



Board of Trustees Meeting Agenda

June 11, 2025

3:00 p.m.

Conference Rooms A & B, University Hall

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

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| 1. Call to Order | Board Chair Ali Salehi |
| 2. Approval of Minutes
i. Draft Minutes of April 22, 2025 | Board Chair Ali Salehi |
| 3. General Announcements | Board Chair Ali Salehi |
| 4. President's Report | Dr. Linda Thompson |
| 5. Athletic Update
a. Smith Cup | Dick Lenfest |
| 6. Student Trustee Report | Trustee Daniel Currier |
| 7. <u>Governance & Nomination Committee</u>
a. Items for Information | Committee Chair Melissa Alvarado |
| 8. <u>Audit Committee</u>
a. Items for Information
b. Items for Action
i. Motion – Revisions to Audit Committee Charter
ii. Motion – Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy (0440)
iii. Motion – Anit-Bullying, Mobbing and Harassment Policy (1340) | Committee Chair Theresa Jasmin

Board Chair Ali Salehi |
| 9. <u>Academic Affairs Committee</u>
a. Items for Information
b. Items for Action
i. Motion-Emeritus Faculty | Committee Chair Chris Montemayor

Board Chair Ali Salehi |
| 10. <u>Justice, Equity, Diversity, and Inclusion Committee</u>
a. Items for Information | Committee Chair Tessa Lucey |
| 11. <u>Advancement, Marketing & External Relations Committee</u> | Committee Chair Gloria Williams |

- a. Items for Information

12. Enrollment Management and Student Affairs Committee

Committee Chair William Reichelt

- a. Items for Information

13. Financial Affairs Committee

Committee Chair George Gilmer

- a. Items for Information
 - i. Facilities Master Plan Update
- b. Items for Action
 - i. Motion – FY26 Provisional Operating Budget
 - ii. Motion – Investment Income Drawdown
 - iii. Motion – Financial Affairs Committee Charter

Board Chair Ali Salehi

14. Other Business

15. Adjournment

Board Chair Ali Salehi

Attachments:

Meeting minutes 4.22.25

President's Presentation

Student Trustee Presentation

Facilities Master Plan Update

Audit Committee

Minutes 4-22-25 (Draft)

Motion – Audit Committee Charter

Audit Committee Charter

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

Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy (0440) TRACK CHANGES

Reporting Violations of Laws, Rules or Regulations (Whistleblower) Policy (0440) CLEAN

Motion – Anti-Bullying, Mobbing and Harassment Policy (1340)

Anti-Bullying, Mobbing and Harassment Policy (1340) TRACK CHANGES & CLEAN VERSIONS

Financial Audit Services for FY25 (Planning Presentation)

Internal Audit Update (Building Security)

Enterprise Risk Management Update

Academic Affairs Committee

Minutes of April 22, 2025

Success Grant Presentation

Motion Faculty Emeritus

Faculty Emeritus Approval Letter

Justice, Equity, Diversity, & Inclusion Committee

Minutes of April 22, 2025

Belonging, Inclusion and Learning Presentation

Advancement, Marketing, & External Relations Committee

Draft Minutes of December 9, 2024

Draft Minutes of February 20, 2025

Alumni Relations Update.docx

WSA IA Gifts and Grants FY25 as of 06-04-2025.pdf

RIDE Centre Report

Financial Affairs Committee

Minutes 4-22-25 (Draft)

University Cash Summary

FY25 vs. FY24 YTD Spending Report

Motion – FY26 Provisional Operating Budget

Motion – Investment Income Drawdown

Motion – Financial Affairs Committee Charter

Financial Affairs Committee Charter

FY25 Sponsorships



BOARD OF TRUSTEES

April 22, 2025

Minutes

3:15 p.m.

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>

MEMBERS PRESENT: Chair Ali Salehi, Vice Chair Melissa Alvarado, and Trustees, Daniel Currier, George Gilmer, Theresa Jasmin, Chris Montemayor, Michael O'Rourke, Jason Queenin, and William Reichelt.

MEMBERS PARTICIPATING REMOTELY: Trustees Tessa Lucey and Gloria Williams.

MEMBER(S) EXCUSED: Trustee George Gilmer

Also present and participating was Westfield State University President Dr. Linda Thompson.

Board Chair Salehi called the meeting to order at 3:15 PM. He announced that the meeting was being livestreamed and recorded. Board Chair Salehi made the following opening remarks:

- Attended Association Governing Board (AGB) conference with Trustee Montemayor, noting that universities face similar challenges nationwide, including uncertainties in Washington D.C., funding issues, and academic freedom.
- Reviewing the number of committees and consent motions, with Melinda Phelps to ensure legal and ethical compliance.
- Considering the number of board committees, aiming for around six, to be discussed over the summer.
- Plans to maintain a strong equity, belonging, and inclusion subcommittee.
- Discussing board evaluation with Trustee Alvarado, considering an external review in the future.

MOTION made by Trustee Currier and seconded by Trustee O'Rourke, to approve the meeting minutes of February 20, 2025 meeting. There being no discussion, a roll call was conducted, **motion passed unanimously.**

President's Report

- Thanked the Board for their participation and contributions.
- This time of year is a favorite, celebrating achievements with students as the semester ends.
- Students celebrate connections, acknowledge achievements, and overcome challenges, guided by faculty, staff, and librarians.
- The commencement team, led by Chris Hirtle, is organizing graduation.

- Recognizing the work behind the scenes to make graduation memorable, thanking the commencement team for their dedication.
- Mayor Quinton Lucas of Kansas City will be the undergraduate commencement speaker.
- Shannon Brown, a long-time executive from FedEx, will be the graduate program speaker.

Kappa Delta Pi Education Honor Society program

- Motto: "so to serve, so to teach, so to live"
- Westfield State University inspires future educators to be innovators, confident decision makers and thought leaders.
- Graduates of the Westfield State University Education Program are sought after and teach in school districts throughout the state, region, and other parts of the country.
- Education alumni continue to receive recognition in forums such as the Grinspoon Teaching Award.

Criminal Justice Alumni Hall of Fame Program

- Honored those who have maintained excellence in their respective fields.
- The Criminal Justice program has a long standing reputation for producing leaders in the law enforcement community and has over 5000 alumni actively working in the field.
- Honored Dr. Alice Perry, and Westfield Mayor Mike McCabe.
 - Mayor McCabe graduated from Westfield State University with a B.S. in criminology in 1984 and earned a master's degree in criminal justice in 1990.

Institutional Advancement

- Traveled with Institutional Advancement and engaged with alums.
- Day of giving, Give-A-Hoot, on March 26 and 27 enabling them to engage 460 donors and raise \$104,000.
- Institutional Advancement has been engaged to assist in campaign planning.

Women's History Month

- Hosted the second annual Dora Robinson Speaker Series.
- Invited author Victoria Christopher Murray to campus to speak of her role as a writer of historical fiction.

Congressional correspondents

- Hosted two national Congressional correspondents for the Washington Post and the New York Times, Carl Hulse and Paul Kane.
- The Q and A sessions were well attended and vibrant.

Strategic Plan

- Working very closely with administration and finance to realistically address the cost of implementing.
- "It would take the entire campus to work collaboratively to ensure Westfield State University moves forward and is successful within our economic climate."
- The Strategic Plan was initially projected to be submitted this month, but due to some federal actions and other circumstances, they have been given an extension by the Board of Education.

Massachusetts K12 Statewide Graduation Council

- Dr. Thompson was asked and accepted to serve on the newly established Massachusetts K12 Statewide Graduation Council led by Secretary Patrick Tutwiler.
- The Council is tasked with making recommendations on how Massachusetts can ensure that all students graduate with the skills necessary to succeed in college, careers, and civic life, regardless of their background or location.

Three-year 90 credit Bachelor's degrees

- Three-year 90 credit Bachelor's degrees are starting to gain traction around the country as a more affordable option for students in certain designated areas of study.

- Merrimack College in North Andover was recently given the green light by the New England Commission of Higher Education to pilot a three-year degree program focused on non-licensure majors like business, health sciences, physics and liberal arts degrees.
- Dr. Thompson has serious concerns about the measure and mentioned this during a recent meeting of the Council of Presidents within the Board of Higher Education.
 - She perceives this initiative as more of a marketing campaign than an honest pathway to solid education.
 - The State University segment of education is already one of the most affordable to a bachelor's degree.
 - Employer needs: Employers prioritize the skills that are earned due to liberal arts.

Current Happenings in Washington D.C.

- There is a great deal of fear, confusion, anger and uncertainty not only on campuses, but across the Commonwealth, the nation and the world.
- Concerns about financial aid, scholarships and grants since the state will be unable to backfill these cuts as cuts in funding and grants directly and detrimentally impact on students, faculty, staff and librarians.
- Concerns about taking away the visas from international students without notice or reasonable due process.
- Westfield State University is committed to protecting the rights and freedoms of all students, faculty, librarian, librarians and staff, including academic freedom, which is a cornerstone of higher education.

Athletic Update

Director of Athletics, Richard Lenfest, introduced current successful athletes to the Board.

Kenny Rogers

- A first-year student studying business and marketing.
- He was named rookie of the year and player of the year and averaged 18 points, rebounds, and four assists. He scored over 500 points and had 250 rebounds in one year.

Ali Warsame

- Is a sophomore from Chelsea, Massachusetts, majoring in sports management.
- He is a track athlete. Including sprinter and long jumper. Jumping 44 ft in the triple jump qualifying him for all New England Conference and has the MASCAT championships this weekend.

Eric Johnson

- Is from Houston, Texas, and is a business administration major.
- He is a four-year player on the varsity men's basketball team and a captain. As a senior, Eric was first team all-conference and defensive player of the year.
- In the championship game against Salem, Eric scored 18 points, had 10 rebounds, three steals, and three blocks.

Eliza Lee

- Is from Walpole, Massachusetts, is a dancer, does cross-country and track and field.
- She was all conference in cross country, indoor track, and outdoor track. She qualified for New England's Conference in the 400, 400 hurdles, long jump, and triple jump with 11.47 meters (over 37ft).

Athlete Academics

- 66% of student athletes (314 out of 474) had a 3.0 GPA or better last semester.
- 3% have a cumulative GPA of over 3.0.

Owl Club Golf Tournament

- The Owl Club Golf Tournament will be held on Monday, June 23, 2025 at the Ranch in Southwick, Massachusetts.
- It is a fundraiser to finance the uniforms that the athletes wear.

Student Trustee Report

SGA Update

- SGA wants to ensure that registered student organizations that celebrate diverse faith, traditions, and cultural identities can thrive.

Note Card-A-Thon

- Students, faculty, staff, and community members wrote over 1,000 note cards to potential donors.
- The Give Campus platform listed 468 gifts that totaled \$103,286.

SGA Endowment Program

- SGA seeks to endow a program that will provide an annual allocation in perpetuity to organizations.
 - Nearly \$4,000 has been raised thus far, including a \$1,000 donation.
 - SGA will contribute \$5,000 in the next fiscal year and continue annual \$5,000 contributions.

Student Athlete Advocacy

- Student athletes are advocating for changes to the student attendance policy.
 - The Student Athlete Advisory Committee (SAC), proposed revisions to allow excused absences for university-sponsored events.
 - SAC submitted a letter signed by over 200 student athletes.
 - The Academic Policies Committee is reviewing the policy.

Senior Celebrations

- Class of 2025 Council organized senior celebrations.
 - Seniors gathered at Westfield River Brewing Company on March 27, 2025.
 - A trip to Foxwoods was held on April 4, 2025.
 - Academic Achievement awards were celebrated on April 8, 2025.
 - A Senior Send Off Celebration is scheduled for May 2, 2025.

Senior Gift

- The Senior Class Council partnered with Institutional Advancement to raise funds for a Senior Gift.
 - 31 seniors have donated \$20.25, totaling approximately \$680.

Introduction of New Student Trustee

- Barney Garcia of the Class of 2026 was elected as student trustee for the 2025-2026 academic year.
 - Barney is a transfer student from Holyoke Community College majoring in Political Science.
 - He was also a Student Trustee at Holyoke Community College.
 - He hopes to assist with deferred maintenance issues.
- Barney Garcia: "I hope to follow on the issue of deferred maintenance as it is a systemic issue that all of the ten community colleges and universities are facing at this moment. On top of that, I also hope to further the student experience into what really makes Westfield State University stand out as the premier university."

Upcoming Events

- End-of-year celebrations are being hosted by departments and support service offices.
- Sankofa was held on April 24, 2025, celebrating graduating students.
- The annual Spring Concert will be held on April 26, 2025, featuring Paul Russell.

- The Second Annual Outstanding Westfield Leaders Celebration will be on April 28, 2025.
- SGA's annual banquet will be on April 29, 2025.
- Last day of classes is May 5, 2025 with finals from May 6-9.

