

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

**James E. "Ted" Roberts, Chair
Samuel W. Grooms, Vice Chair
All Trustees are Members**

**Wednesday, September 6, 2017
2:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held June 8, 2017; and June 14, 2017**
- B. Old Business**
- C. Committee Items**

1. Finance and Facilities Action Items

- Tab C.1.a. a. Resolution to Modify University Construction/Renovation Projects Policy, 3356-4-15**
John Hyden, Executive Director of Facilities and Support Services, and Rich White, Director of Planning and Construction, will report.
- Tab C.1.b. b. Resolution to Modify Key Control Policy, 3356-4-16**
John Hyden, Executive Director of Facilities and Support Services, will report.
- Tab C.1.c. c. Resolution to Approve Interfund Transfers**
Katrena Davidson, Controller, will report.

1.c.(i). FY 2017 Operating Performance and Year-End

2. Finance and Facilities Discussion Items

- Tab C.2.a. a. Planning and Construction Projects Update**
John Hyden, Executive Director of Facilities and Support Services, and Rich White, Director of Planning and Construction, will report.
- Tab C.2.b. b. Accountability and Sustainability Cornerstone Update Regarding Facilities Health**
Neal McNally, Vice President for Finance and Business Operations, will report.

c. Undergraduate Tuition Guarantee Program

Neal McNally, Vice President for Finance and Business Operations, will report.

d. Report of Audit Subcommittee

A verbal report of the Audit Subcommittee will be presented. James E. "Ted" Roberts will report.

e. Report of Investment Subcommittee

A verbal report of the Investment Subcommittee will be presented. Samuel W. Grooms will report.

D. New Business

E. Adjournment



Explanation of Modifications to *University Policy*:

3356-4-15 University Construction/Renovation Projects Policy

The modifications to the University Construction/Renovation Projects Policy are minor but necessary. The division office and responsible officer has changed from Finance and Administration to Facilities, Maintenance and Support Services. Additional definitions for identifying what is considered a construction project were added which include installation of ceiling systems, landscape and landscape elements, track coatings and synthetic surfaces and parking lots and parking facilities. These additions and revisions will help the Facilities Department and Procurement Services determine how best to obtain the contractor/consultant and who should have responsibility over the work. Finally, language was added to clarify that the department of Facilities, Maintenance and Support Services is the only qualified department on campus for the hiring of contractors for construction or design consultants for construction/renovation projects.

Board of Trustees Meeting

September 7, 2017

YR 2018-

**RESOLUTION TO MODIFY
UNIVERSITY CONSTRUCTION/RENOVATION PROJECTS POLICY,
3356-4-15**

WHEREAS, University Policies are reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies; and

WHEREAS, the University Construction/Renovation Projects policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy University Construction/Renovation Projects, policy number 3356-4-15, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-15 University construction/renovation projects.

~~Previous Policy Number: 4013.01 (new)~~

Responsible Division/Office: ~~Finance and Administration~~ Facilities,
Maintenance and Support Services

Responsible Officer: Vice President for Finance ~~Administration~~
and Business Operations

Revision History: February 2012; June 2012; September 2017

Board Committee: Finance and Facilities

Effective Date: ~~June 13, 2012~~ September 7, 2017

Next Review: 201722

- (A) Policy statement. No interior or exterior design, construction, or renovation project for any Youngstown state university (university) owned property may be initiated without the evaluation and approval of the department of facilities, maintenance and support services.
- (~~AB~~) ~~Purpose~~ ~~policy statement~~. This policy is intended to ensure that university construction/ renovation projects ~~across-campus~~ are ~~reviewed~~ ~~evaluated~~ and approved by the department of facilities, maintenance and support services for purpose, code review, material, and constructability ~~and receive approval from the department of university facilities~~ prior to project commencement.
- (C) Scope. This policy applies to all university owned buildings and to work performed by university employees, outside consultants and contractors.
- (~~BD~~) Definition. ~~A~~ ~~“e~~ Construction/renovation² projects (hereinafter referred to collectively as a project or projects) can be defined as but not limited to the following:
- (1) Painting of walls, floors, doors, and ceilings.
 - (2) Removal/installation of carpet, tile, wood or other floor finishes.
 - (3) Removal/installation of walls/framing.
 - (4) Removal/installation of ceilings and ceiling systems.

- (45) Removal/installation of lighting/ and electrical equipment/components and electrical elements.
 - (56) Removal/installation of plumbing fixtures and fluid piping.
 - (67) Removal/installation of windows or window treatments.
 - (78) Removal/installation of doors, door openers, and ~~or~~ door hardware.
 - (89) Removal/installation of HVAC/mechanical equipment.
 - (910) Removal/installation of concrete structures (steps, walls, walks).
 - (11) Removal/installation of landscape and hardscape elements.
 - (12) Removal/installation of masonry elements and tuck-pointing.
 - (13) Removal/installation of track coatings/surfaces and synthetic turf.
 - (14) Installation of parking lots/facilities/structures and/or parking lot lighting.
 - (15) Removal/installation of roofing and roofing systems.
 - (16) Removal/installation of interior/exterior campus signage and message boards.
 - (17) Removal/installation of fencing and fencing materials.
 - (18) Construction of sheds, barns and outbuildings.
- (EE) Parameters.
- (1) The department of facilities, maintenance and support services must be notified of, evaluate, approve, estimate costs and develop schedules and timelines of any proposed university construction/renovation project. ~~Before any work can begin, a construction/renovation project from any department in any building, for any reason, will be brought to the attention of and evaluated by university facilities. Under no circumstances shall a department hire a consultant or contractor to perform any~~

