

WORCESTER STATE UNIVERSITY

BOARD OF TRUSTEES MEETING

Tuesday, August 3, 2021

3:00 PM

REMOTE PARTICIPATION

Join Zoom Meeting

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

40181608

Meeting ID: 754 018 1608

Meeting Called By: Stephen Madaus (Chair)

Minutes: Nikki Kapurch

Board Members: 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; Lawrence Sasso

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

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. Approval of the Minutes: 1. Finance & Facilities Committee - June 8, 2021* 2. Full Board - June 15, 2021*	Stephen Madaus	1. Vote required 2. Vote required
2. FY22 Budget Presentation A. Memo for FY 22 amendments 1, 2 & 3* B. FY 22 Amendment #1* C. FY 22 Amendment # 2 Safe Return II* D. FY 22 Amendment #3 Becker Nursing* E. FY 2021 Quarter 4 Comparative Financial Reports*	Kathy Eichelroth	A. Informational B. Vote required C. Vote required D. Vote required E. Informational
3. <i>Human Resources Committee Report</i> A. August 3 Human Resources Committing Meeting Packet*	Maryanne Hammond Sue Moore	4. Informational and (2) votes required
6. <i>Administrative Updates</i> A. Report of the Chairman I. Next meeting: September 14 , 2021 (remotely) B. Report of the Student Trustee C. Report of the President	Stephen Madaus Anna Johnson Barry Maloney	
7. <i>Adjournment</i>	Stephen Madaus	7. Vote required

*Attachments

WORCESTER STATE UNIVERSITY
BOARD OF TRUSTEES
Finance & Facilities Committee Meeting
MINUTES -June 8, 2021

CHAIR: Marina Taylor (Chair)

DATE: June 8, 2021

LOCATION: Remote Participation

MINUTES BY: Nikki Kapurch

TIME: 8:30 AM

COMMITTEE MEMBERS PRESENT: Aleta Fazzino; Marina Taylor; Lawrence Sasso

COMMITTEE MEMBERS ABSENT: Lisa Colombo; Dina Nichols;

NON COMMITTEE MEMBERS PRESENT: Maryanne Hammond

WSU STAFF: Barry Maloney; Nikki Kapurch; Carl Herrin; Kathy Eichelroth; Mike McKenna

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, June 8, 2021, through a Zoom remote call. Chair Taylor called the meeting to order at 8:31 am. Trustee Taylor reported that all Trustees will participate by remote access and announced that all votes will be by recorded roll call.

APPROVAL OF THE MINUTES - April 13, 2021

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

VOTED: To approve the minutes of the April 13, 2021, Finance and Facilities Committee meeting as presented.

ROLL CALL VOTE: 3 approved. Aleta Fazzone; Marina Taylor; Lawrence Sasso

FINANCE & FACILITIES COMMITTEE REPORT

Trustee Taylor provided a brief overview of the three items for the meeting, including the third quarter financial reports, amendment #5 to the FY 2021 budget, and a Bollus Lynch presentation of the FY 2020 Federal funds audit.

FY 2021 OPERATING BUDGET AMENDMENT #5

- FY 2021 Amendment #5 allocates formula funding money that we just received and must be expended by June 30, 2021.
- Funds are also being made available to implement the Common Application, which is a widely accepted online college and university application portal in use by most institutions of higher education across the country.
- \$119,000 allocated

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

VOTED: **To recommend to the full Board the approval of budget amendment #5 to the FY 2021 budget, as presented**

ROLL CALL VOTE: **3 approved. Aleta Fazzone; Marina Taylor; Lawrence Sasso**

FEDERAL AUDIT REPORT

- VP Kathy Eichelroth joined Jim Johnston from Bollus Lynch for an overview of the Federal Financial Aid Audit Report being presented for approval.
- The FY 2020 Federal Funds audit was significantly delayed as Bollus Lynch was waiting on audit guidance from the Department of Education with regard to the COVID relief funds we received. The work is now complete and ready for board review and approval.
- No findings

FY 2020 WSU SFA REPORT

- Mr. Johnson went through the Supplemental Schedule of Massachusetts State Financial Aid Program Cluster that was included in the packet.

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

VOTED: **To recommend to the full Board the approval of the Report on Supplemental Schedule of Massachusetts State Financial Aid Program Cluster for the year that ended June 30, 2020, as presented**

ROLL CALL VOTE: **3 approved. Aleta Fazzone; Marina Taylor; Lawrence Sasso**

FY 2021 WSU OMB REPORT

- Went through the Schedule of Federal Awards report that was included in the packet.
- Most of the report has not changed from the fall report.
- Discussed the Federal Student Loan programs.
- No findings or issues. A clean report. University complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

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

VOTED: **To recommend to the full Board the approval of the audit of the Schedule of Federal Awards for the year that ended June 30, 2020, as presented**

ROLL CALL VOTE: **3 approved. Aleta Fazzone; Marina Taylor; Lawrence Sasso**

Other Business:

- FY 2021 Quarter 3 Comparative Financial Reports were provided in the packet for information only. VP Elchelroth went through the report.
- Trustee Taylor asked the President to provide an update to the Board on WSU engagement with Becker College.
 - WSU was asked to serve as the primary teach out location for Becker College Nursing students.
 - VP Forythse provided the transfer numbers as of the meeting date with respect to Becker applicants.
 - We are working on space to accommodate the nursing students and the cost to cover this cohort of students.

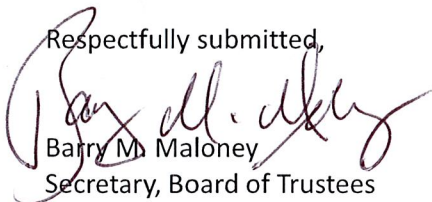
With there being no further business, the WSU Board of Trustees Committee meeting was adjourned.

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

VOTED: **To adjourn the meeting at 9:34 a.m.**

ROLL CALL VOTE: **3 approved. Aleta Fazzone; Marina Taylor; Lawrence Sasso**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Barry M. Maloney", is written over the typed name and title.

Barry M. Maloney
Secretary, Board of Trustees

**WORCESTER STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Meeting Minutes - June 15, 2021**

CHAIR: _____ Maryanne Hammond (Chair)

DATE: __June 15, 2021

LOCATION: Wellness Center Room 204

MINUTES BY: Catherine Sweeney

TIME: 5:00 PM

MEMBERS PRESENT: Aleta Fazzone; Maryanne Hammond (Vice-Chair); Anna Johnson; Karen Lafond; Dina Nichols; Marina Taylor (Vice-Chair); David Tuttle; Lawrence Sasso.

MEMBERS ABSENT: Lisa Colombo; William Mosley; Stephen Madaus (Chair)

WSU STAFF: Barry Maloney; Catherine Sweeney; Carl Herrin; Stacey Luster; Ryan Forsythe; Julie Kazarian; Tom McNamara; Lois Wims; Maureen Stokes

The provision of General Laws, Chapter 30A having been complied with and an in-person quorum present, a meeting of the Board of Trustees was held on Tuesday, June 15 2021, with both in-person and Zoom remote participation. Chair Hammond called the meeting to order at 5:07 p.m. Trustee Hammond announced that all votes will be by recorded roll call.

Administrative Business:

APPROVAL OF THE MINUTES - Full Board Meeting -April 13, 2021

Upon a motion made and seconded, it was unanimously

VOTED: to approve the April 13, 2021, minutes of the full Board meeting as presented.

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

APPROVAL OF THE MINUTES - Meeting -April 6, 2021

Upon a motion made and seconded, it was unanimously

VOTED: to approve the minutes of the April 6, 2021, Academic/Affairs Student Committee meeting as presented.

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

Upon a motion made and seconded, it was

VOTED: to approve the minutes of the May 20, 2021, Nominating Committee
Committee meeting as presented

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond;
Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

PRESENTATION

Equity, Diversity, and Inclusion Presentation

- Bias Incident Response Team (BIRT) presentation
- BIRT end of AY 2020-21 final report
- Reinforcing the University's mission of inclusivity: promoting cross campus
- Creating DEI training modules (diversity, equity, and inclusion)
- Students sharing the BIRT mission, responsive to students' transparency requests

Finance and Facilities Committee Report

- Trustee Taylor discussed the budget spending, planning, and all the deadlines that need to be met if they have not been met yet.

Upon a motion made and seconded, it was unanimously

VOTED: to accept the recommendation of the Finance and Facilities Committee
and approve budget amendment #5 to the FY 2021 budget, as presented

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson;
Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

Upon a motion made and seconded, it was unanimously

VOTED: _____ to accept the recommendation of the Finance and Facilities Committee
and approve the Report on Supplemental Schedule of Massachusetts State
Financial Aid Program Cluster for the year that ended June 30, 2020, as
presented

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson;
Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

Upon a motion made and seconded, it was unanimously

VOTED: to accept the recommendation of the Finance and Facilities Committee and approve the audit of the Schedule of Federal Awards for the year that ended June 30, 2020, as presented

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

Human Resources Committee Report

- Trustee LaFond gave an update on the report.
- The evaluation process of the HR committee was followed by the requirements of the BHE.
- The final report score for President Maloney was a 58.5 out of 60.

Upon a motion made and seconded, it was

VOTED: to accept the recommendation of the Human Resources Committee and approve the 2021 Annual Evaluation of President Maloney as presented and to forward to Commissioner Santiago, as requested, with appropriate documents to meet the June 30, 2021, deadline.

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

Upon a motion made and seconded, it was

VOTED: to accept the recommendation of the Human Resources Committee and approve the use of a consultant to conduct the 360 Comprehensive Evaluation of President Maloney.

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson; Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

Nominating Committee Report

- An update was provided from Trustee Fazzone.

Upon a motion made and seconded, it was

VOTED: to accept the recommendation of the Nominating Committee and approve the Slate of Officers for 2021- 2022 as presented

ROLL CALL VOTE: **8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson;
Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols**

REPORT OF THE CHAIRMAN

- Vice Chair Hammond presented the 2021-2022 meeting schedule
- The October 21, 2021, meeting will be on a Thursday
- The Board will await to see what the Governor decides regarding future remote meetings.

Upon a motion made and seconded, it was

VOTED: **to approve the 2021-2022 meeting schedule as presented**

ROLL CALL VOTE: **8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson;
Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols**

Next meeting: August 3, 2021 (via Zoom)

REPORT OF THE STUDENT TRUSTEE

- Thanked the Board for prioritizing Inclusion and Diversity on behalf of the students
- Shared that students would like the Board members to start getting comfortable being physically involved again with on campus activities
- The Student Trustee provided an update on the Unity Walk happening at Worcester State University on September 9, 2021, and that she would like the Board to be present if possible.

PRESIDENT'S REPORT

- President's Update report was provided in the packet.
- Thanked everyone for their support with commencement.
- President Maloney gave an admissions update.

OTHER BUSINESS:

- President Maloney gave an update on Becker College by showing a budget plan for the nursing cohort for the total number of incoming Becker students.
- Presented a two-year budget plan that will enable Worcester State to properly teach out all Becker students.
- Ryan Forsythe gave an update on enrollment for new Worcester State University students and retention of current students, as well as incoming Becker students and where exactly we stand with them.
- Tom McNamara gave a Worcester State Foundation update, which is included in the President's Update.

WSU Board of Trustees
June 15, 2021

- Emphasized the upcoming Worcester State Foundation annual golf tournament.

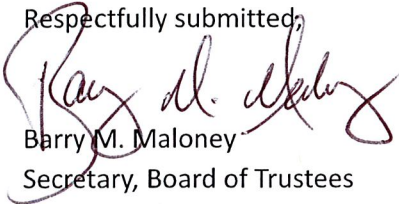
With there being no further business, the WSU Board of Trustees meeting was adjourned.

