

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

**Leonard D. Schiavone, Chair
John R. Jakubek, Vice Chair
All Trustees are Members**

**Wednesday, September 7, 2016
10:30 a.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held June 2, 2016; and July 13, 2016**
- B. Old Business**
- C. Committee Items**

1. Finance and Facilities Action Items

Tab C.1.a. a. Resolution to Approve FY 2016-2017 Fines for Damages at the University Courtyards Apartments
Eddie Howard, Associate Vice President for Student Experience, will report.

Tab C.1.b. b. Resolution to Approve Interfund Transfers
Katrena Davidson, Controller, will report.

1.b.(i). FY 2016 Operating Performance and Year-End

2. Finance and Facilities Discussion Items

a. Quarterly Update on FY 2017 Operating Budget
Neal McNally, Vice President for Finance and Business Operations, will report.

2.a.(i). Enrollment Impact

Tab C.2.b. b. Planning and Construction Projects Update
John Hyden, Executive Director of Facilities and Support Services, and Rich White, Associate Director of Planning and Construction, will report.

2.b.(i). Traffic Flow

c. Report of Audit Subcommittee

A verbal report of the Audit Subcommittee will be presented. Leonard D. Schiavone will report.

d. Report of Investment Subcommittee

A verbal report of the Investment Subcommittee will be presented. John R. Jakubek will report.

D. New Business

E. Adjournment

**RESOLUTION TO APPROVE FY 2016-2017 FINES FOR DAMAGES AT
THE UNIVERSITY COURTYARD APARTMENTS**

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students; and

WHEREAS, Ohio law also provides that each Board may establish special purpose fees, service charges, fines and penalties and that a tuition surcharge shall be paid by all students who are not residents of Ohio; and

WHEREAS, the University Courtyard Apartments are managed by RISE Management LLC, which heretofore has assessed and collected fines related to property damage; and

WHEREAS, the University will assume responsibility for assessing and collecting said fines, effective fall semester 2016.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the fines for damages at the University Courtyard Apartments, as shown in Exhibit __ and made part hereof.

**Board of Trustees Meeting
September 15, 2016
YR 2017-**

University Courtyard – General Fee/Fines

Listed below are fines that could be imposed on students when and if a student doesn't comply with the guidelines listed in their lease agreement.

Application Process Fees

Application	35
Deposit	300 (special \$99)
Lease takeover charged to current resident	100
Transfer	150

Key/lock Fee

Swipe key	10 (1 st two/3 rd \$50)
Bedroom key	35
Laundry room key	35
Lockout	30
Replace deadbolt	35 bedroom door
Building entry/exit door propped open	100
Apartment door left open	100

Miscellaneous Fines

Unauthorized animal	10 day/thereafter sanction
Noise disturbance	written warning/50/100/200
Guest policy violation	written warning/50/100/200
Thermostat setting violation	written warning/50/sanction
Obstruction of window & doors	10 a day
Bicycles placed in unauthorized areas	25 removal
Other violations of lease not specifically noted	100
Bed bug treatment	Cost based upon treatment

Life Safety Fines

Engaging fire alarm	written warning/100 for reoccurrence due to negligence & sanction
Tampering with smoke detector	100/sanction
Tampering with fire extinguisher	100 plus recharge fee
Fire Sprinkler system engage	Cost based upon repairs
Smoking within the unit/common areas	loss of deposit/50/100/200
Underage drinking/possession	50 & confiscate/\$100 thereafter & sanction
Of age:	
• Open container in common areas	Sanction/Police citation
• Contributing to minors	100/sanction

University Courtyard – Damage Fines

Listed below are fines that may be imposed on students when and if a student damage property owned by the university. These cost are based on the replacement value of these items listed.

