

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

James E. "Ted" Roberts, Chair

John R. Jakubek, Vice Chair

All Trustees are Members

**Wednesday, March 14, 2018
2:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

A. Disposition of Minutes for Meeting Held December 6, 2017

B. Old Business

C. Committee Items

1. Consent Agenda Item*

Tab C.1.a. *a. Resolution to Modify Contract Compliance/Administration Policy, 3356-3-04

2. Finance and Facilities Action Items

Tab C.2.a. a. Resolution to Approve Interfund Transfers
Katrena Davidson, Controller, will report.

**Tab C.2.b. b. Resolution to Approve Jump Start Program Enrollment Initiative, Effective
Summer 2018**
Karla Krodel, Director, Metro Credit Education Outreach, will report.

3. Finance and Facilities Discussion Items

Tab C.3.a. a. Quarterly Update on FY 2018 Operating Budget
Neal McNally, Vice President for Finance and Business Operations, will report.

Tab C.3.b. b. Planning and Construction Projects Update
John Hyden, Associate Vice President, Facilities and Support Services, and Rich White,
Director of Planning and Construction, will report.

*Items listed under the Consent Agenda require Board approval; however they may be presented without discussion as these items include only non-substantive changes.

Tab C.3.c.

c. Update on Information Technology

Jim Yukech, Associate Vice President and Chief Information Officer, 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. Anita A. Hackstedde will report.

D. New Business

E. Adjournment

Explanation of Modifications to *University Policy*:

3356-3-04 Contract Compliance/Administration Policy

This policy was reviewed and modified pursuant the regular five-year review schedule. The changes proposed include the addition of a scope section to clarify the types of contracts that are addressed by other university policies, and a new section regarding personal liability for non-compliance. Additionally, definitions have been updated and the policy reorganized to provide clarity regarding signature authority, legal review and document retention.



**RESOLUTION TO MODIFY AND RETITLE
CONTRACT COMPLIANCE/ADMINISTRATION POLICY, 3356-3-04**

WHEREAS, University Policies are being reviewed and re-conceptualized 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;

WHEREAS, the Contract Compliance/Administration 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 governing Contract Compliance/Administration, policy number 3356-3-04, to be retitled as Contract Compliance and Administration, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
March 15, 2018
YR 2018-**

3356-3-04 Contract compliance/ and administration.

~~Previous Policy Number: 3003.02~~

Responsible Division/Office: Finance and ~~Administration~~ Business Operations

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

Revision History: May 2012; March 2018

Board Committee: Finance and Facilities

Effective Date: ~~June 13, 2012~~ **March 15, 2018**

Next Review: ~~2017~~22

- (A) Policy statement. Youngstown state university (university) will adhere to all applicable federal and state laws and regulations when it engages with contractors, consultants, suppliers, vendors and other entities. ~~Procurement services is responsible for ensuring that all contracts comply with state and federal laws and internal procedures. All contracts entered into, including original contracts, amendments, and extensions, may be signed only by the designated signature authority, are subject to appropriate legal review, and must be stored and retained according to document retentions policies, unless specifically excluded by this or another policy adopted by the board of trustees.~~
- (B) Purpose. This policy defines the general parameters through which a university contract is created, stipulates the necessary administrative review and monitoring processes, and designates who within the university is authorized to sign contracts on behalf of ~~Youngstown state~~the university, its employees, or agents.
- (C) Scope. This policy applies to all financial and non-financial university contracts.

Partnerships, centers and related agreements relating to teaching/learning, research/scholarship, and community service goals are addressed pursuant to rule 3356-10-22 of the Administrative Code (see university policy 3356-10-22 Partnerships, centers and related arrangements). Grants, contracts and cooperative agreements for sponsored programs are addressed in rule 3356-10-13 of the Administrative Code (university policy 3356-10-13 Research, grants, and sponsored programs).

(ED) Definitions.

- (1) Contract. A legally binding and enforceable agreement between the university and one or more competent parties.
- (12) ~~“Contract compliance”. ~~is~~ The process of reviewing and managing overseeing contracts in accordance with requisite legal and policy requirements. and agreements that bind the university to commitments with outside parties and the policies that determine how these documents are processed at the university.~~ Contract compliance ~~shall be~~ is the responsibility of the office of finance and administration business operations. and will be administered through procurement services. This policy is created pursuant to section 3345.29 of the Revised Code, which requires that all universities establish an office of contract compliance to monitor all contracts for construction, materials, services and consulting to ensure compliance with state and federal law regarding affirmative action programs and equal employment opportunity. Youngstown state university values diversity and seeks supplier relationships with diverse organizations in support of state of Ohio goals.
- (23) ~~“Contract administration”. The process used to ensure that ~~is~~ the ongoing process of ensuring that the terms and conditions of contracts and agreements are being implemented pursuant to the contract as agreed to by the parties. Contract administration is the responsibility of procurement services and ~~t~~ The university sponsor of the contract or agreement. ~~is~~ responsible for monitoring the on-going progress of a contract and providing requisite information to procurement services. Procurement services is responsible for providing assistance for purchases and payments pursuant to a contract.~~
- (4) ~~The u~~University sponsor. ~~is~~ tThe university employee who is promoting the contract or agreement. Contract administration includes deciding who will be responsible for administering the action once awarded and the system that will be used to monitor compliance with the provisions of the agreement. Typically the university sponsor is a financial manager.

