

# WORCESTER STATE UNIVERSITY

## BOARD OF TRUSTEES MEETING

Tuesday, January 19, 2021

5:30 PM

### REMOTE PARTICIPATION

Join Zoom Meeting

<https://worcester.zoom.us/j/7540181608>

Meeting ID: 754 018 1608

**Meeting Called By:** Stephen Madaus (Chair)

**Minutes:** Nikki Kapurch

**Board Members:** Craig Blais; Lisa Colombo; Aleta Fazzone; Maryanne Hammond (Vice-Chair); Anna Johnson; Karen Lafond; Stephen Madaus (Chair); William Mosley; Dina Nichols; Marina Taylor (Vice-Chair); David Tuttle

**WSU Staff:** Barry Maloney; Carl Herrin; Kathy Eichelroth; Mike McKenna

All documents considered to be **drafts** until discussed and/or approved by the Board

AGENDA		
ITEM	RESPONSIBLE	ACTION
1. <i>Administrative Business</i> A. Call to Order B. Minutes: Full Board - November 17, 2020*	Stephen Madaus, Chair	B. <b>Vote required</b>
2. <i>Equity, Diversity and Inclusion Presentation</i> A. Campus Climate Committee Report Final Report May 2020* B. BOT Equity Report- January 2020 Campus Climate Committee*	Stacey Luster/Mary Jo Marion / Jonathan Flowers	A. Informational B. Informational
3. <i>Finance &amp; Facilities Committee Report</i>	Kathy Elchelroth	4. Informational and <b>votes required</b>
4. <i>Administrative Updates</i> A. Report of the Chairman I. Recommendations regarding Trustee engagement in Diversity, Equity and Inclusion* II. Proposed Bylaws amendment* III. Next meeting: March, 2021 (remotely) B. Report of the President I. President's Update* II. MA State U Early Retirement Incentive Program III. COVID-19 Update IV. <a href="#">BHE FY22 Budget Update</a> V. Jeanne Clery Disclosure Annual Security and Fire Safety Reports*	Stephen Madaus        Barry Maloney	I. Informational  <b>II. Vote to accept</b>   I. Informational II. Informational III. Informational IV. Informational V. Informational
5. <i>Academic &amp; Student Development Committee Report</i> A. Executive Session B. Approval of AY 2022-2023 Sabbatical Leave Proposals	Karen LaFond	A. <b>Vote required</b> B. Informational and <b>vote required</b>
6. <i>Adjournment</i>	Stephen Madaus	<b>6. Vote required</b>

\*Attachments

**WORCESTER STATE UNIVERSITY  
BOARD OF TRUSTEES MEETING  
Meeting Minutes**

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CHAIR:	Mr. Stephen Madaus (Chair)	DATE: November 17, 2020
LOCATION:	Remote Participation	MINUTES BY: Nikki Kapurch
TIME:	5:30 PM	
MEMBERS PRESENT:	Craig Blais; Lisa Colombo; Aleta Fazzone; Maryanne Hammond (Vice-Chair); Anna Johnson; Karen Lafond; Stephen Madaus (Chair); William Mosley; Dina Nichols; Marina Taylor (Vice-Chair); David Tuttle.	
WSU STAFF:	Barry Maloney; Nikki Kapurch; Kathy Eichelroth; Carl Herrin; Ryan Forsythe; Julie Kazarian; Tom McNamara; Lois Wims.	

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The provision of General Laws, Chapter 30A having been complied with and a quorum present, a meeting of the Board of Trustees was held on Tuesday, November 17, 2020, through a Zoom remote call. Chair Madaus called the meeting to order at 5:31 p.m. Trustee Madaus reported that all Trustees will participate by remote access and announced that all votes will be by recorded roll call.

Administrative Business:

**APPROVAL OF THE MINUTES - Full Board Meeting -October 20, 2020**

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

**VOTED:** To approve the October 20, 2020, minutes of the Full Board meeting as presented.

**ROLL CALL VOTE:** 11 approved. Craig Blais; Lisa Colombo; Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond; Stephen Madaus; William Mosley; Dina Nichols; Marina Taylor; David Tuttle.

**PRESENTATION**

Title IX Training

- Jennifer Quinn, Director of Title IX and Alcohol and other Drug Prevention and Education provided the Title IX training to the Board of Trustee members.
- Powerpoint presentation slides have been included in the packet.
- Title IX Plans - Approval of Amendments to MA State Universities' Affirmative Action Plan from the Department of Higher Education.

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

**VOTED:** To adopt and accept the amended State Universities' Affirmative Action,

**Equal Opportunity and Diversity Plan, with an effective date of August 14, 2020, as presented.**

**ROLL CALL VOTE:** 11 approved. Craig Blais; Lisa Colombo; Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond; Stephen Madaus; Dina Nichols; Marina Taylor; David Tuttle.

**COMMITTEE REPORT**

Trustee Marina Taylor, chair of the Finance and Facilities Committee reported that the group convened today at 3:30 p.m. to receive the DRAFT FY 2020 Independent Auditors Report and Financial Statements. Trustee Taylor reported that the Audit Report was thoroughly vetted by the Committee and that Jeff Swamburg and Jim Johnston from Bollus Lynch, LLP, reported that during the audit they did not identify any deficiencies in internal control that they consider to be material weaknesses. Finished with a positive cash flow. Applauded the WSU Administration and Finance team for their hard work.

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

**VOTED:** to accept the recommendation of the Finance and Facilities Committee and approve the University's FY 2020 Audited Financial Statements as prepared by Bollus Lynch.

**ROLL CALL VOTE:** 11 approved. Craig Blais; Lisa Colombo; Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond; Stephen Madaus; William Mosley; Dina Nichols; Marina Taylor; David Tuttle.

**REPORT OF THE CHAIRMAN**

**Update on the Diversity, Inclusion, and Equity work**

- Chairman Madaus introduced Trustee Mosley to provide an update to the Board on the progress of the Planning Working group.
- Trustee Mosley provided a memo that is included in the packet with recommendations regarding Trustee engagement in Diversity, Equity, and Inclusion.
- Trustee Mosely, at the request of Chair Madaus at the July 16, 2020 BOT meeting, was asked to conduct a review of the University's current efforts on Equity, Diversity and Inclusion to determine the best way for the WSU BOT to support and help foster the ongoing work.
- It is recommended that at each BOT meeting an agenda item will be added dedicated to discussing items of Equity, Diversity and Inclusion.
- Proposed Bylaws amendments were presented that would enable the Board to fulfill its commitment to equity.
- The amendments are to be considered and will be put forth for votes at the next Trustees meeting.

**Next meeting: January 19, 2021 (via Zoom)**

**PRESIDENT'S REPORT**

- President's Update Report included in the packet. Highlights our faculty.

- President Maloney provided an update on the timing of the FY 2021 budget. We are still waiting for the state to close out the budget. The Governor and the House have agreed to an FY 2021 budget request that calls for level funding. Securing that should be a positive development for the University. The FY2021 budget will be discussed at the January meeting.
- APA settled their contract.
- Vice President McNamara gave an update on fundraising and went over the Advancement Dashboard that was provided in the packet.
- Vice President Forsythe provided an Enrollment Update.

#### COVID-19 Update

- President Maloney introduced Dr. Sarah Strout, assistant vice president of the Office of Assessment and Planning. Sarah is going to talk through the COVID Response Survey results that are included in the packet.
- Overwhelming responses to the survey, and the overall responses to questions were positive.
- Discussed the student and faculty concerns: Want to take courses or work remotely, continue consistent and transparent communication, increase communication regarding finances, try to make and communicate decisions quicker, uncertainty is worse than changing a decision, everyone is overwhelmed, flexibility and understanding is important.
- COVID Planning - the University has signed a contract with the Broad Institute and expanded the number of testing by 500 a week.
- Julie Kazarian provided a COVID dashboard update.

#### Approval of Honorary Degree

- The President provided a memorandum in the packet seeking approval to award Brian Skerry an honorary degree. Brian Skerry will serve as our 2021 Commencement Speaker at our undergraduate Commencement. Mr. Skerry's speaker nomination was vetted through the Speaker/Awards Committee and approved by the All-University Committee. He was from the list of those previously approved by this board as potential Commencement speakers.

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

#### VOTED:

To approve the awarding of the following honorary degree:  
Brian Skerry, Doctor of Humane Letters, *Honoris Causa*, at Undergraduate Commencement on May 15, 2021.

#### ROLL CALL VOTE:

10 approved. Craig Blais; Lisa Colombo; Aleta Fazzzone; Maryanne Hammond; Anna Johnson Karen LaFond; Stephen Madaus; Dina Nichols; Marina Taylor; David Tuttle.

#### OTHER BUSINESS:

With there being no further business, the WSU Board of Trustees meeting was adjourned.



Upon a motion made by Trustee Hammond and seconded by Trustee Nichols, it was passed unanimously.

**VOTED:** To adjourn the meeting at 7:21 p.m.

**ROLL CALL VOTE:** 9 approved. Craig Blais; Lisa Colombo; Aleta Fazzone; Maryanne Hammond; Karen LaFond; Stephen Madaus; Dina Nichols; Marina Taylor; David Tuttle.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Barry M. Maloney", is written over the typed name and title. The signature is fluid and cursive, with a large loop at the end.

Barry M. Maloney

Secretary, Board of Trustees

# **Worcester State University Campus Climate Committee**

## **Academic Year 2019-2020 Final Report**

**Submitted May 11, 2020**

### **Committee Membership**

Executive Chair: Lois Wims

Co-Chairs: MaryJo Marion and Johnathan Flowers

Committee Members: Matt Bejune, Lori Dawson, Elaine Dukes, Dawn Eades, Adrian Gage, Joanne Jaber-Gauvin, Sarah McMaster, Susan Monaghan, Emanuel Nneji, Victoria Porteiro-Cejas, Manuel Reyes-Ponce, and Sarah Strout

Ex-Officio: Alex Briesacher, Maria Isabel Gariepy and Stacey Luster

### **Introduction**

During the spring 2016 semester, President Maloney announced his Five-Point Plan of Action toward a more inclusive campus climate and stated that he would like to pursue a data-driven approach to evaluating WSU's campus climate. To that end, WSU partnered with NERCHE (New England Resource Center for Higher Education) at UMASS Boston and the National Institute for Transformation and Equity (NITE) at Indiana University. For two years, WSU pursued a multifaceted approach toward an institutional cultural climate assessment. In the spring 2018, one of the recommendations adopted was the formalization of three committees, including the Campus Climate Committee (CCC). The CCC has been actively pursuing its agenda and purpose as designed, and it has also pursued other matters of climate on campus. This report is intended to review existing campus climate efforts, highlight the work of the CCC, outline committee recommendations, and continue to engage the campus community in a plan toward a more inclusive campus climate; while we underline the importance of the conversation around how equity considerations are moving forward. Finally, we provide a status update on surveys and plans for future climate assessment while we recognize the impact of the current Covid-19 global pandemic. The committee continues its steadfast commitment to driving our institutional vision on principles of Diversity, Equity and Inclusion.

### **Surveys and Focus Groups Overview**

The CCC efforts to survey different segments of the campus population through a student survey in 2016 and a Faculty survey in 2018; the Staff Survey was administered in February 2020 and

approximately 15% of eligible respondents completed it. The Staff Survey Results were prepared by Dr. Sarah L. Strout on March 10, 2020.

- ❖ Responses from marginalized staff members demonstrates a broad variety of experiences of discrimination and marginalization at the university. Highlights:
  - LGBTQ+ members were less likely to agree that their department considers a diverse range of opinions.
  - ALANA staff were more likely to have had discriminatory remarks/behaviors directed at them.
  - Staff who have a disability had lower ratings for many items including easily obtaining materials to do their job efficiently, meeting their supervisor's expectations, and feeling respected by their supervisor.
- ❖ Comments demonstrated a lack of consensus concerning diversity and equity as well as oppositional attitudes towards diversity as a value and WSU diversity efforts broadly, so we should definitely have open-ended questions on the next survey. Some highlights include:
  - There were a few negative comments regarding equity as only being for whichever group the administration has chosen, that diversity, equity, and inclusion has led to hiring practices that elevate diversity over competence, that white privilege as a term is racist.
  - Comments show that most people equate equity with 'treating everyone the same.'
  - A subset of people answered they were not sure how equity, diversity, and inclusion affected their activities.
  - Regarding sense of belonging, there were more negative comments than positive comments.
  - Regarding what WSU can do to improve Diversity, Inclusion and Equity, quite a few comments were related to hiring practices focusing on diversity over competence.

### ***Survey and Focus Group Issues and Resolutions***

- ❖ Participation in the Campus Climate Staff Survey was low (15%).
- ❖ The CCC needs to identify a single instrument for annual surveys of Faculty, Staff and Students. Currently, we are exploring the viability to re-engage with CECE, Modern Think and WSU Institutional Research to develop such survey tools going forward. The goal is for the three surveys to be administered once per year, at the same time.
- ❖ Similarly, we need to identify and define the administration of Faculty and Staff focus groups in the near future; and of Students focus groups in the next cycle of surveys/focus groups to take place. In relation to Faculty and Staff focus groups, a consultant that

previously worked with WSU at the beginning of this process has provided a quote (Renga Consulting).

- ❖ The start date for administering focus groups could be uncertain due to COVID-19.
- ❖ The CCC does not yet know what / if any budget will be available for focus groups administration/ design/ delivery in the 2020-2021 academic year. The committee recognizes the need for creative funding through this time.

### ***Next Steps for the Survey and Focus Groups***

- ❖ By fall 2020, the CCC Research subcommittee will finalize exploring the viability to re-engage with Renga (formerly NERCHE), WSU CCC or other vendors responding to RFP.
- ❖ A draft RFP has been created for external organizations to assist with administering focus groups for the faculty and staff surveys.
- ❖ The Research subcommittee developed Goals for the upcoming single instrument Campus Climate Survey, which incorporated specific experiences, by groups of students, faculty and staff. See attachment.
- ❖ To improve survey response in the future the CCC should engage with survey. participants in multiple ways (i.e. emails, reminders in listservs, personalized reminders to directors, department chairs, etc. so that they remind their colleagues). Depending on the budget, the CCC may also want to consider entering survey participants into a drawing to win a prize.
- ❖ The CCC should continue to seek a vendor to design and conduct Focus Groups, in person and/or remotely. The CCC should secure a vendor and be ready to begin the research as soon as protocols regarding return to campus are clarified.
- ❖ Ensuring the CCC has sufficient funds in order to cover the cost of the external organization who will administer the faculty focus groups.
- ❖ The CCC will seek a vendor to design and conduct Faculty Focus Group Discussions to understand faculty perspectives on issues of diversity, inclusion, and equity so as to identify responsive strategies to improve campus climate. With support from CCC, the vendor will take the lead in developing, planning, and conducting the 5 focus groups discussions with WSU adjunct and full-time faculty.
- ❖ The tasks of the vendor are to:
  - recruit focus group participants for 5 Focus Groups for a total of 50 participants;
  - identify and secure a focus group location;
  - ensure cultural responsiveness of the focus group materials;
  - conduct focus groups;
  - interpret and summarize the data from the focus groups; and
  - develop reports.



## **Proposed Recommendations /New Initiatives & Resources Needed**

### ***Campus Climate Committee Composition***

Currently, the CCC is composed of 1 executive chair (Provost) and 2 co-chairs who will assist in convening meetings, lead data-based conversations, and ensure committee work is completed. The Assistant Vice President of Human Resources, Payroll, AA/EO and the Director of Diversity, Inclusion, and AA/EO will serve as ex-officio members and work closely with the executive chair and the co-chairs of the CCC. Ideally, the CCC will have approximately 4 faculty, 4 staff, and 3 students.

The CCC proposes that the committee composition indicated in the Purpose and Charge of the committee be treated as the minimum composition of the committee and that the committee should achieve parity among stakeholders, staff, faculty, and students, to ensure full representation of the campus community. Moreover, the committee believes that staggered membership, or multi-year terms, to ensure continuity would best enable the work of the committee.

### ***University Wide Committee Composition***

The CCC recommends that all university wide committees strive to represent, in their composition, the diversity of the campus community and the employee groups (classified/ non classified). Committee appointments should, ideally, ensure an opportunity for all members of the campus community to serve.

### ***Diversity tiered training***

The committee proposes efforts to provide tiered Diversity & Inclusion training for Staff and Faculty. These sessions may be available individually or as part of a comprehensive Certificate program. Currently, the Office of Diversity and Inclusion is evaluating comprehensive proposals that include different options offered as a scaffolded type of larger/ ongoing session, or on an individual basis, such as:

- Diversity & Inclusion for a Welcoming Environment
- Power & Privilege in Higher Education
- The Impact of Bias
- Mindfulness as a Catalyst for Equity & Social Justice
- Inclusive Pedagogies (Faculty led)

### ***SLOs- RASE Plan/ Diversity as its own Content Area***

On January 17, 2020 the CCC met with RASE Plan leadership in order to provide feedback and input in regards to the prospective changes to LASC per the RASE Plan. Discussions included the need for clear definitions of Diversity and Diversity across the curriculum to measure effectiveness of current and prospective initiatives. In order to assist with this issue, on February 14, 2020 the

CCC endorsed the definitions of Diversity, Equity and Inclusion for campus wide usage (definitions can be found below under the Definitions section).

LASC did not have operationalized SLOs but rather general ‘overarching goals’ that do not lend themselves to program assessment. In order to create a solution to the problem, Faculty committee members created nine SLOs and assisted with drafting the new diversity content area proposal, which was finalized on Monday, April 20 and submitted as a separate but concurrent proposal. The proposal was approved with modifications by UCC and was set to be discussed by AUC at its May 5th meeting.

At the May 5th meeting, AUC chose to table the Diversity Content Area pending its review by APC. The earliest the Diversity Content Area could be reviewed is October or November, depending on the ongoing COVID-19 situation.

### ***Definitions of Diversity, Equity and Inclusion***

During the February 14, 2020 meeting, the CCC endorsed the definitions of Diversity, Equity and Inclusion for campus wide usage. Resources needed will involve publicizing these definitions on the WSU webpage as well as distribution as needed by the different committees and the Office of Diversity & Inclusion as it relates to ongoing efforts. These definitions were shared with the Strategic Planning Committee and workgroups in February 2020; and have been referred to the Cabinet Policy Committee in an effort to implement them university wide. The CCC recommends that, after the Cabinet approval process, these definitions undergo support from the Board of Trustees and be incorporated into the upcoming 2020-2021 Catalogue in an effort to further institutionalize them. They are:

- **Diversity** includes all the ways in which people differ, encompassing the different characteristics that make one individual or group different from another. While diversity is often used in reference to race, ethnicity, sex, and gender, we embrace a broader definition of diversity that also includes age, national origin, religion, disability, sexual orientation, gender identity, socioeconomic status, first-generation status, education, marital status, veteran status, language, and physical appearance. Our definition also includes diversity of thought: ideas, perspectives, and values. We also recognize that individuals affiliate with multiple identities.
- **Equity** is the fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society.

- **Inclusion** is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people. It's important to note that while an inclusive group is by definition diverse, a diverse group isn't always inclusive. Increasingly, recognition of unconscious or 'implicit bias' helps organizations to be deliberate about addressing issues of inclusivity.

Definitions were adapted from the definitions used by the Independent Sector, a national membership organization that brings together the charitable community—a diverse set of nonprofits, foundations, and corporations—to advance the common good.

<https://independentsector.org/resource/why-diversity-equity-and-inclusion-matter/>

### **Other Committee Contributions**

- ❖ Feedback to Enrollment Management regarding the Spring College Marketing Plan:
  - Ryan Forsythe solicited feedback from the CCC re: a new WSU Marketing Campaign scheduled to launch in March 2020. The campaign, which was developed by Vision Point in conjunction with WSU, targets prospective students who are currently juniors in high school. Enrollment Management received negative feedback about the campaign tagline—From Grit to Great—as well as the affiliated advertising copy. The feedback addressed racist undertones associated with the use of the word grit. Ryan referred to an article written by Andre Perry about the problems associated with grit. The CCC discussed the concerns from the faculty and found the use of the word grit to be problematic. Enrollment Management and Marketing worked with the vendor to redevelop/ relaunch an alternate campaign.
  - Ryan Forsythe e-mail to the CCC on March 6th: “All WSU marketing efforts seek to gain the attention and interest of our target audiences while also representing the university well. On Thurs., Feb. 20th, when we first became aware that members of our campus community did not believe the proposed campaign did the latter, it caused us to rethink our message. It is common for marketing efforts to receive a range of positive and negative feedback; however, when questions about the campaign message’s inclusivity were raised, that was a different story. After reviewing the campaign with you all and learning of the multiple interpretations of the message, we have decided to discard the From Grit to Great campaign message and move in a different direction.”

- ❖ The Hate Has No Home Here campaign was re-launched at WSU in early spring 2020 by placing posters around campus as well as distributing magnets to be placed at the top left of each classroom whiteboard. 100 magnets were distributed around campus. This initiative was signed off by all Diversity & Inclusion committees on campus, and communicated to the campus community by WSU Provost.
  - While the campaign was presented to the CCC, the committee did not have approval authority over the implementation of the campaign. The committee acknowledged the value of the campaign.
- ❖ The CCC has been actively involved with the Strategic Planning Group to ensure that WSU's strategic planning activities are aligned with the broader institutional goals of diversity, inclusion, and equity. This work is ongoing with multiple committee members as active participants of different Strategic Planning working groups as well as the different RASE Plan subgroups.
- ❖ Covid-19 committee related campus awareness and committee members involvement around equity and inclusion efforts. The university needs an equity centered commitment through all its Covid-19 related efforts. Responses to the Covid-19 crisis need to be addressed through the lens of direct implications on all campus populations: students, staff and faculty, rather than merely focusing on one group or subgroup of the campus population.
- ❖ The CCC underscores the importance of students' requests to address and provide institutional response and support regarding microaggressions and bias incidents on campus.
- ❖ The CCC looks forward to collaborating with the soon to be established Board of Trustees Diversity and Inclusion/ Campus Climate subcommittee, and awaits further guidance from President Maloney to work together.

### **In Closing**

The Campus Climate Committee recognizes the challenging current and upcoming environment due to the Covid-19 global pandemic, which has exacerbated existing institutional inequalities in society and on campus. As a result, the work of the CCC is all the more urgent and must be a critical part of Worcester State's ongoing strategic planning processes broadly understood. The equity work of the CCC should be taken in consideration as the campus prepares to return to a new normal.



Insofar as individual members of the committee participated in both the strategic planning and COVID-19 Response Groups, the committee feels that a more systemic and concerted involvement of the committee with these activities is necessary in order to ensure they proceed from an equity centered starting point, rather than equity being included after the fact.

# **ATTACHMENT**

## **Goals for new WSU Campus Climate Survey**

1. Understand the ways in which the lived experiences of power minority and power majority individuals differ.
2. Assess the extent to which individuals feel a sense of belonging-- welcome, safe, and supported at WSU
3. Create a survey that can be used for all WSU constituents with minor modifications/branching in order to make more direct comparisons about the ways in which these experiences are similar/different across roles
4. Provide an opportunity for open responses/qualitative data not captured in standardized questions.
5. Principal component analysis/factor analysis to see trends/clusters
6. Examine lived experience based on:
  - a. Role at WSU
    - i. Student
      1. Resident vs. Commuter
      2. Full time vs. part time
      3. Age
    - ii. Faculty
      1. Tenured vs Non-tenured
      2. Full time vs. part time
      3. Age
      4. Length of employment at WSU
    - iii. Staff
      1. Full-time vs part time
      2. Do you have supervisory capacity over other employees? Students?
      3. Do you have the ability authority to make independent policy decisions?
      4. Union: APA, AFSCME, MSCA, NUP
  - b. Power minority statuses
    - i. Race
    - ii. Gender
    - iii. Sexual orientation
    - iv. Gender identity

- v. Ability status
- vi. Religion
- vii. Age
- viii. Physical appearance
- ix. Socio-economic status
  - x. Immigrant/Non-native English speaker, Accent
  - xi. Education level/parents education level- students and faculty and staff

- 7. How we are addressing limitation of previous surveys
  - a. Timeliness
  - b. Focus on lived experience- positive and negative
  - c. Previous surveys were general, perceptions of WSU
  - d. Address experiences and desired remedies/suggestions for improvement

## CAMPUS CLIMATE COMMITTEE

The Campus Climate Committee (CCC) works collaboratively on a multi-stage approach to evaluating diversity, inclusion and equity, utilizing quantitative and qualitative data, to propose, design and assess short- and long-term systemic initiatives.

### Charge:

#### I. To Effectuate the University's Mission:

*Worcester State University champions academic excellence in a diverse, student-centered environment that fosters scholarship, creativity, and global awareness. A Worcester State education equips students with knowledge and skills necessary for lives of professional accomplishment, engaged citizenship, and intellectual growth; and*

#### II. To implement the President's Five Point Plan of Action, Toward a More Inclusive Campus Climate:

1. classroom context
2. student engagement
3. cross-racial interactions
4. cultural competency training
5. diversity in all hiring processes

#### III. To Report Activities and Recommendations to the President Annually.

### Subcommittees:

- Implementation
- Data/ Research

### Current Projects/ Focus for AY 2020-2021:

1. Ongoing responsibility for monitoring and supporting the implementation of its comprehensive 2018 recommendations (see attached).
2. The CCC is currently reviewing the scope and guidelines of the DHE Equity Audit and will make recommendations to the President regarding an effective approach to this work.
3. The Implementation subcommittee is working to support the effective implementation of Diversity as its own content area; and guiding a vision for an Interdisciplinary Studies program.
4. The Data/Research subcommittee is currently working on the campus climate survey to be administered to the campus community: students, staff and Faculty in spring 2021.
5. The Data/Research subcommittee is contemplating a sustainable approach to conduct annual campus climate focus groups



### Campus Climate Committee 2020-2021 Membership

Last Name	First Name	Staff/Student/Faculty	Subcommittee
Bejune	Matthew	Staff/ Administration	Data/Research
Bissoondial	Laxmi	Staff/ Administration	Implementation
Burgess	Alexandra	Faculty	Data/Research
Delaney	Aimee	Faculty	Data/Research
Eades	Dawn E.	Staff/ Administration	Staff/ Administration
Evans	Demetrius	Staff/ Administration	Data/Research
Flowers	Jonathan	Faculty (co-chair)	Implementation
Foo	Sue	Faculty	Implementation
Gariepy	Maria	Staff/ Administration	Ex-officio
Luster	Stacey	Staff/ Administration	Ex-officio
Marion	Mary Jo	Staff/ Administration (co/chair)	Data/Research
Moros	Edgar	Staff/ Administration	Implementation
Rognlie	Dana L.	Faculty	Implementation
Shalev	Karen	Student	Data/Research
Sidhu	Hardeep	Faculty	Implementation
Strout	Sarah L.	Staff/ Administration	Data/Research
Tarr	Alexandar R.	Faculty	Implementation
Therault	Henry	Staff/ Administration	Implementation
Uribe-Jennings	Marcela	Staff/ Administration	Implementation
Wims	Lois	Staff/ Administration	Executive Chair

## Summary of Campus Climate Recommendations (2018)

### Committees

Formalization of three campus-wide committees:

- ✓ Diversity Advisory Council
- ✓ Campus Climate Committee
- ✓ Bias Incident Team

### Training

Three different types of trainings aimed at the institutionalization of diversity, equity, and inclusion:

- ✓ Non-Discrimination training
- ✓ Tiered diversity training series
- Experiential learning

### Space

- Multicultural common space that promotes innovation, difficult dialogues, safe and brave space, as well as fostering a welcoming visible identity
- ✓ Enhanced support toward dedicated awareness month activities that celebrate the histories and contributions of women, people of color, persons with disabilities, and LGBTQIA+
- ✓ Visual representation campaign

### Research

- ✓ Conduct a content analysis of all courses, beginning with DAC courses, in order to identify what is labeled as diversity, where diversity is taught, and what is identified as diversity
- Student movement study
- ✓ Broadening campus climate study to include students, faculty, and staff

### Personnel

- ✚ Dean of Diversity and Inclusion (DDI) is recommended with the goal of centralizing the discussion of student diversity and inclusion within Academic Affairs
- ✓ A Chief Diversity Officer (CDO) to oversee and propose policies for diversity across the University
- ✚ Marketing position that primarily focus on designing, disseminating, and communicating the university's diversity-related efforts

- ✓ Accomplished and/or ongoing
- No significant progress
- ✚ Recommendation rejected

**WORCESTER STATE UNIVERSITY**

**BOARD OF TRUSTEES**

**FINANCE & FACILITIES MEETING**

**Tuesday, January 19, 2021**

**4:00 PM**

**REMOTE PARTICIPATION**

Join Zoom Meeting

[https://worchester.zoom.us/j/75](https://worchester.zoom.us/j/7540181608)

[40181608](https://worchester.zoom.us/j/7540181608)

Meeting ID: 754 018 1608

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**Meeting Called By:** Marina Taylor (Chair)

**Minutes:** Nikki Kapurch

**Board Members:** Lisa Colombo; Aleta Fazzone; Stephen Madaus; Dina Nichols; Marina Taylor

**WSU Staff:** Barry Maloney; Carl Herrin; Kathy Eichelroth; Mike McKenna

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All documents considered to be **drafts** until discussed and/or approved by the Board

**AGENDA**

ITEM	RESPONSIBLE	ACTION
1. <i>Administrative Business</i> A. Call to Order B. Minutes: Finance & Facilities Meeting - November 17, 2020*	Marina Taylor	B. <b>Vote required</b>
2. <i>Finance &amp; Facilities Committee Report</i> A. FY 2021 Quarter 2 Comparative Financial Reports* B. FY 2021 Budget Amendments* C. Master of Science in Nursing Online Graduate Degree Program Rates*	Marina Taylor Kathy Eichelroth	A. Informational B. <b>(2) votes required</b> C. <b>(2) votes required</b>
3. <i>Administrative Updates</i> A. Other Business	Marina Taylor	
4. <i>Adjournment</i>	Marina Taylor	4. <b>Vote required</b>

\*Attachments

**WORCESTER STATE UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance & Facilities Committee Meeting**  
**MINUTES -November 17, 2020**

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CHAIR:	Marina Taylor (Chair)	DATE:	November 17, 2020
LOCATION:	Remote Participation	MINUTES BY:	Nikki Kapurch
TIME:	3:30 PM		
COMMITTEE MEMBERS PRESENT:	Lisa Colombo; Aleta Fazzone; Dina Nichols; Marina Taylor		
BOARD MEMBERS ABSENT:	Stephen Madaus		
WSU STAFF:	Barry Maloney; Nikki Kapurch; Carl Herrin; Kathy Eichelroth; Mike McKenna		

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The provision of General Laws, Chapter 30A having been complied with and a quorum present, a meeting of the Finance and Facilities Committee was held on Tuesday, November 17, 2020, through a Zoom remote call. Chair Taylor called the meeting to order at 3:32 pm. Trustee Taylor reported that all Trustees will participate by remote access and announced that all votes will be by recorded roll call.

FINANCE & FACILITIES COMMITTEE REPORT

VP Eichelroth noted that the agenda is incorrect. We are presenting the 2020 Financial Statement Audit, not the FY2020 Federal Financial Aid Audit.

APPROVAL OF THE MINUTES - October 20, 2020

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

**VOTED:**                      **To approve the October 20, 2020 minutes of the Finance and Facilities Committee meeting as presented.**

**ROLL CALL VOTE:**        **4 approved. Lisa Colombo; Aleta Fazzone; Dina Nichols; Marina Taylor**

FINANCE & FACILITIES COMMITTEE REPORT

**FY 2020 DRAFT FINANCIAL STATEMENT AUDIT REPORT**

- Trustee Taylor called upon VP Kathy Eichelroth, who introduced Jeff Swamburg and Jim Johnston from Bollus Lynch, LLP, to summarize the report.
- Bollus Lynch, LLP, also audits the Worcester State Foundation's financial statements, and the report is included with this WSU audit.
- Management is responsible for preparing the financial statements, and the auditor's responsibility is to express opinions on the financial statements based on the audit.