Furniture Fines

Night stand	140
4-drawer chest	300
Replace desk	250
Bar stool	90
End table	140
Cocktail table	140 small/160 large
Cocktail table knobs	5
TV stand	250

Miscellaneous Unit Fines

VCT floor tile	25/hr. repair & parts
Ceiling fan	25/hr. repair & parts
Ceiling fan	100 replace
Household trash placed in common areas	30 per bag
Candles/incense	written warning/100 thereafter
Clogged toilet	25 (for plunger) or vendor cost to clear the line
Unreported leaks	25 depends on severity

Appliances Fines

Garbage disposal	85 due to neglect
Microwave	210 replace due to negligence
Stove/oven	300 replace due to negligence
Refrigerator	500 replace due to negligence
• Refrigerator repair	25/hr. for maintenance & parts due to negligence

Fitness Center Fines

Fitness equipment repair	Vendor cost due to student neglect
Fitness equipment replace	Vendor cost due to student neglect
TV – 42”	500

Activity Center Fines

Tables and chairs	Manufacturer cost to replace due to student neglect
TV – 55”	1000
Video game equipment (Xbox/Playstation/Wii)	Cost of system to replace
Board/card games	Cost to replace

Courtyard Fines

Grills

Volleyball net

Basketball backboard

Repair/replacement cost

Replacement cost

Replacement cost

YOUNGSTOWN STATE UNIVERSITY
FY 2016 Operating Performance
General & Auxiliary Funds
DRAFT - 8/22/16 (subject to audit adjustments)

	GENERAL FUNDS				AUXILIARY FUNDS						
	General Fund*	Technology Lab/Materials Fees	College Fees	Program Fees	Andrews Rec Center	Housing Services	Athletics	Kilcawley Center	Bookstore	Parking Services	Industry & Labor Steel Mus
Revenue	\$143,583,590	\$3,261,592	\$1,934,394	\$1,022,725	\$59,197	\$10,863,938	\$3,729,568	\$840,272	\$4,821,367	\$3,333,043	\$123,126
Expenses	124,970,858	2,656,417	1,283,560	306,609	1,293,726	7,308,023	14,045,691	1,667,023	5,146,407	2,106,116	93,254
Transfers Out (In)	17,395,206	(2,066)	296,338	60,128	(1,324,030)	2,647,764	(10,461,024)	(851,650)	(180)	516,721	(7,288)
Total Exp & Transfers	142,366,064	2,654,351	1,579,898	366,737	(30,304)	9,955,787	3,584,667	815,373	5,146,227	2,622,837	85,966
Net Excess (Deficit)	\$1,217,526	\$607,241	\$354,496	\$655,988	\$89,501	\$908,151	\$144,901	\$24,899	(\$324,860)	\$710,206	\$37,160
	General Funds Total: \$2,835,251				Auxiliary Funds Total: \$1,914,818 **						
	Grand Total: \$4,750,069 **										

*General Fund includes information services fees and scholarship funds.

** Bookstore balance not reflected in totals due to impact of outsourcing on the fourth quarter FY16 operations. Once all outstanding Bookstore financial transactions are finalized (outstanding receivables collected and accounts payable paid), Management estimates a positive remaining balance of approximately \$500,000

YOUNGSTOWN STATE UNIVERSITY
Budget to Actual
For the 12-month period of 7/1/15 - 6/30/16

FY2016 Revenue 4th Quarter, 6/30/16	Fiscal Year 2016		Actual as a % of Budget	Business Indicator	FY16 actual compared to FY15 actual
	Budget	Actual			
Tuition and mandatory fees	\$95,098,715	\$90,638,283	95.3%	●	↓
Other tuition and fees	\$10,189,878	\$11,224,145	110.1%	●	↑
Student charges	\$1,311,000	\$1,404,547	107.1%	●	↑
State appropriations	\$42,471,742	\$41,813,887	98.5%	●	↑
Recovery of indirect costs	\$2,001,413	\$1,943,733	97.1%	●	↓
Investment income	\$1,530,000	\$1,533,322	100.2%	●	↑
Other income	\$897,252	\$1,244,384	138.7%	●	↑
Total	\$153,500,000	\$149,802,301	97.6%	●	↑

