

WORCESTER STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Tuesday, October 24, 2023
4:00 P.M.
Wellness Center, Room 204

Meeting Called By: Marina Taylor(Chair)

Minutes: Nikki Kapurch

Board Members: Marina Taylor (Chair); Lisa Colombo (Vice-Chair); Lawrence Sasso (Vice-Chair); Karen Lafond; David Tuttle; William Mosley; Dina Nichols; Amy Peterson; Maureen Power; Kaitlin Schott

WSU Staff: Barry Maloney; Ashlynn Allain; Kathy Eichelroth; Carl Herrin; Nikki Kapurch; Stacey Luster; Lois Wims

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. Full Board - September 26, 2023*	Marina Taylor	1. vote required
2. <i>Equity, Diversity and Inclusion Presentation - 15 minutes w/ Q&A</i> A. Student Accessibility Services Presentation* B. Counseling Center Presentation*	Edgar Moros Fran Manocchio Laura Murphy	A. Informational B. Informational
3. <i>Finance & Facilities Committee Report</i> A. Finance & Facilities Committee Packet*	Lisa Colombo	3. Informational (2) votes required
4. <i>Administrative Updates</i> A. Report of the Chair I. Next meeting: November 21, 2023 B. Report of the Student Trustee C. Report of the President I. President's Update* II. Extension to The 2020-2025 Strategic Plan, "Beyond 15: Lead, Succeed, Engage *" III. Fall 2023 Early Enrollment Report* IV. 2023 Jeanne Clery Report*	Marina Taylor Kaitlin Schott Barry Maloney	I. Informational II. vote required III. Informational IV. Informational
5. <i>Adjournment</i>	Marina Taylor	5. vote required

*Attachments

WORCESTER STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Minutes

CHAIR:	Marina Taylor (Chair)	DATE:	September 26, 2023
LOCATION:	Wellness Center, Room 204	MINUTES BY:	Nikki Kapurch
TIME:	4:00 PM		
MEMBERS PRESENT:	Lisa Colombo (Vice-Chair); Karen Lafond; Dina Nichols; William Mosley Amy Peterson; Maureen Power; Marina Taylor (Vice-Chair); Lawrence Sasso (Vice-Chair); Kaitlin Schott		
MEMBERS ABSENT:	David Tuttle		
WSU STAFF:	Barry Maloney; Ashlynn Allain; Kathy Eichelroth; Nikki Kapurch; Stacey Luster; Ryan Forsythe; Julie Kazarian; Tom McNamara; Maureen Stokes; Lois Wims		

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, September 26, 2023, in room 204, located in the Wellness Center. Chair Taylor called the meeting to order at 4:01 p.m.

Administrative Business:

APPROVAL OF THE MINUTES - Human Resources Committee- June 13, 2023

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

VOTED: **to approve the minutes of the June 13, 2023, Human Resources Committee meeting as presented.**

APPROVAL OF THE MINUTES - June 13, 2023

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

VOTED: **to approve the minutes of the June 13, 2023, Full Board Meeting meeting as presented.**

President Maloney introduced Dr. Catherine Thomas as our new associate dean of nursing in the Lillian R. Goodman Department of Nursing. Her first day was Monday, July 10.

EQUITY, DIVERSITY, AND INCLUSION PRESENTATION

DEIJ Strategy Update

- Stacey Luster, J.D., General Counsel and Assistant to the President for Employment and Equal Opportunity, reported that Unity Day 2023 was held today and was a huge success. All programs were standing room only.

- General Counsel Luster went through the PowerPoint presentation that was included in the packet and provided an update on how Worcester State is advancing Diversity, Equity, Inclusion, and Justice. She walked us through the journey that began at the beginning of Fall 2015, when President Maloney convened campus community members to discuss how the institution would build upon its existing programs and services to ensure that the university is championing academic excellence in a diverse, student-centered environment that fosters scholarship, creativity, and global awareness. That journey continued through Spring 2022, when WSU engaged Inclusivity Education to conduct an equity audit and facilitate an Equity Task Force composed of faculty and staff.
- Discussed the DEIJ strategic action steps and priorities and concluded the presentation with the next steps.
 - Fall 2023- Dr. Edgar Moros, WSU's New Chief Diversity Officer, will compile the draft plan.
 - Spring 2024- WSU Campus Community will have the opportunity to review, comment, and contribute.
 - Fall 2024 - Inaugural DEIJ Strategic Plan will be shared and implemented campus-wide.
- General Counsel Luster introduced Dr. Ilyasah Shabazz, who will serve as Worcester State University's inaugural DEI Fellow for the 2023-2024 academic year. Shabazz will work directly with the Office of Diversity, Inclusion, and Equal Opportunity to support specific diversity and inclusion initiatives throughout the campus. Dr. Shabazz is the daughter of Malcolm X and Dr. Betty Shabazz. We are honored to welcome her.

PRESENTATION

Legal Updates Presentation

- President Maloney introduced the Massachusetts State Universities' Counsel, Attorney Elizabeth Sullivan, from the law offices of Rubin & Rudman, who went through some general information and provided a PowerPoint presentation on Trusteeship and public higher education in Massachusetts.
- She went through the "Powers and Duties of the Board of Trustees" and how to be a good Trustee. The list can be found in G.L. c. 15A, Section 22
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter15A>
- Fiduciary duties owed to the University by Board members:
 - Loyalty: exercise your power in good faith and in the best interests of the University, not for personal or individual gain; and
 - Care: act in a reasonable and informed manner when engaging in Board decisions.
- Went through the Conflict of Interest Law, Open Meeting Law, and the Public Records Law.
- Use your WSU-issued email for WSU-related business.
- Rubin and Rudman is the counsel for the board members.
 - Attorney Sullivan requested that Trustees go through the President's Office.

Statewide Updates Presentation - Executive Director, Council of Presidents, Vincent Pedone

- Vincent Pedone, Executive Director of the Council of Presidents, joins us to talk about some of the developments that are currently going on at the state level. He went through his role and position as the Executive Director of the Council of Presidents.

- Vincent's role as the Council of Presidents Executive Director is to work with the nine state university presidents as a system advocate, coordinator, communicator, advisor, and liaison for you, the board, and the campuses.
- As a public-facing representative, Vincent's actions and advocacy reflect directly on the state university system. Negotiates all three units' contracts to get the appropriate funding for the universities.
- His mission is to get all the campuses on the same message and working as one system.
- Working on strengthening the position of our great state universities in the changing higher education landscape.
- The Board of Higher Education has one trustee board representative who sits on that board.

Finance & Facilities Committee Report

Trustee Colombo, chair of the committee, reported that the group convened on Thursday, September 21, at 3:00 p.m. Trustee Colombo provided a brief summary of the meeting. Two separate items were discussed.

1. Update on the FY 2023 Audit
2. Update on the Operational Excellence work
 - FSTF created in 2022 was the primary driver to assess the situation and create an action plan. In Phase Two we elevated the ideas and worked to see if they were feasible.
 - Next update: how is the university going to sustain the work and governance of the work?
 - The administration is considering engagement with a consultant to begin the work, offering their expertise, and then hiring a lead manager to take it from there.

REPORT OF THE CHAIR

- Next meeting: Tuesday, October 24, 2023. The meeting will be in-person and the meeting will be held in the Wellness Center, Room 204 at 4 pm.
- Committee assignments were presented in the packet.
- Chair Taylor asked that all trustees get more involved with events on campus. Ashlynn, staff assistant to the President, displayed the WSU events page that is on the website so the trustees could see what's happening on campus. <https://www.worcester.edu/about/events/>

REPORT OF THE STUDENT TRUSTEE

- Classes have started. Went over the Welcome Week events happening on campus.
- A lot of the students this year are participating and getting involved on campus. We are having discussions on how to retain the students.

PRESIDENT'S REPORT

- President Maloney provided a few updates.
- October 27- 28 is our Homecoming & Family Weekend. Lots of events and activities happening on campus. Link to the events: [Homecoming/Family Weekend](#)
- In place of the usual President's Update, we provided in the packet a PDF of the Academic Year Resource Guide. This guide was given to all employees at the start of the academic year.
- Partners Agreements were included in the packet as information only. Those agreements are Hanover

Theatre/University and Guild of St. Agnes /University. These agreements offer a gain and return on investment to the University.

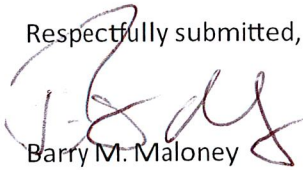
- Vice President Ryan Forsythe provided a Fall 2023 overall enrollment update.
- Vice President Julie Kazarian provided a housing update and said we met the goal of 86 percent occupancy.

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

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

VOTED: **to adjourn the meeting at 5:52 p.m.**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Barry M. Maloney', is written over the printed name.

Barry M. Maloney
Secretary, Board of Trustees

Worcester State University

Board of Trustees
October 2023

Student Accessibility Services



WSU Policy

Policies for Reasonable Accommodations for Persons with Disabilities

The University is committed to providing equal access to otherwise qualified persons with disabilities. The University recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services, activities and employment.

Legal Obligations

WSU must **comply** with federal and state civil rights legislation and regulations, including:

- Americans with Disabilities Act, 1990 as amended
- Section 504 of the Rehabilitation Act of 1973
- Fair Housing Act, US Dept. of Housing and Urban Development
- Massachusetts Fair Education Practices Act

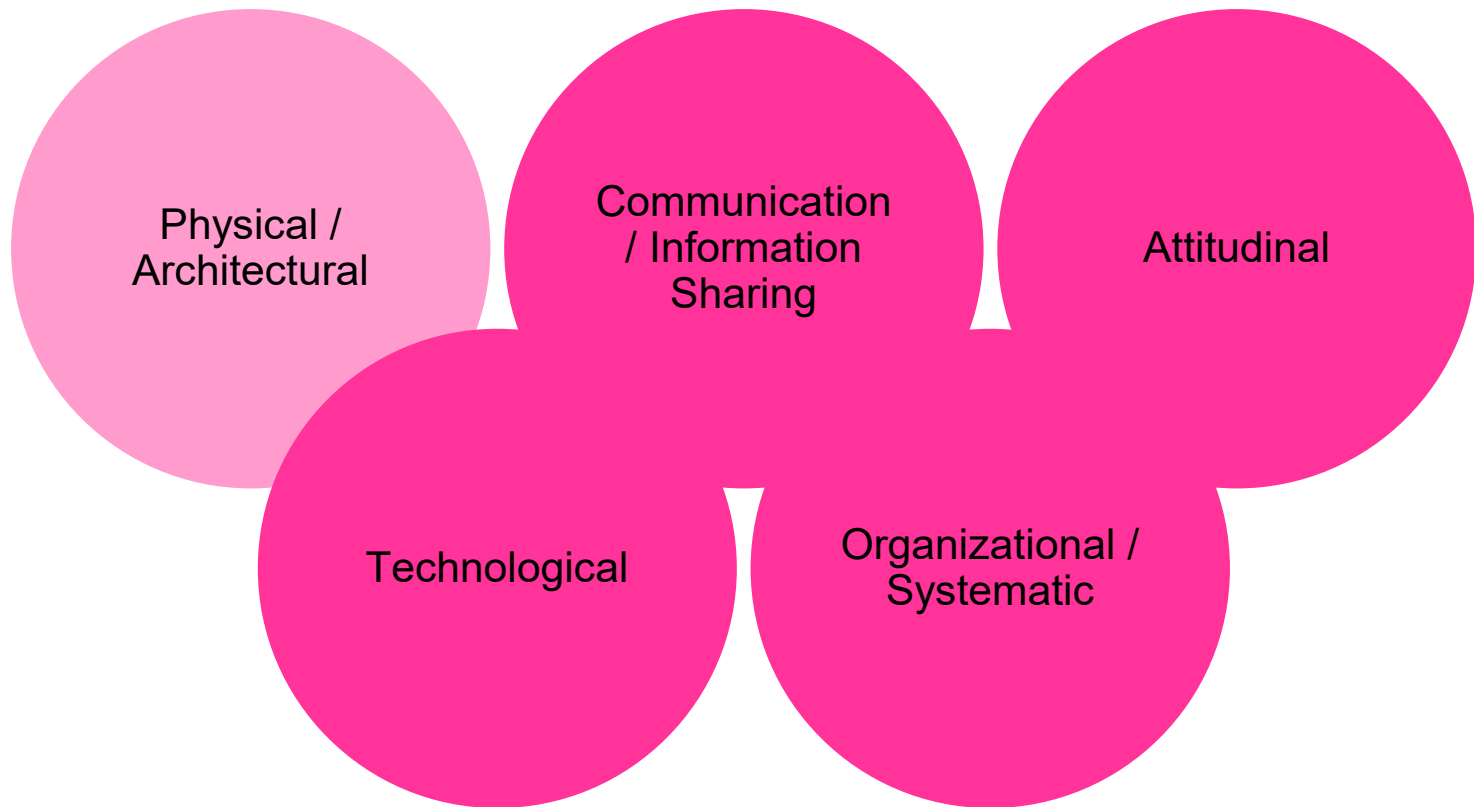
SAS' Mission Statement

- Worcester State University (WSU) is committed to providing appropriate services and accommodations that allow self-identified students with disabilities to access all resources, programs and activities at the University as stated in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- The mission of Student Accessibility Services is to function as a collaborative resource to students, faculty, and staff at WSU in offering students access in order to maximize each student's educational potential and goals.

SAS' Objectives

- Establish a welcoming, respectful, supportive and engaging environment within SAS and the entire campus community
- Assist disabled students to increase self-advocacy
- Support students with disabilities to achieve their education goals
- Collaborate with faculty and staff to provide equitable access and the appropriate reasonable accommodations
- Promote disability as an essential aspect of diversity and inclusion

Barriers



[Image description: 5 overlapping pink circles each naming a domain of accessibility or barriers. "Physical / Architectural," "Communication / information sharing," "attitudinal," "technological," and "organizational / systemic"]

History: Total Number of Students Served

AY 1993 – 94	29 students
AY 1997 – 1998	101 students
AY 2010 – 2011	240 students
AY 2011 – 2012	313 student
AY 2014 – 2015	449 students
AY 2015 – 2016	514 students
AY 2016 - 2017	602 students
AY 2020 – 2021	656 students
AY 2021 – 2022	680 students
AY 2022 – 2023	695 students

Staffing History

Staffing FTE and Locations

1 FTE, Student Center

2.8 FTE, Administration Building

4 FTE, OT Grad student, student workers,
Administration Building, Sullivan computer
lab

4 FTE, Grad student, student proctors,
Administration Building, Sullivan computer
lab

Scope of Work

WHO: any student enrolled in one or more course, includes dual enrollment, matriculated and non-matriculated undergraduate student, graduate students, post-baccalaureate certificate

HOW: prospective or current student, or parent/guardian contact SAS in person, by phone, or email; registration form is completed electronically and accessed through our website

WHAT: student requests accommodations, provides documentation, interactive meeting to evaluate and determine eligibility for reasonable accommodations

Types of Accommodations

- Academic
 - Extended time for testing, reduced distraction testing location
- Audio-capture of Lectures
- Classroom Accommodations
 - Accessible furniture and locations
- Housing Accommodations, including Assistance Animals, single rooms, accessible rooms/buildings
- Communication Access
- Food Allergies and Dietary
- Additional Supports: academic coaching, DAPi

Collaboration, Presentations, & Training

- **Faculty Partners**

- 20% increase in consultations from AY 2021 – 2022 to AY 2022 – 2023
- Presentations: New Faculty Orientation, First Year Seminar Instructors, Provost/Department Chair meetings

Campus Presentations

- Annual “In Our Shoes” Panel – Unity Day
- New Employee Orientation
- Student Affairs Directors
- Orientation Leaders, Resident Assistants

Students

- Presentations at First Year Seminars

Current Status and Trends

- Increase in number of students connecting with SAS
- Students are presenting with greater needs, particularly mental and physical health conditions
- Most students request academic coaching which results in an increased sense of belonging
- Significant increase in the number of housing accommodations requests, including assistance animals (200% increase over the past 3 years)
- Accommodated exam requests are back to pre-Covid numbers

Summary

- All colleges and universities must provide equity and access to students through reasonable accommodations.
- SAS is a compliance-based department.
- Disability rights are civil rights.
- The SAS team partners with faculty, staff and students to establish programs, policies and procedures.

Worcester State Counseling Services

2022-23 Year-end Outreach Report

Why Mental Health Outreach?

Counseling Services provides direct emotional support to all our degree seeking students. Good campus mental health is more than therapy; it involves developing a community safety net where students are learning life skills, increasing help seeking, raising awareness of at-risk students, and promoting a culture of belonging. The CS outreach targets all these areas, highlighted in the JED Campus Strategic plan image, in multiple ways as highlighted in this CS Outreach Report.



Outreach Report Highlights

In this issue:

- Resilient U
- Prospective students
- Resident Advisor training
- Fresh Check Day
- Classroom Outreach
- MK
- Athletics
- Peer2Peer advocate trainings
- Faculty & Staff trainings
- LGBTQ+
- Multicultural
- Student Groups
- Communications
- Furthering Community Connection

- SAVE highlights
 - Counseling Services staff
-

Resilient U

Resilient U is a pilot program that complements existing on-campus counseling resources and is offered to all matriculated WSU students. This all-encompassing wellness platform consists of the following free resources:

- **24/7/365 Emotional Support:** Resilient U clinicians provide immediate assistance to help manage student concerns and/or crises.
- **Off-campus providers:** Appointments with Resilient U clinicians will be scheduled based on student availability and provider preferences (e.g. gender, race, language, cultural, and/or ethnic preferences).
- **Campuswell:** Resilient U app and articles about all areas of student wellness.
- **Headspace:** subscription to this popular mindfulness app
- **Silvercloud:** free self-guided program helps provide mental health strategies.
- **Togetherall:** an anonymous peer support app
- **Psychiatry:** free psychiatry
- **Mental health support when traveling abroad**



Outreach for Resilient U included:

- **2 Newsletter launch announcements** were sent to matriculated undergraduate and graduate students explaining Resilient U.
 - December 7, 2022 newsletter had 5784 views
 - January 25, 2023 edition had 4,913 views
- **Tabling** - Active Mind eboard and Student Advisory Board members tabled multiple times in Sheehan and at the Rosen Wellness Expo
- **Social media & marketing collaboration** - created 4 marketing reels
- **Student Groups** - Announced to WSU student leaders at Senate, ELC, and other student groups
- **WSU communications** - FACSTAFF, *What's Happening at Woo*, and *OSILD Weekly*

Staff: Julie Glovin

Prospective Students

Counseling staff was on hand to answer questions and provide support to students at the following new student initiatives:

- Accepted Students' Day
- New Parent Orientation - 300 parents
- New Student Orientation

In addition, counseling staff train Student Orientation Leaders.

Staff: Lucia Alfaro, Kevin Fenlon, Julie Glovin, Drew Goins, Sarah Valois

Resident Advisors

In August, CS train Resident Advisors (RAs) on how to recognize and respond to a student mental health crisis. CS staff met with new RAs as well as returning ones to review crisis mental health protocols. CS participated in a "Behind Closed Doors" simulation, providing feedback and building rapport with RAs. Students also attended trainings on LGBTQ+ support as well as on sexual assault response. Finally, RAs met with counseling staff in January to review Resilient U, a new pilot program offered by CS.

Total students: 40

Staff: Kevin Fenlon, Julie Glovin, Sarah Valois, and Lucia Alfaro.

FRESH CHECK DAY

CS held our 7th Fresh Check Day (FCD) this past fall. FCD truly fosters a caring community by bringing together students, staff and faculty during this mental health well-being expo. Through interactive peer-to-peer messaging booths, FCD targets these important JED strategic plans:

- *Develops life skills*
- *Promotes social connectedness*
- *Identifies at-risk students*
- *Increases help-seeking behaviors*

Total attendance: 350 students

Staff coordinator: Julie Glovin, LICSW



2023 post FCD survey results:

After FCD, how aware are you of the warning signs of suicide?:

- *88% somewhat more or much more aware (4% increase from last year)*

After FCD, how prepared do you feel to help a friend who is exhibiting warning signs or suicide of mental health concerns?:

- *89% somewhat more or much more prepared (3% increase from last year)*

After FCD, how aware are you of the mental health resources available to you?:

- *91% somewhat more or much more aware (2% increase from last year)*

After FCD, how likely are you to ask for help if you are experiencing emotional distress?

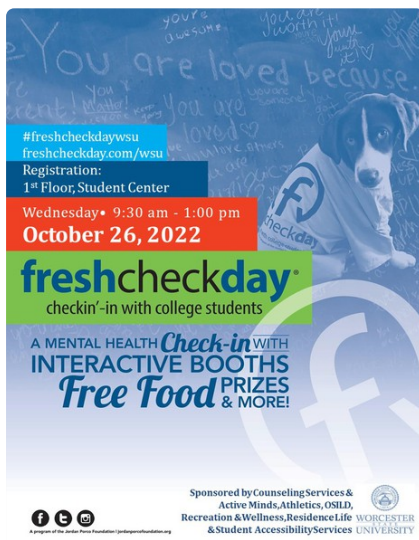
- *92% somewhat more or much more likely (5% increase from last year)*

After FCD, how comfortable do you feel talking about mental health and suicide?

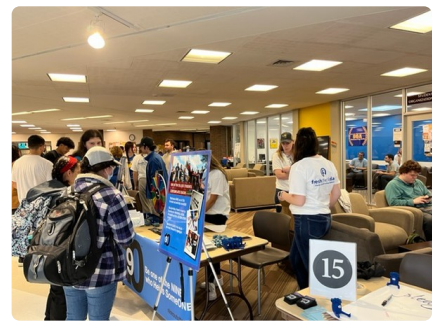
- *90% somewhat more or much more comfortable (5% increase from last year)*



A sampling of FCD & FCD booths



FCD Exhibit Area



9 out of 10 Booth



It takes A Village - Urban Action Institute



Be Yourself - LGBTQ+ Alliance



Mood Matters - Student Athletes Advisory Committee

Classroom Outreach to Lancers

CS classroom trainings meet the following JED strategic plans objectives:

- *Develops life skills*
- *Promotes social connectedness*
- *Identifies at-risk students*
- *Increases help-seeking behaviors*

FYS Resiliency in under an hour

This workshop was presented to 20 First Year Seminars totalling 327 students. This interactive resiliency workshop helps students understand why ongoing stress can negatively impact mental health. They also learn coping skills to reduce stress and anxiety. Understanding the physiology of stress can increase students' help-seeking behavior.



Resiliency workshop student feedback:

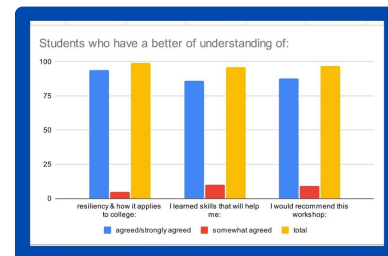
188 students completed the post workshop evaluation.

Student comments:

- I appreciate having a seminar about mental health and how to get services for it. I know we have been told about the counseling center, but this definitely makes people want to help themselves get better through services provided here.
- I liked that the presentation had many examples of coping mechanisms and other ways to help manage mental health.

Total attendance: 20 classes and 327 students

Staff: Julie Glovin, LICSW



Additional classroom trainings to students

- Trauma Informed Approach
- Stress Management to Undergraduate and Graduate classes
- CS informational - "Who we are & what we do"

Total Students reached: 60

Staff: Lucia Alfaro, Julie Glovin, and Sarah Valois

MK

MK, a therapeutic assistance animal, offers support to students through outreach including class presentations, mindfulness training, and stress management. He has a daily presence engaging with students across campus. This year, MK's scheduled activities included:

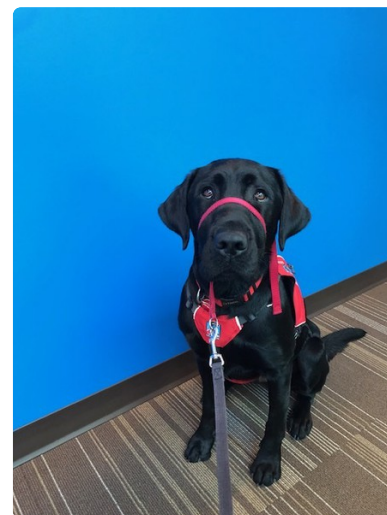
- Move-in day for first year students
- Fresh Check Day
- Active Minds General meeting
- CTL faculty and staff training

JED strategic plans objectives met:

- *Develops life skills*
- *Promotes social connectedness*
- *Identifies at-risk students*
- *Increases help-seeking behaviors*

Staff: Kevin Fenlon, LMHC, and MK

Students reached: 515



Lifeskills Training for Athletes

Life Skills is an inter-departmental program established to support athletes off the field. Student-athletes attend wellness programming that is broad and holistic in scope. Counseling offered the following workshops to athletes:

- Putting off Procrastination
- Racial Identity through Music



- Stress Management with MK
- Survivor Support

JED strategic plans objectives met:

- *Develops life skills*
- *Promotes social connectedness*
- *Identifies at-risk students*
- *Increases help-seeking behaviors*

Total students: 287

Staff: Kevin Fenlon, Sarah Valois, Julie Glovin, and Lucia Alfaro

Peer 2 Peer Leadership Training Programs

College students are most likely to confide in a peer when struggling with suicidal thoughts as well as traumatic events, such as sexual assault. Gatekeeper training programs that provide students with skills to recognize signs, respond empathically, and refer students to university supports are best practice efforts in creating a safe and caring campus community. The Counseling Center provided two such programs this academic year with a total of 40 students completing the trainings.