- The University presents net position statements, revenues, expenses, and changes in net position and cash flows.
- FY 2020 began with a budget that provided resources to invest in the Strategic Plan Trust Fund and Capital Improvement Trust Fund with the intent of accelerating the University's ability to achieve mid-and long-term goals. Enrollment was on target, and the FY 2021 budget was approved in January 2020, just before the onset of COVID-19 in March 2020. Operating results during the final quarter of FY 2020 were significantly impaired by the worldwide pandemic as residence halls were closed, instruction pivoted to an entirely remote setting, all on-campus activities were suspended, and all employees began telecommuting. The contraction of campus activity and remote instruction has continued beyond June 30, 2020.
- State appropriations are reported net of the amount of in-state day school tuition collected by the University on behalf of the Commonwealth. The in-state day tuition collected is remitted back to the Commonwealth as dictated by Massachusetts General Law. Included in State appropriations are the fringe benefit costs for University employees paid by the Commonwealth. Capital appropriations are funded by Massachusetts General Obligation Bonds, which are issued to fund Commonwealth infrastructure improvements. The funds are provided to the campus in the form of a capital grant, and as such, the University is not responsible for the repayment of the funds.
- State appropriations are a significant source of funding for the University. Under GASB 35, appropriations are considered non-operating revenue.
- At the end of the current fiscal year, Worcester State University reports a positive balance in restricted reserves, a positive balance in unrestricted reserves from operations, and accumulated net negative obligations for the allocated share of the Commonwealth of Massachusetts pension and OPEB plans.
- The financial statements and related footnotes are presented separately from Management Discussion and Analysis.

The audit was thoroughly vetted by the Finance and Facilities Committee, and upon a motion made by Trustee Colombo and seconded by Trustee Nichols, it was unanimously

**VOTED:**                      **To recommend to the full Board the approval of Worcester State University's FY 2020 Audited Financial Statements as prepared by Bollus Lynch.**

**ROLL CALL VOTE:**            **4 approved. Lisa Colombo; Aleta Fazzone; Dina Nichols; Marina Taylor**

**Other Business:**

President Maloney provided an update on the timing of the FY 2021 budget. We are still waiting for the state to close out the budget. The Governor and the House have agreed to an FY 2021 budget request that calls for level funding. Securing that could be a positive development for the University. The FY2021 budget will be discussed at the January meeting.

With there being no further business, the WSU Board of Trustees meeting was adjourned.

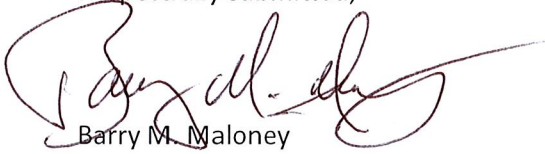
Upon a motion made by Trustee Nichols and seconded by Trustee Fazzone, it was unanimously

WSU Board of Trustees  
November 17, 2020

**VOTED:** To adjourn the meeting at 4:24 p.m.

**ROLL CALL VOTE:** 4 approved. Lisa Colombo; Aleta Fazzone; Dina Nichols; Marina Taylor

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Barry M. Maloney", with a large, sweeping flourish extending to the right.

Barry M. Maloney  
Secretary, Board of Trustees



# FY 2021 Quarter 2 Comparative Financial Reports

## **All Trust Funds**

Comparative Revenue through December 31, 2021 and 2020

Comparative Expenses through December 31, 2021 and 2020

## **Operating Budget** (*State Appropriations and General Purpose Trust Fund*)

Comparative Revenue through December 31, 2021 and 2020

Comparative Expenses through December 31, 2021 and 2020

## **Resident Hall Trust Fund**

Comparative Revenue through December 31, 2021 and 2020

Comparative Expenses through December 31, 2021 and 2020

## **Safe Return to Campus Budget**

### **Summary Budget versus Actual**

Academic Contingency

Facility Management

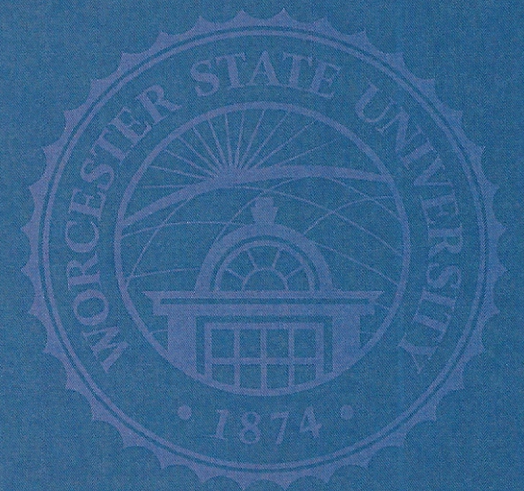
Health Services

Other





# All Trust Funds





Worcester State University  
All Trust Fund Report - Quarter 2  
FY21 vs FY20 Budget vs Actuals  
Revenues 12/31/2020 & 12/31/2019

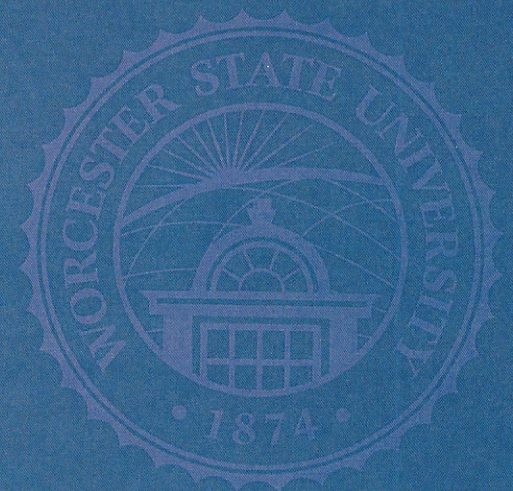
Account Description	FY 2021					FY 2020				
	Amendment #2 Budget - BOT	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned	Original Budget - BOT	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned
General Trust Fund (400)	48,968,360.00	41,334,742.00	38,866,402.98	94.03%	2,468,339.02	47,241,093.00	47,015,898.00	40,386,867.32	85.90%	6,629,030.68
Capital Improvement Trust Fund (405)	3,014,525.00	3,014,525.00	2,776,712.67	92.11%	237,812.33	4,553,124.00	3,342,693.00	2,998,242.10	89.70%	344,450.90
Parking Garage Operating Fund (408)	547,322.00	-	-	0.00%	-	744,174.00	-	-	0.00%	-
Strategic Plan Trust Fund (410)	524,831.00	-	-	0.00%	-	562,582.00	-	-	0.00%	-
Wellness Center Trust Fund (429)	125,000.00	125,000.00	(10,583.93)	-8.47%	135,583.93	125,000.00	125,000.00	68,709.26	54.97%	56,290.74
Parking Fines Fund (439)	96,896.00	78,205.00	11,860.21	15.17%	66,344.79	96,896.00	78,205.00	51,535.00	65.90%	26,670.00
Health Services Trust Fund (442)	549,761.00	445,573.00	397,187.04	89.14%	48,385.96	549,761.00	445,573.00	427,813.57	96.01%	17,759.43
Resident Hall Trust Fund (445)	9,515,384.00	9,515,384.00	7,330,552.78	77.04%	2,184,831.22	12,602,892.00	12,602,892.00	12,665,234.77	100.49%	(62,342.77)
Student Activities Trust Fund (446)	430,000.00	295,913.00	258,739.08	87.44%	37,173.92	430,000.00	295,913.00	277,307.91	93.71%	18,605.09
Residence Hall Technology and Equipment Trust Fund (448)	327,580.00	327,580.00	183,370.00	55.98%	144,210.00	327,580.00	327,580.00	327,140.00	99.87%	440.00
	64,099,659.00	55,136,922.00	49,814,240.83	90.35%	5,322,681.17	67,233,102.00	64,233,754.00	57,202,849.93	89.05%	7,030,904.07
Approved Budget		64,099,659.00				67,233,102.00	Approved Budget			
Amount is not earned revenue but transfers to fund current activity		(2,525,582.00)				(1,954,605.00)	Amount is not earned revenue but transfers to fund current activity			
Amount is not earned revenue but reserve balances budgeted to fund current activity		(4,325,739.00)				(1,044,743.00)	Amount is not earned revenue but reserve balances budgeted to fund current activity			
Federal Grant - CARES ACT		(2,111,416.00)								
		<u>55,136,922.00</u>					<u>64,233,754.00</u>			
Variance		-					-	Variance		

Worcester State University  
All Trust Fund Report - Quarter 2  
FY21 vs FY20 Budget vs Actuals -- Excluding Safe Return Budget  
Expenses 12/31/2020 & 12/31/2019

Account Description	FY2021					FY2020				
	Amendment #2 Budget - BOT	Expenditure Budget	Expenditure Actual	Percent of Budget Spent	Available	Original Budget - BOT	Expenditure Budget	Expenditure Actual	Percent of Budget Spent	Available
General Trust Fund (400)	48,968,360.00	43,313,002.00	16,522,417.39	38.15%	26,790,584.61	47,241,093.00	46,030,662.00	20,320,669.55	44.15%	25,709,992.45
Capital Improvement Trust Fund (405)	3,014,525.00	488,943.00	183,328.41	37.49%	305,614.59	4,553,124.00	679,087.00	198,450.00	29.22%	480,637.00
Parking Garage Operating Fund (408)	547,322.00	547,322.00	125,947.92	23.01%	421,374.08	744,174.00	744,174.00	314,247.15	42.23%	429,926.85
Strategic Plan Trust Fund (410)	524,831.00	524,831.00	-	0.00%	524,831.00	562,582.00	562,582.00	9,779.71	1.74%	552,802.29
Wellness Center Trust Fund (429)	125,000.00	113,000.00	2,287.96	2.02%	110,712.04	125,000.00	113,000.00	37,363.82	33.07%	75,636.18
Parking Fines Fund (439)	96,896.00	96,896.00	1,674.38	1.73%	95,221.62	96,896.00	96,896.00	37,865.01	39.08%	59,030.99
Health Services Trust Fund (442)	549,761.00	549,761.00	223,585.09	40.67%	326,175.91	549,761.00	549,761.00	201,289.00	36.61%	348,472.00
Resident Hall Trust Fund (445)	9,515,384.00	8,359,144.00	3,165,404.50	37.87%	5,193,739.50	12,602,892.00	12,602,892.00	6,029,497.42	47.84%	6,573,394.58
Student Activities Trust Fund (446)	430,000.00	430,000.00	33,953.77	7.90%	396,046.23	430,000.00	430,000.00	143,845.78	33.45%	286,154.22
Residence Hall Technology and Equipment Trust Fund (448)	327,580.00	300,438.00	77,589.31	25.83%	222,848.69	327,580.00	300,438.00	72,832.47	24.24%	227,605.53
	<b>64,099,659.00</b>	<b>54,723,337.00</b>	<b>20,336,188.73</b>	<b>37.16%</b>	<b>34,387,148.27</b>	<b>67,233,102.00</b>	<b>62,109,492.00</b>	<b>27,365,839.91</b>	<b>44.06%</b>	<b>34,743,652.09</b>
Approved Budget		64,099,659.00				67,233,102.00	Approved Budget			
Amount reflects a budgeted transfer from fund 405 to fund 408		(547,322.00)				(744,174.00)	Amount reflects a budgeted transfer from fund 405 to fund 408			
Amount reflects a transfer to fund balance to increase reserves in fund 445		(1,156,240.00)				(3,129,863.00)	Amount reflects a transfer to fund balance to increase reserves in fund 405			
Amount reflects a transfer to fund balance to increase reserves in fund 429		(12,000.00)				(12,000.00)	Amount reflects a transfer to fund balance to increase reserves in fund 429			
Amount reflects a transfer to fund balance to increase reserves in fund 448		(27,142.00)				(27,142.00)	Amount reflects a transfer to fund balance to increase reserves in fund 448			
Amount reflects a budgeted transfer from fund 405 to fund 400		(1,978,260.00)				(1,210,431.00)	Amount reflects a budgeted transfer from fund 400 to fund 405			
Amount Loaded into Safe Return Budget - Armd. 2		(5,655,358.00)								
		<u>54,723,337.00</u>				<u>62,109,492.00</u>				
Variance		-				-				



# Operating Budget





Worcester State University  
FY21 vs FY20 Budget vs Actuals - Quarter 2  
Operating Budget Revenue (Source 400 & 111) -- Excluding Safe Return Budget  
12/31/2020 & 12/31/2019

FY 2021					
Description	Amendment #2 Budget - BOT	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned
Academic Fees	(33,995,409.00)	(33,995,409.00)	(34,995,603.52)	102.94%	1,000,194.52
Fee Waivers	1,052,564.00	1,052,564.00	654,869.59	62.22%	397,694.41
Tuition	(8,288,526.00)	(8,288,526.00)	(4,639,342.64)	55.97%	(3,649,183.36)
Tuition Waivers	374,593.00	374,593.00	228,598.50	61.03%	145,994.50
Activity Income	(215,065.00)	(215,065.00)	(660.53)	0.31%	(214,404.47)
Other Student Charges	(262,899.00)	(262,899.00)	(114,264.38)	43.46%	(148,634.62)
State Maintenance	(37,551,013.00)	(37,551,013.00)	(14,461,691.50)	38.51%	(23,089,321.50)
	<b>(78,885,755.00)</b>	<b>(78,885,755.00)</b>	<b>(53,328,094.48)</b>	<b>67.60%</b>	<b>(25,557,660.52)</b>

Approved Budget	(86,519,373.00)
Amount Transferred in from source 405	1,978,260.00
Amount Transferred in from Reserves	3,543,942.00
Amount Transferred in from Cares Act	2,111,416.00
	<u>(78,885,755.00)</u>
Variance	-

FY 2020					
Description	Original Budget - Upload	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned
Academic Fees	(38,681,803.00)	(38,681,803.00)	(36,580,965.46)	94.57%	(2,100,837.54)
Fee Waivers	1,169,515.00	1,169,515.00	1,191,571.45	101.89%	(22,056.45)
Tuition	(8,884,645.00)	(8,884,645.00)	(4,941,686.68)	55.62%	(3,942,958.32)
Tuition Waivers	416,215.00	416,215.00	340,604.31	81.83%	75,610.69
Activity Income	(238,961.00)	(238,961.00)	(3,708.03)	1.55%	(235,252.97)
Other Student Charges	(796,219.00)	(796,219.00)	(392,682.91)	49.32%	(403,536.09)
State Maintenance	(41,339,070.00)	(41,339,070.00)	(9,641,127.67)	23.32%	(31,697,942.33)
	<b>(88,354,968.00)</b>	<b>(88,354,968.00)</b>	<b>(50,027,994.99)</b>	<b>56.62%</b>	<b>(38,326,973.01)</b>

Approved Budget	(88,580,163.00)
Amount Loaded into Reserves	225,195.00
	<u>(88,354,968.00)</u>
Variance	-



Worcester State University  
FY21 vs FY20 Budget vs Actuals - Quarter 2  
Operating Budget Expenses (Source 400 & 111) -- Excluding Safe Return Budget  
12/31/2020 & 12/31/2019

FY 2021							FY 2020				
Account Description	Object	Amendment #2 Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available	Original Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available
Regular Employees	AAA	42,218,640.00	41,802,753.00	18,531,910.08	44.33%	23,270,842.92	41,761,654.00	41,804,154.04	19,291,962.72	46.15%	22,512,191.32
Employee Related Expenses	BBB	348,907.00	348,907.00	228,404.24	65.46%	120,502.76	733,163.00	800,447.69	418,562.40	52.29%	381,885.29
Temporary Part-Time Employees	CCC	5,798,780.00	5,628,780.00	4,228,402.83	75.12%	1,400,377.17	8,403,476.00	8,495,901.42	5,415,562.31	63.74%	3,080,339.11
Staff Benefit Expenses	DDD	16,526,547.00	16,450,445.00	1,186,698.21	7.21%	15,263,746.79	16,123,008.00	16,079,858.37	1,787,211.47	11.11%	14,292,646.90
Administrative Expenses	EEE	2,986,707.00	2,470,184.55	1,119,245.17	45.31%	1,350,939.38	2,614,549.00	2,352,420.80	1,269,330.72	53.96%	1,083,090.08
Facility Operation Supplies	FFF	1,411,899.00	1,300,949.06	188,126.36	14.46%	1,112,822.70	1,886,106.00	1,843,273.80	644,492.42	34.96%	1,198,781.38
Energy/Space Rental	GGG	2,370,519.00	2,370,564.75	942,818.83	39.77%	1,427,745.92	2,389,498.00	2,232,873.00	999,010.81	44.74%	1,233,862.19
Professional Services	HHH	859,022.00	631,097.00	395,568.23	62.68%	235,528.77	951,188.00	937,702.02	474,908.95	50.65%	462,793.07
Operational Services	JJJ	3,497,140.00	726,140.00	376,295.60	51.82%	349,844.40	771,333.00	980,241.85	402,993.22	41.11%	577,248.63
Equipment Purchase	KKK	235,861.00	3,719.45	11,603.20	0.00%	(7,883.75)	61,412.00	84,157.30	43,194.57	51.33%	40,962.73
Equipment Lease, Maintenance, Repair	LLL	1,076,540.00	1,092,855.19	461,388.59	42.22%	631,466.60	1,253,157.00	1,309,416.77	658,728.78	50.31%	650,687.99
Infrastructure & Building Improvements	NNN	3,289,847.00	3,153,569.00	662,089.63	20.99%	2,491,479.37	5,366,969.00	5,257,619.00	1,664,855.22	31.67%	3,592,763.78
Educational Assistance	RRR	2,490,961.00	2,490,727.00	1,117,237.47	44.86%	1,373,489.53	2,490,961.00	2,457,448.00	1,261,353.53	51.33%	1,196,094.47
Debt Service	SSS	-	-	159,547.92	0.00%	(159,547.92)	307,013.00	307,013.00	163,972.92	53.41%	143,040.08
Technology Expenses	UUU	3,408,003.00	2,393,324.00	1,668,494.41	69.71%	724,829.59	2,256,245.00	2,427,204.94	1,546,326.16	63.71%	880,878.78
		<b>86,519,373.00</b>	<b>80,864,015.00</b>	<b>31,277,830.77</b>	<b>38.68%</b>	<b>49,586,184.23</b>	<b>87,369,732.00</b>	<b>87,369,732.00</b>	<b>36,042,466.20</b>	<b>41.25%</b>	<b>51,327,265.80</b>
Approved Budget							Approved Budget				
			86,519,373.00							88,580,163.00	
Amount Loaded into Safe Return Budget - Amd. 2			(5,655,358.00)	Amount Loaded into source 405 Transfer Account			(1,210,431.00)				
			<u>80,864,015.00</u>				<u>87,369,732.00</u>				
Variance			-	Variance			-				



# Residence Hall Trust Fund





Worcester State University  
FY21 vs FY20 Budget vs Actuals - Quarter 2  
Residence Hall Trust Fund Revenue (Source 445)  
12/31/2020 & 12/31/2019

FY 2021					
Description	Amendment #2 Budget - BOT	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned
Academic Fees	-	-	41,675.00	0.00%	(41,675.00)
Res Hall Room Charges	9,515,384.00	9,515,384.00	7,277,693.52	76.48%	2,237,690.48
Other Student Charges	-	-	11,184.26	0.00%	(11,184.26)
	<b>9,515,384.00</b>	<b>9,515,384.00</b>	<b>7,330,552.78</b>	<b>77.04%</b>	<b>2,184,831.22</b>
Approved Budget		9,515,384.00			

FY 2020					
Description	Original Budget - BOT	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned
Academic Fees	-	-	74,350.00	0.00%	(74,350.00)
Res Hall Room Charges	12,602,892.00	12,602,892.00	12,570,536.12	99.74%	32,355.88
Other Student Charges	-	-	20,348.65	0.00%	(20,348.65)
	<b>12,602,892.00</b>	<b>12,602,892.00</b>	<b>12,665,234.77</b>	<b>100.49%</b>	<b>(62,342.77)</b>
Approved Budget		12,602,892.00			

Description	Object Codes
Res Life Activity Fee	31002
Res Hall Room Charges	31010, 31011, 31070
Other Student Charges	39001, 39998

Description	Object Codes
Res Life Activity Fee	31002
Res Hall Room Charges	31010, 31011, 31050
Other Student Charges	35999, 39001, 39002

Worcester State University  
FY21 vs FY20 Budget vs Actuals - Quarter 2  
Residence Hall Trust Fund Expenses (Source 445)  
12/31/2020 & 12/31/2019

FY 2021							FY 2020					
Account Description	Object	Amendment #2 Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available	Original Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available	
Regular Employees	AAA	1,387,023.00	1,387,023.00	554,098.44	39.95%	832,924.56	1,327,233.00	1,327,233.00	570,181.79	42.96%	757,051.21	
Employee Related Expenses	BBB	-	-	29.62	0.00%	(29.62)	35,000.00	32,000.00	9,391.77	0.00%	22,608.23	
Temporary Part-Time Employees	CCC	257,000.00	257,000.00	66,145.07	25.74%	190,854.93	257,000.00	257,000.00	126,188.10	49.10%	130,811.90	
Staff Benefit Expenses	DDD	525,820.00	525,820.00	171,140.95	32.55%	354,679.05	504,216.00	504,216.00	202,022.58	40.07%	302,193.42	
Administrative Expenses	EEE	122,000.00	122,000.00	48,574.50	39.82%	73,425.50	127,000.00	127,000.00	45,198.59	35.59%	81,801.41	
Facility Operation Supplies	FFF	235,000.00	235,000.00	58,271.14	24.80%	176,728.86	267,500.00	267,500.00	96,424.95	36.05%	171,075.05	
Energy/Space Rental	GGG	4,230,557.00	4,230,557.00	1,667,786.19	39.42%	2,562,770.81	8,461,395.00	8,461,395.00	4,202,467.47	49.67%	4,258,927.53	
Professional Services	HHH	16,000.00	16,000.00	-	0.00%	16,000.00	31,000.00	31,000.00	9,065.00	29.24%	21,935.00	
Operational Services	JJJ	10,000.00	10,000.00	-	0.00%	10,000.00	15,000.00	10,000.00	1,411.00	14.11%	8,589.00	
Equipment Purchase	KKK	-	-	-	0.00%	-	25,000.00	25,000.00	-	0.00%	25,000.00	
Equipment Lease, Maintenance, Repair	LLL	120,000.00	120,000.00	70,857.60	59.05%	49,142.40	118,000.00	133,000.00	93,274.59	70.13%	39,725.41	
Infrastructure & Building Improvements	NNN	730,000.00	730,000.00	296,000.74	40.55%	433,999.26	770,784.00	760,784.00	387,856.85	50.98%	372,927.15	
Educational Assistance	RRR	691,744.00	691,744.00	223,157.50	32.26%	468,586.50	629,764.00	629,764.00	273,135.75	43.37%	356,628.25	
Debt Service	SSS	-	-	-	0.00%	-	-	-	-	0.00%	-	
Technology Expenses	UUU	34,000.00	34,000.00	9,342.75	27.48%	24,657.25	34,000.00	37,000.00	12,878.98	34.81%	24,121.02	
		8,359,144.00	8,359,144.00	3,165,404.50	37.87%	5,193,739.50	12,602,892.00	12,602,892.00	6,029,497.42	47.84%	6,573,394.58	
Approved Budget		9,515,384.00					Approved Budget		12,602,892.00			
Amount reflects a transfer to fund balance to increase reserves in fund 445		(1,156,240.00)							-			
		<u>8,359,144.00</u>							<u>12,602,892.00</u>			
Variance		-					Variance		-			



# Safe Return to Campus Budget





## **SUMMARY**

	<b>Original Budget</b>	<b>Transfers</b>	<b>Revised Budget</b>	<b>Actual 12/31/2020</b>	<b>Budget Remaining</b>	<b>% Remaining</b>
Academic Contingency	1,280,309	109,972	1,390,281	997,780	392,502	28%
Facility Management	830,089	465,035	1,295,124	863,869	431,255	33%
Health Services	2,953,200	(382,536)	2,570,664	762,300	1,808,365	70%
Other	591,760	(192,471)	399,289	301,198	98,090	25%
<b>FY2021 Expenses</b>	<b>5,655,358</b>	<b>0</b>	<b>5,655,358</b>	<b>2,925,147</b>	<b>2,730,212</b>	<b>48%</b>

### **Resources**

CARES Funds	2,111,416
GEER CARES	303,800
Unrestricted Reserves	3,240,142
	<b>5,655,358</b>

### Academic Contingency

	Original Budget	Transfers	Revised Budget	Actual 12/31/2020	Budget Remaining	% Remaining
Classroom equipment	428,302	149,379	577,681	559,467	18,214	3%
Furniture for non-traditional instructional spaces	132,661	6,255	138,916	138,915	1	0%
Lab equipment, supplies, potential staffing	145,000	37,501	182,501	162,134	20,367	11%
Software	98,066	(12,420)	85,646	14,567	71,079	83%
Subscriptions and other professional development	84,000	5,542	89,542	25,946	63,596	71%
CSD Full time clinical supervisor +Instructional designer	173,280	-	173,280	-	173,280	100%
Course conversion stipends	219,000	(76,284)	142,716	96,750	45,966	32%
Other		-	-		-	0%
Transfers to other tabs	-		-			
<b>Total</b>	<b>1,280,309</b>	<b>109,972</b>	<b>1,390,281.31</b>	<b>997,780</b>	<b>392,502</b>	<b>28%</b>

## Facilities Management

	<b>Original Budget</b>	<b>Transfers</b>	<b>Revised Budget</b>	<b>Actual 12/31/2020</b>	<b>Budget Remaining</b>	<b>% Remaining</b>
Plexiglass, PPE, cleaning supplies and signage	251,978	348,756	600,734	398,446	202,288	34%
HVAC system adjustments and sanitizing support	236,000	360,894	596,894	416,957	179,937	30%
Upgrades to address student service mobile access	12,111	2,885	14,996	4,595	10,401	69%
Symptom Monitoring App and contact tracing	330,000	(247,500)	82,500	43,871	38,629	47%
<b>Total</b>	<b>830,089</b>	<b>465,035</b>	<b>1,295,124</b>	<b>863,869</b>	<b>431,255</b>	<b>33%</b>



## Health Services

	<u>Original Budget</u>	<u>Transfers</u>	<u>Revised Budget</u>	<u>Actual 12/31/2020</u>	<u>Budget Remaining</u>	<u>% Remaining</u>
Health Services Office supplies and PPE	238,200	(180,321.38)	57,879	14,047	43,832	76%
Health Services Office supplemental staffing	100,000	-	100,000	100,000	-	0%
Weekly testing - Fall semester	840,000	(249,375.00)	590,625	590,625	-	0%
Weekly testing - Spring semester	840,000	(106,406.15)	733,594		733,594	100%
Additional testing as needed	755,000	(73,835.31)	681,165		681,165	100%
Test Center fit out including staffing	175,000	42,772.00	217,772	56,098	161,674	74%
Transportation for ill students	5,000	-	5,000		5,000	100%
Microwaves for isolation spaces		1,529.83	1,530	1,530	-	0%
Testing Savings		183,100.30	183,100		183,100	100%
					-	
<b>Total</b>	<b><u>2,953,200</u></b>	<b><u>(382,536)</u></b>	<b><u>2,570,664</u></b>	<b><u>762,300</u></b>	<b><u>1,808,365</u></b>	<b><u>70%</u></b>

## Other Costs

	Original Budget	Transfers	Revised Budget	Actual 12/31/2020	Budget Remaining	% Remaining
Athletic Department supplies	1,160	-	1,160	1,166	(6)	0%
Loaner Verizon hotspots	1,500	7,399	8,899	7,399	1,500	17%
Loaner laptops & Ipads	149,000	12,151	161,151	85,724	75,427	47%
Wrap around sub group	20,000	-	20,000	-	20,000	100%
Advancement remote outreach platforms	20,100	-	20,100	19,813	287	1%
Supplemental support service	200,000	(12,021)	187,979	187,096	882	0%
Other Covid 19 supplies	100,000	(100,000)	-			
Supplmental consulting services	100,000	(100,000)	-			
<b>Total</b>	<b>591,760</b>	<b>(192,471)</b>	<b>399,289</b>	<b>301,198</b>	<b>98,090</b>	<b>25%</b>

## Memorandum

**DATE:** January 8, 2021

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

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



**RE: FY 2021 BUDGET AMENDMENTS**

The Commonwealth of Massachusetts has completed its budget process for FY 2021. In early January the final budget was signed by Governor Baker and some line item vetoes were restored by the House and Senate days later. Worcester State University's final operating appropriation for FY 2021 provided level funding in line with the FY 2020 budget in addition to \$400,000 of new resources that had been vetoed by the Governor and then restored.

The current FY 2021 operating budget reflected a 10% reduction in the base operating appropriation. The final approved budget provides additional direct state appropriations of \$3,433,340 and indirect funding of state employee fringe benefits of \$1,164,241. The additional resources will be directed towards payroll and fringe benefits costs which will release an equivalent amount of campus generated funds allowing a realignment of resources to balance the operating budget and fund the Safe Return to Campus plan.

Of the \$4,597,581 now available, \$1,978,260 will be allocated as a resource to fund operations to replace the previously approved transfer of revenue generated from the Capital Improvement Fee intended to fund the Capital Improvement Trust Fund. This transfer of resources to the General Trust Fund to balance the operating budget had been approved in Amendment #1. This extension of credit from the Capital Improvement Trust Fund is no longer necessary at this time due to the increase in state appropriations.

As this amendment was being developed additional consideration was given to initiatives and other budgetary requests that had been put on hold due to the immediate need to respond to the pandemic. The increase in state resources provides an opportunity to address a handful of key items such as the recruitment and retention of students, and access to data to aid in decision making as we go forward during these uncertain times.

Resources have been added to increase technical support staff ensuring laboratory instruction will be consistently supported and maintained with integrity and the highest standards improving the educational experience for our students.



Resources have also been provided for administrative support of the recently launched online graduate programs. FY 2020 began the rollout of the online graduate degree programs in Education. Enrollment continues to grow with the enrollment milestone of 100 students recently having been achieved. The Education program is expected to continue to grow as the Nursing graduate online programs begins to roll out in early summer of 2021. Course development, marketing, enrollment and retention continues to be a collaborative effort with our online consultant, Academic Partnership, LLC (AP), the Education and Nursing departments, staff within the Office of Graduate and Continuing Education and other student support offices across the university. Following the recommended milestones of AP, a graduate admissions clerk will strengthen efforts to enroll and retain students in the existing programs, and new programs, as they are rolled out. Enrollment growth is necessary to achieve the established goals for program growth which are intended to result in a net revenue model that is self-sustaining at the end of a five-year period.

Supplemental funds have been added to the temporary employee line to ensure the Graduate Assistant program can maintain the level of awards that have been provided for in the past.

New resources have been added to provide seed money to fund cross divisional proposals focused on student recruitment and retention brought to the Innovation Working Group of the President's Cabinet for consideration during FY 2020.

New resources have been added to the Information Technology line to fund three projects that have been on recent priority funding lists. Our current student portal is being sunset by our provider and will no longer be supported. The new "web advisor" platform will be implemented and functioning prior to expiration of the current product in December 2021.

