

BOARD OF TRUSTEES FINANCE AND FACILITIES COMMITTEE

Leonard D. Schiavone, Chair Delores E. Crawford, Vice Chair All Trustees are Members Randy J. Dunn, Ex-Officio

BACKGROUND MATERIALS Thursday, September 12, 2013

5.	Designated Fund Report for Fiscal Year 2013	Tab 5
4.	Technology Master Plan Update Progress to date on major technology initiatives, as defined in the Technology Master Plan, is summarized for the areas of Computer Services, Media and Academic Computing Services, and Network Telecommunications and Security.	Tab 4
3.	Fourth Quarter FY2013 Vacancy Savings Report	Tab 3
2.	Budget and Interfund Transfers for the Quarter Ending June 30, 2013, Reportable under Policy Number 3010.01, Budget Transfers, of the <i>University Guidebook</i>	Tab 2
l.	Fiscal Year 2013 Fourth Quarter Comparison of Budget to Actual for the General Operating Fund	Tab 1

YOUNGSTOWN STATE UNIVERSITY Budget to Actual Comparison For the 12-month period of 7/1/12-6/30/13

Overall, actual general fund revenues and expenses are below budgeted levels.

- Tuition and mandatory fees as a percentage of the annual budget was 94.9%, lower than expected. This is attributable to a fall semester enrollment drop of 4.3% and a spring semester enrollment drop of 5.0%. The University continues to take action to address this revenue shortfall, including efforts to reduce expenses and exploring ways to restore enrollment levels.
- Other tuition and fees include non-resident surcharges, lab and material fees, college fees, graduation fees, and application fees. These fees as a percentage of the budget totaled 97.4% at the end of the fourth quarter.
- State appropriations were on target for the fourth quarter.
- Investment income, consisting of realized net gains and interest income, was 52.6% of the annual budget, lower than expected. This is due to the investment portfolio having been shifted to equity markets and a yield decline for fixed income investments. Management will review internal practices for disbursing interest income for possible revision, and will reduce the amount budgeted for investment income, effective July 1, 2013.
- At 96.3% of the annual budget, combined revenues through the fourth quarter are below budgeted targets. A caution indicator was assigned due to two main factors: (1) the largest category of revenues—tuition and mandatory fees—are below target, as described above; and (2) concerns persist over future enrollment levels, the primary driver of revenues.
- At 96.4% of the annual budget, combined expenses and transfers for the fourth quarter are below budgeted targets. Actual expenses in nearly all major categories were below targeted levels, reflecting the University's efforts to curb spending in light of reduced revenues as described above.
- The largest categories of expenses—wages and benefits—were below targeted levels, largely due to the extraordinary level of vacant staff and faculty positions combined with reductions in health care expenses.

YOUNGSTOWN STATE UNIVERSITY

Budget to Actual For the 12-month period of 7/1/12 - 6/30/13

FY2013 Rev	FY2013 Revenue		Fiscal Year 2013		Business	FY13 actual
4th Quarter, 6/30/13		Budget	Actual	of Budget	Indicator	compared to FY12 actual
Tuition and mandatory fees		\$103,937,510	\$98,654,437	94.9%	0	Ţ
Other tuition and fees		7,883,245	7,674,708	97.4%		1
Student charges		1,390,286	1,301,833	93.6%		1
State appropriations		38,752,093	38,480,351	99.3%		Ţ
Recovery of indirect costs		2,051,766	2,791,232	136.0%		1
Investment income		1,400,000	736,200	52.6%		1
Other income		885,100	917,434	103.7%		Ţ
On/Above target Total		\$156,300,000	\$150,556,195	96.3%	0	1

Caution

Warning

FY2013 Expenses 4th Quarter, 6/30/13		Fiscal Y	Fiscal Year 2013		Business	FY13 actual
		Budget	Actual	of Budget	Indicator	compared to FY12 actual
Wages		\$80,654,606	\$79,410,725	98.5%		1
Benefits		27,283,475	24,173,838	88.6%		1
Scholarships		4,693,589	4,742,211	101.0%		1
Operations		15,413,477	13,636,320	88.5%		1
Plant & maintenan	ce	8,142,938	8,630,616	106.0%		1
Fixed asset purchases		313,937	165,769	52.8%		Ţ
Transfers		19,956,466	20,017,644	100.3%		1
On/Below target Total		\$156,458,488	\$150,777,123	96.4%	•	↓

Caution

Warning



YOUNGSTOWN STATE UNIVERSITY

Reportable Budget and Interfund Transfers Quarter Ended June 30, 2013

BUDGET TRANSFERS WITHIN THE OPERATING BUDGET (i.e., General Fund and Auxiliaries):

FROM	ТО	AMOUNT	REASON	
None.				