~~construction/renovation project without first going through university facilities for evaluation and approval.~~

- (2) The evaluation will be a constructability review determining the feasibility of the project, code review, probable costs and the impact on the building. After evaluation, a determination will be made as to who can safely, and per university standards, manage construction. A determination will **also** be made as to who can physically perform the work (Youngstown state university crafts, outside contractors, or the requesting department's staff) and when the work can be scheduled.
- (3) All contracts for construction/renovation **and architect/engineering design services** will originate from ~~university~~ **the department of facilities, maintenance and support services.** ~~along with associated purchase orders.~~ Purchase orders will originate from the requesting department **following evaluation and** ~~upon~~ approval by ~~university~~ **the department of facilities, maintenance and support services.** No university department or entity shall consult or contract with a consultant, architect, engineer, or contractor for the purposes of a construction/renovation project without approval of the department of facilities, maintenance and support services.
- (4) The requesting department, **office or unit** must obtain a signature from ~~university facilities~~ **the department of facilities, maintenance and support services** (located on the professional services agreement) authorizing any construction/renovation project. No work will be started without a signed contract and purchase order.

3356-4-15 University construction/renovation projects.

Responsible Division/Office: Facilities, Maintenance and Support Services
Responsible Officer: Vice President for Finance and Business
Operations
Revision History: February 2012; June 2012; September 2017
Board Committee: Finance and Facilities
Effective Date: September 7, 2017
Next Review: 2022

- (A) Policy statement. No interior or exterior design, construction, or renovation project for any Youngstown state university (university) owned property may be initiated without the evaluation and approval of the department of facilities, maintenance and support services.
- (B) Purpose. This policy is intended to ensure that university construction/renovation projects are evaluated and approved by the department of facilities, maintenance and support services for purpose, code review, material, and constructability prior to project commencement.
- (C) Scope. This policy applies to all university owned buildings and to work performed by university employees, outside consultants and contractors.
- (D) Definition. Construction/renovation projects (hereinafter referred to collectively as a project or projects) can be defined as but not limited to the following:
 - (1) Painting of walls, floors, doors, and ceilings.
 - (2) Removal/installation of carpet, tile, wood or other floor finishes.
 - (3) Removal/installation of walls/framing.
 - (4) Removal/installation of ceilings and ceiling systems.
 - (5) Removal/installation of lighting and electrical equipment/components and electrical elements.
 - (6) Removal/installation of plumbing fixtures and fluid piping.

- (7) Removal/installation of windows or window treatments.
 - (8) Removal/installation of doors, door openers, and door hardware.
 - (9) Removal/installation of HVAC/mechanical equipment.
 - (10) Removal/installation of concrete structures (steps, walls, walks).
 - (11) Removal/installation of landscape and hardscape elements.
 - (12) Removal/installation of masonry elements and tuck-pointing.
 - (13) Removal/installation of track coatings/surfaces and synthetic turf.
 - (14) Installation of parking lots/facilities/structures and/or parking lot lighting.
 - (15) Removal/installation of roofing and roofing systems.
 - (16) Removal/installation of interior/exterior campus signage and message boards.
 - (17) Removal/installation of fencing and fencing materials.
 - (18) Construction of sheds, barns and outbuildings.
- (E) Parameters.
- (1) The department of facilities, maintenance and support services must be notified of, evaluate, approve, estimate costs and develop schedules and timelines of any proposed university construction/renovation project.
 - (2) The evaluation will be a constructability review determining the feasibility of the project, code review, probable costs and the impact on the building. After evaluation, a determination will be made as to who can safely, and per university standards, manage construction. A determination will also be made as to who can physically perform the work (Youngstown state university crafts, outside contractors, or the requesting department's staff) and when

the work can be scheduled.

- (3) All contracts for construction/renovation and architect/engineering design services will originate from the department of facilities, maintenance and support services. Purchase orders will originate from the requesting department following evaluation and approval by the department of facilities, maintenance and support services. No university department or entity shall consult or contract with a consultant, architect, engineer, or contractor for the purposes of a construction/renovation project without approval of the department of facilities, maintenance and support services.
- (4) The requesting department, office or unit must obtain a signature from the department of facilities, maintenance and support services (located on the professional services agreement) authorizing any construction/renovation project. No work will be started without a signed contract and purchase order.



Explanation of Modifications to *University Policy*:

3356-4-16 Key Control Policy

The modifications to this policy are generally of a housekeeping nature.

The responsible division has been revised to Facilities Maintenance and Support Services as opposed to Finance and Administration. Titles and dates have been updated. Redundancies have been eliminated. Certain clarifications were added and grammatical issues were addressed.

Substantively, the policy modifications do not impact normal function or operations.

