Westfield STATE UNIVERSITY

Board of Trustees
Financial Affairs and Advancement Committee

12:30 p.m.
June 13, 2023

Tilia Fantasia Student Lounge, Woodward Center

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

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1. **Called to Order**   Trustee Salehi

2. **Minutes**
   a. April 25, 2023   Trustee Salehi

<u>Financial Affairs</u>

1. **Items for Action**
   a. Motion – Financial Affairs and Advancement   Trustee Salehi
      Committee Charter
   b. Motion – FY24 Provisional Operating Budget   Stephen Taksar/Maria Feuerstein
   c. Motion – Capital Budget   Stephen Taksar/Maureen Socha
   d. Motion – Vehicle Lease/Purchase Program   Stephen Taksar/Gary Duggan
   e. Motion – FY24 Sponsorships   Stephen Taksar
   f. Motion – Computer Tracking and Allocation Policy (0610)   Alan Blair

2. **Items for Discussion**
   a. Multi-Year Planning Process   President Thompson/Stephen Taksar
   b. Cash Reserves   Stephen Taksar/Lisa Freeman

3. **Items for Information**
   a. FY23 Sponsorships   Stephen Taksar
   b. Facilities Project Updates   Stephen Taksar/Maureen Socha

4. Items for Information
   a. Advancement – Fundraising/Engagement   Lisa McMahon
     - Fiscal Year End Appeal   William Hynes
     - Preparation for the Foundation Golf Tournament,   William Hynes
       Auction, and Scholarship Dinner
   b. Alumni – Engagement   Ryan Meersman

Attachment(s):
   a. Minutes 4-25-23 (Draft)
   b. Motion – Financial Affairs and Advancement Committee Charter
   c. Financial Affairs and Advancement Committee Charter (Draft)
   d. Motion – FY24 Provisional Operating Budget
   e. FY24 Provisional Operating Budget (Presentation)
   f. FY24 Provisional Operating Budget (Narrative)
   g. FY24 Provisional Operating Budget (Fund Review)
   h. Motion – Capital Budget
   i. Capital Budget
   j. Motion – Vehicle Lease, Purchase Program
   k. Vehicle Lease, Purchase Program
   l. Vehicle Lease, Purchase Program (Summary)
   m. Motion – FY24 Sponsorships
   n. Motion – Computer Tracking and Allocation Policy
   o. Computer Tracking and Allocation Policy (Clean)
   p. Computer Tracking and Allocation Policy (Track Changes)
   q. Cash Reserves
   r. Cash Reserves (Graph)
   s. FY23 Sponsorships
   t. Facilities Project Updates
   u. Fiscal YearEnd-DirectMail-FY23_Updated 051823
   v. Fiscal Year End appeal graphics
   w. Alumni Relations Update_06_2023

BOARD OF TRUSTEES
Financial Affairs and Advancement Committee
April 25, 2023
Minutes

Scanlon Banquet Hall A

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

MEMBERS PRESENT: Committee Chair Ali Salehi, Secretary Chris Montemayor, Trustee Theresa Jasmin, and Board Chair Dr. Robert Martin, ex-officio member

MEMBERS PARTICIPATING REMOTELY: Trustee Chloe Sanfacon

MEMBERS EXCUSED: Vice Chair Paul Boudreau and Trustee Madeline Landrau

TRUSTEE GUESTS PARTICIPATING REMOTELY: Trustees George Gilmer [via Zoom until joined in person at 10:15 AM], and Dr. Gloria Williams [via Zoom until joined in person at 10:40 AM]

Also present and participating were Westfield State University President Dr. Linda Thompson; Administration and Finance Vice President Stephen Taksar, Associate Vice President Lisa Freeman, Assistant Vice President for Strategic Finance and Institutional Planning Maria Feuerstein and Associate Vice President of Facilities and Capital Planning Maureen Socha; Institutional Advancement Vice President Lisa McMahon, Interim Director of Advancement and Major Gifts William Hynes, and Associate Director of Alumni Relations Ryan Meersman.

Committee Chair Salehi called the meeting to order at 10:09 AM. A roll call was taken of the committee members participating as listed above and it was announced that the meeting was being livestreamed and recorded.

> **MOTION** made by Trustee Jasmin, seconded by Trustee Montemayor, to approve the minutes of the December 20, 2022, meeting. **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Jasmin, Montemayor, Sanfacon, Salehi and Board Chair Martin as ex-officio member.

> **MOTION** made by Trustee Jasmin, seconded by Trustee Montemayor, to approve the minutes of the February 7, 2023, meeting. **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Jasmin, Montemayor, Sanfacon, Salehi and Board Chair Martin as ex-officio member.

Financial Affairs and Advancement Committee Charter
Chair Salehi asked committee members to review the draft charter and provide suggestions and feedback to the Board assistant so the charter can be voted on during the June committee meeting.

FY24 Provisional Operating Budget
Mr. Taksar reported in February 2022 that the deficit was estimated to be $6.1M. Now, with adjustments, it appears that the estimated deficit will be closer to $6.5M, a $400k difference from February. Revenue is expected to increase by $1.2M due to additional state appropriation though enrollment is projected to be flat with last year. A provisional operating budget will be presented in June and a final operating budget will be presented in October once revenue metrics such as enrollment, dining plan participation, and campus housing occupancy are better known.

The deficit continues to increase. Our ongoing revenue doesn't match our ongoing expenses. The University is using reserves to bridge the gap, consistent with the glide path strategy but this is not a long-term sustainable approach.

Multi-Year Planning Process
Ms. Feuerstein provided an update on the multi-year planning process and the five-year growth rate needed to achieve the 6,000 FTE target, which is vital to the sustainability of the University.

If enrollment grows, housing grows. Occupancy rates in housing are down and in the 70th percentile. The University's debt obligation to the Massachusetts State College Building Authority (MSCBA) is increasing, regardless of the occupancy rates in our residence halls. MSCBA is working on alternative strategies to provide more debt relief to state institutions. The proposed strategies may provide short-term benefits but defers and extends payments for the long-term.

FY24 preliminary reserve assumptions are estimated to be $11.5M. It is estimated that Residential Life will use all of their $4.9M reserves to offset their deficit and the University will have to contribute $600k from reserves to completely cover the deficit in Residential Life. The University will also use $3.3M from reserves for the glide path strategy. This brings the estimated use of reserves for FY24 to $8.8M. This is a worst-case scenario. Campus underspending and vacancy savings is likely to reduce this number, based on past trends.

The Fair Share Amendment passed in November 2022. It will dedicate additional tax to transportation and education. Governor Healey's proposed budget primarily focuses on more financial aid for students, tuition and fee price caps for students entering in fall 2023, and funding for innovation and deferred maintenance for the state universities. Details of the allocations are not known at this time. The University will maintain a conservative approach with no assumptions of new funding regarding the Fair Share Amendment during the budget process. Once allocation details are finalized, then figures from the Fair Share Amendment will be incorporated into the budget, presumably by October.

