Board of Trustees

April 28, 2026
3:00 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

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1. **Call to Order** — Board Chair Ali Salehi

2. **Approval of Minutes** — Board Chair Ali Salehi
   a. Draft Minutes of February 19, 2026

3. **General Announcements** — Board Chair Ali Salehi

4. **President's Report** — Dr. Linda Thompson

5. **AGB Board Professional Conference Update** — Brittney Kraus

6. **Student Trustee Report** — Trustee Barney Garcia

7. **Student Success & Learning Committee** — Committee Chair Chris Montemayor
   a. Items for Information
   b. Items for Action — Board Chair Ali Salehi
      i. Motion-Faculty Promotion
      ii. Motion-Tenure and Tenure with promotion

8. **University Success Committee** — Committee Chair William Reichelt
   a. Items for Information

9. **Finance Committee** — Committee Member Jay Queenin
   a. Items for Information – materials from the April 13, 2026 meeting can be found on the Westfield State University Meeting Materials and Minutes page.
   b. Items for Action — Board Chair Ali Salehi
      i. Motion – Trust Fund Management Policy (0604)
      ii. Motion – FY27 Preliminary Capital Budget

10. **Audit Committee** — Committee Vice Chair Melissa Alvarado
    a. Items for Information- materials from the April 13, 2026 meeting can be found on the Westfield State University Meeting Materials and Minutes page.
    b. Items for Action — Board Chair Ali Salehi
       i. Motion – Engagement of Financial Audit Services for FY26

11. Other Business — Board Chair Ali Salehi

12. Adjournment — Board Chair Ali Salehi

Attachments:

a. Minutes – February 19, 2026
b. President's PPT Presentation
c. Student Trustee PPT Presentation

University Success Committee:

a. Minutes – February 19, 2026
b. University Success PPT

Student Success & Learning Committee:

a. Minutes of February 19, 2026
b. Motion for Faculty Promotion
c. Promotion Candidate Summaries
d. Promotion Personnel Action
e. Motion for Tenure
f. Tenure Candidate Summaries
g. Tenure Personnel Action
h. Academic Excellence Awards List

Finance Committee:

a. Motion – Trust Fund Management Policy (0604)
b. Trust Fund Management Policy (0604) CLEAN
c. Trust Fund Management Policy (0604) TRACK CHANGES
d. Motion – FY27 Preliminary Capital Budget
e. FY27 Preliminary Capital Budget (Narrative)
f. FY27 Preliminary Capital Budget

Audit Committee:

a. Motion – Engagement of Financial Audit Services for FY26
b. Engagement of Financial Audit Services for FY26

BOARD OF TRUSTEES

Minutes

February 19, 2026 4:00 p.m.

President's Boardroom, Horace Mann Building
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, Barney Garcia, George Gilmer, Theresa Jasmin, Tessa Lucey, Chris Montemayor, Jason Queenin, Michael O'Rourke, William Reichelt and Gloria Williams.

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

Board Chair Salehi called the meeting to order at 4:02 p.m. He announced that the meeting was being livestreamed and recorded.

> **MOTION** made by Trustee Gilmer and seconded by Trustee Lucey, to approve the meeting minutes of December 18, 2025. There being no discussion, a roll call was conducted, **motion passed unanimously.**
>
> **MOTION** made by Trustee Jasmin and seconded by Trustee Gilmer, to approve the meeting minutes of February 2, 2026. There being no discussion, a roll call was conducted, **motion passed unanimously.**

General Announcements

Innovation and Restructuring

- The University must restructure human and financial resources to support student success.
- Reorient enrollment strategies to reach adults and certificate-seeking learners.
- Strategic and facilities master plans should guide action, investment, and transformation.

Strategic Plan Monitoring

- Every standing committee will review and monitor progress on the strategic plan.
- Performance indicators will be reviewed regularly.
- The goal is to provide accessible, affordable, and exceptional education.

Faculty Union Meeting

- A listening meeting was requested by faculty union members.
- Dr. Thompson, Vice Chair Alvarado, and Chair Salehi met with two faculty members.
- Conflicting reports and perceptions were received from other faculty members.
- Trustee Alvarado and Chair Salehi reported Dr. Thompson is effectively involved with executive functions. Dr. Thompson and her entire cabinet have the Board's full support and unwavering confidence.

Chair's Term and Acknowledgements

- Chair Salehi's term is ending after three years. The Board will nominate Slate Officers which

will be voted on at the June 11, 2026 meeting.

President's Report

Challenges Facing Higher Education

- Declining demographics, shifting federal and state requirements, financial pressure, and changing workforce demands. Cannot rely on past solutions or successes.
- Demographic cliff: sharp decline in traditional college-age students leading to increased competition. The value of an undergraduate degree is being redefined due to free community college, three-year bachelor's programs, and scrutiny on return on investment.
- Federal priorities are shifting, causing funding gaps. The state government has been innovative in helping fill those gaps, but it's not enough.

Strategic Plan: Infinite Opportunities

- Built on four pillars:
    - Innovative learning: Aligning programs with future careers.
    - Student success: Ensuring community and resources for graduation and meaningful work.
    - Strategic stewardship: Aligning people, finances, and facilities.
    - Institutional impact: Cultivating scholars who drive research and transformative partnerships.
- The goal is to align these pillars to meet challenges head-on. Requires bold action and challenging the status quo.

Human Health and Life Science Innovation Center

- Proposal to create a human health hub on campus. Represents a proposed investment of more than $140 million. The BRIGHT Act includes a $100 million appropriation for Westfield State.
- Aims to address healthcare workforce shortages and health inequities in Western Massachusetts with collaboration between Westfield State University, Holyoke Community College, and Baystate Health.
- Aligns with the Commonwealth's priorities in public health, workforce development, higher education modernization, and regional economic resilience.

As Schools Match Wits 65th Anniversary Documentary

- The Media Services team, especially Alex Simisky, produced a documentary celebrating the 65th year anniversary of As Schools Match Wits. The film honors the program's history and impact on students, educators, and families in Western Massachusetts.
- The documentary was produced in partnership with New England Public Media and features archival footage, interviews, and behind-the-scenes stories from 1961 to today.
- Westfield State has carried on the legacy of the program since WWLP canceled it in 2006.

Recognition

- Dining services team received the Employer of the Year Award from Viability. The award recognizes inclusive, sustainable hiring practices. Director Melissa Sikes and staff will receive the award in Boston in April.
- Dr. Princey from the psychology department is using a new insect incubator for student research. Students are using genetically altered fruit flies to study sleep, wake cycles, alcohol sensitivity, and anxiety.
- Dr. Zara Khan Caldwell published her book, *The Fiercest Kind- Five Black Women in Art, Performance and Renaissance from 1937 to 1965.* The book explores how African American artists fought racism and sexism. There may be a book signing in the fall.

- The facilities and operations team is thanked for their work during the winter storm on January 25th and 26th. They worked to keep roads, walkways, resident halls, and essential operations safe.

Student Trustee Report

Trustee Barney Garcia provided updates on the Student Government Association's activities since the December meeting.

SGA Floor Renovation

- The SGA floor was renovated over winter break to digitize weekly governance operations. Two large televisions were installed to replace the old projector and screen setup. Meetings can now be paper free as agendas and meeting materials are now posted on the screens. Digital clickers will soon be implemented for members to cast their votes.

Finance Policies Review

- Increased patterns and understanding around clubs have prompted a review of finance policies.
- Exploring the possibility of proactively allocating funds to clubs with an initial budget upon the beginning of each fiscal year.

Senior Festivities

- Hundreds of seniors gathered at the Westfield River Brewing Company to celebrate 100 days until commencement. The event marks the kickoff of a series of events leading down to the end of the spring semester put on by the Senior class council of 2026.

BRIGHT Act Advocacy

- The State Universities of Massachusetts Council Presidents will be hosting an Advocacy Day at the State House on February 26th. Students will be traveling to Boston to speak with elected officials on the BRIGHT Act. The goal is to see the inclusion of $125 million in the FY27 budget to address deferred maintenance needs and increase state contributions towards student financial aid.

