



## Board of Trustees

2:30 to 4:30 PM

June 13, 2023

**Tilia Fantasia Student Lounge, Woodward Center**

A live stream of the meeting for public viewing will also take place at the following link: <https://www.westfield.ma.edu/live>

### AGENDA

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| <b>1. Call to Order</b>  | Board Chair Dr. Robert Martin       |
| <b>2. Approval of Minutes</b> <ul style="list-style-type: none"><li>a. Minutes of January 27, 2022</li><li>b. Minutes of March 30, 2022</li><li>c. Minutes of May 26, 2022</li><li>d. Minutes of April 25, 2023</li></ul>  | Board Chair Dr. Robert Martin       |
| <b>3. General Announcements</b>  | Board Chair Dr. Robert Martin       |
| <b>4. President's Report</b> <ul style="list-style-type: none"><li>a. Special Faculty Presentation</li></ul>   | Dr. Linda Thompson                  |
| <b>5. Student Trustee Report</b>   | Trustee Chloe Sanfacon              |
| <b>6. Smith Cup Presentation</b>   | Richard Lenfest, Jr.                |
| <b>7. <u>Academic Affairs Committee</u></b> <ul style="list-style-type: none"><li>a. Items for Information</li><li>b. Items for Action<ul style="list-style-type: none"><li>i. Motion – Approval of Academic Affairs Committee Charter</li><li>ii. Motion – Tenure (Amended)</li></ul></li></ul>   | Committee Chair Dr. Gloria Williams |
| <b>8. <u>Governance and Nomination Committee</u></b> <ul style="list-style-type: none"><li>a. Items for Information</li><li>b. Items for Action<ul style="list-style-type: none"><li>i. Motion – Election of Board of Trustees Officers for 2023-2024</li><li>ii. Motion – Approval of Amended Governance and Nomination Committee Charter</li></ul></li></ul> | Committee Chair Melissa Alvarado    |

**9. Enrollment Management and Student Affairs Committee**

Committee Chair William Reichelt

- a. Items for Information
- b. Items for Action
  - i. Motion – Residence Hall Policy (0590)
  - ii. Motion – Free Speech/Demonstration/Picketing Policy (3020)
  - iii. Motion – Alcohol and Other Drug Policy (4010)
  - iv. Motion – Involuntary Medical Withdrawal of Students for Physical or Mental Health Reasons (4060)
  - v. Motion – Approval of Enrollment Management and Student Affairs Committee Charter

**10. Financial Affairs and Advancement Committee**

Committee Chair Ali Salehi

- a. Items for Information
- b. Items for Action
  - i. Motion – Approval of Financial Affairs and Advancement Committee Charter
  - ii. Motion – FY24 Provisional Operating Budget
  - iii. Motion – Capital Budget
  - iv. Motion – Vehicle Lease/Purchase Program
  - v. Motion – FY24 Sponsorships
  - vi. Motion – Computer Tracking and Allocation Policy (0610)

**11. Audit Committee**

Committee Chair Theresa Jasmin

- a. Items for Information
- b. Items for Action
  - i. Motion – Approval of Amended Audit Committee Charter

**12. Justice, Equity, Diversity, and Inclusion Committee**

Committee Chair Madeline Landrau

- a. Items for Information
- b. Items for Action
  - i. Motion – Approval of JEDI Committee Charter

**13. Other Business**

- a. Items for Information/Discussion
  - i. Format of Board and Committee Meeting Schedule Board Chair-Elect
  - ii. Recognition of Student Trustee Chloe Sanfacon Board Chair & Board Chair-Elect
  - iii. Recognition of former Trustee Lydia Martinez-Alvarez Board Chair & Board Chair-Elect

**Attachments:**

- a. Draft Minutes of January 27, 2022
- b. Draft Minutes of March 30, 2022
- c. Draft Minutes of May 26, 2022
- d. Draft Minutes of April 25, 2023
- e. President's Presentation
- f. Smith Cup Presentation

**Academic Affairs Committee:**

- g. Motion – Approval of Academic Affairs Committee Charter and supporting document
- h. Motion – Tenure (Amended) and supporting documents

**Governance and Nomination Committee:**

- i. Motion – Election of Board of Trustees Officers for 2023-2024
- j. Motion – Approval of Amended Governance and Nomination Committee Charter and supporting document

**Enrollment Management and Student Affairs Committee:**

- k. Motion – Residence Hall Policy (0590) and supporting documents
- l. Motion – Free Speech/Demonstration/Picketing Policy (3020) and supporting documents
- m. Motion – Alcohol and Other Drug Policy (4010) and supporting documents
- n. Motion – Involuntary Medical Withdrawal of Students for Physical or Mental Health Reasons (4060) and supporting documents
- o. Motion - Approval of Enrollment Management and Student Affairs Committee Charter and supporting document

**Financial Affairs and Advancement Committee:**

- p. Motion – Financial Affairs and Advancement Committee Charter and supporting document
- q. Motion – FY24 Provisional Operating Budget and supporting documents
- r. Motion – Capital Budget and supporting documents
- s. Motion – Vehicle Lease/Purchase Program and supporting documents
- t. Motion – FY24 Sponsorships
- u. Motion – Computer Tracking and Allocation Policy (0610) and supporting documents

**Audit Committee:**

- v. Motion – Approval of Amended Audit Committee Charter and supporting document

**Justice, Equity, Diversity, and Inclusion Committee:**

- w. Motion – Approval of JEDI Committee Charter and supporting document

**Full Board:**

- x. Resolution for Student Trustee Chloe Sanfacon
- y. Resolution for Former Trustee Lydia Martinez-Alvarez



## BOARD OF TRUSTEES

January 27, 2022

Minutes

### Meeting held virtually 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.

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**MEMBERS PARTICIPATING REMOTELY:** Chair Dr. Robert Martin, Vice Chair Ali Salehi, Secretary Lydia Martinez-Alvarez [joined at 5:14 PM] and Trustees Melissa Alvarado, Paul Boudreau, Theresa Jasmin, Madeline Landrau, Kevin Queenin, William Reichelt, Chloe Sanfacon, and Dr. Gloria Williams

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

The meeting was called to order at 4:00 PM by Chair Martin and a roll call was taken of the Trustees participating as listed above. It was announced that the meeting was being livestreamed and recorded.

**MOTION** made by Trustee Williams, seconded by Trustee Landrau, to approve the minutes of the December 16, 2021, meeting. There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Boudreau, Jasmin, Landrau, Queenin, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Chair Martin stated the bimonthly Board meetings are focusing on strategic topics essential for the health and operation of the University and to engage the Board with the president and her team. November's topic of financial planning over a three-year period showed the University managing several significant variables in expenditures, revenue, enrollment, and reserves without substantial disruptions to University operations and personnel. It is important for that planning and transparent communication to continue.

President's Report. President Thompson stated the primary goal for the campus is the student experience and improving services to students. She presented progress points on Student Experience, Enrollment and Retention, Culture, and Resources.

Chair Martin continued that today's discussion will revolve around creating University dashboard benchmarks so that the Board can monitor the health of the University in all areas of operation. The material for this meeting focuses on the Strategic Plan and the metrics and steps in implementing it.

University Dashboard Benchmarks on Metrics. Dr. Juline Mills, Interim Provost and Vice President for Academic Affairs, shared a document created to help measure and display the University's success in a dashboard. It combines the work of the Strategic Plan, the University Efficiency Analysis Advisory Committee

(UEAAC), and Board of Higher Education (BHE) guidelines. After input from today's meeting, figures will be updated and a final document presented to the Board and uploaded to the University's website.

Dr. Brian Jennings, Dean of Assessment and Accreditation, shared information condensed into three categories to assess progress:

1. Completion checklist
2. Performance indicators
3. Quantitative measures

He also shared a list of the planning documents to be used in developing an institutional dashboard and presented three key questions that would be discussed with the Board at this meeting:

1. What are the critical indicators of success?
2. What factors should be included in the Westfield State University dashboard?
3. What measures, not currently included, should be included from the Board's perspective?

The performance metric system listed the focus areas from the Strategic Plan (The Student Experience, Enrollment, Culture, Resources) and mapped requirements, recommendations, and priorities from statewide system goals, UEAAC, presidential priorities, and divisional goals into those four categories. Checklists for assessing Strategic Plan completions are the first method of assessing progress. Data points will be added to see how the institution aligns with the BHE and statewide goals.

Provost Mills stated that the performance metric document was created to coalesce separate activities, goals, and expectations into a template so that the UEAAC recommendations and other information could be part of one document showing measurement and outcomes. This will be helpful in preparing for and meeting NECHE requirements, seeking larger grants and revenue platforms, and building trust and greater validity and reliability of efforts at Westfield State. Once the template is approved, a simple dashboard can be created to add information to it. It was suggested that the document be studied by campus and prioritized based on current timelines and deadlines and to start with a matrix and measurement for the UEAAC recommendations and then move to other priorities once that has been accomplished. Provost Mills stated that the Board's role is oversight, and they need to ask how success for the Board and the University is defined. Uploading the dashboard to the website will show the Board has oversight.

It was suggested to add to the document those who will be responsible for measuring each part of the data. The scope of success is the financial stability of the institution with full transparency of the numbers available.

The following critical indicators for the dashboard were identified:

#### Financial Stability:

- Financial metrics for the next six months
- Residence Hall affordability and fill rates
- Enrollment, seat utilization, and credits being carried by students
- Numbers of full-time, part-time, faculty, staff, and administration
- Trust and transparency
- Tracking UEAAC recommendations and savings every year

#### Enrollment:

- Numbers of those students who are 1) new, 2) accepting offer of admission (yield), 3) underrepresented, and 4) incoming outpacing those leaving
- Increasing geographic diversity

Student Experience:

- Retention and graduation figures for day/commuters/continuing education
- Postgraduate plans
- Number of students participating in high-impact experiences (internships, student research, upper-level seminars) and athletics
- Student satisfaction survey
- Tracking support for mental health/wellness (mind, body, spirit) and readiness for careers
- Affordability – the net cost to students

Climate:

- Surveys to understand student, faculty, and staff retention, satisfaction, and experience
- Creating a sense of belonging for students

Resources:

- Information Technology and impact over technology gaps
- Alumni participation, fundraising, and collaboration between faculty/deans and community members

[Trustee Martinez-Alvarez joined the meeting at 5:14 PM]

The challenge will be prioritizing the metrics to add and the timeline for measuring them, to a one-page snapshot that will benefit and be available to the Board and the campus community.

There being no further business, **MOTION** made by Trustee Queenin, and seconded by Trustee Martinez-Alvarez, to adjourn. There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Boudreau, Landrau, Martinez-Alvarez, Queenin, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Meeting adjourned at 5:48 PM.

Attachments presented at this meeting:

- a. Draft Minutes of December 16, 2021
- b. President's Report
- c. Establishing Westfield State University Performance Metrics System presentation

**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 January 27, 2022.

\_\_\_\_\_  
Dr. Gloria Williams, Secretary

\_\_\_\_\_  
Date



**BOARD OF TRUSTEES**  
**Special Meeting**  
**March 30, 2022**  
**Minutes**

Conference Room A (Garden Level), Horace Mann Center  
A live stream of the meeting for public viewing also took place on YouTube.

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**MEMBERS PRESENT:** Chair Dr. Robert Martin, Vice Chair Ali Salehi, and Trustees Melissa Alvarado, Paul Boudreau, Theresa Jasmin, Chris Montemayor, Chloe Sanfacon, and Dr. Gloria Williams

**MEMBERS PARTICIPATING REMOTELY:** Vice Chair Ali Salehi

**MEMBERS EXCUSED:** Secretary Lydia Martinez-Alvarez and Trustees Madeline Landrau and William Reichelt

Also present and participating in the meeting were Westfield State University President Dr. Linda Thompson, Vice President for Enrollment Management Daniel Forster, Interim Provost and Vice President for Academic Affairs Dr. Juline Mills, Vice President for Administration and Finance Stephen Taksar, and Dr. Pat O'Brien, Senior Vice President of New England Commission on Higher Education (NECHE).

The meeting was called to order at 4:00 PM by Chair Martin. It was announced that the meeting was being livestreamed.

Chair Martin acknowledged a successful GiveAHoot yesterday where the University exceeded its goals in both participants and funds raised. The Board bylaw review has started and been shared with the president. A presidential evaluation has also been started with Trustee Salehi taking the lead. President Thompson will not have completed her first year to technically be eligible for an official evaluation, but she and Chair Martin believe it would be beneficial to do an informal evaluation which will include materials provided by the president and feedback from the campus community through focus groups. The Governance and Nomination Committee will continue the process this year for members to provide feedback on the Board's performance.

President's Report. President Thompson gave progress reports on four priorities – Student Experience, Enrollment and Retention, Culture, and Resources.

Motion – Honorary Degree. Chair Martin brought the following Motion forward.

**MOTION** made by Trustee Martin, seconded by Trustee Sanfacon, to approve the granting of an honorary degree to the individuals listed below, subject to a final vetting before the degree is granted:

Dr. Mark Keroack, Doctor of Science  
Mr. John Ockerbloom, Doctor of Humane Letters

**Discussion:** President Thompson read justifications for both Dr. Keroack and Mr. Ockerbloom, stating they are worthy to be granted honorary degrees by Westfield State University. There being no further discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Boudreau, Jasmin, Montemayor, Salehi, Sanfacon, Williams, and Martin.

Motion – Request to Use Reserves. Chair Martin brought the following Motion forward.

**MOTION** made by Trustee Martin, seconded by Trustee Williams, to approve the use of campus reserves in FY23 up to \$500,000 for supplemental financial aid awards of institutional grant funds. This is a one-year allocation from campus reserves which will be reassessed prior to FY24 in terms of future funding strategies.

**Discussion:** Mr. Forster stated because of the late date additional financial aid funds were approved last year, only \$250,000 of the committed funds were used. There are 1,300 additional accepted first-year students, a 30% increase from last year at this point. With the fixed budget financial aid model, funds will be spread over a larger population of students. Without additional funding, approximately 700 students would not be eligible for the funds being offered to the students applying earlier. The University should be equitable in financial aid awards across the complete timeline of the application process. Information from two years of awards will be used to construct a pilot program to see if moving to a tuition discount rate model instead of a fixed rate budget model would be helpful. A concern from Trustees was that although enrollment is the biggest priority, the University has a very tight fiscal budget model and did not want the glide path to be adversely affected. Mr. Taksar shared that it is helpful to have the assumption built into the fall models. Switching to a discount rate makes sense but the risks need to be understood. These funds would be above and beyond the glide path commitment.

There being no further discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Boudreau, Jasmin, Montemayor, Salehi, Sanfacon, Williams, and Martin.

New England Commission on Higher Education (NECHE) Workshop on Governance. Dr. O'Brien from NECHE provided a workshop on governance to prepare the Board for the upcoming accreditation process, highlighting the following:

- The dual purposes of accreditation are to foster improvement and assure quality to various organizations.
- The US Department of Education recognizes (accredits) the accreditor organizations.
- Accreditors need to balance
  - Compliance with improvement
  - Needs of public with needs of institutions
  - Federal regulations with institution-centered approach
  - Safeguarding quality with supporting innovation
  - Consistency of standards with diversity of institutional missions
- Accreditation emphasizes what the institution and their students achieve.
- Accreditation is an ongoing relationship, including a full self-study, an interim report at five years, special reports and/or focused visits, annual reports, and review of any substantive changes.

There being no further business, **MOTION** made by Trustee Sanfacon, and seconded by Trustee Alvarado, to adjourn. There being no discussion, **Motion passed unanimously.**<sup>1</sup>

Meeting adjourned at 5:54 PM.

Attachments presented at this meeting:

- a. Motion – Honorary Degree
- b. Honorary Degree Justification
- c. Motion – Request to Use Reserves
- d. New England Commission on Higher Education Standards, January 1, 2021

**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 March 30, 2022.

\_\_\_\_\_  
Dr. Gloria Williams, Secretary

\_\_\_\_\_  
Date

<sup>1</sup>Since Trustee Salehi was the only board member participating remotely and had previously left the meeting, a roll call vote was not necessary.



**BOARD OF TRUSTEES**  
**Special Meeting**  
**May 26, 2022**  
**Minutes**

**Meeting held virtually 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.

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**MEMBERS PARTICIPATING REMOTELY:** Chair Dr. Robert Martin, Vice Chair Ali Salehi, Secretary Lydia Martinez-Alvarez and Trustees Melissa Alvarado, Paul Boudreau, Chris Montemayor, William Reichelt, Chloe Sanfacon, and Dr. Gloria Williams

**MEMBERS EXCUSED:** Trustees Theresa Jasmin and Madeline Landrau

Also participating remotely were Westfield State University President Dr. Linda Thompson, Interim Provost and Vice President for Academic Affairs Dr. Juline Mills, Dean of Assessment and Accreditation Dr. Brian Jennings, Assistant Vice President for Strategic Finance and Institutional Planning Maria Feuerstein, Chief of Staff Dr. Michael Freeman. Joining later in the meeting were Interim Vice President for Institutional Advancement Lisa McMahon, Director of Athletics Richard Lenfest, and Special Assistant to the President for Community and Governmental Affairs Timothy Rooke.

The meeting was called to order at 4:00 PM by Chair Martin. It was announced that the meeting was being livestreamed and a roll call of Trustees as listed above was taken. [All except Trustee Reichelt].

Chair Martin shared that a glide path model would be used to align the University's finances with enrollment updates by managing enrollment, utilizing fees, and the commitment of just under \$2 million in reserves for the FY23 budget. Examining expenditures and the budget next year will reflect alignment with enrollment. [Trustee Reichelt joined the meeting at 4:05 PM]

President's Report. President Thompson provided a brief update on student and campus events. The newly approved Master's in Social Work program will start in the fall. Campus climate survey results will be presented in June. Dr. LaRue Pierce, Vice President of JEDI, will start July 1. The \$1,000 by 1,000 people campaign has received up to \$75,000 to fund bridge scholars. The state provided \$62,000 for student internships, matched partially by the Foundation. The University will receive \$500,000 from the state for nursing program equipment.

Ratification of Motion to Approve Additional Bonding from Massachusetts State College Building Authority (MSCBA) for Dining Hall Equipment. Trustee Salehi shared that the Executive Committee approved additional bonding from MSCBA to secure further funding for Dining Commons equipment at a low rate. Interest rates since then have increased significantly.

**MOTION** made by Trustee Salehi, seconded by Trustee Martinez-Alvarez, to ratify the Executive Committee's approval on January 19, 2022, of the following:

On December 16, 2021, the Westfield State University Board of Trustees approved an FY22 capital project request for \$1,300,000 to replace the dish washing machine/conveyer system in Tim & Jeanne's Dining Commons. One million funded from new bonding and \$300,000 funded from available campus capital funds.

The University seeks approval to increase the request of bond funding from the MSCBA from \$1,000,000 to \$1,400,000 for additional capital project needs in Dining Services. The total project cost would be \$1,700,000.

The additional \$400,000 in funding will be used to secure critical aging equipment as detailed in the supporting documentation. The final additional amount may be less based on any significant interest rate changes.

There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Boudreau, Martinez-Alvarez, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Metrics / Dashboard. A draft dashboard was presented at the January 27, 2022, meeting to be used as a thermometer on institutional health and to track the progress of objectives. Feedback from that meeting has been incorporated into the streamlined set of metrics tying the Strategic Plan to the Board of Higher Education (BHE) initiatives to create the dashboard presented today. The Board was questioned on whether the dashboard gives them the information needed to make decisions on the effectiveness of the University. Academic Affairs will fill the dashboard with data and bring it to the October Board meeting.

Provost Mills reviewed the metrics for each section of the dashboard, followed by discussion:

- The National Survey of Student Engagement (NSSE) will be moved from Culture to Student Experience. This survey will be sent to students every fall.
- The benchmarks will be prepared for the October meeting and then dates selected for each one to align with specific periods.
- Learning outcomes will be added to a similar dashboard in the future.
- Student Affairs is using the Ready app to track events and attendance, providing the ability to collect data faster.
- New program innovation is particularly important. Historically that is where growth has occurred.
- It was mentioned that 44 metrics is a large number to manage data. It was stated that most of the data to support the metrics is already being collected. More data points provide more accurate reporting on the health of the institution, which is important for securing accreditation, grants, and funding from the community, businesses, and politicians.
- Every June, retention for the year and the NSSE survey results will be discussed.
- The Board will be the primary reviewers of the dashboard to understand the health of the institution, but it should be shared with the broader campus community.
- Measurements should include sustainability and environmental awareness per recent student reports to the Board.
- Facilities Condition Index is important to understand deferred maintenance and would include calculating the total estimated repair cost and maintenance divided by the replacement value of the

building for a poor, fair, or good metric. This will be part of the campus master plan and will help understand the physical and financial health of the buildings, including the residence halls debt.

- The DHE is investing in technologies to make data more accessible, which will assist us in having rapid on-demand data on the website.
- The Equity Agenda Enrollment Goal will incorporate Title IX compliance, converting accepted students, and JEDI concerns.
- A link can be provided to provide ratios on the diversity of faculty.
- Data from comparable universities can be benchmarked by consistently using the NSSE survey, BHE website, and national reporting on IPEDS.

Additional comments or recommendations should be communicated to Provost Mills and Dean Jennings.

There being no further business, **MOTION** made by Trustee Williams and seconded by Trustee Alvarado, to adjourn. There being no discussion, **ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Boudreau, Martinez-Alvarez, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Meeting adjourned at 5:31 PM.

Attachments presented at this meeting:

- a) Motion – Approval of Additional Bonding from Massachusetts State College Building Authority (MSCBA) for Dining Hall Equipment
- b) MSCBA Additional Bond Approval (Memo)
- c) MSCBA Additional Bond Approval (Equipment List)
- d) Performance Metric Dashboard

**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 May 26, 2022.

\_\_\_\_\_  
Dr. Gloria Williams, Secretary

\_\_\_\_\_  
Date



## BOARD OF TRUSTEES

April 25, 2023

Minutes

Scanlon Banquet Hall A

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

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**MEMBERS PRESENT:** Chair Dr. Robert Martin, Vice Chair Ali Salehi, Secretary Dr. Gloria Williams, and Trustees George Gilmer, Theresa Jasmin, Chris Montemayor, and William Reichelt

**MEMBERS PARTICIPATING REMOTELY:** Trustees Melissa Alvarado and Chloe Sanfacon

**MEMBERS EXCUSED:** Trustees Paul Boudreau and Madeline Landrau

Also present and participating were Westfield State University President Dr. Linda Thompson; Dr. Joan Kuhnly and Dr. Jamie Rivera of the Nursing Department; nursing students Julia Roe and Rawan Ebrahim; cabinet members Maggie Balch, Daniel Forster, Dr. Michael Freeman, Richard Lenfest, Jr., Lisa McMahon, Dr. Juline Mills, Dr. LaRue Pierce, and Stephen Taksar; and Associate Provost Dr. Brian Jennings.

The meeting was called to order at 2:53 PM by Chair Martin.

**MOTION** made by Trustee Reichelt, seconded by Trustee Montemayor, to approve the minutes of the December 20, 2022, February 7, 2023, and February 23, 2023, meetings. **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Board Chair Dr. Robert Martin shared the following words and ideas that have stood out to him recently as he observes higher education and specifically Westfield State University: 1) the **resilience** of students and the institution in spite of challenges, 2) the ability and necessity of thinking **collectively and collaboratively** in all of the institution's issues, including finances, enrollment, and academics, and 3) cognitive and behavioral **flexibility** in how things are done and in how students learn.

He referenced the following policy which was provided to the Trustees with minor revisions. There were no questions or concerns from the Board, so the minor revisions were adopted as presented.

- i. Taxation of Gifts, Prizes and Awards Policy (0603)

President's Report. President Thompson congratulated the faculty being promoted and receiving tenure. The NECHE site visit has taken place and changes are starting to be implemented based on their recommendations. Enrollment growth and economic health will be priorities for the institution and work on the next strategic plan will soon be started. She plans to bring together her leadership team, the Board, and

faculty members to evaluate current and future priorities. She provided an update on the IDEA framework through engagement.

Student Trustee Report. Trustee Sanfacon shared the dates for the commencement ceremonies. The SGA hosted Senator John Velis and President Thompson for a discussion about student mental health. Fresh Check Day and Unity Week ended with Spring Weekend. The SGA senate and executive board are in place following student elections. Daniel Currier was introduced as the new student trustee.

WSU Nursing in Puerto Rico: Cultural Immersion Experience. Drs. Kuhnly and Rivera introduced students Julia Roe and Rawan Ebrahim who presented on the nursing program’s recent trip to Puerto Rico. The students shared that this trip opened their eyes and helped them learn about nursing for all peoples and cultures and shared the impact on their future careers.

Academic Affairs Committee. Committee Chair Dr. Gloria Williams updated the Board on discussions held in the committee meeting and presented the following Motions, which were approved by the committee.

Provost Mills provided the process and levels of promotion and stated each candidate had met all requirements in the MSCA collective bargaining agreement. She provided a brief bio of each candidate and highlighted their teaching, scholarship, and contributions to the University. All candidates were present except for Drs. DiCarlo and McDiarmid.

**MOTION** made by Trustee Reichelt, seconded by Trustee Salehi, to approve the granting of promotion to the rank of Professor, effective September 1, 2023, to:

Dr. Imo Imeh	Art
Dr. Timothy LeDoux	Geography, Planning & Sustainability

To approve the granting of promotion to the rank of Senior Librarian, effective September 1, 2023, to:

Ms. Corinne Ebbs	Library
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To approve the granting of promotion to the rank of Associate Professor, effective September 1, 2023, to:

Dr. Arne Christensen	Biology
Dr. Lauren DiCarlo	Environmental Science
Mr. Anthony Furnelli	Marketing & Management
Dr. Susan McDiarmid	Health Sciences
Dr. Princy Mennella	Psychology
Dr. Beverly St. Pierre	Health Sciences

**There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

**MOTION** made by Trustee Reichelt, seconded by Trustee Jasmin, to approve the granting of tenure, effective September 1, 2023, to:

Dr. Joan Kuhnly	Nursing
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To approve the granting of tenure with automatic promotion, effective September 1, 2023, to:

Ms. Jessica Grabowski  
Dr. Alina Gross  
Dr. Tracy McLeod  
Ms. Amber Monroe

Health Sciences  
Geography, Planning & Sustainability  
Education  
Library

**There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Provost Mills shared the purpose and criteria for tenure and provided a brief bio of each of the approved tenured candidates and highlighted their teaching effectiveness, scholarship, and contributions to the University. President Thompson and Chair Martin presented each of the tenure-granted candidates with a medal. All candidates were present except for Ms. Monroe. Chair Martin acknowledged the hard work of those performing the evaluations and thanked the tenured candidates for their commitment to the University. He stated that these faculty members are a huge investment and precious resource of the University. He asked them to continue to use their wise voices.

A five-minute break was taken.

Governance and Nomination Committee. Committee Chair Melissa Alvarado updated the Board on discussions held in the committee meeting and provided common language for all committees to use in their charters.

Enrollment Management and Student Affairs Committee. Committee Chair William Reichelt updated the Board on discussions held in the committee meeting and stated that the motions to approve policy revisions brought to the committee were tabled until after policy revision review by counsel.

Financial Affairs and Advancement Committee. Committee Chair Ali Salehi updated the Board on discussions held in the committee meeting.

Audit Committee. Committee Chair Theresa Jasmin updated the Board on discussions held in the committee meeting and presented the following Motion approved by the committee.

**MOTION** made by Trustee Reichelt, seconded by Trustee Williams, to engage the financial audit services of WithumSmith & Brown, PC, for FY23. **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Justice, Equity, Diversity, and Inclusion Committee. Committee Vice Chair Chris Montemayor updated the Board on discussions held in the committee meeting and stated that the motion to approve the Charter brought to the committee was tabled until the June meeting.

There being no further business,

**MOTION** made by Trustee Reichelt, and seconded by Trustee Williams, to adjourn. **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Alvarado, Gilmer, Jasmin, Montemayor, Reichelt, Salehi, Sanfacon, Williams, and Martin.

Meeting adjourned at 4:26 PM.