(DE) Procedures. All contracts entered into, including original contracts, amendments and extensions:

- (1) Are only to be signed or executed by university staff with designated signature authority.
 - (2) Are subject to appropriate legal review. The general counsel's office is responsible for providing legal review of the terms and conditions for non-standard contracts.
 - (3) Must be stored and retained in accordance with the university's document retention policies unless specifically excluded by this or another policy adopted by the board of trustees.
 - (4) Refer to the contract compliance and administration guide on the procurement services website for additional information regarding contracts (<http://www.yzu.edu/procure/>).
- (4F) Signature authority for contracts.
- (1) Generally, only the president and the vice president for finance and administration, or their designee, have the authority to sign a contract on behalf of the university.
 - (2) The provost has authority to sign and approve academic affiliation and articulation agreements that have no direct financial consequences to the university.
 - (3) No other individual has authority to enter into a contract for the purchase of goods or services or otherwise obligate Youngstown state university to pay any sum or money without one of the following:
 - (a) A resolution of authorization from the board of trustees;
 - (b) A written declaration of signature authority from the president or the vice president for finance and administration filed with the contract;
 - (c) A purchase order issued by or under the direction of the director of procurement services;

- ~~(d) — A purchase order for goods in the amount of fifty thousand dollars or more, and/or services in the amount of fifty thousand dollars or more, awarded through competitive selection or through use of an approved group purchasing price agreement such as “State Term Schedule” or “IUCPG” (see rule 3356-3-03 of the Administrative Code);~~
- ~~(e) — A standard independent contractor agreement approved by the appropriate authority per the contract compliance and administration guide. Failure to ensure that the appropriate signature authority is obtained may result in personal liability for the employee(s) involved in the transaction.~~

(2G) Legal review. The following ~~purchasing actions~~ types of contracts are subject to legal review:

- (a1) All contracts for the acquisition of goods and services;
- (b2) Construction contracts, including repair or alteration of facilities, and for architectural and/or engineering services;
- (e3) Real estate transactions, including the sale, rental or lease of real property **must comply with** ~~(see rule 3356-4-05 of the Administrative Code~~ **(see university policy 3356-4-05, Acquisition of real estate)**);
- (d4) Contracts/agreements associated with the intellectual property of the university, including licensing agreements, patents, trademarks, and copyrights;
- (e5) Employment contracts, as necessary, per the chief human resources officer;
- (f6) Contracts intended for the president’s signature or that affect the president or the office of the president;
- (g7) Contracts that can potentially expose the university to significant liability.

- (3H) Document retention. Copies of all fully executed (signed by both parties) ~~agreements~~ contracts - must be submitted to procurement services to be recorded and monitored through a central database.

~~(4) — Types of contracts covered by this policy:~~

~~(a) — Contracts for goods or services and purchase orders;~~

~~(b) — Construction contracts;~~

~~(c) — Information technology contracts;~~

~~(d) — Academic affiliation and articulation agreements;~~

~~(e) — Personal services/independent contractor agreements;~~

~~(f) — Trademark licensing agreements; and~~

~~(g) — Gift agreements.~~

- (I) Personal liability. An individual who enters into a contract for the purchase of goods or services or otherwise obligates the university to pay any sum or money or resources without appropriate authority and/or review may be held personally liable for the terms of the contract.

~~For detailed information on these contract types, suggested and required contract language, and other procedures for the handling of contractual agreements, please refer to the contract compliance and administration guide on the procurement services website at (<http://www.ysu.edu/procure/>).~~

3356-3-04 Contract compliance and administration.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: Vice President for Finance and
Business Operations
Revision History: May 2012; March 2018
Board Committee: Finance and Facilities
Effective Date: March 15, 2018
Next Review: 2022

- (A) Policy statement. Youngstown state university (university) will adhere to all applicable federal and state laws and regulations when it engages with contractors, consultants, suppliers, vendors and other entities.
- (B) Purpose. This policy defines the general parameters through which a university contract is created, stipulates the necessary administrative review and monitoring processes, and designates who within the university is authorized to sign contracts on behalf of the university, its employees, or agents.
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- (D) Definitions.
 - (1) Contract. A legally binding and enforceable agreement between the university and one or more competent parties.
 - (2) Contract compliance. The process of reviewing and overseeing contracts in accordance with requisite legal and policy requirements. Contract compliance is the responsibility of the office of finance and business operations.

- (3) Contract administration. The process used to ensure that the terms and conditions of contracts are being implemented pursuant to the contract. The university sponsor of a contract is responsible for monitoring the on-going progress of a contract and providing requisite information to procurement services. Procurement services is responsible for providing assistance for purchases and payments pursuant to a contract.
 - (4) University sponsor. The university employee who is promoting the contract. Typically the university sponsor is a financial manager.
- (E) Procedures. All contracts entered into, including original contracts, amendments and extensions:
- (1) Are only to be signed or executed by university staff with designated signature authority.
 - (2) Are subject to appropriate legal review. The general counsel's office is responsible for providing legal review of the terms and conditions for non-standard contracts.
 - (3) Must be stored and retained in accordance with the university's document retention policies unless specifically excluded by this or another policy adopted by the board of trustees.
 - (4) Refer to the contract compliance and administration guide on the procurement services website for additional information regarding contracts (<http://www.yzu.edu/procure/>).
- (F) Signature authority for contracts.
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state university to pay any sum or money without one of the following:

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- (6) Contracts intended for the president's signature or that affect the president or the office of the president;
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(H) Document retention. Copies of all fully executed (signed by both parties) contracts must be submitted to procurement services to be recorded and monitored through a central database.