FROM	то	AMOUNT	REASON
FY2013 Year End Transfers			
General Fund	Operating Carry Forward (Designated Fund)	(\$799,434)	Transfer net FY2013 year end deficit to Operating Carryforward Fund.
ntercollegiate Athletics	Operating Carry Forward (Designated Fund)	(\$1,096,086)	Transfer net FY2013 year end deficit to Operating Carryforward Fund.
Parking Services Auxiliary)	Parking Services Plant Reserve (Auxiliary Plant Fund)	\$436,219	Transfer portion of year end excess of \$469,244.
Parking Services Auxiliary)	Parking Services Operating Contingency (Auxiliary Quasi Endowment Fund)	\$33,025	Transfer portion of year end excess of \$469,244.
Housing & Residence Life Auxiliary)	Housing & Residence Life Plant Reserve (Auxiliary Plant Fund)	\$312,238	Transfer portion of year end excess of \$381,918.
Housing & Residence Life Auxiliary)	Housing & Residence Life Operating Contingency (Auxiliary Quasi Endowment Fund)	\$69,680	Transfer portion of year end excess of \$381,918.
Kilcawley Center Auxiliary)	Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	\$255,232	Transfer portion of year end excess of \$330,232.
Kilcawley Center Auxiliary)	Kilcawley Center Renovations Fund (Auxiliary Plant Fund)	\$75,000	Transfer portion of year end excess of \$330,232.

FROM	ТО	AMOUNT	REASON
Andrews Recreation & Wellness Center (Auxiliary)	Andrews Recreation & Wellness Center Plant Reserve (Auxiliary Plant Fund)	\$71,844	Transfer portion of year end excess of \$146,844.
Andrews Recreation & Wellness Center (Auxiliary)	Andrews Recreation & Wellness Center Equipment Reserve Fund (Auxiliary Plant Fund)	\$75,000	Transfer portion of year end excess of \$146,844.
Bookstore (Auxiliary)	Bookstore Plant Reserve (Auxiliary Plant Fund)	\$81,596	Year end excess.
Telephone Services - Residence Hall (Auxiliary)	Telephone Services - Residence Hall Plant Reserve (Auxiliary Plant Fund)	\$62,436	Year end excess.
Industry & Labor Steel Museum (Auxiliary)	Industry & Labor Steel Museum Operating Contingency (Auxiliary Quasi Endowment Fund)	\$30,709	Year end excess.

FROM	ТО	AMOUNT	REASON
Fourth Quarter Transfers			
Veterans Resource Center - Gift Fund (Restricted Plant Fund)	Debt Service Reserve - Veterans Gifts (Restricted Plant Fund)	\$311,914	Transfers quarterly cash received on Veterans Resource Center pledges/gifts to a debt service fund.
Parking Services (Auxiliary Fund)	M-27 Parking Lot (Auxiliary Plant Fund)	\$185,000	Transfer for parking lot improvements west of Fifth Avenue.
New WCBA Bldg - Gift Fund (Restricted Plant Fund)	Debt Service Reserve - WCBA Gifts (Restricted Plant Fund)	\$113,220	Transfer quarterly residual cash received on WCBA pledges/gifts to a debt service fund in accordance with Board Resolution approved in September 2009 directing that any private contributions received for the new WCBA building from July 1, 2009 forward be transferred on a quarterly basis. Outstanding pledges at 6-30-13 total approximately \$3.5 million.
West of Fifth Supplemental - Gift Fund (Restricted Plant Fund)	West of Fifth Equipment Fund (Restricted Plant Fund)	\$100,000	Transfer for purchase of equipment and/or other capital items.
Unallocated Plant Fund (Unrestricted Plant Fund)	Property Acquisition Fund (Unrestricted Plant Fund)	\$98,087	Standard quarterly transfer of interest income/losses.
Wick Pollock Renovation (Unrestricted Plant Fund)	Wick Pollock Renovations - Bond Proceeds (Restricted Plant Fund)	\$85,634	Transfer to replenish debt service funds.
General Fund	Capital Facilities Project Fund (Unrestricted Plant Fund)	\$73,517	Transfer fourth quarter administrative fee income.
Various Federal Match Funds (Restricted Funds)	General Fund	\$65,360	Transfer excess match funds back to source fund.
College Fee Fund (General Fund)	Moser 1020 & 2095 (Unrestricted Plant Fund)	\$56,906	Transfer to fund portion of renovation project.
General Fund	YSUF Cushwa Graduate Fellowship (Restricted Gift Fund)	\$55,344	Transfer for required match.

