



## **Board of Trustees**

April 30, 2020

1:45 PM

### **Virtual Meeting via Zoom**

In accordance with Massachusetts Gov. Charlie Baker's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020

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<b>1. Call to Order</b>	Board Chair Kevin Queenin
<b>2. Approval of Minutes</b> February 6, 2020	Board Chair Kevin Queenin
<b>3. General Announcements</b>	Board Chair Kevin Queenin
<b>4. Student Trustee Report</b>	Trustee Thalita Neves
<b>5. President's Report</b>	Dr. Ramon S. Torrecilha
<b><u>Academic and Student Affairs Committee</u></b>	Committee Chair Dr. Robert Martin
<b>6. Items for Information</b> a. 29 Who Shine Recognition and Proclamation	
<b>7. Items for Action</b> a. Motion – Tenure b. Motion – Promotion	
<b><u>Audit Committee</u></b>	Committee Chair Paul Boudreau
<b>8. Items for Information</b>	
<b>9. Items for Action</b> a. Motion – Audit Firm Selection	

**Advancement and Enrollment Management Committee**

Committee Chair Lydia Martinez-Alvarez

**10. Items for Information**

**Finance and Capital Assets Committee**

Committee Chair Edward Sullivan

**11. Items for Information**

- a. Parenzo Hall Renovation Update

MDS / DCAMM

**Other Business**

Board Chair Kevin Queenin

**12. Items for Discussion and Action**

- a. Interim President Discussion
- b. Motion – Appointment of Interim President
- c. Motion – Authorization to Negotiate Compensation
- d. Permanent President Search Committee Discussion

**Attachments :**

- a. Minutes of February 6, 2020

**Academic and Student Affairs Committee:**

- b. 29 Who Shine Proclamation
- c. Tenure and Promotion Criteria
- d. Motion – Tenure
- e. Tenure Recommendations and Justifications
- f. Motion – Promotion
- g. Promotion Recommendations and Justifications

**Audit Committee:**

- h. Motion – FY20 Audit Firm Selection
- i. O’Connor & Drew Engagement Letter

**Finance and Capital Assets Committee:**

- j. Parenzo Hall Renovation Update Presentation

**Other Business:**

- k. Motion – Appointment of Interim President
- l. Motion – Authorization to Negotiate Compensation



## BOARD OF TRUSTEES Minutes

President’s Boardroom, The Horace Mann Center  
February 6, 2020

**MEMBERS PRESENT:** Chair Kevin Queenin, Vice Chair Edward Sullivan, Secretary Lydia Martinez-Alvarez and Trustees Melissa Alvarado, Paul Boudreau, James Hagan, Robert Martin, Thalita Neves and Gloria Williams

**MEMBERS PARTICIPATING REMOTELY:** Trustee Madeline Landrau

**MEMBERS EXCUSED:** Trustee Robert Magovern

Dr. Ramon S. Torrecilha, President of Westfield State University, was also present.

The meeting was called to order at 2:16 PM by Chair Queenin who stated that Trustee Landrau was participating in the meeting remotely and asked for a motion to approve minutes.

**MOTION** made by Trustee Hagan, seconded by Trustee Martin, to approve the minutes of the December 11, 2019 Board of Trustees meeting.

**There being no discussion, ROLL CALL VOTE** taken:

Melissa Alvarado	Yes	Lydia Martinez-Alvarez	Abstain
Paul Boudreau	Yes	Thalita Neves	Yes
James Hagan	Yes	Edward Sullivan	Yes
Madeline Landrau	Yes	Kevin Queenin	Yes
Robert Martin	Yes	Gloria Williams	Yes

**Motion passed with one abstention.**

Student Trustee’s Report: Trustee Neves reported that the Student Government Association (SGA) has rolled out Part 2 of their whiteboard initiative, resulting in good questions being asked. (Trustee Boudreau left the meeting at 2:18 and returned at 2:22 PM.) The SGA is struggling to find leadership with the hall representatives. A club listing was handed out, with over 50 clubs represented. It is hoped to get the list online to keep it updated faster and easier. Although there is currently not a schedule for all the club meetings, an app is being considered to include dates and times of meetings. Trustee Neves talked about the “F word” (FUN) and said the Campus Activities Board is doing well but the sense of community is missing, which ties to the cohort conversation discussed earlier in the day. With the loss of some long-time employees in Student Affairs, some of the sense of community feels lost. Trustee Neves encouraged all faculty and staff to continue to do their part to support the students who need the sense of family on campus to grow intellectually and as a person. This is an all-university effort.

Chair Queenin asked Dr. Terrell Hill to join him at the front of the room to be recognized for his years of service on the Board of Trustees. Chair Queenin expressed gratitude for Dr. Hill’s engagement and voice in

representing the Board, the students, and the faculty and staff of Westfield State University. Trustee Martin read a commendation in appreciation for Dr. Hill's service. Dr. Hill expressed his appreciation for the honor of serving on the Board of Trustees for seven years.

President's Report: President Torrecilha stated he trusted all had seen the announcement of his retirement in August, 2020, stating that after thirty years in Higher Education, it is truly time for him to retire. He continued that it has been an honor to serve Westfield State University and he is proud of the collective work and accomplishments that have been done. His presidency was about student success, institutional change, and positioning Westfield State locally, regionally and nationally. There is plenty left to do to move the University forward in transition. State appropriations for the next few years is expected to be flat, if not decreased. The Council of Presidents (COP) has taken the call for access and affordability on behalf of students. Additional resources are being sought to fund financial aid with new legislation being spoken about supporting an endowment match to all donors, not just new ones. There is a focus on student retention with many initiatives from Academic and Student Affairs. Westfield State has a retention challenge, not an enrollment problem, and retention is everyone's business. President Torrecilha thanked everyone for supporting the work to almost close the budget gap. He also mentioned that the University submitted a Major Project Capital Request to the Division of Capital Asset Management and Maintenance (DCAMM) in December. The proposal included a request for nearly \$5 million to fund a Center for Equity, Diversity and Inclusion to better centralize the University's efforts in support of these prioritized areas.

Chair Queenin stated we have come a long way and need to continue with the implementation of the Strategic Plan, work on retention and enrollment management, and discussions on the college structure and fundraising. The good news is that President Torrecilha has brought together a competent team to carry on and the Board will continue the same expectation in performance and collectively we will continue to be aggressive over the next few months and years.

Chair Queenin continued that when President Torrecilha was interviewed for this job, he said he would focus on students and gave a concise blueprint of what we have seen him do over the last four years. The President has done a terrific job in taking the message of Westfield State University to the local community, and to the state and national level. In today's newspaper there is an article about taking Westfield State to the community. Recognizing the state of transition, there is a lot of work to do. The Board intends to be inclusive, thoughtful, and deliberate, and needs to listen and be patient in the process. Significant decisions need to be made which will affect students, faculty and staff today and in the future. It is important to make sure the process is clearly thought out and defined. The best way to move forward is to send initial discussions of a presidential search to the Executive Committee, which will meet in an open meeting, with all Board members invited to participate. The Board of Higher Education has been consulted to get the standard process they recommend for a search and we intend to reach out to other institutions for their procedures, taking the best to incorporate into our process, which will be two-fold: 1) hiring an interim president between now and August; and 2) hiring a permanent president.

Advancement and Enrollment Management Committee: Trustee Martinez-Alvarez stated the committee did not meet earlier in the day due to the weather delay. Dr. Erica Broman, Vice President for Institutional Advancement, stated there was a robust response to the survey for Marts & Lundy.