Western Massachusetts SGA Summit

- Prospectively engaging regional partners in hosting a Western Massachusetts SGA Summit, bringing together community college and state university peers.
- The intention is to plant the seed towards interest in future engagement with other universities.

Civic Engagement and Freedom of Speech

- The SGA held a listening session between leadership, the Dean of Students, and campus affinity groups. The SGA President has worked with the President's Office to collaborate on communications pertaining to freedom of speech and concerns surrounding Turning Point USA's presence on campus.

Unity Fest

- Preparations are underway for the second annual Unity Fest. This is a week-long event that pulls in organizations such as the Black Student Union, Muslim Student Organization, Latina association for Empowerment, Queer Straight alliance, etc.

Diversity, Equity, and Inclusion Concerns

- Chair Ali Salehi has expressed a commitment to diversity, equity, and inclusion. He has acknowledged student concerns about belonging and safety on campus due to federal actions related to ICE and the reduction of opportunity and equity programs. Recent court actions, such as the Young Americans for Freedom vs. Department of Education case, are dismissing equity and inclusion programs as unconstitutional. There are concerns about the removal of references to diversity, equity, and inclusion from the University website.
- Assurance that the Board's commitment to underserved and underprivileged students remains unchanged, regardless of external pressures.

Student Success and Learning Committee

Committee Chair Chris Montemayor updated the Board:

- Dr. Salka shared an update on the success grant, which supports "at-risk" students. The student support program is broken down into two broad categories: supporting a unique targeted population and supporting all students in general through the Banacos Center.
    - Programs include the LEAD Scholar program (formerly Urban Ed program) and the TRIO program, which provide structured support, advising, and academic preparation. Other programs include academic advising and transfer transition support, and the Course Achievement Center, which provides success coaches offering wraparound support services.
- KPIs were reviewed, including first-year retention trends, which have shown steady improvement from 86% to 89.5% over the last four years.
    - Academic warning data highlighted persistent challenges among lower GPA students, with academic warnings increasing from 14% in fall 2024 to 16.5% in fall 2025.
    - Rising academic warning rates and high DWF rates from lower GPA students underscore the need for sustained and targeted intervention.
- The University's athletic program is thriving both in athletics and in the classroom.
    - The average GPA is 3.11 among over 490 students, with 302 having a GPA average of 3.0.
    - 189 students were named to the MASCAC honor roll, and 23 were named to the Middle East honor roll.
- Fall sports achievements include MASCAC championships in women's cross country, field hockey, and women's soccer. The field hockey and women's soccer teams appeared in the NCAA tournament. The University is currently in second place for the Smith Cup.
- Support systems for athletes include athletic training and health services, a fueling station for nutrition and strength and conditioning, and mental health support and services.

MOTION made by Trustee Williams and seconded by Trustee Gilmer, the granting of the honorary Doctor Humane Letters to General Clara Adams-Ender (Ret), effective February 19, 2026. There being no discussion, ROLL CALL VOTE, motion passed.

MOTION made by Trustee O'Rourke and seconded by Trustee Montemayor, the granting of the Honorary Doctor of Public Service to Mr. Kevin Queenin effective February 19, 2026. There being no discussion, ROLL CALL VOTE, motion passed.

MOTION made by Trustee Jasmin and seconded by Trustee Lucey, the granting of the honorary Doctor Humane Letters to Lawrence Gwozdz effective February 19, 2026. There being no discussion, ROLL CALL VOTE, motion passed.

MOTION made by Trustee Jasmin and seconded by Trustee Gilmer, the granting of the honorary Doctor of Laws to Maurice A. Watson effective February 19, 2026. There being no discussion, ROLL CALL VOTE, motion passed.

University Success Committee

Committee Chair William Reichelt updated the Board:

- It was reported on a conversation with the provost about retention, noting that the numbers are getting better.
- Residence Life reported that students are generally happy living on campus and are receiving various services.

- Inclusion and Belonging will be added as a discussion point with this committee.

Finance Committee

Committee Chair George Gilmer updated the Board on the following:

- The committee discussed the university cash summary, budget to actual, FY27 budget planning, and the fourth quarter investment report.

University Cash Summary

- The University has $89 million in cash for 2026, compared to $79 million in 2025.
- There is $19 million of working capital for day-to-day operations.

Budget to Actual

- Through the end of January, the university is $11.4 million better than last year.
- Favorable revenue variances are driven by higher state appropriation and grant revenue.

Fiscal Year 27 Budget Planning

- The goal is to have a balanced budget.
- Strategic investments are about $4 to 5 million outside of the budget.

Fourth Quarter Investment Report

- The portfolio grew by $5.3 million, ending December at $43.7 million.
- There was discussion about investments in the Magnificent Seven and potential rate reductions next year.

MOTION made by Trustee Jasmin and seconded by Trustee Gilmer, to approve the consolidation of Westfield State University's two investment accounts into one, as recommended by investment advisors, Fund Evaluation Group (FEG). The consolidation will simplify reporting and account management. The aggregated account will reflect the integration of the current asset allocation of equities and fixed income. There being no discussion, a roll call was taken, motion passed unanimously.

MOTION made by Trustee Montemayor and seconded by Trustee Garcia, to approve the FY27 tuition and fee schedule, as presented. There being no discussion, a roll call was taken, motion passed unanimously.

Audit Committee

Committee Chair Theresa Jasmin updated the Board on the following:

- Presentations by external, internal auditors, and the IT department.
- External auditors presented results of two recent audits:
    - Massachusetts Office of Student Financial Aid: Received a clean opinion. This audit is completed every three years as long as there is a clean opinion.
    - Uniform Guidance Report: Clean opinion, but one repeat finding related to the timeliness of reporting enrollment changes for students.
- Internal auditors (Boston Consortium) talked about planning for internal audits.
    - Recommended internal audit related to Clery Act compliance.
    - Recommended audit of institutional advancement, (to start in May or June).
- Alan Blair presented the results of the audit for compliance with payment card industry (PCI) security standards. The University passed this audit.

MOTION made by Trustee Gilmer seconded by Trustee Jasmin, to accept the agreed upon procedures report pursuant to the Massachusetts Office of Student Financial Assistance attestation guide for fiscal year ending June 30, 2025, as

prepared by the firm of WithumSmith and Brown P.C., and to authorize the submission of this report to the State Comptroller's Office and the Department of Higher Education. A **roll call** was completed. **Motion passed.**

MOTION made by Trustee Lucey seconded by Trustee Jasmin to accept the audit report on the audit procedures required pursuant to the Office of Management and Budget (OMB) Uniform Guidance for fiscal year ending June 30, 2025, as prepared by the firm of WithumSmith and Brown P.C., and to authorize the submission of this report to the Federal Audit Clearinghouse and to other parties as required by OMB Uniform Guidance and the Commonwealth of Massachusetts. A **roll call** was completed. **Motion passed.**

MOTION made by Trustee Gilmer seconded by Trustee Williams to approve the internal audit plan as recommended by the Boston Consortium group in the February 2026 memorandum. A **roll call** was completed. **Motion passed.**

There being no further business,

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

Meeting adjourned at 5:25p.m..