Upon a motion made and seconded, it was

VOTED: to adjourn the meeting at 7:02 p.m.

ROLL CALL VOTE: 8 approved. Aleta Fazzone; Maryanne Hammond; Anna Johnson;
Karen LaFond; Marina Taylor; David Tuttle; Lawrence Sasso; Dina Nichols

Respectfully submitted;



Barry M. Maloney
Secretary, Board of Trustees



Memorandum

DATE: July 21, 2021

TO: Barry M. Maloney, President

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

RE: **FY 2022 BUDGET AMENDMENTS #1, #2, AND #3**

Amendment #1

The Commonwealth of Massachusetts has completed its budget process for FY 2022. Worcester State University's operating appropriation was increased by \$1,054,598. The increase includes an increase to base funding to reflect the FY 2021 formula funding in the amount of \$654,598 and an additional amount of \$400,000 which was initially vetoed and later restored by the Governor. The receipt of these funds provides us the opportunity to move more payroll costs and fringe to the state account and reallocate campus revenue for other purposes. Another \$416,566 will be available to the campus by moving the payroll and fringe to the state account.

This amendment provides funding for the incentive payout related to the WSU employees who opted in for the State University sponsored early separation program. \$507,833 represents the payout for those individuals leaving the institution after July 1. This increase in the base appropriation also allows us to plan for an increase in salary and fringe costs related to collective bargaining agreements that are currently being negotiated for a three year term beginning July 1, 2021. The remainder of the funds are allocated to ongoing costs associated with the roll out of the Common Application, Admit Hub and the data warehouse project.

Amendment #2

The University continues to be eligible to drawdown Federal COVID relief funds. To date we have had access to \$14,309,116 to offset the institutional cost and revenue lost incurred in response to the pandemic. The breakdown of institutional awards is as follows:

COVID-19 Response Grant in the amount of \$303,800

Cares Higher Education Emergency Relief Fund (HEERF)I in the amount of \$2,111,416

Cares Higher Education Emergency Relief Fund (HEERF)II in the amount of \$5,283,382

Cares Higher Education Emergency Relief Fund (HEERF) III (ARP) in the amount of \$6,610,518

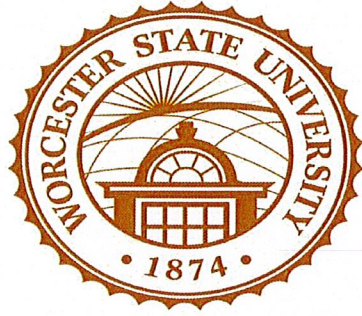
The funds available to the University provided enough resources to fund the FY 2021 Safe Return to Campus Budget in the amount of \$5,655,358 which was created to implement the WSU Safe Return plan. The budget addressed the needs identified by various committees that contributed to the plan. The committee continued their work weekly throughout the year to provide division updates and planning for the upcoming year. The entire amount is funded by COVID-19 response grant, HEERF I and \$3,240,142 from HEERF II. FY 2021 closed with approximately 10% of the budget unexpended. The remaining balance of \$544,035 is being carried over to the Safe Return II budget.

The FY 2022 Safe Return II budget was prepared after the state of emergency was lifted by Governor Baker. The budget as presented reflects the University's collective planning for the coming academic year which eliminates all social distancing restrictions as permitted in Massachusetts. Enhancements put in place in FY 2021 related to software and subscription services will continue to be funded by the Safe Return II budget. Resources are being provided to supplement classroom materials and supplies and plans to supplement classroom furnishings have been executed. Building standards published by the Center for Disease Control have been further reviewed and the campus Covid response plan, with regard to cleaning, sanitizing and air quality, is being refined to incorporate the University's plans for the fall semester. While the University testing protocol for the coming academic year is still being developed, the budget for the test center, laboratory services and the health screening app continue to be funded at levels similar to spring 2020. The Student Health Services Office will continue to receive additional support through its staffing arrangement with UMass Memorial and additional clinicians have been hired in the Counseling Center to enhance our support services for students this upcoming year.

Overall the FY 2022 Safe Return II budget is funded by the FY 2021 carryover of 544,035 in addition to the \$2,701,260 unallocated balance of funds from HEERF II, providing a total budget of \$3,245,295. Of the remaining ARP (HEERF III) fund of \$6,610,518 we have allocated \$4,677,152 in the original FY 2022 budget to offset a projected budget deficit due to declines in enrollment across university offerings. There is no immediate plan to allocate the remaining \$1,933,366 ARP funds which will expire in May 2022. Plans to allocate the remaining funds will be developed during the fall term.

Amendment #3

Plans are in the works to accept a new cohort of nursing students comprised of 80 students previously enrolled in Becker College's Nursing program. Plans include the hiring of faculty and support staff, leasing the health science building owned by Becker College at 51 Sever Street, all costs associated with operating and maintaining the property in addition to teaching supplies furnishings and equipment, IT infrastructure, security services and student shuttle services. The budget for this cohort has been isolated with all revenue accruing from the assessment of tuition and fees being posted as a funding source along with a budget for all costs associated with operating the program. WSU continues to advocate for increased state resources to address the costs associated with doubling its enrollment of nursing students. The significance of offering a viable path for Becker College nursing students to continue their education is self-evident as the Commonwealth, the country and the world continue to struggle through the effects of the pandemic. WSU efforts to educate the Becker College nursing students to support the healthcare workforce in the region is vital to the economics of the region and healthcare of those living in the community. The Lieutenant Governor, Secretary of Education and Commissioner of Higher Education have all acknowledge the importance of WSU expanding its Nursing program to accept qualified Becker students. While we do not have a written funding commitment in hand at this time, we have been assured that individuals in executive leadership roles in state government are actively supporting and pursuing funding to offset the cost of educating the Beck College nursing students enrolled at WSU for the approaching academic year. Until that funding is confirmed we have proposed underwriting the unfunded costs of the Becker College nursing cohort with a transfer of funds from unrestricted reserves. This budget amendment provides a pro forma plan for enrolling the Becker College nursing students at WSU for the upcoming academic year.



WORCESTER STATE UNIVERSITY

FY 2022 Operating Budget Amendment #1

Worcester State University
Summary of Sources and Uses of Funds
General Operating Budget (111 & 400)
FY 2022 Budget - Amendment #1

Sources of Funds:

State Appropriation	\$ 1,054,598
State Funded Fringe Benefits	\$ 416,566
Total Sources	<u>\$ 1,471,164</u>

Uses of Funds:

AA Regular Employees	\$ 1,239,164
BB Employee Related Expenses	
CC Temporary Part-Time Employees	22,000
DD Staff Benefit Expenses	
EE Administrative Expenses	100,000
FF Facility Operation Supplies	
GG Energy/Space Rental	
HH Professional Services	
JJ Operational Services	
KK Equipment Purchase	
LL Equipment Lease, Maintenance, Repair	
NN Infrastructure & Building Improvements	
RR Educational Assistance	
SS Debt Service	
UU Technology Expenses	110,000
Transfer to Reserves	
Total Uses	<u>\$ 1,471,164</u>
Net Sources / (Uses)	<u>\$ -</u>

Worcester State University

Summary of Sources

FY 2022 - All Sources and Trust Funds - Amendment #1

State Sources

Annual State Maintenance Appropriation		\$ 31,126,398
State Supported Fringe Benefits	12,294,927	
Student Aid Program (Cash Grant & PT Student)	1,057,800	
Total Other State Sources		13,352,727
Total State Sources		44,479,125

Federal Sources

Federal Grant -HEERF	4,677,152	
SEOG Program	224,054	
College Work Study Program	113,447	
Pell Grants	6,838,468	
Local match (Transfer from General Trust Fund Reserve)	98,748	
Total Federal Sources		11,951,869

Institutional Sources

Revenue		
General Fund	39,343,231	
Parking Fines Fund	25,000	
Health Services Fund	410,243	
Residence Halls Fund	7,798,282	
Student Activities Fund	267,076	
Residence Hall Technology and Equip. Fund	174,570	
Capital Improvement Fund	2,740,301	
Wellness Center Trust Fund	45,000	
Transfers In		
*Transfer from Health Services Fund Reserve	-	
*Transfer from Student Activities Trust Fund Reserve	-	
*Transfer from Capital Improvement Trust Fund Reserve	744,174	
*Transfer from Parking Fines Trust Fund Reserve	65,000	
*Transfer from Strategic Plan Trust Fund Reserves	524,831	
*Transfer from General Trust Fund	94,364	
Total Institutional Sources		52,232,072
Total Sources		\$ 108,663,066

Worcester State University
General Operating Budget (111 & 400)
FY 2022 Budget - Amendment #1

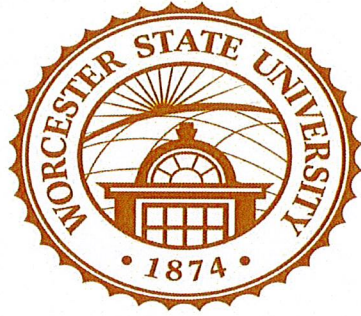
	FY2022 Approved Budget including Amendment #1	FY2022 Approved Budget	FY2021 Approved Budget
Sources of Funds:			
Institutional Revenue	\$39,343,231	\$39,343,231	\$ 47,965,057
State Appropriation	\$31,126,398	\$30,071,800	\$ 30,042,733
State Funded Fringe Benefits	\$12,294,927	\$11,878,361	\$ 11,680,615
Federal Grant- HEERF	\$ 4,677,152	\$ 4,677,152	\$ -
Total Sources	\$87,441,708	\$85,970,544	\$ 89,688,405
Uses of Funds:			
AA Regular Employees	\$43,530,108	\$42,290,944	\$ 42,133,903
BB Employee Related Expenses	411,973	411,973	733,162
CC Temporary Part-Time Employees	8,444,402	8,422,402	8,612,145
DD Staff Benefit Expenses	16,666,721	16,666,721	16,450,154
EE Administrative Expenses	2,623,701	2,523,701	2,629,549
FF Facility Operation Supplies	1,562,261	1,562,261	1,891,406
GG Energy/Space Rental	2,370,519	2,370,519	2,460,910
HH Professional Services	728,230	728,230	1,001,188
JJ Operational Services	893,150	893,150	915,383
KK Equipment Purchase	-	-	-
LL Equipment Lease, Maintenance, Repair	1,243,924	1,243,924	1,253,157
NN Infrastructure & Building Improvements	3,171,100	3,171,100	5,207,619
RR Educational Assistance	2,545,961	2,545,961	2,490,961
SS Debt Service	315,000	315,000	307,013
UU Technology Expenses	2,934,658	2,824,658	2,391,424
Transfer to Reserves	-	-	1,210,431
Total Uses	\$87,441,708	\$85,970,544	\$ 89,688,405
Net Sources / (Uses)	\$ -	\$ -	\$ -

Worcester State University
General Trust Fund (400)
FY 2022 Budget - Amendment #1