**Board of Trustees Meeting
September 7, 2017
YR 2018-**

**RESOLUTION TO MODIFY
KEY CONTROL POLICY,
3356-4-16**

WHEREAS, University Policies are reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies; and

WHEREAS, the Key Control policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Key Control, policy number 3356-4-16, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-16 Key control.

~~Previous Policy Number: 4014.01 (new)~~

Responsible Division/Office: ~~Finance and Administration~~ Facilities,
Maintenance and Support Services

Responsible Officer: Vice President for Finance and ~~Administration~~
Business Operations

Revision History: June 2012; September 2017

Board Committee: ~~University Affairs~~ Finance and Facilities

Effective Date: ~~June 13, 2012~~ September 7, 2017

Next Review: 201722

- (A) Policy statement. ~~The~~ Youngstown state university (university) enacts and enforces key control procedures that provide appropriate members of the university's faculty, staff, and students with necessary access to its facilities and at the same time keep all members of the university community, the university's guests, and the university's physical resources secure. This policy addresses responsibilities of key holders and their supervisors.
- (B) Scope. This policy applies to all employees including part-time and student employees, students, vendors and contractors provided a key to access university controlled areas. This policy does not apply to the issuance of keys within residential housing or dining services.
- (C) Definitions.
- (1) ~~A "Lock", is a~~ A mechanical or electronic system or device that restricts access to a physical space or to a service.
 - (2) ~~A "Key." is defined as a~~ A method of access to a secured or restricted area. It may be a physical item that works in a mechanical or electronic combination with a lock or it may be a code or biometric input to a recognition system that provides the holder access to a secured or restricted area.
 - (3) Key holder. The individual to whom a key is issued.
- (D) Parameters. While technology may stretch the definitions of a lock and a

key, the policy and its regulations nevertheless apply to the technical ~~analog~~ equivalents of physical keys and locks.

- (1) All keys are the property of ~~Youngstown state~~-university (~~"YSU"~~).
- (2) Keys are ~~given~~ issued to an ~~employee~~ key holder for the necessary execution of their job duties, and must be returned to the employee's supervisor upon separation of employment or transfer to another department. ~~One month prior to separation or transfer, the employee's supervisor shall provide a list of the employee's key numbers to facilities, maintenance and support services (key control/locksmith office) for verification. Collected keys shall be returned to the key control/locksmith office.~~
- (~~23~~) It is the responsibility of the key holder to safeguard the key at all times. If the key holder cannot account for keys issued, key privileges may be suspended and the key holder may be personally responsible for any necessary key and/or lock replacement costs.
- (~~34~~) Misuse of a key may result in disciplinary action and/or loss of access privilege.
- (~~45~~) Lost or stolen keys should immediately be reported to:
 - (a) ~~University~~ ~~YSU~~-police,
 - (b) ~~Key control~~ (~~The department of facilities maintenance & support services~~), and
 - (c) The key holder's supervisor.

If lost keys are not recovered and it is determined that the area's security is severely compromised, charges for lock and/or key replacement will be assessed to the key holder's department ~~and/or the key holder~~. Lost keys that are later recovered must be returned to key control.

- (~~56~~) If keys are found or otherwise to be turned in, call ~~K~~key ~~C~~control/locksmith office or the university ~~YSU~~ police for pickup. Keys are not to be sent through campus mail.

- (67) ~~Those individuals issued physical keys must~~ may not knowingly make or cause to be made any key for any university building, laboratory, facility, or room ~~not have keys duplicated~~ under penalty of state law, (see Revised Code sections 3345.13 and 3345.99). ~~of the Revised Code.~~
- (78) Access codes are specifically issued to an individual and ~~should~~ may not be shared.
- (89) Rights of access to facilities may be delineated in appropriate collective bargaining agreements.
- ~~(9) — This policy does not apply to the issuance of keys within housing or dining services.~~
- (DE) Key hierarchy. Each individuals and/or employee's roles and responsibilities govern the need for and distribution of types of keys. In general, the greater the level of access that a key type provides, the more restrictive its distribution and the more it defines urgency of use. The following is used as a guide to assign types of levels of keys to functions and roles:
- (1) A great grand master key operates multiple locks for multiple buildings. It is typically assigned to the leadership of first-responder units on campus, such as executive director of facilities and support services; director of facilities maintenance; chief of the university YSU police department and designated officers; and director of environmental and occupational health and safety.
 - (2) A building master key operates all locks within a building unless specific lock exclusion from the master is warranted. It is typically assigned to vice presidents, executive directors and/or deans, or the designees of these executives, in their respective buildings, authorized facilities maintenance personnel, janitorial supervisors, and the university YSU events manager.
 - (3) A departmental master key operates one group of locks within a building. It is typically assigned to department heads and/or chairpersons.
 - (4) A departmental sub-master key operates locks to common

departmental space but excludes access to private offices and is usually assigned to faculty and staff in a department.

- (5) A change key operates one specific lock. It is typically assigned to faculty and staff designated by department heads and/or chairpersons and organizations with contractual agreements.
- (6) A special purpose master key operates a group of locks in specific areas, such as all mechanical rooms or exterior doors. It is typically assigned to authorized personnel in facilities maintenance and safety services.

