

Winston-Salem State University
Board of Trustees Finance and Administration Committee
304 Thompson Center
Thursday, June 8, 2017

Minutes

Chairman Michael Shortt called the Board of Trustees (BOT) Finance and Administration meeting to order at 11:52 pm

Roll Call: Leslie Gaynor

A quorum was established.

Members Present: Mr. Michael Shortt (Chair) Mr. Osyris Uqoezwa
Mrs. Debra Miller Dr. Randy Mills, ex-officio
Mr. Pradeep Sharma (by phone)

Staff Present: Mr. Jesse Batten Mr. Frank Lord Mr. Wilbourne Rusere
Ms. Leslie Gaynor Ms. Constance Mallette Mr. Jonathan Smith
Mr. Aaron Leftwich Mr. Tim McMullen Ms. Barbara Waller

Guest: Mr. Javonty Hunter (SGA President)

** Prior to the meeting, the University COS, Ms. Camille Klutz-Leach presented two policies for approval.

Adoption of Agenda

Mr. Sharma moved and Mrs. Miller seconded the motion to adopt the agenda. The motion passed.

Approval of Minutes

Mrs. Miller moved and Mr. Sharma seconded the motion to approve the March 16, 2017, minutes. The motion passed.

Finance and Administration Update

Dr. Mills opened the meeting. Reminded the Committee about the approval given at the March meeting for the demolition of the Old Nursing Building and that it was approved by the BOG in May. He then asked Jesse Batten, AVC of Business & Auxiliary Services to give an update on the exciting things that Business Services has accomplished over the spring and fall.

M. Jesse Batten gave a summary on BS projects.

- Passport Office – The Passport Office will be relocated from The Atkins House to the Lowery Street Facility. The office will be expanded from one office to two offices with a file room and an enlarged lobby area for visitors. The new location will also possess additional parking and be easier to find on campus. The project is awaiting approval at the State Construction Office. The renovations are expected to take approximately four weeks.
- Copy Center – The Copy Center will be relocated from the Old Nursing Building to the Thompson Center (lower level). The center will be expanded from 843 to 1,196 square feet. The new location is expected to be move-in ready by October 1, 2017. The new space is centrally located on campus and near the post office. It will include a self-service copy station. The project is awaiting approval at the State Construction Office.
- Kennedy Dining Hall in the Thompson Center - The servery area in the Kennedy Dining Hall is being renovated this summer. It is the third phase of a 15-month project to enhance the overall dining experience at WSSU. Phases one and two replaced the flooring and furnishings in the 550-seat dining hall. Phase three

updates the design of the servery including additional stations and replace some of the kitchen equipment. The new design will make the area more efficient and accessible for customers. Renovations are underway and expected to be completed by the end of July.

- Food court in the DJ Reaves Center – Popeye’s Louisiana Kitchen will be replaced by Chick-fil-A this summer. The six-week renovation project is awaiting approval by the State Construction Office. The change is expected to be completed by August 20th and available to the campus for the start of Fall 2017 classes.
- Bookstore in the Thompson Center – The bookstore will be renovated over the next six months. The store will be expanded from 3,658 to 6,067 square feet. The renovations will occur in phases to not disrupt store operations. The change coincides with the University awarding a multi-year contract to Barnes and Noble College beginning June 19, 2017. The new store will offer an expanded selection of Rams logo apparel, technology products, convenience items and gift items.

Policies

Mr. Aaron Leftwich presented the Fire & Life Safety Plan to the Committee.

- Policy initiated in 2012
- Previous policy predated existing EHS Director, upon implementation, no documented policy was available for review
- Last revision: none, first revision
- Major changes:
 - Title, to include Fire w/Life Safety
 - Enhancements, references to state and municipal requirements and potential enforcement
 - Includes requirements for maintaining fire detection/suppression systems and assigns responsibilities for the same (EHS and building/department ownership)
 - Attaches the significance of disabling or tampering with fire detection systems

HUB Report

Ms. Brenda Fulmore presented the HUB Report to the Committee.

Purchasing Goods and Services Report
Fiscal Year 2013-2016

Previous Purchasing HUB Participation

<u>Fiscal Years</u>	<u>WSSU AA %</u>	<u>WSSU HUB %</u>	<u>Contract Amt. \$</u>	<u>AA \$</u>	<u>Total HUB \$</u>
<u>2013-2014</u>	<u>2%</u>	<u>10%</u>	<u>19,222,624</u>	<u>359,864</u>	<u>1,826,921</u>
<u>2014-2015</u>	<u>2%</u>	<u>4%</u>	<u>16,368,643</u>	<u>295,005</u>	<u>585,699</u>
<u>2015-2016</u>	<u>2%</u>	<u>7%</u>	<u>18,709,339</u>	<u>341,762</u>	<u>1,241,614</u>

Our future Purchasing goal is 15 percent.