		FY2022 Approved Budget	FY2021 Approved Budget
<u>Sources of Funds:</u>			
	Institutional Revenue	\$ 39,343,231	\$ 47,965,057
	Federal Grant- HEERF	\$ 4,677,152	\$ -
	Total Sources	<u>\$ 44,020,383</u>	<u>\$ 47,965,057</u>
<u>Uses of Funds:</u>			
AA	Regular Employees	\$ 12,403,710	\$ 12,091,170
BB	Employee Related Expenses	411,973	733,162
CC	Temporary Part-Time Employees	8,444,402	8,612,145
DD	Staff Benefit Expenses	4,371,794	4,769,539
EE	Administrative Expenses	2,623,701	2,629,549
FF	Facility Operation Supplies	1,562,261	1,891,406
GG	Energy/Space Rental	2,370,519	2,389,498
HH	Professional Services	728,230	1,001,188
JJ	Operational Services	893,150	915,383
KK	Equipment Purchase	-	71,412
LL	Equipment Lease, Maintenance, Repair	1,243,924	1,253,157
NN	Infrastructure & Building Improvements	3,171,100	5,207,619
RR	Educational Assistance	2,545,961	2,490,961
SS	Debt Service	315,000	307,013
UU	Technology Expenses	2,934,658	2,391,424
	Transfer to - Capital Improvement Trust Fund	-	1,210,431
	Total Uses	<u>\$ 44,020,383</u>	<u>\$ 47,965,057</u>
	Net Sources / (Uses)	<u>\$ -</u>	<u>\$ -</u>

Worcester State University
State Maintenance Appropriation (111)
FY 2022 Budget - Amendment #1

		FY2022 Approved Budget including Amendment #1	FY2022 Approved Budget	FY2021 Approved Budget
<u>Sources of Funds:</u>				
	State Appropriation	\$31,126,398	\$30,071,800	\$30,042,733
	State Funded Fringe Benefits	12,294,927	11,878,361	11,680,615
	Total Sources	\$43,421,325	\$41,950,161	\$41,723,348
<u>Uses of Funds:</u>				
AA	Regular Employees	\$31,126,398	\$30,071,800	\$30,042,733
BB	Employee Related Expenses	-	-	-
CC	Temporary Part-Time Employees	-	-	-
DD	Staff Benefit Expenses	12,294,927	11,878,361	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	\$43,421,325	\$41,950,161	\$41,723,348
	Net Sources / (Uses)	\$ -	\$ -	\$ -



WORCESTER
S T A T E
UNIVERSITY

FY 2022
Operating Budget
Amendment #2

Worcester State University
Summary of Sources and Uses of Funds
General Operating Budget (111, 400 & 216)
FY2022 Budget -Amendment #2

Sources of Funds:

FY21 HEERF 2 Carry-Over	\$ 544,035
HEERF 2	\$ 2,701,260
Total Sources	<u><u>\$ 3,245,295</u></u>

Uses of Funds:

AA Regular Employees	\$ 412,079
BB Employee Related Expenses	
CC Temporary Part-Time Employees	
DD Staff Benefit Expenses	84,884
EE Administrative Expenses	136,971
FF Facility Operation Supplies	147,661
GG Energy/Space Rental	
HH Professional Services	109,134
JJ Operational Services	1,204,651
KK Equipment Purchase	3,200
LL Equipment Lease, Maintenance, Repair	422,621
NN Infrastructure & Building Improvements	636,000
RR Educational Assistance	
SS Debt Service	
UU Technology Expenses	88,094
Transfer to Reserves	
Total Uses	<u><u>\$ 3,245,295</u></u>
Net Sources / (Uses)	<u><u>\$ -</u></u>

Worcester State University
Summary of Sources
FY 2022 - All Sources and Trust Funds - Amendment #2

State Sources

Annual State Maintenance Appropriation		\$	31,126,398
State Supported Fringe Benefits	12,294,927		
Student Aid Program (Cash Grant & PT Student)	1,057,800		
Total Other State Sources			13,352,727
Total State Sources			<u>44,479,125</u>

Federal Sources

Federal Grant -HEERF	7,922,447		
SEOG Program	224,054		
College Work Study Program	113,447		
Pell Grants	6,838,468		
Local match (Transfer from General Trust Fund Reserve)	98,748		
Total Federal Sources			<u>15,197,164</u>

Institutional Sources

Revenue			
General Fund	39,343,231		
Parking Fines Fund	25,000		
Health Services Fund	410,243		
Residence Halls Fund	7,798,282		
Student Activities Fund	267,076		
Residence Hall Technology and Equip. Fund	174,570		
Capital Improvement Fund	2,740,301		
Wellness Center Trust Fund	45,000		
Transfers In			
*Transfer from Health Services Fund Reserve	-		
*Transfer from Student Activities Trust Fund Reserve	-		
*Transfer from Capital Improvement Trust Fund Reserve	744,174		
*Transfer from Parking Fines Trust Fund Reserve	65,000		
*Transfer from Strategic Plan Trust Fund Reserves	524,831		
*Transfer from General Trust Fund	94,364		
Total Institutional Sources			<u>52,232,072</u>
Total Sources		\$	<u>111,908,361</u>

Worcester State University
General Operating Budget (111, 400 & 216)
FY 2022 Budget - Amendment #2

	FY2022 Approved Budget including Amendment #2	FY2022 Approved Budget including Amendment #1	FY2022 Approved Budget	FY2021 Approved Budget
Sources of Funds:				
Institutional Revenue	\$ 39,343,231	\$ 39,343,231	\$39,343,231	\$ 47,965,057
State Appropriation	\$ 31,126,398	\$ 31,126,398	\$30,071,800	\$ 30,042,733
State Funded Fringe Benefits	\$ 12,294,927	\$ 12,294,927	\$11,878,361	\$ 11,680,615
Federal Grant- HEERF	\$ 4,677,152	\$ 4,677,152	\$ 4,677,152	\$ -
FY21 HEERF 2 Carry-Over	\$ 544,035			
HEERF 2	\$ 2,701,260			
Total Sources	\$ 90,687,003	\$ 87,441,708	\$85,970,544	\$ 89,688,405
Uses of Funds:				
AA Regular Employees	\$ 43,942,187	\$ 43,345,542	\$42,290,944	\$ 42,133,903
BB Employee Related Expenses	411,973	411,973	411,973	733,162
CC Temporary Part-Time Employees	8,444,402	8,422,402	8,422,402	8,612,145
DD Staff Benefit Expenses	16,751,605	17,083,287	16,666,721	16,450,154
EE Administrative Expenses	2,760,672	2,523,701	2,523,701	2,629,549
FF Facility Operation Supplies	1,709,922	1,562,261	1,562,261	1,891,406
GG Energy/Space Rental	2,370,519	2,370,519	2,370,519	2,460,910
HH Professional Services	837,364	728,230	728,230	1,001,188
JJ Operational Services	2,097,801	893,150	893,150	915,383
KK Equipment Purchase	3,200	-	-	-
LL Equipment Lease, Maintenance, Repair	1,666,545	1,243,924	1,243,924	1,253,157
NN Infrastructure & Building Improvements	3,807,100	3,171,100	3,171,100	5,207,619
RR Educational Assistance	2,545,961	2,545,961	2,545,961	2,490,961
SS Debt Service	315,000	315,000	315,000	307,013
UU Technology Expenses	3,022,752	2,824,658	2,824,658	2,391,424
Transfer to Reserves	-	-	-	1,210,431
Total Uses	\$ 90,687,003	\$ 87,441,708	\$85,970,544	\$ 89,688,405
Net Sources / (Uses)	\$ -	\$ -	\$ -	\$ -

Worcester State University

General Trust Fund (400 & 216)

FY 2022 Budget - Amendment #2

		FY2022 Approved Budget including Amendment #2	FY2022 Approved Budget including Amendment #1	FY2022 Approved Budget	FY2021 Approved Budget
Sources of Funds:					
	Institutional Revenue	\$ 39,343,231	\$39,343,231	\$ 39,343,231	\$ 47,965,057
	Federal Grant- HEERF	\$ 4,677,152	\$ 4,677,152	\$ 4,677,152	\$ -
	FY21 HEERF 2 Carry-Over	\$ 544,035			
	HEERF 2	\$ 2,701,260			
	Total Sources	\$ 47,265,678	\$44,020,383	\$ 44,020,383	\$ 47,965,057
Uses of Funds:					
AA	Regular Employees	\$ 12,815,789	\$12,403,710	\$ 12,219,144	\$ 12,091,170
BB	Employee Related Expenses	411,973	411,973	411,973	733,162
CC	Temporary Part-Time Employees	8,444,402	8,444,402	8,422,402	8,612,145
DD	Staff Benefit Expenses	4,456,678	4,371,794	4,788,360	4,769,539
EE	Administrative Expenses	2,760,672	2,623,701	2,523,701	2,629,549
FF	Facility Operation Supplies	1,709,922	1,562,261	1,562,261	1,891,406
GG	Energy/Space Rental	2,370,519	2,370,519	2,370,519	2,389,498
HH	Professional Services	837,364	728,230	728,230	1,001,188
JJ	Operational Services	2,097,801	893,150	893,150	915,383
KK	Equipment Purchase	3,200	-	-	71,412
LL	Equipment Lease, Maintenance, Repair	1,666,545	1,243,924	1,243,924	1,253,157
NN	Infrastructure & Building Improvements	3,807,100	3,171,100	3,171,100	5,207,619
RR	Educational Assistance	2,545,961	2,545,961	2,545,961	2,490,961
SS	Debt Service	315,000	315,000	315,000	307,013
UU	Technology Expenses	3,022,752	2,934,658	2,824,658	2,391,424
	Transfer to - Capital Improvement Trust Fund	-	-	-	1,210,431
	Total Uses	\$ 47,265,678	\$44,020,383	\$ 44,020,383	\$ 47,965,057
	Net Sources / (Uses)	\$ -	\$ -	\$ -	\$ -

Worcester State University
State Maintenance Appropriation (111)
FY 2022 Budget - Amendment #2

		FY2022 Approved Budget including Amendment #2	FY2022 Approved Budget including Amendment #1	FY2022 Approved Budget	FY2021 Approved Budget
Sources of Funds:					
	State Appropriation	\$ 31,126,398	\$31,126,398	\$30,071,800	\$30,042,733
	State Funded Fringe Benefits	12,294,927	12,294,927	11,878,361	11,680,615
	Total Sources	<u>\$ 43,421,325</u>	<u>\$43,421,325</u>	<u>\$41,950,161</u>	<u>\$41,723,348</u>
Uses of Funds:					
AA	Regular Employees	\$ 31,126,398	\$31,126,398	\$30,071,800	\$30,042,733
BB	Employee Related Expenses	-	-	-	-
CC	Temporary Part-Time Employees	-	-	-	-
DD	Staff Benefit Expenses	12,294,927	12,294,927	11,878,361	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	<u>\$ 43,421,325</u>	<u>\$43,421,325</u>	<u>\$41,950,161</u>	<u>\$41,723,348</u>
	Net Sources / (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Safe Return II Budget

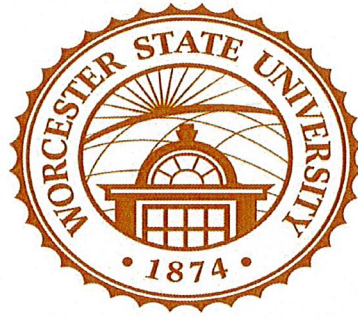
Summary	FY 2022 Budget
Academic Contingency	604,772
Facility Management	1,128,421
Health Services	1,512,102
Total Budget	3,245,295
<u>Sources of Funds</u>	
FY 21 HEERF 2 carry forward	544,035
HEERF 2	2,701,260
Total Resources	3,245,295

-

Academic Contingency	Budget Amount
Software (UUU)	73,344
Subscription (EEE)	42,505
<u>Center for Teaching and Learning</u>	
Instructional Designer full time position*	60,000
Fringe	23,700
<u>Student Success</u>	
Full TimeTemp ASC Advising	44,897
Fringe	17,734
<u>Classroom supplies (FFF below \$15K each)</u>	
Physics classroom materials and supplies	27,000
Chemistry classroom materials and supplies	55,252
Biology classroom materials and supplies	65,409
<u>IT/Advancement platforms</u>	
Thankview video platform /Advancment YR 2	6,000
Imodules Year 2	5,500
Set aside for unanticipated items	183,431
Total	604,772

