



**WORCESTER**  
S T A T E  
**UNIVERSITY**

President's Office  
Phone: 508-929-8020  
Fax: 508-929-8191  
Email: bmaloney@worchester.edu

Dear Trustees:

The next scheduled Worcester State University Board of Trustees Meeting will take place on:

**Tuesday, April 9, 2019**  
**All meetings will take place in the**  
**Student Affairs Conference Room**  
**Room 326**

Academic Affairs /Student Development Committee Meeting 3:30 pm

Finance & Facilities Committee Meeting 4:30 p.m.

Board of Trustees Dinner 5:30 p.m.  
Student Center, Foster Room C318

Board of Trustees Meeting 6:30 p.m.

Parking will be available in the Wasylean Parking Lot and signs will be available directing you to the Student Center meeting area. Please enter May Street Lot, proceed to red blinking light up the hill to Wasylean Lot where parking spots will be coned off for you.

As a reminder, we are committed to our paperless meeting format - so the materials have been posted to the website, here is the link to view those materials: <https://www.worcester.edu/Board-of-Trustees-Packets/>

We look forward to seeing you at the meeting.

Sincerely,

Barry M. Maloney  
President

**Academic Affairs / Student Development Subcommittee Meeting**



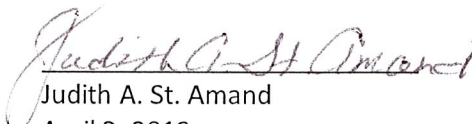
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President's Office  
Phone: 508-929-8020  
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## NOTICE

A MEETING OF THE ACADEMIC AFFAIRS/STUDENT DEVELOPMENT COMMITTEE OF THE WORCESTER STATE UNIVERSITY BOARD OF TRUSTEES IS SCHEDULED FOR TUESDAY, APRIL 9, 2019 AT 3:30 P.M. IN THE STUDENT AFFAIRS CONFERENCE ROOM #326 LOCATED IN THE STUDENT CENTER.

1. CALL TO ORDER
2. VOTES
3. MEMOS REGARDING TENURE/PROMOTION
  - 3A) President Maloney to Trustees
  - 3B) Provost Wims to President Maloney
4. APPROVAL OF AWARDING OF TENURE AND FACULTY PROMOTIONS  
PowerPoint Information – Provost Wims
5. OTHER BUSINESS
6. ADJOURNMENT

  
Judith A. St. Amand  
April 2, 2019

### **ACADEMIC AFFAIRS/STUDENT DEVELOPMENT COMMITTEE**

Trustee Shirley Steele, Chair  
Trustee Lisa Colombo  
Trustee Manasseh Konadu  
Trustee Karen LaFond  
Trustee Stephen Madaus  
Trustee David Tuttle  
Trustee Craig Blais, Ex-Officio Voting Member  
President Barry Maloney, Ex-Officio Non-Voting Member

**WSU Board of Trustees**  
**April 9, 2019**  
**Academic Affairs/Student Development Committee**

**VOTES**

Upon a motion made and seconded, it was

**VOTED:           to recommend to the full Board the approval of the awarding of tenure  
for the following faculty, effective 09/01/19:**

**(8) AWARDING OF TENURE**

Paula Bylaska-Davies	Nursing
Aimee Delaney	Criminal Justice
Kimberly Silver Dunker	Nursing
Martin Fromm	History/Political Science
Daniel Hunt	Communication
Susan Mitroka	Chemistry
Miriam Plavin-Masterman	Business/Economics
Francisco Vivoni	Sociology

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Upon a motion made and seconded, it was

**VOTED:           to recommend to the full Board the following faculty promotions, effective  
09/01/19:**

**(7) PROMOTION TO FULL PROFESSOR**

Meghna Dilip	Chemistry
Denise Foley	Education
Aldo Garcia Guevara	History/Political Science
Michael Gesin	History/Political Science
Elhab Jaber	Chemistry
John Tahlilani	Criminal Justice
Sara Young	Education

**(8) PROMOTION TO ASSOCIATE PROFESSOR**

Aimee Delaney	Criminal Justice
Martin Fromm	History / Political Science
Roger Greenwell	Biology
Daniel Hunt	Communication
Susan Mitroka	Chemistry



WSU Board of Trustees

April 9, 2019

Academic Affairs/Student Development  
VOTES

**(2) PROMOTION TO ASSOCIATE LIBRARIAN**

Vicki Gruzynski

Shu Qian

---

Upon a motion made and seconded, it was

**VOTED:**        **to adjourn the meeting at**



# WORCESTER STATE UNIVERSITY

President's Office  
Phone: 508-929-8020  
Fax: 508-929-8191  
Email: bmaloney@worchester.edu

TO: Members, WSU Board of Trustees

FROM: Barry M. Maloney

RE: Tenure/Promotion Recommendations

DATE: March 29, 2019

Following the recommendation of Dr. Lois Wims, Provost and Vice President for Academic Affairs, I am pleased to submit for your consideration and approval the following faculty members to be promoted and/or awarded tenure, effective September 1, 2019:

## **(8) AWARDING OF TENURE**

Paula Bylaska-Davies	Nursing
Aimee Delaney	Criminal Justice
Kimberly Silver Dunker	Nursing
Martin Fromm	History/Political Science
Daniel Hunt	Communication
Susan Mitroka	Chemistry
Miriam Plavin-Masterman	Business/Economics
Francisco Vivoni	Sociology

## **(7) PROMOTION TO FULL PROFESSOR**

Meghna Dilip	Chemistry
Denise Foley	Education
Aldo Garcia Guevara	History/Political Science
Michael Gesin	History/Political Science
Elhab Jaber	Chemistry
John Tahllani	Criminal Justice
Sara Young	Education

## **(2) PROMOTION TO ASSOCIATE LIBRARIAN**

Vicki Gruzynski  
Shu Qian

**(8) PROMOTION TO ASSOCIATE PROFESSOR**

Aimee Delaney	Criminal Justice
Martin Fromm	History / Political Science
Roger Greenwell	Biology
Daniel Hunt	Communication
Susan Mitroka	Chemistry
Syamak Moattari	Health Sciences
Miriam Plavin -Masterman	Business/ Economics
Francisco Vivoni	Sociology

In making the recommendations, each applicant was given due and serious consideration as required under the provisions of the collective bargaining agreement.

cc: L. Wims  
D. Bullens  
S. Luster



# WORCESTER STATE UNIVERSITY

Provost and Vice President for Academic Affairs

Phone: 508-929-8038

Fax: 508-929-8187

March 14, 2019

To: President Barry Maloney  
From: Lois A. Wims, Provost  
RE: Recommendations for Promotions

**APPROVED**  
MAR 15 2019  
BARRY M. MALONEY  
PRESIDENT

The following tenure track faculty are recommended for promotion to **Full Professor**:

Meghna Dilip	Chemistry
Denise Foley	Education
Aldo Garcia Guevara	History/Political Science
Michael Gesin	History/Political Science
Eihab Jaber	Chemistry
John Tahiliani	Criminal Justice
Sara Young	Education

The following tenure track faculty are recommended for promotion to **Associate Librarian**:

Vicki Gruzynski  
Shu Qian

The following tenure track faculty are recommended for promotion to **Associate Professor**:

Almee Delaney	Criminal Justice
Martin Fromm	History/Political Science
Roger Greenwell	Biology
Daniel Hunt	Communication
Susan Mitroka	Chemistry
Syamak Moattari	Health Sciences
Miriam Plavin-Masterman	Business/Economics
Francisco Vivoni	Sociology

CC: Stacey Luster  
Don Bullens



# WORCESTER STATE UNIVERSITY

Provost and Vice President for Academic Affairs

Phone: 508-929-8038

Fax: 508-929-8187

March 14, 2019

To: President Barry Maloney

From: Lois A. Wims, Provost

RE: Recommendations for Tenure

The following tenure track faculty are recommended for tenure:

Paula Bylaska-Davies	Nursing
Aimee Delaney	Criminal Justice
Kimberly Silver Dunker	Nursing
Martin Fromm	History/Political Science
Daniel Hunt	Communication
Susan Mitroka	Chemistry
Miriam Plavin-Masterman	Business/Economics
Francisco Vivoni,	Sociology

**APPROVED**

MAR 15 2019

BARRY M. MALONEY  
PRESIDENT

Cc: Stacey Luster

Don Bullens



WORCESTER  
STATE  
UNIVERSITY

# Tenure & Promotion Process

2018-2019



# Tenure Process at WSU

- Each tenure-track faculty member is evaluated every year.
- Process is governed by the MSCA Contract and includes:
  - Classroom Observation
  - Peer Evaluation
  - Chair Evaluation
  - Dean Evaluation and Recommendation
  - Provost Recommendation
  - President Recommendation and Approval
- At each of the first 5 years, a recommendation is made regarding reappointment to the next year.

# Tenure Process at WSU

- During the sixth year, candidates must come up for tenure.
- Each tenure candidate produces an extensive portfolio of accomplishments in:
  - Teaching Excellence
  - Scholarship / Creative Activity
  - Professional Service
  - Alternative Assignments
  - Classroom Observation
  - Peer Evaluation (Department)
  - Chair Evaluation
  - University-wide Tenure Committee Vote
    - Includes an Interview
  - Dean Evaluation and Recommendation
  - Provost Recommendation
  - President Recommendation
  - Board of Trustees Decision

# Tenure Process at WSU

- In cases where individuals came to WSU with experience elsewhere or tenure elsewhere, the candidate may apply for an early tenure decision.
- Tenure is a commitment for continuous employment by the institution.
- A negative tenure decision requires a terminal contract to the faculty member for the seventh year.

# Faculty Members for Tenure

Faculty Member	Degree	Degree Field
Paula Bylaska-Davies	Ph.D.	Nursing
Aimee Delaney	Ph.D.	Criminal Justice
Martin Fromm	Ph.D.	History/Political Science
Daniel Hunt	Ph.D.	Communication
Susan Mitroka	Ph.D.	Chemistry
Miriam Plavin-Masterman	Ph.D.	Business
Kimberly Silver-Dunker	D. NP.	Nursing
Francisco Vivoni	Ph.D.	Sociology

# Faculty Member for Tenure: Paula Bylaska-Davies

- Department of Nursing
- Highest Degree: Ph.D. Nursing U Mass
- Reviewer for several professional journals
- Led students in immersion experience in service to El Salvador
- Visiting professorship in China
- Six presentations from WSU, multiples in prior roles

# Faculty Member for Tenure: Aimee X. Delaney

- Department of Criminal Justice
- Highest Degree: Ph.D. Sociology U of New Hampshire
- Two peer reviewed journal articles, five monographs, eight conference presentations
- Grant work with the Raymond Coalition for Youth/Drug Free Communities
- Executive Board of ACJS
- American Society on Victimology



# Faculty Member for Tenure: Martin Fromm

- Department of History
- Highest Degree: Ph.D. History of East Asia, Columbia
- Extraordinary Dedication Award, 2018
- Eight peer reviewed publications
- Editor of Currents journal
- Multiple conference presentations, invited lectures on international and interdisciplinary work

# Faculty Member for Tenure: Daniel Hunt

- Department of Communication
- Highest Degree: Ph.D. Communication Sciences U Conn
- Book chapter, six peer reviewed journal articles
- Director of the Center for Community Media

Conference presentations internationally and nationally

Co-organizer of the Shared Scholarship Series

# Faculty Member for Tenure: Susan Mitroka

- Department of Chemistry
- Highest Degree: Ph.D. Chemistry Virginia Polytechnic
- Four peer reviewed articles
- Fifteen scientific presentations
- Co-Coordinator of Biotechnology Program
- Green Chemistry events for high school students

# Faculty Member for Tenure: Miriam Plavin-Masterman

- Department of Business
- Highest Degree: Ph.D. Sociology, Brown
- MBA Dartmouth
- Eight peer reviewed publications
- Fifteen conference presentations, multiple reviews for professional journals
- Open Educational Resources grant recipient
- NEA grant

# Faculty Member for Tenure: Kimberly Silver-Dunker

- Department of Nursing
- Highest Degree: D.NP. Regis
- George I Alden Teaching Award 2018
- 9 articles, multiple conference presentations, reviewer for professional publications
- Delivers workshops for clinical faculty in the region

# Faculty Member for Tenure: Francisco Vivoni

- Department of Sociology
- Highest Degree: Ph.D. Sociology, U of Illinois Urbana-Champaign
- Six peer reviewed publications
- Fifteen conference presentations
- Reviewer for professional journals and editorial board member
- Mentored student undergraduate research



# Promotion Process at WSU

- All hires who have the terminal degree in their field are appointed at the Assistant Professor rank
- After a contractual time period, Assistant Professors may apply for promotion
  - April 1<sup>st</sup> of prior year notification
  - Candidates may request consideration for promotion early.
- Associate Professors, after a contractual time period, may apply for promotion to Professor.
- Promotion to Professor requires a higher level of merit

# Promotion Process at WSU

- The promotion process requires:
  - Classroom Observation
  - Peer Evaluation (Department)
  - Chair Evaluation
  - University-wide Promotion Committee Vote
  - Dean Evaluation and Recommendation
  - Provost Recommendation
  - President Recommendation
  - Board of Trustees Decision

# Promotion Process at WSU

- Each promotion\* increases the base salary by academic rank by whichever is the greater amount equal to 5% of the current salary or to the corresponding rate below:

Academic Rank	Base Salary Increase	Faculty Candidates	Annual Cost to WSU
Associate Professor:	\$4,203	x 10	= \$42,030
Full Professor:	\$4,689	x 7	= \$32,823
Annual Total:			= \$74,853

\* These rates are effective as of September 1, 2017.

# Faculty Members Recommended for Promotion to Full Professor

Faculty Member	Degree	Degree Field
Meghna Dilip	Ph.D.	Chemistry
Denise Foley	Ed.D.	Education
Aldo Garcia-Guevara	Ph.D.	History/Political Science
Michael Gesin	Ph.D.	History/Political Science
Eihab Jaber	Ph.D.	Materials Science Engineering
John Tahiliani	Ph.D.	Criminal Justice
Sara Young	Ed.D.	Education

# Faculty Member for Promotion to Full Professor: Meghna Dilip

- Department of Chemistry
- Highest Degree: Ph.D. Chemistry U of Alabama
- Commonwealth Honors Program Director
- Eleven peer reviewed articles
- Six conference presentations
- Reviewer for scientific organizations
- Advisory Board Massachusetts Green Chemistry Commitment

# Faculty Member for Promotion to Full Professor: Denise Foley

- Department of Education
- Highest Degree: Ed.D. Indiana University of Pennsylvania
- Licensed educational and school psychologist
- Six peer reviewed articles
- Twenty one presentations
- Reviewer for journals in education
- Founding member of International Society for Policy Research and Education



# Faculty Member for Promotion to Full Professor: Aldo Garcia-Guevera

- Department of History and Political Science
- Highest Degree: Ph.D. History, U of Texas-Austin
- Thirteen research presentations, several book reviews
- Visiting scholar at National University of El Salvador
- Organizer of conference panels nationally and internationally
- Peer reviewer for academic journals
- Diversity and Inclusion Award 2013

# Faculty Member for Promotion to Full Professor: Michael Gesin

- Department of History and Political Science
- Highest Degree: Ph.D. Brandeis
- Nine peer reviewed conference presentations
- Three book reviews
- One peer reviewed article
- Book in progress

# Faculty Member for Promotion to Full Professor: Eihab Jaber

- Department of Chemistry
- Highest Degree: Ph.D. Materials Science and Engineering  
SUNY Stonybrook
- Two peer reviewed articles
- Three book reviews
- Served as Interim Chief Information Officer for WSU during the review period
- Advisory Board Nano Worcester
- Burncoat Middle School outreach

# Faculty Member for Promotion to Full Professor: John Tahiliani

- Department of Criminal Justice
- Highest Degree: Ph.D. Criminal Justice
- Washington State University
- Three peer reviewed journal articles
- Five presentations
- Two book reviews
- Semester as Acting Department Chair 2017