- (I) **Personal liability.** An individual who enters into a contract for the purchase of goods or services or otherwise obligates the university to pay any sum or money or resources without appropriate authority and/or review may be held personally liable for the terms of the contract.

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

WHEREAS, University Policy Number 3356-3-11.1, 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 Third Quarter 2018

FROM	TO	AMOUNT	REASON
Parking Services Plant Reserve (Auxiliary Plant Fund)	Summer 2018 Deck Repair Project (Auxiliary Plant Fund)	\$400,000	Transfer to fund portion of parking project. Total estimated cost is \$800,000.
Parking Services Operating Fund (Auxiliary Fund)	Summer 2018 Deck Repair Project (Auxiliary Plant Fund)	\$312,500	Transfer to fund portion of parking project. Total estimated cost is \$800,000.
Strategic Initiatives Fund (Designated Fund)	Research Incentive Carry-forward Fund (Designated Fund)	\$217,000	Allocate portion of FY18 year end excess attributed to excess Research Incentive funds to Carry-forward Fund upon recommendation of Budget Advisory Council and approval by President.
WYSU-FM Facilities - Gift Fund (Restricted Plant Fund)	WYSU-FM Membership Account (Restricted Fund)	\$127,237	Transfer additional gifts received for the WYSU-FM renovation project to the WYSU Membership Account Fund to replenish amounts previously spent on the portion of the Melnick Hall renovations project related to WYSU.

**RESOLUTION TO APPROVE
JUMP START ENROLLMENT INITIATIVE,
EFFECTIVE SUMMER 2018**

WHEREAS, section 363.230 of House Bill 59 of the 130th General Assembly requires any waiver of fees for a student or class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Ohio Department of Higher Education; and

WHEREAS, the Ohio Department of Higher Education's established process for approving waivers requires that the Board of Trustees also approve proposals to waive fees; and

WHEREAS, Youngstown State University wishes to increase admitted student yield rate, enrollment, retention and four year graduation rates; and

WHEREAS, YSU wishes to reduce the enrollment burden on select freshman courses that are heavily enrolled in fall, reducing staffing challenges and providing a more conducive learning environment for all students; and

WHEREAS, there exists an ongoing effort to reduce student/parent debt by providing a reduced rate for up to 9 credit hours (includes tuition and fees) for Resident and Non-Residents admitted for fall semester who wish to begin courses in the prior summer; and

WHEREAS, YSU wishes to make the tuition and fee structure for this program as navigable as possible by waiving standard out-of-state tuition charges and applying the out-of-state Affordable Tuition Advantage surcharge per credit hour, regardless of the out-of-state student's actual residence,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the continuation and expansion of the Jump Start Summer Enrollment Initiative for newly admitted freshman students providing a flat rate for select course as detailed in the attached exhibit ____, as recommended by the President and Provost of Youngstown State University.

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Exhibit_____

Fee Schedule for Jump Start Courses

	3-credit course	4-credit course	5-credit course	1-credit lab
2018-19 Tuition Based on Proposed Bulk Rate	\$889.92	\$1,186.56	\$1,483.20	\$296.64
Jump Start flat rate	\$500	\$650	\$850	\$200
Amount waived	\$389.92	\$536.56	\$633.20	\$96.64
Percent savings	44%	45%	43%	33%

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Youngstown

STATE UNIVERSITY

TO: Dr. Martin Abraham, Provost and Vice President, Academic Affairs
Dr. Mike Sherman, Special Assistant to the President
Dr. Claire Berardini, Associate Provost, Student Success

FROM: Karla Krodel, Director, Metro Credit Education Outreach

DATE: February 28, 2018

RE: Expansion of Jump Start summer program

Jump Start was initiated by President Tressel. Jump Start offers incoming freshmen the opportunity to be admitted for the summer term, and take up to six credits from a delimited menu of courses at the substantially reduced tuition rate of \$500 per 3-credit course. The original intention was to increase Fall yield, help students reduce debt, and help them graduate in 4 years. On average, 70 students have participated during each of the last 3 years.

Jump Start students are successful. Retention and persistence data shows Summer to Fall and Fall to Fall retention rates commensurate with or slightly better than, those of other incoming freshmen students who take summer classes. The average summer Jump Start GPA is 3.3, and the subsequent Fall GPA is 2.9, on average. In addition, the opportunity has been attractive to under-represented and under-resourced students, with 36% from minority groups, 38% first generation, and 25% Pell eligible, on average. It is too early to evaluate persistence towards and time to degree and debt reduction. A major component of the program is to increase student readiness to be successful in a new and very different educational environment.

Beginning Summer 2018, we propose to improve Jump Start by increasing the number of credits students may take from six to nine. This will accommodate the addition of STEM courses, which are 4 and 5 credits, due to content and rigor, and/or lab requirements. It is desirable to offer STEM classes during summer because of the large numbers of STEM majors all needing similar sets of classes. The additional seats during summer will relieve some of the Fall enrollment pressure and help more students achieve sophomore status after their first year at YSU.

Another improvement is the request that all out-of-state students be charged the Affordable Tuition Advantage surcharge, regardless of their residence. This, along with additional discounted tuition rates to compensate for the higher number of credits, makes the program more attractive, and easier to understand and navigate.