Governance and Nomination Committee

Committee Chair Melissa Alvarado updated the Board:

- The committee discussed required training, recent events, and the Board self-evaluation.
- The Board self-evaluation will be debriefed on at the June 11, 2025, Board of Trustee meeting.

Academic Affairs Committee

Committee Chair Chris Montemayor updated the Board:

- Discussed information regarding Dr. Hillary Sacket-Taylor's presentation on the SUCCESS Money program.
 - Offers wraparound services to support student retention, on-time credit accumulation, or transformation grants.
 - Program addresses barriers to student success:
 - Academic challenges, financial obstacles, work-life-school balance, language, college preparation, institutional processes, credit enrollment, and student preferences.

MOTION made by Trustee Montemayor seconded by Trustee Currier: To approve granting promotions to the rank of Professor, effective September 1, 2025, Dr. Shirley Acquah, Communication; Dr. Leonardo Andrade, Psychology; Dr. Erol Bailey, Education; Dr. Maria Farina de Parada, Social Work; Dr. Jesse Johnson, Mathematics; Dr. Kelly Anne McKeown, Biology; Dr. Dristi Neog, Geography & Regional Planning; Ms. Leah Nielsen, English; Dr. Hillary Sackett-Taylor, Economics; Dr. Miriam Tage, Education.

To approve the granting of promotion to the rank of Associate Professor, effective September 1, 2025, to: Dr. Subramarian Vaitheeswaran, Chemical & Physical Science; Dr. Kathryn Weglarz, Biology. There being no discussion, **ROLL CALL VOTE**, motion passed.

MOTION made by Trustee Alvarado seconded by Trustee Montemayor: To approve granting of tenure effective September 1, 2025 to: Dr. Arne Christensen, Biology; Dr. Charles Distefano, Political Science; Mr. Anthony Furnelli, Marketing & Management; Dr. Princy Mennella, Psychology; Dr. Mao-Lun Weng, Biology.

To approve granting of tenure effective September 1, 2025 to: Dr. Jennifer Pappas, Nursing; Mr. George Ramirez, Art; Dr. Brian Selgrade, Sports Medicine & Human Performance. There being no discussion, **ROLL CALL VOTE**, Trustee Currier abstaining, **motion passed**.

Enrollment Management and Student Affairs Committee

Committee Vice Chair Tessa Lucey updated the Board:

- Dr. Hearn introduced a new Student Affairs Key Performance Indicators (KPI) report.
 - It includes data on counseling conduct, residential life, and health services.
- Residential life: Dr. Hearn and his team focused on tabling and outreach, providing information sessions, and held roommate meet and greet events.
- Health and counseling: Directors attended professional development training sessions on complex PTSD, diversity in health care, and the Narcan opioid crisis.

- Marketing update: Marketing contracts are underway, reinvesting in projects such as website redesign, creation of a new digital suite of assets, and doing a branding study.
- Spring 2025 undergraduate events: Daily tours, individual visits, and Saturday tours were discussed.
 - Daily tours are down at Westfield State and other institutions.
 - Director of Admissions, Mike Mazika and his team started doing Saturday visits, which has made up for the reduction in daily tours.
- Fall 2025 Undergraduate Admissions Preview: Projections and data for prospects, inquiries, applications, etc. were discussed.

Enrollment and Recruitment

- Relationships are being built with Holyoke Community College and Springfield Technical Community College.
- Free community college's impact is still unknown, but increased community college enrollment seems to be from non-traditional students (over 25) who may not be interested in Westfield State University.
- Recruitment efforts are looking outside of Springfield, including areas such as Harvard, while still focusing on Springfield.

Free Speech and Demonstration Policy

MOTION made by Trustee Currier seconded by Trustee Reichelt, to approve the revised Free Speech, Demonstration, and Picketing Policy (2030) as presented. There being no discussion, a roll call was conducted, **motion passed**.

- Melinda Phelps provided the Board a summary of the updates, which align Westfield State University's policy with peer institutions and best practices.

Justice, Equity, Diversity and Inclusion Committee

Committee Chair Tessa Lucey updated the Board:

- Provost Dr. William Salka introduced Jenyka Spitz-Gassnola, who presented a summary of efforts since the last meeting.
- The report included highlights in programming, campus engagement recap, a summary of upcoming events, and summer planning.
 - Increased communication across campus with newsletters and staff training.
 - Work around faith-based observances.
 - Celebrations for Black History Month with speakers.
 - International Women's Day involved a day of service at Christina's House.
- Unity Fest 2025 included events hosted by various student organizations throughout the week.
- Upcoming events and summer planning include Sankofa student group ceremonies, Student Government Association banquet, and 413 summer planning, focusing on advancing belonging, equity, and preparedness for fall 2025.
- The Board requested clarity around the connection between the efforts from this office and other campus efforts.
- Vice Chair Alvarado updated the committee on a possible name change, and the Board of Trustees will review that while looking at the overarching structure.

Audit Committee

Committee Chair Theresa Jasmin updated the Board:

- Update on enterprise risk management efforts.

- Launched a couple of years ago with President Thompson's support.
 - Involves the Cabinet in identifying, assessing, and responding to risks.
 - Top three risk areas identified: cybersecurity, deferred maintenance, and enrollment and retention.
 - A full report will be presented at the June meeting.
- Update on internal audit efforts.
 - Engaged an external firm to complete internal audit programs.
 - An audit tracker is used to track findings and progress.
 - Two internal audits currently in progress: safety and security on campus, and accounts payable.

MOTION made by Trustee Alvarado second by Trustee O'Rourke, to engage the financial audit services of WithumSmith & Brown, PC, for FY25. A roll call was completed. Trustee Currier abstained, **Motion passed.**

Financial Affairs Committee

Committee Vice Chair Jay Queenin updated the Board on:

- Update on the FY25 budget after quarter 3.
 - Spending is expected to be in the range of \$135 million, up from \$122 million in FY24.
 - Three main areas linked to spending: challenges in residential life, changes needed in financial aid, and other investments.

Budget and Enrollment

- Cabinet is working on the budget for next year, with the goal of consistency with the education plan for FY26.
- Enrollment numbers are positive, with clearer figures expected in the coming months as the budget is worked on into July.

Investment Manager Report

- The Fund Evaluation Group discussed investment performance amid market volatility.
- "We're staying the course with our investments," and the fund evaluation growth has done a good job so far.

Motions

- Four motions are recommended: travel policy, FY26 vehicle repurchase, authorizing preliminary capital budget, and changes to office policies from the Fund Evaluation Group.

MOTION made by Trustee Montemayor and seconded by Trustee Reichelt, to approve the revised Travel Policy (0390), as presented. A roll call was taken and there being no discussion, **motion passed unanimously.**

MOTION made by Trustee Queenin and seconded by Trustee Currier, to approve the Motor Vehicle Acquisitions and Replacements Policy (0280) which requires that any new or replacement vehicle is approved by the board of trustees. Early approvals are requested for the procurement of seven replacement vehicles to allow the university to place the orders now for delivery in FY26 due to the long lead time and potential cost increases. This motion is to approve the replacement of six university vehicles and include those vehicles in the leasing program. No additional funds are requested as existing savings in the vehicle leasing budget will cover these expenses as described in the supporting details. Further, to approve the purchase of a replacement police cruiser as requested by the Chief of University Police and approved by the Vice President for Enrollment Management and Student Affairs. The estimated purchase price for a new police cruiser with escalation is \$70,991.00. Funding source for this vehicle is from parking fines revenue. A roll call was taken and

there being no discussion, **motion passed unanimously**.

MOTION made by Trustee Queenin and seconded by Trustee O'Rourke, to approve a preliminary and partial capital projects budget of \$976,500.00, which will enable the University to begin the procurement process to bid the proposed work for this summer. The projects are listed on the FY26 Preliminary Capital Budget Plan with a brief description. Early approval of these specific projects is critical to solicit competitive bids and award these projects as soon as possible. The full capital budget, including all projects and Information Technology requests, will be provided in June 2025 with the FY26 Provisional Campus Budget. A roll call was taken and there being no discussion, **motion passed unanimously**.

MOTION made by Trustee Queenin and seconded by Trustee Currier, to approve the revised Investment Policy (0430), as presented. A roll call was taken and there being no discussion, **motion passed unanimously**.

There being no further business,

MOTION made by Trustee Currier, and seconded by Trustee Montemayor, to adjourn. A roll call was conducted, **motion passed unanimously**.

Meeting adjourned at 4:30 PM.

Attachments:

- a. Meeting minutes for February 20, 2025
- b. President's Presentation
- c. Student Trustee's presentation

Governance and Nomination Committee

- a. Meeting minutes December 9, 2024

Academic Affairs Committee

- a. Minutes of February 20, 2025
- b. Success money Presentation
- b. Promotion Candidate Summaries
- c. Promotion Personnel Action
- d. Motion for Faculty Promotion
- e. Tenure Candidate Summaries
- f. Tenure Personnel Action
- g. Motion for Tenure Promotion

Enrollment Management and Student Affairs Committee

- a. Minutes February 20, 2025
- b. BOT Powerpoint
- c. March 2025 KPI Report
- d. Free Speech Demonstration and Picketing Policy (2030) CLEAN
- e. Free Speech Demonstration and Picketing Policy (2030) TRACK CHANGES

Justice, Equity, Diversity, and Inclusion Committee

- a. Draft Minutes of February 20, 2025
- b. Belonging, Inclusion and Learning Presentation

Audit Committee

- a. Minutes 2-20-25 (Draft)

- b. Motion – Engagement of Financial Audit Services for FY25
- c. Engagement of Financial Audit Services (Financial Statements)
- d. Engagement of Financial Audit Services (MOSFA Audit)
- e. Enterprise Risk Management Update
- f. Audit Tracker
- g. Audit Committee Charter

Financial Affairs:

- a. Minutes 2-20-25 (Draft)
- b. FY25 3Q Update (Narrative)
- c. FY25 3Q Update (Consolidated Report)
- d. FY25 3Q Update (YOY Narrative)
- e. FY25 3Q Update (YOY Actuals)
- f. Cash Summary (Graph)
- g. Cash Summary (Balance)
- h. Motion – Travel Policy (0390)
- i. Policy – Travel (0390) CLEAN
- j. Policy – Travel (0390) TRACK CHANGES
- k. Motion – FY26 Vehicle Lease/Purchase
- l. FY26 Vehicle Lease/Purchase (Leases)
- m. FY26 Vehicle Lease/Purchase
- n. FY26 Vehicle Lease/Purchase (Public Safety)
- o. Motion – FY26 Preliminary Capital Budget
- p. FY26 Preliminary Capital Budget (Narrative)
- q. FY26 Preliminary Capital Budget (Capital Plan)
- r. FY26 Preliminary Capital Budget (Water Main)
- s. Motion – Investment Policy (0430)
- t. Policy – Investment (0430) CLEAN
- u. Policy – Investment (0430) TRACK CHANGES
- v. First Quarter Review (Investments)

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 22, 2025.

Dr. Gloria Williams, Secretary

Date



Dr. Linda Thompson

President

Board of Trustees Meeting, June 11, 2025

Westfield
STATE UNIVERSITY

Commencement = Success!



Thank you to Board and Cabinet members who attended commencement ceremonies. I know that the students appreciate your presence.





Commencement speakers
inspired graduates

Our commencement speakers,
Kansas City Mayor Quinton
Lucas and Corporate Leader,
Shannon Brown did a great job
presenting a positive,
inspirational messages to our
students.



Our Financial Health



We will continue to work to maintain our financial integrity and continue our role as a premier institution of higher education.



Council of Presidents



As Chair of the Council of Presidents I am charged with working with my peers to advocate for our collective schools and communicate with the BHE, State Legislature, and Governor on priorities.



Government Partnerships

In fiscal year 2024, Westfield State University received \$665,000 from the state endowment match.



BRIGHT Act Testimony



Westfield State urgently needs state investment to address critical repairs and to ensure that our students are learning in classrooms equipped with the tools and technologies necessary to prepare them for the workforce.







Strategic Plan

Goal 1: Innovative Learning

Align institutional resources with innovative and relevant academic program that equip student with the knowledge, skills, and experiences necessary to thrive in emerging career opportunities and contribute meaningfully to a changing world.

Goal 2: Improve Student Success

Our aim is to foster a campus culture of belonging and pride, focused on student engagement and success.

Goal 3: Aligned Resources

Strengthen and broaden financial stewardship of the campus by strategically aligning human, capital and financial resources with the University's mission and vision.

Goal 4: Enhance Institutional Impact

Enhance a dynamic community of engaged scholars who use scholarship for innovation, applied research and creativity.

Community Acknowledgments



I was very honored to be recognized with the Distinguished Citizen in Education Award by Scouting America.

Scouting America
Western Massachusetts Council



Delta Sigma Theta Sorority

It was a pleasure to visit with this dedicated, engaged, thoughtful group whose mission of empowering the next generation of leaders is inspiring.



