



BOARD OF TRUSTEES

Audit Committee

February 17, 2022

Minutes

Loughman Living Room, Scanlon Hall

And 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.

A live stream of the meeting for public viewing also took place on YouTube.

MEMBERS PRESENT: Vice Chair William Reichelt (joined the meeting at 1:33 PM), Secretary Dr. Gloria Williams, and Trustee Melissa Alvarado

MEMBERS PARTICIPATING REMOTELY: Committee Chair Paul Boudreau

TRUSTEE GUESTS PRESENT: Trustees Dr. Robert Martin and Ali Salehi

TRUSTEE GUESTS PARTICIPATING REMOTELY: Trustee Landrau

Dr. Linda Thompson, President of Westfield State University, was also present.

The meeting was called to order at 1:31 AM by Committee Chair Boudreau and a roll call was taken of the committee members participating as listed above. It was announced that the meeting is being livestreamed and captured as recorded.

MOTION made by Trustee Williams, seconded by Trustee Alvarado, to approve the minutes of the December 16, 2021 meeting.

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

Trustee Alvarado	Yes
Trustee Reichelt	not yet in meeting
Trustee Williams	Yes
Trustee Boudreau	Yes

Motion passed unanimously.

President's Remarks. President Thompson stated she did not have remarks for this meeting.

Acceptable Use of Information Technology Resources Policy (0380). This policy is being brought to the Board as mostly an informational item. Some of the terminology has been changed to current standards and some responsibilities have moved from other departments. This policy is reviewed annually instead of every three years.

Public Safety Policy Overview. A brief overview of orders followed in Public Safety was shared, which have a significant impact on how incidents are responded to on campus. General Orders (like standard operating procedures) come from the International Association of Campus Law Enforcement Administrators (IACLEA) 215 standards. A Department Operations Plan is followed and allows all agencies involved in an event on campus to function as one group for risk management and liability. All agencies that come on campus get a copy of the Plan. Examples of such events are Red Sox and Patriots celebrations, commencement, and other large events. Because the Board oversees policies and risks, it is important to understand how Public Safety operates and the relationship between General Order structure and oversight of University policies. Public Safety is in the process of becoming IACLEA accredited.

Uniform Guidance Audit Update. The Uniform Guidance Audit is still in process with O'Connor and Drew. A draft report is scheduled to be presented at the April 27 meeting with an expected review of HEERF funding and compliance. The federal due date is September 30.

Risk Management/Internal Audit. A Title IX coordinator has been hired who has already trained the Board and Cabinet. An investigator has also been hired to support required campus investigations. These have been two important hires in the last five months. Hiring a risk manager is still on the list to do once funding is available.

Motion – Electronic Mail Policy (0550). This policy was revised with the assistance of Human Resources, Marketing, and Student Affairs. Some information was removed from the policy and put into guidelines to bring it in line with other policies through Administration and Finance. Information was added on phishing, social media, and email guidelines as well as the authority to enforce policies and restrict downloads from our networks. The response time is approximately 15 minutes after being notified of a phishing email.

MOTION made by Trustee Reichelt, seconded by Trustee Alvarado, to approve the changes and accept the newly revised Electronic Mail Policy (0550), as presented.

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

Trustee Alvarado	Yes
Trustee Reichelt	Yes
Trustee Williams	Yes
Trustee Boudreau	Yes

Motion passed unanimously.

There being no other business, **MOTION** made by Trustee Williams, seconded by Trustee Reichelt, to adjourn.

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

Trustee Alvarado	Yes
Trustee Reichelt	Yes
Trustee Williams	Yes
Trustee Boudreau	Yes

Motion passed unanimously.

Meeting adjourned at 1:58 PM.

Attachments presented at this meeting:

- a. Minutes 12-16-21 (Draft)
- b. Acceptable Use of Information Technology Resources Policy (Track Changes)
- c. Public Safety Policy Overview (Memo)
- d. Motion – Electronic Mail Policy
- e. Electronic Mail Policy (No Track Changes)
- f. Electronic Mail Policy (Track Changes)
- g. Electronic Mail Policy (Distribution List Guidelines)
- h. Electronic Mail Policy (Social Media Guidelines)