Attachments:

a. Draft Minutes of
b. President's Presentation
c. Student Trustee Presentation

Student Success & Learning Committee

a. Draft Minutes of December 18, 2025, Academic Affairs Committee
b. Draft Minutes of December 18, 2025, JEDI Committee
c. Power Point: SU SUCCESS Grant
d. Power Point: Athletics Success Feb 2026
e. Motion. Honorary Doctor of Humane Letters recipient, General Clara Adams-Ender (Ret)
f. Supporting documents: General Clara Adams-Ender (Ret)
g. Motion. Honorary Doctor of Public Service recipient, Mr. Kevin Queenin
h. Supporting documents: Mr. Kevin Queenin
i. Motion. Honorary Doctor of Laws recipient, Mr. Maurice Watson, J.D.
j. Supporting documents: Mr. Maurice Watson, Esquire
k. Motion. Honorary Doctor of Human Letters recipient, Mr. Lawrence Gwozdz
l. Supporting documents: Mr. Lawrence Gwozdz

University Success Committee:

a. Minutes – 12.18.25

b. WSU Revised Board Committee Topics
c. University Success PPT

Finance Committee:

a. Minutes 12-18-25 (Draft)
b. University Cash Summary
c. FY26 Monthly Budget to Actual (Narrative)
d. FY26 Monthly Budget to Actual (YoY)
e. FY27 Budget Planning
f. 4Q Investment Report
g. Motion – Merging Investment Accounts
h. Merging Investment Accounts (Memo)
i. Motion – FY27 Tuition and Fee Schedule
j. FY27 Tuition and Fee Schedule (Narrative)
k. FY27 Tuition and Fee Schedule (Day)
l. FY27 Tuition and Fee Schedule (DGCE Narrative)
m. FY27 Tuition and Fee Schedule (DGCE)
n. Policy - Information Security Policy (0580) TRACK CHANGES
o. Travel Expenses for the President/ President's Direct Reports July 25 – December 25

Audit Committee:

p. Minutes 10-21-25 (Draft)
q. Motion – Massachusetts Office of Student Financial Aid Report (OSFA)
r. Massachusetts Office of Student Financial Aid Report (Draft)
s. Motion – Uniform Guidance Report
t. Uniform Guidance Report (Draft)
u. Motion – Internal Audit Plan
v. Internal Audit Plan (Memo)
w. External Audit Update – Payment Card Industry Data Security Standard
x. Internal Audit Tracker (Summary)
y. Internal Audit Tracker

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 February 19, 2026.

_____ _____

Dr. Gloria Williams, Secretary Date

Dr. Linda Thompson

President

Board of Trustees Meeting
Aprill 28, 2026



Welcome,

Robert Ziomek

Vice President
Institutional Advancement



Bob brings a wealth of experience in advancement and a deep understanding of both our institution and the region.

Vice President of Administration and Finance search

Our search committee has identified three finalist and have conducted campus-wide interviews introducing the candidates. We have been fortunate to have three very qualified individuals who are interested in working with us and I am grateful to the committee for their work in introducing them to our campus community.



2026-2030 **Strategic Plan** Approved by Board of Higher Education

- Goal 1: Foster Innovative Learning
- Goal 2: Advance Student Success
- Goal 3: Optimize Stewardship of Campus Resources
- Goal 4: Amplify Institutional Impact & influence



2026 Honorary Degree Recipients



Clara Adams-Ender



Lawrence Gwozdz



Maurice Watson



Kevin Queenin

We look forward to celebrating the Class of 2026 and honoring these remarkable individuals—recognizing not only their achievements, but the example they set for our graduates as they begin the next chapter of their lives.





The event highlights the University's commitment to community engagement and high-profile programming.

Westfield Starfires Hot Stove event featuring baseball legend Roger Clemens





Congressman Richard Neal visits campus

"From Campus to Congress: Media, Politics, and Public Service."

Hands-on learning, community impact

Environmental Studies students Courtney Giles and Taylor Knapp presented findings from a seven-week wildlife assessment at the Tekoa Narrows Conservation Area to the Westfield Conservation Commission.



Model United Nations

Thank you, Professor of Political Science, Hugh Jo, who helped guide our students through this amazing program.



Westfield State University's Model United Nations team participated in the National Model United Nations conference in New York City from April 6–10, earning the Honorable Mention Delegation Award.

Westfield State University

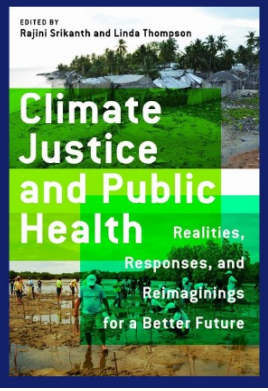
Join us for a discussion on climate change, equity, and community health

Climate Justice and Public Health

Hosted by the Department of Geography, Planning, and Sustainability and the Office of the President

Light refreshements will be served

WEDNESDAY, April 22, 2026
4:00 to 5:30 P.M.
Westfield State University
University Hall Multi-Purpose Room
577 Western Avenue
Westfield, Massachusetts



Speakers
Dr. Linda Thompson, President, Westfield State University
Dr. Rajini Srikanth, Dean of Faculty; Professor, English; Core Faculty Human Rights; Critical Ethnic and Community Studies; Asian American Studies; University of Massachusetts Boston
Dr. Janice Hutchinson, board-certified Pediatrician and Adult and Child Psychiatrist
Dr. Georges C. Benjamin, Executive Director, American Public Health Association





President Linda Thompson



Dr. Rajini Srikanth



Dr. Janice Hutchinson



Dr. Georges Benjamin

Innovating for Sustainable Growth

The forum featured sector-based roundtables across children and family services, health and wellness, senior services, social justice, and veterans and military services, along with a sponsor showcase that expanded opportunities for connection and resource sharing.



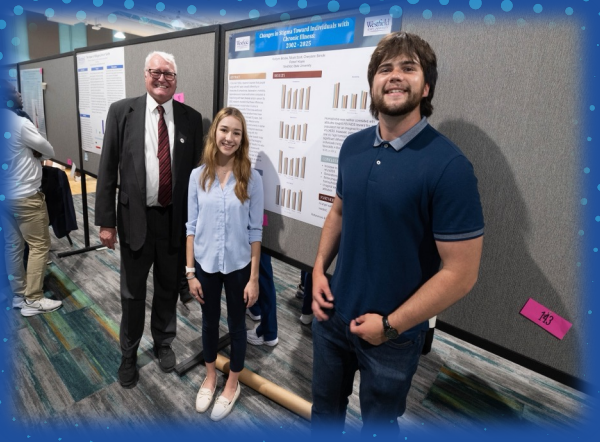
Continued advocacy for public higher education

In February, I represented Westfield State University and the Council of Massachusetts State University Presidents before the Joint Ways and Means Committee, advocating for continued investment in public higher education in the FY27 budget.




DouglassDay.org



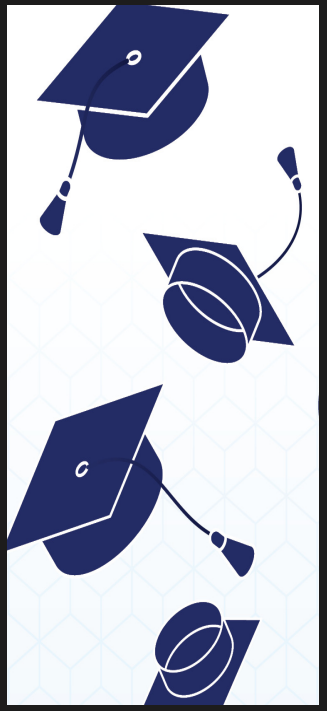








Thank you!







WESTFIELD STATE
UNIVERSITY

Student Trustee Report

Tuesday, April 28, 2026

Barney Garcia ‘26, Student Trustee

Westfield STATE UNIVERSITY

101 Years Strong

- **A Common Purpose**
  - A strong consensus with new & returning officers
  - Passion-oriented leaders, deeply devoted to our community
- **Driving Forward Progress**
  - Emphasis on legacy, long-term institutional impact
  - Westfield State a platform for political dialogue
  - Striving for community engagement and enrichment



Big Dreams, Bold Moves

Honoring our 101st year of SGA, it is only right to celebrate big.

- **Class Gift**
  - SGA approval of $65,000 towards gift
  - Recognizing accumulated, unused reserves; a gift spanning decades
- **Community Investment**
  - Collaboration between SGA, Facilities, & ResLife
  - $65,000 towards Apartment Complex exterior improvements





Best Time of the Year

"This is the moment that makes everything worth it."

