



Board of Trustees

2:30 PM
June 28, 2022

Loughman Living Room, Scanlon Hall

A live stream of the meeting for public viewing will also take place on YouTube at the following link:
<https://www.westfield.ma.edu/live>

For information about Westfield State's COVID-19 procedures, visit: <https://www.westfield.ma.edu/spring-2022covid/faq>

AGENDA

- | | |
|---|---|
| 1. Call to Order | Board Chair Dr. Robert Martin |
| 2. Approval of Minutes
a. April 27, 2022 | Board Chair Dr. Robert Martin |
| 3. General Announcements | Board Chair Dr. Robert Martin |
| 4. President's Report | Dr. Linda Thompson |
| 5. Student Trustee Report | Trustee Chloe Sanfacon |
| 6. Faculty Perspectives | Dr. Claudia Ciano-Boyce, President
Westfield Chapter, MSCA |
| 7. Smith Cup Presentation | Richard Lenfest, Director of Athletics |
| <u>Advancement and Enrollment Management Committee</u> | Committee Chair Lydia Martinez-Alvarez |
| 8. Items for Information | |
| <u>Academic and Student Affairs Committee</u> | Committee Chair Dr. Gloria Williams |
| 9. Items for Information | |
| 10. Items for Action
a. Motion – Approval of Degree Name Change: Bachelor
of Science in Regional Planning to Bachelor of Science
in Urban and Regional Planning | |

Finance and Capital Assets Committee

Committee Chair Ali Salehi

11. Items for Information

12. Items for Action

- a. Motion – FY23 Provisional Operating Budget
- b. Motion – Capital Budget
- c. Motion – Vehicle Lease/Purchase Program
- d. Motion – FY23 Sponsorships

Audit Committee

Committee Chair Paul Boudreau

13. Items for Information

14. Items for Action

- a. Motion – Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy (0440)

Governance and Nomination Committee

Committee Chair Melissa Alvarado

15. Items for Information

16. Items for Action

- a. Motion – Election of Board of Trustees Officers for 2022-2023

Other Business

Board Chair Dr. Robert Martin

17. Items for Action

- a. Motion – Confirm Appointment of Audit Committee Chair for 2022-2023

Board Chair-elect

18. Items for Information/Discussion

- a. Format of Board meeting schedule for 2022-2023
- b. Recognition of former Board Chair Kevin Queenin

Board Chair-elect

Attachments:

- a. Draft Minutes of April 27, 2022
- b. President’s Presentation

Academic and Student Affairs Committee:

- c. Motion – Approval of Degree Name Change: Bachelor of Science in Regional Planning to Bachelor of Science in Urban and Regional Planning
- d. Memo on Degree Name Change
- e. BHE Name Change Request

Finance and Capital Assets Committee:

- f. Motion – FY23 Provisional Operating Budget
- g. FY23 Provisional Operating Budget (Narrative)
- h. FY23 Provisional Operating Budget

- i. FY23 Provisional Operating Budget (Revised Enrollment Projection)
- j. FY23 Provisional Operating Budget (Approved Fees)
- k. Motion – Capital Budget
- l. Capital Budget
- m. Motion – Vehicle Lease/Purchase Program
- n. Vehicle Lease/Purchase (Memo)
- o. Vehicle Lease/Purchase Program
- p. Motion – FY23 Sponsorships

Audit Committee:

- q. Motion – Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy (0440)
- r. Policy – Whistleblower (Track Changes)
- s. Policy – Whistleblower (No Track Changes)
- t. Policy – Whistleblower (Campus Email)

Governance and Nomination Committee:

- u. Motion – Election of Board of Trustees Officers for 2022-2023

Full Board:

- v. Motion – Confirm Appointment of Audit Committee Chair for 2022-2023
- w. Proclamation for Kevin Queenin



BOARD OF TRUSTEES

April 27, 2022

Minutes

Loughman Living Room, Scanlon Hall

And via Zoom, in accordance with Massachusetts Gov. Charlie Baker’s Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

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

MEMBERS PRESENT: Chair Dr. Robert Martin, Vice Chair Ali Salehi, and Trustees Theresa Jasmin, Madeline Landrau, Chris Montemayor, Chloe Sanfacon, and Dr. Gloria Williams

MEMBERS PARTICIPATING REMOTELY: Secretary Lydia Martinez-Alvarez and Trustee Paul Boudreau

MEMBERS EXCUSED: Trustees Melissa Alvarado and William Reichelt

Dr. Linda Thompson, President of Westfield State University, was also present.

The meeting was called to order at 2:05 PM by Chair Martin who announced the meeting was being livestreamed and recorded. Special recognition and welcome were given to the faculty being recognized for tenure and promotion. A roll call was taken of the Trustees participating as listed above.

MOTION made by Trustee Jasmin, seconded by Trustee Sanfacon, to approve the minutes of the February 17, 2022, meeting.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Chair Martin said the Board’s responsibility is to ask questions and make sure the President and staff are doing their jobs. He thanked Trustees for chairing committee meetings where the interesting discussion takes place and invited the public to attend those. He encouraged Trustees to celebrate and take pride in the University by supporting investiture and commencement.

President’s Report. President Thompson thanked faculty and staff for preparing the campus for investiture. A new Vice President of Human Resources has been hired. The Community Conversations provided an opportunity to showcase the campus in areas of health, government, business, and the arts. Progress points on student experience, campus culture, expanding institutional resources, and enrollment were shared. The President is creating a bridge fund to assist students by asking 1,000 people to donate \$1,000.

Student Trustee Report. Trustee Sanfacon shared it is the last week of classes, finals start May 4, and commencement is on May 13. Programming and student participation has increased with spring weather and optional masks. Course and housing selections are done. The Student Government Association (SGA) met with President Thompson and State Senator John Velis and discussed state plumbing codes for gender inclusive bathrooms and student mental health. The SGA is in the preliminary stages of organizing a governor's debate in the fall.

Westfield State University Foundation and Alumni Association Update. Board of Trustees, Alumni Association, and Foundation Board leadership have met with President Thompson monthly to discuss collaboration.

- Foundation Chair Elizabeth Scheibel stated the monthly meetings have been helpful to align goals on behalf of the students. The Foundation Board recently added new members Dr. Carlton Pickron, Dr. Isabelina Rodriguez and Ralph Studley. The Interfaith Breakfast brought 140 people to the campus earlier in the month. Two successful alumni events and the Give A Hoot campaign have raised donations and donors. There have been 1,400 scholarship applications received. The Memorandum of Understanding between the Foundation and the University is being prepared with a more engaged process for the President and cabinet to ensure the substantial funds given by the Foundation address the highest priorities. Trustee Melissa Alvarado will replace Kevin Queenin as trustee representative to the Foundation.
- Alumni Association President Scott Liberman stated alumni are looking forward to participating in the investiture and commencement ceremonies. They are making plans to expand the Washington, DC alumni chapter and create additional chapters around the country. The Summer of Fun events are starting soon. The Alumni Association Executive Council contributed \$1,000 toward Give A Hoot and they are pleased this fundraising event displays the unity at Westfield State.

Faculty Presentation – Art Department. Dr. Imo Imeh, professor of Art, shared his current studio projects and how they connect with Westfield. He teaches students to celebrate the good that is at our University. The Art Department is becoming more project-based so that students understand how their projects connect with the entire world and teaches them to develop their voices. Art student Margaryta Mkrтчian shared her art design project which showed examples of how she could represent her people of Ukraine through her creations. Dr. Imeh continued that Westfield State is producing these types of quality projects which is monumental if the right bridges are developed for fellowships and studio spaces. It is hoped to have a more robust conversation with the Board at a future time about how to take students with this level of promise and propel them into the ICA and the MET and to make us stronger with what we already have. Chair Martin thanked Dr. Imeh and Ms. Mkrтчian for providing a glimpse of themselves, the Art program, and the magic that happens between faculty and students.

Advancement and Enrollment Management Committee. Committee Chair Lydia Martinez-Alvarez thanked the team for the fundraising done this year. The Enrollment Management division, faculty, staff, and associate deans have been working to increase enrollment and make it representative of what the community and world looks like. Prospects, inquiries, applications, and acceptance are up but deposits are down in commitments to attend. Community members have been selected to work with the University on an Enrollment Management Advisory Committee.

Academic and Student Affairs Committee. Committee Chair Dr. Gloria Williams stated the committee approved the granting of tenure and promotions to the following individuals.

MOTION made by Trustee Salehi, seconded by Trustee Montemayor, to approve the granting of tenure, effective September 1, 2022, to:

Dr. Paul Cacolice

Sport Medicine and Human Performance

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

MOTION made by Trustee Salehi, seconded by Trustee Jasmin, to approve the granting of tenure with automatic promotion, effective September 1, 2022, to:

Dr. Kimberly Berman	Biology
Dr. Thomas Daniel	Psychology
Dr. Paige Hermansen	English
Dr. Paul Higgins	Sport Medicine & Human Performance
Mr. Eric Parness	English
Dr. Kristen Porter	Biology
Dr. Jason Ramsay	Biology
Dr. James Schlaffer	Economics
Dr. Yuan Zhang	Communication

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

MOTION made by Trustee Salehi, seconded by Trustee Sanfacon, to approve the granting of promotion to the rank of Professor, effective September 1, 2022, to:

Dr. Sunday Fakunmoju	Social Work
Dr. John McDonald	Environmental Science

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Chair Martin stated that the Board has a vote, but the serious work of bringing these candidates forward is done by the provost, vice provost, deans, and chairs of committees. He challenged the candidates to continue to have a constructive role in their University. President Thompson shared that she was impressed that the common thread of their research was under the umbrella of human health, human development, and human services and would love to connect research clusters. A bio of each candidate celebrated their work in teaching, service, and commitment to Westfield State University. Each faculty member receiving tenure and promotion was presented a medal and gift in honor of their accomplishments.