# Faculty Member for Promotion to Full Professor: Sara Young

- Department of Education
- Highest Degree: Ed.D. U Mass
- Six peer reviewed publications
- Seventeen Conference Presentations
- Multiple grant funded projects
- Active in numerous professional organizations
- Collaborates with Worcester Professional Development Schools and the AVID program supporting inner city middle school students

# Faculty Members Recommended for Promotion to Associate Professor

Faculty Member	Degree	Degree Field
Aimee Delaney	Ph.D.	Criminal Justice
Martin Fromm	Ph.D.	History
Roger Greenwell	Ph.D.	Biology
Daniel Hunt	Ph.D.	Communication
Susan Mitroka	Ph.D.	Chemistry
Syamak Moattari	Ph.D.	Health Sciences
Miriam Plavin-Masterman	Ph.D.	Business
Francisco Vivoni	Ph.D.	Sociology

# Faculty Member for Promotion to Associate Professor: Roger Greenwell

- Department of Biology
- Highest Degree: Ph.D. Microbiology
- University of Wisconsin
- Book chapter, 3 peer reviewed journal articles
- Eight conference presentations
- Aisiku Grant Awardee
- Teaching Fellow of American Society for Microbiology

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# Faculty Member for Promotion to Associate Professor: Syamak Moattari

- Department of Health Sciences
- D.Ph. International Health, Boston University
- M.D. Shaid Beheshti Medical University
- Chair of Health Sciences Department
- Extraordinary Dedication Award WSU 2018
- Three peer reviewed articles
- UNESCO award for public health education campaign



# Faculty Members for Promotion to Associate Librarian

Faculty Member	Degree	Degree Field
Vicky Gruzynski	MLIS	Library Sciences
Shu Qian	MLIS	Library Sciences

# Faculty Member for Promotion to Associate Librarian: Vicki Gruzynski

- University Library
- Highest Degree: Master of Library Science  
Indiana University
- Fourteen conference presentations
- President of the Association of College and Research Libraries/New England Chapter
- Conference organizer
- Open Education Resources and multiple campus advisory boards

# Faculty Member for Promotion to Associate Librarian: Shu Qian

- University Library
- Highest Degree: Master of Science in Library and Information Studies, Florida State University
- Master of Science in Computational Mathematics, Shanghai University
- Two peer reviewed articles
- Six conference presentations
- Journal reviewer
- Multiple professional organizations



# Questions?





## **Finance and Facilities Subcommittee Meeting**



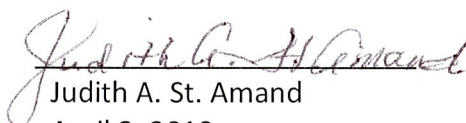
# WORCESTER STATE UNIVERSITY

President's Office  
Phone: 508-929-8020  
Fax: 508-929-8191  
Email: bmaloney@worchester.edu

## NOTICE

A MEETING OF THE WORCESTER STATE UNIVERSITY BOARD OF TRUSTEES FINANCE & FACILITIES COMMITTEE WILL BE HELD ON TUESDAY, APRIL 9, 2019 AT 4:30 P.M. IN THE STUDENT AFFAIRS CONFERENCE ROOM #326 OF THE STUDENT CENTER.

1. CALL TO ORDER – Notice/Agenda
2. VOTES
3. APPROVAL OF MINUTES – March 12, 2019
4. FY 2020 BUDGET
  - 4A) FY 2019 Budget Amendment #2 Memo
5. GRANTS POLICY
  - 5A) Grant Activity Memo
  - 5B) Current University Grants Policy
  - 5C) Grant activity reports for the past five fiscal years (2014-2018)
6. CONFERENCE AND EVENTS MIDYEAR PROFIT & LOSS STATEMENT
7. OTHER BUSINESS
8. ADJOURNMENT

  
Judith A. St. Amand  
April 2, 2019

### **Finance & Facilities Committee**

Trustee Madaus, Chair  
Trustee Fazzone  
Trustee Nichols  
Trustee Steele  
Trustee Taylor  
Trustee Blais, Ex-Officio Voting Member  
President Maloney, Ex-Officio Non-Voting Member



**WSU Board of Trustees**  
**April 9, 2019**  
**Finance & Facilities**

**VOTES**

Upon a motion made and seconded, it was

**VOTED:**       **to approve the minutes of March 12, 2019, as submitted.**

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Upon a motion made and seconded, it was

**VOTED:**       **to recommend to the full Board the approval of FY Budget Amendment #2 that reflects an additional \$562,582 increase in total revenue for the year and a transfer of the same amount to the Strategic Plan Trust Fund.**

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Upon a motion made and seconded, it was

**VOTED:**       **to recommend approval to the full Board the requirement that the Board of Trustees shall approve the submission of all grants that include an obligation to reduce or waive any university fee in excess of \$500 or with cumulative value of more than \$25,000; and further that the Board of Trustees shall receive quarterly a report on all grant awards to the University.**

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Upon a motion made and seconded, it was

**VOTED:**       **to adjourn the meeting at**

**WORCESTER STATE UNIVERSITY  
BOARD OF TRUSTEES**

**FINANCE & FACILITIES COMMITTEE  
March 12, 2019**

**Present:** Trustee Stephen Madaus, Chair  
Trustee Dina Nichols  
Trustee Shirley Steele  
Trustee Marina Taylor  
Trustee Maryanne Hammond, Non-Voting  
Trustee Craig Blais, Ex-Officio Voting Member  
President Barry Maloney, Ex-Officio Non-Voting Member  
Ms. Judith St. Amand, Assistant Secretary

**Absent:** Trustee Aleta Fazzone

The provisions of General Laws, Chapter 30A having been complied with, and a quorum present, a meeting of the Finance & Facilities Committee was held on Tuesday, March 12, 2019 in room 204 of the Wellness Center. Trustee Madaus called the meeting to order at 4:33 p.m.

**MINUTES – November 13, 2019**

- Chairman Madaus inquired where the bulleted information is derived from
- Assistant Secretary St. Amand responded information comes from materials submitted in the packet and also comments and discussion at meetings
- Trustee Steele offered a friendly amendment to page 2 – Approval of Wellness Center Trust Fund, first bullet changing oversight to overview.

Upon a motion by Trustee Nichols and seconded by Trustee Taylor, it was unanimously

**VOTED: to approve the minutes of November 13, 2019 as amended.**

**FY 2018 FEDERAL AUDIT REPORT**

- VP Kathy Eichelroth, Vice President for Administration & Finance, introduced Jim Johnsten from Bollus Lynch who provided an overview of the FY 2018 Federal Audit Report being presented for approval
- General Audit Report of the University and Foundation was presented and approved in the fall
- Because WSU receives in excess of \$750,000 in federal funding, it is considered to be a Type A program and a separate audit report must be conducted
- Pages 3-42 same as prior report

- Audit was conducted for the purpose of forming an opinion on the financial statements as a whole
- Other Information – the schedule of expenditures of federal awards is required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements
- During audit did not identify any deficiencies in internal control
- Responsibility of auditing firm to express an opinion on compliance for each of WSU's major federal programs
- In their opinion, WSU complies with the compliance requirements for year ended June 30, 2018.

Upon a motion by Trustee Taylor and seconded by Trustee Nichols, it was unanimously

**VOTED: to recommend to the full Board the approval of the Federal Audit Report/Financial Statements for Fiscal Year 2018 as presented.**

**RESOLUTION REGARDING FUTURE BOND PROCEEDS**

- MSCBA has been engaged to oversee the initial planning study for 280 May Street currently owned by the Foundation
- Looking to the possibility of the University funding the project, partially, or in whole, through tax-exempt bonds
- Resolution being presented provides for the capture of all eligible expenditures related to the 280 May Street or the "Project"
- University expenditures allowed under tax exempt financing regulations incurred subsequent to approval of this resolution could be reimbursed through a future tax exempt bond issue
- Same strategy was used in the past in 2002 for renovations to the Sullivan Building
- Resolution contains a generous ceiling of \$40M
- Once financing plan is developed, terms for any tax-exempt financing would be presented to the Board for vote and a maximum borrowing for the project would be approved
- A summary of "Requirements for Reimbursement of Expenditures from Proceed of Tax-Exempt Bond" was provided for information
- This vote is to start this process for tax-exempt bonds
- No authorization for borrowing – would require future vote of the Board

Upon a motion by Trustee Taylor and seconded by Trustee Nichols, it was unanimously

**VOTED: to recommend to the full Board the approval of the Declaration of Official Intent of Worcester State University to Reimburse Certain Expenditures from Proceeds of Indebtedness as presented for property located at 280 May Street.**

**STUDENT CENTER UPDATE**

- Vice President Eichelroth reported to the Board that the plan developed to combine the two buildings – LRC and Student Center into one project is moving forward
- Meetings have been held with occupants of buildings to hear their visions on space and need
- Student Center has a lot of wasted space
- Cost to renovate buildings high – will look at renovating, demolishing or new building
- Second round for funding will begin soon
- A meeting of the Finance Committee will be held on April 23<sup>rd</sup> to provide updated information on all Capital Projects

Upon a motion by Trustee Taylor and seconded by Trustee Nichols, it was unanimously

**VOTED:**        **to adjourn the meeting at 4:25 p.m.**

Respectfully submitted,


  
Judith A. St. Amand  
Assistant Secretary



## Memorandum

**DATE:** March 22, 2019

**TO:** Barry M. Maloney, President

**FROM:** Kathleen Eichelroth, Vice President for Administration and Finance 

**RE:** FY 2019 BUDGET AMENDMENT #2

Attached is budget amendment #2 for FY 2019. The Commonwealth has provided partial funding of the FY 2019 collective bargaining increases. The funding formula applied by the Governor's Office of Administration and Finance provides funds equivalent to a 2% increase on approximately 75% of WSU's full time payroll base, with the remaining 25% to be funded locally. To date WSU has been provided funds, based on this methodology, to pay a portion of the ASFCME and APA collective bargaining costs in FY 2019. MSCA funding has not been provided as this time but is expected after the contract is ratified by its members and prior to the close of the current fiscal year.

Page one provides the specific change that will be applied to the previously approved budget for FY 2019. This amendment reflects a \$562,582 increase in state appropriations for the year and a transfer of the same amount to the Strategic Plan Trust Fund. Pages two through seven reflect the revised budget figures after amendment # 1 and #2 are applied to the original approved budget. In general, the increase in State Appropriations (111) is allocated to the AA regular employee line with an offset by the same amount in the AA regular employee line in the General Purpose Trust Fund (400). The cumulative to-date reduction in the AA line in the General Purpose Trust Fund (400) results in surplus spending capacity of \$1,773,013 that is budgeted as a transfer of funds of \$1,210,431 to the Capital Improvement Trust Fund (405), and \$562,582 to the Strategic Plan Trust Fund (410). Funds will not be allotted from the Strategic Plan Trust Fund until the existing guidelines are updated and approved by the Board.

The funding of collective bargaining increases by the Commonwealth has released campus trust fund resources that had been allocated to cover payroll costs. Amendment #2 reflects the transfer of a portion of the surplus that will be realized in FY 2019 to the Strategic Plan Trust Fund. The funds transferred to the Strategic Plan Trust Fund will not be committed to recurring costs as it is not clear at this time whether the funds are necessary to underwrite increased operating costs in the FY 2020 operating budget. Looking ahead to the FY 2020 budget, it is possible that a portion of the FY 2020 collective bargaining costs will be funded by the Commonwealth. If funds are allocated to the campuses to partially offset the costs of collective bargaining in FY 2020, the transfer to Capital Improvement Trust Fund of \$1,210,431, approved in FY 2019 amendment #1, may remain as an annual funding mechanism for the Capital Improvement Trust Fund providing much needed resources to address future capital investment.

**Worcester State University**  
General Operating Budget (111 & 400)  
FY 2019 Budget Amendment #1 & #2

		Cumulative change from Original FY2019 Budget	FY2019 Approved Budget Amendment #2	FY2019 Approved Budget Amendment #1
<b><u>Sources of Funds:</u></b>				
	State Appropriations	1,773,013	562,582	1,210,431
	State Funded Fringe	-	-	-
	Revenues	-	-	-
	Total Sources	1,773,013	562,582	1,210,431

<b><u>Uses of Funds:</u></b>				
AA	Regular Employees	-	-	-
BB	Employee Related Expenses			
CC	Temporary Part-Time Employees			
DD	Staff Benefit Expenses	-	-	
EE	Administrative Expenses			
FF	Facility Operation Supplies			
GG	Energy/Space Rental			
HH	Professional Services			
JJ	Operational Services			
KK	Equipment Purchase			
LL	Equipment Lease, Maintenance, Repair			
NN	Infrastructure & Building Improvements			
RR	Educational Assistance			
SS	Debt Service			
UU	Technology Expenses			
	Transfer to - Capital Improvement Reserves	1,210,431	-	1,210,431
	Transfer to - Strategic Plan Trust Fund	562,582	562,582	-
	Total Uses	1,773,013	562,582	1,210,431
	Net Sources / (Uses)	-	-	-

**Worcester State University**  
Summary of Sources and Uses of Funds  
FY 2019 - All Sources and Trust Funds - Amendment #1 & #2

**Sources of Funds:**

State Appropriation	\$ 28,405,385	25%
State Supported Fringe Benefits	\$ 9,891,263	9%
Other State Revenues	989,226	1%
Federal Student Aid	7,852,543	7%
Institutional Sources	65,927,349	58%
Total Sources	<u>\$ 113,065,766</u>	

**Uses of Funds:**

AA	Regular Employees	\$ 42,043,640	37%
BB	Employee Related Expenses	795,862	1%
CC	Temporary Part-Time Employees	8,418,922	7%
DD	Staff Benefit Expenses	15,724,854	14%
EE	Administrative Expenses	2,705,746	2%
FF	Facility Operation Supplies	1,991,726	2%
GG	Energy/Space Rental	12,083,598	11%
HH	Professional Services	1,526,625	1%
JJ	Operational Services	782,227	1%
KK	Equipment Purchase	155,748	0%
LL	Equipment Lease, Maintenance, Repair	1,427,706	1%
NN	Infrastructure & Building Improvements	5,889,198	5%
RR	Educational Assistance	12,020,698	11%
SS	Debt Service	1,097,063	1%
UU	Information Technology	2,181,427	2%
	Transfer Out	2,447,713	2%
	Transfer to Other Trust Funds	1,773,013	
	Total Uses	<u>\$ 113,065,766</u>	

## Worcester State University

### Summary of Sources

FY 2019 Budget Amendment #1 & #2 - All Sources and Trust Funds

#### State Sources

Annual State Maintenance Appropriation		\$ 28,405,385
State Supported Fringe Benefits	9,891,263	
Student Aid Program (Cash Grant & PT Student)	989,226	
Total Other State Sources		10,880,489
Total State Sources		39,285,874

#### Federal Sources

SEOG Program	225,853	
College Work Study Program	102,794	
Pell Grants	7,397,621	
Local match (Transfer from General Trust Fund Reserve)	126,275	
Total Federal Sources		7,852,543

#### Institutional Sources

Revenue		
General Fund	47,822,100	
Parking Fines Scholarship Fund	110,086	
Health Services Fund	445,623	
Residence Halls Fund	12,682,765	
Student Activities Fund	288,872	
Residence Hall Technology and Equip. Fund	346,940	
Capital Improvement Fund	3,232,677	
Transfers In		
*Transfer from Health Services Fund Reserve	121,299	
*Transfer from Student Activities Trust Fund Reserve	126,128	
*Transfer from Capital Improvement Trust Fund	750,859	
Total Institutional Sources		65,927,349
Total Sources		\$ 113,065,766