Five-Year Deferred Maintenance Plan
Ms. Socha reported FY23 is the last year of the current five-year deferred maintenance allocation with the Division of Capital Asset Management and Maintenance (DCAMM). The University was allocated $9.4M as part of this initiative and less than $1k was left unspent. A new five-year deferred maintenance plan will begin in FY24 with an estimated budget of $9.2M, with $6.3M from DCAMM and $2.9M from WSU. Ms. Socha reviewed the list of deferred maintenance for the new five-year plan. Unfortunately, campus emergencies do have to come out of this funding and would require planned projects to be placed on hold and/or postponed until the next five-year deferred maintenance plan. The University is required to spend at least 50% of all funding half-way through the five-year deferred maintenance plan or the funds must be returned to DCAMM. If 50% of the funding is spent half-way through the five-year plan, the University will receive its remaining deferred maintenance funding. There is currently an estimated $160M in deferred maintenance needs at WSU.

FY24 Major Capital Project
DCAMM has a competitive process to allocate $140M of state funding for multiple capital projects in higher education, above and beyond preventative or routine maintenance. The University was awarded $20M through this process in support of the renovation of Parenzo Hall. Each campus can submit one proposal that shows return on investment, workforce development, new technology, etc. Proposals are due by December 2023. The University has selected Bates Hall and will build off of a concept submitted by Associate Dean Sabine Klein. Bates has had no major renovations since its construction in 1961.

FY23 Third Quarter Financials
Ms. Feuerstein reviewed third quarter numbers. The numbers capture a point in time, they are not a projection. Labor shortages, inflation, and capacity issues continue to have a significant effect on campus resources. However, increased position vacancies continue to offset the direct impact of enrollment challenges. Though the third quarter snapshot is favorable, University expenses are lagging and will catch up by the end of the fourth quarter. Most of the current surplus will significantly decrease by year end, once all the fiscal year transactions are processed.

Investment Subcommittee Update
Mr. Taksar reported there is a final draft of the request for proposal (RFP) to maximize short-term investment rates. The RFP will be posted soon. The goal is to complete the RFP and make the selection by the end of FY23. Trustee Gilmer would like to see a summary on cash reserves as standard meeting material for future committee meetings.

Fundraising Report/Third Quarter Dashboard
Ms. McMahon reported the number of new donors have more than doubled from last year, and 369 donors have been reactivated. As of March 31, 2023, Institutional Advancement has raised over $1.1M in gifts and grants. Third quarter numbers are starting to reflect pre-pandemic numbers. Westfield State Foundation will meet in April and are likely to pledge $1.3M in support to the University for FY24.

Give a Hoot Annual Day of Giving Update
Mr. Hynes reported $98k was raised during the two-day, Give a Hoot Annual Day of Giving event. It is estimated this number will increase to $100k as Advancement is still waiting to receive some matching funds.

Alumni Report
With a continued focus on engagement, Mr. Meersman gave an update on the recent and successful alumni events held in Naples, FL. Mr. Meersman also shared a number of social media efforts used to engage alumni, one of which highlighted women alumni in celebration of Women's History Month.

There being no further business,

> **MOTION** made by Trustee Jasmin, seconded by Trustee Montemayor, to adjourn.
> **There being no discussion, ROLL CALL VOTE** passed motion unanimously with Trustees voting in the affirmative: Jasmin, Montemayor, Sanfacon, Salehi, and Board Chair Martin as ex-officio member.

Meeting adjourned at 11:55 AM.

Attachments presented at this meeting: Draft Minutes 12-20-22 (Draft); Minutes 2-7-23 (Draft); Financial Affairs and Advancement Committee Charter (Draft); Finance and Capital Assets Committee Charter

(Current); Advancement and Enrollment Management Committee Charter (Current); Five-Year Deferred Maintenance Plan; Third Quarter Financials (Summary); Third Quarter Financials (FY23); Third Quarter Financials (FY22); Third Quarter Dashboard; Give a Hoot Annual Day of Giving Update; Alumni Report.

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 Financial Affairs and Advancement Committee meeting held on April 25, 2023.

_____   _____

Chris Montemayor, Secretary   Date

Westfield
STATE UNIVERSITY

Board of Trustees

June 13, 2023

MOTION

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

_____   _____
Robert A. Martin, Ph.D., Chair   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.

Westfield
STATE UNIVERSITY

Board of Trustees

June 13, 2023

MOTION

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

_____   _____

Robert A. Martin, Ph.D., Chair   Date

Westfield State University
Board of Trustees
Financial Affairs and Advancement Committee

June 13, 2023

Prepared by:

Steve Taksar, Vice President of Administration and Finance

Maria Feuerstein AVP, Strategic Finance & Institutional Planning

Agenda

- Enrollment Overview

- FY24 Provisional Budget

- Residential Life Funding/Debt Service

- Reserve Funding Summary

- FY24 October Budget Planning

- Cash Reserves and Investments

- Q and A

Historical Enrollment Overview

Westfield State University
UG Day Enrollment - Budgeted vs Actual/Projected (Billed)
FY15 - FY24

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY2024
Budget	4,675	4,500	4,372	4,350	4,350	4,223	3,552	3,215	2,997	2,960
Actual	4,540	4,643	4,645	4,526	4,241	3,940	3,496	3,229	2,995	
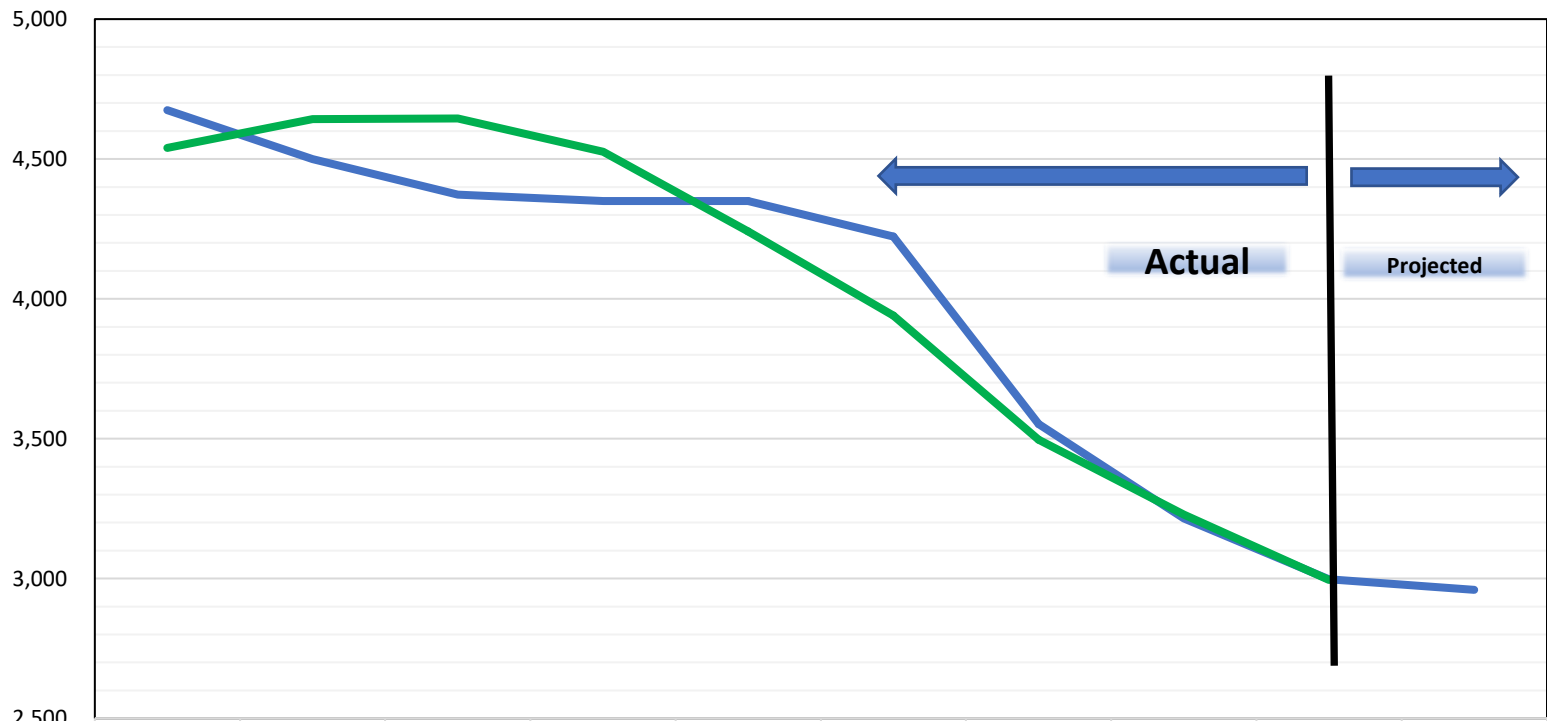
FY23 vs. FY24 Enrollment Variance
(as of 5/31/23)

