

WINSTON-SALEM STATE UNIVERSITY

Board of Trustees Finance and Administration Committee
Thursday, June 5, 2014
Cleon Thompson Center, Room 304

MINUTES

***ACTION ITEM**

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

Roll Call Linda McCullough

Members Present: Mr. Martin Davis, Committee 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
Mr. Owen Cooks
Mr. Aaron Leftwich
Chief Patricia Norris
Mr. Donald Pearsall
Mr. Nathan Thompson
Mr. Ivan Foster
Ms. Rosalba Ledzema
Mr. Wilbourne Rusere

***Adoption of the Revised Agenda**

Mr. Uqoezwa moved and Mr. Shortt seconded the motion to adopt the revised agenda. The motion passed.

***Approval of Minutes**

Mr. Shortt moved and Mr. Uqoezwa seconded the motion to approve the minutes of the March 20, 2014 meeting. The motion passed.

Finance and Administration Update – Dr. Mills

- Modified funding source for Restore the Core II Project -- Hauser Hall for Bands/Music and the Physical Plant for Art/Visual Studies.
- The Acquisition of Bowman Gray Stadium.
- Chancellor's Achievement Award Program was held on May 12th where faculty and staff were recognized for their outstanding efforts. Of the 21 monetary awards ranging from \$1,500 to \$300, six (6) were awarded to Finance & Administration staff. Namely, Darrell

Jeter, Emergency Management Director; Delana Sellers, Payroll Administrative Support Specialist; Ronald Vanard, University Architect- Facilities; Captain Bobby Brown, Police/Public Safety; Chariss Scott, Building/Environmental Services Team Lead for Facilities and Monte Hogan, General Utility Worker for Facilities.

Overtime Compensation Policy – Ivan Foster

- This Policy is an adaptation of the Office of State Human Resources Overtime Policy. Provisions are consistent with the Fair Labor Standards Act. Policy addresses the compensation of SPA non-exempt employees for overtime worked and was revised to place emphasis on controlling overtime cost, approving overtime and managing budgets. Upon discussion, Mr. Shortt moved and Mr. Uqoezwa seconded the motion to recommend approval to the full Board on Friday, June 6th. The motion passed.

Employment of Temporary SPA Employees – Ivan Foster

- The Temporary Recruitment Policies and Procedures were approved by the Board of Trustees on March 10, 2010. The revised policy is established to create uniform guidelines for the employment of temporary employees and applies to all University departments hiring temporary staff and complies with the Office of State Personnel regulations. Upon discussion, Mr. Uqoezwa moved and Mr. Shortt seconded the motion to recommend approval to the full Board on Friday, June 6th. The motion passed.

WSSU No Smoking Policy – Aaron Leftwich

- Policy was last revised in January 2008. Changes are pursuant to safety concerns with electronic cigarettes (e-cigs) to include, battery safety, toxins released from use and the like. One additional change is the incorporation of smoking restriction to University vehicles used in road trips relative to third hand smoke concerns. Similar changes are being implemented across all campuses in the UNC system in accordance with North Carolina General Statutes on smoking in public places. Upon discussion, Mr. Uqoezwa moved and Mr. Shortt seconded the motion to recommend approval to the full Board on Friday, June 6th. The motion passed.

WSSU Ordinance Regulating Traffic& Parking, August 1, 2014 -- Chief Norris

- Changes to the 2014-15 ordinance includes passport parking information, abandoned motor vehicle/enforcement, bicycle, vehicle/state board impoundment, revised costs for special event and visitor/conference parking in addition to other traffic and parking specifics. Upon discussion, Mr. Shortt moved and Mr. Uqoezwa seconded the motion to recommend approval to the full Board on Friday, June 6th. The motion passed.

WSSU Revised Student Refund Policy – Nathan Thompson

- The existing Refund Policy was revised due to the University's decision to extend the drop and add date from the fifth day of class to the census date. The revised policy releases the first refund for the fall and spring terms five business days after the end of the drop and add period (approximately the 16th class day). The first refund date can change if the end of drop and add date changes. This change is required to prevent issuing a refund to a student who can potentially withdraw from some or all of their classes; thus, possibly impacting financial awards and eligibility. Upon discussion, Mr. Uqoezwa moved and Mr. Shortt seconded the motion to recommend approval to the full Board on Friday, June 6th. The motion passed.