Academic and Student Affairs Committee: Trustee Martin stated at the committee meeting there was a presentation from the Provost and college deans on the college structure and on the deans' roles and how they are perceived. Academic Affairs is interested in providing metrics on how the college structure is doing, focusing on student success and stewardship of resources. There was also a presentation from Dr. Gloria Lopez, Vice President for Student Affairs, on retention and the programs being provided by Student Affairs. There was discussion about the "student in the middle" who may not be part of a cohort and may

fade into the background. Reaching these students is fundamental to the sustainability of the institution.

Finance and Capital Assets Committee: Trustee Sullivan stated that in the committee meeting they reviewed second quarter financials, a budget balancing update, travel expenses for the President and cabinet, and received updates on the Parenzo Hall project and December water emergency on campus. The Investment subcommittee's commitment to raise additional revenue for the University is moving in a positive way. In the FY21 budget update, Residence Life strategies moving forward were discussed as well as the current budget model for FY21. There were two motions that were approved to be brought for vote by the full Board as follows.

**MOTION** made by Trustee Sullivan, seconded by Trustee Boudreau, to approve the FY21 annual tuition and fees schedule for undergraduate students and College for Graduate and Continuing Education (CGCE) students, as presented.

Discussion: Supporting documents are in the packet of materials. The average is a 2.8% increase in the cost of attendance for residential students. The vote will lock in the increase since there is a need to package financial aid, which rests on the price.

**ROLL CALL VOTE** taken:

Melissa Alvarado	Yes	Lydia Martinez-Alvarez	Yes
Paul Boudreau	Yes	Thalita Neves	No
James Hagan	Yes	Edward Sullivan	Yes
Madeline Landrau	Yes	Kevin Queenin	Yes
Robert Martin	Yes	Gloria Williams	Yes

**Motion passed with nine yes votes and one no vote.**

**MOTION** made by Trustee Sullivan, seconded by Trustee Martin, to close the University's bank accounts at Peoples Bank and Massachusetts Municipal Depository Trust (MMDT), investment account at Commonfund, and Berkshire Bank certificate of deposit at maturity date 3/7/2020 and to approve the transfer of those funds to the University's money market account at Berkshire Bank.

Discussion: Policy requires Board approval to open or close accounts. The interest rate is less at other banks than what we can get at Berkshire Bank. It is the goal to move funds from underperforming accounts elsewhere to better performing accounts.

**ROLL CALL VOTE** taken:

Melissa Alvarado	Yes	Lydia Martinez-Alvarez	Yes
Paul Boudreau	Yes	Thalita Neves	Yes
James Hagan	Yes	Edward Sullivan	Yes
Madeline Landrau	Yes	Kevin Queenin	Yes
Robert Martin	Yes	Gloria Williams	Yes

**Motion passed unanimously.**

Governance and Nominating Committee: Trustee Boudreau stated the committee will provide input at the next meeting on the Board Grid, Process for Nominating New Trustees, and the Statement of Commitment and Responsibilities. Proposed Divisional Informational Session dates with the vice presidents will be sent out.

Chair Queenin reminded all those in the room that we still have conflict on campus. As the campus

community moves forward, it needs to be together in a healing process.

There being no further business, **MOTION** made by Trustee Sullivan, seconded by Trustee Alvarado, to adjourn.

**ROLL CALL VOTE** taken:

Melissa Alvarado	Yes	Lydia Martinez-Alvarez	Yes
Paul Boudreau	Yes	Thalita Neves	Yes
James Hagan	Yes	Edward Sullivan	Yes
Madeline Landrau	Yes	Kevin Queenin	Yes
Robert Martin	Yes	Gloria Williams	Yes

**Motion passed unanimously.**

Meeting adjourned at 2:59 PM.

Attachments presented at this meeting:

- a. Minutes of December 11, 2019

**Finance and Capital Assets Committee:**

- b. Motion – FY21 Schedule of Annual Tuition and Fees (Undergraduate and CGCE)
- c. FY21 Schedule of Annual Tuition and Fees (Tuition and Fee Recommendations)
- d. FY21 Schedule of Annual Tuition and Fees (Undergraduate)
- e. FY21 Schedule of Annual Tuition and Fees (CGCE)
- f. FY21 Schedule of Annual Tuition and Fees (Comparison State Universities FY20)
- g. FY21 Schedule of Annual Tuition and Fees (CGCE Request)
- h. FY21 Schedule of Annual Tuition and Fees (Nursing Fee Memo)
- i. FY21 Schedule of Annual Tuition and Fees (Baystate Notification)
- j. FY21 Schedule of Annual Tuition and Fees (Nursing Fee Increase Calculations)
- k. FY21 Schedule of Annual Tuition and Fees (Student and Faculty Resources)
- l. Motion – Consolidation of Bank Accounts
- m. Memo – Consolidation of Bank Accounts
- n. Handout: SGA’s Westfield State University Clubs – Updated Spring 2020

**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 6, 2020.

\_\_\_\_\_  
Lydia Martinez-Alvarez, Secretary

\_\_\_\_\_  
Date

## Tenure\*

Purpose: “The principal purpose of tenure is to safeguard academic freedom, which is necessary for all who teach and conduct research in higher education. When faculty members can lose their positions because of their speech or publications or research findings, they cannot properly fulfill their core responsibilities to advance and transmit knowledge” (<https://www.aaup.org/issues/tenure>).

“The serious decision of granting tenure demands that the President, before making recommendations to the Board, have substantial evidence, determined through professional evaluation, that the candidate will be a constructive and significant contributor to the continuous development of high-quality education in the institution. It is the responsibility of the candidate for tenure to produce such substantial evidence based on his/her prior academic and professional work” (Article IX).

Eligibility: Serve as a full-time tenure-track faculty member for a period of six consecutive years. Generally, faculty are evaluated for tenure during the sixth year.

Process of Evaluation: Candidates for tenure will have been evaluated each year prior to the sixth-year evaluation for tenure. The tenure evaluation period encompasses the entire period of the candidate’s employment as a tenure track faculty member at Westfield State. Candidate submits materials which are reviewed by several individuals and committees on the campus including: academic department chair, (department based) peer evaluation committee, college dean, (university-wide) committee on tenure, vice president for academic affairs, president, and board of trustees. It is worth noting that the candidate meets with the Committee on Tenure to discuss his/her case and answer questions. This process takes nearly the course of the entire academic year beginning in late September and ending in April.

Criteria for Evaluation: Teaching effectiveness (in addition to submitting written materials for review such as a teaching philosophy, copies of syllabi, etc., candidates submit the results of course evaluations completed by students as well as in-person observations conducted by the department chair and the peer evaluation committee), academic advising, continuing scholarship (including presentation and publication of professional work) and other activities which contribute to the growth and development of the university community (including service on committees at various levels) (Article VIII, A, 1).

Outcomes: A positive decision by the various evaluating bodies and the institution affords the tenured faculty member with assurance of academic freedom and employment for the remaining period of their professional career except in the case of a finding of just cause (Article IX, E, 1). A negative decision on tenure by dept. chair, committee on tenure, the dean or the vice president renders the candidate ineligible for tenure (Article VIII, J, 3). A negative decision by the institution results in the issuance of a terminal contract. The bargaining agreement stipulates the attendant salary increase.

\*Detailed information regarding the process for tenure and promotion can be found in Articles VIII and IX of the MSCA bargaining agreement. The most recent versions of the agreement provide for a coupling of tenure with automatic promotion.