JED strategic plans objectives met:

- *Develops life skills*
- *Promotes social connectedness*
- *Identifies at-risk students*
- *Increases help-seeking behaviors*

Student Support Network

25 students completed the Student Support Network (SSN) 5 week leadership training facilitated by the Counseling Staff. This program builds student connection with counseling staff thereby helping to remove barriers for help-seeking. This gateway training raises awareness about college mental health concerns and provides students with skills to help their peers get help.

- Cohort 1: **General SSN:** Students learn about campus mental health trends and develop their empathic response through discussion and role plays.
- Cohort 2: **Health Sciences:** In addition to the SSN curriculum, students discuss how the helping professions (Nursing, OT, CSD, Public Health, Psychology) might be impacted by mental health.
- Cohort 3: **LGBTQIA+** (In progress, not shown): In addition to the SSN curriculum, students also discuss mental health concerns for those who identify within this community, especially on college campuses.

Staff: Julie Glovin, LICSW and Drew Goins, LMHC



SSN - General cohort



SSN - Health Professionals cohort



SSN LGBTQ+ cohort



LGBTQ+ cohort

SAVE (Sexual Assault Violence Education) peer leader training

15 students completed the SAVE peer leader training program. This six week certificate program gave students a comprehensive understanding of sexual and interpersonal violence, how to support those impacted, how to respond to disclosures in a trauma informed way, as well as how to connect others to campus and community resources.

Total students: 15

Staff: Sarah Valois, LICSW



The Student Support Network Student Advisory Board (SAB)

The SAB met 2x a semester to discuss campus mental health concerns. Issues raised were addressed in CS outreach efforts particularly through enewsletters and Instagram. Students volunteered for FCD and helped Resilient U.

Total students: 8

Staff: Julie Glovin, LICSW

Trainings to Faculty & Staff

Trainings to staff, coaches, and faculty meet the following JED strategic goals:

- *Identifies at-risk students*
- *Follow Crisis Management Procedures*

Academic Kick-off

How Resiliency Impacts Student Success (36 participants)

Staff: Julie Glovin

Recognize, Respond, & Refer a Student in Distress

The WSU Counseling Center provides a 1 hour gatekeeper suicide prevention workshop for faculty and staff on how to recognize a student is struggling emotionally. This training also provides skills and tools to effectively respond to and refer a student. This workshop was offered to:

- WSU faculty and staff community 8x/year (4x/semester)
- First Year Seminar Instructors
- Learning Resource Center staff
- Coaches

Total attendees: 120

Staff: Laurie Murphy, Kevin Fenlon, Julie Glovin, and Lucia Alfaro

DEI Professional Development Fall 2022 series

- LGBTQIA+ Inclusivity & Beyond: Identity & Risk Factors (Parts I & 2)
- We Speak Up Bystander Intervention Series
- Understanding Title IX & How to Support Impacted Individuals
- Beyond Title IX: Identifying and Responding to Disclosures

Total attendees: 21

Staff: Sarah Valois, LICSW

Communication Science Disorder faculty meeting

Provided psychoeducation regarding how the pandemic has impacted student mental health and resiliency.

Attendees: 15

Staff: Julie Glovin

LGBTQ+ Outreach

Mental health within the LGBTQ+ community continues to be an important topic. Depression and anxiety have continued to increase within this community; particularly due to current events within our country. WSU has taken a pro-active approach to supporting the LGBTQ+ community on our campus.

CS programming helps meet the following *JED goals*:

- *Develops life skills*

- *Promotes social connectedness*
- *Identifies at-risk students*
- *Increases help-seeking behaviors*

Staff: Drew Goins



The Trevor Project

This conversation discussed the issues that are impacting LGBTQ mental health, how the field is responding, and what one can do within the mental health field, to better the lives and livelihood of LGBTQ people.

Attendees: 35



Lavender Graduation in collaboration with the LGBTQ+ Resource Center

WSU's first ever Lavender Graduation!

Staff, faculty, and students attendees: 80

Multicultural Programming

Multicultural mental health outreach has had a positive impact on students' mental well being. Racial and ethnic representation is extremely important for identity and development. When students can see themselves in others this in turn becomes validation that they belong and are capable, especially in Predominantly White Institutions. CS offered multiple events on campus this year.

CS programming helps meet the following JED goals:

- *Develops life skills*
- *Promotes social connectedness*
- *Identifies at-risk students*
- *Increases help-seeking behaviors*

Staff: Lucia Alfaro





Black Mental Health Matters

This interactive event centered Black voices through expressive arts.

Attendees: 16



Therapeutic Paint Night with artist, activist, educator & alumni Jennessa Burks

Artist, activist, educator & WSU alumni Jennessa Burks led a much needed therapeutic paint night for students and staff.

Attendees: 12

Student Groups

The Counseling staff outreaches to student groups in a number of ways.

CS informational meetings with:

- Senate
- Executive Leadership Cabinet
- Criminal Justice Group

Advisors to student groups:

- Active Minds (Julie Glovin)
- Cheer (Sarah Valois)
- Intercultural Student Alliance, ISA (Lucia Alfaro)
- LGBTQIA+ (Drew Goins)

JED goals:

- *Develops life skills*
- *Promotes social connectedness*
- *Identifies at-risk students*
- *Increases help-seeking behaviors*

Communications

Utilizing social media and electronic newsletters helps meet the following JED goals:

- *Develops life skills*
- *Promotes social connectedness*
- *Identifies at-risk students*

- *Increases help-seeking behaviors*
- Instagram - Counseling Services utilizes Instagram to share mental health tips, information regarding upcoming WSU programming, and to remind students about resources. During the academic year, the Instagram account is managed by an undergraduate psychology student from WSU. *Followers: 392*
- Enewsletters: Newsletters are sent to the WSU student body throughout the year. Newsletters provide psychoeducation, coping strategies, resources, information about upcoming events, and access to mental health screenings.

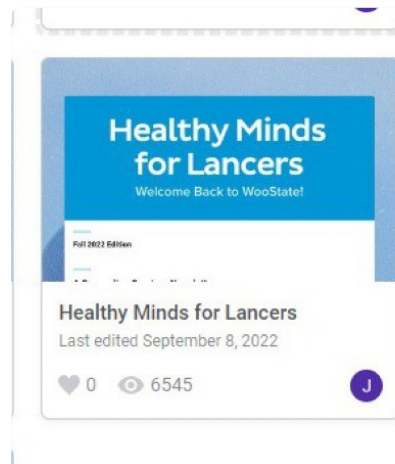
Staff: Julie Glovin



First Year Students Welcome

September 2022

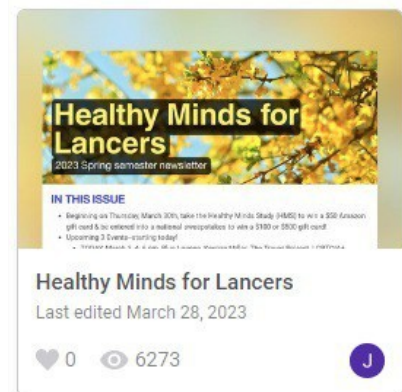
Views: 1491



Welcome Back Lancers

September 2022

Views: 6545



Spring Semester Newsletter

March 2023

Views: 6273

LGBTQ newsletter

In collaboration with the LGBTQ+ Resource Center, this newsletter provides resources, psychoeducation and other information to the LGBTQ and allies at WSU.

Staff: Drew Goins

Healthy Minds Study

The Healthy Minds Survey (HMS) provides a detailed look at college student mental health. The survey results inform mental health and wellbeing related programming at WSU. Outreach programming including table tents, tabling, and MarComm and WSU Instagram posts.

Students who took survey: 330

Staff: Laurie Murphy and Julie Glovin

Furthering Community Connection

Let's Talk

Let's Talk is an informal drop in meeting for students. It's offered 4 times a semester.

JED strategic goals:

- *Identifies at-risk students*
- *Promote social connectedness*
- *Increase help seeking behavior*
- *Develop life skills*

Staff: Lucia Alfaro and Drew Goins

WSU Community

Student well-being is a campus-wide effort. CS staff participate in many committees to build connections and share best practices with committee members. CS staff sit on the following committees:

- WSU Board of Trustees (Laurie Murphy)
- BIRT - Bias Incidence Report Team (Laurie Murphy)
- Campuswell (Julie Glovin)
- DEIJ (Lucia Alfaro)
- First Gen (Lucia Alfaro)
- First Year Experience (Julie Glovin, Sarah Valois)
- LGBTQ+ (Drew Goins, Sarah Valois)
- LEI CAB (Lucia Alfaro)
- JED (Kevin Fenlon, Laurie Murphy, Sarah Valois)
- SAVE (Sarah Valois)
- SAS Accommodations (Laurie Murphy)
- SIT-Student Intervention Team (Laurie Murphy)
- Title IX (Sarah Valois)

JED strategic goals:

- *Identifies at-risk students*
- *Follow Crisis Management Procedures*

Greater Worcester Community

CS staff participate in Worcester area community events to represent WSU and share mental health information. CS staff participated in the following events this year:

- BIPOC HECMA counselors monthly meetings (Lucia Alfaro)
- HECMA State House Day (Laurie Murphy)
- Lancer For a Day (Kevin Fenlon and MK)
- NEADS event at WooSox (Kevin Fenlon and MK)
- Pathways-a career informational for middle school students (Lucia Alfaro)
- PRIDE night (Drew Goins)
- Student Success Framework Department of Higher Education (Laurie Murphy)

- ❖ 27 classroom workshops given
- ❖ 17 “We Speak Up” bystander intervention workshops in FYS classes
- ❖ 6 “We Speak Up” athlete lifeskills workshops (422 athletes)
- ❖ Consent and F.R.I.E.S. campaign
- ❖ Can I Kiss You? Program- Mike Domitrz/Center for Respect, Hall of Fame Speaker
- ❖ SAVE Peer Leader certificate program (15 students trained/6 sessions)
- ❖ Community and campus survivor resource panel
- ❖ Domestic Violence and Sexual Assault Awareness Months

Staff: Sarah Valois, LICSW

Counseling Services staff

Lucia Alfaro, LMHC, CAGS, Clinician & Multicultural Specialist

Melanie Bolduc, Administrative Assistant

Kevin Fenlon, LMHC, Clinician, Associate Director

MK Fenlon, NEADS, ADI, Therapeutic Assistance Animal

Julie Glovin, LICSW, Clinician, Assistant Director & Outreach Manager

Drew Goins, LMHC, Clinician with special interest in LGBTQ+ Outreach

Laurie Murphy, LMHC, CAGS, Director and Associate Dean of Health and Wellness

Sarah Valois, LICSW, Clinician, Assistant Director & SAVE Coordinator

J

Julie Glovin

Julie is using Smore to create beautiful newsletters

WORCESTER STATE UNIVERSITY
BOARD OF TRUSTEES
FINANCE & FACILITIES MEETING
Tuesday, October 24, 2023
3:00 P.M.
Wellness Center, Room 204

Meeting Called By: Lisa Colombo (Chair)

Minutes: Nikki Kapurch

Board Members: Lisa Colombo (Chair); Dina Nichols; Amy Peterson; Lawrence Sasso (Vice Chair)

WSU Staff: Barry Maloney; Ashlynn Allain; Kathy Eichelroth; Carl Herrin; Lois Wims

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 Minutes: September 21, 2023*	Lisa Colombo	B. vote required
2. <i>Finance & Facilities Committee Report</i> A. FY 2023 Audited Financial Statements memo* B. FY2023 Draft Financial Statements Audit* C. FY2024 Budget Amendment #1*	Lisa Colombo Kathy Eichelroth	A. Informational B. vote required C. vote required
3. <i>Administrative Updates</i> A. Other Business	Lisa Colombo	
4. <i>Adjournment</i>	Lisa Colombo	4. vote required

*Attachments

WORCESTER STATE UNIVERSITY
BOARD OF TRUSTEES
Finance & Facilities Committee Meeting Minutes

CHAIR: Lisa Colombo (Chair) DATE: September 21, 2023

LOCATION: Administration Bldg, President's Conference Rm, Rm A250 MINUTES BY: Nikki Kapurch

TIME: 3:00 PM

COMMITTEE MEMBERS PRESENT: Lisa Colombo (Chair); Lawrence Sasso (Vice Chair); Dina Nichols

COMMITTEE MEMBERS ABSENT: Amy Peterson

BOARD MEMBERS PRESENT: Marina Taylor

WSU STAFF: Barry Maloney; Ashlynn Allain; Kathy Eichelroth; Carl Herrin; Nikki Kapurch; Julie Kazarian; Stacey Luster; Ryan Forsythe; Sathi Mitra; Maureen Stokes

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 Thursday, September 21, 2023, in room A250, located in the Administration Building. Chair Colombo called the meeting to order at 3:03 p.m.

Administrative Business

APPROVAL OF THE MINUTES - June 13, 2023

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

VOTED: to approve the June 13, 2023, minutes of the Finance and Facilities Committee meeting as presented.

FINANCE & FACILITIES COMMITTEE REPORT

Update on FY 2023 Audit

- Trustee Colombo opened the meeting by providing a brief update on the FY 2023 Audit.
- VP Eichelroth presented the chair with three audit letters: the Financial Audit Engagement Letter, the Mass. Student Financial Assistance Audit Engagement Letter, and the Communication Letter to Finance and Facilities Sub-Committee Chair.
- VP Eichelroth went over the annual audit process and mentioned that there will be another GASB Statement No. 96 to deal with this year.

Update on Operational Excellence work

- Trustee Colombo called upon VP Kathy Eichelroth to walk the trustees through the WSU Operational Excellence Program PowerPoint that was presented.
- VP Eichelroth provided the trustees with some background information on when it all started. In January 2022 the Financial Sustainability Task Force was created and numerous recommendations and ideas were categorized by theme, and the development of specific teams to address these recommendations

- came out of the FSFT Phased approach.
- VP Eichelroth went through some of the work we are getting done and the tools we are creating. For example, we have created a revenue submission template and a process for developing revenue-generating programs.
 - In January 2023 we began to transition to a Lean Higher Education model, with professional guidance from Dr. William Balzer. Two projects were chosen as demonstrations of Rapid Improvement Events: retention software efficiencies (from the Property and Infrastructure FSTF workgroup) and course scheduling (from the Academic Efficiencies FSTF workgroup). Both projects produced a visualized future state and an action register of tasks to be accomplished, which will lead to the future state.
 - The Operational Excellence team has been working on five active RIE and JIT (Just In Time) events since the spring. Each project is in a different stage of development, though they all have had team events that have identified the proposed future state; is supported by limited staffing; and has an identified implementation team.

Questions:

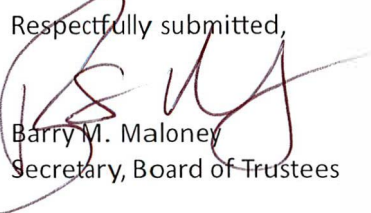
- How to improve the process without additional cost?
 - A lot of work needs to be done and resources are limited.
- What is the structure and function of the work?
 - Needs to be sustainable for the structure and function to work and in order to implement what is most beneficial for us financially.
- How are you making decisions on what gets tabled and what goes forward?
 - We are focusing on where we can have the highest revenue impact and an impact on retaining students. Some others are one-and-done.
- Do we have baseline metrics?
 - We have a measurable impact from the work. Tools need to be in place to motivate staff to adhere to the changes. Getting dashboards ready to use in real time.
- Do we have an end time?
 - This process will be forever. Working on establishing a baseline plan of 12 months which will change every 12 months as we become more engaged in the process.
 - Individual projects will have their own timelines.
- The Board would like to see periodic updates so they can stay informed.
 - The administration will be in close communication with the Board, providing regular updates.

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

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

VOTED: **to adjourn the meeting at 4:00 p.m.**

Respectfully submitted,



Barry M. Maloney
Secretary, Board of Trustees

Memorandum

DATE: October 18, 2023

TO: Barry M. Maloney, President

FROM: Kathleen Eichelroth, Vice President for Administration and Finance

RE: **FY 2023 AUDITED FINANACIAL STATEMENTS**

Please find attached a draft of the FY 2023 Audited Financial Statements as of 10/16/2023, as prepared by the firm Bollus Lynch.

The draft as presented is incomplete at this time as the following items are being completed this week.

There is one final entry that has yet to be posted through the statements. The entry is required for the GASB 96 implementation "Subscription-Based Information Technology Arrangements". The footnotes have been drafted on page 27, #2 and page 37 # 16. There was a great deal of research required to ensure we are compliant with implementation guidance which is the reason for the delay. Now that the baseline contracts have been identified we will only need to add any new qualifying arrangements going forward.

The Management Discussion and Analysis is not complete at this time as the GASB 96 entries need to be incorporated into the figures as they will materially change various accounts.

There are a few figures missing from several footnotes that we are accumulating now, in addition to completing the statistical schedules required by the State Comptroller's Office.

It is our intent to distribute a revised draft of the report on Friday, October 20th, which will be reviewed during the Finance and Facilities subcommittee meeting on October 24th.

WORCESTER STATE UNIVERSITY
(AN AGENCY OF THE COMMONWEALTH OF
MASSACHUSETTS)

FINANCIAL STATEMENTS
AND MANAGEMENT'S DISCUSSION AND ANALYSIS
WITH SUPPLEMENTARY INFORMATION, STATISTICAL
INFORMATION AND OTHER REPORTS

YEARS ENDED JUNE 30, 2023 AND 2022

AND

INDEPENDENT AUDITOR'S REPORT

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

FINANCIAL STATEMENTS
AND MANAGEMENT'S DISCUSSION AND ANALYSIS WITH SUPPLEMENTARY
INFORMATION, STATISTICAL INFORMATION AND OTHER REPORTS

YEARS ENDED JUNE 30, 2023 AND 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Worcester State University

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the business-type activities and the discretely presented component unit of Worcester State University (an agency of the Commonwealth of Massachusetts) (the "University"), as of and for the years ended June 30, 2023 and 2022 and the related notes to the financial statements, which collectively comprise the University's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and discretely presented component unit of Worcester State University, as of June 30, 2023 and 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the University and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 2 to the financial statements, in 2023, the University adopted GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITA)*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the University's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

INDEPENDENT AUDITOR'S REPORT

(Continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the University's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 through 15 and certain information pertaining to liabilities recorded in accordance with Government Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* on pages 49 through 56 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

INDEPENDENT AUDITOR'S REPORT
(Continued)

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the University's basic financial statements. The supplementary information on pages 57 through 61 is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the statistical information on pages 62 through 67. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2023, on our consideration of the University's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the University's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the University's internal control over financial reporting and compliance.

Worcester, Massachusetts
_____, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS
(UNAUDITED)

DISCUSSION DRAFT 10/16/23

FINANCIAL STATEMENTS

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

STATEMENTS OF NET POSITION

JUNE 30, 2023 AND 2022

	Worcester State University		Component Unit Worcester State Foundation	
	2023	2022	2023	2022
ASSETS				
Current assets:				
Cash and cash equivalents	\$ 34,136,997	\$ 41,256,456	\$ 4,265,111	\$ 2,626,703
Cash held by State Treasurer	5,153,872	6,463,480	-	-
Accounts receivable, net	2,523,229	3,372,098	255,210	3,188
Current portion of loans receivable	75,000	110,293	-	-
Current portion of contributions receivable	-	-	654,675	476,244
Inventories	216,155	189,801	90,421	80,888
Prepaid expenses and other current assets	98,753	163,922	10,622	38,761
Total current assets	42,204,006	51,556,050	5,276,039	3,225,784
Non-current assets:				
Investments	35,735,341	20,687,556	38,591,211	34,953,420
Loans receivable, less current portion	210,129	194,379	-	-
Contributions receivable, less current portion	-	-	3,808,171	476,283
Other non-current assets	6,480,408	6,696,218	72,516	36,817
Capital assets, net of accumulated depreciation	180,895,338	188,926,012	3,847,582	3,897,360
Total non-current assets	223,321,216	216,504,165	46,319,480	39,363,880
Total assets	265,525,222	268,060,215	51,595,519	42,589,664
DEFERRED OUTFLOWS OF RESOURCES				
Resources related to pension and OPEB obligations	5,609,260	9,185,413	-	-
Loss on refunding of long-term debt	351,272	376,640	-	-
Total deferred outflows of resources	5,960,532	9,562,053	-	-

See accompanying independent auditor's report and notes to financial statements.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

STATEMENTS OF NET POSITION

JUNE 30, 2023 AND 2022
(Continued)

	Worcester State University		Component Unit Worcester State Foundation	
	2023	2022	2023	2022
LIABILITIES				
Current liabilities:				
Current portion of bonds payable	\$ 665,000	\$ 325,000	\$ 21,618	\$ 20,776
Current portion of lease obligations	3,533,165	3,028,695	-	-
Accounts payable	3,401,514	3,823,936	173,759	198,249
Accrued payroll and fringe benefits	4,698,690	5,396,800	-	-
Accrued interest and other liabilities	95,564	99,953	54,791	36,241
Funds held for others	-	-	5,509	5,509
Student deposits and unearned revenue	2,152,646	2,101,991	107,399	88,765
Current portion of split-interest agreements	-	-	7,493	7,850
Current portion of accrued workers' compensation	171,574	174,219	-	-
Current portion of accrued compensated absences	3,351,550	3,271,940	-	-
Total current liabilities	18,069,703	18,222,534	370,569	357,390
Non-current liabilities:				
Bonds payable, less current portion	19,471,679	20,152,301	408,153	1,879,892
Lease obligations, less current portion	101,812,376	104,538,243	-	-
Split-interest agreements, less current portion	-	-	64,568	-
Accrued workers' compensation, less current portion	1,324,957	1,381,919	-	-
Accrued compensated absences, less current portion	2,505,978	2,453,592	-	-
Accrued pension and OPEB obligations	30,311,227	31,194,951	-	-
Refundable grant - federal financial assistance program	306,684	346,051	-	-
Total liabilities	173,802,604	178,289,591	843,290	2,237,282
DEFERRED INFLOWS OF RESOURCES				
Resources related to pension and OPEB obligations	24,473,160	31,989,978	-	-
Deferred service concession arrangements	3,193,369	3,605,144	-	-
Gain on refunding of long-term debt	443,316	467,945	-	-
Total deferred inflows of resources	28,109,845	36,063,067	-	-
NET POSITION				
Invested in capital assets, net	55,225,510	60,690,515	-	-
Restricted - Non-expendable	-	-	24,032,999	21,148,406
Restricted - Expendable	1,386,348	1,766,252	19,378,657	13,094,219
Unrestricted	12,961,447	812,843	7,340,573	6,109,757
Total net position	\$ 69,573,305	\$ 63,269,610	\$ 50,752,229	\$ 40,352,382

See accompanying independent auditor's report and notes to financial statements.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEARS ENDED JUNE 30, 2023 AND 2022

	Worcester State University		Component Unit Worcester State Foundation	
	2023	2022	2023	2022
REVENUES				
Operating revenues:				
Student tuition and fees	\$ 43,977,503	\$ 45,003,788	\$ 500,896	\$ 415,378
Auxiliary enterprises, student housing	11,814,895	10,968,038	-	-
Less: Scholarship discounts and allowance	7,632,116	7,247,315	-	-
Net student tuition and fees	48,160,282	48,724,511	500,896	415,378
Contributions	-	-	6,635,973	2,815,765
Federal grants and contracts	7,792,094	7,588,095	-	-
State and local grants and contracts	5,516,957	3,221,911	-	-
Nongovernmental grants and contracts	2,713,297	2,420,950	-	-
Auxiliary enterprises, other	1,022,708	1,882,287	236,699	192,891
Other operating revenues	840,664	1,344,471	291,159	251,099
Total operating revenues	66,046,002	65,182,225	7,664,727	3,675,133
EXPENSES				
Operating expenses:				
Instruction	40,581,191	44,439,331	-	-
Academic support	7,072,787	6,110,093	-	-
Student services	10,884,061	11,403,400	-	-
Institutional support	13,786,414	13,241,102	1,409,594	1,387,282
Operation and maintenance of plant	21,761,272	16,756,036	150,717	282,562
Scholarship	2,824,887	9,813,443	823,392	770,980
Depreciation	5,591,358	5,723,887	175,662	170,073
Debt service	1,889,568	1,540,052	80,619	96,811
Auxiliary enterprises	15,360,035	14,330,551	-	-
Total operating expenses	119,751,573	123,357,895	2,639,984	2,707,708
Operating loss	(53,705,571)	(58,175,670)	5,024,743	967,425

See accompanying independent auditor's report and notes to financial statements.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEARS ENDED JUNE 30, 2023 AND 2022

(Continued)

	Worcester State University		Component Unit Worcester State Foundation	
	2023	2022	2023	2022
NON-OPERATING REVENUES (EXPENSES)				
State appropriations	48,616,049	46,843,303	-	-
Federal assistance	3,973,643	13,392,111	-	-
Interest and investment income (loss)	(42,068)	(1,334,412)	3,560,057	(6,593,331)
Other payments to Worcester State University	-	-	(1,004,837)	(1,238,943)
Other non-operating losses	(114,122)	(19,561)	(24,000)	(42,985)
Net non-operating revenues	52,433,502	58,881,441	2,531,220	(7,875,259)
Income (loss) before other revenues, expenses, gains, or losses	(1,272,069)	705,771	7,555,963	(6,907,834)
Capital appropriations	7,575,764	6,644,495	-	-
Additions to permanent endowments	-	-	2,843,884	1,395,887
Change in net position	6,303,695	7,350,266	10,399,847	(5,511,947)
NET POSITION				
Beginning of year	63,269,610	55,919,344	40,352,382	45,864,329
End of year	\$ 69,573,305	\$ 63,269,610	\$ 50,752,229	\$ 40,352,382