**Worcester State University**  
General Operating Budget (111 & 400)  
FY 2019 Budget Amendment #2

	FY2019 Approved Budget Amendment #1 and #2	FY2019 Final Budget	FY2018 Final Budget
<b><u>Sources of Funds:</u></b>			
State Appropriations	\$ 28,405,385	\$ 26,632,372	\$ 26,632,372
State Funded Fringe Benefits	\$ 9,891,263	\$ 9,891,263	\$ 9,289,371
Revenues	\$ 47,822,100	\$ 47,822,100	\$ 45,250,975
Total Sources	\$ 86,118,748	\$ 84,345,735	\$ 81,172,718
<b><u>Uses of Funds:</u></b>			
AA Regular Employees	\$ 40,665,037	\$ 40,665,037	\$ 39,603,454
BB Employee Related Expenses	748,462	748,462	763,103
CC Temporary Part-Time Employees	8,135,822	8,135,822	8,198,116
DD Staff Benefit Expenses	15,219,553	15,219,553	13,612,705
EE Administrative Expenses	2,500,496	2,500,496	2,586,107
FF Facility Operation Supplies	1,499,726	1,499,726	1,615,714
GG Energy/Space Rental	2,389,498	2,389,498	2,389,498
HH Professional Services	1,068,325	1,068,325	1,089,533
JJ Operational Services	761,227	761,227	772,564
KK Equipment Purchase	120,748	120,748	94,748
LL Equipment Lease, Maintenance, Repair	1,256,681	1,256,681	1,262,104
NN Infrastructure & Building Improvements	5,064,969	5,064,969	4,348,744
RR Educational Assistance	2,510,961	2,510,961	2,517,439
SS Debt Service	307,013	307,013	307,013
UU Technology Expenses	2,097,217	2,097,217	2,011,876
Transfer to- Capital Improvement Reserves	1,210,431	-	-
Transfer to - Strategic Plan Trust Fund	562,582		
Total Uses	\$ 86,118,748	\$ 84,345,735	\$ 81,172,718
Net Sources / (Uses)	\$ -	\$ -	\$ -

**Worcester State University**  
State Maintenance Appropriation (111)  
FY2019 Budget Amendment #1 & #2

		FY2019 Approved Budget Amendment #1 & #2	FY2019 Final Budget	FY2018 Final Budget
<b><u>Sources of Funds:</u></b>				
	State Appropriation	\$28,405,385	\$26,632,372	\$ 26,632,372
	State Funded Fringe Benefits	9,891,263	9,891,263	9,289,371
	Total Sources	\$38,296,648	\$36,523,635	\$ 35,921,743
<b><u>Uses of Funds:</u></b>				
AA	Regular Employees	\$28,405,385	\$26,632,372	\$ 26,632,372
BB	Employee Related Expenses	-	-	-
CC	Temporary Part-Time Employees	-	-	-
DD	Staff Benefit Expenses	9,891,263	9,891,263	9,289,371
EE	Administrative Expenses	-	-	-
FF	Facility Operation Supplies	-	-	-
GG	Energy/Space Rental	-	-	-
HH	Professional Services	-	-	-
JJ	Operational Services	-	-	-
KK	Equipment Purchase	-	-	-
NN	Infrastructure & Building Improvements	-	-	-
	Total Uses	\$38,296,648	\$36,523,635	\$ 35,921,743
	Net Sources / (Uses)	\$ -	\$ -	\$ -

**Worcester State University**  
General Trust Fund (400)  
FY2019 Budget Amendment #1 & #2

		FY2019 Approved Budget Amendment #1 and #2	FY2019 Final Budget	FY2018 Final Budget
<b>Sources of Funds:</b>				
	Revenues	\$ 47,822,100	\$ 47,822,100	\$ 45,250,975
	Total Sources	\$ 47,822,100	\$ 47,822,100	\$ 45,250,975
<b>Uses of Funds:</b>				
AA	Regular Employees	\$ 12,259,652	\$ 14,032,665	\$ 12,971,082
BB	Employee Related Expenses	748,462	748,462	763,103
CC	Temporary Part-Time Employees	8,135,822	8,135,822	8,198,116
DD	Staff Benefit Expenses	5,328,290	5,328,290	4,323,334
EE	Administrative Expenses	2,500,496	2,500,496	2,586,107
FF	Facility Operation Supplies	1,499,726	1,499,726	1,615,714
GG	Energy/Space Rental	2,389,498	2,389,498	2,389,498
HH	Professional Services	1,068,325	1,068,325	1,089,533
JJ	Operational Services	761,227	761,227	772,564
KK	Equipment Purchase	120,748	120,748	94,748
LL	Equipment Lease, Maintenance, Repair	1,256,681	1,256,681	1,262,104
NN	Infrastructure & Building Improvements	5,064,969	5,064,969	4,348,744
RR	Educational Assistance	2,510,961	2,510,961	2,517,439
SS	Debt Service	307,013	307,013	307,013
UU	Technology Expenses	2,097,217	2,097,217	2,011,876
Transfer to - Capital Improvement Trust Fund		1,210,431	-	-
Transfer to - Strategic Plan Trust Fund		562,582		
Total Uses		\$ 47,822,100	\$ 47,822,100	\$ 45,250,975
Net Sources / (Uses)		\$ -	\$ -	\$ -

## Memorandum

**DATE:** March 22, 2019

**TO:** Barry M. Maloney, President

**FROM:** Kathleen Eichelroth, Vice President for Administration and Finance



**RE: GRANT ACTIVITY**

Worcester State University manages grants in a collaborative process bringing together faculty, staff and grant administrators.

The University Advancement Office of Foundation & Corporate Relations (OFCR) serves as the primary liaison for all activities from private donors, including the solicitation and raising of funds (gifts, donation and grants) from corporate, individual and philanthropic organizations. The primary contact in this area is the Grants Consultant for Corporate and Foundation Relations.

The University Grants Office, located in the Administration and Finance Division, serves as the primary liaison for all activities from government donors, including local, state and federal agencies. The primary contact for the University is the Grant Coordinator.

Attached is a copy of the current University Grants Policy and related procedures. In addition, the follow grant related policies and procedures are currently in place.

### Inventory of existing Grant Administration Policies

- WSU Policy & Procedures for Responding to Allegations of Misconduct
- WSU Compliance with Export Control Regulations
- WSU Financial Conflict of Interest Policy for Research Funded by Federal Grants
- WSU Financial Screening and Disclosure Form
- WSU Grant Cost Transfer Policy
- WSU Policy and Procedures for Grant Cost Sharing
- WSU Policy for Signature Authority on Grants
- WSU Responsible Conduct of Research (RCR) Policy and Procedures
- WSU Time and Effort Reporting Policy
- WSU Facilities and Administration Cost Distribution Policy
- WSU Course Release Costing Policy
- WSU Grant Retention Policy
- WSU Participant Support Costs Guidance

As requested, I have attached grant activity reports for the past five fiscal years (2014 – 2018).

<b>Division</b>	Administration and Finance/University Advancement
<b>Department</b>	Grants Office, Fiscal Affairs / Corporate and Foundation Relations
	<b>GRANTS POLICY</b>
<b>Policy</b>	<p>Worcester State University (WSU) encourages its faculty and administrative staff to seek external funding from governmental and independent funding agencies, organizations, and individuals in support of academic research, improved instruction, curriculum, and programmatic development, student support, facilities, and overall institutional development activities that adhere to and promote the mission of the University.</p> <p>To comply with federal, sponsor, state, private foundations, corporate sponsors, and other regulations and to properly account for grant expenditures and revenue, the University provides guidelines that all members of the University community must follow in the proposal development, grant applications, procurement, and management of all externally grant funded activities. Regulations that WSU complies with include, but are not limited to, federal Office of Management and Budget (OMB) Circulars A-21, A-110, and A-133; Massachusetts Office of the Comptroller policies and procedures; Massachusetts General Laws and Code of Massachusetts Regulation (CMR) 815. In the case of differing or multiple regulations or procedures, the most restrictive is followed.</p> <p>Only full time faculty and administrators may serve as Principal Investigators (PI) or Project Directors (PD) at Worcester State University.</p>
<b>Procedure</b>	<p><b>I. Worcester State University Grant Administrators</b></p> <p>Worcester State University facilitates grants through two offices:</p> <ul style="list-style-type: none"> <li>• The <b>University Advancement Office of Foundation &amp; Corporate Relations (OFCR)</b>, which serves as the primary liaison for all activities from <b>private donors</b>, including the solicitation and raising for funds (gifts, donation and grants) from corporate, individual and philanthropic organizations. Your primary contact is the <b>Grants Consultant for Corporate and Foundation Relations</b>.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• The <b>Grants Office</b>, located in the <b>Administration and Finance Division</b>, which serves as the primary liaison for all activities from <b>government donors</b>, including local, state and federal agencies. Your primary contact is the <b>Grant Coordinator</b>.</li> </ul> <p>If you have a project but not a funder, please write a short description of your project and send it to <u>both</u> the Consultant for Corporate and Foundation Relations and the Grant Coordinator, so that all potential funders may be considered.</p> <p>Please refer to Attachment A for a summary of the services provided by OFCR. More information on the Grants Office can be found at the website <a href="http://www.worcester.edu/Grants/default.aspx">http://www.worcester.edu/Grants/default.aspx</a></p>



## **II. Pre-Award Procedures**

### **A. Cultivation of the Idea**

If you have an idea that you believe will (1) address an institutional, local, regional, state and/or national need(s); (2) improve instructional or support services for the students; (3) enhance professional development; or (4) contribute to the mission of the University, we encourage you to have a preliminary discussion with your department head and the grant administrators for private and government funding to examine the feasibility of pursuing external support and identifying possible source(s) of funding.

### **B. Role of the Principal Investigator (PI) or the Project Director (PD)**

As the PI or PD cultivating an idea, you will be assuming the following responsibilities:

- Writing the proposal.
- Following the grant proposal guidelines.
- Gathering necessary data.
- Finding and securing any collaborator(s) needed.
- Securing the approval signatures needed for submission.
- Performing any other task necessary for the preparation of the proposal.

Once the idea is funded, the PI is fully responsible for:

- Implementing the project.
- Procuring equipment and supplies.
- Hiring personnel for the grant.
- Managing the finances of the project.
- Monitoring and certifying effort reports for grant personnel and
- Writing and submitting the report.

### **C. Discussions and Approvals**

Informal discussions with the appropriate campus personnel as required should be held well in advance of proposal deadlines to insure that any potential concerns are alleviated. This is particularly important if there are proposed items such as course release or cost sharing on the part of Worcester State University.

Below are the people with whom an individual interested in submitting a grant proposal needs to have discussions and from whom he or she needs to get approvals. Once discussions have occurred, all issues have been resolved, and the proposal has been developed, the Grant Approval Form will be routed for final approval signatures.

*All grants must have a completed **Grant Application Approval Form** (Attachment B) with all signatures prior to submission, or the proposal may not be submitted.*

#### **1. The Department Chair/Academic or Administrative Area Supervisor**

The academic department chair or administrative department head plays a crucial role in the proposal development process. Early discussion between Principal Investigator (PI) or Project Director (PD) of the grant and the department head is required prior to writing the formal proposal. The department head reviews the intent and the detailed idea to ensure that the proposal meets the mission of the department/administrative area and that the impacts on the department (i.e. release time, use of space, equipment, etc.) are addressed satisfactorily.

Any necessary collaboration across University divisions must be addressed at this point. The department head's signature on the *Grant Application Approval Form* commits the department to the grant requirements.

## **2. Dean**

All potentially externally funded activities within academic departments must have the approval of the Area Dean. At the outset, the PI/PD or his or her Department Chair should discuss the proposal idea with the Dean and should receive a preliminary approval to go ahead with the plan. Once the proposal has been fully developed and the budget prepared, the Dean must review the application to insure that it meets all institutional requirements, including any current or ongoing financial commitment, and identifies any liabilities incurred and/or chances for cost sharing. Significant proposals should be discussed at the Cabinet to ensure that there are no conflicts among divisions, that resources are available, and that they support and do not conflict with strategic goals. The Dean's signature on the *Grant Application Approval Form* commits the academic division to the grant requirements.

## **3. University Grant Coordinator**

*All proposals for grants must be submitted through the University's Grant Coordinator.*

The Grant Coordinator will assist the PI/PD, regardless of the funding source, in the preparation of the budget and the final institutional review. The office will provide information on fringe rates, overhead costs, etc. The University's formal approval process ensures compliance with the funding guidelines; University, state, and federal regulations; and facilitates the tracking of proposals both before and after submission.

### Formulation of Grant Budget

All budget items must comply with regulations on allowability according to the grantor. Costs directly charged or allocated to the grant must be accurate, reasonable, and consistent in allocation methods, regardless of the source of funding.

#### **a. Compensation**

Compensation for University employees working on grant projects must be consistent with established compensation policies as determined by Human Resources, the Payroll Department, and appropriate union contract.

#### **b. Faculty/Administrator Effort**

The proposal budget must indicate the percentage of faculty effort to be spent on grant activity that would be otherwise devoted to instruction, other scholarly activities, or administrative assignment during the academic year. The assignment of faculty and / or administrator effort to externally sponsored activity must be consistent with University policies.

#### **c. Fringe Benefit Rate**

The fringe benefit rate to be used in budget preparation for grant programs should be obtained from the Grant Coordinator. The fringe benefit rate is determined by the Commonwealth of Massachusetts Office of the State Comptroller and is subject to change.

#### **d. Cost Sharing**

Cost sharing, whereby the University absorbs some of the costs of the proposed project, is sometimes required by the funding agency/institution. Cost sharing may be defined in

different ways and the funder's definition must be determined. Some types of cost sharing are:

- a) Cash expenditures, defined as new funds not currently budgeted.
- b) In-kind contributions of direct costs borne by the University, such as facilities, employee time, or other currently budgeted items.

**e. Indirect Cost Rate (Facilities & Administration or F&A Rate)**

All grant proposals submitted by WSU members must include indirect costs if they are allowed by the funder. Please contact the Grant Coordinator for the appropriate rate to budget. Waivers to this policy must be approved by the Vice President of Finance and Administration. Indirect cost waivers are strictly regulated and may be granted only for vital programs matching the following criteria:

- Small-seed grants which may attract larger future awards.
- Cases of hardship for a new investigator.
- Awards which include contributions of equipment or building renovation funds.
- Awards for a community relations interest vital to the campus.
- Supplements for a student services activity which the campus must provide.
- Supplements for library holdings or public exhibits.

If granted an indirect cost waiver, the reduction in overhead may be used as cost sharing; however, in no circumstances will an indirect cost waiver be approved for the sole purpose of meeting cost-sharing requirements.

**4. Provost or Area Vice President**

The Provost or Area Vice President must also be notified about a proposed grant project, with appropriate discussion on the committing of University resources. The completed proposal must be reviewed and approved by the Provost or Area Vice President, with his or her signature on the *Grant Application Approval Form*.

**5. The Vice President of Administration and Finance**

The Vice President of Administration and Finance reviews the grant proposal to verify that any current financial commitment is available and any ongoing financial commitment is sustainable and appropriate for the University. The Vice President's signature on the *Grant Application Approval Form* commits the University to the fiscal grant requirements.

The combined approvals of the Provost/Area Vice President and the Vice President of Administration and Finance constitute the official commitment of WSU to the grant proposal requirements, if funded. Individual faculty, chairs of academic departments, or deans **cannot** commit the University to such activities.

**D. Timeline for Proposal Submission**

To ensure an appropriate review for compliance, completed proposals should be submitted to the Grant Coordinator **five (5) business days before** the submission deadline. Proposals submitted to the Grant Coordinator with less lead-time may not be processed in time to meet the submission deadline.



### **III. Post-Award Procedures**

#### **A. Award Notification**

A grant award (or decline) notice may be received by the President of the University, the PI, University Advancement or the Grants Office. Once a grant award notice is received, a copy should be forwarded to the Grant Coordinator, who will ensure that the appropriate chair, dean, Vice President/Provost, and President are notified.

If a decline letter is received, a follow-up discussion with the agency staff is worthwhile to learn about the proposal's strengths and weaknesses and to determine if the proposal should be resubmitted. A copy of the letter should be sent to the Grant Coordinator.

#### **B. Award Acceptance**

All grant awards must be formally accepted by the WSU President. Receipt of an award notice does not constitute acceptance by the University of the grant and its requirements. The Grant Coordinator, with input from the Consultant for Corporate and Foundation Relations, the Provost and the Vice President of Finance and Administration, will provide information to the President for consideration.

The University is ultimately responsible for the management and accountability of grants. The PI/PD, as an agent of the University, is primarily responsible to assure that all programmatic and fiscal accountability requirements are met.