## Promotion\*

Purpose: Promotion rewards meritorious achievement by the faculty and each level of promotion indicates a higher order of quality. Generally, tenure-track faculty are hired at the level of Assistant Professor. The two subsequent levels of promotion are Associate Professor and Full Professor.

Eligibility: The MSCA bargaining agreement sets eligibility requirements for promotion. Faculty seeking promotion from Assistant to Associate Professor are expected to hold a terminal degree in their discipline, have no less than six years of full-time teaching experience and no less than three years at the level of Assistant Professor. Promotion to Full Professor requires the terminal degree, no less than eight years of full-time teaching experience, and no less than four years at the rank of Associate Professor (Article XX, B, 1).

Process of Evaluation: The process for evaluation for promotion consists of a thorough review of the candidate's work since their last review for promotion or initial hiring date. Candidate submits materials which are reviewed by several individuals and committees on the campus including: academic department chair, (department based) peer evaluation committee, college dean, (university-wide) committee on promotion, vice president for academic affairs, president, and board of trustees.

Criteria: The evaluation of a candidate for promotion is based upon the contractual categories of evaluation (i.e., teaching effectiveness, academic advising, continuing scholarship and contributions to the growth and development of the university community). The agreement notes that "Whenever any unit member is being evaluated as a candidate for promotion, such criteria shall be applied together with the requirements applicable to promotion to the rank for which such person is a candidate, it being the understanding of the parties that *for promotion to each higher rank, a higher order of quality may properly be demanded*" [emphasis added( Article VII, A, 4)].

Outcomes: Faculty supported for promotion are provided with the salary increase denoted in the bargaining agreement. Faculty who are not supported for promotion are able to submit a new request in the following academic year.

\*Detailed information regarding the process for promotion can be found in Articles VIII and XX of the MSCA bargaining agreement.



## Board of Trustees

April 30, 2020

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### MOTION

To approve the granting of tenure with automatic promotion, effective September 1, 2020, to:

Dr. Leonardo Andrade	Psychology
Dr. Maria del Mar Farina	Social Work
Dr. Christopher Gullen	Communication
Dr. Phillip Hart	Economics and Management
Dr. Jesse Johnson	Mathematics
Dr. Erica Morin	History
Dr. Dristi Neog	Geography, Planning, and Sustainability
Dr. Mark Nimkoff	Communication
Dr. Kimberly Sherman	Economics and Management
Dr. Shirley Wong	English

To approve the granting of tenure, effective September 1, 2020, to:

Dr. Karen Sladyk	Health Science
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Kevin R. Queenin, Chair

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Date

March 20, 2020

Dr. Ramon S. Torrecilha  
President

Dear President Torrecilha:

For your approval, I recommend the granting of tenure with automatic promotion effective September 1, 2020, to:

Dr. Leonardo Andrade	Psychology
Dr. Maria del mar Farina de Parada	Social Work
Dr. Christopher Gullen	Communication
Dr. Phillip Hart	Economics and Management
Dr. Jesse Johnson	Mathematics
Dr. Erica Morin	History
Dr. Dristi Neog	Geography, Planning, and Sustainability
Dr. Mark Nimkoff	Communication
Dr. Kimberly Sherman	Economics and Management
Dr. Shirley Wong	English

I also recommend the granting of tenure effective September 1, 2020, to:

Dr. Karen Sladyk	Health Sciences
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Each individual has been evaluated by his or her chair, by a Dean, and by the Committee on Tenure. I have reviewed each evaluation, as well as the faculty portfolios. All who have served as evaluators believe that these individuals will remain dedicated and contributing members of the faculty; as such, I recommend them for tenure.

I certify that all procedures as prescribed in *The Agreement* have been complied with in accordance with Article VIII, Section H.

Sincerely,



Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

Approved:

  
\_\_\_\_\_  
Dr. Ramon S. Torrecilha, President

3-26-2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** LEONARDO ANDRADE

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/PSYCHOLOGY

**CURRENT SALARY:** \$ 70,599.63

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

<b>DEGREES:</b>	B.A.	Instituto Braziliense de Analise do Comportamento	2002
	M.S.	Universidade de Brasilia	2005
	Ph.D.	University of Florida	2010

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Andrade as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Tenure and Dean Mills. I concur with their conclusions that Dr. Andrade has met the criteria established by the Agreement.

I recommend Dr. Andrade be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** MARIA DEL MAR FARINA

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/SOCIAL WORK

**CURRENT SALARY:** \$ 65,981.80

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	Westfield State College	1994
M.S.W.	Smith College	1998
M.B.A.	Western New England College	2001
Ph.D.	Smith College	2015

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. del Mar Farina as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Mills. I concur with their conclusions that Dr. del Mar Farina has met the criteria established by the Agreement.

I recommend Dr. del Mar Farina be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** CHRISTOPHER GULLEN

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/COMMUNICATION

**CURRENT SALARY:** \$ 64,855.19

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	Lawrence Technological University	1999
M.A.	Wayne State University	2006
Ph.D.	Wayne State University	2012

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Gullen as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Tenure and Dean Todd. I concur with their conclusions that Dr. Gullen has met the criteria established by the Agreement.

I recommend Dr. Gullen be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** PHILLIP HART

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/ECONOMICS & MANAGEMENT

**CURRENT SALARY:** \$ 109,950.25

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	Christian Brothers University	2005
M.B.A.	University of Memphis	2007
Ph.D.	University of Memphis	2013

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Hart as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Tenure and Dean Mills. I concur with their conclusions that Dr. Hart has met the criteria established by the Agreement.

I recommend Dr. Hart be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** JESSE JOHNSON

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/MATHEMATICS

**CURRENT SALARY:** \$ 65,439.83

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	Center College	2008
M.S.	University of Notre Dame	2011
Ph.D.	University of Notre Dame	2013

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Johnson as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Tenure and Dean Hanselman. I concur with their conclusions that Dr. Johnson has met the criteria established by the Agreement.

I recommend Dr. Johnson be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** ERICA MORIN

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/HISTORY

**CURRENT SALARY:** \$ 64,855.19

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	SUNY Plattsburg	2004
M.A.	Purdue University	2007
Ph.D.	Purdue University	2012

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Morin as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Todd. I concur with their conclusions that Dr. Morin has met the criteria established by the Agreement.

I recommend Dr. Morin be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** DRISTI NEOG

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/GEOGRAPHY, PLANNING AND SUSTAINABILITY

**CURRENT SALARY:** \$ 66,548.83

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

B.Arch.	Jawaharlal Nehru Technological University	2001
M.C.R.P.	The University of Texas	2003
Ph.D.	Florida State University	2009

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Neog as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Todd. I concur with their conclusions that Dr. Neog has met the criteria established by the Agreement.

I recommend Dr. Neog be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** MARK NIMKOFF

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/COMMUNICATION

**CURRENT SALARY:** \$ 66,588.60

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

A.B.J.	University of Georgia	1997
Ph.D.	University of Illinois	2008

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Nimkoff as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Tenure and Dean Todd. I concur with their conclusions that Dr. Nimkoff has met the criteria established by the Agreement.

I recommend Dr. Nimkoff be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** KIMBERLY SHERMAN

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/ECONOMICS & MANAGEMENT

**CURRENT SALARY:** \$ 105,084.98

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	University of Massachusetts	1987
Ph.D.	University of Massachusetts	2015

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Sherman as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Mills. I concur with their conclusions that Dr. Sherman has met the criteria established by the Agreement.