Attachments presented at this meeting:

- a. Draft Minutes of December 20, 2022
- b. Draft Minutes of February 7, 2023
- c. Draft Minutes of February 23, 2023
- d. Tracked Changes to Taxation of Gifts, Prizes and Awards Policy (0603)
- e. WSU Nursing in Puerto Rico: Cultural Immersion Experience Presentation

**Academic Affairs Committee:**

- f. Motion – Promotion
- g. Promotion Documentation
- h. Motion – Tenure
- i. Tenure Documentation

**Enrollment Management and Student Affairs Committee:**

- j. Motion – Residence Hall Policy (0590)
- k. Tracked Changes to Residence Hall Policy (0590)
- l. Motion – Free Speech/Demonstration/Picketing Policy (3020)
- m. Tracked Changes to Free Speech/Demonstration/Picketing Policy (3020)
- n. Motion – Alcohol and Other Drug Policy (4010)
- o. Tracked Changes to Alcohol and Other Drug Policy (4010)

**Audit Committee:**

- p. Motion – Engagement of Financial Audit Services for FY23
- q. Engagement of Financial Audit Services for FY23

**Justice, Equity, Diversity, and Inclusion Committee:**

- r. Motion – Committee Charter
- s. Justice, Equity, Diversity, and Inclusion Committee Charter

**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 April 25, 2023.

\_\_\_\_\_  
Dr. Gloria Williams, Secretary

\_\_\_\_\_  
Date



# Presidential Message: Board of Trustees

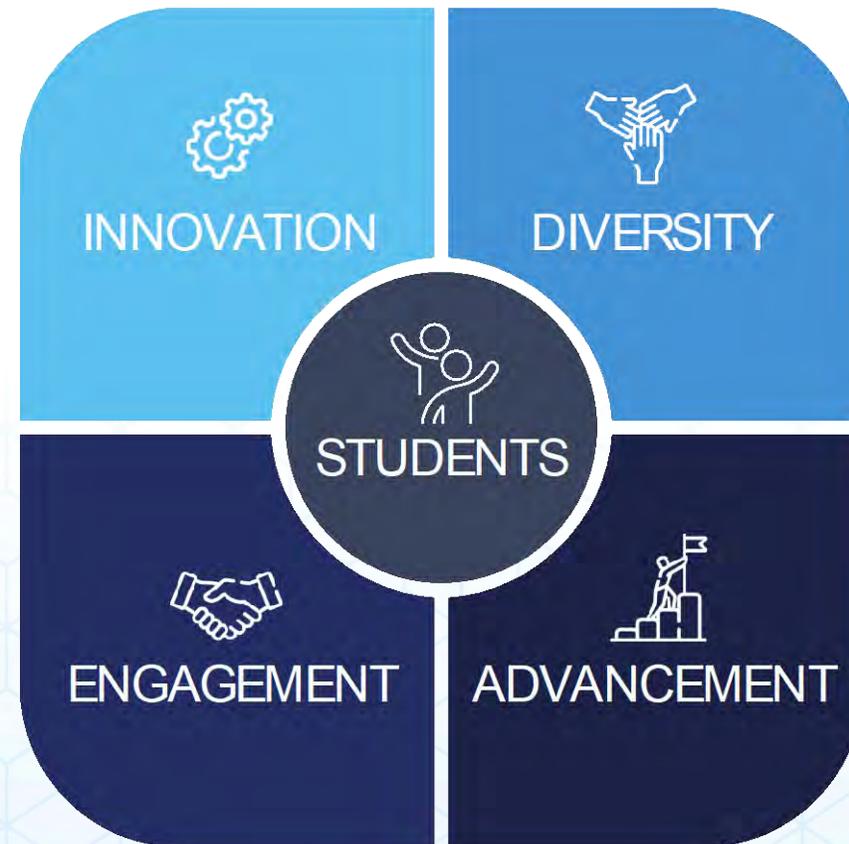
*June 2023*

*Dr. Linda Thompson, President*

Westfield  
STATE UNIVERSITY

# IDEAS

@Westfield State University



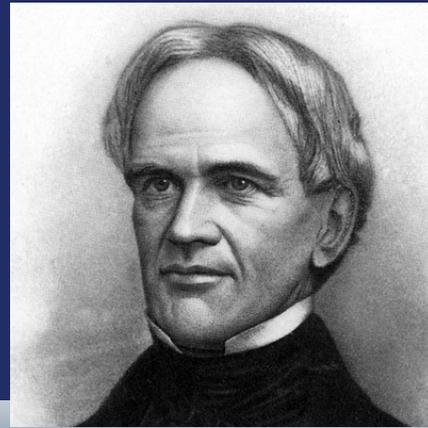


# Bill Digneit

The Innovation Institute

Northern Michigan  
University









# VOICES *of* JUSTICE

## Lecture Series

presented by the Division of Justice, Equity, Diversity and Inclusion (JEDI)

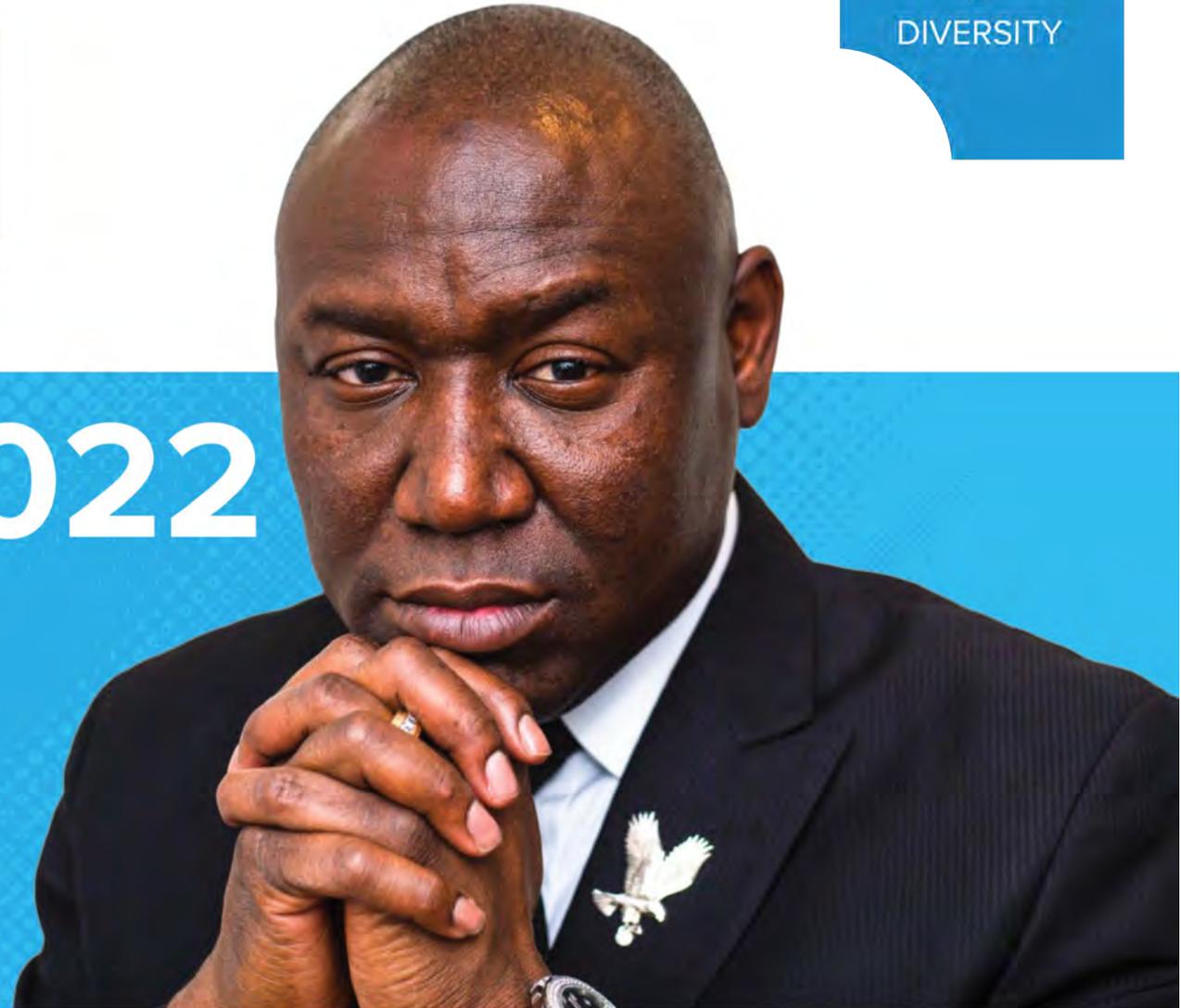


# JUSTICE *in* 2022

## *and* BEYOND

**ATTORNEY BEN CRUMP**

*President of the National Civil Rights Trial  
Lawyers Association and former President  
of the National Bar Association*



*Family & Champions*  
**WEEKEND**  
**BLUES & BBQ**



# Family & Champions WEEKEND ≡ BLUES & BBQ ≡





# Family & Champions WEEKEND BLUES & BBQ











LIGHTS, CAMERA,

**HOMECOMING!**

**WESTFIELD STATE UNIVERSITY**

**2023**







The seal of Westfield State University is visible in the background of the dark blue banner. It features a central illustration of a building with a steeple, surrounded by a circular border containing the text "WESTFIELD STATE UNIVERSITY" and "FOUNDED 1836".

# Division of Student Enrollment, Engagement, and Development

Westfield State University



# WESTFIELD STATE OWLS ATHLETICS



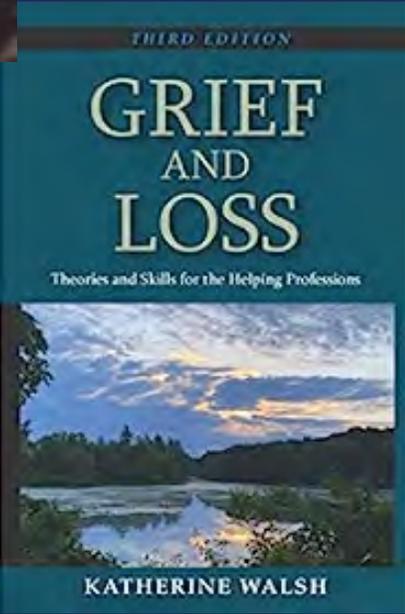
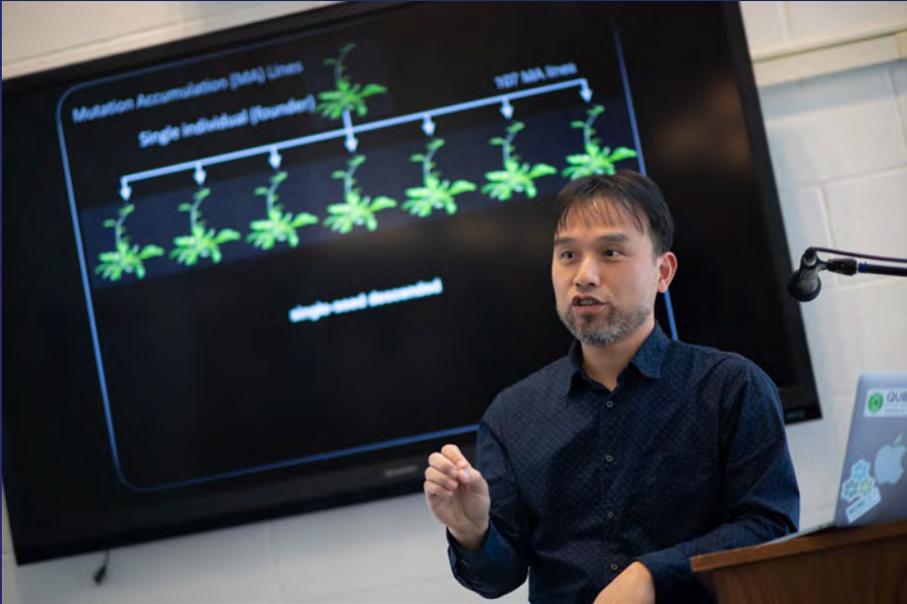


  
STUDENTS

















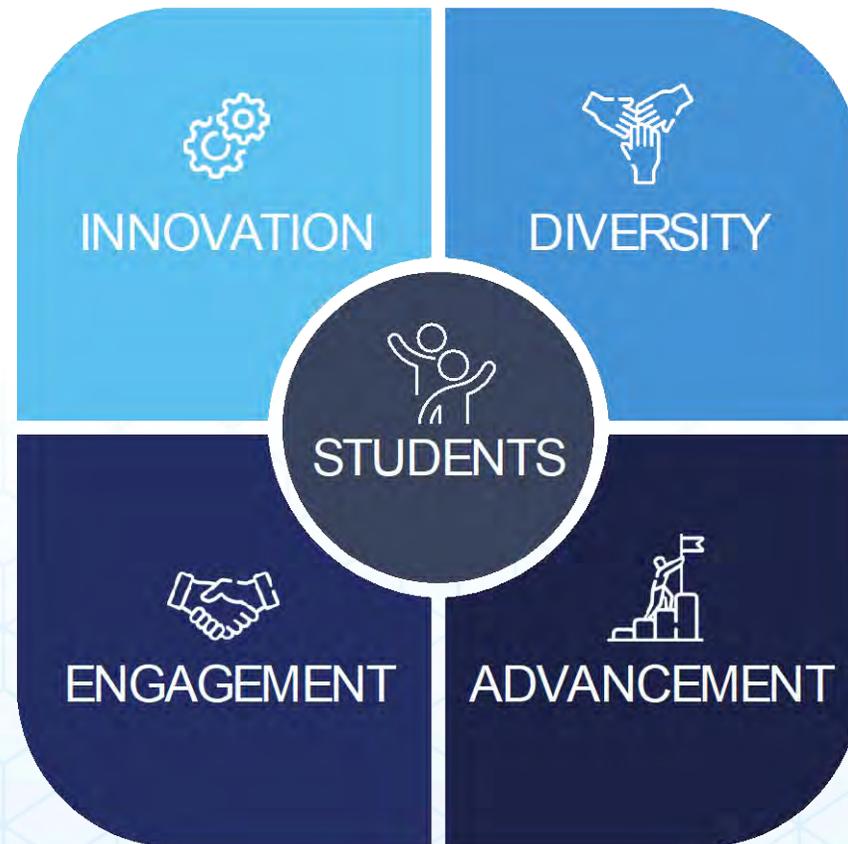






# IDEAS

@Westfield State University







**ENROLLMENT GROWTH**

**ECONOMIC HEALTH**

**Westfield**  
STATE UNIVERSITY





*Thank you*

Westfield  
STATE UNIVERSITY



## **Board of Trustees**

June 13, 2023

---

### **MOTION**

To approve and adopt the Westfield State University Board of Trustees Academic Affairs Committee Charter, as presented.

---

Robert A. Martin, Ph.D., Chair

---

Date



## **BOARD OF TRUSTEES ACADEMIC AFFAIRS COMMITTEE CHARTER**

### **I. Mission**

The Academic Affairs Committee shall consider and make recommendations to the President of the University and the Board of Trustees on a broad range of policies and practices to ensure and promote the quality, integrity, and responsiveness of academic programs, consistent with the mission and vision of the University. The Committee shall act with transparency, provide advice, support, advocacy, and consent in all matters affecting academic programs and appropriate policies, including but not limited to academic programs, faculty matters, assessment, and strategic planning.

### **II. Authority and Responsibilities**

#### *Description*

The Committee is entrusted with providing leadership and oversight and where appropriate making recommendations to the President and the Board in the following areas:

- Admission Standards/Requirements
- Retention Standards, Policies, and Practices and Programs to Support Student Achievement/Success
- Curriculum, including proposals for new programs and program modifications and the university's general education program
- Teaching/Learning/Evaluation Process, including faculty appointment, reappointment, promotion, and tenure, and emeritus/a status.
- Maintenance and improvement of educational quality, including assessment of student learning, program review and accreditation, institutional accreditation
- Promotion of the teaching, research, and service functions of the University, consistent with mission and vision
- Policies, practices, and regulations that affect the quality of student life and promote a supportive, inclusive, and diverse environment consistent with intellectual inquiry.

#### *Oversight of Implementation*

In carrying out its functions and specific responsibilities, the Academic Affairs Committee shall exercise its role in accordance with applicable Board of Higher Education policies and regulations, existing collective bargaining agreements with faculty, administrative and support units, and consistent with the institution's model of shared governance.

### *Evaluate Performance*

Review and provide updates on overall institution academic performance to include but not limited to persistence, retention, and graduation rates.

### *Educate the Board*

The Committee shall educate and inform the Board on Academic Affairs matters, update the Board on trends and changes in the higher education landscape and the Institution's response to such trends and changes. The Committee shall execute other such duties as delegated by the Board.

## **III. Organization**

### *Review of Charter*

This charter shall be reviewed and reassessed by the Academic Affairs Committee annually, and any proposed changes shall be submitted to the Board for approval.

### *Membership/Structure/Quorum*

The Academic Affairs committee shall consist of at least three Board members. The Committee Chair shall be appointed by the Board Chair. If possible, it is preferable that at least one committee member have higher education academic expertise.

### *Staff Liaison*

The President shall designate a member of the University's senior administration to serve as a liaison to the committee.

### *Meetings*

The Academic Affairs Committee shall meet in advance of each Board of Trustees meeting unless the Committee Chair and Board Chair determine that a meeting is not necessary. A quorum of any meeting of the Academic Affairs Committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts Open Meeting Laws.

### *Agenda, Minutes and Reports*

The Chair, in collaboration with the staff liaison, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be provided to Committee members at least five days in advance of the meeting. Minutes for all meetings shall be drafted by the staff liaison or designee, reviewed by the Committee Chair and staff liaison, and approved by Committee members at the following meeting. Meeting materials will be posted on the University's website within 14 days after each Committee meeting.



**Board of Trustees**  
Academic Affairs Committee

April 25, 2022

Amended June 13, 2023

---

**MOTION**

To approve the granting of tenure, effective September 1, 2023, to:

Dr. Joan Kuhnly  
Dr. Tracy McLeod

Nursing  
Education

To approve the granting of tenure with automatic promotion, effective September 1, 2023, to:

Ms. Jessica Grabowski  
Dr. Alina Gross  
Ms. Amber Monroe

Health Sciences  
Geography, Planning & Sustainability  
Library

---

Dr. Robert A. Martin, Chair

---

Date

ACADEMIC AFFAIRS

March 17, 2023

Dr. Linda Thompson  
President

Dear President Thompson:

For your approval, I recommend the granting of tenure with automatic promotion effective September 1, 2023 to:

Ms. Jessica Grabowski  
Dr. Alina Gross  
Ms. Amber Monroe

Health Sciences  
Geography, Planning and Sustainability  
Library

For your approval, I recommend the granting of tenure effective September 1, 2023 to:

Dr. Joan Kuhnly  
Dr. Tracy McLeod

Nursing  
Education

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

Sincerely,

Juline E. Mills  
Provost and Vice President, Academic Affairs

Approved:

  
\_\_\_\_\_  
Dr. Linda Thompson, President

5/3/2023  
\_\_\_\_\_  
Date

**WESTFIELD STATE UNIVERSITY**  
**BOARD OF TRUSTEES PERSONNEL ACTION**  
**April 25, 2023**

**TYPE OF ACTION:** TENURE /FACULTY  
**FUNDING SOURCE:** STATE FUNDED  
**NAME:** TRACY MCLEOD  
**RANK/DEPARTMENT:** ASSISTANT PROFESSOR/EDUCATION  
**CURRENT SALARY:** \$81,195.20  
**DATE OF HIRE:** SEPTEMBER 1, 2017  
**TENURE EFFECTIVE:** SEPTEMBER 1, 2023

<b>DEGREES:</b>	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 Tenure and Dean Sabine Klein. I concur with their conclusions that Dr. McLeod has met the criteria established by the Agreement.

I recommend Dr. McLeod be granted tenure.

Approved:



---

Juline E. Mills, Ph.D.  
Provost and Vice President, Academic Affairs

4/14/2023

Date



## Board of Trustees

June 13, 2023

---

### MOTION

To elect the following slate of officers for the 2023-2024 academic year:

Ali Salehi, Chair

Melissa Alvarado, Vice Chair

Dr. Gloria Williams, Secretary

---

Robert A. Martin, Ph.D., Chair

---

Date



## **Board of Trustees**

June 13, 2023

---

### **MOTION**

To approve and adopt the Westfield State University Board of Trustees Governance and Nomination Amended Committee Charter, as presented.

---

Robert A. Martin, Ph.D., Chair

---

Date



**BOARD OF TRUSTEES  
GOVERNANCE AND NOMINATION COMMITTEE  
CHARTER**

**I. Mission**

The purpose of the Governance and Nomination Committee is to work with the Board chair, president of the University and Board members to help the Board function effectively, efficiently, and with transparency, maintaining the highest levels of integrity in all matters pertaining to Westfield State University.

**II. Authority and Responsibilities**

*Policies*

Establish, review, and update the governance policies for approval by the Board including Board bylaws and committee charters. Responsible for overseeing required trustee trainings, as well as new trustee onboarding.

*Oversight of Implementation*

The Governance and Nomination Chair shall oversee all responsibilities of this committee and may delegate to the Vice Chair, if necessary, any matters that pertain to this committee. Its responsibilities shall minimally include:

Nominating annually the Board chair, vice chair, and secretary;

Working with the Board chair and president to nominate potential new trustees to the Governor according to procedures separate from this charter;

Ensuring that a substantive orientation process is in place for all new Board members;

Coordinating, or determining with the Board chair and president, the timing and process of periodic Board self-assessment;

Encouraging Board members to participate periodically in in-service education opportunities; and

Ensuring that the Board adheres to its rules of conduct, including conflict-of-interest and disclosure policies, It shall also periodically review the adequacy of the Board's bylaws.

### *Evaluate Performance*

Review overall Board performance (both internally amongst trustees and externally across the campus constituencies) at least annually to identify strengths and areas of opportunity that can be improved upon.

### *Educate the Board*

Understand the required training provided by the DHE and ensure trustee completion. Focus on onboarding new trustee education and providing refresher training on specific topics when necessary.

## **III. Organization**

### *Review of Charter*

This charter shall be reviewed and reassessed by the Governance and Nomination Committee at least annually, and any proposed changes shall be submitted to the Board for approval.

### *Membership/Structure/Quorum*

The Governance and Nomination Committee shall consist of at least three voting trustees. Committee membership shall not exceed the maximum term(s) as identified in the current bylaws. The committee chair shall be appointed by the Board chair.

### *Staff Liaison*

The President shall designate a member of the University's senior administration to serve as liaison to the Governance and Nomination Committee.

### *Meetings*

The Governance and Nomination Committee shall meet in advance of each Board of Trustees meeting unless the committee chair and Board chair determine that a meeting is not necessary. A quorum of any meeting of the Governance and Nomination Committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts open meeting laws.

### *Agenda, Minutes and Reports*

The committee chair, in collaboration with the staff liaison, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be provided to committee members at least 5 days in advance of the meeting. Minutes for all meetings shall be drafted by the staff liaison or designee, reviewed by the committee chair, and approved by committee members at the following meeting. Meeting materials will be posted on the University's website within 14 days after each committee meeting.



## Board of Trustees

June 13, 2023

---

To approve the changes to the Residence Hall Policy (0590) as presented and to approve the change of the policy's name to Housing Policy (0590).

---

Robert A. Martin, Ph.D., Chair

---

Date

# Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 1 of 20

REVIEWED: April 2023

## **RESIDENCE HALL HOUSING POLICY**

### **PURPOSE**

To describe the ~~residence hall~~housing policies which apply to all Westfield State University resident students and their guests while present in any of the residence halls, suites, and University Apartment complexes.

### **POLICY**

#### **A. Introduction**

Residential Life promotes personal development and community engagement. Successful on-campus living requires that all residents are aware of the impact that their actions and choices can have, not only on themselves but also on other residence hall community members. An important aspect of this process is understanding and abiding by University policies and state and federal laws.

Residents are responsible for what occurs in their assigned rooms, apartments and suites; and also for the collective well-being of their respective communities. Students who violate policies may face student conduct system action, criminal prosecution, administrative room reassignment, loss of housing, service charges and/or other responses based on the nature and severity of the situation.

#### **B. Alcohol and Other Drugs**

See "Alcohol and Other Drug Policy" section of the current Student Handbook.

#### **C. Appliances and Electrical Devices**

1. Electrical appliances/devices permitted in resident rooms: blenders, clocks, coffee makers with auto shut-off, computers, fans, hair dryers/curlers, humidifiers, irons with auto shut-off, air popcorn poppers, radios, razors, mini fridge, operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos, TVs. Appliances should be Energy Star rated where available. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances/devices prohibited in resident rooms: air conditioners, candle/wax warmers, "George Foreman grills," sandwich maker, microwave, air fryer, toaster, toaster oven or similar devices, halogen lamps, heat lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed immediately upon discovery and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential

# Westfield State University

Policy concerning:

APPROVED:

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REVIEWED: April 2023

~~Life Staff. and disposed of.~~ Repeat violations will lead to sanctions up to and including a loss of housing.

Apartment Complex, University Hall and New Hall residents may have one "George Foreman grill"/sandwich maker, microwave, air fryer and one toaster or toaster oven per apartment in the kitchen area.

3. The University provides Microfridge units (combination refrigerator/freezer/microwave oven) in each traditional hall bedroom. Since we do provide these units, we ask that students not bring additional mini-refrigerators into the halls unless there is a unique need for a private mini-refrigerator. Residents in traditional halls may not have additional microwave ovens beyond the Microfridge units provided by the University. Unapproved microwaves will be confiscated [and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential Life Staff.](#) ~~and disposed of.~~ Apartment Complex, ~~Lansdowne Place,~~ University Hall and New Hall residents may have one microwave oven per unit in the kitchen area.
4. Since meal preparation in student bedrooms poses health and safety issues, approved appliances may be used within your room for snack preparation only. Use your hall's kitchen facilities for meal preparation.
5. Extension cords must be UL approved and at least 16 gauge. ~~Never-Students are prohibited from running~~ cords under carpets, through ceiling grids, or over door frames. Never place large/heavy objects on top of cords, crimp cords or overload outlets (more than two items plugged in at once). Use power strips with circuit breakers and do not plug power strips/extension cords into other power strips/extension cords.
6. For safety reasons, students must always be in their rooms when ANY cooking or other potentially hazardous device or appliance is in use.
7. To promote energy conservation, the University strongly encourages the use of LED light bulbs wherever possible in student supplied lamps and devices.
8. Be careful with laptop computers, as they can cause fires when left unattended sitting on a bed or other flammable items. Whenever possible, set laptops on a hard surface when charging or in use.
9. The University may require removal of any item, at anytime, or establish conditions for its continued presence and use, in the interest of preserving a health ~~fully~~ and safe environment.

**Commented [NU1]:** How will the University dispose of the item? Is the student able to recover the confiscated item?

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**Commented [NU2]:** How will the University dispose of the item? Is the student able to recover the confiscated item?

## D. Damage

# Westfield State University

Policy concerning:

APPROVED:

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REVIEWED: April 2023

1. Residents are members of a large and interdependent community, and each persons' actions have an impact on their neighbors and the University. Residents are expected to work with the Residential Life staff and with other residents to promote respect for our ~~residence halls~~ housing facilities and for all who live and work in them. The University will make students aware of conduct that is damaging to the community and inform students of damages and extraordinary cleaning charges. If excessive changes occur ~~in a hall~~, students are notified of what has taken place and given the opportunity to take responsibility before other steps are taken.
2. Residents of a building are responsible for damage and vandalism which occurs during the academic year. Damages are classified as:
  - a. *Personal* - the resident's room and all University furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.
  - ~~b. *Section* - the hallways, lounges, bathrooms etc. shared by residents in a specified area of a building.~~
  - c. *Common Areas* - public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all University furnishings and equipment present in these spaces. Personal and common area charges will apply to all residents.
3. At check-in, each resident completes a detailed Room Condition Report (RCR) in MyHousing. Carefully complete the RCR to avoid billing concerns at check-out. The RCR will be reviewed at check-out by the Residential Life staff. Costs for ~~room~~ *Personal* damages, missing items, and extraordinary cleaning will be billed to residents. Complete your RCR within 48 hours of check-in to avoid a \$50 improper check-in charge and possible ~~room~~ *Personal* damage charges.
4. ~~Section and~~ Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the end of each semester. Common area charges will be billed to residents at the end of the semester as needed.
- ~~5. Section damages which cannot be attributed to specific persons will be apportioned among all section residents at the time those charges occurred. Section charges will be billed to residents during the semester and/or at the end of the semester as needed.~~
6. The Residential Life staff conducts ~~room~~ *Personal* damage inspections and assessments at the conclusion of each semester or at the time of a resident's checkout during the semester.

**Commented [NU3]:** Calendar year or academic year?

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**Commented [NU4]:** What is the difference between these two categories? The Section category appears to contain the same locations as the Common Area. What circumstances require a distinction like this to be made? I also see no indication of Section areas being referenced for routine and extraordinary cleaning expenses. If the categories are as similar as they appear, then I recommend combining the Section category into the Common Area category.

**Commented [NU5]:** Please refer to my previous comment on the lack of distinction between the Section category and the Common Area category. I recommend removing the Section damages provision if there is no distinction between the two categories.

# Westfield State University

Policy concerning:

APPROVED:

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REVIEWED: April 2023

7. Routine vs. extraordinary cleaning – Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. They are not expected to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence.
8. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.
9. Appeals of ~~personal~~ personal damage charges may be submitted to [housing@westfield.ma.edu](mailto:housing@westfield.ma.edu), with the subject line: "ATT: Damage Appeals." Please state which charge is being appealed and why. ONLY appeals submitted by the resident being charged, and within 30 days of the billing date will be considered. Common area ~~and section damages~~ may not be appealed, but students may review their hall's itemized common area charges by contacting the Department of Residential Life.
10. Students responsible for repeated or significant damages face sanctions up to and including immediate loss of housing or University status in addition to restitution.
11. Students responsible for extraordinary cleaning charges face sanctions up to and including immediate loss of housing in addition to restitution; biohazard issues related to bodily waste may lead to immediate loss of housing and restitution.
12. Below is a partial list for some common cleaning and damage charges including parts and standard labor charges (all prices are subject to change, and may vary from hall to hall).

## **BATHROOM:**

Sink 250.00

Mirror 125.00

Shower rod 75.00

Shower curtain 25.00

Shower door 150.00-200.00

Soap dispenser 25.00

Shower Seat 568.75

Sanitary napkin box 45.00

Toilet stall door 250.00-450.00

Toilet paper holder 40.00

Toilet unplug 100.00

Toilet seat 75.00

**Commented [NU6]:** See my previous comments on Section damages.

# Westfield State University

Policy concerning:

APPROVED:

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Toilet (tank only) 250.00  
Toilet replacement (wall hung) 165.00  
Toilet replacement (floor mount) 552.00  
Disassemble, take bowl off (unplug) 100.00

## **FURNITURE:**

Barstool 210.00  
Bench 250.00  
Bunk bed (headboard, footboard, frame) 200.00  
Chest of drawers 275.00  
Coffee table 200.00  
Desk chair 175.00  
Desk chair seat or back 45.00  
Desk 290.00  
Desk bookcase 100.00  
End table 175.00  
Mattress 90.00  
Upholstered 3-seater 1000.00  
Upholstered 2-seater 900.00  
Upholstered 1-seater 600.00  
Upholstered repair-minimum 100.00

## **DOORS/LOCKS/KEYS:**

Door 600.00  
Door closer 350.00  
Door handle-replace (set) 200.00  
Door lock-(complete replacement) 450.00  
Door refinish 50.00-100.00  
Lock core change:  
Single 120.00  
Double 130.00  
Triple 140.00  
Quad 150.00  
Apartment/Suite front door lock/key 130.00-160.00  
Mailbox key 10.00

## **FIRE SAFETY:**

Exit door alarm 450.00  
Exit door sign 425.86

# Westfield State University

Policy concerning:

APPROVED:

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Fire alarm cover 162.76  
Fire extinguisher recharge 60.00  
Fire extinguisher replace 125.00  
Fire extinguisher box cover 35.00-60.00  
Heat/smoke detector 115.64  
Malicious/negligent fire alarm 500.00

## **WINDOW:**

Window crank 27.10  
Window glass 150.00-700.00  
Window screen 25.00-100.00  
Window shade roller 75.00-265.00  
Window shade chain operated 75.00-250.00  
Vertical blind track-minimum 200.00

## **EXTRAORDINARY CLEANING:**

Minimum charge 25.00  
After hours-minimum 175.00  
Biohazard clean-up-minimum 100.00  
Biohazard clean-up—after hours 175.00  
Disposal fee-carpet 75.00  
Disposal fee-furniture 75.00  
Disposal fee-food containers 10.00  
Personal trash removal-minimum 25.00  
Recycling item in wrong bin 15.00  
Graffiti clean-up (sq. ft.) 30.00  
Fire extinguisher discharge clean-up 250.00

## **OTHER:**

Bulletin board 100.00  
Bulletin board content (replace) 25.00  
Cable jack box 30.00  
Carpet replacement (sq. yd) 50.00  
Carpet stain removal 25.00  
Ceiling tiles 25.00-75.00  
Ceramic wall/floor tile (sq. ft.) 50.00  
Closet door 125.00-200.00  
Dishwasher 500.00  
Elevator damage repairs 500.00-1500.00

# Westfield State University

Policy concerning:

APPROVED:

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Hub 30.00  
Hub power supply 50.00  
Hub long data cable 90.00  
Hub short data cable 25.00  
Light globe cover 25.00-100.00  
Light globe cover-New Hall 90.00-230.00  
Mailbox glass 15.00  
Mirror-room 30.00  
Nail/tack/dart hole-each 15.00  
Painting (sq. ft.)-minimum 25.00  
Sheet rock (sq. ft.) 50.00  
Sign replacement (varies w/type) 100.00-175.00  
Sink gooseneck spout 75.00-100.00  
Tape mark-minimum 10.00  
Tradesperson after hours (minimum) 183.84  
Vending damage (minimum) 200.00  
Water fountain 1500.00  
Camera and related equipment 2000.00

Note: Bent, damaged or broken keys will be replaced at no cost as long as there is no evidence of abuse.

13. Additional, contractually-mandated charges will be assessed to individuals or residence halls as applicable for service calls on evenings, weekends and holidays:

Labor Charges/Electrician \$223.00 per occurrence  
Labor Charges/Carpenter \$188.00 per occurrence  
Labor Charges/Heating and Ventilation \$223.00 per occurrence  
Labor Charges/Locksmith \$237.00 per occurrence  
Labor Charges/Plumber \$212.00 per occurrence  
Note: Facilities may change rates to comply with contractual minimums for these services.

## E. Entry into Residence Hall Rooms

1. The University may authorize an administrative room entry or search based on ~~reasonable grounds for~~ reasons sufficient for the University to believe that the search will yield evidence that the resident is in violation of University/Residential Life policies.
2. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe,

# Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

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sanitary manner and in compliance with the Residential License Agreement (RLA). Residence Life will also conduct inspections before housing facilities are closed for breaks and holidays. Advance notice of these inspections will be given.

