



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
<u>Advancement and Enrollment Management Committee</u>	Committee Chair Lydia Martinez-Alvarez
6. Items for Information	
<u>Academic and Student Affairs Committee</u>	Committee Chair Dr. Robert Martin
7. Items for Information	
<u>Finance and Capital Assets Committee</u>	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	
<u>Governance and Nomination Committee</u>	Committee Chair Madeline Landrau
10. Items for Information	
<u>Attachments</u> :	
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



BOARD OF TRUSTEES

Minutes

President's Boardroom, The Horace Mann Center

December 11, 2019

MEMBERS PRESENT: Board Chair Kevin Queenin and Trustees Melissa Alvarado, Paul Boudreau, Madeline Landrau, Robert Magovern, Thalita Neves and Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Trustees Robert Martin and Edward Sullivan

MEMBERS EXCUSED: Trustees James Hagan and Lydia Martinez-Alvarez

Dr. Ramon S. Torrecilha, President of Westfield State University, was also present.

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	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.

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 Szpiller, Department of Psychology

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.

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.

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.

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

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.

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

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.

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

Advancement and Enrollment Management Committee:

b. Motion – Approval of Staff Emeritus/a Status and Staff Emeritus/a Justifications

Academic and Student Affairs Committee:

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

Finance and Capital Assets Committee:

m. Motion – FY21 Major Capital Project

Audit Committee:

n. Motion – Uniform Guidance Report

o. Uniform Guidance Report (Draft)

Governance and Nomination Committee:

p. Senate Bill No. 2392 (October 30, 2019)

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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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

emoore@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 Imeh

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**

Club Contact:

Advisor: Heather Galpin
hgalpin@westfield.ma.edu

Club Description: This club works on fundraising, fieldtrips, and helps coordinate Biolympics every spring. They meet bi-weekly, and are a very laid-back club, so if you cannot make a meeting, they still reach out to members about getting involved in activities. You do not need to be a biology major to join!

Club Status: ACTIVE

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
mdellea@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 Boughosn

sboughosn@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

ecolcord4816@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 are 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

rhatt@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 KEVs foundation, First Aid work at 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)**

Club Contact:

Advisor: Ron'na Lytle
rllytle@westfield.ma.edu

Club Description: This club is centered on celebrating the Jewish religion along with providing a safe space for Jewish students and members of the Westfield State community. They run events focused around Jewish holidays and having fun; events such as the Hanukkah Celebration, the annual Passover Seder in April, and many movie nights and meetings. We would love to increase our membership even further.

Club Status: NEEDS MEMBERS

26. **Latino Association for Empowerment (LAFÉ)**

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 LAFÉ, 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

tconant@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

ccianoboyce@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

rllytle@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

38. **Relay for Life Club**

Club Contact:

Advisor: Karsten Theis

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

39. **Revolution Against Campus Sexual Assault (Revolution)**

Club Contact:

Advisor: Julia Nedry

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

40. **Rock Climbing Club**

Club Contact:

President: Samantha Martignetti

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

41. **Student Education Association of Massachusetts (SEAM)**

Club Contact:

President: Kasey Ackerman

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 MTEs 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

tsmith@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 Dobiecki

cmarquez@westfield.ma.edu / jdobiecki@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!

Club Status: ACTIVE

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



Board of Trustees

February 6, 2020

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

Westfield State University
FY21 Tuition and Fee Recommendations
February 6, 2020

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

	FY20	FY21	\$	%
	Approved	Recommended	Change	Change
TUITION:				
√ Resident	970	970	-	0.0%
Proximity	1,455	1,455	-	0.0%
Non-Resident & Foreign	7,050	7,050	-	0.0%
MANDATORY FEES:				
Student Activity	123	123	-	0.0%
General Fee	8,926	9,216	290	3.2%
Capital Improvement Fee	100	100	-	0.0%
Technology Fee	730	730	-	0.0%
√ Total Mandatory Fees	9,879	10,169	290	2.9%
Total In-State Tuition/Fees	10,849	11,139	290	2.7%
ROOM:				
Apartments (single)	9,800	10,100	300	3.1%
Apartments (double)	8,860	9,130	270	3.0%
√ Traditional Hall Standard - Dormitories	6,850	7,050	200	2.9%
Traditional Hall Premium Single	8,850	9,100	250	2.8%
New Hall (single)	10,200	10,490	290	2.8%
New Hall (double)	8,960	9,220	260	2.9%
University Hall (single)	9,650	9,930	280	2.9%
University Hall (double)	8,400	8,640	240	2.9%
Lansdowne (one bedroom - premium)	9,810	10,000	190	1.9%
Lansdowne (two bedroom)	8,800	10,000	1,200	13.6%
BOARD:				
√ Unlimited Meal Plan with \$250 Dining Dollars	4,371	4,502	131	3.0%
On the Go Dining Plan	1,451	1,509	58	4.0%
DC Basic Plan with \$150 Dining Dollars	4,131	4,214	83	2.0%
Total Residential Cost of Attendance	22,070	22,691	621	2.8%
OTHER FEES:				
Student Teaching (practicum) Fee	250	250	-	0.0%
Nursing Fee	1,194	1,794	600	50.3%
Late Registration Fee	25	25	-	0.0%
Late Payment Fee	100	100	-	0.0%
Bad Check Fee	25	25	-	0.0%
Reinstatement Fee	50	50	-	0.0%
ID Card Replacement Fee	30	40	10	33.3%
Parking	100	100	-	0.0%
Parking-DGCE	60	60	-	0.0%
WAIVABLE FEES:				
Student Health Insurance (see note below)	3,444	3,444	-	0.0%
Wellness Center	185	185	-	0.0%
Lifetime Owls (opt in fee)	75	75	-	0.0%