(FE) Responsibilities.

- (1) Implementation and enforcement of this policy is assigned to the **department of facilities maintenance and support services department**.
- (2) Administrators and managers are responsible for compliance with this policy within their areas of organizational responsibility.
- (3) Individuals to whom a key has been assigned are responsible for ensuring that the use of that key is limited to the necessary conduct of university business and is not shared with other employees, friends, or relatives.
- (4) Key holders unlocking a space are responsible for ensuring that the space is appropriately locked when they vacate the space during a time when the space should be locked. Failure to do so may find the individual personally responsible for any damage to, or loss of, university property due to the space left unsecured.

(GF) Keys for vendors or contractors.

- (1) Contractors or vendors must abide by all aspects of this policy.
- (2) Contractors or vendors may check out keys for a day from **facilities or the university Key Control or YSU** police. Such key(s) must be returned by the specified time on the same day.
- (3) Contractors or vendors may **apply to facilities make application**

~~from Key Control~~ for keys to specified spaces for a designated extended period of time. If access is requested for nonbusiness hours, vendors or contractors must notify [the university](#) ~~YSU~~ police before entering and upon leaving key-controlled spaces.

- (4) Contractors or vendors are not permitted to access occupied student resident spaces without accompaniment of a university employee.

3356-4-16 Key control.

Responsible Division/Office: Facilities, Maintenance and Support Services
Responsible Officer: Vice President for Finance and Business
Operations
Revision History: June 2012; September 2017
Board Committee: Finance and Facilities
Effective Date: September 7, 2017
Next Review: 2022

- (A) Policy statement. Youngstown state university (university) enacts and enforces key control procedures that provide appropriate members of the university's faculty, staff, and students with necessary access to its facilities and at the same time keep all members of the university community, the university's guests, and the university's physical resources secure. This policy addresses responsibilities of key holders and their supervisors.
- (B) Scope. This policy applies to all employees including part-time and student employees, students, vendors and contractors provided a key to access university controlled areas. This policy does not apply to the issuance of keys within residential housing or dining services.
- (C) Definitions.
 - (1) Lock. A mechanical or electronic system or device that restricts access to a physical space or to a service.
 - (2) Key. A method of access to a secured or restricted area. It may be a physical item that works in a mechanical or electronic combination with a lock or it may be a code or biometric input to a recognition system that provides the holder access to a secured or restricted area.
 - (3) Key holder. The individual to whom a key is issued.
- (D) Parameters. While technology may stretch the definitions of a lock and a key, the policy and its regulations nevertheless apply to the technical equivalents of physical keys and locks.

- (1) All keys are the property of university.
- (2) Keys are issued to a key holder for the necessary execution of their job duties, and must be returned to the employee's supervisor upon separation of employment or transfer to another department. One month prior to separation or transfer, the employee's supervisor shall provide a list of the employee's key numbers to facilities, maintenance and support services (key control/locksmith office) for verification. Collected keys shall be returned to the key control/locksmith office.
- (3) It is the responsibility of the key holder to safeguard the key at all times. If the key holder cannot account for keys issued, key privileges may be suspended and the key holder may be personally responsible for any necessary key and/or lock replacement costs.
- (4) Misuse of a key may result in disciplinary action and/or loss of access privilege.
- (5) Lost or stolen keys should immediately be reported to:
 - (a) University police.
 - (b) The department of facilities maintenance & support services), and
 - (c) The key holder's supervisor.

If lost keys are not recovered and it is determined that the area's security is severely compromised, charges for lock and/or key replacement will be assessed to the key holder's department and/or the key holder. Lost keys that are later recovered must be returned to key control.
- (6) If keys are found or otherwise to be turned in, call facilities or the university police for pickup. Keys are not to be sent through campus mail.
- (7) Individuals may not knowingly make or cause to be made any key for any university building, laboratory, facility, or room under

penalty of state law, (see Revised Code sections 3345.13 and 3345.99).

- (8) Access codes are specifically issued to an individual and may not be shared.
 - (9) Rights of access to facilities may be delineated in appropriate collective bargaining agreements.
- (E) Key hierarchy. Each individuals and/or employee`s roles and responsibilities govern the need for and distribution of types of keys. In general, the greater the level of access that a key type provides, the more restrictive its distribution and the more it defines urgency of use. The following is used as a guide to assign types of levels of keys to functions and roles:
- (1) A great grand master key operates multiple locks for multiple buildings. It is typically assigned to the leadership of first-responder units on campus, such as executive director of facilities and support services; director of facilities maintenance; chief of the university police department and designated officers; and director of environmental and occupational health and safety.
 - (2) A building master key operates all locks within a building unless specific lock exclusion from the master is warranted. It is typically assigned to vice presidents, executive directors and/or deans, or the designees of these executives, in their respective buildings, authorized facilities maintenance personnel, janitorial supervisors, and the university events manager.
 - (3) A departmental master key operates one group of locks within a building. It is typically assigned to department heads and/or chairpersons.
 - (4) A departmental sub-master key operates locks to common departmental space but excludes access to private offices and is usually assigned to faculty and staff in a department.
 - (5) A change key operates one specific lock. It is typically assigned to faculty and staff designated by department heads and/or chairpersons and organizations with contractual agreements.