See accompanying independent auditor's report and notes to financial statements.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2023 AND 2022

	Primary Government	
	2023	2022
Cash flows from operating activities:		
Student tuition, fees and charges	\$ 45,239,189	\$ 38,690,086
Federal grants and contracts	7,792,094	7,588,095
State and local grants and contracts	5,516,957	3,221,911
Nongovernmental grants and contracts	2,713,297	2,420,950
Auxiliary enterprise charges	1,022,708	1,882,287
Employee compensation and fringe benefit payments	(70,057,683)	(70,449,623)
Payments to suppliers	(39,579,381)	(33,556,563)
Interest paid	(1,148,628)	(775,026)
Loans repaid by students	19,543	37,269
Other receipts (payments)	1,408,686	913,272
Net cash used in operating activities	(47,073,218)	(50,027,342)
Cash flows from noncapital financing activities:		
State appropriations	48,616,049	46,843,303
Federal assistance	3,973,643	13,392,111
Net deposits	15,934	13,548
Net cash provided by noncapital financing activities	52,605,626	60,248,962
Cash flows from capital and related financing activities:		
Capital appropriations	7,575,764	6,644,495
Purchases of capital assets	(2,549,157)	(4,452,358)
Proceeds from bonds payable	-	11,569,398
Principal payments of bonds payable	(340,622)	(13,016,598)
Deferred gain on refunding of bonds payable	-	467,945
Principal payments of capital lease obligation	(3,395,530)	(2,562,845)
Decrease in cash restricted for capital activities	-	249,214
Perkins loan program, net funds paid	(39,367)	(77,396)
Other activities	(114,122)	(19,561)
Net cash provided by (used in) capital and related financing activities	1,136,966	(1,197,706)
Cash flows from investing activities:		
Proceeds from sales and maturities of investments	9,353,305	6,530,335
Purchases of investments	(24,884,356)	(6,873,849)
Interest and investment income	432,610	370,800
Net cash provided by (used in) investing activities	(15,098,441)	27,286
Net change in cash and cash equivalents	(8,429,067)	9,051,200
Cash and cash equivalents, beginning of year	47,719,936	38,668,736
Cash and cash equivalents, end of year	\$ 39,290,869	\$ 47,719,936

See accompanying independent auditor's report and notes to financial statements.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2023 AND 2022

(Continued)

	Primary Government	
	2023	2022
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	\$ (53,705,571)	\$ (58,175,670)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation expense	5,591,358	5,723,887
Amortization of leased assets	6,162,606	6,162,606
Amortization of other assets	215,810	215,811
Accretion of deferred service concession arrangements	(411,775)	(429,237)
Decrease in deferred loss on refunding of bonds payable	25,368	25,367
Decrease in deferred gain on refunding of bonds payable	(24,629)	-
(Increase) decrease in operating assets and deferred outflows:		
Accounts receivable, net	848,869	(248,682)
Loans receivable	19,543	37,269
Inventories	(26,354)	(122,003)
Prepaid expenses and other assets	73,757	34,870
Resources related to pension and OPEB obligations	3,576,153	6,000,447
Increase (decrease) in operating liabilities and deferred inflows:		
Accounts payable	(422,422)	330,126
Accrued payroll and fringe benefits	(698,110)	717,176
Accrued interest and other liabilities	(4,389)	(4,931)
Accrued workers' compensation	(59,607)	33,684
Student deposits and unearned revenue	34,721	25,739
Accrued compensated absences	131,996	(107,931)
Accrued pension and OPEB obligations	(883,724)	(21,478,036)
Resources related to pension and OPEB obligations	(7,516,818)	11,232,166
Net cash used in operating activities	<u>\$ (47,073,218)</u>	<u>\$ (50,027,342)</u>

See accompanying independent auditor's report and notes to financial statements.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS

1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Worcester State University (the "University") is a public, state-supported University, located in Worcester, Massachusetts. The University is governed by a local Board of Trustees under the discretion of the Massachusetts Department of Higher Education. As one of nine four-year, state-supported colleges and universities, the University is empowered to award baccalaureate and masters' degrees in education and in the arts and sciences, as well as programs of continuing education.

The University is an agency of the Commonwealth of Massachusetts (the "State", the "Commonwealth"). Accordingly, the accompanying financial statements may not necessarily be indicative of the conditions that would have existed if the University had been operated as an independent institution.

Component units

Worcester State Foundation, Inc. (the "Foundation") is a legally separate, tax-exempt component unit of the University. The Foundation's primary role is to prudently manage and steward privately contributed resources meant to supplement the resources that are available to the University in support of its programs. The board of the Foundation is self-perpetuating and consists of graduates and friends of the University. Although the University does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the University by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the University, the Foundation is considered a component unit of the University and is discretely presented in the University's financial statements.

During the years ended June 30, 2023 and 2022, the Foundation distributed \$1,828,229 and \$2,009,923, respectively, to the University for both restricted and unrestricted purposes. Complete financial statements for the Foundation can be obtained from the Worcester State University Business Office at 486 Chandler Street, Worcester, MA 01602.

Basis of presentation

The accompanying financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting in accordance with U.S. generally accepted accounting principles (US GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The University has determined that it functions as a business-type activity, as defined by GASB. The effect of interfund activity has been eliminated from these financial statements. The basic financial statements for general purpose governments consist of management's discussion and analysis, basic financial statements including the University's discretely presented component unit, and required supplementary information. The University presents statements of net position, revenues, expenses, and changes in net position and cash flows on a University-wide basis.

Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met. The accompanying statement of revenues, expenses, and changes in net position demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable within a specific function. Program revenues primarily include charges to students or others who enroll or directly benefit from services that are provided by a particular function. Items not meeting the definition of program revenues are instead reported as general revenue.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of presentation (continued)

The University's policies for defining operating activities in the Statement of Revenues, Expenses and Changes in Net Position are those that generally result from exchange transactions such as the payment received for services and payment made for the purchase of goods and services. Certain other transactions are reported as non-operating activities in accordance with GASB accounting standards. These non-operating activities include the University's operating and capital appropriations from the Commonwealth of Massachusetts, and net investment income.

Net position

GASB establishes accounting and financial reporting standards for public colleges and universities. These standards require that, for accounting and reporting purposes, resources be classified into four net position categories, described as follows:

Invested in capital assets, net of related debt - Includes all capital assets, net of accumulated depreciation and the principal balances of any outstanding debt used to construct, acquire or improve the assets.

Restricted net position - These resources are further differentiated between those that are nonexpendable and expendable.

Nonexpendable resources are those that are subject to externally imposed constraints that they be maintained permanently.

Expendable resources are those whose use is subject to externally imposed constraints that can be satisfied by specific actions or by the passage of time.

Unrestricted - These resources are not subject to any externally imposed constraints. Such net position may be designated for specific purposes by action of the governing Board.

Accounting estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses. Actual results could differ from those estimates.

Subsequent events

The University has evaluated the financial statement impact of subsequent events occurring through _____, 2023, the date that the financial statements were available to be issued.

Cash, temporary investments, and investments

The University considers its cash on hand, cash held by both the State Treasurer and Worcester State Foundation, Inc. for the benefit of the University and all debt securities with a maturity of three months or less to be cash equivalents.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash, temporary investments, and investments (continued)

The University's investments are recorded at fair value. Realized and unrealized gains and losses are included in non-operating revenues. Realized gains and losses are determined based on the specific identification of the securities sold. Investment income is recognized when earned. The method of allocated interest earned on pooled cash and investments among fund types provides that, unless otherwise restricted, all interest is recorded in the unrestricted current fund. All gains and losses arising from the sale, maturity, or other disposition of investments are accounted for in the trust fund which owns the related asset. Ordinary income derived from investments is accounted for in the trust fund owning such assets.

The Governmental Accounting Standards Board requires government entities to categorize investments to give an indication of the level of credit risk assumed by the University at year end. Category 1 includes investments that are insured or registered, or for which securities are held by the University or its agent in the name of the University. Category 2 includes uninsured and unregistered investments for which securities are held by a trust department in the name of the University. Category 3 includes uninsured and unregistered investments for which the securities are held by a trust department but not in the University's name.

Fair value measurements

The University follows the provisions of GASB Statement No. 72, *Fair Value Measurement and Application* (GASB 72). This Statement defines fair value, establishes a framework for measuring fair value in accordance with generally accepted accounting principles, and expands disclosures about fair value measurements.

The University uses fair value measurements to record fair value adjustments to certain assets and liabilities and to determine fair value disclosures. In accordance with GASB 72, the fair value of a financial instrument is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value is best determined based on quoted market prices. However, in many instances, there may be no quoted market prices for the University's various financial instruments. In cases where quoted market prices are not available, fair values are based on estimates using present value or other valuation techniques. Those techniques are significantly affected by the assumptions used, including the discount rate and estimates of future cash flows. Accordingly, the fair value estimates may not be realized in an immediate settlement of the instrument.

In accordance with GASB 72, the University groups its financial assets and financial liabilities generally measured at fair value in three levels, based on the markets in which the assets and liabilities are traded and the reliability of the assumptions used to determine fair value.

Level 1: Valuation is based on quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.

Level 2: Valuation is based on observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level 3: Valuation is based on unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair value measurements (continued)

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. The University's component unit utilizes a similar market approach which uses prices and other relevant information generated by market transactions involving identical or comparable assets, liabilities or a group of assets and liabilities.

Allowance for doubtful accounts

Accounts receivable are reported at the amount management expects to collect in the future on balances outstanding at year end. Management estimates allowances for losses based on the history of collections and the knowledge acquired about specific items. Adjustments to the allowance are charged to bad debt expense. Interest is not charged on accounts receivable. Uncollectible amounts are written off against the reserve when deemed uncollectible; recoveries are recorded when received. An amount is considered uncollectible when reasonable efforts to collect the account have been exhausted.

Inventories

The University's inventories consist primarily of operating supplies which are valued at the lower of cost or market. Cost is determined by the first-in, first-out (FIFO) method.

Loans receivable and payable

Loans receivable consist of the Federal Perkins Loan Program ("Perkins"). The federal government provides 90% of the funds to support this program. Loan payments received from students made under the Perkins program may be re-loaned after collection. The 90% portion of the Perkins Loan Program provided by the federal government is refundable back to the federal government upon the termination of the University's participation in the program.

The prescribed practices for the Perkins program do not provide for accrual of interest on student loans receivable or for the provision of an allowance for doubtful loans. Accordingly, interest on loans is recorded as received and loan balances are reduced subsequent to the determination of their uncollectibility and have been accepted (assigned) by the Department of Education.

Capital assets

Capital assets are controlled, but not owned by the University. The University is not able to sell or otherwise encumber these assets since they are owned by the Commonwealth. All capital assets acquired prior to June 30, 1990 are stated at cost or estimated historical cost. Capital assets acquired subsequent to June 30, 1990 are stated at cost. All additions of individual capital assets greater than or equal to \$50,000 are capitalized, in accordance with the Commonwealth's capitalization policy. Donated capital assets are recorded at the estimated fair value at the date of the donation.

Capital assets, with the exception of land, are depreciated using the straight-line method over the estimated useful life of the asset, which range from 3 to 40 years.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Student deposits and unearned revenue

Deposits and advance payments received for tuition and fees related to the University's Summer Session II program are deferred and are recorded as unrestricted current funds unearned revenue.

Bond premiums

Bond premiums are being amortized on a straight-line basis, which approximates the effective interest method, over the terms of the related debt agreements.

Funds held for others

Funds held for others are agency funds consisting of resources held by the University as custodian or fiscal agent of student organizations, the State Treasurer and others. Transactions are recorded to assets and liability accounts.

State appropriations

The University's unrestricted State appropriations amounted to \$48,980,156 and \$47,291,072 for the years ended June 30, 2023 and 2022, respectively. State supported tuition, in the amounts of \$364,107 and \$447,769 for the years ended June 30, 2023 and 2022, respectively, were remitted to the State and have been offset against these appropriations. State supported tuition receipts and transfers have been recorded in an agency fund during the year with a net amount due from (to) the Commonwealth of \$18,953 and (\$13,723) as of June 30, 2023 and 2022, respectively.

Pension plan

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Massachusetts State Employee's Retirement System (MSERS) and additions to/deductions from MSERS's fiduciary net position have been determined on the same basis as they are reported by MSERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other postemployment benefits plan (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Commonwealth of Massachusetts Postemployment Benefits Other Than Pensions Plan and additions to/deductions from this plan's fiduciary net position have been determined on the same basis as they are reported by the Commonwealth of Massachusetts. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Compensated absences

Employees earn the right to be compensated during absences for vacation leave and sick leave. Accrued vacation leave is the amount earned by all eligible employees through June 30, 2023. Pursuant to statewide experience on sick pay buy-back agreements applicable to state employees, the University accrues sick leave to a level representing 20% of amounts earned by those University employees with ten or more years of State service at the end of the fiscal year. Upon retirement, these employees are entitled to receive payment for this accrued balance.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fringe benefits

The University participates in the Commonwealth's fringe benefit programs, including health insurance, pension and workers' compensation benefits. Health insurance, pension and administrative costs are billed through a fringe benefit rate charged to the University. The University's workers' compensation program is administered by the Commonwealth's Division of Public Employee Retirement Administration. Workers' compensation costs are assessed separately based on the University's actual experience.

Trust funds

The University's operations are accounted for in different trust funds. All of these trust funds have been consolidated and are included in these financial statements.

Tax status

The University is an agency of the Commonwealth of Massachusetts and is therefore exempt from federal and state income taxes under Code Section 115 of the Internal Revenue Code. The Foundation is exempt from income taxes under the provisions of section 501(c)(3) of the Internal Revenue Code.

New government accounting pronouncements

GASB Statement No. 101, *Compensated Absences* is effective for reporting periods beginning after December 15, 2023. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences, aligning such guidance under a unified model and by amending certain previously required disclosures. Management has not completed its review of the requirements of this Standard and its applicability.

2 - ADOPTION OF ACCOUNTING PRINCIPLE

In May 2020, the GASB issued GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITA)*. The objective of this Statement is to provide accounting and financial reporting guidance for transactions in which a governmental entity contracts with another party for the right to use their software. This Statement established requirements for subscription-based information technology agreements based on the GASB Statement No. 87 lease accounting standard, based on the foundational principle that IT subscription arrangements are financings of the underlying asset. GASB Statement No. 96 is effective for financial statements for periods beginning after June 15, 2022. The adoption of this statement requires the University to recognize right to use subscription assets as capital assets and related subscription liabilities on the Statement of Net Position as of June 30, 2023 and 2022. Previously, these agreements were expensed through the Statement of Revenues, Expenses and Changes in Net Position. The adoption of GASB Statement No. 96 resulted in a restatement of the University's net position by \$_____ for the year ended June 30, 2022.

Net position, as originally presented	\$ 63,269,610
Adoption of GASB 96	<u> </u>
Net position, as restated	<u><u>\$ 63,269,610</u></u>

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

3 - CASH AND CASH EQUIVALENTS

The University's cash and temporary investments are as follows as of June 30, 2023 and 2022:

	2023	2022
Carrying amount	\$ 34,136,997	\$ 41,256,456
Bank balance	\$ 35,619,053	\$ 43,931,639
Less amounts		
Covered by depository insurance	1,517,619	1,517,890
Collateralized repurchase agreements	29,433,566	36,673,924
Remaining bank balance	\$ 4,667,868	\$ 5,739,825

The differences between the carrying amounts and the bank balances are attributable to deposits-in-transit and outstanding checks. While the remaining bank balance is uninsured and uncollateralized, the University has lowered its risk of loss by maintaining these funds in high quality financial institutions. Further, as of June 30, 2023 and 2022, the University held \$64,155 and \$248,494 respectively, in money market funds maintained by its investment custodian.

As of June 30, 2023 and 2022, the University was party to a repurchase agreement with a bank. The value of this agreement was \$29,433,566 and \$36,673,924 as of June 30, 2023 and 2022, respectively.

The money market mutual funds constitute a Category 2 investment and the repurchase agreements constitute a Category 3 investment, as defined under GASB accounting standards.

4 - CASH HELD BY STATE TREASURER

The University has recorded cash held for the benefit of the University by the State Treasurer in the amounts of \$1,967,941 and \$1,437,742 as of June 30, 2023 and 2022, respectively. In addition, the State Treasurer held cash for certain University trust funds in the amounts of \$3,185,931 and \$5,025,738 as of June 30, 2023 and 2022, respectively. None of these cash balances are insured or collateralized.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

5 - INVESTMENTS

The University maintains pooled investments in long-term U.S. Treasury and Agency Securities. The fair value of these investments as of June 30, 2023 and 2022 are as follows:

	Investment Maturities (in years)			
	Fair Value	Less Than 1	1 to 5	Greater than 5
<u>June 30, 2023</u>				
Investment type				
U.S. Treasuries	\$ 33,194,938	\$ 15,090,807	\$ 13,081,800	\$ 5,022,331
U.S. Agencies	2,540,403	90,000	2,450,403	-
Total	<u>\$ 35,735,341</u>	<u>\$ 15,180,807</u>	<u>\$ 15,532,203</u>	<u>\$ 5,022,331</u>
	Investment Maturities (in years)			
	Fair Value	Less Than 1	1 to 5	Greater than 5
<u>June 30, 2022</u>				
Investment type				
U.S. Treasuries	\$ 18,093,962	\$ -	\$ 13,097,645	\$ 4,996,317
U.S. Agencies	2,593,594	-	2,593,594	-
Total	<u>\$ 20,687,556</u>	<u>\$ -</u>	<u>\$ 15,691,239</u>	<u>\$ 4,996,317</u>

Interest Rate Risk

The University does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The weighted average life of the maturities is evaluated regularly with the weighted average life of the portfolio being limited to five years or less, whenever possible. The weighted average life of the portfolio as of June 30, 2023 was ____ years.

Credit Risk

The University manages its exposure to credit risk by investing solely in U.S. Treasury and U.S. Agency securities.

Concentration of Credit Risk

The University places no limit on the amount that may be invested in one issuer, maintaining its cash in bank deposit accounts which, at times, may exceed federally insured limits.

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the University will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The University controls this risk by placing its securities in a trust account with a safekeeping agent other than the counterparty.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

5 - INVESTMENTS (Continued)

The components of investment income are as follows:

	2023	2022
Interest	\$ 441,198	\$ 365,171
Realized gain (loss) on investments	(137,749)	(34,542)
Unrealized loss on investments	(345,517)	(1,665,041)
	<u>\$ (42,068)</u>	<u>\$ (1,334,412)</u>

Component Unit

Investments of the component unit are stated at fair value and are composed of the following:

	2023		2022	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Money market funds	\$ 402,113	\$ 402,113	\$ 60,660	\$ 60,660
Mutual funds - equity based	24,439,039	29,166,948	24,680,470	26,122,640
Mutual funds - bonds based	9,280,140	8,325,009	9,039,889	8,270,547
Limited partnership interest	475,000	697,141	250,000	499,573
	<u>\$ 34,596,292</u>	<u>\$ 38,591,211</u>	<u>\$ 34,031,019</u>	<u>\$ 34,953,420</u>

6 - FAIR VALUE MEASUREMENTS

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used as of June 30, 2023 and 2022.

U.S. treasury securities and U.S. agency securities: Valued at the closing price reported in the market in which the individual securities are traded. Fair value hierarchy for each is based on the level of active trading within the respective markets for each asset or liability.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the University believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The University's financial assets that are measured at fair value on a recurring basis were recorded using the fair value hierarchy as of June 30, 2023 as follows:

	Level 1	Level 2	Level 3	Total
Investments				
U.S. Treasuries	\$ -	\$ 33,194,938	\$ -	\$ 33,194,938
U.S. Agencies	-	2,540,403	-	2,540,403
Total investments, at fair value	<u>\$ -</u>	<u>\$ 35,735,341</u>	<u>\$ -</u>	<u>\$ 35,735,341</u>

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

6 - FAIR VALUE MEASUREMENTS (Continued)

The University's financial assets that are measured at fair value on a recurring basis were recorded using the fair value hierarchy as of June 30, 2022 as follows:

	Level 1	Level 2	Level 3	Total
Investments				
U.S. Treasuries	\$ -	\$ 18,093,962	\$ -	\$ 18,093,962
U.S. Agencies	-	2,593,594	-	2,593,594
Total investments, at fair value	<u>\$ -</u>	<u>\$ 20,687,556</u>	<u>\$ -</u>	<u>\$ 20,687,556</u>

The University does not measure any liabilities at fair value on a recurring or non-recurring basis on the statement of net position.

7 - ACCOUNTS RECEIVABLE

Accounts receivable consist of the following as of June 30, 2023 and 2022:

	2023	2022
Students	\$ 1,371,794	\$ 1,170,902
Other	1,648,122	2,627,918
	3,019,916	3,798,820
Less: Allowance for uncollectible accounts	496,687	426,722
	<u>\$ 2,523,229</u>	<u>\$ 3,372,098</u>

8 - CONTRIBUTIONS RECEIVABLE - COMPONENT UNIT

Contributions receivable are unconditional promises to give that are recognized as contributions when the promise is received. Contributions receivable that are expected to be collected in less than one year are reported at net realizable value. Contributions receivable that are expected to be collected in more than one year are recorded at fair value at the date of promise. That fair value is computed using a present value technique applied to anticipated cash flows. Amortization of the resulting discount is recognized as additional contribution revenue.

Payments of contributions receivable as of June 30, 2023 are expected to be received as follows:

2024	\$ 654,675
2025	344,892
2026	255,892
2027	140,946
2028	808,000
Thereafter	<u>3,203,000</u>
	5,407,405
Less: Discount on contributions receivable	<u>944,559</u>
	<u>\$ 4,462,846</u>

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

9 - LOANS RECEIVABLE

The University participates in the Federal Perkins Loan Program. This program is funded through a combination of Federal and institutional resources. The portion of this program that has been funded with Federal funds is ultimately refundable to the U.S. government upon the termination of the University's participation in the program. The loans receivable balance of \$285,129 and \$304,672 as of June 30, 2023 and 2022, respectively, represents student loans issued through the Perkins Loans program and consists of the following as of June 30, 2023 and 2022:

	2023	2022
Enrolled students	\$ 6,560	\$ 11,791
Repayment on schedule	7,542	15,866
In default	271,027	277,015
	<u>\$ 285,129</u>	<u>\$ 304,672</u>

10 - CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, not being depreciated				
Land	\$ 188,650	\$ -	\$ -	\$ 188,650
Construction in process	5,006,978	2,067,964		7,074,942
Capital assets, being depreciated				
Land improvements	9,965,277	-	-	9,965,277
Buildings, including improvements	155,173,706	-	-	155,173,706
Furnishings and equipment	14,089,733	481,193	-	14,570,926
Leased buildings	109,250,877	-	-	109,250,877
Leased furnishings and equipment	2,082,326	1,174,133	-	3,256,459
Total capital assets	<u>295,757,547</u>	<u>3,723,290</u>	<u>-</u>	<u>299,480,837</u>
Less accumulated depreciation for				
Land improvements	5,940,681	553,707	-	6,494,388
Buildings, including improvements	73,775,163	4,170,819	-	77,945,982
Furnishings and equipment	13,523,801	466,082	-	13,989,883
Less accumulated amortization for				
Leased assets	<u>13,591,890</u>	<u>6,563,356</u>	<u>-</u>	<u>20,155,246</u>
Total accumulated depreciation and amortization	<u>106,831,535</u>	<u>11,753,964</u>	<u>-</u>	<u>118,585,499</u>
Capital assets, net	<u>\$188,926,012</u>	<u>\$ (8,030,674)</u>	<u>\$ -</u>	<u>\$180,895,338</u>

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

10 - CAPITAL ASSETS (Continued)

Capital assets activity for the year ended June 30, 2022 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, not being depreciated				
Land	\$ 188,650	\$ -	\$ -	\$ 188,650
Construction in process	554,620	4,452,358	-	5,006,978
Capital assets, being depreciated				
Land improvements	9,965,277	-	-	9,965,277
Buildings, including improvements	155,173,706	-	-	155,173,706
Furnishings and equipment	14,089,733	-	-	14,089,733
Leased buildings	117,155,712	-	7,904,835	109,250,877
Leased furnishings and equipment	1,636,111	446,215	-	2,082,326
Total capital assets	<u>298,763,809</u>	<u>4,898,573</u>	<u>7,904,835</u>	<u>295,757,547</u>
Less accumulated depreciation for				
Land improvements	5,348,769	591,912	-	5,940,681
Buildings, including improvements	69,549,960	4,225,203	-	73,775,163
Furnishings and equipment	13,040,271	483,530	-	13,523,801
Less accumulated amortization for				
Leased assets	<u>7,006,042</u>	<u>6,585,848</u>	<u>-</u>	<u>13,591,890</u>
Total accumulated depreciation and amortization	<u>94,945,042</u>	<u>11,886,493</u>	<u>-</u>	<u>106,831,535</u>
Capital assets, net	<u>\$203,818,767</u>	<u>\$ (6,987,920)</u>	<u>\$ 7,904,835</u>	<u>\$188,926,012</u>

11 - MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

The land on which the dormitory residence halls are located is leased by the Massachusetts State College Building Authority (MSCBA) from the Commonwealth of Massachusetts. The Commonwealth of Massachusetts also executed a lease with MSCBA for land on which a parking garage is located. MSCBA owns the residence halls and parking garage and has entered into long-term lease agreements with the University to occupy and operate the facilities.

