

WINSTON-SALEM STATE UNIVERSITY Board of Trustees Finance and Administration Committee Thursday, June 11, 2015 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 March 19, 2014 Minutes -- Chairman Davis
- 5. Division of Finance & Administration Update -- Interim Vice Chancellor Mills
- 6. Capital Projects Report Rosalba Ledezma
 ✓ MWBE Participation
- 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, March 19, 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 CessionMembers Present: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
	Mrs. Patricia Norris
	Mr. Nathan Thompson
	Ms. Dianne Walker

Adoption of the agenda

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

Approval of the minutes

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

Finance and Administration Update

Dr. Mills presented the statuses of the strategic priorities for Finance and Administration. The following reflects the status of each:

- Retention-student Success Center (Complete)
- Summer Revenue Generation (Complete)
- Strategic Budgeting Process (Complete)
- "All Funds" Budgeting Process (Complete)
- Business Process 101 Training in Institutional Process (Complete)
- Campus Master Plan-Restore the Core, Phase I (Complete) Phase II (In progress)
- Community Policing and campus Safety Initiative (Complete)
- Training Needs Analysis (Complete)
- Leadership Development and Customer Service (Complete)
- HR Operation Assessment (Assessment Done. Action Pending)

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 March 2015 meeting materials.

Chairman Miller stated that she would like for the committee to visit the site of the CDC Innovation.

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

Chairman Miller motioned and Mr. Uqoezwa seconded that the following resolutions be presented to the full board for approval:

- 1. School of Health Science Lease of Space SG Atkins CDC Enterprise center Resolutions
- 2. Center for Design Innovation Co-location License Agreement Resolution

The motion passed.

The meeting was adjourned by common consensus at 12:41 p.m.

Respectfully Submitted:

Rochelle Blakeney Recorder Martin Davis BOT Committee Chair



Community Engagement

Effectiveness and Efficiency University Culture and Pride

Finance and Administration Committee Meeting

Status of Major Capital Improvements

June 2015

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Finance and Administration Committee Meeting

St	udent Success
Com	munity Engagement
1	‡
	Academic Excellence
	\$
Effecti	veness and Efficiency
Univers	ity Culture and Pride

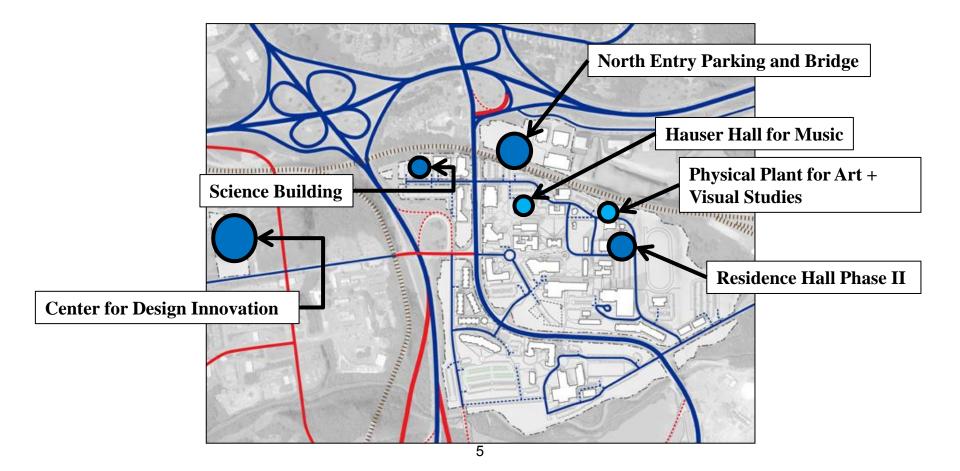
• Quarterly Project Report provided in Board materials