- (6) A special purpose master key operates a group of locks in specific areas, such as all mechanical rooms or exterior doors. It is typically assigned to authorized personnel in facilities maintenance and safety services.

(F) Responsibilities.

- (1) Implementation and enforcement of this policy is assigned to the department of facilities maintenance and support services.
- (2) Administrators and managers are responsible for compliance with this policy within their areas of organizational responsibility.
- (3) Individuals to whom a key has been assigned are responsible for ensuring that the use of that key is limited to the necessary conduct of university business and is not shared with other employees, friends, or relatives.
- (4) Key holders unlocking a space are responsible for ensuring that the space is appropriately locked when they vacate the space during a time when the space should be locked. Failure to do so may find the individual personally responsible for any damage to, or loss of, university property due to the space left unsecured.

(G) Keys for vendors or contractors.

- (1) Contractors or vendors must abide by all aspects of this policy.
- (2) Contractors or vendors may check out keys for a day from facilities or the university police. Such key(s) must be returned by the specified time on the same day.
- (3) Contractors or vendors may apply to facilities for keys to specified spaces for a designated extended period of time. If access is requested for nonbusiness hours, vendors or contractors must notify the university police before entering and upon leaving key-controlled spaces.
- (4) Contractors or vendors are not permitted to access occupied student resident spaces without accompaniment of a university employee.

Capital Projects in Progress:

Wick and Lincoln Ave. Projects
City of Youngstown

Parella-Pannunzio, Marucci-Gaffney

The Lincoln Avenue project has started with Parella-Pannunzio as the contractor and depending on the weather, will be substantially complete by December 31, 2016. The Wick Avenue project is underway with Marucci-Gaffney as the contractor and a weather dependent completion of October 2017. **Lincoln Avenue is complete.**

Barnes and Noble Bookstore
YSU 1718-22

\$5M (Local Funds) Continental Building Systems

Construction of a new Barnes and Noble bookstore on the corner of Lincoln Avenue and Fifth Avenue. **Project is complete and the bookstore is open.**

Meshel Hall Renovations
YSU 1718-5

\$2M (Capital Funds C34552) YSU Staff, United Contractors

This project will be the relocation of computer science classes and labs from the lower level of Meshel Hall to the third level. Communications will then be relocated from Maag to the lower level of Meshel Hall. Also, restrooms on the lower level will be expanded and interior finishes within public spaces will be updated. **Construction started, and will be complete by mid-August.**

Ward Beecher Science Hall Renovations 1
YSU 1718-3

\$700k (Capital Funds C34549) YSU Staff, Murphy Contracting

This project will be the interior renovation of Ward Beecher. Flooring, ceilings, lighting, interior/exterior doors and hardware, wall finishes, and minor plumbing and heating, ventilating, and air conditioning (HVAC) issues will be addressed. This project will be completed in two phases with the final phase being finished by August 2018. Phase I will begin May 2017 and be complete by August 2017. Phase 2 will begin May 2018 and be complete by August 2018. **Construction has started, will be complete by mid-August.**

Jones Hall Facility Upgrades - Roofing
YSU 1718-2

\$934k (Capital Funds C34550) eS Architecture, Charles F. Evans Co.

This project will focus on the replacement of the original slate roof, gutters and downspouts, as well as reconfiguring interior spaces and addressing worn, dated interior finishes. This project will be in two phases with the final phase being completed by August 2018. **Phase I has started and will be complete by October 2017.**

Campus Development Phase 1
YSU 1718-6

\$285k (Capital Funds C34553) Behnke Associates, Thomas Pallotta

This project will focus on issues throughout our campus core. Included in this project will be steps at University Courtyard that extend from Wick Oval to Walnut Street, concrete repair and brick replacement at the fountain, new pavers and landscape items at Veterans Circle, and new pavers and deck repair at the south Beeghly Center entrance. **This project will be complete in two phases with the final phase being completed by August 2018. Phase 1 has begun and will be complete by August 2017.**

Building System Upgrades Phase 2
YSU 1718-19

\$273k (Capital Funds C34542) JM Verostko, Marucci-Gaffney
This project will be the continuation of upgrades to building systems in several areas across YSU's campus. The final phase of this project will include piping repair along the north-west corner of the Central Utility Plant. **This work will be complete by August 2017.**

Bliss Hall Graduate Program Renovations
YSU 1718-17

\$173k (Capital Funds C34500) YSU Staff, Adolph Johnson
This project will be minor renovations to an area in the lower level of Bliss Hall to accommodate new graduate programs. **The project is scheduled to begin May 2017 with a completion of August 2017.**

M60 Parking Deck Repairs
YSU 1718-25

\$350k (Local Funds) Walker Parking
This project will be concrete repairs to the M60 parking deck along with the rehabilitation of the stairwells. **Work is scheduled to begin May 2017 with a completion of August 2017.**