The University, under the terms of a management and service agreement between MSCBA and the Commonwealth, is charged a semi-annual revenue assessment which is based on the certified occupancy report, the current rent schedule, and the design capacity for each of the residence halls. This revenue assessment is used by MSCBA to pay principal and interest due on its long-term debt obligations. These obligations are guaranteed by the Commonwealth. The assessments charged for the years ended June 30, 2023 and 2022, in the amounts of \$1,516,159 and \$1,510,568, respectively, and have been recorded as auxiliary enterprise expenditures.

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NOTES TO FINANCIAL STATEMENTS
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12 - DEFERRED SERVICE CONCESSION ARRANGEMENTS

Deferred service concession arrangements as of June 30, 2023 and 2022 in the amounts of \$3,193,369 and \$3,605,144, respectively, consist of the unamortized balances of multiple food service agreements with an outside party. This outside party contributed multiple payments since 2004 totaling \$8,788,017, to upgrade the food service facilities. The contributions are being amortized over various periods ranging from 12 to 18 years. Amortization of these contributions was \$411,775 and \$429,238 for the years ended June 2023 and 2022, respectively.

13 - LONG-TERM LIABILITIES

Long-term liabilities of the University as of June 30, 2023 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion
Bonds payable	\$ 20,477,301	\$ -	\$ 340,622	\$ 20,136,679	\$ 665,000
Lease obligations	107,566,938	1,174,133	3,395,530	105,345,541	3,533,165
Subscription-based IT arrangements				-	
Accrued workers' compensation	1,556,138	-	59,607	1,496,531	171,574
Accrued compensated absences	5,725,532	131,996	-	5,857,528	3,351,550
Accrued pension and OPEB obligations	31,194,951	-	883,724	30,311,227	-
Refundable grant	346,051	-	39,367	306,684	-
	<u>\$166,866,911</u>	<u>\$ 1,306,129</u>	<u>\$ 4,718,850</u>	<u>\$163,454,190</u>	<u>\$ 7,721,289</u>

Long-term liabilities of the University as of June 30, 2022 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion
Bonds payable	\$ 21,924,501	\$ 11,569,398	\$ 13,016,598	\$ 20,477,301	\$ 325,000
Lease obligations	117,588,403	446,215	10,467,680	107,566,938	3,028,695
Subscription-based IT arrangements				-	
Accrued workers' compensation	1,522,454	33,684	-	1,556,138	174,219
Accrued compensated absences	5,833,463	-	107,931	5,725,532	3,271,940
Accrued pension and OPEB obligations	52,672,987	-	21,478,036	31,194,951	-
Refundable grant	423,447	-	77,396	346,051	-
	<u>\$199,965,255</u>	<u>\$ 12,049,297</u>	<u>\$ 45,147,641</u>	<u>\$166,866,911</u>	<u>\$ 6,799,854</u>

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NOTES TO FINANCIAL STATEMENTS
(Continued)

14 - BONDS PAYABLE

- (A) On December 4, 2002, the University signed a financing agreement used for the renovation of the Sullivan and Administration Buildings, which was completed in 2009. A call provision became available on this bond issue and the issue was refunded on December 18, 2012, with \$10,585,000 of Massachusetts Development Financing Agency (MDFA) Revenue Bonds. The obligation is being repaid solely by the University through revenues. Interest on the MDFA bonds is due in semi-annual installments at varying rates ranging from 2.00% to 4.00%. Annual principal installments ranging from \$255,000 to \$875,000 are due through November 2032. The refunding of the MHEFA bonds resulted in a loss, which is included in deferred outflows of resources and will be amortized over the term of the bond. Amortization of this loss for the year ended June 30, 2023, was \$5,848. The remaining loss to be amortized as June 30, 2023 is \$58,473.
- (B) On July 1, 2020, the University signed a financing agreement to receive \$681,052 from the MSCBA 2020 Series revenue bond in a partial refunding of the 2012 Series revenue bond. Interest on the bonds is due in semi-annual installments at varying rates ranging from 1.044% to 3.072%. Annual principal installments ranging from \$69,460 to \$117,000 are due May 2032 through May 2039. The refunding of the MSCBA 2012 Series bonds resulted in a loss, which is included in deferred outflows of resources and will be amortized over the term of the bond. Amortization of this loss for the year ended June 30, 2023, was \$19,520. The remaining loss to be amortized as June 30, 2023 is \$292,799.
- (C) On February 15, 2022, the University signed a financing agreement to receive \$9,509,327 from the MSCBA 2022 Series revenue bond in a partial refunding of the 2012 Series revenue bond. Interest on the bonds is due in semi-annual installments at varying rates ranging from 4.00% to 5.00%. Annual principal installments ranging from \$342,496 to \$742,778 are due May 2025 through May 2042. The refunding of the MSCBA 2012 Series bonds resulted in a gain, which is included in deferred inflows of resources and will be amortized over the term of the bond. Amortization of this loss for the year ended June 30, 2023, was \$24,629. The remaining gain to be amortized as June 30, 2023 is \$443,316.

The composition of the University's Bonds payable for the year ended June 30, 2023 is as follows:

	2023	2022
(A) Bond payable, MDFA 2012 Series	7,886,229	8,226,851
(B) Bond payable, MSCBA 2020 Series	681,052	681,052
(C) Bond payable, MSCBA 2022 Series	11,569,398	11,569,398
	20,136,679	20,477,301
Less: Current maturities	665,000	325,000
	<u>\$ 19,471,679</u>	<u>\$ 20,152,301</u>

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NOTES TO FINANCIAL STATEMENTS
(Continued)

14 - BONDS PAYABLE (Continued)

Debt service requirements as of June 30, 2023 are as follows:

Year Ended June 30	Principal	Interest
2024	\$ 665,000	\$ 675,743
2025	1,037,496	648,543
2026	1,080,221	606,081
2027	1,117,432	566,458
2028	1,161,604	526,892
2029 - 2033	6,649,615	1,957,863
2034 - 2038	3,334,425	983,507
2039 - 2042	2,874,587	288,146
	<hr/> 17,920,380	<hr/> 6,253,233
Unamortized premium	2,216,299	-
	<hr/> <u>\$ 20,136,679</u>	<hr/> <u>\$ 6,253,233</u>

15 - LEASE OBLIGATIONS

The University leases its residence halls and parking garage from MSCBA, as well as other furnishings and equipment under various lease agreements.

Future minimum lease payments as of June 30, 2023 are as follows:

Year Ended June 30	Principal	Interest
2024	\$ 3,533,165	\$ 3,967,031
2025	4,586,670	3,873,044
2026	4,404,772	3,719,349
2027	4,519,415	3,581,100
2028	4,447,073	3,603,358
2029 - 2033	27,487,106	12,566,582
2034 - 2038	32,175,292	7,711,968
2039 - 2043	24,192,048	2,416,306
	<hr/> <u>\$105,345,541</u>	<hr/> <u>\$ 41,438,738</u>

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NOTES TO FINANCIAL STATEMENTS
(Continued)

16 - SUBSCRIPTION-BASED IT ARRANGEMENTS

The University licenses various software under various subscription-based IT agreements.

Future minimum payments on these arrangements as of June 30, 2023 are as follows:

Year Ended June 30	<u>Principal</u>	<u>Interest</u>
2024	\$	\$
2025		
2026		
2027		
2028		
2029 - 2033		
2034 - 2038		
2039 - 2043		
	<u>\$ -</u>	<u>\$ -</u>

17 - NET POSITION

Unrestricted net position from operations is not subject to externally imposed stipulations; however, it may be subject to internal restrictions. For example, unrestricted net position from operations may be designated for specific purposes by action of management or the Board of Trustees or may otherwise be limited by contractual agreements with outside parties. As of June 30, 2023 and 2022, unrestricted net position from operations of \$_____ and \$30,081,266, respectively, has been internally designated by the University for future capital investments. The remaining undesignated unrestricted net position from operations was \$_____ and \$24,731,093 as of June 30, 2023 and 2022, respectively.

The University is the recipient of funds that are subject to various external constraints upon their use, either as to purpose or time. These funds are comprised of the following as of June 30:

	<u>2023</u>	<u>2022</u>
Restricted - expendable		
Capital projects	\$ (95,564)	\$ (99,953)
Scholarships and other grants	<u>1,481,912</u>	<u>1,866,205</u>
	<u>\$ 1,386,348</u>	<u>\$ 1,766,252</u>

The component unit's restricted - expendable net position consists of funds whose income is mainly used for scholarships and grants. The component unit's restricted - nonexpendable net position consists of investments to be held in perpetuity and the income is restricted for the purpose of providing scholarships and other activities that benefit the University.

WORCESTER STATE UNIVERSITY
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NOTES TO FINANCIAL STATEMENTS
(Continued)

18 - FACULTY COMPENSATION

Contracts for full-time faculty begin on September 1, and end May 31 of any given academic year. The Commonwealth of Massachusetts and the University pay all faculty members over the twelve-month period of September 1 through August 31. Consequently, on June 30 of each year there is a balance due on each faculty contract which is to be paid from the subsequent year's appropriation. The balance due as of June 30, 2023 and 2022 of \$2,228,855 and \$2,826,090 respectively, has been included in accrued payroll and fringe benefits in the statement of net position.

19 - ACCRUED WORKERS' COMPENSATION

Independent actuarial reviews of the outstanding loss reserve requirements for the Commonwealth of Massachusetts' self-insured Workers' Compensation program were conducted as of June 30, 2023 and 2022. Based upon the Commonwealth's analyses, accrued workers' compensation in the amount of \$1,496,531 and \$1,556,138 as of June 30, 2023 and 2022, respectively have been recorded in the unrestricted current fund. Workers' compensation expense charged to operations was \$204,540 and \$457,366 in 2023 and 2022, respectively. The actual workers' compensation paid by the University was \$264,147 and \$423,682 in 2023 and 2022, respectively.

20 - ACCRUED COMPENSATED ABSENCES

Included in accrued compensated absences are \$3,012,084 for accrued vacation time and \$2,845,444 for accrued sick time as of June 30, 2023 and \$3,054,172 for accrued vacation time and \$2,671,360 for accrued sick time as of June 30, 2022. Of these balances, \$540,881 and \$535,190 for June 30, 2023 and 2022, respectively, represent obligations due to employees funded through sources other than State appropriations, and \$5,316,647 and \$5,190,342 as of June 30, 2023 and 2022, respectively, represent obligations to employees funded through State appropriations. The University anticipates that the obligations due to employees funded by State appropriations will be discharged through future State appropriations.

21 - FRINGE BENEFIT CHARGES

Certain fringe benefit costs associated with University staff, compensated through State appropriations, are paid out of non-University State budget line items. The University is required to reimburse the State for such costs for employees funded from other than State appropriations, based on a percentage of payroll. For 2023, the University reimbursed the State a total of \$3,166,267 (\$1,439,702 for pensions and \$1,726,565 for health care premiums). For 2022, the University reimbursed the State a total of \$3,922,565 (\$1,802,036 for pensions and \$2,120,529 for health care premiums).

WORCESTER STATE UNIVERSITY
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NOTES TO FINANCIAL STATEMENTS
(Continued)

22 - RETIREMENT PLAN

The University reports a liability, deferred outflows and inflows of resources, and expense as a result of its statutory requirement to contribute to the Massachusetts State Employee's Retirement System (MSERS). The following information is about MSERS:

Plan Description

The Massachusetts State Employees' Retirement System (MSERS) is a public employee retirement system (PERS), covering substantially all of the University's non-student full-time employees. It is a cost-sharing multiple-employer defined benefit pension plan administered by the Massachusetts State Retirement Board. Under the cost-sharing plan, pension obligations for employees of all employers are pooled and plan assets are available to pay the benefits through the plan, regardless of the status of the employers' payment of its pension obligations to the plan.

Benefit Provisions

MSERS provides retirement, disability, survivor and death benefits to plan members and their beneficiaries. Massachusetts General Laws (MGL) establishes uniform benefit and contribution requirements for all contributory PERS. These requirements provide for superannuation retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For employees hired after April 1, 2012, retirement allowances are calculated on the basis of the last five years or any five consecutive years, whichever is greater in terms of compensation. Benefit payments are based upon a member's age, length of creditable service, group creditable service and group classification. The authority for establishing and amending these provisions rests with the Massachusetts Legislature, Chapter 32A of the General Laws of the Commonwealth of Massachusetts.

Members become vested after ten years of creditable service. A superannuation retirement allowance may be received upon the completion of twenty years of credible service or upon reaching the age of 55 with ten years of service. Normal retirement for most employees occurs at age 65; for certain hazardous duty and public safety positions, normal retirement is at age 55. Most employees who joined the system after April 1, 2012 are not eligible for retirement prior to age 60.

Contributions

The MSERS's funding policies have been established by Chapter 32 of the MGL. The Legislature has the authority to amend these policies. The annuity portion of the MSERS retirement allowance is funded by employees, who contribute a percentage of their regular compensation. Costs of administering the plan are funded out of plan assets.

Member contributions for MSERS vary depending on the most recent date of membership:

<u>Hire Date</u>	<u>Percentage of Compensation</u>
Prior to 1975	5% of regular compensation
1975 to 1983	7% of regular compensation
1984 to June 30, 1996	8% of regular compensation
July 1, 1996 to present	9% of regular compensation
1979 to present	An additional 2% of regular compensation in excess of \$30,000

In addition, members of Group 1 who join the system after April 2, 2021 will have their withholding rate reduced to 6% after achieving 30 years of creditable service.

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NOTES TO FINANCIAL STATEMENTS
(Continued)

22 - RETIREMENT PLAN (Continued)

Contributions (continued)

The University is not required to contribute from its appropriation allocation or other University funds to MSERS for employees compensated from State appropriations. For University employees covered by MSERS but compensated from a trust fund or other source, the University is required to contribute an amount determined as a percentage of compensation in accordance with a fringe benefit rate determined by the State. The rate was 16.70% and 16.11% of annual covered payroll for the fiscal years ended June 30, 2023 and June 30, 2022, respectively. The University contributed \$1,087,817 and \$1,290,957 for the fiscal years ended June 30, 2023 and June 30, 2022, equal to 100% of the required contributions for the year.

Pension Liabilities, Pension Expense, and Deferred Outflows and Inflows of Resources

As of June 30, 2023 and 2022, the University reported a net pension liability of \$13,421,011 and \$11,319,876, respectively, for its proportionate share of the net pension liability related to its participation in MSERS. The net pension liability was measured as of June 30, 2022, the measurement date, as determined by an actuarial valuation. The University's proportion of the net pension liability was based on its share of the Commonwealth of Massachusetts' collective pension amounts allocated on the basis of actual fringe benefit charges assessed the University for the fiscal years 2022 and 2021. The Commonwealth's proportionate share was based on actual employer contributions to the MSERS for fiscal years 2022 and 2021 relative to total contributions of all participating employers for each respective fiscal year. As of June 30, 2022 and 2021, the University's proportion was 0.11% and 0.15%, respectively. For the years ended June 30, 2023 and 2022, the University recognized pension benefit of \$279,641 and \$403,299, respectively.

As of June 30, 2023 and 2022, the University reported in the statement of net position deferred outflows and deferred inflows of resources related to pensions from the following sources:

	2023	2022
Deferred outflows of resources:		
Change in plan actuarial assumptions	\$ 369,502	\$ 771,721
Differences between expected and actual experience	333,853	390,604
Changes in proportion from Commonwealth due to internal allocation	248,799	747,804
Contributions subsequent to the measurement date	1,087,817	1,290,957
	<u>\$ 2,039,971</u>	<u>\$ 3,201,086</u>
Deferred inflows of resources:		
Differences between expected and actual experience	\$ 523,827	\$ 819,550
Differences between projected and actual earnings on plan investments	71,549	4,438,048
Changes in proportion from Commonwealth due to internal allocation	4,329,860	4,297,346
	<u>\$ 4,925,236</u>	<u>\$ 9,554,944</u>

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NOTES TO FINANCIAL STATEMENTS
(Continued)

22 - RETIREMENT PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows and Inflows of Resources (continued)

Contributions of \$1,087,817 and \$1,290,957, respectively, are reported as deferred outflows of resources related to pensions resulting from the University contributions in fiscal years 2023 and 2022 subsequent to the measurement date, which will be recognized as a reduction of the net pension liability for the years ended June 30, 2024 and 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as an addition to (reduction in) pension expense as follows:

2024	\$ (1,437,619)
2025	(1,222,397)
2026	(1,795,442)
2027	482,376
	<u>\$ (3,973,082)</u>

Actuarial Assumptions

The total pension liability at the measurement dates was determined using the following actuarial assumptions, applied to all periods included in the measurement:

	<u>2022</u>	<u>2021</u>
Cost of living increases (on the first \$13,000 per year for 2022 and 2021)	3.00%	3.00%
Salary increases	4.00 to 9.00%	4.00 to 9.00%
Investment rate of return	7.00%	7.00%
Interest rate credit to the annuity savings fund	3.50%	3.50%
Inflation rate	2.50%	0.00%

Pre-retirement mortality rates reflect the RP-2014 Blue Collar Employees Table, projected generationally with Scale MP-2020 and set forward one year for females. Post-retirement mortality rates reflect the RP-2014 Blue Collar Healthy Annuitant Table projected generationally with Scale MP-2020 and set forward one year for females. Mortality rates for disability reflect the RP-2014 Blue Collar Healthy Annuitant Table projected generationally with Scale MP-2020 and set forward one year.

Experience studies were performed as of February 27, 2014, encompassing the period January 1, 2006 to December 31, 2011, updated to reflect actual experience from 2012 through 2020 for post-retirement mortality.

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NOTES TO FINANCIAL STATEMENTS
(Continued)

22 - RETIREMENT PLAN (Continued)

Actuarial Assumptions (continued)

Investment assets of MSERS are with the Pension Reserves Investment Trust (PRIT) Fund. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage. Best estimates of geometric rates of return for each major asset class included in the PRIT Fund's target assets allocation as of June 30, 2022 and 2021 are summarized in the following table:

Asset Class	Target Allocation		Long-term expected real Rate of return	
	2022	2021	2022	2021
Global equity	38%	39%	4.20%	4.80%
Core fixed income	15%	15%	0.50%	0.30%
Private equity	15%	13%	7.00%	7.80%
Real estate	10%	10%	3.30%	3.70%
Value added fixed income	8%	8%	3.70%	3.90%
Portfolio completion strategies	10%	11%	2.70%	2.90%
Timber/natural resources	4%	4%	3.90%	4.30%
Total	100%	100%		

Discount Rate

The discount rate used to measure the total pension liability was 7.00% for 2022 and 2021. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rates and the Commonwealth's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rates. Based on those assumptions, the net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity Analysis

The following illustrates the sensitivity of the net pension liability to changes in the discount rate as of June 30, 2022 and 2021. In particular, the table presents the MSERS collective net pension liability assuming it was calculated using a single discount rate that is one-percentage-point lower or one percentage-point higher than the current discount rate:

	2022	2021
1% decrease to 6.00% for 2022 and 2021	\$ 18,510,630	\$ 17,326,743
Current discount rate 7.00% for 2022 and 2021	13,421,011	11,319,876
1% increase to 8.00% for 2022 and 2021	9,114,454	6,382,700

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NOTES TO FINANCIAL STATEMENTS
(Continued)

23 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

The University reports a liability, deferred outflows and inflows of resources, and expense as a result of its statutory requirement to contribute to the Commonwealth of Massachusetts Postemployment Benefits Other than Pensions (OPEB) Plan. The following information is about the OPEB Plan:

Plan Description

The Commonwealth of Massachusetts Postemployment Benefits Other than Pensions (OPEB) Plan covers substantially all of the University's non-student full-time employees. It's a single-employer defined benefit pension plan administered by the Commonwealth of Massachusetts. Under the cost-sharing plan, certain benefits for retired employees of all employers are pooled and plan assets are available to pay the benefits through the plan, regardless of the status of the employers' payment of its obligations to the plan. The plan provides health care and life insurance to plan members and beneficiaries.

Benefit Provisions

Chapter 32A of the General Laws of the Commonwealth (MGL), requires the Commonwealth of Massachusetts to provide certain health care and life insurance benefits for retired employees. Substantially all of the Commonwealth's employees may become eligible for these benefits if they reach retirement age while working for the Commonwealth. Eligible retirees are required to contribute a specified percentage of the health care/benefit costs, which are compatible to contributions required from employees.

Contributions

Employer and employee contribution rates are set in MGL. The Commonwealth recognizes its share of the costs on an actuarial basis. As of June 30, 2022 and 2021 and as of the valuation date (January 1, 2022), Commonwealth participants contributed 10% to 20% of premium costs, depending on the date of hire and whether the participant is active, retiree, or survivor status.

OPEB Liabilities, OPEB Expense, and Deferred Outflows and Inflows of Resources

As of June 30, 2023 and 2022, the University reported a net OPEB liability of \$16,890,216 and \$19,875,075, respectively, for its proportionate share of the net OPEB liability related to its participation in the OPEB Plan. The net OPEB liability was measured as of June 30, 2022, the measurement date, as determined by an actuarial valuation. The University's proportion of the net OPEB liability was based on its share of the Commonwealth of Massachusetts' collective OPEB amounts allocated on the basis of actual fringe benefit charges assessed the University for the fiscal years 2022 and 2021. The Commonwealth's proportionate share was based on actual employer contributions to the OPEB Plan for fiscal year 2022 relative to total contributions of all participating employers for each respective fiscal year. As of June 30, 2022 and 2021, the University's proportion was 0.13%. For the years ended June 30, 2022 and 2021, the University recognized OPEB benefit of \$2,781,658 and \$1,807,039, respectively.

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NOTES TO FINANCIAL STATEMENTS
(Continued)

23 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows and Inflows of Resources (continued)

As of June 30, 2023 and 2022, the University reported in the statement of net position deferred outflows and deferred inflows of resources related to postemployment benefits other than pensions from the following sources:

	2023	2022
Deferred outflows of resources:		
Changes in proportion from Commonwealth due to internal allocation	\$ 1,514,605	\$ 3,162,854
Changes in plan actuarial assumption	1,244,020	1,669,183
Differences between expected and actual experience	310,927	507,349
Differences between projected and actual earnings on plan investments	25,675	-
Contributions subsequent to the measurement date	474,061	644,941
	<u>\$ 3,569,288</u>	<u>\$ 5,984,327</u>
Deferred inflows of resources:		
Changes in proportion from Commonwealth due to internal allocation	\$ 10,638,640	\$ 14,785,133
Change in plan actuarial assumptions	6,112,927	3,909,728
Differences between expected and actual experience	-	3,498,647
Differences between projected and actual earnings on plan investments	2,796,358	241,526
	<u>\$ 19,547,925</u>	<u>\$ 22,435,034</u>

Contributions of \$474,061 and \$644,941, respectively are reported as deferred outflows of resources related to OPEB resulting from the University contributions in fiscal years 2023 and 2022 subsequent to the measurement date, which will be recognized as a reduction of the net OPEB liability for the years ended June 30, 2024 and 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as a reduction in OPEB expense as follows:

2024	\$ (4,765,211)
2025	(5,411,637)
2026	(3,677,254)
2027	(2,066,156)
2028	(532,440)
	<u>\$ (16,452,698)</u>

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(Continued)

23 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

Actuarial Assumptions

The total OPEB liability for the June 30, 2022 measurement date was determined by an actuarial valuation as of January 1, 2022 rolled forward to June 30, 2022. The total OPEB liability for the June 30, 2021 measurement date was determined by an actuarial valuation as of January 1, 2021 rolled forward to June 30, 2021. This valuation used the following assumptions:

1. For 2022, the annual healthcare cost trend rates were developed based on the Getzen trend rate model, version 2022_f4. The healthcare cost trend rate changed from 4.40% in 2021 to 5.00% for Medicare benefits and 7.60% for non-Medicare benefits, then increasing in 2023 and 2024 before decreasing in 2025 and 2026 to a blended rate of 4.97% in 2031 and additional decrease in 2041, 2051, 2061, 2071, and 2075. The Getzen trend rate model also assumes inflation of 2.5%, real GDP growth of 1.4% and excess medical growth of 1.0%.
2. For 2021, the annual healthcare cost trend rates were developed based on the Getzen trend rate model, version. The healthcare cost trend rate changed from 4.90% in 2020 to 4.40% for Medicare benefits and 7.3% for non-Medicare benefits, then decreasing 0.24% each year to a blended rate of 5.18% in 2030 and additional decrease in 2060, 2070, and 2075. The Getzen trend rate model also assumes inflation of 2.5%, real GDP growth of 1.5% and excess medical growth of 1.1%.
3. For 2022 and 2021, the mortality rate was in accordance with RP 2014 Blue Collar Mortality Table projected with scale MP-2020, with females set forward one year.
4. Participation rates, for 2022 and 2021:
 - a. 100% of employees currently electing health care coverage are assumed to elect coverage at retirement.
 - b. 35% of employees currently opting out of active employee health coverage are assumed to elect to enroll in retiree coverage.
 - c. 85% of current and future vested terminated participants will elect health care benefits at age 55, or if later, the participant's current age.
 - d. Retirees who currently elect to waive their coverage are assumed to remain uncovered in the future.
 - e. 100% of spouses are assumed to elect to continue coverage after the retiree's death.
 - f. Current non-Medicare eligible retirees and spouses (if covered) under age 65 who are in a POS/PPO plan are assumed to move to an Indemnity plan if they are Medicare eligible at 65. All others are assumed to remain in their currently elected product type.
 - g. Future retirees are assumed to enroll in the existing plans in the same proportion as the current retiree mix, as shown in the table below. These proportions are established separately for non-Medicare and Medicare coverage for each product type.