- **End of the Year festivities**
  - Owl Ball; great fun, food, and time with friends & colleagues
  - Senior Sendoff; starting the final countdown to commencement
- **Awards & Celebrations**
  - Student affinity leadership awards; Rainbow Celebration, Sankofa Ceremony
  - Student service awards; Student Government, other clubs & orgs





A BRIGHT Day on Beacon Hill

- **State U Advocacy Day**
  - All nine State Universities present to lobby elected officials
  - Met with both House & Senate members
- **Keeping up the Momentum**
  - Successful trial, with opportunities for further growth
  - Coalition & foundation building; legacy of Westfield State







Mr. Neal Goes to Westfield

- **Planting the Federal Seed**
  - Building relationships to advocate on a higher level
  - Opportunity to elevate Westfield State's presence
- **Staying True to our Values**
  - Interdisciplinary learning for Poli-Sci and Journalism students
  - Outside-the-classroom enrichment and engagement







Looking to the Future

- **Exciting Times Ahead**
  - A desire to connect and collaborate with the broader Westfield community
  - Continued buildup of Westfield State as regional hub for advocacy
- **Work to be Done**
  - Implementation of a *Common Hour(s);* leading the way for State U's
  - Secured passage of the BRIGHT Act, as amended with the Human Health Hub





Passing the Torch

Welcoming Student Trustee-elect, **Maria Renta-Marrero**

Management major, concentrating in Entrepreneurship; working on Masters in Business Administration

Deep Ties with the Community

- Peer Academic Advisor and Transfer Peer Advisor for the Office of Academic Advising and Transfer Transition
- Transfer Student Representative for the Student Government Association
- Part of the Commonwealth Honors Program

A Self-Starter at Heart

- Returned to school, graduating with an Associates in Business Administration from Springfield Technical Community College '25
- Two decades of banking experience; currently a manager working in the taxation industry




WESTFIELD STATE UNIVERSITY
FOUNDED 1839 BARRE, MASSACHUSETTS

Thank you

Westfield STATE UNIVERSITY

Board of Trustees

April 28, 2026

MOTION

To approve the granting of tenure, effective September 1, 2026, to:

Professor Ashley Evanoski-Cole	Chemistry & Physical Science
Professor Beverly St. Pierre	Health Sciences
Professor Francesca Spina	Criminal Justice
Professor Kathryn Weglarz	Biology

To approve the granting of tenure with automatic promotion, effective September 1, 2026, to:

Professor Michelle Duffelmeyer	Health Sciences
Professor Juliet Lee	Education
Professor Nicholas Morrison	Psychology
Professor Jessica Stephens	Biology

_____ _____

Mr. Ali Salehi, Chair Date

Docusign Envelope ID: 7A4D1113-F18C-40EF-947C-5F397405B88D

ACADEMIC AFFAIRS

TO: President Linda Thompson

FROM: William Salka
Provost and Vice President, Academic Affairs

DATE: March 13, 2026

SUBJ: Tenure

The following are faculty and librarians recommended for tenure/tenure with automatic promotion for the 2026/2027 academic year:

Tenure with Automatic Promotion:

Prof. Michelle Duffelmeyer	Health Sciences
Prof Juliet Lee	Education
Prof. Nicholas Morrison	Psychology
Prof. Jessica Stephens	Biology

Tenure:

Prof. Ashley Evanoski-Cole	Chemistry & Physical Science
Prof. Beverly St. Pierre	Health Sciences
Prof. Francesca Spina	Criminal Justic
Prof. Kathryn Weglarz	Biology

Approved: DocuSigned by: A223F136EA8E430... 03/13/26
Dr. Linda Thompson, President Date

Academic Affairs
577 Western Avenue
P.O. Box 1630
Westfield, MA
01086-1630

(413) 572-5213
(413) 572-5537 (f)
westfield.ma.edu

Westfield
STATE UNIVERSITY

Board of Trustees

April 28, 2026

MOTION

To approve the granting of promotion to the rank of Professor, effective September 1, 2026, to:

Dr. Paul Cacolice	Sports Medicine and Human Performance
Dr. Andrew Hafner	Education
Dr. Tracy McLeod	Education
Dr. Edward Orgill	Music
Dr. Jamie Rivera	Nursing
Dr. Amanda Salacinski	Sports Medicine and Human Performance
Dr. Susan Scott	Nursing
Dr. Francesa Spina	Criminal Justice

To approve the granting of promotion to the rank of Associate Professor, effective September 1, 2026, to:

Dr. Timothy Honig	Music

_____ _____

Mr. Ali Salehi, Chair Date

Docusign Envelope ID: D09DDA33-BE31-45B1-BA4E-D3D8AE08EF34

ACADEMIC AFFAIRS

TO: President Linda Thompson

FROM: William Salka.
Provost and Vice President, Academic Affairs

DATE: March 13, 2026

SUBJ: Promotion

The following are faculty and librarians recommended for promotion for the 2026/2027 academic year:

Associate Professor:

Prof. Timothy Honig	Music

Professor:

Prof. Paul Cacolice	Sports Medicine & Human Performance
Prof. Andrew Hafner	Education
Prof. Tracy McLeod	Education
Prof. Edward Orgill	Music
Prof. Jamie Rivera	Nursing
Prof. Amanda Salacinski	Sports Medicine & Human Performance
Prof. Susan Scott	Nursing
Prof. Francesca Spina	Criminal Justice

Approved: DocuSigned by: A223F136EA8F430... 03/19/26
Dr. Linda Thompson, President Date

Academic Affairs
577 Western Avenue
P.O. Box 1630
Westfield, MA
01086-1630

(413) 572-5213
(413) 572-5537 (f)
westfield.ma.edu

Per the CBA Article VII, A, 1, a: Teaching and advising are the heart of the evaluation and the following candidates have met all the requirements. For each candidate service to the department and university was noted in their materials, as were scholarship and creative activity and professional service**.**

Faculty Seeking Promotion to Full Professor at Westfield State University

Name Paul Cacolice Department: Sports Medicine & Human Performance

Professor Cacolice joined Westfield State in 2016 at the rank of Assistant Professor. He was promoted to Associate Professor in 2021 and tenured in 2022. His department chair describes him as "a rigorous and well-organized teacher, a committed advisor and mentor, an actively engaged scholar, and a steady, dependable contributor in service. His work consistently reflects a high level of professionalism, a clear commitment to student success, and alignment with the mission and values of his department and university."

Name: Andrew Hafner Department: Education

Professor Hafner joined Westfield State in 2013 at the rank of Assistant Professor. He was promoted to Associate Professor in 2018 and tenured in 2019. His dean notes "Dr. Hafner demonstrates substantial accomplishments in scholarship and a high level of engagement in departmental and university service, supported by steady teaching performance and ongoing development. His consistent scholarly productivity and sustained contributions to the program, university, and community reflect a deep commitment to the institution."

Name: Tracy McLeod Department: Education

Professor McLeod joined Westfield State in 2017 at the rank of Assistant Professor. She was promoted to Associate Professor in 2020 and tenured in 2023. Her dean notes she is "an effective and experienced teacher whose instructional philosophy centers on preparing future educators to understand the complexities of working with students with disabilities." Professor McLeod maintains scholarly activity having published in peer-reviewed journals. Her service to the University includes Special Education Program Area Chair and oversees alignment with DESE and AAQUEP standards.

Name: Edward Orgill Department: Music

Professor Orgill joined Westfield State in 2011 at the rank of Assistant Professor. He was tenured in 2017and promoted to Associate Professor in 2018. His dean notes "Dr. Orgill has established himself as an exceptional teacher whose work covers every major segment of the music curriculum." He has been department chair since 2023 as well as served on the Curriculum Committee, All University Committee, Faculty Center Advisory Committee and the International Programs Committee. He is a very talented performing musician and scholar, performing as the principal saxophonist with the Springfield Symphony among many other engagements.

Name: Jamie Rivera Department: Nursing

Professor Rivera joined Westfield State in 2013 at the rank of Instructor. She was hired as an Assistant Professor in 2017, tenured in 2019 and promoted to Associate Professor in 2021. Her Dean notes : "Her record reflects contributions in teaching, grant activity, and service to both the Nursing Department and the broader university. Across these areas, she demonstrates a consistent commitment to student learning, program improvement, and community engagement."