West of Fifth Entry Wall
YSU 1718-31

\$100k (Gifts) Behnke Associates and Lencyk Masonry
Construct an entry wall similar to the wall on University Plaza at the corner of East Bound Service Road and Fifth Avenue. **Project to be complete by September 15th.**

Projects at State of Ohio Controlling Board for Release of Funds:

- Workforce Based Training and Development – C34555 – \$29,000 – **Released July 10th.**
- Campus Development - Beeghly Plaza Engineering Fees – C34553 – \$35,000 – **August 7, 2017 Hearing Date.**
- Innovation Center - 360 W. Commerce St. – C34554 – \$525,000 – **August 7, 2017 Hearing Date.**
- Campus Utility Distribution Renovations – C34500 – \$81,000 – **August 21, 2017 Hearing Date.**

Capital Projects in Development for 2017/2018

Edmund J. Salata Complex Renovations
YSU 1718-20

\$300k (Capital Funds C34539) YSU Staff
This project will be renovations to areas within the Edmund J. Salata Complex. Windows will be replaced, restrooms upgraded, exterior doors will be replaced, and areas will be reconfigured. **This project is scheduled to bid fall of 2017 and be complete by late spring 2017.**

Don Constantini Multimedia Center
YSU 1718-7

\$2M (Local Funds/Gifts) MS Consultants
This project will be an addition to the east side stands of Stambaugh Stadium. The new center will have teaching spaces, offices, press box facilities, and coaching box facilities. This project is scheduled to start construction by fall of 2017 and be complete by August 2018. **Bidding is scheduled for September 30, 2017.**

Innovation and Commercialization Center
YSU 1718-14

\$3M (Capital Funds C34554) YSU Staff and TBD
This project will be the purchase and renovation of property adjacent to YSU's campus to create an Innovation and Commercialization Center. Property acquisition is underway with construction/renovation to follow. **At controlling board for release of funds for property acquisition.**

Academic Area Renovations

YSU 1718-4

\$3.75M (Capital Funds C34551) BSHM Architects

This project will be the renovation and upgrade to the Beeghly Center natatorium and well as renovations to several laboratories and class/labs within Ward Beecher. This project will be a single phase, completed in two parts with the whole project being completed by August 2018. **This project will be advertising for bids in late 2017.**

Campus Utility Distribution Renovations

YSU 1718-23

\$1.1M (Capital Funds C34500) Scheeser Buckley Mayfield

This project will be the installation of tunnel sections for steam and chilled water lines along Wick Avenue and University Plaza. **Construction is scheduled for Spring 2018.**

Restroom Renovations Phase 2

YSU 1718-3

\$323k (Capital Funds C34544) YSU Staff and TBD

This project is a continuation of the restroom upgrades project. These funds will be rolled into the Ward Beecher project to renovate the restrooms during phase 2.

Additional Projects in Development for 2017/2018:

Storm Water Upgrades - \$250k Capital Funds, YSU Staff-Tom/Richard

Project preliminaries are underway. Project to start asap.

Jones Hall Renovations Phase 2 - \$1M Capital Funds, YSU Staff-Summer Barker

Interior renovations to Jones Hall

Physical Therapy Renovations - \$TBD, YSU Staff – Summer Barker

Preliminary design and estimating for Physical Therapy expansion in Cushwa.

Instructional Space Upgrades Phase II - \$316k Capital Funds, YSU Staff-Summer Barker

Bid documents are being developed for Spring 2018 construction.

Kilcawley Center Roof Renovations - \$TBD, YSU Local Funds

Repair/Replace sections of roofing over Kilcawley Center.

Courtyard Apartments Kitchen and Bath Renovations - \$TBD, YSU Staff

Phased upgrades to kitchens and baths, project is being developed for 2017/2018.

Geology Western Reserve Land Conservancy Building Renovations - \$80k Local Funds/Gifts, YSU Staff-RW

Renovation to a structure on WRLC land for use by YSU Geology faculty and students.

Kilcawley Center Bookstore Space Renovations/Disability Svs. Move - \$145k, Local Funds, YSU Staff- Bill Spencer

Renovation of old bookstore space in Kilcawley Center.

Parking Facilities - \$TBD, Local Funds, YSU Staff- Bill Spencer/Bill Haas

Construct new/renovate existing parking facilities.

Meshel Hall Freight Elevator Repair - \$85k, Capital Funds, YSU Staff-Rich White

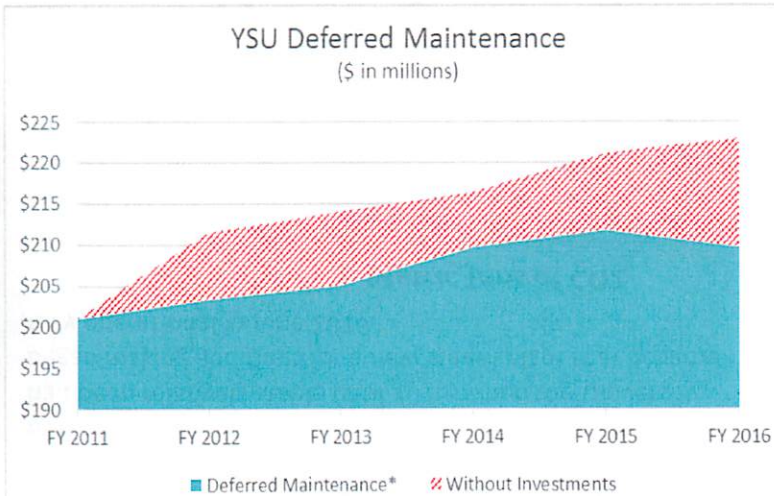
Repair jack on Meshel Hall freight elevator.

