



Board of Trustees

Audit Committee

June 20, 2024

2:00 p.m.

Conference Rooms A & B, University Hall

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

Committee Members Present: Vice Chair William Reichelt, Melissa Alvarado, and Dr. Gloria Williams.

Committee Members Excused: Theresa Jasmin and Madeline Landrau

Also present and participating were Westfield State University President Dr. Linda Thompson, Administration and Finance Vice President Stephen Taksar, and Assoc. Vice President Lisa Freeman.

Committee Vice Chair Reichelt called the meeting to order at 2:02 p.m., announced committee members, and stated the meeting was being livestreamed and recorded.

MOTION made by Trustee Williams and seconded by Trustee Alvarado, to approve the minutes of the April 25, 2024, Audit Committee meeting. There being no discussion, **motion passed unanimously.**

WithumSmith & Brown, PC presented their plans for their audit which outlines responsibilities on their behalf and key dates for a timeline of events.

Boston Consortium presented in-person their finalized audit of the Grants Office. A brief background was given, objectives and scope with a conclusion of five (5) observations for improvement were discussed. (1) Department structure, (2) policies and procedures, (3) system risks, (4) worker hiring practices, and (5) communication. There were no misappropriated funds.

A discussion of an increase in grants down the line, but a decentralization of the grants office and how that would look for the University.

MOTION made by Trustee Reichelt and seconded by Trustee Alvarado to recommend the University continue with an agreement with the Boston Consortium for internal audit services. All University procurement procedures and policies will be followed in executing said agreement.

There being no further discussion, **motion passed unanimously.**

Risk Management Update

A local individual was hired and will start in July for the open Risk Management position.

Annual Charter Review

No changes are needed for the charter.

There being no further business, **MOTION** made by Trustee Williams and seconded by Trustee Alvarado to adjourn the meeting. There being no discussion, **motion passed unanimously**. Meeting adjourned at 3:15 p.m.

Attachment(s):

- a. Minutes 4-25-24 (Draft)
- b. Financial Audit Services for FY24 (Planning Presentation)
- c. Internal Audit Report (Grants Office)
- d. Motion – Internal Audit Services
- e. FY25 Internal Audit(s)
- f. Annual Charter Review

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, Audit Committee meeting held on June 20, 2024.

Michael O’Rourke, Secretary

Date