



Board of Trustees

Audit Committee

April 25, 2024

2:00 p.m.

Loughman Living Room, Scanlon 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: Committee Chair Theresa Jasmin, Vice Chair William Reichelt, Melissa Alvarado, and Dr. Gloria Williams.

Committee Members Excused: Madeline Landrau

Committee Chair Jasmin called the meeting to order at 2:05 p.m., announced committee members, and stated the meeting was being livestreamed and recorded.

MOTION made by Trustee Reichelt and seconded by Trustee Alvarado, to approve the minutes of the February 8, 2024, Audit Committee meeting. There being no discussion, **motion passed unanimously.**

Financial Audit Services

Associate Vice President of Finance, Lisa Freeman discusses formally granting WithumSmith & Brown, PC, audit of FY24.

MOTION made by Trustee Reichelt and seconded by Trustee Alvarado to recommend approval to the Board to approve engaging the financial audit services of WithumSmith & Brown, PC, for FY24.

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

Internal Audit Findings: Grants Office

Boston Consortium is an internal auditor Westfield State University hired last year to find best practices other universities are using in varying departments. The objective was to analyze and assess the effectiveness of controls over the pre and post grant award process. Many interviews took place with several departments. Information was compared to policies on file. Observation (1) consider changing the Office of Grants and Sponsored Programs to a decentralizing the setup. Observation (2) Existing policies and procedures are outdated and not in line with current practices; Observation (3) There are no standardized internal grant paperwork; Observation (4) There are student employees hired but funding is not in place; Observation (5) Department needs communication.

Annual Charter Review

The Charter is under review and any changes will be proposed at the June Board meeting.

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 2:49 p.m.

Attachment(s):

- a. Minutes 2-8-24 (Draft)
- b. Motion – Engagement of Financial Audit Services for FY24
- c. Engagement of Financial Audit Services for FY24
- d. Internal Audit Findings: Grants Office
- e. 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 April 25, 2024.

William Reichelt, Vice Chair

Date