#### **C: Contracts and Agreements**

All agreements for grants and contracts must be made in the name of the University (or possibly the Worcester State Foundation if 501(c) 3 status is required). All grant contracts must be approved by the Grant Coordinator and, if over \$2,500, signed by the Vice President for Administration and Finance.

### **IV. Award Procedures**

#### **A. Budget and Account Set-up Meeting**

In order to establish a grant account number in the Colleague financial system at WSU, the PI/PD must contact the Grants Coordinator to schedule a grant information and budget meeting. When appropriate, the Consultant for Corporate & Foundation Relations will attend these meetings and help facilitate follow-up as needed. This meeting is required before the PI/PD can expend any funds and before account numbers will be set up. At this meeting the grant proposal, budget, and award will be reviewed to make decisions concerning budget setup; hiring, and contract needs; effort reporting; responsibilities of all parties; and procedures for purchasing and reporting and to establish a timeline for items with due dates.

The Grant Accountant will establish a grant account/project number when the budget is uploaded into Colleague and will notify the PI/PD of this number and the date when they may begin to spend their grant money.

*All requests for expenditures of grant funds must first go through the Grant Coordinator and/or the Grant Accountant to ensure compliance with the grant and appropriate regulations.* Once approved by the Grant Office, the paperwork—purchase requests, 03 forms, etc.—will be forwarded to the appropriate office.

**B. Receipt of Grant Funds**

**1. Checks** – All grant checks should go to the Grant Accountant to be properly deposited into the correct grant account.

**2. Wire Transfers** – Those agencies that only remit funds via wire transfer will provide the grantee with the appropriate (ACH) Automated Clearing House form requesting the University's bank account number, routing number, etc. This form will be filled out by the University's Accounting Office and forwarded back to the granting agency. The Grant Accountant will code the wire transfer to the appropriate grant account.

**C. Changes to Existing Grants****1. Budget Changes**

Many times, prior approval from the funding agency is needed before any changes (such as equipment substitution, budget adjustments, or modifications to the scope of the project) can be made to a grant project or budget. The PI/PD must contact the Grant Coordinator or Grant Accountant with the change that he or she would like to make, **prior to** implementation, so that they can ensure that the proper procedures and approvals are met and update the grant's working budget.

**2. No Cost Extensions**

If the PI/PD wants to make a no cost extension (see definitions in section VI) to the grant end date, he or she must contact the Grant Coordinator, who will ensure that the appropriate steps are taken by the appropriate offices. There must be a significant reason for requesting this. University approvals must be in place prior to any contact with the grantor/funder.

**D. Buy American Act and Fly American Act**

WSU complies with requirements of both the Buy American Act and the Fly American Act in procurement when using federal funds.

**E. Reports**

Preparation of grant reports is the responsibility of the appropriate PI/PD. The Grant Accountant will work with the PI on any financial information to be included. A copy of the report is to be sent to the Grant Coordinator and, in cases of private funders, to the Consultant for Corporate & Foundation Relations.

**IV. Award Closeout**

Awards will be closed in a financially responsible manner within the appropriate time period. All necessary reports and documents for closeout will be completed and submitted by the appropriate deadline.

**A. Notification**

The appropriate liaison office (Grants Office or Institutional Advancement) will notify the PI 60 days prior to the project's end date to take action to close out the project. The PI will ensure that remaining funds are expended, review all remaining encumbrances, and make certain that the requirements and objectives of the grant project have been met.

**B. Reporting**

The PI will be responsible for preparing the final technical report and project narrative. For private funders, the PI will work in partnership with the Consultant for Corporate & Foundation Relations to complete any reporting requirements. The Grants Office will assist in preparing a final financial report and/or invoice. The PI is responsible for submitting the final reports to the sponsor according to the instructions in the award document at or before the required deadline. A copy of the final report and the transmittal letter to the sponsor should be sent by the PI to the Grants Office.

The Grants Office reviews the grant, verifying that all costs incurred have been reported to the sponsor; all dollars have been received from the sponsor; any necessary adjustments have been made; and the cash balance is zero.

**C. Records Retention**

Financial records, supporting documents and all other records pertinent to an award shall be retained for a period of seven years after final payment, in accordance with the Commonwealth of Massachusetts Public Records Law and State Comptroller's Office, or longer if required by the grantor. These records will be maintained by the WSU Grants Office.

**V. Definitions**

**501(c)3:** an American tax-exempt, nonprofit corporation or association. Worcester State University, while tax-exempt, is NOT a 501(c)3 organization. The Worcester State Foundation is a 501(c)3 entity, and any funder that requires that the grant recipient be a 501(c)3 organization can arrange for the grant to be received through the Foundation on behalf of the University.

**Amendment:** any change to a contractual agreement needing official signature.

**Award:** an executed agreement between Worcester State University or Worcester State Foundation and a sponsor.

**BO:** blanket order

**Budget Period:** the period of time during which a particular increment of funding can be used.

**Commitment:** project funds that have been set-aside in anticipation of expenditures. Project funds are committed when payroll appointments, requisitions, subcontract requests, etc. are processed. The costs are actually charged to the project when the person is paid, when the equipment or supplies are received, or when subcontractor invoices are approved for payment.

**Cost Sharing:** institutional or third-party contributions to a grant/sponsored project. Cost sharing may be required (e.g., for many equipment or renovation grants) or voluntary. If cost sharing is included in a proposal (e.g., faculty time is listed as without cost to the project) that cost sharing must be accounted for and documented against the project.

	<p><b>Direct Costs:</b> all items that can be categorically identified and charged or assigned with a high degree of accuracy to a specific project, such as personnel, fringe benefits, consultants, subcontractors, travel, equipment, supplies and materials, communications, computer time, and publication charges.</p> <p><b>Donor:</b> an individual or organization that makes a grant or contribution to a donee. (Also known as the grantor.)</p> <p><b>Effort:</b> activities related to a grant from a principal investigator's or grant employee's duties, for which compensation is received. External activities such as consulting are not included.</p> <p><b>Effort, Actual:</b> the time that an employee actually devotes to a particular grant/sponsored project (including time pledged to a sponsor as mandatory or voluntary committed cost sharing) or other activity, expressed as a percentage of total effort.</p> <p><b>Effort Reporting:</b> the documenting of time spent on a grant. Different granting agencies/sponsors require different forms of documentation.</p> <p><b>Encumbrances:</b> a specific amount of funds that has been set aside in an account for the receipt of an order or the payment of an invoice. Encumbrances reduce the available balance of an account.</p> <p><b>Endowment:</b> funds intended to be invested in perpetuity to provide income for continued support.</p> <p><b>Gift or donation:</b> a voluntary and irrevocable transfer of money, services, or property (e.g., equipment, personnel time and skill, etc.) from a donor without any expectation of or receipt of direct economic benefit or provision of goods or services from the recipient.</p> <p><b>Grant or contract:</b> an agreement formalizing the transfer of money or property from a sponsor in exchange for specified services (e.g., research and development), sometimes including proprietary rights to and products derived from the services and including financial and/or technical reporting by the recipient as to the actual use of the money or results. The agreement is enforceable by law, and performance is usually to be accomplished within a specified time frame, with payment being subject to revocation for cause.</p> <p><u>Grant:</u> a type of award that is supportive in character, given for a specific purpose, yet permitting the recipient considerable latitude in determining what is to be done, for whom, when, how much, and within limits, at what cost. Types of grants: block grants, categorical grants, formula grants, and discretionary grants.</p> <p><u>Contract:</u> a legal agreement that specifies the services to be provided and the results expected in exchange for resources. Contracts are a mechanism used by the government for the acquisition of materials or services for which the need or the idea arose within the governmental agency. Types of contracts: sole source, open bid, fixed price, cost reimbursement, and cost sharing.</p> <p><b>Grant Expenditures:</b> costs that have been charged to grant/sponsored projects accounts to pay for grant activities: personnel, travel, supplies, etc.</p>
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	<p><b>Grant Personnel:</b> individuals who work on grant/sponsored projects.</p> <p><b>Grantee financial report:</b> a report detailing how grant funds were used by an organization. Many grant makers require this kind of report from grantees. A financial report generally includes a listing of all expenditures from grant funds.</p> <p><b>Indirect Cost/Facilities and Administrative Cost Rate (F &amp; A Rate):</b> F&amp;A costs are those costs (e.g., libraries, information technology, heating and lighting, etc.) incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular grant/sponsored project, an instructional activity, or any other institutional activity. (OMB Circular A-21, Section E1).</p> <p><b>In-kind Cost Sharing:</b> the reasonable valuation and allocation of existing WSU equipment, materials, other property, or personnel used in the performance of the statement of work.</p> <p><b>Mandatory Cost Sharing:</b> a contribution to a grant/sponsored project or program required by the sponsor as a condition of obtaining the award. Such contributions are binding commitments and must be accounted for and documented. Mandatory cost sharing may be reportable to the sponsor.</p> <p><b>Matching Contribution:</b> a type of cost sharing, wherein a contribution to a grant/sponsored project or program that is pledged to match some portion of funds provided by the primary sponsoring agency. Matching contributions may be in any form acceptable to the sponsor, including cash and third-party in-kind.</p> <p><b>No Cost Extension:</b> a no-cost extension is extra time granted by the sponsor to allow the PI to complete the scope and objectives of the project without additional funds being provided by the sponsor.</p> <p><b>PD:</b> Project Director</p> <p><b>PI:</b> Principal Investigator</p> <p><b>PO:</b> Purchase order</p> <p><b>Project:</b> a planned scholarly or service activity. Grant/sponsored projects are funded from a source outside the University.</p> <p><b>Proposal:</b> a request for funding submitted to an external funding agency.</p> <p><b>Reasonable:</b> the Federal Office of Management and Budget (OMB) under circular A-21 defines reasonableness in terms of the "prudent person test." The general guide of reasonableness is whether the action "makes sense" considering the context in which, and the purpose for which, it is being taken.</p> <p><b>RFP:</b> Request for Proposal is a document which is sent out to solicit grant proposals. It contains critical information on what the funder is looking for and who is eligible.</p> <p><b>RFR:</b> Request for Response is a document which is sent out to solicit bids for funder defined specific activities with specific outcomes. It is usually implemented via a contract.</p>
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	<p><b>Sponsor:</b> an external agency that provides funding for a University scholarly activity, research, or a service program.</p> <p><b>Sponsored Project:</b> a project funded by a grant, contract, or cooperative agreement under which the University agrees to perform a certain scope of work, according to specified terms and conditions, for a specific, budgeted monetary compensation. This externally funded activity is budgeted and accounted for separately and governed by specific terms and conditions. Sponsored projects may be in the form of grants, contracts, or cooperative agreements for research, instruction, and/or public service activities.</p> <p><b>Start Date:</b> start date of grant/sponsored project activity.</p> <p><b>Subcontracts:</b> a legal document transferring responsibility and a budget for part of the grant requirements to another organization. A subcontract may be required if part of the research effort under a grant or contract is to be performed by another organization. If the subcontract is part of a proposal to a federal sponsor or from federal funds, please work with the Grant Coordinator to determine whether the subcontractor should be treated as a Vendor or Subrecipient. Making the appropriate decision before proposal submission can avoid problems after the project is funded. Subcontracts are always awarded to an organization or institution, not to an individual.</p> <p><b>Third-Party In-Kind Contribution:</b> A non-cash contribution to a grant/sponsored project or program provided by a party other than Worcester State University or the primary sponsoring agency. Third-party in-kind contributions may be in the form of real property, equipment, supplies, and other expendable property or goods and services directly benefiting and specifically designated for the project or program.</p>
<b>Revised Date</b>	May, 2013

GRANTS FY2014													
Grant Name	Source of Funds	Type	Amount Applied For		Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
<b>Federal</b>													
Collaborative	NSF	Federal	41,692.00	41,692.00	Physical & Earth Sciences	D. Kowalewski	9/15/13	8/31/16		651	280	5	
Transfer	NSF	Federal		29,728.00	Physical & Earth Sciences	D. Kowalewski	7/8/13	5/31/14		651	280	5	from grant when transferred from
Improving Teacher Quality	DHE	Federal	106,459.00	95,461.00	Education	C. Donnelly	10/1/13	9/30/16	10/31/14	645	280	1	
Central MA Forests	NSF	Federal	230,856.00	0.00	Physical & Earth Sciences	W. Hansen/ T. Cook				651	280		Declined
Volunteer Income Tax Assistance Program	Worcester CDBG	Federal	10,000.00	0.00	Business	R. Jain / M. Shamgochian				661	280		Declined
Solidarity Economy	NSF	Federal	105,998.00	22,284.00	Physical & Earth Sciences	S. Healy	9/1/13	8/31/15		651	280	5	
Solutions for Nursing	HRSA	Federal	193,013.00	0.00	Nursing	S. Chalupka				648	280		Declined
21st Century Sullivan	WPS sub award	Federal	15,000.00	15,000.00	L.E.I.	M. Marion	11/30/13	8/31/14		687	280	3	
21st Century North High	WPS sub award	Federal	6,995.15	6,995.15	L.E.I.	M. Marion	11/30/13	8/31/14		687	280	3	
Title III English Language Learners	USDE/WPS	Federal	38,000.00	38,000.00	L.E.I.	M. Marion	3/1/14	5/31/14	6/1/14	687	280	3	Burncoat Middle (GF18); Chandler Elementary, Goddard and Woodland Academy (GF17)
Buried Ice in Beacon Valley	NSF	Federal	78,588.00	0.00	Physical & Earth Sciences	D. Kowalewski				651	280		Declined
Volunteer Income Tax Assistance Program	IRS/WCAC	Federal	977.00	977.00	Business	R. Jain / M. Shamgochian	2/1/14	5/1/14		661	280	3	
Encouraging Latinos to Achieve Excellence	WPD/HHS	Federal	142,646.00	0.00	L.E.I.	M. Marion				687	280		Declined
Expanding Computer Education Pathways	NSF Sub Award Umass Amherst	Federal	30,000.00	0.00	Computer Sci	K. Wurst				642	280		Award drastically underfunded and WSU cut.
Origins of High Rates of Endemism in New Zealand's Biota	NSF	Federal	541,231.00	0.00	Biology	S. Velez				641	280		Declined
Mars Ice Stability Model	NASA	Federal	56,632.00	0.00	Physical & Earth Sciences	D. Kowalewski				651	280		Declined
<b>State</b>													
Family Services Central MA Building Careers	FSCM/EEC	State	34,200.00	34,200.00	Education	C. Donnelly	7/1/13	6/30/14		645	600	1	
Div. III Strategic Alliance	NCAA	State	93,121.75	0.00	Athletics	S. Chapman				730	600		Declined
RN to BSN	Umass contract	State	9,600.00	9,600.00	Nursing	S. Chalupka	2/1/14	2/1/16		648	600	1	