Finance and Capital Assets Committee. Committee Vice Chair Jasmin shared highlights of the committee meeting. The financial results of the third quarter were better than expected mostly due to timing. Day enrollment and Dining Services revenue were also higher than expected. Residential Life has 22 more students than planned. The Parenzo Hall renovations are over budget by \$500,000 due to supply chain challenges. It is early to project enrollment for FY23, which is a critical metric to develop the budget. Some COVID funding will be ending soon. There is a structural deficit of \$3 million, with \$2 million to be funded by reserves. The President’s Innovation Fund will finance opportunities to help grow revenue. Residential Life reported steady occupancy, but strategic decisions need to be made on housing operations due to their deficit of \$2 million per year, which will increase to \$4 million by FY24. The committee brings forward one action item.

MOTION made by Trustee Landrau, seconded by Trustee Sanfacon, to approve the request from the Sports Medicine and Human Performance Department to purchase an ambulance from the Town of Southwick in FY22 for \$5,000. Should the vehicle be unable to be delivered to the University by June 30, 2022, Academic Affairs will work with Finance to request a rollover of funds to FY23.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Audit Committee. Committee Chair Paul Boudreau shared that in the committee meeting the auditors reported that the University had a clean report with no findings. The committee charter will be reviewed at the June meeting. There has been no change in the open risk management position, but a Title IX Coordinator has been hired. The committee brings forward two action items.

MOTION made by Trustee Jasmin, seconded by Trustee Sanfacon, 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, 2021, 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.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

MOTION made by Trustee Sanfacon, seconded by Trustee Jasmin, to engage the financial audit services of O’Connor and Drew P.C., for FY22.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes

Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Governance and Nomination Committee. With the absence of Committee Chair Alvarado, Chair Martin reported on the committee meeting and requested Trustees to provide their interest in serving as an officer and chairing/membership of committees prior to the June meeting. As a follow up to last year’s Board self-assessment, the committee would like to receive feedback from other campus constituencies that interact with the Board through small focus groups in the fall. Draft revisions to the bylaws were presented to the committee. The Board was requested to look at the revisions in the context of good board governance and consideration of the NECHE standards provided by Pat O’Brien at the March 30 meeting. Feedback on the bylaw revisions should be send to the Board assistant and will be discussed at a future meeting.

There being no further business, **MOTION** made by Trustee Sanfacon, and seconded by Trustee Jasmin, to adjourn.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Boudreau	Yes	Trustee Salehi	Yes
Trustee Jasmin	Yes	Trustee Sanfacon	Yes
Trustee Landrau	Yes	Trustee Williams	Yes
Trustee Martinez-Alvarez	Yes	Trustee Martin	Yes
Trustee Montemayor	Yes	Motion passed unanimously.	

Meeting adjourned at 4:05 PM.

Attachments presented at this meeting:

- a. Draft Minutes of February 17, 2022
- b. President’s Presentation
- c. Faculty Presentation

Academic and Student Affairs Committee:

- d. Motion – Promotion
- e. Promotion Documents
- f. Motion – Tenure
- g. Tenure Documents

Finance and Capital Assets Committee:

- h. Motion – Vehicle Purchase (Ambulance)
- i. Vehicle Purchase Ambulance (Memo from Department)
- j. Vehicle Purchase Ambulance (Memo from Provost)

Audit Committee:

- k. Motion – Uniform Guidance Report
- l. Uniform Guidance Report (Draft)
- m. Motion – Engagement of Financial Audit Services for FY22
- n. Engagement of Financial Audit Services for FY22 (Planning Presentation)
- o. Engagement of Financial Audit Services for FY22 (Engagement Letter)

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 April 27, 2022.

Lydia Martinez-Alvarez, Secretary

Date



Board of Trustees

June 28, 2022

MOTION

To approve the name change of the Bachelor of Science in Regional Planning to the Bachelor of Science in Urban and Regional Planning.

Robert A. Martin, Chair

Date

To: Board of Trustees

From: Juline E. Mills, Ph.D.
Interim Provost and Vice President, Academic Affairs

Department of Geography, Planning, and Sustainability
School of Business, Mathematics, Computing, and Sustainability

Re: Change of Degree Name from Bachelor of Science in 'Regional Planning' to 'Urban and Regional Planning'

Date: June 21, 2022

The faculty of the Westfield State University Department of Geography, Planning, and Sustainability wish to change the name of the Bachelor of Science degree we currently offer in Regional Planning to 'Urban and Regional Planning'. The addition of term Urban to the degree name better reflects the scope of the degree we offer, highlighting work we do in the areas of site planning, urbanization, urban design and architecture, housing, and social justice. While the scale at which regional planning takes place is best thought of as incorporating the dynamics between city and town, town and country, urban planning may be more site specific, addressing concerns at the city, neighborhood, block, or even single building scale.

The Regional Planning degree program was created by the geography faculty of Westfield State College in the early 1980s and reflected a geographer's preference for working at the regional scale. Since then, a few planners have joined the ranks of the department, bringing with them the capacity to speak to the contemporary expectations of the field, which include municipal political processes, urban infrastructures, and multiple social and economic considerations.

We believe that renaming the degree will benefit our program in several ways. First, the term urban planning may be more recognizable for students and for parents/champions. Parents often ask, '*Regional Planning, is that like Urban Planning?*' While many of our graduates find employment with regional planning agencies across the Commonwealth, many more find employment in town and city planning offices. To be clear, the terms regional and urban/city planning are often used interchangeably. However, the term 'regional planning' may fail to draw attention to topics like architecture and urban form, which are important in the larger field of planning, and which we hope will attract students. Additionally, students enrolling in an Urban and Regional Planning degree program may better apprehend the centrality of urbanization and urban systems in global and regional contexts, enabling them to better survey the landscape of possible planning and related career pathways.

**MASSACHUSETTS BOARD OF HIGHER EDUCATION
ONE ASHBURTON PLACE, ROOM 1401, BOSTON, MA 02108
Request to Re-name Degree Program**

Date of Submission:	June 1, 2022
Institution:	Westfield State University
Current Degree Title:	Regional Planning
Current CIP Code:	
Proposed Degree Title:	Urban and Regional Planning
Proposed CIP Code:	
Rationale for Retitle Request:	The new name better describes the scope and focus of the discipline and is more recognizable for parents/champions, students and professionals.
Describe Curriculum Changes and Attach Curriculum Outline:	No curriculum changes are being submitted at this time.
Date of Trustee Board or President Approval:	
Contact Name and Title (CAO):	Dr. Juline Mills
Contact Email Address:	jmills@westfield.ma.edu
Contact Phone:	413-572-8691

BHE approval required prior to announcement of program name change.

E-mail form to:

Angela Williams, Paralegal

awilliams@bhe.mass.edu

Phone: (617) 994-6963

Supporting Documentation: Westfield State University

Request to retitle the B.S. in Regional Planning to a B.S. in Urban and Regional Planning

In accordance with the Department of Higher Education procedures, when institutions request a name change for a degree from an existing minor or concentration, they must include in their request for the preceding three years the following data, 1) enrollment data by concentration, 2) graduation date, and 3) alumni outcome data, and 4) evidence of accreditation.

Please see our responses below:

1) Enrollment Data

Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Average
REPL Majors	60	71	65	50	46	53	47	46	41	41	38	51

2) Graduates

Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Total	12	15	15	14	7	11	11	11	7	4	4

3) Alumni Outcome Data

The following sample of 20 Regional Planning B.S. graduates (from 2010-2022) provides a good cross-section of our majors and the varied career paths they have taken. The majority work in planning or related fields, several are GIS specialists, others are community organizers, entrepreneurs, public and private sector consultants.

Marianne Larossi, MRP, AICP (2010) went on to get her Masters in Regional Planning at University of Massachusetts, Amherst. She has since worked for several planning entities, eventually earning AICP certification. She was a Senior Planner for the City of Framingham for six years and recently took a position as Open Space Planner for the Town of Natick.
Elizabeth Congo (2012) worked as a GIS specialist for Hatch, Mott and MacDonald Civil Engineering and Dawood Engineering, Inc. before becoming GIS Project Manager for Tighe and Bond Civil Engineering Middletown Office.
Nathan Wojcik, MURP, (2012) got his master's degree in Urban and Regional Planning at the State University of New York, Albany before moving on to work as a planner for a private firm and then as a project manager with a construction company. Nathan is currently an Area Manager for an Environmental Engineering firm overseeing gas distribution systems.
Nicholas Armata, MURP (2013) went on to the University of Massachusetts, Amherst to get his Master of Urban and Regional Planning degree. He worked for a private consulting firm Malone and Macroom doing design work before becoming a Preservation Planner with the City of Boston. He is currently a Senior Preservation Planner for the City, reviewing design proposals and permitting for three of the City's historic districts.
Ashley Eaton, MURP, AICP (2013) After graduating from Westfield State Ashley went on to get her master's in Urban and Regional Planning from Portland State University in Oregon. She returned to Western Massachusetts in 2016 and spent two plus years working with the Pioneer Valley Planning Commission, earning the rank of Senior Planner, and achieving AICP certification in 2018. She left the PVPC in November of 2018 to take a job as a Neighborhood Planner with the City of New Bedford Department of Housing and Community Development where she has continued to the present.

Ivette Morillo, MPA (2014) - Went on to complete a Master of Public Administration at University of Massachusetts Boston in 2017. She has worked as Home Ownership Coordinator for the Southern Middlesex Opportunity Council in Framingham and as an Associate for the Housing Partnership Network in Boston. Currently she is a Housing & Community Investment Analyst at Federal Home Loan Bank of Boston.