I recommend Dr. Sherman be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** TENURE WITH AUTOMATIC PROMOTION  
/FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** SHIRLEY WONG

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/ENGLISH

**CURRENT SALARY:** \$ 67,706.21

**DATE OF HIRE:** SEPTEMBER 1, 2014

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	Columbia University	2006
M.A.	New York University	2010
Ph.D.	New York University	2012

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Wong as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Todd. I concur with their conclusions that Dr. Wong has met the criteria established by the Agreement.

I recommend Dr. Wong be granted tenure with automatic promotion.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** TENURE /FACULTY

**FUNDING SOURCE:** STATE FUNDED

**NAME:** KAREN SLADYK

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/HEALTH SCIENCES

**CURRENT SALARY:** \$ 88,434.00

**DATE OF HIRE:** SEPTEMBER 1, 2017

**TENURE EFFECTIVE:** SEPTEMBER 1, 2020

**DEGREES:**

A.S.	Manchester Community College	1978
M.S.	Southern Connecticut State University	1986
Ph.D.	University of Connecticut	1997

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Sladyk as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Mills. I concur with their conclusions that Dr. Sladyk has met the criteria established by the Agreement.

I recommend Dr. Sladyk be granted tenure.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date



## Board of Trustees

April 30, 2020

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### MOTION

To approve the granting of promotion to the rank of Professor, effective September 1, 2020, to:

Dr. Gabriel Aquino	Sociology
Dr. Mary Brown Bonacci	Music
Dr. David Christensen	Biology
Dr. Brian Conz	Geography, Planning, and Sustainability
Dr. Rachel Gibson	Music
Dr. Hugh Jo	Political Science
Dr. Megan Kennedy	Education
Dr. Rebecca Morris	Economics and Management
Dr. Aaron Reyes	Chemical and Physical Science
Dr. Brian Rizzo	Criminal Justice
Dr. Makoto (Max) Saito	Communication
Dr. Catherine Savini	English
Dr. Karen Sladyk	Health Sciences
Dr. Rosemary Sullivan	Social Work

To approve the granting of promotion to the rank of Associate Professor, effective September 1, 2020, to:

Dr. Tracy McLeod	Education
Dr. Miriam Tager	Education

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Kevin R. Queenin, Chair

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Date

March 20, 2020

Dr. Ramon S. Torrecilha  
President

Dear President Torrecilha:

For your approval, below are my recommendations for promotion effective September 1, 2020:

**To Professor:**

Dr. Gabriel Aquino	Sociology
Dr. Mary Brown Bonacci	Music
Dr. David Christensen	Biology
Dr. Brian Conz	Geography, Planning, and Sustainability
Dr. Rachel Gibson	Music
Dr. Hugh Jo	Political Science
Dr. Megan Kennedy	Education
Dr. Rebecca Morris	Economics and Management
Dr. Aaron Reyes	Chemical and Physical Sciences
Dr. Brian Rizzo	Criminal Justice
Dr. Makoto Saito	Communication
Dr. Catherine Savini	English
Dr. Rose Sullivan	Social Work

**To Associate Professor:**

Dr. Tracy McLeod	Education
Dr. Miriam Tager	Education

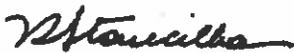
I certify that all procedures as prescribed in *The Agreement* have been complied with in accordance with Article VIII, Section G.

Sincerely,



Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

Approved:



Dr. Ramon S. Torrecilha, President

Date

3-26-2020

ACADEMIC AFFAIRS

April 10, 2020

Dr. Ramon S. Torrecilha  
President

Dear President Torrecilha:

For your approval, below are my recommendations for promotion effective September 1, 2020:

To Professor:  
Dr. Karen Sladyk

Health Sciences

I certify that all procedures as prescribed in The Agreement have been complied with in accordance with Article VIII, Section G.

Sincerely,



Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

Approved:



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Dr. Ramon S. Torrecilha, President

April 21, 2020

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Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** GABRIEL AQUINO

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/SOCIOLOGY

**CURRENT SALARY:** \$ 77,300.71

**DATE OF HIRE:** SEPTEMBER 1, 2007

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	State University of New York	1995
M.A.	State University of New York	2003
Ph.D.	State University of New York	2011

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Aquino as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Todd. I concur with their conclusions that Dr. Aquino has met the criteria established by the Agreement.

I recommend Dr. Aquino be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** MARY BROWN BONACCI

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/MUSIC

**CURRENT SALARY:** \$ 79,549.28

**DATE OF HIRE:** SEPTEMBER 1, 2005

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.M.	Emporia State University	1987
M.M.	Emporia State University	1991
D.M.A.	University of Kansas	1998

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Brown Bonacci as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Todd. I concur with their conclusions that Dr. Brown Bonacci has met the criteria established by the Agreement.

I recommend Dr. Brown Bonacci be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** DAVID CHRISTENSEN

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/BIOLOGY

**CURRENT SALARY:** \$ 78,133.95

**DATE OF HIRE:** SEPTEMBER 1, 2008

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	University of Idaho	2002
M.S.	Washington State University	2005
Ph.D.	Washington State University	2007

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Christensen as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Hanselman. I concur with their conclusions that Dr. Christensen has met the criteria established by the Agreement.

I recommend Dr. Christensen be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** BRIAN CONZ

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/GEOGRAPHY, PLANNING  
& SUSTAINABILITY

**CURRENT SALARY:** \$ 74,219.29

**DATE OF HIRE:** SEPTEMBER 1, 2008

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	University of Massachusetts	1999
M.S.	University of Massachusetts	2004
Ph.D.	University of Massachusetts	2008

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Conz as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Todd. I concur with their conclusions that Dr. Conz has met the criteria established by the Agreement.

I recommend Dr. Conz be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** RACHEL GIBSON

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/MUSIC

**CURRENT SALARY:** \$ 77,615.92

**DATE OF HIRE:** SEPTEMBER 1, 2008

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

<b>DEGREES:</b>	B.A.	Boston University	1992
	M.A.	Teachers College at Columbia	2003
	Ph.D.	University of Washington	2009

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Gibson as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Todd. I concur with their conclusions that Dr. Gibson has met the criteria established by the Agreement.

I recommend Dr. Gibson be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** HUGH JO

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/POLITICAL SCIENCE

**CURRENT SALARY:** \$ 77,980.37

**DATE OF HIRE:** SEPTEMBER 1, 2009

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	University at Albany	1997
M.A.	University at Albany	1999
Ph.D.	University at Albany	2007

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Jo as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Todd. I concur with their conclusions that Dr. Jo has met the criteria established by the Agreement.

I recommend Dr. Jo be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** MEGAN KENNEDY

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/EDUCATION

**CURRENT SALARY:** \$ 78,320.60

**DATE OF HIRE:** SEPTEMBER 1, 2010

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	Saint Mary's College	1997
Ed.M.	Smith College	1998
Ph.D.	University of Denver	2009

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Kennedy as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Mills. I concur with their conclusions that Dr. Kennedy has met the criteria established by the Agreement.

I recommend Dr. Kennedy be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** REBECCA MORRIS

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/ECONOMICS &  
MANAGEMENT

**CURRENT SALARY:** \$ 116,205.92

**DATE OF HIRE:** SEPTEMBER 1, 2015

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	Creighton University	1978
M.B.A.	Creighton University	1982
Ph.D.	University of Nebraska	1988

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Morris as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Mills. I concur with their conclusions that Dr. Morris has met the criteria established by the Agreement.

I recommend Dr. Morris be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** AARON REYES

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/CHEMICAL & PHYSICAL SCIENCE

**CURRENT SALARY:** \$ 78,077.73

**DATE OF HIRE:** SEPTEMBER 1, 2010

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	University of Rochester	1990
M.S.	University of South Carolina	1993
Ph.D.	University of California	2000

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Reyes as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Hanselman. I concur with their conclusions that Dr. Reyes has met the criteria established by the Agreement.