Name: Amanda Salacinski Department: Sports Medicine & Human Performance

Professor Salacinski joined Westfield State in 2018 at the rank of Assistant Professor. She was promoted to Associate Professor in 2021 and tenured in 2024. Her chair notes "Her teaching philosophy is grounded in mentorship, clarity and application." Dr. Salacinski has published three articles and has four additional works in progress. She has served as Program Director for the Preventive Care and Physical Activity concentration as well as on the Institutional Research Board, CURCA and University Curriculum Committee.

Name: Susan Scott Department: Nursing

Professor Scott joined Westfield State in 2015 at the rank of Instructor. She was hired as an Assistant Professor in 2019, tenured and promoted to Associate Professor in 2021. Her Dean notes "Dr. Scott's work demonstrates a strong blend of teaching excellence, advising, clinical expertise, scholarship, and service. Her sustained contributions to students, the department, and the broader academic community strongly support her promotion."

Name: Francesca Spina Department: Criminal Justice

Professor Spina joined Westfield State in 2025 at the rank of Associate Professor. The Committee on Promotions notes "your record of teaching effectiveness, student advising, contributions to the content of your discipline, participation in professional organizations as well as your research activity, public service, effectiveness as Chairperson of an extremely large department, and service to the Westfield State University community are all richly documented and have been praised by your colleagues and your college Dean."

Faculty Seeking Promotion to Associate Professor at Westfield State University

Name: Timothy Honig Department: Music

Professor Honig joined Westfield State in 2019 as a three-year temporary Instructor. He was hired in 2022 as an Assistant Professor. His Peer Evaluation Committee notes "he has created and is still the sole full-time faculty member for the Bachelor of Music Therapy." After reading the music therapy curriculum that was created by Dr. Honig, an external reviewer described that curriculum as having "the potential to be one of the leading academic programs in the United States due to its music-centered therapy focus, self-reflexivity of its student's ability, and emphasis on culturally sustaining practices in music therapy."

Faculty Seeking Tenure at Westfield State University

Name: Ashley Evanoski-Cole Department: Chemistry

Professor Evanoski-Cole joined Westfield State in 2020 at the rank of Assistant Professor. She was promoted to Associate Professor in 2024. Her Peer Evaluation Committee describes her as "a very effective, innovative, and creative educator." They note that while at Westfield "she has successfully obtained external grants to expand her research agenda, including an ion chromatography instrument, a gas chromatograph and mass spectrometer, and has established air quality measurements across campus."

Name: Beverly St. Pierre Department: Health Sciences

Professor St. Pierre joined Westfield State in 2020 at the rank of Assistant Professor. She was promoted to Associate Professor in 2023. The Committee on Tenure notes she: "is an excellent representative for her department and Westfield State University. Her commitment to her scholarship, her undergraduate students, and the local community is commendable."

Name: Francesca Spina Department: Criminal Justice

Hired last year as an Associate Professor to chair the Criminal Justice Department, Professor Spina has quickly demonstrated her diverse talents as a faculty member and campus leader. The Committee on Tenure notes that, "Dr. Spina is recognized by her peers as a dynamic, engaging, and highly effective instructor, whose teaching style consistently earns enthusiastic praise from students and colleagues. She creates a relaxed and enjoyable classroom environment that encourages deep thinking and analysis, helping students master challenging concepts while feeling supported. Her course materials and syllabi reveal a well-organized, student-centered approach and she demonstrates both versatility and instructional excellence. As evidence of her pedagogical talents, Dr. Spina has been recognized with an "Excellence in Teaching" award." A true teacher scholar, she has published four books and in several journals.

Name: Kathryn Weglarz Department: Biology

Professor Weglarz joined Westfield State in 2020 at the rank of Assistant Professor, and was promoted to Associate in 2025. Dr Weglarz's Peer Evaluation Committee described her teaching as outstanding, as evidenced by her receipt of the Early Career Teaching and Mentoring Award as well as the Teaching Showcase Award. Her Chair characterizes her teaching as "innovative, engaging, and high impact." Dr Weglarz scholarship includes being a Principal Investigator on an NSF grant valued at almost 2 million dollars. She has published 6 peer review articles and is working on 3 manuscripts.

Tenure with Automatic Promotion

Name: Michelle Duffelmeyer Department: Health Sciences

Professor Dufflemeyer joined Westfield State in 2020 at the rank of Assistant Professor. The tenure committee notes "Dr. Duffelmeyer has made substantial contributions to Physicians Assistant education through her role as course coordinator and lecturer for six major medical modules. She independently designed comprehensive curricula—including lectures, OSCEs, quizzes, and exams—and uses performance data and feedback to refine assessments." The Committee also noted "She organized the program's first cadaver lab, facilitated guest lectures from clinical specialists, modernized and reintegrated the Anatomage Dissection Table, and expanded orthopedic and rheumatology teaching through her clinical expertise and new partnership. As the only MD on the PA faculty, she brings essential medical expertise while modeling the professionalism and empathy expected of future PAs."

Name: Juliet Lee Department: Education

Professor Lee joined Westfield State in 2020 at the rank of Assistant Professor. Her dean notes that "Dr. Lee is a thoughtful, reflective, and highly effective teacher whose work is grounded in a learner-centered approach that emphasizes relationships and critical reflection. She teaches a broad range of foundational, methods-based, diversity-focused, and field-based courses. She has also played a substantial role in the collaborative redesign of the Education curriculum to better align with the department's equity and antiracist commitments." She was a 2022 STaR Fellow with the Association of Mathematics Teacher. She has published several articles and currently has a manuscript under review. From 2022 to 2024, she served as Co-Principal Investigator on a $1.9 million NSF-funded project examining the impact of Course-based Undergraduate Research Experiences.

Name: Nicholas Morrison Department: Psychology

Professor Morrison joined Westfield State in 2020 at the rank of Assistant Professor.
His chair notes "Dr. Morrison has been exemplary throughout his five years at Westfield State University. He holds high standards for both himself and his students, and his teaching consistently demonstrates creativity and engagement across undergraduate and graduate courses." An active scholar, Dr. Morrison has averaged more than one peer-reviewed publication per year since arriving at Westfield State. He is Director of the M.A. Counseling Program and serves as advisor for graduate students in that program. His chair also notes "Under his leadership, the counseling suite's recording systems were modernized, improving both supervision quality and data security."

Name: Jessica Stephens Department: Biology

Professor Stephens joined Westfield State in 2020 at the rank of Assistant Professor. The tenure committee notes "Her Peer Evaluation Committee and Chairperson describe her teaching as exemplary, emphasizing her effective use of inclusion, equity, and evidence-based-collaborative learning in her classroom." She has co-authored several peer reviewed publications and is first author in two manuscripts currently under review. Dr. Stephens has secured over $10,000 in grants and has participated in many departmental and university-wide service committees. She also manages all aspects of the Biology Department's Licensure program.

Westfield
STATE UNIVERSITY

Board of Trustees

April 28, 2026

MOTION

To approve a preliminary and partial capital projects budget of $1,412,702 which will enable the University to begin the procurement process to bid the proposed work for this summer. The projects are listed on the FY27 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 2026 with the FY27 Provisional Campus Budget.

_____ _____

Ali R. Salehi, Chair Date

Westfield State University

Financial Affairs Committee

FY27 Preliminary Capital Budget

April 13, 2026

Overview

The University is submitting a preliminary capital budget request to solicit and bid a variety of projects now, to allow an early summer start. State procurement laws and regulations requires that projects are publicly bid and awarded. This process may take 3-6 months before a contract is fully executed. In order to begin our summer projects in June, the University is seeking approval on the projects listed below so bids/contracts can begin as soon as possible.

This is only a preliminary capital project listing. The full list of requests will be provided at the June 2026 Board of Trustees meeting once capital projects have been reviewed and prioritized.

Preliminary Capital Projects

1. Water Main Replacement – Water system piping must be replaced as it is original to the campus. The total estimated cost is $1.4M. A phase approach will be used to spread the cost over multiple years. The campus will use a combination of campus funds and DCAMM funds of approximately $675,000 this year.