Patrick Deschenes, MPA (2014) worked as a GIS technician for the City of Worcester before earning a Master's in Public Administration from Clark University. He then took a position as Assistant Town Planner for the Town of Norwood, MA and recently took on the role of Director of Community and Economic Development for the Town of Walpole, MA.

Ted Dobek (2015) just two years after finishing his degree at Westfield State opened his own café, Circuit Coffee, in downtown Westfield. The café, Circuit Coffee, has been spectacularly successful and is a hub of community activity and conversation!

Michelle Brooks (2016) was an intern with the Sierra Club after graduation. She then worked for a solar energy company for a time before being hired as a fulltime community organizer with the Sierra Club in Boston.

David Nolan, (2017) is currently pursuing a Master of Urban Affairs at Boston University while continuing to work as a Transportation Planner for the Cape Cod commission, a position he took on immediately after graduating in 2017.

Chelsey Pousland (2017) spent 2 years working as a Transportation Planning Assistant for the Central Massachusetts Planning Agency, followed by a year with the transit services organization TransAction Associates, Inc. Before landing in her current position of Assistant Property Manager for BioMed Realty in Cambridge, MA.

Nathan Moreau (2018) turned his senior year internship with the Mayor's Office in Chicopee into a job as Special Projects Manager. He is currently an Associate Planner with the City of Chicopee.

David Pena (2018) took his enthusiasm for transportation planning and rail together with his GIS and other planning skills, into the workforce and was hired as a freight conductor for CSX. In this capacity David oversees the comings-and-goings of freight across railyards in Massachusetts and New York.

Justin Taylor, M.S. (2019) went on to complete a Master's in Sustainability Science at UMass Amherst. He worked briefly as a sustainability consultant before being hired by the U.S. Green Building Council in Washington D.C. to work on their new LEED 4.1 roll out.

Anna Therien (2020) was selected for the prestigious summer research fellowship at Harvard Forest during the summer of 2019 where she used her GIS skills to document changing forest histories and implications for planning. She developed this research into a poster for which she won the Best Student Poster Award, at the Northeast/St. Lawrence River Valley Geographical Society Conference in October 2019, at Framingham State University. Anna also became involved in research using LIDAR to document cultural resources and contribute to their management along the Appalachian Trail in Massachusetts. This work, spear-headed by GPS Professor Rob Bristow, yielded two peer-reviewed publications.

Aliya Stevenson (2020) was awarded the Stephanie Kelly Award for her exceptional work in the major and for her work on campus where she has served as a student ambassador, tour guide and been involved with the Black Student Union. Aliya's senior capstone project entitled 'Do Planners Have an Ethical Obligation to Ensure the Success of Minority Business Owners?' is emblematic of the type of equity-informed research our students are carrying out.

Kailyn LaPointe (2021) worked as an intern in the City of Westfield's Planning Department and completed an outstanding senior capstone research project entitled 'The Economic and Developmental Impacts of Blue Back Square on West Hartford, CT.'

Jason Haji (2021) was a Regional Planning and Sociology double major, a student athlete (soccer) and a top performing student in the program. Jason had an internship with the Westfield Boys and Girls Club working with Dr. Gross and the leadership there to provide feedback on their master plan. He was one of our Academic Award recipients for 2021.

Amber Stearns (2022) graduated with a double-major in Regional Planning and Environmental Science. She completed multiple research projects and had several paid internships, winning multiple accolades and awards for her work, including the GPS Department Stephanie Kelly Award. She finished her degree and began a through-hike of the Appalachian Trail immediately after.

Olivia Houde (2022) was involved in so many things across the campus. She was a student organizer and SGA representative, a campus radio station DJ, and a co-manager of our campus food pantry garden. She was also active in the Environmental Planning Club and the Sustainability Club. During the summer of 2020 Olivia carried out research supported by one of Westfield State's student research grants. Her work was focused on integrating sustainability as a theme for new student orientation. She was one of the nine WSU students to receive the *2020-21 WSU President's Award for Excellence in Leadership*.

4) Evidence of Accreditation

The Department of Geography, Planning and Sustainability is not currently accredited separately. Westfield State University is regionally accredited by the New England Commission of Higher Education (NECHE).

Regional Planning, B.S., with Urban/Social Justice or Environmental Planning Concentration. Total = 39 credits.

Regional Planning Foundation Courses - 21 Credits

- GPS 0105 - Introduction to Community Planning Credits: 3
- GPS 0106 - Environment, Sustainability, & Society Credits: 3
- GPS 0216 - The (Un)Just City Credits: 3
- GPS 0219 - Land Use and Resource Planning Credits: 3
- GPS 0222 - Site Planning Studio Credits: 3
- GPS 0225 - Legal Issues in Zoning and Planning Credits: 3
- GPS 0391 - Seminar in Regional and Environmental Planning Credits: 3

Regional Planning Methodology Courses - 9 Credits

Required - 6 Credits

- GPS 0244 - Introduction to Geographic Information Systems Credits: 3
- GPS 0246 - Quantitative Methods for Social and Physical Science Credits: 3

Choose One - 3 Credits

- GPS 0243 - Introduction to Remote Sensing Credits: 3
- GPS 0340 - Data Collection and Analysis Credits: 3
- GPS 0343 - Advanced Remote Sensing Credits: 3
- GPS 0344 - Advanced Geographic Information Systems Credits: 3
- GPS 0360 - Field Methods Credits: 3
- GARP 0241 Cartographic & Data Visualization

GARP 0317 Special Topics in GIS
GARP 0343 Advanced Remote Sensing
GARP 0347 Cloud GIS
GARP 0350 Internship in GIS
GARP 0365 Geoprocessing
GARP 0399 Independent Studies in GIS

Urban & Social Justice Concentration - 9 Credits

Choose three courses from the following:

GPS 0204 - Housing in America Credits: 3
GPS 0213 - Travel and Tourism Planning Credits: 3 or
GPS 0218 - Recreation Geography Credits: 3
GPS 0217 - Contemporary Global Issues Credits: 3
GPS 0233 - Planning (for) Disasters Credits: 3
GPS 0252 - Cities of the Global South Credits: 3
GPS 0305 - Regional Geography of New England Credits: 3
GPS 0314 - Transportation Geography Credits: 3
GPS 0316 - American Suburbanization Credits: 3
GPS 0317 - Special Topics in Geography and Planning Credits: 1-4
GPS 0325 - Food Systems Planning Credits: 3
GPS 0350 - Internship in Regional and Environmental Planning Credits: 3-12
GPS 0352 - Planning Green Sustainable Cities Credits: 3
GPS 0399 - Independent Study Credits: 3-6

Or...

Environmental Planning Concentration - 9 Credits

Choose three courses from the following:

GPS 0107 - Climate Change Credits: 3
GPS 0230 - Meteorology Credits: 3 or
GPS 0331 - Severe and Unusual Weather Credits: 3
GPS 0236 - Environmental Analysis II Credits: 3
GPS 0238 - Environmental Impact Analysis Credits: 3
GPS 0245 - Sustainable Energy Credits: 3
GPS 0250 - Political Ecology Credits: 3
GPS 0251 - Water Resources Planning and Management Credits: 4
GPS 0311 - Regional Geography of Latin America and the Caribbean Credits: 3
GPS 0317 - Special Topics in Geography and Planning Credits: 1-4 (with Environmental Emphasis)
GPS 0350 - Internship in Regional and Environmental Planning Credits: 3-12
GPS 0399 - Independent Study Credits: 3-6

Regional Planning, Common Core Courses (Recommended)

GPS 0101 - World Regional Geography Credits: 3
GPS 0102 - Physical Geography Credits: 4
GPS 0204 - Housing in America Credits: 3
GPS 0107 - Climate Change Credits: 3
GPS 0210 - Cultural Geography Credits: 3



Board of Trustees

June 28, 2022

MOTION

To approve the FY23 provisional operating budget as presented and to authorize the President to make budget adjustments to these funds.

Robert A. Martin, Ph.D., Chair

Date

Westfield State University
Finance and Capital Assets Committee

FY23 Provisional Operating Budget

June 22, 2022

OVERVIEW

The past few years have presented several challenges for our campus, and higher education in general, that have had a direct impact on the financial operations of the university. The impact of the Covid-19 pandemic still lingers but has improved significantly. The current enrollment climate is challenging due to the demographic impact, ability to increase retention and shifting demands for new programs and certificates. This has created a highly competitive higher education landscape not only in Western Massachusetts, but many parts of the country. Certain key economic factors such as inflation, supply chain issues, and a labor shortage have placed significant financial pressure on the campus, having the greatest impact on Facilities and Dining Operations who more heavily rely on labor and the delivery of goods/services. While the Dining Services program can scale more easily, Residential Life has a higher degree of fixed costs making it harder to scale the program.

The work of the UEAAC Committee saw progress in FY22, with the Academic Affairs Restructure plan complete, the Office of Strategic Finance and Institutional Planning established, integration of AIS and IT Operations, and the hiring of a JEDI Officer to name a few. Total savings of approximately \$1.4M has been fully integrated into the Provisional Budget Model. The campus is hoping to receive additional state appropriation of \$751k above what was budgeted in FY22 as well as appropriation to cover a majority of collective bargaining increases. FY21 and FY22 compensation and related appropriation are now included in the Provisional Budget. Final FY23 collective bargaining agreements (CBAs) and related appropriation funding will be included in the October Final Budget after increases are completed and the Commonwealth passes a FY23 budget this summer.