The increase in the allowable credit hours, expanded course offerings, and attractive tuition savings do not alter the original intent of Jump Start, but rather improve its appeal and reach. We intend to continue to build Jump Start over time with additional student success programming that will support student access to a university education. We will continually assess student success during and following their Jump Start experience so we can improve the program in an on-going basis.

Table One
Summer to Fall and Fall to Fall Retention of
First Time Undergraduates (excluding BSMD and Pre-BSMD)

Summer 1st time undergrads 2013

Student Rank	Enrolled or Grad by Fall 2013		Not Enrolled Fall 2013		Total #	Total %
	#	%	#	%		
First-Time Undergraduate	95	92.23%	8	7.77%	103	100.00%
Grand Total	95	92.23%	8	7.77%	103	100.00%

Student Rank	Enrolled or Grad by Fall 2014		Not Enrolled Fall 2014		Total #	Total %
	#	%	#	%		
First-Time Undergraduate	81	78.64%	22	21.36%	103	100.00%
Grand Total	81	78.64%	22	21.36%	103	100.00%

Student Rank	Enrolled or Grad by Fall 2015		Not Enrolled Fall 2015		Total #	Total %
	#	%	#	%		
First-Time Undergraduate	76	73.79%	27	26.21%	103	100.00%
Grand Total	76	73.79%	27	26.21%	103	100.00%

Student Rank	Enrolled or Grad by Fall 2016		Not Enrolled Fall 2016		Total #	Total %
	#	%	#	%		
First-Time Undergraduate	69	66.99%	34	33.01%	103	100.00%
Grand Total	69	66.99%	34	33.01%	103	100.00%

Student Rank	Enrolled or Grad by Fall 2017		Not Enrolled Fall 2017		Total #	Total %
	#	%	#	%		
First-Time Undergraduate	67	65.05%	36	34.95%	103	100.00%
Grand Total	67	65.05%	36	34.95%	103	100.00%

Excluding Phase 1 BSMD and Pre BSMD students.
 First Time Undergraduates Summer 2014

Student Rank	Enrolled or Grad by Fall 2014		Total #	Total %
	#	%		
First-Time Undergraduates	87	100.00%	87	100.00%
Grand Total	87	100.00%	87	100.00%

Student Rank	Enrolled or Grad by Fall 2015		Not Enrolled Fall 2015		Total #	Total %
	#	%	#	%		
First-Time Undergraduates	74	85.06%	13	14.94%	87	100.00%
Grand Total	74	85.06%	13	14.94%	87	100.00%

Student Rank	Enrolled or Grad by Fall 2016		Not Enrolled Fall 2016		Total #	Total %
	#	%	#	%		
First-Time Undergraduates	71	81.61%	16	18.39%	87	100.00%
Grand Total	71	81.61%	16	18.39%	87	100.00%

Student Rank	Enrolled or Grad by Fall 2017		Not Enrolled Fall 2017		Total #	Total %
	#	%	#	%		
First-Time Undergraduates	67	77.01%	20	22.99%	87	100.00%
Grand Total	67	77.01%	20	22.99%	87	100.00%

Excluding Phase 1 BSMD and Pre BSMD students.

Table Two
Comparison of Summer to Fall and Fall to Fall Retention of
Jump Start vs Non-Jump Start
First Time Undergraduates (excluding BSMD and Pre-BSMD)

First Time Undergraduates Summer 2015

Jump Start/Not Jump Start	Enrolled or Grad by Fall 2015		Not enrolled Fall 2015		Total #	Total %
	#	%	#	%		
Jump Start	95	96.94%	3	3.06%	98	100.00%
Not Jump Start	67	91.78%	6	8.22%	73	100.00%
Grand Total	162	94.74%	9	5.26%	171	100.00%

Jump Start/Not Jump Start	Enrolled or Grad by Fall 2016		Not Enrolled Fall 2016		Total #	Total %
	#	%	#	%		
Jump Start	80	81.63%	18	18.37%	98	100.00%
Not Jump Start	59	80.82%	14	19.18%	73	100.00%
Grand Total	139	81.29%	32	18.71%	171	100.00%

Jump Start/Not Jump Start	Enrolled or Grad by Fall 2017		Not Enrolled Fall 2017		Total #	Total %
	#	%	#	%		
Jump Start	68	69.39%	30	30.61%	98	100.00%
Not Jump Start	56	76.71%	17	23.29%	73	100.00%
Grand Total	124	72.51%	47	27.49%	171	100.00%

Excluding Phase 1 BSMD and Pre BSMD students
 First Time Undergraduates Summer 2016

Jump Start/Not Jump Start	Enrolled or Grad by Fall 2016		Not Enrolled Fall 2016		Total #	Total %
	#	%	#	%		
Jump Start	40	97.56%	1	2.44%	41	100.00%
Not Jump Start	69	93.24%	5	6.76%	74	100.00%
Grand Total	109	94.78%	6	5.22%	115	100.00%

Jump Start/Not Jump Start	Enrolled or Grad by Fall 2017		Not Enrolled Fall 2017		Total #	Total %
	#	%	#	%		
Jump Start	37	90.24%	4	9.76%	41	100.00%
Not Jump Start	59	79.73%	15	20.27%	74	100.00%
Grand Total	96	83.48%	19	16.52%	115	100.00%

Excluding Phase 1 BSMD and Pre BSMD students.

