

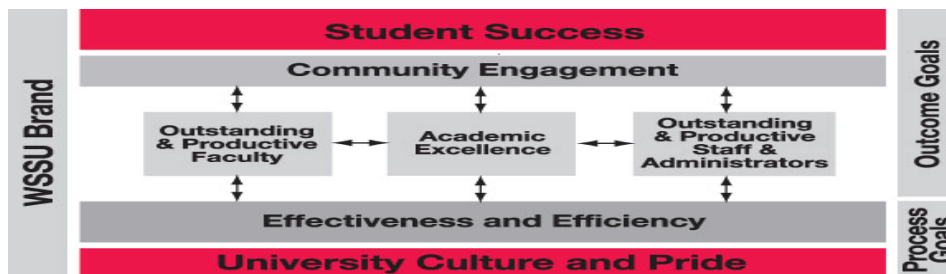


WINSTON-SALEM STATE UNIVERSITY
Board of Trustees
Finance and Administration Committee
Thursday, March 19, 2014
Cleon Thompson Center
Room 304
11:45 a.m. – 1:30 p.m.

AGENDA

***Action Item**

1. Call to Order – Chairman Martin Davis
2. Roll Call – Karen Cession
3. *Adoption of the Agenda -- Chairman Davis
4. *Approval of December 18, 2014 Minutes -- Chairman Davis
5. Division of Finance & Administration Update -- Interim Vice Chancellor Mills
 - ✓ *Revised Life Safety Policy -- Aaron Leftwich
 - ✓ *Adverse Weather and Emergency Closing Policy – Interim Vice Chancellor Mills
 - ✓ *School of Health Science Lease of Space SG Atkins CDC Enterprise Center Resolution – Rosalba Ledezma
 - ✓ *Center for Design Innovation Co-location License Agreement Resolution – Rosalba Ledezma
6. Capital Projects Report – Rosalba Ledezma
7. Financial Report -- Wilbourne Rusere
8. Other Discussion Items
9. Adjournment -- Chairman Davis



WINSTON-SALEM STATE UNIVERSITY

Board of Trustees Finance and Administration Committee
Thursday, December 18, 2014
Cleon Thompson Center, Room 304

Minutes

Committee Chairman Martin Davis called the Board of Trustees (BOT) Finance and Administration Committee meeting to order at 11:45 a.m.

Roll Call: Karen Cession

Members Present: Mr. Martin Davis, Committee Chairman
Mrs. Debra Miller, Board Chairman
Mr. Michael Shortt
Mr. Osyris Uqoezwa
Dr. Randy W. Mills, Interim Vice Chancellor, ex-officio

A quorum was established.

Staff Present: Mr. Frank Lord
Ms. Rochelle Blakeney
Mr. Ivan Foster
Ms. Rosalba Ledezma
Mr. Aaron Leftwich
Mr. Donald Pearsall
Mr. Wilbourne Rusere
Mr. Jonathan Smith
Mr. Nathan Thompson
Ms. Dianne Walker

Adoption of the agenda

Chairman Miller moved and Mr. Shortt seconded the motion to adopt the agenda. The motion passed.

Approval of the minutes

Chairman Miller moved and Mr. Shortt seconded the motion to approve the minutes of the September 18, 2014 meeting. The motion passed.

Finance and Administration Update

Dr. Mills reported on the several staff and administration changes within the division. Those changes are;

1. Mrs. Linda McCullough, university program specialist, has retired,
2. Mr. Owen Cooks, associate vice chancellor for facilities, has left the university to pursue other ventures,
3. Mr. Ivan Foster, associate vice chancellor for human resources, has left the university to pursue other ventures, effective December 31, and
4. Ms. Rosalba Ledezma, director of design and construction, has assumed the duties of interim associate vice chancellor for facilities.

Mr. Foster gave an overview of what the Teleworking Policy is and how this policy will benefit the university. The policy will allow employees to work off campus including from their home in the event that they are unable to come to work. It allows for more flexibility in working and is voluntary. In order to be considered, a teleworking agreement must be completed by the employee with the assistance of their supervisor. The agreement is then forwarded to the division level approver for consideration. It is at the sole discretion of the university to approve or deny the request.