A critical element to partially closing the structural deficit is the Glide Path Strategy, which relies on a 50/50 split for a draw on use of cash reserves as well as the equivalent in campus budget reductions. The campus has held back funding on several vacant positions in order to partially meet its obligation for the Glide Path Strategy. To date, the campus has solved approximately \$1.6M. The structural deficit is currently projected at \$5.3M. The current projection indicates there would be an additional enrollment decline of 174 students, which is factored into the Provisional Budget. The most recent projection is based on a point in time data on registered students, transfers, and first year freshman deposits. It's important to note that the Glide Path Strategy relies on a multi-year improvement to enrollment, retention and other revenue gains in order to lower cash reserve draw downs in future years.

The Provisional Budget reflects that the campus has solved a portion of its structural deficit, in FY23, with \$1.0M remaining unsolved, based on more current enrollment data. This was accomplished by holding back funding from vacant position lines. Campus leadership will

undertake a further review of budget alternatives to bring the budget back into balance over the summer months.

PROVISIONAL BUDGET PLAN FY23

Developing a FY23 Provisional Budget was determined to be necessary since many key planning elements such as enrollment and state appropriation are still shifting and not certain. Furthermore, while it seems we are moving past the most difficult phases of the Covid-19 pandemic, enrollment still remains challenging and continues to decline. The glide path will allow the university more time to plan for and implement marketing, branding and offer new programs and educational opportunities.

- The FY23 Provisional Budget reflects a total remaining deficit of \$1.06M which is comprised of a \$0.04M operating deficit and a \$1.02M deficit in Residential Life following a campus transfer of \$1.9M to ensure proper MSCBA required reserve funding. UEAAC permanent reductions of \$1.4M (20% of the projected \$6.9M) have now been fully realized in order to close part of the structural deficit. Further UEAAC savings are unknown at this time.
- Enrollment continues to trend downward resulting in a continuation of a structural deficit. The campus is planning for enrollment of 3,073 billable students on a full year average basis, which is a reduction of 174 students from the April Planning Scenario of 3,250 and 142 students (or 4.4% fewer) from the FY22 Budget of 3,215. This will have a compounding affect as smaller cohorts of incoming classes progress toward graduation. The FY23 Provisional Budget Model reflects year over year net Tuition and Fee decline in revenue of \$.04M mainly due to significantly lower enrollment which is partially offset by an increase mandatory in-state tuition and fees of 3.2%.
- Federal Funding - HEERF II funds of \$2.8M are expected to convert to reserves (a combination of unspent HEERF funds and final HEERF payments in FY22). The campus is also anticipating \$1.6M of reimbursement for prior year Covid-19 related expenses through the FEMA program, an undertaking which took over a year of effort by several departments in Division of Administration and Finance. If the FEMA reimbursement is received in FY23, the campus will place those funds in a contingency account for utilization to be determined by the President. Federal funding will not offset the ongoing structural deficit as funds are considered one-time only whereas the structural deficit reflects the ongoing result of lower enrollment and increasing expenses over time.
- American Rescue Plan Act (ARPA) - State funding of \$3.5M is expected to be received by the campus as follows: FY23 \$1.9M to be utilized to offset Covid-19 related expenses and for maintenance projects, (which are the required uses of those funds by law) and \$1.6M in FY24 for same purposes.
- Financial challenges are significant in Residential Life and Dining Services, as expected, due to the overall enrollment impact. Occupancy is projected to be only 70%, with 1,690

students expected to live on campus, versus design occupancy of 2,397. Given that a majority of expenses in Residential Life are fixed in the form of MSCBA debt obligations, cost containment strategies are challenging for housing operations. Residential Life is currently projecting a total deficit of \$2.9M and will require an additional \$1.9M in funding from the campus operations in order to fully fund the projected loss and MSCBA required reserve balance, which is 5% of prior year expenses. Breakeven occupancy targets are estimated between 90% - 95%. The flat room pricing structure was implemented and is considered successful as housing prices on campus are now competitive with rental markets. If the campus cannot recover occupancy to its breakeven targets, strategies will be required to ensure financial stability and the campus will have to continue financially supporting the residential program.

- As of the timing of this writing, the campus made a decision to close Dickenson Hall this fall in order to achieve financial savings with regards to staffing by way of not filling vacant positions, and cleaning and utility costs. This decision was triggered by lower occupancy in residential students and does not affect returning students. A financial assessment of cost avoidance is being developed, but is not yet finalized.
- The President's Innovation Fund offered the campus an opportunity to submit ideas that support return on investment, cross-functional collaboration, and alignment to the campus mission statement. The Innovation Fund Work Group received 12 applications and was able to approve 4 of those applications. Return on Investment (ROI) has not been integrated into the Provisional Budget Model as the timing of decisions did not coincide with planning, however, ROI is expected to be integrated into the October Final Budget for those initiatives that anticipate ROI within FY23.
- Dining Services participation rates follow enrollment and occupancy levels. Currently, it is expected to contribute \$1.3M to the campus to support their overhead costs. All residential students are required to participate in one of several dining options. Unlike residential life, dining expenses are more variable and based on staffing and food costs which has experienced significant pressure due to high inflation and significant labor shortages. A stable level of staffing is required to properly service the projected residential population.
- The campus is anticipating approximately \$0.9M in COVID related expenses, such as the need for temporary staff, PPE, academic technology, COVID-19 testing, and sanitization supplies still remain necessary. The campus is expecting to utilize ARPA funding to offset covid related costs, which will result in a budget neutral impact to the Provisional Budget.
- CGCE has merged certain some administrative positions with the Day Division as part of the UEAAC recommendation, however, for planning purposes, the FY23 Provisional Budget assumes steady state in alignment with fiscal treatment as in previous years, since the merge of financials has not been completed. Revenue is expected to be relatively flat year over year at \$12.1M, which represents a minor increase of \$0.1M, mainly due to graduate

credits. It is assumed that CGCE will contribute \$2.78M to the campus, in support of overhead costs, which includes \$300k related to UEAAC savings on APRs.

FY23 BUDGET BALANCING STRATEGY

When factoring the most recent enrollment projection, the campus has only partially reduced the \$5.3M structural deficit, with \$1.06M remaining. Significant progress has been made, but the Cabinet will be evaluating potential strategies to balance the FY23 structural deficit over the summer months and heading into the fall. The structural deficit projection will be updated once more accurate enrollment and state appropriation amounts are known.

SUMMARY

The FY23 Provisional Budget was developed in order to support critical operations and opportunities, as several critical planning elements still remain uncertain. Key revenue indicators such as enrollment and state appropriation will be better known as we approach the fall, at which time the campus will develop a final budget in October. The campus continues to carefully evaluate the balance between affordability, enrollment, and strategic investments while striving to balance the budget, however, the sharp and continued declines in enrollment continue to present a significant financial challenge for the campus. The campus will continue to work toward meeting its obligation for the Glide Path strategy to close the structural deficit in the Final October FY23 budget.

MULTI-YEAR FINANCIAL FORECAST FY24-FY28 - UPDATE

In the spring, the campus began updating the multi-year financial forecast, FY24 – FY28, with key units across campus. The goal is to develop a longer-term financial plan to coincide with market conditions, academic program offerings, resource allocation and campus growth strategies.

There are several forecasting methods commonly used in multi-year financial planning: Straight line, which applies constant growth rates, moving average, which relies on patterns in financial results to predict future revenues and expenses, and bottoms up, which relies on analytically based financial and metric inputs. The Office of Strategic Finance and Institutional Planning has initiated the development of a bottoms up, analytically based multi-year financial forecast for the campus by integrating projections on key metrics such as inflation, enrollment, occupancy, and meal plan participation rates. SFIP also involved several units on campus to participate by providing operational business intelligence about key plans for future spending, debt service, and known escalations or savings on key budget line items. Several assumptions were also made based on reliable historical data and are subject to change.

The campus will be shifting its financial aid model to a discount rate strategy vs fixed budget strategy in order to remain competitive. A multi-year financial aid strategy is being developed by Enrollment Management to implement this new approach which will become a part of the Multi-Year Financial Forecast starting with FY24.

At the present time, the campus Financial Model is designed as a roll forward with the ability to develop a forecast through FY28 with several components being formula driven by metrics and related rates and other inputs being backed by analysis. To complete the multi-year forecast, the Academic Affairs Master Plan, return on investment from the Innovation Fund, financial outcomes from the President's Strategic Vision & Marketing plan, and more accurate enrollment counts on average billable students must be integrated. Once those key pieces of information are made available, the forecast will be updated and is expected to be finalized to coincide with the October Final Budget presentation. Campus goal will be to utilize a rolling multi-year forecast approach and integrate this process into the overall campus planning structure so that an updated forecast is developed annually.