	Retirement Age	
	Under 65	Age 65+
Indemnity	28%	96%
POS/PPO	62%	0%
HMO	10%	4%

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

23 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

Actuarial Assumptions (continued)

Investment assets of the Plan are with the Pension Reserves Investment Trust (PRIT) Fund. The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage. Best estimates of geometric rates of return for each major asset class included in the PRIT Fund's target asset allocation as of June 30, 2022 and 2021 are summarized in the following table:

Asset Class	Target Allocation		Long-term expected real Rate of return	
	2022	2021	2022	2021
Global equity	38%	39%	4.20%	4.80%
Portfolio completion strategies	10%	11%	2.70%	2.90%
Core fixed income	15%	15%	0.50%	0.30%
Private equity	15%	13%	7.30%	7.80%
Value added fixed income	8%	8%	3.70%	3.90%
Real Estate	10%	10%	3.30%	3.70%
Timber/natural resources	4%	4%	3.90%	4.30%
Total	100%	100%		

Discount Rate

The discount rates used to measure the OPEB liability as of June 30, 2022 and 2021 was 4.30% and 2.77%, respectively. This rate was based on a blend of the Bond Buyer Index rates of 3.54% and 2.16% as of the measurement date of June 30, 2022 and 2021, respectively, and the expected rates of return. The plan's fiduciary net position was not projected to be available to make all projected future benefit payments for current plan members. The projected "depletion date" when projected benefits are not covered by projected assets is 2028 and 2025 as of the measurement date of June 30, 2022 and 2021, respectively. Therefore, the long-term expected rate of return on plan investments of 7.00% per annum was not applied to all periods of projected benefit payments to determine the total OPEB liability as of June 30, 2022 and 2021, respectively.

Sensitivity Analysis

The following presents the net OPEB liability of the University calculated the discount rate we as what the net OPEB liability would be if it were calculated using a discount rate that is one-percentage-point lower or one percentage-point higher than the current discount rate:

	2022	2021
1% decrease to 3.30% for 2022 and 1.77% for 2021	\$ 19,938,993	\$ 23,611,433
Current discount rate 4.30% for 2022 and 2.77% for 2021	16,890,216	19,875,075
1% increase to 5.30% for 2022 and 3.77% for 2021	14,752,358	16,865,513

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

23 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

The following presents the net OPEB liability of the University, as well as what the net OPEB liability would be if it were calculated using a healthcare cost trend rate that is one-percentage-point lower or one-percentage-point higher than the current healthcare cost trend rate:

	2021	2020
1% decrease for Medical and EGWP and Administrative costs	\$ 14,327,507	\$ 16,273,600
Current discount as described on page 45 for 2022, 4.90% for Medical and 7.30% for EGWP and administrative costs for 2021	16,890,216	19,875,075
1% increase for Medical and EGWP and Administrative costs	20,590,215	24,569,007

24 - STATE CONTROLLED ACCOUNTS

Certain significant costs and benefits associated with the operations of the University are appropriated, expended, controlled and reported by the State through non-University line items in the State's budget. Under accounting principles generally accepted in the United States of America such transactions must be recorded in the financial statements of the University. These transactions include payments by the State for the employer's share of funding the Massachusetts State Employee's Retirement System and for the employer's share of health care premiums. The estimated amounts of funding attributable for the State retirement system contribution and the employer's share of health care premiums for 2023 were \$6,420,826 and \$7,700,191, respectively. The estimated amounts of funding attributable for the State retirement system contribution and the employer's share of health care premiums for 2022 were \$5,852,063 and \$6,886,429, respectively.

25 - MANAGEMENT ACCOUNTING AND REPORTING SYSTEM - (UNAUDITED)

Section 15C of Chapter 15A of the Massachusetts General Law requires Commonwealth colleges and universities report activity of campus-based funds to the Comptroller of the Commonwealth's Statewide Accounting System, Massachusetts Management Accounting and Reporting System (MMARS) using the statutory basis of accounting. The statutory basis of accounting is a modified accrual basis of accounting and differs from the information included in these financial statements. The amounts reported on MMARS meet the guidelines of the Comptroller's Guide for Higher Education Audited Financial Statements.

The University's State appropriations are composed of the following for the years ended June 30:

	2023	2022
Direct unrestricted appropriations	\$	\$ 34,552,580
Fringe benefits for benefitted employees on state payroll		12,738,492
Tuition remitted		(447,769)
Total appropriations	\$ -	\$ 46,843,303

A reconciliation between the University and MMARS fund 901 activity as of June 30, 2023 is as follows:

Revenue per MMARS	\$
Revenue per University	_____
Net reporting classification and differences	\$ -

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO FINANCIAL STATEMENTS
(Continued)

26 - RELATED PARTY TRANSACTIONS

The University provided, at no cost, office space and certain personnel services to the Worcester State Foundation, Inc. (the "Foundation"). The value of this support is estimated to be \$236,447 and \$220,239 for the years ended June 30, 2023 and 2022, respectively.

Worcester State Foundation, Inc. acts as an agent for the University by periodically accepting grants on its behalf. The proceeds of the grants are recorded as an asset of the Foundation until remitted to the University.

The University and the Foundation have entered into an affiliation agreement with the Worcester Center for Crafts, Inc. to collaboratively offer venues for teaching and learning in the arts, exhibition space, safe, well-equipped studios for community-based programs as well as undergraduate visual and performing art classes. As part of the agreement, the University provides various forms of support to the Crafts Center including annual service fees for allowing the University to use the facilities. Service agreement fees were \$250,000 for the years ended June 30, 2023 and 2022. In addition, the University provided support including personnel, equipment, repairs and maintenance and other operating expenses. The value of this support is estimated to be \$321,847 and \$354,493 for the years ended June 30, 2023 and 2022, respectively.

The University provides certain operating costs for WSF Real Estate, Inc. in exchange for the use property adjacent to the University campus for various purposes. WSF Real Estate, Inc. is under the control and holds property on behalf of the Foundation. Operating costs provided by the University were \$83,156 and \$107,961 during the years ended June 30, 2023 and 2022, respectively.

27 - AUXILIARY ENTERPRISES

The University's auxiliary enterprises consist of residence life and housing and health services. The related revenues and expenses for the years ended June 30, 2023 and 2022 are as follows:

	2023		2022	
	Residence Life and Housing	Health Services	Residence Life and Housing	Health Services
Total revenue	\$ 11,838,847	\$ 998,756	\$ 12,469,906	\$ 380,419
Total expenses	14,811,008	549,027	13,704,837	625,715
Increase (decrease) in net position before transfers	<u>\$ (2,972,161)</u>	<u>\$ 449,729</u>	<u>\$ (1,234,931)</u>	<u>\$ (245,296)</u>

28 - COMMITMENTS AND CONTINGENCIES

Litigation

Pending or threatened lawsuits against governmental agencies arise in the ordinary course of operations. In the opinion of the University's administration, the ultimate resolution of any pending legal actions involving the University will not have a material adverse effect on the financial position of the University.

Grants and entitlements

The University receives financial assistance from federal and state agencies in the form of grants and entitlements. Expenditures of funds under these programs require compliance with the grant agreements and are subject to audit by the granting agency. Any disallowed expenditures resulting from such audits become a liability of the University. In the opinion of the University's administration, the outcome of any findings with respect to disallowed expenditures will not have a material adverse effect on the financial position of the University.

DISCUSSION DRAFT 10/16/23

SUPPLEMENTARY INFORMATION

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

SCHEDULE OF THE UNIVERSITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
Massachusetts State Employees' Retirement Plan

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2014 through 2022)

	2023	2022	2021	2020	2019
University's proportion of the net pension liability	0.11%	0.15%	0.15%	0.14%	0.17%
University's proportion of the net pension liability	\$ 13,421,011	\$ 11,319,876	\$ 23,033,837	\$ 19,332,813	\$ 20,564,468
University's covered-employee payroll	\$ 8,039,088	\$ 9,176,617	\$ 10,458,847	\$ 12,561,991	\$ 12,922,066
University's proportionate share of the net pension liability as a percentage of its covered employee payroll	166.95%	123.36%	220.23%	153.90%	159.14%
Plan fiduciary net position as a percentage of the total pension liability	71.05%	77.54%	62.48%	66.28%	67.91%
	2018	2017	2016	2015	2014
University's proportion of the net pension liability	0.15%	0.15%	0.18%	0.14%	0.14%
University's proportion of the net pension liability	\$ 18,014,320	\$ 18,674,184	\$ 18,901,770	\$ 9,357,928	\$ 11,308,376
University's covered-employee payroll	\$ 11,336,488	\$ 11,331,835	\$ 11,013,323	\$ 10,245,240	\$ 11,163,731
University's proportionate share of the net pension liability as a percentage of its covered employee payroll	158.91%	164.79%	171.63%	91.34%	101.30%
Plan fiduciary net position as a percentage of the total pension liability	67.21%	63.48%	67.87%	76.32%	70.31%

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

SCHEDULE OF UNIVERSITY PENSION CONTRIBUTIONS
Massachusetts State Employees' Retirement Plan

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2014 through 2022)

	2023	2022	2021	2020	2019
Statutorily required contribution*	\$ 1,087,817	\$ 1,290,289	\$ 1,450,748	\$ 1,315,547	\$ 1,421,424
Contributions in relation to the statutorily required contribution*	1,087,817	1,290,289	1,450,748	1,315,547	1,421,424
Annual contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
University's covered-employee payroll	\$ 8,039,088	\$ 9,176,617	\$ 10,458,847	\$ 12,561,991	\$ 12,922,066
Contributions as a percentage of covered-employee payroll	13.53%	14.06%	13.87%	10.47%	11.00%
	2018	2017	2016	2015	2014
Statutorily required contribution*	\$ 1,098,173	\$ 972,477	\$ 1,039,592	\$ 741,444	\$ 700,426
Contributions in relation to the statutorily required contribution*	1,098,173	972,477	1,039,592	741,444	700,426
Annual contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
University's covered-employee payroll	\$ 11,336,488	\$ 11,331,835	\$ 11,013,323	\$ 10,245,240	\$ 11,163,731
Contributions as a percentage of covered-employee payroll	9.69%	8.58%	9.44%	7.24%	6.27%

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO SCHEDULE OF THE UNIVERSITY'S PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY AND SCHEDULE OF UNIVERSITY CONTRIBUTIONS

JUNE 30, 2014 THROUGH 2023

1 - CHANGES IN ACTUARIAL ASSUMPTIONS

The actuarial assumptions used as of the June 30, 2022 measurement date included a change in the investment rate of return from 7.00% in 2021 to _____% for 2022.

The actuarial assumptions used as of the June 30, 2021 measurement date included a change in mortality rates. As of this date, pre-retirement mortality rates reflect the RP-2014 Blue Collar Employees Table, projected generationally with Scale MP-2020 and set forward one year for females. Post-retirement mortality rates reflect the RP-2014 Blue Collar Healthy Annuitant Table projected generationally with Scale MP-2020 and set forward one year for females. Mortality rates for disability reflect the RP-2014 Blue Collar Healthy Annuitant Table projected generationally with Scale MP-2020 and set forward one year.

The actuarial assumptions used as of the June 30, 2021 measurement date included a change in the investment rate of return from 7.15% in 2020 to 7.00% for 2021.

The actuarial assumptions used as of the June 30, 2020 measurement date included a change in the investment rate of return from 7.25% in 2019 to 7.15% for 2020.

The actuarial assumptions used as of the June 30, 2019 measurement date included a change in the investment rate of return from 7.35% in 2018 to 7.25% for 2019.

The actuarial assumptions used as of the June 30, 2018 measurement date included a change in mortality rates for disability. As of this date, mortality rates for disability reflect the RP-2014 Blue Collar Healthy Annuitant Table projected generationally with Scale MP-2016 and set forward one year.

The actuarial assumptions used as of the June 30, 2017 measurement date included a change cost of living increases whereby such increases are on only the first \$13,000 per year.

The actuarial assumptions used as of the June 30, 2017 measurement date included a change in mortality rates. As of this date, pre-retirement mortality rates reflect the RP-2014 Blue Collar Employees Table, projected generationally with Scale MP-2016 and set forward one year for females. Post-retirement mortality rates reflect the RP-2014 Blue Collar Healthy Annuitant Table projected generationally with Scale MP-2016 and set forward one year for females. Mortality rates for disability were assumed to be in accordance with the RP-2000 Healthy Annuitant Table projected generationally with Scale BB and a base year of 2015 (gender distinct).

The actuarial assumptions used as of the June 30, 2016 measurement date included a change in the range of assumed salary increases from 3.5% to 9.0% in 2015 to 4.0% to 9.0%.

Chapter 176 of the Acts of 2011 created a one-time election for eligible members of the Optional Retirement Plan (ORP) to transfer to the State Employees' Retirement System (SERB) and purchase service for the period while members of the ORP. As a result, the total pension liability of SERB has increased by approximately \$400 million as of June 30, 2016.

The actuarial assumptions used as of the June 30, 2015 measurement date included a change in the investment rate of return and discount rate from 8.0% to 7.5%. The projection of cash flows used to determine the investment rate of return and discount rate assumed that plan member contributions will be made at the current contributions rates and the members rates.

In May 2015, an early retirement incentive (ERI) was created for certain members MSERS who upon election of the ERI retired effective June 30, 2015. As a result, the total pension liability of MSERS has increased by approximately \$230 million as of the June 30, 2015 measurement date.

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO SCHEDULE OF THE UNIVERSITY'S PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY AND SCHEDULE OF UNIVERSITY CONTRIBUTIONS

JUNE 30, 2014 THROUGH 2023
(Continued)

1 - CHANGES IN ACTUARIAL ASSUMPTIONS (Continued)

The Actuarial assumptions used as of the June 30, 2015 measurement date included a change in mortality rates. As of this date, pre-retirement mortality rates reflect the RP-2000 Employees table projected generationally with Scale BB and a base year of 2009 (gender district). Post-retirement mortality rates reflect the RP-2000 Healthy Annuitant table projected generationally with Scan BB (gender distinct). Disability rates were assumed to be in accordance with the RP-2000 Healthy Annuitant table projected generationally with Scale BB and a base year of 2015 (gender distinct).

Mortality rates included as of the June 30, 2014 included pre-retirement mortality rates reflecting the RP-2000 Employees table projected 20 years with Scale AA (gender district). Post-retirement mortality rates reflect the RP-2000 Healthy Annuitant table projected 15 years with Scan AA (gender distinct). Disability rates were assumed to be in accordance with the RP-2000 table projected 5 years with Scale AA (gender distinct) set forward 3 years for males.

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

SCHEDULE OF THE UNIVERSITY'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY
Commonwealth of Massachusetts Postemployment Benefits Other Than Pensions (OPEB) Plan

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2018 through 2022)

	2023	2022	2021	2020	2019	2018
University's proportion of the net OPEB liability	0.13%	0.13%	0.15%	0.21%	0.25%	0.21%
University's proportion of the net OPEB liability	\$ 16,890,216	\$ 19,875,075	\$ 29,639,150	\$ 36,445,632	\$ 44,998,975	\$ 35,037,942
University's covered-employee payroll	\$ 8,039,088	\$ 9,176,617	\$ 10,458,847	\$ 12,561,991	\$ 12,922,066	\$ 11,336,488
University's proportionate share of the net OPEB liability as a percentage of its covered employee payroll	210.10%	216.58%	283.39%	290.13%	348.23%	309.07%
Plan fiduciary net position as a percentage of the total OPEB liability	13.00%	10.70%	6.40%	6.96%	7.38%	5.39%

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

SCHEDULE OF UNIVERSITY OPEB CONTRIBUTIONS
Commonwealth of Massachusetts Postemployment Benefits Other Than Pensions (OPEB) Plan

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2018 through 2022)

	2023	2022	2021	2020	2019	2018
Statutorily required contribution*	\$ 644,941	\$ 677,546	\$ 751,524	\$ 959,290	\$ 1,076,188	\$ 882,031
Contributions in relation to the statutorily required contribution*	644,941	677,546	751,524	959,290	1,076,188	882,031
54 Annual contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
University's covered-employee payroll	\$ 8,039,088	\$ 9,176,617	\$ 10,458,847	\$ 12,561,991	\$ 12,922,066	\$ 11,336,488
Contributions as a percentage of covered-employee payroll	8.02%	7.38%	7.19%	7.64%	8.33%	7.78%

*Annual contributions are reported one year in arrears
as required by GASB 75

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO SCHEDULE OF THE UNIVERSITY'S PROPORTIONATE SHARE OF THE
NET OPEB LIABILITY AND SCHEDULE OF UNIVERSITY OPEB CONTRIBUTIONS

JUNE 30, 2018 THROUGH 2022

1 - CHANGES IN ACTUARIAL ASSUMPTIONS

The actuarial assumptions used as of the June 30, 2022 measurement date included a change in the annual healthcare cost trend rates used to measure the OPEB liability, developing such rates based on the Getzen trend rate model, version 2021_b. The healthcare cost trend rate changed from ____% in 2021 to ____% for Medicare benefits and from 7.3% in 2021 to ____% in 2022 for non-Medicare benefits, then decreasing 0.24% each year to a blended rate of 5.18% in 2030 and additional decrease in 2060, 2070, and 2075. The Getzen trend rate model also assumes inflation of 2.5%, real GDP growth of 1.5% and excess medical growth of 1.1%.

The actuarial assumptions used as of the June 30, 2021 measurement date included a change in the annual healthcare cost trend rates used to measure the OPEB liability, developing such rates based on the Getzen trend rate model, version 2021_b. The healthcare cost trend rate changed from 4.9% in 2020 to 4.4% for Medicare benefits and from 6.7% in 2020 to 7.3% in 2021 for non-Medicare benefits, then decreasing 0.24% each year to a blended rate of 5.18% in 2030 and additional decrease in 2060, 2070, and 2075. The Getzen trend rate model also assumes inflation of 2.5%, real GDP growth of 1.5% and excess medical growth of 1.1%.

The actuarial assumptions used as of the June 30, 2021 measurement date included a change in discount rate used to measure the OPEB liability. The discount rates used to measure the OPEB liability as of June 30, 2021 and 2020 was 2.77% and 2.28%, respectively. This rate was based on a blend of the Bond Buyer Index rates of 2.16% and 2.21% as of the measurement date of June 30, 2021 and 2020, respectively and the expected rates of return.

The actuarial assumptions used as of the June 30, 2021 measurement date included a change in the long-term expected rate of return on plan investments from 7.15% to 7.15%.

The actuarial assumptions used as of the June 30, 2020 measurement date included a change in the annual healthcare cost trend rates used to measure the OPEB liability, developing such rates based on the Getzen trend rate model, version 2021_b. The healthcare cost trend rate changed from 7.5% in 2019 to 4.9% for Medicare benefits and 6.7% for non-Medicare benefits, then decreasing 0.1% each year to a blended rate of 5.18% in 2030 and additional decrease in 2060, 2070, and 2075. The Getzen trend rate model also assumes inflation of 2.5%, real GDP growth of 1.5% and excess medical growth of 1.1%.

The actuarial assumptions used as of the June 30, 2020 measurement date included a change in participant rates whereby 35% of employees currently opting out of active employee health coverage are assumed to enroll in retiree coverage. Also, 100% of spouses are assumed to elect to continue coverage after the retiree's death.

The actuarial assumptions used as of the June 30, 2020 measurement date included a change in participant rates whereby in 2019 actives under age 65 taking coverage were assumed to have indemnity (25%), POS/PPO (60%) or HMO (15%) have been adjusted in 2020 to indemnity (28%), POS/PPO (60%) or HMO (12%).

The actuarial assumptions used as of the June 30, 2020 measurement date included a change in participant rates whereby in 2019 actives over age 65 taking coverage were assumed to have indemnity (85%), POS/PPO (0%) or HMO (15%) have been adjusted in 2020 to indemnity (96%), POS/PPO (0%) or HMO (4%).

The actuarial assumptions used as of the June 30, 2020 measurement date included a change in the long-term expected rate of return on plan investments from 7.35% to 7.15%.

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

NOTES TO SCHEDULE OF THE UNIVERSITY'S PROPORTIONATE SHARE OF THE
NET OPEB LIABILITY AND SCHEDULE OF UNIVERSITY OPEB CONTRIBUTIONS

JUNE 30, 2018 THROUGH 2022
(Continued)

1 - CHANGES IN ACTUARIAL ASSUMPTIONS (Continued)

The actuarial assumptions used as of the June 30, 2019 measurement date included a change in the annual healthcare cost trend rates used to measure the OPEB liability decreasing from 8.0% in 2018 to 7.5% in 2019, then decreasing 0.5% each year to an ultimate rate of 4.5% in 2026 for medical and (2) 4.5% for administration costs. Healthcare costs are offset by reimbursements for Employer Group Waiver Plans (EGWP), which are assumed to increase 5.0% per year until 2025, then decrease to 4.5% in 2026.

The actuarial assumptions used as of the June 30, 2019 measurement date included a change in participant rates whereby 80% of current and future contingent eligible participants will elect health care benefits at age 65, or current age if later was increased to 85% in 2019.

The actuarial assumptions used as of the June 30, 2019 measurement date included a change in participant rates whereby in 2018 actives under age 65 taking coverage were assumed to have indemnity (40%), POS/PPO (50%) or HMO (10%) have been adjusted in 2019 to indemnity (25%), POS/PPO (60%) or HMO (15%).

The actuarial assumptions used as of the June 30, 2019 measurement date included a change in the long-term expected rate of return on plan investments from 7.35% to 7.25%.

The actuarial assumptions used as of the June 30, 2019 measurement date included a change in the discount rates used to measure the OPEB liability from 3.92% to 3.63%. This rate was based on a blend of the Bond Buyer Index rates of 3.51% and 3.87% as of the measurement date of June 30, 2019 and 2018, respectively and the expected rates of return.

The actuarial assumptions used as of the June 30, 2018 measurement date included a change in the discount rates used to measure the OPEB liability from 3.65% to 3.92%. This rate was based on a blend of the Bond Buyer Index rates of 3.87% and 3.58% as of the measurement date of June 30, 2019 and 2018, respectively and the expected rates of return.

The actuarial assumptions used as of the June 30, 2018 measurement date included a change in the long-term expected rate of return on plan investments from 7.50% to 7.35%.

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

UNIVERSITY NET POSITION ANALYSIS

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2018 through 2022)

	2023	2022	2021	2020	2019	2018
Invested in Capital Assets, Net	\$ 55,225,510	\$ 60,690,515	\$ 64,602,986	\$ 75,835,001	\$ 78,092,336	\$ 79,046,212
Restricted - Expendable for						
Other	1,481,912	1,866,205	902,011	653,958	467,961	90,205
Capital Projects	(95,564)	(99,953)	144,330	139,434	135,362	130,815
Total expendable	1,386,348	1,766,252	1,046,341	793,392	603,323	221,020
Unrestricted						
Unrestricted from operations	62,136,575	54,812,359	48,514,956	39,197,848	36,364,288	32,009,954
Accumulated Commonwealth pension obligations	(16,306,275)	(17,673,734)	(19,435,051)	(17,767,478)	(16,246,067)	(14,531,894)
Accumulated Commonwealth OPEB obligations	(32,868,853)	(36,325,782)	(38,809,888)	(39,218,355)	(37,648,861)	(34,136,535)
Total unrestricted	12,961,447	812,843	(9,729,983)	(17,787,985)	(17,530,640)	(16,658,475)
Total Net Position	\$ 69,573,305	\$ 63,269,610	\$ 55,919,344	\$ 58,840,408	\$ 61,165,019	\$ 62,608,757

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2023
(With Comparative Totals for 2022)

	Instruction	Academic Support	Student Services	Institutional Support	Operation and Maintenance of Plant	Totals	
						2023	2022
Regular employee compensation	\$ 21,187,459	\$ 4,078,157	\$ 5,140,665	\$ 7,468,842	\$ 3,514,782	\$ 41,389,905	\$ 43,204,445
Special employee contracted services	9,212,587	291,263	1,016,991	395,971	17,280	10,934,092	11,149,877
Pension and insurance	5,337,201	916,725	1,423,702	1,786,981	2,818,966	12,283,575	12,492,807
Total payroll and employee benefits	35,737,247	5,286,145	7,581,358	9,651,794	6,351,028	64,607,572	66,847,129
Regular employee related expenses	250,181	101,329	65,284	145,630	79,157	641,581	524,880
Administrative	1,768,420	819,599	616,531	1,730,042	698,815	5,633,407	5,267,818
Facility operations support and related expenses	587,453	184,700	861,417	381,441	24,831	2,039,842	2,103,392
Energy and space rental	13,743	2,446	613,943	4,680	2,687,199	3,322,011	3,413,800
Professional services	1,377,633	273,309	127,582	545,008	1,040,853	3,364,385	3,127,749
Operational services	494,040	56,347	441,118	1,034,382	80,851	2,106,738	2,801,038
Equipment purchases	233,470	269,638	120,676	120,342	286,812	1,030,938	583,288
Equipment lease and maintenance	119,004	79,274	456,152	173,095	252,490	1,080,015	882,854
Construction and building improvements	-	-	-	-	10,259,236	10,259,236	6,398,014
Total operating expenses	4,843,944	1,786,642	3,302,703	4,134,620	15,410,244	29,478,153	25,102,833
Total educational and general expenses	\$ 40,581,191	\$ 7,072,787	\$ 10,884,061	\$ 13,786,414	\$ 21,761,272	\$ 94,085,725	\$ 91,949,962

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

RESIDENCE LIFE AND HOUSING

STATEMENTS OF NET POSITION

JUNE 30, 2023 AND 2022

	2023	2022
ASSETS		
Cash	\$ 4,270,557	\$ 4,222,429
Accounts receivable, net	352,514	198,269
Right of use assets	82,600,760	88,018,776
Total assets	87,223,831	92,439,474
LIABILITIES		
Unearned rental income	163,507	165,232
Accrued and other liabilities	299,314	253,012
Lease obligations	94,860,928	97,148,987
Total liabilities	95,323,749	97,567,231
NET POSITION		
Unrestricted	\$ (8,099,918)	\$ (5,127,757)

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

RESIDENCE LIFE AND HOUSING

STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

YEARS ENDED JUNE 30, 2023 AND 2022

	2023	2022
REVENUES		
Fees	\$ 10,879,904	\$ 10,588,664
Other income	958,943	1,881,242
Total revenues	<u>11,838,847</u>	<u>12,469,906</u>
EXPENSES		
Regular employee compensation	1,185,076	1,166,535
Special employees/contracted services	133,455	141,080
Pension and insurance	519,488	446,380
Regular employee related expenses	7,391	9
Administrative	74,941	108,878
Debt payment	972,266	1,122,836
Facility operations support and related expenses	170,935	162,049
Energy and space rental	707,281	617,504
Professional services	8,402	2,900
Operational services	1,040	-
Equipment purchases	183,613	11,514
Equipment lease and maintenance	9,749	12,970
Building improvements	761,081	539,729
Benefits programs	636,275	542,460
Interest expense	<u>9,440,015</u>	<u>8,829,993</u>
Total expenses	<u>14,811,008</u>	<u>13,704,837</u>
Change in net position	(2,972,161)	(1,234,931)
NET POSITION		
Beginning of year	<u>(5,127,757)</u>	<u>(3,892,826)</u>
End of year	<u><u>\$ (8,099,918)</u></u>	<u><u>\$ (5,127,757)</u></u>

See accompanying independent auditor's report.