Community Engagement: Harry Rock Interview

I never pass up a chance to speak
about our campus and the good
work that we do here.



International Partnerships: Ireland, Northern Ireland



Forging these relationships
opens doors to our students
that provide real-world
experience that translates
into a variety of
opportunities.



Our Athletes: Heart and Soul

Smith Cup, five
times in a row.
Keep up the
momentum!





Best of Luck, Trustee Currier!



Dan vowed to leave
Westfield State
University a better
place.

He did.



Thank you



Student Trustee Report

Wednesday, June 11, 2025

Daniel Currier '25, Student Trustee



The 2024-2025 Academic Year Draws to a Close

- Spring Weekend
 - Commuter Grab & Go Event
 - BINGO Night
 - Block Party
 - Casino Night
 - Concert by Paul Russell
- Senior Send-Off
- *Into the Woods* Theatre Arts Performance
 - Congrats to the students in our Theatre Arts Department for a successful musical theatre performance!



Visit to the State House

- In early May, I met with state lawmakers to continue our advocacy on deferred maintenance funding.
- Momentum is growing, but continued advocacy is needed.



A Time for Celebration

- On May 16th, we celebrated the Class of 2025's academic achievements!
- Graduates will utilize the knowledge and skills acquired at Westfield State in their future careers.



Student Spotlight: 2024-2025 Student-Athletes

- Westfield State wins yet another Smith Cup!
 - Nine out of the last ten years!
 - Five consecutive years!
- MASCAC Championship Titles
 - Women's Cross-Country (4th Straight Title)
 - Men's Soccer (First Time Since 2012)
 - Women's Field Hockey
 - Men's Basketball
 - Women's Outdoor Track & Field



Parting Thoughts to the Board

- Give Increased Attention to DGCE
- Retention is the Key to Our Success
- Continue Advocacy on Deferred Maintenance
- Monitor the Changing Higher Education Landscape



THANK YOU!

- Many thanks to the student body for placing their trust in me for the past two years.
- I am grateful to all members of the Board of Trustees, Dr. Thompson, the Cabinet, faculty, staff and community members for their guidance and support.





Thank you



Board of Trustees

June 11, 2025

MOTION

To approve revisions to the Westfield State University, Board of Trustees, Audit Committee Charter, as presented.

Mr. Ali Salehi, Chair

Date



**BOARD OF TRUSTEES
AUDIT COMMITTEE
CHARTER**

I. Mission

The primary function of the Audit Committee of Westfield State University (the "University") is to oversee the accounting and financial reporting processes of the University, audits of the University's financial statements, reports and records, and risk management systems in a transparent manner. In addition, the Audit Committee must provide assistance to the University's Board of Trustees (the "Board") in fulfilling its responsibilities to the University's students, parents, faculty, donors and staff as to the University's accounting, auditing and reporting practices and controls. In so doing, it is the responsibility of the Audit Committee to maintain free and open means of communication among the Board, independent auditors, internal auditors and members of the senior administration of the University.

II. Authority and Responsibilities

The primary duties and responsibilities of the Audit Committee are to oversee and monitor the University's financial reporting process, internal controls and risk management systems and review and evaluate the performance of the University's independent auditors. The Audit Committee will also evaluate the performance of the University's internal auditing staff as it directly relates to internal audit functions. In fulfilling these duties and responsibilities, the Audit Committee shall take the following actions, in addition to performing such functions as may be assigned by law or regulation, or the Board:

Independent External Audits

1. The Audit Committee shall be directly responsible for the appointment, compensation, retention and oversight of the work of any independent auditor engaged (including resolution of disagreements between administration and the auditor regarding financial reporting) for the purpose of preparing or issuing an audit report or performing other audit, review or attest services for the University. The independent auditor must report directly to the Audit Committee.
2. The Audit Committee shall act as a liaison with University administration and staff and the independent external auditor to develop an annual audit plan and schedule.

3. The Audit Committee, in its capacity as a committee of the Board, shall determine, and the University shall provide, providing the Board has approved the expenditure of funds for such engagements, funding for payment of: (i) compensation to any registered public accounting firm engaged for the purpose of preparing or issuing an audit report or performing other audit, review or attest services for the University; (ii) compensation to any advisers, including, without limitation, an independent financial expert, employed by the Audit Committee, and as permitted by this Charter; and (iii) ordinary and reasonable administrative expenses of the Audit Committee that are necessary or appropriate in carrying out its duties.
4. As part of the audit process, the Audit Committee shall meet with the independent auditors to discuss and determine the scope of the audit. The Audit Committee shall determine that the independent audit team engaged to perform the external audit consists of competent, experienced, auditing professionals.
5. The Audit Committee shall require the independent auditors to submit, on an annual basis, a formal written statement setting forth all relationships between the independent auditors and the University that may affect the objectivity and independence of the independent auditors, consistent with Independence Standards Board Standard No. 1, and the Audit Committee shall actively engage in a dialogue with the independent auditors with respect to any disclosed relationships or services that may impact the objectivity and independence of the independent auditors. The Audit Committee shall take, or recommend that the full Board take, appropriate action to ensure the independence of the independent auditors.
6. The Audit Committee shall require the independent auditors to advise the University of any fact or circumstance that might adversely affect the outside auditors' independence or judgment with respect to the University under applicable auditing standards, including any significant changes to the University's accounting principles and any items required to be communicated by the independent auditor under prevailing audit standards.
7. The Audit Committee shall require the independent auditors to advise the University if it becomes aware that any officer or employee of the University, or its direct or indirect subsidiaries or affiliates, is related to a partner, employee or other representative of the independent auditors, to the extent that such relationship might adversely affect the University under applicable auditing standards.
8. Upon the completion of the annual audit, the Audit Committee shall review the audit findings, including any comments or recommendations of the independent auditors, with the entire Board and obtain the approval of such report from the Board. The Audit Committee shall report to the Board on any issues which may be unresolved.

Internal Audit

1. The Audit Committee shall review the internal audit function of the University, including the independence and authority of its reporting obligations, the proposed audit plans for the coming year and the coordination of such plans with the independent auditors.
2. The Audit Committee shall determine, with consultation from the University's leadership, whether the internal audit function may be performed by a staff internal auditor or may be outsourced to a third party, as deemed appropriate.
3. The Audit Committee shall recommend, with consultation from the University's leadership, the appointment, replacement, reassignment or dismissal of the University's internal auditor as may be warranted.
4. The Audit Committee shall meet at least annually with the University's internal auditor to assure itself that the University has a strong internal auditing function by reviewing the internal audit program and assessing (grading) risk areas along with a proper control environment that promotes accuracy and efficiency in the University's operations.
5. The Audit Committee shall receive reports from the University's internal auditor, which include a summary of findings from completed internal audits and a progress report on the internal audit plan, together with explanations for any deviations from the original plan.
6. The Audit Committee shall consider and review with the University's administration and the internal auditor: (a) significant findings during the year and management's responses thereto, including the status of previous audit recommendations, (b) any difficulties encountered in the course of their audits, including any restrictions on the scope of activities or access to required information, (c) any changes required in the planned scope of the internal audit plan; and (d) the internal auditing department budget and staffing.

Other Responsibilities

1. The Audit Committee shall oversee the University's administration of the University's conflict of interest policy.
2. The Audit Committee shall establish procedures for the confidential, anonymous submission by University staff and administration of concerns regarding questionable accounting or auditing matters.
3. The Audit Committee shall review the regulations and current audit trends and requirements and recommend appropriate policy and practice applications to University administration.

4. The Audit Committee shall investigate or consider such other matters within the scope of its responsibilities and duties as the Audit Committee may, in its discretion, determine to be advisable. The Audit Committee shall have the authority to engage independent counsel and other advisers or experts, as it deems necessary to carry out its duties.
5. The Audit Committee shall prepare any report required by any governmental body or to the public, if any, as required by laws of the Commonwealth of Massachusetts and any/all regulations promulgated thereunder.
6. The Audit Committee shall at all times cooperate with all state auditors and provide any/all reports, statements, minutes and other related documents as may be required by such auditors.

III. Organization

Review of Charter

This charter shall be reviewed and reassessed by the Audit Committee annually, prior to June 30th.

Membership/Structure/Quorum

Per Westfield State University Board of Trustee By-laws, Section 7.A., the Audit Committee shall consist of at least three voting trustees; provided however, that no more than one committee member may also be a member of the Financial Affairs and Advancement Committee. The Audit Committee chairperson shall be appointed by the Board chairperson.

Staff Liaison

The president shall designate a member of the University's senior administration to serve as a liaison to the Audit Committee.

Meetings

The Audit Committee shall, at a minimum, meet in advance of each Board of Trustees meeting, unless the committee chairperson and Board chairperson determine that a meeting is not necessary. A quorum of any meeting of the Audit Committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts open meeting laws. Meeting materials will be posted on the University's website within 14 days after each committee meeting.

Agenda, Minutes and Reports

The chair, in collaboration with the staff liaison, shall be responsible for establishing the agenda for each meeting. An agenda, together with relevant materials, shall be

provided to committee members at least five days in advance of the meeting. Minutes for all meetings shall be drafted by the ~~staff liaison or designee~~assistant to the Board of Trustees, reviewed by the committee chair, and approved by committee members at the following meeting.



Board of Trustees

June 11, 2025

MOTION

To approve revisions to the Reporting Violations of Laws, Rules or Regulations Policy (0440), now titled Whistleblower Policy, as presented.

Mr. Ali Salehi, Chair

Date

Westfield State University

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WHISTLEBLOWER POLICY

POLICY

Westfield State University ("University") encourages all employees, students, and volunteers, acting in good faith and with reasonable grounds for believing the information disclosed, to report suspected or actual wrongful conduct. The University is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this Whistleblower Policy ("Policy").

University employees, students, or volunteers may not retaliate against an individual who has made a protected disclosure or who has refused to obey an illegal order. University employees, students or volunteers may not directly or indirectly use or attempt to use the official authority or influence of their positions or offices for the purpose of interfering with the right of an individual to make a protected disclosure to the individual's immediate supervisor or other appropriate administrator or supervisor within the operating unit, or other appropriate University official about matters within the scope of this Policy.

It is the intention of the University to take whatever action may be needed to prevent and correct activities that violate this Policy.

POLICY GUIDELINES

I. Definitions

- A. Wrongful Conduct – The use, abuse, or waste of University property, resources, or authority for personal gain or other non-University approved purpose.
- B. Illegal Order – A directive that is not valid under the law, and therefore not required to be followed.
- C. Protected Disclosure – Communication about actual or suspected Wrongful Conduct or Illegal Order engaged in by a University employee, student, volunteer, agent, or contractor (who is not also the disclosing individual) disclosed in good faith and with reasonable grounds to believe that the conduct has both occurred and is wrongful or illegal as defined above. In addition, participation in an investigation, proceeding or hearing involving a Protected Disclosure.
- D. Violation of the Whistleblower Policy – No individual who makes a Protected Disclosure will suffer harassment, retaliation, or adverse employment consequences. Any person who retaliates, harasses, or makes an adverse

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employment decision against any individual who makes a Protected Disclosure violates this Policy and is deemed to be a Violation of the Whistleblower Policy.

II. Intent of Policy

- A. This Policy is intended to protect any individual who makes a Protected Disclosure to a designated University official or public body. More specifically the Policy:
 - 1. Encourages individuals to make Protected Disclosures to the appropriate University official so that prompt, corrective action can be taken by the University,
 - 2. Informs individuals how allegations of Wrongful Conduct, Illegal Order, or Violation of the Whistleblower Policy can be disclosed,
 - 3. Protects individuals from reprisal by adverse employment action or other retaliation as a result of having made a Protected Disclosure (individuals who self-report their own misconduct are not afforded protection by this Policy), and
 - 4. Provides individuals who believe they have been subject to reprisal or false allegations a fair process to seek relief from these acts.
- B. Any communication that proves to have been both unsubstantiated and made with malice or with knowledge of its falsity is not protected by this Policy. This Policy is also intended to protect individuals against false allegations of Wrongful Conduct.
- C. Nothing in this Policy is intended to interfere with legitimate employment decisions.

III. Regulations

- A. Acting in good faith. Anyone making a Protected Disclosure or filing a complaint concerning a Violation of the Whistleblower Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct, an Illegal Order, or a Violation of the Whistleblower Policy.
- B. 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 Wrongful Conduct or a subsequent false report of retaliation will be subject to disciplinary action, up to and including termination. Any student who makes false allegations in the non-employment setting will be subject to University judicial action. Allegations that are not substantiated yet are made

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in good faith and with reasonable grounds to believe are not subject to corrective action.