Westfield State University
FY23 Provisional Budget

			FY23 Provisional Budget		Year-Over-Year Comparison	
	FY21 Budget	FY22 Budget	April	June - Final Recommended	\$-Fav / (Unfav)	%-Fav / (Unfav)
Revenue:						
State Appropriation	26,516,934	31,988,905	31,988,905	34,143,763	2,154,857	6.7%
Total Tuition/Fee Revenue	40,121,046	36,100,094	37,705,755	35,675,439	(424,655)	(1.2%)
Foundation	445,000	839,000	839,000	1,065,500	226,500	27.0%
Grant Revenue	1,591,550	1,535,937	1,535,937	1,678,737	142,800	9.3%
Other Revenue	2,721,655	2,645,783	1,883,064	2,652,447	6,665	0.3%
CGCE	11,809,587	12,024,757	12,140,783	12,140,783	116,026	1.0%
Residential Life	9,692,044	14,659,945	15,477,267	14,681,387	21,442	0.1%
Dining Services	5,197,401	8,799,412	7,967,013	8,550,425	(248,987)	(2.8%)
Covid Related Grants (HEERF & ARPA)		3,667,966	-	918,352	(2,749,614)	(75.0%)
Total Revenue	\$ 98,095,216	\$ 112,261,799	\$ 109,537,724	\$ 111,506,833	\$ (754,965)	(0.7%)
Expense:						
Compensation	42,004,728	43,040,061	44,165,017	44,317,517	(1,277,456)	(3.0%)
Fringe	6,618,501	5,043,794	5,742,796	5,041,369	2,425	0.0%
Department Operations	11,769,893	14,542,147	15,047,432	15,243,229	(701,082)	(4.8%)
Strategic Investments	370,685	351,581	451,581	372,581	(21,000)	(6.0%)
Financial Aid	3,820,771	4,299,221	5,088,621	5,153,715	(854,494)	(19.9%)
Debt Service	1,029,231	2,099,258	1,481,315	1,481,315	617,943	29.4%
Contingency	425,000	650,000	650,000	629,000	21,000	3.2%
Capital Investments	2,301,200	2,575,000	2,575,000	2,575,000	-	0.0%
CGCE	8,571,068	8,768,566	9,349,879	9,363,824	(595,258)	(6.8%)
Residential Life	12,144,594	16,270,859	17,528,733	17,635,468	(1,364,609)	(8.4%)
Dining Services	7,113,002	7,677,659	6,845,260	7,208,240	469,419	6.1%
Utilities	2,140,619	2,370,619	3,195,940	2,833,500	(462,881)	(19.5%)
Innovation Fund Expenditures		-	-	800,000	(800,000)	
All Other	4,646,036	4,610,169	4,979,665	4,982,744	(372,575)	(8.1%)
Covid Related Expenses		3,667,966	1,500,000	918,352	2,749,614	75.0%
UEAAC Savings		(1,886,114)	(1,353,920)	-	(1,886,114)	(100.0%)
Total Expense	\$ 102,955,329	\$ 114,080,785	\$ 117,247,318	\$ 118,555,854	\$ (4,475,069)	(3.9%)
Unadjusted Net Profit/(Loss)	\$ (4,860,113)	\$ (1,818,986)	\$ (7,709,594)	\$ (7,049,020)	\$ (5,230,034)	(287.5%)
Revised Structural Deficit		\$ (2,883,584)	\$ -	\$ -	\$ 2,883,584	100.0%
Net Profit/(Loss)	\$ (4,860,113)	\$ (4,702,570)	\$ (7,709,594)	\$ (7,049,020)	\$ (2,346,450)	(49.9%)
Reserve Funding:						
Planned Use of Reserves	3,205,745	950,958	1,450,958	1,801,047	(850,089)	(89.4%)
Capital Rollover	1,654,368	868,028	868,028	1,537,156	(669,128)	77.1%
Glide Path Strategy				2,650,803	(2,650,803)	
Total Use of Reserves	\$ 4,860,113	\$ 1,818,986	\$ 2,318,986	\$ 5,989,006	\$ (4,170,020)	(229.2%)
Temporary Structural Deficit Offset	\$ -	\$ 2,883,584	\$ -	\$ -	\$ (2,883,584)	(100.0%)
Adjusted Surplus/(Deficit)	-	-	(5,390,609)	(1,060,014)	(1,060,014)	(100.0%)

**Westfield State University
FY23 Provisional Budget**

	FY21 Budget	FY22 Final Budget	April	June - Final Recommended	YoY Change B/(W)
Revenue Assumptions					
Billable Students	3,552	3,215	3,250	3,073	142
% Change YoY	-15.9%	-9.5%	-5.6%	-4.4%	
Housing Students	1,338	1,769	1,788	1,690	79
% Change YoY	-43%	32%	1%	-5%	
Occupancy Rate	55%	73%	78%	70%	
In-State Tuition and Fees Incr.	3%	0%	3.2%	3.2%	3.2%
General Fee Increase	290	-	361	361	361
Residential COA Incr. (weighted avg.)	2.6%	2.6%	3.4%	3.4%	-0.8%
State Appropriation as % of Revenue	27%	28%	29%	31%	-3%
Investment Earnings	\$635k	\$325K	\$115K	\$115K	-\$210K
Operating Reserve / Contingency	\$425k	\$650K	\$650K	\$629K	-\$21K
Expense Assumptions					
Strategic Plan Funding 1-Time	\$107K	\$100k	\$100k	\$121K	\$21k
Financial Aid Increase	\$250k	\$200k	\$700k	\$700k	\$500k
UEAAC Savings	-	\$1.7M	\$1.3M	\$1.4M	-\$300k
Overhead Contributions					
Dining Contribution	-	\$1.1M	\$1.1M	\$1.3M	\$200k
CGCE Contribution	\$3.2M	\$3.2M	\$2.75M	\$2.78M	-\$420k
Net Results					
CGCE Surplus	-	-	\$41k	-	-
Residential Housing Deficit	\$879k	\$1.6M	\$2.0M	\$2.95M	-\$1.35M
Lansdowne Deficit	\$1.4M	\$100k	-	-	\$100k
Dining Deficit	\$513k	-	-	-	-

Notes:

1) A portion of the overall Utility expense increase is included in the Residential Life expense budget of \$1.8M. Campus wide, Utilities are expected to increase by 25.4% or \$1M.

Westfield State University
FY23 Detailed Budget by Trust Fund
Provisional Budget

	Operating Budget	Innovation Fund	ARPA Funding Covid	Grants	Capital Project Fund	CGCE	Residential Life	Dining Services	Other Trust Funds	FY23 Budget
Revenue										
Scholarship Allowance				(11,520,448)						(11,520,448)
Tuition and Fees	35,675,439					12,140,783			120,000	47,936,222
Federal Grants and Contracts			918,352	8,161,185						9,079,537
State Grants and Contracts				4,885,000						4,885,000
Private Grants and Contracts				153,000					-	153,000
Residence Fees							14,455,926			14,455,926
Dining Fees								8,550,425		8,550,425
Other Operating Revenues	599,548						185,462		699,175	1,484,184
Commissions	318,725						40,000			358,725
State General Appropriations	34,143,763									34,143,763
Foundation Support	1,065,500									1,065,500
Innovation Fund		800,000								800,000
Investment Income	115,000									115,000
Total Revenue	71,917,974	800,000	918,352	1,678,737	-	12,140,783	14,681,387	8,550,425	819,175	111,506,833
Expenses										
Personnel	44,317,517			309,500		3,578,268	2,194,132	2,116,117	54,166	52,569,700
Fringe Benefits	5,041,369			126,324		1,554,185	919,122	805,627	23,266	8,469,892
Operations	15,243,229			974,913		4,156,371	2,320,785	3,759,864	1,498,541	27,953,704
Strategic Investments	372,581									372,581
Utilities	2,833,500						1,952,470			4,785,970
Debt Payments	1,481,315							312,774		1,794,089
Operating Contingency	629,000							208,858	878	838,736
Capital Projects					4,112,156			-		4,112,156
Scholarships	5,153,715			268,000		75,000	89,395	5,000	40,000	5,631,110
Transfers	457,892			80,446	(2,575,000)	2,776,959	(2,082,482)	1,342,185		-
MSCBA Assessment							10,309,563			10,309,563
Innovation Fund Expenditures		800,000								800,000
ARPA Grant for Covid Expenses			918,352							918,352
Total Expense and transfers	75,530,117	800,000	918,352	1,759,183	1,537,156	12,140,783	15,702,986	8,550,425	1,616,851	118,555,853
Net Revenue over Expense	(3,612,143)	-	-	(80,446)	(1,537,156)	-	(1,021,598)	-	(797,676)	(7,049,020)
Planned Use of Reserves	922,925			80,446				-	797,676	1,801,047
Capital Rollover					1,537,156					1,537,156
Glide Path	2,650,803									2,650,803
Total Use of Reserves	3,573,728	-	-	80,446	1,537,156	-	-	-	797,676	5,989,006
Net Surplus/(Loss)	(38,416)	-	-	-	-	-	(1,021,598)	-	-	(1,060,014)

Notes:

1. Other Operating Revenues consist of parking, application fees, phone fee, non-credit program revenue and other miscellaneous fees
2. Transfers represent the movement of cash from one trust fund to another
3. Planned Use of Reserves may require minor adjustments following year end accounting validation
4. UEAAC Savings of \$1.4M is integrated into the Provisional Budget

Westfield State University
FY23 Undergraduate Enrollment Projection

6/21/2022

Comprehensive U/G Enrollment Data for Summer and Fall 2022

New Student Registration Projection	
First Year First Time	840
Transfers	210
Total New Students	1,050 a.

Returning Student Registration	Eligible	Projection - Registered	%
Seniors	827	717	87%
Juniors	679	680	100%
Sophomores	791	690	87%
First Years	136	159	
ReEnrolling		34	
Visiting		5	
Total Eligible/Registered	2,433	2,285	94%
Estimated Registered W/D's		(50)	
Holds to come back		70	
Total Registered		2,305	
2.5% Melt Rate		(58)	
Total U/G Registered Students	2,433	2,247	92% b.