2. Horace Mann Boilers – Boilers in Horace Mann have been failing and emergency repairs have been made to keep systems operational. The planned replacement last year was put on hold but can no longer be delayed. Estimated cost for the boiler is $400,000.

3. Woodward Field House Lighting Phase 2 – This project is a continuation of lighting replacement that began last year with an initial investment of $180,000. There are ongoing issues with flashing and failing of obsolete fixtures which impact events and team sports in the facility. Second phase is an additional $150,000 to replace the remainder of lights in the field house.

4. DCAMM Match – The funding for this amount, $412,702, is our required DCAMM match of 32% on every project partially funded by DCAMM. Without the campus match, projects cannot proceed. The primary projects funded with the match this year is targeted for the water main project and sidewalks/roadways.

5. Roads/Sidewalk Projects – While most of the funding for these projects are sourced from DCAMM, there is funding allocated to this project in the DCAMM Match as noted above. Certain parking lots, roadways and sidewalks are in disrepair, and an annual allocation is critical to continue to improve asphalt surfaces that need attention.

Westfield State University **4/1/2026**

FY27 Provisional - Preliminary Capital Plan **DRAFT**

		Funding Source				
		Campus	DCAMM Funding	MSCBA	Total	Comment
Physical Plant Projects						
1	DCAMM Match	412,702			412,702	WSU match commitment
2	HMC Boiler Replacement	300,000			300,000	Replacement of boiler in HMC; study & design in FY26
3	Woodward Field House Lighting, Part 2	150,000			150,000	Lighting issues impact field house athletic events
Sub-total		**862,702**	**-**	**-**	**862,702**	
Information Technology						
4	University Hall Network Upgrade	550,000			550,000	
5					-	
6					-	
7					-	
Sub-total		**550,000**	**-**	**-**	**550,000**	
Previously Approved Projects						
8					-	
9					-	
Subtotal - Previously Approved Projects		**-**	**-**	**-**	**-**	
Grand Total		**1,412,702**	**-**	**-**	**1,412,702**	

Westfield
STATE UNIVERSITY

Board of Trustees

April 28, 2026

MOTION

To approve the revised Trust Fund Management Policy (0604), as presented.

_____ _____

Ali R. Salehi, Chair Date

APPROVED: February 2016

REVIEWED: ~~December 2021~~April 2026

TRUST FUND MANAGEMENT

PURPOSE

The term "trust funds" as used in public higher education refers to non- state appropriated funds held by the university. The statutory authority for trust funds is found in Massachusetts General Laws Chapter 15A, Section 9 (N) and 22 (E), Chapter 73 Section 14 and Chapter 75 Section 11. This policy sets forth trust fund guidelines, fees associated with trust funds, types of funds held in university trust, the manner for approving fees and funds, and financial institutions where trust funds are held.

POLICY

General Guidelines:

A. The Board of Trustees has the responsibility for all university trust funds.
B. The Board of Trustees, or designee as detailed below, approves relevant fees that support trust funds.
C. The Board of Trustees, or designee as detailed below, approves the establishment of a trust fund or modification of an existing trust fund.
D. The Board of Trustees approves all bank accounts holding university trust funds.
E. The Board of Higher Education's *Standards for the Expenditure of Trust Funds* provides minimum standards for the administration of university trust funds, but the Board of Trustees may develop more restrictive institutional guidelines and standards.
F. Trust funds are not permitted to deficit spend and funds may only be moved out of trust funds as detailed below.
G. All expenditures of trust funds will adhere to all state regulations and all university policies and procedures.
H. The Board of Trustees authorizes trust fund expenditures as follows:
    1.) ~~1.)~~ The President may spend up to $500,000 for any single item and/or contract that is part of the annual budget. Any item and/or contract~~project~~ in excess of $500,000 must have the approval of the Board of Trustees.
        a.) The President may temporarily delegate an~~y~~ amount up to $500,000 to a member of Cabinet ~~the Chief of Staff or another Vice President~~ with Department Head Signature Authority (DHSA) for

the purpose of continued operations while the President is out-of-office.~~during their absence.~~

2.) The Vice President of Administration and Finance may spend up to $250,000 for any single item and/or contract that is part of the annual budget.

a. The following are exceptions to the limitations for thePresident and Vice President of Administration and Finance: Dining Services expenditures, utilities, and the biweekly Payroll ExpenditureApproval Form.

3.) ~~Other Vice Presidents and employees~~ and the Chief of Staff that Cabinet members who've ~~have~~ been delegated Department Head Signature Authorization (DHSA) may spend up to $~~25~~50,000 for any single item and/or contract that is part of the annual budget.

a. The President may temporarily delegate an amount up to $500,000 to a member of Cabinet with Department Head Signature Authority (DHSA) for the purpose of continued operations while the President is out-of-office.

4.) Other employees that have been delegated Department Head Signature Authorization (DHSA) may spend up to $25,000 for any single item and/or contract that is part of the annual budget.

4~~5~~.) ~~The following are exceptions to the aforementioned limitations for thePresident and Vice President of Administration and Finance: Dining Services expenditures, utilities, and the biweekly Payroll ExpenditureApproval Form.~~

I. All trust fund activities are subject to regular audit and inspection by the Office of the State Auditor and the Board of Higher Education.
J. The President or the Board of Trustees may also request separate audits of the trust funds or of a particular trust fund.

Types of Fees and Approval Authority:

Mandatory Student Fees - R~~r~~equired fees charged to students enrolled in credit coursework. This type of fee applies to a large proportion of students, with few exceptions. Examples include: general fee, technology fee, capital improvement fee, student activity fees, and DGCE's tuition, educational service fee, and registration fee. The Board of Trustees approves all ~~at the annual June meeting~~ mandatory student fees.

~~Auxiliary Operations Charges~~ – ~~C~~charges for auxiliary operations funded by student fees or auxiliary revenues. Auxiliary operations are managed as self-supporting activities though the fees they charge their customers for goods or services rendered. Examples include: room, board, fitness center. The Board of Trustees approves the establishment of major auxiliary operations charges/~~fees at the annual June meeting~~.

Non-Mandatory Fees – ~~O~~optional or one-time fees charged to students for a specificpurpose or special program/course offering. This fee is not required of the majority of students each year. Examples of non-mandatory fees include: non-credit courses, summer programs, testing fees, equipment fees, laboratory fees, transcript fee, late registration fee, late payment fees, parking fee. The President approves non-mandatory fees. A schedule of all non-mandatory fees will be

provided to the Board of Trustees ~~at the annual June meeting~~.

Types of Trust Funds and Approval Authority

General Trust Fund – Accounts within ~~this g~~General T~~t~~rust F~~f~~und are allocated across University departments and are used to account for the general operations of the

University. The Board of Trustees approves the G~~g~~eneral ~~t~~Trust F~~f~~und and its annual budget. Funds may be transferred between accounts within the G~~g~~eneral T~~t~~rust F~~f~~und following U~~u~~niversity policy. Funds may be transferred from the G~~g~~eneral T~~t~~rust F~~f~~und to the C~~c~~apital P~~p~~roject F~~f~~und or O~~o~~ther T~~t~~rust F~~f~~unds with approval of the Vice President of Administration and Finance. The President will be notified of all fund transfers on a quarterly basis.

Capital Project Trust Fund – Accounts within the ~~this c~~Capital Project ~~t~~Trust ~~f~~Fund are used to account for expenses related to facilities renewal and replacement, deferred maintenance, andcapital asset acquisition.

Once the Board of Trustees has voted and approved the total annual budget, including capital projects, th~~e~~is vote of the Board of Trustees will act as the formal project approval to move forward on ~~all~~ projects within the approved total budget. The only signature authority required for individual project documents (e.g., contracts, award documents, requisitions, invoices) will be the ~~Assistant~~Associate Vice President~~Executive Director~~ of Facilities and Capital Planning and the Vice President of Administration and Finance, regardless of the total amount per project.