I recommend Dr. Reyes be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** BRIAN RIZZO

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/CRIMINAL JUSTICE

**CURRENT SALARY:** \$ 78,524.90

**DATE OF HIRE:** SEPTEMBER 1, 2007

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	Muhlenberg College	1984
M.P.A.	John Jay College of Criminal Justice	1994
M.A.	State University of New York	1995
Ph.D.	The City University of New York	2010

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Rizzo as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Mills. I concur with their conclusions that Dr. Rizzo has met the criteria established by the Agreement.

I recommend Dr. Rizzo be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** MAKOTO SAITO

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/COMMUNICATION

**CURRENT SALARY:** \$ 75,629.57

**DATE OF HIRE:** SEPTEMBER 1, 2007

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	Marlboro College	1994
M.A.	School for International Training	1997
Ph.D.	University of Massachusetts	2007

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Saito as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Todd. I concur with their conclusions that Dr. Saito has met the criteria established by the Agreement.

I recommend Dr. Saito be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** CATHERINE SAVINI

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/ENGLISH

**CURRENT SALARY:** \$ 80,362.62

**DATE OF HIRE:** SEPTEMBER 1, 2009

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

<b>DEGREES:</b>	B.A.	University of Massachusetts	1995
	M.A.	New York University	2001
	Ph.D.	New York University	2006

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Savini as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Todd. I concur with their conclusions that Dr. Savini has met the criteria established by the Agreement.

I recommend Dr. Savini be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** KAREN SLADYK

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/HEALTH SCIENCES

**CURRENT SALARY:** \$ 88,434.00

**DATE OF HIRE:** SEPTEMBER 1, 2017

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

A.S.	Manchester Community College	1978
M.S.	Southern Connecticut State Univ.	1986
Ph.D.	University of Connecticut	1997

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Sladyk as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Mills. I concur with their conclusions that Dr. Sladyk has met the criteria established by the Agreement.

I recommend Dr. Sladyk be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** ROSEMARY SULLIVAN

**RANK/DEPARTMENT:** ASSOCIATE PROFESSOR/SOCIAL WORK

**CURRENT SALARY:** \$ 76,434.03

**DATE OF HIRE:** SEPTEMBER 1, 2008

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	Guilford College	1996
M.S.W.	The University of North Carolina	1999
Ph.D.	Smith College	2009

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Sullivan as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Mills. I concur with their conclusions that Dr. Sullivan has met the criteria established by the Agreement.

I recommend Dr. Sullivan be promoted to the rank of Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO ASSOCIATE PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** TRACY MCLEOD

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/EDUCATION

**CURRENT SALARY:** \$ 71,787.60

**DATE OF HIRE:** SEPTEMBER 1, 2017

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.S.	University of Wisconsin	2003
M.S.	University of Wisconsin	2005
Ph.D.	University of Miami	2013

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. McLeod as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Mills.

I recommend Dr. McLeod be promoted to the rank of Associate Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020  
Date

**WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 30, 2020**

**TYPE OF ACTION:** PROMOTION TO ASSOCIATE PROFESSOR

**FUNDING SOURCE:** STATE FUNDED

**NAME:** MIRIAM TAGER

**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/EDUCATION

**CURRENT SALARY:** \$ 72,663.64

**DATE OF HIRE:** SEPTEMBER 1, 2015

**EFFECTIVE DATE:** SEPTEMBER 1, 2020

**DEGREES:**

B.A.	Sarah Lawrence College	1987
M.S.E.	Bank Street College of Education	1998
Ph.D.	The City University of New York	2015

**JUSTIFICATION:**

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Tager as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Mills. I concur with their conclusions that Dr. Tager has met the criteria established by the Agreement.

I recommend Dr. Tager be promoted to the rank of Associate Professor.

Approved:



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Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

4/13/2020

Date



## **Board of Trustees**

April 30, 2020

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### **MOTION**

To engage the accounting firm of O'Connor and Drew, P.C. for FY20 audit services.

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Kevin R. Queenin, Chair

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Date



April 30, 2020

Mr. Paul Boudreau  
Audit Committee Chair  
Westfield State University  
577 Western Avenue  
Westfield, MA 01086

Dear Mr. Paul Boudreau:

We are pleased to confirm our understanding of the services we are to provide Westfield State University (the "University") for the year ended June 30, 2020.

We will audit the financial statements of the University as of and for the year ended June 30, 2020, including the related notes to the financial statements, which collectively comprise the basic financial statements. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the University's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the University's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedules of the University's Proportionate Share of the Net Pension Liability
- Schedules of the University's Contributions
- Notes to the Required Supplementary Information

## **Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Uniform Administrative Requirements, Cost Principles, and Audit Requirements as issued by OMB, and will include tests of accounting records of the University, a determination of major program(s) in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements as issued by OMB, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. We will issue a written report upon completion of our audit of the University's financial statements. Our reports will be addressed to The Board of Trustees of Westfield State University. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the University's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the University's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose, and (3) that internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Uniform Administrative Requirements, Cost Principles, and Audit Requirements as issued by OMB. If during our audit we become aware that the University is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures- General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the University or to acts by management or employees acting on behalf of the University.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will include such matters in the reports required for a Single Audit. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures- Internal Controls**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to

preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Uniform Administrative Requirements, Cost Principles, and Audit Requirements, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards* and Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

### **Audit Procedures- Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the University's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the University's major programs. The purpose of these procedures will be to express an opinion on the University's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards in accordance with the

requirements of Uniform Administrative Requirements, Cost Principles, and Audit Requirements. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financials statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, and contracts or grant agreements, or abuse that we report. Additionally, as required by Uniform Administrative Requirements, Cost Principles, and Audit Requirements, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review in June 2020.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for the presentation of the supplementary information in accordance with U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of the letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the University; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or

containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of O'Connor & Drew P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of O'Connor & Drew, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the governmental agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in approximately May 2020 and to issue our reports no later than October 15, 2020. David DiIulis is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services are \$84,500. An additional fee of \$4,500 will be included for each additional major program. These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes sixty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

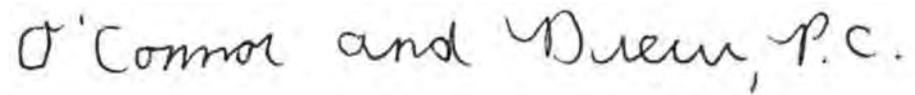
In addition, fees for any special audit-related projects, such as research and/or consultation on special business or financial issues, will be billed separately from the audit fees for professional services and may be subject to written arrangements supplemental to those in this letter.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and

letters of comments received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to Westfield State University and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Handwritten signature in cursive script that reads "O'Connor and Drew, P.C." The signature is written in dark ink on a light background.

O'Connor & Drew, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Westfield State University.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Report on the Firm's System of Quality Control**

December 6, 2017

To the Owners  
O'Connor & Drew, P.C.  
and the Peer Review Committee of the Massachusetts Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of O'Connor & Drew, P.C. (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of O'Connor & Drew, P.C. applicable to engagements effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. O'Connor & Drew, P.C. has received a peer review rating of *pass*.