Project		Restore the Core II	Strategic Plan Goal(s)	Size	<u>Total</u> Budget	Construction Budget		<u>HUB</u> Participation	Construction Complete	Notes		Indirect Jobs	Induced Jobs	Total
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	3 4	1 12	4 248
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			
Hauser Hall for Music	Gift Funds, Federal Title III Grant & RTC Phase II Student Fee		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			
Physical Plant for Art & Visual Studies	Gift Funds, Federal Title III Grant, R&R Funds, & RTC Phase II Student Fee		Academic Excellence, and Efficiency & Effectiveness	16,840 sf	\$15M	\$11M	Fall 2015		12-15 mo construction	Schematic Design in process.	105			
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	100	, 0,		014
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.				
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.	152	2 70	5 22	8 456
JUN 2015 BOT				298,040 SF of new or renovated space	\$132M	\$89.29M					399 878			



Finance and Administration Committee Meeting

Project Location Map





Finance and Administration Committee Meeting

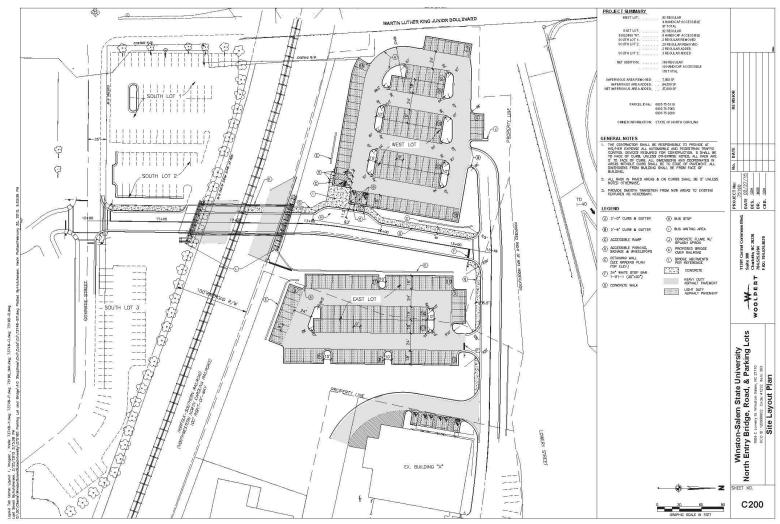
Center for Design Innovation



- Construction completed
- 31% HUB contractor work



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Sciences Building



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



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Hauser Hall for Music



- Renovate 27,000sf and a 6,000sf addition. Relocate Music department.
- Offices, music labs, practice rooms
- Advance Planning completed and being reviewed.
- 12-18 month construction timeframe.



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Physical Plant for Art & Visual Studies



- Renovate 16,840 sf. Relocate Art & Visual Studies department.
- Offices, labs, classrooms, gallery
- Services contract negotiations with State Construction Office.
- 12-15 month construction timeframe.



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.



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Bowman Gray Stadium – Update



- State Property Office requires a Brownfield agreement prior to purchase agreement with the City.
- Environmental Assessment field work in process.

Good & Services: MWBE Participation Report

JUNE 2015





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	Purchasing Total	Purchasing Total	Purchasing Total	Purchasing Totals
	1st. Qtr. 2015	2nd Qtr. 2015	3rd Qtr. 2015	Qtrs. 1,2,3-2015
	M/WBE 2.25%	M/WBE 3.56%	M/WBE 4.32%	M/WBE 3%
Purchasing Totals	\$8,262,511	\$2,456,594	\$2,347,987	\$13,067,092
M/WBE Dollars	\$185,969	\$87,509	\$101,379	\$374,857
M/WBE %	2.25%	3.56%	4.32%	3%





Finance and Administration Committee Meeting

STATEMENT OF GENERAL FUND EXPENDITURES

FUNDING SOURCES	AUTHORIZED BUDGET	ACTUAL EXPENSES & RECEIPTS YEAR-TO-DATE	BALANCE	YEAR- TO- DATE %
TOTAL BUDGET	\$88,748,650	\$63,793,831	\$24,954,819	72%
GENERAL FUND (STATE APPROPRIATIONS)	\$64,697,397	\$44,603,597	\$20,093,800	69%
RECEIPTS (TUITION & FEES)	\$24,051,253	\$19,190,234	\$4,861,019	80%



