



## Board of Trustees

October 23, 2024

3:30 to 5:30 PM

President's Boardroom, Horace Mann Center

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

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|---|-------------------------------------|
| <b>1. Call to Order</b>   | Board Chair Ali Salehi              |
| <b>2. Approval of Minutes</b>   | Board Chair Ali Salehi              |
| a. Draft Minutes of June 20, 2024 Full Board Meeting                      |                                     |
| b. Draft Minutes of August 9, 2024 Special Meeting                        |                                     |
| <b>3. General Announcements</b>   | Board Chair Ali Salehi              |
| <b>b. President's Report</b>  | Dr. Linda Thompson                  |
| <b>c. Student Trustee Report</b>  | Trustee Daniel Carrier              |
| <b>d. Honor's Program Presentation</b>                                    | Dr. Hillary Sackey-Taylor           |
| <b>e. <u>Governance and Nomination Committee</u></b>                      | Committee Chair Alvarado            |
| a. Items for Information  |                                     |
| b. Items for Action   |                                     |
| <b>f. <u>Justice, Equity, Diversity and Inclusion Committee</u></b>       | Committee Chair Tessa Lucey         |
| a. Items for information  |                                     |
| b. Items for Action   |                                     |
| <b>g. <u>Enrollment Management and Student Affairs Committee</u></b>      | Committee Chair William Reichelt    |
| a. Items for Information  |                                     |
| b. Items for Action   |                                     |
| <b>h. <u>Advancement, Marketing, and External Relations Committee</u></b> | Committee Chair Dr. Gloria Williams |
| a. Items for Information  |                                     |
| b. Items for Action   |                                     |

- i. **Academic Affairs Committee** Committee Chair Chris Montemayor
  - a) Items for Information
  - b) Items for Action
  
- j. **Financial Affairs Committee** Committee Chair George Gilmer
  - a. Items for Information
  - b. Items for Action
    - i. Motion – University Business Expenses Steven Scibelli  
And Petty Cash Funds Policy (0300)
    - ii. Motion – Administration and Control Steven Scibelli  
of Petty Cash and Cash Receipts Policy (0400)
    - iii. Motion – Unaccounted for Variances, Losses, Steven Scibelli  
Shortage, Theft of Funds or Property Reporting  
Policy (0490)
    - iv. Motion – Taxation of Gifts, Prizes, Steven Scibelli  
and Awards Policy (0603)
    - v. Motion – FY25 Operating Budget Stephen Taksar
  
- k. **Audit Committee** Committee Chair Theresa Jasmin
  - a. Items for Information
  - b. Items for Action
    - i. Motion – FY24 Financial Statements WithumSmith + Brown
  
- l. **Other Business** Board Chair Ali Salehi
  - a. Items for Discussion

**Attachments:**

- a. Draft Minutes of June 20, 2024
- b. Draft Minutes of August 9, 2024
- c. President’s Presentation
- d. Student Trustee Presentation
- e. Honors Program Presentation
  
- 2. Governance & Nomination Committee:**
  - a. Minutes June 20, 2024
- 3. Justice, Equity, Diversity, and Inclusion Committee:**
  - a. Minutes December 13, 2023
- 4. Enrollment Management & Student Affairs Committee:**
  - a. Minutes June 20, 2024
- 5. Advancement, Marketing, & External Relations Committee:**
  - a. Draft Minutes of June 20, 2024
- 6. Academic Affairs Committee:**
  - a. Draft Minutes of June 20, 2024

b. Retention Presentation

**7. Financial Affairs Committee:**

- a. Minutes 6-20-24 (Draft)
- b. Motion – University Business Expenses and Petty Cash Funds Policy (0300)
- c. Policy – University Business Expenses and Petty Cash Funds (0300) CLEAN
- d. Policy – University Business Expenses and Petty Cash Funds (0300) TRACK CHANGES
- e. Motion – Administration and Control of Petty Cash and Cash Receipts Policy (0400)
- f. Policy – Administration and Control of Petty Cash and Cash Receipts (0400) CLEAN
- g. Policy – Administration and Control of Petty Cash and Cash Receipts (0400) TRACK CHANGES
- h. Motion – Unaccounted for Variances, Losses, Shortage, Theft and Reporting Policy (0490)
- i. Policy – Unaccounted for Variances, Losses, Shortage, Theft and Reporting (0490) CLEAN
- j. Policy – Unaccounted for Variances, Losses, Shortage, Theft and Reporting (0490) TRACK CHANGES
- k. Motion – Taxation of Gifts, Prizes, and Awards Policy (0603)
- l. Policy – Taxation of Gifts, Prizes, and Awards (0603) CLEAN
- m. Policy – Taxation of Gifts, Prizes, and Awards (0603) TRACK CHANGES
- n. Motion – FY25 Operating Budget
- o. FY25 Operating Budget (Narrative)
- p. FY25 Operating Budget
- q. FY26 Budget Planning Assumptions and Timeline
- r. Travel Expenses of the President and the President’s Direct Reports July 2023 – June 2024

**8. Audit Committee:**

- a. Minutes 6-20-24 (Draft)
- b. Motion – FY24 Financial Statements
- c. FY24 Financial Statements (Required Communication)
- d. FY24 Financial Statements (Draft)
- e. FY25 Internal Audits
- f. Audit Tracker
- g. Enterprise Risk Management