First Time Undergraduates Summer 2017

Jump Start/Not Jump Start	Enrolled or Grad by Fall 2017		Not Enrolled Fall 2017		Total #	Total %
	#	%	#	%		
Jump Start	74	96.10%	3	3.90%	77	100.00%
Not Jump Start	83	93.26%	6	6.74%	89	100.00%
Grand Total	157	94.58%	9	5.42%	166	100.00%

Excluding Phase 1 BSMD and Pre BSMD students.

Quarterly Update on FY 2018 Operating Budget

The fiscal year *Budget to Actual Report* presented on the following page is a summary analysis of year-to-date actuals compared to budgets in standard account categories. This report displays financial information for the University's general fund and is summarized in a "dashboard" format using color-coded business indicators as follows:

-  On target
-  Caution
-  Warning

This report is for the first two fiscal quarters of FY 2018 that encompasses the six-month period of July 1 through December 31, 2017.

Year-to-date, revenues are tracking on target as planned, as denoted by the green business indicator assigned to most income categories. Revenues from tuition and mandatory fees, however, are tracking below budget as a result of FTE enrollment growth being +0.4%, below the 2% growth upon which the budget is based. But overall revenues are on target as a result of above-budget income in other categories, namely investment income and other student fees. Compared to the prior fiscal year, total revenues at December 31st were approximately \$3.6 million or 3.0% greater.

Expenses are on target in most categories, with wages and benefits tracking similarly to the prior fiscal year, notwithstanding the provisions of the new OEA Faculty agreement that were implemented in October. Expenses for scholarships, however, are significantly above budgeted levels and above the previous year's expenses at December 31st. Management is analyzing scholarship spending, and will review procedures for making scholarship awards and setting scholarship budgets.

YOUNGSTOWN STATE UNIVERSITY
Budget to Actual
For the 6-month period of 7/1/17 - 12/31/17

FY2018 Revenue 2nd Quarter, 12/31/17	Fiscal Year 2018		Actual as a % of Budget	Business Indicator	FY18 actual compared to FY17 actual
	Budget	Actual			
Tuition and mandatory fees	\$94,190,000	\$83,248,138	88.4%	●	↓
Other tuition and fees	\$13,505,285	\$12,936,592	95.8%	●	↑
Student charges	\$1,302,450	\$1,009,960	77.5%	●	↑
State appropriations	\$42,860,983	\$21,452,856	50.1%	●	↔
Recovery of indirect costs	\$1,756,413	\$901,167	51.3%	●	↑
Investment income	\$1,550,000	\$2,452,797	158.2%	●	↑
Other income	\$1,711,600	\$788,497	46.1%	●	↓
Total	\$156,876,731	\$122,790,007	78.3%	●	↑

- On/Above target
- Caution
- Warning

FY2018 Expenses 2nd Quarter, 12/31/17	Fiscal Year 2018		Actual as a % of Budget	Business Indicator	FY18 actual compared to FY17 actual
	Budget	Actual			
Wages	\$75,258,207	\$36,306,282	48.2%	●	↑
Benefits	\$23,798,958	\$13,678,954	57.5%	●	↔
Scholarships	\$8,091,426	\$11,003,264	136.0%	●	↑
Operations	\$21,878,388	\$7,568,292	34.6%	●	↑
Plant & maintenance	\$7,739,281	\$3,283,945	42.4%	●	↔
Fixed asset purchases	\$672,654	\$106,379	15.8%	●	↑
Transfers	\$19,520,212	\$19,470,417	99.7%	●	↑
Total	\$156,959,126	\$91,417,533	58.2%	●	↑

- On/Below target
- Caution
- Warning

YSU Capital Projects Summary:

Board Projects Update 2/12/2018

Capital Projects In Progress:

Academic Area Renovations - Natatorium
YSU 1718-4

\$1.7M (Capital Funds C34551) BSHM Architects, Murphy Contracting
This project will be the renovation and upgrade to the Beeghly Center natatorium. Included in this renovation will be repair of the pool decking, repainting the pool and upgrades to the filtering system. This project was successfully bid with funding released from the controlling board. Construction will begin on or about March 5, 2018 and be completed August 2018.

Projects Currently Advertised For Bids:

Ward Beecher Science Hall Renovations 2
YSU 1718-3-2

\$1.75M (Capital Funds C34549) YSU Staff (Bill Spencer)
This project will be the second phase of the interior renovation of Ward Beecher. The renovation will focus on public spaces (stairwells, corridors, entryways) and will include new flooring, ceilings, lighting, interior/exterior doors and hardware, wall finishes, and minor plumbing and heating, ventilating, and air conditioning (HVAC) issues will be addressed. Phase I was completed in August 2017 and this project will begin May 7, 2018 with a completion of August 17, 2018.

Jones Hall Renovations Phase 2
YSU 1718-2-2

\$1M (Capital Funds C34550) YSU Staff (Summer Barker)
This project is a continuation of the Jones Hall project and will focus on interior spaces, corridors, stairwells and restrooms. Additional work will take place in the former Records area creating lounge space for international students. This project will start in May 2018 and be complete by the start of Fall Semester.

Campus Utility Distribution Renovations
YSU 1718-23

\$1.2M (Capital Funds C34500) Scheeser Buckley Mayfield
This project will be the installation of tunnel sections for steam and chilled water lines along the east sidewalk on Wick Avenue. Construction is scheduled to start May 7, 2018 and be complete prior to the start of Fall Semester.