	FY23 October Budget	FY23 Actual	FY23 Budget vs. FY23 Actual	FY24 Provisional Budget	FY24 Budget vs. FY23 Budget
	a	b	= a - b	c	= c - a
New Freshman	797	796	(1)	813	16
Transfers	213	213	-	213	-
Returning	2,238	2,238	(0)	2,168	(70)
Total Fall	**3,248**	**3,247**	**(1)**	**3,194**	**(55)**
					-
Spring Melt Rate 10%	2,923	2,922	(1)	2,874	(49)
Average Billable	**3,086**	**3,085**	**(1)**	**3,034**	**(52)**
Less: XRG	(100)	(100)	-	(75)	26
Adjustment: Other	11		(11)		(11)
Full Year Average Billable Students	**2,997**	**2,985**	**(11)**	**2,960**	**(36)**

Enrollment (FTE)	FY23 October Budget	FY23 Actual	FY23 Budget vs. FY23 Actual	FY24 Provisional Budget	FY24 Budget vs. FY23 Budget
	a	b	= a - b	e	= e - c
Graduate	612	613	1	612	-
PA	60	57	(3)	60	-
Undergraduate	652	520	(132)	652	-
Total CGCE Student FTE Conversion	**1,323**	**1,190**	**(134)**	**1,323**	**-**

	FY23 October Budget	FY23 Actual	FY23 Budget vs. FY23 Actual	FY24 Provisional Budget	FY24 Budget vs. FY23 Budget
Total UG & CGCE FTE	**4,320**	**4,175**	**(145)**	**4,284**	**(36)**

Note:
- Data compiled from billed student tracking, admissions data, and CGCE Webfocus data extraction.
- Actuals represent estimates based on a combination of known enrollment data and calculations

Revenue Highlights

- State appropriation increase of $1M or 3%

- Grant revenue increase of $954k; federal earmark for a nursing and health sciences program.

- Tuition/fees and auxiliary revenue is flat due to decreasing enrollment offset by increased fees.

- CGCE revenue is flat but undergoing a new assessment to re-tool structure and strategy.

- Foundation funds increasing by $130k or 12%.

Expense Highlights

- Compensation and benefits decreasing by $2M or 3% due to vacant position budget adjustments.

- Residential Life expenses increasing by $2.3M or 13% due to debt service and utility costs.

- Capital investments increasing by $1.4M or 40% using rollover funding for unfinished projects and $377k of expected FEMA funding.

- All other expenses increasing by $1.1M or 22% due to other trust fund rollovers and grant funding.

- Financial aid budget now based on discount rate of 13% and one-time allocation of reserves eliminated; rebalanced to base budget.

- Utilities increasing by $700k due to continued energy market pressures

- One-time Covid expenses not continued in FY24, lower by $908k.

FY24 Provisional Budget – Trust Fund View

	Operating Budget	Innovation Fund	FEMA Reimb. Funds	ARPA Funding	Grants	Capital Project Fund	CGCE	Residential Life	Dining Services	Other Trust Funds	FY24 Budget
Total Revenue	73,514,906	800,000	-	2,212,072	2,632,937	-	12,140,783	15,205,342	9,644,916	1,696,340	117,847,297
Total Expense and Transfers	73,007,410	1,416,475	1,459,972	2,212,072	2,713,040	994,987	12,340,783	19,302,312	9,944,916	2,602,941	125,994,908
Net Revenue over Expense	507,496	(616,475)	(1,459,972)	-	(80,103)	(994,987)	(200,000)	(4,096,970)	(300,000)	(906,601)	(8,147,611)
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
Total Use of Reserves	3,589,474	616,475	1,459,972	-	80,103	994,987	200,000	-	300,000	906,601	8,147,611
Net Surplus/(Loss)	4,096,970	-	-	-	-	-	-	(4,096,970)	-	-	-

Note:
1. Planned Use of Reserves may require minor adjustments following year end accounting validation
2. Most of the Res Life losses are funded from Glide Path Reserves.

FY24 Provisional Budget – Reserve Funding

	FY23 October Budget	FY24 Provisional Budget	Year over Year Comparison	
			$ Fav / (Unfav)	% Fav/(Unfav)
Total Revenue	$ 114,662,227	$ 117,847,297	$ 3,185,069	3%
Total Expense	$ 121,807,837	$ 125,994,908	$ (4,187,071)	-3%
Unadjusted Net Profit/(Loss)	$ (7,145,609)	$ (8,147,611)	$ (1,002,002)	-14%
Revised Structural Deficit				
Net Profit/(Loss)	$ (7,145,609)	$ (8,147,611)	$ (1,002,002)	-14%
Reserve Funding:				
Planned Use of Reserves	2,983,610	3,175,356	191,746	6%
Capital Rollover	1,511,196	1,294,987	(216,210)	-14%
FEMA Rollover for Capital Projects	-	377,637	377,637	100%
Total Use of Reserves	$ 4,494,806	$ 4,847,979	$ 353,173	8%
Structural Deficit / Glide Path Use of Reserves	$ 2,650,803	$ 3,299,632	$ 648,829	24%
Adjusted Surplus/(Deficit)	-	-	-	-

- Assumes all budgeted dollars are spent and maximum use of reserves.
- Unlikely $2.6M of FY23 reserves will be needed this year.
- Planned use of reserves were budgeted, yet unspent funds from FY23