WORCESTER STATE UNIVERSITY
(An Agency of the Commonwealth of Massachusetts)

HEALTH SERVICES

STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

YEARS ENDED JUNE 30, 2023 AND 2022

	2023	2022
REVENUES		
Fees	\$ 995,381	\$ 379,374
Other income	3,375	1,045
Total revenues	<u>998,756</u>	<u>380,419</u>
EXPENSES		
Regular employee compensation	-	87,843
Pension and insurance	-	32,339
Administrative	6,261	1,407
Facility operations support and related expenses	10,704	10,817
Professional services	531,261	487,062
Operational services	598	5,922
Equipment maintenance	203	325
Total expenses	<u>549,027</u>	<u>625,715</u>
Change in net position	<u><u>\$ 449,729</u></u>	<u><u>\$ (245,296)</u></u>

See accompanying independent auditor's report.

STATISTICAL INFORMATION
(UNAUDITED)

Worcester State University
Schedule of Net Position by Component
June 30, 2018 through 2023

Exhibit E-1

	2018	2019	2020	2021	2022	2023
Invested in capital assets, net of related debt	\$ 79,046,212	\$ 78,092,336	\$ 75,835,001	\$ 64,602,986	\$ 60,690,515	\$ 55,225,510
Restricted-expendable	221,020	603,323	793,392	1,046,341	1,766,252	1,386,348
Restricted-nonexpendable	-	-	-	-	-	-
Unrestricted	(16,658,475)	(17,530,640)	(17,787,985)	(9,729,983)	812,843	12,961,447
Total primary government net position	\$ 62,608,757	\$ 61,165,019	\$ 58,840,408	\$ 55,919,344	\$ 63,269,610	\$ 69,573,305

**Worcester State University
Tuition & Mandatory Fees**

Exhibit E-2

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<i>Resident Undergraduate</i>										
Tuition	\$ 970	\$ 970	\$ 970	\$ 970	\$ 970	\$ 970	\$ 970	\$ 970	\$ 970	
Mandatory Fees	7,587	7,587	7,887	8,232	8,562	8,562	8,562	9,616	9,616	
<i>Total Annual</i>	\$ 8,557	\$ 8,557	\$ 8,857	\$ 9,202	\$ 9,532	\$ 9,532	\$ 9,532	\$ 10,586	\$ 10,586	\$ -
<i>Non Resident Undergraduate</i>										
Tuition	\$ 7,050	\$ 7,050	\$ 7,050	\$ 7,050	\$ 7,050	\$ 7,050	\$ 7,050	\$ 7,050	\$ 7,050	
Mandatory Fees	7,587	7,587	7,887	8,232	8,562	8,562	8,562	9,616	9,616	
<i>Total Annual</i>	\$ 14,637	\$ 14,637	\$ 14,937	\$ 15,282	\$ 15,612	\$ 15,612	\$ 15,612	\$ 16,666	\$ 16,666	\$ -
<i>Resident Graduate</i>										
Tuition	\$ 150	\$ 150	\$ 150	\$ 150	\$ 169	\$ 169	\$ 169	\$ 169	\$ 169	
Mandatory Fees	117	117	138	148	153	153	153	153	153	
<i>Total per Credit Hours</i>	\$ 267	\$ 267	\$ 288	\$ 298	\$ 322	\$ 322	\$ 322	\$ 322	\$ 322	\$ -

Worcester State University
Schedule of Employment
2018-2022

Exhibit E-3

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Faculty - Primary Instruction ^{/1}	466	455	415	440	-
Part-time	248	236	213	232	
Full-time	218	219	202	208	
Staff and Administrators	356	356	355	351	-
Part-time	12	12	9	9	
Full-time	344	344	346	342	
Total Faculty & Staff Employees	822	811	770	791	-
Part-time	260	248	222	241	
Full-time	562	563	548	550	
Non-Benefitted Employees ^{/2}	446	627	331	485	-
Contract Workers	191	230	104	156	
Student Workers	255	397	227	329	
Total All Employees	1,268	1,438	1,101	1,276	-

/1 Includes Instruction, Research & Public Service

Notes: 1) This schedule reflects personnel as of November 1 and includes both state appropriation and local trust funds.

2) Beginning 2009 all benefitted and non-benefitted personnel are of funding source.

Worcester State University
Admissions, Enrollment, and Degree Statistics
Last Five Years

Exhibit E-4

	Fall Term				
Admissions-Freshman /1	2018	2019	2020	2021	2022
Applications	5,123	4,773	4,770	4,258	
Applications accepted	4,062	3,931	3,917	3,797	
Accepted as a percentage of applications	79.29%	82.36%	82.12%	89.17%	
Students enrolled /2	1,461	1,420	1,201	1,174	
Enrolled as a percentage of accepted	35.97%	36.12%	30.66%	30.92%	

/1 Includes all undergraduate admissions including transfer students.

/2 Includes only students who were accepted and enrolled. Enrolled alone would include students who were not accepted but enrolled as non-degree seeking students.

	Annual				
Enrollment	FY19	FY20	FY21	FY22	FY23
Full-time equivalent	5,465.3	5,273.7	4,946.0	4,575.8	
Unduplicated credit headcount	9,691	8,694	7,737	7,284	
Percent undergraduate /3	86.54%	85.94%	86.62%	85.66%	
Percent graduate	13.46%	14.06%	13.38%	14.34%	

/3 Percent undergraduate/graduate based on Fall semester registration, unduplicated headcount.

	Fall Term				
Student Population Demographics /4	2018	2019	2020	2021	2022
Percentage of men	38.06%	36.04%	35.92%	35.46%	
Percentage of women	61.94%	63.96%	64.08%	64.54%	
Percentage of African-American	8.09%	7.64%	7.83%	7.48%	
Percentage of White	65.03%	64.94%	65.76%	64.85%	
Percentage of Latino	11.60%	11.73%	12.77%	13.01%	
Percentage of Other /5	7.32%	7.58%	7.98%	7.97%	
< 20	27.19%	27.40%	29.05%	29.61%	
20 to 30	57.23%	56.90%	58.91%	58.02%	
31 to 40	6.89%	6.90%	6.27%	6.53%	
41 & Over	8.69%	8.70%	6.06%	5.83%	

/4 Percents within category are based on population of students who reported this information (gender, race/ethnicity, and age).

/5 Other includes American Indian/Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, Cape Verdean and Two or more races.

Degrees Granted	FY19	FY20	FY21	FY22	FY23
Bachelor's	1,112	1,050	1,045	1,029	
Master's	236	242	243	286	

Worcester State University
Schedule of Capital Asset Information

Exhibit E-5

	Academic Year	
	<u>2022</u>	<u>2023</u>
Land (acreage)	57	57
Buildings (square feet)		
100 Instruction/classroom	57,369	57,369
200 Labs	55,893	55,893
300 Administrative	117,172	117,172
400 Study facilities	27,750	27,750
52x Athletic	66,049	66,049
5xx Other Special Use	6,470	6,470
600 General Use	77,736	77,736
700 Support facilities	173,502	173,502
000 Unclassified	-	-
Unassigned/unassignable	379,910	379,910
Total Sq Ft	961,851	961,851
Residence Halls	462,513	462,513
Rental space	-	-
Dormitories - # of residents	1,577	1,577

Note: Classification of facilities space is consistent with Facilities Inventory & Classification Code guide.

	Fiscal Year				
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Source of Revenue					
Student charges (net of scholarships)	\$ 52,375,323	\$ 49,988,138	\$ 45,695,427	\$ 48,724,511	\$ 48,160,282
Grants & contracts	12,763,645	13,156,982	11,566,478	13,230,956	16,022,348
Auxiliary enterprises	854,299	629,708	642,714	1,882,287	1,022,708
Other operating revenue	1,468,693	1,129,543	941,943	1,344,471	840,664
Total operating revenue	67,461,960	64,904,371	58,846,562	65,182,225	66,046,002
State and Federal support	39,400,435	43,021,314	53,510,668	66,879,909	60,165,456
Other non-operating revenue	1,188,164	1,519,274	(250,810)	(1,353,973)	(156,190)
Total non-operating revenue	40,588,599	44,540,588	53,259,858	65,525,936	60,009,266
Total revenue	\$ 108,050,559	\$ 109,444,959	\$ 112,106,420	\$ 130,708,161	\$ 126,055,268
Functional Expense					
Instruction	\$ 42,272,512	\$ 45,100,954	\$ 43,227,647	\$ 44,439,331	\$ 40,581,191
Academic support	6,349,745	6,152,467	5,814,204	6,110,093	7,072,787
Student services	11,685,388	11,188,502	11,193,797	11,403,400	10,884,061
Institutional support	13,662,913	12,592,784	12,973,893	13,241,102	13,786,414
Plant operations & maintenance	17,493,866	15,220,970	15,387,414	16,756,036	21,761,272
Research	-	-	-	-	-
Public service	-	-	350,653	-	-
Scholarships	2,089,119	4,429,390	4,801,269	9,813,443	2,824,887
Sub-total	93,553,543	94,685,067	93,748,877	101,763,405	96,910,612
Auxiliary enterprises	12,954,983	12,773,826	13,991,283	14,330,551	15,360,035
Independent operations	-	-	-	-	-
All other	672,047	645,168	1,686,962	1,540,052	1,889,568
Total operating expense	\$ 107,180,573	\$ 108,104,061	\$ 109,427,122	\$ 117,634,008	\$ 114,160,215
Memo: Depreciation	\$ 5,448,274	\$ 5,472,690	\$ 5,600,362	\$ 5,723,887	\$ 5,591,358

Note: This schedule does not include component units, such as foundations. Total operating expense does not include depreciation.

DISCUSSION DRAFT 10/16/23

OTHER REPORTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Trustees
Worcester State University

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the business-type activities and discretely presented component unit of Worcester State University (the "University"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the University's basic financial statements, and have issued our report thereon dated _____.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the University's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, we do not express an opinion on the effectiveness of the University's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the University's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

(Continued)

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Worcester, Massachusetts
_____, 2023

Memorandum

DATE: October 11, 2023

TO: Barry M. Maloney, President

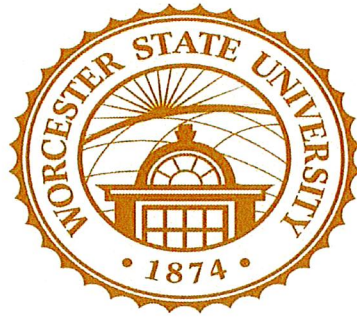
FROM: Kathleen Eichelroth, Vice President for Administration and Finance *Kathy*

RE: FY 2024 BUDGET AMENDMENT #1

Attached is amendment #1 to the General Operating Budget (400) and Strategic Plan Trust Fund (410). As the Commonwealth of Massachusetts concluded the FY24 budget process, WSU was provided additional funding in the form of an earmark to our annual state appropriation for the second year in a row. The Binienda Center for Civic Engagement received a direct funding allocation from the MA Legislature in the amount of \$50,000.

Furthermore, WSU was the recipient of a multi-year grant from the Commonwealth of Massachusetts, American Recovery Plan Act (ARPA) in the amount of \$3.3M. Funds were received in FY 22 and FY 23. The BOT approved access to these funds to underwrite the revenue shortfall for FY24. During each fiscal year end the ARPA funds fell to reserves as Generally Accepted Accounting Principles do not allow for the funds to be deferred to future periods. This amendment correctly identifies the ARPA funds as being drawn from prior reserves and made available for balancing the FY 2024 operating budget.

Lastly, the Strategic Plan Trust Fund (410) was re-established in FY2022 in the amount of \$524,831. We are seeking board approval of a \$60,000 allocation earmarked for targeted activities that align with the University's 2021-2025 Strategic Plan. This allocation includes a carryover of funds in the amount of \$40,172 that was budgeted but unspent in FY 2023.



WORCESTER
S T A T E
UNIVERSITY

FY 2024
Operating Budget
Amendment #1

Worcester State University
Summary of Sources and Uses of Funds
FY 2024 - All Sources and Trust Funds

Sources of Funds:

State Appropriation	\$ 50,000
ARPA Allocation- State Grant (Re-purpose 2023)	(2,000,000)
ARPA Allocation- State Grant 2024	(1,366,275)
Transfer in -Reserves	3,366,275
Total Sources	<u><u>\$ 50,000</u></u>

Uses of Funds:

AA	Regular Employees	
BB	Employee Related Expenses	13,000
CC	Temporary Part-Time Employees	9,000
DD	Staff Benefit Expenses	
EE	Administrative Expenses	500
FF	Facility Operation Supplies	11,900
GG	Energy/Space Rental	
HH	Professional Services	12,000
JJ	Operational Services	
KK	Equipment Purchase	
LL	Equipment Lease, Maintenance, Repair	3,600
NN	Infrastructure & Building Improvements	
RR	Educational Assistance	
SS	Debt Service	
UU	Information Technology	
XX	Unallocated	
	Transfer Out	
	Transfer to Reserves	-
	Total Uses	<u><u>\$ 50,000</u></u>

Worcester State University
Summary of Sources
FY 2024 - All Sources and Trust Funds

State Sources

Annual State Maintenance Appropriation		\$ 34,859,139
State Supported Fringe Benefits	15,946,067	
Student Aid Program (Cash Grant & PT Student)	1,092,900	
ARPA Allocation- State Grant	-	
Total Other State Sources		17,038,967
Total State Sources		51,898,106

Federal Sources

SEOG Program	174,641	
College Work Study Program	176,046	
Pell Grants	6,505,972	
Local match (Transfer from General Trust Fund Reserve)	120,569	
Total Federal Sources		6,977,228

Institutional Sources

Revenue		
General Fund	42,727,511	
*Transfer from Reserve	-	
Parking Fines Fund	50,477	
Health Services Fund	1,004,473	
*Transfer from General Fund	-	
Residence Halls Fund	11,976,996	
Student Activities Fund	233,139	
Residence Hall Technology and Equip. Fund	272,910	
Capital Improvement Fund	2,729,601	
Wellness Center Trust Fund	42,328	
Transfers In		
*Transfer from Health Services Fund Reserve	-	
*Transfer from Resident Hall Trust Fund Reserve	-	
*Transfer from Student Activities Trust Fund Reserve	207,596	
*Transfer from Capital Improvement Trust Fund Reserve	701,206	
*Transfer from Parking Fines Trust Fund Reserve	39,523	
*Transfer from Wellness Center Trust Fund Reserve	58,162	
*Transfer from Strategic Plan Trust Fund Reserves	89,000	
*Transfer from Reserves	6,116,073	
Total Institutional Sources		66,248,995
Total Sources		\$ 125,124,329

Worcester State University

Trust Fund Summary

FY 2024 Budget

	Budget FY 2024		
	Sources	Uses	
General Fund (400)	\$48,843,584	\$ 48,843,584	73.7%
Parking Fines (439)	90,000	90,000	0.1%
Health Services (442)	1,004,473	1,004,473	1.5%
Residence Hall (445)	11,976,996	11,976,996	18.1%
Student Activities (446)	440,735	440,735	0.7%
Residence Hall Technology and Equip. Fund (448)	272,910	272,910	0.4%
Capital Improvement Fund (405)	2,729,601	2,729,601	4.1%
Parking Garage Operating Fund (408)	701,206	701,206	1.1%
Wellness Center (429)	100,490	100,490	0.2%
Strategic Plan (410)	89,000	89,000	0.1%
Total Trust Fund Budget	<u>\$66,248,995</u>	<u>\$ 66,248,995</u>	

Worcester State University
General Operating Budget (111 & 400)
FY 2024 Budget - Amendment #1

	Approved Budget including Amendment #1	FY2024 Requested Budget	FY2023 Approved Budget
<u>Sources of Funds:</u>			
Institutional Revenue	\$ 42,727,511	\$ 42,727,511	\$ 40,069,049
State Appropriation	\$ 34,859,139	\$ 34,809,139	\$ 34,150,628
State Funded Fringe Benefits	\$ 15,946,067	\$ 15,946,067	\$ 14,305,698
Federal Grant- HEERF	\$ -	\$ -	\$ 3,871,463
State Grant- Becker Nursing Students	\$ -	\$ -	\$ 649,118
ARPA Allocation- State Grant (Re-purpose 2023)	\$ -	\$ 2,000,000	\$ 2,000,000
ARPA Allocation- State Grant 2024	\$ -	\$ 1,366,275	\$ -
Transfer in -Reserves	\$ 6,116,073	\$ 2,749,798	\$ 2,873,630
Total Sources	\$ 99,648,790	\$ 99,598,790	\$ 97,919,586
<u>Uses of Funds:</u>			
AA Regular Employees	\$ 46,254,709	\$ 46,254,709	\$ 45,663,441
BB Employee Related Expenses	614,853	601,853	575,973
CC Temporary Part-Time Employees	9,588,855	9,579,855	9,558,506
DD Staff Benefit Expenses	21,343,174	21,343,174	19,431,033
EE Administrative Expenses	3,043,488	3,042,988	3,038,535
FF Facility Operation Supplies	2,111,262	2,099,362	2,055,529
GG Energy/Space Rental	2,053,000	2,053,000	2,500,519
HH Professional Services	1,006,652	994,652	771,602
JJ Operational Services	1,018,004	1,018,004	1,099,900
KK Equipment Purchase	-	-	-
LL Equipment Lease, Maintenance, Repair	1,120,792	1,117,192	1,626,268
NN Infrastructure & Building Improvements	5,171,100	5,171,100	5,521,100
RR Educational Assistance	2,457,611	2,457,611	2,457,611
SS Debt Service	325,000	325,000	325,000
UU Technology Expenses	3,540,290	3,540,290	3,294,569
Total Uses	\$ 99,648,790	\$ 99,598,790	\$ 97,919,586
Net Sources / (Uses)	\$ -	\$ -	\$ -

Worcester State University
General Trust Fund (400)
FY 2024 Budget - Amendment #1

	FY2024 Approved Budget including Amendment #1	FY2024 Approved Budget	FY2023 Approved Budget
<u>Sources of Funds:</u>			
Institutional Revenue	42,727,511	42,727,511	40,069,049
Transfer in- Federal Grant- HEERF	-	-	3,871,463
ARPA Allocation- State Grant (Re-purpose 2023)	-	2,000,000	2,000,000
ARPA Allocation- State Grant 2024	-	1,366,275	
Transfer in -State Grant - Nursing	-	-	649,118
Transfer in -Reserves	6,116,073	2,749,798	2,873,630
Total Sources	\$ 48,843,584	\$ 48,843,584	\$ 49,463,260
<u>Uses of Funds:</u>			
AA Regular Employees	\$ 11,395,570	\$ 11,445,570	\$ 11,512,813
BB Employee Related Expenses	614,853	601,853	575,973
CC Temporary Part-Time Employees	9,588,855	9,579,855	9,558,506
DD Staff Benefit Expenses	5,397,107	5,397,107	5,125,335
EE Administrative Expenses	3,043,488	3,042,988	3,038,535
FF Facility Operation Supplies	2,111,262	2,099,362	2,055,529
GG Energy/Space Rental	2,053,000	2,053,000	2,500,519
HH Professional Services	1,006,652	994,652	771,602
JJ Operational Services	1,018,004	1,018,004	1,099,900
KK Equipment Purchase	-	-	-
LL Equipment Lease, Maintenance, Repair	1,120,792	1,117,192	1,626,268
NN Infrastructure & Building Improvements	5,171,100	5,171,100	5,521,100
RR Educational Assistance	2,457,611	2,457,611	2,457,611
SS Debt Service	325,000	325,000	325,000
UU Technology Expenses	3,540,290	3,540,290	3,294,569
Total Uses	\$ 48,843,584	\$ 48,843,584	\$ 49,463,260
Net Sources / (Uses)	\$ -	\$ -	\$ -

Worcester State University
State Maintenance Appropriation (111)
FY 2024 Budget - Amendment #1

		FY2024 Approved Budget including Amendment #1	FY2024 Approved Budget	FY2023 Approved Budget
<u>Sources of Funds:</u>				
	State Appropriation	\$ 34,859,139	\$ 34,809,139	\$34,150,628
	State Funded Fringe Benefits	\$ 15,946,067	\$ 15,946,067	\$14,305,698
	Total Sources	\$ 50,805,206	\$ 50,755,206	\$48,456,326
<u>Uses of Funds:</u>				
AA	Regular Employees	34,859,139	34,809,139	34,150,628
BB	Employee Related Expenses	-	-	-
CC	Temporary Part-Time Employees	-	-	-
DD	Staff Benefit Expenses	15,946,067	15,946,067	14,305,698
EE	Administrative Expenses	-	-	-
FF	Facility Operation Supplies	-	-	-
GG	Energy/Space Rental	-	-	-
HH	Professional Services	-	-	-
JJ	Operational Services	-	-	-
KK	Equipment Purchase	-	-	-
LL	Equipment Lease, Maintenance, Repair	-	-	-
NN	Infrastructure & Building Improvements	-	-	-
SS	Debt Service	-	-	-
UU	Technology Expenses	-	-	-
	Total Uses	\$ 50,805,206	\$ 50,755,206	\$48,456,326
	Net Sources / (Uses)	\$ -	\$ -	\$ -

Worcester State University
Strategic Plan Trust Fund (410)
FY 2024 Budget - Amendment #1

		FY2024 Approved Budget including Amendment #1	FY2024 Requested Budget	FY2023 Approved Budget
<u>Sources of Funds:</u>				
	Transfer in -Reserves	\$ 60,000	\$ 89,000	\$ 102,500
	Total Sources	<u>\$ 60,000</u>	<u>\$ 89,000</u>	<u>\$ 102,500</u>
<u>Uses of Funds:</u>				
AA	Regular Employees		\$ 10,000	\$ 22,000
BB	Employee Related Expenses		15,000	17,500
CC	Temporary Part-Time Employees	-	-	20,000
DD	Staff Benefit Expenses			
EE	Administrative Expenses	60,000	27,000	9,000
FF	Facility Operation Supplies		12,000	14,000
GG	Energy/Space Rental			
HH	Professional Services			
JJ	Operational Services		15,000	10,000
KK	Equipment Purchase			
LL	Equipment Lease, Maintenance, Repair		5,000	5,000
RR	Educational Assistance		5,000	5,000
NN	Construction/Maintenance/Improvements			
XX	Unallocated			
	Total Uses	<u>\$ 60,000</u>	<u>\$ 89,000</u>	<u>\$ 102,500</u>
	Net Sources / (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

President's Update

October 2023



President's Message

The academic year kicked off on September 5th, when we welcomed our second largest-ever group of incoming new students during a jam-packed [academic convocation](#). We closed out the month with my upbeat report on the State of the University and an inspirational message from Massachusetts Secretary of Education Patrick Tutwiler, Ph.D.

In between, I met up with alumni and our members of Congress in Washington, D.C.; the Communication Sciences and Disorders department celebrated its 50th anniversary; the ambassador to Ghana joined a group of us on campus; and our second annual Unity Day featured a day-long schedule of events, ranging from participatory mural-making, to a Hispanic Association of Colleges and Universities flag raising, to sessions aimed at understanding and embracing diverse students, including those with disabilities and those who identify as LGBTQ+. These are just the events that I participated in! What a great start to the academic year.

Underlying the celebratory tone is positive financial news on three fronts. First, with the number of incoming first-years tied for the most ever (2017), we are reversing the recent COVID-related, downward enrollment trend. Our emphasis on the in-person classroom experience, provided by caring faculty, is in demand, as are our residence halls, which are nearly 90% occupied. We also know that our RASE Plan, featuring MajorPlus, is paying off, with sixty-five percent of Fall '23 accepted students citing it as a factor in their decision to attend WSU. "Enrollment equals revenue," as I often say.

Second, the Financial Sustainability Task Force recommendations have already led to significant savings and efficiencies. For FY24, we saved \$1.3 million, primarily from two measures that surfaced during that process – ending our lease for the Goddard Street parking lot and restructuring our relationship with the Worcester Center for Crafts.