Campus Development Phase 2
YSU 1718-6-2

\$500k (Capital Funds C34553 & C34500) Walker Parking
This project will focus on the Beeghly Center south plaza deck. Structural repairs will be made to the deck and the brick pavers will be replaced. This project will start May 7, 2018 and be complete by August 17, 2018.

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

Academic Area Renovations – Biology Labs
YSU 1718-4

\$1.75M (Capital Funds C34551) BSHM Architects, United Contractors
This project will be the renovation to several laboratories and class/labs within the Ward Beecher 3rd floor Biology area. The spaces will be reconfigured and include new flooring, ceilings, lighting and lab furniture and equipment. This project was successfully bid and upon release of funds from the controlling board, construction will begin on May 7, 2018 and be complete by August 17, 2018.

Instructional Space Upgrades Phase 2
YSU 1718-36

\$320k (Capital Funds C34524) YSU Staff (Summer Barker)
This project is a continuation of the Instructional Space Upgrades project and will focus on classrooms on the lower level of the Lincoln Building. Included in the project will be new flooring, ceilings, lighting and minor upgrades to technology. This project was successfully bid and upon release of funds from the controlling board, construction will begin on May 7, 2018 and be complete by August 17, 2018.

Request for Qualifications Currently Posted on OFCC Website:

General Qualifications for Prequalification List of Professional Services 330 - Qualifications are due March 9, 2018

Capital Projects in Development:

Edmund J. Salata Complex Renovations
YSU 1718-20

\$300k (Capital Funds C34539) YSU Staff (Bill Spencer)
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 small areas will be reconfigured. This project is scheduled to bid Summer of 2018 and be complete by late Fall 2018.

Innovation and Commercialization Center
YSU 1718-14

\$6M (Capital Funds C34554) SSOE Group
This project will be the purchase and renovation of property adjacent to YSU's campus on Commerce Street along with the construction of new high-bay and low-bay space to ultimately create an Innovation and Commercialization Center. The property has been acquired, and an A/E design firm is under contract (SSOE Group from Toledo) with design underway. This project will be complete by late Fall of 2019.

Don Constantini Multimedia Center
YSU 1718-7

\$3M (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 and new press box facilities. This project is currently being developed and is scheduled to start construction by fall of 2018 with a completion of August 2019.

Restroom Renovations Phase 2
YSU 1718-35

\$323k (Capital Funds C34544) YSU Staff (Bill Spencer)

This project is a continuation of the restroom upgrades project that will address restroom facilities in various buildings across campus. Included in these renovations will be new fixtures, flooring, lighting and partitions. This project will start in May 2019 and be complete by August 2019.

Additional Projects in Development for 2018/2019:

- **Storm Water Upgrades** - \$250k Capital Funds, *YSU Staff-Tom/Richard*
 - Project preliminaries are underway. Project to start as soon as possible.
- **M30 and M60 Parking Deck Repairs** - \$800k, Local Funds, *Walker Parking Consultants*
 - Maintenance and repairs to both parking decks on campus.
- **Kilcawley Center Roof Renovations** - \$TBD, YSU Local Funds
 - Repair/Replace sections of roofing over Kilcawley Center.
- **Moser Hall Fluids Lab Renovations** - \$110,000, Local Funds
 - Fill-in open floor sections in the lower level Moser Fluids Lab.
- **Ward Beecher Science Hall Renovations** - \$1.75M, Capital Funds
- **Meshel Hall Renovations Phase 2** - \$2.25M, Capital Funds
- **Cushwa Hall Physical Therapy Renovations/Expansion** - \$2.3M, Capital Funds
- **SMAB Lab** - \$100,000, Local Funds
- **Jambar Renovations** - \$TBD, Local Funds
- **West Campus Master Plan**

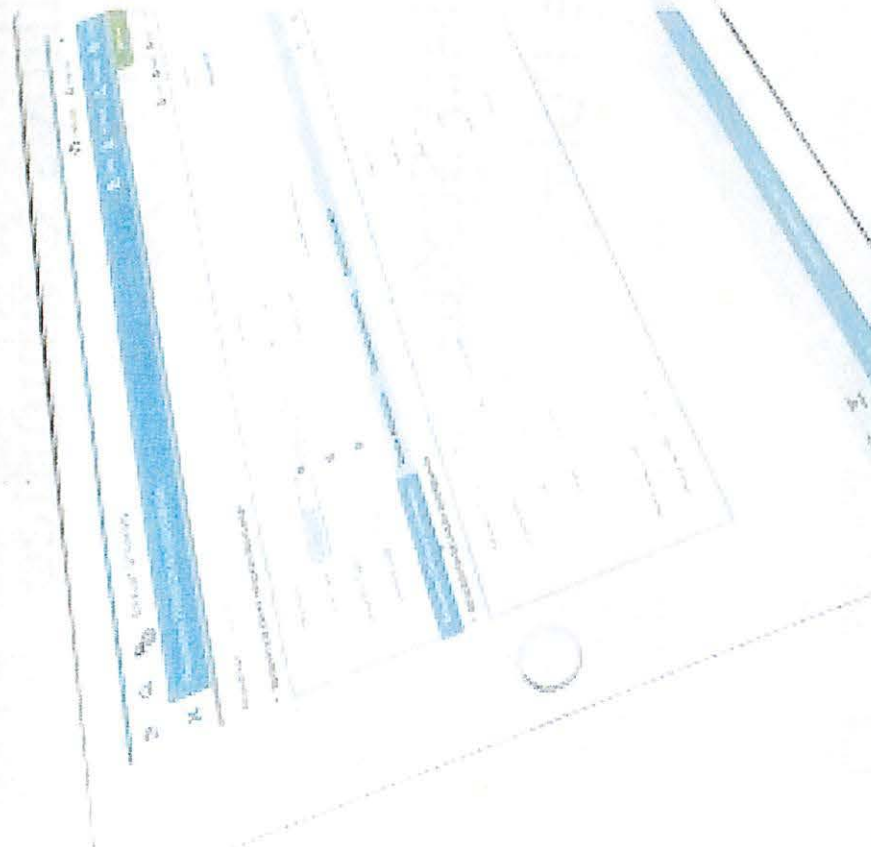
YSU Board of Trustees
Finance and Facilities Committee
ITS Division Update