FY24 Reserve Funding Summary

FY24 Preliminary Reserve Assumptions	Existing Budgeted Funds _Smoothes Timing Issues_	Draw from Cash Reserves _Reduces Liquidity_	Total
Capital Rollover	$ 994,987		$ 994,987
Other Trust Fund Rollover	$ 906,601		$ 906,601
Operations Rollover _Supply Chain, ESTF, and Other_	$ 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
Total	**$ 4,847,979**	**$ 3,299,632**	**$ 8,147,611**

FY24 Residential Life Funding/Projection

Residential Life Operations	Ref	FY23 Approved	FY24 Provisional Budget	FY25 FCST	FY26 FCST	FY27 FCST
RHTF Beginning Balance		$ 5,126,755	$ 4,986,481	$ 4,986,481	$ 996,348	$ 1,034,128
Net Gain/Loss		$ (2,298,466)	$ (4,721,619)	$ (5,027,391)	$ (4,855,075)	$ (4,669,678)
End of Year Balance	**a**	**$ 2,828,289**	**$ 264,863**	**$ (40,910)**	**$ (3,858,727)**	**$ (3,635,550)**
5% Minimum Balance Amount Required		$ 780,771	$ 889,511	$ 996,348	$ 1,034,128	$ 1,048,869
Operations to fund Res Life Deficit	**b**	**$ 2,158,192**	**$ 4,721,619**	**$ 1,037,258**	**$ 4,892,855**	**$ 4,684,419**
Revised End of Year Balance	**= a + b**	**$ 4,986,481**	**$ 4,986,481**	**$ 996,348**	**$ 1,034,128**	**$ 1,048,869**

- Residential Life requires an ongoing funding commitment to balance its budget and maintain the 5% reserve balance requirement; significant driver of campus deficit.
- The FY24 Provisional Budget is a revised estimate that reflects the ongoing need for campus funding.
- A multi-year strategy is needed to address an ongoing projected shortfall.
- MSCBA Debt restructuring is being explored to alleviate financial pressure in short term.

Residence Life Debt Service

The orange line reflects principal and interest payments net of projected Build America Bonds (BABs) subsidy and Debt Service Reserve Fund (DSRF) corpus releases.

Residence Hall Debt

Westfield State University: Residence Halls Gross Debt Service and Net Debt Service

Fiscal Year

Debt Service — Proposed Net DS After Revisions
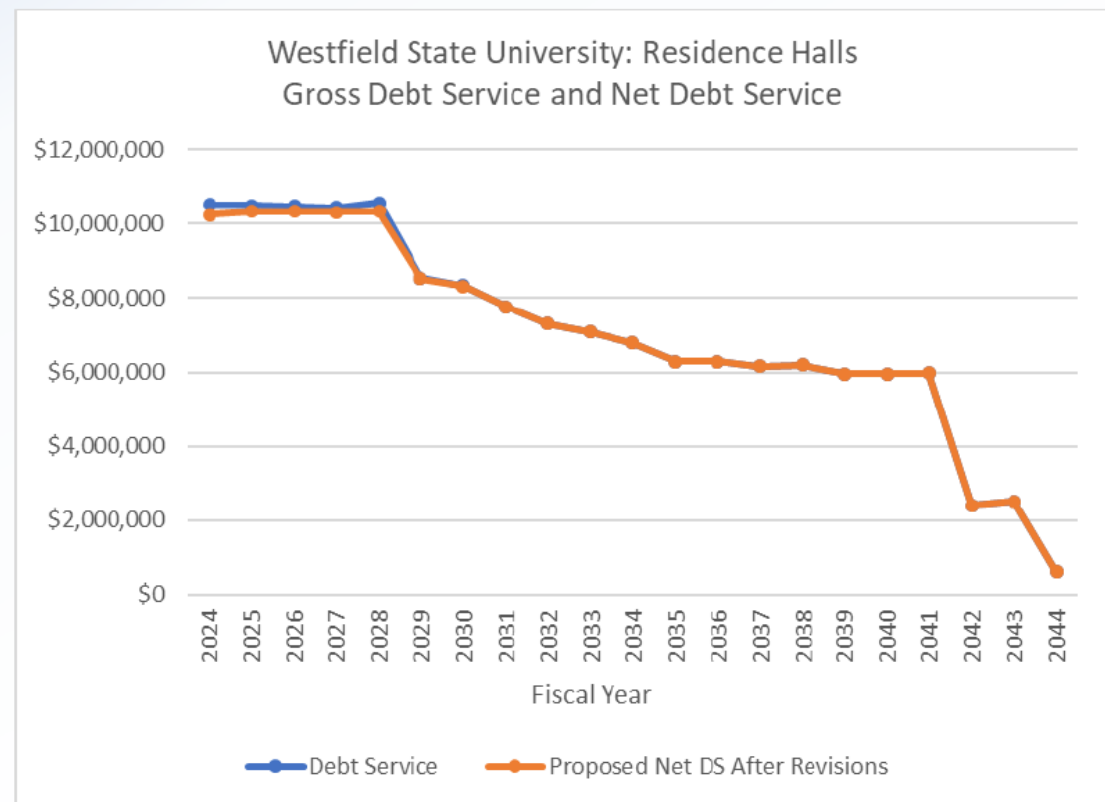
FY24 October Budget Planning Process

- Monitor enrollment & occupancy to incorporate into final October Budget.

- Final adjustment of State Appropriation will be updated once the State Budget has been finalized (including Fair Share allocations, as appropriate)

- Review of FY23 financial results to evaluate budget planning strategy for realignments in FY24/25 (Vacancy savings, underspending, reinvestment strategy, and repurpose of funds across divisions); consider new budgeting model for FY25.

- Final budget presented at October 2023 Board of Trustees meeting for approval.

Cash Reserves and Investments

Westfield State University-Cash and Investment Balances
June 30,

	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Investments-long term	$0.05	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06	$0.07	$20.00	$23.76	$20.93	$22.45
Investments-short term	$15.59	$15.80	$16.00	$16.19	$16.37	$16.56	$16.76	$16.96	$17.20	$17.51	$42.61	$42.88	$42.96	$49.17
Cash	$6.82	$13.38	$17.24	$21.68	$26.89	$31.32	$40.07	$41.38	$44.09	$50.47	$3.95	$7.21	$20.82	$7.70

FY 23 is as of 4/30/23

Parenzo project payments: $4.0M paid 7/15/21 (FY22), $15.514M paid 7/15/22 (FY23), $.5M due 7/15/23 (FY24)

HEERF funds of approximately $3.0M remained unspent at the end of FY22 thereby adding to the University's cash balance

QUESTIONS & ANSWERS

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Westfield State University
Financial Affairs and Advancement Committee

FY24 Provisional Operating Budget
June 13, 2023

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<u>**OVERVIEW**</u>

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 hurtle, 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.

<u>**PROVISIONAL BUDGET PLAN FY24**</u>

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.