Softball Field Turf Replacement - \$TBD, Local Funds, YSU Staff-Rich White

Deferred Facilities Maintenance

Listed as a key metric in the YSU 2020 Strategic Plan, deferred maintenance is the postponement of buildings and equipment upkeep, usually due to funding constraints. Lack of funding for routine maintenance can cause neglect, causing minor repair work to evolve into more serious conditions. The failure to address major repairs and/or restore building components that have reached the end of their useful lives may result in a deferred maintenance backlog.

In 2012, the Inter-University Council of Ohio commissioned the Connecticut-based facilities management company Sightlines to evaluate campus facilities statewide. For YSU, the Sightlines report indicated a deferred maintenance backlog of \$201 million. Since then, YSU has invested \$52.6 million to stabilize YSU's deferred maintenance backlog, which would have otherwise grown to over \$220 million, as shown in the graph below.



*Deferred maintenance is calculated by adding the cost of annual depreciation and subtracting annual expenses made for capital renewals and replacements.

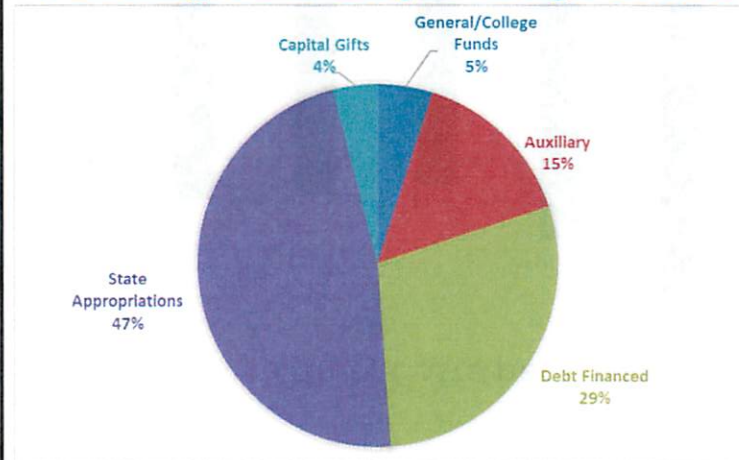
Capital Investments

Through a combination of funding sources, YSU has made noteworthy strides at addressing and managing deferred maintenance, spending over \$52 million on capital renewals and replacements over the past six years, as shown in the table below.

Funding Source	FY 2017 Expenditures	FY 2016 Expenditures	FY 2015 Expenditures	FY 2014 Expenditures	FY 2013 Expenditures	FY 2012 Expenditures
General/College Funds	\$536,055	\$797,968	\$323,855	\$265,281	\$478,603	\$214,295
Auxiliary	\$1,517,329	\$1,497,895	\$1,518,332	\$996,125	\$1,619,763	\$700,682
Debt Financed	\$24,314	\$2,605,100	\$1,143,724	\$1,187,016	\$3,246,656	\$7,035,217
State Appropriations	\$2,999,081	\$8,480,598	\$6,188,949	\$4,121,916	\$2,892,053	\$141,490
Capital Gifts	\$49,918	\$1,089,992	\$165,525	\$162,754	\$611,244	\$20,003
Total	\$5,126,697	\$14,471,553	\$9,340,385	\$6,733,093	\$8,848,320	\$8,111,687

Renewals & Replacements since FY 2011: **\$52,631,734**

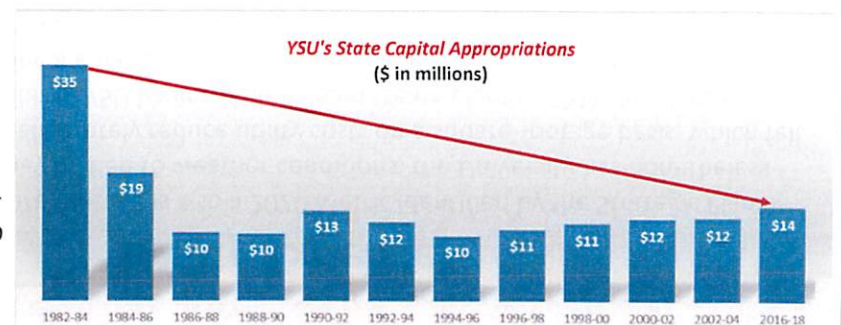
Funding Sources for Bldg. Construction & Repairs



While state appropriations funded nearly half of YSU's capital investments since 2011, state funding has declined dramatically over the past three decades.

Sluggish state funding is perhaps the most significant contributing factor to the growth in YSU's deferred maintenance backlog.

YSU's state capital funding levels have fallen by 59% since the 1982-84 biennium. When adjusted for inflation and for square-footage added, the drop in funding is even more pronounced.