Grant Name	Source of Funds	Type	Amount Applied For		Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
<b>Federal</b>													
Central Links Consortium	DHE Vision	State	718,251.00	0.00	Academic Affairs	M. Marion & M. Uribe-Jennings				600	600		Declined
Dual Enrollment	DESE	State	24,100.00	25,000.00	Enrollment	D. Vescio	9/1/13	6/30/14	7/31/14	819	600	1	
Edible Garden	MSA	State	2,815.95	2,815.95	CSLCE	M. Wagner	3/1/14	5/2/14		665	600	5	
MLK Day of Service	MSA	State	2,338.90	0.00	CSLCE	M. Wagner				665	600		Declined
MTEL Preparation	MATSOL	State	1,000.00	0.00	Education	M. Perez				645	600		Declined
Gateway City English Language Learners Burncoat	MA/WPS	State	92,202.00	92,202.00	LEI	M. Marion	4/1/14	6/30/14		687	600	3	
Memory Garden	MSA	State	2,414.00	0.00	Binienda Center	M. Wagner				665	600		Declined
Intensive Integrated Math- 5 Districts	ESE/Edutron	State	10,500.00	0.00	Mathematics	R. Bisk				647	600		Declined
Intensive Integrated Math - Lowell	ESE/Edutron	State	10,500.00	0.00	Mathematics	R. Bisk				647	600		Declined
Vision Planning Grant	DHE	State	50,000.00	50,000.00	Academic Affairs	P. Marshall, M. Marion, M. Uribe-Jennings	1/1/14	6/30/14		600	600	5	
<b>WSU Private</b>													
Carbon Cycle	ACS PRF	Private	50,000.00	50,000.00	Physical & Earth Sciences	T. Cook	7/1/13	9/30/15		651	500	5	
<b>WS Foundation Private</b>													
United Way - Latina Achievers in Search of Success	United Way	Private	35,331.82	35,631.00	L.E.I.	M. Marion	7/1/13	6/30/14		687	831	3	
Club Education Plus	GWCF	Private		30,000.00	L.E.I.	M. Marion	1/1/14	12/31/14	Sept. 1, 2014	687	831	3	Additional funds, not applied for
Latinos Involved in Discovering Educational Resources	People's United Bank	Private	4,000.00	4,000.00	L.E.I.	M. Marion	10/11/13	10/10/14		687	831	3	
Families Active in the Mission of Education	Fallon Health Care Plan	Private	30,000.00	0.00	L.E.I.	M. Marion				687	831		Declined
Club Education	Reliant Foundation	Private	5,000.00	5,000.00	L.E.I.	M. Marion	3/19/13	3/18/14	6 mos & final	687	831	3	
Club Education	United Way	Private	43,058.00	39,000.00	L.E.I.	M. Marion	7/1/13	9/30/14		687	831	3	
Clinical Nursing Simulation	GWCF Fairlawn	Private	79,898.00	0.00	Nursing	S. Chalupka				648	831		Declined
Innovative Services for Latino Achievers	United Way	Private	43,560.00	31,000.00	L.E.I.	M. Marion	7/1/13	9/30/14		687	831	3	
Volunteer Income Tax Assistance Program	United Way	Private	1,110.00	1,110.00	Business	Shamgochian / R. Jain	2/6/14	4/15/14		661	831	3	



Grant Name	Source of Funds	Type	Amount Applied For		Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
<b>Federal</b>													
Speech, Language, Hearing Center Audiology Program	Ray Charles Foundation	Private	32,758.00	0.00	Communicatio n Sciences & Disorders	L. Larrivee				643	831		Declined
Speech, Language, Hearing Center Audiology Program	Bank of America Rice Trust	Private	23,000.00	0.00	Communicatio n Sciences & Disorders	L. Larrivee				643	831		Declined
One Circle	Worcester Arts Council	Private	5,000.00	3,000.00	L.E.I.	M. Marion	1/1/14	12/19/14		687	831	3	
Speech, Language, Hearing Center Audiology Program	Hoche Schofiled Foundation	Private	15,000.00	0.00	Communicatio n Sciences & Disorders	L. Larrivee				643	831		Declined
Gosh Renovation and Equipment	Alden Trust	Private		325,000.00	Dean's Office Sci, Ed. Health	L. Larrivee	12/13/13	7/13/16	Annual	640	831	5	From Worcester State Foundation
Gosh Renovation and Equipment	Stoddard Foundation	Private		150,000.00	Sci. Ed. And Health	L. Larrivee	9/23/13	7/6/16	8/1/14	640	831	5	From Worcester State Foundation
Gosh Renovation and Equipment	Kresge Foundation	Private		100,000.00	Sci. Ed. And Health	L. Larrivee	12/1/13	5/25/16		640	831	5	From Worcester State Foundation
Gosh Renovation and Equipment	Singh donation	Private		100,000.00	Dean's Office, Sci. Ed. Health	L. Larrivee				640	831	5	From Worcester State Foundation
Latino Males Research	Balfour Foundation	Private	197,467.00	125,000.00	L.E.I.	M. Marion	5/1/14	4/15/15		687	831	3	
Latino Males Research	Boston Foundation	Private	75,000.00	75,000.00	L.E.I.	M. Marion	5/1/14	4/15/15		687	831	3	
Converging Pathways	Fletcher Foundation	Private	25,000.00	0.00	IUI	M. Power				626	831		Declined

GRANTS FY2015													
Gant Name	Source of Funds	Type	Amount Applied For	Amount awarded	Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
<b>Federal</b>													
Improving Teacher Quality	DHE/USDE	Federal	121,060.00	113,017.51	Education	C. Donnelly	10/1/14	9/30/15	9/10/15	573	280	1	Year 2 Semi Annual report due March 2015
Improving Teacher Quality	DHE/USDE	Federal	18,341.00	18,341.00	Education	C. Donnelly	7/1/14	9/30/14	9/10/14	573	280	1	Additional funds given to Year 1
Improving Teacher Quality	DHE/USDE	Federal	18,263.80	18,263.80	Education	C. Donnelly	10/1/14	9/30/15	9/10/15	573	280	1	Additional funds given to Year 2
Buried Ice in Beacon Valley	NSF	Federal	53,658.00	0.00	Physical and Earth Sciences	D. Kowalewski							Declined
Worcester Community Action Council Volunteer Income Tax Assistance	WCAC/IRS	Federal	1,366.00	1,366.00	Business	W. Lee/M. Shamgochian	1/1/15	5/1/15		571	280	3	Community
Object Size in Human Visual Cortex	NIH/UNR	Federal	206,632.00	0.00	Psychology	R. Mruczek							Declined
Title III English Language Learners	WPS/USDE	Federal	78,000.00	78,000.00	L.E.I.	M. Marion	12/1/14	8/31/15		535	280	3	
Gap Junction Proteins	NIH	Federal	307,760.00	0.00	Biology	D. Barnard							Declined
3D Distribution of Ice in Antarctica	NASA	Federal	65,290.00	0.00	Physical and Earth Sciences	D. Kowalewski							Declined
Expanding Computer Education Pathways	NSF Sub Award Umass Amherst	Federal	30,000.00	0.00	Computer Sci	K. Wurst							Award drastically underfunded and WSU cut.
NSF Career Award	NSF	Federal	547,551.00	0.00	Biology	S. Velez							Declined
<b>State</b>													
Family Services of Central MA: Building Careers	FSCM/EEC	State	34,200.00	34,200.00	Education	C. Donnelly	7/1/14	6/30/15		573	600	1	sub contract
Partnership for Assessment of Readiness for Colleges and Careers (PARCC)	DHE	State	2,000.00	2,000.00	Education	R. Lewis	7/1/14	6/30/15		573	600	5	
West Side Academy	MSA NVW	State	3,426.00	0.00	Binienda Center	M. Wagner							Declined
Early College	MA Exec. Office of Education	State	349,209.00	175,000.00	Enrollment Management	R. Forsythe							Cancelled due to budget cuts after awards announced.



GRANTS FY2015													
Gant Name	Source of Funds	Type	Amount Applied For	Amount awarded	Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
Multi-State Collaborative, Lerch	DHE	State	2,000.00	2,000.00	Assessment	C. Lerch	8/15/14	2/27/15		547	600	5	
Dual Enrollment	DHE	State	24,500.00	24,500.00	Enrollment	R. Forsythe	9/1/14	6/30/15		819	600	1	
Intensive Integrated Math - 5 District Public Schools	ESE MMPS/Edutr on	State	10,500.00	0.00	Mathematics	R. Bisk							Declined
Intensive Integrated Math - Lowell Public Schools	ESE MMPS/Edutr on	State	10,500.00	0.00	Mathematics	R. Bisk							Declined
Educating an Active & Involved Citizenry	DHE	State	55,555.00	0.00	Academic Affairs/ Student Affairs	P. Marshall / J. Kazarian							Cancelled due to budget cuts
Fitchburg State University PARCC	FSU/DHE	State	2,000.00	2,000.00	Education	R. Lewis	1/1/15	5/29/15		573	600	5	
Billerica Public Schools Mass Math & Sci Partnerships	Edutron/ESE	State	31,500.00	31,500.00	Mathematics	R. Bisk	3/24/15	8/31/17		647	600	3	
STEM Retention	DHE	State	40,000.00	40,000.00	Dean's Office, Sci. Ed. And Health	L. Larrivee	4/10/15	12/31/15		640	600	1	
WSU Private													
WS Foundation Private													
United Way - Latina Achievers in Search of Success	United Way	Private	35,644.00	34,526.80	L.E.I.	M. Marion	7/1/14	6/30/15		535	831	3	
Innovative Services for Latino Achievers	United Way	Private	49,707.00	31,000.00	L.E.I.	M. Marion	10/1/14	9/30/15		535	831	3	
Enhancing STEM Through Green Chemistry	ASBMB	Private	2,000.00	0.00	SHENS	L. Larrivee							Declined
Mental Health Program	McEvoy Foundation	Private	15,000.00	0.00	Counseling	L. Murphy							Declined
Who Am I? How do I See Myself?	Worcester Arts Council	Private	3,000.00	0.00	L.E.I.	M. Marion							Declined
Encouraging Latinos to Achieve Excellence	GWCF	Private	24,689.00	12,000.00	L.E.I.	M. Marion	7/1/14	6/12/15		535	831	3	
Club Education	United Way	Private	49,858.00	39,000.00	L.E.I.	M. Marion	7/1/14	9/30/15		535	831	3	





GRANTS FY2016													
Grant Name	Source of Funds	Type	Amount Applied For	Amount awarded	Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
<b>Federal</b>													
Improving Teacher Quality	DHE	Federal	106,459.00	120,903.36	Education	C. Donnelly	2/1/16	9/30/17	Mid yr & Annual	645	280	1	Year 3
Title III English Language Learners	WPS/USDE	Federal	50,000.00	50,000.00	L.E.I.	H. Ramirez	9/1/15	8/31/16	Annual	687	280	3	
Glacier Ice in Beacon Valley	NSF	Federal	55,393.00	0.00	Physical & Earth Sciences	D. Kowalewski							Declined
Institute of Education Sciences Jee	USDE/IES	Federal	96,369.00	96,369.00	Psychology	B. Jee	7/1/15	6/30/17	Annual	667	280	2	Sub Award from Holy Cross
Subsurface Ice	NASA	Federal	52,986.00	0.00	Physical & Earth Sciences	D. Kowalewski							Declined
Neural Representation of Object Size	NIH	Federal	30,511.00	0.00	Psychology	R. Mruczek							Declined
Volunteer Income Tax Assistance Worcester Community Action Council IRS	IRS/WCAC	Federal	1,018.25	1,018.25	Business	M. Love/M. Shamgochian	1/1/16	4/30/16	Annual	661	280	3	Community Service
English Language Learners	USDE	Federal	1,647,777.70	0.00	Education & LEI	M. Perez/ M. Marion							Declined
<b>State</b>													
FSCM/Educator & Provider Support	EEC/FSCM	State	34,200.00	34,200.00	Education	C. Donnelly	7/1/15	6/30/16	Annual	645	600	1	
RN to BSN	Umass contract	State	9,600.00	9,600.00	Nursing	S. Chalupka	2/1/16	2/1/18	Annual	649	600	1	
Dual Enrollment	DHE	State	22,000.00	20,000.00	Enrollment Management	R. Forsythe	7/1/15	6/30/16	Annual	819	600	1	
Building the Transport Passport	DHE PIF	State	125,000.00	0.00	Student Affairs	J. Kazarian							Declined - partnership with MWCC and FSC
DHE Allied Health Direct Care	DHE	State	59,917.00	59,917.00	SHENS	L. Larrivee/ S. Chalupka	1/4/16	5/1/17	Annual	640	600	1	
<b>WSU Private</b>													
Teen Circle	Central MA Area Health Education Center	Private	5,000.00	5,000.00	L.E.I.	M. Marion	2/29/16	3/1/17	Annual	687	500	3	
Campbell Fellowship	Whiting Foundation	Private	1,360.00	1,360.00	Urban Studies	M. Campbell	4/13/16	4/12/17	Annual	669	500	5	
<b>WS Foundation Private</b>													
United Way - Latina Achievers in Search of Success	United Way	Foundation Revenue	41,514.00	41,514.00	L.E.I.	M. Marion	7/1/15	6/30/16	Annual	687	831	3	

GRANTS FY2016													
Grant Name	Source of Funds	Type	Amount Applied For	Amount awarded	Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
<b>Federal</b>													
LEI of Springfield	United Way of Pioneer Valley	Foundation Revenue	75,000.00	0.00	L.E.I.	M. Marion							Declined
Innovative Services for Latino Achievers	United Way	Foundation Revenue	40,000.00	31,000.00	L.E.I.	M. Marion	10/1/15	9/30/16		687	831	3	
Unintentional Exclusion	Spencer Foundation	Foundation Revenue	21,107.12	0.00	Business	M. Plavin-Masterman							Declined
Latinos Involved in Discovering Educational Resources	People's United Bank	Foundation Revenue	4,000.00	4,000.00	L.E.I.	M. Marion	7/1/15	6/30/16		687	831	3	
CHIPS in Action	Reliant Medical Group Foundation	Foundation Revenue	4,240.00	0.00	SHENS	L. Larrivee							Declined
Community Impact Club Education	United Way	Foundation Revenue	49,858.00	39,000.00	L.E.I.	M. Marion	10/1/15	9/30/16		535	831	3	
Families Active in the Mission of Education	Mass Mutual	Foundation Revenue	30,000.00	30,000.00	L.E.I.	M. Marion	2/1/16	1/31/17		687	831	3	
Encouraging Latinos to Achieve Excellence	Ellsworth Foundation	Foundation Revenue	10,000.00	7,000.00	L.E.I.	M. Marion	11/18/15	12/31/16		687	831	3	
Club Education - Committed Parents	GWCF	Foundation Revenue	36,000.00	36,000.00	L.E.I.	M. Marion	2/1/16	1/31/17		687	831	3	
STEM Green Chemistry	Daniels	Foundation Revenue	3,000.00	3,000.00	Chemistry	K. Murphy	2/15/16	2/16/17		642	831	3	
Suicide Prevention Campaign	SHINE Initiative	Foundation Revenue	10,000.00	10,000.00	Chemistry	K. Murphy	5/1/15	4/29/17		722	831	5	
White Coat Ceremony	Gold Foundation	Foundation Revenue	1,000.00	1,000.00	Nursing	S. Chalupka		12/10/15		648	831	1	
Families Active in the Mission of Education, Springfield	CFWM	Foundation Revenue	25,000.00	15,000.00	L.E.I.	M. Marion	7/1/15	6/30/16		687	831	3	
Teen Circle	GWCF	Foundation Revenue	4,000.00	4,000.00	L.E.I.	M. Marion	1/1/16	12/31/16		687	831	3	
CHIPS in Action	GWCF Fairlawn Foundation	Foundation Revenue	85,196.00	85,000.00	SHENS	L. Larrivee	1/1/16	12/31/16		640	831	1	
Volunteer Income Tax Assistance	United Way	Foundation Revenue	1,187.50	1,187.50	Business	M. Love/ M. Shamgochian	1/1/16	5/15/16		661	831	3	community service



[illegible]