The WSU website platform will be decommissioned as its infrastructure will no longer be supported and the cost to maintain and update an outdated site is not practical. The project to re-design and re-platform the Worcester.edu website will occur over two fiscal years. The initial phase funded by this amendment will address discovery and project strategy; site design; and content strategy. Phase II will be addressed in the FY 2022 budget and will cover development, content migration and launch of the site for the summer of 2022.

The third project has been in demand for several years. The university has a long-standing need to easily access broad based data from our enterprise systems. The data encompasses all operations of the university and is necessary for assessment and planning purposes. Accessing data from our enterprise platform in an ad hoc fashion is time consuming and a process of trial and error. A data warehouse accumulates, codifies, regularly refreshes and stores the data that is instrumental for good decision making and planning in higher education. The timeliness, quality and access to reports and information will be greatly improved once the data warehouse has been created and is available to a broad range of users across campus.

The items described above will increase budgeted expenditures by \$777,640. The remaining balance of new resources as a result of the increase in state funds is \$2,145,481. Those funds will be allocated to the Safe Return to Campus budget alleviating the reliance on unrestricted university reserves.

This amendment also recognizes federal relief funds that have passed through the Commonwealth of Massachusetts as a COVID-19 Response Grant in the amount of \$303,800. The awards were made through the Secretary of Education and were allotted to the public higher education institutions in Massachusetts based on enrolled student Pell grant eligibility in 2017-2018. The funds are intended to pay for costs incurred as a result of the pandemic. We have programmed the funds in the Safe Return to Campus Budget reducing the reliance on unrestricted university reserves. The current reliance on unrestricted university reserves is \$3,543,942. Amendment #3 to the operating budget reduces the potential draw on unrestricted reserves to fund the Safe Return to Campus budget by \$2,145,481. The Safe Return to Campus Budget, upon approval of this amendment, will be underwritten by four sources of funds in drawdown priority as follows: COVID-19 Response Grant \$303,800; CARES Institution Funds \$2,111,416; university trust fund revenue \$1,841,681; unrestricted reserves \$1,398,461. The total Safe Return to Campus budget remains at \$5,655,358.

#### Residence Hall Trust Fund

Amendment #2 to the FY 2021 Residence Hall Trust Fund has been prepared to reduce revenue and related expenditures to reflect occupancy levels at the end of the calendar year. Working with the MSCBA we have agreed upon a projected net operating loss for the trust fund as of June 30, 2021 of \$281,292. Revenue as of the end of December 2020 reflects a blended annual occupancy of 58%, a 12% reduction since Amendment #1 was presented in July 2020. Spending levels have been reduced commensurate with anticipated occupancy levels where possible. In other lines, where possible, traditional annual expenses have been deferred, including freezing vacant positions. The Residence Hall Trust Fund closed the year ended June 30, 2020 with a \$2,211,836 positive fund balance. The current approach is to reduce expenditures without significantly impacting the residential experience while working to preserve the trust fund balance as we plan for another difficult operating year in FY 2022.



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

**FY 2021**  
**Operating Budget**  
**Amendment #3**



**Worcester State University**  
Summary of Sources and Uses of Funds  
General Operating Budget (111 & 400)  
FY 2021 Budget Amendment #3  
***Increase (decrease) in Sources and Uses***

**Sources of Funds:**

State Appropriation	3,433,340
State Funded Fringe Benefits	1,164,241
Institutional Sources	-
Federal grant - CARES ACT	-
COVID-19 Response Grant	303,800
Transfer in CITF	(1,978,260)
Transfer In-Reserves	(2,145,481)
Total Sources	<u>\$ 777,640</u>

**Uses of Funds:**

AA	Regular Employees	200,000
CC	Temporary Part-Time Employees	116,000
DD	Staff Benefit Expenses	76,640
EE	Administrative Expenses	-
FF	Facility Operation Supplies	85,000
HH	Professional Services	-
JJ	Operational Services	-
KK	Equipment Purchase	-
LL	Equipment Lease, Maintenance, Repair	-
NN	Infrastructure & Building Improvements	-
UU	Information Technology	300,000
	Transfer to Reserves	-
Total Uses		<u>\$ 777,640</u>

**Worcester State University**  
**State Maintenance Appropriation (111)**  
FY 2021 Budget Amendment #3

		FY2021 Approved Budget including Amendment #3	FY2021 Approved Budget including Amendment #1	FY2021 Approved Budget
<b><u>Sources of Funds:</u></b>				
	State Appropriation	\$30,471,800	27,038,460	\$30,042,733
	State Funded Fringe Benefits	11,676,794	10,512,553	11,680,615
	Total Sources	\$42,148,594	\$37,551,013	\$41,723,348
<b><u>Uses of Funds:</u></b>				
AA	Regular Employees	\$30,471,800	27,038,460	\$30,042,733
BB	Employee Related Expenses	-	-	-
CC	Temporary Part-Time Employees	-	-	-
DD	Staff Benefit Expenses	11,676,794	10,512,553	11,680,615
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	\$42,148,594	\$37,551,013	\$41,723,348
	Net Sources / (Uses)	\$ -	\$ -	\$ -



**Worcester State University**  
**General Trust Fund (400)**  
FY 2021 Budget Amendment #3

	FY2021 Approved Budget including Amendment #3	FY2021 Approved Budget including Amendment #2	FY2021 Approved Budget including Amendment #1	FY2021 Approved Budget
<b>Sources of Funds:</b>				
Revenues	\$41,334,742	\$ 41,334,742	\$ 41,334,742	\$ 47,965,057
Transfer In - CITF	-	1,978,260	1,978,260	
Federal Grant - CARES ACT	2,111,416	2,111,416		
COVID-19 Response Grant	303,800			
Transfer In-Reserves	1,398,461	3,543,942		
		-		
Total Sources	\$45,148,419	\$ 48,968,360	\$ 43,313,002	\$ 47,965,057
<b>Uses of Funds:</b>				
AA Regular Employees	11,946,840	\$ 15,180,180	\$ 14,764,293	\$ 12,091,170
BB Employee Related Expenses	348,907	348,907	348,907	733,162
CC Temporary Part-Time Employees	5,914,780	5,798,780	5,613,780	8,612,145
DD Staff Benefit Expenses	4,926,393	6,013,994	5,937,601	4,769,539
EE Administrative Expenses	2,986,707	2,986,707	2,480,547	2,629,549
FF Facility Operation Supplies	1,496,899	1,411,899	1,335,399	1,891,406
GG Energy/Space Rental	2,370,519	2,370,519	2,370,519	2,389,498
HH Professional Services	859,022	859,022	624,022	1,001,188
JJ Operational Services	3,497,140	3,497,140	726,140	915,383
KK Equipment Purchase	235,861	235,861		71,412
LL Equipment Lease, Maintenance, Repair	1,076,540	1,076,540	1,071,540	1,253,157
NN Infrastructure & Building Improvements	3,289,847	3,289,847	3,157,869	5,207,619
RR Educational Assistance	2,490,961	2,490,961	2,490,961	2,490,961
SS Debt Service	-	-	-	307,013
UU Technology Expenses	3,708,003	3,408,003	2,391,424	2,391,424
Transfer to - Capital Improvement Trust Fund				1,210,431
Total Uses	\$45,148,419	\$ 48,968,360	\$ 43,313,002	\$ 47,965,057
Net Sources / (Uses)	\$ -	\$ -	\$ -	\$ -

**Worcester State University**  
**General Operating Budget (111 & 400)**  
FY 2021 Budget Amendment #3

	FY2021 Approved Budget Amendment #3	FY2021 Approved Budget Amendment #2	FY2021 Approved Budget Amendment #1	FY2021 Approved Budget
<b>Sources of Funds:</b>				
Revenues	\$ 41,334,742	\$ 41,334,742	\$ 41,334,742	\$ 47,965,057
State Appropriations	30,471,800	27,038,460	27,038,460	30,042,733
State Funded Fringe Benefits	11,676,794	10,512,553	10,512,553	11,680,615
Transfer In- CITF	-	1,978,260	1,978,260	
Transfer In -Reserves	1,398,461	3,543,942		
COVID-19 Response Grant	303,800			
Federal Grant - CARES ACT	2,111,416	2,111,416		
Total Sources	<u>\$ 87,297,013</u>	<u>\$ 86,519,373</u>	<u>\$ 80,864,015</u>	<u>\$ 89,688,405</u>
<b>Uses of Funds:</b>				
AA Regular Employees	42,418,640	\$ 42,218,640	\$ 41,802,753	\$ 42,133,903
BB Employee Related Expenses	348,907	348,907	348,907	733,162
CC Temporary Part-Time Employees	5,914,780	5,798,780	5,613,780	8,612,145
DD Staff Benefit Expenses	16,603,187	16,526,547	16,450,154	16,450,154
EE Administrative Expenses	2,986,707	2,986,707	2,480,547	2,629,549
FF Facility Operation Supplies	1,496,899	1,411,899	1,335,399	1,891,406
GG Energy/Space Rental	2,370,519	2,370,519	2,370,519	2,460,910
HH Professional Services	859,022	859,022	624,022	1,001,188
JJ Operational Services	3,497,140	3,497,140	726,140	915,383
KK Equipment Purchase	235,861	235,861	-	-
LL Equipment Lease, Maintenance, Repair	1,076,540	1,076,540	1,071,540	1,253,157
NN Infrastructure & Building Improvements	3,289,847	3,289,847	3,157,869	5,207,619
RR Educational Assistance	2,490,961	2,490,961	2,490,961	2,490,961
SS Debt Service				307,013
UU Technology Expenses	3,708,003	3,408,003	2,391,424	2,391,424
Transfer to - Capital Improvement Trust Fund				1,210,431
Transfer to-Reserves	-			
Total Uses	<u>\$ 87,297,013</u>	<u>\$ 86,519,373</u>	<u>\$ 80,864,015</u>	<u>\$ 89,688,405</u>
Net Sources / (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**WORCESTER**  

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**S T A T E**  

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**UNIVERSITY**

**FY 2021**  
**Residence Life Trust Fund**  
**Amendment #2**

**Worcester State University**  
Resident Hall Trust Fund (445)  
FY 2021 Budget  
Amendment #1 and Amendment #2

	<b>Revised 2021 at 58%</b>	<b>Revised 2021 at 70%</b>	<b>FY2021 Requested Budget</b>	<b>FY2020 Approved Budget</b>	<b>Amendment #1</b>	<b>Amendment #2</b>
<b>Sources of Funds:</b>						
Fees and Other Income	7,492,895	9,515,384	12,909,144	12,602,892	(3,393,760)	(2,022,489)
Total Sources	<u>7,492,895</u>	<u>9,515,384</u>	<u>12,909,144</u>	<u>12,602,892</u>	<u>(3,393,760)</u>	<u>(2,022,489)</u>
<b>Uses of Funds:</b>						
AA Regular Employees	1,202,872	1,387,023	1,387,023	1,327,233	-	(184,151)
BB Employee Related Expenses	-	-	12,000	35,000	(12,000)	-
CC Temporary Part-Time Employees	225,000	257,000	257,000	257,000	-	(32,000)
DD Staff Benefit Expenses	456,009	525,820	525,820	504,216	-	(69,811)
EE Administrative Expenses	119,000	122,000	127,000	127,000	(5,000)	(3,000)
FF Facility Operation Supplies	220,089	235,000	245,000	267,500	(10,000)	(14,911)
GG Energy/Space Rental	4,276,217	4,230,557	8,694,557	8,461,395	(4,464,000)	45,660
HH Professional Services	13,500	16,000	16,000	31,000	-	(2,500)
JJ Operational Services	6,500	10,000	10,000	15,000	-	(3,500)
KK Equipment Purchase	-	-	9,000	25,000	(9,000)	-
LL Equipment Lease, Maint., Repair	120,000	120,000	120,000	118,000	-	-
NN Infrastructure & Building Imprvts	615,000	730,000	780,000	770,784	(50,000)	(115,000)
RR Educational Assistance	500,000	691,744	691,744	629,764	-	(191,744)
UU Technology Related Expenses	20,000	34,000	34,000	34,000	-	(14,000)
Transfer to reserves	-	1,156,240			1,156,240	(1,156,240)
Total Uses	<u>7,774,187</u>	<u>9,515,384</u>	<u>12,909,144</u>	<u>12,602,892</u>	<u>(3,393,760)</u>	<u>(1,741,197)</u>
Net Sources / (Uses)	<u>(281,292)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(281,292)</u>
6/30/2020 fund balance	2,211,836					
6/30/2021 projected fund balance	<u>1,930,544</u>					



**Worcester State University**  
**Tuition and Fees - Academic Year 2020/2021 - 1/19/2021**

	Annual
<b><u>Undergraduate Day Division</u></b>	
<b><i>Cost for Full-Time In-State Student</i></b>	<b>10,586.00</b>
<b>Tuition:</b>	
MA Resident	970.00
Non-Resident	7,050.00
NE Regional	1,455.00
<b>Fees:</b>	
General Fee	8,798.00
Student Activity Fee	72.00
Student Health Svc Fee	110.00
Capital Improvement Fee	636.00
Total Fees	9,616.00
Health Insurance	3,306.00
Orientation Fee (New Students)	75.00
Commuter Meal Plan - freshman, sophomore and junior	300.00
<b><u>Residence Halls</u></b>	
Residence Hall rates	
Chandler Village I	8,178.00
Dowden Hall	7,878.00
Wasylean Hall	8,678.00
Sheehan Hall	8,478.00
Single room varies (average additional charge)	600.00
Residence Activity Fee	50.00
Technology and equipment fee	220.00
Resident Parking Fee-satellite lot	100.00
Board	3,800.00
Damage Deposit (1st Semester)	100.00
<b><u>Division of Graduate and Continuing Education</u></b>	Credit Hour
<b>Tuition:</b>	
Undergraduate	130.00
Graduate	169.00
<b>Fees:</b>	
Administrative Fee	
Undergraduate	125.00
Graduate	126.50
Capital Improvement Fee	26.50
<b>Online Graduate Degree Programs;</b>	
Master of Education - Moderate Disabilities	365.00
Master of Education - Early Childhood Education	365.00
Master of Education - Elementary Education	365.00
* Master of Science in Nursing - Nurse Educator	450.00
* Master of Science in Nursing - Public and Population Health	450.00
<b><u>Other University fees:</u></b>	
<b><u>All students</u></b>	
Application fee	per item 50.00
Transcript fee	per item 10.00
Applied music fee	per course 260.00
Lab Instruction	per course 90.00
<b><u>Undergraduate Day Division - only</u></b>	
Student Teaching	per course 75.00
<b><u>Continuing Education Division - only</u></b>	
Art Model Fee	per course 25.00
Student Teaching	per course 15.00
Field Work Supervision	per cr hr 15.00
Internship	per cr hr 15.00

\* Change from prior approval



To: Chairman Stephen Madaus  
From: Trustee William Mosley  
Subject: [AMENDED] Recommendations regarding Trustee engagement in Diversity, Equity and Inclusion  
Date: January 12, 2021

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Thank you for the opportunity to explore and recommend a mechanism for the Board of Trustees to consider Worcester State University (WSU) diversity, equity and inclusion initiatives. I enlisted the support of Trustees Maryann Hammond and Anna Johnson and we held two meetings with the President, the Dean of Students, and the General Counsel/Assistant to the President for Employment and Equal Opportunity. In forming my recommendation, I reviewed the 2020 annual reports of the University's Diversity, Equity and Inclusion Committees: Advisory Committee for Equal Opportunity, Diversity & Affirmative Action; Bias Incident Response Team; Campus Climate Committee; and LGBTQ+ Advisory Group and attended their opening meetings on October 30, 2020. Based upon my research and considerable expertise in institutional diversity, I recommend the following:

- Amend Bylaws SECTION 4. AGENDA OF REGULAR BOARD MEETINGS to implement a format structured around issues and operating results, to be considered on a regular basis to include: ***Review and discuss the furtherance of diversity, equity and inclusion.***
- Amend Bylaws SECTIONS 6-10 COMMITTEES to implement the responsibility for each committee to include: ***To consider the furtherance of diversity, equity and inclusion and make recommendations to the Board of Trustees with respect thereto.***
- In addition to the Report of the Chairman and the Report of the President, establish the "Report on Diversity, Equity and Inclusion" to be provided as follows:
  1. September-LGBTQ
  2. October -Mental Health and Accessibility
  3. November -Veterans Services and AAEO
  4. January- Campus Climate
  5. April-Office of Multicultural Affairs (OMA) and Latino Education Institute (LEI)
  6. June- Bias Incident Response Team (BIRT)

In accordance with our bylaws, I request that the Board of Trustees consider these recommendations at our November meeting and vote to approve the changes to the Bylaws at our January Meeting.

Note: A copy of the proposed amendments to the By-laws is attached (amendments in bold).

# **WORCESTER STATE UNIVERSITY**

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## **BOARD OF TRUSTEES**

### **BY-LAWS**

PREAMBLE: The Worcester State University is a public university in the system of public institutions of higher education in Massachusetts. The University is governed by an eleven member Board of Trustees. These By-Laws shall govern the proceedings and acts of the Board of Trustees of Worcester State University.

#### **ARTICLE I. ORGANIZATION AND OFFICERS OF THE BOARD OF TRUSTEES**

**SECTION 1. COMPOSITION AND FUNCTIONS OF THE BOARD.** The composition, functions, duties, powers, and responsibilities of the Board of Trustees, its committees, or subcommittees, shall be as provided and authorized by the laws General Laws of the Commonwealth as in effect, and by such rules, regulations, policies or guidelines as the Board of Higher Education may, from time to time, adopt amend or repeal for the management, control, administration, or regulation of the system of public institutions of higher education, or any part thereof.

**SECTION 2. OFFICERS OF THE BOARD.** The officers shall consist of a Chair, two Vice Chairs, a Secretary and an Assistant Secretary, all of whom shall be elected at the annual meeting of the Board.

The Chair and Vice Chairs of the Board shall be Trustees.

The Officers shall serve until their successors have been elected and sworn to the duties of their respective offices.

**SECTION 3. THE CHAIR OF THE BOARD OF TRUSTEES.** The Chair of the Board of Trustees shall have the following powers and duties:

- (a) To preside at all meetings of the Board of Trustees at which he/she is present.
- (b) To call special meetings of the Board of Trustees.
- (c) To serve ex officio, with voting power, as a member of all standing committees of the Board of Trustees.
- (d) To appoint standing committees, a nominating committee and other special committees or task forces of the Board of Trustees and Chair thereof.
- (e) To appoint successor members and chairs of standing committees, other than the Executive Committee, in the event that for any reason a vacancy occurs in any such office. A successor so appointed shall serve until the next annual meeting of the Board of Trustees.
- (f) To appoint substitute members and chairs of standing committees, other than the Executive Committee, in the event that any such member or chair thereof declares an

inability to serve for any period. A substitute so appointed shall serve during such inability.

- (g) To designate a minimum of two Trustees as members of standing committees, other than the Executive Committee. In the event of an increase in the number of Trustees appointed to the Board, the number of members of such committees shall be enlarged by such appointment. A member so appointed shall serve until the next annual meeting of the Board of Trustees.

SECTION 4. THE VICE CHAIRS OF THE BOARD OF TRUSTEES. The Vice Chairs of the Board of Trustees shall have the following powers and duties:

- (a) To perform the duties of the Chair of the Board of Trustees at the Chair's request or in the case of absence or incapacity of the Chair. In the absence of the Chair and the Vice Chair, the Board of Trustees shall elect a Chair Pro Temore.

SECTION 5. THE SECRETARY. The secretary shall have the following duties:

- (a) To give written notice of all regular and special meetings of the Board of Trustees and of standing and special committees thereof. And to compile and distribute agendas therefor.
- (b) To record the proceedings and to prepare minutes of the meetings of the Board of Trustees, and of standing and special committees thereof.
- (c) To preserve all documents, papers and records of the Board of Trustees determined by the Board to be a part of its official records or necessary to the performance of its duties.
- (d) To conduct correspondence as directed by the Board of Trustees and to certify official documents and proceedings.
- (e) To perform duties, not inconsistent with those prescribed by these Bylaws or by the Board of Trustees as prescribed from time to time by the Chair of the Board of Trustees.
- (f) To serve as Parliamentarian of the Board of Trustees.

SECTION 6. THE ASSISTANT SECRETARY. The Assistant Secretary shall perform the duties of the Secretary in the event of his absence or illness and assist in the preparation and conduct of general Trustee business under the direction of the Secretary.

ARTICLE II. ROLE OF THE BOARD. The Board shall be responsible to execute all of its duties and functions as mandated by Chapter 15A of the General Laws of the Commonwealth, any other provision of applicable law, and by its own bylaws. The key responsibilities of the Board shall include:

- (a) To appoint, support, and assess the performance of the President;
- (b) To provide guidance, direction, feedback, approve and assess the overall mission and strategic direction of the University in the long range;
- (c) To provide guidance, direction, feedback to major initiatives of the University and to approve new academic programs;
- (d) To ensure adequate financial resources and financial management of the University;



- (e) To preserve the institutional autonomy, represent the University to the community and the community to the University;
- (f) To periodically review and provide guidance to the president on major issues facing the University.
- (g) To develop and submit to the Secretary and the Council a mission statement for the University. *(Secretary would be Commissioner and Council refers to the former Higher Education Coordinating Council which is now the Department of Higher Education.)*

The Board places responsibility on the President, as its Chief Executive Officer, to act with administrative authority on all matters pertaining to the conduct of the University business.

For the purpose of executing its fiduciary and statutory responsibilities, as mandated through its bylaws, BHE policies and procedure guidelines, the full Board may delegate to appropriate committee(s) the responsibility and authority to deliberate an action agenda as presented to it by the President. The appropriate Vice President shall serve as a resource person to Committee Chairs in providing detailed data and information on agenda items under consideration. Positive or negative recommendations of committees shall be forwarded to the full Board.

### ARTICLE III. MEETINGS OF THE BOARD

SECTION 1. ANNUAL MEETING: Annual Meetings of the Board of Trustees shall be held at the last scheduled Board Meeting during which the Board will elect officers, adopt its organizational issues, establish standing committees and meeting schedules.

REGULAR MEETINGS: The Board shall conduct its regular meetings through bi-monthly sessions and meet at least five times a year or more as necessary.

SECTION 2. SPECIAL MEETINGS: Special Meetings of the Board of Trustees may be held at any time and place within the Commonwealth when called by the Chair of the Board of Trustees or the President of the University or by three Trustees in writing given to the Secretary specifying the purpose(s) of said meeting. The time and place of such meeting shall be fixed by the Chair of the Board of Trustees, except for those called by three or more Trustees, who shall have the right to fix the time and place of said meeting. Written notice of such meetings shall be sent to each Trustee by mail at least three days prior to the date fixed for said meeting, which notice shall state the time, place, and the purpose(s) for which it has been called; provided, that no notice need be given to any Trustee who waives the same by a written waiver executed before or after the meeting. Each such waiver shall be filed with the records of the meeting.

SECTION 3. NOTICE OF REGULAR MEETING; WAIVER. Written notice of each regular meeting of the Board of Trustees shall be sent to each trustee by mail at least seven days prior to the date fixed for said meeting, which notice shall state the time and place thereof; provided, that no notice need be given to any trustee who waives the same by a written waiver executed before or after the meeting. Each such waiver shall be filed with the records of the meeting.

SECTION 4. AGENDA OF REGULAR BOARD MEETINGS. A written agenda of matters to be considered at each regular meeting of the Board of Trustees shall be sent to each Trustee by mail at least five days prior to the date fixed for said meetings. Items to be included in the

agenda for a regular meeting shall be submitted to the Secretary in writing by (a) recommendation of a standing or other committees of the Board of Trustees, (b) the Chair of the Board of Trustees, or (c) the President of the University, and any Trustee upon majority vote of said Board, shall be entitled to present matters to the Board of Trustees for its consideration without prior reference to a committee.

The focus of the Board should be on a format structured around issues and operating results rather than a series of individual reports. The structured areas to be considered on a regular basis include:

- Review and discussion of major policies or issues and formal adoption of such programs.
- Review and status of previously implemented policies and initiatives.
- An operational report concerning current status of the programs and the finance of the University.
- Review of administrative matters requiring Board approval.
- **Review and discuss the furtherance of diversity, equity and inclusion.**

At least one meeting a year would be devoted to a strategic review which can be used as the benchmark for discussions for the remainder of the year.

SECTION 5. QUORUM. The number of Trustees necessary to constitute a quorum for the transaction of business shall be a majority of members (Trustees) then in office, but a lesser number may adjourn any meeting from time to time, and such meetings may be held as adjourned without further notice. When a quorum is present at any meeting, a majority of the Trustees present may take action on behalf of the Trustees unless a larger number is required by other provisions of these Bylaws. By vote of a majority of a quorum of Trustees present, any meeting may be recessed.

## ARTICLE IV. COMMITTEES OF THE BOARD OF TRUSTEES

SECTION 1. STANDING COMMITTEES. There shall be five standing committees of the Board as follows: (a) Executive Committee; (B) Committee on Finance and Facilities; (c) Committee on Academic and Student Development; (d) Committee on Human Resources; (e) Committee on Planning and Development.

SECTION 2. NOMINATING AND SPECIAL COMMITTEES OR TASK FORCES. Nominating and Special Committees or task forces for any purpose may be appointed by the Chair.

SECTION 3: MEMBERS OF STANDING COMMITTEES. The Chair of the Board of Trustees at the annual meeting shall fix the number and appoint the Chair and the members of each standing committee other than the Executive Committee provided that each standing shall have no fewer than two members. The Chair of the Board of Trustees, with voting power, and the President of the University, without voting power, shall be members ex officio of each standing committee.

SECTION 4. COMMITTEE MEETINGS. Committee meetings may be held at any time and place when called but the Chair of the committee, the Chair of the Board of Trustees, the President of the University, or a majority of members of the committee. The Secretary shall send a written notice of the time and place of the meeting by mail to each member and any special member of such committee at least five days prior to such meeting. Notice need not be given to any member or special member who waives such notice in writing before or after the meeting, or who attends the meeting. Should any matter be an appropriate subject for consideration by more than one committee, the Chair after consultation with the respective chairs of said committees shall determine to which committee or committees the matter shall be referred, and whether a joint committee meeting shall be held.

As a principle, the quorum for a meeting shall be determined by the presence of a majority of members on a standing committee. The chair of the committee may, from time to time, invite students, faculty, administrators, alumni, and others to participate in committee meetings in seeking their advice.

Any member of the Board other than those as bonafide members of the committee may attend and participate in committee discussions but without voting power.

SECTION 5. AGENDA OF COMMITTEES OF THE BOARD. A written agenda of matters to be considered at each meeting of a committee of the Board of Trustees shall be sent to each committee member as early as possible in advance of the meeting. Copies of committee agendas will be sent to all trustees for their information as will minutes of committee meetings. Items to be included on committee agendas shall be submitted to the Secretary in writing by:

- (a) The President of the University, or
- (b) Any Trustee.

SECTION 6. THE EXECUTIVE COMMITTEE. The Executive Committee shall be composed of the Chair and Vice Chairs of the Board of Trustees, the President of the University, and one additional Board member elected to this committee by the Trustees at the annual meeting. The Trustees will also elect an alternate to serve in the event that the elected Board member is unable to serve or be present at a meeting of the committee. This Committee shall have the following powers and duties:

- (a) The Executive Committee of the Board will meet, upon due notification by the Chair and the President, to transact business between regular board meetings and to act with the full power and authority of the Board.
- (b) To consider and act upon proposals by the President for action which the Board may have generally or specifically authorized the President to take with the concurrence of the Executive Committee.
- (c) To recommend honorary degree candidates for approval by the Board of Trustees.
- (d) To assign to an officer of the University any matter for which a hearing by the Board of Trustees or any committee thereof is deemed necessary by the Executive Committee, or

is required under the laws of the Commonwealth or the rules and regulations for said Board.

- (e) To consider, propose, and recommend to the Board of Trustees the adoption, amendment, or revisions of rules and regulations for the governance of the Board of Trustees and the University, its administration, faculty, staff, students and activities.
- (f) To report to the Board of Trustees all actions taken or concurred in by said Committee at the next regular meeting of the Board of Trustees or as soon thereafter as possible.
- (g) To consider the furtherance of governance, legislative and public relations policy interests of the Board of Trustees and of the University and to make recommendations to the Board of Trustees with respect thereto.
- (h) To consider recommendations regarding relationships between the university and its alumni bodies and other groups having or desiring a special relationship to the University, and to make recommendations to the Board of Trustees with respect thereto.
- (i) To consider recommendations of the President of the University with respect to programs concerning the various constituencies of the university and to make recommendations to the Board of Trustees with respect thereto.
- (j) To consider the furtherance of diversity, equity and inclusion and make recommendations to the Board of Trustees with respect thereto.**

#### SECTION 7. THE COMMITTEE ON ACADEMIC AND STUDENT DEVELOPMENT.

The committee on Academic and Student Involvement shall have the following powers and duties:

- (a) To consider all matters related to academic affairs.
- (b) To consider policies regarding the quality, character and extent of instruction and research at the University, including policies governing admission requirements, programs of instruction, curriculum, academic personnel, new degree programs and changes to existing degree programs, public service activities and research, and to make recommendations to the Board of Trustees with respect thereto.
- (c) To consider policies related to the educational purposes and responsibilities of the university and evaluate the same on a long-range basis, and to make recommendations to the Board of Trustees with respect thereto.
- (d) To consider all matters related to Student Development.
- (e) To consider policy matters pertaining to student life and activity, student government and other recognized student organizations and groups, and to make recommendations to the Board of Trustees with respect thereto.
- (f) To consider policies relating to the health and well-being of the student body, including advisement and counseling, and to make recommendations to the Board of Trustees with respect thereto.
- (g) To advise the President on any matter within the scope of the committee's duties.
- (h) To consider the furtherance of diversity, equity and inclusion and make recommendations to the Board of Trustees with respect thereto.**

SECTION 8. THE COMMITTEE ON FINANCE AND FACILITIES. The committee on Finance and Facilities shall have the following powers and duties:

- (a) To consider all matters related to administration and finance.
- (b) To consider and act upon operating budget requests and capital outlay budget requests submitted by the University and to make recommendations to the Board of Trustees with respect thereto.
- (c) To review proposals for the transfer of funds between subsidiary accounts, and to make recommendations to the Board of Trustees with respect thereto.
- (d) To consider policies and other matters pertaining to the investment of endowment funds and other funds of the University that may from time to time be invested and reinvested, and to make recommendations to the Board of Trustees with respect thereto.
- (e) To review the financial records and controls of the University; to review and develop policies respecting the receipt, management, and disbursement of funds of the University from whatever source received, the purchase of services, supplies and materials and internal controls over the same; to review proposals for fees, rents, and charges; to consider policies and other matters pertaining to the leasing of private property by the University, to review audits of financial activities of the University and to report thereon, and to make recommendations with respect thereto to the Board of Trustees.
- (f) To consider the fidelity and performance bonding of the University personnel and to report thereon, and to make recommendations to the Board of Trustees with respect thereto.
- (g) To consider policies and other matters pertaining to the physical properties of the University, including all buildings, land acquisition and transfer, landscape plans, and developments and construction thereon, and to make recommendations to the Board of Trustees with respect thereto.
- (h) To consider plans and policies governing campus master planning and capital outlay budgets, and to make recommendations to the Board of Trustees with respect thereto.
- (i) To consider and make recommendations to the Board of Trustees with respect to design plans, bid taking, and other building project matters, contracts, and combinations for architects and engineers on all buildings, structures and facilities to be built on University property, prior to any final action thereon by the Board of Trustees.
- (j) To inspect University lands and buildings as required; to consider the acceptance of completed construction; and to make recommendations to the Board of Trustees with respect thereto.
- (k) To consider plans for lots, roads, streets, paths, and ways, and regulations for pedestrian and vehicular use thereof on property of the University, and to make recommendations to the Board of Trustees with respect thereto.
- (l) To consider names for buildings, streets, ways and other properties of the University and to make recommendations to the Board of Trustees with respect thereto.
- (m) To consider the furtherance of diversity, equity and inclusion and make recommendations to the Board of Trustees with respect thereto.**

SECTION 9. THE COMMITTEE ON HUMAN RESOURCES. The committee on Human Resources shall have the following powers and duties:

- (a) To consider all matters related to personnel.
- (b) To consider general policies relating to formulation of budgets and appropriate compensation policies for the University and to make recommendations to the Board of Trustees with respect thereto.
- (c) To consider policies on personnel staffing patterns and to make recommendations to the Board of Trustees with respect thereto.
- (d) To consider recommendations from the President on the appointment, change in status or termination of University personnel and to make recommendations to the Board of Trustees with respect thereto.
- (e) **To consider the furtherance of diversity, equity and inclusion and make recommendations to the Board of Trustees with respect thereto.**

SECTION 10. THE COMMITTEE ON PLANNING AND DEVELOPMENT. The Committee shall consist of the following members: The two trustees elected by the Board to serve on the board of the Worcester State Foundation and one other trustee named by the Chair of the Board. The Committee on PLanning and Development shall have the following powers and duties:

- (a) Consider matters relating to long-range development quality enhancement and growth of the University.
- (b) Consider strategic plans to achieve key mission initiatives including but not limited to:
  - (i) Academic programs
  - (ii) Student life development
  - (iii) Support services
  - (iv) Financial, human, physical and capital resource development
  - (v) External community relations
  - (vi) Alumni relations
  - (vii) Governmental relations
- (c) Consider such joint projects which may be appropriate with the Worcester State Foundation.
- (d) To review programs to raise private funds for the University through special gifts, endowment bequests and other means, and to make recommendations to the Board of Trustees with respect thereto.
- (e) **To consider the furtherance of diversity, equity and inclusion and make recommendations to the Board of Trustees with respect thereto.**

## ARTICLE 11 MISCELLANEOUS



SECTION 1. THE SEAL OF THE UNIVERSITY. The Common Seal of Worcester State University and of the Board of Trustees shall consist of a circle in which the latitudinal and longitudinal lines of the Earth are inscribed over which the outline of the Commonwealth of Massachusetts is superimposed. An open book and a twig with three leaves is within the outline. Two rings circle the representation of the earth. The words “Worcester State University 1874” are formed around the outer ring, and another ring circles outside these words. The border of the seal is formed by a twelve pointed scallop which encloses it.