● On/Above target

● Caution

● Warning

FY2016 Expenses 4th Quarter, 6/30/16	Fiscal Year 2016		Actual as a % of Budget	Business Indicator	FY16 actual compared to FY15 actual
	Budget	Actual			
Wages	\$75,506,495	\$75,120,799	99.5%	●	↓
Benefits	\$25,282,121	\$24,768,127	98.0%	●	↓
Scholarships	\$5,362,409	\$4,854,470	90.5%	●	↑
Operations	\$18,986,975	\$14,275,376	75.2%	●	↑
Plant & maintenance	\$9,789,314	\$9,127,714	93.2%	●	↓
Fixed asset purchases	\$565,267	\$357,061	63.2%	●	↑
Transfers	\$18,110,009	\$18,104,313	100.0%	●	↑
Total	\$153,602,590	\$146,607,860	95.4%	●	↓

● On/Below target

● Caution

● Warning

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

WHEREAS, University Policy Number 3356-3-11.1 (Previous Policy Number 3010.01) Budget Transfers, requires Board of Trustees approval for inter-fund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project, for capital improvements or construction projects of \$500,000 or more, and for transfers out of operating reserves regardless of amount; and

WHEREAS, certain accounting and budget adjustments and transfers outside the operating budget are necessary during the course of a fiscal year and at the end of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, as detailed in Exhibit __.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for First Quarter 2017

FROM	TO	AMOUNT	REASON
<i>Debt Service Reserve Funds</i>			
<i>Debt Service Funds</i>			
<i>Transfers to fund portion of FY17 Debt Service</i>			
WCBA Gifts (Restricted Plant Fund)	Bond Fund - Series 2009	\$1,024,879	Portion attributed to the WCBA.
General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2010	\$867,338	Portion supported by General Fund.
General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2009	\$384,943	Portion supported by General Fund.
WATTS Gifts (Restricted Plant Fund)	Bond Fund - Series 2010	\$110,296	Portion attributed to WATTS.
Debt Service Reserve - Athletics (Unrestricted Plant Fund)	Bond Fund - Series 2010	\$105,060	Portion attributed to Athletics.
<i>Operating Carry Forward</i>			
<i>(Designated Fund)</i>			
<i>Various Funds</i>			
<i>(Designated Funds)</i>			
<i>Transfer year end excess of \$2,835,251 to designated funds</i>			
	Technology Master Plan	\$926,574	
	Program Fee Carry Fwd	\$655,988	
	Tech & Lab Mat. Fee Carry Fwd.	\$607,241	
	College Fee Carry Fwd.	\$354,496	
	Research Incentive Carry Fwd.	\$119,514	
	Legal Liability Reserve	\$171,438	

YSU Capital Projects Summary:

Board Projects Update 8/1/2016

Capital Projects Currently In Progress:

Elevator Safety Repairs and Replacements
YSU 1516-35

\$1.6M (Capital C34531) Murphy Contracting, Contractor
Elevator cars and equipment in DeBartolo Hall, Tod Hall, Ward Beecher, and Maag Library will be replaced. Modifications to the freight elevators in Moser Hall and Bliss Hall will also be completed. **Update:** DeBartolo, Ward Beecher and Tod Hall are complete. The last car out of three in Maag is under construction and will be complete this fall.

Roof Repairs and Replacements
YSU 1516-36

\$1.2M (Capital Funds C34534) BSHM Architects, Boak and Sons
Sections of roofs on Tod Hall, Moser Hall, and Fedor Hall will be replaced. **Update:** All roofs in the project are now complete.

Meshel Hall Renovations – 4th floor
YSU 1516-63

\$70k (Local Funds) YSU Staff w/JM Verostko
Relocation of sprinkler piping within the computer center. **Update:** Work for this project is complete.

M1 Parking Deck Elevator Replacements
YSU 1516-61

\$600k (Capital C34531) Domokur Architects – Murphy Contracting
Complete replacement of two elevator cars in the M1 parking deck. Bids opened October 28th with Murphy Contracting the low bidder. **Update:** Project is underway and scheduled for an August completion.