GRANTS FY2017													
Grant Name	Source of Funds	Type	Amount Applied For	Amount awarded	Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
<b>Federal</b>													
NSF Friis	NSF	Federal	13,858.00	17,901.00	Physical & Earth Sciences	T. Cook D. Kowalewski	7/1/16	6/30/17	Annual	651	280	5	Academic Support
Title III English Language Learners	WPS/USDE	Federal	60,000.00	60,000.00	L.E.I.	H. Ramirez	9/1/16	8/31/17	Annual	687	280	3	
Spatial Thinking & Relational Scaffolding	USDE/IES	Federal	292,468.00	0.00	Psychology	B. Jee							Declined
WPS LEP Title III Continuation	WPS/USDE	Federal	77,000.00	77,000.00	L.E.I.	H. Ramirez	6/1/17	8/31/17	Final	687	280	3	
Collaborative Research: SHAPE	NSF	Federal	192,616.00	0.00	Psychology	B. Jee							Declined
DHE Noyes	NSF	Federal	100,666.00	0.00	STEM Center	D. Barnard							Declined
NSF Kowalewski Appointment	NSF	Federal	105,878.00	105,878.00	Physical & Earth Sciences	D. Kowalewski	5/30/17	5/29/18	Annual	651	280	5	Academic Support
RUI Collaborative	NSF	Federal	274,665.00	0.00	Physical & Earth Sciences	T. Cook							Declined
Targeting BRG1	NIH	Federal	209,660.00	0.00	Chemistry	W. Xu							Declined
WCAC/Community Dev. Block Grant VITA	Worcester Community Action Council/City of Worcester	Federal	4,185.09	4,185.09	Business	M. Shamgochian M. Love	1/1/17	4/15/17	Final	661	500	3	Community Service; City of Worcester Community Development Block Grant (CDBG)
CitySpeak	NEH	Federal	348,072.00	0.00	Urban Studies & Visual & Performing Arts	T. Conroy, A. Zahler, S. O'Connell							Declined
<b>State</b>													
FSCM/Educator & Provider Support	EEC/FSCM	State	35,988.00	35,988.00	Education	C. Donnelly	7/1/16	6/30/17	Annual	645	600	1	Anticipate contract in Aug. '16 backdated.
Voter Engagement	Campus Compact	State	5,000.00	0.00	Binienda Center	M. Wagner							Declined
West Side Civics Academy	MSA	State	6,286.00	0.00	Binienda Center	M. Wagner							Declined
Dual Enrollment	DHE	State	30,000.00	30,000.00	Enrollment Management	R. Forsythe	7/1/16	6/30/17	Annual	819	600	1	
EPIC Diversity	DHE/ESE	State	50,000.00	50,000.00	Education	R. Lewis	10/1/16	8/31/18	Annual	645	600	1	
Healthy Me, Healthy World	MSA	State	3,347.60	0.00	Binienda Center	M. Wagner							Declined
MSC Orcutt	DHE	State	1,500.00	1,500.00	Business	B. Orcutt	9/1/16	8/31/17	Final	661	600	5	Academic Support



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GRANTS FY2018													
Grant Name	Source of Funds	Type	Amount Applied For	Amount awarded	Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
<b>Federal</b>													
Spatial Thinking & Relational Scaffolding for Curriculum in Earth & Space Science	USDE/IES	Federal	337,597.00	0.00	Psychology	B. Jée							Declined
Improving Teacher Quality	DHE	Federal	97,371.00	97,371.00	Education	C. Donnelly	10/1/17	9/30/18	Mid yr & Annual	645	280	1	Year 4
Collaborative Research: Project SHAPE	NSF	Federal	180,931.00	0.00	Psychology	B. Jee							Declined
Multi Species Genome Reconstruction	NSF SBIR	Federal	74,842.00	0.00	Biology	R. Greenwell							Declined
Institute of Education Science WestEd	USDE/IES	Federal	146,774.00	146,774.00	Psychology	B. Jee	8/1/17	7/31/21	Annual	667	280	5	WestEd primary
HOSA	USDE Perkins/DES E	Federal	40,000.00	40,000.00	Health Sciences	J. Vallejos	10/31/17	8/31/18	Annual	646	280	3	State Coordinator for schools in Health occupations.
21st Century Claremont	USDE/WPS	Federal	15,000.00	15,000.00	L.E.I.	M. Marion	12/5/17	6/18/18	Annual	687	280	3	
Equine Assisted Psychotherapy	NIH	Federal	275,000.00	0.00	Education	K. Wycoff							Declined
WCAC Volunteer Income Tax Assistance	IRS/WCAC	Federal	4,505.12	4,505.12	Business	M. Love & M. Shamgochian	1/15/18	4/17/18	Annual	661	280	3	
NSF Kowalewski Appointment	NSF	Federal	117,442.00	117,442.00	EEP	D. Kowalewski	5/30/18	5/29/19	Annual	651	280	5	
QCC HRSA	HRSA	Federal	858,830.00	858,830.00	SHENS	L. Larrivee, S. Alix	7/1/17	6/30/21	Annual	640	280	5	Sub award from QCC
Institute of Education Science WestEd	USDE/IES	Federal	143,202.00	143,202.00	Psychology	B. Jee	8/1/17	7/31/21	Annual	667	280	5	Sub award from WestEd
<b>State</b>													
Family Services Central MA/Educator & Provider Support	EEC/FSCM	State	33,250.00	33,250.00	Education	C. Donnelly	7/1/17	6/30/18	Annual	645	600	1	
Dual Enrollment	DHE	State	40,000.00	40,000.00	Enrollment Management	R. Forsythe	9/1/17	6/30/18	Annual	819	600	1	
WSU Library OER Initiative	DHE	State	20,000.00	0.00	Library	M. Bejeune							Declined
CDEP 100 Males To College	DHE	State	18,000.00	18,000.00	Enrollment Management	R. Forsythe	9/1/17	6/30/18	Annual	819	600	1	
PIF 2 - 100 Males to College Worcester	DHE	State	100,000.00	82,000.00	Enrollment Management	R. Forsythe, M. Uribe-Jennings, MaryJo Marion	1/1/18	9/21/18	10/1/18	819	164	1	



GRANTS FY2018													
Grant Name	Source of Funds	Type	Amount Applied For	Amount awarded	Dept.	PI	Grant Start	Grant End	Report Due	Unit	Source	IPED	Comments
Mass Transfer Pathways	DHE	State	2,535.25	2,535.25	Academic Affairs	H. Theriault	10/27/17	6/30/18		600	163	5	
WSU Private													
Campus Compact CES	Maine Campus Compact / Davis Foundation	Private/WSU revenue	5,388.00	5,388.00	Center for Social Innovation	M. Johnsen & P. Friedland	6/1/18	10/31/20	Annual	676	500	1	
Grants Other													
WS Foundation Private													
United Way - Latina Achievers in Search of Success	United Way	Foundation Revenue	36,000.00	36,000.00	L.E.I.	M. Marion	7/1/17	6/30/18	Annual	687	831	3	
Innovative Services for Latino Achievers	United Way	Foundation Revenue	30,527.00	30,527.00	L.E.I.	M. Marion	10/1/17	9/30/18	Annual	687	831	3	
Encouraging Latinos to Achieve Excellence	GWCF	Foundation Revenue	25,000.00	12,000.00	L.E.I.	M. Marion	11/1/18	6/30/18	Annual	687	831	3	
Worcester Institute for Parent Leadership & Engagement	Clowes Foundation	Private	20,000.00	0.00	L.E.I.	M. Marion							Declined
Community Impact Club Education	United Way	Foundation Revenue	40,000.00	38,405.00	L.E.I.	M. Marion	10/1/17	9/30/18	Annual	687	831	3	
Preparing for Collaborative Working in Mental Health	Daniels Foundation	Foundation Revenue	34,000.00	0.00	L.E.I.	M. Marion							Declined
Equine Assisted Psychotherapy	HHRF	Foundation Revenue	50,000.00	0.00	Education	K. Wycoff							Declined
Families Active in the Mission of Education	Mass Mutual	Foundation Revenue	30,000.00	30,000.00	L.E.I.	M. Marion	1/1/18	12/31/18	Annual	687	831	3	
Kresge STEM Green Chemistry	WS Foundation	Foundation Revenue	5,000.00	5,000.00	Chemistry	K. Murphy	9/1/17	8/31/18	Annual	642	831	1	
Encouraging Latinos to Achieve Excellence	Ellsworth Foundation	Foundation Revenue	5,000.00	5,000.00	L.E.I.	M. Marion	12/8/17	12/7/18	Annual	687	831	3	
Family Engagement	GWCF	Foundation Revenue	25,000.00	25,000.00	L.E.I.	M. Marion	9/1/17	5/1/18	Annual	687	831	3	
Families Active in the Mission of Education, Springfield	George Davis Foundation	Foundation Revenue	25,000.00	25,000.00	L.E.I.	M. Marion	7/19/17	7/18/18	Annual	687	831	3	

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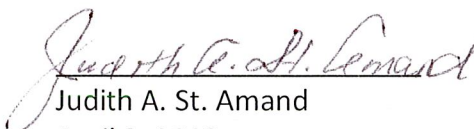
## **Board of Trustee's Meeting**



N O T I C E

A MEETING OF THE WORCESTER STATE UNIVERSITY BOARD OF TRUSTEES WILL BE HELD ON TUESDAY, APRIL 9, 2019 AT 6:30 P.M. IN THE STUDENT AFFAIRS CONFERENCE ROOM #325 LOCATED IN THE STUDENT CENTER.

1. CALL TO ORDER
2. VOTES
3. APPROVAL OF MINUTES – March 12, 2019
4. CHAIR OF THE BOARD UPDATE  
Appointment of Nominating Committee
5. PRESIDENT'S REPORT
6. ACADEMIC AFFAIRS/STUDENT DEVELOPMENT COMMITTEE REPORT
7. FINANCE/FACILITIES COMMITTEE REPORT
8. OTHER BUSINESS
9. ADJOURNMENT

  
Judith A. St. Amand  
April 2, 2019

**VOTES**

Upon a motion made and seconded, it was

**VOTED: to approve the minutes of March 12, 2019, as submitted.**

---

Upon a motion made and seconded, it was

**VOTED: to accept the report of the Academic Affairs and Student Development Committee and approve the following faculty for the awarding of tenure, effective 09/01/19:**

**(8) AWARDING OF TENURE**

Paula Bylaska-Davies	Nursing
Aimee Delaney	Criminal Justice
Kimberly Silver Dunker	Nursing
Martin Fromm	History/Political Science
Daniel Hunt	Communication
Susan Mitroka	Chemistry
Miriam Plavin-Masterman	Business/Economics
Francisco Vivoni	Sociology

---

Upon a motion made and seconded, it was

**VOTED: to accept the report of the Academic Affairs and Student Development Committee and approve the following faculty promotions, effective 9/1/19:**

**(7) PROMOTION TO FULL PROFESSOR**

Meghna Dilip	Chemistry
Denise Foley	Education
Aldo Garcia Guevara	History/Political Science
Michael Gesin	History/Political Science
Elhab Jaber	Chemistry
John Tahllani	Criminal Justice
Sara Young	Education



**(8) PROMOTION TO ASSOCIATE PROFESSOR**

Aimee Delaney	Criminal Justice
Martin Fromm	History / Political Science
Roger Greenwell	Biology
Daniel Hunt	Communication
Susan Mitroka	Chemistry

**(2) PROMOTION TO ASSOCIATE LIBRARIAN**

Vicki Gruzynski  
Shu Qian

---

Upon a motion made and seconded, it was

**VOTED:**        **to accept the recommendation of the Finance & Facilities Committee and approve the FY Budget Amendment #2 that reflects an additional \$562,582 increase in total revenue for the year and a transfer of the same amount to the Strategic Plan Trust Fund.**

---

Upon a motion made and seconded, it was

**VOTED:**        **to accept the recommendation of the Finance & Facilities Committee and approve the submission of all grants that include an obligation to reduce or waive any university fee in excess of \$500 or with cumulative value of more than \$25,000; and further that the Board of Trustees shall receive quarterly a report on all grant awards to the University.**

---

**VOTED:**        **to adjourn the meeting at**

**WORCESTER STATE UNIVERSITY  
BOARD OF TRUSTEES**

**March 12, 2019**

**Present:** Trustee Craig Blais, Chair  
Trustee Maryanne Hammond, Vice Chair  
Trustee Stephen Madaus, Vice Chair  
Trustee Lisa Colombo  
Trustee Manasseh Konadu  
Trustee Karen LaFond  
Trustee Dina Nichols  
Trustee Shirley Steele  
Trustee Marina Taylor  
President Barry Maloney, Secretary  
Ms. Judith St. Amand, Assistant Secretary

**Absent:** Trustee Aleta Fazzone  
Trustee David Tuttle

The provisions of General Laws, Chapter 30A having been complied with, and a quorum present, a meeting of the Board of Trustees was held on Tuesday, March 12, 2019 in room 204 of the Wellness Center. Trustee Blais called the meeting to order at 6:30 p.m.

**MINUTES – November 13, 2019**

Upon a motion by Trustee LaFond and seconded by Trustee Colombo, it was unanimously

**VOTED:** to approve the minutes of November 13, 2019 as submitted.

**CHAIR OF THE BOARD UPDATE**

Chairman Blais had not items to update the Board.

**PRESIDENT'S REPORT**

***Master of Public Administration and Policy - Master of Public Management***

- President Maloney called upon Provost Wims to report on the two masters' degrees approved for WSU – Master of Public Administration and Policy (12/2018) and the Master of Public Management (1/2019)
- Provost Wims reported that it is hopeful that both programs will attract new students to the graduate school
- Looking forward to having the first class up and running

***Homeless Student Housing***

- Worcester State University and Quinsigamond Community College have teamed to provide housing for homeless students

- A survey in 2017 of 24 Massachusetts public colleges and universities reported 13% of community college students and 10% of state university and University of Massachusetts students state they had become homeless in the past year
- Grant from the state will provide for the housing and meals for a total cap of five students – presently three from QCC and two from WSU
- WSU and QCC are splitting the costs which are not entirely covered by the \$130,000 grant
- WSU is waiving some fees for the students and will be reimbursed by the state for the cost of the dorm bed occupancy for an 18-month period
- QCC is paying for the students' food/meal plan
- This pilot was generated out of Boston and supported by Governor Baker as Worcester's Student Housing Security Pilot
- Governor Baker's administration has awarded \$3million in grants to 10 community organizations across the state to help to provide services to homeless youth
- Trustee Blais expressed his concern to the Board that this was a change/new policy with financial impacts and should have come to the Board
- He felt strongly that anytime there is a financial impact such as waiving fees, the Board should be involved
- President Maloney apologized for not having this information brought before the Board prior to it being executed
- Other trustees shared their comments ranging from full agreement with the Chair to expressing the following concerns:
  - Number of grants WSU?
  - Number that would need to be brought before the Board?
  - What would impact be on the timing and submission of grants if Board approval was required?
  - What would be the financial impact to WSU?

#### ***Title IX Update***

- Julie Kazarian, Dean of Student Affairs, provided a summary of proposed changes
- The Council of Presidents (COP) collectively responded to the proposed Policy
- The COP believes that the Massachusetts State Universities EO Plan fully embraces Title IX's mandate to remove barriers to education on the basis of sex

Following are areas of concern expressed by COP:

1. *Proposed regulations threaten to undercut both the educational mission of the universities and the educational foundation of Title IX by introducing live cross-examination into the process*

2. *Proposed regulations narrow the definition of sexual assault and leave the universities powerless to address the majority of sex-based harassment and violence experienced by our campus community members*
  3. *Proposed regulations will silence reporters and quash participation in policy violation investigations by requiring live cross examination*
  4. *Proposed regulations create an impermissible socio-economic divide among those strong enough to face unnecessary cross examination by counsel*
  5. *Changes to the standard evidence is DoED overreach*
  6. *Proposed regulations will unnecessarily divert significant funds and human resources away from the universities' academic offerings*
  7. *Proposed regulations diminish the equities ensured by our EO plan*
- Concern was expressed that funds normally supportive to education and academics will need to be shifted to support all of the procedural requirement
  - May need to hire specific personnel to be trained in the specific areas including possible in-house lawyer
  - Trustees asked for a report showing the number of cases that were dealt with in the last four years, the time frame for cases, and what the approximate cost for such cases would be if new requirements were in place
  - Financial impact to the university could be significant
  - Whatever changes are finally approved, all institutions will adhere and abide by the regulations adopted.