3. University staff may enter residential areas to deliver confidential or sensitive communications between the University and the student.

3-4. Maintenance and Facilities and Operations personnel or designees may enter student rooms at any time to perform needed work. Staff members are obligated to report any University policy violations noted during the room checks, and unapproved items may be removed from rooms.

4-5. University staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.

5-6. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by University Police as needed.

7. Fire alarms may necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any University policy violations noted during room checks and unapproved items may be removed from rooms.

6-8. If in the course of any entry being made pursuant to this section, illegal or restricted materials are found in plain view, the materials will be removed, and the affected student will be notified of the confiscation and face possible discipline proceeding.

## F. Facilities

1. *Bicycles/Motorcycles/Mopeds* - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Students shall be notified in writing of the removal. ~~Motorcycles/mopeds~~ belong in designated parking areas only. It is expected that bicycles will be removed at the close of each semester. Any property left will be donated and removed.

2. *Cleanliness* - Residents are responsible for cleaning and keeping their rooms, suites and apartments in a safe and sanitary manner and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Rooms, suites and apartments should not be decorated or arranged in ways that cause safety issues or extraordinary cleaning (such as chalking or painting walls, affixing permanent additions in rooms, or other similar actions). Trash and recycling materials should be deposited regularly in the designated containers. Extraordinary cleaning charges are assessed to individuals or the hall as needed. During normal

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maintenance hours these charges vary, depending on the situation. After normal hours, the minimum charge is \$150 per incident.

2.3. Public Health Measures - Members of the University community are expected to comply with all mandates of the CDC, MDPH, and associated policies mandated by the University. The University will conform to all policies as required by federal, state, and local public health officials. The University reserves the right to change policies and procedures at any time in the interests of safeguarding public health. Failure to comply with all University implemented public health policies and procedures will result in removal from the residence hall community and forfeiture of all room and meal plan charges.

3.4. Cable Television - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.

## 4.5. Fire Alarms

- a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door and learn alternate plans of escape if an exit is blocked and await instructions from staff regarding an assembly point as needed.
- b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing.
- c. Any student found responsible for deliberately causing a false fire alarm or tampering with fire safety equipment is subject to immediate expulsion from the University. This includes covering, affixing items to, or disabling any fire equipment; and damaging fire exit signs or otherwise compromising building evacuation.
- d. A \$500 charge is assessed to any building where an alarm is activated falsely, negligently or maliciously. ~~A reward is offered for information leading to the successful apprehension and prosecution of any person (s) responsible for causing a malicious fire or fire alarm.~~
- e. Students who cause an actual fire either intentionally or through negligence, or trigger an alarm, ~~either intentionally or~~ through negligence, face sanctions up to and including expulsion from the University and a \$500 service charge plus actual restitution for damages and clean-up.

## 5. Fire Safety

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- a. Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle/wax warmers, and potpourri pots. Grills used for outdoor cooking must be used at least 25 feet away from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.
- b. Residence hall storage of gasoline, kerosene, lighter fluid, liquid propane or any flammable liquid, or machines using flammable liquids, is prohibited. Explosives, fireworks, and/or other hazardous materials may not be stored or used in or around the residence halls.
- c. In all residence halls the bedrooms, living areas, doorways, stairwells, windows and hallways must remain unobstructed. Nothing may be hung in any residence hall windows, doorways, or from the ceiling. At no time should sheets, blankets, or tapestries be hung on residence hall walls or ceilings or obstruct fire alarms. Wall decorations must not cover more than 30% of the wall space and should not be larger than '3X5'. Door decorations must not be affixed within one foot of the top or bottom, or within six inches of the side edges, of any door. Door decorations must not cover any room number, door lock, or handle.
- d. Residence hall fireplaces are decorative only and are prohibited to use.
- e. Decorations: Live trees and wreaths are not allowed. Lighted decorations may only be on when a person is in the room. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner. Any costs associated with damage from string lights and LED light strips will be assessed to the student during the damage billing process.
- f. The University reserves the right to remove hazardous materials or devices, or items that are being used in an unsafe manner. Confiscated items are typically disposed of.
- g. Apartment Complex fire escape doors and stairwells are for emergency purposes only.
- h. Students must not damage, tamper with, cover or deactivate any fire safety equipment, whether in rooms (heat/smoke detectors, etc.) or common areas (pull stations, exit signs, etc.). Violations will lead to sanctions up to and including expulsion from the University and fines up to \$500.00.

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- i. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.
6. *Common Areas* – Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a comfortable living environment for all residents, please respect these shared areas. In particular, common area furniture and equipment provided for community use are NOT to be removed for personal use within a room. Students found with such items in their rooms face student conduct action, possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
7. *Repairs* – Many repairs can be completed by your hall's maintenance staff. If you need a room repair or see a damaged item in a public area, please submit a maintenance request through MyHousing. For major health/safety issues, please inform an RA, RD, Maintainer or University Police immediately. Please remember that most facilities and maintainer staff members typically work 'first shift' hours (6am-2pm), so non-emergency requests made later in the day are unlikely to receive attention until the following day at the earliest.
8. *Roofs* – Residents are prohibited from entering and accessing Residence hall roofs, balconies, and exterior landings as they are not designed for resident use; Violations will lead to sanctions up to and including a loss of housing.
9. *Room Furniture*
  - a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
  - b. Desk bookshelves must remain affixed to the desktops.
  - c. Do not remove closet doors or stack room furniture unless that furniture is designated to be stackable (New Hall end tables, University Hall dressers).
  - d. Students are not allowed to bring large, upholstered furniture made for home use (including futons and beanbag chairs) into the residence halls, as they do not meet strict state-mandated standards for residence hall fire retardance.
  - d-e. Students shall not make any changes or alterations to any on-campus property. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or lighting fixtures, or the painting of any surface. No University room furnishings may be altered from their intended design or removed from the room by the resident or their guest(s).

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~~e-f.~~ Students are permitted to bring a personal desk chair. However, the University desk chair must remain in the room.

## G. Guest and Visitor Policies

1. Definition - a guest is defined as any non-student who is visiting the University. A visitor is defined as any student who is not currently assigned as a resident of that particular residence hall and/or room.

~~2.~~ Residents are responsible for the behavior and actions of their guests. Hosts must ensure that guests abide by all University and residence hall policies. Guests of Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations.

~~2-3.~~ Visitors who are Westfield State University students face loss of guest visitation privileges and possible additional student conduct action as well as possible civil/criminal action for University policy violations.

~~3-4.~~ The rights of Westfield State University residents shall take precedence over the rights of guests/visitors. Specifically, residents have the right to restrict guest/visitor presence in their own rooms, particularly in the case of overnight guests/visitors.

~~4-5.~~ A guest's/visitor's stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of the Residential Life staff, indicates illegal residence in a building or disrespect for a roommate's rights may lead to immediate removal and/or loss of sign-in privileges for the guest/visitor; and disciplinary actions, reassignment to another room, and/or loss of guest/visitor hosting privileges for the resident.

### ~~5-6.~~ Guest Sign-In

a. Any guest ~~student~~ must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in ~~guest removal~~ removal of the guest from campus and ~~guest restrictions~~ loss of guest visitation privileges for the host.

b. Current Westfield State University students and visitors must provide a valid University ID upon request of Residential Life staff member or other University official as requested. Repeated failures to present ID as requested will lead to more stringent sanctions up to and including loss of housing.

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- c. Except for specially approved programs or circumstances, no guest under the age of 16 years of age will be permitted to be signed into a residence hall without the presence of their parent or guardian.
- d. Any guest who is under 16 or 17 years old must provide a valid ID and a document indicating date of birth (these may be the same document) and an emergency phone number as well as a completed authorization form for the visit from a parent or guardian – this form is available on the Residential Life webpage. University staff members may call to confirm authorization for a visit. Underage guests who violate University policies will be required to leave and face parental notification.
- e. Any guest 18 years of age and older must provide a valid picture identification upon request of a University staff member and a document indicating date of birth (these may be the same document). Failure to provide valid identification will result in immediate guest removal.
- f. A resident may host up to two guests and/or visitors at any one time.
- g. At any time, each traditional room or apartment is limited to a maximum of three (3) times the number of residents present.

~~6-7.~~ Commuters are welcome to visit the residence halls under previously stated guidelines.

~~7-8.~~ Guest/visitor policies may be changed at specially designated times such as Spring Weekend and others times as identified by the Dean of Students.

## H. Keys and Residence Hall Access

1. Residence hall access keys and cards belong to the University and are assigned to residents for their personal use only. Students are responsible for carrying assigned keys and ID card at all times. Keys and ID cards are not to be loaned to anyone for any reason.
2. Lost keys - Report to your RD immediately so a lock change can be done. Students will be charged for a lock change for any keys that are lost or not returned.
3. Lockouts - Call University Police (x5262). The lockout service charge is \$15.
4. Unauthorized possession or use of a University key or ID not officially issued to the student, duplication of any University key or ID, or loaning of a University key or ID

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issued to the student or any other person is a major offense and may result in suspension from housing or the University.

## I. Occupancy Issues

1. Eligibility - Full-time (at least 12 credits) Westfield State University undergraduate Day students have first priority for on-campus housing. ~~Bills must be paid in full.~~ Housing is available for part-time students (less than 12 credits) as space is available. Graduate student housing is available for any student who has been admitted to a graduate program at the University. Eligible students must also sign the Residence License Agreement (RLA), and pay all bills in full.
2. The ~~Residential License Agreement (RLA)~~ found in MyHousing applies to both the fall and spring semesters; it sets forth the terms and conditions for living in the residence halls. It explains room assignment, billing, withdrawal and refund procedures, lists policies and outlines meal plan information. A signed Agreement is required of all residents; an electronic confirmation of your completion of these forms and a copy of the documents will be emailed to your University email address. ~~Returned~~ Housing Deposits are non-refundable. Students who seek to leave housing before the end of the academic year are subject to a \$750.00 Cancellation Fee following an approved petition for release.
3. Check-In/Check-Out Procedures
  - a. Upon arrival, students are required to check into their assigned room according to the published check-in procedures. This requires you to review and electronically sign a Room Condition Report (RCR) in your MyHousing account. When you leave housing or change rooms/buildings, check out with a Residential Life Staff member, electronically sign your RCR and return the key(s). Failure to return your RCR within 48 hours of check-in will result in the assumption that the room was in satisfactory condition upon arrival.
  - b. Failure to properly check in or out of a room will lead to a \$50 fee plus applicable lock change fees.
  - c. To avoid charges, room must be in the same condition as move-in. Room cleaning fees will be assessed. A per item removal charge will be assessed for large items such as carpets and furniture.
  - d. For students leaving housing during the University refund period no refund can be considered or processed until a resident has officially checked out of his/her assigned space. Any check-out done after regular business hours (Monday-Friday, 9:00a.m.-5:00 p.m.) will be processed as being effective on the next regular business day.

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- e. Students no longer in housing who do not retrieve personal belongings within 72 hours of departure will be charged for disposal and/or donation of items.
- 4. Room Changes
  - a. See also: Residential License Agreement Terms and Conditions.
  - b. The University is unable to guarantee that preference and roommate requests will be honored and reserves the right to assign a student to another room or residence hall at any time for reasons deemed sufficient by the University.
  - b-c. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
  - c-d. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.
  - d-e. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
  - e-f. All room changes must be approved AND scheduled in advance with the Department of Residential Life.
  - f-g. When a student moves out of a room, it is the responsibility of the remaining resident (s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of their arrival.
  - g-h. All housing selection and room change processes and timeliness occur at the discretion of Residential Life and are subject to change.
  - h-i. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys. Unapproved room changes completed by students without prior approval from the Department of Residential Life will result in an illegal room change fee of \$50.00.
  - i-j. All room assignments are subject to change by Residential Life at any time. The University reserves the right to reassign a resident to another residence hall space at any time for reasons deemed sufficient by the University, and the RLA will remain in effect and will apply to the student's occupancy of the other space.
  - j-k. In case of serious roommate conflicts in which residents are unable to resolve the situation, the Department of Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.

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5. Vacation periods and semester breaks - All residence halls are closed during official University breaks and may only be entered by students registered for interim housing. Residents are to vacate the residence halls within 24 hours of their last final exam or by closing on the last day of finals, whichever comes first unless registered for interim housing during University breaks. Associated fees, contract terms, and restrictions will be at the discretion of the Department of Residential Life.
6. Under-Capacity Rooms, Suites, and Apartments – The University, at its option, may choose to do any of the following regarding residents living in undercapacity rooms: 1) place a student in the empty space; 2) have students in partially full rooms move in together; 3) allow students living in undercapacity rooms to pay a premium single fee to retain the room at its current, reduced capacity for the remainder of the semester.
7. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.
8. Residence hall suites, ~~and~~ apartments ~~and rooms~~ may be co-ed provided all of the students living in those areas in agreement.

## J. Personal Belongings

You are responsible for your and your guest's belongings. Except as required by law, the University does not assume responsibility for loss of, or damage to, personal articles damaged by fire, theft, or other causes. Residents are encouraged to acquire personal property insurance coverage. For more information please visit the Department of Residential Life website or <https://www.nssi.com>.

## K. Pets

All animals are prohibited in the residence halls with the exception of:

- a. Service and support animals approved as an accommodation by the Banacos Center. A resident with a disability who would like to request the use of a service or support animal due to that disability must make this request through the Banacos Center by August 15<sup>th</sup> for the next academic year (or by January 15<sup>th</sup> for the Spring semester occupancy).

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b. ~~See: Support Service and/or Support Animal Policies in the Residence Halls Handler Guidelines~~

~~a-~~

c. Fish, defined as gill-bearing aquatic craniate animal that lacks limbs with digits. A maximum of one aquarium no longer than five (5) gallons is permitted in a residence hall room.

b-d. When departing for the semester breaks or any period greater than seventy-two (72) consecutive hours for fish, or the number of hours determined by the student and the Banacos Center for other animals, residents are required to take all fish/animals with them and the aquarium must be unplugged.

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## L. Posting Policy

1. All posters, notices, petitions, and other publicity must be approved at the Office of Residential Life prior to ~~residence hall~~ posting in Common areas. Approved items will then be posted in the halls ~~by the student group~~ in appropriate areas. Posters may not be placed on windows, painted surfaces, or stairwells. Students/groups/organizations must be clearly identified on any postings. Items posted improperly will be discarded.
2. Individuals and groups wishing to advertise events or services that may be of interest to on-campus residents should contact the Department of Residential Life for permission. The Director of Residential Life reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. Approved items will be then posted in the halls by the Residential Life staff in appropriate areas.

## M. Quiet Hours/Courtesy Hours

1. Quiet hours are set by the City of Westfield Noise Ordinance. "Consideration hours" are when students should respect the needs of others and take place outside of the designated quiet hours. The rights of students to study and rest take precedence over all other considerations. Campus-wide quiet hours are:

Sunday – Saturday                      10:00p.m. - 7:00a.m.

2. If you have a concern about noise, first attempt to resolve the matter yourself with the student involved. If you still need assistance, contact a Residential Life or University Police.
3. The following are always violations of quiet/consideration hours:

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- a. Use of sound equipment (amplifiers, subwoofers, air horns, etc.) which can reasonably be expected to inhibit residents' study or sleep;
  - b. Participation in sports activities in or near the residence halls;
4. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hours violations during this crucial period can result in removal from University housing for the remainder of the semester.

## N. Safety and Security

1. **Doors** - To maintain a safe environment, common doors that provide access to residential areas are locked at all times. These doors can be opened with your University ID card. Other entrance doors are typically locked and alarmed at all times unless otherwise specified in your hall. Exterior doors should never be propped open; violators will be subject to sanctions. Public Safety, Residential Life and other staff members provide coverage for each hall as assigned. For the protection of the community, students are expected to present their valid University ID entering a residence hall whenever the desk is staffed or as requested.
2. **Weapons** – Possession, storage, or use of any weapon or other similar potentially dangerous or illegal device is prohibited on the University campus. Having a weapon or similar potentially dangerous devices in the residence halls, regardless of whether or not the weapon is considered by the owner to be a decorative toy, sporting, or collectible item, is a major offense.
3. **Windows/screens** - For safety reasons, dropping, dumping, throwing objects or liquids from windows, leaning out of windows, entering or exiting a hall through a window, and placing yourself or property outside a window, on a window sill or building ledge are prohibited. Screens must remain in place at all times or a \$50 screen replacement service charge will be assessed.
4. **Cameras** – Westfield State University employs a security camera system in residence hall public areas. The ~~surveillance~~ surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the University and its community members. "Public areas" are areas made available for use by the public including, but not ~~limited~~ limited to, campus grounds, parking areas, building exteriors, lobbies, hallways, entrances, and exits. Areas of the University in which persons would not have a reasonable expectation of privacy, and to which access is restricted to certain people, such as storage areas and residence hall hallways, shall be considered public areas for the purpose of this Policy. The University shall undertake all appropriate measures to protect an individual's right to privacy and to maintain security camera information securely through its creation, storage, transmission, use, and deletion. "Private areas" are areas in which a person has a

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reasonable expectation of privacy, including, but not limited to, residence hall rooms, bathrooms, shower areas, locker rooms and changing rooms. Areas dedicated to medical, physical or mental health therapy or treatment shall also be considered private areas for the purpose of this Policy.

~~4-5. Behavior – Students are accountable for any behavior that infringes on individual and group rights, and/or jeopardizes the health and safety of individuals and property. All residents have equal rights to use of lounge areas, hallways, bathrooms, and other common spaces and agree to respect the rights of other students in such areas. These facilities include, but are not limited to, study lounges, main lounges, recreation rooms, laundry rooms, and public bathrooms. Any student found to have jeopardized the health and safety of another individual may result in that student's dismissal from the housing facility or other sanctions in accordance with University administrative procedures.~~

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## O. Smoke Free/Tobacco Free Campus

Smoking and/or the use of tobacco products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage (See Smoke Free/Tobacco Free and Marijuana Free Campus Policy).

## P. Solicitation

~~Non-University~~ Commercial activities, solicitations or advertisements are prohibited in or near University residence halls.

## Q. Meal Plans

All residential students are required to have a meal plan. Eligibility is by class year: first, second, third, fourth and commuters. All meal plans are to be purchased through MyWestfield under MyHousing/Dining. Changes to meal plans must be done before the start of the semester.

## REVIEW

Policy changes: Changes or updates in Residential Life policies and procedures shall be implemented after written communication from the Director of Residential Life, or the Dean of Students. The Residence Hall Association may also choose to strengthen a policy by majority vote of the Association and approval by the Director of Residential Life but may not weaken or change its intent. All policies shall be reviewed annually by the Dean of Students.

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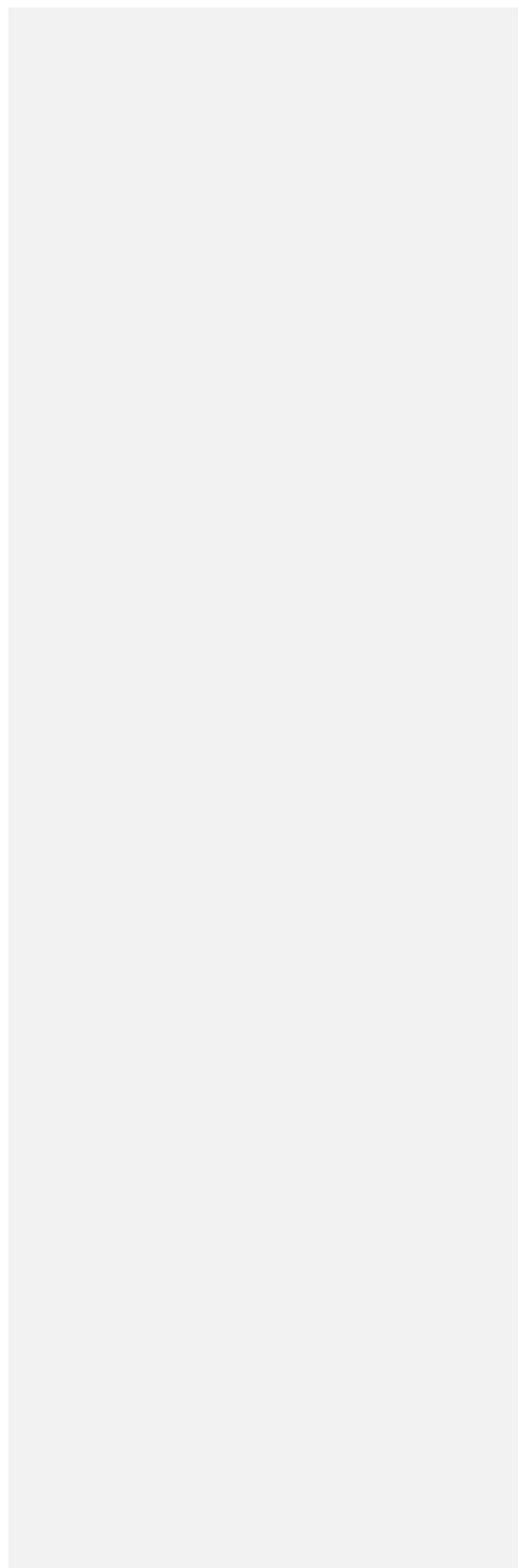
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## HOUSING POLICY

### PURPOSE

To describe the housing policies which apply to all Westfield State University resident students and their guests while present in any of the residence halls, suites, and University Apartment complexes.

### POLICY

#### A. Introduction

Residential Life promotes personal development and community engagement. Successful on-campus living requires that all residents are aware of the impact that their actions and choices can have, not only on themselves but also on other residence hall community members. An important aspect of this process is understanding and abiding by University policies and state and federal laws.

Residents are responsible for what occurs in their assigned rooms, apartments and suites; and also for the collective well-being of their respective communities. Students who violate policies may face student conduct system action, criminal prosecution, administrative room reassignment, loss of housing, service charges and/or other responses based on the nature and severity of the situation.

#### B. Alcohol and Other Drugs

See "Alcohol and Other Drug Policy" section of the current Student Handbook.

#### C. Appliances and Electrical Devices

1. Electrical appliances/devices permitted in resident rooms: blenders, clocks, coffee makers with auto shut-off, computers, fans, hair dryers/curlers, humidifiers, irons with auto shut-off, air popcorn poppers, radios, razors, mini fridge operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos, TVs. Appliances should be Energy Star rated where available. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances/devices prohibited in resident rooms: air conditioners, candle/wax warmers, "George Foreman grills," sandwich maker, microwave, air fryer, toaster, toaster oven or similar devices, halogen lamps, heat lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed immediately upon discovery and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential

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Life Staff. Repeat violations will lead to sanctions up to and including a loss of housing.

Apartment Complex, University Hall and New Hall residents may have one "George Foreman grill"/sandwich maker, microwave, air fryer and one toaster or toaster oven per apartment in the kitchen area.

3. The University provides Microfridge units (combination refrigerator/freezer/microwave oven) in each traditional hall bedroom. Since we do provide these units, we ask that students not bring additional mini-refrigerators into the halls unless there is a unique need for a private mini-refrigerator. Residents in traditional halls may not have additional microwave ovens beyond the Microfridge units provided by the University. Unapproved microwaves will be confiscated and disposed of in the trash after a 48-hour time period in which students are allowed to request a retrieval of the item with the Residential Life Staff. Apartment Complex, University Hall and New Hall residents may have one microwave oven per unit in the kitchen area.
4. Since meal preparation in student bedrooms poses health and safety issues, approved appliances may be used within your room for snack preparation only. Use your hall's kitchen facilities for meal preparation.
5. Extension cords must be UL approved and at least 16 gauge. Students are prohibited from running cords under carpets, through ceiling grids, or over door frames. Never place large/heavy objects on top of cords, crimp cords or overload outlets (more than two items plugged in at once). Use power strips with circuit breakers and do not plug power strips/extension cords into other power strips/extension cords.
6. For safety reasons, students must always be in their rooms when ANY cooking or other potentially hazardous device or appliance is in use.
7. To promote energy conservation, the University strongly encourages the use of LED light bulbs wherever possible in student supplied lamps and devices.
8. Be careful with laptop computers, as they can cause fires when left unattended sitting on a bed or other flammable items. Whenever possible, set laptops on a hard surface when charging or in use.
9. The University may require removal of any item, at anytime, or establish conditions for its continued presence and use, in the interest of preserving a healthy and safe environment.

## D. Damage

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1. Residents are members of a large and interdependent community, and each persons' actions have an impact on their neighbors and the University. Residents are expected to work with the Residential Life staff and with other residents to promote respect for our housing facilities and for all who live and work in them. The University will make students aware of conduct that is damaging to the community and inform students of damages and extraordinary cleaning charges. If excessive changes occur, students are notified of what has taken place and given the opportunity to take responsibility before other steps are taken.
2. Residents of a building are responsible for damage and vandalism which occurs during the academic year. Damages are classified as:
  - a. *Personal* - the resident's room and all University furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.
  - b. *Common Areas*- public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all University furnishings and equipment present in these spaces. Personal and common area charges will apply to all residents
3. At check-in, each resident completes a detailed Room Condition Report (RCR) in MyHousing. Carefully complete the RCR to avoid billing concerns at check-out. The RCR will be reviewed at check-out by the Residential Life staff. Costs for Personal damages, missing items, and extraordinary cleaning will be billed to residents. Complete your RCR within 48 hours of check-in to avoid a \$50 improper check-in charge and possible Personal damage charges.
4. Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the end of each semester. Common area charges will be billed to residents at the end of the semester as needed.
5. The Residential Life staff conducts Personal damage inspections and assessments at the conclusion of each semester or at the time of a resident's checkout during the semester.
6. Routine vs. extraordinary cleaning – Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine minor repairs. They are not expected to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence.
7. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.

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8. Appeals of Personal damage charges may be submitted to [housing@westfield.ma.edu](mailto:housing@westfield.ma.edu), with the subject line: "ATT: Damage Appeals." Please state which charge is being appealed and why. ONLY appeals submitted by the resident being charged, and within 30 days of the billing date will be considered. Common area may not be appealed, but students may review their hall's itemized common area charges by contacting the Department of Residential Life.
9. Students responsible for repeated or significant damages face sanctions up to and including immediate loss of housing or University status in addition to restitution.
10. Students responsible for extraordinary cleaning charges face sanctions up to and including immediate loss of housing in addition to restitution; biohazard issues related to bodily waste may lead to immediate loss of housing and restitution.
11. Below is a partial list for some common cleaning and damage charges including parts and standard labor charges (all prices are subject to change, and may vary from hall to hall).

## **BATHROOM:**

Sink 250.00  
Mirror 125.00  
Shower rod 75.00  
Shower curtain 25.00  
Shower door 150.00-200.00  
Soap dispenser 25.00  
Shower Seat 568.75  
Sanitary napkin box 45.00  
Toilet stall door 250.00-450.00  
Toilet paper holder 40.00  
Toilet unplug 100.00  
Toilet seat 75.00  
Toilet (tank only) 250.00  
Toilet replacement (wall hung) 165.00  
Toilet replacement (floor mount) 552.00  
Disassemble, take bowl off (unplug) 100.00

## **FURNITURE:**

Barstool 210.00  
Bench 250.00  
Bunk bed (headboard, footboard, frame) 200.00

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Chest of drawers 275.00  
Coffee table 200.00  
Desk chair 175.00  
Desk chair seat or back 45.00  
Desk 290.00  
Desk bookcase 100.00  
End table 175.00  
Mattress 90.00  
Upholstered 3-seater 1000.00  
Upholstered 2-seater 900.00  
Upholstered 1-seater 600.00  
Upholstered repair-minimum 100.00

## **DOORS/LOCKS/KEYS:**

Door 600.00  
Door closer 350.00  
Door handle-replace (set) 200.00  
Door lock-(complete replacement) 450.00  
Door refinish 50.00-100.00  
Lock core change:  
Single 120.00  
Double 130.00  
Triple 140.00  
Quad 150.00  
Apartment/Suite front door lock/key 130.00-160.00  
Mailbox key 10.00

## **FIRE SAFETY:**

Exit door alarm 450.00  
Exit door sign 425.86  
Fire alarm cover 162.76  
Fire extinguisher recharge 60.00  
Fire extinguisher replace 125.00  
Fire extinguisher box cover 35.00-60.00  
Heat/smoke detector 115.64  
Malicious/negligent fire alarm 500.00

## **WINDOW:**

Window crank 27.10

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Window glass 150.00-700.00  
Window screen 25.00-100.00  
Window shade roller 75.00-265.00  
Window shade chain operated 75.00-250.00  
Vertical blind track-minimum 200.00

## **EXTRAORDINARY CLEANING:**

Minimum charge 25.00  
After hours-minimum 175.00  
Biohazard clean-up-minimum 100.00  
Biohazard clean-up—after hours 175.00  
Disposal fee-carpet 75.00  
Disposal fee-furniture 75.00  
Disposal fee-food containers 10.00  
Personal trash removal-minimum 25.00  
Recycling item in wrong bin 15.00  
Graffiti clean-up (sq. ft.) 30.00  
Fire extinguisher discharge clean-up 250.00

## **OTHER:**

Bulletin board 100.00  
Bulletin board content (replace) 25.00  
Cable jack box 30.00  
Carpet replacement (sq. yd) 50.00  
Carpet stain removal 25.00  
Ceiling tiles 25.00-75.00  
Ceramic wall/floor tile (sq. ft.) 50.00  
Closet door 125.00-200.00  
Dishwasher 500.00  
Elevator damage repairs 500.00-1500.00  
Hub 30.00  
Hub power supply 50.00  
Hub long data cable 90.00  
Hub short data cable 25.00  
Light globe cover 25.00-100.00  
Light globe cover-New Hall 90.00-230.00  
Mailbox glass 15.00  
Mirror-room 30.00  
Nail/tack/dart hole-each 15.00

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Painting (sq. ft.)-minimum 25.00  
Sheet rock (sq. ft.) 50.00  
Sign replacement (varies w/type) 100.00-175.00  
Sink gooseneck spout 75.00-100.00  
Tape mark-minimum 10.00  
Tradesperson after hours (minimum) 183.84  
Vending damage (minimum) 200.00  
Water fountain 1500.00  
Camera and related equipment 2000.00

Note: Bent, damaged or broken keys will be replaced at no cost as long as there is no evidence of abuse.

12. Additional, contractually-mandated charges will be assessed to individuals or residence halls as applicable for service calls on evenings, weekends and holidays:

Labor Charges/Electrician \$223.00 per occurrence  
Labor Charges/Carpenter \$188.00 per occurrence  
Labor Charges/Heating and Ventilation \$223.00 per occurrence  
Labor Charges/Locksmith \$237.00 per occurrence  
Labor Charges/Plumber \$212.00 per occurrence

Note: Facilities may change rates to comply with contractual minimums for these services.

## E. Entry into Residence Hall Rooms

1. The University may authorize an administrative room entry or search based on reasons sufficient for the University to believe that the search will yield evidence that the resident is in violation of University/Residential Life policies.
2. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe, sanitary manner and in compliance with the Residential License Agreement (RLA). Residence Life will also conduct inspections before housing facilities are closed for breaks and holidays. Advance notice of these inspections will be given.
3. University staff may enter residential areas to deliver confidential or sensitive communications between the University and the student.
4. Maintenance and Facilities and Operations personnel or designees may enter student rooms at any time to perform needed work. Staff members are obligated to report any University policy violations noted during the room checks, and unapproved items may be removed from rooms.