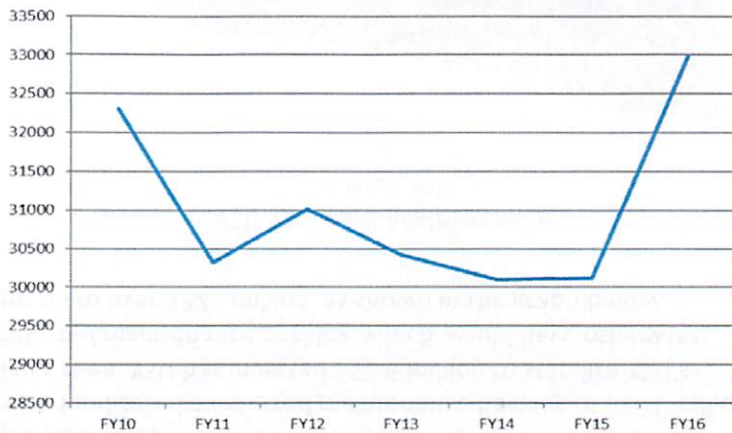


YSU 2020 Strategic Plan Update: Accountability & Sustainability Cornerstone - Facilities Health

Environmental Footprint Index

Listed as a metric of Facilities Health in the YSU 2020 Strategic Plan, the Environmental Footprint Index (EFI) measures the level of greenhouse gases that the University produces as part of regular operations. As depicted in the table below, YSU's EFI had been relatively stable until 2016, when the University began making additions for a new steam plant that became fully operational in June 2016.

Metric Tons of CO2



Budget Devoted to Maintenance

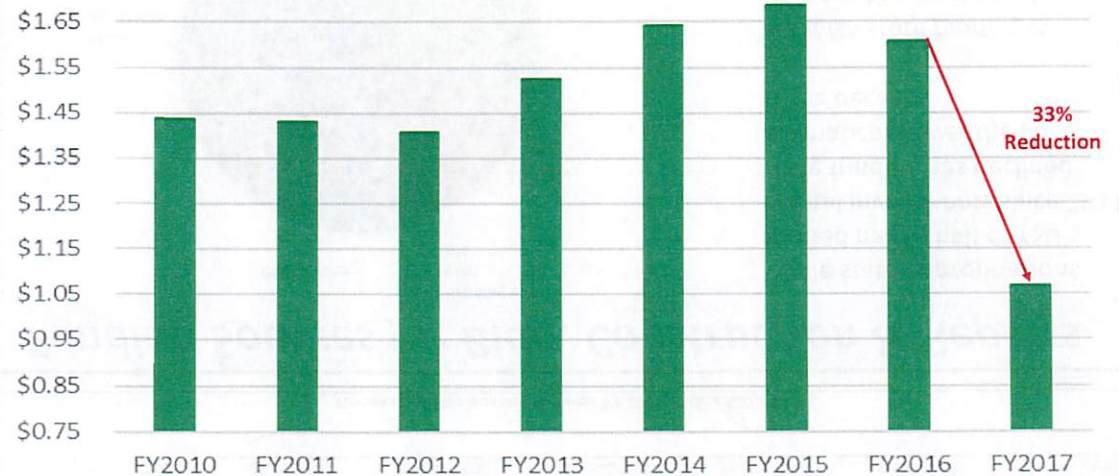
The percentage of the University's budget used for maintenance is another 2020 Metric. The table below indicates that YSU has shifted a greater proportion of operating funds to building maintenance and repairs since FY 2010.

Fiscal Year	Maintenance & Repair Expenses	% of Total YSU Operating Expenses
FY 2010	\$8,006,159	3.9%
FY 2011	\$7,970,450	3.6%
FY 2012	\$6,982,017	3.5%
FY 2013	\$6,424,727	3.2%
FY 2014	\$8,249,119	4.2%
FY 2015	\$8,368,250	4.3%
FY 2016	\$8,161,914	4.2%
FY 2017 (est.)	\$8,792,744	4.6%

Utility Expenses

Utility costs per gross square footage is also a 2020 Metric identified by the Strategic Plan. While some utility costs may be tied to weather conditions, the University has nonetheless taken strategic action to deliberately reduce utility costs on a square-footage basis, which fell by 33% in FY 2017 as a result of YSU having built its own steam plant in 2016. In addition to reducing costs and providing a long-range solution to YSU's energy needs, the ability to self-generate steam heat has reduced the University's reliance on outside suppliers, mitigating risks associated with service disruptions and rate increases.

Utility Costs per Gross Square Foot



Overall utility costs also declined dramatically in FY 2017, by more than \$2.2 million, further demonstrating the University's successful efforts to reduce and contain these costs.

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Utility Expenses	\$5,611,133	\$5,780,322	\$5,911,413	\$6,395,187	\$6,910,992	\$7,094,960	\$6,742,979	\$4,487,372
% Change	N/A	3.0%	2.3%	8.2%	8.1%	2.7%	-5.0%	-33.5%
\$ Change	N/A	\$169,189	\$131,091	\$483,774	\$515,805	\$183,968	(\$351,981)	(\$2,255,607)