- C. Violation of the Policy. No individual who makes a Protected Disclosure will suffer harassment, retaliation, or adverse employment consequences. Any person who retaliates, harasses, or makes an adverse employment decision against any individual who makes a Protected Disclosure violates this Policy and is subject to discipline up to and including termination. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the University prior to seeking resolution outside the University.
- D. Confidentiality. Protected Disclosures may be made on a confidential basis by the complainant or may be submitted anonymously through the University's anonymous reporting line. Protected Disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, and in accordance with the Public Records Act. Confidentiality may not be maintained where identification is required by law or in order to enable the organization or law enforcement to conduct an adequate investigation.
- E. Handling Protected Disclosures. The offices (listed in Procedure, Section I – Reporting of Wrongful Conduct or Illegal Order or Violations of the Whistleblower Policy) receiving the Protected Disclosure will notify the disclosing individual (if their identity is known) and acknowledge receipt of the reported or suspected Wrongful Conduct or Illegal Order within ten working days for most issues and within 24 hours for alleged criminal or environmental Wrongful Conduct or Illegal Order. All reports will be promptly addressed.

PROCEDURE

I. Reporting of Wrongful Conduct or Illegal Order or Violations of the Whistleblower Policy

- A. Individuals should share their questions, concerns, suggestions, or complaints with a University administrator who can address them properly. In many cases the individual's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with their supervisor, or is not satisfied with the supervisor's response, individuals should take their concerns to the offices listed below that will address the concern as appropriate.
- Office for the Provost
 - Office for the Vice President for Administration and Finance
 - Office of Human Resources

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- B. Individuals who in good faith and with reasonable grounds to believe that Wrongful Conduct, Illegal Order, or a Violation of the Whistleblower Policy has occurred should report that to:
- The disclosing individual's supervisor, either verbally or in writing, or
 - An office listed in Item I.A. (above this section) either verbally or in writing, or
 - The appropriate governmental unit, law enforcement office or the Commonwealth of Massachusetts Ethics Commission, after first providing written communication about the Wrongful Conduct to the appropriate University administrator as identified in Item I.A. of this section.
- C. Individuals who wish to be protected by the University Whistleblower Policy must provide a written report that provides sufficient detail to identify and describe the Wrongful Conduct or Illegal Order.
- D. Supervisors who receive Protected Disclosures or reports of Violations of the Whistleblower Policy are required to promptly contact the Office of Human Resources. The Office of Human Resources will notify the disclosing individual (if their identity is known) and acknowledge receipt of the reported Protected Disclosure or Violation or suspected Violation of the Whistleblower Policy within ten working days for most issues and within 24 hours for alleged criminal or environmental violations.
- E. The Office for the Provost and Vice President for Academic Affairs and the Office for the Vice President for Administration and Finance will promptly forward any Protected Disclosures or reports of Violations of the Whistleblower Policy to the Office of Human Resources.
- F. The [Commonwealth's Whistleblower Hotline](#): 800-322-1323.

II. Individual Responsibilities

- A. Be knowledgeable about this Policy.
- B. Report violations or suspected violations of the Policy to the individual's direct supervisor or to the appropriate administrator or office as noted above.

III. Unit Responsibilities

- A. Familiarize employees, students and volunteers with this Policy and incorporate into your orientation materials.

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IV. Office of Human Resources Responsibilities

- A. Accept and address Protected Disclosures regarding employment matters.
- B. Accept and address Violations of the Whistleblower Policy for making Protected Disclosures.
- C. Provide information about this Policy during New Employee Orientation and Human Resources Professional training.
- D. Distribute this Policy, along with other policies, including the University Anti-Bullying Policy (1340), on an annual basis to employees, student employees, and volunteers.

RESOURCES

M.G.L. c. 149 Section 185

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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

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~~responsibility for receiving reports of improper activities, as defined herein; the 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 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 evidence, rather than speculation, and should contain as much specific information as possible to allow for an effective investigation. The Whistleblower Report Form is available on the University website for anonymous submission directly to the URO.~~

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~~2. Under routine 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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~~nature of the alleged improper activity, other departments may become involved in, or responsible for, an investigation. The URO shall consult with university departments as deemed appropriate and/or seek consultation with the Vice President for Administration and Finance to determine a department's role in the investigation. Reports involving the President shall be investigated by the Board of Trustees. All University employees are required to cooperate fully with any investigation into improper activities. The URO shall assure that appropriate University officials have been apprised of the allegations and the progress of the investigation. At the conclusion of the investigation the URO or the investigating officer may recommend corrective action and shall ensure that, where required, notification is provided to appropriate governmental bodies. All reports and final outcomes are submitted to the Audit Committee Chair and the Vice President for Administration & Finance and kept on file with the URO.~~

- ~~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.~~

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.~~



Board of Trustees

June 11, 2025

MOTION

To approve revisions to the Anti-Bullying, Mobbing, and Harassment Policy (1340), now titled University Anti-Bullying Policy, as presented.

Mr. Ali Salehi, Chair

Date

UNIVERSITY ANTI-BULLYING POLICY

PURPOSE

To inform the University community about bullying to promote civility, and to take immediate corrective action when appropriate.

DEFINITION

Bullying is the repeated use by one or more individuals of a written, verbal, visual, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim and (i) causes physical or emotional harm to the victim or damage to the victim's property; or (ii) places the victim in reasonable fear of harm to themselves or of damage to their property; or (iii) infringes on the rights of the victim at the University.

A single act normally will not constitute bullying, but an especially severe and egregious act may meet the standard. For the purposes of this section, bullying shall include cyber-bullying.

Mobbing is the repeated and targeted negative and bullying behavior between or among employees at the workplace that (i) causes physical or emotional harm to the victim or damage to the victim's property; or (ii) places the victim in reasonable fear of harm to themselves or of damage to their property; or (iii) infringes on the rights of the victim at the University.

POLICY

Westfield State University prohibits bullying and mobbing conduct. The University wishes to promote a friendly, welcoming, and healthy environment in conjunction with the University's Mission Statement. Every individual is entitled to be treated with respect and to be free from bullying. Members of the University community are expected to behave in a manner which demonstrates proper regard for the rights and welfare of others.

Staff and students are strongly encouraged to report incidents to the appropriate University official. The Anti-Bullying Policy applies to the entire University community, including full-time and part-time administration, faculty, staff, students, contractors, consultants, vendors, and campus visitors. It includes conduct in the workplace and conduct in connection with work-related travel and/or at University-sponsored events.

Education/Prevention

The Office of Human Resources will circulate this University Anti-Bullying Policy every fall to all employees and students along with the annual distribution of the following: Equal Opportunity, Nondiscrimination, and Title IX Plan, and the Whistleblower Policy.

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Additionally, the Anti-Bullying Policy will be included in all electronic and paper versions of the University's Policies. Staff will facilitate workshops during the academic year for students and employees to educate them around the topic of bullying.

Disciplinary Action

Violations of this Policy are subject to disciplinary action in accordance with University policy, collective bargaining agreements, and the Student Handbook.

PROCEDURES FOR REPORTING

The Student Handbook, collective bargaining agreements, and University procedures shall provide for reporting of bullying.

REVIEW

This document will be reviewed annually by the Director of Human Resources. Should related legislation become law, this policy will be reviewed immediately and revised in accordance with federal and state laws.

UNIVERSITY ANTI-BULLYING POLICY, MOBBING, AND HARASSMENT

PURPOSE

To ~~inform~~ educate the ~~u~~University community about bullying, to promote civility, and to take immediate corrective action when appropriate.

DEFINITION

~~Bullying is the repeated use by one or more individuals of a written, verbal, visual, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim and that : (i) causes physical or emotional harm to the victim or damage to the victim's property; or (ii) places the victim in reasonable fear of harm to themselves or of damage to their property; or (iii) infringes on the rights of the victim at the University.~~

~~consists of abusive conduct relative to acts, omissions, or both, that a reasonable person would find hostile, based on the severity, nature, and frequency of the conduct and without regard to the method of delivery, such as verbal, written or electronic. Abusive conduct may include, but is not limited to: repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct of a threatening, intimidating, or humiliating nature; the sabotage or undermining of an individual's work performance; or attempts to exploit an individual's known psychological or physical vulnerability.~~

A single act normally will not constitute ~~bullying~~ abusive conduct, but an especially severe and egregious act may meet the standard. For the purposes of this section, bullying shall include cyber-bullying.

Mobbing is the repeated and targeted negative and bullying behavior between or among employees at the workplace that (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to themselves or of damage to their property; (iii) infringes on the rights of the victim at the University.

POLICY

~~Westfield State University accepts and endorses state Senate bill #699 "An Act Addressing Workplace Bullying, Mobbing, and Harassment, Without Regard to Protected Class Status" as proposed, and, further, accepts and endorses any and all amendments made to this bill, as well as the bill in its final form that is signed into law by the governor of the Commonwealth of Massachusetts.~~

~~In keeping with the Senate bill #699, Westfield State University prohibits bullying and mobbing conduct which may be interpreted as bullying or harassment as described in this policy.~~ The ~~u~~University wishes to promote a friendly, welcoming, and healthy environment in conjunction with the ~~u~~University's Mission Statement. Every individual is entitled to be treated with respect and to be free from bullying ~~and harassment~~. ~~All~~

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~~m~~Members of the university community are expected to behave in a manner which demonstrates proper regard for the rights and welfare of others.

Staff ~~are required~~ and students are strongly encouraged to ~~provide support to individuals who are bullied or harassed and to~~ report incidents to the appropriate ~~u~~University official.

~~This~~ anti-bullying policy applies to the entire university community, including full time and part time administration, faculty, staff, students, contractors, consultants, and vendors, and campus visitors. It includes conduct in the workplace and conduct in connection with work- related travel and/or at ~~u~~University-sponsored events. ~~It also expands harassment beyond the protected classes to include the entire university community.~~

Education/Prevention

~~The Office of Human Resources will circulate this University Anti-Bullying Policy This policy will be circulated~~ each fall to all employees and students ~~through the Diversity/Affirmative Action Office~~ along with the annual distribution of the following: Equal Opportunity, Nondiscrimination, and Title IX Plan, Affirmative and the Whistleblower Policy~~Action/Equal Opportunity/Diversity Plan, Drug Free Schools and Communities Information Policy, Rape/Sexual Assault Policy.~~ Additionally, the Anti-Bullying Policy will be included in all electronic and paper versions of the ~~u~~University's ~~Policycies Manual~~. Staff will facilitate workshops during the academic year for students and employees to educate around the topic of bullying.

Disciplinary Action

Violations of this ~~p~~Policy are subject to disciplinary action in accordance with ~~u~~University policy, collective bargaining, and the Student Handbook.

PROCEDURES FOR REPORTING

~~Normal channels of reporting alleged bullying will be used in accordance with the The Student Handbook, collective bargaining agreements, and uUniversity procedures shall provide for reporting of bullying. Investigations of complaints of bullying will be done expeditiously and with the highest level of confidentiality.~~

Reporting Violations by Students

~~Complaints of bullying should be reported immediately to the Public Safety or Residential Life staff (24 hour operations). Complaints may also be reported to the Dean of Students or Student Conduct Office.~~

~~Complaints will be investigated and forwarded to the Student Conduct Office for review in a timely manner. Alleged student conduct violations stemming from complaints will be processed in accordance with the student conduct procedures outlines in the Student Handbook.~~

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REVIEWED: ~~December 2014~~

~~Reporting Violations by Employees, Contractors, Vendors~~

- ~~• Complaints of bullying should be reported to the Director, Human Resources.~~
- ~~• The Director of Human Resources will determine at what level the complaint will be investigated and what/if any corrective action should be administered. For example, an instance where an employee accuses a supervisor of bullying, the complaint may be referred to the area vice president.~~

~~Questions regarding reporting alleged violations of this policy may be directed to the Director of Human Resources.~~

REVIEW

This document will be reviewed annually by ~~the Dean, Affirmative Action/Diversity and~~ the Director of Human Resources. Should related legislation become law, this policy will be reviewed immediately and revised in accordance with federal and state laws.



Board of Trustees

June 11, 2025

MOTION

To approve the granting of Faculty Emeritus, effective June 11, 2025, to the following individuals:

Dr. Volker Ecke, Mathematics

Dr. Kathleen Walsh, Social Work

ACADEMIC AFFAIRS

April 4, 2025

Dr. Linda Thompson
President
Westfield State University

Dear President Thompson:

The Emeritus Committee met on March 3, 2025. After review and discussion, the committee made recommendations to me, and after careful review of the nominees, I recommend the following faculty members be granted Faculty Emeritus status:

Dr. Volker Ecke, Professor Emeritus, Mathematics
Dr. Kathleen Walsh, Professor Emerita, Social Work

These individuals met the qualifications for designation as Emeritus/a by demonstrating substantive, sustained achievement in their careers at Westfield State University in one or more of the following areas: teaching, advising, scholarship, professional service to the university, the community and the discipline. Accordingly, I am forwarding these recommendations to you and, subsequently, to the Board of Trustees. Justifications for each nomination are enclosed.