Full Year Average Billable Student Calculation				
	Apply Spring	Average		
Fall Enrollment	Melt 9%	Billable	Less XRG	FYA Billable
a. + b.				
Total Undergraduate Billable Students	3,297	2,968	3,133	(60) 3,073

Provisional Budget Model

April Projection	3,247	Previous Enrollment Target
Revised Projection	3,073	Used in the Provisional Budget Model
Diff B/(W)	(174)	

Financial Impact of Revised Enrollment Projection

Tuition & Fees	\$ (2,004,953)	General Fee \$11,500/Student
Housing Operations	\$ (795,879)	55% of U/G student Count @ \$8,300
Total Additional Deficit	\$ (2,800,832)	

Note:

- 1) Dining Operations are projected to experience revenue declines of \$452,980, but will lower expenses to balance their budget.
- 2) The Enrollment Projection above was developed using a combination of known registration information and assumptions
- 3) A more accurate enrollment projection will be available closer to the fall at which time the October Final Budget will be updated

WESTFIELD STATE UNIVERSITY
Schedule of Annual Tuition and Fees
FY22 - FY23 Comparison
FY23 Approved - 2/17/2022
Updated 5.10.22 - SHIP Rate Finalized

	FY22 Approved	FY23 Approved	\$ Change	% Change
TUITION:				
√ Resident	970	970	0	0.0%
Proximity	1,455	1,455	0	0.0%
Non-Resident & Foreign	7,050	7,050	0	0.0%
MANDATORY FEES:				
Student Activity	123	162	39	31.7%
General Fee	9,216	9,538	322	3.5%
Capital Improvement Fee	100	100	0	0.0%
Technology Fee	730	730	0	0.0%
√ Total Mandatory Fees	10,169	10,530	361	3.6%
Total In-State Tuition/Fees	11,139	11,500	361	3.2%
ROOM RATES:				
√ Estimated and Adjusted Weighted Average Room Rate	8,068	8,300	232	2.9%
MEAL PLAN RATES:				
Unlimited Meal Plan	4,500	4,724	224	5.0%
On the Go Dining Plan	1,500	1,546	46	3.1%
Blue 15	4,300	4,516	216	5.0%
Gold 10	4,100	4,306	206	5.0%
Hoot 5	2,500	2,576	76	3.0%
Commuter 5	2,500	2,576	76	3.0%
Total Recommended Change in Mandatory Fees ⁽²⁾	23,707	24,524	817	3.4%
OTHER FEES:				
Study Abroad Fee	40	50	10	25.0%
Practical Exam, Equipment and Clinical Fee	140	240	100	71.4%
Student Teaching (practicum) Fee	250	250	0	0.0%
Nursing Fee ⁽¹⁾	1,794	1,794	0	0.0%
Late Registration Fee	25	25	0	0.0%
Late Payment Fee	100	100	0	0.0%
Bad Check Fee	25	25	0	0.0%
Reinstatement Fee	50	50	0	0.0%
ID Card Replacement Fee	40	40	0	0.0%
Parking	100	100	0	0.0%
Parking - CGCE	60	60	0	0.0%
WAIVABLE FEES:				
Student Health Insurance (see note below)	3,504	3,663	159	4.5%
Wellness Center	185	185	0	0.0%
Lifetime Owls (opt in fee)	75	75	0	0.0%

√ Average student annual change in fees is calculated using the gray shaded areas.

√ Student Health Insurance Plan rate decided 5.10.22. Plan changes were made to minimize increase in cost.

Note:

1. The Nursing Fee includes coverage for clinical requirements by healthcare facilities and payment for Assessment Technology Institutes (ATI).
2. Actual cost of attendance is determined by financial aid and may vary from the weighted average estimated cost of attendance.



Board of Trustees

June 28, 2022

MOTION

To approve the FY23 proposed capital budget as presented in the FY23 Major Capital Projects for Facilities Plan.

Robert A. Martin, Ph.D., Chair

Date

	Deferred Maintenance	Funding Source				Total	Comment
		Campus	DCAMM	MSCBA	ARPA		
Physical Plant Projects							
1. Deferred Maintenance	Y	514,278	1,472,735	1,589,323		3,576,336	DCAMM Matching Funds
2. Infrastructure Repairs/Maintenance	Y	150,000				150,000	
3. MEP/F Master Plan Phase II	Y	200,000				200,000	Utilization Study
4. Emergency Equipment Failure	Y	150,000				150,000	
5. Critical repair contingency	Y	100,000				100,000	
6. Roof Tie Downs-Ely & Bates		50,000				50,000	
7. Opacity Monitoring System for Power Plant	Y	25,000				25,000	
8. University Fuel Pumps Controls System	Y	20,749				20,749	
9. Wilson Gender Inclusive Studies & Work		20,000				20,000	Part of multi-year commitment
10. Salt spreader for sidewalks		11,100				11,100	
Sub-total		1,241,127	1,472,735	1,589,323		4,303,185	
Information Technology							
1. Data Center Routers		332,000				332,000	End of Life
2. Faculty / Staff LifeCycle		200,000				200,000	Replacement Schedule
3. Classroom Technology		125,000				125,000	
4. Computer Lab Replacement		125,000				125,000	
5. VM Storage Switches		88,000				88,000	
6. ODA Patching		18,500				18,500	
7. Automic Automation Upgrade EOL		12,000				12,000	
8. Ellucian Experience		25,000				25,000	Banner System
Sub-total		925,500	-	-		925,500	
Other Projects							
1. Miscellaneous moves & studies		200,000				200,000	To fund DCAMM Studies
2. Furniture upgrades and equipment replacement	Y	23,000				23,000	
3. Fitness center upgrades	Y	48,282				48,282	Replace Equipment
4. Academic Space Upgrades	Y	137,091				137,091	Multiple programmatic projects
Sub-total		408,373	-	-		408,373	
Total		2,575,000	1,472,735	1,589,323		5,637,058	
Projects Funded via Rollover							
1. Rollover Facility Projects	Y	241,107				241,107	
2. Rollover for DCAMM Projects	Y	1,222,675				1,222,675	
3. Rollover for IT Projects		73,375				73,375	
4. Rollover for Dining Services						-	
Sub-total		1,537,156	-	-		1,537,156	
Grand Total		4,112,156	1,472,735	1,589,323		7,174,215	

Notes:

- 1) MSCBA Project may change as final decisions are made
- 2) The estimates noted above are construction estimates not project cost estimates. Once studies have been completed and bids received, total project costs will be determined.

Item	Type	Project	Estimated Construction Cost / Match	Description
1	F&O	Roof Tie Downs-Ely & Bates	50,000	Life safety issue. Currently as roof work, drain work etc is being completed, there are no tie off areas available. This is a code issues as well as a severe risk for falling off the roof.
2	F&O	Opacity Monitoring System for Power Plant	25,000	Mandated to run the steam system
3	F&O	University Fuel Pumps Controls System	20,749	Needed to be able to get fuel for the Facilities, Police and other University vehicles
4	F&O	Wilson Gender Inclusive Studies & Work	20,000	Students were told we would work on creating GI restrooms every year
5	F&O	Salt spreader for side walks	11,100	Need replacement for unrepairable spreader. This spreader does all the sidewalk on campus
6	F&O	Wilson Roof Replacement	50,000	Replacement of the roof on Wilson Hall. Roof Warranty expired in 2014.
7	F&O	Wilson Fire Systems	1,365,450	This is the second year of a 2 year project to install fire sprinkler system in Wilson Hall.
8	F&O	Ely Hall HW Storage Tank & Circulator Pumps	241,380	Replace the HVAC Pumps, Heat exchangers and Domestic Hot water storage tank in Ely.
9	F&O	Power Plant Deaerator & Condensate Rec Tank	303,415	Replace the Steam Deaerator and Condensate Receiver tank in the Power plant that services the University
10	F&O	Trades Roof	20,000	Replace the roof on the Trades building. The roof warranty expired in 2004
11	F&O	Ely Pool Repair	6,769	Repair the pool in Ely. Original project was to repair existing concrete, cleaning, treating and replacing rebar and cathodic protection and concrete coating. During that project further damage was found, we are currently working on defining the new scope of work needed for the repair.
Total Facilities Projects			2,113,863	

12	Non F&O	Data Center Routers (91357)	332,000	Data center router and components are 5 years past EOL - we have had one failure already. If these routers fail, we lose connectivity to 80% of the campus and the internet.
13	Non F&O	Miscellaneous Moves & Studies	200,000	Required for unforeseen and unbudgeted projects that require House Doctor studies and/or moves
14	Non F&O	Utilization Review	200,000	Phase II of the Master Plan Process.
15	Non F&O	Faculty Staff Lifecycle (91354)	200,000	Impact on delivery of education
16	Non F&O	Emergency HVAC Equipment Failure	150,000	Campus is required to fund all emergencies for HVAC building equipment failures.
17	Non F&O	Infrastructure Repairs/Maintenance	150,000	Required for unforeseen Infrastructure failures that risk occupancy of a buildings (e.g., steam lines, power grid, road repairs, etc.)
18	Non F&O	Classroom Technology Replacement (91355)	125,000	Impact on delivery of education
19	Non F&O	Computer Lab Replacement (91356)	125,000	There were zero dollars allocated to this last year and our labs are critical for student success
20	Non F&O	Contingency	100,000	Contingency for critical unfunded campus needs that may arise during the fiscal year
21	Non F&O	VM Storage Switches (91357)	88,000	These switches are critical the servers that are housed on them and the vendor is desupporting this version in FY23. All servers internally (with a few exceptions) are housed in the environment these switches service.
22	Non F&O	ODA Patching (91225)	18,500	Patching the Banner database is critical to our cybersecurity efforts as all of our PII is housed there. This is also a compliance requires for PCI-DSS which is assessed annually.
23	Non F&O	Automic Automation Upgrade EOL (91225)	12,000	Software is EOL and will no longer function at the end of the term in FY23 - this software is the job scheduling software that automates all our background jobs that provide data, reports, account creations etc. to the campus.
Total Non-Facilities Projects			1,700,500	

Total FY23 Project Cost	3,814,363
<i>Less: DCAMM Funding</i>	<i>1,472,735</i>
Campus Funding	2,341,627

Note:

1. Funding may be from multiple sources; DCAMM, rollover funding from prior year, FY21 Campus Capital Budget
2. Amounts represented above are estimates