Due to the uncertainty of estimating construction costs, individual capital budget project costs may vary from the initial estimate. The ~~Assistant~~Associate Vice President~~Executive Director~~

~~of Facilities and Capital Planning, in consultation with the Vice President of Administration~~ and Finance, may reallocate funds from one capital project to another but will not exceed the total approved capital budget. However, if the project cost comes in 25% over the original amount approved by vote of the Board of Trustees, the project will go back to the Board of Trustees for review~~explanation~~ and vote approval.

For new or emergency projects that do not fall within the annual approved budget, the President is the designated authority to establish accounts within the C~~c~~apital P~~p~~rojects ~~t~~Trust F~~f~~und under $500,000. Any project over $500,000, which is not part of the annual budget or an emergency, requires Board of Trustees vote approval. Funds may be transferred between accounts within the C~~c~~apital P~~p~~roject F~~f~~und following U~~u~~niversity policy.

Other Trust Funds – Other trust funds receive direct revenue to cover expenses

within ~~the~~Other Trust F~~f~~unds. Each is considered its own trust fund. ~~These~~ O~~o~~ther T~~t~~rust F~~f~~unds are used to

track activities not otherwise classified. The Board of Trustees establishes ~~o~~Other T~~t~~rust F~~f~~unds. Revenue may not be transferred between or out of O~~o~~ther ~~t~~Trust F~~f~~unds,unless approved by the President and the Vice President of Administration and Finance.

Auxiliary Operation Trust Funds - An A~~a~~uxiliary O~~o~~peration Trust F~~f~~und is an entity that exists to furnish goods or services primarily to benefit students, faculty or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of thegoods or services. Auxiliary goods and services~~activities~~ support the educational endeavor of the University and enhance its functioning. The Board of Trustees establishes these ~~a~~Auxiliary O~~o~~peration T~~t~~rust F~~f~~unds. Funds from A~~a~~uxiliary ~~o~~Operations T~~t~~rust F~~f~~unds may not be transferred unless approved by the Vice President of Administration and Finance.

Grants and Contracts Trust Funds – These G~~g~~rants and C~~c~~ontract T~~t~~rust F~~f~~unds are used to account for the proceeds o~~f~~f federal, state, and/or private funds that are restricted or committed to expenditures for specified purposes. The President is designated authority to establish ~~these~~ G~~g~~rants and C~~c~~ontracts T~~t~~rust F~~f~~unds as grant and contract funding is awarded. Grants and C~~c~~ontract Trust ~~f~~Funds must be used in accordance with the submitted budget. A listing of all grants and contracts will be provided to the Board of Trustees at the annual June meeting.

Agency Trust Funds – Agency T~~t~~rust F~~f~~unds are used to account for resources

~~held and administered by the University in a purely custodial capacity for private~~ organizations or individuals, such as honor society and health insurance accounts. The President is designated authority to establish ~~these~~ Aagency Ttrust Ff~~f~~unds as necessary.

Funds in ~~a~~Agency Tt~~t~~rust Ff~~f~~unds may not be transferred. A listing of all Aa~~a~~gency Tt~~t~~rust Ff~~f~~unds willbe provided to the Board of Trustees at the annual June meeting.

Bank Accounts

University trust funds are held in accounts approved by the Board of Trustees and on file in the office of the Associate Vice President of Finance~~the accounts on page 5~~. Any changes to the accounts ~~this list~~ must have the approval of the Board of Trustees.

REVIEW

This policy shall be reviewed every two years~~annually~~ by the Vice President for Administration and Finance.

~~Institution~~	~~Account Number~~	~~Account Inception~~	~~Purpose~~	~~Description~~
~~**Investments**~~				
~~United Bank Glastonbury, CT~~	~~XXX246468~~	~~2016~~	~~Investment~~	~~Certificate of Deposit~~
~~Westfield Bank Westfield, MA~~	~~XXX31431~~	~~2016~~	~~Reserve~~	~~Government Banking Money Market Account~~
~~Westfield Bank Westfield, MA~~	~~XXX31449~~	~~2016~~	~~Reserve~~	~~Government Banking Money Market Account~~
~~Schwab Investments (Eaton VanceFund Evaluation Group, LLC))~~	~~XXXX-X182~~	~~2019~~	~~Investment~~	~~Market Investment Account~~
~~Cincinnati, OH Boston, MA Schwab Investments (Fund Evaluation Group, LLC) Cincinnati, OH~~	~~XXXX-X947~~	~~2024~~	~~Investment~~	~~Market Investment Account~~

Westfield State University

Policy concerning:

APPROVED: February 2016

REVIEWED: ~~December 2021~~April 2026

~~MA Municipal Depository Trust (MMDT) Kansas City, MO~~	~~XXXX152~~	~~2023~~	~~Investment~~	~~Market Investment Account~~

~~Operating~~

~~Berkshire Beacon Bank Federal FundPittsfieldBoston, MA~~	~~XXX5658~~	~~2007~~	~~Operating~~	~~MA Municipal NOW Checking w/InterestAccount~~
~~People's United Bank Springfield, MAM&T Bank, Buffalo, NY~~	~~XXXXXX4501~~	~~2017~~	~~Payroll Dynacash~~	~~Municipal Checking Commonwealth of Massachusetts~~
~~Berkshire Beacon Bank PittsfieldBoston, MA~~	~~XXX219~~	~~2012~~	~~Forfeiture public Public safetySafety~~	~~Business Checking~~
~~Berkshire Beacon Bank PittsfieldBoston, MA~~	~~XXX26453~~	~~2008~~	~~OCA~~	~~Business Checking Zero balance account to parent XXX5658~~
~~Berkshire Beacon Bank PittsfieldBoston, MA~~	~~XXX5674~~	~~2007~~	~~State Fund~~	~~Corporate Checking TRE State Treasury sweeps money from this account~~
~~US Bank~~	~~Various~~	~~2008~~	~~Debt Service Reserve MAHEFA bond pool activity~~	~~Debt Service~~

Westfield State University

Policy concerning:

APPROVED: February 2016 **REVIEWED**: April 2026

TRUST FUND MANAGEMENT

PURPOSE

The term “trust funds” as used in public higher education refers to non- state appropriated funds held by the university. The statutory authority for trust funds is found in Massachusetts General Laws Chapter 15A, Section 9 (N) and 22 (E), Chapter 73 Section 14 and Chapter 75 Section 11. This policy sets forth trust fund guidelines, fees associated with trust funds, types of funds held in university trust, the manner for approving fees and funds, and financial institutions where trust funds are held.

POLICY

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C. The Board of Trustees, or designee as detailed below, approves the establishment of a trust fund or modification of an existing trust fund.
D. The Board of Trustees approves all bank accounts holding University trust funds.
E. The Board of Higher Education’s *Standards for the Expenditure of Trust Funds* provides minimum standards for the administration of University trust funds, but the Board of Trustees may develop more restrictive institutional guidelines and standards.
F. Trust funds are not permitted to deficit spend and funds may only be moved out of trust funds as detailed below.
G. All expenditures of trust funds will adhere to all state regulations and all University policies and procedures.
H. The Board of Trustees authorizes trust fund expenditures as follows:
    1. The President may spend up to $500,000 for any single item and/or contract that is part of the annual budget. Any item and/or contract in excess of $500,000 must have the approval of the Board of Trustees.
    2. The Vice President of Administration and Finance may spend up to $250,000 for any single item and/or contract that is part of the annual budget.
        i. The following are exceptions to the limitations for the President and Vice President of Administration and Finance: Dining Services expenditures, utilities, and the biweekly *Payroll Expenditure Approval Form*.
    3. Cabinet Members who’ve been delegated Department Head Signature Authorization (DHSA) may spend up to $50,000 for any single item and/or contract that is part of the annual budget.

i. The President may temporarily delegate an amount up to $500,000 to a member of Cabinet with Department Head Signature Authority (DHSA) for the purpose of continued operations while the President is out-of-office.

4. Other employees that have been delegated Department Head Signature Authorization (DHSA) may spend up to $25,000 for any single item and/or contract that is part of the annual budget.