	FY22 Final Budget	FY23 October Budget	FY24 Provisional Budget	Year over Year Comparison	
				$ Fav / (Unfav)	% Fav/(Unfav)
Revenue:					
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%
Total Revenue	$ 112,261,799	$ 114,662,227	$ 117,847,297	$ 3,185,069	3%
Expense:					
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%
Total Expense	$ 114,080,785	$ 121,807,837	$ 125,994,908	$ (4,187,071)	-3%
Unadjusted Net Profit/(Loss)	$ (1,818,986)	$ (7,145,609)	$ (8,147,611)	$ (1,002,002)	14%
Revised Structural Deficit	$ (2,883,584)		$ -		
Net Profit/(Loss)	$ (4,702,570)	$ (7,145,609)	$ (8,147,611)	$ (1,002,002)	14%
Reserve Funding:					
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%
Total Use of Reserves	$ 1,818,986	$ 4,494,806	$ 4,847,979	$ 353,173	8%
Structural Deficit / Glide Path Use of Reserves	$ 2,883,584	$ 2,650,803	$ 3,299,632	$ 648,829	24%
Adjusted Surplus/(Deficit)	-	-	-	-	-

Planning Assumptions:	FY22 Final Budget	FY23 October Budget	FY24 Provisional Budget	$ Fav / (Unfav)
Revenue Assumptions				
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)
Expense Assumptions				
Strategic Plan Funding	$ 351,581	$ 372,581	$ 372,581	$ -
Financial Aid Increase	$ 200,000	$ 859,400	$ (564,202)	$ (1,423,602)
Overhead Contributions				
Dining Contribution	$ 1,121,753	$ 1,342,184	$ 1,103,600	$ (238,585)
CGCE Contribution	$ 3,256,191	$ 2,750,478	$ 2,750,478	$ -
Net Results				
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
Revenue											
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
Total Revenue	**73,514,906**	**800,000**	**-**	**2,212,072**	**2,632,937**	**-**	**12,140,783**	**15,205,342**	**9,644,916**	**1,696,340**	**117,847,297**
Expenses											
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
Total Expense and Transfers	**73,007,410**	**1,416,475**	**1,459,972**	**2,212,072**	**2,713,040**	**994,987**	**12,340,783**	**19,302,312**	**9,944,916**	**2,602,941**	**125,994,908**
Net Revenue over Expense	**507,496**	**(616,475)**	**(1,459,972)**	**-**	**(80,103)**	**(994,987)**	**(200,000)**	**(4,096,970)**	**(300,000)**	**(906,601)**	**(8,147,611)**
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
Total Use of Reserves	**3,589,474**	**616,475**	**1,459,972**	**-**	**80,103**	**994,987**	**200,000**	**-**	**300,000**	**906,601**	**8,147,611**
Net Surplus/(Loss)	**4,096,970**	**-**	**-**	**-**	**-**	**-**	**-**	**(4,096,970)**	**-**	**-**	**-**

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   **5/31/2023**
FY24 Use of Rollovers and Use of Reserves

FY24 Preliminary Reserve Assumptions	Existing Budgeted Funds *Smoothes Timing Issues*	Draw from Cash Reserves *Reduces Liquidity*	Total
Capital Rollover	$ 994,987		$ 994,987
Other Trust Fund Rollover	$ 906,601		$ 906,601
Operations Rollover *Supply Chain, ESTF, and Other*	$ 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
Total	**$ 4,847,979**	**$ 3,299,632**	**$ 8,147,611**

Board of Trustees

June 13, 2023

MOTION

To approve the FY24 proposed capital budget, as presented.

_____   _____

Robert A. Martin, Ph.D., Chair   Date

Westfield State University　　　　　　　　　　　　　　　　　　　　　　　6/5/2023
FY24 Provisional Capital Plan

		Deferred Maintenance	Funding Source				Dining *Funded from Use of Reserves*		Comment
			Campus	DCAMM	MSCBA	ARPA		Total	
Physical Plant Projects									
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	
	Sub-total		**1,522,163**	**1,348,602**	**-**	**-**	**-**	**2,870,765**	
Information Technology									
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	Wirelss 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	
	Sub-total		**1,031,301**	**-**	**-**	**-**	**-**	**1,031,301**	
Other Projects									
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	
			399,173	**-**	**-**	**-**	**-**	**399,173**	
Total			**2,952,637**	**1,348,602**	**-**	**-**	**-**	**4,301,239**	
Projects Funded via Rollover									
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
	Sub-total		**994,987**	**-**	**-**	**-**	**300,000**	**1,294,987**	
Other - Grant Funded									
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	
	Sub-total		**-**	**-**	**-**	**2,212,072**	**-**	**2,212,072**	
Grand Total			**3,947,624**	**1,348,602**	**-**	**2,212,072**	**300,000**	**7,808,298**	

Notes:
1) MSCBA Project are not yet known at the time of planning and may change as final decisions are made
2) 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.
3) Deferred Maintenance - Campus Funded includes an in-house project manager cost of $160,391.
For Budgeting purposes, this is included in the compensation budget.
4) FEMA Funds of $377k are being used toward capital projects in FY24.

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 accessiblity 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 futniture 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.
		Total Facilities Projects	**3,141,938**	

		Total Non-Facilities Projects	**1,159,301**	

Total FY24 Project Cost	4,301,239
Less: DCAMM Funding	*-1,348,602*
Campus Funding	**2,952,637**

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 Montioring 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
							Total University Funded	**1,162,390**

DCAMM MATCH

2) DCAMM Funded Projects WSU Match		FUND DESCRIPTION	ORG DESCRIPTION	ORG	ACCT		**FY24 Rollover Request**
		PP DA System_Condensate DCAMM Match	Capital Planning	1141	7808		**132,597**

ARPA Funded

3) ARPA Funded Projects		FUND DESCRIPTION	ORG DESCRIPTION	ORG	ACCT		**Grant Funded, No Rollover Required**
		DHE/COVID19 ARPA Grant	Capital Planning	1141	7801		**289,500**
						Total Capital Rollover Requests	**1,584,487**

Westfield
STATE UNIVERSITY

Board of Trustees

June 13, 2023

MOTION

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

_____   _____

Robert A. Martin, Ph.D., Chair   Date

Westfield State University   6/13/2023
FY24 Lease and Motor Vehicle Schedule

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

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

FY24 Vehicle Lease Schedule Plus Requested Vehicle			$ 214,623
FY23 Vehicle Lease Schedule			$ 203,067
Difference			**$ 11,556**

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

Wilson Hall, Room 100   (413) 572-8455
577 Western Avenue   (413) 572-5615 (f)
P.O. Box 1630   www.westfield.ma.edu
Westfield, MA   oit@westfield.ma.edu
01086-1630

Board of Trustees

June 13, 2023

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.

_____   _____

Robert A. Martin, Ph.D., Chair   Date

Westfield STATE UNIVERSITY

Board of Trustees

June 13, 2023

MOTION

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

_____   _____
Robert A. Martin, Ph.D., Chair   Date

		Section:	Administrative
Westfield State University		**Number:**	0610
Policy concerning:		**Page:**	1 of 5

APPROVED: December 2015   **REVIEWED**:   June 2023

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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[1]. 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[1]. 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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[1]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.