**Westfield State University
FY23 Capital Rollover Requests**

6/17/2022

1) University Funded								University Funded
Submitted by	Project Name	Justification (2-3 Words)	Request Type	Capital Category	FY22 Approved Funding Amount	Amount Spent by June 30th FY22	Remaining \$ / Unspent	FY23 Rollover Request
Facilities & Operations	Academic Space Renovations	renovations to academic spaces	Other Project	Other Project	43,069	-	43,069	43,069
Facilities & Operations	Scanlon-Window AC/dumpsters	Parenzo relocation costs	Other Project	Other Project	43,943	1,170	42,773	42,773
Facilities & Operations	UEACC Moves	moves related to UEACC	Other Project	Other Project	125,000	50,457	71,265	71,265
Facilities & Operations	Common area furniture upgrades	upgrades for furniture	Other Project	Other Project	20,000	-	20,000	20,000
Facilities & Operations	MEPF Master Plan	extension needed	Other Project	Other Project	200,000	140,000	60,000	60,000
Facilities & Operations	Wilson Gender Neutral Restroom	extension needed			9,000	5,000	4,000	4,000
Alan Blair	Recruit Upgrade to Slate	pushed back (91225/7100)		IT Rollover				25,000
Alan Blair	DegreeWorks Upgrade	scribing (91225/7100)		IT Rollover				10,000
Alan Blair	Campus Labs (Software)	pay year 2 of 3 (transfer to 91442/xxxx)		IT Rollover				38,375
Total University Funded								314,482

2) DCAMM Funded Projects WSU Match								DCAMM MATCH
FUND DESCRIPTION	ORG DESCRIPTION	NOTES	FUND	ORG				FY23 Rollover Request
Power Plant DA & Condensate Tanks DCAMM Match	Capital Planning	Project delayed to FY23	91418	1141				125,050
Ely Hot Water Tanks & Circulator Pumps DCAMM Match	Capital Planning	Project delayed to FY23	91417	1141				57,960
Wilson Sprinklers DCAMM Match	Capital Planning	Rollover	91415	1141				585,332
HMC AC	Capital Planning	Project completion delayed	91059	1141				200,738
Unallocated Match	Capital Planning	OPM/project contingency	91222	1141				204,323
Ely Pool	Capital Planning	Additional repairs needed	91425	1141				4,593
Dower Boiler	Capital Planning	Final completion	91426					44,679
Total Capital Rollover Requests								1,222,675
Total Capital Rollover Requests								1,537,156



Board of Trustees

June 28, 2022

MOTION

To approve FY23 expenditures for the vehicle lease/purchase program, as presented.

Robert A. Martin, Ph.D., Chair

Date

June 20, 2022

To: Steve Taksar

From: Gary Duggan

Subject: Ford Limited Sale of 2022 Transit Vehicles

Hi Steve,

Our Account Manager at Enterprise recently made me aware of a sale that Ford was having on 2022 Transit vehicles. She recommended that we apply for this sale and replace eight of the 2017 and seven of the 2018 Ford Transits that we currently lease through Enterprise with these 2022 models. In addition to replacing our older Transit vehicles with new 2022 models, this sale would also reduce our monthly rental costs for these vehicles.

We did apply to replace these fifteen Transit vehicles through this sale but I don't know yet if Ford accepted our application. I will stay in contact with our Account Manager at Enterprise and give you an update when she is able to determine if we will get these vehicles through this limited sale. I have listed the fifteen vehicles below and highlighted them in yellow on the FY21 Fleet Summary tab in the FY23 Budget Lease Purchase Vehicle file.

	Vehicle	VIN	Year	Make	Model
1	228R3C	1FTYR1ZM9HKA25399	2017	Ford	Transit-250
2	228R43	1FTYR3XM2HKA22746	2017	Ford	Transit-250
3	228R2Z	1FTYR1ZM1HKA25400	2017	Ford	Transit-250
4	228R36	1FTYR1ZM3HKA25401	2017	Ford	Transit-250
5	22BK3K	1FTYR2CM5HKA15399	2017	Ford	Transit-250
6	228R5J	1FTYR2CM6HKA15542	2017	Ford	Transit-250
7	22DBRH	1FTYR1ZMXHKA33141	2017	Ford	Transit-250
8	22JQQ2	1FTYR1ZM3JKA14145	2018	Ford	Transit-250
9	22JQRQ	1FTYR1ZM5JKA14146	2018	Ford	Transit-250
10	22JR9L	1FTYR1ZM7JKA14147	2018	Ford	Transit-250
11	22JRFV	1FTYR1ZM9JKA14148	2018	Ford	Transit-250
12	22JRGW	1FTYE2CMXHKB05336	2017	Ford	Transit-150
13	22JRGH	1FTYR1ZM0JKA14149	2018	Ford	Transit-250
14	22N8KF	1FTYR2CM4JKA11821	2018	Ford	Transit-250
15	22N8LF	1FTYR2CM6JKA11819	2018	Ford	Transit-250

Regards,

Gary

Gary Duggan
Director of Procurement and Administrative Services
Westfield State University

Westfield State University
 FY23 Lease and Motor Vehicle Schedule

6/17/2022

FY23 New Vehicle Purchase	Quantity	Cost/ Month	Total Cost
EMT Ambulance	1		\$ 5,000

Existing Vehicle Summary	Quantity	Cost/ Month	Annual Cost
Existing Lease Commitments:			
Facilities, Public Safety, Media Services, Mail Services, Catering	22	\$ 14,250	\$ 171,000
5% Escalation			\$ 8,550
Program Service fee			\$ 8,082
2020 Transit F250 Cargo (Van)	1	\$ 537	\$ 6,448
2020 F-350 Chassis (Truck)	1	\$ 688	\$ 8,260
FY23 Lease Schedule			\$ 202,341

FY22 Vehicle Lease Schedule	\$ 202,341
FY23 Vehicle Lease Schedule	\$ 202,341
Difference B/(W)	\$ -

Notes:

- 1) Monthly Lease Agreements Include Maintenance Charges
- 2) It's possible that the monthly lease payments may be lowered due to a 1-time program offered by FORD to move inventory



Board of Trustees

June 28, 2022

MOTION

To authorize the University to spend up to \$30,000 in FY23 on sponsorship and/or attendance at community events, consistent with University guidelines for the expenditure of such funds. The University will report all expenditures made under this umbrella approval no later than the June 2023 meeting of the Board of Trustees.

Robert A. Martin, Ph.D., Chair

Date



Board of Trustees

June 28, 2022

MOTION

To approve the changes and accept the newly revised Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy (0440), as presented.

Robert A. Martin, Ph.D., Chair

Date

Westfield State University

Policy concerning:

Section Administrative

Number 0440

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APPROVED: October 2005

REVIEWED: June 20~~22~~¹⁹

REPORTING VIOLATIONS OF LAWS, RULES OR REGULATIONS (WHISTLEBLOWER)

PURPOSE

To protect individuals who report suspected improper activity in accordance with this policy against retaliation. In addition to this policy, employees shall be protected from retaliation in accordance with Massachusetts General Law Chapter 149, Section 185.

INTRODUCTION

Westfield State University is committed to complying with all laws, rules and regulations that govern its operating practices. In that spirit, the University has established internal controls and procedures designed to prevent violations of law and applicable regulations. The University encourages all employees, students, volunteers, and vendors/contractors acting in good faith to report suspected improper activity. When the University becomes aware of potential violations, it has a responsibility to investigate such allegations promptly. Similarly, the University has a responsibility to assure that individuals who report what they reasonably believe are violations do not suffer retaliation.

The University's policy is designed to provide guidance to individuals for reporting suspected violations of law, rule or regulation promulgated pursuant to the law. This policy is not meant to abridge any processes or protections available to individuals under any collective bargaining agreement, federal or state law. This policy also does not replace the grievance processes provided in the respective collective bargaining agreements to investigate complaints regarding the terms and conditions of employment, or the affirmative action grievance process established to address alleged unlawful discrimination.

DEFINITIONS

1. Employee - any individual who performs services for and under the direction of Westfield State University for wages.
2. Supervisor - any individual to whom the University has given authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of the law, rule or regulation of which the employee complains.
3. University Reporting Officer (URO) - the person designated by the Audit Committee Chair and the Vice President of Administration & Finance to serve as the official with responsibility for receiving reports of improper activities, as defined herein; the

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person designated to coordinate investigations of improper activities, as defined herein, on behalf of the Audit Committee Chair and the Vice President of Administration & Finance. ~~The Associate Director of Risk Management serves as the URO.~~ The Associate Vice President of Human Resources serves as the URO.

4. Retaliatory Action - (a) adverse action or harassment of an individual; or (b) the discharge, suspension, or demotion of an employee, or any adverse employment action taken against an employee in the terms and conditions of employment.
5. Public Body - (a) the United States Congress, any state legislature, or any popularly elected local government body, or any member or employee thereof; (b) any federal, state, or local judiciary, or member or employee thereof; (c) any federal, state, or local regulatory, administrative or public agency or authority; (d) any federal, state, or local law enforcement agency, prosecutorial office, police or peace officer; or (e) any division, board, bureau, office, committee or commission of any public bodies described above.
6. Improper Activity - any activity by a University employee, volunteer, agent, or vendor/contractor which is a violation of federal, state, or local laws, rules, policies or regulations; is a serious violation of University policy; or uses University property, resources, or authority for personal gain or other non-University purpose except as provided under University policy. Serious violations include, but are not limited to, the following conduct: theft; fraudulent reporting; improper destruction of records; improper use of University assets; unauthorized use of donor / stakeholder information; and failure by the University to provide a reasonable accommodation for a disability or religious belief.
7. False Allegation – Any employee or volunteer who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of improper activity or a subsequent false report of retaliation shall be subject to disciplinary action, up to and including termination. Any student who makes false allegations in the non-employment setting shall be subject to student code of conduct for disposition. Allegations that are not substantiated yet are made in good faith are not subject to corrective action.