Thank you for your consideration.

Sincerely,



William Salka
Provost and Executive Vice President

Approved:



Dr. Linda Thompson, President

April 10, 2025
Date

Dr. Volker Ecke, Professor Emeritus, Mathematics

In his nearly twenty year career at Westfield State University, Dr. Volker Ecke distinguished himself as an outstanding classroom instructor, innovative scholar, and dedicated member of the university community. For more than a decade, Dr. Ecke rendered an invaluable service to the Mathematics Department and the wider university community as Elementary Education Coordinator. In that capacity,

he worked in close collaboration with Dr. Brian Jennings to develop, establish, and supervise the "Advanced Mathematics in Elementary Education" (AMEE) major program. The program is one of the few such programs in Massachusetts dedicated to developing mathematics specialists at the elementary grade levels.

Moreover, Dr. Ecke was an integral lead member of the "Art of Mathematics" project which has been supported by several National Science Foundation grants. Among his many publications, Dr. Ecke co-wrote several inquiry focused textbooks which engage students in mathematical explorations through activities in the arts, games, and puzzles which leverage the beauty of the arts to illuminate the beauty of mathematics.

Dr. Ecke is also the co-founder and co-president of the NE-COMMIT/The New England Community for Mathematics Inquiry in Teaching. The organization's mission is to broaden the teaching of mathematics with inquiry in the New England region and to support its practitioners.

In service to the Westfield State campus, Dr. Ecke served for almost two decades on the University Curriculum Committee. Most significantly, in the Summer of 2023, he helped lay the foundation for the governance implementation of the university's new General Education Program. In the following year, he co-chaired the UCC with Dr. Eric Bressler and helped shape a thoughtful and thorough process of reviewing and implementing the new General Education Program.

Dr. Kathleen Walsh, Professor Emerita, Social Work

In 2010, Dr. Katherine Walsh's strong belief in the importance of an affordable public university training program in Social Work led her to leave behind a tenured full professorship at the Springfield College School of Social Work and come to Westfield State University. In her thirteen-year career at WSU, Dr. Walsh demonstrated an untiring commitment to student education. She developed and taught eleven undergraduate and graduate courses. She was a diligent adviser to BSW and MSW students with a yearly advising load of 25-40 students.

With Joan Kuhnly of the Nursing Department, Dr. Walsh developed an interprofessional Honors course in End of Life Care. She also developed and served as faculty co-liaison for the Masters of Social Work Student Organization for the first seven years of the MSW Program. In a testament to her dedication to her pedagogy, Dr. Walsh was nominated nine times for the John F. Nevins Outstanding Educator Award at Westfield State and received it in 2019.

In addition, Dr. Walsh distinguished herself within the broader field of Social Work. As a clinical social worker specializing in Oncology and End of Life Care, she has served in numerous roles within the Association of Oncology Social Work (AOSW), including serving as president of the organization for two years. She, among many other accomplishments, has written a textbook, *Grief and Loss: Theories and Skills for the Helping Profession*, which is now in its third edition.

On the Westfield campus, Dr. Walsh has played an invaluable role in the creation of the MSW Program. She chaired many department committees as well as serving on the university's Graduate Education

Council for three terms. She also served on the University Interprofessional Integrated Health Committee, the WHOO Day of Dialogue Committee and several search committees in the Social Work and Nursing Departments.

In the wider Western Massachusetts community, Dr. Walsh has distinguished herself in her private practice where she has provided therapeutic services to oncology survivors and their caregivers from 1988 to the present. She developed and continues to deliver multiple grief trainings for area agencies including the DCF, the Hampden County Correctional Facility, New England Geriatrics, and Western Mass. Elder Services. From 2012 to the present, Dr. Walsh has volunteered for A Home Within, a national organization providing therapy free of charge to children in foster care and their caregivers.

Westfield State University

Master Plan Update – Board of Trustees

DCAMM # WSU2401

June 11, 2025



Agenda

1. **Process Overview**
2. **Campus Priorities**
3. **Consensus Solution**
4. **Discussion**
5. **Next Steps**

Meeting Goal

To update the Board of Trustees on the campus master plan prior to completion.

DRAFT



Process Overview



Process | Schedule and Engagement

DRAFT



2 Presidents Cabinet Meetings

8 Steering Committee Meetings / **26** Members

10 Stakeholder Workshops

100 Responses from Online Questionnaire

150 Attendees at Virtual Town Hall

Student Government Meeting



Commonwealth Priorities | Executive Orders



Applicability to campus resiliency and decarbonization

EO 569 Establishing an Integrated Climate Change Strategy for the Commonwealth

EO 594 Leading By Example: Decarbonizing and Minimizing Environmental Impacts of State Government

Applicability to campus regarding surplus property to inform master planning alternatives

EO 623 Identifying Opportunities for the Use of Surplus and Underutilized Land for Housing

Campus Priorities



Vision and Priorities | Articulating a Vision

Over the next decade, **Westfield State University** will focus on campus and facilities improvements that provide a learning and living environment designed to prepare students for an evolving labor market by promoting interdisciplinary, collaborative, and meaningful learning.

The **vision** is captured in the following **priorities**:

- **Enhance community** through improved spaces for student life, support, and collaboration
- **Build academic classrooms** that support current and interdisciplinary pedagogy that will ready students for the labor market
- **Improve access** to new technology
- **Create a welcoming campus** that prioritizes accessibility, diversity, and safety
- **Celebrate WSU's distinctive location** and relationship with its natural environment through impactful outdoor spaces for learning, living, and playing

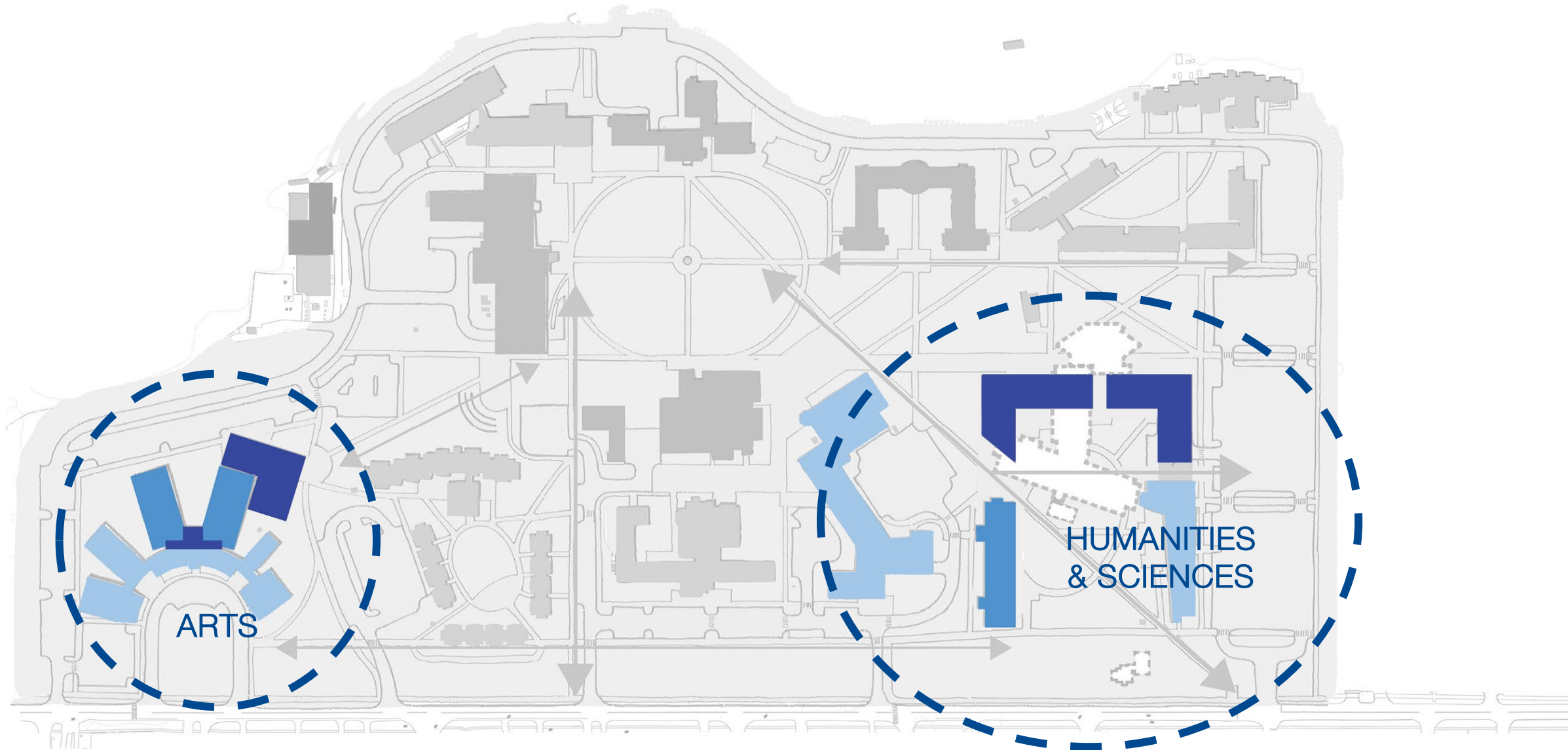


Campus Planning Principles

- Use Space More Efficiently
- Reduce the Total Square Footage on Campus
- Increase adjacencies for Academic Programs and Student Life
- Augment Athletics on East Campus
- Modernize Outdated Instructional Spaces