#### ***Institutional Advancement Update***

- Tom McNamara, VP for Institutional Advancement provided updated numbers to the information contained in packet
- Always proud to report that there has been a 100% participation by all three Boards: Alumni, Foundation and Trustee
- Student scholarship portal is open and as of January 429 students have begun application process
- VP McNamara reported the following major gifts received:
  - Dr. GB and Lexi Singh pledged \$232,000 for the expansion of the *Dr. GB and Lexi Singh Nursing Simulation Center*
  - *A \$30,000 gift from the American Student Assistance in support of the Latino Education Institute*
  - *A \$25,000 pledge from Leominster Credit Union to create the Leominster Credit Union Endowed Scholarship*
- March Madness is replacing the former Days of Giving event and 48 individual March Madness webpages have been created with personal statements and short videos



### ***Enrollment Update***

- President Maloney provided an update on behalf of VP Ryan Forsythe
  - Undergraduate registration/enrollment for Spring 2019 has concluded with 62 more undergraduate students enrolled

Final Spring 2019 undergraduate enrollment	5,162
Final Spring 2018 undergraduate enrollment	5,100

- Graduate enrollment for Spring 2019 is currently down but is expected to improve by end of the semester

Current Spring 2019 graduate enrollment	943
Spring 2018 enrollment on 3/6/18	980

Final Spring 2018 graduate enrollment	1,282
Final Spring 2019 graduate enrollment	not known yet

- Returning student registration for Fall 2019 does not take place until April 2019
- New student numbers are mixed with applications somewhat down, acceptances are similar and deposits are up
- Out-of-State Initiative approved by the Board is not as successful as hoped for – may revisit the initiative in the future
- April 6 is *Accepted Students Day* and all trustees are invited to attend the half day program that will begin in the Wellness Center
- Very successful event usually ending with an increase in paid deposits

### ***Art and Science Report of Findings***

- Meetings on campus with the campus community were well received
- The Executive Summary that was shared with all at the campus meeting and was not distributed for circulation
- Participants at the campus meetings filled out a hard copy feedback form that will be reviewed with the administration and consultants as process begins on an action plan
- As the administration moves forward, this information will be used to direct future strategic plan for the university
- All material from this study is to be treated with discretion and may not be copied
- President offered to bring consultants back to campus prior to beginning work on a future action plan
- Consultants will not be part of the planning process
- Trustees agreed to invite the consultants back to campus
- Chairman Blais thanked the administration and the consultants from the Art Science Group for a job well done

***Research Report: Consequences of State Disinvestment in Public Higher Education:  
Lessons for New England States - provided for information only***

**FINANCE AND FACILITIES COMMITTEE REPORT**

- Trustee Stephen Madaus, Chair of the F&F Committee provided an overview of their actions

***FY 2018 Federal Audit Report***

- Jim Johnsten from Bollus Lynch provided an overview of the FY 2018 Federal Audit Report
- General Audit Report of the University and Foundation was presented and approved in the
- Pages 3-42 same as prior report
- During audit did not identify any deficiencies in internal control
- Responsibility of auditing firm to express an opinion on compliance for each of WSU's major federal programs
- In their opinion, WSU complies with the compliance requirements for year ended June 30, 2018.

Upon a motion by Trustee Hammond and seconded by Trustee Taylor, it was unanimously

**VOTED:       to accept the recommendation of the Finance & Facilities Committee and  
approve the FY 2018 Federal Audit Report as presented.**

***Resolution Regarding Future Bond Proceeds***

- MSCBA has been engaged to oversee the initial planning study for 280 May Street currently owned by the Foundation
- Looking to the possibility of the University funding the project, partially, or in whole, through tax-exempt bonds
- Resolution being presented provides for the capture of all eligible expenditures related to the 280 May Street or the "Project"
- University expenditures allowed under tax exempt financing regulations incurred subsequent to approval of this resolution could be reimbursed through a future tax exempt bond issue • Resolution contains a generous ceiling of \$40M
- Once financing plan is developed, terms for any tax-exempt financing would be presented to the Board for vote and a maximum borrowing for the project would be approved
- This vote is to start this process for tax-exempt bonds
- No authorization for borrowing – would require future vote of the Board

Upon a motion by Trustee LaFond and seconded by Trustee Taylor, it was unanimously

**VOTED: to accept the recommendation of the Finance & Facilities Committee and approve the Declaration of Official Intent of Worcester State University to Reimburse Certain Expenditures from Proceeds of Indebtedness as presented for property located at 280 May Street.**

***Student Center Update***

- Vice President Eichelroth reported to the Board that the very creative plan developed to combine the two buildings – LRC and Student Center into one project is moving forward
- Meetings have been held with occupants of buildings to hear their visions on space and need
- Cost to renovate buildings is high – will look at renovating, demolishing or new building
- Second round for funding will begin soon
- A meeting of the Finance Committee will be held on April 23rd to provide updated information on all Capital Projects

**APPROVAL OF NOMINEES FOR SPEAKER/AWARDS POOL**

- Recommendations received from the Speaker/Awards Committee following campus-wide solicitation
- Approved by the AUC (All University Committee) prior to forwarding to the Speaker/Awards Committee

Upon a motion by Trustee LaFond and seconded by Trustee Taylor, it was unanimously

**VOTED: to approve the following nominees for inclusion in the Speaker/Awards pool:**

**Commencement Speaker**

**Noam Chomsky**

**Neil Degrasse Tyson**

**Maura Healy**

**Roald Hoffmann**

**Renee King**

**Dominique Morisseau**

**Steven Pinker**

**Billy Starr**

**Commencement Speaker and Community Service Award**

**Navyn Salem**

**APPROVAL OF 2019 COMMENCEMENT SPEAKER AND COMMUNITY SERVICE AWARD**

Upon a motion by Trustee Colombo and seconded by Trustee Steele, it was unanimously

**VOTED:        to approve Renee King, Class of 2012, as the 2019 Undergraduate  
Commencement Speaker and to award her the Community Service Award.**

Upon a motion by Trustee Taylor and seconded by Trustee Hammond, it was unanimously

**VOTED:        to adjourn the meeting at 8:50 p.m.**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Judith A. St. Amand". The signature is written in a cursive, flowing style.

Judith A. St. Amand  
Assistant Secretary



# President's Update

April 2019



## President's Message

In many ways, April is a critical month. We aim to "seal the deal" with our accepted students at Congratulations Day on the first Saturday of the month - perhaps the single most important event of the year for ensuring that we have students for the coming fall. In April, we finalize our budget planning and bring recommendations

to the Finance and Facilities subcommittee of the Board of Trustees, and the Trustees typically take action this month. Students and faculty are in "crunch" mode, wrapping up their coursework in anticipation of their May finals. Every department is in preparation for year-end signature academic events, which begin with the [Celebration of Scholarship and Creativity](#) (April 17), the Academic Achievement Awards (April 25), and graduate and undergraduate commencements (May 17 and May 18, respectively).

This year, we also are moving forward with the new initiatives outlined in last month's President's Message. Notably, we are preparing to enroll students into our two new graduate programs, and the Massachusetts State College Building Authority has chosen a well-known architectural firm, ARC, to design the May Street project, which is the same firm that designed the Wellness Center. We also are using survey form feedback to the Art and Science group's presentations last month in order to finalize recommendations on how the campus will proceed with the Positioning Study. We will be seeking Trustee guidance on proposed changes soon.

As always, I thank the university's three boards for their support for all that we do as we aim to become a top-choice university that continues to prepare students for careers, graduate school, and the world.



**WORCESTER  
STATE  
UNIVERSITY**

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## PRESIDENT'S OFFICE

Worcester State University  
486 Chandler Street  
Worcester, MA 01602  
508-929-8000  
[www.worcester.edu](http://www.worcester.edu)

### Learning Outcomes

**Goal #1. Enhance undergraduate academic programs and expand graduate programs in a community of learning that promotes academic excellence and innovation.**

**Initiative:** The university will develop its first institutional learning outcomes (ILO). These ILOs will provide a foundation for future strategic planning, accreditation self-studies, and integration of university operations and services with Worcester State's overall academic mission.

**Initiative's Lead:** Sarah Strout

**Projected Completion:** May 2019

#### April's Status

Institutional Learning Outcomes have been finalized and voted to move forward by the President's Cabinet. The President will bring the Outcomes to the Board of Trustees for approval.

#### March's Status

The Institutional Learning Outcomes were presented to the President's Cabinet for discussion. They will be voted on at the February 27, 2019 Cabinet meeting.

#### November's Status

The first survey was sent out that asked participants to rank list institutional learning outcomes (ILO) in order of importance and suggest changes. A second survey incorporating this feedback was distributed on October 18, which asks faculty and staff to rate each ILO on a 1-5 scale of importance. This survey will close by November 2.

#### October's Status

The Learning Outcomes Survey was created and distributed to students, faculty, staff and trustees during the last week of September. Additionally, alumni who are currently involved with programs also will be encouraged to respond to the survey. The survey will conclude on October 12, 2018.



## Positioning Study

**Goal #1. Enhance undergraduate academic programs and expand graduate programs in a community of learning that promotes academic excellence and innovation.**

**Initiative:** The university will share the findings of the Art & Science Group's Positioning Study and consult with academic programs concerning any changes to the programs that might be suggested by the study's findings.

**Initiative's Lead:** Lois Wims

**Projected Completion:** 2019 - 2020

### April's Status

Faculty, staff, and trustee feedback on the Positioning Study's findings is being reviewed, as next steps for assessment and implementation are being developed. Board of Trustees input on implementation will be sought at an upcoming meeting. Some work on the Positioning Study's recommendations is expected to begin this summer, and some is expected to be integrated as part of the university's upcoming strategic planning process.

### March's Status

Representatives of Art & Science Group presented their data and recommendations for Worcester State's Positioning Study. Members of the Positioning Study's working group had reviewed these materials during December 2018. During February 2019, Art and Science Group presented their findings in five open sessions for faculty, staff, and students, and one more focused session for academic chairs. The university is collecting feedback (<https://www.worcester.edu/FP-Positioning-Study/>, requires login credentials to access), which will be used in determining the initiative's next steps.

### November's Status

The Positioning Study Steering Committee met with representatives from Arts and Sciences (the consultancy engaged to facilitate this project) to review timelines and initial findings.

### October's Status

Because the Positioning Study has not yet been issued, no implementation activities have been scheduled to date. Academic Affairs has been addressing inquiries from faculty and other constituencies about the future process associated with the Positioning Study, indicating that they will be inclusive once the study has been issued.



### Leadership

**Goal #2: Leverage WSU's distinctive strengths, to enhance the University's reputation, and to prepare students to lead, serve, and make a difference in the world.**

**Initiative:** The university will increase development and leadership opportunities for Worcester State students by bringing in alumni from different professional fields and graduate programs.

**Initiative's Lead:** Jillian Anderson

#### Action Items

1. Integrate technology modules (LancerLink, Big Interview, etc.) to improve student service delivery.
2. Enhance career exploration, internships, and professional opportunities by connecting students with employers, alumni networks, and academic departments.
3. Connect employers with students in meaningful, personalized ways throughout their Worcester State experiences.

#### Assessment

1. Establish baseline metrics for use of LancerLink software by both students and employers.
2. Establish a central database for academic and non-academic internships.
3. Expand academic department participation each semester that offers career networking opportunities.
4. Establish baseline metrics for the number of new employers added to LancerLink for full-time student employment opportunities across all disciplines.

#### April's Status

To increase leadership offerings through academic departments, Career Service's faculty webpage has been updated. In partnership with community organizations **Work Without Limits** and the **National Organization on Disability**, the university hosted an employer "meet and greet" networking event for students from Worcester State and fellow New England colleges and universities. This program focused on supporting students and recent graduates with disabilities to connect and explore professional opportunities offered by 18 distinguished employers with inclusive hiring strategic plans.

#### March's Status

LancerLink is a database that enables Career Services to connect intern/job seeking students and alumni with potential employers. It is in the final stages of campus wide integration and currently lists 2,919 employers and 11,334 undergraduate and graduate students. Supplemental career development programming was developed for students pursuing Biology, Business, Computer Science and Criminal Justice, featuring targeted collaborations with UMASS (IT & Business Division), ArcBest, U.S. Secret Service, Bristol Myers Squibb, Hanscom Air Force Base and The National Organization on Disability.

By the end of the Spring 2019 semester, the goal is to increase student use of LancerLink by 20% and add approximately 15 new employers each month.





## Course Scheduling

**Goal #2. Leverage WSU's distinctive strengths, both to enhance the University's reputation and to prepare students to lead, serve, and make a difference in the world.**

**Initiative:** The university will leverage its course scheduling software to increase efficiency across departments and maximize student scheduling options.

**Initiative's Lead:** Ryan Forsythe

**Projected Completion:** March 2019

### April's Status

The new course scheduling software is fully installed and continues to be used by the campus community as intended.

### March's Status

In January 2019, Worcester State implemented the university's new course scheduling software. The software is fully installed, training has been conducted with appropriate users, and it is being used to develop the Spring 2020 course schedule. The software features functionality that gives faculty chairs information about other departments' course schedules, which will improve overall scheduling efficiency. The Registrar's Office will utilize the data collected by the new software to produce the first draft of the Spring 2020 semester.

### November's Status

During October 2018, the Registrar worked with the course scheduling software team to finalize system configuration and to install the software. Next, the university will train users and plan for the system to go live in Spring 2019 to produce the Spring 2020 course schedule.

### October's Status

A representative group of university administrators met with the course scheduling software team to establish campus priorities and rules relative to the functionality of the software. The Registrar then met with the academic deans to share the progress and next steps in the project, discuss connecting data from the university's student information system, and garner feedback on the project's status to date. Next, the Registrar will work with the course scheduling software team to finalize system configurations and determine the remaining project schedule.





## Academic Advising

**Goal #3. Attract and enroll a diverse pool of highly motivated students and attach institution-wide priority to promoting their retention and success.**

**Initiative:** The university will strengthen academic advising through assessing current Worcester State practices and researching academic advising best practices.

**Initiative's Lead:** Henry Theriault

**Projected Completion:** June 2019

### April's Status

The full faculty advising website, with updates and additions, will be available for the Spring 2019 preregistration advising period. Feedback from faculty members will be collected as part of continuing efforts to improve the available resources. Work is progressing on the student advising website, with the next phase focusing on an updated overarching academic advising approach.

### March's Status

The "Information for Faculty Advisors" webpage has been completed in anticipation of the Spring 2019 preregistration period. Based on feedback, a section on "Holds, Probation, and Other Special Circumstances" was added. The webpage is accessible to faculty members through their "MyWSU" login, at <https://www.worcester.edu/FP-Faculty-Advisors>. Content for the "Information on Advising for Students" webpage is under construction.

### November's Status

The faculty advising landing page is available on the Academic Affairs website via the myWSU portal. This page includes suggested meeting agendas and timelines for advising, as well as various other resources for academic advisers. A parallel student landing webpage is being developed for spring implementation.

### October's Status

Faculty advising webpage content has been developed that includes outcome objectives, general tips, a suggested meeting schedule, agendas for meetings keyed to student class status/semester, and a "Find It Fast" set of links. This content was presented to chairs and others in Academic Affairs for feedback, and suggestions have been incorporated. Final content, plus an advising landing page for faculty and students, has been submitted to Marketing for inclusion in the Worcester State website; the faculty advising materials will go live by the beginning of the Fall 2019 advising period. A similar advising site for students currently is under development.



## Orientation & Registration

**Goal #3. Attract and enroll a diverse pool of highly motivated students and attach institution-wide priority to promoting their retention and success.**

**Initiative:** The university will respond to the changing demographics and needs of incoming students by enhancing orientation and registration processes for families and new students.

**Initiative's Lead:** Ryan Forsythe

**Projected Completion:** July 2019

### April's Status

As the university reviews data relative to the Positioning Study, student registration and orientation initiatives look to complement one of its major recommendations: creating a critical mass of student activity and engagement on campus. As the university community considers implementation of the positioning study, orientation and registration process enhancements will play a critical role.

### March's Status

In January 2019, an evaluation of personnel and financial resources associated with new student orientation and registration processes was conducted. It was determined that significant financial resources, which currently have not been identified, would be necessary to implement the Spring 2019 Student Outcome and Achievement (SOAR) proposal. Consideration will be given to other options to respond to the changing demographics and needs of incoming students.

### November's Status

The university has engaged key stakeholders, including the Director of the Office of Student Leadership and the Assistant Dean in the Academic Success Center. The Spring 2019 Student Outcome and Achievement (SOAR) proposal form was examined as part of a broader effort to develop a new strategic direction for registration and orientation. As part of this process, an evaluation of personnel and financial resources will be conducted.

### October's Status

Recommendations from a cross-divisional group of faculty and staff have been reviewed and plans are in process to engage key stakeholders, including the Office of Student Involvement and Leadership Development and the Academic Success Center. Work has begun on developing a new strategic direction for future registration and orientation activities, including an evaluation of human and financial resources.