Mr. Foster also gave a review regarding an Executive Order that was received from UNC General Administration. Items addressed in the order are;

1. Unlawful Workplace Harassment,
2. Sexual Harassment and Sexual Violence, and
3. Equal Employment Opportunities and Non-Discrimination.

Ms. Ledezma took a few moments to explain the policies and resolution that were being presented to the board for approval and the impact that those policies would have on the university.

Ms. Ledezma also gave a status report on all of the current capital projects. This report can be found in the December 2014 meeting materials.

Chairman Miller stated that she would like for the names of the construction firms listed on the resolutions when they are sent before the BOT for approval. She no longer wants to see XX's in place of company names.

Dr. Mills gave a report on the Tuition and Fees recommendations that will be taken to UNC General Administration for approval. A report for 2015-16 and 2016-17 is requested. In the 2015-16 report, the following recommendations will be submitted;

1. Increase undergraduate rate by 3%, \$94.00 in the first year and \$97.00 in the second year.
2. Increase graduate resident's rate by 1%,
3. Increase out of state graduate resident's rate by 3%, and

4. Increase graduate non-resident's rate by 5%.

This increase will generate just under \$500,000.

In the 2016-17 report, an increase for the graduate resident's rate will increase to 3%.

Dr. Mills explained that these rate increases are needed due to Health Care Benefits, and workman's compensation costs.

It was also explained that the average housing rates will go up by approximately 4% but, these increasing do not have to go to the Board of Governors for approval.

The number of meal plans has been reduced at the request of the students. The students stated that there were too many meals plans which created unnecessary confusion. Also, the dining hours have increased per the student's request.

Dr. Mills informed the committee that the Board of Governors is considering a plan to access a \$50.00 fee to all students. This fee would be a Campus Security Fee and the revenue from this fee would be used to maintain safe campus communities and for the universities to remain in compliance with federal laws and regulations. The additional monies would help with campus police staffing, system wide training, substance abuse counselors and/or case managers.

Mr. Rusere presented the financial report. This report can be found in the Finance and Administration board materials.

Chairman Miller motioned and Mr. Shortt seconded that the following policies and resolutions be presented to the full board for approval;

1. Teleworking Policy,
2. City of Winston-Salem "Takings" Reynolds Park Road Resolution,
3. Hauser Hall for Music CM-at-Risk Selection Resolution,
4. Physical Plant for Art + Visual Studies CM-At-Risk Selection Resolution, and
5. Tuition and Fees Recommendation.

The motion passed.

The meeting was adjourned by common consensus at 1:23 p.m.

Respectfully Submitted:

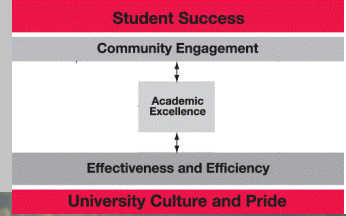
Karen Cession
University Program Associate

Martin Davis
BOT Committee Chair

<u>Project</u>	<u>Funding</u>	<u>Restore the Core II</u>	<u>Strategic Plan Goal(s)</u>	<u>Size</u>	<u>Total Budget</u>	<u>Construction Budget</u>	<u>Bid Date</u>	<u>HUB Participation</u>	<u>Construction Complete</u>	<u>Notes</u>	<u>Direct Jobs</u>	<u>Indirect Jobs</u>	<u>Induced Jobs</u>	<u>Total</u>
Center for Design Innovation	State COPS/Appropriations		Community Engagement Academic Excellence	24,000 SF	\$13.3M	\$8.95 M	August 26, 2013	31%	March 2015	Construction completed.	83	41	124	248
North Entry Surface Parking & Bridge	Student Fee		Efficiency & Effectiveness	200 cars; bridge to Lowery St.	\$3.4M	\$2.44M	Summer 2015		Spring 2016	Design Development in progress.	55	28	83	165
Hauser Hall for Music	Gift Funds, Federal Title III Grant & RTC Phase II Student Fee	Yes	Academic Excellence, and Efficiency & Effectiveness	27,000 sf + 6,000 sf addition	\$12M	\$8.9M	Fall 2015		12-18 mo construction	Schematic Design in process.	85	42	127	254
Physical Plant for Art & Visual Studies	Gift Funds, Federal Title III Grant, R&R Funds, & RTC Phase II Student Fee	Yes	Academic Excellence, and Efficiency & Effectiveness	16,840 sf	\$15M	\$11M	Fall 2015		12-15 mo construction	Schematic Design in process.	105	52	157	314
Bowman Gray, Civitan and Pedestrian Bridge	Student Fee (seeking City funds for bridge)		University Culture & Pride Efficiency & Effectiveness	30,000 SF 94 acres	\$7.5M	N/A	acquisition pending		N/A	Some selective renovation post-acquisition				
Residence Hall - Freshman Living/Learning	Housing Receipts		Student Success & Academic Excellence	74,200 sf 288 beds	\$20.8M	\$16M	on hold		16 months	Construction Documents completed.	152	76	228	456
Sciences Building	Appropriation (for Design)		Academic Excellence	120,000 SF	\$60M	\$42M	on hold		24 months	Construction documents completed. Will not bid until construction funds (state appropriations) are secured.	399	200	599	1197
MAR 2015 BOT				298,040 SF of new or renovated space	\$132M	\$89.29M					878	439	1317	2633