The Earth is used as a background to show the universality of education.

The Commonwealth of Massachusetts is superimposed on the Earth to show its relationships and contributions to the word of which it is a part.

The book, representing knowledge, is placed on the Commonwealth of Massachusetts where the City of Worcester would be located and thereby indicates the placement of the University within the city and the state.

The leaves symbolize the living, growing nature of the university and the process of education of which it is a part.

SECTION 12. AMENDMENT, REVISION OR REPEAL OF BYLAWS. These Bylaws may be amended, revised or repealed by vote of a two-thirds majority of the entire number of Trustees at any meeting of the Board of Trustees; provided, however, that the text of any amendment, revision or repeal as originally proposed shall be sent to the Trustees at least thirty days before the meeting.

SECTION 13. PARLIAMENTARY PROCEDURE. Roberts Rules of Order shall be a guide in conducting the meeting of the Board of Trustees unless otherwise provided by the Board.

# President's Update

January 2021



## President's Message

In the midst of a worldwide pandemic, Worcester State safely re-opened residence halls, classrooms, and offices, at reduced capacities, in time for the start of September's classes and, with only one brief pivot back to all-remote modalities, we remained open until the semester's end. With no models in place for best practices, we launched a full-scale,

on-campus COVID-19 surveillance testing center in August that has handled well over 20,000 tests, and 145 of our employees developed a Safe Return Plan that has largely worked.

Some have described these accomplishments as "building a plane while flying it." I have expressed my gratitude for the can-do spirit with which our employees approached the semester and encouraged everyone to take a breath, as the calendar came to a close. And then we began assessing the past ten months and finalizing reopening plans for Spring 2021! Our Safe Return leaders, comprised of the executive cabinet and several others in key campus positions, have been tasked with tweaking last fall's plan, and their initial review is included in this issue of the Update.

The linchpin for re-opening is, again, our surveillance testing program. Although vaccinations have begun, most people are not expected to receive them until late spring or early summer. The testing center that Dean of Students Julie Kazarian and her team conceived of and implemented needs very few adjustments for the Spring semester, and our contract with the Broad Institute for processing the tests already has been adjusted. The Health Services staff, which was augmented last fall, will continue to quickly reach out to those who have tested positive, to care for and isolate them as necessary and research their contacts for tracing purposes. These efforts once again will enable us to house students on campus. We count on their revenue to help us withstand the budgetary impact of an enrollment decline that we, like so many other universities, experienced as a result of the pandemic. Prudent fiscal stewardship – by the Administration and Finance staff as well as our Board of Trustees – is another reason we were able to manage our way through a tough budget year thus far, and I thank Board members for your oversight and support.



## Contents

<b>Safe Return.....</b>	<b>3</b>
<b>Assessment via Surveys .....</b>	<b>4</b>
<b>Safety and Wellness.....</b>	<b>6</b>
<b>Student Learning .....</b>	<b>8</b>
<b>University at Large .....</b>	<b>10</b>
<b>Appendix .....</b>	<b>12</b>

## PRESIDENT'S OFFICE

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

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## President's Update

The Spring semester will begin late this year, on February 1, upon the advice of public health experts. Our new plan will be in place and it will once again honor our faculty, staff, and students' safety, while opening the campus for some degree of in-person living and learning.

I'll add that while operational challenges persist, we have not lost sight of other priorities for the university – the 2020-2025 Strategic Plan and the NECHE Self-Study process. Both were initiated last semester and will ramp up this winter and spring.



### Safe Return

For ten months prior to the January Board of Trustees meeting, the University's Safe Return Team (and its earlier iteration as a COVID-19 Response Team) had been meeting at least twice weekly. Through various working groups, more than 145 faculty and staff leaders have been working continuously to plan for and adjust to the pandemic's impact on Worcester State, with an eye toward safety and maintaining the core functions necessary for delivering a high-quality academic program. What follows are highlights of what has been addressed and, in many cases, how adjustments were made as experience has dictated.

The University's response to this public health crisis has been directed by five primary considerations:

1. Meeting the public health concerns, as we understood them to be at the time;
2. Staying true to our academic mission;
3. Providing for the health and well-being of all members of our university community;
4. Adequately responding to the need for updated and accurate information for our entire community; and
5. Doing all of the above with a keen eye toward the fiscal details of operating our institution in this challenging environment.

In tackling the immediate crisis of an unforeseen campus closure last March, drawing up a plan for the fall semester by early June, and deploying it for September 1, it was our ambition to have the best of outcomes -- even while recognizing that in key ways, we were not in control. Other authorities (local, state, and national) sometimes had more to say about operations during a pandemic than we did, and the virus has its own pathways. Our plan was established with the hope we could complete the semester with a significant percentage of students living and learning on campus, yet we understood that it would take both stringent compliance with public health measures, as well as a good deal of luck, for that goal to be achieved. Few of us expected in August that-- save for a measured, temporary all-remote period around Thanksgiving -- we would make it through the semester on the terms of our plan. Our approach largely met the challenges we faced, even as we continually updated our response.



## Assessment via Surveys

As part of Worcester State University's commitment to transparency, accountability, and data-informed decision-making, our COVID-19 response and Safe Return Plan has been assessed through various surveys. This information is shared with the Worcester State community through email, the Worcester State website, and weekly Campus Conversations hosted by President Maloney.

- Results from the spring 2020 semester's Faculty Academic Contingency Planning Survey were used by the Center for Teaching and Learning to develop targeted workshops that took place through the extended spring break.
- Results from the spring semester's Student Access to Technology Survey indicated that in the 2,700 responses, a significant number of students (630) reported not having internet access at home; 138 reported having access to a smartphone only; and that there were many concerns regarding internet connectivity and computer hardware, as well as the challenges of negotiating additional home responsibilities while attempting to attend to their studies.
- Results from the spring semester's Student Transition to Remote Learning Survey identified the following concerns: the number of hours spent on non-academic responsibilities per week; wanting more interaction in classes; and consistency across courses. Additionally, ALANA (Asian, Latinx, African, Native American) students were more likely to report difficulties with not having reliable internet and/or devices and finding time to participate in synchronous classes than non-ALANA students.
- Results from the Fall 2020 COVID-19 Response Survey saw low ratings for students' sense of belonging and a desire for greater flexibility and understanding from faculty and staff. Faculty and staff reported that they wanted more transparency and communications regarding COVID-related issues, a sense that they were overwhelmed by increased workloads, and a desire to see more COVID testing, especially for commuter students.
- Results from the Fall 2020 Student Academic Survey indicated that a majority of students indicated a preference for remote learning during the COVID-19 pandemic, specifically synchronous online courses; more clarity in the syllabus and assignment instructions, as well as more interaction; and greater accommodations for challenges associated with reliable internet, balancing course work with other responsibilities, and stress and motivation issues.

Additional information can be found in the **Appendix** of this Update.







## Safety and Wellness

### **COVID-19 Campus Testing Program**

As part of a multi-faceted response to COVID-19, Worcester State opened an on-campus surveillance testing center in partnership with Broad Institute's laboratories during the last week in August. Initially, the focus was on weekly testing of residential students as part of the Safe Return Plan. Reduced occupancy in the residence halls allowed expanded COVID-19 testing for staff, faculty, and commuter students (undergraduate and graduate, with four or more credits of in-person instruction). After Thanksgiving, all students with on-campus classes were added to the weekly testing schedule.

Worcester State's surveillance testing program and accompanying protocols were developed to quickly identify those who are positive for COVID-19 and their close contacts, move those affected to isolation/quarantine, provide wellness and academic support, assess risk to the community, and prevent the spread of the virus on campus. At the conclusion of the fall semester, the university had administered more than 23,000 tests, with a percentage of positive cases at 0.6%.

### **Challenge: Increasing Testing**

Based on the lessons learned during the Fall 2020 semester, testing will increase by almost 30% to accommodate all students with in-person instruction and those working on campus during the spring semester. The CoVerified app (launched four days before the start of the fall semester) will move from being recommended to being required for all students and staff who will be on campus, with the goal of increasing checkpoints and user compliance with the University's COVID-19 policies.

### **Counseling Services Hybrid Model**

In response to limitations placed on campus operations due to COVID-19, Counseling Services' goal was to provide as much access to counseling support as possible based on diverse student needs. The university provided students with both telehealth and in-person counseling options (whenever it could be safely achieved). To achieve this, Counseling staff identified "privacy spaces" on campus for use by students for telehealth appointments who might not have had access to privacy in their personal living space. Additionally, Counseling Services was able to continue to triage same-day appointments for students in crisis, also providing telehealth and in-person options. These options eliminated many of the barriers to treatment that students experienced last spring when the University quickly moved to remote operations.

### **First-Year Student Transition Programming**

The University was able to secure grant funding for two online modules that focus on student wellbeing: Mental Wellbeing for Students; and Diversity, Equity, and Inclusion. Given all of the stressors that first-year students normally experience, the intent of these modules is to address the increasing number of risk factors that impact student mental health, as well as to provide first-year students with education, outreach, and resources to help them better negotiate increasingly charged political and racial climates.

### **Challenge: Supporting Students Mental Wellbeing**

The move toward distributed and online services has emphasized the importance of checking in on student wellbeing with a trauma informed lens, normalizing stress and anxiety so that students feel safe about reaching out, knowing signs and symptoms of distress, and referring students in a timely way to receive support.



## Student Learning

### Course Delivery

Faculty delivered a complete Fall 2020 semester using a variety of instructional modalities, with only one brief period of pivot to entirely remote post-Thanksgiving. Faculty were aided by the commitment of instructional technology staff, Academic Success Center advisors, and the implementation of new classroom technologies to enable more flexible course delivery.

### Enhanced Academic Support

For the Fall 2020 semester, the Academic Success Center developed a new academic support program for students called **Peer 2 Peer** (P2P). Developed for students enrolled in online and blended courses where there may be less interaction with the instructor and classmates, P2P establishes a structure to connect students with classmates, matching students, in groups of two to four, who are in the same course and looking to meet in-person or remotely for study sessions or overall academic support. Once a match was made, the Academic Success Center notified students of next steps, which included a review of Safe Return guidelines, options and resources to meet on campus or via Zoom, and an overview of the Academic Integrity policy at Worcester State University.

Additional information can be found in the **Appendix** of this Update.

### Experiential Learning Stipend Program

The Experiential Learning Stipend Program was an initiative born from the External Relations' Covid-19 Task Force Subcommittee. The Committee determined that students would benefit from a financial stipend that could be used to offset lost wages or cover expenses associated with participating in unpaid Worcester State credit-bearing experiential learning experiences. The Worcester State Foundation committed \$25,000 in unrestricted funds to support the Fall 2020 round of \$500 stipends, and 116 students applied for Experiential Learning Stipends, with 48 awarded. Fundraising is ongoing to support a second round of Experiential Learning Stipends for the Spring 2021 semester.

### Student Outreach

The university's second-ever outreach campaign to undergraduate students took place in October and November of 2020. This initiative was designed to demonstrate the University's level of care and concern for our students during the pandemic and to encourage students to register for the Spring 2021 semester in a timely manner. The campaign reached approximately 4,400 students through phone calls and emails. Student response to the personal connections was positive. Ultimately, the success of the campaign will be measured, along with other persistence and retention efforts, through the registration of students for the Spring 2021 semester.

### **Addressing Technology Insecurity**

Worcester State students have long identified technology insecurity as one of their concerns and the impact of the pandemic has exacerbated this problem. Through the [Student Emergency Fund](#), the university purchased over 200 Dell laptops and a small number of wireless hotspots, for distribution to students in need of technology support.

### **Challenge: Greater Clarity and Flexibility**

Survey results indicate a need for clarity, predictability, flexibility, and communication in all courses and in advising for future semesters. Additionally, curriculum requirements in specific programs that may have been delayed (such as external placements in clinical settings), as well as progress in prerequisite courses and/or preparation for upper division courses, will need to be addressed.





## University at Large

### **Racial Equity and Support for Diversity and Inclusion**

In response to the profound health disparities that have enabled COVID-19 to ravage communities of color, and the repeated murders of Black lives by police and vigilantes, Worcester State took action. On June 1, 2020, President Maloney issued a statement, "[An Unresolved Challenge](#)." In June 2020, Worcester State established an Affinity Support Group for Racism Trauma for Staff and Faculty who identify as Black, Indigenous, and People of Color (BIPOC). During Fall 2020, Worcester State offered a five-part series, "Racial Equity Affinity Groups: Conscious Dialogue on Race and Race Relations" for four affinity groups: White Staff/Faculty; White Students; BIPOC Staff/Faculty; and BIPOC Students.

In order to build sustainable capacity to support the development of a wide range of lived experiences, academic preparation, and cultural fluency of its workforce, in September 2020 the university entered into a partnership with Clark University for fifteen Worcester State faculty and staff to participate in its two-year Diversity Inclusion Certificate program each year. Recruitment for the Fall 2021 cohort will begin in the Spring.

### **Challenge: Develop Fair, Inclusive Assessment Processes**

Worcester State's next challenge will be to develop a fair, inclusive and transparent process to consider the recommendations from the equity audit of the University Police Department, conducted by RENZ Consulting, and to design a more comprehensive university equity audit, in accordance with DHE guidelines.

### **Donor Stewardship in the Age of COVID**

Donor stewardship is an integral part of fundraising. Apart from thanking and recognizing donors, it promotes donor retention, encourages them to give larger gifts, and can help bring in new donors through referrals. University Advancement used March's pivot to fully remote operation to deploy **all** its staff to connect with anyone who had donated in the prior three years to check in on them and thank them for their past support. Since then, more than 2,000 personalized thank you videos have been sent to donors, and all donors receive a phone call from a staff member within 24 hours of their gift, which then was followed with a note of thanks a week later. Additionally, other stewardship "touches" have been sent to loyal donors to indicate the University's appreciation, including seasonal or inspirational postcards, puzzles that depict scenes of campus, and wall calendars. The responses have been positive; December 2020 giving levels were favorable comparable to previous years, with \$1.1 million raised as of November 30, 2020, and an additional \$250,000 in cash and pledges were received during the first three weeks of December.

### **Challenges: Economic Uncertainty and Remote Interaction**

With a changing administration in Washington comes a time of economic uncertainty for major donors. One concern is whether there will be tax law changes that impact the propensity to give for wealthy donors, who may also be concerned about market volatility. Currently, 10% of Worcester State's donors provide 94% of its gifts, so their hesitancy to give could affect us. In addition, if there is any sustained decline in real earning power of the middle class, beyond those impacted by COVID-related business shutdowns and closures, further downward pressure on all donors could result.

Building and maintaining relationships in the absence of face-to-face and in-person events impacts traditional fundraising models. While University Advancement transitioned much of its donor stewardship activities online, it remains to be seen how sustainable remote efforts will be, particularly in relation to major gifts (over \$10,000).

### **Challenge: Redoubling Recruiting Efforts**

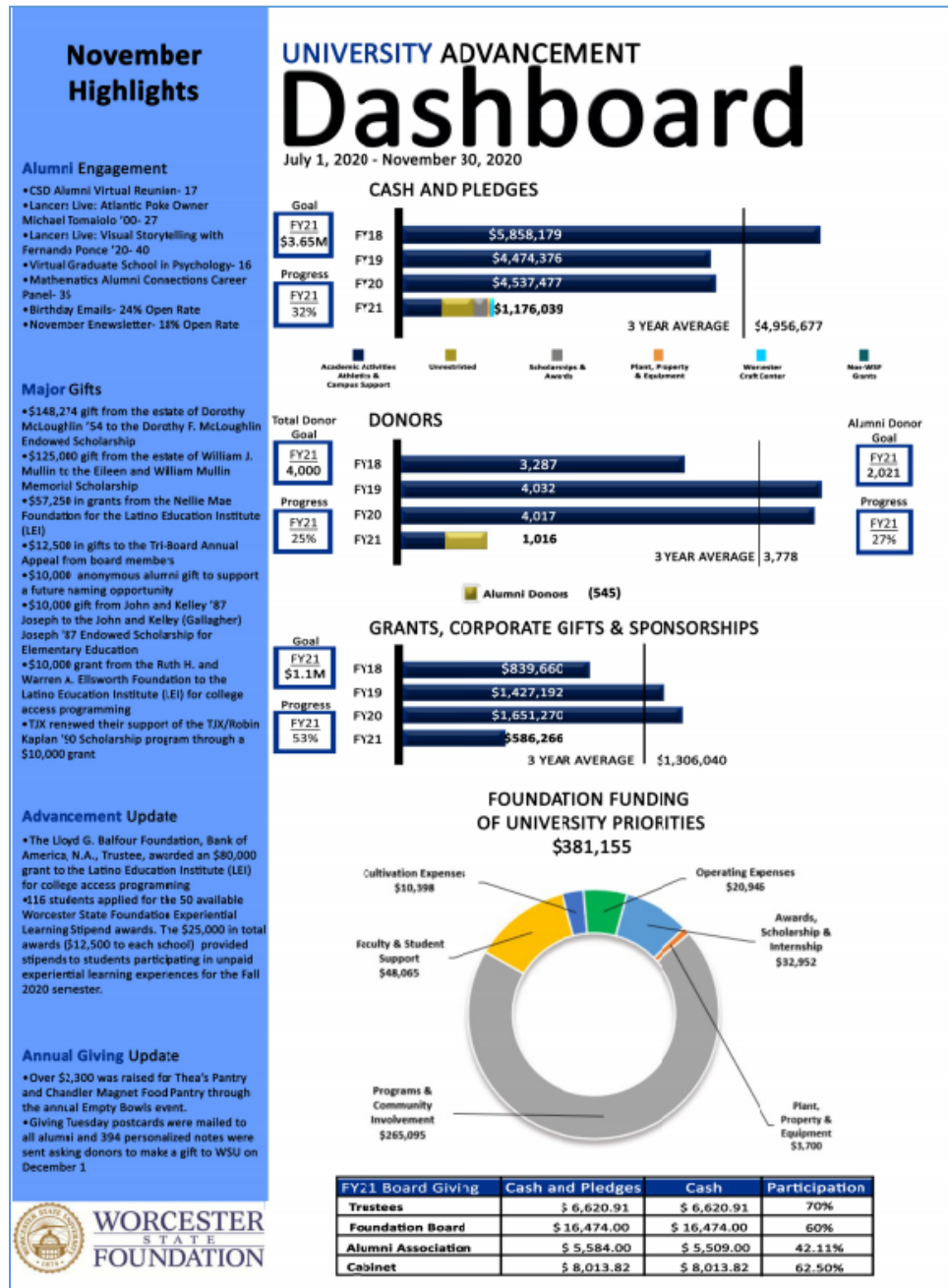
Currently, Worcester State is experiencing an approximate 20% decrease in new applications for Fall 2021. Anticipating a greater need for academic support in Summer 2021 for new students enrolling in Fall 2021, the University is preparing to expand its Summer Bridge Program. To promote greater student success, the University is undertaking numerous initiatives, including:

1. A period of waived application fees to encourage students to apply;
2. Flexibility with application deadlines;
3. New and additional virtual recruitment events;
4. Expansion of the standardized test policy;
5. Numerous virtual and on-campus tour options;
6. Potential increased advertising; and
7. Numerous enhanced and/or new yield activities, potentially including a new summer bridge program.

Success of these initiatives will be measured based on the number of applicants, deposits, and enrollments of new students for the Fall 2021 semester.

## Appendix

### University Advancement's Dashboard



## University Advancement's Supplemental Report

### **Supplement to January 2021 University Advancement Report to the Board of Trustees Major Gifts Since November 30<sup>th</sup> 2020**

In the month of December \$242,735.37 was raised by the office of University Advancement.

Some gifts of note include:

- \$50,000 from Dr. GB & Lexi Singh for The Dr. GB and Lexi Singh Simulation Center Expansion
- \$40,000 from The Greater Worcester Community Foundation for the Latino Education Institute
- \$30,500 from Gregg Rosen '86 for The Rosen Cancer Awareness Fund
- \$15,500 from Elizabeth Lenk Andronikos Foundation in support of The Elizabeth Lenk Andronikos Scholarship
- \$12,500 from Mark Wagner, Ph.D. in support of The McCarthy Coyle Wagner Scholarship for Community Activism
- \$7,000 from Paul Hammond '76 in support of The James E. and Stasia A. Hammond Scholarship
- \$6,000 from David Meyers '76 in support of The David '76 and Ellen M.Ed. '88 Meyers Endowed Scholarship
- \$6,000 from Brian and Debra Farrey in support of The Dr. Leonard F. Farrey Memorial Scholarship
- \$5,500 from The Mass Humanities Foundation in Support of the Latino Education Institute
- \$5,000 from Lionel Lamoureaux in support of The General Scholarship Fund
- \$5,000 from Nina Fletcher in support of The Mary Cosgrove Dolphin Gallery



## **COVID-19 Response and Safe Return Plan Assessment**

### **COVID-19 Response and Safe Return Plan Assessment**

As part of Worcester State University's Commitment to transparency, accountability, and data-informed decision-making, our COVID-19 response and Safe Return Plan has been assessed through various surveys indicated below. This information is shared with the Worcester State community through email, the Worcester State website, and Campus Conversations.

#### **Prior to the Transition to Remote Learning**

##### **Faculty Academic Contingency Planning Survey**

- March 10, 2020
- 235 faculty responded
- Faculty were asked to report plans in the case of a transition to fully remote instruction and indicate training needs.
- The results were used by the Center for Teaching and Learning to develop targeted workshops up through the extended spring break. Blackboard, Blackboard Collaborate, and Zoom were the most requested workshops.

##### **Student Access to Technology Survey**

- March 20, 2020
- 2706 students responded
- 10 students reported only having a desktop computer and no internet
- 138 students reported only having a smartphone
- 630 students reported not having access to internet at home
- The main concerns were:
  - Internet concerns (speed, quality, access)
  - Device and software concerns (old or broken device, no access to software)
  - Having additional responsibilities at home (childcare, elder care, work, etc.)
- These results were used to purchase additional laptops for students who may need them and to help faculty prepare for the transition to remote learning

#### **Spring 2020 Semester**

##### **Student Transition to Remote Learning Survey**

- April 21, 2020
- 1,135 students responded
- Main concerns were:
  - The number of hours spent on other responsibilities per week
  - Not doing well in classes
  - Wanting more interaction in courses
  - Consistency across courses

## Peer-to-Peer (P2) Data

### Academic Support

As we began the Fall semester, the Academic Success Center developed a new academic support program for students called **Peer 2 Peer (P2P)**. Developed for students in online and blended courses where there may be less interaction with the instructor and classmates, the ASC established a structure to connect students with one another. Peer 2 Peer matched students in groups of 2-4 individuals who are in the same course and looking to meet in-person or remotely for study sessions or overall academic support. Once a match was made, the ASC notified students of next steps which included a review of Safe Return guidelines, options and resources to meet on campus or Zoom and an overview of the Academic Integrity policy at WSU.

Peer 2 Peer Activities	
Number of student requests	219
Number of students impacted	193
Number of course requests	455
Number of courses matched	316
Number of student groups created	137

Grading Outcomes		
<b>Courses Matched in P2P</b>	<b>316</b>	
Grade of E/F	18	5.69%
Withdrawal	20	6.32%
Incomplete	10	3.16%
<b>Courses Not Matched in P2P</b>	<b>130</b>	
Grade of E/F	10	7.69%
Withdrawal	6	4.61%
Incomplete	5	3.80%



*Jeanne Clery Disclosure of Campus Security*

*Policy and Campus Crime Statistics Act*

# 2019

## Annual Security and Fire Safety Report

Published December 2020





## **UNIVERSITY POLICE DEPARTMENT**



### **CHIEF'S MESSAGE**

Dear Worcester State University Community,

The Worcester State University Police Department members strive daily to maintain the safest and most secure environment possible for the students, faculty, staff, and visitors of which the institution's community is comprised. We believe the relationships we have with our community members encourages a partnership where we engage in community policing efforts and encourage reporting any suspicious activity to University Police. We are located on the first floor of Wasylean Hall.

Policing is provided 24-hours a day throughout the calendar year by a full-time staff of both sworn and civilian employees. Our police officers enforce the rules and regulations of Worcester State, by-laws of the City of Worcester, and applicable state and federal laws. Through our involvement on campus and with the community, it is my hope to provide the community with officers who balance the effectiveness of enforcement with the ability to be approachable and service-oriented.

Our philosophy and mission are to enhance the "community policing" model, to hold our officers to the highest standards, and to develop a line of communication and teamwork to minimize the danger of crimes occurring within our community. The department offers many crime prevention programs and members can be seen throughout campus as illustrated in this publication. If you have any questions regarding the compiled statistics from calendar year 2019, please feel free to contact my office, on the first floor of Wasylean Hall or at 508-929-8044.

Sincerely,

*Jason Kapurch*

Jason Kapurch  
Chief  
University Police



# Table of Contents

## **1. Introduction and Preparation of the Annual Security Report and Disclosure of Statistics**

## **2. Worcester State University's Police Department**

- Campus Law Enforcement Authority and Jurisdiction
- Working Relationship with other Law Enforcement Agencies

## **3. How to Report a Crime**

- Reporting Crimes, Emergencies, and Health and Safety Concerns
- Campus Security Authorities
- Confidentiality and Privacy Considerations

## **4. Campus Facilities**

- Security and Access to Campus and Facilities
- Parking
- Campus Alarms
- Maintenance of Campus Facilities

## **5. Emergency Communications**

- Timely Warnings
- Emergency Notifications
- Methods of Communication
- Emergency Response and Evacuation Procedures
- Shelter in Place/Lockdown

## **6. Crime Prevention, Awareness, and Wellness Programs**

- Crime (including Sexual Assault) Prevention and Awareness Programs
- Alcohol Policy, Guidelines, and Sanctions
- Drug Policy, Guidelines, and Sanctions

## **7. Dating Violence, Domestic Violence, Sexual Assault, Stalking, and Harassment: Policies, Procedures, and Programs**

- Statement of Policy Against Discrimination, Harassment and Abuse
- Definitions and Examples of Policy Violations
- Statements and Procedure for Reporting and Response
- Privacy and Confidentiality: Additional Considerations
- Education and Prevention Programs
- Investigation and Resolution Procedures
- Worcester State University On- and Off-Campus Resources
- Statement of Policy Addressing Sex Offender Registration

## **8. Crime Statistics**

- Clery Definitions
- Crime Report Statistics for 2017, 2018, and 2019 (Tables)
- Hate Crime Report Statistics for 2017, 2018, and 2019

## **9. Annual Fire Safety Report**

- Fire Safety Training and Evacuation Plans for Residence Hall Staff and Residents
- Fire Drills
- Specific Fire Related Policies
- Fire Safety Systems (Table)
- Fire Statistics for On-Campus Residential Facilities (Table)



## INTRODUCTION

Worcester State University is a liberal arts and sciences university with a long tradition of academic excellence. Our students receive a variety of multi-disciplinary opportunities enabling them to explore their academic interests and prepare for their careers. Worcester State University is centrally located in Massachusetts about an hour's drive from Boston, Springfield, and Providence, Rhode Island. Our 58-acre campus is nestled in the residential northwest side of Worcester—the second largest city in New England and home to 37,000 college students at more than a dozen colleges and universities.

The campus features ten buildings, reflecting our transition from a teacher-training college to a liberal arts and sciences university. Worcester State University is deeply rooted in the greater Worcester community, with students in a variety of liberal arts and sciences programs contributing more than 161,000 hours of service through 508 engagement opportunities. Our unique programming—from theatre stage productions to guest lectures to resource fairs—attracts thousands to our centrally located campus annually.

Worcester State University offers 60 undergraduate majors and minors, 29 master's degrees, post-baccalaureate certificates, and graduate programs, and real-time access to online, noncredit professional training. Our accreditation by the New England Commission on Higher Education, Inc. (NECHE), formerly the New England Association of Schools and Colleges (NEASC), demonstrates that our liberal arts and sciences curriculum meets or exceeds its criteria for assessment of quality.

Worcester State University is located at 486 Chandler Street, Worcester, MA 01602, where all campus housing is located. Additionally, Worcester State University has utilized various locations that serve as non-campus locations according to *CLERY*. These primary locations include, but are not limited to, the Worcester Center for Crafts located at 25 Sagamore Road, Worcester, MA; the Worcester Ice Center, located at 112 Harding Street, Worcester, MA; Maplewood Farm located at 28 Ball Hill Road, in Berlin, MA; and the Goddard Lot, 140 Goddard Memorial Drive, Worcester, MA.

## PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF STATISTICS

Worcester State University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, part of the Higher Education Act of 1965, and the Violence Against Women Act (VAWA); requiring colleges and universities to disclose certain timely and annual information about campus crime and security policies. Institutions must publish a report every year by October 1st that contains three years of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' right, the law enforcement authority of campus police and where students should go to report crimes. In light of the COVID-19 pandemic, the publishing was extended to December 31, 2020. Each school must disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and non-campus facilities. Campus crime, arrest and referral statistics include those reported to the Worcester State University Police Department, designated campus officials, and local law enforcement agencies.