*Meloney + Novotny LLC*

# WESTFIELD STATE UNIVERSITY

PARENZO & SCANLON HALL

Board of Trustees Meeting

April 30, 2020



# AGENDA

- Introductions
- Planning Structure
- Project Goals
- Budget Summary and Cost Challenges
- Project Scope Summary
  - Parenzo Hall
  - Scanlon Hall
- Project Schedule and Milestones
- Questions and Answers

# INTRODUCTIONS

## **Division of Capital Asset Management and Maintenance (DCAMM)**

- Elayne Campos. Director Office of Planning
- Mila Mendoza, Senior Project Manager, Office of Planning
- Fabrizio Caruso, Deputy Director, Office of Design and Construction
- Frank Clare, Project Manager, Office of Design and Construction

## **Miller Dyer Spears Architects (MDS)**

- James Loftus - Principal
- Nereyda Rodriguez - Project Manager
- Kelsey Holmes - Project Architect

# WORKING GROUPS

- Parenzo Working Group:
  - ✓ Erica Broman, Institutional Advancement
  - ✓ Celeste Donovan, Student Success Working Group
  - ✓ Tricia Oliver, Office of the President
  - ✓ Mila Mendoza, DCAMM
  - ❖ Diane Prusank, Provost/Academic Affairs
  - ✓ Tom Raffensperger, Co-chair Center for Innovation
  - ✓ David Riggles, Facilities
  - ✓ Maureen Socha, Facilities
  - ❖ Steve Taksar, Administration and Finance
  - ✓ Emily Todd, Chair, Academic Departments
  - ✓ James Loftus, Principal MDS Architects
  - ✓ Nereyda Rodriguez, Project Manager, MDS Architects
  - ✓ Kelsey Holmes, Project Architect, MDS Architects
- Academic:
  - ✓ Gabriel Aquino, Chair, Sociology
  - ✓ Vanessa Diana, Director of Honors Program
  - ✓ Hugh Jo, Chair, Political Science
  - ✓ Megan Kennedy, Chair, Education
  - ✓ Nora Padykula, Chair, Social Work
  - ✓ Shoba Rajgopal, Chair, Ethnic and Gender Studies
  - ❖ Emily Todd, Dean, College of Arts, Humanities and Social Sciences
  - ✓ Hugo M. Viera, Chair, Language and Culture Studies
  - ✓ Nicholas P. Wojtowicz, Associate Director, Academic Technical Services
  - ✓ Chris Hirtle, Executive Director, Academic Information Services- University Media Services
- Student Success:
  - ❖ Celeste Donovan, TRIO
  - ✓ Christina Swaidan, Undergraduate Studies
  - ✓ Azanda Seymour, Urban Education
  - ✓ Laurie Simpson, Academic Advising
  - ✓ Monique Lopez, Registrar
  - ✓ Junior Delgado, Career Center
  - ✓ Enrique Morales-Diaz, Dean of Faculty
  - ✓ Scott Clark, Information Technology Services
  - ✓ Maureen McCartney, Academic Advising
  - ✓ Nicole West, Retention/Academic Achievement
  - ✓ Sarah Lazare, Banacos Academic Center
  - ✓ Catherine Savini, Reading & Writing
- CoLab:
  - ✓ Brian Conz, Department of Geography and Regional Planning
  - ✓ Jennifer Hixon, Department of Health Sciences
  - ✓ Susan Leggett, Office of the President
  - ❖ Juline Mills (Co-Chair), College of EHHS
  - ✓ John McDonald, Department of Environmental Science
  - ❖ Tom Raffensperger (Co-Chair), Academic IS & Library Director
  - ✓ Kimberly Sherman, Department of Economics and Management
  - ✓ Tamara Smith, Sociology, Coordinator, Civic Engagement
  - ✓ Jessica Tansey, Program Development and Outreach
  - ✓ Chris Hirtle, Executive Director, Academic Information Services- University Media Services

# Planning Structure

## Parenzo Working Group

- Steering Group that works through all operational and detail design issues associated with the project.
- Makes recommendations to the Cabinet
- Distributes information to all project stakeholders
- Campus wide presentations

## Cabinet

- Determines project goals
- Body makes final decision on project scope
- Members of Cabinet in the Parenzo Working Group provide regular updates on the project
- Presentations to the Cabinet are per semester or as needed to meet schedule

## Community Engagement and Communication

- Department Chairs and Directors engaged and part of the decision making throughout the planning phase
- Town Hall Presentations
  - April 2019
  - September 2019
  - February 2020

# PROJECT GOALS

## Renovate Parenzo Hall to renew functionality and maximize use

- ✓ • Replace building systems
- ✓ • Address accessibility, life-safety and building code issues
- ✓ • Upgrade technology platform
- ✗ • Removal of Mod Hall
- ✓ • Modernize Dever Auditorium to provide accessibility, air conditioning & updated facilities

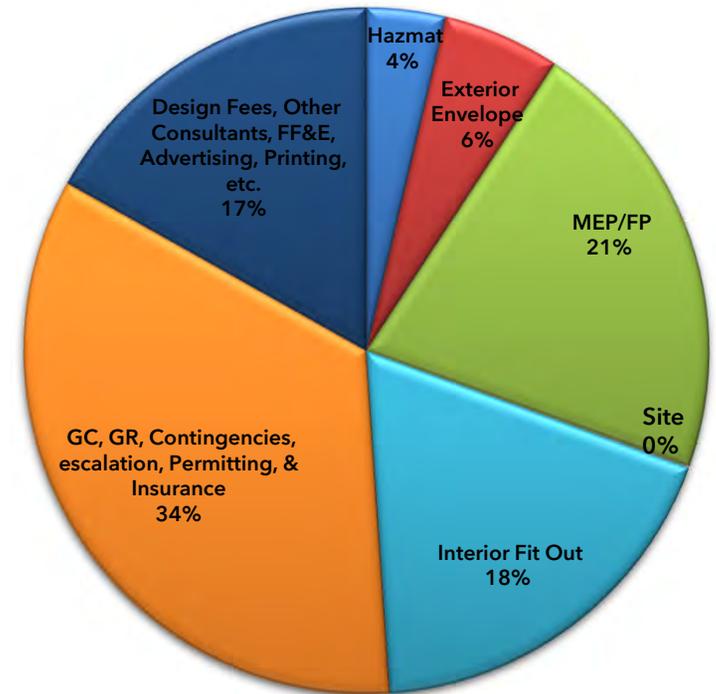
## Expand and deepen programmatic collaborations

- ✓ • Create **Center for Student Success** as a lively hub for student services
- ✓ • Foster innovation and collaboration between WSU and community partnerships through creation of **CoLab**
- ✓ • Update **Academic departments in Parenzo Hall** (Political Science & Education)
- ✓ • **Move Honors** from Mod Hall but not the other academic departments
- ✓ • Flexible **classrooms** with robust technology

# BUDGET SUMMARY

## Total Project Cost Estimates

<b>July 2019</b> <i>(Parenzo Only, not including swing space)</i>	<b>\$44,332,400</b>
<b>October 2019</b>	<b>\$61,356,373</b>
<b>December 2019</b>	<b>\$41,688,252</b>
<b>March 2020</b>	<b>\$39,999,411</b>



## Project Budget

**\$40,200,000\***

\* \$200K to be fundraised by WSU Advancement Office to replace the seating in Dever Auditorium

# COST CHALLENGES

## Strategies to get the project on budget

- Existing Academic Department Offices located in Mod Hall to remain
- Do not reconfigure the Parenzo Basement
- Do not reconfigure the Banacos area
- Reduce the level of renovation to Scanlon Hall First Floor
- Exclude renovation of vacant spaces of Bates Hall