Finance and Administration Committee Meeting

STATEMENT OF GENERAL FUND EXPENDITURES

SUMMARY BY PROGRAM	AUTHORIZED BUDGET	YEAR-TO- DATE ACTUAL	BALANCE	% YEAR- TO-DATE
101 REGULAR TERM INSTRUCTION	\$43,303,339	\$30,442,527	\$12,860,812	70%
102 SUMMER TERM INSTRUCTION	1,998,827	808,539	1,190,288	40%
103 EXTENSION INSTRUCTION	63,776	3,030	60,746	5%
142 COMMUNITY SERVICES	97,733	73,052	24,681	75%
151 LIBRARIES	3,591,262	2,670,475	920,787	74%
152 GENERAL ACADEMIC SUPPORT	4,769,293	3,161,433	1,607,860	66%
160 STUDENT SERVICES	4,329,922	3,292,908	1,037,014	76%
170 INSTITUTIONAL SUPPORT	13,451,716	9,822,662	3,629,054	73%
180 PHYSICAL PLANT OPERATIONS	12,322,256	9,661,633	2,660,623	78%
230 STUDENT FINANCIAL AID	4,820,526	3,857,572	962,954	80%
TOTAL	\$88,748,650	\$63,793,831	\$24,954,819	72%



Finance and Administration Committee Meeting

COMPARISON OF GENERAL FUND EXPENDITURES

	Year-to-Date Current Year	Year-to-Date Prior Year	
SUMMARY BY PROGRAM	March 31, 2015	March 31, 2014	Variance
101 REGULAR TERM INSTRUCTION	\$30,442,527	\$33,113,299	(\$2,670,772)
102 SUMMER TERM INSTRUCTION	808,539	968,083	(159,544)
103 EXTENSION INSTRUCTION	3,030	13,164	(10,134)
142 COMMUNITY SERVICES	73,052	72,730	322
151 LIBRARIES	2,670,475	2,735,132	(64,657)
152 GENERAL ACADEMIC SUPPORT	3,161,433	3,512,545	(351,112)
160 STUDENT SERVICES	3,292,908	3,124,538	168,370
170 INSTITUTIONAL SUPPORT	9,822,662	9,859,153	(36,491)
180 PHYSICAL PLANT OPERATIONS	9,661,633	10,346,461	(684,828)
230 STUDENT FINANCIAL AID	3,857,572	3,552,782	304,790
TOTAL EXPENDITURES	\$63,793,831	\$67,297,887	(\$3,504,056)



Finance and Administration Committee Meeting

COMPARISON OF GENERAL FUND EXPENDITURES

SUMMARY BY ACCOUNT	Year-to-Date Current Year March 31, 2015	Year-to-Date Prior Year March 31, 2014	Variance
1000 PERSONNEL COMPENSATION	\$51,491,181	\$54,127,924	(\$2,636,743)
2000 SUPPLIES AND MATERIALS	749,038	1,070,841	(321,803)
3000 CURRENT SERVICES	3,701,004	3,946,733	(245,729)
4000 FIXED CHARGES	2,082,187	2,067,922	14,265
5000 CAPITAL OUTLAY	1,456,389	2,139,539	(683,150)
6000 AIDS AND GRANTS	3,857,572	3,552,782	304,790
7000 DEBT SERVICE	370,874	349,468	21,406
8000 TRANSFERS AND RESERVES	85,586	42,678	42,908
TOTAL EXPENDITURES	\$63,793,831	\$67,297,887	(\$3,504,056)



Finance and Administration Committee Meeting

COMPARISON OF GENERAL FUND RECEIPTS

SUMMARY BY PROGRAM	Year-to-Date Current Year March 31, 2015	Year-to-Date Prior Year March 31, 2014	Variance
101 REGULAR TERM INSTRUCTION	\$51,676	\$79,564	(\$27,888)
102 SUMMER TERM INSTRUCTION	833,687	1,245,751	(412,064)
103 EXTENSION INSTRUCTION	26,740	23,665	3,075
151 LIBRARIES	1,786	1,922	(136)
160 STUDENT SERVICES	229,608	237,100	(7,492)
170 INSTITUTIONAL SUPPORT	42,952	114,216	(71,264)
180 PHYSICAL PLANT OPERATIONS	366,694	302,909	63,785
252 OTHER RESERVES	394,099	-	394,099
990 MULTI-ACTIVITY	17,242,992	16,978,838	264,154
TOTAL RECEIPTS	\$19,190,234	\$18,983,965	\$ 206,269