APPROVED: December 2015   **REVIEWED**:   June 2023

_____

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[2], 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 years1. 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

_____

[2] 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.

APPROVED: December 2015   **REVIEWED**:   June 2023

_____

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) <u>Employees</u>: 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

	Section:	Administrative
Westfield State University	**Number:**	0610
Policy concerning:	**Page:**	4 of 5

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) <u>TSS Staff</u>: 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) <u>Inventory Control Office</u>: 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) <u>Employee Supervisors</u>: 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

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.

APPROVED: December 2015   REVIEWED: June 2023

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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 5~~4~~ years[1]. 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[1]. For a list of currently supported labs, please contact the ~~Academic Information Services (AIS)~~ Director of Technology Support Services~~Desk~~ (~~TSD~~TSSTSS) ~~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 5~~4~~ years[1], 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 TSD~~TSS~~:~~
- ~~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~~

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[1] OIT and/or the university reserves the right to increase or~~of~~ decrease this frequency dependent upon the fiscal health of university and/or staffing levels.

APPROVED: December 2015   REVIEWED: June 2023

_____

~~on request.~~

- ~~Their university-issued ID card~~

- ~~For devices to be used primarily off-campus, TSD~~TSS ~~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.~~

Westfield State University
Policy concerning: ~~Academic~~ Information Technology~~Services~~
Page   3 of 9

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

APPROVED: December 2015   REVIEWED: June 2023

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Support Desk.

APPROVED: December 2015   REVIEWED: June 2023

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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 ~~TSD~~TSS for any needed security upgrades. Theft of a device must be reported immediately to the ~~TSD~~TSS, University Public Safety, Financial Accounting, Inventory Control, *and* the Chief Information Security Officer.

b) ~~TSD~~TSS staff: ~~TSD~~TSS staff will not issue replacement lifecycle computers until the previous lifecycle computer is returned. ~~TSD~~TSS 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. TSD~~TSS staff will ensure that all issued mobile devices comply with ~~University security requirements when issued. TSD~~TSS 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 ~~TSD~~TSS~~, 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.

APPROVED: December 2015   REVIEWED: June 2023

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

Westfield State University

Policy concerning: ~~Academic~~ Information Technology~~Services~~
Page   7 of 9

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 ~~TSD~~TSS is responsible for the security and care of computers in labs installed by ~~AIS~~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 ~~TSD~~TSS and the Inventory Control office by the individuals or organizations using them. Theft of a device must be reported immediately to the ~~TSD~~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 ~~TSD~~TSS 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**~~

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~~Approved:~~ _____   ~~Not Approved:~~ _____

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

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~~**Dean of AIS Signature**~~: _____   ~~**Date**~~: _____

~~**Dean of Faculty Signature**~~: _____   ~~**Date**~~: _____

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

~~**Approval of VP, Admin & Finance:**~~ _____   ~~**Date**~~: _____

APPROVED: December 2015

REVIEWED: June 2023

_____

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

Westfield State University
Cash and Investment Balances
June 13, 2023

The University's cash and investment balances at June 30 are depicted in the graph as follows:

Investments long-term - This category contains the investment portfolio managed by CI Eaton Private Wealth and consists of fixed income and equities (orange shaded area).
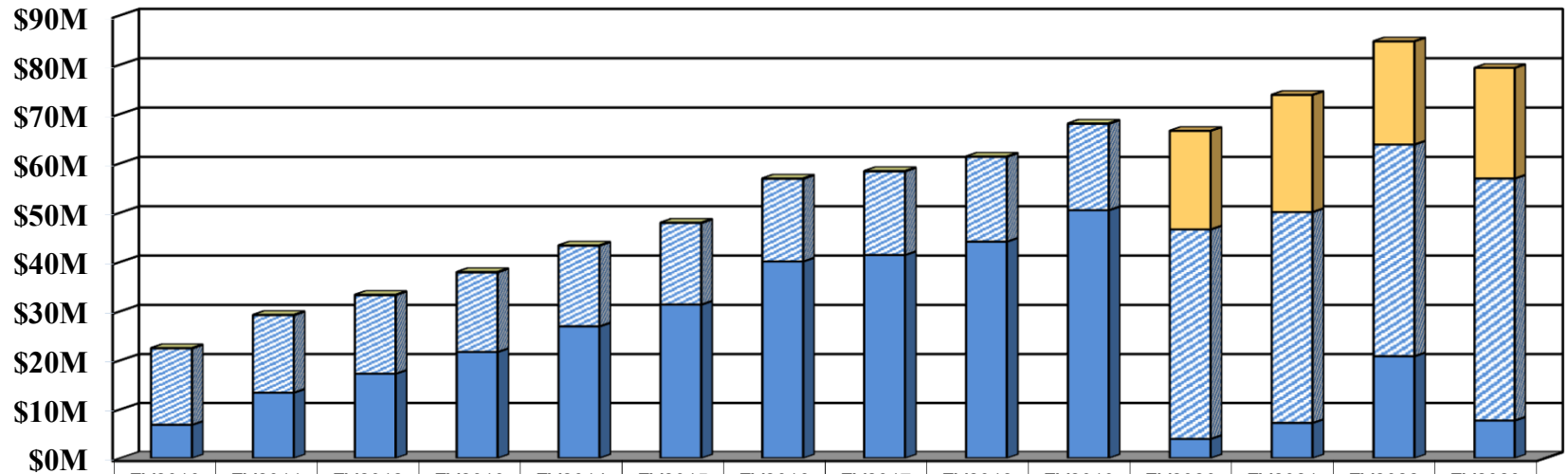
Investments short-term - This category contains bank balances in money market accounts and CD's (light blue shaded area).

Cash – Cash consists of the University's operating checking account balances and Schwab's Bank Sweep Account in our investment portfolio (dark blue shaded area).

During fiscal years 2022 and 2023, the University made payments in the amounts of $4.0 million and $15.514 million, respectively toward the renovation of Parenzo Hall. Another payment of $.5 million is due in fiscal year 2024.

HEERF federal funds of approximately $3.0 million remained unspent at the end of fiscal year 2022, and were added to the University's cash balance.