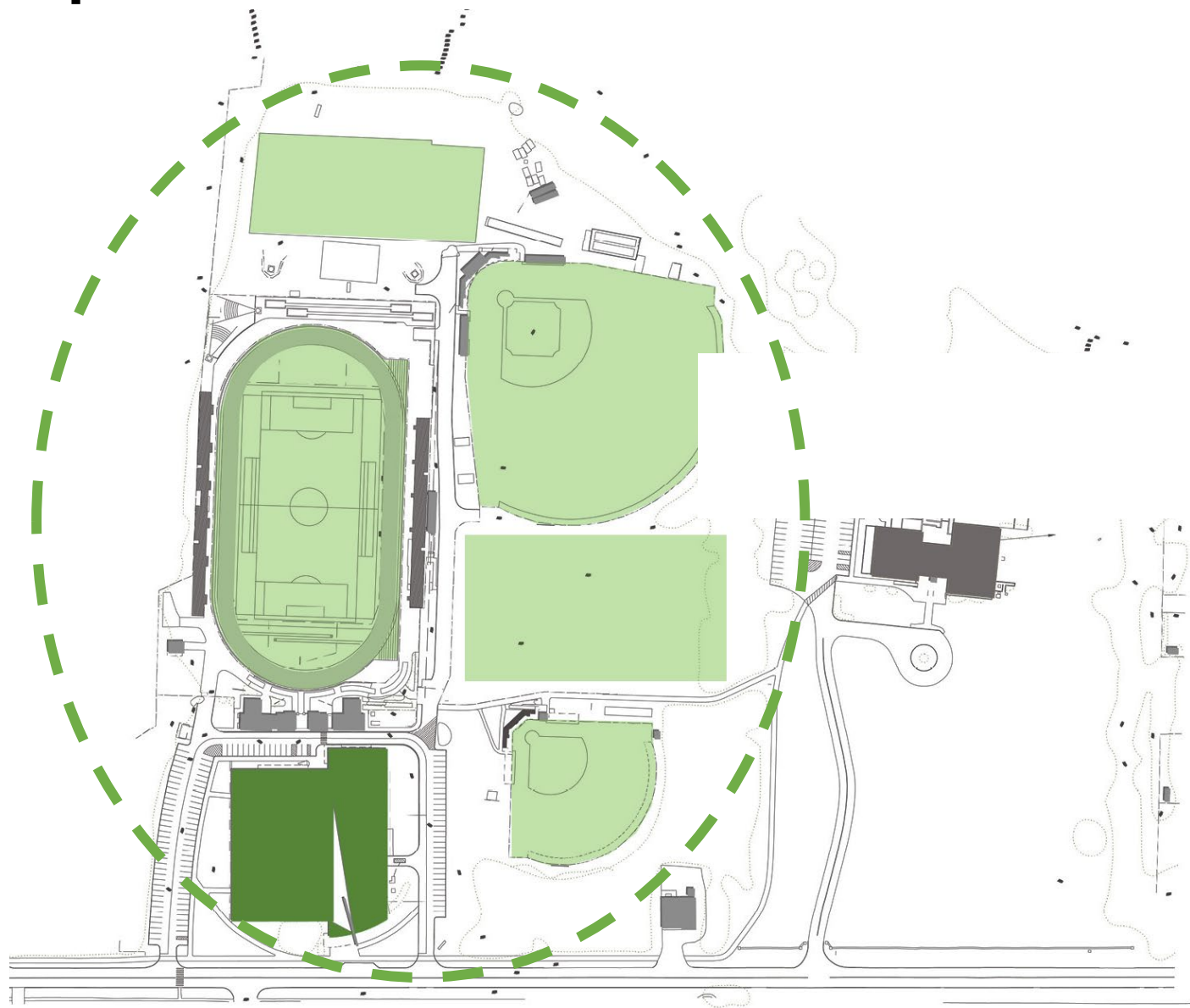
Co-locate Academic Programs



Reinforce Residential and Student Life



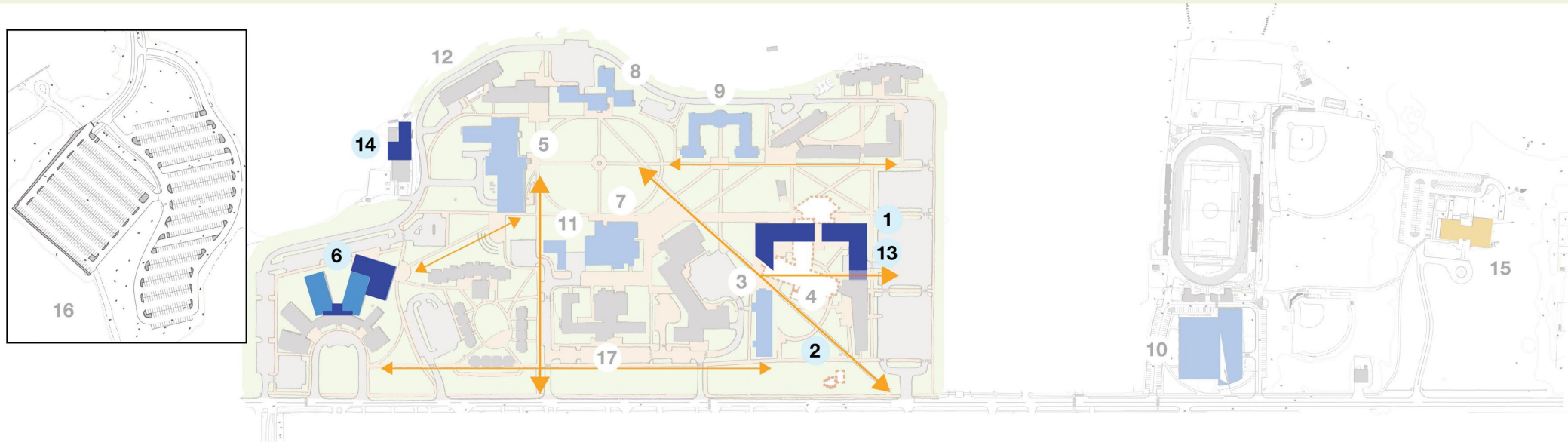
Improve Athletics Facilities



Consensus Solution



Consensus Solution | Enabling Projects



1 Build a new Human Health Hub

- Colocate Health Sciences, Nursing, Sports Medicine, Human Performance, and Psychology

2 Build a new STEM Hub

- Biology, Chemical & Physical Sciences, Environmental Science & Math

3 Renovate Bates Hall

- Communications
- English, History and Philosophy
- Classrooms and a testing suite

4 Create a new Academic Quad

- Demolish Wilson Hall
- Build new classrooms, labs, auditorium and shared spaces in new buildings

5 Renovate Ely Campus Center & Library

- Renovate spaces for student life
- Relocate administrative offices

6 The Dower Center

- Add elevator to access 2nd floor
- Restroom renovations and minor classroom renovations
- Build an addition, relocate the black box theater, workshops and offices from Ely

7 Renovate Tim & Jeanne's Dining Commons

- Replace kitchen equipment
- Accessibility updates to the servery
- Accessibility updates to the restrooms

8 Renovate Lammers Hall

- Add elevator to access all floors
- Dormitory style rooms renovated into single occupancy rooms and new common areas

9 Renovate Courtney Hall

- Accessible bathrooms

10 Upgrade Woodward Center

- Athletic building upgrades

11 Renovate Maintenance / Trades Building

- Build screen for the Dining Commons service functions
- Beautification next to the Dining Commons

12 Ely Ring Road

13 Build Decarbonization Plant East

- Adjacent to the Human Health Hub

14 Build Decarbonization Plant West

- Adjacent to Power Plant
- Relocate University Police
- Relocate Maintenance / Trades

15 Horace Mann Center

- Surplus building

16 South Lot (not shown on diagram)

- Surplus land

RECENT PROJECTS

17 Scanlon Hall - transition from residential to office functions

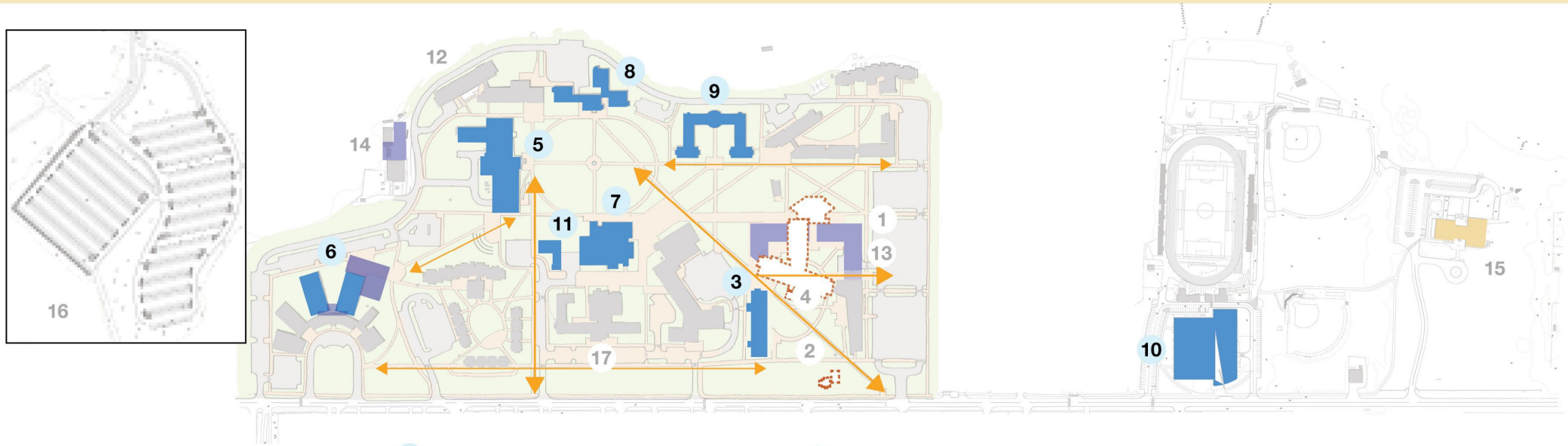
- Counseling Center, Registrar, Veterans Support Services, Event Management, ROTC, and Faculty Center

LEGEND

- Renovation
- New Construction
- Demolition
- Surplus
- Landscape

Primary Pedestrian Corridors

Consensus Solution | Renovation Projects



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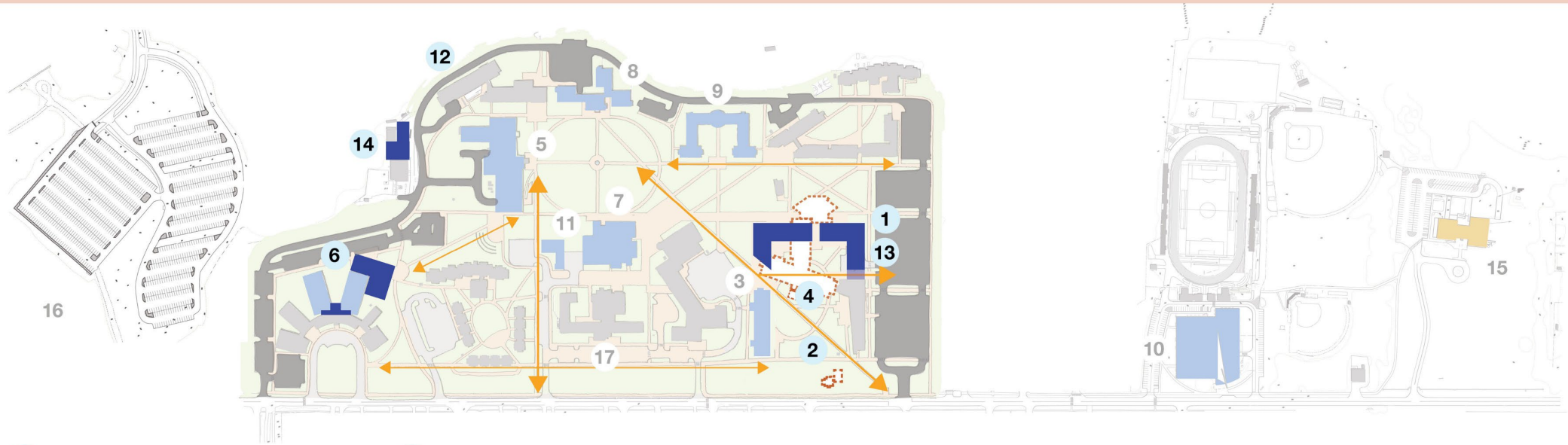
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LEGEND

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- New Construction
- Demolition
- Surplus
- Landscape
- Primary Pedestrian Corridors

Consensus Solution | New Buildings



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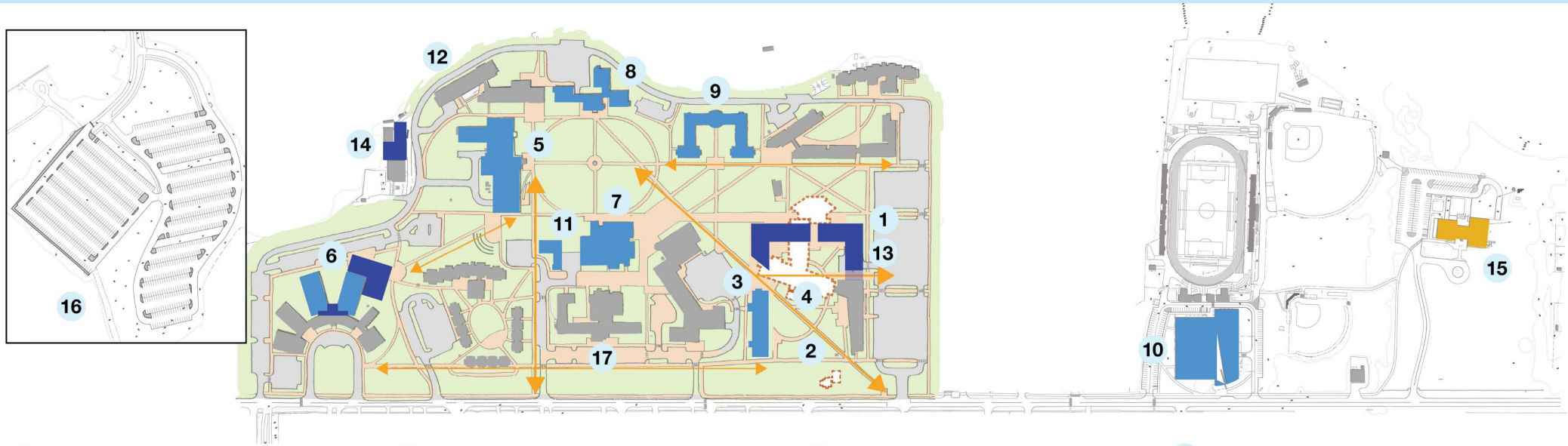
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- New Construction
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- Surplus
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- Primary Pedestrian Corridors

Outcomes

- **More Efficient Space Use on Campus**
- **New Academic Quad**
- **Co-locate Arts Complex**
- **Improved Use of Student Center**
- **More Desirable Residential Space**
- **Enhanced Pedestrian Experience**
 - **Safer Vehicular Circulation**
 - **Standardized and Improved Wayfinding Signage**
 - **Enhanced Landscaping**
- **Environmental and Economic Sustainability**
- **Reduced Deferred Maintenance**



Discussion



Key Questions

1. Are there any significant issues or concerns with the current consensus solution?
2. Is there anything missing from this plan that the board would like to discuss or review in more detail?
3. Part of the master planning process is to assess potential surplus property, what is the perspective of the board on opportunities that may be identified?





Board of Trustees

June 11, 2025

MOTION

To approve the FY26 provisional campus budget, as presented, including, but not limited to the following elements: operating budget, capital budget, vehicle lease/purchase program and sponsorships (\$50,000). Further, to authorize the President and/or the Vice President for Administration and Finance to make budget adjustments to these funds as allowed in the Trust Fund Management Policy (0604).