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5. University staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.
6. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by University Police as needed.
7. Fire alarms may necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any University policy violations noted during room checks and unapproved items may be removed from rooms.
8. If in the course of any entry being made pursuant to this section, illegal or restricted materials are found in plain view, the materials will be removed, and the affected student will be notified of the confiscation and face possible discipline proceeding.

## F. Facilities

1. *Bicycles/Motorcycles/Mopeds* - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Students shall be notified in writing of the removal. Motorcycles/mopeds belong in designated parking areas only. It is expected that bicycles will be removed at the close of each semester. Any property left will be donated and removed.
2. *Cleanliness* - Residents are responsible for cleaning and keeping their rooms, suites and apartments in a safe and sanitary manner and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Rooms, suites and apartments should not be decorated or arranged in ways that cause safety issues or extraordinary cleaning (such as chalking or painting walls, affixing permanent additions in rooms, or other similar actions). Trash and recycling materials should be deposited regularly in the designated containers. Extraordinary cleaning charges are assessed to individuals or the hall as needed. During normal maintenance hours these charges vary, depending on the situation. After normal hours, the minimum charge is \$150 per incident.
3. *Public Health Measures* - Members of the University community are expected to comply with all mandates of the CDC, MDPH, and associated policies mandated by the University. The University will conform to all policies as required by federal, state, and local public health officials. The University reserves the right to change policies and procedures at any time in the interests of safeguarding public health. Failure to comply with all University implemented public health policies and procedures will result in removal from the residence hall community and forfeiture of all room and meal plan charges.

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4. *Cable Television* - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.

5. *Fire Alarms*

- a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door and learn alternate plans of escape if an exit is blocked and await instructions from staff regarding an assembly point as needed.
- b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing.
- c. Any student found responsible for deliberately causing a false fire alarm or tampering with fire safety equipment is subject to immediate expulsion from the University. This includes covering, affixing items to, or disabling any fire equipment; and damaging fire exit signs or otherwise compromising building evacuation.
- d. A \$500 charge is assessed to any building where an alarm is activated falsely, negligently or maliciously.
- e. Students who cause an actual fire either intentionally or through negligence, or trigger an alarm through negligence face sanctions up to and including expulsion from the University and a \$500 service charge plus actual restitution for damages and clean-up.

5. *Fire Safety*

- a. Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle/wax warmers, and potpourri pots. Grills used for outdoor cooking must be used at least 25 feet away from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.
- b. Residence hall storage of gasoline, kerosene, lighter fluid, liquid propane or any flammable liquid, or machines using flammable liquids, is prohibited. Explosives, fireworks, and/or other hazardous materials may not be stored or used in or around the residence halls.
- c. In all residence halls the bedrooms, living areas, doorways, stairwells, windows and hallways must remain unobstructed. Nothing may be hung in any residence

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- hall windows, doorways, or from the ceiling. At no time should sheets, blankets, or tapestries be hung on residence hall walls or ceilings or obstruct fire alarms. Wall decorations must not cover more than 30% of the wall space and should not be larger than '3X5'. Door decorations must not be affixed within one foot of the top or bottom, or within six inches of the side edges, of any door. Door decorations must not cover any room number, door lock, or handle.
- d. Residence hall fireplaces are decorative only and are prohibited to use.
  - e. Decorations: Live trees and wreaths are not allowed. Lighted decorations may only be on when a person is in the room. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner. Any costs associated with damage from string lights and LED light strips will be assessed to the student during the damage billing process.
  - f. The University reserves the right to remove hazardous materials or devices, or items that are being used in an unsafe manner. Confiscated items are typically disposed of.
  - g. Apartment Complex fire escape doors and stairwells are for emergency purposes only.
  - h. Students must not damage, tamper with, cover or deactivate any fire safety equipment, whether in rooms (heat/smoke detectors, etc.) or common areas (pull stations, exit signs, etc.). Violations will lead to sanctions up to and including expulsion from the University and fines up to \$500.00.
  - i. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.
6. *Common Areas* – Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a comfortable living environment for all residents, please respect these shared areas. In particular, common area furniture and equipment provided for community use are NOT to be removed for personal use within a room. Students found with such items in their rooms face student conduct action, possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
  7. *Repairs* – Many repairs can be completed by your hall's maintenance staff. If you need a room repair or see a damaged item in a public area, please submit a maintenance request through MyHousing. For major health/safety issues, please inform an RA, RD, Maintainer or University Police immediately. Please remember that most facilities and maintainer staff members typically work 'first shift' hours

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(6am-2pm), so non-emergency requests made later in the day are unlikely to receive attention until the following day at the earliest.

8. *Roofs* – Residents are prohibited from entering and accessing residence hall roofs, balconies, and exterior landings as they are not designed for resident use; Violations will lead to sanctions up to and including a loss of housing.
9. *Room Furniture*
  - a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
  - b. Desk bookshelves must remain affixed to the desktops.
  - c. Do not remove closet doors or stack room furniture unless that furniture is designated to be stackable (New Hall end tables, University Hall dressers).
  - d. Students are not allowed to bring large, upholstered furniture made for home use (including futons and beanbag chairs) into the residence halls, as they do not meet strict state-mandated standards for residence hall fire retardance.
  - e. Students shall not make any changes or alterations to any on-campus property. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or lighting fixtures, or the painting of any surface. No University room furnishings may be altered from their intended design or removed from the room by the resident or their guest(s).
  - f. Students are permitted to bring a personal desk chair. However, the University desk chair must remain in the room.

## **G. Guest and Visitor Policies**

1. Definition - a guest is defined as any non-student who is visiting the University. A visitor is defined as any student who is not currently assigned as a resident of that particular residence hall and/or room.
2. Residents are responsible for the behavior and actions of their guests. Hosts must ensure that guests abide by all University and residence hall policies. Guests of Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations.
3. Visitors who are Westfield State University students face loss of visitation privileges and possible additional student conduct action as well as possible civil/criminal action for University policy violations.

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4. The rights of Westfield State University residents shall take precedence over the rights of guests/visitors. Specifically, residents have the right to restrict guest/visitor presence in their own rooms, particularly in the case of overnight guests/visitors.
5. A guest's/visitor's stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of the Residential Life staff, indicates illegal residence in a building or disrespect for a roommate's rights may lead to immediate removal and/or loss of sign-in privileges for the guest/visitor; and disciplinary actions, reassignment to another room, and/or loss of guest/visitor hosting privileges for the resident.
6. Guest Sign-In
  - a. Any guest must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in removal of the guest from campus and loss of guest visitation privileges for the host.
  - b. Current Westfield State University students and visitors must provide a valid University ID upon request of Residential Life staff member or other University official as requested. Repeated failures to present ID as requested will lead to more stringent sanctions up to and including loss of housing.
  - c. Except for specially approved programs or circumstances, no guest under the age of 16 years of age will be permitted to be signed into a residence hall without the presence of their parent or guardian.
  - d. Any guest who is under 16 or 17 years old must provide a valid ID and a document indicating date of birth (these may be the same document) and an emergency phone number as well as a completed authorization form for the visit from a parent or guardian – this form is available on the Residential Life webpage. University staff members may call to confirm authorization for a visit. Underage guests who violate University policies will be required to leave and face parental notification.
  - e. Any guest 18 years of age and older must provide a valid picture identification upon request of a University staff member and a document indicating date of birth (these may be the same document). Failure to provide valid identification will result in immediate guest removal.
  - f. A resident may host up to two guests and/or visitors at any one time.
  - g. At any time, each traditional room or apartment is limited to a maximum of three (3) times the number of residents present.

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7. Commuters are welcome to visit the residence halls under previously stated guidelines.
8. Guest/visitor policies may be changed at specially designated times such as Spring Weekend and other times as identified by the Dean of Students.

## H. Keys and Residence Hall Access

1. Residence hall access keys and cards belong to the University and are assigned to residents for their personal use only. Students are responsible for carrying assigned keys and ID card at all times. Keys and ID cards are not to be loaned to anyone for any reason.
2. Lost keys - Report to your RD immediately so a lock change can be done. Students will be charged for a lock change for any keys that are lost or not returned.
3. Lockouts - Call University Police (x5262). The lockout service charge is \$15.
4. Unauthorized possession or use of a University key or ID not officially issued to the student, duplication of any University key or ID, or loaning of a University key or ID issued to the student or any other person is a major offense and may result in suspension from housing or the University.

## I. Occupancy Issues

1. Eligibility - Full-time (at least 12 credits) Westfield State University undergraduate Day students have first priority for on-campus housing. Housing is available for part time students (less than 12 credits) as space is available. Graduate student housing is available for any student who has been admitted to a graduate program at the University. Eligible students must also sign the Residence License Agreement (RLA), and pay all bills in full.
2. The RLA found in MyHousing applies to both the **fall and spring** semesters; it sets forth the terms and conditions for living in the residence halls. It explains room assignment, billing, withdrawal and refund procedures, lists policies and outlines meal plan information. A signed Agreement is required of all residents; an electronic confirmation of your completion of these forms and a copy of the documents will be emailed to your University email address. Housing Deposits are non-refundable. Students who seek to leave housing before the end of the academic year are subject to a \$750.00 Cancellation Fee following an approved petition for release.
3. Check-In/Check-Out Procedures

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- a. Upon arrival, students are required to check into their assigned room according to the published check-in procedures. This requires you to review and electronically sign a Room Condition Report (RCR) in your MyHousing account. When you leave housing or change rooms/buildings, check out with a Residential Life Staff member, electronically sign your RCR and return the key(s). Failure to return your RCR within 48 hours of check-in will result in the assumption that the room was in satisfactory condition upon arrival.
  - b. Failure to properly check in or out of a room will lead to a \$50 fee plus applicable lock change fees.
  - c. To avoid charges, room must be in the same condition as move-in. Room cleaning fees will be assessed. A per item removal charge will be assessed for large items such as carpets and furniture.
  - d. For students leaving housing during the University refund period no refund can be considered or processed until a resident has officially checked out of his/her assigned space. Any check-out done after regular business hours (Monday-Friday, 9:00a.m.-5:00 p.m.) will be processed as being effective on the next regular business day.
  - e. Students no longer in housing who do not retrieve personal belongings within 72 hours of departure will be charged for disposal and/or donation of items.
4. Room Changes
- a. See also: Residential License Agreement Terms and Conditions.
  - b. The University is unable to guarantee that preference and roommate requests will be honored and reserves the right to assign a student to another room or residence hall at any time for reasons deemed sufficient by the University.
  - c. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
  - d. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.
  - e. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
  - f. All room changes must be approved AND scheduled in advance with the Department of Residential Life.

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- g. When a student moves out of a room, it is the responsibility of the remaining resident (s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of their arrival.
  - h. All housing selection and room change processes and timeliness occur at the discretion of Residential Life and are subject to change.
  - i. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys. Unapproved room changes completed by students without prior approval from the Department of Residential Life will result in an illegal room change fee of \$50.00.
  - j. All room assignments are subject to change by Residential Life at any time. The University reserves the right to reassign a resident to another residence hall space at any time for reasons deemed sufficient by the University, and the RLA will remain in effect and will apply to the student's occupancy of the other space.
  - k. In case of serious roommate conflicts in which residents are unable to resolve the situation, the Department of Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.
5. Vacation periods and semester breaks - All residence halls are closed during official University breaks and may only be entered by students registered for interim housing. Residents are to vacate the residence halls within 24 hours of their last final exam or by closing on the last day of finals, whichever comes first unless registered for interim housing during University breaks. Associated fees, contract terms, and restrictions will be at the discretion of the Department of Residential Life.
6. Under-Capacity Rooms, Suites, and Apartments – The University, at its option, may choose to do any of the following regarding residents living in undercapacity rooms: 1) place a student in the empty space; 2) have students in partially full rooms move in together; 3) allow students living in undercapacity rooms to pay a premium single fee to retain the room at its current, reduced capacity for the remainder of the semester.
7. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.
8. Residence hall suites and apartments may be co-ed provided all of the students living in those areas in agreement.

## J. Personal Belongings

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You are responsible for your and your guest's belongings. Except as required by law, the University does not assume responsibility for loss of, or damage to, personal articles damaged by fire, theft, or other causes. Residents are encouraged to acquire personal property insurance coverage. For more information please visit the Department of Residential Life website or <https://www.nssi.com>.

## K. Pets

All animals are prohibited in the residence halls with the exception of:

- a. Service and support animals approved as an accommodation by the Banacos Center. A resident with a disability who would like to request the use of a service or support animal due to that disability must make this request through the Banacos Center by August 15<sup>th</sup> for the next academic year (or by January 15<sup>th</sup> for the Spring semester occupancy).
- b. See: Service and/or Support Animal Policy
- c. Fish, defined as gill-bearing aquatic craniate animal that lacks limbs with digits. A maximum of one aquarium no longer than five (5) gallons is permitted in a residence hall room.
- d. When departing for the semester breaks or any period greater than seventy-two (72) consecutive hours for fish, or the number of hours determined by the student and the Banacos Center for other animals, residents are required to take all animals with them and the aquarium must be unplugged.

## L. Posting Policy

1. All posters, notices, petitions, and other publicity must be approved at the Office of Residential Life prior to posting in Common areas. Approved items will then be posted in the halls in appropriate areas. Posters may not be placed on windows, painted surfaces, or stairwells. Students/groups/organizations must be clearly identified on any postings. Items posted improperly will be discarded.
2. Individuals and groups wishing to advertise events or services that may be of interest to on-campus residents should contact the Department of Residential Life for permission. The Director of Residential Life reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. Approved items will be then posted in the halls by the Residential Life staff in appropriate areas.

## M. Quiet Hours/Courtesy Hours

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1. Quiet hours are set by the City of Westfield Noise Ordinance. "Consideration hours" are when students should respect the needs of others and take place outside of the designated quiet hours. The rights of students to study and rest take precedence over all other considerations. Campus-wide quiet hours are:

Sunday – Saturday                      10:00p.m. - 7:00a.m.

- ~~2.~~ If you have a concern about noise, first attempt to resolve the matter yourself with the student involved. If you still need assistance, contact a Residential Life or University Police.
3. The following are always violations of quiet/consideration hours:
  - a. Use of sound equipment (amplifiers, subwoofers, air horns, etc.) which can reasonably be expected to inhibit residents' study or sleep;
  - b. Participation in sports activities in or near the residence halls;
4. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hours violations during this crucial period can result in removal from University housing for the remainder of the semester.

## N. Safety and Security

1. Doors - To maintain a safe environment, common doors that provide access to residential areas are locked at all times. These doors can be opened with your University ID card. Other entrance doors are typically locked and alarmed at all times unless otherwise specified in your hall. Exterior doors should never be propped open; violators will be subject to sanctions. Public Safety, Residential Life and other staff members provide coverage for each hall as assigned. For the protection of the community, students are expected to present their valid University ID entering a residence hall whenever the desk is staffed or as requested.
2. Weapons – Possession, storage, or use of any weapon or other similar potentially dangerous or illegal device is prohibited on the University campus. Having a weapon or similar potentially dangerous devices in the residence halls, regardless of whether or not the weapon is considered by the owner to be a decorative toy, sporting, or collectible item, is a major offense.
3. Windows/screens - For safety reasons, dropping, dumping, throwing objects or liquids from windows, leaning out of windows, entering or exiting a hall through a window, and placing yourself or property outside a window, on a window sill or building ledge are prohibited. Screens must remain in place at all times or a \$50 screen replacement service charge will be assessed.

# Westfield State University

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4. Cameras – Westfield State University employs a security camera system in residence hall public areas. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the University and its community members. “Public areas” are areas made available for use by the public including, but not limited to, campus grounds, parking areas, building exteriors, lobbies, hallways, entrances, and exits. Areas of the University in which persons would not have a reasonable expectation of privacy, and to which access is restricted to certain people, such as storage areas and residence hall hallways, shall be considered public areas for the purpose of this Policy. The University shall undertake all appropriate measures to protect an individual’s right to privacy and to maintain security camera information securely through its creation, storage, transmission, use, and deletion. “Private areas” are areas in which a person has a reasonable expectation of privacy, including, but not limited to, residence hall rooms, bathrooms, shower areas, locker rooms and changing rooms. Areas dedicated to medical, physical or mental health therapy or treatment shall also be considered private areas for the purpose of this Policy.
5. Behavior – Students are accountable for any behavior that infringes on individual and group rights, and/or jeopardizes the health and safety of individuals and property. All residents have equal rights to use of lounge areas, hallways, bathrooms, and other common spaces and agree to respect the rights of other students in such areas. These facilities include, but are not limited to, study lounges, main lounges, recreation rooms, laundry rooms, and public bathrooms. Any student found to have jeopardized the health and safety of another individual may result in that student’s dismissal from the housing facility or other sanctions in accordance with University administrative procedures.

## **O. Smoke Free/Tobacco Free Campus**

Smoking and/or the use of tobacco products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage (See Smoke Free/Tobacco Free and Marijuana Free Campus Policy).

## **P. Solicitation**

Non-University commercial activities, solicitations or advertisements are prohibited in or near University residence halls.

## **Q. Meal Plans**

# Westfield State University

Policy concerning:

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All residential students are required to have a meal plan. Eligibility is by class year: first, second, third, fourth and commuters. All meal plans are to be purchased through MyWestfield under MyHousing/Dining. Changes to meal plans must be done before the start of the semester.

## REVIEW

Policy changes: Changes or updates in Residential Life policies and procedures shall be implemented after written communication from the Director of Residential Life, or the Dean of Students. The Residence Hall Association may also choose to strengthen a policy by majority vote of the Association and approval by the Director of Residential Life but may not weaken or change its intent. All policies shall be reviewed annually by the Dean of Students.



## Board of Trustees

June 13, 2023

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To approve the changes and accept the newly revised Free Speech, Demonstration and Picketing Policy (3020), as presented.

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Robert A. Martin, Ph.D., Chair

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Date

# Westfield State University

Policy concerning:

APPROVED: June 8, 2006  
202318

Section Public Safety  
Number 3020  
Page 1 of 2

REVIEWED: April

## FREE SPEECH / DEMONSTRATION / PICKETING POLICY

### PURPOSE

As an educational institution, Westfield State University supports the constitutional right of free speech. Exposure to a wide array of ideas, viewpoints, opinions, and creative expression is an integral part of a university education, preparing students for life in a diverse global society. The rights of freedom of speech, expression, petition, ~~religion~~, and public assembly are basic and essential to an individual's intellectual and social development. At the same time, in light of the university's commitment to allowing students and members of the community access to all services, resources and support, all activities, including expressive activities and speech, must be balanced in consideration of the university's educational mission.

**Commented [NU1]:** This seems like a freedom of speech policy and freedom of religion is different.

Westfield State University supports the right of individuals to exercise free speech, including but not limited to political, symbolic, or artistic speech, provided only that such expression does not materially disrupt normal University activities, create a clear and present danger of the commission of unlawful acts, or infringe upon the rights of others.

**Commented [NU2]:** Looks like you are using expression and speech interchangeably, so you can eliminate "expression" unless the intent is to address expressive activities.

Westfield State University recognizes the right of individuals to exercise all forms of constitutionally protected expression and free speech without prior restraint or censorship. The university acknowledges that public discourse may include the discussion of controversial ideas, and the University will not limit public discourse based solely on its communicative content.

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**Commented [NU3]:** Do you mean expressive activities (i.e. symbolic speech)

The University also recognizes the fact that any individual or group may demonstrate. Demonstrations must be carried out in such a way as not to inflict bodily injury; obstruct physical movement to, from, or within any place on the campus; ~~nor to be disruptive~~ disruptive of any activity on campus. Such forms of demonstration may be (but are not limited to) distribution of literature, silent or symbolic protest, vocal dissent, and/or picketing. ~~In the event any type of demonstration materially disrupts normal University activities, interferes with University business and/or another University event,~~ the University will take appropriate action. All activities must be conducted in accordance with the reasonable and content-neutral time, place and manner restrictions set forth in this policy set below.

**Commented [NU4]:** This is inconsistent with the above highlighted language

It shall not be inferred or implied that the University endorses the messages expressed in accordance with this policy.

### POLICY

1. Faculty, staff and/or students must notify the ~~Vice President, Student Affairs~~ Dean of Students 48 hours in advance of any demonstration and or picketing activity.
2. All students, faculty, ~~and~~ staff ~~and students~~, have a right to demonstrate on University property provided, however, that no such demonstration shall be permissible which for any reason of time, place, or type of behavior materially disrupts normal University activities, including, but not limited to class work or other University business, or

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# Westfield State University

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202318

REVIEWED: April

involves substantial disorder or invasion of the rights of others.

3. Campus buildings are for University business. Any form of demonstration that interferes with normal University activities, including, but not limited to, business in office or classroom spaces, is a violation of this policy. Picketing is not permitted inside University buildings ~~or~~ within 15-20ft from the entrances of University buildings.

**Commented [NU5]:** Based on the above, it looks like you were relying on "normal university activities," which is broader than classroom and buildings. I would recommend sticking with "normal university activities."

4. Demonstrators are prohibited from blocking free entry to or free exit from buildings, interfering with free movement, or presenting obstacles to regular University activities. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or harassment, which leaves a person feeling intimidated and prevents them from normal movement. Obstacles include, but are not limited to, are defined as physical devices, bodies, or signs which cause interference with free movement or sounds which prevent normal communication.

**Commented [NU6]:** Are there no time restrictions? Is Westfield permitting free speech activities in the middle of the night. Most free speech policies have far more reasonable time, place and manner restrictions.

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**Commented [NU7]:** Feeling "intimidated" is way too subjective.

5. ~~Speech or demonstrations that qualify as solicitations to commit crimes; harassment, threats, defamation, perjury, blackmail or obscenities, including child pornography; true threats; fighting words; incitement of imminent violence or lawless action is not protected speech under this policy. There shall be no interference with demonstrations on the grounds of content of speech, except for any speech or demonstration which incites immediate, violent action (i.e. fighting words, micro-aggressions) and represents a clear and present danger to the campus community, which shall be a violation of this policy. These activities have a specific meaning and shall be interpreted in accordance with law.~~

**Commented [NU8]:** I would recommend being comprehensive and precluding all speech that is not protected.

The remainder of the statement is unnecessary.

**Commented [NU9]:** This is a stretch and could be perceived as limitless

~~The safety and well being of the campus must be protected at all times. No person shall engage in physically assaultive conduct towards any other person or damage or destroy any article of personal property belonging to another person.~~

- 7.6. No person shall intentionally and substantially interfere with the freedom of speech or expression of another person on University property or at University-sponsored activities.

- 8.7. All persons shall comply with the directions of University officials lawfully acting in the performance of their duties. ~~University officials shall not invoke this provision to stifle expression because of its content.~~ Failure to cease any activity in violation of this policy or other University policies immediately following either written or oral notice by a College University official shall also be a violation of this policy.

**Commented [NU10]:** Repetitive of the sentence before it.

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- 9.8. Any violation of this policy will subject the violators to applicable actions as defined in the Student Handbook, Equal Opportunity, Diversity and Affirmative Action Plan, collective bargaining agreements, and/or Massachusetts General Laws.

- 10.9. University organizations may sponsor a speaker or event, at the expense of the organization, under the University's usual event registration procedures. Such sponsorship does not necessarily imply that the approval of the views presented are endorsed by the organization or the University.

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~~44.10.~~ All persons at a ~~event~~talk or demonstration must respect the right to dissent. Dissenters, ~~however,~~ may not disrupt the rights of the speakers to speak and/or the audience to listen. Preventing speech from occurring by disruptive protest is prohibited.

~~42.11.~~ Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not done, the persons or organizations responsible for the event will be held financially responsible for clean-up services.

## REVIEW

This policy will be reviewed every three years, and revised as needed, by the Director of Public Safety and the ~~Vice President for Student Affairs~~ Dean of Students.

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## FREE SPEECH / DEMONSTRATION / PICKETING POLICY

### PURPOSE

As an educational institution, Westfield State University supports the constitutional right of free speech. Exposure to a wide array of ideas, viewpoints, opinions, and creative expression is an integral part of a university education, preparing students for life in a diverse global society. The rights of freedom of speech, expression, petition, and public assembly are basic and essential to an individual's intellectual and social development. At the same time, in light of the university's commitment to allowing students and members of the community access to all services, resources and support, all activities, including expressive activities and speech, must be balanced in consideration of the university's educational mission.

Westfield State University supports the right of individuals to exercise free speech, including but not limited to political, symbolic, or artistic speech, provided only that such **does not materially disrupt normal University activities**, create a clear and present danger of the commission of unlawful acts, or infringe upon the rights of others.

Westfield State University recognizes the right of individuals to exercise all forms of constitutionally protected expressive activities (i.e. symbolic speech) and free speech without prior restraint or censorship. The university acknowledges that public discourse may include the discussion of controversial ideas, and the University will not limit public discourse based solely on its communicative content.

The University also recognizes the fact that any individual or group may demonstrate. Demonstrations must be carried out in such a way as not to inflict bodily injury; obstruct physical movement to, from, or within any place on the campus; or disruptive of any activity on campus. Such forms of demonstration may be (but are not limited to) distribution of literature, silent or symbolic protest, vocal dissent, and/or picketing. In the event any type of demonstration materially disrupts normal University activities, the University will take appropriate action. All activities must be conducted in accordance with the reasonable and content-neutral time, place and manner restrictions set forth in this policy.

It shall not be inferred or implied that the University endorses the messages expressed in accordance with this policy.

### POLICY

1. Faculty, staff and/or students must notify the Dean of Students 48 hours in advance of any demonstration and or picketing activity.
2. All students, faculty, and staff have a right to demonstrate on University property provided, however, that no such demonstration shall be permissible which for any reason of time, place, or type of behavior materially disrupts normal University activities, including, but not limited to class work or other University business, or involves substantial disorder or invasion of the rights of others.

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- 
3. Campus buildings are for University business. Any form of demonstration that interferes with normal University activities, including, but not limited to, business in office or classroom spaces, is a violation of this policy. Picketing is not permitted inside University buildings or within 15-20ft from the entrances of University buildings.
  4. Demonstrators are prohibited from blocking free entry to or free exit from buildings, interfering with free movement, or presenting obstacles to regular University activities. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or harassment, which prevents them from normal movement. Obstacles include, but are not limited to, physical devices, bodies, or signs which cause interference with free movement or sounds which prevent normal communication.
  5. Speech or demonstrations that qualify as solicitations to commit crimes; harassment, threats, defamation, perjury, blackmail or obscenities, including child pornography; true threats; fighting words; incitement of imminent violence or lawless action is not protected speech under this policy. T. These activities have a specific meaning and shall be interpreted in accordance with law.
  6. No person shall intentionally and substantially interfere with the freedom of speech or expression of another person on University property or at University-sponsored activities.
  7. All persons shall comply with the directions of University officials lawfully acting in the performance of their duties. Failure to cease any activity in violation of this policy or other University policies immediately following either written or oral notice by a University official shall also be a violation of this policy.
  8. Any violation of this policy will subject the violators to applicable actions as defined in the Student Handbook, Equal Opportunity, Diversity and Affirmative Action Plan, collective bargaining agreements, and/or Massachusetts General Laws.
  9. University organizations may sponsor a speaker or event, at the expense of the organization, under the University's usual event registration procedures. Such sponsorship does not necessarily imply that the views presented are endorsed by the organization or the University..
  10. All persons at a event or demonstration must respect the right to dissent. Dissenters, however, may not disrupt the rights of the speakers to speak and/or the audience to listen. Preventing speech from occurring by disruptive protest is prohibited.
  11. Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs, and litter from the area at the end of the event. If this is not done, the persons or organizations responsible for the event will be held financially responsible for clean-up services.

**REVIEW**

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APPROVED: June 8, 2006

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This policy will be reviewed every three years, and revised as needed, by the Director of Public Safety and the Dean of Students.



## Board of Trustees

June 13, 2023

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To approve the changes and accept the newly revised Alcohol and Other Drug Policy (4010), as presented.

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Robert A. Martin, Ph.D., Chair

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Date

# Westfield State University

Policy concerning:

Section Student Affairs  
number 4010  
page 1 of 14

APPROVED: January 1998

REVIEWED: [April 2023](#)

## ALCOHOL AND OTHER DRUG POLICY

### INTRODUCTION

The Westfield State University policy and regulations pertaining to the possession and consumption of alcoholic beverages and the illegal substances are designed to: (1) to conform to the state and federal laws; and/or (2) enhance the health, safety, property, and educational interests of all members of the University community. The purpose of the Alcohol and Other Drug Policy is to promote a campus environment that is compatible with and supportive of academic success and personal growth. A campus atmosphere dominated by overt use and abuse of alcohol and other drugs is contrary to this goal. Accordingly, any violation of the student conduct code and/or a violation of the federal, state, or local laws shall subject the offender to the university disciplinary process and/or to criminal prosecution. In accordance with the Higher Education Amendments of 1998 (Public Law 105-244) the University regulations and laws pertaining to alcoholic beverages and the possession, use, distribution, and sale of illicit drugs shall be strictly and consistently enforced.

Violations of this policy may result in criminal sanctions. Criminal convictions, even if sanctions are minimal, can adversely affect internship and job opportunities, admission to graduate or professional schools, and eligibility for training and financial aid opportunities. The Higher Education Act of 1998 states that students convicted under state or federal law for drug sale or possession will have their federal financial aid eligibility suspended. This includes all federal grants, loans, and work-study programs. Students convicted of drug possession will lose their eligibility for one year; two years for a second offense; and indefinitely for a third offense. Students convicted of selling drugs will be ineligible for two years; and indefinitely for a second offense. Eligibility can be regained through successful completion of an approved drug rehabilitation program. The filing of criminal charges does not prevent the University from imposing its own sanctions in addition to criminal penalties. These sanctions are described within the policy.

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# Westfield State University

Policy concerning:

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APPROVED: January 1998

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## POLICY – ALCOHOL

### A. GENERAL [PROHIBITION](#)

1. No person under the age of twenty-one (21) may possess, use, be under the influence of alcohol, or be in the presence of alcohol or alcohol containers.
2. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21) is prohibited and shall constitute a major infraction of [University regulations](#).
3. [Public Drunken disorderliness is prohibited on University property or at University sponsored activities or events.](#)
4. Operating a vehicle under the influence of alcohol (to any extent) is prohibited.
5. Intoxication, defined as being under the influence of alcohol to any extent, which [results in the involvement](#) University staff, causes a disturbance, or is a danger to persons or property, is prohibited.
6. The possession or use of kegs, the functional equivalent, or any alcoholic containers, which indicate the probability of common source drinking or bar service, [on any University property, owned or leased,](#) are prohibited and shall constitute a major infraction of University regulations.
7. Drinking funnels or any similar drinking devices are prohibited.
8. Each resident student of legal drinking age, living in a [University apartment or suite](#) where alcohol is permitted, may only bring a restricted amount of alcohol into the apartment [or suite](#) in which [they](#) live. The alcohol may not be brought anywhere but to the apartment where the student lives. This restricted amount is no more than one case (30 pack or less) of beer or its alcoholic equivalent per week. No other students or non-students may bring alcohol anywhere onto the campus at anytime [without authorization from the University](#).

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9. At any one time, each five or six-person ~~u~~University apartment or suite where alcohol is permitted may contain no more than four cases (30 pack or less) of beer or its alcohol equivalent; each four-person apartment where alcohol is permitted may contain no more than two and two thirds cases (30 packs or less) of beer or its alcoholic equivalent; and each two or three-person apartment where alcohol is permitted may contain no more than two cases (30 packs or less) of beer or its alcoholic equivalent.