Westfield State University-Cash and Investment Balances
June 30,

	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Investments-long term	$0.05	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06	$0.06	$0.07	$20.00	$23.76	$20.93	$22.45
Investments-short term	$15.59	$15.80	$16.00	$16.19	$16.37	$16.56	$16.76	$16.96	$17.20	$17.51	$42.61	$42.88	$42.96	$49.17
Cash	$6.82	$13.38	$17.24	$21.68	$26.89	$31.32	$40.07	$41.38	$44.09	$50.47	$3.95	$7.21	$20.82	$7.70

FY 23 is as of 4/30/23

Parenzo project paymens: $4.0M paid 7/15/21 (FY22), $15.514M paid 7/15/22 (FY23), $.5M due 7/15/23 (FY24)

HEERF funds of approximately $3.0M remained unspent at the end of FY22 therby adding to the University's cash balance

UNIVERSITY SPONSORSHIPS AND COMMUNITY EVENTS HISTORY
ACTUAL EXPENSES FY2022 & FY2023

FY2023	
(Event presence included)	
Noble Ball Silver Sponsorship (plus 7 additional tickets)	$6,400
Bright Nights Ball Sponsorship	$3,500
The Ireland Funds 31st National Gala	$1,000
Foundation Interfaith Breakfast	$200
Greater Westfield Chamber of Commerce September Breakfast	$70
Total	**$11,170**
FY2023 Board of Trustees Approved	**$30,000**

Examples of Non-Ticketed Sponsorships/Charitable Advertising	
CAN DO Nursing Partnership	$5,000
Springfield Thunderbirds Sponsorship	$3,000
WWLP LGBTQ History Ad	$1,500
Community Music School of Springfield Annual Martin Luther King Day Celebration Sponsorship	$1,000
Longmeadow Pride Alliance Event Sponsorship	$250
Town of West Springfield Mayoral Ball Terrier Sponsorship	$200
Total	**$10,950**

FY2022	
(Event presence included)	
Bright Nights Ball	$3,500
Community Music School of Springfield Annual Martin Luther King Day Celebration Sponsorship	$1,000
Bay Path University President Inauguration	$500
United Way Of Pioneer Valley Women United Sponsorship	$250
Foundation Interfaith Breakfast	$200
Westfield Chamber of Commerce Legislative Luncheon	$40
Amherst Area Chamber of Commerce Networking Night	$25
Total	**$5,515**
FY2022 Board of Trustees Approved	**$30,000**

Examples of Non-Ticketed Sponsorships/Charitable Advertising	
CAN DO Nursing Partnership	$5,000
Springfield Thunderbirds Sponsorship	$3,000
Stanley Park Silver Sponsorship	$2,500
Massachusetts Nonprofit Network Sponsorship Advertising	$500
National Association of Social Workers Advocate Sponsorship	$350
Albert & Amelia Ferst Cornhole Board Sponsorship	$350
United Way of the Pioneer Valley Power of the Purse Sponsorship	$250
Total	**$11,950**

Westfield State University
Board of Trustees
Finance and Capital Assets Committee

Annual Update on Capital Projects and Planning

June 13, 2023

Prepared by:

Maureen Socha, AVP of Facilities and Capital Planning

Agenda

- ❑ FY23 Campus Projects Updates
- ❑ FY19-23 DM Capital Investment Summary
- ❑ FY24-28 Projects
- ❑ ARPA Funding
- ❑ Status of Master Plan
- ❑ Parenzo Hall update

FY23 Capital Project Updates

DCAMM

Wilson Sprinkler Installation	$3.4M	Complete
Power Plant Condensate and DA	$784k	May-Aug
HMC AC Replacement	$575k	On Going
Dower Boiler Replacement	$341k	Complete

FY23 Advanced Studies

– Wilson Roof Replacement	$55k	On going
– Trades Roof Replacement	$42k	On hold
– Ely Pool Restoration	$9.5k	On going

Campus

• Gender Inclusive Restroom In Wilson	$30k	Complete
• MEP/F Master Plan	$195k	Compete
• DC Dish Machine Replacement	$720k	Complete

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FY19-23 DCAMM 5-year Funding Plan

WSU Spent 99.8% of its 5 Year Allocation

DCAMM funding to expire 6/30/23

	DCAMM	WSU	SRP*	Total
FY19	92,521	19,596		112,117
FY20	606,241	184,031		790,272
FY21	1,785,096	16,581	1,096,501	2,898,178
FY22	2,750,315	243,611	432,402	3,426,328
FY23	1,199,144	1,722,710		2,921,854
Total	**6,433,317**	**2,186,529**	**1,528,903**	**10,148,749**

Original Allotment	6,435,990	3,060,990	
variance	(2,673)	(874,461)	1,528,903

- $2,673 of unspent DCAMM funding due to transfer deadline
- $874,461 WSU variance is favorable to the University due to SRP allotments off setting match requirements
- SRP funds did not require matching and could be used on independent small projects or to offset the University Match

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Next 5 Year Funding Plan FY24-28

- Another $9,249,450 Million anticipated
  - Split
    - $6,312,228   DCAMM (68.24%)
    - $2,937,225   WSU Match Required (31.76%)

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FY 24-28 Critical Repair Projects

Project	2023 Advance for Studies - DCAMM	Estimated Budget for Approval	Estimated Total Project Cost
Trades Building Roof	41,500	318,214	359,714
Ely Pool Restoration	9,545	1,190,545	1,200,090
Wilson Hall Roof	54,500	3,000,000	3,054,500
Facility Emergencies		1,250,000	1,250,000
Road & Sidewalk Repairs		1,250,000	1,250,000
R22 Replacement		1,159,691	1,159,691
Dining Commons Machine Room		300,000	300,000
Match Relief (5-year total)		851,538	851,538
Total	**105,545**	**9,319,988**	**9,425,533**

*Facility Emergencies amount is flexible and can be used to offset overages
**results of current Wilson Hall MEP Study may alter 5-year plan

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FY 24 WSU Capital Projects

<u>New Hall Electrical Main Replacement</u>

Original Budget Estimate $80,000

 Project Bid award $52,350

10% Contingency   <u> 5,235</u>

Estimated Construction Cost   **$57,585**

*Change orders   **$19,675**

Updated Project Cost   **$77,260**

Percent Change   **-3.4%**

• Due to the critical nature of having multiple redundant circuits and functional spare conduits, we will need to complete the conduit replacement in order to improve reliability and restore redundant circuits to our Residence Halls.

*Will be funded out of consolidation of funds into the Emergency Equipment Failure budget

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Dining Services Project Update

Bond Funded Projects - Dining Services

Project	Initial Budget	Revised Budget	Variance
Dish Machine	$ 1,300,000	$ 689,562	$ 610,438
Dining Equipment	$ 400,000	$ 915,524	$ (515,524)
Contingency	$ -	$ 94,914	$ (94,914)
Total	$ 1,700,000	$ 1,700,000	$ -

- Dish Machine project came in favorable due to lower than anticipated costs for caddy conveyer, general contractor, OPM, and contingency.

- Dining Equipment is trending above original estimates due to a higher than anticipated bid result for the Walk-In Cooler and Freezer Upgrades. The favorable variance on the Dish Machine project also allowed for additional small equipment replacement.

- $94,914 remains unspent from Dining Reserves.

