



Board of Trustees

October 23, 2024

3:30 to 5:30 PM

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>

1. Call to Order	Board Chair Ali Salehi
2. Approval of Minutes	Board Chair Ali Salehi
a. Draft Minutes of June 20, 2024 Full Board Meeting	
b. Draft Minutes of August 9, 2024 Special Meeting	
3. General Announcements	Board Chair Ali Salehi
b. President's Report	Dr. Linda Thompson
c. Student Trustee Report	Trustee Daniel Carrier
d. Honor's Program Presentation	Dr. Hillary Sackey-Taylor
e. <u>Governance and Nomination Committee</u>	Committee Chair Alvarado
a. Items for Information	
b. Items for Action	
f. <u>Justice, Equity, Diversity and Inclusion Committee</u>	Committee Chair Tessa Lucey
a. Items for information	
b. Items for Action	
g. <u>Enrollment Management and Student Affairs Committee</u>	Committee Chair William Reichelt
a. Items for Information	
b. Items for Action	
h. <u>Advancement, Marketing, and External Relations Committee</u>	Committee Chair Dr. Gloria Williams
a. Items for Information	
b. Items for Action	

- i. **Academic Affairs Committee** Committee Chair Chris Montemayor
- a) Items for Information
 - b) Items for Action
- j. **Financial Affairs Committee** Committee Chair George Gilmer
- a. Items for Information
 - b. Items for Action
 - i. Motion – University Business Expenses And Petty Cash Funds Policy (0300) Steven Scibelli
 - ii. Motion – Administration and Control of Petty Cash and Cash Receipts Policy (0400) Steven Scibelli
 - iii. Motion – Unaccounted for Variances, Losses, Shortage, Theft of Funds or Property Reporting Policy (0490) Steven Scibelli
 - iv. Motion – Taxation of Gifts, Prizes, and Awards Policy (0603) Steven Scibelli
 - v. Motion – FY25 Operating Budget Stephen Taksar
- k. **Audit Committee** Committee Chair Theresa Jasmin
- a. Items for Information
 - b. Items for Action
 - i. Motion – FY24 Financial Statements WithumSmith + Brown
- l. **Other Business**
- a. Items for Discussion Board Chair Ali Salehi

Attachments:

- a. Draft Minutes of June 20, 2024
 - b. Draft Minutes of August 9, 2024
 - c. President’s Presentation
 - d. Student Trustee Presentation
 - e. Honors Program Presentation
2. **Governance & Nomination Committee:**
- a. Minutes June 20, 2024
3. **Justice, Equity, Diversity, and Inclusion Committee:**
- a. Minutes December 13, 2023
4. **Enrollment Management & Student Affairs Committee:**
- a. Minutes June 20, 2024
5. **Advancement, Marketing, & External Relations Committee:**
- a. Draft Minutes of June 20, 2024
6. **Academic Affairs Committee:**
- a. Draft Minutes of June 20, 2024

b. Retention Presentation

7. Financial Affairs Committee:

- a. Minutes 6-20-24 (Draft)
- b. Motion – University Business Expenses and Petty Cash Funds Policy (0300)
- c. Policy – University Business Expenses and Petty Cash Funds (0300) CLEAN
- d. Policy – University Business Expenses and Petty Cash Funds (0300) TRACK CHANGES
- e. Motion – Administration and Control of Petty Cash and Cash Receipts Policy (0400)
- f. Policy – Administration and Control of Petty Cash and Cash Receipts (0400) CLEAN
- g. Policy – Administration and Control of Petty Cash and Cash Receipts (0400) TRACK CHANGES
- h. Motion – Unaccounted for Variances, Losses, Shortage, Theft and Reporting Policy (0490)
- i. Policy – Unaccounted for Variances, Losses, Shortage, Theft and Reporting (0490) CLEAN
- j. Policy – Unaccounted for Variances, Losses, Shortage, Theft and Reporting (0490) TRACK CHANGES
- k. Motion – Taxation of Gifts, Prizes, and Awards Policy (0603)
- l. Policy – Taxation of Gifts, Prizes, and Awards (0603) CLEAN
- m. Policy – Taxation of Gifts, Prizes, and Awards (0603) TRACK CHANGES
- n. Motion – FY25 Operating Budget
- o. FY25 Operating Budget (Narrative)
- p. FY25 Operating Budget
- q. FY26 Budget Planning Assumptions and Timeline
- r. Travel Expenses of the President and the President’s Direct Reports July 2023 – June 2024

8. Audit Committee:

- a. Minutes 6-20-24 (Draft)
- b. Motion – FY24 Financial Statements
- c. FY24 Financial Statements (Required Communication)
- d. FY24 Financial Statements (Draft)
- e. FY25 Internal Audits
- f. Audit Tracker
- g. Enterprise Risk Management