M1 Parking Deck Lighting Upgrades
YSU 1516-79

\$1.5M (Parking Maintenance Funds) Walker Restoration – Murphy
Replacement of the lighting in the M1 parking deck with efficient LED fixtures. Also included will be painting of the ceilings and new signage. Work is scheduled to start in May 2016 with the entire deck being closed until August. **Update:** Project is underway and scheduled for an August completion.

Utility Distribution Upgrades – Steam Line Repair/Replacement \$900k (Capital C34541) CL Firestone, Utility Contracting
YSU 1516-34-2

This project will be the replacement of deteriorated steam lines between Meshel Hall and Bliss Hall with new piping within new tunnel sections. **Update:** Work is underway and behind schedule by approximately 4 weeks. We are currently working with our design consultant to recover or minimize lost time. Project completion is now mid-September.

Campus Core Lighting Upgrades, Phase II
YSU 1516-49-2

\$800k (Capital C34537) YSU Staff/CL Firestone, Penn Ohio
This project will be a continuation of a previous project that will repair and upgrade lighting across campus core. New poles, conduits, and LED fixtures will be installed. **Update:** Lights were delayed shipping but now the project is moving along. This project will be complete in early September.

Building System Upgrades

YSU 1516-73

\$1.5M (Capital C34542) JM Verostko

This project will be the repair and replacement of building systems (HVAC, building automation, and mechanical) in several buildings across campus including Moser Hall and Ward Beecher. **Update:** This project is underway and will meet a fall completion.

Instructional Space Upgrades

YSU 1516-82

\$1M (Capital C34524) YSU Staff, United Contractors

This project will renovate classrooms in Cushwa, DeBartolo, Ward Beecher, and Moser Hall. The project will consist of new flooring, ceilings, lighting, whiteboards, and other finishes. This project will tentatively begin in May 2016. **Update:** This project is underway and is scheduled for an August completion.

Storm Water Upgrades – Fedor Hall

YSU 1516-81

\$250k (Capital C34536) YSU Staff

This project will address water infiltration and flooding issues at Fedor Hall. We are still in the engineering phase, and look to bid the work this fall.

Edmund J. Salata Complex Renovations

YSU 1516-18

\$300k (Capital C34539) YSU Staff

This project will consist of replacing inefficient, single pane windows, replacing HVAC equipment, renovating the restrooms, and minor plumbing upgrades. This project is being designed by YSU staff and will start late Fall 2016.

Roof Repairs and Replacements

YSU 1516-95

\$150k (Capital Funds C34534) YSU Staff, Roofing Services

Sections of roofs on the Pedestrian Bridge near Meshel Entrance, Clingan-Waddell (YSU Police), McDonough Museum, and Meshel Hall skylights will be repaired/replaced. **Update:** This project is underway and scheduled for an August/September completion.

Emergency M2 Deck Repairs

YSU 1516-100

\$200k (Local Funds) Walker Restoration, CPS

Repairs to the ramps on the upper levels. Work is underway and will be complete by the start of Fall Semester.

Emergency Pedestrian Bridge Repairs

YSU 1516-101

\$80k (Local Funds) Walker Restoration, AP O'Horo

Repairs to the pedestrian bridge at the elevator tower. Major work is complete with some small items remaining.

Jambar Relocation

YSU 1516-102

\$20k (Local Funds) YSU P&C, Alex Downie

Renovations is Kilcawley Center to accommodate the Jambar. Work is complete.

Wick and Lincoln Ave. Projects

City of Youngstown

Lincoln Avenue will be closed starting August 15th and will be completed by the end of December. Parella-Pannunzio is the contractor. Wick Avenue was bid and will be starting soon. Marucci-Gaffney is the contractor.

Requests for Qualifications; Architects and Engineers

- Jones Hall Roof
- Academic Area Renovations
- Don Constantini Multimedia Center

Capital Projects in Development:

- Meshel Hall Renovations
- Ward Beecher Renovations
- Jones Hall Roof Replacement
- Campus Development
- EJSC Renovations
- Bliss Hall Renovations
- Storm Water Upgrades