Capital Projects Update June 2014 – Owen Cooks and Rosalba Ledezma

- Student Success Center
 - State Construction Office inspection and approval for Final Inspection was held on March 24th. Phased move-in began after spring semester classes ended. Except for Help Desk – group elected for a July move-in, all building occupants have relocated.
- Center for Design Innovation
 - Structural steel erection and all concrete slab pours completed; metal framing and stair installation in process.
 - Construction work completion anticipated February 2015.
- North Entry Parking Deck & Bridge
 - Parking deck to accommodate ~270 cars on 4 levels
 - Vehicular and pedestrian bridge over the railroad tracks will connect the Lowery property to Cromartie St.
 - Design Development documents submitted to State Construction for review.
 - Norfolk Southern has approved preliminary plans for bridge over railroad tracks.
- Performance Energy Contract II
 - Academic/Administrative Buildings and Residence Halls
 - Avoided energy and water costs repay 20-year loan.
 - Approx. \$6.0M total project budget and \$5.2M total construction cost.
 - Investment Grade Audit by Honeywell under review
 - Construction work to bid in late summer 2014; 12-month construction period.
- Residence Hall Phase II
 - \$20.8M total project budget. 74,200 SF; 288 beds
 - Schematic Design submitted to State Construction for review.
 - Building construction bid February 2015
 - Construction completion April 2016
 - Demolition of Dillard Hall approved by Council of State 6/3/14.
- Restore the Core II
 - Hauser Hall for Bands and Music - \$12M total budget; design: anticipate start late summer; construction: 12-18 month time frame.
 - Physical Plant for Art and Visual Studies - \$15M total budget; design: anticipate start late summer; construction: 12-15 month time frame.
- Science Building
 - Construction documents completed in February.
 - Awaiting appropriation of construction funds.
- Bowman Gray Stadium
 - The City received a purchase option from the State. The option is for their asking price but requires a Brownfield Agreement to be in place prior to deed transfer. Anticipating approval at City Council in July (estimated) and on to Council of State sometime this fall.

Financial Report –Wilbourne Rusere

- **General Fund Summary:** The statements of revenues and expenses summarize the university's results of operations. The total budget as of April 30, 2014 was \$89.7M.

- State Appropriations – \$65.4M.
 - Revenue (tuition and fees) – \$24.3M.
 - The University spent \$74.2M or 83% of the total budget towards personnel salaries and operating requirements.
 - Expenditures of \$74,208,000 as of April 30, 2014 are \$615,487 less than the expenditures of \$74,823,487 for April 30, 2013.
 - Receipts collected through April 30, 2014 total \$20,223,109 or 83% of the budget.
 - Total receipts collected as of April 30, 2014 are \$188,907 more than the receipts of \$20,034,202 collected for the same period last year.
- **Auxiliary Services and Business Enterprises Summary:** The University manages a number of auxiliary and business enterprises that are self-supporting operations.
 - As of April 30, 2014, all business entities had positive fund balances, except for WSSU's Athletics Program and Central Transportation.
 - The cumulative negative balance for the Athletics program was **(\$7.2M)** through the end of April 30, 2014.
 - Athletics DI/DII transition (FY2009-11) – **(\$5.3M)**
 - Current Year Operations – **(\$1.9M)**
 - From the Summary of Revenues and Expenditures as of April 30, 2014 actual revenue collected was \$103,941,341 against expenditures of \$100,599,887. The University is operating within budget.

All reporting documents are filed for reference.

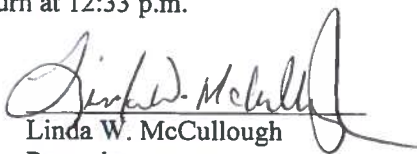
Adjournment

Before adjournment, Chairman Davis extended expressions of appreciation proceeding with round table staff introductions to the Board. Additionally, Mr. Aaron Leftwich was recognized for his participation at the Environmental Health and Safety International Conference in Chennai Madras, India. Mr. Leftwich was recently appointed to the North Carolina Task Force for Environmental Health and Safety.

With no further business for discussion, the meeting was called to adjourn at 12:33 p.m.



 Martin Davis, Chairman
 Board of Trustees Finance and Administration Committee



 Linda W. McCullough
 Recorder