√ 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

WESTFIELD STATE UNIVERSITY
Schedule of CGCE Annual Tuition and Fees
FY20 - FY21 Comparison

Draft: As of 1/8/2020

	<u>2020</u>	<u>2021</u>	<u>FY20 to FY21</u> <u>\$ Increase</u>	<u>FY20 to FY21</u> <u>% Increase</u>
Graduate and Continuing Education				
Undergraduate (per credit)	320	330	10	3.13%
RN-to-BSN (per credit)	365	370	5	1.37%
Graduate - General (per credit)	361	372	11	3.05%
Graduate - Social Work (per credit)	464	475	11	2.37%
Physician's Assistant (per credit) Cohort Four (see note below regarding previous cohorts)	695	736	41	5.90%
Other CGCE Fees				
Lab Fee	10	10	-	0.00%
Student Teaching (practicum) Fee	250	250	-	0.00%
Nursing Fee*	1,194	1,794	600	50.25%
Physician's Assistant program Fee	1,000	1,000	-	0.00%
Psychology Practicum	100	100	-	0.00%
School Guidance Counseling Practicum Fee	100	250	150.00	150.00%
Prior Learning Portfolio Assessment Fee	-	150	150.00	150.00%
Late Registration Fee	50	50	-	0.00%
Late Payment Fee	100	100	-	0.00%
Returned Check Fee	25	25	-	0.00%
Late Withdrawal Fee	25	25	-	0.00%
Replacement ID Card	30	40	10.00	33.33%
Parking-CGCE	60	60	-	0.00%

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)

Segment	Institution	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	1 Yr % Chg
State Universities	Massachusetts College of Art and Design	\$11,224	\$11,724	\$12,200	\$12,700	\$13,200	\$13,700	3.8%
State Universities	Salem State University	\$8,646	\$9,246	\$9,736	\$10,278	\$10,882	\$11,284	3.7%
State Universities	Framingham State University	\$8,324	\$8,704	\$9,344	\$9,920	\$10,520	\$11,100	5.5%
State Universities	Massachusetts College of Liberal Arts	\$8,976	\$9,476	\$9,876	\$10,136	\$10,560	\$10,930	3.5%
State Universities	Westfield State University	\$8,682	\$8,816	\$9,276	\$9,716	\$10,430	\$10,850	4.0%
State Universities	Bridgewater State University	\$8,354	\$8,928	\$9,628	\$10,012	\$10,568	\$10,732	1.6%
State Universities	Fitchburg State University	\$9,260	\$9,934	\$10,134	\$10,154	\$10,354	\$10,504	1.4%
State Universities	Worcester State University	\$8,558	\$8,858	\$9,202	\$9,532	\$10,162	\$10,162	0.0%
State Universities	Massachusetts Maritime Academy	\$7,258	\$7,630	\$8,006	\$8,398	\$9,728	\$10,018	3.0%
Weighted Average	State Universities*	\$8,681	\$9,128	\$9,613	\$10,009	\$10,608	\$10,895	2.7%
UMASS	University of Massachusetts	\$12,618	\$13,501	\$14,286	\$14,734	\$15,151	\$16,390	8.2%

Source: Massachusetts Department of Higher Education

Westfield State Analysis

Tuition and Fee Ranking -Highest to Lowest

Comparison to Average State Universities

Comparison to UMASS

Comparison

5th lowest Tuition and Fees

\$45 or 0.41% less than average

\$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 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

Rate/Program	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Proposed 2020-2021 Rate	Proposed Annual change
Undergraduate	\$275	\$297	\$306	\$315	\$320	\$330	3.13%
RN-to-BSN	.	\$350	\$361	\$365	\$365	\$370	1.37%
Graduate	\$300	\$318	\$332	\$350	\$361	\$372	3.05%
MSW	\$400	\$424	\$437	\$450	\$464	\$475	2.37%
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 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**