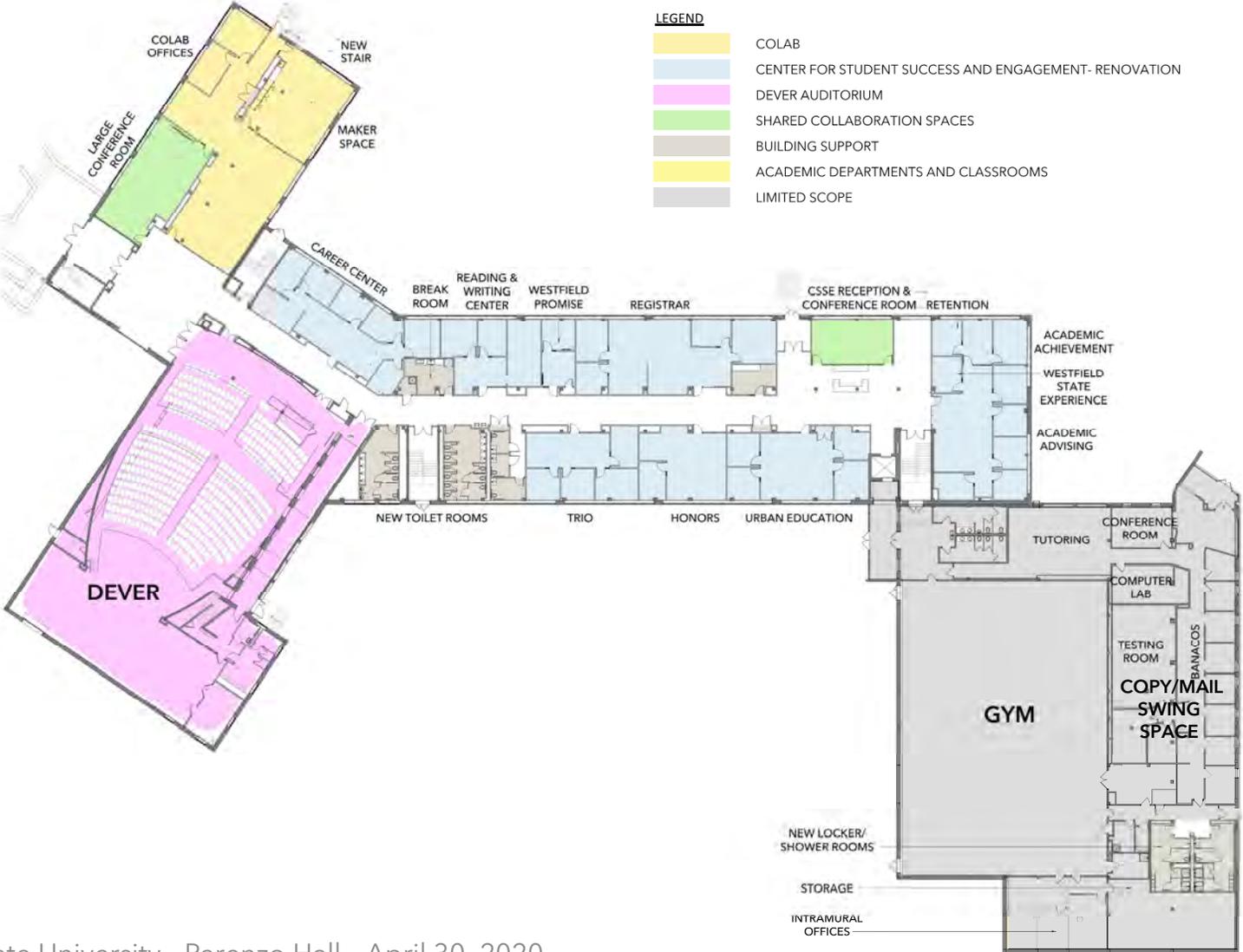
# PARENZO LOWER LEVEL PLAN

- Same users will remain in place but will feel brighter and comfortable
- Limited upgrades to spaces and new mechanical, electrical, plumbing, fire protection, and windows



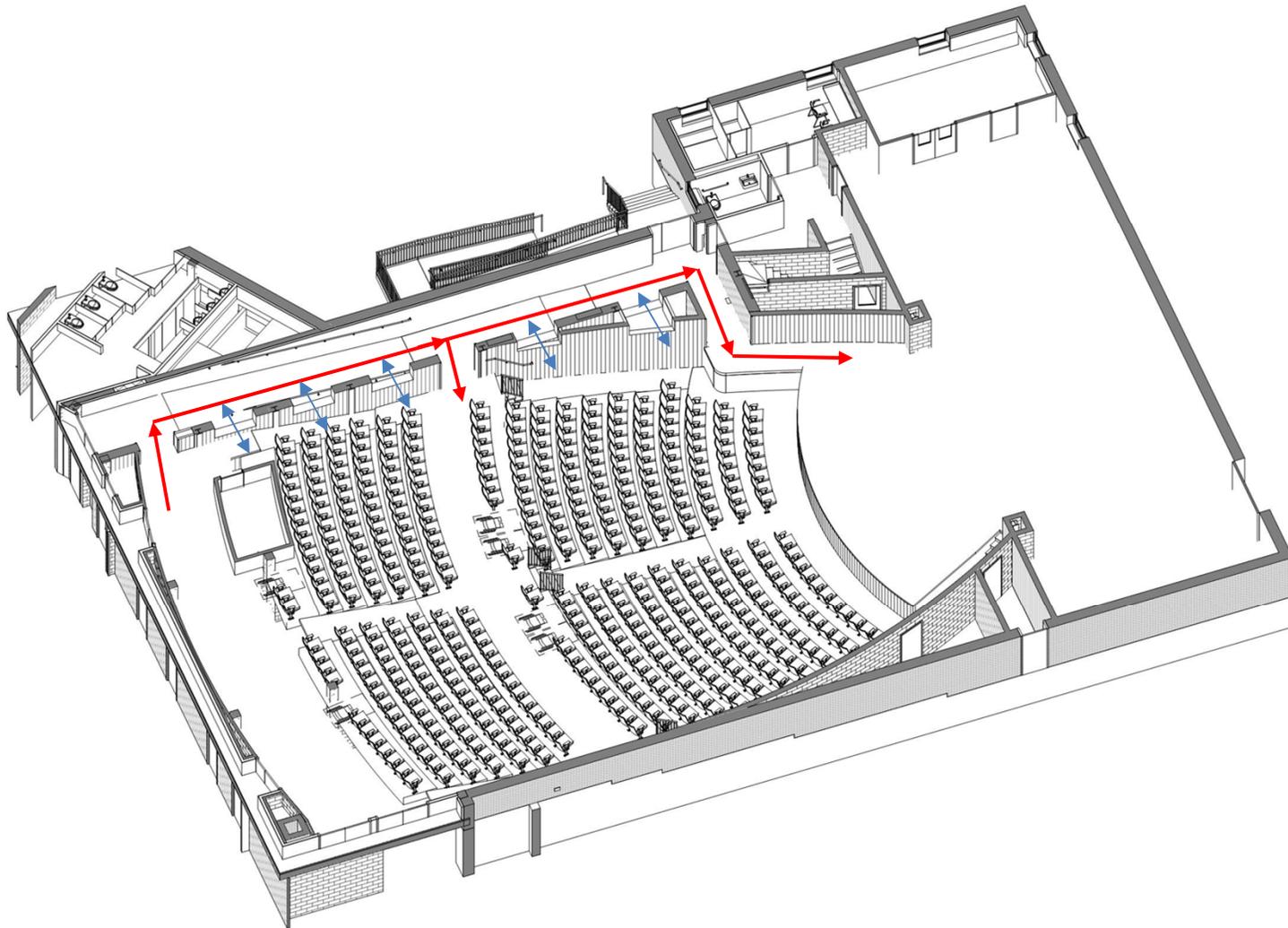
# PARENZO FIRST FLOOR PLAN

- Integration of the Center for Student Success and Engagement with the CoLab
- Better collaboration for student services and enhance privacy
- Crossroad between WSU Students and Westfield Community