Board of Trustees

Finance and Administration Committee Meeting

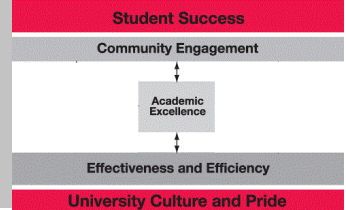


Status of Major Capital Improvements

March 2015

Board of Trustees

Finance and Administration Committee Meeting

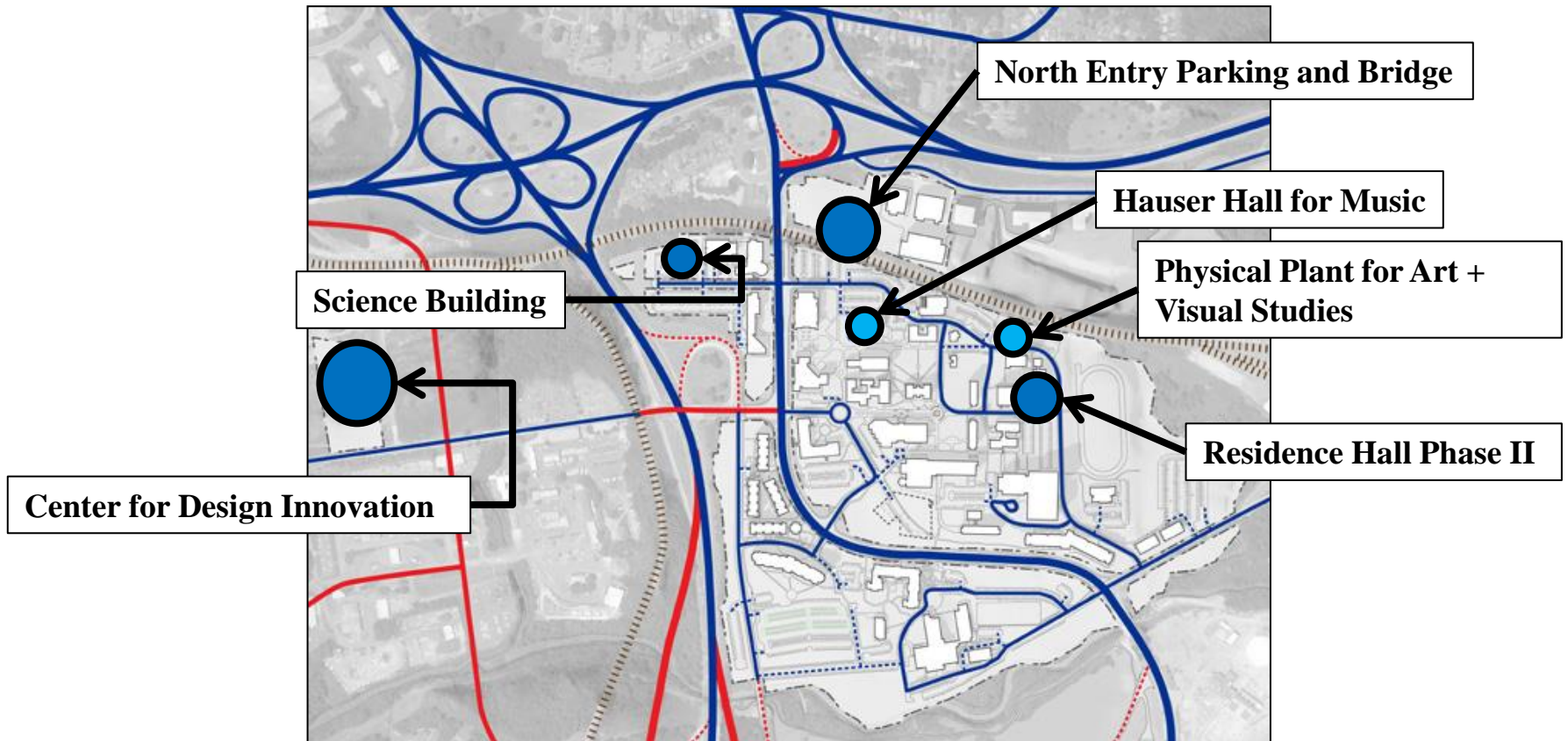


- Quarterly Project Report provided in Board materials

Project	Funding	Restore the Core II	Strategic Plan Goal(s)	Size	Total Budget	Construction Budget	Bid Date	HUB Participation	Construction Complete	Notes	Direct Jobs	Indirect Jobs	Induced Jobs	Total
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											399	200	599	1197
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					298,040 SF of new or renovated space	\$132M	\$89.29M							

MAR 2015 BOT

Project Location Map



Center for Design Innovation



- **Construction completed**
- **31% HUB contractor work**

Hauser Hall for Music



- **Renovate 27,000sf and a 6,000sf addition. Relocate Music department.**
- **Offices, music labs, practice rooms**
- **Construction Manager at Risk Selection process completed.**
- **12-18 month construction timeframe.**

Physical Plant for Art & Visual Studies



- **Renovate 16,840 sf. Relocate Art & Visual Studies department.**