Mr. Ali Salehi, Chair

Date

Westfield State University
Financial Affairs Committee

FY26 Provisional Operating Budget – Planning and Process

June 11, 2025

Budget Planning – Guiding Principles

- Spend within our means (achieved).
- Limit reserves to previously approved projects/initiatives (achieved).
- Strategic plan as basis for resource allocation (in process).

Improvements to Operating Budget Reporting

- Eliminate rollovers from operating budget and minimize rollover requests.
- Shift grants, other trust funds, and student success funding out of operating budget.
- Developed new supplemental report for non-general fund spending.

Budget Process/Assumptions

- President's Cabinet collaborated on budget strategies and methodology.
- Established updated revenue and tuition budget based on increased enrollment.
- Reviewed all personnel and non-personnel budgets to align to available funding. Included by not limited to positions, detailed expense review (e.g., consultants, travel, etc.), contingencies and innovation fund.
- Capital projects were recommended by the President's Cabinet as provided.
- Projected vacancies are assumed in the current budget as not all positions are filled at the start of the fiscal year.
- State appropriation has not yet been finalized but is assuming Governor's budget as a baseline.

Westfield State University
Financial Affairs Committee

FY26 Provisional Operating Budget

June 11, 2025

OVERVIEW

Westfield State University has worked diligently to present a provisional balanced budget of \$132M for FY26. While many adjustments have been made in the new budget, this represents a flat budget from FY25. A detailed review of revenues and expenses was conducted to re-align spending within existing resources. The use of campus reserves for rollovers is no longer a part of the operating budget, grants have been removed from the operating budget and operating expenses reduced. These actions allow the campus to present a cleaner operating budget view and better align revenues and expenses.

Enrollment is still a primary driver of campus revenues. Overall, enrollment is projected to increase by 254 students or 6% over this year, primarily due to higher retention rates of current students and a larger entering class from last year. New students are also projected to increase as well slight increases in DGCE undergraduate and graduate students. While early enrollment indications for the incoming class are positive, enrollment will continue to be monitored closely as the final October Budget is developed.

PROVISIONAL BUDGET PLAN FY26

- The FY26 Provisional Budget reflects a balanced budget, which was achieved in large part by permanent budget reductions totaling \$7M as follows: \$2.6M of vacant position reductions; \$1.6M of vacancy savings adjustments; and \$1.2M of operations reductions; as well a \$600k increase in contribution from Dining and \$121k from DGCE. Additional adjustments include \$1.5M in reductions from major categories such as the Innovation Fund, Financial Aid, Campus Contingency, and Funding for Prior Year Approvals.
- The campus is planning for full time undergraduate enrollment of 3,179 billable students on a full year average basis, which is an increase of 212 students (or 7.1%) from FY25 actual enrollment of 2,967. Several factors have contributed to increased enrollment including a continuation of tuition discounting to 30% for entering first year students (and sophomores), FY26 is the second year of increased tuition discounting. In FY25, there was a nation-wide delay in the FAFSA rollout for students and families due to technical glitches and short staffing, for FY26, students are able to apply for the FAFSA without issue.
- Financial challenges are ongoing in Residential Life, as expected, due to lower occupancy and high fixed costs (primarily debt). Occupancy is projected to increase by 89 students from the FY25 Budget of 1,710, which represents 75% occupancy with a design capacity of 2,397. Given that most 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 \$4.2M. Lammers Hall will be closing

next year due to building system issues while the University assesses future options. Additionally, one apartment building will be offline this year for the plumbing stack repair project.

- Dining Services participation rates follow enrollment and occupancy levels. No rate increases were proposed this year as new food contracts were coordinated with UMASS Amherst. Dining Services is expected to contribute \$1.7M to the campus to support their overhead costs. Unlike residential life, dining expenses are more variable and based on staffing and food costs.
- DGCE revenue is expected to increase by \$0.6M over the prior year at \$14M mainly due to fee increases. It is assumed that DGCE will contribute \$3.2M to the campus, in support of their overhead costs.
- Use of campus reserves is limited to previously approved but ongoing facility projects (\$2.6M) as summarized in the capital budget and the unspent strategic investment pool of \$1.2M for a total projected reserve use of \$3.8M.

SUMMARY

The FY26 Provisional Budget was developed with the intent of balancing the campus budget through reductions and increased contributions, which took significant effort from the campus and collaboration from the Cabinet. 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 achieving a balanced budget.

Westfield State University
FY26 Enrollment Planning

6/2/2025

	FY25 October Budget	FY25 Actuals	FY26 Planning	FY25 Actuals vs. FY26 Planning
New Freshman	830	833	857	24
Transfers	208	232	220	(12)
Returning	2,101	2,058	2,269	211
Total Fall	3,139	3,123	3,346	223
Spring Est.	2,825	2,811	3,011	201
Average Billable	2,982	2,967	3,179	212
Less: XRG	(50)			-
Adjustment: Other				-
Full Year Average Billable Students	2,932	2,967	3,179	212

	FY25 October Budget	FY25 Actuals	FY26 Planning	Variance YoY
<i>Enrollment (FTE)</i>				
Graduate	628	619	627	8
PA	58	58	58	1
Undergraduate	651	604	638	34
Total CGCE Student FTE Conversion	1,338	1,280	1,323	42
Total UG & CGCE FTE	4,269	4,247	4,501	254

Notes:

1. DGCE provided credit hours which were converted into billable students. Received UG Day division freshmen and transfers from Admissions.
2. Backed into total returning students using estimated 10% melt rate, and avg and XRG estimates.

Westfield State University
FY26 Provisional Budget - Condensed Summary
(\$ in millions)

A. Operating Budget

Category	FY25 Spending Plan	FY26 Provisional Budget	Variance	% Variance
<u>Revenue</u>				
Operating Revenue	\$ 127.2	\$ 129.0	\$ 1.8	1.4%
Total Revenue	\$ 127.2	\$ 129.0	\$ 1.8	1.4%
<u>Expenses</u>				
Operating Expenses	\$ 132.2	\$ 129.0	\$ (3.2)	-2.4%
Total Expenses	\$ 132.2	\$ 129.0	\$ (3.2)	-2.4%
			\$ -	
Net Operating Variance	\$ (5.0)	\$ -	\$ 5.0	-100.0%
<u>Reserves</u>				
Strategic Investments	\$ 3.1	\$ 1.2	\$ 1.9	61.3%
Facility Projects	\$ 3.0	\$ 2.6	\$ 0.4	13.3%
Total Reserves	\$ 6.1	\$ 3.8	\$ 2.3	37.7%
Total Variances & Reserves	\$ 11.10	\$ 3.80	\$ 7.3	65.8%

B. Trust Fund Summary

Category	Operating	Innovation	Capital	DGCE	Res Life	Dining	Total
Revenue	\$ 87.1	\$ 0.4	\$ -	\$ 14.1	\$ 16.5	\$ 10.8	\$ 128.9
Expenses/Transfers	\$ 85.6	\$ 0.4	\$ -	\$ 14.1	\$ 20.7	\$ 10.8	\$ 131.6
Net Revenue over Expenses	\$ 1.5	\$ -	\$ -	\$ -	\$ (4.2)	\$ -	\$ (2.7)
Reserves Facility Projects			\$ 2.7				\$ 2.7
Total							\$ 0.0

Westfield State University
FY26 Provisional Budget

6/2/2025

	FY25 October Approved Conditional Budget	FY25 Approved Dec. Budget	FY25 Spending Plan	FY26 Provisional Budget	FY26 Provisional Budget vs. FY25 Spending Plan	% Variance	Notes
Revenue:							
State Appropriation	40,520,761	40,520,761	40,520,761	42,750,329	2,229,568	6%	Aligns to the Governor's Budget
Total Tuition/Fee Revenue	35,754,835	35,546,835	35,754,835	39,832,544	4,077,709	11%	Increase of 244 returning students, analysis provided by Academic Affairs
Foundation	1,213,500	1,213,500	1,213,500	1,388,500	175,000	14%	Increase in Foundation Support
Grant Revenue	5,103,333	5,103,333	5,103,333	-	(5,103,333)	-100%	Grant Revenue removed from budget
Commissions	214,109	214,109	214,109	235,224	21,115	10%	
Interest Income	1,915,000	1,915,000	1,915,000	2,315,000	400,000	21%	
Innovation Fund	800,000	800,000	800,000	400,000	(400,000)	-50%	
Other Trust funds	1,434,821		1,434,821	-	(1,434,821)	-100%	
Parking revenues	211,176	211,176	211,176	228,866	17,690	8%	
Miscellaneous Revenue	383,909	591,909	383,909	364,750	(19,159)	-5%	
Other Revenue			-		-		
DGCE	13,410,276	13,410,276	13,410,276	14,095,020	684,744	5%	Fee Increases
Residential Life	15,420,590	15,420,590	15,420,590	16,510,911	1,090,321	7%	
Dining Services	10,806,937	10,806,937	10,806,937	10,849,629	42,692	0%	Dining Budget right sized based on actuals trend
Grants: HEERF/ARPA		-	-	-	-		
Total Revenue	127,189,246	125,754,425	127,189,246	128,970,773	1,781,527	1%	
Reserve Funding							
Strategic Investments	7,141,813	3,086,796	3,086,796		(3,086,796)	-100%	
Capital - Previously Approved Projects	2,038,822	3,000,000	3,000,000	2,661,338	(338,662)	-11%	
Innovation Fund	-	-			-		
Total Reserve Funding	9,180,635	6,086,796	6,086,796	2,661,338	(3,425,458)	-56%	
Total Resources	136,369,881	131,841,221	133,276,042	131,632,111	(1,643,931)	-1%	
Expense:							
Compensation	47,737,638	47,095,818	47,737,638	50,921,394	3,183,756	7%	Collective Bargaining Costs, ties to position census
Fringe	3,762,500	3,762,500	3,762,500	3,985,076	222,576	6%	Fringe Rate Lowered by the State to 37.81%
Compensation & Fringe Total	51,500,138	50,858,318	51,500,138	54,906,470	3,406,332	7%	
Department Operations	20,269,011	16,534,771	19,037,279	17,035,776	(2,001,503)	-11%	Eliminated Operating Rollovers; Cabinet Reductions
Utilities	3,403,383	3,103,383	3,403,383	3,100,094	(303,288)	-9%	Aligned Preliminary budget to trend analysis
Financial Aid	6,826,425	6,826,425	6,826,425	8,282,709	1,456,284	21%	30% Discount Rate applied to new first years and returning soph
Debt Service	1,513,984	1,513,984	1,513,984	1,323,292	(190,692)	-13%	Mod Hall Lease expired
Contingency	650,000	650,000	650,000	325,000	(325,000)	-50%	Reduced to offset budget gap
Capital Investments	7,401,957	5,926,201	6,141,036	5,404,799	(736,237)	-12%	Eliminated Capital Rollover
DGCE	10,513,425	10,313,425	10,413,425	10,876,608	463,183	4%	Vacancy Reductions Built into 5.13.25 budget model
Residential Life	22,219,467	21,236,358	21,526,022	20,683,618	(842,405)	-4%	Vacancy Reductions Built into 5.13.25 budget model
Dining Services	9,724,483	9,424,483	9,624,483	9,065,069	(559,414)	-6%	Vacancy Reductions Built into 5.13.25 budget model
Strategic Investments	328,677	328,677	161,570	228,677	67,107	42%	Align to the Strategic Plan
Grants	5,103,333	4,425,197	4,395,391	-	(4,395,391)	-100%	Removed from budge tmodel
Other trust funds	1,099,517		1,695,681	-	(1,695,681)	-100%	No rollover component to Other Trust Funds
Innovation Fund	1,353,329	700,000	856,191	400,000	(456,191)	-53%	Reduction to offset budget gap
FEMA Reimbursement Funds	549,547	-	522,746	-	(522,746)	-100%	FEMA runout, no expense in FY26
Total Expense	142,456,676	131,841,221	138,267,753	131,632,111	(6,635,642)	-5%	
Revenue Over Expense	(6,086,794)	(0)	(4,991,711)	(0)	4,991,711	-100%	

	Res Life Loss	(4,172,707)
	General Fund Surplus/(Loss)	4,172,707
Total		-

Note:
1) Rollovers are excluded from the FY26 Operating Budget
2) Grants & Other Trust Funds are removed from the Operating Budget and reported in a separate schedule

Westfield State University
FY26 Detailed Budget by Trust Fund
FY26 Provisional Budget