Finance and Administration Committee Meeting

FNDING

STATEMENT OF AUXILIARY SERVICES

FUND	EXPENSE BUDGET	BEGINNING BALANCE	RECEIPTS COLLECTED	YTD ACTUAL EXPENSES	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	-	2,963,376	3,350,415	(387,039)
Food Service	5,100,100	207,602	5,837,440	3,755,879	2,289,163
Campus Book Store	230,928	162,281	209,519	226,286	145,514
Copier Management/Xerox	910,000	375,910	541,098	763,046	153,962
Health Service	1,806,017	1,706,845	1,020,490	1,336,452	1,390,883
Housing Service	11,230,982	8,130,668	12,574,260	7,921,576	12,783,352
One Card Office	136,524	(3,949)	118,042	108,995	5,098
Student Extracurricular Activities	2,336,684	1,051,377	2,100,902	1,743,401	1,408,878
Educational & Technology Fee (I.T.)	1,868,239	472,251	1,671,180	1,404,523	738,908
TOTAL	\$27,702,758	\$4,225,694	\$27,036,307	\$20,610,573	\$10,651,428



Finance and Administration Committee Meeting

STATEMENT OF BUSINESS ENTERPRISES

FUND	EXPENSE BUDGET	BEGINNING BALANCE	RECEIPTS COLLECTED	YTD ACTUAL EXPENSES	ENDING CASH BALANCE
Auxiliary Admin/Ticket Office	\$938,026	\$402,380	\$573,816	\$743,205	\$232,991
Central Transportation Fleet	93,764	(18,356)	175,053	273,114	(116,417)
Conference Facility Rentals	127,450	256,069	46,998	121,679	181,388
Food Court	70,000	23,077	87,219	66,688	43,608
Logo Licensing	35,000	25,822	20,017	23,566	22,273
Telecommunication (Phones)	1,271,000	453,063	998,416	1,270,982	180,497
Vehicle Registration/Fines	532,354	557,519	664,302	358,124	863,697
Vending Machines	126,200	33,492	162,870	124,314	72,048
TOTAL	\$3,193,794	\$1,733,066	\$2,728,691	\$2,981,672	\$1,480,085
GRAND TOTAL (Auxiliary/Business Enterprises)	\$30,896,552	\$5,958,760	\$29,764,998	\$23,592,245	\$12,131,513
Budget Performance Assessment			96%	76%	



Finance and Administration Committee Meeting

Summary of Revenues and Expenditures								
	As of	March 31	, 2015	As of N	As of March 31, 2014			
Revenues:	Budget	Actual	Balance	Budget	Actual	Balance	Actual Variance	
State Appropriations	\$64,697,397	\$44,603,597	(\$20,093,800)	\$65,387,629	\$48,313,922	(\$17,073,707)	(\$3,710,325)	
State Receipts	24,051,253	19,190,234	(4,861,019)	24,294,342	18,983,965	(5,310,377)	206,269	
Aux/Bus Enterprises	30,882,240	29,764,998	(1,117,242)	31,910,139	29,452,778	(2,457,361)	312,220	
Total Revenue	\$119,630,890	\$93,558,829	(\$26,072,061)	\$121,592,110	\$96,750,665	(\$24,841,445)	(\$3,191,836)	
Expenditures:								
State Funds	\$88,748,650	\$63,793,831	\$24,954,819	\$89,681,971	\$67,297,887	\$22,384,084	(\$3,504,056)	
Aux/Bus Enterprises	30,896,552	23,592,245	7,304,307	29,632,377	23,192,707	6,439,670	399,538	
Total Expenditures	\$119,645,202	\$87,386,076	\$32,259,126	\$119,314,348	\$90,490,594	\$28,823,754	(\$3,104,518)	
Revenue/Expenditu	e Variance	\$6,172,753	22		\$6,260,071			