This report is prepared in cooperation with local law enforcement agencies and with the assistance of many on-campus entities, including, but not limited to, the President's Office, the Dean of Students, Residence Life and Housing, Office of Community Standards, and other University departments. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act to the University Police Department who then compiles all the information into the Annual Security and Safety Report, otherwise known as the Clery Report.

Each year, an email notification is made to all enrolled students, faculty, and staff providing the web link to access this report. Copies may also be obtained at the Worcester State University Police Department in Wasylean Hall, 486 Chandler Street, Worcester, MA 01602. Prospective students and employees may also obtain a copy through Worcester State University Police Department or follow the link on the postcards provided in the Human Resources and Admissions Offices.

## **WORCESTER STATE UNIVERSITY'S POLICE DEPARTMENT**

The Worcester State University Police Department ("Department") is committed to the safety and well-being of the University's student body, staff, faculty, and visitors. In furtherance of its mission, the Department provides direct law enforcement protection and emergency services to Worcester State University's community. The Department also provides remote assistance and consultation on safety and security matters to students and employees who work and study at each of the University's non-campus locations.

The Department is comprised of 18 full-time sworn personnel, as well as civilian personnel consisting of 5 full-time Dispatchers, an Emergency Manager, a Parking and Transportation Manager, and private security at the Goddard Lot. Worcester State University police officers conduct walking and cruiser patrols throughout the campus and provide emergency response services to any member or visitor of the Worcester State community who calls upon the Department for assistance.

The department is prepared to deal with the same types of incidents handled by municipal police agencies in cities or towns. All WSU police officers attend academy training and have full police authority on campus. The Worcester State University Police enforce state laws, including motor vehicle laws, as well as university rules and regulations.

Communication and access to timely information are fundamental components of any successful security effort. Accordingly, the Department operates a communications center, which includes emergency dispatch and monitoring of Rave Guardian, all alarms, and all cameras on campus.



### ***Law Enforcement Authority and Jurisdiction***

The Commonwealth of Massachusetts recognizes the Department as a criminal justice agency, and its patrol officers as police officers. Pursuant to the General Laws of Massachusetts, *Chapter 15A, § 22*, and *Chapter 73, § 18*, the Board of Trustees at Worcester State University has established the Worcester State University Police Department; and the Board has invested the department all the same powers, authority, immunities, and privileges of state and municipal police officers, including but not limited to the power to make arrests, to handle prisoners, and to enforce all traffic laws on streets and highways, throughout the property owned, leased, used, or controlled by the university.

Additionally, Officers employed by the Worcester State University Police Department are also Special State Police Officers (SSPOs), pursuant to the General Laws of Massachusetts, *Chapter 22C, § 63* which grants to university police officers the power to exercise law enforcement authority including detentions, arrests, and searches; concerning any criminal offense; occurring in or on buildings, structures, facilities, lands or roads; owned, occupied or used by their employing institution. The authority to investigate and enforce “any crime” encompasses all felonies and misdemeanors, including motor vehicle offenses. This means that all SSPOs may stop vehicles based on a reasonable suspicion of any crime.

In addition to providing direct law enforcement and emergency response services to the campus, Department members are available 24/7 to assist students and staff who study, work, and park at the University’s satellite locations or abroad and who may have questions or concerns relating to safety, law enforcement, and crime reporting. Although the Department encourages individuals to immediately report crimes and emergencies to the local police department that has jurisdiction over the location in which they are present, the Worcester State University Police Department also welcomes all calls for assistance or inquiries from any member of the Worcester State community, regardless of their location.

Worcester State University police officers must satisfy educational and training standards established by the Massachusetts State Police, such as annual in-service training, and when appropriate, receive additional and/or specialty training under the auspices of the Municipal Police Training Committee.

### ***Working Relationship with other Law Enforcement Agencies***

The Department has close ties to several professional associations, including the Massachusetts Chiefs of Police Associations, the International Association of Chiefs of Police, the Massachusetts Association of College Law Enforcement Administrators, and the training unit within the Massachusetts State Police. In coordination with the Worcester Police Department, the Worcester State University Police Department also typically dispatches a representative to attend regular meetings of community resident associations in the neighborhood directly adjacent to the University. A representative from the Department also attends monthly meetings of the University, College, and Hospital Law Enforcement Association; a group designed to provide cross-communication between other area campuses which also corresponds directly with the Worcester Police Department. All of this is undertaken to increase the Department’s access to information and to enhance the quality of services afforded to the Worcester State University community.



# HOW TO REPORT A CRIME, EMERGENCY, HEALTH OR SAFETY CONCERN

## *Reporting Crimes, Emergencies, and Health and Safety Concerns*

Community members, students, faculty, staff, and guests are required by university policy to report all crimes or other emergencies to the Worcester State University Police Department in a timely manner. Crimes should be accurately and promptly reported to the WSUPD or the appropriate police agency, when the victim of a crime elects to, or is unable to make such a report.

When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself;
- State where you are calling from;
- State briefly the nature of your call.



If possible, stay on the line unless otherwise advised by the dispatcher. If assistance is required from off campus, the dispatcher will summon the appropriate police, fire, and/or medical service.

Members of the community are helpful when they immediately report crimes or emergencies to the WSUPD for the purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary.

Anyone who becomes aware of a criminal incident, fire, or other threat to the health and safety of any member of the Worcester State community, should report that information to the Worcester State University Police Department for response and documentation. To report an emergency incident to the Department, simply call 8911 from any campus phone, or 508-929-8911 from an outside line to reach the Department's recorded emergency line. Individuals wishing to reach the Department's non-emergency business line can call 8044 from a campus phone, or 508-929-8044 from any non-campus phone. Individuals can also report any concerns in person to the Worcester State University Police Department, 486 Chandler Street, Worcester, Massachusetts, which is always open. The Department offices can be found in Wasylean Hall, 102. Members of the community are welcome to email questions or concerns to Worcester State's Chief of Police at [jkapurch@worchester.edu](mailto:jkapurch@worchester.edu). To encourage the timely reporting of crimes or other emergencies occurring on campus, and in order to assist the Department in promptly responding to and investigating incidents, the University publishes the Worcester State University Police Department's emergency and business telephone numbers to the community in a number of ways.

Members of the campus community receive information about how to report crimes as well as safety and crime prevention guidance through this report, Worcester State University Police Department student and employee orientations, postings around campus, the Undergraduate and Graduate Student Handbooks, the Housing and Residence Life Handbook, the campus telephone directory, and the University's website. In addition, the University's Residence Directors and Resident Assistants are trained to offer advice and assistance in matters involving the reporting of crimes and emergencies.

Crimes should be promptly reported to the Worcester State University Police Department; the sooner that we receive information, the greater the chances for a successful investigation. Prompt reporting also assists us in assessing the incident whether a Timely Warning Notice is appropriate.

The Worcester State University Police Department maintains a record of every criminal incident that is reported to the Department, which is normally updated every two days. The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to University Police.

### ***Campus Security Authorities***

Federal law requires the University to disclose statistics concerning the occurrence of certain crimes enumerated in the Clery Act that occur within the University's Clery geography and that are reported to campus security authorities ("CSAs") or local law enforcement (where local law enforcement provides that information to the University). Under the law, CSAs include any member of the Worcester State University Police Department; any individual who has responsibility for campus security, but who is not a member of the Police Department; any individual identified by the University as someone to whom a crime should be reported; and any University official who has significant responsibility for student and campus activities. Individuals serving the University as CSAs vary from unit to unit based on their job functions, but include by way of example (but not limitation):

- Associate Vice President of Human Resources, Affirmative Action and Title IX Coordinator;
- Director of Student Conduct/Office of Community Standards;
- Dean of Students;
- Associate Dean of Students;
- Athletics Department Administrators, Coaches and Trainers;
- Director of International Studies and External Programs;
- Residence Hall Desk Attendants and Contract Security Officers;
- Resident Directors and Resident Assistants;
- Vice President of Academic Affairs/Provost;
- Academic Advising Center's Director, Associate Directors and Assistant Directors;
- Director of Health Services
- Director of Counseling Services, and
- Student Group Advisors

All CSAs should encourage any person who reports a crime or other incident involving campus security to notify the Worcester State University Police Department as soon as possible if they wish for law enforcement to investigate the matter, since law enforcement's ability to investigate a crime effectively is enhanced by timely reporting of a crime. While CSAs should respect the choice of survivors concerning whether the survivor wishes for law enforcement to investigate the incident, any CSA who receives a report of an incident involving a crime or campus security matter must immediately inform the Worcester State University Police Department of the incident consistent with the confidentiality considerations discussed below.<sup>1</sup>

Those deemed to be Campus Security Authorities by the Human Resource Department, under the Clery Act reporting requirements, receive training upon hire through <http://www.workplaceanswers.com> or <https://everfi.com/>.

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<sup>1</sup> Note that under Clery, professional and pastoral counselors acting in a counseling capacity are exempt from the definition of "campus security authority."

All data collected by the University's C.S.A.s, with the exception of the University Police, is collected through the university's "Maxient" reporting system. Data is then reported to the Worcester State University Police Department, to be included in the statistics generated by the University Police Department, as well as those collected from other agencies; to include but not limited to the Massachusetts State Police and Worcester Police Department. C.S.A.s may also file a report anytime directly to the University Police.

### ***Confidentiality and Privacy Considerations***

Worcester State University is committed to protecting the privacy of individuals who report criminal incidents or abuse to the University, to the extent that doing so is permitted by law and consistent with the University's need to protect the safety of the community. Different Worcester State officials and personnel are able to offer varying levels of privacy protections to those who report criminal incidents or violations of University policy.

Any report received by any University employee concerning abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the Worcester State community are required by University policy to report any instances of known child abuse or neglect to the Worcester State Police Department, and the Department will, in turn, report such information to the appropriate state authorities.

Unless a reported incident involves allegations of child abuse or neglect, a CSA is not permitted to disclose to the Worcester State University Police Department any information concerning an incident that would identify a survivor of a crime without the survivor's consent. If a survivor does not consent to the disclosure of his or her identity to the Worcester State University Police Department, CSAs are required to inform the Department of the survivor's wish for confidentiality, and report the incident to the Worcester State University Police Department without identifying information about the parties involved so that such incidents can be recorded as statistics by the Department and, where appropriate, included in the University's annual security report.

Reports and information received by Worcester State's medical professionals, licensed mental health counselors, religious leaders/clergy who are acting in that capacity are considered legally protected or 'privileged' under Massachusetts law. Thus, those individuals will not share information they learn from survivors with others within the institution (including the University's Title IX Coordinator), or with any third party, except in cases of imminent danger to the victim or a third party, or to satisfy the legal obligation to report child abuse. Absent such circumstances, the only information that these employees will report to the University concerning incidents is statistical information, which does not identify the survivor, so the incident can be included in the University's crime reporting statistics reported in Worcester State's annual Clery reports. Such crime reporting statistics are also included in a Title IX trend report maintained by the University.

Worcester State requires all University personnel identified as responsible employees, with the exception of licensed mental health counselors, licensed medical professionals and clergy members who are acting in their capacity as a spiritual advisor when they learn of a sexual assault, to share with the University's Title IX Coordinator all information they learn concerning a report of sexual assault, harassment or abuse, domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incident(s), track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to

ensure the safety of the community. All University employees that are not defined as responsible employees, per policy, are strongly encouraged to report all incidents to the Title IX Coordinator. It is the survivor's choice whether they wish to participate in any investigation by the University; however, the University may proceed with a Title IX investigation without the survivor's participation if there is a concern for the safety of other members of the community. The University's ability to investigate a report may be limited if the reporting party requests complete confidentiality in the making of the report or declines to participate in an investigation.

The University encourages all community members to report any criminal incident about which they are aware which occurs on University property or involves a member of the Worcester State community to the Worcester State University Police Department, so the Department can investigate the incident and be of assistance to those involved in the matter. However, if an individual does not wish to report a crime to the Department, the University urges the person to at least disclose the occurrence of the incident to a campus security authority so it may be counted, as appropriate, in the University's annual Clery report.

Information about criminal incidents and safety concerns that are reported to any University officials, including but not limited to members of the Worcester State Police Department will be treated with the greatest degree of respect and privacy possible while still fulfilling Worcester State's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only share information when absolutely necessary.

While federal law requires the Department to report certain type of criminal incidents in its annual campus crime statistics, incidents reported by the Department are reported in a statistical manner that does not permit identification of survivors or other individuals who may have been involved in the incident. Likewise, any timely warning notifications or crime bulletins the Department issues to the community will not include the names or identifying information of those involved in the incident.

## **CAMPUS FACILITIES (SECURITY ACCESS)<sup>2</sup>**

### ***Security and Access to Campus and Facilities***

Worcester State University maintains an open-campus environment. On occasion access is limited to students and employees who have been issued university One Cards. The Worcester State University Police Department's communication center monitors entry into most resident halls via the university's alarm monitoring and digital access control system, and in some locations, security cameras video. Through the communication center, dispatchers have the ability to monitor which OneCard has been given access, which was denied access, and whether an entryway had been held open. They can then dispatch an officer or contact housing directly to address any concerns. In each of the traditional residence halls, a student employed desk worker is assigned to monitor entry and to sign in guests.

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<sup>2</sup> The University reserves the right to make changes to these policies and procedures without notice, especially in the event of emergencies or other unusual situations.



The residence halls are locked 24 hours a day guests of resident students must register with the Desk Assistants at Dowden, Wasylean and Sheehan Halls. Guests are allowed on campus only if they are accompanied by the sponsoring resident student. Access to academic and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, work, teaching, and to conduct other University business. Each academic building has established its hours based on the needs of specific academic departments. Only a limited number of academic buildings have security cameras. University police provide random patrols of all non-residential facilities 24 hours a day. Individuals found on campus without a legitimate purpose may be issued trespass warnings and directed to leave campus; failure to comply may result in arrest.



Resident students are absolutely responsible for the actions of their guests. The WSU Student Handbook supports this policy. A resident may be charged with a violation of Campus Policy for the actions of a guest, and may be required to pay a monetary fine for damage done by the guest. For additional policies regarding overnight guests in the residence hall, please refer to the WSU Student Handbook.

<http://www.worcester.edu/Student-Handbook/>

The University Police Department is responsible for maintaining all locks and issuing keys for the academic buildings. Access to keys is restricted to designated individuals. All requests for residence halls' keys are made through the Office of Residence Life and Housing. All other requests may be made through the University Police Department located in Wasylean Hall. In the event that a key is lost or stolen please notify University Police at 508-929-8044/8911 or Residence Life and Housing at 508-929-8074 immediately. Tampering with locks and/or theft, duplication, or unauthorized use of any keys belonging to Worcester State University is a serious violation and may be subject to criminal prosecution. Residents will be charged for a lock change in the event of a lost key.

### ***Parking***

There is limited reserved parking for resident students on campus and at the satellite lot on Goddard Memorial Drive. Resident students must qualify and pay a fee for parking spaces. Commuting students are provided with a decal, the cost is incorporated into their fees. Every effort is made to maximize parking on campus, as well as to monitor the flow of traffic throughout the campus to better insure the safety of the University's large number of pedestrians.

## ***Campus Alarms***

All Campus facilities are alarmed to detect smoke, heat, and intrusion. Panic alarms have been installed in some campus locations in light of the nature of the activities occurring within those spaces. The Worcester State University Police Department tests campus panic alarms on a periodic basis.

## ***Maintenance of Campus Facilities***

Lighting surveys are routinely conducted and new lighting is installed as needed. Shrubbery and natural overgrowth are trimmed routinely, especially near walking trails and pathways. The security of doors and windows are reviewed periodically and locks are replaced when needed. In addition to lighting surveys, the University has installed emergency call boxes throughout the campus. These phones are easily identifiable by the blue light affixed to the top of each one. Campus community members are encouraged to report any safety hazard on campus such as malfunctioning lights, icy sidewalks, and broken windows to either University Police at 508-929-8044/8911, Facilities Department at 508-929-8025, or Residence Life at 508-929-8074.

## **Emergency Communications**

Worcester State's Emergency Response Team is responsible for coordinating the University's response to an emergency affecting the Worcester State community. Among other functions, the Emergency Response Team assesses relevant information provided to the University, assesses the nature of the emergency, determines which segment(s) of the Worcester State community may be affected by the emergency, assesses the immediate needs of the affected segment(s) of the community, coordinates deployment of the University's resources, and coordinates distribution of information to affected community members

As discussed below, there may be instances in which the nature of an emergency does not allow time for the Emergency Response Team to assemble in advance of distributing notice of the emergency to the Worcester State community. In those instances, the Chief of Police (or his or her designee), is authorized to issue a communication without consulting the Emergency Response Team.

### ***1. Timely Warnings (Community Notification)***

The Clery Act requires the University to provide the Worcester State community with "timely warnings/community notifications" concerning any Clery Act crime that (a) is reported to campus security authorities or local law enforcement (and which is made known to the University), (b) occurs within the University's Clery geography, and (c) poses a continuing and serious threat to the Worcester State community.

The Chief of Police (or his or her designee), determines whether to issue a timely warning/community notification on a case-by-case basis, considering all available facts, including but not limited to, the nature of the crime, whether the incident is considered to present a serious or continuing threat to the Worcester State community, and whether issuance of a warning/community notification would compromise law enforcement efforts.

The University will not issue a timely warning/community notification if: (a) the suspect is apprehended and the threat of imminent danger to the campus community has been mitigated by the apprehension; or (b) a report is not filed with the local police and if campus security authorities are not notified of the incident in a manner which allows the University to post a "timely" warning/notification to the community.

Timely warnings/community notifications are issued upon the Department's reaching a determination a crime presents a continuing threat to the Worcester State community and as soon as pertinent information becomes available. A timely warning/community notification will include a brief description of the incident; a brief description of the suspect(s) if available; the date, time and location of the incident; and precautions the community should take in response to the incident.

Timely warnings/community notifications will never include the name or identifying information concerning the victims/survivors in an incident.

## ***2. Emergency Notifications (Community Alert)***

Federal law also requires the University to provide emergency notification/community alert for any other significant emergency or dangerous situation that presents an immediate threat to health and safety on campus. Examples of incidents that may trigger emergency notifications/community alerts (rather than timely warnings/community notifications) are the commission of non-Clery crimes to the extent they pose an ongoing threat to the Worcester State community, and non-criminal incidents such as weather hazards, fires, and outbreaks of illnesses.



Emergency notifications/community alerts are issued upon confirmation of an emergency. The Chief of Police (or his or her designee), determines whether to issue an emergency notification/community alert on a case-by-case basis, using the best information available to the Department at the time of the incident. As a result, information may be limited at the time of the first notification/alert. However, at minimum, an initial notice will include information immediately available to the Department together with recommendations concerning immediately necessary health or safety measures. As information becomes available to the Department, the Department will provide updates to the community.

Timely warnings/community notifications and emergency notifications/community alerts are important, and they will be issued to assist community members in making informed decisions about their personal safety and in preventing similar incidents from occurring. The University urges all of its community members to take any such warning seriously and to pay close attention to the information provided by the University in response to an incident.

### ***Emergency Updates and Final Notifications***

The University will communicate updates and revised health and safety guidance, as necessary, throughout the duration of an emergency warranting a timely warning/community notification or emergency notification/community alert. Once emergency conditions abate, the University will distribute a final notification confirming that emergency conditions have abated. If necessary, additional health or safety instructions will accompany any final notification.

### ***Process for Issuing Emergency Notifications***

When the Emergency Response Team confirms there is an emergency or dangerous situation posing a serious and continuing threat to the health or safety of the Worcester State University community, the Team in

coordination with the Office of Communication and Marketing will, without delay and taking into account the safety of the community, collaborate to determine the content of an emergency message to be broadcast to the relevant segment of the Worcester State community. The Worcester State University Police Department may issue a timely warning/community notification or emergency notification/community alert without consulting the Emergency Response Team in the event of an immediate threat to the safety or health of the Worcester State Community. The message will be communicated using some or all of the systems described below and may be sent either to the entire Worcester State community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population, unless in the judgment of the first responders it will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### ***3. Methods of Communicating Timely Warnings and Emergency Notifications***

The safety of the students, faculty and staff is a constant priority at the Worcester State University Police Department. The ability to quickly provide notice, accurate information and instructions with minimum delay during an emergency is crucial. To accomplish this task, WSU utilizes **Rave Mobile Safety/WSU Alert**, a multi-contact communication service which allows Worcester State University leaders and police personnel to deliver time sensitive notifications to students, faculty and staff during unforeseen events or emergencies. This system complements the existing University emergency response plans which are annually updated to be responsive to both handmade and natural disasters.

The WSU Alert system will be used when it is determined that there is a significant emergency or dangerous situations involving immediate threat to the health or safety of students or staff occurring on or immediately adjacent to the University. The delivery methods of the two alert types differ, and are dependent upon the level of threat and the exigency of the situations.

WSU Alert emails are sent to all university email account holders. Broadcast emails reach an estimated 13,000 account holders within approximately 20 minutes. Text Messages are text messages sent via the Rave Mobile Safety/WSU Alert interface used by the university. **Rave Mobile Safety/WSU Alert** generates a text message to community members that have voluntarily presubscribed through WSU Alert to receive such messages. These text messages are received on subscriber's mobile phone.

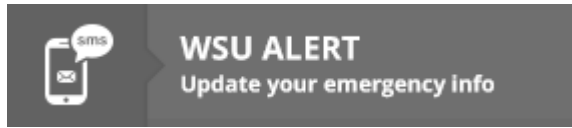
WSU Alert text messages reach an estimated 8,000 account holders within approximately 15 seconds. WSU Alert broadcast emails are moderated by the WSU Police Department and/or the Public Information Officer and are available for IMMEDIATE delivery. These messages are a vital step in alerting the University community to an imminent or ongoing threat to safety, security or health.

Other Systems may be utilized to convey vital information during an imminent or ongoing threat to safety, security or health. Such systems include:

- Social Media (i.e. Facebook, Twitter)
- Desktop PC notification (Alertus)
- Digital signage
- WSU website
- Local radio and television media
- Fire alarms within buildings
- Campus-wide telephone broadcasts
- Outdoor loudspeaker at Coughlin Field
- WSUPD Police sirens
- Handheld megaphones
- WSU switchboard (508-929-8000)



A copy of any timely warning/community notification or emergency notification/community alert will be maintained by the Worcester State University Police Department for a period of seven years from the date of the warning.



### *Emergency Communications Network Tests*

It is the policy of the Worcester State University Police Department to test the RAVE/WSU Alert system on an annual basis. The following modalities will be tested:

- Broadcast WSU email
- Social Media
- Desktop PC notification (Alertus)
- Text messaging
- Digital signage

A copy of test results will be kept on file controlled by WSUPD or a designee.

### **4. Emergency Response and Evacuation Procedures**

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building or segment of the population or to the entire campus. The Incident Management Team or Chief of Police/Designee will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

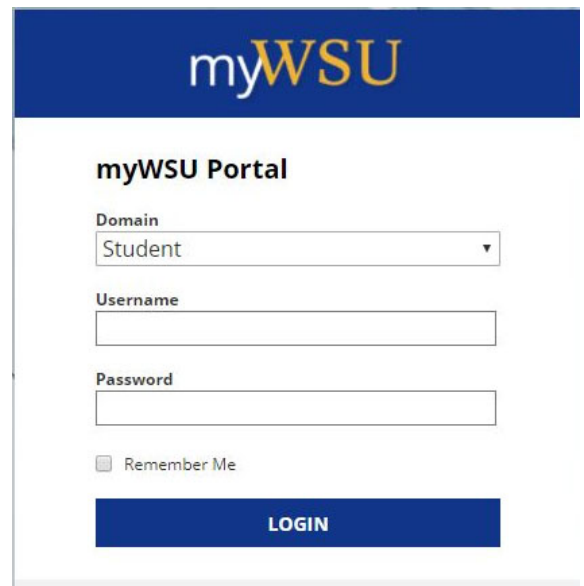
Upon confirmation of an immediate emergency or dangerous situation involving a threat to the health or safety of the University community the following communication resources and procedures will be activated. Some or all of these methods of communication may be activated.

Methods of communications may include activating WSU ALERT, the WSU Emergency Notification System utilizing email, text messaging FB, Twitter and/or; messages displayed on electronic message boards on campus; or messages on the home page of WSU website. RAVE Alert is operated by the University Police and University Technology Services, in conjunction with the Assistant to the President for Campus Communications and the Executive Director of Marketing. This system may be used to send messages to the University community utilizing the following electronic WSU communication resources:

- Email
- Facebook
- Text Messaging
- Twitter

Once enrolled or employed at WSU, your University email will automatically be set to receive these messages. To receive text messages on a personal mobile phone, you must register your information at <https://www.worcester.edu/myWSU/>

- Click on the orange and white, WSU Alert Button located on the left-side of the page.
- Login using your WSU username and password
- to add cell phone, click image under 'Cell / Text Message'
- Enter phone number
- Check off 'Receive Text Message'



myWSU Portal

Domain  
Student

Username

Password

☐ Remember Me

LOGIN

### ***5. Sheltering in Place/Lockdown during an Emergency***

If an incident occurs and the buildings or areas in or near your location become unstable, or if the outdoor air becomes dangerous due to airborne toxins or irritating substances, it is usually safer to remain indoors because leaving your immediate location may expose you to the danger outside. Thus, to "shelter in place" means to make a shelter of the building you are in, and, with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

#### ***A. Basic "Shelter in Place" Guidance***

If an incident occurs and the building you are in is not damaged, stay inside and seek an interior room until you are informed by emergency responders that it is safe to exit. If the building in which you are located is damaged, follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated the building, immediately seek shelter in the nearest safe Worcester State University building. If the Worcester State University Police Department, the Worcester Police, or Fire Department personnel are on scene, follow their directions.

#### ***B. How You Will Know to "Shelter in Place?"***

A shelter in place notification can come from several sources, including the Worcester State University Police Department, the Emergency Response Team, the Worcester Fire Department, or the Worcester Police Department. In addition, notification of a need to shelter in place may come over the radio or television or by any of the communication methods mentioned above.

#### ***C. How to "Shelter in Place"***

No matter where you are, the basic steps to shelter in place will generally remain the same. Should the need to shelter in place ever arise, follow these steps unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be an interior room above ground level without windows (or with the least number of windows).
- Shut, lock, and tightly seal windows and exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Turn on a radio or TV, listen for further instructions, and to the extent possible, monitor the internet from a computer or phone.

## **CRIME PREVENTION, AWARENESS, AND WELLNESS PROGRAMS**

Worcester State University believes that through crime prevention and safety awareness education, community members are better prepared to prevent and to respond if crime does occur. During Orientation, all students and their parents are informed of resources offered by the Worcester State University Police Department and other University Departments such as the Office of Title IX and Alcohol & Drug Prevention Education, Counseling Services, and Health Services.

Prevention Programs related to Sexual Assault, Domestic Violence, Dating Violence, and Stalking, and other crimes are offered on a continual basis. A common theme of all awareness and crime prevention programs is to encourage students to be aware of their responsibility for their own security, the security of others, and to be an active bystander. Information is disseminated to students and employees through crime prevention posters, security alerts, displays, videos, and social media. In addition, representatives from University Police, Counseling, Health Services, and the Office of Student Affairs make presentations throughout the year or facilitate educational tables throughout campus.

### ***Safety Workshops***

The Worcester State University Police Department conducts trainings and workshops on a wide variety of safety and security related subjects including, but not limited to theft prevention and data security measures alcohol and drug awareness, and by-stander intervention measures that can effectively reduce the likelihood that others in the community will be assaulted. The University has police officers who routinely patrol residential areas on campus in an effort to better familiarize students with the Police Department's officers and services, and to enhance communication between students and the Department. Officers will take part as guest lecturers in classes or assist Resident Assistants with programming needs as requested.

### ***Safety Escorts***

The Worcester State University Police Department provides safety escorts to members of the community twenty-four hours a day, seven days a week, upon request. This service provides students, faculty, and staff with a walking or motor vehicle escort between locations on campus.

### ***Active Threat Seminars***

The Worcester State University Police Department provides sessions to increase employee and student situational awareness and alertness in the event they find themselves in harm's way. This seminar focuses on the principles of "Run, Hide, Fight". It does not teach self-defense, rather it educates and provides attendees an opportunity to ask questions. This is typically offered four times each semester, for staff and students.



### ***Community Liaison***

The Worcester State University Police Department works to provide groups and clubs on campus the opportunity to have an officer take part in a meeting, or multiple if desired. This allows officers to address areas of concern for a specific group, provides a familiarity with an officer, and provide the opportunity to collaborate towards an educational goal.

### ***Crime Bulletins and Alerts***

The Worcester State University Police Department periodically distributes crime bulletins or alerts to inform members of the Worcester State community about incidents of crime in the areas surrounding the University that may pose an imminent threat of harm to members of the community. Bulletins and alerts are also circulated at times, not in response to a specific incident, but as general reminders to community members about measures members of the community can take to enhance personal and property security.

### ***Rape Aggression Defense (R.A.D.) Program***

Worcester State's Police Department has offered R.A.D. course (Rape Aggression Defense) trainings designed to teach basic self-defense techniques. Everyone has the right to be safe on and off campus. No one deserves to be harmed and only the person who commits the harmful act is responsible for that behavior. R.A.D. training is an opportunity to learn more about how to reduce your risks of harm for yourself and the community. Participants are trained to be alert for aggressive behavior, to recognize how this behavior negatively impacts lives, to take steps to avoid aggressive behavior, and to look at how everyone can be part of reducing aggression and violence. This is offered each semester.



### **CRIME (INCLUDING SEXUAL ASSAULT) PREVENTION AND AWARENESS PROGRAMS**

The Office of Title IX and Drug & Alcohol Prevention Education, in collaboration with Athletics, Counseling Services, and Residence Life offers students programming on alcohol and other drug use and abuse as well as tobacco. Programs focus on responsible decision-making, risk factors, harm reduction and bystander intervention. Many programs vary yearly and are offered at different times. Below is a list of programs that are offered every year consistently.





**Ever-fi On-line Program** - Currently three programs are required for all incoming freshmen students: Alcohol Edu, Prescription Drug Abuse and Sexual Violence Prevention. These programs offer educational information and personalized feedback for students. The first part of the program is typically completed in the summer before freshman arrive on campus, with the second part being completed during the fall. Students must complete the knowledge-based quizzes in order to complete the course.

**Alcohol Task Force** provides guidance and oversight on alcohol- and drug-related issues on campus. Faculty and staff make up the task force, which meets monthly to discuss alcohol- and drug-related issues, evaluate current program efforts, review policies, and make recommendations about policy and outreach strategies.

**BASICS (Brief Alcohol Screening and Intervention for College Students)** is an evidence-based intervention program that helps students examine their own alcohol use. Students may self-refer or be referred through the student-conduct process as needed, throughout the year.

**Impaired Skills** allows students to wear impairment goggles and test their ability to walk a straight line or drive a golf cart. This program is typically offered once a semester.

**eCHECKUP To Go** is a web-based marijuana program that uses evidence-based behavior interventions designed to motivate students to reduce their consumption using personalized feedback. Currently eCheckup is used for students who have violated the schools marijuana policy. eCheckup to Go is also offered continuously to all students via The Office of Drug & Alcohol Prevention Education website, as needed.

**NCAA Life Skills and Apple Team** is a program coordinated by Athletics with collaboration from the Office of Title IX and Alcohol & Drug Prevention Education, Counseling Services and Residence Life. The Life Skills program offers a variety of programs for student athletes. Topics vary from alcohol, drugs, team building, mental health awareness, leadership building, etc. Varsity athletes are required to attend, typically held in the fall.



**Peer Health Educators** is a special interest group on campus who offer health awareness programs to the campus community.

