



Board of Trustees

Audit Committee

April 13, 2026, 4:30 p.m.

Minutes

Zoom

Committee Members Present: Committee Chair Theresa Jasmin, Vice Chair Melissa Alvarado, Secretary Jay Queenin, Members Tessa Lucey and Michael O'Rourke.

Also present and participating were Westfield State University President, Dr. Linda Thompson; Vice President for Administration and Finance, Stephen Taksar and Associate Vice President of Financial Accounting, Lisa Freeman.

Committee Chair Theresa Jasmin called the meeting to order at 4:30 p.m., conducted a roll call of committee members, and stated the meeting was being livestreamed and recorded.

MOTION made by Trustee O'Rourke seconded by Trustee Alvarado to approve the meeting minutes of February 19, 2026. A roll call was completed. **Motion passed.**

Engagement of Financial Audit Services for FY26

- Lisa Freeman presented the recommendation to choose WithumSmith & Brown PC to provide audit services through June 30, 2029, with possible two one-year extensions.
 - Withum has the most experience auditing Massachusetts public higher education institutions.
 - The base audit cost is only \$1,000 more than the second-best firm.

MOTION made by Trustee O'Rourke seconded by Trustee Alvarado, the Audit Committee recommends approval to the full Board: 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. A roll call was completed. **Motion passed.**

Internal Audit Update: Clery Act

- The audit is about 80% complete and expected to be presented at the June board meeting.
- The University will review findings and make responses, then the report will be published in draft form and approved at the next audit committee meeting.
- Preparing for the next internal audit, the Institutional Advancement Review, to start in the early summer.
- The Boston Consortium has deep experience and learning best practices from their other clients.

There being no further business,

MOTION made by Trustee Alvarado and seconded by Trustee O'Rourke to adjourn the meeting.
There being no discussion, **motion passed unanimously**.

Meeting adjourned at 4:40 p.m.

Attachment(s):

- a. Minutes 2-19-26 (Draft)
- b. Motion – Engagement of Financial Audit Services for FY26
- c. Engagement of Financial Audit Services for FY26

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 13, 2026.

Jay Queenin, Secretary

Date