10. Alcoholic beverages and/or alcoholic beverage containers are prohibited from all residence hall rooms and all other public areas of the University. ~~areas where alcohol is prohibited.~~

11. Any gathering is prohibited (however large or small) where: ~~a) alcohol or alcohol containers are present; and b a)~~ any violation of the student conduct code occurs, including but not limited to where guest(s) under the age of twenty-one (21) are present; and b) the gathering promotes the binge consumption of alcohol and/or encourages alcohol consumption, such as through drinking games.

12. Open containers of alcoholic beverages (seal broken) are prohibited from all public areas of the University.

13. The manufacturing of any alcoholic beverage is prohibited.

14. Alcoholic beverages shall not be for sale by anyone not licensed by the appropriate authority and shall not be done on campus without authorization from the University.

15. The promotion of and/or solicitation for any event or activity (wherever held) at which alcohol is to be served or made available for consumption and that is not sponsored by the University is strictly prohibited and will be considered a major violation on this policy. Prohibited conduct includes, but is not limited to, the advertisement or other promotion of events at ~~area alcohol~~ authorized alcohol area establishments when such advertisement or promotion takes place on the University's campus or by means of the University's network (including use of its

**Commented [NU1]:** Which areas in addition to residence halls is alcohol prohibited? If this is meant to cover all other public areas of the campus, then I recommend making that specification.

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network for e-mail or any web-based communication), selling or distributing tickets ~~(whether on or off the University's campus)~~ for any such event, and participation in arranging group transportation for any such event.

## B. ALCOHOL ENFORCEMENT/SANCTIONS

1. Students over the age of twenty-one (21) who choose to consume alcoholic beverages are responsible for their actions and should such behavior detract from the health, safety, property, and educational interests of all members of the University community will be held accountable through the sanctions process. Students are also responsible for making their guests aware of the alcohol policy and may be held accountable for any inappropriate actions of their guests.

4.2. All violators of these regulations will be brought before the student conduct system for disposition of their cases and shall be subject to the following sanctions:

First Offense: Ten (10) hours of participation in community events or a work project and completion of University substance education classes. A \$100 service fee for these classes will be assessed and made payable within thirty (30) days of a university student conduct procedure decision. Additional sanctions may be given for large amounts of alcohol or disorderly conduct. Individual exceptions regarding the modification of attendance at substance education classes will be based solely on academic reasons.

Second Offense: Suspension from University housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.

**Commented [NU2]:** Why was this language removed from the policy? The University cannot internally sanction or discipline guests for violations of their policy. The only way for the University to deter and enforce these policies against guests is through the students. If this language is not appearing in a separate policy, then I recommend reinserting this language in the policy.

**Commented [GSM3R2]:** Keep in policy

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Policy concerning:

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Third Offense: Suspension from the University for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment.

Major Offenses: The following violations are considered major offenses and shall meet minimally with an immediate suspension from housing for one (1) full academic semester or more.

- a. The possession or use of alcoholic beverage Containers, kegs, or the functional equivalent (whether full, partially full, or empty) as well as ~~punch bowls~~ or any container(s) that indicate the probability of common source drinking of alcoholic beverages or bar service (whether full, partially full, or empty).
- b. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21).
- c. The promotion or solicitation of any alcohol related activity that is not sponsored by the University.

2.3. Additional information regarding the operation and effect of sanctions includes the following:

- a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
- b. Subsequent violations of the alcohol portions of this policy and/or marijuana drug portions of this policy referenced in detail below, in any combination whether both alcohol, ~~both marijuanadrug~~, or any combination of the two within a period of twelve (12) months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve (12) month period has expired, the next violation shall meet with first level sanctions

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with an additional sanction of five (5) consecutive weekends of suspension from the University campus.

- c. More than four (4) alcohol and/or ~~marijuana-drug~~ violations or any combination thereof over the course of a student's University career will result in a Limited Expulsion. Limited Expulsion is defined as a removal from the University. Review for readmittance will be granted only after expiration of two calendar years from the time of removal.

**Commented [NU4]:** I recommend either defining the terms of a Limited Expulsion in parenthesis here, or reference where students can find the definition for a Limited Expulsion.

## C. GROUP FUNCTIONS

Permission for the use of alcoholic beverages for student group functions on University property or at University related events shall be obtained from the Vice President, Enrollment Management and Student Affairs (their designee) acting on the recommendation of the University Special Events Alcoholic Beverage Review Board. These procedures can be found in the Office of the Vice President, Enrollment Management and Student Affairs.

## POLICY – OTHER DRUGS

### A. DRUG PARAPHERNALIA

1. The use or possession of drug paraphernalia (all equipment, products, devices and materials of any kind that may be used to plan, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance) on the ~~Westfield State University's~~ campus is strictly prohibited. Any student found in possession of drug paraphernalia and found responsible for such possession shall be placed on University probation for one (1) academic year and shall complete ten (10) hours of participation in community events or a work project and University substance education classes and pay the service fee of \$100 for these classes within thirty (30) days of a University student conduct procedure decision.

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2. A student found responsible for a second offense during their University career shall be subject to University housing suspension for one (1) full academic semester or more and completion of a counseling evaluation and any recommended follow-up treatment.

2-3. A student found responsible for a third offense during their University career shall be subject to University suspension for one (1) full academic semester or more. Prior to returning to University housing and/or university, the student must provide verification of completion of a counseling evaluation and any recommended follow-up treatment. NOTE: Drug paraphernalia which contains matter that tests positive for an illicit substance may constitute possession (see section ~~B~~ C below).

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## B. MARIJUANA USE OR POSSESSION

1. As marijuana is not allowed to be possessed or used under Federal law, the use and/or possession of marijuana, including marijuana prescribed for medical purposes, on any University property, owned or leased, is prohibited. Any student found responsible for use or possession of marijuana shall be subject to the following sanctions:

### First Offense:

Ten (10) hours of participation in community events or a work project and completion of University substance education classes. A \$100 service fee will be assessed and made payable within thirty (30) days of a college student conduct procedure decision. Additional sanctions may be given for large amounts of marijuana. Individual exceptions regarding the modification of attendance at substance education classes will be based solely on academic reasons. Completion of a counseling evaluation within sixty (60) days of a student conduct procedure decision is also required.

### Second Offense:

Any student found responsible for a second offense shall be suspended from housing for one (1) academic semester or more with readmission to occur after verification of

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completion of a counseling evaluation and any recommended follow-up treatment. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.

### Third Offense:

Suspension from University for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment.

2. Additional information regarding the operation and effect of sanctions includes the following:
  - a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
  - b. Subsequent violations of the alcohol and/or marijuana portions of this policy in any combination whether both alcohol, both marijuana, or any combination of the two within a period of twelve (12) months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve (12) month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.
  - c. More than four (4) alcohol and /or marijuana violations or any combination over the course of a student's University career will result in a Limited Expulsion from the University.
  - d. Students who are held accountable for use of marijuana in the residence halls may also be subject

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to additional sanctions for violations of the University's Residence Hall Policy and Smoke, Tobacco [and Marijuana](#) Free Policy.

## C. OTHER DRUG USE OR POSSESSION

1. Any student found in possession of marijuana, ~~or~~ an illegal drug substance in any amount, no matter how minimal the amount, ~~or prescription medication without a prescription~~, or found to be using such marijuana, illicit drug substances, ~~or inappropriate use of prescription drugs~~ and found responsible of such possession or use shall (this applies only to first-time offenders) be suspended from housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. In addition the student will complete ten (10) hours of participation in community events or a work project and University substance education classes and be assessed a \$100.00 service fee for these classes made payable within (30) days of a University disciplinary procedure decision.
2. Any student found responsible for a second offense of possession or use of marijuana, ~~or~~ an illegal drug substance, ~~or inappropriate use of prescription drugs~~ during their University career shall be suspended from the University for one (1) academic year or more with the possibility of returning to the University pending completion of a counseling evaluation and any recommended follow-up treatment, and by the decision of the Vice President, Student Affairs with no right of return after a third offense.

Commented [NU5]: Unless the University intends to develop a separate policy for the abuse of prescription drugs, references to prescription drugs must be included in this policy.

Commented [GSM6R5]: Keep

## D. POSSESSION WITH INTENT TO SELL OR DISTRIBUTE

1. Any student found responsible for possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance will be expelled from the University with no right of return.
2. Evidence indicating possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance may include, but not limited to, possession of a large amount of

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prescription drugs, marijuana or any illegal substance, and/or possession of any amount of prescription drugs, marijuana or any illegal substance combined with other evidence indicating intent to sell or distribute such as weighing devices, cash boxes, bank rolls/large sums of money, cultivating equipment, chemicals used in the manufacture of illicit substances, plastic bags or other quantifying devices.

## E. DRUG SALE OR DISTRIBUTION

Any student found responsible for the sale or distribution of prescription drugs, marijuana or any illegal substances on the Westfield State University campus will immediately be expelled from the University with no right of return.

## F. SMOKE, TOBACCO AND MARIJUANA FREE CAMPUS

1. Smoking and/or the use of tobacco and/or marijuana products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of tobacco cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage.
2. Smoking and/or the use of tobacco and/or marijuana products in University owned or leased vehicles is prohibited. Smoking and/or the use of tobacco and/or marijuana products is also prohibited in personal vehicles when those vehicles are on University property.
3. The use of edibles, THC pills and vaporizer devices including, but not limited to, hookah pens, marijuana pens and e-cigarettes is prohibited on all University property or University leased property as described in #1 above.
4. All campus constituents have a collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of policy compliance. Individuals observed smoking and/or using tobacco or marijuana in any form in violation of this policy, are to be reminded, in a professional and

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courteous manner, of the University policy.

5. Students in violation of this policy shall be referred to the University student conduct system for disciplinary proceedings for repeated offenses. Employees in repeat violation of this policy will be referred to Human Resources.
6. To assist those who wish to stop their **personal** use of tobacco and/or products, the Human Resources Department, the Health Services Department, the Counseling Center and the Employee Assistance Program (EAP) can direct employees and students to tobacco cessation programs which the **u**University might provide.
7. Any questions regarding the interpretation of this Policy rest within the authority of the Vice President, [Enrollment Management and Student Affairs](#) (for students) and the [Associate](#) Vice President for Human Resources, [Title IX and Equal Opportunity](#) (for employees).

## POLICY – ALCOHOL AND DRUG GUIDELINES

### A. ADDITIONAL GUIDELINES

1. Consistent with the Family Educational Rights and Privacy Act, the University ~~shall~~**will** notify the parent or legal guardian of students under twenty-one (21) years of age each time they have been found responsible for **u**University alcohol and/or other drug policy violations. The University shall exercise discretion not to notify parents/guardians based on documented evidence of an abusive family situation.
2. For the purpose of this policy, ~~Westfield State the~~ University's "campus" is defined as all buildings (owned, leased, or operated by the University) and all surrounding outdoor property (owned, leased, or operated by the University), including but not limited to parking lots, grass, sidewalks, and forested land.
3. Intoxicated persons shall be subject to police intervention

**Commented [NU7]:** FERPA does not require universities notify parents of alcohol and drug violations for students under 21, rather the discretion to do so. The recommended change in language reflects the norm of notifying the parents, but leaves the University flexibility to refrain from doing so as reflected in the last sentence of this section.

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including protective custody, arrest, or other appropriate action. All costs for providing required monitors for intoxicated students and/or their guests will be billed to the student.

4. In any situation that the University deems to be an emergency, such as a situation where a student is arrested, placed in protective custody, or transported to a medical facility due to incidents related to alcohol and/or drug consumption, the University may notify a parent/legal guardian/[emergency contact](#) or other persons.
5. In the event that a student is suspended from University housing or from the University for any disciplinary infraction(s), including but not limited to, alcohol or other drug infractions, no refund will be given to the student, for any University fees or tuition, unless otherwise specified by federal law, state law, or University policy.
6. In the event that University staff deems a resident to be intoxicated, the student may be asked to return to his/her room, may be asked not to leave the residence hall, may be escorted to another hall in which he/she resides, or may be given other appropriate instructions. Failure to comply with legitimate staff requests/ instructions shall result in student conduct action.
7. Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the ~~U~~University staff whenever there exists ~~reason to believe~~[reasonable suspicion](#) that the container is being used to bring onto campus any alcoholic beverage or other material in violation of ~~U~~University policy.
8. The following chart outlines sample alcoholic equivalents of one case (30 pack) of beer:

**UNITS OF MEASURE**

TYPE OF ALCOHOL	Ounces	Quarts	Liters
100 proof	30	1	1
80 proof	36	1	1

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40 proof	72	2	2
Wine			3.75 liters or 5 bottles at 750 ml

## POLICY AMNESTY

The University recognizes that there may be alcohol or drug-related medical emergencies or other safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The University encourages students to seek emergency medical assistance when faced with an alcohol or drug-related emergency and in any situation where a reasonable person believes medical treatment to be appropriate. When a student aids an intoxicated or impaired individual by contacting the Westfield State University Police Department or the Department of Residential Life, it is up to the discretion of the Dean of Students, or designee to determine if any involved parties, Student Organizations or Unrecognized Student Organizations will be subject to disciplinary action. University officials may elect not to pursue disciplinary proceedings against a student who, in good faith, reports, witnesses, or possesses personal knowledge of ~~sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, or retaliation~~ others who are incapacitated due to alcohol or other drug use. This does not preclude disciplinary action regarding other violations of university standards such as causing or threatening physical harm, damage to property, harassment, hazing, or violations of the Title IX Sexual Harassment Policy. Students who are transported to a local hospital, placed in protective custody, or evaluated as a result of the abuse of alcohol or other drugs will be contacted by a University official to meet to discuss the incident.

## **REVIEW**

The responsibility for the formation of future Alcohol and Other Drug Policies and for annual review of existing policies shall rest with the Substance Abuse Advisory Committee and the Vice President, [Enrollment Management and Student Affairs](#), whose recommendations shall be forwarded to the Student Government Association for consultation, and to the University President for review and implementation. All matters involving student personnel policies, including the Alcohol and Other Drug Policy, rest in the ultimate authority of the President and the Board of Trustees of the University.

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Dissemination of this policy shall include inclusion in the Student Handbook, the University [Catalog](#), and other appropriate publications, discussion at all orientations of new and transfer students, and regular review and dissemination by Residential Life and Student Affairs staff.

## ALCOHOL AND OTHER DRUG POLICY

### INTRODUCTION

The Westfield State University policy and regulations pertaining to the possession and consumption of alcoholic beverages and the illegal possession, use, distribution, and sale of illicit drugs and controlled substances are designed to: (1) to conform to the state and federal laws; and (2) enhance the health, safety, property, and educational interests of all members of the University community. The purpose of the Alcohol and Other Drug Policy is to promote a campus environment that is compatible with and supportive of academic success and personal growth. A campus atmosphere dominated by overt use and abuse of alcohol and other drugs is contrary to this goal. Accordingly, any violation of the student conduct code and/or a violation of the federal, state, or local laws shall subject the offender to the university disciplinary process and/or to criminal prosecution. In accordance with the Higher Education Amendments of 1998 (Public Law 105-244) the University regulations and laws pertaining to alcoholic beverages and the possession, use, distribution, and sale of illicit drugs shall be strictly and consistently enforced.

Violations of this policy may result in criminal sanctions. Criminal convictions, even if sanctions are minimal, can adversely affect internship and job opportunities, admission to graduate or professional schools, and eligibility for training and financial aid opportunities. The Higher Education Act of 1998 states that students convicted under state or federal law for drug sale or possession will have their federal financial aid eligibility suspended. This includes all federal grants, loans, and work-study programs. Students convicted of drug possession will lose their eligibility for one year; two years for a second offense; and indefinitely for a third offense. Students convicted of selling drugs will be ineligible for two years; and indefinitely for a second offense. Eligibility can be regained through successful completion of an approved drug rehabilitation program. The filing of criminal charges does not prevent the University from imposing its own sanctions in addition to criminal penalties. These sanctions are described within the policy.

## **POLICY – ALCOHOL**

### **A. GENERAL PROHIBITION**

1. No person under the age of twenty-one (21) may possess, use, be under the influence of alcohol, or be in the presence of alcohol or alcohol containers.
2. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21) is prohibited and shall constitute a major infraction of University regulations.
3. Public drunken disorderliness is prohibited on University property or at University sponsored activities or events.
4. Operating a vehicle under the influence of alcohol (to any extent) is prohibited.
5. Intoxication, defined as being under the influence of alcohol to any extent, which results in the involvement University staff, causes a disturbance, or is a danger to persons or property, is prohibited.
6. The possession or use of kegs, the functional equivalent, or any alcoholic containers, which indicate the probability of common source drinking or bar service, on any University property, owned or leased, are prohibited and shall constitute a major infraction of University regulations.
7. Drinking funnels or any similar drinking devices are prohibited.
8. Each resident student of legal drinking age, living in a University apartment or suite where alcohol is permitted, may only bring a restricted amount of alcohol into the apartment or suite in which they live. The alcohol may not be brought anywhere but to the apartment where the student lives. This restricted amount is no more than one case (30 pack or less) of beer or its alcoholic equivalent per week. No other students or non-students may bring alcohol anywhere onto the campus at anytime without authorization from the University.

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9. At any one time, each five or six-person University apartment or suite where alcohol is permitted may contain no more than four cases (30 pack or less) of beer or its alcohol equivalent; each four-person apartment where alcohol is permitted may contain no more than two and two thirds cases (30 packs or less) of beer or its alcoholic equivalent; and each two or three-person apartment where alcohol is permitted may contain no more than two cases (30 packs or less) of beer or its alcoholic equivalent.
10. Alcoholic beverages and/or alcoholic beverage containers are prohibited from all residence hall rooms and all other public areas of the University.
11. Any gathering is prohibited (however large or small) where: a) any violation of the student conduct code occurs, including but not limited to where guest(s) under the age of twenty-one (21) are present; and b) the gathering promotes the binge consumption of alcohol and/or encourages alcohol consumption, such as through drinking games.
12. Open containers of alcoholic beverages (seal broken) are prohibited from all public areas of the University.
13. The manufacturing of any alcoholic beverage is prohibited.
14. Alcoholic beverages shall not be for sale by anyone not licensed by the appropriate authority and shall not be done on campus without authorization from the University.
15. The promotion of and/or solicitation for any event or activity (wherever held) at which alcohol is to be served or made available for consumption and that is not sponsored by the University is strictly prohibited and will be considered a major violation on this policy. Prohibited conduct includes, but is not limited to, the advertisement or other promotion of events at authorized alcohol area establishments when such advertisement or promotion takes place on the University's campus or by means of the University's network (including use of its network for e-mail or any web-based communication), selling or distributing tickets on the University's campus) for any such event, and participation in arranging group transportation for any such

event.

## B. ALCOHOL ENFORCEMENT/SANCTIONS

1. Students over the age of twenty-one (21) who choose to consume alcoholic beverages are responsible for their actions and should such behavior detract from the health, safety, property, and educational interests of all members of the University community will be held accountable through the sanctions process. Students are also responsible for making their guests aware of the alcohol policy and may be held accountable for any inappropriate actions of their guests.
2. All violators of these regulations will be brought before the student conduct system for disposition of their cases and shall be subject to the following sanctions:

First Offense: Ten (10) hours of participation in community events or a work project and completion of University substance education classes. A \$100 service fee for these classes will be assessed and made payable within thirty (30) days of a university student conduct procedure decision. Additional sanctions may be given for large amounts of alcohol or disorderly conduct. Individual exceptions regarding the modification of attendance at substance education classes will be based solely on academic reasons.

Second Offense: Suspension from University housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after their suspension is complete.

Third Offense: Suspension from the University for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any

recommended follow-up treatment.

**Major Offenses:** The following violations are considered major offenses and shall meet minimally with an immediate suspension from housing for one (1) full academic semester or more.

- a. The possession or use of alcoholic beverage Containers, kegs, or the functional equivalent (whether full, partially full, or empty) as well as any container(s) that indicate the probability of common source drinking of alcoholic beverages or bar service (whether full, partially full, or empty).
  - b. The delivery, gratuitously or for sale, of alcoholic beverages to a person under the age of twenty-one (21).
  - c. The promotion or solicitation of any alcohol related activity that is not sponsored by the University.
3. Additional information regarding the operation and effect of sanctions includes the following:
- a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
  - b. Subsequent violations of the alcohol portions of this policy and/or drug portions of this policy referenced in detail below, in any combination whether both alcohol, drug, or any combination of the two within a period of twelve (12) months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve (12) month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.

- c. More than four (4) alcohol and/or drug violations or any combination thereof over the course of a student's University career will result in a Limited Expulsion. Limited Expulsion is defined as a removal from the University. Review for readmittance will be granted only after expiration of two calendar years from the time of removal.

## C. GROUP FUNCTIONS

Permission for the use of alcoholic beverages for student group functions on University property or at University related events shall be obtained from the Vice President, Enrollment Management and Student Affairs (their designee) acting on the recommendation of the University Special Events Alcoholic Beverage Review Board. These procedures can be found in the Office of the Vice President, Enrollment Management and Student Affairs.

## POLICY – OTHER DRUGS

### A. DRUG PARAPHERNALIA

1. The use or possession of drug paraphernalia (all equipment, products, devices and materials of any kind that may be used to plan, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance) on the University's campus is strictly prohibited. Any student found in possession of drug paraphernalia and found responsible for such possession shall be placed on University probation for one (1) academic year and shall complete ten (10) hours of participation in community events or a work project and University substance education classes and pay the service fee of \$100 for these classes within thirty (30) days of a University student conduct procedure decision.
2. A student found responsible for a second offense during their University career shall be subject to University housing suspension for one (1) full academic semester or more and completion of a counseling evaluation and any recommended

follow-up treatment.

3. A student found responsible for a third offense during their University career shall be subject to University suspension for one (1) full academic semester or more. Prior to returning to University housing and/or university, the student must provide verification of completion of a counseling evaluation and any recommended follow-up treatment. NOTE: Drug paraphernalia which contains matter that tests positive for an illicit substance may constitute possession (see section C below).

## B. MARIJUANA USE OR POSSESSION

1. As marijuana is not allowed to be possessed or used under Federal law, the use and/or possession of marijuana, including marijuana prescribed for medical purposes, on any University property, owned or leased, is prohibited. Any student found responsible for use or possession of marijuana shall be subject to the following sanctions:

### First Offense:

Ten (10) hours of participation in community events or a work project and completion of University substance education classes. A \$100 service fee will be assessed and made payable within thirty (30) days of a college student conduct procedure decision. Additional sanctions may be given for large amounts of marijuana. Individual exceptions regarding the modification of attendance at substance education classes will be based solely on academic reasons.

Completion of a counseling evaluation within sixty (60) days of a student conduct procedure decision is also required.

### Second Offense:

Any student found responsible for a second offense shall be suspended from housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from

housing will be able to return to campus to live after their suspension is complete.

Third Offense:

Suspension from University for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment.

2. Additional information regarding the operation and effect of sanctions includes the following:
  - a. Failure of a student to follow through with a sanction will result in the automatic elevation of the sanction to the next level after the failure is proven through due process procedures published in the student conduct code.
  - b. Subsequent violations of the alcohol and/or marijuana portions of this policy in any combination whether both alcohol, both marijuana, or any combination of the two within a period of twelve (12) months will result in progression to the next level of sanction. Unless indicated by other provisions in this policy, once a twelve (12) month period has expired, the next violation shall meet with first level sanctions with an additional sanction of five (5) consecutive weekends of suspension from the University campus.
  - c. More than four (4) alcohol and /or marijuana violations or any combination over the course of a student's University career will result in a Limited Expulsion from the University.
  - d. Students who are held accountable for use of marijuana in the residence halls may also be subject to additional sanctions for violations of the University's Residence Hall Policy and Smoke, Tobacco and Marijuana Free Policy.

## C. OTHER DRUG USE OR POSSESSION

1. Any student found in possession of marijuana, an illegal drug substance in any amount, no matter how minimal the amount, or prescription medication without a prescription, or found to be using such marijuana, illicit drug substances, or inappropriate use of prescription drugs and found responsible of such possession or use shall (this applies only to first-time offenders) be suspended from housing for one (1) academic semester or more with readmission to occur after verification of completion of a counseling evaluation and any recommended follow-up treatment. In addition, the student will complete ten (10) hours of participation in community events or a work project and University substance education classes and be assessed a \$100.00 service fee for these classes made payable within (30) days of a University disciplinary procedure decision.
2. Any student found responsible for a second offense of possession or use of marijuana, an illegal drug substance, or inappropriate use of prescription drugs during their University career shall be suspended from the University for one (1) academic year or more with the possibility of returning to the University pending completion of a counseling evaluation and any recommended follow-up treatment, and by the decision of the Vice President, Student Affairs with no right of return after a third offense.

## D. POSSESSION WITH INTENT TO SELL OR DISTRIBUTE

1. Any student found responsible for possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance will be expelled from the University with no right of return.
2. Evidence indicating possession with intent to sell or distribute any prescription drugs, marijuana or any illegal substance may include, but not limited to, possession of a large amount of prescription drugs, marijuana or any illegal substance, and/or possession of any amount of prescription drugs, marijuana or any illegal substance combined with other evidence indicating intent to sell or distribute such as weighing devices, cash boxes,

bank rolls/large sums of money, cultivating equipment, chemicals used in the manufacture of illicit substances, plastic bags or other quantifying devices.

## E. DRUG SALE OR DISTRIBUTION

Any student found responsible for the sale or distribution of prescription drugs, marijuana or any illegal substances on the Westfield State University campus will immediately be expelled from the University with no right of return.

## F. SMOKE, TOBACCO AND MARIJUANA FREE CAMPUS

1. Smoking and/or the use of tobacco and/or marijuana products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of tobacco cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage.
2. Smoking and/or the use of tobacco and/or marijuana products in University owned or leased vehicles is prohibited. Smoking and/or the use of tobacco and/or marijuana products is also prohibited in personal vehicles when those vehicles are on University property.
3. The use of edibles, THC pills and vaporizer devices including, but not limited to, hookah pens, marijuana pens and e-cigarettes is prohibited on all University property or University leased property as described in #1 above.
4. All campus constituents have a collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of policy compliance. Individuals observed smoking and/or using tobacco or marijuana in any form in violation of this policy, are to be reminded, in a professional and courteous manner, of the University policy.
5. Students in violation of this policy shall be referred to the University student conduct system for disciplinary proceedings for repeated

offenses. Employees in repeat violation of this policy will be referred to Human Resources.

6. To assist those who wish to stop their personal use of tobacco and/or products, the Human Resources Department, the Health Services Department, the Counseling Center and the Employee Assistance Program (EAP) can direct employees and students to tobacco cessation programs which the University might provide.
7. Any questions regarding the interpretation of this Policy rest within the authority of the Vice President, Enrollment Management and Student Affairs (for students) and the Associate Vice President for Human Resources, Title IX and Equal Opportunity (for employees).

## **POLICY – ALCOHOL AND DRUG GUIDELINES**

### **A. ADDITIONAL GUIDELINES**

1. Consistent with the Family Educational Rights and Privacy Act, the University will notify the parent or legal guardian of students under twenty-one (21) years of age each time they have been found responsible for University alcohol and/or other drug policy violations. The University shall exercise discretion not to notify parents/guardians based on documented evidence of an abusive family situation.
2. For the purpose of this policy, the University's "campus" is defined as all buildings (owned, leased, or operated by the University) and all surrounding outdoor property (owned, leased, or operated by the University), including but not limited to parking lots, grass, sidewalks, and forested land.
3. Intoxicated persons shall be subject to police intervention including protective custody, arrest, or other appropriate action. All costs for providing required monitors for intoxicated students and/or their guests will be billed to the student.
4. In any situation that the University deems to be an emergency, such as a situation where a student is arrested, placed in protective custody, or transported to a medical facility due to

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incidents related to alcohol and/or drug consumption, the University may notify a parent/legal guardian/emergency contact or other persons.

5. In the event that a student is suspended from University housing or from the University for any disciplinary infraction(s), including but not limited to, alcohol or other drug infractions, no refund will be given to the student, for any University fees or tuition, unless otherwise specified by federal law, state law, or University policy.
6. In the event that University staff deems a resident to be intoxicated, the student may be asked to return to his/her room, may be asked not to leave the residence hall, may be escorted to another hall in which he/she resides, or may be given other appropriate instructions. Failure to comply with legitimate staff requests/ instructions shall result in student conduct action.
7. Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the University staff whenever there exists reasonable suspicion that the container is being used to bring onto campus any alcoholic beverage or other material in violation of University policy.
8. The following chart outlines sample alcoholic equivalents of one case (30 pack) of beer:

## UNITS OF MEASURE

<b>TYPE OF ALCOHOL</b>	<b>Ounces</b>	<b>Quarts</b>	<b>Liters</b>
100 proof	30	1	1
80 proof	36	1	1
40 proof	72	2	2
Wine			3.75 liters or 5 bottles at 750 ml

## **POLICY AMNESTY**

The University recognizes that there may be alcohol or drug-related medical emergencies or other safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The University encourages students to seek emergency medical assistance when faced with an alcohol or drug-related emergency and in any situation where a reasonable person believes medical treatment to be appropriate. When a student aids an intoxicated or impaired individual by contacting the Westfield State University Police Department or the Department of Residential Life, it is up to the discretion of the Dean of Students, or designee to determine if any involved parties, Student Organizations or Unrecognized Student Organizations will be subject to disciplinary action. University officials may elect not to pursue disciplinary proceedings against a student who, in good faith, reports, witnesses, or possesses personal knowledge of others who are incapacitated due to alcohol or other drug use. This does not preclude disciplinary action regarding other violations of university standards such as causing or threatening physical harm, damage to property, harassment, hazing, or violations of the Title IX Sexual Harassment Policy. Students who are transported to a local hospital, placed in protective custody, or evaluated as a result of the abuse of alcohol or other drugs will be contacted by a University official to meet to discuss the incident.

## **REVIEW**

The responsibility for the formation of future Alcohol and Other Drug Policies and for annual review of existing policies shall rest with the Substance Abuse Advisory Committee and the Vice President, Enrollment Management and Student Affairs, whose recommendations shall be forwarded to the Student Government Association for consultation, and to the University President for review and implementation. All matters involving student personnel policies, including the Alcohol and Other Drug Policy, rest in the ultimate authority of the President and the Board of Trustees of the University.

Dissemination of this policy shall include inclusion in the Student Handbook, the University Catalog, and other appropriate publications, discussion at all orientations of new and transfer students, and regular review and dissemination by Residential Life and Student Affairs staff.



## Board of Trustees

June 13, 2023

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To approve the changes to the Involuntary Medical Withdrawal of Student for Physical or Mental Health Reasons Policy (4060), as presented and to approve the change of the policy's name to Administrative Medical Leave of Absence (4060).