FY 24 WSU Proposed Projects

- Campus Master Facilities Plan

- Gender Inclusive Restroom Renovation

- Classroom Updates

- Common Area Furniture Upgrades

- ADA Upgrades

- Abatement Work & Finishes

- Emergency Infrastructure Repair, Equipment Replacement, funding for Miscellaneous Moves & Studies deemed necessary throughout the year as campus priorities are determined

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Reallocation of ARPA Funds

Westfield State University Facilitates ARPA Spending Plan

Facilities & Operations ARPA Spending Plan	Deferred Maintenance	BOT approval 10/12/22			Requested Changes	Requested Allocation as of 2/7/23		
		FY23	FY24	Assumptions		FY23	FY24	Assumptions
Physical Plant Projects								
1 Ely Hot Water Tanks & Circulator Pumps	Y	$ 800,000	$ 550,000	1,350,000	Increase the funds from $1,350,000 to $2,073,206	$ 578,915	$ 1,494,291	$ 2,073,206
2 Scanlon/Trades Tunnel & Bates Pump Room Asbestos Remediation	Y	$ 100,000	$ 100,000	200,000	Complete, move remaining $3915 to Ely Project	$ 196,085	$ -	$ 196,085
3 R22 Replacement	Y	$ 50,000	$ 350,000	400,000	Need to replace equipment; Not able to replace coolant. Complete the study and move remaining $300,000 to Ely Project	$ 100,000	$ -	$ 100,000
4 Wilson Study of HVAC issues	Y	$ 50,000	$ 114,729	164,729	Study 1 complete Study 2 nearing completion; Working with DCAMM and DCAMM Energy. Move remaining $39,729 to Ely Project	$ 125,000	$ -	$ 125,000
		$1,000,000	$1,114,729	2,114,729		$ 1,000,000	$ 1,494,291	$ 2,494,291

Total Need	**$ 2,494,291**
Allocation	**$ 2,114,729**
Shortfall	*$ (379,562)*
Transfer of COVID Funds	**$ 357,843**

* Any difference can be value engineered or Emergency Facilties Funding

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Multi Year Facilities Master Plan Status

- Phase 1 - MEP/F Master Plan   Complete
    - Prioritize Deferred Maintenance
    - Estimated Project Costs
        - Escalation
        - Contingencies

- Phase 2 – Space Utilization Review   Due 10/24

- Phase 3 - Campus Facilities Masterplan (2024)   FY24

Campus funded from capital budget
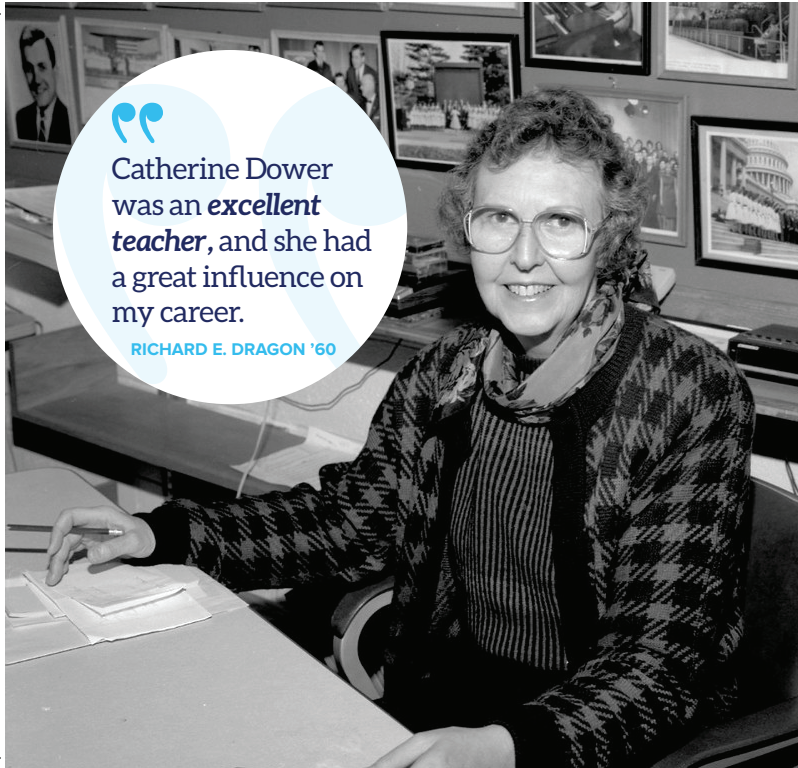
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Q and A

> Catherine Dower was an **excellent teacher,** and she had a great influence on my career.
>
> **RICHARD E. DRAGON '60**

Dear <<Preferred Name>>,

Through the years...

Westfield State faculty and staff have made significant impacts on the lives of their students.

As you think back to your time on campus, please consider making a donation in honor of the person who made your Westfield State experience so special.

Thank you for being a *valuable member* of our *Westfield State community!*

Lisa

Lisa McMahon
*Interim Vice President, Institutional Advancement and
Executive Director, Westfield State Foundation, Inc.*

Catherine Dower was an *excellent teacher*, and she had a great influence on my career.

Richard E. Dragon '60

Watching him dive was *breathtaking*; it was unbelievable. He was an all-American diver, and he was so good.

Lisa DesForge '88

DAVE LAING
COACH OF THE YEAR

Professor Sophia Sarigianides made an *impact on my undergraduate experience*, and I still think about a lot of her lessons today."

Nicholas Sarnelli '16

Professor Pilver taught most of my classes in political science, and *so much stood out about her*. She was somebody who *dedicated her whole life* to teaching, and I could tell she was passionate about it.
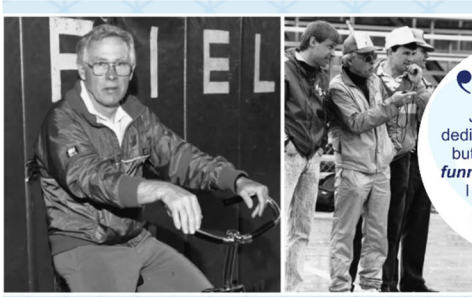
Jerry Gravel was dedicated and laid-back, but he was one of the *funniest human beings* I could ever meet.

Lance Campbell '91

I say thank you to Dr. Bob and Joseph Tobia for having such a **profound influence** on my life."

Anthony Perrone '81

Professor George Layng spent a lot of time helping me figure out what I wanted in my career and how to shape my future.

Nicholas Sarnelli '16

Westfield State **Alumni**

Class of 1973 'Golden Owls'

Graduation gift collaboration between Academic Affairs, Alumni Relations, and the
Westfield State Alumni Association

Westfield State Alumni

Summer of FUN 2023 — Westfield State Alumni

SUNSET CRUISE ON THE LADY BEA

Join us on Saturday July 15th from 6:00-7:30 pm at 1 Alvord Street, South Hadley, MA to relax on our private charter cruising the Connecticut River! Enjoy complimentary appetizers and soft drinks. Cash bar on the Lady Bea.

$35 PER PERSON | $30 LIFETIME OWLS

Please Register at westfieldalumni.org/sof23
Or use the QR Code

Westfield State University Alumni
EVENING AT THE WooSox

ENJOY AN UNFORGETTABLE EXPERIENCE AT POLAR PARK! Spend time at your private space in Shaw's Home Bullpen Terrace and enjoy your 2 hours all-you-can-eat buffet! Don't forget to come on down to the field after the game to have a sunset catch!

Date: Saturday, 8/19   Time: 4:05 PM – Arrive at 2:35pm   Price: $47

Contact: Cheri Baranowski : cbaranowski@westfield.ma.edu