WORCESTER
STATE
UNIVERSITY

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PRESIDENT'S OFFICE

Worcester State University
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Worcester, MA 01602
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Finally, the state, under the Healey Administration, is strongly supporting public higher education. Thus far the bulk of that support is for student aid and grants, the MassReconnect program for community colleges, and employee salaries. We anticipate broader financial support as the so-called Fair Share tax revenues, targeted in part to higher education, are appropriated in the coming years.

The campus is abuzz with many new students filling our classrooms and walkways; activities and fall sports are underway; and already, we're recruiting for next fall's new students. In his remarks on September 27th, Secretary of Education Tutwiler said we need to run to where we're going. We've jumped out of the starting gate this year, and we're rapidly moving in the right direction!

Focus on Enrollment and Retention

Significant Enrollment Gains in 2023

Consistent with our aggressive new strategic enrollment management plan, Worcester State proudly welcomed over 1200 new students this fall – a number that reflects a solid group of transfers plus a “Class of 2027” cohort of first-years that is tied for our largest ever, previously set in 2017. This achievement was made possible by the hard work of our admissions staff, faculty, and community members who assisted with fall open houses, accepted students “[Congratulations Day](#),” and other celebrations, as well as those who offered assistance to prospective students and visiting families.

The 2023 enrollment increase can also be attributed to the following initiatives:

- **Adopting the Common App:** We embraced the Common Application during the pandemic, simplifying our application process.
- **Website Redesign:** With a focus on student recruitment, our website underwent a significant transformation, now featuring more video content based on feedback from prospective students and their families.
- **Remaining an SAT-Optional Institution:** We maintain our SAT-optional status, extending our reach to students who might otherwise be deterred by standardized test requirements.
- **Promoting Support Services:** Highlighting our robust student support infrastructure, including counseling, student accessibility services, and our Academic Success Center, which helps students during their crucial transition to Worcester State.
- **Major Plus:** Worcester State's MajorPlus program, which requires students to declare a double major or minor, elevates the University's position in the market and prepares students for post-graduation careers. A survey of Fall 2023 accepted students found that 65% chose Worcester State in part because of MajorPlus, with 14% citing it as the pivotal factor.

The Strategic Enrollment Management Plan

Worcester State is in the second year of its bold 2022-2027 Strategic Enrollment Management Plan, which is designed to meet the challenges brought by the continuous demographic decline and to boost our capacity to attract and retain students. The ongoing focus on retention is based on its critical importance to our institutional health and student success, and the SEM plan was strongly supported by President Maloney as well as the Board of Trustees.

The plan includes overall enrollment goals, focus areas for new student enrollment and continuing student retention, 16 specific strategies, and over 80 initiatives intended to contribute to the university's optimal future enrollment. Examples of strategies in the plan include initiatives focused on less-traditional age undergraduate students, Latinx students, and matriculating dual enrollment students.

The university is currently implementing the plan's initiatives and measuring its successes. This is being done by subcommittees of the university's campus-wide Enrollment Management Committee (EMC). Chairs of the EMC subcommittees are leading efforts to implement the plan and capture data about its progress. These same chairs will meet with Melanie Overton from EAB, a national leader on higher education enrollment and strategic development, on October 26th to discuss additional strategies for enrollment success.



Student Programs for Retention

Following a review by a campus-wide group of faculty and staff, the New Student Orientation Program has been updated; a New Student Fall Welcome program is in place to help ease the transition of first-year students; and Working4Woo has launched.

- The June program, [First-Year Student Orientation](#), helps students get familiar with campus, begin engaging with their peers, and learn about available resources. The traditional two-day schedule was amended to include a financial readiness presentation, a First Year Seminar Overview workshop, a re-imagined Diversity and Inclusion presentation, and an updated Campus and City Involvement presentation. The program also saw the return of a presentation by the Academic Success Center, Faculty and Student Major Meetings, and the MajorPlus Fair.
- The [New Student Fall Welcome](#) program served as a bridge between the June program and the beginning of classes, while also helping students establish a connection to the Worcester State community and ensuring that they had the skills and knowledge to have a successful first semester and first year.

The program included [Convocation](#), an academic preparedness panel, classroom tours, and a [We Speak](#) Up workshop on Title IX and bystander intervention. The afternoon featured programming in the Student Center, including a club fair, campus resource fair, affinity group receptions, and novelties. This program is a key component of the university's retention efforts, providing an additional point of contact between campus and students prior to the first day of classes.

Invited to First Year Orientation	900	
Registered for FYO	810	90%
Attended FYO	782	87%
Invited to Fall Welcome	1262	
Attended Convocation	1033	82%
Attended We Speak Up	815	79%

- The [Working 4 Woo](#) program was developed to support first-year students who were considered at-risk after their first semester of classes at Worcester State. Students were given the opportunity to be employed on-campus during their second semester. The program provided 17 students with on-campus jobs, which consisted of 10 guaranteed hours of work each week at a rate of \$15/hr. The program aimed to increase commitment, effort, and consistency among these students in terms of academic performance and community involvement.

The Working 4 Woo program was also well-received by site supervisors, in addition to its positive impact on students. All students in the Working 4 Woo program reported having an easier time navigating academics and getting involved on campus in the second semester, and all were happy with their academic outcomes (compared to only 14% of students in the fall). Some site supervisors asked if their student could return next semester, and two students were offered jobs for the upcoming fall semester.

The program is continuing into the Fall 2023 semester. The organizers plan to increase communication between site supervisors, students, and the members of the Academic Success Center, and to recruit students as early as possible.



Prioritizing Success for All Students

Addressing Achievement Gaps and Inclusivity

Helping our students stay enrolled and on a clear path to graduation is a fundamental goal for our university. Over the past decade, Worcester State has met, or come very close to meeting, the many enrollment goals set by ourselves and the state. Although our student persistence and retention rates have stayed high, we recognize that achievement gaps persist.

Initiatives Aimed at Closing Achievement Gaps

In addition to the many ways outlined in the Strategic Enrollment Management Plan, we are addressing achievement gaps by:

- Expanding access to academic support services
- Developing mentoring and networking opportunities
- Providing financial assistance to students in need, and
- Creating more culturally inclusive learning environments.

One example is our Diversity Content Area, a curricular component. Another is through a newly launched Diversity, Equity, and Inclusion (DEI) Fellow position. We recently announced the appointment of Ilyasah Shabazz ([Worcester State's 2022 commencement speaker](#)) as the inaugural DEI visiting fellow. Shabazz is the daughter of Dr. Betty Shabazz and Malcolm X, and is an author with a long history of advocacy for justice and equality. She will be working on a number of initiatives, including:

- Creating a sense of belonging for all students, especially ALANA/BIPOC ((African, Latine, Asian, Native American and/or Black, Indigenous, People of Color) students
- Pursuing our university's diversity, equity, and inclusion goals
- Enhancing the classroom experience for all students

Promoting Student Wellness

A supportive university safety net, one that ensures student well-being for all, is essential for student success. The 2023 Worcester State's Healthy Minds study found that 79% of our students felt their "emotional or mental difficulties hurt their academic performance in the prior month the study was taken." And according to a 2022 Gallup poll, 32% of undergraduates had considered stopping out, with the majority (75%) citing emotional stress as the main reason (a 34% increase from 2020). These surveys show that students need ongoing emotional support to remain enrolled and to thrive while on campus.

Consistent with our designation as a JED campus—a nationwide initiative of The Jed Foundation (JED) designed to help schools evaluate and strengthen their mental health, substance misuse, and suicide prevention programs and systems—[Counseling Services](#) focuses its outreach efforts on the following campus goals, to promote emotional well-being:

- Increasing help-seeking
- Developing life skills
- Promoting social connectedness
- Identifying at-risk students



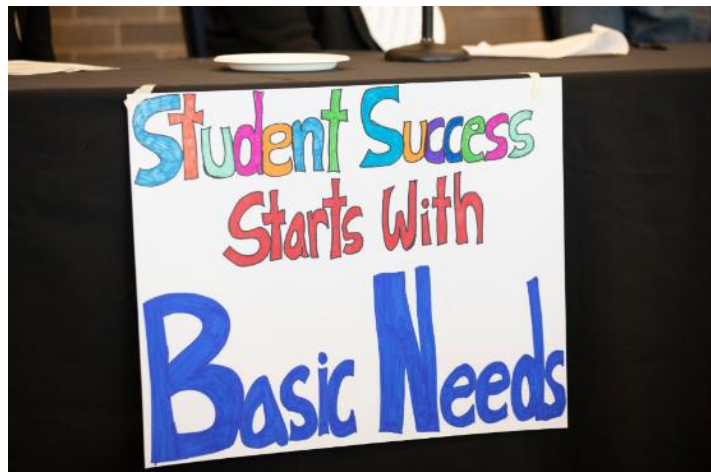
Commitment to an Inclusive Campus Climate

Ongoing work continues on Diversity Initiatives outlined in our 2020-2025 Strategic Plan. The following are just a few we've undertaken recently to promote a more inclusive campus climate.

- **Response to June Supreme Court Decision on Affirmative Action in Higher Education:** In light of the national discourse following the June Supreme Court decision on affirmative action in higher education, in August, the Telegram published an [op-ed by President Barry M. Maloney](#). He indicated that the Supreme Court decision would not impact Worcester State's admissions practices, which are already compliant with the Supreme Court's decision; that this university has an unwavering commitment to a diverse student body, which benefits all students; and that we promote and offer a welcoming and supportive environment for all.
- **Celebrating Unity and Inclusion:** Worcester State's recent [Unity Day](#) was a vibrant display of solidarity and community spirit, symbolizing our collective energy and commitment to inclusivity. Now in its second year, the day has become an important. Planning for the next Unity Day is already underway, reflecting a steadfast commitment to maintaining our unified campus culture. The unity cultivated in such events will continually grow, creating an environment where every community member feels recognized, valued, and, essentially, united.

The event, filled with well-attended and impactful programs, fostered meaningful dialogues and interactions among all who joined. Highlights this year included:

- The Unity Mural: Located in Worcester State's Mary Cosgrove Dolphin Gallery, the [Unity Mural](#), stands as a testament to our unity and shared creative endeavors.
- Programming: The day was punctuated with several [impactful programs](#) that were well-attended and designed to learn more about ourselves, others, building relationships, and how to contribute to a more inclusive and equitable campus.



Responsible Stewardship

Scholarships Help Students Achieve

Donor-funded scholarships are essential for recruiting and retaining students. Worcester State students who receive donor-funded scholarships have a 90% six-year graduation rate, compared to 60% for all students. Each year, the Division of University Advancement coordinates the awarding of more than 400 scholarships to undergraduates.

The Division is also focused on addressing the basic, fundamental needs of students with a variety of supportive programming that maximizes their potential and ensures their overall success and well-being. This wrap-around support has become a strategic focus of fundraising efforts.

Recently, generous private gifts have supported expanded mental health programming, a designated space and programming for student spiritual and religious life, a meal plan fund to address food insecurity, and emergency funding. These gifts enable donors to directly impact the many issues that may affect a student's ability to stay in school.

Through the Worcester State Foundation, the university provides generous support for experiential learning opportunities that students value, including summer research and internships. These opportunities provide mentoring and career development skills that keep students on the pathway to graduation and post-graduation success.

Grant Support for Student Retention

Recent grant support for student retention from an anonymous donor has had a positive impact on students. This funding has supported:

- Expansion of the Peer Assisted Learning program for STEM courses to achieve greater success and retention of students in related majors, offered through the [Imoigele P. Aisiku, M.D., '92 STEM Center](#);
- Purchase of [Early Support Retention Software](#), which allows faculty to connect with students and share information with existing campus resources that may facilitate intervention and support. Early Support communicates with a student's Success Network, extending support beyond the classroom.
- Expansion of the [University's A.I.D. summer bridge program](#) from 25 students to 125 students to address the skills and equity achievement gaps in the undergraduate first-year students who are first-generation, low-income, and ALANA/BIPOC students.
- Paid, on-campus internships for first-year students to gain valuable experiential learning skills and work directly with a faculty or staff mentor.

Financial Sustainability and Continuous Improvement

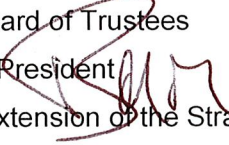
Worcester State is committed to financial sustainability, and a means for achieving it long-term is via a culture of continuous improvement.

In 2022, the [Financial Sustainability Task Force](#) developed and implemented strategies to increase revenue, reduce costs, improve efficiency, and enhance stewardship of resources. Over the coming year, Worcester State will focus on:

- **Enacting Recommendations:** The University is carefully reviewing and implementing the Financial Sustainability Task Force's 70 recommendations; several have resulted in cost savings and better processes for students.
- **Tangible Changes:** Examples of immediately actionable recommendations include eliminating the use of the Goddard parking lot and updating the university's relationship with the Worcester Center for the Crafts, saving the university \$1.3 million in FY24.
- **Rapid Improvement Events Outcomes:** In April and June of 2023, Worcester State hosted two Rapid Improvement Events (RIEs) to contribute to the university's continuous improvement efforts.
 - Read about the first RIE [here](#).
 - A major outcome of the second RIE was the decision to recommit to and reconstitute early support initiatives and software to increase student persistence and retention. The university produced a roadmap for early support initiatives, along with a roadmap to achieve their goals.
 - An implementation team, headed by the university's Director of Retention, has been working to carry forward the momentum of the RIE and accomplish the items on the RIE action register. Many of the proposals that resulted from the RIE have been implemented or are in progress. The university expects that improved early alert systems will result in greater persistence and retention of undergraduate students.
- **Continuous Improvement:** The FSTF and Rapid Improvement Event processes themselves have demonstrated continuous improvement principles and proven to be viable. We will be working in the coming year to institute the organization change necessary to adopt a culture of continuous improvement.





TO: Members, WSU Board of Trustees
FROM: Barry M. Maloney, President 
RE: Completion Date Extension of the Strategic Plan
DATE: Oct 24, 2023

In 2020, the Trustees (in June) and the Board of Higher Education (in October), approved a five-year Strategic Plan for the University, [Beyond 150: Lead, Succeed, Engage](#). It is a sound plan, developed via a campus-wide process that involved more than 1,000 touchpoints from our community. We have made significant progress on it. Last spring's [assessment of the Plan's second year](#) (2021-2022) indicates we had already met or were on track to reach a substantial portion our target metrics, and that 67 percent of our initiatives were in progress or completed.

Seeking an Extension

I seek a two-year extension for the end date of the plan, however, for two reasons: because we initiated the Strategic Plan late in 2020, when the campus was fully remote and because we aim to formally incorporate continuous improvement strategies into the plan. I would add also that our accrediting agency, NECHE, has tasked us with developing a "culture of assessment," and our Strategic Plan's assessment will be Exhibit A in showing we have developed such a culture. It would behoove us to have the close date of our Plan line up with the NECHE interim report date of 2027.

Adding a New Strategy

As the Board is aware, the most lasting impact of the pandemic on this university was the fall of 2021 COVID-related enrollment drop. The resultant financial impact from lost tuition/fee revenue was immediately addressed via board-approved bridge budgets, even as we convened a Financial Sustainability Task Force (FSTF) to address our long-term budget gap. These action steps fall within the Strategic Plan's Goal 6: "Develop sustainable revenue streams adequate to support the University's academic mission and institutional priorities...**with a commitment to financial and environmental sustainability**" (bold added).

The FSTF work – itself a model approach to institutional improvement – highlighted the need to adopt a "Continuous Improvement" approach to all that we do, going forward. Not only can we expect such a change to lead to process efficiencies, it would help us better serve students by responding to their ever-evolving needs, quickly turning actions into measurable results. While adopting a culture of continuous improvement will significantly impact Goal 6, the strategies necessary to achieve it will need to be developed for most if not all of the Strategic Plan's goals. This is the approach we took with the DEIJ objectives, as well – rather than grouping the strategies under a separate goal, we've distributed them throughout, indicating the importance of the work to the entire university. Should the Board approve the proposed extension date, I would indicate how those strategies would be formally recognized within the Strategic Plan at an upcoming meeting.

I ask for your favorable action at the October 24, 2023, board meeting on this recommendation to extend the 2020-2025 Strategic Plan through 2027.



Higher Education Information Resource System

Estimated Headcount/FTE Enrollment

Degree & Non-Degree Students in State & Non-State Supported Credit Coursework

Term : Fall-2023

Institution : Worcester State University

Fall-2023 Enrollment Estimates						
Enrollment Level	2023 Estimates		2022 Estimates		2022 Actuals	
	Head Count	FTE	Head Count	FTE	Head Count	FTE
Undergraduate	<input type="text" value="4756"/>	<input type="text" value="3733.5"/>	4,477	3,670.5	4,478	3,672.2
Graduate	<input type="text" value="895"/>	<input type="text" value="358.6"/>	827	345.1	833	346.1
Total	5,651	4,092.1	5,304	4,015.6	5,311	4,018.3

Fall-2023 Undergraduate New First-time and New Transfer Estimates						
New Student Type	2023 Estimates		2022 Estimates		2022 Actuals	
	Head Count	FTE	Head Count	FTE	Head Count	FTE
First-time degree seeking	<input type="text" value="904"/>	<input type="text" value="888.2"/>	808	795.5	799	786.1
New Transfer degree seeking	<input type="text" value="301"/>	<input type="text" value="252.1"/>	337	271.3	338	271.9
Total	1,205	1,140.3	1,145	1,066.8	1,137	1,058.0

Fall-2023 Undergraduate Student Headcount Estimates by Residency			
Residency	2023 Estimates	2022 Estimates	2022 Actuals
In-State	<input type="text" value="4474"/>	4,243	4,242
Out-of-State	<input type="text" value="219"/>	175	175
Foreign	<input type="text" value="63"/>	59	60
Unknown	<input type="text" value="0"/>	0	1
Total	4,756	4,477	4,478



Jeanne Clery Disclosure of Campus Security

Policy and Campus Crime Statistics Act

2023

Annual Security and Fire Safety Report

Published September 2023



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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 161,600 hours of service through 508 engagement opportunities. Our unique programming—from theater stage productions to guest lectures to resource fairs—attracts thousands to our centrally located campus annually.

Worcester State University offers 80+ undergraduate majors and minors, 39 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 as defined in the *Clery Act*. These primary locations include, but are not limited to, the Worcester Center for Crafts located at 25 Sagamore Road, the Worcester Ice Center, located at 112 Harding Street, and Windstar Farm in Sterling, 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. 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 Employee Services 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 composed of 15-20 full-time sworn police officers, as well as civilian personnel including institutional security officers, and full-time Dispatchers. Emergency Management and Parking & Transportation Management also fall under the purview of the University Police. 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 police academy training and have full police authority to make arrests. The Worcester State University Police enforce state laws, including motor vehicle laws, as well as university rules and regulations. As a result of MA Police Reform, all University Police Officers must be certified through the Massachusetts Peace Officer Standards and Training Commission (POST-C).

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 and all smoke, fire, and carbon dioxide alarm systems. Cameras throughout campus serve as a deterrent and are utilized to investigate crimes and suspicious activities that may occur.

Worcester State University Law Enforcement Arrest Authority

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 may establish the Worcester State University Police Department; with the Board's authorization, the department members are granted all the same powers, authority, 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 roadways, 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 WSUPD Officers may stop vehicles based on a reasonable suspicion of any crime.

Massachusetts Peace Officer Standards and Training Commission and the Massachusetts Municipal Police Training Committee oversee training requirements for all police officers in Massachusetts, including Worcester State University police officers. Each year, officers must complete annual continuing education and training standard requirements to maintain their POST-C Certification; these include annual in-service training, CPR and First Responder requirements, and firearm qualifications.

Worcester State University Police Jurisdiction

WSUPD jurisdiction encompasses its Clery geography which includes its core or main campus, campus residence halls, buildings, and/or facilities; designated non-campus long term properties and facilities; public property adjacent to and accessible from on-campus property; and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities.

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, and the Massachusetts Association of College Law Enforcement Administrators. Close working relationships are maintained with the Worcester Police Department, the Massachusetts State Police, the Worcester County District Attorney's Office, and the Massachusetts Alcoholic Beverages Control Commission (ABCC). Working relationships have also been established with the US Secret Service, Federal Bureau of Investigation, Department of Homeland Security, US Coast Guard Investigative Services and other local law enforcement agencies throughout New England. 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.

Written Memoranda of Understanding

Worcester State University Police currently has an active written agreement or Memorandum of Understanding (MOU) with the Worcester Police Department for the investigation of alleged sexual misconduct incidents regarding jurisdiction and contact protocols between the agencies. Worcester State University Police Department also has a MOU with the Worcester Police Department in regards to utilizing Worcester Police Department as a holding facility for arrestees. Additionally, Worcester State University has a MOU through the Higher Education Consortium of Central Massachusetts (HECCMA) with other participating institutions, local, state, and federal agencies to provide a coordinated response to emergency circumstances.

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

Reporting Crimes, Emergencies, and Health and Safety Concerns

Campus community members - students, faculty, staff, visitors and guests - are encouraged to report all criminal actions, emergencies, suspicious behavior or other public safety related incidents occurring within the University's Clery geography to the Worcester State University Police Department (WSUPD) in an accurate, prompt, and timely manner. The University's Clery geography (as defined in the "Geography Definitions" elsewhere in this Annual Report, and hereafter referred to as the "University's Clery geography.") includes:

- On-campus property including campus residence halls, buildings, and/or facilities;
- Designated non-campus properties and facilities;
- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities.

The Worcester State University Police Department has been designated by Worcester State University as the official office for campus crime and emergency reporting. WSUPD strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures WSUPD is able to evaluate, consider and send timely warning notices, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately document reportable crimes in its annual statistical disclosure. Worcester State University further encourages accurate and prompt reporting to WSUPD and/or the local police when the victim of a crime elects to, or is unable to, make such a report.

This publication focuses on WSUPD because it has primary responsibility for patrolling the Worcester State University campus and it has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local Worcester Police Department or the agency having jurisdiction over the location. Additionally, as outlined below, the University has also identified a list of primary campus security authorities (CSA) or preferred receivers of reports to whom crimes can be reported.

Primary Campus Security Authorities (CSA) or preferred receivers of reports:

- Call the Worcester State University Police by dialing (508) 929-8911 or on-campus extension 8911
- Report in person to the Worcester State University Police office located at 102 Wasylean Hall

- Crimes or emergency situations can be reported to the Worcester Police Department or local emergency services by dialing 911
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the University's Title IX Coordinator, by dialing (508) 929-8243 or on-campus extension 8243, or in person at the Student Center room C-344 or by email at: wsu_titleix@worchester.edu
- Contact the Office of Employee Services by dialing (508) 929-8117 or on-campus extension 8117, or in person at the HR office located in the Shaughnessy Administration Building room A-313
- Contact the Vice President for Student Affairs/Dean of Students by dialing (508) 929-8077 or on-campus extension 8077, or in person in the Student Center room C-344
- Emergency Red Phones, located at select locations on campus can also be used to contact University Police to report a crime or emergency

Response to Reports

Dispatchers are available 24 hours a day to answer campus community calls by dialing the business line (508) 929-8044, or on-campus extension 8044 or the emergency line (508)929-8911 or on-campus extension 8911. In response to a call, WSUPD will take the required action by either dispatching an officer or asking the reporting party to go to the WSUPD Office to file an incident report in person. All reported crimes will be investigated by the University and may become a matter of public record. Crime victims are given on and off campus resource information as necessary and appropriate. WSUPD procedures require an immediate response to emergency calls. WSUPD works closely with a full range of city and regional resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. WSUPD responds to and investigates all reports of crimes and/or emergencies that occur within the University's Clery geography.

To obtain information or request any safety escort services, community members should call WSUPD. Located throughout campus academic buildings are red emergency phones. These phones dial directly to WSUPD for emergency assistance. Exterior phones marked as blue-light phones can also be utilized in an emergency. These phones utilize the WSUPD two-way radio system. Before a dispatcher can answer the phone, a message is automatically relayed telling dispatchers and officers where the activated phone's location.

When placing an emergency call, remember to stay on the line and wait for the dispatcher to end the call. These exterior phones should be used when reporting activities – to include medical or criminal incidents. If a member of the community finds any of these phones inoperative or vandalized, they should call the WSUPD so that the phone can be repaired or replaced as quickly as possible. If assistance is required from the local Worcester Police or Worcester Fire Department, WSUPD will make the necessary contact.

If a sexual assault or rape should occur on campus, staff on scene, including WSUPD, will offer the victim a wide variety of resources and services. This publication contains information about on- and off-campus resources and services and is made available to the Worcester State University community. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for Worcester State University.

As mentioned, crimes should be reported to WSUPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning Campus Safety Alert notices to the community, when appropriate. For example, a crime that was reported only to the Worcester State University Counseling Center would not be known to WSUPD, a campus security authority (CSA), or other University official.

RESPONSIBILITIES OF THE WSU COMMUNITY FOR PERSONAL SAFETY & SECURITY AND THE SAFETY & SECURITY OF OTHERS

Members of the Worcester State University community must assume responsibility for their own personal safety and the security of their personal property and are encouraged to assist others. The following precautions provide guidance.

- Report all suspicious activity to WSUPD immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the RAVE Guardian App or WSUPD escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call WSUPD or WPD for help at the first sign of trouble.
- Elect to use the “buddy system” when going out, leaving together and returning together.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your WSU ID and keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home. DO NOT PROP INTERIOR OR EXTERIOR DOORS.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Voluntary Confidential Reporting

Worcester State University encourages anyone who is the victim or witness of any crime to promptly report the incident to WSUPD or the local Police Department.