	Operating Budget	Innovation Fund	Capital Project Fund	DGCE	Residential Life	Dining Services	FY26 Provisional Budget
Revenue							
Scholarship Allowance							-
Tuition and Fees	39,832,544			14,095,020			53,927,564
Federal Grants and Contracts							-
State Grants and Contracts							-
Private Grants and Contracts							-
Residence Fees					16,239,185		16,239,185
Dining Fees						10,849,629	10,849,629
Other Operating Revenues	593,616				249,726		843,342
Commissions	235,224				22,000		257,224
State General Appropriations	42,750,329						42,750,329
Foundation Support	1,388,500						1,388,500
Innovation Fund		400,000					400,000
Investment Income	2,315,000						2,315,000
Total Revenue	87,115,213	400,000	-	14,095,020	16,510,911	10,849,629	128,970,773
Planned Use of Reserves	-	-		-		-	-
Capital - Previously Approved Projects			2,661,338				2,661,338
Total Rollovers / Timing	-	-	2,661,338	-	-	-	2,661,338
Total Resources	87,115,213	400,000	2,661,338	14,095,020	16,510,911	10,849,629	131,632,111
Expenses							
Personnel	50,921,394			4,496,028	2,579,728	2,461,258	60,458,408
Fringe Benefits	3,985,076			1,977,898	975,395	957,420	7,895,790
Operations	17,035,776			4,327,682	1,771,049	4,862,688	27,997,194
Strategic Investments	228,677						228,677
Utilities	3,100,094				2,231,946		5,332,041
Debt Payments	1,323,292					534,904	1,858,196
FEMA Reimb. Spending Plan							-
Operating Contingency	325,000					248,798	573,798
Capital Projects			5,404,799			-	5,404,799
Scholarships	8,282,709			75,000	501,804	-	8,859,513
Transfers	401,827	-	(5,404,799)	3,218,412	-	1,784,560	-
MSCBA Assessment					12,623,695		12,623,695
Innovation Fund Expenditures		400,000					400,000
Total Expense and Transfers	85,603,845	400,000	-	14,095,020	20,683,618	10,849,629	131,632,111
Net Revenue over Expense	1,511,369	-	2,661,338	-	(4,172,707)	-	(0)

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. Assumes \$400k of investment funds used to balance the budget

		Funding Source					Total
		Campus	DCAMM Match - Campus	Previously Approved Funding	Previously Approved Campus Funded from Use of Reserves	DCAMM Funding	
Physical Plant Projects							
1	Water Main Repairs/Replacement	300,000	63,520	300,000		136,480	800,000
2	R22 Replacement (DCAMM)		154,789	515,616		1,095,564	1,765,969
3	Road & Sidewalk Repairs (DCAMM)		138,003			296,515	434,518
4	HMC Boiler Repairs/Replacement	400,000					400,000
5	Woodward Lighting Upgrades	180,000					180,000
6	Match Relief (DCAMM)		155,740				155,740
7	Critical Repair Contingency	141,500					141,500
8	Emergency Equipment Failure	75,000					75,000
9	Emergency Infrastructure Failure	75,000					75,000
10	CODE- Fire Damper Study & Testing	100,000					100,000
11	Steam Lime Emergency repairs	50,000					50,000
12	Facilities Studies	50,000					50,000
13	BMS Controls Upgrades	50,000					50,000
14	Scanlon Hall 2 nd Floor – Option 2 Tiered Plan	66,500					66,500
15	MSCBA PLUMBING STACKS					6,080,000	6,080,000
Sub-total		1,488,000	512,052	815,616	-	1,528,559	10,424,227
Information Technology							
16	FacultyStaff Lifecycle (91354)	125,000					125,000
17	Computer Lab Replacement (91356)	50,000					50,000
18	Classroom Technology Replacement (91355)	75,000					75,000
19	Argos Conversion (91225)	25,000					25,000
20	ODA Patching (91225)	20,000					20,000
21	Firewall Replacement (91357)	188,000					188,000
22	Wilson Edge Routers (91357)	350,000					350,000
23	Dower 194 & 142 Grant Computer Replacements	62,000					62,000
24	Argos Migration			38,000			38,000
25	ODA Dataguard Setup			35,000			35,000
26	LMS Migration - Final Implementation & Training			96,358			96,358
Sub-total		895,000	-	169,358	-	-	1,064,358
Previously Approved Projects							
27	Switchgear Testing & Repairs				317,218		317,218
28	Ely Pool			359,146	1,000,000	2,672,317	4,031,463
Subtotal - Previously Approved Projects		-	-	359,146	1,317,218	2,672,317	4,348,681
Grand Total		2,383,000	512,052	1,344,120	1,317,218	4,200,877	15,837,266

Notes:

1) MSCBA Plumbing Stacks project is \$6.1M; most of the funding will be paid by bonding, debt service is included in the budget

Westfield State University
FY26 Supplemental Spending Schedule
Non-Operations Funding Commitments

6/2/2025

Type	FY26 Funding Commitment	Source of Funds	Description
Capital Projects	\$ 2,661,338	Reserves	Previously Approved, See Capital Projects Summary
Strategic Investments	\$ 1,234,543	Reserves	Previously Approved and Unspent From Prior Years
Other Trust Funds	\$ 300,000	Reserves	Estimated use of fund balance
Student Success Grant	\$ 1,532,795	State	Annual Grant Allocation from State - Year 2
Foundation Funds	\$ 800,000	Foundation	Projected unspent funds from previous years
TOTAL	\$ 6,528,676		

Notes:

1. The amounts represent point in time. Due to timing, spending may have occurred in FY25, lowering the FY26 remaining balance.
2. State will carryforward unspent Student Success Grant funding from FY25 - Year 1, exact amount TBD.
3. Federal and State Grant support varies year to year and is estimated to be between \$4M - \$5M.

Westfield State University
FY26 Lease and Motor Vehicle Schedule

5/7/2025

Existing Vehicle Summary		Quantity	Cost/ Montl	Annual Cost
Existing Lease Commitments:				
Facilities, Public Safety, Media Services, Mail Services, Catering,				
Information Technology	25	\$9,160		\$109,920
New Lease Vehicles - April 2025	6	\$7,160		\$85,920
Program Service Fee				\$5,496
				<u>\$201,336</u>
FY26 Vehicle Lease Schedule				\$201,336
FY25 Vehicle Lease Schedule				\$201,336
Difference				<u>\$0</u>

Notes:

1. The Board of Trustees approved the leasing of six new vehicles at their April 2025 meeting.
2. We did not request any additional funding for these vehicles because the savings we realized by participating in a one-time sale of Ford vans will cover the cost of these six vehicles.



Board of Trustees

June 11, 2025

MOTION

To transfer \$1,253,444.00 from the University's investment accounts with Fund Evaluation Group LLC, to the University's operating account at Berkshire Bank, consistent with the University's Investment Policy (0430), to support the FY25 operating budget, and verified with the financial analysis presented today.

Mr. Ali Salehi, Chair

Date

Westfield State University
Financial Affairs Committee

Investment Income Drawdown

June 11, 2025

Overview

The University has invested \$30M of its cash reserves into various investments, including equities and bond funds, currently through Fund Evaluation Group (FEG). To date, these funds have grown to \$38M since the investment strategy was implemented several years ago. The earnings from the investments provide ongoing budget support which is built into the annual operating budget of the University. While the University has not drawn down funds from these investments in the past, we will begin to draw them down in FY25, consistent with the current Investment Policy (0430).

Process

FEG, our current investment advisors, prepares a quarterly projection on the interest income distributions, based on the current spending policy. The spending policy allows the university to draw down 4% of the 12-quarter moving average value of these investments.

For FY25, FEG is projecting the 4th quarter value based on the current balances of \$39,544,343. Overall, the actual 12-quarter moving average calculation is not expected to vary significantly from this projection.

The updated Investment Policy for the spending allocation is extracted below:

“The Westfield State University has adopted the following spending policy, which will apply to the University’s investment portfolio.

1. *This Policy seeks an appropriate balance among the following goals:*
 - a. *Provide the University with a predictable and stable stream of revenue.*
 - b. *Ensure the real value (defined as purchasing power) of the invested assets and its revenue stream does not decline over the long-term.*
 - c. *Base the spending policy on best practices for similar organizations or market segments (e.g., treat the invested funds as endowment like).*
2. *Authorized expenditures during an upcoming fiscal year shall be limited to four percent (4%) of the average total market value of the investment portfolio over a trailing twelve quarter period ending June 30 fiscal year, not to include additions during the current fiscal year. In the event the average annualized total return for the trailing three-year period fails to equal or exceed 4%, the Investment Advisor shall calculate the new percentage and provide the calculation for review and/or approval to the Financial Affairs Committee for an exception to the 4% threshold. The amount for the upcoming*

fiscal year is to be calculated quarterly. The final spending calculation and allocation will be provided as soon as practicable, following June 30th and will be reviewed and approved annually by the Financial Affairs Committee.

- 3. In making such distributions, the University is authorized to use both Net Income and Net Capital Appreciation (defined as realized and unrealized appreciation in the fair market value of the investments) in accordance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA).*
- 4. Exceptions to and/or changes in this spending policy shall only be made by approval of the Board of Trustees based on recommendations from the Financial Affairs Committee.”*

Recommendation

To approve the motion to allow the transfer of interest income from the investment portfolio to the University for FY25 as represented in the FEG projected calculation.

Quarter	Market Value
Sep-22	\$ 20,936,513.87
Dec-22	\$ 21,826,500.00
Mar-23	\$ 22,685,875.00
Jun-23	\$ 23,698,220.00
Sep-23	\$ 23,079,092.00
Dec-23	\$ 35,139,575.89
Mar-24	\$ 36,345,249.63
Jun-24	\$ 37,159,160.60
Sep-24	\$ 38,795,215.12
Dec-24	\$ 38,498,082.16
Mar-25	\$ 38,325,597.00
Jun-25	* \$ 39,544,343.11
Average of the last 12 Quarters	\$ 31,336,118.70
4% distribution	\$ 1,253,444.75

*The Jun-25 Value is estimated using the market value as of 5/19/2025



Board of Trustees

June 11, 2025

MOTION

To approve revisions to the Westfield State University, Board of Trustees, Financial Affairs Committee Charter, as presented.

Mr. Ali Salehi, Chair

Date



**BOARD OF TRUSTEES
FINANCIAL AFFAIRS COMMITTEE
CHARTER**

I. Mission

The Financial Affairs Committee shall oversee all of Westfield State University's (WSU) finances, including financial controls and accounting systems in a transparent manner. It shall oversee the financial, legal and ethical integrity of WSU's financial records and financial reporting processes for WSU's operating accounts, reserves, capital assets/projects and all other financial matters consistent with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Standards Board (GASB) as well as Massachusetts General Laws.

II. Authority and Responsibilities

Policies

Establish, review, and update financial and investment policies for approval by the Board.

Oversight of Implementation

The Committee shall review the development of annual/multi-year all funds operating budgets prepared under the direction of the University President and Vice President for Administration & Finance and make recommendations to the Board of Trustees regarding their approval. The Committee shall review and monitor quarterly operating reports of income and expenditures and monitor compliance with WSU's investment policy. Major budget variances, significant trends or financial concerns shall be communicated to the WSU Board of Trustees in a timely manner.

The Financial Affairs Committee shall review proposed major financial transactions that are not included within Board-approved budgets. Proposed variances with recommendations shall be submitted to the Board of Trustees for approval.

The Committee shall also make recommendations to the Board in selecting the financial advisor for University investments and shall oversee the investment advisor, ~~in coordination with the Investment Subcommittee.~~

The Committee has the authority to establish subcommittees and/or working groups to monitor or focus on a specific topic or activity as deemed appropriate. A committee charge, membership, duration, and outcomes will be established if/or when such working groups are established and will report back to the Financial Affairs Committee on a regular basis.

Evaluate Performance

Review overall investment performance, asset allocation, and risk tolerance for short and long-term investments. It shall cause to be prepared and submitted to the Board of Trustees at least once a year an audited financial statement of WSU's financial condition.

Educate the Board

Board motions should contain enough background data to make an informed decision to properly carry out the Committee's fiduciary oversight responsibility. Further, Board materials should be sent in advance of all meetings. Adequate time should be allowed for discussion on substantive issues presented to the Committee.

III. Organization

Review of Charter

This charter shall be reviewed and reassessed by the Committee annually, and any proposed changes shall be submitted to the Board for approval.

Membership/Structure/Quorum

The Committee shall consist of at least five members. The Committee chair shall be appointed by the Board chair. Committee members should ideally have financial, investment, or business expertise. Committee membership shall not exceed the maximum term(s) as identified in the current bylaws.

Staff Liaison

The president shall designate a member of the University's senior administration to serve as a liaison to the Committee.

Meetings

The Committee shall meet in advance of each Board of Trustees meeting unless the Committee chair and Board chair determine that a meeting is not necessary. A quorum of any meeting of the Committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts open meeting laws.

Agenda, Minutes and Reports

The Committee chair, in collaboration with the staff liaison, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be provided to Committee members at least five days in advance of the meeting. Minutes for all meetings shall be drafted by the ~~staff liaison or designee~~assistant to the Board of Trustees, reviewed by the Committee chair, and approved by Committee members at the following meeting. All meeting materials will be posted on the University's website within 14 days after each Committee meeting, to ensure transparency of Board actions and oversight of the University.