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Robert A. Martin, Ph.D., Chair

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Date

## ~~INVOLUNTARY MEDICAL WITHDRAWAL OF STUDENTS FOR PHYSICAL OR MENTAL HEALTH REASONS~~

### ~~PURPOSE~~

~~The purpose of this policy is to describe the University's authority to initiate a student's involuntary medical withdrawal from the University in certain extraordinary physical/mental health situations that have the potential for harm to the student or others. As a general rule, the policies and procedures articulated in the Student Conduct Regulations are the preferred method for addressing student behavior. However, the University recognizes that in some instances involving underlying medical and mental health issues, the University can more appropriately require a medical withdrawal in order to act in the best interest of the University and/or the student.~~

### ~~POLICY~~

#### ~~SECTION A—Standards for Involuntary Administrative Action or Withdrawal~~

- ~~1. A student will be subject to involuntary leave, withdrawal, or other administrative action including, but not limited to, a removal from University housing or the University, a modified enrollment or campus restrictions if it is determined, by credible and persuasive information, that the student is experiencing a physical or mental health disorder and as a result of the physical or mental health disorder behaves, or threatens to behave, in a manner which would:~~
  - ~~• Pose a danger of causing physical harm to self or others; or~~
  - ~~• Cause significant disruption to the academic or University-related activities of others; or~~
  - ~~• Render the student unable to live independently in University owned or leased housing or unable to provide for their own health and welfare; or~~
  - ~~• Render the student unable to perform the essential functions of an educational program without requiring unreasonable modification of the program.~~

## ~~SECTION B – Referral for Evaluation~~

- ~~1. Whenever the University believes that a student may be suffering from a mental or medical disorder condition of the kind described in Section A, the Dean of Students/designee shall refer such student for evaluation by a physician (in the case of a medical disorder) or by a psychologist or psychiatrist (in the case of a mental health disorder). The student will be required to sign necessary releases to permit communication between the attending professional medical and/or mental health providers and the University. Depending on the situation, University officials communicating with these off-campus providers may include professionals within the University Counseling Center, Health Services, Student Affairs Dean of Student's Office, Residential Life or Academic Affairs offices.~~
- ~~2. Any student referred for evaluation in accordance with this Section B shall be so informed in writing and shall be given a copy of this policy. The evaluation must be completed within five (5) business days from the date of the referral letter or as soon thereafter as is practicable, unless an extension is granted in writing by the Dean of Students/designee.~~
- ~~3. If, upon completion of such evaluation, it is determined that the student does not meet the criteria set forth in Section A, no further proceedings shall be conducted pursuant to policy in connection with the circumstance or event that led to the referral. In every other case, the Dean of Students /designee shall initiate a hearing, pursuant to this policy, to make decisions relative to an involuntary withdrawal.~~
- ~~4. A student who fails or refuses to participate in or to complete an evaluation for which he or she has been referred in accordance with this Section B may be made subject to an interim administrative health leave or other administrative action in accordance with the provisions of Section D below.~~

## ~~SECTION C – Hearing Procedures~~

- ~~1. Any student who is subject to an involuntary leave, withdrawal or administrative action and who has been referred for an evaluation in accordance with the provisions of Section B, shall be accorded a hearing within five (5) school days after such evaluation has been completed.~~
- ~~2. The hearing shall be informal and shall be conducted in accordance with the following guidelines:~~

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- ~~a. The student will be informed in writing of the time, date and location of the informal hearing.~~
  - ~~b. The entire case file, including an evaluation prepared pursuant to Section B of this policy and all other relevant reports and documents, will be available for inspection by the student in the Dean of Students' Office during normal business hours. The file need not include the personal notes of any institutional official or participant in the evaluation process that are not a part of the University's own records. Copies of any documents contained in the file shall be provided, upon his or her request, to the student.~~
  - ~~c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean of Students/designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.~~
  - ~~d. The student shall have the right to be assisted and counseled by a person of his/her choice. This person may be present at the hearing to advise and counsel, but may not represent the student in the proceedings.~~
  - ~~e. The student will be given reasonable time to ask relevant questions of any information provided at the informal hearing, as well as to present relevant information to the Dean of Student/designee.~~
  - ~~f. The hearing may be conducted in the absence of a student who fails to appear after proper notice.~~
  - ~~g. The Dean of Students/designee may permit a University official, and the health professional who prepared the evaluation, to appear at the hearing and to present evidence in support of any recommendation for involuntary administrative action or withdrawal. This provision may be invoked in factually complicated cases when reliance upon a written evaluation may not be sufficient.~~
- ~~3. The Dean of Students/designee shall render a decision relative to whether the student should or should not have imposed upon him or her an involuntary administrative action or involuntary withdrawal from the University. The Dean/designee shall decide that a student should be subject to such action or such withdrawal only upon a determination, based on credible and persuasive~~

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~~information that one or more of the conditions described in Section A have been shown to exist.~~

~~4. If the Dean of Students/designee decides that the student should be subject to such action or such withdrawal, he or she they shall set forth his or her their findings of fact and the reasons on which his or her their decision is based. In the case of an involuntary withdrawal, he or she they shall also state the date after which a request for re-admission will be considered and any conditions that must be fulfilled before any such request will be considered. In most cases, at least one full academic semester must have passed from the time of the withdrawal before the student is eligible to re-enroll and return to campus. The decision of the Dean of Students/designee shall be transmitted to the student.~~

~~—The decision of the Dean of Students/designee shall be final and conclusive and not subject to appeal.~~

## ~~SECTION D – Interim Health Leave or Administrative Action~~

~~1. In the event that a student is transported for an emergency crisis evaluation, either voluntarily or involuntarily, a meeting with the Dean of Students/designee must occur prior to the student's return to campus. The purpose of this meeting will be to provide follow-up support and determine if further evaluation pursuant to Section B of this policy is needed.~~

~~2. An interim administrative health leave or other interim administrative action may be implemented immediately for the reasons set forth in Section B4, or whenever the Vice President or the Dean of Students/designee reasonably determines that a student may be suffering from a mental or medical disorder condition of the kind described in Section A and that such disorder poses a danger to person's or property.~~

~~3. The University may immediately place a student on administrative leave on an interim basis, provided that a preliminary hearing before the Dean of Student/designee be accorded prior to the interim administrative leave, unless unreasonably difficult to do so, and provided that a full hearing to determine involuntary medical leave or withdrawal be conducted in accordance with Section C of this Policy as promptly as permits and no later than ten (10) school days of such interim administrative action.~~

## ~~SECTION E – Other Provisions~~

~~1. When a student withdraws from the University for medical or mental health reasons, either voluntarily or involuntarily, the withdrawal will remain in effect~~

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~~until such time as the student formally requests to be reinstated to the University, and presents evidence that the issues that prompted the withdrawal have been treated and will no longer jeopardize the health and safety of the student or the University community.~~

- ~~2. The Dean of Students/designee in considering an application for re-admission following such withdrawal, may request documentation from appropriate medical or mental health personnel to substantiate the student's readiness to return to active study at the University. As appropriate, the Dean of Students/designee may provide the student with written conditions (e.g., compliance with medical/mental health treatment recommendations) to be met for continued attendance.~~
- ~~3. When a student is medically withdrawn from the University, either involuntarily or voluntarily, the student may receive a withdrawal without academic penalty (no failing grades will be assigned) from the current semester. A notation of "W" will be placed on the transcript and the student will only be eligible for refund if they meet the requirements of the normal Withdrawal Refund Policy Schedule as established by the Office of Student Accounts.~~
- ~~4. Any student may waive his/her their rights hereunder, including the student's right to a hearing. The Dean of Students/designee may accept a student's waiver of hearing for the purpose of resolution by agreement to voluntary leave, withdrawal or other action.~~

## ~~SECTION F – Interpretation of Policy~~

~~Any questions regarding interpretation of this policy shall rest within the authority of the Vice President, Student Affairs Student Enrollment, Engagement and Development for final determination. Any reasonable deviation from these procedures as determined by the Vice President, Student Affairs Student Enrollment, Engagement and Development will not invalidate a decision or proceeding unless significant prejudice to a student may result.~~

## **REVIEW**

~~This policy shall be reviewed annually by the Office of the Vice President for Student Affairs Student Enrollment, Engagement and Development.~~

## Administrative Medical Leave of Absence

### Purpose

The purpose of this policy is to describe the University's ability to initiate a student's involuntary withdrawal from the University ~~in~~for certain extraordinary physical or mental health reasons ~~when the student has potential for harm to self or others~~. As a rule, the policies and procedures stated in the Student Conduct Regulations are the preferred method for addressing student behavior. ~~Still,~~ ~~the~~ University also recognizes in some instances involving underlying medical and mental health issues, ~~requires~~ the University ~~is in a better position~~ to take more appropriate actions ~~s~~ in the best interest of the student and/or the University.

The University may require a student to take a mandatory administrative leave of absence in the event the student has an illness, condition or behavior that poses a direct threat to the health and safety of the student ~~and/or the~~ campus community. This policy attempts to address the difficulties with a humanistic approach by mandating an interim leave of absence and psychological evaluation with due process rather than dealing with the challenging behavior from a strictly disciplinary approach and/or dismissing the student from the University.

### Standards

A student can be placed on mandatory administrative leave of absence from Westfield State University or from the University Residence Halls, if it is determined that the student ~~as the result of an extraordinary physical or mental health situation:~~

- ~~is~~Poses an imminent danger to self or others;
- ~~or has engaged~~Engages in or threatenes to engage in ~~or~~directly and substantially impedeing the lawful activities of others,
- ~~Causes significant disruption to the academic or University-related activities of others;~~
- ~~L~~acks the capacity to respond to pending disciplinary charges or did not know the nature of wrongfulness of the conduct at the time of the offense; ~~or~~
- ~~Renders the student unable to live independently in University owned or leased housing or unable to provide their own health and welfare.~~

These standards do not preclude removal from the ~~u~~University, or residence hall, in accordance with provisions of the residence hall room and board license, or other Westfield State rules and regulations.

The student will be expected to meet with the Dean of Students (or ~~their~~ designee) and will be informed in writing of the administrative leave of absence. During an administrative leave of absence, the student will only be permitted on ~~u~~University property when approved, in writing, by the Dean of Students (or designee).

~~When a student is medically withdrawn from the University, either involuntarily or voluntarily, the student may receive a withdrawal without academic penalty (no failing grades will be assigned) from the current semester. A notation of "W" will be placed on the transcript and the student will only be eligible for refund if they meet the requirements of the normal Withdrawal Refund Policy Schedule as established by the Office of Student Accounts.~~

### Administrative Leave of Absence Hearing Procedures

1. Any student who is subject to an involuntary leave, withdrawal or administrative action shall be accorded a hearing.

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~~1-2.~~ Any student may waive their rights hereunder, including the student's right to a hearing. The Dean of Students/designee may accept a student's waiver of hearing for the purpose of resolution by agreement to voluntary leave, withdrawal or other action.

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~~2-3.~~ The hearing shall be informal and shall be conducted in accordance with the following guidelines:

- a. The student will be informed in writing of the time, date and location of the informal hearing.
- b. The case file and all other relevant reports and documents (i.e discharge paperwork, personal medical provider recommendations, etc.) will be available for examination by the student in the Dean of Students' Office during normal business hours. The file need not include the personal notes of any institutional official or participant in the evaluation process that are not a part of the University's own records. Copies of any documents contained in the file shall be provided, upon his or her request, to the student.
- c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean of Students/designee shall exercise active control over the informal hearing. Any person who disrupts the proceedings may be excluded.
- d. The student shall have the right to be assisted and counseled by a person of his/her choice. This person may be present at the hearing to advise and counsel the student, but may not represent the student in the proceedings: unless the student is physically incapable of speaking on their own behalf.
- e. The student will be given reasonable time to ask relevant questions of any information provided at the informal hearing, as well as to present relevant information to the Dean of Student/designee.
- f. The hearing may be conducted in the absence of a student who fails to appear after proper notice.
- g. The Dean of Students/designee may permit a University official, and the health professional who prepared the evaluation, to appear at the hearing and to present evidence in support of any recommendation for involuntary administrative action or withdrawal. This provision may be invoked in factually complicated cases when reliance upon a written evaluation may not be sufficient.

**Commented [NU1]:** This proposed leave policy removes all reference to a referral for evaluation? What is the motivation for removing this step in the process?

~~3-4.~~ The Dean of Students/designee shall render a decision relative to whether the student should or should not have imposed upon him or her/them an involuntary administrative action or involuntary withdrawal from the University. The Dean of Students/ designee shall decide that a student should be subject to such action or such withdrawal only upon a determination, based on credible and persuasive information that one or more of conditions have the standards listed above been shown to exist.

~~4-5.~~ If the Dean of Students/designee decides that the student should be subject to such action or such withdrawal, he or she shall set forth his or her/their findings of fact and the reasons on which his or her/their decision is based. In the case of an involuntary withdrawal, he or she/they shall also state the date after which a request for re-admission will be considered and any conditions that must be fulfilled before any such request will be considered. In most cases, at least one (1) full academic semester must have passed from the time of the withdrawal before the student is eligible to re-enroll and return to campus. The decision of the Dean of Students/designee shall be transmitted to the student.

#### **Administrative Leave of Absence ~~Hearing~~ Appeal Procedures**

~~If the student is aggrieved by the decision of the Dean of Students/designee, they~~ Students may appeal ~~said the Dean of Student's/designee's~~ decision by filing an appeal within (5) business days of the date of the decision to the Dean of Students Office. Upon timely receipt of the appeal, the Dean of Students/designee shall submit written statements from the ~~aggrieved~~ student and the Dean of Students/designee and any other

supporting documentation to the appellate body for review. The appellate ~~I shall be reviewed by a~~ body shall consist of that includes members of the Student Conduct Board. Within seventy-two (72) hours of receiving the appeal, the appellate body shall issue a written decision to the student in which it will uphold or deny the decision. All appellate decisions are final. Until a final decision has been rendered by the appellate board, the original decision remains in place.

### **Re-Admittance Procedures**

In order to return to the University from an administrative leave of absence, a student may be required to:

1. Meet with the Dean of Students (or designee). The Dean of Students/designee in considering an application for re-admission following such withdrawal, may request documentation from appropriate medical or mental health personnel to substantiate the student's readiness to return to active study at the University. As appropriate, the Dean of Students/designee may provide the student with written conditions (e.g., compliance with medical/mental health treatment recommendations) to be met for continued attendance.
2. Meet with a member of the Counseling staff (if leave was due to a mental health issue).
3. Provide written consent for appropriate consultation among ~~u~~University offices and off-campus providers.
4. Contact Department of Residential Life to discuss on-campus opportunities after approval from the Dean of Students (or designee).

The Dean of Students will inform the student in writing of the approval or denial to return to the University and to return to uUniversity housing, if requested.

### **Interpretation of Policy**

Any questions regarding interpretation of this policy shall rest within the authority of the Vice President, Student Enrollment, Engagement and Development for final determination. Any reasonable deviation from these procedures as determined by the Vice President, Student Enrollment, Engagement and Development will not invalidate a decision or proceeding unless significant prejudice to a student may result.

## Administrative Medical Leave of Absence

### Purpose

The purpose of this policy is to describe the University's ability to initiate a student's involuntary withdrawal from the University for certain extraordinary physical or mental health reasons. As a rule, the policies and procedures stated in the Student Conduct Regulations are the preferred method for addressing student behavior. Still, the University also recognizes in some instances involving underlying medical and mental health issues, the University is in a better position to take more appropriate actions in the best interest of the student and/or the University.

The University may require a student to take a mandatory administrative leave of absence in the event the student has an illness, condition or behavior that poses a direct threat to the health and safety of the student and/or the campus community. This policy attempts to address the difficulties with a humanistic approach by mandating an interim leave of absence and psychological evaluation with due process rather than dealing with the challenging behavior from a strictly disciplinary approach and/or dismissing the student from the University.

### Standards

A student can be placed on mandatory administrative leave of absence from Westfield State University or from the University Residence Halls, if it is determined that the student as the result of an extraordinary physical or mental health situation:

- Poses an imminent danger to self or others;
- Engages in or threatens to engage in directly and substantially impeding the lawful activities of others,
- Causes significant disruption to the academic or University-related activities of others;
- Lacks the capacity to respond to pending disciplinary charges or did not know the nature of wrongfulness of the conduct at the time of the offense; or
- Renders the student unable to live independently in University owned or leased housing or unable to provide their own health and welfare.

These standards do not preclude removal from the University, or residence hall, in accordance with provisions of the residence hall room and board license, or other Westfield State rules and regulations.

The student will be expected to meet with the Dean of Students (or their designee) and will be informed in writing of the administrative leave of absence. During an administrative leave of absence, the student will only be permitted on University property when approved, in writing, by the Dean of Students (or designee).

When a student is medically withdrawn from the University, either involuntarily or voluntarily, the student may receive a withdrawal without academic penalty (no failing

grades will be assigned) from the current semester. A notation of "W" will be placed on the transcript and the student will only be eligible for refund if they meet the requirements of the normal Withdrawal Refund Policy Schedule as established by the Office of Student Accounts.

## **Administrative Leave of Absence Hearing Procedures**

1. Any student who is subject to an involuntary leave, withdrawal or administrative action shall be accorded a hearing.
2. Any student may waive their rights hereunder, including the student's right to a hearing. The Dean of Students/designee may accept a student's waiver of hearing for the purpose of resolution by agreement to voluntary leave, withdrawal or other action.
3. The hearing shall be informal and shall be conducted in accordance with the following guidelines:
  - a. The student will be informed in writing of the time, date and location of the informal hearing.
  - b. The case file and all other relevant reports and documents (i.e. discharge paperwork, personal medical provider recommendations, etc.) will be available for examination by the student in the Dean of Students' Office during normal business hours. The file need not include the personal notes that are not a part of the University's own records. Copies of any documents contained in the file shall be provided, upon his or her request, to the student.
  - c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean of Students/designee shall exercise active control over the informal hearing. Any person who disrupts the proceedings may be excluded.
  - d. The student shall have the right to be assisted and counseled by a person of his/her choice. This person may be present at the hearing to advise and counsel the student, but may not represent the student in the proceedings; unless the student is physically incapable of speaking on their own behalf.
  - e. The student will be given reasonable time to ask relevant questions of any information provided at the informal hearing, as well as to present relevant information to the Dean of Student/designee.
  - f. The hearing may be conducted in the absence of a student who fails to appear after proper notice.
  - g. The Dean of Students/designee may permit a University official, and the health professional who prepared the evaluation, to appear at the hearing and to present evidence in support of any recommendation for involuntary administrative action or withdrawal. This provision may be invoked in factually complicated cases when reliance upon a written evaluation may not be sufficient.
4. The Dean of Students/designee shall render a decision relative to whether the student should or should not have imposed upon them an involuntary administrative action or involuntary withdrawal from the University. The Dean

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of Students/ designee shall decide that a student should be subject to such action or such withdrawal only upon a determination, based on credible and persuasive information that one or more of the standards listed above been shown to exist.

5. If the Dean of Students/designee decides that the student should be subject to such action or such withdrawal, he or she shall set forth their findings of fact and the reasons on which their decision is based. In the case of an involuntary withdrawal, they shall also state the date after which a request for re-admission will be considered and any conditions that must be fulfilled before any such request will be considered. In most cases, at least one (1) full academic semester must have passed from the time of the withdrawal before the student is eligible to re-enroll and return to campus. The decision of the Dean of Students/designee shall be transmitted to the student.

## **Administrative Leave of Absence Appeal Procedures**

Students may appeal the Dean of Student's/designee's decision by filing an appeal within (5) business days of the date of the decision to the Dean of Students Office. Upon timely receipt of the appeal, the Dean of Students/designee shall submit written statements from the student and the Dean of Students/designee and any other supporting documentation to the appellate body for review. The appellate body shall consist of members of the Student Conduct Board. Within seventy-two (72) hours of receiving the appeal, the appellate body shall issue a written decision to the student in which it will uphold or deny the decision. All appellate decisions are final. Until a final decision has been rendered by the appellate board, the original decision remains in place.

## **Re-Admittance Procedures**

In order to return to the University from an administrative leave of absence, a student may be required to:

1. Meet with the Dean of Students (or designee). The Dean of Students/designee in considering an application for re-admission following such withdrawal, may request documentation from appropriate medical or mental health personnel to substantiate the student's readiness to return to active study at the University. As appropriate, the Dean of Students/designee may provide the student with written conditions (e.g., compliance with medical/mental health treatment recommendations) to be met for continued attendance.
2. Meet with a member of the Counseling staff (if leave was due to a mental health issue).
3. Provide written consent for appropriate consultation among University offices and off-campus providers.
4. Contact Department of Residential Life to discuss on-campus opportunities after approval from the Dean of Students (or designee).

The Dean of Students will inform the student in writing of the approval or denial to return to the University and to return to University housing, if requested.

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## **Interpretation of Policy**

Any questions regarding interpretation of this policy shall rest within the authority of the Vice President, Student Enrollment, Engagement and Development for final determination. Any reasonable deviation from these procedures as determined by the Vice President, Student Enrollment, Engagement and Development will not invalidate a decision or proceeding unless significant prejudice to a student may result.



## **Board of Trustees**

June 13, 2023

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### **MOTION**

To approve and adopt the Westfield State University Board of Trustees Enrollment Management and Student Affairs Committee Charter, as presented.

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Robert A. Martin, Ph.D., Chair

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Date



**BOARD OF TRUSTEES  
ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS  
COMMITTEE CHARTER**

**I. Mission**

The Enrollment Management and Student Affairs Committee will consider and make recommendations to the President and Board of Trustees on all aspects of the life cycle of a student. From student enrollment strategies and plans, which include recruitment, admissions, and financial aid to a student's experiences on campus from orientation to graduation. This committee will have oversight of creating an integrative, **transparent**, and inclusive learning environment. Matters of general student welfare, including residential life, well-being, safety, co-curricular and student governing policies will be a focus of this group. This committee provides an opportunity for direct communication between students and members of the University's Board of Trustees.

**II. Authority and Responsibilities**

*Policies:*

Approve new policies and changes in policy regarding student financial aid, student life, student conduct code and other policies that affect the student life cycle.

*Oversight of Implementation:*

- Assure there is a current strategic enrollment plan for the University, based on academic offerings, forecasts and market trends.
- Ensure annual plans are in place for recruitment of students and the appropriate awarding of institutional financial aid.
- Focus on long-range, strategic concerns and forecasts relating to changing student demographics and needs in areas relevant to student life on campus.
- Monitor and review reports on current student needs and achievement gaps as they relate to retention of current students.
- Assist in university co-curricular strategies to support and enhance the range of services that complement and enhance the student experience consistent with

the University mission and strategies that support the out-of-classroom student experiences.

- Ensure a range of support services are available and reflective of the range of students that comprise the University community.
- Review policies and procedures affecting the student experience including programs, resources, and co-curricular experiences.
- Review and support services provided to current students and alumni for career support and search and collaborate with the Career Center to help connect our regional partners to the Center.

#### *Evaluate Performance*

The committee should be updated at least three times per year on the current enrollment numbers for all segments of the student recruitment plan and approve annually the financial aid awarding strategy.

#### *Educate the Board*

To understand the market conditions, opportunities and best practices for the recruitment of new students and the retention of matriculated students. To understand the range of services available to support student success outside of the classroom and challenges students may experience in the student life cycle.

### **III. Organization**

#### *Review of Charter*

This charter shall be reviewed and reassessed by **the Enrollment Management and Student Affairs Committee at least annually**, and any proposed changes shall be submitted to the board for approval.

#### *Membership/Structure/Quorum*

The Enrollment Management and Student Affairs Committee shall consist of at least three voting trustees, one of which is a student trustee. **The committee chair shall be appointed by the board chair.**

#### *Staff Liaison*

**The president shall designate a member of the University's senior administration to serve as a liaison to the committee.** ~~The Vice President of Enrollment Management and Student Affairs and/or the Dean of Students shall be staff to the committee.~~

#### *Meetings*

**The Enrollment Management and Student Affairs Committee shall meet in advance of each Board of Trustees meeting unless the committee chair and Board chair determine that a meeting is not necessary. A quorum of any meeting of the Enrollment Management and Student Affairs committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts open meeting laws.** ~~convene at~~

~~least three times per year. A quorum of any meeting of the committee shall consist of a majority of its voting members. Committee members may participate by teleconference.~~

*Agenda, Minutes and Reports*

The chair, in collaboration with the staff **liaison** designee, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be **provided** sent to committee members at least **five** days in advance of the meeting. Minutes for all meetings shall be drafted by the staff **liaison or** designee, reviewed by the committee chair, and approved by committee members at the following meeting. **Meeting materials will be posted on the University's website within 14 days after each committee meeting.**



## **Board of Trustees**

June 13, 2023

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### **MOTION**

To approve and adopt the Westfield State University Board of Trustees Financial Affairs and Advancement Committee Charter, as presented.

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Robert A. Martin, Ph.D., Chair

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Date



**BOARD OF TRUSTEES  
FINANCIAL AFFAIRS AND ADVANCEMENT COMMITTEE  
CHARTER**

**I. Mission**

The Financial Affairs and Advancement Committee shall oversee all of Westfield State University's (WSU) finances, including financial controls and accounting systems in a transparent manner. It shall oversee the financial, legal and ethical integrity of WSU's financial records and financial reporting processes for WSU's operating accounts, reserves, capital assets/projects and all other financial matters consistent with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Standards Board (GASB) as well as Massachusetts General Laws. In addition, it will provide advice, consent, support and advocacy for development initiatives designed to enhance WSU's short and long-term financial position. It shall seek to provide assistance to management with regard to ways of improving upon existing development activities and advocate for the provision of appropriate resources to ensure success.

**II. Authority and Responsibilities**

*Policies*

Establish, review, and update the financial, investment, fundraising and gift acceptance policies for approval by the Board.

*Oversight of Implementation*

The Committee shall review the development of annual/multi-year all funds operating budgets prepared under the direction of the University president & the Vice President for Administration & Finance and make recommendations to the Board of Trustees regarding their approval. The Committee shall review and monitor quarterly operating reports of income and expenditures and monitor compliance with WSU's investment policy. Major budget variances, significant trends or financial concerns shall be communicated to the WSU Board of Trustees in a timely manner.

The Financial Affairs and Advancement Committee shall review proposed major financial transactions that are not included within Board-approved budgets. Proposed variances with recommendations shall be submitted to the Board of Trustees for approval.

The Committee shall also make recommendations to the Board in selecting the financial advisor for University investments and shall oversee the advisor in coordination with the Investment sub-committee.

The Committee shall engage in fundraising, cultivation and recognition events and encourage fellow Board member's participation. The Committee shall highlight the impact and benefits of WSU's mission and programs to prospective donors and encourage participation in events.

The Committee has the authority to establish sub-committees and/or working groups to monitor or focus on a specific topic or activity as deemed appropriate. A committee charge, membership, duration, and outcomes will be established if/or when such working groups are established and will report back to the Financial Affairs and Advancement Committee on a regular basis.

The Vice President of Institutional Advancement also serves as the Executive Director of the Westfield State Foundation Board of Directors and as such is the liaison between the University's president and the Foundation.

#### *Evaluate Performance*

Review overall investment performance, asset allocation, and risk tolerance for short and long-term investments. It shall cause to be prepared and submitted to the Board of Trustees at least once a year an audited financial statement of WSU's financial condition.

Review the Institutional Advancement division's plans, goals and projects; monitor progress toward meeting goals outlined in the yearly Westfield State Foundation commitment letter provided each April to the University as agreed through the Memorandum of Understanding with the Westfield State Foundation, Inc.

#### *Educate the Board*

Board motions should contain enough background data to make an informed decision to properly carry out the Committee's fiduciary oversight responsibility. Further, Board materials should be sent in advance of all meetings. Adequate time should be allowed for discussion on substantive issues presented to the Committee.

The Committee shall engage with the Vice President of Institutional Advancement to educate, coach, and mentor other Board members in the "art" of identifying, cultivating and soliciting donations (as appropriate); and deepening relationships with corporate and civic leaders.

### **III. Organization**

#### *Review of Charter*

This charter shall be reviewed and reassessed by the Committee annually, and any proposed changes shall be submitted to the Board for approval.

### *Membership/Structure/Quorum*

The Committee shall consist of at least five members. The Committee chair shall be appointed by the Board chair. Committee members ideally [ideally added in meeting] should have financial/investment, business, or endowment expertise. Committee membership shall not exceed the maximum term(s) as identified in the current by laws.

### *Staff Liaison*

The president shall designate a member of the University's senior administration to serve as a liaison to the Committee.

### *Meetings*

The Committee shall meet in advance of each Board of Trustees meeting unless the Committee chair and Board chair determine that a meeting is not necessary. A quorum of any meeting of the Committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts open meeting laws.

### *Agenda, Minutes and Reports*

The chair, in collaboration with the staff liaison, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be provided to Committee members at least five days in advance of the meeting. Minutes for all meetings shall be drafted by the staff liaison or designee, reviewed by the Committee chair, and approved by Committee members at the following meeting. All meeting materials will be posted on the University's website within 14 days after each Committee meeting, to ensure transparency of Board actions and oversight of the University.



## Board of Trustees

June 13, 2023

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### MOTION

To approve the FY24 provisional operating budget as presented and to authorize the President to make budget adjustments to these funds.

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Robert A. Martin, Ph.D., Chair

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Date

**Westfield State University**  
Financial Affairs and Advancement Committee

**FY24 Provisional Operating Budget**

June 13, 2023

**OVERVIEW**

Westfield State University continues to experience declining revenues, increasing costs, and ongoing inflationary pressure. The campus now finds itself in a post-covid era where families assess affordability as a key factor in school choice and decreasing demographics as well as a shifting higher education landscape continue to be a challenge. Certain key economic factors such as inflation and a continued labor shortage have placed significant financial pressure on the campus, having the greatest impact on Facilities and Residential Life/Dining Services who more heavily rely on local labor and the delivery of goods/services. A significant factor in the provisional budget is funding the projected loss in residence life totaling \$4.7M.

Enrollment declines continue to cause a strain on tuition and fee revenue with the campus becoming more reliant on state appropriation. A critical strategy to closing the structural deficit is the Glide Path Plan, which relies on a 50/50 split for a draw on use of cash reserves, the equivalent amount of campus budget reductions, and enrollment growth. The campus has held back funding for several vacant positions to meet its \$3.3M obligation for the Glide Path Plan. The remaining structural deficit is currently projected at \$3.3M. The Glide Path Plan is entering its 2nd year while enrollment continues to decline.

While the Fair Share amendment has passed the legal hurdle, the allocation of higher education funding has now entered the political process. The campus provisional budget does not make any assumptions on potential fair share funding until the outcome of the political process is confirmed once the state budget has been approved. Changes in funding will be reflected in the October final budget.

**PROVISIONAL BUDGET PLAN FY24**

While new enrollment strategies have been implemented this year, full time undergraduate enrollment continues to decline. For instance, the campus invested \$0.2M in a yield strategy that has had an unexplainable opposite effect. The campus has also lowered its out of state cost of tuition, leveraging the proximity rate to expand out of state enrollment. However, enrollment growth is not expected within the first year. A key emphasis on innovation, enrollment strategies, and market sensitive programs is needed to improve our financial outlook.

- The FY24 Provisional Budget reflects a total remaining structural deficit of \$3.3M which is mainly driven by a \$4.7M deficit in Residential Life requiring the use of a campus transfer to ensure proper MSCBA required reserve funding. The reserve funding strategy will need to be reevaluated during the summer months to establish a multi-year reserve approach as

the campus works to resolve the deficit in Residential Life, as future losses are expected to continue.

- Grant revenue is projected to increase by approximately \$1M or 57% over last year. The campus has successfully been awarded a \$1.0M US Department of Education grant from Congressionally Directed Community Project Funds (CDCPF) in the Omnibus Appropriations Act of 2023. The US Department of Education grant will be used for a nursing and health sciences program including equipment.
- Summer conference revenue is expected to double this year over last year to \$950k. A strategic business plan will be completed this year using Innovation funds to develop the long-range plan, structure, and opportunities.
- Enrollment continues to trend downward resulting in continuation of a structural deficit. The campus is planning for enrollment of 2,960 billable students on a full year average basis, which is a reduction of 37 students (or 1.1% fewer) from the FY23 Budget of 2,997. This will have a compounding affect as smaller cohorts of incoming classes progress toward graduation. While the budget model assumed a billable student count of 2,960, current fall enrollments are tracking about 100 fewer students. An adjustment to the budget may be required prior to the October final budget.
- American Rescue Plan Act (ARPA) - State funding of \$1.6M is expected to be received by the campus and will be utilized solely for capital projects in FY24, which are the required use of those funds by law. The total ARPA Funding in FY24 including prior year funds and new funds is expected to be \$2.2M.