**It IS My Place** required program for all freshmen. It IS My Place is an interactive theatrical program which educates on important topics such as alcohol consumption, hate and biased incidents, sexual violence, suicide and bystander, take place annually.

**We Speak Up** is WSU's pro-social behavior and bystander empowerment/intervention program that educates students to be proactive in helping others, takes place annually.

**Workplace Answers** Worcester State University provides all employees with annual Title IX training and relevant CSA training as designated under the Clery Act, if it pertains to the employee's role on campus. CSA training teaches responsibility and how to report certain crimes to Worcester State's Police Department and

the Title IX Coordinator. In addition, additional trainings are offered to all employees on Title IX and How to support students.

### ***Sexual Assault Violence Education SAVE Task Force***

The Sexual Assault and Violence Education (SAVE) Task Force is a collaborative effort of individuals across academic and student affairs, working together to coordinate sexual and relational violence education and prevention efforts campus wide. The Task Force is comprised of administrators, staff, faculty and students representing various campus divisions, departments and disciplines, who are committed to “cultivating a vibrant campus life... in which all members of the WSU community feel welcomed, included, respected, empowered and valued” (Worcester State University, Strategic Plan). Through campus wide programming, training and resources, the task force will help to provide a safe, healthy and supportive campus climate, free of sexual and relational violence.

### ***Bias Incident Response Team (BIRT)***

The Bias Incident Response Team (BIRT) is responsible for providing a comprehensive approach to addressing incidents of bias that challenge the university’s mission, core values, civility policies, Policy Against Discrimination, Discriminatory Harassment and Retaliation, and efforts toward improving campus climate. BIRT is comprised of faculty, staff, and students who represent various divisions, departments, and disciplines and are committed to creating a safe and welcoming campus environment.

### ***Behavioral Intervention Team***

The Behavioral Intervention Team at Worcester State University takes a multidisciplinary approach to address reports of disruptive, problematic, or concerning student behavior prior to a critical incident and, as recommended by the National Behavioral Intervention Team Association, tracks “red flags” over time, detecting patterns, trends, and disturbances in individual or group behavior. The Behavioral Intervention Team’s response to these reports is a proactive approach that balances the needs of the student who may be/is in crisis and the overall safety of the campus community.

### ***Alcohol Policy***

All policies and regulations regarding the consumption and/or sale of alcoholic beverages on the Worcester State University premises or off-campus where Worcester State University jurisdiction applies shall be in strict conformity to the appropriate Massachusetts General Laws, the regulations of the License Commission of the city of Worcester and in compliance with the Drug-Free Schools and Communities Act (DFSCA), and the Drug-Free Schools and Campuses Regulations<sup>3</sup>.

In addition to the preceding laws and others which may be established by legislative bodies, the following rules and regulations apply to Worcester State University premises or off-campus where Worcester State University jurisdiction applies:

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<sup>3</sup> References: Mass. General Law, Chap. 138, Sec. 34: Alcoholic Beverages (Procuring for persons under 21); Mass. General Law, Chap. 138, Sec 34A: Alcoholic Beverages (Procuring by false pretenses); Mass. General Law, Chap. 138, Sec. 3413: Alcoholic Beverages (Liquor Purchase Identification Cards); Mass. General Law, Chap. 138, Sec. 34C: Alcoholic Beverages (Transportation by those under 21 years of age); Worcester City Ordinances Chap. 9 re: Open Alcoholic Beverage Containers.

- Worcester State University prohibits the possession, consumption, storage or service of alcohol by students with the exception of prior approval from the Dean of Students or designee.
- Students are not allowed in the presence or in possession of empty or full containers of alcohol, including decorative containers.
- Public intoxication is prohibited.
- Operating a vehicle under the influence of alcohol is prohibited.
- The manufacturing of any alcoholic beverage is prohibited.
- Students are responsible for informing their guests of Worcester State University's Alcohol Policy prior to any campus visit. The student will be held strictly accountable for an alcohol violation when their guest violates the alcohol policy. Guests are defined as any person visiting the student whether or not the guest has signed-in to the residence halls through official procedures. Guests, regardless of their age are not permitted to bring alcohol onto the Worcester State University campus.
- Providing alcoholic beverages to a person under age twenty-one (21), whether gratuitously or for sale, is prohibited.
- The possession or use of alcoholic container(s) which indicates the probability of common source drinking (e.g. kegs, punch bowls, beer balls, or the functional equivalent) is prohibited and shall result in a more severe sanction.
- Drinking funnels, taps, ice luges or similar devices are prohibited.
- Creating, offering, and playing drinking games such as beer pong are considered endangering behaviors and are prohibited.
- Open alcoholic beverage containers (including cups containing alcohol) are prohibited.

### ***Additional Guidelines***

- Intoxicated persons shall be subject to police intervention including medical transport, arrest, and/or other appropriate action.
- In the event that a student is suspended from Worcester State University housing or from Worcester State University for any disciplinary infraction(s), including but not limited to alcohol, no refund of any Worcester State University fees or tuition will be given to the student.
- Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the Worcester State University staff whenever there exists reasonable suspicion to believe that the container is being used to bring onto campus any alcoholic beverage or other material in violation of Worcester State University Policy.
- Students are encouraged and expected to seek help from Worcester State University Police or other Worcester State University staff when they witness others who are incapacitated due to alcohol or other drug use.
- Residency in a bedroom, apartment, or suite in which any alcohol containers, (empty or full to include decorative containers) are present is a violation of the Policy. This includes the bedroom to which the person is assigned or in an adjacent common area.
- Visitation in a bedroom, apartment, or suite in which any alcohol containers, (empty or full to include decorative containers) are present, with reasonable opportunity to be aware of the presence of said item is a violation.

## Sanctions - Alcohol

The following is a chart of MINIMUM sanctions for violations of the Alcohol Policy. More severe sanctions may be imposed based on the severity of the violation (including first offense). Sanctions are determined on a case by case basis.

### Level

Levels may be increased with number of violations.

1	RESIDENT STUDENT	COMMUTER STUDENT
	General Probation for one semester (15 weeks)	General Probation for one semester (15 weeks)
	Complete an alcohol education course (\$30 registration fee to be paid at time of course)	Complete an alcohol education course (\$30 registration fee to be paid at time of course)
	Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21
2	RESIDENT STUDENT	COMMUTER STUDENT
	General Probation for an additional one semester (15 weeks)	General Probation for an additional one semester (15 weeks)
	Complete an online alcohol education course	Complete an online alcohol education course
	\$100 fine	\$100 fine
	Complete ten (5) hours of service	Complete ten (5) hours of service
	Residence Hall Probation for up to one academic year	Residence Hall Probation for up to one academic year
3	RESIDENT STUDENT	COMMUTER STUDENT
	Disciplinary Probation for one semester (15 weeks)	Disciplinary Probation for one semester (15 weeks)
	BASICS one on one educational course	BASICS one on one educational course
	\$150 Fine	\$150 Fine
	Residence Hall suspension for up to one academic year or residence hall expulsion	Permanent No Trespass Notice for the residence halls
	Parental/Guardian notification for student under the age of 21	Parental/Guardian notification for student under the age of 21
4	RESIDENT STUDENT	COMMUTER STUDENT
	Suspension from Worcester State University for no less than (1) semester	Suspension from Worcester State University for no less than (1) semester
	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks upon return from suspension	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks upon return from suspension
	Parental/Guardian notification for student under the age of 21	Parental/Guardian notification for student under the age of 21

\*If students are found in the presence of or in possession of EMPTY containers of alcohol, they may be given a written warning. Please note that subsequent violations for being in the presence of or possession of empty containers of alcohol (including decorative containers) will result in increased sanctions and levels.



## Drug Policy

All policies and regulations regarding illegal consumption/use, possession, sale/ traffic and/or manufacture of narcotics, controlled substances, prescription drugs, counterfeit substances, drug paraphernalia and substances releasing toxic vapor on the Worcester State University campus and its properties shall be in strict conformity to the appropriate Massachusetts General Laws and in compliance with the Drug-Free Schools and Community Act (DFSCA) and the Drug-Free Schools and Campuses Regulations. Detailed descriptions of infractions and penalties can be found in the Massachusetts General Laws, sections 94C and 270. Federal Drug Statute Title 21, USC 841 may also apply. Listed is a summation of these laws. *These laws are subject to change.*

1. **Controlled Substances** are classified according to their chemical characteristics and their effect on the human body.

### Class A

Heroin, Morphine, Flunitrazepan, Gamma Hydroxy Butyric Acid (aka GHB), Ketamine Hydrochloride (aka "Special K")

### Class B

Cocaine, Codeine, Methadone, Oxycontin and Oxycodone, Amphetamines, Fentanyl, Methamphetamine and its isomers and salts, Phenacyclidine (PCP, Angel Dust), Lysergic Acid Diethylamide (LSD), Opium in certain amounts, P2P, PCH, PCC, MDMA (ecstasy), Phenmetrazine, Percodan, Dilaudid

### Class C

Valium, Librium, Morphine and Codeine in certain amounts, Flurazepam, Hallucinogenic substances including Dimethoxyamphetamine, Mescaline, Peyote, Psilocybin (aka Mexican Mushrooms), Tetrahydrocannabinol (THC, active ingredient in marijuana)

### Class D

Marijuana, Barbitol, Phenobarbital

### Class E

Compounds containing a small percentage of Codeine, morphine or opium, prescription drugs not included in any other class.

### Smelling Substance Releasing Toxic Vapor

Although not illegal to possess under certain conditions, these substance offenses occur when a person intentionally smells or inhales them. They include but are not limited to: glue, paint thinners, etc.

2. **Drug Paraphernalia** are objects used for the purpose of ingesting, injecting, inhaling, etc. any or all of the above substances. These include, but are not limited to, pipes (ceramic, metal, glass, etc.), syringes, or any other object modified for this purpose, (e.g. plastic containers, toilet paper rolls, etc.).
3. **Possession of a Controlled Substance** is simply proof the individual directly or constructively possessed some amount of a controlled substance without lawful authority.
4. **Possession with Intent to Distribute** does not require possession of a minimum quantity of a controlled substance where other signs of distribution exist, e.g. quantity (even a minute quantity can suffice), purity, street value, possession of a large amount of cash, uniform packaging, known drug area, behavior, possession of drug paraphernalia, etc. Penalties as outlined under Massachusetts General Laws are included in subsequent pages.

5. **Counterfeit Substances** are imitations intended to be offered off deceptively as a genuine controlled substance. Because fake substances are often more dangerous to ingest and because the dealer is attempting to make a profit while eliminating the risk of being caught with a controlled substance, possession and sale of a counterfeit substance are punishable crimes under the law.
6. **The Drug-Free School and Park Zone Law** was designed to heighten safety and deter drug distribution in areas where children congregate most: schools and public parks. This law provides for an enhanced penalty for individuals who possess any illegal drug with the intent to distribute. This applies to a suspect within 100 feet of a public park or playground or 1000 feet of a public or private elementary, secondary or vocational school. **Worcester State University is within 1000 feet of two schools.**

In addition to the preceding laws and others which may be established by legislative bodies, the following rules and regulations apply to Worcester State University premises or off-campus where Worcester State University jurisdiction applies:

- Worcester State University prohibits the possession or use of drugs or drug paraphernalia.
- Operating a vehicle under the influence of drugs is prohibited.
- The manufacturing of any drug is prohibited.
- Students are responsible for informing their guests of Worcester State University's Drug Policy prior to any campus visit. The student will be held strictly accountable for a drug violation when their guest violates the drug policy. Guests are defined as any person visiting the student whether or not the guest has signed-in to the residence halls through official procedures.

### ***Additional Guidelines***

- Any person shall be subject to police intervention including medical transport, arrest, and/or other appropriate action when reasonable suspicion that drugs are involved.
- In the event that a student is suspended from Worcester State University housing or Worcester State University for any disciplinary infraction(s), including but not limited to drugs, no refund of any Worcester State University fees or tuition will be given to the student.
- Any backpack, bag or similar container that anyone carried onto campus shall be subject to inspection and search by a member of the Worcester State University staff whenever there exists reasonable suspicion to believe that the container is being used to bring onto campus any drug or other material in violation of Worcester State University Policy.
- Residency in a bedroom, apartment or suite in which any drug or drug paraphernalia are present is a violation of the Policy. This includes the bedroom to which the person is assigned or in an adjacent common area.
- Visitation in a bedroom, apartment or suite in which any drug or drug paraphernalia are present, with reasonable opportunity to be aware of the presence of said item, is a violation.

## Sanctions - Marijuana

The following is a chart of MINIMUM sanctions for violations of the Drug Policy (Marijuana). More severe sanctions may be imposed based on the drug class and the severity of the violation (including first offense). Sanctions are determined on a case by case basis.

### Level

Levels may be increased with number of violations.

1	RESIDENT STUDENT	COMMUTER STUDENT
	General Probation for one semester (15 weeks)	General Probation for one semester (15 weeks)
	Complete an online drug education course	Complete an online drug education course
	\$100 fine	\$100 fine
	Complete five (5) hours of service	Complete five (5) hours of service
	Parental/Guardian notification for student under the age of 21	Parental/Guardian notification for student under the age of 21
2	RESIDENT STUDENT	COMMUTER STUDENT
	Disciplinary Probation for one semester (15 weeks)	Disciplinary Probation for one semester (15 weeks)
	One on one drug education course/meeting	One on one drug education course/meeting
	\$150 fine	\$150 fine
	Complete ten (10) hours of service	Complete ten (10) hours of service
	Residence Hall Review*	Residence Hall No Trespass for up to one academic year
	Parental/Guardian notification for student under the age of 21	Parental/Guardian notification for student under the age of 21
3	RESIDENT STUDENT	COMMUTER STUDENT
	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks
	\$200 fine	\$200 fine
	Residence Hall suspension for up to one academic year	Permanent Residence Hall No Trespass
	Parental/Guardian notification for student under the age of 21	Parental/Guardian notification for student under the age of 21
4	RESIDENT STUDENT	COMMUTER STUDENT
	Suspension from WSU for no less than one (1) semester	Suspension from WSU for no less than one (1) semester
	Parental/Guardian notification for student under the age of 21	Parental/Guardian notification for student under the age of 21

\*Residence Hall Review: Together the Office of Community Standards and the Office of Residence Life and Housing will make a determination on the status of the student remaining a member of the residential community.

### ***Sanctions - Other Drugs (Not Marijuana)***

The following is a chart of MINIMUM sanctions for violations of the Drug Policy (Not Marijuana). More severe sanctions may be imposed based on the drug class and the severity of the violation (including first offense). Sanctions are determined on a case by case basis. Levels may be increased with number of violations.

#### **Level**

**Levels may be increased with number of violations.**

<b>1</b>	<b>RESIDENT STUDENT</b>	<b>COMMUTER STUDENT</b>
	General Probation for two semesters (30 weeks)	General Probation for two semesters (30 weeks)
	Complete an online drug education course	Complete an online drug education course
	\$100 fine	\$100 fine
	Complete five (5) hours of service	Complete five (5) hours of service
	Residence Hall Probation for up to one academic year	Residence Hall No Trespass Notice for up to one academic year
	Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21
<b>2</b>	<b>RESIDENT STUDENT</b>	<b>COMMUTER STUDENT</b>
	Disciplinary Probation for one semester (15 weeks)	Disciplinary Probation for one semester (15 weeks)
	BASICS one on one drug educational course	BASICS one on one drug educational course
	\$150 fine	\$150 fine
	Complete ten (10) hours of service	Complete ten (10) hours of service
	Residence Hall suspension for one academic year	Permanent No Trespass Notice for the residence halls
	Parental/Guardian Notification for student under the age of 21	Parental/Guardian Notification for student under the age of 21
<b>3</b>	<b>RESIDENT STUDENT</b>	<b>COMMUTER STUDENT</b>
	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable)	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable)
	Residence Hall Expulsion and/or suspension from Worcester State University	May be suspended from Worcester State University
	\$200 Fine	\$200 Fine
	Parental/Guardian notification for student under the age of 21	Parental/Guardian notification for student under the age of 21
<b>4</b>	<b>RESIDENT STUDENT</b>	<b>COMMUTER STUDENT</b>
	Suspension from Worcester State University for no less than one semester	Suspension from Worcester State University for no less than one semester
	Parental/Guardian notification for student under the age of 21	Parental/Guardian notification for student under the age of 21
	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable)	Disciplinary Probation for no fewer than 15 weeks and no more than 30 weeks (upon return from suspension if applicable)



### ***Alcohol and Drug Emergency Transport/Amnesty Policy***

Worcester State University considers the safety and personal well-being of the student body a priority. Worcester State University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others.

- Students who are evaluated for a substance abuse wellness check that may or may not result in being transported to a local hospital will be required to contact a member of the Office of Title IX and Alcohol & Drug Prevention Education within twenty-four (24) hours of receipt of letter from the Office of Title IX and Alcohol & Drug Prevention Education. Failure to schedule and attend the sessions may result in conduct action.
- When a student aids an intoxicated or impaired individual by contacting Worcester State University Police or Residence Life staff, neither the intoxicated individual nor the individual or student reporting the emergency will be subject to disciplinary action.
- In the case of a second (2nd) transport; the student will attend two (2) educational meetings with the Office of Title IX and Alcohol & Drug Prevention Education followed by a minimum of three (3) sessions with a member of the Counseling Services staff.
- In the unlikely case of subsequent transports, the student will meet with an administrative team to discuss the students' well-being, evaluate their residency status and/or visitation privileges within the residence halls, and potential conduct action.

### **Drug and Alcohol Abuse Programs**

Worcester State University recognizes that the misuse and abuse of alcohol and drugs can be detrimental to the health, safety, learning, and well-being of individuals as well as the Worcester State community. Therefore, the University offers substance abuse prevention programs for its members and will identify resources and provide assistance for students, faculty and staff who have or develop problems with alcohol and other drugs.

A list of the University's substance abuse prevention, counseling resources, and tobacco cessation is available at <https://www.worcester.edu/Alcohol-and-Drug-Prevention-Education/>. Employees can also seek assistance and support through the Employee Assistance Program if they or a family member are struggling with addiction issues.

### **Drug and Alcohol Abuse Prevention Program (DAAPP)**

The Drug Free Schools Campuses Regulations (34CFR Part 86) of the Drug Free Schools and Communities Act (DFSCA) requires an institution of higher education (IHE) such as Worcester State University, to certify that it has implemented programs to prevent the abuse of alcohol and use and /or distribution of illicit drugs both by Worcester State University students and employees both on its premises and as a part of any of its activities.

# **SUMMARY STATEMENT REGARDING UNIVERSITY'S POLICY CONCERNING SEXUAL VIOLENCE**

## **SEXUAL VIOLENCE POLICY (EFFECTIVE August 14, 2020)<sup>4</sup>**

### **Article I. Policy Introduction**

Together, Bridgewater State University, Fitchburg State University, Framingham State University, Massachusetts College of Art and Design, Massachusetts College of Liberal Arts, Massachusetts Maritime Academy, Salem State University, Westfield State University, and Worcester State University (collectively, "the Universities") are committed to maintaining safe and healthy learning, living, and working environments that are free from all forms of discrimination and harassment.

Consistent with their commitment, the Universities do not discriminate on the basis of sex in the education program or activity that they operate, and are required by Title IX of the Education Amendments of 1972 ("Title IX") to not discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to the Universities may be referred to each respective institution's Title IX Coordinator, to the Assistant Secretary of the Office for Civil Rights, or both.

This Title IX Sexual Harassment Policy ("Policy") prohibits sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation as defined under Title IX and outlines the procedures for resolution of reports of these behaviors. The Universities provide educational and prevention programs, services for individuals who have been affected by discrimination and harassment on the basis of sex, and accessible, timely and equitable methods of investigation and resolution of complaints.

Previously known as the "Sexual Violence Policy," the Title IX Sexual Harassment Policy has been amended, and renamed, to be consistent with the Title IX Regulations that became effective August 14, 2020. Additionally, this policy is intended to comply with the reauthorized Violence Against Women Reauthorized Act of 2018 ("VAWA"), including the Campus SaVE Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). The Title IX Sexual Harassment Policy replaces and supersedes the "Sexual Violence Policy" previously contained on pages 13-45 of the Equal Opportunity, Diversity and Affirmative Action Plan ("EO Plan").

The Universities prohibit all forms of discrimination, harassment, and sexual misconduct. These behaviors are antithetical to the mission of the Universities and, if not covered by this Policy, the Universities ensure that such conduct is prohibited and addressed through the Policy Against Discrimination, Discriminatory Harassment, and Retaliation contained in the EO Plan, Student Code of Conduct and/or employee handbooks and collective bargaining agreements.

### **Article II. Policy Definitions**

#### **Actual Knowledge**

Notice of sexual harassment or allegations of sexual harassment to the University's Title IX Coordinator or any official of the University who has authority to institute corrective measures on behalf of the University. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective

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<sup>4</sup> This Policy is effective as of August 14, 2020. Complaints made or claims reported prior to August 14, 2020 will generally be reviewed under the prior Sexual Misconduct and Relationship Policy or the prior EO Plan, as applicable, unless otherwise determined by the EO Director, in his/her sole discretion, with respect to continuing or ongoing violations or other pertinent circumstances.

measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the University with actual knowledge is the Respondent.

### **Administrative Investigator**

The Administrative Investigator is an impartial fact finder who investigates alleged violations of this Policy by interviewing parties and witnesses, collecting and reviewing statements and other relevant evidence, and providing a detailed, unbiased report regarding the findings of the investigation.

### **Advisor**

A single person of the party's choice, who may be, but is not required to be, an attorney, who may be present in any meeting or grievance proceeding, and who may inspect and review evidence. It is the advisor's responsibility to conduct cross-examination during the live hearing. The advisor's role is otherwise strictly limited to providing direct and non-disruptive assistance to the party.

### **Appellate Administrator/Body**

The Appellate Administrator/Body is annually trained and authorized by the Title IX Coordinator or designee to conduct a review of a decision made regarding an emergency removal, dismissal of a complaint, or decision reached by a Decision Maker(s).

### **Coercion**

Unreasonable pressure or emotional manipulation to persuade another to engage in sexual activity. When someone makes it clear that they do not want to engage in sexual behavior, or they do not want to go beyond a certain point of sexual activity, continued pressure beyond that point can be considered coercive. Being coerced into sexual activity is not consent to that activity.

### **Complainant**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the University with which the formal complaint is filed.

### **Consent**

An understandable exchange of affirmative words or actions, which indicates a willingness by all parties to participate in mutually agreed upon sexual activity. Consent must be informed and freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

Whether an individual has taken advantage of a position of influence over a Complainant may be a factor in determining consent. A position of influence could include supervisory or disciplinary authority.

Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity.

### **Day**

Day may refer to a calendar day or business day and will be specified in each instance in the Policy. A calendar day is any 24-hour period including weekends and holidays. A business day is a weekday, Monday through Friday, on

which the Universities are open. Business days explicitly exclude Saturdays, Sundays, and holidays on which the Universities are closed for regular business.

### **Decision Maker**

The Decision Maker is trained to participate in the hearing process and private deliberations. Decision Makers determine the relevance of proposed questions during hearings, and issue written determinations of responsibility that include all findings, sanctions, and remedies.

### **Education Program or Activity**

All operations of the University including locations, events, or circumstances at or in which the University exercises substantial control over both the Respondent and the context in which the sexual harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the University. Additionally, education programs and activities include:

- Operations on campus or on other property owned or controlled by the University, including networks, digital platforms, social media accounts, and computer hardware or software owned or operated by, or used by the University; or
- off-campus incidents in which the University exercised substantial control over both the Respondent and the context in which the behavior occurred.

### **Evidence**

Information that is presented to establish whether a fact is more or less true. The type and extent of evidence available will differ based on the facts of each incident, but explicitly includes the parties' own statements and statements of witnesses. Evidence may be inculpatory or exculpatory.

Exculpatory evidence is evidence that is favorable to the Respondent in that it exonerates or tends to exonerate the Respondent of responsibility.

Inculpatory evidence is evidence that shows, or tends to show, a person's involvement in an act, or evidence that can establish responsibility.

Evidence must be relevant, according to the ordinary meaning of the word.

Information or evidence protected by a legally recognized privilege (e.g., attorney/client, doctor/patient) is excluded from consideration unless the holder of the privilege has waived the privilege in writing to the Title IX Coordinator.

In addition, in accordance with Title IX regulations and the Massachusetts Rape Shield Law (Mass. G.L. c. 233, § 21B) the Respondent or their Advisor are prohibited from asking questions related to the Complainant's alleged prior sexual behavior or alleged sexual reputation unless offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Outside of the specific allowable exceptions, such information is not considered relevant.

### **Force**

The use of physical strength or action (no matter how slight), violence, threats of violence or intimidation (implied threats of violence) as a means to engage in sexual activity. A person who is the object of actual or threatened force is not required to physically, verbally or otherwise resist the aggressor, and lack of such resistance cannot be relied upon as the sole indicator of consent.



### **Formal Complaint**

A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University investigate the allegation of sexual harassment.

### **Incapacitation**

An individual who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Alcohol or drug related incapacitation is more severe than impairment, being under the influence, or intoxication. Evidence of incapacity may be detected from context clues, such as slurred speech, bloodshot eyes, the smell of alcohol on the breath, shaky equilibrium, vomiting, unusual behavior or unconsciousness. While context clues are important in determining incapacitation, they alone do not necessarily indicate incapacitation.

Persons unable to consent due to incapacitation also include, but are not limited to: persons under age sixteen (16); persons who are intellectually incapable of understanding the implications and consequences of the act or actions in question; and persons who are physically helpless. A physically helpless person is one who is asleep, blacked out, involuntarily physically restrained, unconscious, or, for any other reason, unable to communicate unwillingness to engage in any act. The use of alcohol or drugs to render another person mentally or physically incapacitated as a precursor to or part of a sexual assault is prohibited.

The use of alcohol, medications or other drugs by the Respondent or accused does not excuse a violation of this Policy.

### **Preponderance of Evidence**

Preponderance of evidence is a standard of review. Under this standard, conclusions by the Decision Maker must be based on what “more likely than not” occurred, based on available information and evidence. Accordingly, the Decision Maker must determine whether it is more likely than not that the Respondent violated this Policy.

### **Respondent**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

### **Supportive Measures**

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules or dining arrangements, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, restrictions from areas of campus, leaves of absence, increased security and monitoring of certain areas of the campus, statutorily provided leave to employees, and other similar measures.

The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

The Title IX Coordinator, or designee, is responsible for coordinating the effective implementation of supportive measures.

### Article III. Policy Application

The Policy applies to all members of the campus communities, including, but not limited to, students, faculty, librarians, staff, visitors, contractors, and applicants for employment or admission, or any other person participating in an education program or activity of the University. The Policy applies to on-campus and off-campus conduct, including online and virtual, that takes place in the United States within an education program or activity.

The Universities prohibit all forms of discrimination, harassment, and sexual misconduct. These behaviors are antithetical to the mission of the Universities and, if not covered by this Policy, the Universities ensure that such conduct is prohibited and addressed through the Policy Against Discrimination, Discriminatory Harassment, and Retaliation contained in the EO Plan, Student Code of Conduct and/or employee handbooks and collective bargaining agreements.

### Article IV. Policy Dissemination

Each University will prominently display the contact information for the institution's Title IX Coordinator, including the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Each University will further prominently display the Title IX policy statement on its website and in each handbook or catalog that it makes available to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the University.

### Article V. Policy Offenses

#### **Section V.1 Title IX Prohibited Sexual Harassment**

##### **(a) Sexual Harassment**

The Universities prohibit, under this Policy, conduct on the basis of sex that satisfies one or more of the following conditions:

1. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; or,
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

Additionally, the behaviors as outlined in subsections (b) through (e) of this section constitute sexual harassment under this Policy.

##### **(b) Sexual Assault**

An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Attempts to commit any of these acts are also prohibited.

##### *(i) Sexual Assault – Rape*

The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim (or attempts to commit the same). This includes any gender of victim or Respondent.

##### *(ii) Sexual Assault – Fondling*

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances in which the victim is incapable of giving consent because of age and/or because of temporary or permanent mental incapacity

*(iii) Statutory Rape*

Sexual intercourse with a person who is under the statutory age of consent, which is 16 years old in Massachusetts.

*(iv) Incest*

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*(c) Dating Violence*

Any act of violence or threatened violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) The type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship. This includes, but is not limited to, sexual, emotional or physical abuse, or the threat of such abuse.

*(d) Domestic Violence*

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

*(e) Stalking*

Engaging in a course of conduct directed (directly, indirectly, through a third party or other means) at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. For the purposes of this Policy, the behaviors must be directly related to that person's sex.

## **Section V.2 Retaliation**

Neither the Universities nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX or this policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this policy, constitutes retaliation.

The Universities will keep confidential the identity of any individual who has made a report or complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sexual harassment, any Respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g; or FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of Title IX and this policy, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Section V.3 Conduct That Is Not Prohibited**

The Universities are committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service and research. Nothing in this Policy shall be construed to penalize a member of the University community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Any form of speech or conduct, no matter how offensive, unpleasant or even hateful, which is protected by the principles of academic freedom or the U.S. Constitution, is not subject to this policy.

## **Article VI. Consensual Relationships**

Consensual romantic and/or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical and create a risk for real or perceived coercion. The Universities do not intrude upon private choices regarding personal relationships when these relationships do not violate the Universities' policies, or cause harm or increase the risk of harm to the safety and wellbeing of members of the campus community.

### **Section VI.1 Faculty/Administrator/Staff Member Relationships with Students**

No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a University program or activity. A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged.

### **Section VI.2 Relationships Between Supervisors and Subordinates or Between Co-Workers**

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of discrimination, sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. Therefore, such workplace relationships are strongly discouraged.

## **Article VII. Making a Report**

Complainants have the right to not make a complaint to anyone. A number of reporting options are available and the Universities strongly encourage seeking support from medical, counseling, and other support services.

### **Section VII.1 Title IX Coordinator**

Each University has designated and authorized at least one employee to coordinate its efforts to comply with its responsibilities under Title IX, who is referred to as the "Title IX Coordinator."

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, electronic form (if available), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the reporting options available at the time of the report. Reports do not constitute a formal complaint under this Policy unless they meet the criteria specified in the Title IX Complaint and Resolution Procedures.

The Title IX Coordinator will assist Complainants in notifying law enforcement, if requested by the Complainant.

The Title IX Coordinator, or designee, is responsible for coordinating the effective implementation of supportive measures and is responsible for receiving and responding to requests for disability accommodations related to supportive measures and participation in the grievance process. The Title IX Coordinator may collaborate with other appropriate offices on campus to provide necessary accommodations under this policy.

The Title IX Coordinator for Worcester State University is:

Jennifer Quinn M.Ed., CHES, CTS  
Director of Title IX  
Drug and Alcohol Education Prevention  
Office: Student Center 338  
508-929-8243  
[jquinn@worchester.edu](mailto:jquinn@worchester.edu)  
[wsu\\_titleix@worchester.edu](mailto:wsu_titleix@worchester.edu)

### **Section VII.2 Law Enforcement**

Complainants may file a criminal complaint with Campus Police/Public Safety, the local police department where the incident occurred, and/or other state and federal law enforcement agencies. Complainants can make both a criminal report and a report to the University and do not have to choose one or the other. The Universities encourage victims of crimes to report incidents to the police so that the police can take appropriate measures to help victims and prevent future crimes. In addition to the Title IX Coordinator, Campus Police/Public Safety will help in filing a report with local law enforcement, should the Complainant request assistance.

Complainants are never required, however, to report an incident to Campus Police/Public Safety or local law enforcement. If a Complainant elects not to make a criminal report, the Universities will respect that decision; however, the Universities may have an obligation under the Clery Act to inform Campus Police/Public Safety of an alleged crime, but will not disclose the Complainant's name.