Facility Management	Budget Amount
Signage	28,000
<u>Allowance to sustain CDC guidelines for facility use</u>	
Materials and supplies	170,000
Labor	466,000
Allowance to maintain PPE inventory	41,800
Classroom furniture lease	422,621
Total	<u>1,128,421</u>

Health Services	Budget Amount
<u>Test Center</u>	
Staffing	197,182
Supplies	14,666
<u>Student Health Services Office - Fall</u>	
Additional FT Nurse practioners	109,134
Covid Testing machines	3,200
Testing kits	10,000
<u>Counseling Center</u>	
2 Licensed Clinicians	110,000
Fringe	43,450
student well -being Campus approach	3,250
<u>COVID Testing</u>	
Testing Estimate - Fall semester	440,610
Testing Estimate - Spring semester	440,610
extra tesing	50,000
CoVerified App	90,000
Total	<u>1,512,102</u>



WORCESTER
S T A T E
UNIVERSITY

FY 2022
Operating Budget
Amendment #3

Worcester State University
Summary of Sources and Uses of Funds
General Operating Budget (111 & 400)
FY2022 Budget -Amendment #3

Sources of Funds:

Institutional Revenue	\$ 632,803
Transfer In from Reserves	\$ 1,250,000
Total Sources	<u><u>\$ 1,882,803</u></u>

Uses of Funds:

AA Regular Employees	\$ 379,000
BB Employee Related Expenses	
CC Temporary Part-Time Employees	358,983
DD Staff Benefit Expenses	160,000
EE Administrative Expenses	55,000
FF Facility Operation Supplies	50,000
GG Energy/Space Rental	130,000
HH Professional Services	
JJ Operational Services	140,000
KK Equipment Purchase	
LL Equipment Lease, Maintenance, Repair	359,820
NN Infrastructure & Building Improvements	200,000
RR Educational Assistance	
SS Debt Service	
UU Technology Expenses	50,000
Transfer to Reserves	
Total Uses	<u><u>\$ 1,882,803</u></u>
Net Sources / (Uses)	<u><u>\$ -</u></u>

Worcester State University
Summary of Sources
FY 2022 - All Sources and Trust Funds - Amendment #3

State Sources

Annual State Maintenance Appropriation		\$	31,126,398
State Supported Fringe Benefits	12,294,927		
Student Aid Program (Cash Grant & PT Student)	1,057,800		
Total Other State Sources			13,352,727
Total State Sources			<u>44,479,125</u>

Federal Sources

Federal Grant -HEERF	7,922,447		
SEOG Program	224,054		
College Work Study Program	113,447		
Pell Grants	6,838,468		
Local match (Transfer from General Trust Fund Reserve)	98,748		
Total Federal Sources			<u>15,197,164</u>

Institutional Sources

Revenue			
General Fund	39,976,034		
Parking Fines Fund	25,000		
Health Services Fund	410,243		
Residence Halls Fund	7,798,282		
Student Activities Fund	267,076		
Residence Hall Technology and Equip. Fund	174,570		
Capital Improvement Fund	2,740,301		
Wellness Center Trust Fund	45,000		
Transfers In			
*Transfer from Health Services Fund Reserve	-		
*Transfer from Student Activities Trust Fund Reserve	-		
*Transfer from Capital Improvement Trust Fund Reserve	744,174		
*Transfer from Parking Fines Trust Fund Reserve	65,000		
*Transfer from Strategic Plan Trust Fund Reserves	524,831		
*Transfer from General Trust Fund	1,344,364		
Total Institutional Sources			<u>54,114,875</u>
Total Sources		\$	<u>113,791,164</u>

Worcester State University

Trust Fund Summary

FY 2022 Budget - Amendment #3

	Budget FY 2022	
	Sources	Uses
General Fund (400)	\$41,226,034	\$ 41,226,034
Parking Fines (439)	90,000	90,000
Health Services (442)	410,243	410,243
Residence Hall (445)	7,798,282	7,798,282
Student Activities (446)	267,076	267,076
Residence Hall Technology and Equip. Fund (448)	268,934	268,934
Capital Improvement Fund (405)	2,740,301	2,740,301
Parking Garage Operating Fund (408)	744,174	744,174
Wellness Center (429)	45,000	45,000
Strategic Plan (410)	524,831	524,831
Total Trust Fund Budget	<u>\$54,114,875</u>	<u>\$ 54,114,875</u>

Worcester State University
General Operating Budget (111 & 400)
FY 2022 Budget - Amendment #3

	FY2022 Approved Budget including Amendment #3	FY2022 Approved Budget including Amendment #2	FY2022 Approved Budget including Amendment #1	FY2022 Approved Budget	FY2021 Approved Budget
Sources of Funds:					
Institutional Revenue	\$ 39,976,034	\$ 39,343,231	\$39,343,231	\$39,343,231	\$ 47,965,057
State Appropriation	\$ 31,126,398	\$ 31,126,398	\$31,126,398	\$30,071,800	\$ 30,042,733
State Funded Fringe Benefits	\$ 12,294,927	\$ 12,294,927	\$12,294,927	\$11,878,361	\$ 11,680,615
Federal Grant- HEERF	\$ 4,677,152	\$ 4,677,152	\$ 4,677,152	\$ 4,677,152	\$ -
FY21 HEERF 2 Carry-Over	\$ 544,035	\$ 544,035			
HEERF 2	\$ 2,701,260	\$ 2,701,260			
Transfer In from Reserves	\$ 1,250,000				
Total Sources	\$ 92,569,806	\$ 90,687,003	\$87,441,708	\$85,970,544	\$ 89,688,405
Uses of Funds:					
AA Regular Employees	\$ 44,321,187	\$ 43,942,187	\$43,345,542	\$42,290,944	\$ 42,133,903
BB Employee Related Expenses	411,973	411,973	411,973	411,973	733,162
CC Temporary Part-Time Employees	8,803,385	8,444,402	8,422,402	8,422,402	8,612,145
DD Staff Benefit Expenses	16,911,605	16,751,605	17,083,287	16,666,721	16,450,154
EE Administrative Expenses	2,815,672	2,760,672	2,523,701	2,523,701	2,629,549
FF Facility Operation Supplies	1,759,922	1,709,922	1,562,261	1,562,261	1,891,406
GG Energy/Space Rental	2,500,519	2,370,519	2,370,519	2,370,519	2,460,910
HH Professional Services	837,364	837,364	728,230	728,230	1,001,188
JJ Operational Services	2,237,801	2,097,801	893,150	893,150	915,383
KK Equipment Purchase	3,200	3,200	-	-	-
LL Equipment Lease, Maintenance, Repair	2,026,365	1,666,545	1,243,924	1,243,924	1,253,157
NN Infrastructure & Building Improvements	4,007,100	3,807,100	3,171,100	3,171,100	5,207,619
RR Educational Assistance	2,545,961	2,545,961	2,545,961	2,545,961	2,490,961
SS Debt Service	315,000	315,000	315,000	315,000	307,013
UU Technology Expenses	3,072,752	3,022,752	2,824,658	2,824,658	2,391,424
Transfer to Reserves	-	-	-	-	1,210,431
Total Uses	\$ 92,569,806	\$ 90,687,003	\$87,441,708	\$85,970,544	\$ 89,688,405
Net Sources / (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -

Worcester State University
General Trust Fund (400 & 216)
FY 2022 Budget - Amendment #3

	FY2022 Approved Budget including Amendment #3	FY2022 Approved Budget including Amendment #2	FY2022 Approved Budget including Amendment #1	FY2022 Approved Budget	FY2021 Approved Budget
Sources of Funds:					
Institutional Revenue	\$ 39,976,034	\$ 39,343,231	\$ 39,343,231	\$ 39,343,231	\$ 47,965,057
Federal Grant- HEERF	\$ 4,677,152	\$ 4,677,152	\$ 4,677,152	\$ 4,677,152	\$ -
FY21 HEERF 2 Carry-Over	544,035	\$ 544,035			
HEERF 2	2,701,260	\$ 2,701,260			
Transfer In from Reserves	\$ 1,250,000				
Total Sources	\$ 49,148,481	\$ 47,265,678	\$ 44,020,383	\$ 44,020,383	\$ 47,965,057
Uses of Funds:					
AA Regular Employees	\$ 13,194,789	\$ 12,815,789	\$ 12,403,710	\$ 12,219,144	\$ 12,091,170
BB Employee Related Expenses	411,973	411,973	411,973	411,973	733,162
CC Temporary Part-Time Employees	8,803,385	8,444,402	8,444,402	8,422,402	8,612,145
DD Staff Benefit Expenses	4,616,678	4,456,678	4,371,794	4,788,360	4,769,539
EE Administrative Expenses	2,815,672	2,760,672	2,623,701	2,523,701	2,629,549
FF Facility Operation Supplies	1,759,922	1,709,922	1,562,261	1,562,261	1,891,406
GG Energy/Space Rental	2,500,519	2,370,519	2,370,519	2,370,519	2,389,498
HH Professional Services	837,364	837,364	728,230	728,230	1,001,188
JJ Operational Services	2,237,801	2,097,801	893,150	893,150	915,383
KK Equipment Purchase	3,200	3,200	-	-	71,412
LL Equipment Lease, Maintenance, Repair	2,026,365	1,666,545	1,243,924	1,243,924	1,253,157
NN Infrastructure & Building Improvements	4,007,100	3,807,100	3,171,100	3,171,100	5,207,619
RR Educational Assistance	2,545,961	2,545,961	2,545,961	2,545,961	2,490,961
SS Debt Service	315,000	315,000	315,000	315,000	307,013
UU Technology Expenses	3,072,752	3,022,752	2,934,658	2,824,658	2,391,424
Transfer to - Capital Improvement Trust Fund	-	-	-	-	1,210,431
Total Uses	\$ 49,148,481	\$ 47,265,678	\$ 44,020,383	\$ 44,020,383	\$ 47,965,057
Net Sources / (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -

Worcester State University
State Maintenance Appropriation (111)
FY 2022 Budget - Amendment #3

		FY2022 Approved Budget including Amendment #3	FY2022 Approved Budget including Amendment #2	FY2022 Approved Budget including Amendment #1	FY2022 Approved Budget	FY2021 Approved Budget
<u>Sources of Funds:</u>						
	State Appropriation	\$ 31,126,398	\$31,126,398	\$31,126,398	\$30,071,800	\$30,042,733
	State Funded Fringe Benefits	12,294,927	12,294,927	12,294,927	11,878,361	11,680,615
	Total Sources	<u>\$ 43,421,325</u>	<u>\$43,421,325</u>	<u>\$43,421,325</u>	<u>\$41,950,161</u>	<u>\$41,723,348</u>
<u>Uses of Funds:</u>						
AA	Regular Employees	\$ 31,126,398	\$31,126,398	\$31,126,398	\$30,071,800	\$30,042,733
BB	Employee Related Expenses	-	-	-	-	-
CC	Temporary Part-Time Employees	-	-	-	-	-
DD	Staff Benefit Expenses	12,294,927	12,294,927	12,294,927	11,878,361	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	<u>\$ 43,421,325</u>	<u>\$43,421,325</u>	<u>\$43,421,325</u>	<u>\$41,950,161</u>	<u>\$41,723,348</u>
	Net Sources / (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FY 2021 Quarter 4 Comparative Financial Reports

