarios
Screen-based simulations that help students develop their Critical Thinking/Clinical Judgment.

Nurse’s Touch™
Nurse’s Touch, The Leader: Students apply leadership concepts and decision-making abilities in client communication and charge nurse-related scenarios.

Nurse’s Touch, The Communicator 2.0: Immersive simulations and tutorials guide students through therapeutic communication techniques, providing them with repeated opportunities to engage in key conversations with high-risk clients.

HealthAssess (Arriving in 2019)
Interactive learning and virtual simulation modules that teach health assessment knowledge and skills in all major body systems. Develops early clinical judgment and incorporates EHR documentation.

EHR Tutor (Arriving in 2019)
An Electronic Health Record charting system that teaches students how to document countless tasks, from head-to-toe assessments to writing comprehensive medical histories and care plans.

EBOOK

Review Modules
Part of Content Mastery Series exams, these are online and printed reference manuals based on the NCLEX blueprint. They contain the “need-to-know” for the NCLEX.

CASE STUDIES

Video Case Studies
Students watch a scenario and then record their response or reaction, then upload to share with their fellow students for peer feedback, before accessing the expert response.

Nurse’s Touch™
Students view videos of client situations and answer questions that require the use of clinical reasoning skills and nursing knowledge.
**ANALYTICS**

**Reporting**
Robust reporting capabilities include longitudinal group scores for proctored assessments across six competencies, proficiency levels, mean scores, and more for both individuals and groups.

**Custom Analytics Reporting**
Customized reports analyzing KPIs selected by the nursing program. Reports are based on ATI data and filtering options.

**ATI Pulse™**
Analytics engine that predicts students’ probability of passing NCLEX as early as their first semester in the nursing program, and measures their level of engagement with ATI learning resources.

**CONSULTING**

**Consultation**
Onsite consultation from a PhD educated member of the ATI Executive Nursing Education team to address any requested topic such as curriculum updates or preparing for accreditation.

**PROGRAM MANAGEMENT**

**ATI Program Manager (Arriving in 2019)**
An integrated tool to create and maintain a Systematic Evaluation Plan, manage/measure your curriculum, and gather evaluation data from your program stakeholders.

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**TEST-AUTHORING SOFTWARE**

**Custom Assessment Builder**
Faculty can create their own assessments using ATI-created questions or individually created questions with a variety of taxonomies such as Body System, QSEN, BSN Essentials, NLN Competencies, Nursing Process.

**TUTORIALS**

**ATI Academy™**
Online video and webinar resources for all faculty members to obtain CNEs and excel in areas such as test development, active learning strategies, full usage of ATI solutions and creativity in the classroom.

**EducatingNurses.com**
Faculty development tutorial program developed by Dr. Patricia Benner, RN, Ph.D.
MOTION

To close the University’s bank accounts at Peoples Bank and Massachusetts Municipal Depository Trust (MMDT), investment account at Commonfund, and Berkshire Bank certificate of deposit at maturity date 3/7/2020 and to approve the transfer of those funds to the University’s money market account at Berkshire Bank.
To: Finance and Capital Assets Committee, Board of Trustees

From: Stephen Taksar, Vice President, Administration and Finance

Date: February 6, 2020

RE: Consolidation of bank accounts and funds transfer

The University is seeking approval from the Board of Trustees to consolidate bank accounts and maximize interest income by closing money market accounts at Peoples Bank and the Massachusetts Municipal Depository Trust (“MMDT”), an investment account at Commonfund and a certificate of deposit, upon maturity, at Berkshire Bank. Upon board approval, the balance in these accounts would be transferred into the University’s money market account at Berkshire Bank.

As of December 31, 2019, Peoples Bank account balance was $715,651.01; MMDT was $62,057.10, Commonfund was $65,952.27 and the certificate of deposit was $4,166,136.26. Currently, the interest rate on the Berkshire Bank money market account is 1.7% which is greater than the rates in any of the accounts listed above.

The Trust Fund Management Policy (#0604) requires approval by the Board of Trustees to open or close any bank accounts.

Please let me know if you have any questions or concerns and thank you for your consideration of this request.