FROM	ТО	AMOUNT	REASON
Outdoor Athletic Facility - Gift Fund (Restricted Plant Fund)	Debt Service Reserve - Outdoor Athletic Facility Gifts (Restricted Plant Fund)	\$50,000	Transfers quarterly cash received on Outdoor Athletic Facility pledges/gifts to a debt service fund.
Kilcawley House Renov - PH 2 (Auxiliary Plant Fund)	Housing Services Plant Reserve (Auxiliary Plant Fund)	\$38,539	Transfer residual project funds back to funding source.
General Fund	Unrestricted Gifts Carryforward (Designated Fund)	\$32,915	Transfer excess of budgeted unrestricted gift revenue to carryforward fund.
General Fund	Grad Assistant Intern - Thiel College (Restricted Fund)	\$32,400	Transfer for required match.

FY 2013 Vacancy Savings Report 4th Quarter FY 2013 (as of June 30, 2013)

The following quarterly vacancy savings report is provided pursuant to the FY 2013 Operating Budget, adopted by the Board of Trustees on June 13, 2012, which states in part:

"Because the FY 2013 budget relies so heavily on vacancy savings, and because this use of position vacancies represents only temporary budgetary savings, the Administration will report quarterly to the Board of Trustees on the status of funds budgeted as vacancy savings."

Note that the figures provided in this report reflect permanently budgeted staff positions; faculty vacancy savings are not included here.

YOUNGSTOWN STATE UNIVERSITY Vacancy Savings Summary, FY 2013 As of 6/30/13					
Budget shortfall funded with vacancy savings	(\$4,944,684)				
Vacancy savings available on 7/1/12	\$5,269,294				
Net Balance on 7/1/12	\$324,610				
Additional vacancy savings after 7/1/12	\$1,050,887				
Cost of vacancies filled after 7/1/12	(\$2,144,298)				
Net total balance/(deficit)	(\$768,801)				

Youngstown State University Information Technology Master Plan

September 2013 Update

Banner Project - R. Marsico

Since the June 2013 Technology Master Plan update, an additional 56 projects have been created in response to University requests for computer services. Over this same period, customer sign-off was obtained on 15 of the solutions as delivered by the application development team. Of the 283 tasks tracked since the current recording process was implemented in March 2012, 146 requests remain pending while 128 solutions were developed and accepted by our customer with 9 requests withdrawn.

Project highlights include the following:

- Adhering to the published Business Intelligence data freeze schedule, four point-in-time extracts have been successfully executed in support of Summer Term 2013. Referencing historical Banner data, extracts were also executed for financial, payroll, and student post-term snapshots dating back to Fall Term 2008. Following the evaluation of Active Reports and Visual Discovery, the BI extensions to the WebFOCUS enterprise reporting tool were acquired and installed. Pending the completion of technical training and setup, a comprehensive solution will be delivered to the executive sponsor of the data analytics initiative.
- The Business Intelligence team is working to convert the HEI Microsoft Access database, maintained by Institutional Research, to a solution based on the Banner data warehouse. The process will involve mapping state reporting requirements to Banner data elements and extracting and freezing this information at appropriate intervals within the academic term. The HEI reports will reference point-in-time data maintained in the Banner warehouse.
- Progress continues on the automated travel expense reimbursement request form tentatively scheduled for a third quarter 2013 implementation. Functional staff within Procurement Services are currently exercising the system to ensure adherence to University travel guidelines.
- An enhanced version of the payroll personnel report was released to the financial managers in late July. The new report, which is delivered electronically, eliminates distribution tasks previously performed by the Employee Processing Center saving an estimated 100 hours annually.