All Trust Funds

Comparative Revenue through June 30, 2021 and 2020

Comparative Expenses through June 30, 2021 and 2020

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

Comparative Revenue through June 30, 2021 and 2020

Comparative Expenses through June 30, 2021 and 2020

Resident Hall Trust Fund

Comparative Revenue through June 30, 2021 and 2020

Comparative Expenses through June 30, 2021 and 2020

Safe Return to Campus Budget

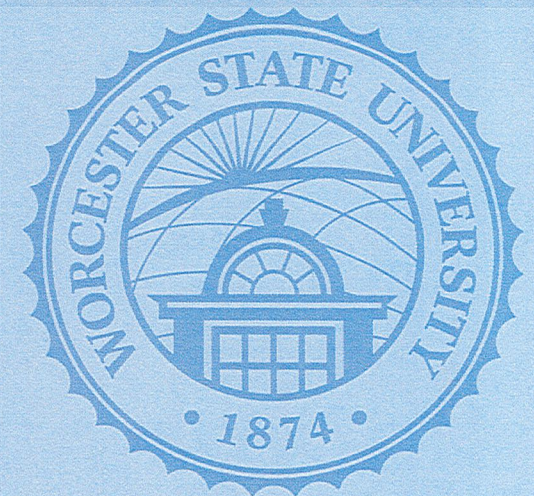
Summary Budget versus Actual June 30, 2021

Academic Contingency

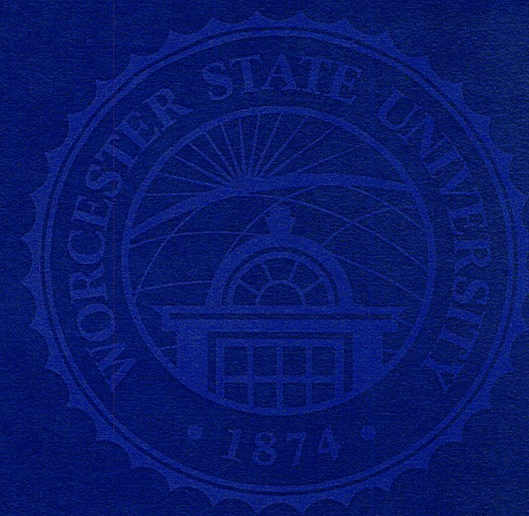
Facility Management

Health Services

Other



All Trust Funds



Worcester State University
All Trust Fund Report - Quarter 4
FY21 vs FY20 Budget vs Actuals -- Excluding Safe Return Budget
Revenues 6/30/2021 & 6/30/2020 (Before Accruals)

Account Description	FY 2021					FY 2020				
	Amendment #4/5 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)	46,990,100.00	41,474,309.16	44,674,244.64	107.72%	(3,199,935.48)	47,241,093.00	47,015,898.00	48,711,438.51	103.61%	(1,695,540.51)
Capital Improvement Trust Fund (405)	3,014,525.00	3,014,525.00	3,373,158.43	111.90%	(358,633.43)	4,553,124.00	3,342,693.00	3,347,622.75	100.15%	(4,929.75)
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	71,114.60	56.89%	53,885.40	125,000.00	125,000.00	121,450.80	97.16%	3,549.20
Parking Fines Fund (439)	96,896.00	78,205.00	29,420.21	37.62%	48,784.79	96,896.00	78,205.00	95,465.00	122.07%	(17,260.00)
Health Services Trust Fund (442)	549,761.00	445,573.00	412,122.91	92.49%	33,450.09	549,761.00	445,573.00	439,596.02	98.66%	5,976.98
Resident Hall Trust Fund (445)	7,774,187.00	7,492,895.00	6,811,373.86	90.90%	681,521.14	12,602,892.00	12,602,892.00	10,181,918.76	80.79%	2,420,973.24
Student Activities Trust Fund (446)	430,000.00	295,913.00	268,245.35	90.65%	27,667.65	430,000.00	295,913.00	287,605.99	97.19%	8,307.01
Residence Hall Technology and Equipment Trust Fund (448)	327,580.00	327,580.00	174,460.00	53.26%	153,120.00	327,580.00	327,580.00	326,370.00	99.63%	1,210.00
	60,380,202.00	53,254,000.16	55,814,140.00	104.81%	(2,560,139.84)	67,233,102.00	64,233,754.00	63,511,467.83	98.88%	722,286.17

Approved Budget

60,380,202.00

Amount is not earned revenue but transfers to fund current activity
Amount is not earned revenue but reserve balances budgeted to fund current activity
Federal Grant - CARES ACT
Amount Transferred in from Reserves
Federal Grant - HEERF II
COVID-19 Response Grant
Amount Transferred for Online Programming

(547,322.00)
(1,063,089.00)
(2,111,416.00)
-
(3,240,142.00)
(303,800.00)
139,567.16

53,254,000.16

67,233,102.00 Approved Budget

(1,954,605.00) Amount is not earned revenue but transfers to fund current acti
(1,044,743.00) Amount is not earned revenue but reserve balances budgeted to

64,233,754.00

Worcester State University
All Trust Fund Report - Quarter 4
FY21 vs FY20 Budget vs Actuals -- Excluding Safe Return Budget
Expenses 6/30/2021 & 6/30/2020 (Before Accruals)

Account Description	FY2021					FY2020				
	Amendment #4/5 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)	46,990,100.00	41,474,309.16	35,904,654.44	86.57%	5,569,654.72	47,241,093.00	46,030,662.00	36,356,967.10	78.98%	9,673,694.90
Capital Improvement Trust Fund (405)	3,014,525.00	488,943.00	368,068.56	75.28%	120,874.44	4,553,124.00	679,087.00	786,900.00	115.88%	(107,813.00)
Parking Garage Operating Fund (408)	547,322.00	547,322.00	284,606.02	52.00%	262,715.98	744,174.00	744,174.00	823,171.30	110.62%	(78,997.30)
Strategic Plan Trust Fund (410)	524,831.00	524,831.00	-	0.00%	524,831.00	562,582.00	562,582.00	32,388.11	5.76%	530,193.89
Wellness Center Trust Fund (429)	125,000.00	113,000.00	26,503.46	23.45%	86,496.54	125,000.00	113,000.00	48,887.63	43.26%	64,112.37
Parking Fines Fund (439)	96,896.00	96,896.00	10,538.34	10.88%	86,357.66	96,896.00	96,896.00	47,146.34	48.66%	49,749.66
Health Services Trust Fund (442)	549,761.00	549,761.00	490,603.54	89.24%	59,157.46	549,761.00	549,761.00	488,462.94	88.85%	61,298.06
Resident Hall Trust Fund (445)	7,774,187.00	7,774,187.00	7,068,606.40	90.92%	705,580.60	12,602,892.00	12,602,892.00	11,738,610.20	93.14%	864,281.80
Student Activities Trust Fund (446)	430,000.00	430,000.00	136,869.59	31.83%	293,130.41	430,000.00	430,000.00	261,759.57	60.87%	168,240.43
Residence Hall Technology and Equipment Trust Fund (448)	327,580.00	300,438.00	268,933.50	89.51%	31,504.50	327,580.00	300,438.00	288,812.94	96.13%	11,625.06
	60,380,202.00	52,299,687.16	44,559,383.85	85.20%	7,740,303.31	67,233,102.00	62,109,492.00	50,873,106.13	81.91%	11,236,385.87

Approved Budget 60,380,202.00

Amount reflects a budgeted transfer from fund 405 to fund 408 (547,322.00)
Amount reflects a transfer to fund balance to increase reserves in fund 445 -
Amount reflects a transfer to fund balance to increase reserves in fund 429 (12,000.00)
Amount reflects a transfer to fund balance to increase reserves in fund 448 (27,142.00)
Amount reflects a budgeted transfer from fund 405 to fund 400 -
Amount reflects a budgeted transfer from fund 400 to fund 405 (1,978,260.00)
Amount reflects a transfer to fund balance to increase reserves in fund 400 -
Amount Loaded into Safe Return Budget - Amd. 2 - CARES (2,111,416.00)
Amount Loaded into Safe Return Budget - Amd. 2 - Operating Funds -
Amount Loaded into Safe Return Budget - Amd. 4 - HEERF II (3,240,142.00)
COVID-19 Response Grant (303,800.00)
Amount Transferred for Online Programming 139,567.16

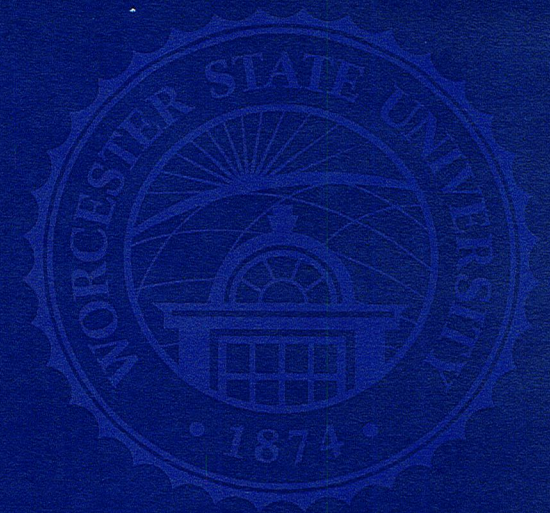
52,299,687.16

67,233,102.00 Approved Budget

(744,174.00) reflects a budgeted transfer from fund 405 to fund 408
(3,129,863.00) reflects a transfer to FB to increase reserves in fund 405
(12,000.00) reflects a transfer to FB to increase reserves in fund 429
(27,142.00) reflects a transfer to FB to increase reserves in fund 448
(1,210,431.00) reflects a budgeted transfer from fund 400 to fund 405

62,109,492.00

Operating Budget



Worcester State University
FY21 vs FY20 Budget vs Actuals - Quarter 4
Revenues 400, 111, & Closing Sources -- Excluding Safe Return Budget
6/30/2021 & 6/30/2020 (Before Accruals)

FY 2021						FY 2020					
Description	Amendment #5 Budget - BOT	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned	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)	(37,544,332.10)	110.44%	3,548,923.10	(38,681,803.00)	(38,681,803.00)	(38,760,834.69)	100.20%	79,031.69	
Fee Waivers	1,052,564.00	1,052,564.00	660,629.57	62.76%	391,934.43	1,169,515.00	1,169,515.00	926,659.63	79.23%	242,855.37	
Tuition	(8,428,093.16)	(8,784,303.16)	(8,451,301.82)	96.21%	(333,001.34)	(8,884,645.00)	(8,884,645.00)	(9,163,200.51)	103.14%	278,555.51	
Tuition Waivers	374,593.00	374,593.00	340,863.50	91.00%	33,729.50	416,215.00	416,215.00	438,338.96	105.32%	(22,123.96)	
Activity Income	(215,065.00)	(215,065.00)	(2,224.48)	1.03%	(212,840.52)	(238,961.00)	(238,961.00)	(7,018.30)	2.94%	(231,942.70)	
Other Student Charges	(262,899.00)	(317,947.60)	(89,137.91)	28.04%	(228,809.69)	(796,219.00)	(871,514.01)	(2,220,678.61)	254.81%	1,349,164.60	
State Maintenance	(42,803,192.00)	(42,803,192.00)	(42,803,192.00)	100.00%	-	(41,589,070.00)	(41,589,070.00)	(41,589,070.00)	100.00%	-	
	(84,277,501.16)	(84,688,759.76)	(87,888,695.24)	103.78%	3,199,935.48	(88,604,968.00)	(88,680,263.01)	(90,375,803.52)	101.91%	1,695,540.51	
Approved Budget		(89,793,292.00)				Approved Budget	(88,604,968.00)				
Amount Transferred in from source 405		-				Sources Closing to 400	(75,295.01)				
Amount Transferred in from Reserves		-									
Amount Transferred in from Cares Act		2,111,416.00									
Amount Transferred in from HEERF II		3,240,142.00									
COVID-19 Response Grant		303,800.00									
Amount Transferred for Online Programming		(139,567.16)									
Sources Closing to 400		(411,258.60)									
		(84,688,759.76)					(88,680,263.01)				