- **Offices, labs, classrooms, gallery**
- **Construction Manager at Risk Selection completed.**
- **12-15 month construction timeframe.**

Board of Trustees

Finance and Administration Committee Meeting

Residence Hall – Phase II



- 74,200 sf; 288 beds. \$20.8M total project budget.
- Construction Documents completed.
- Building construction on hold.
- Construction time frame is 16 months.

Sciences Building



- **Construction documents completed.**
- **Awaiting appropriation of construction funds.**

Board of Trustees

Finance and Administration Committee Meeting

Bowman Gray Stadium – Update



- **State Property Office requires a Brownfield agreement prior to purchase agreement with the City.**
- **Brownfield Agreement (6-8months) is underway.**

Board of Trustees

Finance and Administration Committee Meeting

STATEMENT OF GENERAL FUND EXPENDITURES

July 1, 2014 – December 31, 2014

FUNDING SOURCES	AUTHORIZED BUDGET	ACTUAL EXPENSES & RECEIPTS YEAR-TO-DATE	BALANCE	YEAR- TO- DATE %
TOTAL BUDGET	\$88,594,058	\$42,834,757	\$45,759,301	48%
GENERAL FUND (STATE APPROPRIATIONS)	\$64,586,397	\$31,249,190	\$33,337,207	48%
RECEIPTS (TUITION & FEES)	\$24,007,661	\$11,585,567	\$12,422,094	48%