Financial challenges are significant in Residential Life, as expected, due to the overall enrollment impact. Occupancy is projected to be only 74%, with 1,771 students expected to live on campus, versus design occupancy of 2,397. Given that a majority of expenses in Residential Life are fixed in the form of MSCBA debt obligations, cost containment strategies are challenging for housing operations. Residential Life is currently projecting a total deficit of \$4.7M and will require an additional \$0.6M in funding from the campus operations to fully fund the projected loss and MSCBA required reserve balance, which is 5% of prior year expenses. Breakeven occupancy targets are estimated between 90% - 95%. If the campus cannot recover occupancy to its breakeven targets, strategies will be required to ensure financial sustainability and the campus will have to continue financially supporting the residential program.

- A review of Residential Debt structure is underway with the goal of refinancing or restructuring debt payments to provide short term relief; it is anticipated that decisions will be made this summer for a February 2024 bond issuance.
- The President's Innovation Fund totaling \$0.8M offered the campus an opportunity to submit ideas that support return on investment, cross-functional collaboration, and

alignment to the campus mission statement. The Innovation Fund Committee approved nearly all its preliminary \$0.3M allocation toward several key initiatives including the development of a plan for expanding summer conferences, developing a center for data analytics, investment in the Westfield Emerging Leaders Academy, the purchase of a laser cutter, and several other initiatives. The remaining unallocated balance will be rolled into FY24 for the President's Initiatives.

- Dining Services participation rates follow enrollment and occupancy levels. Currently, it is expected to contribute \$1.1M to the campus to support their overhead costs. Unlike residential life, dining expenses are more variable and based on staffing and food costs.
- CGCE has merged some administrative positions with the Day Division as part of the however, for planning purposes, the FY24 Provisional Budget assumes steady state in alignment with fiscal treatment as in previous years, since the merge of financials has not been completed. Revenue is expected to be flat year over year at \$12.1M. It is assumed that CGCE will contribute \$2.75M to the campus, in support of overhead costs.

### **FY24 BUDGET BALANCING STRATEGY**

The campus reduced funding for several budgeted positions to meet its 50% portion of the \$6.5M structural deficit, with an additional \$3.2M funded from reserves. The structural deficit projection will be updated once more accurate enrollment and state appropriation amounts are known.

### **SUMMARY**

The FY24 Provisional Budget was developed in order to support critical operations and opportunities, as several critical planning elements still remain uncertain. Key revenue indicators such as enrollment and state appropriation will be better known as we approach the fall, at which time the campus will develop a final budget in October. The campus continues to carefully evaluate the balance between affordability, enrollment, and strategic investments while striving to balance the budget, however, the sharp and continued declines in enrollment continue to present a significant financial challenge for the campus.

At the mid-point of FY24, an evaluation of the Glide Path Strategy should be conducted to determine if adequate progress has been made halfway through the three-year plan. A mid-course adjustment may be needed, or alternative strategies developed to ensure fiscal sustainability.

**Westfield State University**  
**FY24 Provisional Budget**

6/5/2023

				Year over Year Comparison	
	FY22 Final Budget	FY23 October Budget	FY24 Provisional Budget	\$ Fav / (Unfav)	% Fav/(Unfav)
<b>Revenue:</b>					
State Appropriation	31,988,905	35,404,926	36,404,926	1,000,000	3%
Total Tuition/Fee Revenue	36,100,094	34,813,216	34,912,758	99,543	0%
Foundation	839,000	1,065,500	1,195,500	130,000	12%
Grant Revenue	1,535,937	1,678,737	2,632,937	954,200	57%
Other Revenue	2,645,783	2,869,509	3,498,062	628,553	22%
CGCE	12,024,757	12,140,783	12,140,783	-	0%
Residential Life	14,659,945	15,477,267	15,205,342	(271,925)	(2%)
Dining Services	8,799,412	9,303,938	9,644,916	340,978	4%
Grants: HEERF/ARPA	3,667,966	1,908,352	2,212,072	303,720	16%
<b>Total Revenue</b>	<b>\$ 112,261,799</b>	<b>\$ 114,662,227</b>	<b>\$ 117,847,297</b>	<b>\$ 3,185,069</b>	<b>3%</b>
<b>Expense:</b>					
Compensation	43,040,061	44,804,892	43,345,409	1,459,483	3%
Fringe	5,043,794	4,682,228	4,078,940	603,289	13%
Department Operations	14,542,147	15,205,475	15,969,504	(764,030)	(5%)
Utilities	2,370,619	2,833,500	3,403,383	(569,883)	(20%)
Financial Aid	4,299,221	5,158,621	4,594,420	564,202	11%
Debt Service	2,099,258	1,481,315	1,488,098	(6,783)	(0%)
Contingency	650,000	629,000	650,000	(21,000)	(3%)
Capital Investments	2,575,000	3,575,000	5,004,318	(1,429,318)	(40%)
CGCE	8,768,566	9,465,305	9,590,305	(125,000)	(1%)
Residential Life	16,270,859	17,635,468	19,926,961	(2,291,493)	(13%)
Dining Services	7,677,659	7,961,754	8,541,316	(579,563)	(7%)
Strategic Investments	351,581	372,581	372,581	-	0%
All Other	4,610,169	5,025,116	6,153,227	(1,128,112)	(22%)
Innovation Fund	-	800,000	1,416,475	(616,475)	(77%)
FEMA Reimbursement Funds	-	1,269,232	1,459,972	(190,740)	(15%)
Covid Related Expenses	3,667,966	908,352	-	908,352	100%
UEAAC Savings	(1,886,114)	-	-	-	0%
<b>Total Expense</b>	<b>\$ 114,080,785</b>	<b>\$ 121,807,837</b>	<b>\$ 125,994,908</b>	<b>\$ (4,187,071)</b>	<b>-3%</b>
<b>Unadjusted Net Profit/(Loss)</b>	<b>\$ (1,818,986)</b>	<b>\$ (7,145,609)</b>	<b>\$ (8,147,611)</b>	<b>\$ (1,002,002)</b>	<b>14%</b>
<b>Revised Structural Deficit</b>	<b>\$ (2,883,584)</b>		<b>\$ -</b>		
<b>Net Profit/(Loss)</b>	<b>\$ (4,702,570)</b>	<b>\$ (7,145,609)</b>	<b>\$ (8,147,611)</b>	<b>\$ (1,002,002)</b>	<b>14%</b>
<b>Reserve Funding:</b>					
Planned Use of Reserves	950,958	2,983,610	3,175,356	191,746	6%
Capital Rollover	868,028	1,511,196	1,294,987	(216,210)	-14%
FEMA Rollover for Capital Projects	-	-	377,637	377,637	100%
<b>Total Use of Reserves</b>	<b>\$ 1,818,986</b>	<b>\$ 4,494,806</b>	<b>\$ 4,847,979</b>	<b>\$ 353,173</b>	<b>8%</b>
<b>Structural Deficit / Glide Path Use of Reserves</b>	<b>\$ 2,883,584</b>	<b>\$ 2,650,803</b>	<b>\$ 3,299,632</b>	<b>\$ 648,829</b>	<b>24%</b>
<b>Adjusted Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Westfield State University**  
**FY24 Provisional Budget**

6/5/2023

	<b>FY22 Final Budget</b>	<b>FY23 October Budget</b>	<b>FY24 Provisional Budget</b>	<b>\$ Fav / (Unfav)</b>
<b>Planning Assumptions:</b>				
<b>Revenue Assumptions</b>				
Billable Students	3,215	2,997	2,960	(37)
% Change YoY	-9.5%	-6.8%	-1.2%	
Housing Students	1,769	1,788	1,771	(17)
% Change YoY	32%	1%	-1%	
Occupancy Rate	73%	75%	74%	
In-State Tuition and Fees Incr.	0%	3.4%	3.5%	
General Fee Increase	-	322	382	60
Residential COA Incr. (weighted avg.)	3%	3%	4%	
State Appropriation as % of Revenue	28%	31%	31%	
Investment Earnings	\$ 325,000	\$ 115,000	\$ 115,000	
Operating Reserve / Contingency	\$ 650,000	\$ 1,898,232	\$ 650,000	(1,248,232)
<b>Expense Assumptions</b>				
Strategic Plan Funding	\$ 351,581	\$ 372,581	\$ 372,581	\$ -
Financial Aid Increase	\$ 200,000	\$ 859,400	\$ (564,202)	\$ (1,423,602)
<b>Overhead Contributions</b>				
Dining Contribution	\$ 1,121,753	\$ 1,342,184	\$ 1,103,600	\$ (238,585)
CGCE Contribution	\$ 3,256,191	\$ 2,750,478	\$ 2,750,478	\$ -
<b>Net Results</b>				
CGCE Surplus	-	-	-	-
Residential Housing Deficit	(1,610,914)	(2,158,201)	(4,721,619)	(2,563,418)
Campus Transfer to Offset the Res Life Deficit			624,649	624,649
Dining Deficit	-	-	-	-

**Westfield State University  
FY24 Detailed Budget by Trust Fund  
Provisional Budget**

	Operating Budget	Innovation Fund	FEMA Reimb. Funds	ARPA Funding	Grants	Capital Project Fund	CGCE	Residential Life	Dining Services	Other Trust Funds	FY23 Budget
<b>Revenue</b>											
Scholarship Allowance					(11,570,448)						(11,570,448)
Tuition and Fees	34,912,758						12,140,783			-	47,053,541
Federal Grants and Contracts				2,212,072	8,478,385						10,690,457
State Grants and Contracts					5,375,000						5,375,000
Private Grants and Contracts					350,000					-	350,000
Residence Fees								14,924,116			14,924,116
Dining Fees									9,644,916		9,644,916
Other Operating Revenues	579,705							261,226		1,696,340	2,537,271
Commissions	307,016							20,000			327,016
State General Appropriations	36,404,926										36,404,926
Foundation Support	1,195,500										1,195,500
Innovation Fund		800,000									800,000
Investment Income	115,000										115,000
<b>Total Revenue</b>	<b>73,514,906</b>	<b>800,000</b>	<b>-</b>	<b>2,212,072</b>	<b>2,632,937</b>	<b>-</b>	<b>12,140,783</b>	<b>15,205,342</b>	<b>9,644,916</b>	<b>1,696,340</b>	<b>117,847,297</b>
<b>Expenses</b>											
Personnel	43,345,409				275,000		3,580,229	2,200,846	2,253,480	51,166	51,706,129
Fringe Benefits	4,078,940				115,750		1,708,890	1,008,207	1,060,494	23,946	7,996,227
Operations	15,969,504				2,069,187		4,226,186	2,130,193	4,562,180	2,509,690	31,466,940
Strategic Investments	372,581										372,581
Utilities	3,403,383							2,105,494			5,508,877
Debt Payments	1,488,098								520,063		2,008,161
FEMA Reimb. Spending Plan			1,082,335								1,082,335
Operating Contingency	650,000								145,100	18,138	813,238
Capital Projects			377,637	2,212,072		3,409,596			300,000		6,299,305
Scholarships	4,594,420				173,000		75,000	93,500	-	-	4,935,920
Transfers	(894,923)				80,103	(2,414,609)	2,750,478	(624,649)	1,103,600		-
MSCBA Assessment								12,388,720			12,388,720
Innovation Fund Expenditures		1,416,475									1,416,475
<b>Total Expense and Transfers</b>	<b>73,007,410</b>	<b>1,416,475</b>	<b>1,459,972</b>	<b>2,212,072</b>	<b>2,713,040</b>	<b>994,987</b>	<b>12,340,783</b>	<b>19,302,312</b>	<b>9,944,916</b>	<b>2,602,941</b>	<b>125,994,908</b>
<b>Net Revenue over Expense</b>	<b>507,496</b>	<b>(616,475)</b>	<b>(1,459,972)</b>	<b>-</b>	<b>(80,103)</b>	<b>(994,987)</b>	<b>(200,000)</b>	<b>(4,096,970)</b>	<b>(300,000)</b>	<b>(906,601)</b>	<b>(8,147,611)</b>
Planned Use of Reserves	289,842	616,475	1,082,335		80,103		200,000			906,601	3,175,356
Capital Rollover						994,987			300,000		1,294,987
FEMA Rollover for Capital Projects			377,637								377,637
Glide Path	3,299,632										3,299,632
<b>Total Use of Reserves</b>	<b>3,589,474</b>	<b>616,475</b>	<b>1,459,972</b>	<b>-</b>	<b>80,103</b>	<b>994,987</b>	<b>200,000</b>	<b>-</b>	<b>300,000</b>	<b>906,601</b>	<b>8,147,611</b>
<b>Net Surplus/(Loss)</b>	<b>4,096,970</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,096,970)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Notes:**

1. Other Operating Revenues consist of parking, application fees, phone fee, non-credit program revenue and other miscellaneous fees
2. Transfers represent the movement of cash from one trust fund to another
3. Planned Use of Reserves may require minor adjustments following year end accounting validation
4. \$289k of ARPA Funded Capital Projects is grant funding from FY23, not a use of reserves, therefore not on the rollover list.

**Westfield State University**  
**FY24 Use of Rollovers and Use of Reserves**

5/31/2023

FY24 Preliminary Reserve Assumptions	Existing Budgeted Funds <i>Smooths Timing Issues</i>	Draw from Cash Reserves <i>Reduces Liquidity</i>	Total
Capital Rollover	\$ 994,987		\$ 994,987
Other Trust Fund Rollover	\$ 906,601		\$ 906,601
Operations Rollover <i>Supply Chain, ESTF, and Other</i>	\$ 289,842		\$ 289,842
CURCA	\$ 80,103		\$ 80,103
CGCE Marketing Rollover	\$ 200,000		\$ 200,000
FEMA Rollover	\$ 1,459,972		\$ 1,459,972
Dining Equipment Replacement	\$ 300,000		\$ 300,000
Innovation Fund Rollover	\$ 616,475		\$ 616,475
Glide Path Strategy 50% Split		\$ 3,299,632	\$ 3,299,632
<b>Total</b>	<b>\$ 4,847,979</b>	<b>\$ 3,299,632</b>	<b>\$ 8,147,611</b>



## Board of Trustees

June 13, 2023

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### MOTION

To approve the FY24 proposed capital budget, as presented.

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Robert A. Martin, Ph.D., Chair

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Date

	Deferred Maintenance	Funding Source					Total	Comment
		Campus	DCAMM	MSCBA	ARPA	Dining Funded from Use of Reserves		
<b>Physical Plant Projects</b>								
1	Deferred Maintenance & Project Mgmt	Y	638,503	1,348,602	T.B.D.	-	1,987,105	DCAMM Matching Funds
2	Facilities Master Plan	Y	175,000				175,000	
3	Critical Repair Contingency	Y	237,510				237,510	
4	Emergency Infrastructure Repairs	Y	100,000				100,000	
5	Emergency Equipment Failure	Y	100,000				100,000	
6	Mower/Polar Snow Machine (60")		79,000				79,000	
7	Woodward Performance Court resurface	Y	55,000				55,000	
8	Gender Inclusive Restroom		30,000				30,000	
9	Abatement Work & Finishes	Y	25,000				25,000	
10	Outdoor Screen Removal & Brick Repair	Y	25,000				25,000	
11	Environmental Services Parenzo Hall Needs		25,000				25,000	
12	Walker Mower (48")	Y	22,150				22,150	
13	ADA Upgrades		10,000				10,000	
<b>Sub-total</b>			<b>1,522,163</b>	<b>1,348,602</b>	<b>-</b>	<b>-</b>	<b>2,870,765</b>	
<b>Information Technology</b>								
1	Faculty/Staff Lifecycle		225,000				225,000	
2	Classroom Technology Replacement		125,000				125,000	
3	Computer Lab Replacement		125,000				125,000	
4	Dorm Services Router		110,000				110,000	
5	Argos		95,000				95,000	
6	Wireless Controller Licensing		80,000				80,000	
7	Backup Media Server		50,000				50,000	
8	Public Safety Network Gear		50,000				50,000	
9	Artic Wolf MDR Mgmt detection response		43,301				43,301	
10	Ellucian Experience		35,000				35,000	
11	Laptops & Laptop Cart		32,000				32,000	
12	DegreeWorks Upgrade		25,000				25,000	
13	ODA Patching		20,000				20,000	
14	MFD's		10,000				10,000	
15	Lab Computers		6,000				6,000	
<b>Sub-total</b>			<b>1,031,301</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,031,301</b>	
<b>Other Projects</b>								
1	Classroom Updates		175,000				175,000	
2	Miscellaneous Moves & Studies		100,000				100,000	
3	CARE Center Electrical Floor Outlets		35,000				35,000	
4	Greenhouse Renovation		31,173				31,173	
5	Common Area Furniture Upgrades		20,000				20,000	
6	Technology Tables		16,000				16,000	
7	Care Center Design - House Doctor		10,000				10,000	
8	Renovate assistive tech lab at Banacos Academic Center to a space for a GA, intern and study.		8,000				8,000	
9	Rock Wall Repairs		4,000				4,000	
<b>Sub-total</b>			<b>399,173</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>399,173</b>	
<b>Total</b>			<b>2,952,637</b>	<b>1,348,602</b>	<b>-</b>	<b>-</b>	<b>4,301,239</b>	
<b>Projects Funded via Rollover</b>								
1	Rollover Facility Projects	Y	837,074				837,074	
2	Rollover for DCAMM Projects	Y	132,597				132,597	
3	Rollover for IT Projects		20,172				20,172	
4	Rollover for Athletics		5,144				5,144	
5	Rollover for Dining Services					300,000	300,000	Walk-In Coolers and Freezers in the kitchen
<b>Sub-total</b>			<b>994,987</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>1,294,987</b>	
<b>Other - Grant Funded</b>								
1	ARPA Projects - FY23 Grant funded, to be complete in FY24				289,500		289,500	
2	Ely Hot Water Tanks and Circulator Pumps				1,472,572		1,472,572	
3	Parenzo Project Over-Run Contingency				450,000		450,000	
<b>Sub-total</b>			<b>-</b>	<b>-</b>	<b>2,212,072</b>	<b>-</b>	<b>2,212,072</b>	
<b>Grand Total</b>			<b>3,947,624</b>	<b>1,348,602</b>	<b>-</b>	<b>2,212,072</b>	<b>300,000</b>	<b>7,808,298</b>

**Notes:**

- MSCBA Project are not yet known at the time of planning and may change as final decisions are made
- The estimates noted above are construction estimates not project cost estimates.  
Once studies have been completed and bids received, total project costs will be determined.
- Deferred Maintenance - Campus Funded includes an in-house project manager cost of \$160,391.  
For Budgeting purposes, this is included in the compensation budget.
- FEMA Funds of \$377k are being used toward capital projects in FY24.

Westfield State University  
 FY24 Provisional Capital Budget - Institutional Projects; Facilities & Non-Facilities

6/5/2023

Item	Type	Project	Estimated Construction Cost / Match	Description
1	F&O	Road & Sidewalk Repairs (DCAMM)	600,000	Phased repair of campus roads and sidewalks to improve accessibility of campus roads and grounds
2	F&O	Ely Pool Restoration Study (DCAMM)	400,000	During previous work, additional pool area restoration needs were identified including pool deck HVAC equipment and physical pool repair to mitigate leaks
3	F&O	Dining Machinery Room (DCAMM)	300,000	Project to bring basement machinery room up to current code
4	F&O	Trades Building Roof (DCAMM)	276,714	Replacement of Trades Roof; project delayed from FY19-23 plan
5	F&O	Facility Emergencies (DCAMM)	250,000	DCAMM spending plan funds reserved for emergency repairs to prevent the need to remove projects from DCAMM spending plan
6	F&O	Facilities Project Manager (DCAMM)	160,391	Cost avoidance of hiring part-time outside project managers. In-house PM services provide improved, full-time oversight with WSU's interests at the forefront.
7	F&O	Facilities Master Plan	175,000	Final phase of work for Facilities Master Plan
8	F&O	Classroom Updates	175,000	Replacement of classroom furniture to allow campus spaces to better serve students and removed outdated items
9	F&O	Critical Repair Contingency	237,510	Critical Repair Contingency
10	F&O	Miscellaneous Moves & Studies	100,000	Moves & studies unrelated to previously planned projects
11	F&O	Emergency Infrastructure Repairs	100,000	Emergency repairs due to aging campus infrastructure
12	F&O	Emergency Equipment Failure	100,000	Emergency repairs due to aging campus mechanical equipment
13	F&O	Mower/Polar Snow Machine (60")	79,000	Replacement of aging equipment used to maintain campus grounds.
14	F&O	Greenhouse Renovation	31,173	Replacement of Greenhouse equipment, benches and related abatement work.
15	F&O	Gender Inclusive Restroom	30,000	Annual upgrade to add additional gender inclusive restrooms to campus spaces
16	F&O	Abatement Work & Finishes	25,000	Funds to address abatement needs on campus not related to planned major projects
17	F&O	Outdoor Screen Removal & Brick Repair	25,000	6 building mounted signs no longer function and are dropping screen guards from the equipment; brick repair needed upon removal- Safety Issue
18	F&O	Environmental Services Parenzo Hall Needs	25,000	Previous Parenzo equipment was used to replace failed units in other buildings
19	F&O	Walker Mower (48")	22,150	Replacement of aging equipment used to maintain campus grounds.
20	F&O	Common Area Furniture Upgrades	20,000	Replacement or reupholstering of common area furniture to allow spaces to better serve students and remove/repair outdated items
21	F&O	ADA Upgrades	10,000	Improve accessibility for students with mobility issues.
<b>Total Facilities Projects</b>			<b>3,141,938</b>	

<b>Total Non-Facilities Projects</b>	<b>1,159,301</b>
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<b>Total FY24 Project Cost</b>	4,301,239
<i>Less: DCAMM Funding</i>	<i>-1,348,602</i>
<b>Campus Funding</b>	<b>2,952,637</b>

**Note:**

1. Funding may be from multiple sources; DCAMM, rollover funding from prior year, FY24 Campus Capital Budget
2. Amounts represented above are estimates

**Westfield State University  
FY24 Provisional Budget Capital Rollover**

**1) University Funded**

								University Funded
Submitted by	Location	Building	Project Name	Justification (2-3 Words)	FY23 Approved Funding Amount	Amount Spent by June 30th FY23	Remaining \$ / Unspent	FY24 Rollover Request
Alan Blair	n/a	n/a	Banner Upgrades	Continuing Ellucian Experience Work	87,213	67,041	20,172	20,172
Maureen Socha	Power Plant	Power Plant	Fuel Pump System	extensive equipment lead times	28,927	-	28,927	28,927
Maureen Socha	Campus-Wide	n/a	State Project-Solar Panels	limited projects qualify for use of funds	119,212	1,984	117,228	117,228
Maureen Socha	Campus-Wide	n/a	Miscellaneous Projects	multiple POs will not deliver/be complete by 6/30	239,956	114,180	125,776	125,776
Maureen Socha	Power Plant	Power Plant	Opacity Monitoring System	continuation of project	33,282			6,656
Nancy Bals	n/a	n/a	New Costumes	Costume is over 21 years old	5,200		5,144	5,144
William Connor	Dining	T&J		Dishwashing Project				300,000
Maureen Socha	Campus-Wide	n/a	Master Plan Study	FY24 request reduced for rollover; Utilization review ongoing	268,174	143,361	124,813	124,813
Maureen Socha	n/a	n/a	Common area upgrades/furniture	delivery after 6/30	20,000	-	20,000	20,000
Maureen Socha	n/a	n/a	UEACC Moves		69,354	30,207	39,147	39,147
Maureen Socha	n/a	n/a	Emergency Equip Failure		151,023	133,265	17,757	17,757
Maureen Socha	n/a	n/a	Misc Moves/Studies	study completion and moves to continue past 6/30/23	200,000	12,000	188,000	188,000
Academic Affairs	Greenhouse/ various classrooms	various	Greenhouse Renovation & furniture	on-going project	137,901	12,201	125,700	125,700
Academic Affairs	n/a	n/a	Space Renovations	on-going project	43,069	-	43,069	43,069
<b>Total University Funded</b>								<b>1,162,390</b>

**2) DCAMM Funded Projects WSU Match**

					DCAMM MATCH
FUND DESCRIPTION	ORG DESCRIPTION	ORG	ACCT		FY24 Rollover Request
PP DA System_Condensate DCAMM Match	Capital Planning	1141	7808		132,597

**3) ARPA Funded Projects**

					ARPA Funded
FUND DESCRIPTION	ORG DESCRIPTION	ORG	ACCT		Grant Funded, No Rollover Required
DHE/COVID19 ARPA Grant	Capital Planning	1141	7801		289,500
<b>Total Capital Rollover Requests</b>					<b>1,584,487</b>



## Board of Trustees

June 13, 2023

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### MOTION

To approve FY24 expenditures for the vehicle lease/purchase program, as presented.

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Robert A. Martin, Ph.D., Chair

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Date

Westfield State University  
 FY24 Lease and Motor Vehicle Schedule

6/13/2023

<b>FY24 New Vehicle Lease Request</b>	<b>Quantity</b>	<b>Cost/ Month</b>	<b>Total Cost</b>
Van for Information Technology Department	1	963	\$ 11,556

<b>Existing Vehicle Summary</b>	<b>Quantity</b>	<b>Cost/ Month</b>	<b>Annual Cost</b>
<b>Existing Lease Commitments:</b>			
Facilities, Public Safety, Media Services, Mail Services, Catering	24	\$ 15,475	\$ 185,700
5% Escalation			\$ 9,285
Program Service fee			\$ 8,082
<b>FY24 Lease Schedule</b>			<b>\$ 203,067</b>

FY24 Vehicle Lease Schedule Plus Requested Vehicle	\$ 214,623
FY23 Vehicle Lease Schedule	\$ 203,067
<b>Difference</b>	<b>\$ 11,556</b>

**Notes:**

1. The annual budget amount for leased vehicles is \$225k.

May 30, 2023

Mr. Stephen J. Taksar  
Vice President, Administration and Finance

Dear Vice President Taksar,

I am requesting a van for the Technology Support Services (TSS) Department. Deployment services are increasing and moving technology and its associated supplies and accessories is becoming more frequent. Although two other departments, Media, and Infrastructure, have a van, the demand increase doesn't allow them to share any longer. With several constituents in TSS assisting with deployments, the use of their personal vehicles to transport the assets is a liability to the university. The van will also allow common supplies and tools to be available during deployments instead of having to return to the office. The van will also enable them to take more computers with them on deployment without having to return to the office, thereby increasing efficiency.

Thank you for your consideration of this request.

Sincerely,

*Alan R. Blair*

Alan R. Blair  
Chief Information and Security Officer  
Office of Information and Instructional Technology



## Board of Trustees

June 13, 2023

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### MOTION

To authorize the University to spend up to \$30,000 in FY24 on sponsorship and/or attendance at community events, consistent with University guidelines for the expenditure of such funds. The University will report all expenditures made under this umbrella approval no later than the June 2024 meeting of the Board of Trustees.

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Robert A. Martin, Ph.D., Chair

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Date



## Board of Trustees

June 13, 2023

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### MOTION

To approve the changes and accept the newly revised Computer Tracking and Allocation Policy (0610), as presented.

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Robert A. Martin, Ph.D., Chair

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Date

APPROVED: December 2015

REVIEWED: June 2023

## COMPUTER ALLOCATION, SUPPORT, AND TRACKING POLICY

### PURPOSE

This policy promotes the efficient and necessary allocation of resources and support for the provision of computing devices in support of the mission of the University. The policy further defines what a lifecycle computer is, when it is replaced, how it is funded, and the support it receives. It also sets forth the conditions and requirements for use of devices off-campus. This policy notwithstanding, the University's FIXED ASSETS, CAPITALIZATION, AND INVENTORY CONTROL policy (0601) will take precedence.

### DEFINITIONS

- "Computers", "computing devices", or simply "devices" as referred to in this policy include university-owned desktop computers, laptops, and tablets. ~~For the purposes of this policy, it does not include servers, e-readers, smart phones, or devices valued at less than \$500.~~
- "Life cycle computers" (LCCs) are University-purchased computers that are replaced on a regular schedule.
- "Mobile computers" include laptops and tablets.
- A "Custodial Employee" is a person to whom a specified device has been issued for the performance of their work.
- "Policy 0601" refers to the Fixed Assets, Capitalization, and Inventory Control Policy.
- ~~An "ICAR Form" refers to the Inventory Control — Action Report Form, which is attached to policy 0601 and is the official method of reporting all fixed asset transactions.~~
- OIT – The Office of Information and Instructional Technology

### LIFE CYCLE COMPUTERS

All full-time benefitted employees will be supplied with one life cycle computer, a computer ~~that is~~ which can be replaced every 54 years<sup>1</sup>. A life cycle computer (LCC) is tied to a position, rather than an employee. When an employee leaves the university, the computer assigned to that person ~~would will~~ be used by the ~~person taking over~~ new incumbent of the position. Each LCC will not be replaced until its designated time, unless there are extenuating circumstances as approved by the Chief Information Officer (CIO) or the CIO's designee. If a benefitted employee changes their position within the university, the LCC can accompany the employee in the move.

Computers in classroom/computer labs that are open to all students/programs are considered LCCs and are replaced every 4-5 years<sup>1</sup>. For a list of currently supported labs, please contact the ~~Academic Information Services (AIS) Director of~~ Technology Support ServicesDesk (TSDTSS) Manager. For department-specific labs, please refer to *Grant-Funded and Departmentally-Purchased Computing Devices* below.

The list of LCC labs is subject to change as labs are added or removed. All podium computers located in smart classrooms will be replaced every 54 years<sup>1</sup>, unless classroom users opt for BYOD setup. ~~Computers vital to the operation of the University are also considered LCCs, e.g. the computers located in Public Safety that control our 911 system.~~

### MOBILE LIFECYCLE COMPUTERS

~~In order to be issued a mobile lifecycle computer, the employee must bring the following to the TSDTSS:~~

- ~~A completed ICAR Form (see Policy 0601)~~
- ~~If a new employee, a completed Lifecycle Computer Request Form~~
- ~~If a current (not new) employee, their previous lifecycle computer. ATS staff will retrieve stationary lifecycle computers~~

<sup>1</sup> OIT and/or the university reserves the right to increase or decrease this frequency dependent upon the fiscal health of university and/or staffing levels.

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APPROVED: December 2015

REVIEWED: June 2023

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~~on request.~~

- ~~• Their university issued ID card~~
- For devices to be used primarily off campus, TSDTSS staff will scan the device location to the "off campus" location barcode. The inventory control office will confirm this upon receipt of the ICAR form.

APPROVED: December 2015

REVIEWED: June 2023

## SECONDARY LIFE CYCLE

This policy recognizes that the University employs non-benefitted employees that require access to a computer. LCCs that are returned to ~~the~~ Technology Support Desk Services after 4 years and are determined by the Technology Support Desk to still function properly can be re-distributed for use by ~~part-time~~ other employees. The Technology Support Desk will support these re-distributed LCCs for an additional 2 years. Requests to transfer secondary lifecycle computers to part-time employees or adjunct offices must be made ~~using the Lifecycle Computer Request Form. Mobile devices may not be issued to temporary part-time employees by contacting the Technology Support Desk.~~

## REPLACEMENT / REMOVAL

LCCs are replaced every ~~4-5~~ years 1. In order for a new LCC to be issued, the old LCC must be returned to the Technology Support Desk. A replacement lifecycle computer may not be issued prior to the return of the expired computer. Any re-use of lifecycle computers for other purposes must be approved by the Director of Technology Support ~~Desk Manager~~ Services.