Previous CMR Construction Projects

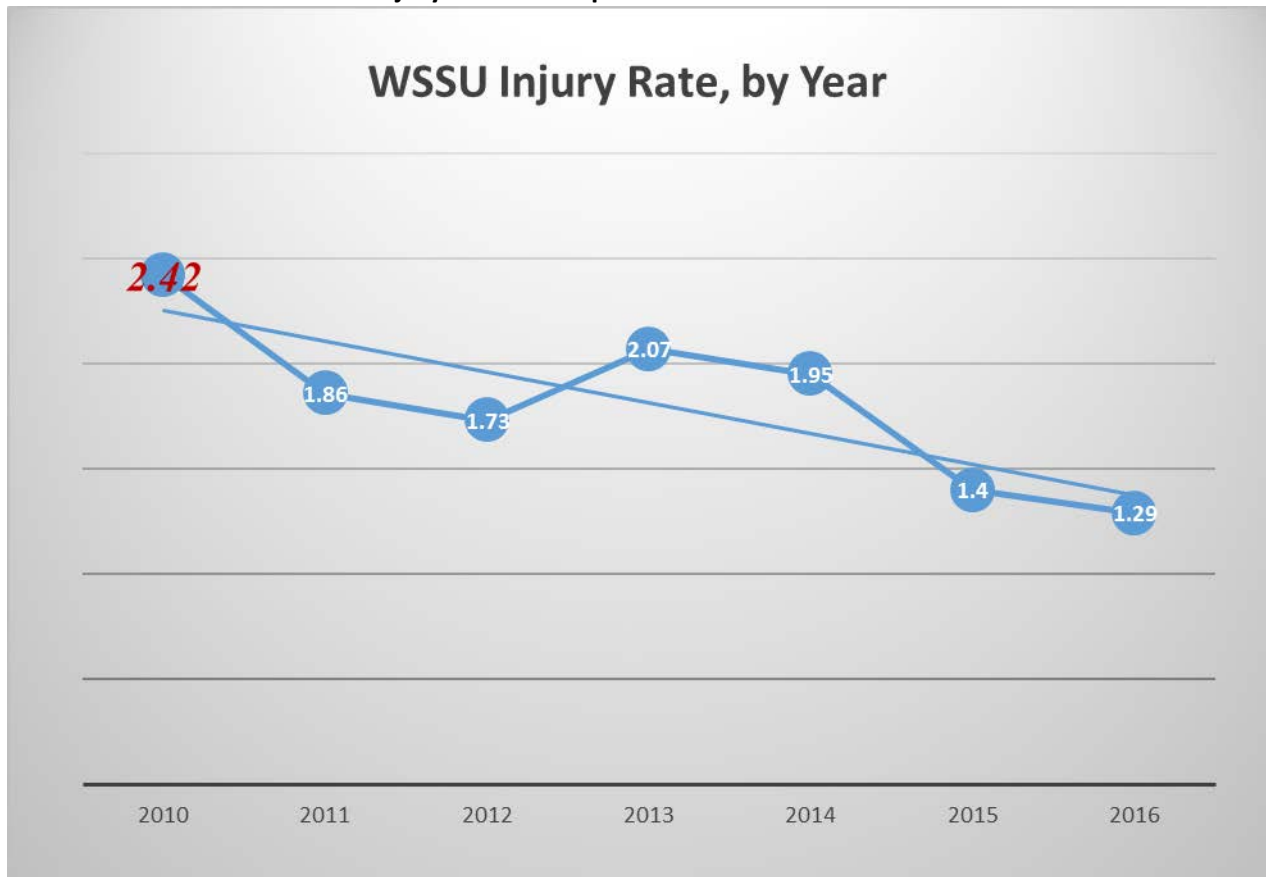
<u>Fiscal Year</u>	<u>Project Name</u>	<u>Contract Amount \$</u>	<u>Total HUB (\$)</u>	<u>Total HUB Percentages (%)</u>	<u>African American \$</u>	<u>Total African American %</u>
<u>2011 -2013</u>	<u>DJR</u>	<u>26,111,232</u>	<u>8,187,464</u>	<u>31.40%</u>	<u>853,759</u>	<u>3.30%</u>
<u>2012 – 2014</u>	<u>MSX</u>	<u>11,888,183</u>	<u>4,765,284</u>	<u>40.10%</u>	<u>1,806,741</u>	<u>15.20%</u>
<u>2013 - 2014</u>	<u>Hill Hall</u>	<u>11,392,752</u>	<u>3,656,461</u>	<u>32.09%</u>	<u>525,272</u>	<u>4.61%</u>
<u>2013 - 2015</u>	<u>CDI</u>	<u>9,224,749</u>	<u>2,623,645</u>	<u>28.40%</u>	<u>108,104</u>	<u>1.20%</u>
<u>2015 - 2016</u>	<u>NORTH ENTRY BRIDGE</u>	<u>3,985,564</u>	<u>293,097</u>	<u>7.35%</u>	<u>118,109</u>	<u>2.96%</u>
-	<u>TOTALS/AVERAGES</u>	<u>62,602,480</u>	<u>19,525,952</u>	<u>AVG 27.87%</u>	<u>3,411,985</u>	<u>AVG 5.45%</u>

Currently our Construction Manager at Risk (CMR) projects HUB participation is 30 percent.
Our future goal is 40 percent.