## Campus Climate

**Goal #4. Cultivate a vibrant campus life and a collaborative work and learning environment in which all members of the WSU community feel welcomed, included, respected, empowered, and valued.**

**Initiative:** The university will continue implementing suggestions from the Campus Climate Report to determine inequalities that may exist in student academic experiences (e.g., changing majors or failing classes at higher than average rates).

**Initiative's Lead:** Stacey Luster

**Projected Completion:** July 2019

### April's Status

The Campus Climate Committee is developing a strategic implementation document that will identify the action necessary to address recommendations based on the student, faculty and staff surveys, and the focus groups. An employee wellness survey was distributed as part of a strategy to promote employee well-being, morale, and retention. This survey's results will inform future professional development and wellness programming opportunities. The Employee Service Recognition & Retirement Celebration will be held on May 8, 2019 at 3 P.M., in the May Street auditorium. Last year, this event was expanded to honor faculty who earned tenure; this year, it will be expanded further to honor the faculty recipients of the George I. Alden Excellence in Teaching Awards.

### March's Status

Mary Jo Marion will serve as interim co-chair of the Campus Climate Committee as the university searches for a new Equal Opportunity Officer. This spring's faculty focus group and staff climate surveys are in final design, and diversity mini-grants are available to the Worcester State community. Worcester State's 2017-2018 Affirmative Action Report reveals that women continue to exceed the 48.8% labor market goal, while minorities continue to lag behind the 20.7% labor market goal. The Affirmative Action Advisory Committee has been re-established and is preparing recommendations to improve outcomes for minority hiring; the Bias Incident Response Team will host two educational forums each semester, beginning with a March 7 session on anti-Semitism and hate symbols, facilitated by the Anti-Defamation League (ADL).

### November's Status

The Campus Climate Committee is preparing to conduct focus group interviews with faculty and is updating recommendations centered on student success. The Bias Incident Response Team and the Executive Cabinet is engaging in dialogue and training facilitated by university counsel, Rubin and Rudman. The Advisory Committee for Equal Opportunity, Diversity, & Affirmative Action is: updating the diversity mini-grant application; enhancing University affirmative action reports; exploring the composition of national discipline-specific conferences; exploring free national discipline-specific job posting sites; identifying women and minority-focused affinity groups.



### October's Status

During Opening Day breakout sessions, the university community received updates on the implementation of the Campus Climate Study and a review of the data collected from the Spring '18 Campus Climate survey. The Campus Climate Committee recommendations have been implemented and the committee is developing protocols for faculty focus groups, which will provide information for additional recommendations. The Advisory Committee for Equal Opportunity, Diversity, and Affirmative Action and the Campus Climate Committee have been appointed and will launch in October.



## Program Support

**Goal #5. Promote financial strength and organizational sustainability while continuing to secure and invest the resources required to maintain WSU's reputation for excellence and value.**

**Initiative:** The university will use the results of its analysis of Worcester State Foundation funds during the 2017-2018 academic year and work directly with the Deans of the two schools to identify alternative or supplemental resources to support various academic and programmatic activities for the year.

**Initiative's Lead:** Louise Taylor

**Projected Completion:** June 2019

### April's Status

By April 15, Administration and Finance, members of Academic Affairs, and appropriate division heads will be informed on the process for accessing and reporting on the available FY2020 funding held by the Worcester State Foundation. There is approximately \$418,000 available to the university to support Presidential Scholarships (\$215,000); Study Abroad Scholarships (\$25,000); and various academic departments and centers, student activities and athletic teams (\$178,000, across 55 individual funds). In addition, approximately \$953,000 in private grants and major gifts raised by University Advancement in FY2019 will support academic programs and centers, scholarships, the Worcester Center for Crafts, and community-based programs aligned with the University's strategic goals.

**At the conclusion of FY2019, the Worcester State Foundation, through the fundraising efforts of the Division of University Advancement, will provide more than \$1,372,327 to support the University in FY2020.**

### March's Status

University Advancement will inform departments, centers, teams and university organizations which receive donor funds the approximate dollar amount available to them in any given fiscal year by late March, which is well before the budgeting process begins. As of the end of February 2019, a minimum of 41 individual funds, representing a minimum of \$140,000, have been identified as being available to various departments.

### November's Status

A grants consultant worked with Academic Affairs to review the private grants process, strategies for supporting faculty research needs, and hosting joint grants research and writing workshops. STEM program planning and prioritizing was examined to support the expansion of the summer STEM Connections program for local high-school students and to continue the STEM Bridge to Excellence Retention program. Planning was held with members of the President's Gender Identity Campus Education working group to evaluate grant readiness for external support and to facilitate access to Foundation funds that would support workshops that promote a campus culture in which people of all genders are welcomed and respected.



### October's Status

The FY2019 review of institutional priorities (research, scholarship, programs, and capital) was held in September to create stronger communication about private grants processes and ways to engage faculty and staff. Additionally, cross-department meetings were held to review acceptance, processing, and expenditure of Foundation funds; protocols for student and faculty research and grant support expenditures also were reviewed.

During Summer 2018, conversations on project planning and goals were held with those who work within the School of Humanities and Social Sciences, Interdisciplinary Programs, the Worcester Center for Crafts, the School of Education, Health, and Natural Sciences, Worcester State's teaching, research, and partnership centers, and the Latino Education Institute.



## Online Learning

**Goal #5. Promote financial strength and organizational sustainability while continuing to secure and invest the resources required to maintain WSU's reputation for excellence and value.**

**Initiative:** The university will expand undergraduate and graduate online offerings that will reach underserved and non-traditional student populations.

**Initiative's Lead:** Lois Wims

**Projected Completion:** July 2019 (initial review); Spring 2020 (launch graduate programs)

### **April's Status**

The Academic Partnerships team from Dallas met with the leadership of the Worcester State accelerated online programs to review policy action steps and to conduct course conversion workshops for Education graduate courses over two days in March. Designated administrators are moving forward on these two action items.

### **March's Status**

A team of Education and Nursing faculty attended two days of training with Academic Partnerships to facilitate the development of their respective curriculums. Worcester State's administration team has continued to develop the necessary infrastructure for online graduate student admission and support.

### **November's Status**

Academic Partnerships will conduct a three-day site visit to meet with different university constituencies, including Academic Affairs, Information Technologies, Admissions, Marketing, and faculty program leaders. The goal of the site visit is to formulate a plan to develop the processes needed to support the new online programs. In addition, a team has been formed to write Worcester State's application to join the State Authorization Reciprocity Agreements (SARA) program, which will support the new online programs and other online course offerings.

### **October's Status**

Worcester State has signed an agreement with Academic Partnerships to offer selected master's programs in Nursing and Education fully online; project implementation is under way. In non-online degree programs, Worcester State currently offers 65 Day and 56 DGCE fully online undergraduate courses, 36 Day and 18 DGCE hybrid/blended undergraduate courses, and 10 fully online and 24 hybrid/blended graduate courses. To support development of high-quality online and hybrid/blended offerings across its curriculum, Worcester State has become active with Mass Colleges Online, and has joined Quality Matters, an organization that provides support in measuring the quality of online courses. Faculty members have begun going through Quality Matters training in online and hybrid/blended course best practices, some of whom later will train their colleagues through programs organized by academic departments and the Center for Teaching and Learning (CTL).





## University Advancement Dashboard

[View February's University Dashboard here.](#)

### February Highlights

#### Alumni Engagement

- Backpack to Briefcase Dining Etiquette- 35
- Backpack to Briefcase Social Media Dos and Don'ts-23
- Backpack to Briefcase Elevator Pitch -41
- Women's Basketball Alumni Game-15
- First Pitch Baseball Dinner-20
- Naples FL Alumni Event- 57
- E-newsletter open rate: 14.1%
- Birthday Email Open Rate- 24%

#### Major Gifts

- \$232,000 pledge from Dr. GB and Lexi Singh '85 for the expansion of the Dr. GB and Lexi Singh Nursing Simulation Center
- \$30,000 gift from the American Student Assistance in support of the Latino Education Institute
- \$25,000 pledge from Leominster Credit Union to create the Leominster Credit Union Endowed Scholarship
- \$7,000 gift from Ruth (Sadick) Rubin '52 to the Allen and Ruth R.(Sadick) Rubin '52 Endowed Scholarship
- \$1,500 gift from Francis and Judith Polito in support of WSU's endowment (\$1,000) and the Nursing Program (\$500)
- The Latino Education Institute (LEI) was recently awarded a \$75,000 grant from the U.S. Trust, Bank of America, N.A., as Trustee of the Lloyd G. Balfour Foundation to support their Latinos Involved in Discovering Educational Resources (LIDER): Springfield and Worcester program.

#### Advancement Update

- The Worcester State Foundation Committee for Faculty and Student Research met on Friday, February 15 and reviewed 21 proposals from faculty and students for the spring round of submissions. All submissions were approved resulting in a total of \$10,709.70 being granted.

#### Annual Giving Update

- Alumni Advocate Council personally reached out to over 200 of their alumni peers to tell them about the upcoming March Madness 2019 Days of Giving
- 48 individual March Madness crowdfunding webpages have been created with personal statements and short videos from each of the teams
- Partnered with WSU Marketing team to release daily March Madness team videos across WSU social media platforms



**WORCESTER  
STATE  
FOUNDATION**

### UNIVERSITY ADVANCEMENT

# Dashboard

July 1, 2018 - February 28, 2019

#### CASH AND PLEDGES



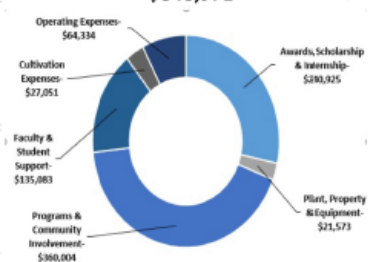
#### DONORS



#### GRANTS, CORPORATE GIFTS & SPONSORSHIPS



#### FOUNDATION FUNDING OF UNIVERSITY PRIORITIES \$848,971



#### ALUMNI DONORS



FY19 Board Giving	Cash and Pledges	Cash	Participation
Trustees	\$12,336.06	\$ 12,336.06	100%
Foundation Board	\$41,833.00	\$ 36,033.00	72.97%
Alumni Association	\$43,256.00	\$ 18,765.10	100%
Cabinet	\$11,014.54	\$11,014.54	60.71%

## Institutional Learning Outcomes

[View Institutional Learning Outcomes here.](#)

### Final WSU Institutional Learning Outcomes

#### What are Institutional Learning Outcomes (ILOs)?

Institutional Learning Outcomes (ILOs) encompass the whole student experience and apply to the whole institution. The outcomes include the knowledge, skills, abilities and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the University, including programs, support, and service areas. ILOs do not encompass all the learning that occurs at the University, nor are the ILOs permanent. The ILOs identified are meant to focus the universities efforts for a specific period of time, between 5-10 years.

#### How are ILOs different from Program Learning Outcomes?

They are inter-related. ILOs are the collective expression of the learning environment the university offers to any student. Student learning outcomes focus on the more specific skills, knowledge, and attitudes that students learn in courses and programs.

#### How are ILOs different from General Education (LASC) Outcomes?

There may seem to be overlap between the ILOs and LASC outcomes. However, LASC outcomes apply only to students who graduate from the University with a BA/BS degree who must meet the LASC requirements. In contrast, ILOs apply many of the same educational values to all students, whether undergraduate or graduate, first-year or transfer student, matriculating or non-matriculating.

#### I don't work directly with students, why should I care about ILOs?

Until now most of the emphasis in the area of learning outcomes has focused on the role of faculty in the learning environment. However, institutions are becoming increasingly aware that student services and other operational departments of the institution have an equally important impact on student learning. Research consistently identifies an environment that signals support for learning at all levels of the institution as one of the core components of student success. Facilities and operations, student services, research and planning, administration, information technology, as well as instruction—all aspects of college operations—help shape the educational environment and thus contribute to the learning experiences of our students.

## 2019 Extraordinary Dedication, Campus Collaboration, and Diversity & Inclusion Awards

[View nomination poster here.](#)



Each year we recognize two MSCA members, two administrators, and two classified employees for the **Extraordinary Dedication Awards**; one employee for the **Campus Collaboration Award**; and two employees for the **Diversity and Inclusion Awards**.

Nominees for the Extraordinary Dedication Award will be considered based upon their extraordinary dedication to the mission and core values of Worcester State University. Nominees for the Campus Collaboration Award will have worked collaboratively across divisions or departments. Nominees for the Diversity and Inclusion Awards will have a demonstrated commitment to diversity and building an inclusive campus culture.

To nominate a colleague, please complete the **online nomination form**, which can be found on the HR portal page at [www.worcester.edu/FP-Human-Resources](http://www.worcester.edu/FP-Human-Resources). Awardees will be recognized at the Employee Recognition and Retirement event on Wednesday, May 8, 2019.

The deadline for nominations is **Friday, March 8, 2019**.

Worcester State University Award Recipients Hall of Fame				
<b>2004</b> Thea Aschkenase (E) Ellen Blanchard (E) Bruce Cohan (E) Carol Faron (E) Karen Gagliastre (E) Ruth Haber (E) Mary Jane Huelman (E) Larry Tony Lopez (E) Thu Nguyen (E) Olga Papadopoulos (E) Tim Sullivan (E) Elaine Tateronis (E) Maria Tavilla (E) Mary Ellen Thorpe (E) Barbara (Wiseman) Waters (E)	<b>2007</b> Judy Crown (E) Carol Donnelly (E) Charlie Oroszko (E) Christine Pulsifer (E)	<b>2011</b> Elaine Knott (E) Patricia Marshall (E) Eileen Perez (E) Denise Thomas (E) Marcia Eagleton (E) Stephanie Chalupka (E)	<b>2014</b> Sue Foo Starlin (E) Joseph Quattrucci (E) Maribeth Wrobel (E) Jeffrey Lebrun (E) Brenda Blood (E) Maureen Power (C) Lauren Mizock (D/I) Kirsh Donis (D/I) Joanne Harder (E)	<b>2017</b> Robert Daniels (E) Jason Grant (D/I) Dr. Antonio Guizarro-Donados (E) Thomas Kelley (E) Michael Martin (E) Dr. Tanya Maers (D/I) Catherine Novick (E) Hilda Ramirez (D/I) Mark Wagner (C) Dr. Barbara Zang (E)
<b>2005</b> Dianna Aquafresca (E) Caroline Chicarelli (E)	<b>2008</b> Tuck Amory (E) Brenda Campbell (E) Joyce Danelius (E) Julie Frechette (E) Eric Hall (E) Louise Taylor (E)	<b>2012</b> Richard Oberist (E) Mary Serrano (E) Laxmi Bissonndial (E) Richard Kozsac (E) Laurie Dahlin (E) Daron Barnard (E)	<b>2015</b> Patricia Benjamin (E/C) Andrew Calcutt (E) Annette LaHaye (E) Karen Asquith (E) Laura Murphy (E) Helena Semerjian (D/I) Isaac Tesfay (D/I)	<b>2018</b> Alex Briesacher (C) Brenda Campbell (E) Julie Chaffee (E) Martin Fromm (E) Syamak Moattari (E) Timothy Murphy (D/I) Joan Safford (E) Kenny Smith (E)
<b>2006</b> Kristi DeSanctis McNamara (E) Timothy Hagopian (E) Danusia Kwiatkowski (E) Dennis Lindblom (E) Maureen Stefanini (E) Michael Wilcox (E)	<b>2009</b> Donald Bullons (E) Robert Daniels (E) Tatose Forbes (E) Cathy Mulhearn (E) Bonnie Orcutt (E) Andrea Wamboldt (E)	<b>2013</b> Mandi Kuster (E) Jeremy George (E) Nancy Lapriore (E) Linda Larrivée (E) Elizabeth Wark (E) Raymond Lewis (E) Aldo Garcia-Guevara (D/I) Kately Palumbo (E/D/I)	<b>2016</b> Doreen Foley (E) Johania Rodriguez (E) Kristen Nelson (E) Ellen Fynan (E) Joan Mahoney (E) Dan Shortin (C) Marcela Uribe-Jennings (E/D/I) Sandra Medina-Varquez (D/I) Lori Dawson (D/I)	

(E) Extraordinary Dedication  
(C) Campus Collaboration  
(D/I) Diversity and Inclusion