~~Damaged or stolen LCCs must be reported to the Technology Support Desk Manager as soon as the incident has occurred, as well as several other departments as detailed in Policy 0601. If upon investigation an employee is found negligent in the care and custody of a LCC issued to them, the employee will may be financially responsible for any resulting losses or damage.~~

## TEMPORARY USE OF MOBILE COMPUTING DEVICES

~~Dependent upon supply levels, A-a~~ limited number of mobile devices are available for use by faculty and staff members ~~at the ATS Support Desk by contacting the Technology Support Desk.~~ These devices are shared by all faculty and staff, so prompt return of the device is a courtesy to colleagues and shall not exceed 14 days unless there are extenuating circumstances as approved by the Chief Information Officer (CIO) or the CIO's designee.

~~The employee will be required to sign for the device and present their University issued ID card. TSD/TSS staff will scan the barcode of the device in the library system to the employee's University ID card, establishing custodianship of the device by the employee. Mobile devices are available for one month. Devices overdue more than two weeks will be billed for replacement with a non-refundable service charge of \$50 to the individual user.~~

## COMPUTING DEVICES USED IN OFF-CAMPUS INSTRUCTION

Devices that:

- (1) have been purchased with departmental funds, *and*
- (2) are used by students during a class session off-campus, *and*
- (3) while students are under the direct supervision of a faculty or staff member

Will be considered to be in the care and custody of that faculty or staff member.

## TRACKING

As University assets, all LCCs will be inventoried to a location. Devices used for off-campus instruction will be inventoried to the location where they are stored. Any move of an LCC to a new location without the assistance of TSS or Inventory Control must be reported to the ~~TSD/TSS~~ and the University Inventory Office by the custodial employee (see Responsibilities section below). Transfer of an LCC to another person without completion of the Lifecycle Request Form is prohibited.

## SUPPORT

Support will be provided to LCCs, grant-funded, and departmentally purchased computers for a period of ~~four~~ 4 years. Secondary lifecycle computers (see below) will be supported for an additional ~~two~~ 2 years, where feasible. Personally owned computers, outdated computers, or computers not approved for life cycle cannot be supported by the Technology

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APPROVED: December 2015

REVIEWED: June 2023

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Support Desk.

APPROVED: December 2015

REVIEWED: June 2023

## GRANT-FUNDED AND DEPARTMENTALLY-PURCHASED COMPUTING DEVICES

As per policy 0602 "Software and Hardware Acquisition and Usage" the procurement of all computing devices must be approved by ~~ITS-OIT~~ (as delegated to the ~~Information Resource~~ Hardware and Software ~~Review Advisory~~ Committee. These devices will be supported for ~~four~~ 4 years, but will not be placed on permanent lifecycle without approval of the Chief Information Officer (CIO) or the CIO's designee.

## ADDITIONS AND REMOVALS FROM LIFE CYCLE PROGRAM

A computer lab, laptop cart, etc. may be added to the University's Life Cycle Program if it meets the following criteria:

- Equipment/Facility is open to all students, faculty and staff for general and classroom use.
- The addition is critical to fulfilling the mission of the University.
- Life Cycle Request Form has been filled out and approved by the ~~Dean of AIS~~ Director of Technology Support Services and the ~~Vice President of Administration and Finance~~ Chief Information Officer.

The same criteria will be applied to any equipment/facility currently a part of the life cycle program. If said equipment/facility does not meet these criteria then it will be removed from the University's life cycle program and will become the responsibility of the department.

## RESPONSIBILITIES

- a) Employees: Computing devices are in the care and custody of the employees using them. Each employee is responsible for the security of the property, and its appropriate use and maintenance. If an employee is found negligent in the care and custody of University equipment, the employee will be financially responsible for any resulting losses or damage. Employees will not be financially responsible for damage resulting from normal use, conditions beyond the control of the employee, or theft despite reasonable security precautions having been taken. Employees may not transfer mobile computing devices to other employees. Employees must report any move of a LCC to the Technology Support Desk and the University Inventory Control Office. Employees are responsible for completing an Inventory Control Action Report (ICAR) form annually if they are the custodian of any off-campus devices. Employees must return their device to the ~~TSDTSS~~ for any needed security upgrades. Theft of a device must be reported immediately to the ~~TSDTSS~~, University Public Safety, Financial Accounting, Inventory Control, and the Chief Information Security Officer.
- b) ~~TSDTSS~~ staff: ~~TSDTSS~~ staff will not issue replacement lifecycle computers until the previous lifecycle computer is returned. ~~TSDTSS~~ staff will follow current departmental procedures for reporting deployed devices to the Inventory Control Office. ~~scan issued mobile and stationary lifecycle computers into the university inventory control system along with the barcode from the user's office. TSDTSS staff will ensure that all issued mobile devices comply with University security requirements when issued. TSDTSS staff will inform the appropriate division Vice President and the Inventory Office/Financial Accounting if a violation of this policy is discovered. For temporary loan of items, TSD staff will charge and discharge mobile computing devices in accordance with this policy using the library checkout system. Overdue notices are automatically issued to employees with overdue devices prior to issuing the two-week replacement bill. The Dean of AIS will inform the appropriate division Vice President and the Inventory Office when a loaned mobile device is overdue more than two weeks. TSD staff will scan asset barcodes for all new lifecycle computers into the university inventory system. TSD will scan new locations for computers that they relocate.~~
- c) Library Staff: Library staff will assist TSD staff in using the library system for charging and discharging items. They will also assist in resolving any billing questions. Library staff will provide the Inventory Office with data on borrowed computing devices, their location, custodian, and dates of charge and discharge.
- d) c) Inventory Control office: The Inventory Control office bears ultimate responsibility for tracking university assets. Inventory Control staff will work directly with the ~~TSDTSS, the Library~~, area supervisors, and Human Resources staff to ensure accurate tracking of assets. The Inventory Control office will issue annual notices to ~~University employees~~ University employees in possession of off-campus assets regarding the requirements of completing ~~an~~ ICAR form annual inventory.

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APPROVED: December 2015

REVIEWED: June 2023

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e)d) Employee supervisors: Supervisors, in conjunction with Human Resources will be responsible for ensuring that off-campus assets are returned to the TSD/TSS prior to severance of departing employees ~~and that off-campus ICAR forms are completed annually.~~

APPROVED: December 2015

REVIEWED: June 2023

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## SECURITY AND CARE OF COMPUTERS

Individuals to whom computers are issued are responsible for their reasonable care and security. The ~~TSDTSS~~ is responsible for the security and care of computers in labs installed by ~~AISOIT~~. The security and care of departmental, club, or office computers are the responsibility of those respective organizations. Any computer damage or relocation must be reported to the ~~TSDTSS~~ and the Inventory Control office by the individuals or organizations using them. Theft of a device must be reported immediately to the ~~TSDTSS~~, University Public Safety, Financial Accounting, Inventory Control, and the Chief Information Security Officer.

## ENFORCEMENT

Area Supervisors are responsible for referring employees to Human Resources for disciplinary action based on information received from the ~~TSDTSS~~ or ~~the Inventory Control office~~ Financial Accounting. Employees in violation of this policy may face disciplinary action up to and including suspension or termination.

## EXCEPTIONS

This policy recognizes that there are extenuating circumstances where accommodations must be made to allow a full-time employee to complete his/her job duties. Exceptions to this policy must be approved in writing by the Director of Technology Support Services and the Chief Information Officer. ~~will be made with a completed and approved Life Cycle Computer Request Form.~~

## FUNDING

Each year a dollar amount is determined by the ~~Technology Support Desk Manager~~ OIT for a computer capable of running the standard suite of programs approved by the University. Computer equipment and specified accessories in excess of the allotted amount must be covered by the department of the requesting user. The lifecycle budget will be reviewed annually by the Director of Technology Support ~~Desk Manager~~ Services and ~~the Dean of Academic Information Services~~ Chief Information Officer prior to submission for request for University funding.

## REVIEW

This policy will be reviewed annually by the ~~Dean of AIS~~ Director of Technology Support Services and the ~~Vice President for Administration and Finance~~ Chief Information Officer.

APPROVED: December 2015

REVIEWED: June 2023

## LIFE CYCLE COMPUTER REQUEST FORM

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

Equipment / Facility: \_\_\_\_\_

\_\_\_ Request for a new set of computers for instructional purposes, e.g. a lab, laptop cart, etc.

\_\_\_ Request for a new lifecycle computer as the result of a new position

\_\_\_ Other request (such as transfer of LCC from one individual to another, a second mobile LCC, or allocation of a secondary lifecycle computer to a part-time employee.)

Is the request for a mobile device? Yes  No  (See Off Campus Computing Device policy for additional requirements)

**Please indicate why the requested equipment/action is necessary**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

**Reason for denial of request, or stipulations attached to approval:**

Dean of AIS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For new lab computers (5 computers or more)**

Approval of VP, Admin & Finance: \_\_\_\_\_ Date: \_\_\_\_\_

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~~Copies to requestor and Technology Support Desk Supervisor~~

## COMPUTER ALLOCATION, SUPPORT, AND TRACKING POLICY

### PURPOSE

This policy promotes the efficient and necessary allocation of resources and support for the provision of computing devices in support of the mission of the University. The policy further defines what a lifecycle computer is, when it is replaced, how it is funded, and the support it receives. It also sets forth the conditions and requirements for use of devices off-campus. This policy notwithstanding, the University's FIXED ASSETS, CAPITALIZATION, AND INVENTORY CONTROL policy (0601) will take precedence.

### DEFINITIONS

- "Computers", "computing devices", or simply "devices" as referred to in this policy include university-owned desktop computers, laptops, and tablets.
- "Life cycle computers" (LCCs) are University-purchased computers that are replaced on a regular schedule.
- "Mobile computers" include laptops and tablets.
- A "Custodial Employee" is a person to whom a specified device has been issued for the performance of their work.
- "Policy 0601" refers to the Fixed Assets, Capitalization, and Inventory Control Policy.
- OIT – The Office of Information and Instructional Technology

### LIFE CYCLE COMPUTERS

All full-time benefitted employees will be supplied with one life cycle computer, a computer which can be replaced every 5 years<sup>1</sup>. A life cycle computer (LCC) is tied to a position, rather than an employee. When an employee leaves the university, the computer assigned to that person will be used by the new incumbent of the position. Each LCC will not be replaced until its designated time, unless there are extenuating circumstances as approved by the Chief Information Officer (CIO) or the CIO's designee. If a benefitted employee changes their position within the university, the LCC can accompany the employee in the move.

Computers in classroom/computer labs that are open to all students/programs are considered LCCs and are replaced every 5 years<sup>1</sup>. For a list of currently supported labs, please contact the Director of Technology Support Services (TSS). For department-specific labs, please refer to Grant-Funded and Departmentally-Purchased Computing Devices below.

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<sup>1</sup>OIT and/or the university reserves the right to increase or decrease this frequency dependent upon the fiscal health of the university and/or staffing levels.

The list of LCC labs is subject to change as labs are added or removed. All podium computers located in smart classrooms will be replaced every 5 years<sup>2</sup>, unless classroom users opt for BYOD setup.

## **SECONDARY LIFE CYCLE**

This policy recognizes that the University employs non-benefitted employees that require access to a computer. LCCs that are returned to Technology Support Services and are determined by the Technology Support Desk to still function properly can be re-distributed for use by other employees. The Technology Support Desk will support these re-distributed LCCs for an additional 2 years. Requests to transfer secondary lifecycle computers to part-time employees or adjunct offices must be made by contacting the Technology Support Desk.

## **REPLACEMENT / REMOVAL**

LCCs are replaced every 5 years<sup>1</sup>. In order for a new LCC to be issued, the old LCC must be returned to the Technology Support Desk. A replacement lifecycle computer may not be issued prior to the return of the expired computer. Any re-use of lifecycle computers for other purposes must be approved by the Director of Technology Support Services.

## **TEMPORARY USE OF MOBILE COMPUTING DEVICES**

Dependent upon supply levels, a limited number of mobile devices are available for use by faculty and staff members by contacting the Technology Support Desk. These devices are shared by all faculty and staff, so prompt return of the device is a courtesy to colleagues and shall not exceed 14 days unless there are extenuating circumstances as approved by the Chief Information Officer (CIO) or the CIO's designee.

## **COMPUTING DEVICES USED IN OFF-CAMPUS INSTRUCTION**

Devices that:

1. have been purchased with departmental funds, and
2. are used by students during a class session off-campus, and
3. while students are under the direct supervision of a faculty or staff member

Will be considered to be in the care and custody of that faculty or staff member.

## **TRACKING**

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<sup>2</sup> OIT and/or the university reserves the right to increase or decrease this frequency dependent upon the fiscal health of the university and/or staffing levels.

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As University assets, all LCCs will be inventoried to a location. Devices used for off-campus instruction will be inventoried to the location where they are stored. Any move of an LCC to a new location without the assistance of TSS or Inventory Control must be reported to the TSS and the University Inventory Office by the custodial employee (see Responsibilities section below). Transfer of an LCC to another person without completion of the Lifecycle Request Form is prohibited.

## **SUPPORT**

Support will be provided to LCCs, grant-funded, and departmentally purchased computers for a period of 4 years. Secondary lifecycle computers (see below) will be supported for an additional 2 years, where feasible. Personally owned computers, outdated computers, or computers not approved for life cycle cannot be supported by the Technology Support Desk.

## **GRANT-FUNDED AND DEPARTMENTALLY-PURCHASED COMPUTING DEVICES**

As per policy 0602 "Software and Hardware Acquisition and Usage" the procurement of all computing devices must be approved by OIT (as delegated to the Hardware and Software Advisory Committee). These devices will be supported for 4 years but will not be placed on permanent lifecycle without approval of the Chief Information Officer (CIO) or the CIO's designee.

## **ADDITIONS AND REMOVALS FROM LIFE CYCLE PROGRAM**

A computer lab, laptop cart, etc. may be added to the University's Life Cycle Program if it meets the following criteria:

- Equipment/Facility is open to all students, faculty, and staff for general and classroom use.
- The addition is critical to fulfilling the mission of the University.
- Life Cycle Request Form has been filled out and approved by the Director of Technology Support Services and the Chief Information Officer.

The same criteria will be applied to any equipment/facility currently a part of the life cycle program. If said equipment/facility does not meet these criteria, then it will be removed from the University's life cycle program and will become the responsibility of the department.

## **RESPONSIBILITIES**

- a) Employees: Computing devices are in the care and custody of the employees using them. Each employee is responsible for the security of the property, and its appropriate use and maintenance. If an employee is found negligent in the care and custody of University equipment, the employee will be financially responsible for any resulting losses or damage. Employees will not be financially responsible for damage resulting from normal use, conditions beyond the control of the employee, or theft despite

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APPROVED: December 2015

REVIEWED: June 2023

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reasonable security precautions having been taken. Employees may not transfer mobile computing devices to other employees. Employees must report any move of a LCC to the Technology Support Desk and the University Inventory Control Office. Employees are responsible for completing an Inventory Control Action Report (ICAR) form annually if they are the custodian of any off-campus devices. Employees must return their device to the TSS for any needed security upgrades. Theft of a device must be reported immediately to the TSS, University Public Safety, Financial Accounting, Inventory Control, and the Chief Information Security Officer.

- b) TSS Staff: TSS staff will not issue replacement lifecycle computers until the previous lifecycle computer is returned. TSS staff will follow current departmental procedures for reporting deployed devices to the Inventory Control Office.
- c) Inventory Control Office: The Inventory Control office bears ultimate responsibility for tracking university assets. Inventory Control staff will work directly with the TSS, area supervisors, and Human Resources staff to ensure accurate tracking of assets. The Inventory Control office will issue annual notices to University employees in possession of off-campus assets regarding the requirements of completing annual inventory.
- d) Employee Supervisors: Supervisors, in conjunction with Human Resources will be responsible for ensuring that off-campus assets are returned to the TSS prior to severance of departing employees.

## SECURITY AND CARE OF COMPUTERS

Individuals to whom computers are issued are responsible for their reasonable care and security. The TSS is responsible for the security and care of computers in labs installed by OIT. The security and care of departmental, club, or office computers are the responsibility of those respective organizations. Any computer damage or relocation must be reported to the TSS and the Inventory Control office by the individuals or organizations using them. Theft of a device must be reported immediately to the TSS, University Public Safety, Financial Accounting, Inventory Control, and the Chief Information Security Officer.

## ENFORCEMENT

Area Supervisors are responsible for referring employees to Human Resources for disciplinary action based on information received from the TSS or Financial Accounting. Employees in violation of this policy may face disciplinary action up to and including suspension or termination.

## EXCEPTIONS

# Westfield State University

Policy concerning:

Section: Administrative

Number: 0610

Page: 5 of 5

APPROVED: December 2015

REVIEWED: June 2023

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This policy recognizes that there are extenuating circumstances where accommodations must be made to allow a full-time employee to complete his/her job duties. Exceptions to this policy must be approved in writing by the Director of Technology Support Services and the Chief Information Officer.

## **FUNDING**

Each year a dollar amount is determined by the OIT for a computer capable of running the standard suite of programs approved by the University. Computer equipment and specified accessories in excess of the allotted amount must be covered by the department of the requesting user. The lifecycle budget will be reviewed annually by the Director of Technology Support Services and the Chief Information Officer prior to submission for request for University funding.

## **REVIEW**

This policy will be reviewed annually by the Director of Technology Support Services and the Chief Information Officer.



## **Board of Trustees**

June 13, 2023

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### **MOTION**

To approve and adopt the Westfield State University Board of Trustees amended Audit Committee Charter, as presented.

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Robert A. Martin, Ph.D., Chair

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Date



**BOARD OF TRUSTEES  
AUDIT COMMITTEE  
CHARTER**

**I. Mission**

The primary function of the Audit Committee of Westfield State University (the “University”) is to oversee the accounting and financial reporting processes of the University, audits of the University’s financial statements, reports and records, and risk management systems in a transparent manner. In addition, the Audit Committee must provide assistance to the University’s Board of Trustees (the “Board”) in fulfilling its responsibilities to the University’s students, parents, faculty, donors and staff as to the University’s accounting, auditing and reporting practices and controls. In so doing, it is the responsibility of the Audit Committee to maintain free and open means of communication among the Board, independent auditors, internal auditors and members of the senior administration of the University.

**II. Authority and Responsibilities**

The primary duties and responsibilities of the Audit Committee are to oversee and monitor the University’s financial reporting process, internal controls and risk management systems and review and evaluate the performance of the University’s independent auditors. The Audit Committee will also evaluate the performance of the University’s internal auditing staff as it directly relates to internal audit functions. In fulfilling these duties and responsibilities, the Audit Committee shall take the following actions, in addition to performing such functions as may be assigned by law or regulation, or the Board:

*Independent External Audits*

1. The Audit Committee shall be directly responsible for the appointment, compensation, retention and oversight of the work of any independent auditor engaged (including resolution of disagreements between administration and the auditor regarding financial reporting) for the purpose of preparing or issuing an audit report or performing other audit, review or attest services for the University. The independent auditor must report directly to the Audit Committee.
2. The Audit Committee shall act as a liaison with University administration and staff and the independent external auditor to develop an annual audit plan and schedule.

3. The Audit Committee, in its capacity as a committee of the Board, shall determine, and the University shall provide, providing the Board has approved the expenditure of funds for such engagements, funding for payment of: (i) compensation to any registered public accounting firm engaged for the purpose of preparing or issuing an audit report or performing other audit, review or attest services for the University; (ii) compensation to any advisers, including, without limitation, an independent financial expert, employed by the Audit Committee, and as permitted by this Charter; and (iii) ordinary and reasonable administrative expenses of the Audit Committee that are necessary or appropriate in carrying out its duties.
4. As part of the audit process, the Audit Committee shall meet with the independent auditors to discuss and determine the scope of the audit. The Audit Committee shall determine that the independent audit team engaged to perform the external audit consists of competent, experienced, auditing professionals.
5. The Audit Committee shall require the independent auditors to submit, on an annual basis, a formal written statement setting forth all relationships between the independent auditors and the University that may affect the objectivity and independence of the independent auditors, consistent with Independence Standards Board Standard No. 1, and the Audit Committee shall actively engage in a dialogue with the independent auditors with respect to any disclosed relationships or services that may impact the objectivity and independence of the independent auditors. The Audit Committee shall take, or recommend that the full Board take, appropriate action to ensure the independence of the independent auditors.
6. The Audit Committee shall require the independent auditors to advise the University of any fact or circumstance that might adversely affect the outside auditors' independence or judgment with respect to the University under applicable auditing standards, including any significant changes to the University's accounting principles and any items required to be communicated by the independent auditor under prevailing audit standards.
7. The Audit Committee shall require the independent auditors to advise the University if it becomes aware that any officer or employee of the University, or its direct or indirect subsidiaries or affiliates, is related to a partner, employee or other representative of the independent auditors, to the extent that such relationship might adversely affect the University under applicable auditing standards.
8. Upon the completion of the annual audit, the Audit Committee shall review the audit findings, including any comments or recommendations of the independent auditors, with the entire Board and obtain the approval of such report from the Board. The Audit Committee shall report to the Board on any issues which may be unresolved.

### *Internal Audit*

1. The Audit Committee shall review the internal audit function of the University, including the independence and authority of its reporting obligations, the proposed audit plans for the coming year and the coordination of such plans with the independent auditors.
2. The Audit Committee shall determine, with consultation from the University's leadership, whether the internal audit function may be performed by a staff internal auditor or may be outsourced to a third party, as deemed appropriate.
3. The Audit Committee shall recommend, with consultation from the University's leadership, the appointment, replacement, reassignment or dismissal of the University's internal auditor as may be warranted.
4. The Audit Committee shall meet at least annually with the University's internal auditor to assure itself that the University has a strong internal auditing function by reviewing the internal audit program and assessing (grading) risk areas along with a proper control environment that promotes accuracy and efficiency in the University's operations.
5. The Audit Committee shall receive reports from the University's internal auditor, which include a summary of findings from completed internal audits and a progress report on the internal audit plan, together with explanations for any deviations from the original plan.
6. The Audit Committee shall consider and review with the University's administration and the internal auditor: (a) significant findings during the year and management's responses thereto, including the status of previous audit recommendations, (b) any difficulties encountered in the course of their audits, including any restrictions on the scope of activities or access to required information, (c) any changes required in the planned scope of the internal audit plan; and (d) the internal auditing department budget and staffing.

### *Other Responsibilities*

1. The Audit Committee shall oversee the University's administration of the University's conflict of interest policy.
2. The Audit Committee shall establish procedures for the confidential, anonymous submission by University staff and administration of concerns regarding questionable accounting or auditing matters.
3. The Audit Committee shall review the regulations and current audit trends and requirements and recommend appropriate policy and practice applications to University administration.
4. The Audit Committee shall investigate or consider such other matters within the scope of its responsibilities and duties as the Audit Committee may, in its

discretion, determine to be advisable. The Audit Committee shall have the authority to engage independent counsel and other advisers or experts, as it deems necessary to carry out its duties.

5. The Audit Committee shall prepare any report required by any governmental body or to the public, if any, as required by laws of the Commonwealth of Massachusetts and any/all regulations promulgated thereunder.
6. The Audit Committee shall at all times cooperate with all state auditors and provide any/all reports, statements, minutes and other related documents as may be required by such auditors.

### **III. Organization**

#### *Review of Charter*

This charter shall be reviewed and reassessed by the Audit Committee annually, prior to June 30<sup>th</sup>.

#### *Membership/Structure/Quorum*

Per Westfield State University Board of Trustee By-laws, Section 7.A., the Audit Committee shall consist of at least three voting trustees; provided however, that no more than one committee member may also be a member of the Financial Affairs and Advancement Committee. The Audit Committee chairperson shall be appointed by the Board chairperson.

#### *Staff Liaison*

The president shall designate a member of the University's senior administration to serve as a liaison to the Audit Committee.

#### *Meetings*

The Audit Committee shall, at a minimum, meet in advance of each Board of Trustees meeting, unless the committee chairperson and Board chairperson determine that a meeting is not necessary. A quorum of any meeting of the Audit Committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts open meeting laws. Meeting materials will be posted on the University's website within 14 days after each committee meeting.

#### *Agenda, Minutes and Reports*

The chair, in collaboration with the staff liaison, shall be responsible for establishing the agenda for each meeting. An agenda, together with relevant materials, shall be provided to committee members at least five days in advance of the meeting. Minutes for all meetings shall be drafted by the staff liaison or designee, reviewed by the committee chair, and approved by committee members at the following meeting.



## Board of Trustees

June 13, 2023

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### MOTION

To engage with the Boston Consortium Group for an audit of grants to begin in the fall semester of 2023.

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Robert A. Martin, Ph.D., Chair

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Date



## Board of Trustees

June 13, 2023

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### MOTION

To approve and adopt the Westfield State University Board of Trustees Justice, Equity, Diversity, and Inclusion (JEDI) Committee Charter, as presented.

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Robert A. Martin, Ph.D., Chair

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Date



**BOARD OF TRUSTEES  
JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI) COMMITTEE  
CHARTER**

**I. Mission**

The Board of Trustees, Justice, Equity, Diversity, and Inclusion (JEDI) Committee (hereafter referred to as the JEDI Committee) shall work with the Board and the JEDI Division to advance justice, equity, diversity, and inclusion principles and initiatives at Westfield State University (WSU).

**II. Authority and Responsibilities**

*Policies*

The JEDI Committee of the Board of Trustees, in concert with the JEDI Division, ensures that transparency and excellence remain at the forefront of JEDI endeavors and projects at WSU. The JEDI Committee supports, monitors, and provides guidance as WSU develops the appropriate means to address equity, diversity, and inclusivity strategic priorities. The JEDI Committee leads the Board's engagement on JEDI issues and helps trustees gain the skills necessary to meet the needs of and reflect the diverse University community they serve. Other activities of this committee are listed below.

- (1) Connect JEDI principles to the WSU mission within its larger governing responsibilities as a committee of the WSU Board of Trustees.
- (2) Provide input into initiatives led by the JEDI Division.
- (3) Define institutional-level JEDI priorities, goals, and action steps.
- (4) Ensure that JEDI initiatives are well integrated across campus.
- (5) Help assess, create, refine, and institutionalize policies rooted in JEDI principles at WSU.
- (6) Adopt specific initiatives to champion and oversee.
- (7) Play an active role in internal and external events with the JEDI Division (i.e., Host and/or attend JEDI-related informational, educational, and awareness events and activities.)
- (8) Embody and advocate for JEDI principles.

*Oversight of Implementation*

Recognize the role and responsibilities of the JEDI Division Vice President in developing and implementing programs/initiatives that promote a thriving, diverse, multicultural, equitable, ethical, and inclusive campus.

### *Evaluate Performance*

Monitor, review, and evaluate the progress and process of the JEDI Committee and the broader JEDI efforts into which the committee provides oversight and input.

### *Educate the Board*

- Understand the campus-wide JEDI plan and the relationship among its components.
- Communicate JEDI Committee activities and all other relevant JEDI information, concerns, and recommendations to the Board.
- Leverage their positions as committee members to involve and engage other trustees and community leaders in resource development, fundraising, relationship cultivation, and recognition events.
- Actively promote and support WSU's JEDI initiatives.

## **III. Organization**

### *Review of Charter*

This charter shall be reviewed and reassessed by the JEDI committee annually, and any proposed changes shall be submitted to the Board for approval.

### *Membership/Structure/Quorum*

The JEDI Committee shall consist of at least five members. The committee chair shall be appointed by the Board chair.

### *Staff Liaison*

The president shall designate a member of the University's senior administration to serve as liaison to the committee.

### *Meetings*

The JEDI committee shall meet in advance of each Board of Trustees meeting unless the committee chair and Board chair determine that a meeting is not necessary. A quorum of any meeting of the JEDI committee shall consist of a majority of its voting members. Committee members may participate by teleconference as permitted by state laws. All meetings will conform to Massachusetts open meeting laws.

### *Agenda, Minutes, and Reports*

The chair, in collaboration with the staff liaison, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be provided to committee members at least five days in advance of each meeting. Minutes for all meetings shall be drafted by the staff liaison or designee, reviewed by the committee chair, and approved by committee members at the next meeting. Meeting materials will be posted on the University's website within 14 days after each committee meeting.



# Resolution

## Westfield State University

Whereas, **Chloë Sanfaçon**, of North Grafton, Massachusetts, has served honorably on the Westfield State University Board of Trustees since 2021; and

Whereas, she duly participated in Committees of the Board, including Academic Affairs, Enrollment Management and Student Affairs, and Financial Affairs and Advancement; and

Whereas, the breadth of her campus engagement in academics, student government, work as a new student orientation leader, peer writing consultant, legislative intern, programming assistant and outreach to students have provided essential context for Board of Trustees deliberations regarding student perspectives on living and learning at Westfield State; and

Whereas, solid preparation, active participation, and creative engagement highlight her representation on the Board; and

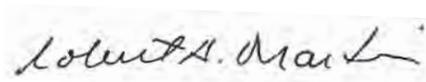
Whereas, she participated in solution-oriented conversations about issues in higher education in enrollment, University structure, and campus culture; and

Whereas, significant progress in the implementation of the University's strategic plan mark her time as a Board member; and

Whereas, superior academic performance and work ethic put to the service of the Board of Trustees serves the good of the Commonwealth; and

Whereas, the students, faculty, staff, and administration are grateful for her advocacy on behalf of their interests and the Westfield State mission.

Now, therefore, be it resolved that the Board of Trustees and the University community gratefully salute the dedication and exemplary contributions of **Chloë Sanfaçon**.



Dr. Robert Martin  
Chair



Dr. Linda Thompson  
President

*June 13, 2023*



# Resolution

## Westfield State University

Whereas, **Lydia Martinez-Alvarez**, of Springfield, Massachusetts, has served honorably as a member of the Westfield State University Board of Trustees for nearly six years; and

Whereas, she participated in various committees of the Board, including Academic and Student Affairs, Advancement and Enrollment Management (Chair), Audit (Chair), Executive, and Justice, Equity, Diversity, and Inclusion; and

Whereas, during her tenure, Westfield State University has continued to build upon the legacy founded by Horace Mann in 1839 as the first public college in America without barrier to gender, race, and economic class; and

Whereas, her education, experience and expertise, insight, diplomacy, and sound judgment have proven invaluable to the deliberations and policy-making of the Board; and

Whereas, impressive new University initiatives, such as initiating and developing the Enrollment Advisory Committee, formulating educational and community partnerships, campus improvements, and the ratification of a strategic plan highlighted the tenure of her Trusteeship; and

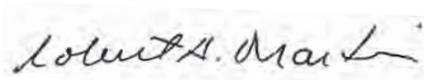
Whereas, she has demonstrated her belief in the quality and importance to the Commonwealth of public higher education, and her dedication to Westfield State; and

Whereas, as her background in academic leadership as assistant superintendent of Springfield Public Schools, and most recently as Director of Educational Leadership at Paper, she has contributed to the Board with strong knowledge and expertise on the subject of education, and by her dedicated long-standing service to the advancement of and advocacy for students, she has provided the Board with awareness and insight on ensuring a quality educational experience; and

Whereas, the University is grateful for her advocacy on behalf of its students and the Westfield State University mission; and

Whereas, these hallmarks of her term portend a distinguished future for Westfield State University;

Now, therefore, be it resolved that the Board of Trustees and the University community gratefully salute the dedication and leadership of **Lydia Martinez-Alvarez**.



Dr. Robert Martin  
Chair



Dr. Linda Thompson  
President

*June 13, 2023*