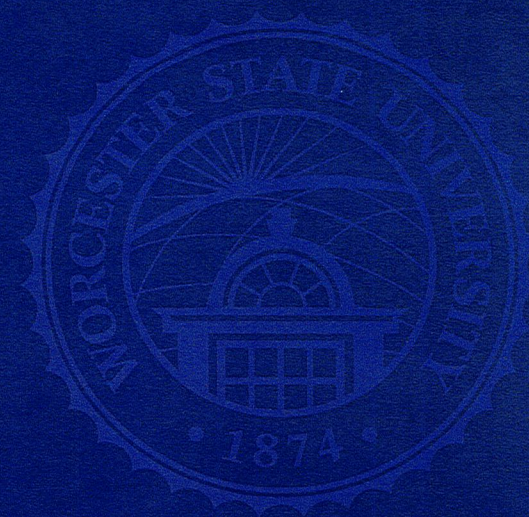
Worcester State University
FY21 vs FY20 Budget vs Actuals - Quarter 4
Expenses 400, 111, & Closing Sources -- Excluding Safe Return Budget
6/30/2021 & 6/30/2020 (Before Accruals)

FY 2021							FY 2020				
Account Description	Object	Amendment #5 Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available	Amendment #2 Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available
Regular Employees	AAA	42,608,640.00	42,192,753.00	39,950,205.01	94.68%	2,242,547.99	41,761,654.00	41,804,154.04	36,568,460.20	87.48%	5,235,693.84
Employee Related Expenses	BBB	394,595.00	421,372.78	343,054.05	81.41%	78,318.73	733,163.00	855,470.41	597,245.81	69.81%	258,224.60
Temporary Part-Time Employees	CCC	7,778,461.00	7,878,779.16	8,467,469.38	107.47%	(588,690.22)	8,403,476.00	8,501,931.49	9,631,227.12	113.28%	(1,129,295.63)
Staff Benefit Expenses	DDD	16,603,187.00	16,527,085.00	15,618,095.30	94.50%	908,989.70	16,123,008.00	16,057,858.37	14,050,626.00	87.50%	2,007,232.37
Administrative Expenses	EEE	3,086,707.00	2,601,958.24	2,256,345.09	86.72%	345,613.15	2,614,549.00	2,209,866.21	2,498,807.26	113.08%	(288,941.05)
Facility Operation Supplies	FFF	1,501,439.00	982,924.39	541,738.44	55.11%	441,185.95	1,886,106.00	1,881,024.83	1,471,955.97	78.25%	409,068.86
Energy/Space Rental	GGG	2,370,519.00	2,305,160.25	2,208,376.61	95.80%	96,783.64	2,389,498.00	2,219,375.00	2,154,481.54	97.08%	64,893.46
Professional Services	HHH	993,632.00	1,168,004.55	1,289,052.51	110.36%	(121,047.96)	951,188.00	1,168,358.68	1,234,240.76	105.64%	(65,882.08)
Operational Services	JJJ	3,497,140.00	940,965.66	1,082,132.61	115.00%	(141,166.95)	771,333.00	877,978.39	902,546.47	102.80%	(24,568.08)
Equipment Purchase	KKK	283,621.00	98,783.57	98,216.73	0.00%	566.84	61,412.00	91,225.30	78,496.63	86.05%	12,728.67
Equipment Lease, Maintenance, Repair	LLL	1,076,540.00	958,582.32	852,793.59	88.96%	105,788.73	1,253,157.00	1,352,449.51	1,149,059.88	84.96%	203,389.63
Infrastructure & Building Improvements	NNN	3,289,847.00	3,193,349.50	1,623,043.76	50.83%	1,570,305.74	5,616,969.00	5,489,744.00	2,438,616.99	44.42%	3,051,127.01
Educational Assistance	RRR	2,490,961.00	2,433,820.00	2,135,461.46	87.74%	298,358.54	2,490,961.00	2,427,160.00	2,396,549.32	98.74%	30,610.68
Debt Service	SSS	-	-	293,854.17	0.00%	(293,854.17)	307,013.00	307,013.00	163,972.92	53.41%	143,040.08
Technology Expenses	UUU	3,818,003.00	2,985,221.34	2,359,266.89	79.03%	625,954.45	2,256,245.00	2,451,417.78	2,685,045.25	109.53%	(233,627.47)
		89,793,292.00	84,688,759.76	79,119,105.60	93.42%	5,569,654.16	87,619,732.00	87,695,027.01	78,021,332.12	88.97%	9,673,694.89

Approved Budget	89,793,292.00
Amount Loaded into Safe Return Budget - Amd. 2 from Reserves	-
Amount Loaded into Safe Return Budget - Amd. 2 - Operating Funds	-
Amount Loaded into Safe Return Budget - Amd. 2 from CARES	(2,111,416.00)
Amount Loaded into Safe Return Budget - Amd. 4 from HEERF II	(3,240,142.00)
COVID-19 Response Grant	(303,800.00)
Amount Transferred for Online Programming	139,567.16
Sources Closing to 400	411,258.60
	<u><u>84,688,759.76</u></u>

Approved Budget	88,830,163.00
Amount Loaded into source 405 Transfer Account	(1,210,431.00)
Sources Closing to 400	75,295.01
	<u><u>87,695,027.01</u></u>

Residence Hall Trust Fund



Worcester State University
FY21 vs FY20 Budget vs Actuals - Quarter 4
Residence Hall Trust Fund Revenue (Source 445)
6/30/2021 & 6/30/2020 (Before Accruals)

FY 2021								
Description	Original Budget - Upload	Amendment #1 Budget - BOT	Amendment #2 Budget - BOT	Amendment #3/4/5 Budget - BOT	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned
Academic Fees	-	-	-	-	-	39,650.00	0.00%	(39,650.00)
Res Hall Room Charges	12,909,144.00	9,515,384.00	9,515,384.00	7,492,895.00	7,492,895.00	6,746,242.82	90.04%	746,652.18
Other Student Charges	-	-	-	-	-	25,481.04	0.00%	(25,481.04)
	<u>12,909,144.00</u>	<u>9,515,384.00</u>	<u>9,515,384.00</u>	<u>7,492,895.00</u>	<u>7,492,895.00</u>	<u>6,811,373.86</u>	<u>90.90%</u>	<u>681,521.14</u>
Approved Budget					Approved Budget	7,774,187.00		
					Amount reflects a transfer from fund balance	(281,292.00)		
						<u>7,492,895.00</u>		

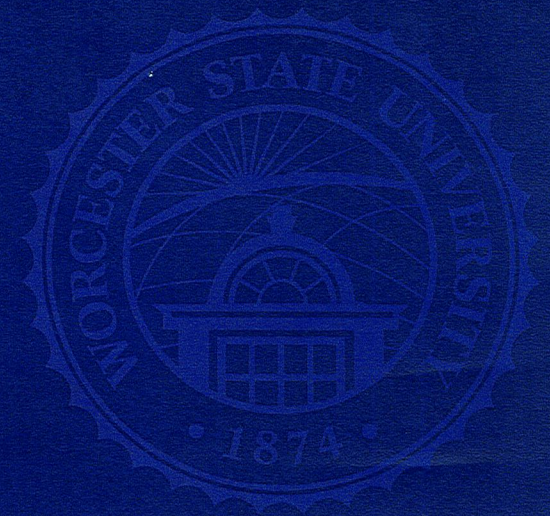
FY 2020				
Original Budget - BOT	Revenue Budget Excluding Transfers	Revenue Earned Actual	Percent of Budget Earned	Unearned
-	-	74,175.00	0.00%	(74,175.00)
12,602,892.00	12,602,892.00	9,823,333.67	77.95%	2,779,558.33
-	-	629,045.09	0.00%	(629,045.09)
<u>12,602,892.00</u>	<u>12,602,892.00</u>	<u>10,526,553.76</u>	<u>83.52%</u>	<u>2,076,338.24</u>

Approved Budget 12,602,892.00

Worcester State University
FY21 vs FY20 Budget vs Actuals - Quarter 4
Residence Hall Trust Fund Expenses (Source 445)
6/30/2021 & 6/30/2020 (Before Accruals)

FY 2021							FY 2020				
Account Description	Object	Amendment #3/4/5 Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available	Original Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available
Regular Employees	AAA	1,202,872.00	1,202,872.00	1,179,902.54	98.09%	22,969.46	1,327,233.00	1,327,233.00	1,262,034.30	95.09%	65,198.70
Employee Related Expenses	BBB	-	-	112.27	0.00%	(112.27)	35,000.00	32,000.00	14,223.83	0.00%	17,776.17
Temporary Part-Time Employees	CCC	225,000.00	225,000.00	145,014.77	64.45%	79,985.23	257,000.00	257,000.00	191,841.58	74.65%	65,158.42
Staff Benefit Expenses	DDD	456,009.00	456,009.00	343,366.94	75.30%	112,642.06	504,216.00	504,216.00	470,626.73	93.34%	33,589.27
Administrative Expenses	EEE	119,000.00	119,000.00	103,269.95	86.78%	15,730.05	127,000.00	127,000.00	101,140.60	79.64%	25,859.40
Facility Operation Supplies	FFF	220,089.00	220,089.00	117,109.15	53.21%	102,979.85	267,500.00	267,500.00	211,472.72	79.06%	56,027.28
Energy/Space Rental	GGG	4,276,217.00	4,276,217.00	4,201,974.96	98.26%	74,242.04	8,461,395.00	8,461,395.00	8,632,077.98	102.02%	(170,682.98)
Professional Services	HHH	13,500.00	12,173.00	4,245.00	34.87%	7,928.00	31,000.00	31,000.00	12,415.00	40.05%	18,585.00
Operational Services	JJJ	6,500.00	6,500.00	-	0.00%	6,500.00	15,000.00	10,000.00	3,975.25	39.75%	6,024.75
Equipment Purchase	KKK	-	-	-	0.00%	-	25,000.00	19,084.37	5,584.37	0.00%	13,500.00
Equipment Lease, Maintenance, Repair	LLL	120,000.00	131,000.00	100,618.45	76.81%	30,381.55	118,000.00	137,000.00	125,170.95	91.37%	11,829.05
Infrastructure & Building Improvements	NNN	615,000.00	604,000.00	466,048.39	77.16%	137,951.61	770,784.00	762,699.63	684,470.70	89.74%	78,228.93
Educational Assistance	RRR	500,000.00	500,000.00	386,555.52	77.31%	113,444.48	629,764.00	629,764.00	525,590.52	83.46%	104,173.48
Debt Service	SSS	-	-	-	0.00%	-	-	-	-	0.00%	-
Technology Expenses	UUU	20,000.00	21,327.00	20,388.46	95.60%	938.54	34,000.00	37,000.00	41,257.40	111.51%	(4,257.40)
		7,774,187.00	7,774,187.00	7,068,606.40	90.92%	705,580.60	12,602,892.00	12,602,892.00	12,281,881.93	97.45%	321,010.07

Safe Return to Campus Budget



SUMMARY

	Original Budget	Transfers	Revised Budget	Actual 6/30/2021	Budget Remaining	% Remaining
Academic Contingency	1,280,309	51,720	1,332,029	1,196,208	135,821	10%
Facility Management	830,089	465,736	1,295,825	1,072,895	222,930	17%
Health Services	2,953,200	(737,672)	2,215,528	2,041,941	173,588	8%
Other	591,760	220,216	811,976	800,279	11,697	1%
FY2021 Expenses	5,655,358	-	5,655,358	5,111,322.90	544,035	10%