- Electronic fund transmissions originating from the University have been enhanced through the implementation of additional safeguards including the use of digital signatures and encrypted files.
- As previously reported, a number of manual processes have been automated with the introduction of the online graduation application. Benefits realized include greater accuracy by allowing applicants to complete the graduation application online and enter diploma names directly into Banner. New functionality includes direct reporting capabilities eliminating the need for a standalone Microsoft Access database and the ability for dissertation/thesis advisors to enter title information directly into Banner.
- Currently in development and targeted for release later this fall is the University's employee list system. Once implemented, the system will allow executive managers, deans, chairs, and faculty to easily send targeted emails to select groups of staff, faculty, and students. Being web-based, the employee list system will be accessible from any web-enabled device.
- Benefits gained through the Starfish retention solution netted national recognition as witnessed by an article penned by Karl Fendelander titled "New Tech on Campus: 10 Universities on the Cutting Edge of Tech". In the Rafter edCetera education technology blog, Fendelander recognizes the product of the joint effort between Student Affairs and IT, stating, "Youngstown State University is seeing notable improvements in student retention and grades. After using the system for two years, the school is now expanding the scope of the program. The software connects with programs already in use, like Blackboard, and flags anything that might be a warning sign of a student's falling through the cracks. The complete article can be found at http://edcetera.rafter.com by searching on "Youngstown State". The blog entry references a recently published Campus Technology magazine article dated May 28, 2013, by Dian Schaffhauser titled "Youngstown State U Expands Usage of Student Retention Software".

ITS Operations - D. Kitt

- ITIE has completed a major infrastructure upgrade on the campus Active Directory system, upgrading the environment from Microsoft Active Directory 2003R2 to Active Directory 2008R2. In addition to the total infrastructure upgrade, new physical domain controllers have been added to Tod Hall and Southwoods Metro to enable redundancy in case of loss of connectivity to Meshel Hall. The new infrastructure lays the foundation for YSU to be able to implement new platforms which will take advantage of the upgraded domain infrastructure such as Office 365, Symantec Client Management, and Mobile Management Suites just to name a few.
- Critical infrastructure has been built out at the Southwoods Metro campus to allow enhanced support by providing Active Directory domain services, Altiris client management suite functionality, and enhanced printing experiences including print-limit monitoring and tracking. These enhancements will allow the Southwoods campus to operate independently in the event that the connection between main campus and metro is lost.

- ITIE has been able to implement a portion of the new YSU ITS Student Technology Access Policy thus far. We have deleted about 13,000 accounts from on-campus directories (except Active Directory, those were disabled) that should no longer have access according to that policy. We plan to delete around 8,000 more in October. Cleaning up these inactive accounts helps to free up resources and processing that would normally impact system performance and add unneeded load and overhead to YSU systems.
- The MyYSU portal has been upgraded from 32-bit RHEL 4 to 64-bit RHEL 5 and moved from a single point of failure on one physical machine to a redundant highly available virtual machine in the VMware cluster. The new server is able to use significantly more memory than the previous server. This upgrade enables us to better deal with high load at peak times such as registration, grade processing, and finals week.
- Most faculty/staff accounts have been migrated to Office 365. All students are now on Office 365.
- The YSU dental hygiene program has had a complete systems upgrade performed including the addition of all new hardware for the brand new clinic as well as an OS refresh for the old clinic. Both clinics have been upgraded to Windows 7 and the newest version of the Dentrix, Dexis, and Caesy software packages. Servers were also upgraded and re-worked to allow for these significant upgrades to take place. With the new equipment and software now in place the YSU Dental Clinic is on the cutting edge of today's technology in the dental hygiene field.

Media & Academic Computing - M. Hrishenko

During the second quarter of calendar year 2013, units within Media & Academic Computing (M&AC) responded to over 3,500 requests for technology assistance. Complimenting these efforts are the following achievements:

- YSU participated in the state-wide effort to negotiate and renew the agreement that bring Microsoft products to Ohio public higher education institutions at a substantial discount. Results for YSU include the addition of the Visio product to the Windows Office and Microsoft Projects software available campus wide.
- Staff in ITS Operations, the Tech Desk, and Campus Technology Support began temporary work beyond their normal job duties (with appropriate compensation) to provide additional levels of technology service where most needed. Through a series of temporary appointments that worked various staff members at the next logical job assignment level, and with the assistance of an intermittent employee, workloads and priorities in both Information Technology Infrastructure Engineering and Campus Technology Support are being positively affected.
- A Proof-of-Concept was initiated to explore and test a virtualized solution for software services managed on student computing devices. This initiative was started, in part, as a

response to a strategic business need of the Distance Education Office to have software available to YSU students at a distance. Using a product known as MokaFive, the possibility of providing a YSU managed, virtual desktop to students, faculty, and/or staff on their own (non-YSU) devices is being tested. Not only might this solution provide technology services currently not available but it may also help to address the pressing issue of mobile device management.