If a Complainant chooses to make a report to Campus Police/Public Safety, an investigation will be conducted and, if the Complainant so requests, they will receive assistance in filing criminal charges against the Respondent. Campus Police/Public Safety can also assist a Complainant in the process of obtaining protective restraining orders and abuse prevention orders for sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Campus Police/Public Safety have specially trained officers to respond to complaints of sexual assault and dating/domestic violence. Whenever possible, Campus Police/Public Safety will make every effort to offer female Complainants/victims an opportunity to have a female officer present during all interviews.

Reports to law enforcement and/or criminal complaints do not constitute a formal complaint to the University under this Policy unless they meet the criteria specified in the Title IX Complaint and Resolution Procedures.

### **Section VII.3 Confidential Reports**

Persons who have experienced prohibited forms of sexual harassment under this policy may share information confidentially with designated employees ("Confidential Employees") who cannot reveal identifying information to any third party unless one or more of the following conditions is present:



- the individual has provided written consent to disclose information;
- there is a concern about imminent harm to self or others;
- the information concerns the neglect or abuse of someone who is a minor, elderly, or disabled; or
- an employee has been charged with providing non-identifiable information for purposes of the Clery Act.

“Confidential Employees” include:

- licensed mental health counselors,
- licensed health care personnel,
- pastoral counselors, or
- clergy who work for the Universities.

Employees may also report such misconduct in strict confidence through the Employee Assistance Program.

Please bear in mind, however, that if one requests certain supportive measures from the University (e.g., extension for academic work or changing classes, residence halls or work locations), the Dean of Students and/or other University officials as necessary may be contacted only for the purpose of providing the requested measures. In such cases, one’s privacy will be maintained to the extent that respecting confidentiality will not impair the University’s ability to provide the requested measures. One may also confidentially report sexual harassment, sexual assault, domestic violence, dating violence, stalking, and/or retaliation as well as other forms of sexual violence and gender-based harassment to community support resources, which are not required to share information with the Universities.

## Article VIII. Resources

The safety, health and well-being of the campus communities are of paramount importance to the Universities. Any person who experiences any form of sexual assault, sexual harassment, domestic violence, dating violence, stalking, or retaliation, or similar harmful behaviors regardless of whether they are expressly prohibited by this Policy, is strongly urged to speak with someone to get the support they need, no matter when or where the incident occurred. For information on the location, phone numbers, hours and services provided for the campus and community resources listed below, please contact the Title IX Coordinator or Deputy Title IX Coordinator, the EO Officer, Human Resources, Student Life or Office of Community Standards, Residence Life, Health Services, the Counseling Center and/or Campus Police/Public Safety. The information is also listed on each University’s website.

### Section VIII.1 Immediate Needs

#### (a) Assuring One’s Safety

If an incident occurs, the Universities encourage one to report the incident and seek both police and medical assistance. Seeking police or medical assistance does not obligate one to make a complaint or take any further action, but the decision to seek medical help and gather evidence allows one to preserve the full range of available options. The Universities will assist any community member to get to a safe place, provide transportation for medical help and, if requested, contact law enforcement. For help at any time, contact Campus Police/Public Safety or, during regular University business hours, contact the Title IX Coordinator.

#### (b) Preserving Evidence

Any person who has experienced sexual violence is encouraged to take steps to preserve evidence of the incident, as doing so may be necessary to prove that a crime occurred, or to obtain a protection order from the court. After an incident occurs, one should try to refrain from bathing, showering, brushing teeth, drinking, eating, douching or changing clothes until the evidence can be collected. If one changes clothes, one should place each garment in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g.,

pictures/videos, texts, social media posts, etc.), care should be taken to preserve copies and not delete the original communication.

## **Section VIII.2 Confidential Medical Attention**

Medical attention is strongly encouraged to treat any possible injuries, including internal injuries, or infections. Please note that there are some medical actions that are more effective if taken within a few days after an offense, such as preventative treatment for pregnancy and sexually transmitted infections, evidence collection, and toxicology testing, if there are signs that drugs or alcohol facilitated the offense. One may generally discuss the incident with licensed medical personnel confidentially.

### **(a) Confidential Medical Resources on Campus**

Students may access the services of the Student Health Center on a confidential basis (Sheehan Hall, (508) 929-8875, M 8:00 am – 8:00 pm T-F 8:00 am – 4:00 pm). Employees may seek confidential counseling and referral services from the Employee Assistance Program (“EAP”).

### **(b) Confidential Community Medical Resources**

Sexual Assault Nurse Examiners (SANEs) are specially trained, certified professionals skilled in performing quality forensic medical-legal exams. One may find more information about SANE services and where to obtain them here: <https://www.mass.gov/ma-sexual-assault-nurse-examiner-sane-program>.

### **(c) Confidential Counseling and Support**

Generally, one may discuss the incident with a licensed mental health counselor or a counselor recognized by a religious order or denomination on a confidential basis. These counselors are good options if one wishes to discuss one’s situation with someone who can keep information about an incident as confidential as possible while assisting in determining next steps, such as obtaining further counseling, seeking medical attention, preserving evidence, and/or reporting to University or law enforcement authorities then or at a later time.

### **(d) Confidential Counseling and Support Resources on Campus**

Students may access Counseling Services on a confidential basis (Counseling Center is located in the Student Center, Room 325). Employees may seek the confidential services of the EAP. All community members may access the confidential services of religious/pastoral counselors on campus, if any.  
<http://www.worcester.edu/Counseling-Services/>

## **Section VIII.3 Community Counseling and Support Resources**

Many off-campus counseling resources are available. These service providers are not required to report any information to the University and will generally maintain one’s confidentiality.

### **(a) National and State Organizations**

- The National Stalking Resource Center: <https://victimsofcrime.org/stalking-resource-center/>
- Stalking, Prevention, Awareness, and Resource Center (SPARC): <https://www.stalkingawareness.org/>
- National Sexual Assault Hotline: 800-656-4673 (24 hour) <https://www.rainn.org/about-national-sexual-assault-telephone-hotline>
- RAINN [Rape Abuse & Incest National Network]: 800-656-4673 (Hotline) [www.rainn.org](http://www.rainn.org) (On-Line Live Chat)
- Safelink MA Hotline: 877.785.2020 (24/7)
- MA Spanish Language Rape Crisis Center Hotline (Llamanos): 800-223-5001(Hotline)
- National Domestic Violence Hotline: 800-799-7233 (24 hour)
- Healing Abuse Working for Change (HAWC): 800.547.1649 (24/7)

- Victim Rights Law Center: 115 Broad Street, 3rd Floor Boston, MA 02110 Phone: 617-399-6720 (legal services for victims of sexual assault) <https://www.victimrights.org/>
- Crisis Text Line for People of Color: Text STEVE to 741741
- The Trevor Project (LGBTQ Suicide Hotline): 866-488-7386
- Trans Lifeline: 877-565-8860
- Our Deaf Survivors Center: VP 978-451-7225, Text 978-473-2678
- MaleSurvivor: <https://malesurvivor.org>
- National Suicide Prevention Lifeline: 800-273-8255 (Hotline)

(b) Massachusetts Office for Victim Assistance (MOVA)

MOVA upholds and advances the rights of crime victims and witnesses by providing outreach and education, policy advocacy, policy and program development, legislative advocacy, grants management, and service referrals.

*(i) Sexual Assault and Rape Services*

MOVA supports free services throughout Massachusetts to help victims and survivors of sexual assault and rape. These services provide a range of options to support an individual's specific needs, including:

- 24/7 hotline counseling, information, and referral;
- will go with victims to hospitals and/or police stations 24/7;
- will go with a victim to court;
- provide one-to-one counseling and support group counseling; and
- provide primary prevention education, professional training and outreach.

<https://www.mass.gov/sexual-assault-and-rape-services>

**Greater Boston Area Boston Area**

- Rape Crisis Center, Cambridge (BARCC): 800-841-8371 (24-hour hotline) 617-492-6434 TTY <https://barcc.org/>,

**Northeastern Massachusetts**

- YWCA North Shore Rape Crisis Center, Lynn/Lawrence/Haverhill: 877-509-YWCA (9922), Spanish: 800-223-5001
- Center for Hope and Healing, Lowell: 800-542-5212 Hotline, 978-452-8723 TTY

**Central Massachusetts**

- Pathways for Change, Inc., Worcester: 800-870-5905 Hotline, 888-877-7130
- Pathways for Change, Inc., Fitchburg: 800-870-5905
- Wayside Trauma Intervention Services, Milford: 800-511-5070 Hotline, 508-478-4205 TTY
- Voices Against Violence, Framingham: 800-593-1125 Support line, 508-626-8686 TTY

**Southeastern Massachusetts**

- A Safe Place, Nantucket: 508-228-2111 Hotline, 508-228-7095 TTY
- Cape Cod Shelter & Domestic Violence Services (508) 564-7233
- Independence House, Hyannis: (508) 771-6702 or Hotline 800-439-6507
- Independence House, Falmouth: (508) 548-0533 or Hotline 800-439-6507
- Martha's Vineyard Community Services, Oak Bluffs: (508) 693-0032 Hotline or (774) 549-9659 TTY
- The Women's Center, Greater New Bedford: Hotline (508)999-6636 or (508) 996-1177 TTY
- The Women's Center, Fall River: Hotline (508) 996-3343 or (508) 996-1177 TTY
- New Hope, Attleboro: 800-323-4673 Hotline/TTY
- The Women's Center, Fall River: 508-672-1222 Hotline, 508-999-6636; TTY 508-996-1177

- A New Day, Brockton: 508-588-8255 Hotline, 508-588-8255 or toll free at 888-293-7273

#### Western Massachusetts

- Elizabeth Freeman Center, Pittsfield: 866-401-2425 Hotline, 413-499-2425 TTY Center for Women and Community, Amherst: 413-545-0800 Hotline, 413-577-0940 TTY
- NELCWIT, Greenfield: 413-772-0806 Hotline; 413-772-0815 TTY
- YWCA of Western Mass, Springfield: 800-796-8711 (24/7) Hotline and TTY; 800-223-5001 Spanish
- YWCA of Western Mass, Westfield: 800-796-8711 (24/7) Hotline and TTY

#### *(ii) Domestic Violence Services*

MOVA supports free services throughout Massachusetts to help victims and survivors of domestic violence. These services provide a range of options to support an individual's specific needs.

<https://www.mass.gov/domestic-violence-services>

### **Section VIII.4 Private Non-Confidential Campus Resources**

The Universities offer a variety of resources to those community members who have experienced or been affected by sexual harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation. While the following resources are not bound by confidentiality, they will seek to keep information as confidential as possible and will only share information within the limited group of University personnel necessary to address the issues of prohibited conduct presented.

- Title IX Coordinator (and any Deputies)
- EO Officer
- Campus Police/Public Safety
- Human Resources
- Housing/Residence Life
- Student Life/Student Affairs
- Office of Community Standards
- Disability Services

The WSUPD Tip Line is also available for confidential reporting. It offers tipsters anonymity, allowing anyone to discretely provide timely, critical information without letting those in his/her vicinity in on the communication. However, Worcester State University will likely be severely limited in investigating and responding to anonymous reports of sexual harassment, sexual violence, relationship violence, and stalking.

To provide anonymous information to WSU Police, send a text message to 274637 containing the word "WSUPD," followed by a space, and then your message. Once you submit your tip:

- University Police are immediately notified of the tip.
- University Police may respond with follow-up questions or information anonymously.
- Users receive confirmation messages for all submitted tips.

### **Article IX. Employees' Duty to Report**

Employees of the Universities have reporting obligations, as outlined below.

Reports are not required if knowledge of the potential violations is obtained at public awareness events, in approved research projects, and as part of coursework assignments.

Reports are also not required if made to “Confidential Employees” except where one or more of the following conditions are met:

- the reporting party has provided written consent to disclose information;
- there is a concern about imminent harm to self or others;
- the information concerns the neglect or abuse of someone who is a minor, elderly, or disabled; or
- an employee has been charged with providing non-identifiable information for purposes of the Clery Act.

### **Section IX.1 Campus Security Authorities (CSA)**

Campus Security Authorities (CSAs) are individuals who by virtue of their University responsibilities, and under the Clery Act, are designated to receive and report criminal incidents to Campus Police/Public Safety so that they may be included and published in the University’s Annual Security and Fire Safety Report (Clery Report). All Employees who are designated as CSAs for the purposes of the Clery Act must immediately provide Campus Police/Public Safety with non-identifying statistical information regarding all reported incidents of sexual assault, dating violence, domestic violence, and stalking. For more information related to CSA’s, please look to the Worcester State University’s most recent Annual Security and Fire Report found on the University Police website, <http://www.worcester.edu/police>.

### **Section IX.2 Employees’ Duty to Report Discrimination, Discriminatory Harassment, and Retaliation**

Behavior prohibited under this Policy may also be prohibited under the Policy Against Discrimination, Discriminatory Harassment, and Retaliation. In terms of reports of discrimination, discriminatory harassment, or retaliation, any trustee, administrator, department chair, program coordinator, manager or supervisor who has knowledge of or receives such a report from a student or other member of the University community is obligated to report the information to the EO Officer or Title IX Coordinator as soon as the employee becomes aware of it. Likewise, any member of the campus community is encouraged to report to the EO Officer or the Title IX Coordinator any conduct of which they have direct knowledge and which they in good faith believe constitutes discrimination, discriminatory harassment, or retaliation. Any member of the University community who has a question about their reporting responsibilities should contact the Title IX Coordinator or EO Officer.

### **Section IX.3 Mandatory Reports Involving Minors and Vulnerable Adult Populations**

Persons under 18 (“minors”) may be students or may be engaged in activities sponsored by the Universities or by third parties utilizing University facilities. Where an employee has reasonable cause to believe that a minor is suffering from abuse, sexual abuse or neglect, including the sexual misconduct prohibited by this Policy, the employee and/or the University may be obligated to comply with the mandatory child abuse reporting requirements established at Mass. G.L. c. 119, §§ 51A-E. In such cases, the employee must immediately report the matter to Campus Police/Public Safety, who, in consultation with other officials, shall contact the Department of Children and Families (“DCF”) and/or outside law enforcement. An employee may also directly contact law enforcement or DCF in cases of suspected abuse or neglect.

Massachusetts law also imposes mandatory reporting requirements for certain occupations where abuse or neglect of individuals with disabilities or who are over age 60 is suspected. For more information, please contact the Title IX Coordinator or Campus Police/Public Safety.

## **Article X. Employees’ Duty to Cooperate**

Every faculty member, librarian, administrator, staff member and University employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to the Title IX Complaint and Resolution Procedures of this Policy and of the EO Plan, subject to the provisions of any applicable collective bargaining agreements. This duty includes, among other things, speaking with the EO Officer, Title IX Coordinator, Administrative Investigator, Decision Maker, or Appellate Body, and voluntarily providing all documentation that



relates to the claim being investigated. The failure and/or refusal of any employee, other than an employee subject to criminal charges or who invokes a Fifth Amendment privilege, to cooperate in an investigation may result in a separate disciplinary action up to and including termination. Such disciplinary action does not constitute retaliation under this Policy.

### **Article XI. Amnesty**

Students may be hesitant to report sexual harassment, sexual assault, domestic or dating violence, stalking, or retaliation out of concern that they, or witnesses, might be charged with violations of the Universities' drug/alcohol policies. While the Universities do not condone such behavior, they place a priority on the need to address sexual harassment and other conduct prohibited by this Policy. Accordingly, the University may elect not to pursue discipline against a student who, in good faith, reports, witnesses, or participates in an investigation of sexual harassment, sexual assault, domestic or dating violence, stalking, or retaliation.

### **Article XII. False Reporting**

The initiation of a knowingly false report of sexual harassment, domestic violence, dating violence, stalking, or retaliation is a serious offense prohibited by this Policy. A report made in good faith, however, is not considered false merely because the evidence does not ultimately support the allegation of prohibited conduct. If an investigation reveals that a Complainant knowingly filed false charges, the University shall take appropriate actions and issue sanctions pursuant to other applicable University policies, including any applicable collective bargaining agreement. The imposition of such sanctions does not constitute retaliation under this Policy.

### **Article XIII. University Response to Sexual Harassment**

When the University has actual knowledge of sexual harassment in an education program or activity of that University against a person in the United States, it will respond promptly in a manner that is not deliberately indifferent.

The University is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The University's response will treat Complainants and Respondents equitably by offering supportive measures to a Complainant, and by following a grievance process that complies with those outlined in the Title IX Complaint and Resolution Procedures section of this document before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a Respondent.

Upon actual notice, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint.

#### **Section XIII.1 Emergency Removal of Respondent**

The University may remove a Respondent from the University's education program or activity on an emergency basis, provided that the University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

### **Section XIII.2 Administrative Leave of Employee**

The University may place an employee on paid administrative leave during the pendency of a grievance process under this Policy when it reasonably concludes that the employee: (a) poses a threat to health or safety; (b) poses a threat to University property or equipment; (c) is disruptive or interferes with an investigation under this Policy or the normal operations of the University; or (d) is charged with a serious violation of state or federal law. The University shall provide the employee the specific reason(s) for the paid administrative leave. During the paid administrative leave, the University reserves the right to prohibit the employee from entering upon the University's property or participating in any University activities absent written authorization from an appropriate University official. The status of the paid administrative leave may change over time as determined to be appropriate and effective. The failure of an employee to comply with the paid administrative leave terms may result in further action or discipline consistent with applicable collective bargaining agreements or employee handbooks.

### **Section XIII.3 Response to a Formal Complaint**

In response to a formal complaint, the University must follow a grievance process that complies with the Title IX Complaint and Resolution Procedures section of this document.

## **Article XIV. Written Notification of Rights**

The Universities will notify Complainants alleging sexual harassment, sexual assault, domestic violence, dating violence, and stalking under this Policy in writing that they have the following rights to:

- an explanation of the options available;
- referrals to confidential assistance and support services from both on- and off-campus resources, including 24-hour services;
- a change in on-campus residence and/or an adjustment to their academic schedule if such changes are reasonably available;
- request that the University impose no contact/communication orders or other supportive measures;
- choose whether or not to make a formal complaint, which would initiate a formal investigation, unless the University deems it necessary to investigate to protect the safety of the community or in compliance with applicable law;
- file no complaint with the University, but receive supportive measures from the University;
- a prompt, thorough, and equitable investigation and resolution of a complaint;
- the confidentiality of the investigation process to the extent possible (reference to confidentiality section);
- know, in advance, the names of all persons known to be involved;
- an advisor of their choice who can be present at any time during the complaint resolution proceedings, including the Administrative Investigation. In addition, this Advisor will participate in the live hearing as the representative of the Complainant who shall cross-examine the Respondent and any witnesses, but whose participation in the process is otherwise limited as outlined in this Policy;
- an advisor provided by the University during the live hearing if you do not have one;
- reasonable accommodations for a documented disability during the process;
- not to have irrelevant sexual history discussed;
- be present at certain meetings and inspect, review and respond to evidence before completion of the investigative report;
- speak and present information on their own behalf, including inculpatory and exculpatory evidence;
- provide witnesses, including fact and expert witnesses;
- submit questions for the Administrative Investigator to ask witnesses;
- know the status of the case at any point during the process;
- be provided with a copy of the Investigative Report and an opportunity to respond to the report in advance of the live hearing;
- be informed of the outcome of the process in a timely manner;

- an appeal from the outcome of the process (if proper grounds for appeal exist);
- file a police report and/or take legal action separate from and/or in addition to the University discipline process;
- seek and enforce a harassment prevention order, restraining or similar court order;
- be assisted by the University in seeking assistance from or filing a complaint with local law enforcement;
- not file a complaint or seek assistance from local law enforcement, but receive supportive measures from the University;
- be free from any behavior that may be construed by the University to be intimidating, harassing or, retaliatory; and
- have the matter handled in accordance with University policy.

The Universities will notify parties who are Respondents to claims of sexual harassment, sexual assault, domestic violence, dating violence, and stalking under this Policy in writing that they have the following rights to:

- an explanation of the allegation(s) against them, including sufficient details known at the time;
- sufficient time to prepare a response to the allegation(s) before any initial interview;
- referrals to confidential assistance and support measures from both on- and off-campus resources, including 24-hour services;
- request that the University impose no contact/no communication orders or other supportive measures;
- receive a copy of the complaint filed against them;
- know, in advance, the names of all persons known to be involved;
- be presumed not in violation of University Policy and that a determination of responsibility is made at the conclusion of the grievance process;
- the confidentiality of the investigation process to the extent possible (reference to confidentiality section);
- an advisor of their choice who can be present at any time during the complaint resolution proceedings, including the Administrative Investigation. In addition, this Advisor will participate in the live hearing as the representative of the Respondent who shall cross-examine the Complainant and any witnesses, but whose participation in the process is otherwise limited as outlined in this Policy. Pursuant to Weingarten, Respondent unit members may exercise their right to a union representative or other University employee at meetings which the unit member reasonably believes may result in discipline, in addition to an advisor of their choice unless such advisor is also the Weingarten representative;
- an advisor provided by the University during the live hearing if you do not have one;
- reasonable accommodations for a documented disability during the process;
- not to have irrelevant sexual history discussed;
- be present at certain meetings and inspect, review and respond to evidence before completion of the investigative report;
- speak and present information on their own behalf, including evidence inculpatory and exculpatory evidence;
- provide witnesses, including fact and expert witnesses;
- submit questions for the Administrative Investigator to ask witnesses;
- know the status of the case at any point during the investigation and resolution process;
- be provided with a copy of the Investigative Report and an opportunity to respond to the report in advance of the live hearing;
- be informed of the outcome of the process in a timely manner;
- an appeal from the outcome of the process (if proper grounds for appeal exist);
- be free from any behavior that may be construed by the University to be intimidating, harassing, or retaliatory; and
- have the matter handled in accordance with University policy.

## Article XV. Training

The University ensures that Title IX Coordinators, Administrative Investigators, Decision Makers, Appellate Administrators, and any person who facilitates an informal resolution process receive annual training on:

- the definition of sexual harassment under this policy,
- the scope of the University's education program or activity,
- the Title IX Complaint Resolution Procedures, including how to conduct investigations, hearings, appeals, and informal resolution processes, as applicable, and
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Each University ensures that investigators receive training on issues of relevance to create an Investigative Report that fairly summarizes relevant evidence.

The University ensures that Decision Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

All available materials used to train Title IX Coordinators, Administrative Investigators, Decision Makers, Appellate Administrators, and any person who facilitates an informal resolution process will be made publicly accessible on the University's website.

## Article XVI. Recordkeeping

The University will create, and maintain for a period of not less than seven years, unless a longer period of retention is required by law, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the University will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University's education program or activity.

If the University does not provide a Complainant with supportive measures, then the University will document the reasons why the University did not provide such measures. The documentation of certain bases of measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.

Furthermore, the University will maintain for a period of not less than seven years, unless a longer period of retention is required by law, records of:

- each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript of the hearing, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;
- any appeal and the result therefrom;
- any informal resolution and the result therefrom.

## Article XVII. Statistical Reporting and Timely Warnings under The Clery Act

The Clery Act requires the Universities to maintain a daily log of reports of crimes that occurred on campus, University-controlled property or public property immediately adjacent to campus, including reports of sexual assault, domestic or dating violence and stalking. The Universities must also publish an Annual Campus Crime Report concerning reported incidents. The Universities do not include names or other personally identifying information in the daily logs or the Annual Security Reports. Additionally, when the University becomes aware that an incident of sexual misconduct or violence occurred, and there is a potential for bodily harm or danger to members of the campus community, the University will issue a timely warning to the campus. While the University

will provide enough information to safeguard the campus community, a victim's name or other personally identifying information will not be disclosed in the timely warning.

## **Article XVIII. Compliance Concerns**

Persons concerned about the University's handling of a Title IX report or investigation, may bring their concerns to the attention of the University's Title IX Coordinator. Concerns may also be reported to:

U.S. Department of Education, Office for Civil Rights

33 Arch Street, 9th Floor Boston, MA 02119-1424

Telephone: (617) 289-0111; FAX: (617) 289-0150; TDD (877) 521-2172

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## **Article XIX. Title IX Complaint and Resolution Procedures**

The Universities have adopted the following grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by this policy.

Unless otherwise specified, the provisions, rules, or practices in this grievance process for handling formal complaints of sexual harassment under Title IX apply equally to both parties. Proceedings under the Title IX Complaint and Resolution Procedures shall be prompt, fair, and impartial, and be conducted by officials who receive annual training, as addressed in Article XV.

The Title IX Complaint and Resolution Procedures treat Complainants and Respondents equitably by:

- providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent; and
- following an investigation and hearing process that complies with this section before imposing any disciplinary sanctions or other actions that are not supportive measures against a Respondent.

Remedies are designed to restore or preserve equal access to the University's education program or activity. Such remedies may include the same individualized services described as "supportive measures"; however, remedies may be disciplinary or punitive and place burden on the Respondent.

The Title IX Complaint and Resolution Procedures include an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provides for credibility determinations that are not based on a person's status as a Complainant, Respondent, or witness.

### **Section XIX.1 Freedom from Bias and Conflict of Interest**

The University requires that any individual designated as a Title IX Coordinator, investigator, Decision Maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent.

### **Section XIX.2 Parties to a Complaint**

The parties to a complaint are the Complainant, who is the alleged victim of conduct that could constitute sexual harassment; and the Respondent, who is the alleged perpetrator of conduct that could constitute sexual harassment.

A Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Title IX Complaint and Resolution Procedures.



### **Section XIX.3 Making a Formal Complaint**

A formal complaint is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University formally investigate.

At the time of filing a formal complaint, a Complainant must be participating in, or attempting to participate in, the education program or activity of the University with which the formal complaint is filed. Formal complaints may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, electronic form (if available), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

The "document filed by a Complainant" may be a document or electronic submission (such as by electronic mail) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.

Reports made to University employees, including the Title IX Coordinator and campus law enforcement, do not constitute a formal complaint under this Policy unless they meet the aforementioned criteria in this section.

Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or otherwise a party in the Title IX Complaint and Resolution Procedures.

While the Universities encourage prompt reporting of incidents of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, as well as retaliation, they do not limit the timeframe for filing a complaint under this Policy. Complaints may be filed at any time, but the University's ability to take action may be limited by the matriculation or employment status of Complainants, Respondents, or witnesses. A prompt report will enable the University to most effectively respond to a complaint.

#### **(a) Dismissal of a Formal Complaint**

The University must investigate the allegations in a formal complaint. However, if the conduct alleged in the formal complaint would not constitute sexual harassment as defined by this Policy even if proved, did not occur in the University's education program or activity, or did not occur against a person in the United States, then the University must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX and this Policy. A dismissal of a formal complaint under this Policy for one of the aforementioned reasons does not preclude action under another University policy or its Code of Conduct.

The University may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; the Respondent is no longer enrolled or employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal required or permitted pursuant to this section, the University will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. Any party may appeal the dismissal of a formal complaint, in accordance with the appeal process described in Section XIX.6(j).

#### **(b) Consolidation of Formal Complaints**

The University may consolidate formal complaints of sexual harassment allegations against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where the formal complaint process involves more than one Complainant or more than one Respondent, references in this policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

(c) Concurrent Investigations

In some circumstances, the Respondent’s alleged conduct violating this Policy may constitute a potential violation of other University conduct policies such as the Policy Against Discrimination, Discriminatory Harassment, and Retaliation and/or the Student Code of Conduct. To avoid duplicative efforts, the University may undertake a concurrent investigation of the alleged conduct. Where such concurrent investigation takes place, the University will use the Title IX Complaint and Resolution Procedures, provided however that cross-examination in the live hearing may be restricted to only questions relevant to allegations of violations of the Title IX Sexual Harassment Policy. Based on the findings of the concurrent investigation, the Respondent may be subject to disciplinary action for violations of this Policy as well as the Policy Against Discrimination, Discriminatory Harassment, and Retaliation and/or the Student Code of Conduct, as well as other policy violations. If a formal complaint is dismissed in accordance with Article XIX, Section XIX.3 (a), an investigation may continue under other University conduct policies and the procedures prescribed for alleged violations of those policies.

**Section XIX.4 Notice of Allegations**

Upon receipt of a formal complaint in writing, the University will promptly provide the following written notice to the parties who are known:

- Notice of the allegations of behavior potentially constituting sexual harassment as defined in this Policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment under this Policy; and the date and location of the alleged incident, if known.
- To a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, other meetings, or hearings with sufficient time for the party to prepare to participate.
- Notice of the Title IX Complaint and Resolution Procedures, including any potential informal resolution process.
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Title IX Complaint Resolution Procedures.
- A statement to the parties that they may have an advisor of their choice.
- A statement to the parties that they may inspect and review evidence.
- A statement informing the parties of any provision in this Policy or the University’s Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the Title IX Complaint and Resolution Procedures.

A Respondent has ten (10) calendar days in which to respond to the complaint after the Notification of Allegations. In cases where a Respondent refuses or fails to participate in the investigation and resolution process, the University may continue the process without the Respondent’s participation. The failure of the Respondent to participate in the investigation and resolution process will not prevent the University from imposing discipline or other sanctions when a violation is found.

At any point after receiving the notice of allegations, including during the investigation and live hearing, a Respondent to any formal complaint may agree to the allegations and the recommended sanction(s).

(a) Amending Allegations

If, in the course of an investigation, the University decides to investigate allegations about the Respondent or Complainant that are not included in the original notice of complaint, the University will provide notice of the additional allegations to the parties whose identities are known.

## **Section XIX.5 Resolution Options**

The Title IX Complaint and Resolution Procedures offer two options, the Informal Resolution Option and the Formal Resolution Option.

### **(a) Informal Resolution Option**

Parties may have the option to request to resolve their formal complaint through a voluntary informal resolution process offered by the University (such as mediation) that does not involve a full investigation and adjudication. If the University offers it, the option to participate in an informal resolution process can be chosen when the formal complaint is filed or at any time prior to reaching a determination regarding responsibility. The University can facilitate an informal resolution process, provided that the University has:

- Provided to the parties a written notice disclosing:
  - the allegations;
  - the requirements of the informal resolution process including:
    - the parties' inability to resume a formal investigation arising from the same alleged conduct once a mutually agreed upon resolution is reached through the informal process, and
    - the parties' right, at any time prior to agreeing to a resolution through the informal resolution process, to withdraw and resume the formal investigation procedures with respect to the formal complaint;
  - any consequences resulting from participating in the informal resolution process, including the records that will be maintained;
  - information on the records that will be maintained or could be shared as a result of participation in the informal resolution process, as required or allowable under FERPA, collective bargaining agreements, employee handbooks, or applicable regulations; as required by law; or as otherwise deemed appropriate;
- Obtained the parties' voluntary, written consent to the informal resolution process.

The University will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Similarly, the University does not require the parties to participate in an informal resolution process.

The matter will be deemed resolved when all parties expressly agree to an outcome that is acceptable to them and to the University. The University will create a written record of any such agreement. The University will also ensure a reasonably prompt time frame for an informal resolution process, if it is offered and utilized. Every attempt will be made to conclude the Informal Resolution Option within sixty (60) calendar days of the date of the request.

### **(b) Formal Resolution Option**

The process for resolving a formal complaint through the formal resolution option consists of three major stages: the investigation, the live hearing, and a possible appeal.

If a complaint has been properly filed, either by a Complainant or signed by the Title IX Coordinator, the University will assign the matter to an Administrative Investigator. The University may also designate other trained and knowledgeable University officials to assist with the investigation. Under circumstances where the University deems it necessary or appropriate, the University may also appoint an external investigator.