	Undergraduate 2017-2018	Undergraduate 2018-2019	Undergraduate 2019-2020		Graduate 2017-2018	Graduate 2018-2019	Graduate 2019-2020
American International College	\$395 to \$735, program dependent	\$395 to \$735, program dependent	\$395-\$760 program dependent		\$505-\$890 (\$439 M.Ed)	\$525-\$920 (\$439 M.Ed)	\$525-\$920 (\$439 M.Ed.)
Bay Path University*	\$668	\$400	\$400 (Women's/Saturday college)		\$505-815 (\$505 M.Ed)	\$520-960 (\$520 M.Ed)	\$535-\$950 (\$535 M.Ed)
Elms College ¹	\$604	\$604	\$628		\$434-\$770 (\$434 M.Ed)	\$450-796 (\$450 M.Ed)	\$465-\$823 (\$465 M.Ed.)
Springfield College	\$460	\$472	\$486		\$1,017 ²	\$1,042	\$1,073
Western New England University	\$628	\$647	\$647		\$359-\$1,051 (\$359 M.Ed)	\$370-\$1,134 (\$370 M.Ed)	\$389-\$1,168 (\$389 M.Ed.)
Bridgewater State DGCE	\$413	\$427.96	\$451.58		\$434.50	\$459.96	\$475.25
Fitchburg State DGCE	\$308	\$308	\$308		\$319 \$1,251 online MBA \$174 fee for online program fee	\$319 \$1,251 online MBA \$174 fee for online program fee	\$319 plus some program based charges
Framingham DGCE ³ (Based upon 4 credits per course)	\$272.50	\$281.25	\$290		\$305 \$355 for MBA, MSN and PSM	\$313.75 \$363.75 for MBA, MSN, and PSM	\$322.50 \$372.50 for MBA, MSN Nursing, PSM
MCLA DGCE	\$343	\$352	\$417.09		\$343 (MBA \$443)	\$352 (MBA \$455.33)	\$388.33 (MBA \$468.33)
Salem State DGCE	\$381.17	\$392.15	\$403.25		\$409 to \$439 by program type	\$417 to \$489.80 by program type	\$425.05 to \$530.70 (also charges out of state rates)

Worcester DGCE	\$281.50	\$281.50	\$281.50	\$322	\$322	\$322
Westfield Day School	\$323.83 (based upon 15 credits)	\$323	\$361.63 (based on 15-credits a semester)	NA	NA	NA
Westfield CGCE ⁴	\$306	\$315	\$320 \$365 for RN to BSN	\$332 (Regular graduate rate) \$437 (MSW)	\$350 (Regular graduate rate) \$450 (MSW)	\$361 (regular graduate rate) \$464 MSW See PA below

Table C: MSW Total Program Costs (Tuition and Fees) Comparisons

Institution	2016-2017	2017-2018	2018-2019	2019-2020
Smith College	\$59,095	\$64,635	\$67,535	\$70,565
Elms College: New location for Saint Louis University program	NA	NA	NA	\$990 per credit; 57-credits \$56,430
UConn	In-state= \$29,104; regional=\$49,144	In-state = \$30,736 Regional = \$51,324	In-state = \$32,512 Regional = \$53,700	In-state=\$39,602 Regional=\$50,698
Springfield College	\$59,280	\$61,020	\$62,520	\$64,380
Westfield CGCE	\$27,984	\$28,842	\$29,700	\$30,624
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

Institution	2016-2017	2017-2018	2018-2019	2019-2020
American International	\$570	\$400	\$400*	\$400
Bay Path	\$400	\$350	\$350	\$350
Elms College	\$400	\$334	\$346	\$358
UMass Amherst	\$510	\$585	\$585	\$585
Westfield CGCE	\$350	\$361	\$365	\$365

Table E: Physician Assistant Program Costs (Tuition and Fees), Comparisons

Institution	2017-2018	2018-2019	2019-2020
Bay Path University	\$103,800	\$106,650	\$108,000
Tufts University	\$84,664	\$96,612	\$97,860
Springfield College	\$126,502	\$129,049	\$133,714.30
Boston University	\$103,847	\$106,456	\$109,039
Northeastern University	\$87,090	\$89,730	\$93,318
Mass College of Pharmacy and Health Science	\$122,625	\$132,645 (\$1195 per credit)	\$124,735 (\$1235 per credit)- Worcester location – Boston location is \$148,500
Mass General Hospital Institute of Health Professions	\$102,990	\$109,545	\$113,175
Westfield CGCE	\$74,160 cohort 1, plus one-time \$1000 admission fee	\$78,720 cohort 2, plus one-time \$1000 admission fee	\$83,400 cohort 3, plus one-time \$1000 enrollment fee
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):

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

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

Fall Courses	# of students at BMC	Spring	# of Students at BMC
Fundamentals	16	Med Surg 2	30
Med-Surg 1	30	Community	0
Obstetrics	18	Psychiatrics	16
Pediatrics	12	Capstone	18
TOTAL	76		64

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

Fall Courses	# of students in clinical	Spring	# of Students in clinical
Fundamentals	35	Med Surg 2	35
Med-Surg 1	35	Community	35
Obstetrics	35	Psychiatrics	35
Pediatrics	35	Capstone	35
TOTAL	140		140

** 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.

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

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

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

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.



REMIEDIATION

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.

Faculty Resources



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.



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.



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.



Board of Trustees

February 6, 2020

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.

Kevin R. Queenin, Chair

Date

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.