Agenda:

- Banner 9 Upgrade Project Status
- Proposed Data Storage Policy



BANNER 9 BY ELLUCIAN

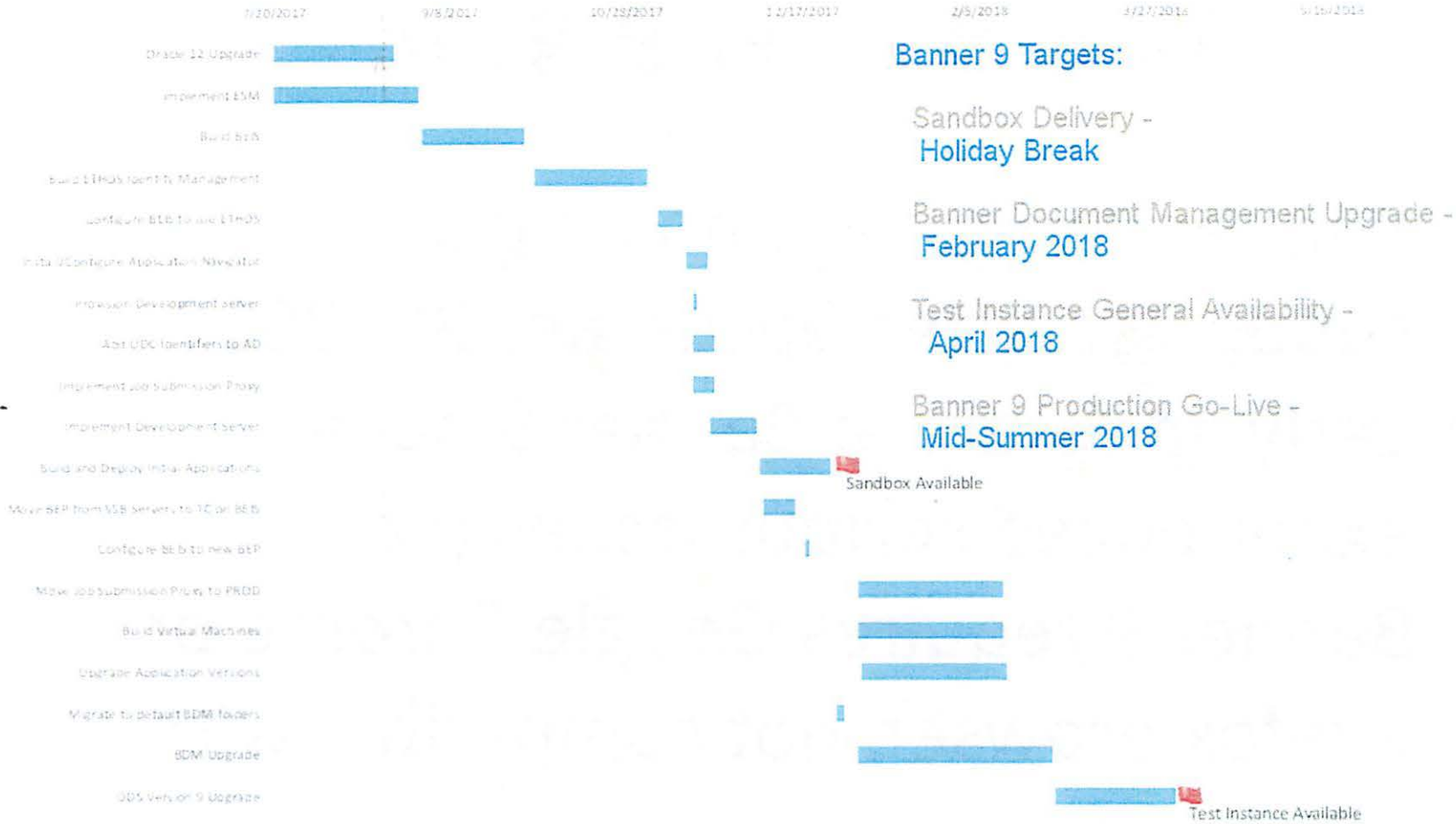


Why Banner 9 Now?