REPORTING ALLEGATIONS OF SUSPECTED IMPROPER ACTIVITIES

1. Any individual may report a suspected improper activity. Individuals are encouraged to report improper activities in writing, although they may be made orally. Any such reports should be based on evidencefacts, rather than speculation, and should contain as much specific information as possible to allow for an effective investigation. The ~~“Whistleblower Fraud, Waste & Abuse Report Form”~~ is available on the University website in Word Document format and electronic format for anonymous submission directly to the URO.

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2. Under ~~routine~~normal circumstances, reports by employees of suspected improper activities should be made to the employee's immediate supervisor or to the appropriate administrator within the employee's department or division. In instances where there exists a potential conflict of interest or to ensure confidentiality, an individual may report suspected activity to a University administrator who has responsibility for, or oversight of, the unit in which the suspected activity occurred or to the URO. The URO's contact information is available on the University's Risk Management webpage and at the bottom of the Whistleblower Report Form.-

When a report involves the activities of a ~~senior officer~~ or the URO, the report should be made directly to the President of the University. The President shall inform the Audit Committee Chair of any reports involving senior officers or the URO. All reports involving alleged improper activities by the President shall be reported to the Audit Committee Chair and the Chair of the Board of Trustees.

It is important that all faculty and staff, particularly those in a supervisory role, recognize that any complaint or allegation, formal or informal, may constitute a report of improper activity.

3. Administrators and supervisors who receive reports of alleged improper activity should report that information to their supervisor, appropriate administrative official or the URO as soon as practicable. In circumstances where the alleged improper activity is a minor violation of a rule or regulation it may be appropriate for the supervisor to investigate the alleged activity. When a supervisor is uncertain how the report should be investigated, the supervisor is encouraged to seek guidance and direction from supervisors, the URO and University administrators. When in doubt, supervisors receiving reports should err on the side of reporting to the URO or supervisor. Administrators and supervisors shall report to the URO any alleged improper activities which involve possible criminal acts, the misuse of University resources, or a significant threat to the health and safety of the University community.
4. Individuals are required to report alleged improper activities to the appropriate University official as described in the preceding sections 1, 2 and 3 prior to disclosing the matter to a public body, unless the individual is reasonably certain the activity is known to a supervisor and is an emergency, or the individual reasonably fears physical harm will result from disclosing the activity to a University official, or the disclosure is for the purpose of providing evidence of a crime. Such notice to the supervisor or appropriate University official must be made in writing prior to notification of a public body. In the event an individual does not comply with this section 4, the individual shall not be protected by this policy.
5. Several University departments, public safety and human resources for example, have responsibility for conducting investigations of improper activities. Based on the

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6. If the employee assigned as the URO is unavailable to perform this function for an extended period of time (e.g., family or medical leave, leave of absence, vacancy), the ~~Assistant Vice President of Human Resources~~ Title IX Coordinator will automatically fulfill this function unless otherwise determined by the Vice President of Administration and Finance and the Chair of the Audit Committee. The campus community will be notified and the risk management website will be updated within 2 business days if the URO is unavailable and the ~~Assistant Vice President of Human Resources~~ Title IX Coordinator will temporarily fulfill this function.

PROTECTION FROM RETALIATION/ADVERSE PERSONNEL ACTION

1. Westfield State University is committed to protecting individuals from retaliation for having disclosed alleged improper activities. No retaliatory action may be taken against an individual who, consistent with this policy, reports improper activities or participates in an investigation of suspected improper activities. Further, no adverse personnel action may be taken with respect to any employee who objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of a law, or a regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety, or the environment.
2. Whenever an individual believes that retaliatory action has been taken against the individual for one of the reasons stated in Section 1 above, the individual shall file a complaint with the URO. The complaint shall be filed in writing within 10 days of the date the alleged retaliation occurred. The URO shall meet with the individual within 10 days of receipt of the complaint, conduct such investigation as the URO deems appropriate, and whenever possible, render a decision in writing within 10 days of the meeting. The decision shall set forth a finding whether retaliation took place, and, if so, what remedy shall be undertaken. Any action or decision taken or made shall be reported to the Chair of the Audit Committee.

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3. Nothing in this policy shall be deemed to limit the rights, privileges or remedies of any individual under any federal or state law or regulation, or of any employee under any collective bargaining agreement.

REVIEW

This policy shall be reviewed, at a minimum, every three years by the Audit Committee Chair in conjunction with the Vice President of Administration and Finance.

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REPORTING VIOLATIONS OF LAWS, RULES OR REGULATIONS (WHISTLEBLOWER)

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6. If the employee assigned as the URO is unavailable to perform this function for an extended period of time (e.g., family or medical leave, leave of absence, vacancy), the Title IX Coordinator will automatically fulfill this function unless otherwise determined by the Vice President of Administration and Finance and the Chair of the Audit Committee. The campus community will be notified, and the risk management website will be updated within 2 business days if the URO is unavailable and the Title IX Coordinator will temporarily fulfill this function.

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2. Whenever an individual believes that retaliatory action has been taken against the individual for one of the reasons stated in Section 1 above, the individual shall file a complaint with the URO. The complaint shall be filed in writing within 10 days of the date the alleged retaliation occurred. The URO shall meet with the individual within 10 days of receipt of the complaint, conduct such investigation as the URO deems appropriate, and whenever possible, render a decision in writing within 10 days of the meeting. The decision shall set forth a finding whether retaliation took place, and, if so, what remedy shall be undertaken. Any action or decision taken or made shall be reported to the Chair of the Audit Committee.

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3. Nothing in this policy shall be deemed to limit the rights, privileges or remedies of any individual under any federal or state law or regulation, or of any employee under any collective bargaining agreement.

REVIEW

This policy shall be reviewed, at a minimum, every three years by the Audit Committee Chair in conjunction with the Vice President of Administration and Finance.

Should the Board of Trustees approve the suggested changes to the Whistleblower Policy, this is the email that would be sent to the campus community once the policy has been uploaded to the University website.

Dear campus community,

The university maintains a process to report any fraud, waste or abuse of university resources as a best practice. There are multiple methods to reporting these issues ranging from contacting the appropriate person to report the activity on campus, submitting an anonymous report or contacting the state fraud hotline. Additionally, we maintain a list of helpful resources if further clarification or guidance is needed. All resources and contact information can be found on the university's Risk Management [webpage](#).

The campus has a current [Whistleblower Policy](#) (also known as Reporting Violation of Laws, Rules or Regulations) which was updated in June 2022. This policy spells out the Associate Vice President of Human Resources will serve as the University Reporting Officer (URO) and the appropriate process to follow to report any improper activity or violations.

Also, I would like to indicate that we are required to perform an annual audit of our finances by an independent auditor reporting directly to the Board of Trustees, Audit Committee. We conduct annual financial audits every year and all the annual audits are posted on the Vice President for Administration and Finance [webpage](#), going back to 2010.

I hope you will find these reminders helpful and will utilize these resources as appropriate. Don't hesitate to let me know if you have any questions or if I can be of help. This communication is a part of our annual process to remind the campus of the resources and reporting processes for potential fraud or violations.

Best,

Steve Taksar
Westfield State University
Vice President for Administration and Finance
333 Western Avenue
Westfield, MA 01086
Phone: (413) 572-8241





Board of Trustees

June 28, 2022

MOTION

To elect the following slate of officers for the 2022-2023 academic year:

Dr. Robert Martin, Chair

Ali Salehi, Vice Chair

Dr. Gloria Williams, Secretary

Robert A. Martin, Ph.D., Chair

June 28, 2022
Date



Board of Trustees

June 28, 2022

MOTION

To confirm the appointment of Trustee Theresa Jasmin as the Chair of the Audit Committee for 2022-2023.

Robert A. Martin, Ph.D., Chair

June 28, 2022
Date



Resolution

Westfield State University

Whereas, **Kevin R. Queenin**, of Westfield, Massachusetts, has served honorably as a member of the Westfield State University Board of Trustees for more than 14 years; and

Whereas, during his tenure on the Board he provided leadership as chair for two terms (2009–12 and 2018–21) and secretary (2012–13); and

Whereas, he participated in various Committees of the Board, including the Advancement and Enrollment, Executive, Finance and Capital Assets, Governance and Nomination; and Investment Committees; and

Whereas, he has demonstrated admirable devotion to the financial outlook and strength of the University as an active member of the Westfield State Foundation for 22 years, including two terms as both chair and vice chair; and

Whereas, his education, experience and expertise, insight, diplomacy, warmth, and sound judgment have proven invaluable to the deliberations and policy-making of the Board; and

Whereas, impressive new academic initiatives and educational partnerships, significant campus improvements, a record-level of total giving to the University, and the ratification of a strategic plan highlighted the tenure of his Trusteeship; and

Whereas, as chief executive officer of Specialty Bolt and Screw, Inc. he has contributed to many civic organizations and has facilitated collaboration between the University and the City of Westfield; and

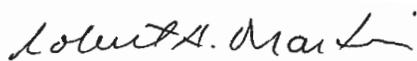
Whereas, his civic and professional contributions include service as a trustee and advisory board member for Baystate Noble Hospital and volunteer work for various groups, which have helped him to provide a unique perspective on many issues, which has proven invaluable to the Westfield State University Board of Trustees; and

Whereas, he has demonstrated his belief in the quality and importance to the Commonwealth of public higher education; and

Whereas, the University is grateful for his advocacy on behalf of its concerns and the Westfield State University mission; and

Whereas, these hallmarks of his terms portend a distinguished future for Westfield State University;

Now, therefore, be it resolved that the Board of Trustees and the University community gratefully salute the dedication and leadership of **Kevin R. Queenin**.



Dr. Robert Martin
Chair



Dr. Linda Thompson
President

June 28, 2022