EH&S Injury and Illness Report

Mr. Aaron Leftwich presented the 2016 Safety Injury and Illness Report to the Committee.

Injury & Illness Report Data Calendar Year 2016



** The injury rate is calculated by multiplying the total number of recordable injuries/illnesses times 200,000 and dividing by the total number of hours worked during the year. (200,000 is a constant regardless of industry). Therefore an entity with the same number of injuries (but higher total hours worked based on overtime or other extenuating circumstances) in a given period is compared without bias to another entity with the same injury total and minimum hours worked.

Injuries: incidents that are acute or traumatic and result in immediate harm

Illnesses: incidents that are chronic and results are experienced after the date of incident (e.g. occupational illness such as hearing loss, poisoning, musculoskeletal disorders, and the like)

*** Will drop for 2017, max collection 5 years

Capital Projects Update

Mr. Tim McMullen gave brief updates on the following projects (handout):

- North Entry Parking & Bridge: Complete and open for business!
- Sciences Building
 - The Project (funded at \$50M) is part of the Connect NC Bond
 - Modifications to Construction Documents, to reduce project budget from \$60 Million to the \$50 Million Appropriation have been completed. Revised plans were to be submitted to State Construction Office (SCO) for final approval in March.
 - However, a final cost estimate revealed that there was still an overage of approximately \$1.2 Million. To close this gap, it was decided that the proposed Vivarium (Animal Research Component) would be “Shelled-in”, with the understanding that it can be Up-fitted later. Documents have been revised to reflect this modification
 - Final Submittal for review will occur in June with approval and authorization to go the Bids expected in August.
 - Project is on a current track for completion in summer, 2019.
- Residence Hall Phase II
 - Construction started in January, 2017
 - Dillard Hall demolition has been completed, site cleared and Foundation/Basement Construction is currently underway
 - Underground utility infrastructure for Steam, Fiber Optics and Tele-Communications are underway
 - Vertical construction of above-grade structure will be increasing visible during summer
 - Updated Project Schedule indicated an occupancy in advance of start of the Fall Semester, 2018.
- Hauser Hall for Music
 - Construction Documents Phase is now 95% complete.
 - Project remains on hold pending outcome of Legislative decisions regarding funding of Targeted Repairs and Renovations and authorization for sale of Bonds for funding.
 - We expect to bid the project in fall, 2017; Completion: Spring, 2019.
- Physical Plant to Art & Visual Studies
 - Construction Documents Phase is 100% complete.
 - Project remains on hold authorization for sale of Bonds for funding.
 - We expect to bid this project in fall, 2017; Completion: Spring, 2019.
- Bowman Gray, Civitan Park and Pedestrian Bridge
 - Remediation of methane gas emissions on the property is complete. Final disposition of Purchase is expected to occur in late 2017.
- Master Plan Update
 - A Planning Firm has been selected to develop an update and refresh our current plan. This effort will be essential for alignment of our future growth with the University Strategic Plan.
 - The process will run through the summer and conclude in early fall, 2017
- Informal Construction Projects
 - A number of smaller scope projects are currently in progress
 - Phase 3 of Kennedy Dining Hall – Servery Upgrade
 - Interior upgrades to Gaines Center/Whitaker Gym: Floor Repairs, Door and Hardware Upgrades
 - Sidewalk and Pavement Repairs at K. R. Williams Auditorium Plaza and Thompson Center Plaza
 - An expansion of the Campus Bookstore is in the planning phase

Financial Report

Mr. Wilbourne Rusere gave an update on the Finance and Administration financials (handout).

This cumulative Fiscal Year 2016-17 report includes financial statements as of March 31, 2017, as well as other information that helps substantiate the University's accountability to WSSU's Board of Trustees.

General Fund Summary:

The statements of revenues and expenses summarize the university's results of operations. The total budget as of March 31, 2017 was \$91M.

- State Appropriations – \$65.7M.
- Revenue (tuition and fees) – \$25.3M.

- The university spent \$63.1M or 69% of the total budget towards personnel salaries and operating requirements.
- Expenditures as of March 31, 2017 are \$1.4 Million more than the amount for March 31, 2016.
 - *March 2017 – \$63,141,264. March 2016 – \$61,725,568*
- Receipts recorded through March 31, 2017 total \$22.6M, or 89% of the budget.
- Receipts as of March 31, 2017 were \$3.3 Million more than the amount for March 2016.
 - *March 2017 – \$22,624,488. March 2016 – \$19,316,840*

Auxiliary Services and Business Enterprises Summary:

The university manages a number of auxiliary and business enterprises that are self-supporting operations.

- As of March 31, 2017, all business entities had positive fund balances, except for WSSU's Athletics Program.
- Athletics cumulative negative balance as of June 30, 2016 – (\$10.6M). Current year deficit – (\$734,517).

Other discussion items

No other discussion items. However, Javonty Hunter introduced himself as the new President of the SGA. He is a Business/Marketing major from Charlotte, NC.

Mrs. Miller moved and Mr. Sharma seconded the motion to adjourn. The motion passed and the meeting adjourned at 12:48 pm.

Respectively Submitted by:



Leslie Gaynor
Finance and Administration, Office Director