Resources

CARES Funds	2,111,416
GEER CARES	303,800
Unrestricted Reserves	-
HEERF II	2,582,122
FEMA	658,020
	5,655,358

Academic Contingency

	<u>Original Budget</u>	<u>Transfers</u>	<u>Revised Budget</u>	<u>Actual 6/30/2021</u>	<u>Budget Remaining</u>	<u>% Remaining</u>
Classroom equipment	428,302	164,808	593,110	574,695	18,415	3%
Furniture for non-traditional instructional spaces	132,661	6,254	138,915	138,915	-	0%
Lab equipment, supplies, potential staffing	125,000	227,293	352,293	262,316	89,977	26%
Support for costs of teaching from home office	20,000	-	20,000	-	20,000	100%
Software	98,066	(47,986)	50,080	49,878	202	0%
Subscriptions and other professional development	74,000	(31,782)	42,218	38,721	3,497	8%
Part time editing services	10,000	-	10,000	10,000	-	0%
CSD Full time clinical supervisor +Instructional designer	173,280	(144,618)	28,662	28,662.47	-	0%
Course conversion stipends	219,000	(122,250)	96,750	93,020	3,730	4%
Other		-	-		-	0%
Transfers to other tabs	-		-			
Total	<u>1,280,309</u>	<u>51,720</u>	<u>1,332,029</u>	<u>1,196,208</u>	<u>135,821</u>	<u>10%</u>

Facilities Management

	Original Budget	Transfers	Revised Budget	Actual 6/30/2021	Budget Remaining	% Remaining
Plexiglass, PPE, cleaning supplies and signage	251,978	244,004	495,982	487,487	8,495	2%
			-			
HVAC system adjustments and sanitizing support & space modifications	236,000	466,347	702,347	533,830	168,516	24%
			-			
Upgrades to address student service mobile access	12,111	2,885	14,996	11,996	3,000	20%
			-			
Symptom Monitoring App and contact tracing	330,000	(247,500)	82,500	39,582	42,919	52%
Total	830,089	465,736	1,295,825	1,072,895	222,930	17%

Health Services

	Original Budget	Transfers	Revised Budget	Actual 6/30/2021	Budget Remaining	% Remaining
Health Services Office supplies and PPE	238,200	(210,077)	28,123	13,560	14,563	52%
Health Services Office supplemental staffing	100,000	321,421	421,421	336,128	85,294	20%
Weekly testing - Fall semester	840,000	(249,375)	590,625	590,625	-	0%
Weekly testing - Spring semester	840,000	(143,771)	696,229	691,229	5,000	1%
Additional testing as needed	755,000	(755,000)	-	-	-	0%
Test Center fit out including staffing	175,000	249,848	424,848	366,505	58,342	14%
Transportation for ill students	5,000	(5,000)	-	-	-	0%
Microwaves for isolation spaces & Chartwells costs	-	54,283	54,283	43,894	10,389	19%
Testing Savings	-	-	-	-	-	0%
Total	2,953,200	(737,672)	2,215,528	2,041,941	173,588	8%

Other Costs

	<u>Original Budget</u>	<u>Transfers</u>	<u>Revised Budget</u>	<u>Actual 6/30/2021</u>	<u>Budget Remaining</u>	<u>% Remaining</u>
Athletic Department supplies	1,160	(1,160)	-	-	-	0%
Loaner Verizon hotspots	1,500	5,899	7,399	6,354	1,045	14%
Loaner laptops & Ipads	149,000	(57,554)	91,446	91,446	-	0%
Wrap around sub group	20,000	-	20,000	9,348	10,652	53%
Advancement remote outreach platforms	20,100	17.88	20,118	20,118	-	0%
Supplemental support service	200,000	(12,022)	187,978	187,978	-	0%
Covid Relief Grants for Students	-	485,035	485,035	485,035	-	0%
Other Covid 19 supplies	100,000	(100,000)	-			
Supplmental consulting services	100,000	(100,000)	-			
Total	<u>591,760</u>	<u>220,216</u>	<u>811,976</u>	<u>800,279</u>	<u>11,697</u>	<u>1%</u>

WORCESTER STATE UNIVERSITY
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE MEETING

Tuesday, August 3, 2021

2:00 PM

REMOTE PARTICIPATION

Join Zoom Meeting

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

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

Meeting ID: 754 018 1608

Meeting Called By: Maryanne Hammond(Chair)

Minutes: Nikki Kapurch

Board Members: Maryanne Hammond(Chair); Karen LaFond; Dina Nichols; Marina Taylor

WSU Staff: Barry Maloney; Nikki Kapurch; Mike McKenna

AGENDA		
ITEM	RESPONSIBLE	ACTION
1. <i>Administrative Business</i> A. Call to Order B. Approval of the Minutes: June 15, 2021*	Maryanne Hammond	B. vote required
2. <i>Human Resources Committee Report</i> A. Kazarian, Julie - Promotion Letter 2021* B. Kazarian, Julie - Proposed Vice President Job Description* C. Lewis, Raynold - Dean Education Liberal and Interdisciplinary Studies 2021 Appointment Letter* D. Lewis, Raynold - Proposed Dean of Education, Liberal and Interdisciplinary Studies Job Description*	Maryanne Hammond	A. vote required B. Informational C. vote required D. Informational
4. <i>Adjournment</i>	Maryanne Hammond	4. vote required

*Attachments

WORCESTER STATE UNIVERSITY
HUMAN RESOURCES COMMITTEE MEETING
Meeting Minutes

CHAIR:	Ms. Maryanne Hammond (Chair)	DATE:	June 15, 2021
LOCATION:	Wellness Center Room 204	MINUTES BY:	Catherine Sweeney
TIME:	3:00 PM		
COMMITTEE MEMBERS PRESENT:	Maryanne Hammond (Vice-Chair); Karen LaFond; Dina Nichols; Marina Taylor		
WSU STAFF:	Barry Maloney; Catherine Sweeney; Mike McKenna		

The provision of General Laws, Chapter 30A, having been complied with and a quorum present, a meeting of the Human Resources Committee was held on Tuesday, June 15, 2021. Chair Hammond called the meeting to order at 3:12 p.m.

Administrative Business:

- Trustee Hammond thanked everyone for joining to conduct the 2020-21 annual evaluation of President Maloney.
- The Human Resource Committee is charged with conducting the annual evaluation of President Maloney as called for in his appointment contract and as requested by Commissioner Santiago.
- The deadline for submission of the presidential evaluation is June 30, 2021, set by Commissioner Santiago.
- The following documents were provided for us in conducting the evaluation:
 - Correspondence from Commissioner Santiago
 - BHE Compensation and Evaluation Guidelines/Procedures
 - **President's 2020 - 2021 annual self evaluation**
 - COVID-19 Response Assessment Report, from the Strategic Planning Review Committee (SPRC)
 - The 2020-2025 Strategic Plan, "Beyond 150: Lead, Succeed, Engage"
 - 2020 -2021 WSU Campus Climate Committee Report
 - 2020-2021 WSU Bias Incident Response Team (BIRT) Report
 - 2020-2021 WSU Equal Opportunity & Affirmative Action Advisory Committee Report
 - Standard & Poor's Global Rating – March 12, 2021
- The evaluation will follow criteria, as required by the BHE, as well as criteria requested by the Board of Trustees:

Retention and Student Success	Administrative Management/Leadership
Academic Management/Leadership	Decision Making and Problem Solving
Assessment	Fundraising
Infrastructure	Equity Work/Campus Climate
Fiscal Management/Budgeting	External Relations w/Campus Climate
Communication	COVID-19 Challenges
- The evaluation will be conducted using an assessment form to rate and provide comments on areas listed.

A numeric rating (whole number only) is to be used as follows:

5=A 4=B 3=C 2=D 1=E

- We will begin the process by having a member rate the President with a grade or whole number, and provide comments from the Assessment Form provided. Additional comments may be then made by another member if she feels that the comment would add to the review. We will repeat this process for all 12 evaluation areas. At the conclusion of the meeting, the forms will be submitted in order to tally the results for the final reporting on the various areas used in the evaluation.

Retention and Student Success

Average Rating: 4.5

Comments:

- Cares Act funding was a success.
- Trustee Nichols provided statistics demonstrating President Maloney's success with graduation rates.
- The President ensured that the university remained successful internally with students, staff, and faculty throughout the pandemic

Academic Management and Leadership

Average Rating: 5

Comments:

- President Maloney and his academic team made an extreme effort to move students and faculty online.
- Worcester State University was able to uphold its end on civic engagement opportunities and internships.
- Trustee Hammond emphasized the strategic plan and all the successes with it.

Assessment

Average Rating: 5

Comments:

- Continual reassessment was effective.
- The NECHE process was initiated and progress maintained.
- The President consistently made sure all the students, faculty, and staff were on the same page with whatever was happening on campus
- Prioritizing of mental health needs was important and new methods for reaching students were successful.

Infrastructure

Average Rating: 4.75

Comments:

- Keeping the campus looking pristine offered a good message to outsiders.
- Funds were used very wisely.
- Campus greens, fields, and buildings were well maintained, and overall, the campus was very attractive.

Fiscal Management and Budgeting

Average Rating: 5

Comments:

- President Maloney and VP Kathy Eichelroth did a commendable job balancing and readjusting the budget many times in order to appropriately meet needs.

Communication

Average Rating: 4.75

Comments:

- A newly created COVID-19 Website and dashboard were effective.
- Creation of the Safe Return Team and its ongoing operation was important. Targeted emails sent to parents and the faculty listservs, always keeping them informed.

Administrative Management and Leadership

Average Rating: 5

Comments:

- President Maloney and his team always operated as one unit, which was very important for good outcomes
- Leadership created a safe environment for people to share new ideas, but still always held them accountable
- President Maloney made it a point to always keep it about the students.

Decision Making and Problem Solving

Average Rating: 5

Comments:

- Made strong essential decisions that always ended in success.
- The President felt comfortable making controversial decisions and the university ended up being better for it.

Fundraising

Average Rating: 5

Comments:

- The university was able to establish new scholarships.
- Despite having to launch virtual donor platforms, the university still met goals numbers for donations
- The number of regular people that just wanted to help speaks volumes about what they think of the University and President Maloney.

Equity Work /Campus Climate

Average Rating: 4.5

Comments:

- Increased the diversity in the faculty.
- Always welcomed and allowed both/all parties to be heard.
- Diversity inclusion certificates for the staff added to the success.

External Relationships/Leadership in the Community

Average Rating: 5

Comments:

- President Maloney was always an influential leader.
- President Maloney is highly regarded by his peers.
- Volunteering our facility for the vaccination clinic and creating external relationships with a lot of outsiders aided the university as well as the community.

COVID-19 Challenge

Average Rating: 5

Comments:

- Worcester State University continued to deliver quality and safe education for the students,

- President Maloney's commitment to on-campus living and learning was allowed to remain intact as long as possible.
- Maintaining a COVID testing center for all of WSU community was effective.

President Maloney's overall average rating for all areas used as part of his evaluation was 58.5 out of a total possible of 60.

Upon a motion made and seconded, it was unanimously

VOTED: **To recommend to the full board the report of the Human Resources Committee and approve the 2020-2021 annual evaluation of President Maloney as presented, and to forward to Commissioner Santiago, as requested, with appropriate documents, to meet the June 30, 2021, deadline.**

Administrative Updates

360 Comprehensive Evaluation of the President

- The group spoke briefly about the importance of keeping the 360 Comprehensive Evaluation through a third party for best results.