I. All trust fund activities are subject to regular audit and inspection by the Office of the State Auditor and the Board of Higher Education.

J. The President or the Board of Trustees may also request separate audits of trust funds or of a particular trust fund.

Types of Fees and Approval Authority:

Mandatory Student Fees - Required fees charged to students enrolled in credit coursework. This type of fee applies to a large proportion of students, with few exceptions. Examples include: general fee, technology fee, capital improvement fee, student activity fees, and DGCE's tuition, educational service fee, and registration fee. The Board of Trustees approves mandatory student fees.

Auxiliary Operations Charges – Charges for auxiliary operations funded by student fees or auxiliary revenues. Auxiliary operations are managed as self-supporting activities through the fees they charge their customers for goods or services rendered. Examples include: room, board, fitness center. The Board of Trustees approves the establishment of major auxiliary operations charges/fees.

Non-Mandatory Fees – Optional or one-time fees charged to students for a specific purpose or special program/course offering. This fee is not required of the majority of students each year. Examples of non-mandatory fees include: non-credit courses, summer programs, testing fees, equipment fees, laboratory fees, transcript fee, late registration fee, late payment fees, parking fee. The President approves non-mandatory fees. A schedule of all non-mandatory fees will be provided to the Board of Trustees.

Types of Trust Funds and Approval Authority

General Trust Fund – Accounts within General Trust Fund are allocated across University departments and are used to account for the general operations of the University. The Board of Trustees approves the General Trust Fund and its annual budget. Funds may be transferred between accounts within the General Trust Fund following University policy. Funds may be transferred from the General Trust Fund to the Capital Project Trust Fund or Other Trust Funds with approval of the Vice President of Administration and Finance. The President will be notified of all fund transfers on a quarterly basis.

Westfield State University

Policy concerning:

APPROVED: February 2016 **REVIEWED**: April 2026

Capital Project Trust Fund – Accounts within the Capital Project Trust Fund are used to account for expenses related to facilities renewal and replacement, deferred maintenance, and capital asset acquisition. Once the Board of Trustees has voted and approved the total annual budget, including capital projects, the vote of the Board of Trustees will act as the formal project approval to move forward on projects within the approved total budget. The only signature authority required for individual project documents (e.g., contracts, award documents, requisitions, invoices) will be the Associate Vice President of Facilities and Capital Planning and the Vice President of Administration and Finance, regardless of the total amount per project.

Due to the uncertainty of estimating construction costs, individual capital budget project costs may vary from the initial estimate. The Associate Vice President of Facilities and Capital Planning, in consultation with the Vice President of Administration and Finance, may reallocate funds from one capital project to another but will not exceed the total approved capital budget. However, if the project cost comes in 25% over the original amount approved by vote of the Board of Trustees, the project will go back to the Board of Trustees for review and vote approval.

For new or emergency projects that do not fall within the annual approved budget, the President is the designated authority to establish accounts within the Capital Projects Trust Fund under $500,000. Any project over $500,000, which is not part of the annual budget or an emergency, requires Board of Trustees vote approval. Funds may be transferred between accounts within the Capital Project Trust Fund following University policy.

Other Trust Funds – Other Trust Funds receive direct revenue to cover expenses within Other Trust Funds. Each is considered its own trust fund. Other Trust Funds are used to track activities not otherwise classified. The Board of Trustees establishes Other Trust Funds. Revenue may not be transferred between or out of Other Trust Funds, unless approved by the President and the Vice President of Administration and Finance.

Auxiliary Operation Trust Funds - An Auxiliary Operation Trust Fund is an entity that exists to furnish goods or services primarily to benefit students, faculty or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. Auxiliary goods and services support the educational endeavor of the University and enhance its functioning. The Board of Trustees establishes these Auxiliary Operation Trust Funds. Funds from Auxiliary Operation Trust Funds may not be transferred unless approved by the Vice President of Administration and Finance.

Grants and Contracts Trust Funds – Grants and Contract Trust Funds are used to account for the proceeds of federal, state, and/or private funds that are restricted or committed to expenditures for specified purposes. The President is designated authority to establish Grants and Contracts Trust Funds as grant and contract funding is awarded. Grants and Contract Trust Funds must be used in accordance with the submitted budget. A

Westfield State University

Policy concerning:

APPROVED: February 2016 **REVIEWED**: April 2026

listing of all grants and contracts will be provided to the Board of Trustees at the annual June meeting.

Agency Trust Funds – Agency Trust Funds are used to account for resources held and administered by the University in a purely custodial capacity for private organizations or individuals, such as honor society and health insurance accounts. The President is designated authority to establish Agency Trust Funds as necessary.

Funds in Agency Trust Funds may not be transferred. A listing of all Agency Trust Funds will be provided to the Board of Trustees at the annual June meeting.

Bank Accounts

University trust funds are held in accounts approved by the Board of Trustees and on file in the office of the Associate Vice President of Finance. Any changes to the accounts must have the approval of the Board of Trustees.

REVIEW

This policy shall be reviewed every two years by the Vice President for Administration and Finance.

Westfield
STATE UNIVERSITY

Board of Trustees

April 28, 2026

MOTION

To appoint WithumSmith & Brown PC, as the University's auditors and to engage their services for FY26 in response to the state-wide request for proposal with Bridgewater State University (RFP-0026). The contract is for three years with a possibility of two, one-year extensions.

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Ali R. Salehi, Chair Date

Westfield STATE UNIVERSITY

FINANCIAL ACCOUNTING

MEMORANDUM

TO: Steve Taksar, Vice President, Administration and Finance

FROM: Lisa Freeman, Associate Vice President, Finance

DATE: March 23, 2026

SUBJECT: Financial Auditing Services RFP and Recommendation

The University recently participated in a state-wide RRP process for auditing services (Bridgewater State RFP-0026-2026 financial auditing services). The contract award period is through June 30, 2029, with two additional one-year extension options.

The four firms who submitted proposals were BerryDunn, CliftonLarsonAllen, LLP, Withum Smith & Brown P.C., and CBIZ CPA P.C. The RFP review committee awarded all participants an award through this RFP process. Each participating college and university will be executing contracts with the firm of their choice.

After a review of the evaluation and pricing proposals, I recommend the selection of Withum Smith & Brown P.C., one of only two firms receiving an 'A' grade in the committee's evaluation.

Some of the reasons for the recommendation are as follows:

- Withum Smith & Brown has the most experience with Massachusetts Higher Education. As of FY25, they audited 7 out of 9 state universities and 15 out of 15 of the state community colleges.
- There is significant value in continuing with Withum Smith & Brown based on their experience with Massachusetts Higher Ed, our systems, and our policies and procedures. A significant example of this is their experience and thorough understanding of HR/CMS, the state payroll system. Payroll costs account for almost 50% of the University's total annual expenditures. Deep institutional knowledge leads to more efficient audits.
- Withum Smith & Brown is very responsive to our calls and emails throughout the year.
- Withum Smith & Brown has been calculating our GASB 87 and GASB 96 liabilities as non-attest services. If we were to change audit firms, we are not sure if they would perform these services and the University would have to investigate buying software to allow us to calculate these liabilities on our own.
- The price differential, for the base audit only, between CBIZ $89,000 (for 0-3 schools) and $90,000 for Withum Smith & Brown (7+ schools) is $1,000 and we believe the added staff-time needed to provide training for a new audit team would more than make up the difference. As stated earlier, there is also considerable value in having an experienced firm. The base audit fees charged by Withum for FY25 were $88,500 vs. $90,000 proposed for FY26 (a $1,500 or 2% increase over prior year). Overall, our fees will be approximately $10,000 lower since we are not required to have an audit of our state financial aid (MOSFA) for FY26.

In a recent meeting with the state universities involved in the RFP, it appears that only 1 or 2 of them will change to CBIZ, although they are all still in various stages of the review and approval process. We do not have any information on what the community colleges are doing.

While best practice considers changing audit firms every 5-7 years, partner rotation every 5 years is often sufficient for maintaining independence without the disruption of changing firms. Westfield's audit partner has been the lead on our engagement for 3 years.