- Preparations for the Fall 2013 Term began with:
 - ❖ Assembly of a team and a plan for upgrades to hardware and software in the STEM College, including investigation of efforts necessary to implement the Siemens software suite
 - Select upgrades to multimedia classrooms on campus
 - New or newer PCs installed in eleven (11) labs on campus
 - Planning for enhanced multimedia facilities in both the Board of Trustees Room and the President's conference room
 - Assistance with faculty technology relocation due to remodeling in Cushwa Hall
- The summer migration of Maag Library to the YSU enterprise domain began.
- Delivery of Office 365 services to the YSU community continued with analysis and migration of email groups from the legacy email product Office 365. Additionally, use of the Lync product for enhanced online communications and collaboration continued within the ITS division. Also, the Microsoft Dynamics product for Customer Relations Management (CRM) was licensed for use by YSU.

Network Telecommunications & Security - J. Rakers

- Network Telecommunications continues to expand the low overhead cost offerings available to campus on the Q2 network by implementing IP Phones in DeBartolo and Cushwa Halls as part of the renovation project. The IP Phones replace the traditional digital and analog phone sets previously used.
- Network Telecommunications expanded campus wireless coverage for the Athletics unit into both Stambaugh Stadium and Beeghly Center.
- Network Telecommunications began an inventory project to personally review phone lines assigned to campus departments with department representatives. The goal of the project is to ensure departments have a need for every line assigned to them and reduce unnecessary lines to help lower phone budget allocations for departments. As part of the inventory, campus 911 services information will be collected and updated ensuring campus Police has the most up to date information available.
- Network Security has been leading the network monitoring project kicked off by the CIO to bring intelligent network management and monitoring tools to campus. The desired tools will allow IT staff to establish baselines of campus network performance and more effectively troubleshoot campus network problems as they occur.

Changes in Fund Balances Designated Funds Period July 1, 2012 to June 30, 2013

Period July 1, 2012 to June 30, 2013						
	Beginning			Net Transfers		
Title	Balance	Income	Expenses	Out/(In)	Ending Balance	
Sick Leave Conversion Fund (excludes year end						
adjustment)	(\$2,529,132)	\$0	\$657,749	(\$200,000)	(\$2,986,881)	
Stabilization Reserve	0	0	0	(1,290,623)	1,290,623	
Legal Contingency Reserve	374,590	0	(128,843)	105,903	397,530	
Reserve for Adjustments	(7,848)	0	812	(8,660)	0	
Operating Carryforward	(424,030)	0	0	(424,030)	0	
Institutional Enhancement Reserve	135,784	0	25,698	90,000	20,086	
Grant Clearing fund	84,461	0	0	0	84,461	
Unrealized Investment Reserve	1,918,333	1,614,565	0	0	3,532,898	
Faculty ESP Plan	(679,992)	0	0	(679,992)	0	
Scholarship Reserve Fund	468,781	0	0	120,291	348,490	
Steinway Piano Fund	13,748	0	33,269	(86,000)	66,479	
Technology Master Plan	2,153,031	0	2,321,079	(1,817,267)	1,649,219	
SciQuest Project Fund	12,627	0	0	12,627	0	
Voluntary System of Assessment	35,828	0	6,166	(1,800)	31,462	
URC Grants Central Fund	28,258	0	0	28,258	0	
Research Support Unit	18,958	0	0	18,958	0	
University Research Council Projects	65,697	0	40,587	(24,868)	49,978	
Unrestricted Gifts	(1,574)	0	32,403	(33,977)	0	
Unrestricted Gifts Carryforward	13,186	0	81	(42,238)	55,343	
Technology/Lab Material Fee Carryfw	939,341	0	228,481	(540, 182)	1,251,042	
Research Incentive Carryforward	435,386	0	30,879	(123,423)	527,930	
Student Activities Carryforward	118,401	0	0	0	118,401	
Grants Residual Fund	182,146	0	53,835	0	128,311	
Employee Wellness Program	707,802	28,479	68,823	63,213	604,245	
Centers of Excellence	530,644	0	537,688	(400,099)	393,055	
College Fee Carryforward	207,393	0	397,820	(603,897)	413,470	
Natural Gas&Water Resources Instit	3,007	0	0	0	3,007	
University Start Up Funds	160,274	0	77,003	(73,683)	156,954	
	\$4,965,100	\$1,643,044	\$4,383,530	(\$5,911,489)	\$8,136,103	