Upon a motion made and seconded, it was unanimously

VOTED: **to recommend to the full board the consideration of using a consultant to conduct the 360 Comprehensive Evaluation of President Maloney.**

Upon a motion made and seconded, it was unanimously

VOTED: **To adjourn the meeting at 4:26 p.m.**

Respectfully submitted,



Catherine Sweeney
Staff Assistant, Office of the President



WORCESTER
S T A T E
UNIVERSITY

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

July 22, 2021

Ms. Julie Kazarian
1100 Mammoth Rd.
Dracut, MA 01826

Dear Ms. Kazarian,

I am pleased to offer you promotion to the position of Vice President for Student Affairs and Dean of Students, effective August 3, 2021 with a 2% pay increase, bringing your annual salary to \$161,854.11, which equates to \$6,225.16 bi-weekly. This offer is contingent upon approval by the Board of Trustees, and I will submit my recommendation to them at the next board meeting on August 3, 2021.

Your position continues to be fully benefited, exempt, non-unit professional position, with the terms and conditions of your appointment governed by the Massachusetts Department of Higher Education, as well as all applicable state and federal laws. You will continue to report directly to the President and be held to the standards of the university, Board of Trustees and the Massachusetts Department of Higher Education, serving in this position at the discretion of the President and the Board of Trustees.

Thank you for your continued hard work and dedication to Worcester State University. Please indicate your acceptance of this offer by signing below and delivering a copy to Human Resources within 3 business days.

Sincerely,

Barry M. Maloney
President

I accept the offer of promotion to Vice President for Student Affairs and Dean of Students and agree to the terms as stated above.

Ms. Julie Kazarian

7/23/21
Date

Cc: Susan L. Moore, Executive Director, Chief Human Resources Officer
Cc: Personnel File



OFFICIAL TITLE: Vice President of Student Affairs and Dean of Student Affairs

SUPERVISION RECEIVED: President

SUPERVISION EXERCISED: Subordinate Student Affairs Division Personnel

General Statement of Duties: The position requires leadership initiatives and execution of programs, policies and procedures that will enhance the personal and intellectual development of students. The Vice President of Student Affairs and Dean of Student Affairs will collaborate with the academic personnel of the University to ensure students' personal, cultural, citizenship and leadership development as integral parts of their intellectual development. The Vice President shall be responsible for providing a quality residential life, affordable housing and food service for resident students and a quality campus life and health service programs for all students; organize programs that will promote an educational, social and cultural atmosphere in the residence halls and on campus. The Vice President will focus equal attention on the development and co-curricular activities for all students. Through the Director of Athletics, the Vice President shall develop and organize varsity intercollegiate, extra and intramural athletics, sports and wellness programs. The Vice President shall also be responsible for the student governance activities of the campus.

Responsibilities:

(E) = Essential

1. (E) Responsible for the planning, direction and supervision of the following units: housing, food and health services; athletics, sports and wellness programs; student activities; counseling services; career services; civic engagement; university police; Title IX and accessibility services.
2. (E) Responsible for the preparation of the division's budget.
3. (E) Represents the University at community and professional meetings.
4. (E) Provides professional leadership in recruitment, promotion, and general evaluation of staff members in the areas of the student development division.
5. (E) Plans policies and procedures in all areas of the student development division.
6. (E) Responsible for the administration and maintenance of a comprehensive cultural and social environment designed to enhance the total development of students.
7. (E) Reviews policies and procedures related to student government, other student organizations, and student media.
8. (E) Administers student discipline (with requisite standards governing conduct), including the management of students living in University housing.
9. (E) Collaborates with the division of Academic Affairs in promoting the retention and student success programs.
10. (E) Implements policies, procedures and regulations established by the Board of Trustees, which are related to student development.
11. (E) Responsible for planning, coordinating and supervising all professional and staff development programs related to student development division.
12. (E) Demonstrates civility and professional, customer-service oriented behavior, worthy of emulation by other staff and students.
13. (E) Responsible for contributing to the WSU Strategic Plan.
14. (E) Responsible for contributing to Equal Opportunity/Affirmative Action objectives.



WORCESTER
S T A T E
UNIVERSITY

NON-UNIT JOB DESCRIPTION

Position Number: 00203006

Reports to: 00165201

Incumbent: Julie Kazarian

Department: 700

15. Performs other duties as assigned.

Required Qualifications:

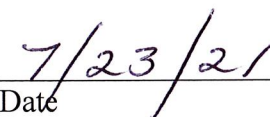
1. Master's degree in a related field
2. Five (5) years of experience in student services, including at least three (3) years in an administrative position at the rank of Associate Dean of Student Affairs or above.
3. Experience in a residential and commuting campus environment.
4. Experience with budget and human resources management.
5. Successful record of working with students.
6. A record of effective leadership in student service activities.
7. Demonstrated ability to work effectively and cooperatively with administrators, faculty and staff.
8. Familiarity with grants and funding opportunities.
9. Demonstrated aptitude for serving as a senior officer of an urban state university.
10. Evidence of ability to communicate effectively with the various constituencies of an urban state university.

Preferred Qualifications:

1. Doctorate in related field

By signing below, I acknowledge that I have received a copy of this job description. I understand that I must be able to perform the essential functions of my position with or without reasonable accommodation. Questions relating to my responsibilities or need for accommodation, now or in the future, will be directed to my supervisor and/or Human Resources.


Employee Signature


Date

Supervisor or Human Resources Signature

Date



WORCESTER
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UNIVERSITY

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

July 26, 2021

Dr. Raynold M. Lewis
8 Tucker Street
Worcester, MA 01606

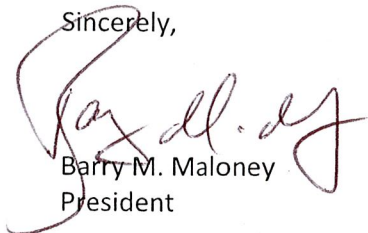
Dear Dr. Lewis,

I am pleased to offer you the position of Dean of Education, Liberal and Interdisciplinary Studies, effective August 3, 2021 at an annual salary of \$135,973.27, which equates to a 10% pay increase and \$5,229.74 bi-weekly. This offer is contingent upon approval by the Board of Trustees, and I will submit my recommendation to them at the next board meeting on August 3, 2021.

Your position continues to be fully benefited, exempt, non-unit professional position, with the terms and conditions of your appointment governed by the Massachusetts Department of Higher Education, as well as all applicable state and federal laws. You will continue to report directly to the President and be held to the standards of the university, Board of Trustees and the Massachusetts Department of Higher Education, serving in this position at the discretion of the President and the Board of Trustees.

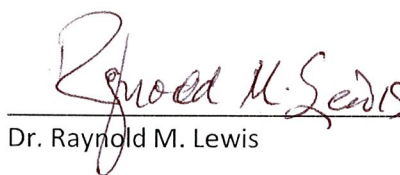
Thank you for your continued hard work and dedication to Worcester State University. Please indicate your acceptance of this offer by signing below and delivering a copy to Human Resources within 3 business days.

Sincerely,

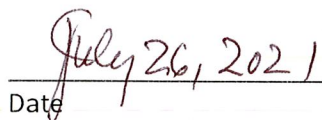


Barry M. Maloney
President

I accept the offer of appointment as Dean of Education, Liberal and Interdisciplinary Studies and agree to the terms as stated above.



Dr. Raynold M. Lewis



Date

Cc: Dr. Lois A. Wims, Provost
Cc: Ms. Susan L. Moore, Executive Director, Chief Human Resources Officer
Cc: Personnel File



WORCESTER S T A T E **UNIVERSITY**

NON-UNIT JOB DESCRIPTION

Position Number: 00196704

Reports to: 00209213

Incumbent: R. Lewis

Department: XXX

OFFICIAL TITLE: Dean of Education, Liberal and Interdisciplinary Studies

SUPERVISION RECEIVED: Provost, Vice President for Academic Affairs

SUPERVISION EXERCISED: Department Chairs of Education and Liberal and Interdisciplinary Studies;
Administrative staff within department

General Statement of Duties: The Dean of Education, Liberal and Interdisciplinary Studies provides strategic leadership and serves as the administrative officer for the departments of Education and Liberal and Interdisciplinary Studies. They are responsible for planning and administering a budget, enhancing fundraising in collaboration with the Office of Grants and Sponsored Research, advancing diversity, evaluating and strategically expanding programming within their area, facilitating interdisciplinary collaboration, supporting accreditation and reaccreditation efforts, and performing duties related to the faculty evaluation process. The incumbent works with departments to recruit new faculty who are committed to teaching, service, and scholarly activities, and to revise and develop curricula in support of liberal arts and interdisciplinary studies.

Responsibilities:

(E) = Essential

1. (E) Provides leadership in the areas of curriculum, program, and accreditation/reaccreditation efforts.
2. (E) Supervises department chairs and support personnel.
3. (E) Represents, supports, and advocates for the faculty and students in the majors, minors, and certificate programs of Ed Liberal and ISD; presents resource needs to Provost.
4. (E) Promotes and advances diversity, as well as effective interactions, within a multicultural environment.
5. (E) Participates in community outreach, enhances fund raising efforts, and represents the University at various organizations, as assigned by the Provost.
6. (E) Participates in the evaluation process for MSCA faculty, according to the MSCA Collective Bargaining Agreement; evaluates staff in accordance with respective collective bargaining agreement.
7. (E) Supports, develops proposals, and seeks funding for the research and scholarly work of faculty and students in the departments, in collaboration with the Office of Grants and Sponsored Research.
8. (E) Administers mid-level informal student appeals about grades and academic dishonesty.
9. (E) Collaborates with academic departments and cross-divisionally with Enrollment Management to set and meet goals for student enrollment, retention, and graduation.
10. (E) Works with the Office of Assessment and Planning, and the Provost on assessment measures for the departments under their purview, and uses results for purposes of making program improvements.
11. (E) Works with Information Technology and the Provost regarding technology resources for students in departments of Education and Liberal and Interdisciplinary Studies.
12. (E) Collaborates with the Provost, as well as other schools and departments on developing and implementing strategic planning goals, objectives, and action plans.
13. (E) Oversees the review of academic programs within the Education and Liberal and Interdisciplinary Studies departments.
14. (E) Promotes and facilitates interdisciplinary programming.
15. (E) Participates in Cabinet, Provost's Leadership Team, Governance, and various committees across the University, as assigned.



WORCESTER STATE UNIVERSITY

NON-UNIT JOB DESCRIPTION

Position Number: 00196704

Reports to: 00209213

Incumbent: R. Lewis

Department: XXX

16. (E) Demonstrates civility and professional, customer-service oriented behavior, worthy of emulation by other staff and students.
17. (E) Responsible for contributing to the WSU Strategic Plan.
18. (E) Responsible for contributing to Equal Opportunity/Affirmative Action objectives.
19. Performs other duties as assigned.

Required Qualifications:

1. Earned doctorate and record of excellence in 5+ years of teaching, scholarly accomplishment and professional activity in disciplines of education or liberal and interdisciplinary studies, in higher education
2. 3 – 5+ years of higher education management experience, preferably at the level of department chair or above
3. Appreciation of faculty governance, evidenced commitment to faculty input in the decision-making process, and ability to work effectively with all constituents
4. Familiarity with emerging technologies, distance education, and adult learners
5. Strong writing and interpersonal communication skills; ability to communicate effectively with all constituents
6. Ability to effectively serve as an administrator in higher education

Preferred Qualifications:

1. Experience working in a collective bargaining environment

By signing below, I acknowledge that I have received a copy of this job description. I understand that this is a professional position, exempt from overtime under the Fair Labor Standards Act. I acknowledge that I must be able to successfully perform the essential functions of my position with or without reasonable accommodation. Questions relating to my responsibilities or need for accommodation, now or in the future, will be directed to my supervisor and/or Human Resources.

Ronald M. Lewis, PhD
Employee Signature

July 26, 2021
Date

Supervisor or Human Resources Signature

Date