Confidential Reporting

Students may make confidential reports to Pastoral Counselors and/or Professional Counselors assigned to the Counseling Center. Pastoral Counselors and Professional Counselors when acting in their capacity and function as Worcester State University counselors do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so; however, the University encourages counselors, if and when they deem it appropriate, to inform students they can report incidents of crime to WSUPD, which can be done directly or anonymously through the anonymous reporting processes as outlined below.

Pastoral Services: A recognized volunteer of the institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Counseling Services: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Director of Health Services. The Director of Health Services, in their capacity as a CSA, can make confidential crime reports to WSUPD to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The Director of Health Services will work closely with WSUPD in order to allow WSUPD to properly assess reports for timely warning consideration and to avoid double counting of crimes.

Anonymous Reporting

The Worcester State University Police Department, unless otherwise prescribed by law or as set forth within this Annual Security and Fire Safety Report, does not take anonymous incident reports. The only exception to this policy is addressed below.

Facilitated Anonymous Reporting: Students may request a Pastoral Counselor or a Professional Counselor in the Counseling Center to facilitate anonymous reporting using internal procedures designed to capture general details about the incident (date, time, location, and brief description of the incident type) to ensure a statistical disclosure in the University's Annual Security and Fire Safety report.

Online Anonymous Reporting: The University allows faculty, staff, and students opportunities to report incidents anonymously, which allows a reporting person to complete a report without providing any personal identifying information. Anonymous reporting can be accomplished using the RAVE Guardian App or Text-a-Tip system. Both options are third-party vendors available 24/7/365 and responses are sent directly to WSUPD Dispatch.

- WSUPD Anonymous Tip can be found at the link below. Instructions for sending the tip are provided on the webpage: <https://www.worcester.edu/university-police/anonymous-crime-tip/>

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):

- Executive Director of Employee Services, Affirmative Action;
- Title IX Coordinator;
- Director of Student Conduct/Office of Community Standards;
- Vice President for Student Affairs/Dean of Students;
- Associate Dean of Students;
- Assistant 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. 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.¹

Those deemed to be Campus Security Authorities based on their position or role within the University, under the Clery Act reporting requirements, are notified by email and provided training sessions in their responsibilities as CSAs.

Data is 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

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.

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

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.

Statistical Disclosure of Incidents

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 that occurs on University property or involves a member of the Worcester State community to the Worcester State University Police Department. 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 disclose the occurrence 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 fulfilling Worcester State's obligation to investigate and respond to the report. Every effort will be made to limit the scope of information shared to a minimum amount of detail, and only share information when absolutely necessary.

While federal law requires the Department to report certain types 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)²

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 OneCards. The Worcester State University Police Department's communication center monitors entry into residence halls via the University's alarm monitoring and digital access control system, and in some locations, security cameras. 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 Residence Life directly to address any concerns. The residence halls are locked 24 hours a day. Students are instructed to register guests with the Desk Assistants at Dowden, Sheehan, or Wasylean Halls. Guests are allowed on campus only if they are accompanied by the sponsoring resident student.

Resident students are 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

² 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.

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 Residence Hall Handbook.
<https://webcdn.worcester.edu/campus-life/wp-content/uploads/sites/56/2023/09/Res-Hall-handbook-2023-24.docx.pdf>

The majority of academic and administrative buildings on campus are open to the public during normal business hours (typically, Monday through Friday, 8:00 AM-5:00 PM, excluding holidays). Some buildings have established additional hours based on the needs of specific departments located within, to conduct evening classes, or facilitate events. With the exception of the Learning Resource Center, all academic buildings are typically secured from 9:00 PM to 6:00 AM. Access for faculty and staff is gained through the access control system. University police provide 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.

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 in the residence halls' keys are made through the Office of Residence Life and Housing. All other requests must 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.

Housing During Breaks

The residence halls close for Winter Break. Notices of specific times and dates are publicized through the Office of Residence Life and Housing before each break. Housing during breaks for students who cannot return home or leave campus may be provided. Should a student need accommodation during *any* portion of the break, they must submit a request through the Office of Residence Life and Housing.

Parking

There is limited reserved parking for resident students on campus. Resident students must apply for parking permits. If they qualify, a fee will be assessed based on the location of their authorized parking space. Commuting students are provided with a decal, which is mailed to the students' address on file. Every effort is made to maximize parking on campus, as well as to monitor the flow of traffic throughout the campus to better ensure 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 randomly 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 emergency call boxes at select locations on campus. These phones are 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 the Office of Residence Life and Housing 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 both the immediate and long-term needs of the affected segment(s) of the community, and coordinates deployment of the University's resources and 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. Updates to the campus community, when deemed necessary, about any particular case resulting in a Campus Safety Alert may be distributed via blast email and/or through RAVE Alert system; follow-up press releases would be arranged through the Office of Communications and Marketing (MARCOM).

Emergency Notifications (Community Alert)

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

Once University Police has received such a report, the Chief of Police or designee will confer with the appropriate public official (e.g., fire chief, health department) and any campus officials responsible for managing the on-campus emergency to confirm the following:

- A legitimate emergency or dangerous situation exists in on-campus geography; AND
- The emergency or dangerous situation poses an immediate or imminent threat to members of the campus community.



508-929-8911

For all campus emergencies

Emergency notifications/community alerts are issued upon confirmation of an emergency. The Chief of Police (or their 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 available to the Department together with health and safety recommendations and instructions. . As information becomes available to the University, the University Police or the Office of Communications and Marketing (MARCOM) will provide updates to the community.

Emergency Notifications may also serve as a Timely Warning, if the reported incident is also defined as a Clery crime.

Timely Warnings (Community Notification)

Timely warnings are correspondence provided to notify students, faculty, and staff of Clery Act crimes. Non-Clery Act crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness may also be cause for a Timely Warning. A Timely Warning also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

Timely Warnings are correspondence provided to notify student, faculty, and staff of Clery Act crimes, or Non-Clery Act crimes that may represent a serious or continuing threat to the campus community and to heighten safety awareness. Timely warnings are disseminated as soon as pertinent information is available. Information reported to a Pastoral or Professional Counselor may not trigger a Timely Warning.

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.

Timely Warning Notifications are written and distributed by staff in the University Police, or the Office of Communications and Marketing (MARCOM). Timely Warning notices are distributed via the RAVE system to the Worcester State University community via campus-wide email, phone calls and posted on the homepage of the website. Notification through RAVE Guardian or via text message are also available if a user prefers. The determination whether to disseminate a Timely Warning will be decided by the Chief of Police (or their designee) and in consultation with others, when time permits. The Timely Warning notice will not include any information that would identify the reporting party.

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. The University will distribute a final notification confirming that emergency conditions have subsided. 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.

Methods of Communicating Timely Warnings and Emergency Notifications

The safety of the students, faculty and staff is the number one priority of the Worcester State University Police Department. The ability to quickly provide notice, accurate information and instructions with minimal 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 human-caused and natural disasters. 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. A copy of test results will be kept on file controlled by WSUPD or a designee.

The WSU Alert system will be used when it is determined that there is a significant emergency or dangerous situation 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 11,000 account holders within approximately 3 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 pre-subscribed through WSU Alert to receive such messages. These text messages are received on the subscriber's mobile phone.

WSU Alert text messages reach an estimated 7,500 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)
- WSU website
- Local radio and television media
- Fire alarms within buildings
- Outdoor loudspeaker at Coughlin Field
- WSUPD Police sirens
- Handheld megaphones

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
- Text messaging
- Social Media
- Desktop PC notification (Alertus)

Emergency Response

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.

Evacuation Procedures

Students and employees should make themselves aware of and learn the locations of the emergency exits in the residence halls as well as other campus buildings. WSUPD officers do not tell building occupants in advance about the designated locations for long-term evacuations. Decisions on where to set up long-term evacuation venues are affected by time of day, location of the affected building, the availability of designated emergency gathering locations on campus. University staff will communicate information to students regarding the developing situation or any evacuation status changes.

In the event of natural disasters, civil disturbances, and active threats, WSUPD shall assist with the safe evacuation of those utilizing the University's facilities whenever possible.

If large-scale events occur that are beyond the resource capabilities of WSUPD and the University, officials will request assistance from outside emergency resources such as the City of Worcester Police and Fire, State Police, City of Worcester Emergency Management, and/or Massachusetts Emergency Management Agency. The need to implement evacuation procedures from a building or the entire campus is based upon information received by Worcester State University.

The information may be in the form of instructions or advice from the City of Worcester Emergency Management, the Governor's Office, or another officially recognized agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members' exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

Exercise of Judgment and Contingencies: When situations arise for which the procedures to be followed are not fully prescribed in the University's Comprehensive Emergency Management Plan (CEMP), responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed before the arrival of a hazard. When there is little to no warning time, a shelter-in-place order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – University transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

Scope of an Evacuation: The scope of an evacuation can include a single building, a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the University may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official, such as a WSU Police Officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions.
- Keep roadways open, and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-scale Campus Evacuation

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the University's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

General Evacuation Procedures: At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify WSUPD by dialing (508) 929-8911 or on-campus extension 8911 or by dialing 911 for outside emergency responders.

- Remain Calm.
- Do NOT use Elevators. Use the Stairs.
- Assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform WSUPD or the responding fire department of the individual's location.
- Once outside, proceed to a clear area at least 300 feet from the building.
- Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

Methods of Communication

Communication methods include activating WSU ALERT, the WSU Emergency Notification System utilizing email, text messaging, social media platforms 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 Office of Communications and Marketing (MARCOM). This system may be used to send messages to the University community utilizing the following electronic WSU communication resources: Email, Text Messaging, Social Media, and RAVE Guardian (if signed up).

Once enrolled or employed at WSU, your University email will automatically be set to receive these messages. All community members are strongly encouraged to add their mobile device to their account to receive text messages on their personal mobile phone. To do so, you must register your information at <https://www.getrave.com/login/worcester>

- 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'

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.

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 City of Worcester Police, or Fire Department personnel are on scene, follow their directions.

How You Will Know When to "Shelter in Place?": A shelter in place notification can come from several sources, including the Worcester State University Police Department, the WSU Emergency Response Team, the City of Worcester Fire Department, or the City of 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.

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, incoming students and their parents/guardians are informed of resources offered by the Worcester State University Police Department and other departments such as the Office of Title IX, Counseling Services, Office of Community Standards, and Health Services.

Prevention Programs related to Sexual Assault, Domestic Violence, Dating Violence, Stalking, and other crimes are offered throughout the academic year. . 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, faculty, and employees through crime prevention posters, security alerts, videos, and social media. In addition, representatives from University Police, Counseling Services, Health Services, and other offices within Student Affairs offer presentations and facilitate passive programs such as educational tables and bulletin boards across campus.

Safety Workshops

Worcester State University provides training and workshops on a wide variety of safety and security related subjects including, but not limited to data security measures, alcohol and drug awareness, and bystander intervention. Worcester State University Police personnel routinely patrol residential areas on campus in an effort to familiarize students with the officers, deter crime, and enhance communication between students and the Department. Officers will take part as guest lecturers in classes or assist student leaders with programming needs upon request.

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 for staff and students twice a semester.

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(s). This allows officers to address areas of concern for specific groups, provide familiarity with officers, and 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. 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; however, it can also be requested by a group or team. Additional classes, within the R.A.D. program, are also offered as requested, including: RAD Keychain Defense, Advanced Self Defense, and Weapons Defense. Contact Captain Donald Brickman at dbrickman@worcester.edu.

CRIME (INCLUDING SEXUAL ASSAULT) PREVENTION AND AWARENESS PROGRAMS

The Division of Student Affairs works collectively across campus to offer 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.

Online Sexual Assault prevention modules (Ever-fi and Vector Solutions)

Currently four programs are required for all incoming freshmen students: Alcohol Edu, Sexual Violence Prevention, Diversity, Equity and Inclusions, and Mental Wellbeing. These programs offer educational information and personalized feedback for students. The first part of the program is typically completed in the summer before first year students 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. These courses are also required for transfer students, graduate students, and athletes.

BASICS (Brief Alcohol Screening and Intervention for College Students)

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.

Behind Closed Doors

RA training in which RAs practice supporting a survivor held annually during summer training.

Clothesline Project

Sexual Violence Awareness Campaign displayed annually in Sheehan Hall in the spring semester.

Can I Kiss You?: Consent presentation by the Center for Respect hosted in April.

Consent and F.R.I.E.S: (Freely Given, Reversible, Informed, Enthusiastic, and Specific) tabling at Wellness Expo and a social media/awareness campaign held in the spring.

Domestic Violence Education: Domestic violence roundtable with athletes held annually in the spring.

Dragon-line Project: Panel display of stories of violence against ALANA/BIPOC and LGBTQIA+ women.

Empty Place at the Table: memorial display by YWCA Central MA honoring those who have lost their lives to domestic violence in MA over the past year.

Fresh Check Day/Rise Up One Love booth: is a yearly event to boost awareness about healthy relationships at the annual mental health event.

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

One Love, Behind the Post: One Love class workshop on healthy vs unhealthy relationships and the impact of social media. Offered multiple times in the fall semester, for classroom workshops and RA Training

Pathways for Change: is a local (Central MA) support service for any person impacted by sexual violence and provides education to help end sexual violence; biweekly tabling throughout the year.

Red Flag Campaign: Flags to represent signs of unhealthy relationships are displayed on campus in October each year.

Sexual Violence Education and Prevention: Class presentation/workshop on sexual violence and prevention provided six times throughout the year with a primary audience of first year students.

Title IX and Trauma Informed Approach: training to faculty, staff, student leaders, and first year students offered multiple times throughout the year.

We Speak Up: is WSU's pro-social behavior and bystander empowerment/intervention program that educates students to be proactive in helping others and offered multiple times throughout the year.

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 composed 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 composed 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/Student Intervention Team

The Behavioral Intervention Team/Student 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 Regulations³.

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, consumption, storage or service of alcohol by students with the exception of prior approval from the Vice President for Student Affairs/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.

³ 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.

- 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 the 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 alcohol education course	Complete an online alcohol education 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)
BASICS one on one educational course	BASICS one on one educational 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 Probation 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 one semester (15 weeks)	Disciplinary Probation for one semester (15 weeks)
\$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.*

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

Class A

Heroin, Morphine, Flunitrazepam, 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, Phencyclidine (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.

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.).

Possession of a Controlled Substance is simply proof the individual directly or constructively possessed some amount of a controlled substance without lawful authority.

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.

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.

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.

Medical/Recreational Marijuana

Massachusetts state law permits the use of medical and recreational marijuana. However, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions, therefore Worcester State University will provide no change to its current drug policies. Please understand that the use, possession or cultivation of marijuana for medical or recreational purposes is not allowed in any Worcester State University property; nor is it allowed at any University-sponsored event or activity off campus.

In addition, no accommodations will be made for any student in possession of a medical marijuana registration card. Worcester State University will release students from the occupancy license (with documentation) who need to use or possess marijuana for medical purposes. Anyone who possesses or uses marijuana at Worcester State University may be subject to civil citation, state or federal prosecution, and university discipline.

Sanctions – Marijuana/THC

The following is a chart of MINIMUM sanctions for violations of the Drug Policy (Marijuana/THC). 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 the 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)
	BASICS one on one education course	BASICS one on one education course
	\$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
	Referral to Worcester State’s Student Intervention Team	Referral to Worcester State’s Student Intervention Team
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 the number of violations.

Level

Levels may be increased with the number of violations.

1 RESIDENT STUDENT		COMMUTER STUDENT	
General Probation for two semesters (30 weeks)		General Probation for two semesters (30 weeks)	
BASICS one on one educational course		BASICS one on one educational 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	
2 RESIDENT STUDENT		COMMUTER STUDENT	
Disciplinary Probation for one semester (15 weeks)		Disciplinary Probation for one semester (15 weeks)	
\$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	
3 RESIDENT STUDENT		COMMUTER STUDENT	
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	
Referral to Worcester State's Student Intervention Team		Referral to Worcester State's Student Intervention Team	
4 RESIDENT STUDENT		COMMUTER STUDENT	
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/campus-life/alcohol-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. The Fall 2023 Annual Report can be found at:

https://docs.google.com/document/d/16Qai7LJYvBaWOIBY_pAYiSeN9GsnHJhh2wNeC1_YzfU/edit?usp=sharing

SUMMARY STATEMENT REGARDING UNIVERSITY'S POLICY CONCERNING SEXUAL VIOLENCE

The following policy is from the Equal Opportunity, Diversity and Affirmative Action Plan for all Massachusetts State Universities. The policy below is from the MA State University Title IX Sexual Harassment Policy.

SEXUAL VIOLENCE POLICY (EFFECTIVE AUGUST 14, 2020)⁴

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

⁴ 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.

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 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

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.

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.

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.

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

Statutory Rape

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

Incest

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

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.

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.

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, CTTS
Assistant Dean /Title IX Coordinator
Office: Student Center 338
508-929-8243

jquinn@worchester.edu or 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, Employee Services, 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

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.

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.

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 Tu-F 8:00 am – 4:00 pm). Employees may seek confidential counseling and referral services from the Employee Assistance Program (“EAP”).

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>

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.

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.

<https://www.worcester.edu/campus-life/health-wellness/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.

National and State Organizations

- The National Stalking Resource Center: <https://victimsofcrime.org/>
- 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 (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)

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. 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.

Sexual Assault and Rape Services By Region

<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

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 (Employee Services)
- 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 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, <https://www.worcester.edu/university-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

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.

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) therefore 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).

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.

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).

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.

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

Possible Sanctions and Remedies

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.

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

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.

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.

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	Timeframe
Complaint Received and Notification of Allegations sent to the Respondent	Promptly after formal complaint received
Respondent’s Response	Written response, if any, due 10 calendar days after notice of allegations
Investigation	To be concluded, where practicable, within 60 calendar days of notice of allegations
Evidence Review & Response	Parties have 10 calendar days to review evidence and submit written response
Investigative Report	Provided to parties at least 10 calendar days prior to live hearing
Investigative Report Review & Response	Written response must be submitted by parties at least 5 calendar days before live hearing
Live Hearing	Within 15 business days of receipt of written responses to Investigative Report
Determination of Responsibility	Within 10 business days of conclusion of the live hearing
Appeal Submittal	Due within 10 calendar days of written determination
Appeal Response	To be concluded, where practicable, within 30 calendar days of receipt of written appeal

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you or someone else is in immediate danger, call University Police at (508) 929-8911, or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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 their 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 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 POLICY FOR STUDENTS WHO RESIDE ON-CAMPUS⁵

For the purposes of this policy, a student may be considered to be “missing” if the person’s absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with person(s) who may endanger the student’s welfare.

Reporting

If any person has reason to believe that a student who resides in on-campus housing is missing, the Worcester State University Police Department (WSUPD) should be contacted immediately at 508-929-8911. Reports can be made at any time 24/7. This call will generate an incident report and initiate an investigation to attempt to locate the missing student.

Notification Procedures

Worcester State University’s missing student investigative procedures include the following:

Communication procedures for official notification of appropriate individuals at the University that a student has been reported missing.

Once WSUPD receives a missing student report the following individuals should be contacted:

- Chief of University Police or designee
- Assistant Dean for Residence Life or designee
- Vice President for Student Affairs or designee

If through investigation of a report, the University Police determines a student has been missing they will:

- Notify the local law enforcement agency.
- Contact those designated individuals provided by the student, as their missing student emergency contact person.
 - If a student has not identified such an individual, the University will notify the listed emergency contact person after the student is determined to be missing.
 - If a student is under 18 years of age, and not an emancipated individual, immediately contact the custodial parent(s) or legal guardian(s) of the student, in addition to the student’s missing student contact person.

Procedures for Designation of Emergency Contact Information

Students age 18 and above and emancipated minors

Every student who lives in campus residence halls, regardless of age, may register one or more individuals to be a contact strictly for missing persons purposes. The contact person can be anyone and does not have

⁵ 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.

to be the same contact(s) that identified as emergency contact. The identification of contact individuals will be offered annually or mid-year if a student moves into campus housing.

A designation will remain in effect until changed or revoked by the student.

The student's contact information will be registered as confidential, that this information will be accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Students under the age of 18

Worcester State University is required to notify a custodial parent or guardian after the student is determined to be missing, if they are under the age of 18 and are not emancipated, that is, not legally independent of their parents. 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.

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:

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

CLERY DEFINITIONS

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

Criminal Homicide

- Murder (non-negligent manslaughter): the willful (non-negligent) killing of one human being by another
- Manslaughter by Negligence: the killing of another person through gross negligence

Sexual Assault (Sex Offenses): An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- 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.

- 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.
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

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.

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.

Burglary: the unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

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.

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.

Drug Abuse Violations⁶: 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.

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.

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;

⁶ 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.

- 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.

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 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 —

- 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.

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.
- For the purposes of this definition —
 - 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.

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. In accordance with the Clery Act, "Before an incident can be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias."

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:
 - 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
 - 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).
- In or on a non-campus building or property. The term “non-campus building or property” means:
 - 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.)
 - 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. (For the purpose of this report, Worcester State University non-campus properties include: Windstar Farm in Sterling, MA, the Worcester Center for Crafts, Worcester Ice Center, 51 Sever Street, and 140 Goddard Memorial Drive, all located in Worcester, MA).
 - Goddard Memorial Drive is no longer used as of school year 2023-2024, however, statistics for this location would fall under non-campus locations.
- 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

2020-2022 REPORTED CRIMINAL OFFENSES					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY*	STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
RAPE	2020	2	2	0	0
	2021	4	4	0	0
	2022	6	6	0	0
FONDLING	2020	1	1	0	0
	2021	9	8	0	0
	2022	6	4	0	0
INCEST	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
STATUATORY RAPE	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ROBBERY	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
BURGLARY	2020	0	0	0	0
	2021	1	1	1	0
	2022	1	1	0	0
MOTOR VEHICLE THEFT	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARSON	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

* On-campus property statistics are INCLUSIVE of, not in addition to, student housing.

2020-2022 VAWA REPORTED OFFENSES					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY*	STUDENT HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	1	0	0
DATING VIOLENCE	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	0	0	0
STALKING	2020	0	0	0	0
	2021	3	2	0	0
	2022	3	2	0	0

2020-2022 ARRESTS AND DISCIPLINARY REFERRALS					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY*	STUDENT HOUSING	NON- CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSION, ETC.	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSION, ETC.	2020	2	2	0	0
	2021	1	1	0	0
	2022	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS **	2020	14	13	0	0
	2021	44	44	0	0
	2022	35	35	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2020	102	102	0	0
	2021	100	99	0	0
	2022	75	75	0	0

* On-campus property statistics are INCLUSIVE of, not in addition to, student housing.

Hate Crimes: There were no reported Hate Crimes for the years 2020, 2021, or 2022.

2022 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 may be fire hazards and are prohibited. See the Residence Hall Occupancy License for more information.

The use of microwave ovens is permitted within the residence halls provided that such use is in full accordance with manufacturer operating instructions. For safety reasons, students are not to leave microwave ovens unattended while food is being prepared. It is suggested that students make arrangements with their roommate(s) so that microwave ovens are limited to one per bedroom. Worcester State furnishes student rooms with beds, desks, desk chairs, chest of drawers, and wardrobes.

Fire codes prohibit students from bringing their own furniture unless it has a CAL 133 fire-rating and does not violate fire and safety policies. If you wish to bring your own furniture, be aware that if our staff cannot substantiate its fire code rating, you will be asked to remove it. Personal furniture must not interfere with fire evacuation.

Flammable decorations larger than 2'x3' (e.g., large paper posters, flags, fishnets, blankets, tapestries, carpeting hung from ceiling or on walls, etc.) in all housing units are prohibited. Use of nails, bolts, tacks, picture hangers or other invasive wall anchoring devices are prohibited. Additional information is provided throughout the year.

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. 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. Chapter 143 of the Massachusetts General Laws prohibits smoking in schools, colleges, universities, public buildings and institutions.

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 ensure 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; and
- Systems functionality

All fire drills are monitored by the Worcester State University Police Department. 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 training 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

All policies can be located in the Residence Hall Handbook at: <https://webcdn.worcester.edu/campus-life/wp-content/uploads/sites/56/2023/09/Res-Hall-handbook-2023-24.docx.pdf>

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.

- Do not let garbage accumulate. Take your trash out to the dumpster.
- All electrical appliances must be UL approved.
- Cooking appliances such as hotplates, hot pots, coil water-heaters, toaster ovens, crockpots, etc., may be fire hazards. THEY ARE PROHIBITED.
- Fire Drills are performed during each semester. Failure to leave your apartment/room may result in judicial action and residential status review.
- 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 2020-2022 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 1-26	YES	YES	YES	YES	YES	1
Dowden Hall	YES	YES	YES	YES	YES	1
Sheehan Hall	YES	YES	YES	YES	YES	1
Wasylean Hall	YES	YES	YES	YES	YES	1

2020-2022 FIRE LOG

Location	Total Fires in Each Building	Fire Number	Cause of Fire	Injuries Requiring Treatment	Number of Deaths	Value
Wasylean Hall	1	1	Unintentional/Electrical	0	0	\$1000-9999
Chandler Village 16	1	1	Unintentional/Cooking	0	0	\$0-99

REFERENCES

Worcester State University 2023-2024 Student Handbook and Student Code of Conduct

<https://www.worcester.edu/handbook/>

Worcester State University 2023-2024 Residence Hall Handbook <https://webcdn.worcester.edu/campus-life/wp-content/uploads/sites/56/2023/09/Res-Hall-handbook-2023-24.docx.pdf>

Worcester State University Employee Handbook <https://webcdn.worcester.edu/mywoostate-facstaff/wp-content/uploads/sites/67/2022/06/Employee-Handbook.pdf>