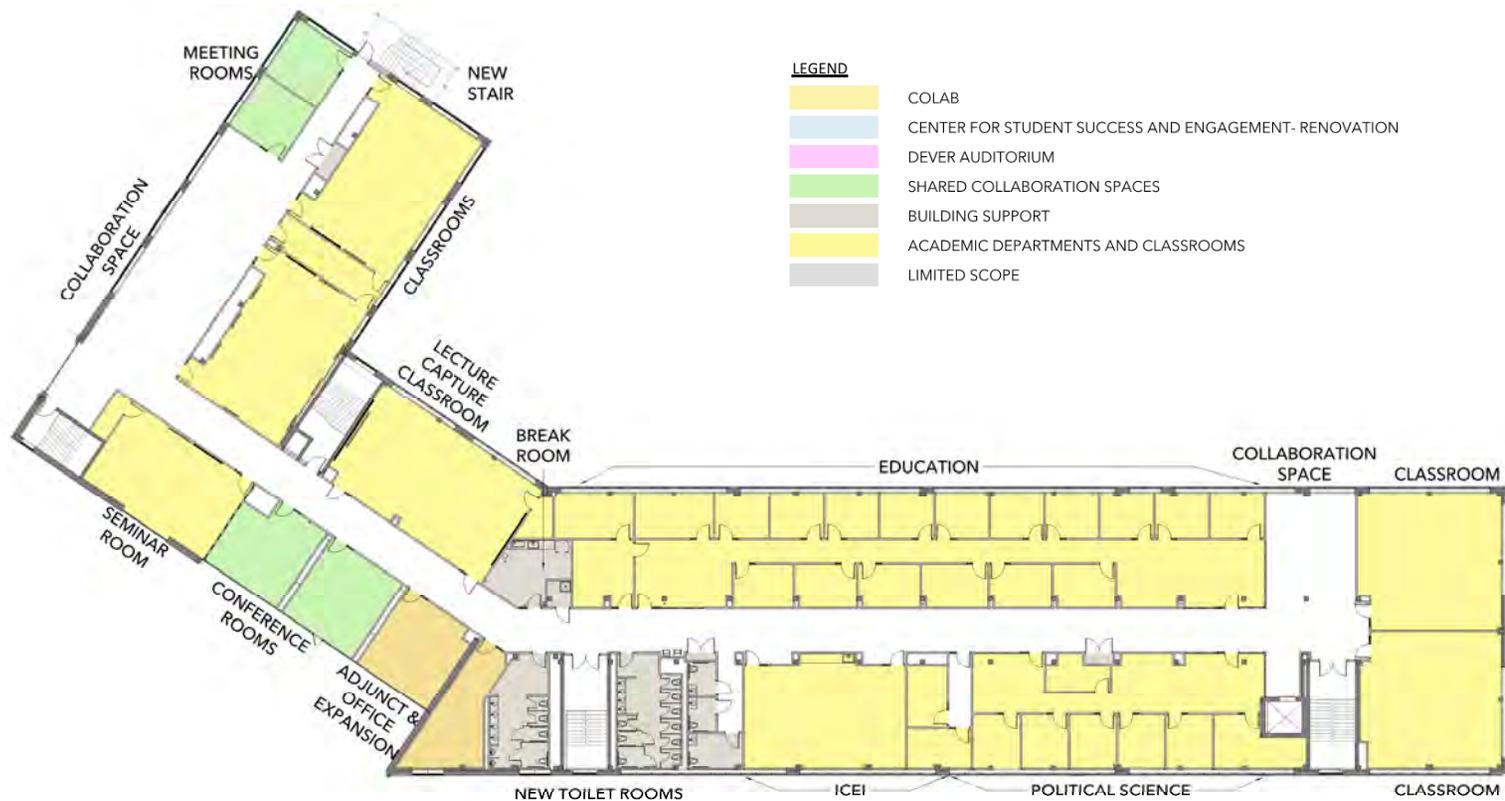
# PARENZO DEVER AUDITORIUM

- Make the auditorium fully accessible and provide air conditioning
- New Audio Visual for auditorium including sound system, projection screen, and system control
- 440-460 Seating capacity, with 6 HC seats



# PARENZO SECOND FLOOR PLAN

- Seven classrooms - include a lecture capture classroom for online learning, four technology enabled active learning (TEAL) classrooms, a seminar room and a multi-purpose classroom
- Collaborative and flexible meeting spaces for students and faculty
- New Academic department suites with individual offices for Chairs and Faculty



# SCANLON LOWER LEVEL

- New Faculty Center - Bigger space with Kitchenette and Flat Screen
- More than double the current size- from 900 square feet to 1,925 square feet



# SCANLON FIRST FLOOR PERMANENT SPACE

Creation of new Academic Affairs, Grants & Contracts, Institutional Research, Dean of EHHS, International Programs and Facilities Offices.



# SCANLON SWING SPACE SECOND FLOOR



- Academic Achievement
- Academic Advising
- Academic Retention
- Banacos
- Reading and Writing
- Registrar
- Trio
- Urban Education

# SCANLON SWING SPACE THIRD FLOOR





# Milestones – Past and Present

- **January 31<sup>st</sup>, 2020** Chairs and Directors Presentation
- **February 14<sup>th</sup>, 2020** Town Hall on campus
- **March 9<sup>th</sup>, 2020** Cabinet approved Working Group recommendation on conceptual design and budget
- **March 2020** Daniel O’Connell and Sons selected as the Construction Manager for Parenzo Hall
- **April 2020** - One-on-one meetings between Design Team and Chairs/Directors - layouts
- **May 4<sup>th</sup>, 2020** Design Team issues Schematic Design to estimators
- **June 4<sup>th</sup>, 2020** - Working Group Presentation on schematic design budget
- **June 20<sup>th</sup>, 2020 - Full Study to be issued to WSU and DCAMM for Certification**
- **July 20<sup>th</sup>, 2020** - Design Development of Parenzo Hall begins
- **September 2020** - One-on-one meetings between Design Team and Chairs/Directors- equipment
- **Fall 2020** - Town Hall on campus
- **Winter Break 2020/2021 - Move out of Parenzo into Scanlon Hall**
- **Summer 2021** - Start of Construction
- **Summer 2023 - Move into renovated Parenzo Hall**

# QUESTIONS AND ANSWERS





## Board of Trustees

April 30, 2020

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### MOTION

To appoint Roy H. Saigo, Ph.D. as Interim President of Westfield State University, the effective date to be determined, and to serve in that capacity until the search is complete and a new President has been identified and appointed; and to confer upon and delegate to the Interim President, the powers and authority of the Office of the President, subject to the approval of the Department of Higher Education.

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Kevin R. Queenin, Chair

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Date



## Board of Trustees

April 30, 2020

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### MOTION

To authorize and direct the Chairman of the Board of Trustees to negotiate compensation and benefits for the Interim President, Roy H. Saigo, Ph.D.; and to authorize the Chairman to execute, ratify, approve and confirm all actions, commitments, negotiated compensation and benefits made to Roy H. Saigo, Ph.D. by the Chairman acting for and on behalf of the Board of Trustees.

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Kevin R. Queenin, Chair

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Date