Board of Trustees

Finance and Administration Committee Meeting

STATEMENT OF GENERAL FUND EXPENDITURES

July 1, 2014 – December 31, 2014

SUMMARY BY PROGRAM	AUTHORIZED BUDGET	YEAR-TO- DATE ACTUAL	BALANCE	% YEAR- TO-DATE
101 REGULAR TERM INSTRUCTION	\$44,079,013	\$20,384,653	\$23,694,360	46 %
102 SUMMER TERM INSTRUCTION	1,998,827	735,143	1,263,684	37 %
103 EXTENSION INSTRUCTION	63,776	2,189	61,587	3 %
142 COMMUNITY SERVICES	97,733	48,780	48,953	50 %
151 LIBRARIES	3,591,262	1,693,855	1,897,407	47 %
152 GENERAL ACADEMIC SUPPORT	4,758,124	2,223,895	2,534,229	47 %
160 STUDENT SERVICES	4,264,909	2,180,238	2,084,671	51 %
170 INSTITUTIONAL SUPPORT	13,081,263	6,830,276	6,250,987	52 %
180 PHYSICAL PLANT OPERATIONS	11,914,625	6,707,411	5,207,214	56 %
230 STUDENT FINANCIAL AID	4,744,526	2,028,317	2,716,209	43 %
TOTAL	\$88,594,058	\$42,834,757	\$45,759,301	48 %

Board of Trustees

Finance and Administration Committee Meeting

COMPARISON OF GENERAL FUND EXPENDITURES

July 1, 2014 – December 31, 2014

SUMMARY BY PROGRAM	Year-to-Date Current Year December 31, 2014	Year-to-Date Prior Year December 31, 2013	Variance
101 REGULAR TERM INSTRUCTION	\$20,384,653	\$21,959,092	(\$1,574,439)
102 SUMMER TERM INSTRUCTION	735,143	871,123	(135,980)
103 EXTENSION INSTRUCTION	2,189	11,771	(9,582)
142 COMMUNITY SERVICES	48,780	48,473	307
151 LIBRARIES	1,693,855	1,764,949	(71,094)
152 GENERAL ACADEMIC SUPPORT	2,223,895	2,340,832	(116,937)
160 STUDENT SERVICES	2,180,238	2,062,886	117,352
170 INSTITUTIONAL SUPPORT	6,830,276	6,940,994	(110,718)
180 PHYSICAL PLANT OPERATIONS	6,707,411	7,070,372	(362,961)
230 STUDENT FINANCIAL AID	2,028,317	1,735,742	292,575
TOTAL EXPENDITURES	\$42,834,757	\$44,806,234	(\$1,971,477)

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Finance and Administration Committee Meeting

COMPARISON OF GENERAL FUND EXPENDITURES

July 1, 2014 – December 31, 2014

SUMMARY BY ACCOUNT	Year-to-Date Current Year December 31, 2014	Year-to-Date Prior Year December 31, 2013	Variance
1000 PERSONNEL COMPENSATION	\$34,936,836	\$36,470,739	(\$1,533,903)
2000 SUPPLIES AND MATERIALS	470,667	709,626	(238,959)
3000 CURRENT SERVICES	2,525,291	2,693,911	(168,620)
4000 FIXED CHARGES	1,681,567	1,584,104	97,463
5000 CAPITAL OUTLAY	880,299	1,349,171	(468,872)
6000 AIDS AND GRANTS	2,028,317	1,735,742	292,575
7000 DEBT SERVICE	245,583	229,177	16,406
8000 TRANSFERS AND RESERVES	66,197	33,764	32,433
TOTAL EXPENDITURES	\$42,834,757	\$44,806,234	(\$1,971,477)

Board of Trustees

Finance and Administration Committee Meeting

COMPARISON OF GENERAL FUND RECEIPTS

July 1, 2014 – December 31, 2014

SUMMARY BY PROGRAM	Year-to-Date Current Year December 31, 2014	Year-to-Date Prior Year December 31, 2013	Variance
101 REGULAR TERM INSTRUCTION	\$50,255	\$49,538	\$717
102 SUMMER TERM INSTRUCTION	783,687	1,245,939	(462,252)
103 EXTENSION INSTRUCTION	19,811	16,757	3,054
151 LIBRARIES	2,019	2,797	(778)
160 STUDENT SERVICES	127,959	137,953	(9,994)
170 INSTITUTIONAL SUPPORT	28,769	55,509	(26,740)
180 PHYSICAL PLANT OPERATIONS	174,455	2,395	172,060
252 OTHER RESERVES	394,099	-	394,099
990 MULTIACTIVITY (<i>Tuition & Fees</i>)	10,004,513	10,846,763	(842,250)
TOTAL RECEIPTS	\$11,585,567	\$12,357,651	(\$772,084)