Following the investigation, a live hearing will be held and presided over by a Decision Maker who is neither the Investigator nor the Title IX Coordinator. All complaints pursued under the Title IX Complaint and Resolution Procedures will be evaluated under a “preponderance of the evidence” standard. Under this standard, conclusions must be based on what “more likely than not” occurred.

A written determination is issued after the live hearing and parties have the right to appeal the decision on specific permissible grounds, as outlined in Section XIX.6 j.

### **Section XIX.6 Formal Resolution Process**

#### **(a) Timeframe**

The University will attempt to investigate a complaint within sixty (60) calendar days after the notification of allegations. If, for good cause, an investigation is temporarily delayed, the University will provide the parties written status updates at reasonable intervals until the investigation is completed that explains the reason for the delay or extension. Good cause for limited delays may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; the complexity or severity of a complaint; and breaks in the academic calendar or exam periods. While the University will make reasonable efforts to accommodate the availability of parties, their advisors, and witnesses, a party, their advisor, or a witness may not delay the process indefinitely by refusing to attend or otherwise participate in the process.

The University will attempt to conclude the hearing within fifteen (15) business days of receipt of the Investigation Report.

The University will attempt to conclude the appeal process within thirty (30) business days of receipt of the appeal.

#### **(b) Investigation**

The investigation may include, but is not limited to:

- interviews of the parties and other individuals and/or witnesses; and/or reviewing certain documents or materials in the possession of either party or any witness that the Administrative Investigator has deemed relevant;
- consideration of all relevant documents, including written statements and other materials presented by the parties and witnesses;
- evidence collection, including but not limited to, documents, text messages, emails, social media posts and messages, photographs, surveillance camera footage, door lock interrogations, card access records, guest sign-in logs, academic records, employee records and personnel documentation, and law enforcement reports;
- the Administrative Investigator’s findings of fact based on the preponderance of the evidence standard;
- the Administrative Investigator’s analysis of allegations, defenses, and evidence presented in order to make the factual findings.

#### **(c) Burden of Proof**

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties. The University cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party’s voluntary, written consent to do so for a formal investigation.

#### **(d) Right to an Advisor of Choice**

The Complainant and Respondent have an equal opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The University does not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, the University may establish restrictions regarding the extent to which the advisor may participate in the proceedings. The University maintains the right to remove an advisor from any meeting or proceeding if the advisor is disruptive. The meeting or proceeding may then be delayed to allow the party to secure another advisor.

(e) Equal Opportunity to Present, Review, and Respond to Evidence

Both parties are afforded an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The University does not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

So that each party can meaningfully respond to the evidence prior to conclusion of the investigation, both parties are provided an equal opportunity to review:

- any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
- the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility; and
- inculpatory or exculpatory evidence whether obtained from a party or other source.

The University will provide each party and the party's advisor, if any, any evidence subject to review in an electronic format or a hard copy. The parties will have ten (10) calendar days to review the evidence and submit a written response, which the investigator will consider prior to completion of the Investigative Report.

The Administrative Investigator will review the written responses to the evidence, if any, and, based on the information provided, conduct any additional investigation that may be necessary prior to the completion of the Investigative Report. The University will make all such evidence subject to the parties' review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

(f) Investigative Report

Following the opportunity for the parties to review the evidence and respond in writing, the Administrative Investigator will create an Investigative Report that fairly summarizes relevant evidence, the Administrative Investigator's findings of fact based on the preponderance of the evidence standard and the Administrative Investigator's analysis of allegations, defenses, and evidence presented in order to make the factual findings.

At least ten (10) calendar days prior to a hearing the investigator will send each party and the party's advisor, if any, the Investigative Report in an electronic format or a hard copy, for their review and written response. The parties have five (5) calendar days to submit a written response to the Administrative Investigator. The Investigative Report and written responses, if submitted, will be forwarded by the Administrative Investigator to the Decision Maker promptly upon receipt of the written responses or upon the response deadline.

(g) Live Hearing

The Title IX Complaint and Resolution Procedures include a live hearing presided over by a Decision Maker.

Parties are requested to give the University five (5) business days of advance notice of the advisor who will accompany them to the live hearing. If a party does not have an advisor, they are requested to notify the University five (5) business days in advance of the hearing so the University is able to provide them with an advisor.



At the University's discretion, live hearings may be conducted in-person or virtually where the parties, witnesses, and other participants are able to simultaneously see and hear each other with enabling technology.

At the request of either party, the University will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Decision Maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

The University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for review upon request.

*(i) Cross-Examination*

At the live hearing, the Decision Maker(s) will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision Maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
- if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party does not have an advisor present at the live hearing, the University will provide that party an advisor of the University's choice to conduct cross-examination on the party's behalf.

If a party or witness does not submit to cross-examination at the live hearing, the Decision Maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

*(h) Determination Regarding Responsibility*

The Decision Maker(s) will make every reasonable effort to submit a written determination regarding responsibility to the Title IX Coordinator within ten (10) business days after the conclusion of the live hearing.

To reach this determination, the Decision Maker(s) will apply the preponderance of evidence standard in all formal complaints of sexual harassment against students, faculty, and staff.

The written determination will include:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the Title IX Sexual Harassment Policy to the facts; a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to

restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and

- the University's procedures and permissible bases for the Complainant and Respondent to appeal.

The Title IX Coordinator will provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

(i) Possible Sanctions and Remedies

*(i) For Faculty and Staff (employee) Respondents*

Disciplinary action taken against an employee shall be regarded as an administrative action, up to and including termination.

Additional disciplinary action shall also be taken against an employee who violates a sanction or sanctions imposed pursuant to this Policy.

*(ii) For Student Respondents*

A student who has been found to have violated the Sexual Harassment Policy may be subject to sanctions including, but not limited to:

- |                                  |  |
|----------------------------------|--|
| • reprimand                      | • relocation of residence                          |
| • fines and/or restitution       | • revocation of admission or degree                |
| • warning                        | • restriction from facilities or activities        |
| • disciplinary hold              | • withholding of degree                            |
| • disciplinary probation         | • temporary or permanent residence hall suspension |
| • assessment                     | • suspension                                       |
| • loss of privileges             | • expulsion  |
| • educational program or project |  |

In general, the sanction typically imposed for students for rape is expulsion. The sanction typically imposed for students for other forms of sexual assault, domestic violence, dating violence, and stalking is suspension or expulsion. All student sanctions, however, are determined on a case-by-case basis in consideration of: the seriousness of the violation; sanctions typically imposed for similar violations; prior disciplinary history; and any other circumstances indicating that the sanction should be more or less severe.

Additional disciplinary action shall also be taken against a student who violates a sanction or sanctions imposed pursuant to this Policy. Depending on the nature of the violation, such discipline may be imposed pursuant to the provisions of this Policy or pursuant to the applicable provision of the Student Code of Conduct.

*(iii) Additional Remedies Following Finding of a Violation*

Where necessary, the University will provide additional measures to remedy the effects of a violation. These remedies are separate from, and in addition to, any supportive measures that may have been provided or sanctions that have been imposed. If the Complainant declined or did not take advantage of a specific service or resource previously offered as a supportive measure, such as counseling, the University will re-offer those services to the Complainant as applicable or necessary.

In addition, the University will consider broader remedial action for the campus community, such as increased monitoring, supervision, or security at locations where the incidents occurred, increased or targeted education and prevention efforts, climate assessments/victimization surveys, and/or revisiting its policies and procedures.

#### (j) Appeals

Either party may appeal a determination regarding responsibility, a dismissal of a formal complaint, or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that could affect the outcome of the matter was not reasonably available at the time the determination regarding responsibility or dismissal was made; and
- the Title IX Coordinator, investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against either Complainants or Respondents generally, or the individual Complainant or Respondent, which affected the outcome of the matter.

Appeals of the written determination made by the Decision Maker(s) must be submitted within ten (10) calendar days of receipt of the written determination. Appeals of the dismissal of a formal complaint, or any allegations therein, must be submitted within ten (10) calendar days of receipt of the written notification of such action.

The University will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. The Appellate Administrator/Body will not be the same person as the Decision Maker(s) who reached the determination regarding responsibility or dismissal, the Administrative Investigator(s), or the Title IX Coordinator.

The Appellate Administrator/Body will issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

Where practicable, the appeal process will be concluded within thirty (30) business days of receipt of the appeal.

#### **Section XIX.7 Formal Complaint Resolution Timeline**

The timeline maybe adjusted based upon the considerations set forth in the Title IX Complaint and Resolution Procedures, but no party will be deprived of the minimum review periods provided for in this Policy.

##### **Formal Complaint Investigation Steps**

Complaint Received and Notification of Allegations sent to the Respondent  
Respondent's Response

Investigation

Evidence Review & Response

Investigative Report

Investigative Report Review & Response

Live Hearing

Determination of Responsibility

Appeal Submittal

Appeal Response

##### **Timeframe**

Promptly after formal complaint received

Written response, if any, due 10 calendar days after notice of allegations

To be concluded, where practicable, within 60 calendar days of notice of allegations

Parties have 10 calendar days to review evidence and submit written response

Provided to parties at least 10 calendar days prior to live hearing

Written response must be submitted by parties at least 5 calendar days before live hearing

Within 15 business days of receipt of written responses to Investigative Report

Within 10 business days of conclusion of the live hearing

Due within 10 calendar days of written determination

To be concluded, where practicable, within 30 calendar days of receipt of written appeal

## ***SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION***

The federal "Campus Sex Crimes Prevention Act" (P.L. 106-386, Sec. 1601) (the "CSCPA"), enacted on October 28, 2000, became effective on October 28, 2002. This law requires institutions of higher education to advise the members of their campus communities of the location where to obtain information concerning individuals employed by, enrolled in, and/or serving at the institution who are registered sex offenders. Under the provisions of the same law, individuals who are required to register with the appropriate state office as sex offenders must inform the state office in which they are registered whenever they enroll in, become employed by, or undertake a vocation at an institution of higher education. The CSCPA requires the state Sex Offender Registry offices to notify an institution of higher education whenever a sex offender on its registry provides notice he or she is enrolled in, employed by, or has undertaken a vocation at that institution and to provide information concerning that individual. The CSCPA does not require institutions of higher education to request information from state sex offender registries.

At Worcester State University, all publicly available information received from state Sex Offender Registry offices will be maintained by the Worcester State University Police Department. Any member of the public who is at least 18 years of age or older may request sex offender information. The information will be provided to any person who is seeking the information for his/her own protection, for the protection of a child under the age of 18, or for the protection of another person for whom the requesting person has responsibility, care, or custody. Information concerning an individual enrolled in, employed by, or undertaking a vocation at Worcester State University who is required to register as a sex offender may be obtained by appearing in person at the Worcester State University Police Department in Wasylean Hall and asking to review the registered sex offender log.

Additional information about persons required to register as sex offenders and how to obtain information concerning such persons may be obtained from the Massachusetts Sex Offender Registry Board, P.O. Box 4547, Salem, MA 01970; 1-800-93-MEGAN; [www.mass.gov/sorb](http://www.mass.gov/sorb) or from the Worcester Police Department. Information from the Sex Offender Registry Board is available concerning those sex offenders who have been finally classified by the Board as Level 2 (Moderate Risk) or Level 3 (High Risk) offenders.

Persons seeking Sex Offender Registry information should be aware there are criminal penalties for use of Sex Offender Registry information to commit a crime or to engage in illegal discrimination or harassment of an offender.

## ***MISSING STUDENT NOTIFICATION POLICY FOR STUDENTS WHO RESIDE ON-CAMPUS<sup>5</sup>***

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, the Worcester State University Police should be contacted immediately at 508-929-8911. This call will generate an incident report and initiate an investigation to attempt to locate the missing student. WSU has a detailed and specific protocol for conducting missing person investigations, utilizing a wide range of electronic resources as well as making personal contact with friends, classmates, co-workers and relatives.

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<sup>5</sup> All missing student contact information that has been provided to the University will be maintained confidentially. This information will only be accessible to authorized campus officials, and it may not be disclosed, except to law enforcement in furtherance of a missing person investigation.

If WSU determines that a student is missing and has been missing for more than 24-hours, the Worcester City Police Department, the police department of the community where the missing student maintains a home of record, and the person designated as the student's emergency contact will be notified no later than 24-hours after the student is determined to have been missing. If the missing student is under the age of 21, a missing person notice will be posted on the national police information network. If the missing student is under the age of 18 and is not an emancipated individual, Worcester State will notify the student's parent or legal guardian immediately after WSU has determined that the student has been missing.

In addition to registering the name of a person as an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Worcester State in the event the student is determined to be missing. If a student has identified such an individual, Worcester State will notify that individual after the student is determined to be missing. Students who wish to identify a confidential contact for this purpose can do so through the Office of Residence Life.

## CRIME STATISTICS

The Clery Act requires that crime statistics concerning the occurrence of certain crimes reported to campus security authorities be published for the most recent calendar year and the two preceding calendar years for which data is available in the following geographical categories:

- A. On-campus;
- B. In dormitories or other residential facilities for students on campus;
- C. In or on a non-campus building or property; and
- D. On public property.

## CLERY DEFINITIONS

The Clery Act requires that statistics for the following crimes be reported:

1. **Criminal Homicide**
  - a. **Murder (non-negligent manslaughter):** the willful (non-negligent) killing of one human being by another
  - b. **Manslaughter by Negligence:** the killing of another person through gross negligence
2. **Sexual Assault (Sex Offenses):** any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  - a. **Rape:** the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - b. **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - c. **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - d. **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.



3. **Robbery:** the taking or attempting to take anything of value from care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
4. **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
5. **Burglary:** the unlawful entry of a structure to commit a felony or theft.
6. **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
7. **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
8. **Weapons Violations:** the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
9. **Drug Abuse Violations**<sup>6</sup>: the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
10. **Liquor Law Violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or alcoholic beverages, not including driving under the influence and drunkenness.
11. **Domestic Violence:** a felony or misdemeanor crime of violence committed—
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

*To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.*
12. **Dating Violence** - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

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<sup>6</sup> The Commonwealth of Massachusetts has changed its laws concerning marijuana use. Worcester State University does not permit use on campus. Though referrals that occur for this conduct are not counted for *Clery* reporting purposes, students who violate this policy will still face judicial consequences as outlined in the Student Handbook.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

13. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

*Stalking may occur in a range of formats including, but not limited to, in-person, written letters or notes, voice mail, email, texting, following someone utilizing global position system (GPS), video and audio recording, and social networking.*

14. **Hate Crime:** a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For purposes of the Clery Act, hate crimes are those that manifest evidence the victim was intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity.

Statistics included in this report are taken from a variety of sources, including the Worcester State University Police Department, other campus security authorities, and the Worcester Police Department. The Worcester State University Police Department gathers, compiles, and prepares all statistics for this report.

## **CRIMINAL OFFENSES - On Campus is divided into two areas**

**Student Housing indicating in dormitories or other residential facilities for students on campus. This is a subset of on-campus.**

The term “on campus” means:

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition, that is owned by the University, but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

## **CRIMINAL OFFENSES – In or on a non-campus building or property**

The term “non-campus building or property” means

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution. (Worcester State University does not have any recognized student organizations which have off-campus locations or housing facilities.)
2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. (Worcester State University non-campus properties include: the Worcester Center for Crafts, Worcester Ice Center, Maplewood Farm, and the Goddard Parking Lot).

## **CRIMINAL OFFENSES – On public property**

The term “public property” means all public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus, or immediately adjacent to and accessible from the campus.

## STATISTICAL REPORT

REPORTED CRIMINAL OFFENSES					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
RAPE	2017	8	5	0	0
	2018	5	5	1	0
	2019	2	1	0	0
FONDLING	2017	2	1	0	0
	2018	1	1	0	0
	2019	6	5	0	0
INCEST	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
STATUTORY RAPE	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
ROBBERY	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
AGGRAVATED ASSAULT	2017	2	1	0	0
	2018	0	0	1	0
	2019	0	0	0	0
BURGLARY	2017	1	0	0	0
	2018	4	0	0	0
	2019	4	4	0	0
MOTOR VEHICLE THEFT	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
ARSON	2017	0	0	0	0
	2018	1	1	0	0
	2019	1	1	0	0

\* On-campus property statistics are INCLUSIVE of, not in addition to, on-campus student housing.

VAWA REPORTED OFFENSES					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2017	1	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
DATING VIOLENCE	2017	8	2	0	0
	2018	4	4	0	0
	2019	3	3	0	0
STALKING	2017	2	1	0	0
	2018	1	1	0	0
	2019	2	1	0	0
ARRESTS AND DISCIPLINARY REFERRALS					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NON- CAMPUS PROPERTY	PUBLIC PROPERTY
<b>ARRESTS:</b> WEAPONS: CARRYING, POSSESSION, ETC.	2017	1	1	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>DISCIPLINARY REFERRALS:</b> WEAPONS: CARRYING, POSSESSION, ETC.	2017	2	2	0	0
	2018	2	2	0	0
	2019	2	2	0	0
<b>ARRESTS:</b> DRUG ABUSE VIOLATIONS	2017	1	1	0	0
	2018	0	0	0	0
	2019	1	0	0	0
<b>DISCIPLINARY REFERRALS:</b> DRUG ABUSE VIOLATIONS **	2017	101	101	0	0
	2018	67	67	0	0
	2019	69	67		
<b>ARRESTS:</b> LIQUOR LAW VIOLATIONS	2017	0	0	0	0
	2018	0	0	0	0
	2019	1	0	0	0
<b>DISCIPLINARY REFERRALS:</b> LIQUOR LAW VIOLATIONS	2017	183	179	0	0
	2018	140	132	1	0
	2019	173	172	0	0

\* On-campus property statistics are INCLUSIVE of, not in addition to, on-campus student housing.

**Hate Crimes:** There were no reported Hate Crimes for the years 2017, 2018, or 2019.



# 2019 CAMPUS FIRE SAFETY ANNUAL REPORT

## OVERVIEW

The Higher Education Opportunity Act (Public Law 110-315), enacted in August 2008, requires Worcester State University to produce an annual fire safety report outlining fire safety practices, standards and fire related statistics for on campus housing facilities. The following Fire Safety Annual Report contains all required information relating to Worcester State University.

### ***Fire Alarm and Suppression Systems***

All on-campus residence halls are equipped with fire alarm and sprinkler systems which meet state and local fire safety codes. The fire systems in all on-campus residence facilities consist of horns and strobe lights that alert residents to an alarm and which are remotely monitored at the University Police Department operation center. On-campus residence halls are also equipped with fire rated smoke/fire doors designed to impede the spread of smoke and/or fire. Regular and frequent inspections are conducted by University Police, Residence Life and Facilities who report fire hazards in the residence halls and facilitate prompt resolutions. Upon receipt of a fire alarm, University Police are immediately dispatched and the Worcester Fire Department is notified. Worcester State University's on-campus housing consists of a variety of configurations, including traditional dormitory style buildings, chalet style houses and suite style facilities. Fire safety equipment is reviewed and tested annually to identify areas of concern or where additional equipment may be necessary.

### ***Policies on Rules for Electrical Appliances, Smoking and Open Flames***

All electrical appliances must be UL approved. Cooking appliances such as hot pots, hot plates, coil water heaters and any other appliances with open heating elements that may be fire hazards are prohibited. Residence Life has approved microwave ovens for use in student rooms. Fire codes prohibit students from bringing their own furnishings unless it has a CAL 133 rating, furnishings such as beds, desks, etc., are provided. Flammable items and decorations such as fishnets, tapestries, etc., hung from the ceilings, walls, etc. are prohibited. Open-air fires are prohibited in the residence halls and surrounding areas. This includes but is not limited to candles, incense and space heaters. For a detailed list of approved appliances, etc. and policy statements please refer to the Residence Hall Handbook. The only exception to this rule is barbecue grills (charcoal only) placed in several areas of Chandler Village. Gas grills, wood fires, etc. are prohibited. Chapter 143 of the Massachusetts General Laws prohibits smoking in schools, colleges, universities, public buildings and institutions.

***WSU is a Tobacco-Free Campus*** Smoking and/or the use of tobacco products, including any nicotine delivery system, will not be permitted in or on University property, University- leased property, including buildings, dormitories, grounds, community garden, athletic fields, walkways, parking lots, and bus stops; all other property (enclosed or outdoors) owned, leased or operated by the University. The use of any tobacco products, including smokeless tobacco, and nicotine delivery systems is prohibited on any property owned or leased by the University.

## **FIRE SAFETY TRAINING AND EVACUATION PLANS FOR RESIDENCE HALL STAFF AND RESIDENTS**

The Office of Residence Life in conjunction with the University's safety officer regularly reviews evacuation plans for all on-campus residence halls. Equipment vendors/manufacturers complete annual testing of smoke detectors and other individual system components to insure their proper operation and communication with the fire alarm reporting systems. Fire evacuation drills are performed during each semester to evaluate all aspects of the evacuation process and to review/implement changes as necessary. Students residing on campus are referred to the Residence Hall Handbook located on the Residence Life Department website, fire safety specific policies are identified below.

### **FIRE DRILLS**

A fire drill is a supervised practice of a mandatory evacuation of a building. Fire drills are conducted in every residence hall each year in coordination with the Worcester State University Police Department, Facilities, and the Office of Residential Life and Housing. These drills are unannounced and are performed to test:

- Residents' reaction to the fire alarm signal;
- Residents' knowledge of building emergency evacuation plans;
- Response time of University emergency responders; and
- Systems functioning

All fire drills are monitored by the Worcester State University Police Department. The Worcester State Facilities Department documents the results of each drill. The Worcester State University Facilities and/or Police Department may recommend improvements or to repeat the drill based on the outcome of any given drill.

### **SPECIFIC FIRE RELATED POLICIES**

Worcester State University's fire-related policies aim to provide students, faculty, and visitors with the information intended to enhance fire prevention and safety. These policies are disseminated through periodic trainings on basic fire awareness and safety for students and employees and through this Report.

Worcester State University students, staff, and faculty are instructed to report all fire-related emergencies to the University Police Department at 8911/8044 from any campus phone, or 508-929-8911/508-929-8044 from an outside line to reach the Department's recorded emergency line. WSUPD will in turn notify the Worcester Fire Department.

### **RESIDENCE HALL HANDBOOK POLICIES**

#### **EMERGENCY EXITS**

Numerous emergency exit doors are located in Dowden Hall, Sheehan Hall, and Wasylean Hall on the first floor and in several stairways. Additionally, each apartment in Chandler Village has one or more emergency/fire exit doors. **All of these doors are alarmed, are clearly marked, and are intended for emergency use only.** Inappropriate and/ or unauthorized use of these emergency exits by students may result in fines of up to \$100 and/or judicial action.

## **FIRE ALARMS**

Do not pull the fire alarm unless there is a fire. Students will be charged for false fire alarms that have to be reset by the Fire Department. Any fire alarm may result in some level of panic or falling during evacuation, which may lead to students being injured. False alarms may also contribute to student complacency and, should there be a real fire, students may not respond. Any student who causes a fire, tampers with fire extinguishers, or falsely pulls a fire alarm may be removed from housing immediately and will face judicial action.

1. Do not let garbage accumulate. Take your trash out to the dumpster.
2. All electrical appliances must be UL approved.
3. Cooking appliances such as hotplates, hot pots, coil water-heaters, toaster ovens, crockpots, etc., may be fire hazards. THEY ARE PROHIBITED.
4. Fire Drills are performed during each semester. Failure to leave your apartment/room may result in judicial action and residential status review.
5. Tampering with/ destruction of smoke detectors, heat detectors and other fire safety equipment will result in a \$100.00 fine, along with judicial action, possible removal from the residence halls, plus the cost of parts and labor for all repairs. This includes the covering of smoke detectors.

Any resident who may be aware of a potential fire hazard in his or her area should inform the Office of Residence Life and Housing immediately.

## **CHANDLER VILLAGE FIRE ESCAPES AND FIRE DECK DOORS**

The use of all fire escapes and roof decks is strictly prohibited except in the event of an emergency. Students found using them during non-emergency situations may face judicial action and/or fines.

Many third floor apartments have fire decks adjacent to the upper levels. These areas are prohibited and cannot be used except in the case of an emergency. The fire doors are alarmed, and any unauthorized openings may result in fines of up to \$100.00 and/or additional judicial action.

## **FIRES**

Open-air fires are prohibited in the residence halls and surrounding areas. This includes but is not limited to candles, incense, and space heaters. The only exceptions to this rule are the barbecue grills (charcoal only) placed in several areas throughout Chandler Village. These are the only areas to be used for barbecues and outdoor cooking. All privately owned gas or charcoal grills, hibachis, etc. are strictly prohibited. Wood fires are not allowed anywhere on campus. Violators are subject to all penalties associated with relevant fire codes, including but not limited to a \$100.00 fine and judicial action.

## STATISTICAL REPORT

The following are 2017-2019 fire statistics as reported to the Worcester State University Police Department. The statistics are current as of publication of this report.

Residence Hall	Fire Alarm Monitoring	Sprinkler System	Smoke Detectors	Fire Extinguishers	Evacuation plans & Placards	Fire Drills
Chandler Village	YES	YES	YES	YES	YES	2
Dowden Hall	YES	YES	YES	YES	YES	2
Sheehan Hall	YES	YES	YES	YES	YES	2
Wasylean Hall	YES	YES	YES	YES	YES	2

### 2017-2019 FIRE LOG

Location	Total Fires in Each Building	Fire Number	Cause of Fire	Injuries Requiring Treatment	Number of Deaths	Value
Chandler Village 17	1	1	Unintentional/Open Flame	0	0	\$0-99
Wasylean Hall	2	1	Unintentional/Cooking	0	0	\$0-99
		2	Undetermined	0	0	\$0-99
Dowden Hall	1	1	Intentional	0	0	\$0-99



**WORCESTER STATE UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Academic and Student Development Meeting**  
**Wednesday, January 13, 2021**  
**3:00 P.M.**  
Join Zoom Meeting  
<https://worcester.zoom.us/j/93553238946>  
Meeting ID: 935 5323 8946

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**Meeting Called By:** Karen LaFond (Chair)

**Minutes:** Nikki Kapurch

**Board Members:** Karen LaFond (Chair); Lisa Colombo; Anna Johnson; Stephen Madaus; William Mosley; David Tuttle

**WSU Staff:** Barry Maloney; Carl Herrin; Nikki Kapurch; Stacey Luster; Lois Wims

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All documents considered to be **drafts** until discussed and/or approved by the Board

<b>AGENDA</b>		
<b>ITEM</b>	<b>RESPONSIBLE</b>	<b>ACTION</b>
1. <i>Administrative Business</i> A. Call to Order B. Executive Session	Karen LaFond	<b>B. Vote Required</b>
2. <i>Academic and Student Development Committee Report</i>  A. President memo to BOT* B. Provost memo to President* C. Sabbatical Summary and Proposal Summaries powerpoint* D. Approval of AY 2022-2023 Sabbatical Leave Proposals	Karen LaFond  Lois Wims	Recommendation to the Full Board A. Informational B. Informational C. Informational  <b>D. Vote Required</b>
3. <i>Administrative Updates</i> A. Other Business	Karen LaFond	
4. <i>Adjournment</i>	Karen LaFond	4. <b>Vote Required</b>

\*Attachments





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

President's Office  
Phone: 508-929-8020  
Fax: 508-929-8191  
Email: [bmaloney@worchester.edu](mailto:bmaloney@worchester.edu)

TO: Members, WSU Board of Trustees

FROM: Barry M. Maloney

RE: Sabbatical Leaves 2022 - 2023

DATE: January 6, 2021

I am pleased to concur with the recommendation of Provost Wims and I am forwarding to you eleven proposals for sabbatical leave. This year there were a total of sixteen proposals submitted and one is recommended for the full year of 2022-2023, five are recommended for the fall of 2022, and five for the spring of 2023. Five proposals were not recommended to me by Provost Wims.

The department chairs have affirmed that the individual study for each candidate will contribute to the respective department's course offerings. Also, I concur with Dr. Wims that each area of study will add significantly to their professional development as a scholar and teacher, and will benefit Worcester State University and its students.

Enclosed is a copy of Dr. Wims' recommendation and a brief summary of the proposed sabbatical projects.

TO: Barry M. Maloney, President

FROM: Lois A. Wims, Provost

DATE: December 23, 2020

RE: Sabbaticals 2021-2022

Pursuant to a negotiated memo of understanding with the MSCA, I have sent eleven (11) letters of Provost recommendation of approval of sabbaticals now proposed for the 22-23 Academic Year. The cost of these sabbaticals is approximately \$220,000 to Worcester State University if all courses are covered by adjuncts. I sent letters notifying an additional five (5) applicants that I am not recommending their proposals due to procedural errors in submission.

I am recommending the following sabbatical applications to you for approval:

Full Year 22-23: Tona Hangen

Fall 2022

Karl Wurst

Nicole Rosa

Katherine Murphy

William Hansen

Aldo Guevera Garcia

Spring 2023

Elizabeth Bidinger

Allison Dunn

Roger Greenwell

Benjamin Jee

Hugh Cleve Wiese





# SABBATICAL LEAVES

2022-2023

# SABBATICAL PROCESS AT WSU

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- Sabbatical leave provides an opportunity for a period of study and research for full-time faculty after every six full years of faculty service to WSU.
- Sabbaticals serve as an important component of faculty professional development, ensuring that faculty members stay current in their fields and advance their scholarship, enhancing their contribution to the students and the university.
- Eligibility for sabbatical leave is explained in the collective bargaining agreement (Article XV, A-F.)
- Sabbatical proposals are submitted by eligible faculty members to their department chairs each October 1st. Those who are department chairs submit directly to the Provost.
- Chairs forward their recommendation to the Provost. The Provost then reviews the proposals and recommends approval or denial to the President, who submits those recommended to the Board of Trustees for approval at the November Board meeting.
- If approved, faculty may also choose to defer to a later semester by notifying the President in writing of their intention to defer.



# REVIEW OF SABBATICAL APPLICATIONS

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- 15 sabbaticals were deferred by COVID-19 and upon gracious assent by faculty and will take place in the 2021-2022 academic year, as these were awarded by the Board of Trustees in November of 2019.
- 1 additional sabbatical has been deferred to 2021-2022 for personal reasons
- This fall, 16 sabbatical applications were made by the faculty, after an attempt by the Provost to discourage sabbatical applications for 2021-2022
- A grievance was filed (September 2020) and withdrawn upon agreement to accept applications
- The Provost did not recommend the sabbaticals to the President
- MSCA Chapter Grievance was filed (November, 2020) and heard at Step One and Step Two.
- A negotiated memo of understanding was reached.

# Memo of Understanding

- Review of the 16 took place again, with a plan for the 2022-2023 academic year
- Provost is recommending approval of 11 of the 16 for the 2022-2023 academic year.
- 5 were not recommended due to procedural issues
- they may result in additional grievance(s)
- The cost of replacing the faculty would maximally be: \$210,000 if all courses were replaced by adjunct faculty.

# REVIEW OF SABBATICAL APPLICATIONS

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- Faculty on sabbatical leave for one semester receive their full salary during the period of the leave.
- Those on full year sabbatical leave, receive one-half salary for the full year. There are no such proposals this year
- The cost to the institution for awarding sabbatical leave is for hiring part time, adjunct faculty to teach some of the courses that the faculty member on leave would have taught. Typically, not every course that would have been taught is offered during the sabbatical semester because some elective type courses can be postponed and taught during a later semester. Chairs are asked to certify that the department can sustain the courses needed in the absence of the faculty member.
- Recipients of a sabbatical commit in writing to return to the institution for an academic year following the sabbatical and will be responsible to reimburse the university should they not return for the required timeframe.
- Recipients also must report on the sabbatical activities upon their return.