Board of Trustees

Finance and Administration Committee Meeting

STATEMENT OF AUXILIARY SERVICES

July 1, 2014 – December 31, 2014

FUND	EXPENSE BUDGET	BEGINNING BALANCE	RECEIPTS COLLECTED	YTD ACTUAL EXPENSES	ENDING CASH BALANCE
Athletics Fund Division I – FY09-10	-	(\$3,854,904)	-	-	(\$3,854,904)
Athletics Fund Division II – FY10-14	-	(4,022,387)	-	-	(4,022,387)
Athletics Fund Division II– FY14-15	4,083,284	-	1,565,131	2,108,263	(543,132)
Food Service	5,100,100	207,602	2,581,442	2,849,114	(60,070)
Campus Book Store	60,928	162,281	112,720	178,207	96,794
Copier Management/Xerox	910,000	375,910	373,334	608,924	140,320
Health Service	1,640,962	1,706,845	495,586	857,494	1,344,937
Housing Service	11,230,982	8,130,668	6,142,237	5,332,834	8,940,071
One Card Office	136,524	(3,949)	110,197	73,001	33,247
Student Extracurricular Activities	2,261,684	1,051,377	1,018,246	1,206,846	862,777
Educational & Technology Fee (I.T.)	1,868,239	472,251	783,462	1,131,237	124,476
TOTAL	\$27,292,703	\$4,225,694	\$13,182,355	\$14,345,920	\$3,062,129

Board of Trustees

Finance and Administration Committee Meeting

STATEMENT OF BUSINESS ENTERPRISES

July 1, 2014 – December 31, 2014

FUND	EXPENSE BUDGET	BEGINNING BALANCE	RECEIPTS COLLECTED	YTD ACTUAL EXPENSES	ENDING CASH BALANCE
Auxiliary Admin/Ticket Office	\$903,026	\$402,380	\$26,617	\$502,363	(\$73,366)
Central Transportation Fleet	93,764	(18,356)	131,247	171,260	(58,369)
Conference Facility Rentals	27,450	256,069	29,271	79,197	206,143
Food Court	30,000	23,077	55,499	30,000	48,576
Logo Licensing	15,000	25,822	11,348	12,903	24,267
Telecommunication (Phones)	1,200,000	453,063	677,992	886,974	244,081
Vehicle Registration/Fines	532,354	557,519	512,336	246,980	822,875
Vending Machines	83,200	33,492	64,741	68,854	29,379
TOTAL	\$2,884,794	\$1,733,066	\$1,509,051	\$1,998,531	\$1,243,586
GRAND TOTAL (Auxiliary/Business Enterprises)	\$30,177,497	\$5,958,760	\$14,691,406	\$16,344,451	\$4,305,715
Budget Performance Assessment			48%	54%	

Board of Trustees

Finance and Administration Committee Meeting

Summary of Revenues and Expenditures

	As of December 31, 2014			As of December 31, 2013			Actual Variance
	Budget	Actual	Balance	Budget	Actual	Balance	
Revenues:							
State Appropriations	\$64,586,397	\$31,249,190	(\$33,337,207)	\$65,458,492	\$32,448,583	(\$33,009,909)	(\$1,199,393)
State Receipts	24,007,661	11,585,567	(12,422,094)	24,247,296	12,357,651	(11,889,645)	(772,084)
Aux/Bus Enterprises	30,882,240	14,691,406	(16,190,834)	31,910,139	14,206,662	(17,703,477)	484,744
Total Revenue	\$119,476,298	\$57,526,163	(\$61,950,135)	\$121,615,927	\$59,012,896	(\$62,603,031)	(\$1,486,733)
Expenditures:							
State Funds	\$88,594,058	\$42,834,757	\$45,759,301	\$89,705,788	\$44,806,234	\$44,899,554	(\$1,971,477)
Aux/Bus Enterprises	30,177,497	16,344,451	13,833,046	29,578,377	13,920,985	15,657,392	2,423,466
Total Expenditures	\$118,771,555	\$59,179,208	\$59,592,347	\$119,284,165	\$58,727,219	\$60,556,946	\$451,989
Revenue/Expenditure Variance		\$1,653,045					