- Banner version 8.5 no longer supported after December 31, 2018
- Early adopters of Banner 9 have experienced serious issues (i.e. Banner 9 requires Google Chrome or Firefox browser, not compatible with Internet Explorer)

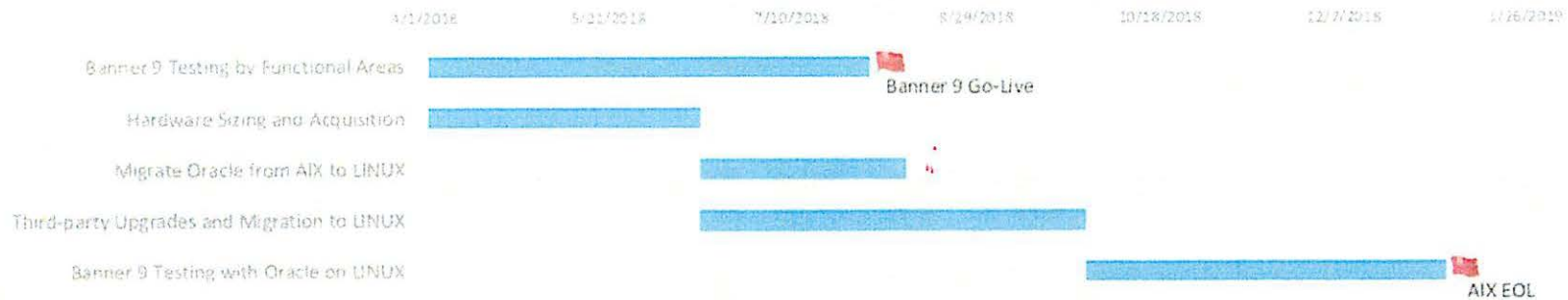


Banner 9 Sandbox and Robust Test Instance Deployment
July 20, 2017 through April 2, 2018



- ESM (Elician Solution Manager) - Automates update process to Banner system
- BEIS (Banner Enterprise Identity Services) - Facilitates integration with identity management system providing SSO
- Ethos - Integrates third-party applications, workflows, and data with Banner
- Banner Application Navigator - Supports seamless navigation between Banner 8 and Banner 9 administrative applications
- BEP (Banner Event Publisher) - Facilitates poll-based events
- BDM (Banner Document Management) - Captures, organizes, and distributes electronic documents

AIX to LINUX Migration
April 2, 2018 through January 4, 2019



Banner 9 Targets:

Sandbox Delivery -
Holiday Break

Banner Document Management Upgrade -
February 2018

Test Instance General Availability -
April 2018

AIX to Linux Kickoff -
April 2018

Banner 9 Production Go-Live -
Mid-Summer 2018

Oracle on Linux Go-Live -
Holiday Break 2018

Data Retention Policy

- Policy is expected to be approved through IT Governance on February 28th.
- If approved, the approved policy will be presented in this meeting.

YSU ITS FY18 Project Dashboard

Priority	Project	Overall Status	Associated Cornerstone	Resources	IT Leader	Project Manager	Project Budget FY18			Target Completion	Comments
							Remaining	Expensed	Budgeted		
1	Network Infrastructure Refresh (YR2)		Sustainability	Medium	R. Geilhard	M. Caldwell	\$ 45,906	\$ (854,094)	\$ 900,000	30-Jun-18	Year 2 of a 6-year network refresh plan; includes network core in Fall '17/Winter '18
2	BlackBoard LMS Upgrade (with Collaborate and Ally modules)		Student Success	Medium	M. Hrishenko	J. Wormley	\$ -	\$ (29,000)	\$ -	Fall 2018	Pilot Collaborate & Ally Spring semester. Bb LMS Upgrade for Fall '18.
3	ERP/Banner Optimization & Banner XE Upgrade		Student Success	High	R. Marsico	A. Rovnak	\$ 9,653	\$ (90,347)	\$ 100,000	Fall 2018	Collaborative effort with UT, WSU, Kent and MOH; Signed group MSA on 1/12/18.
4	Classroom of the Future Initiative		Student Success	Medium	M. Hrishenko	J. Wormley	\$ -	\$ -	\$ -	Fall 2018	Donor funding for (18) Cisco Spark Stations; Roll-out this Summer.
5	User Virtualization Pilot		Student Success	Medium	R. Geilhard/M. Hrishenko	J. Bettura	\$ 120,000	\$ -	\$ 120,000	Q2 2018	Plan to reallocate dollars currently allocated to PC refresh/replacement to thin-client computing. Strong student success initiative.
5	Enhanced Print Services (YR2)		Sustainability	Medium	M. Hrishenko	M. Repetski	\$ 50,000	\$ -	\$ 50,000	30-Jun-18	Year 2 of a 4-year project. Current savings = \$140k/year. Projected savings = \$300k/year upon completion. Requires BAC Proposal funding to proceed (\$150k).
6	Advanced CyberSecurity Environment		Sustainability	Low	C. Wentz	M. Hanchareko	\$ -	\$ (182,781)	\$ 160,000	Complete	Implement additional CyberSecurity tools to address advanced cyber threats.
7	Penguin Plug-in (YR2 - two add'l stations)		Student Success	Medium	M. Hrishenko	J. Wormley	\$ 15,000	\$ -	\$ 15,000	Q2 2018	First station opened in mid-January. Pending donation for second station.
8	BYOD Computer Lab Migration		Student Success	Medium	M. Hrishenko	TBD	\$ 25,000	\$ -	\$ 25,000	Q3 2018	Addressing as part of the Space Utilization Committee recommendations.
9	VOIP Pilot (Meshel Hall)		Sustainability	Low	R. Geilhard	M. Caldwell	\$ 25,000	\$ -	\$ 25,000	Q3 2018	Plan to pilot migrating ITS Division to hosted VOIP softphones. Will prepare ROI campus-wide prior to roll-out.
10	Windows 10 Upgrade		Sustainability	High	M. Hrishenko	D. Gaydos	\$ 25,000	\$ -	\$ 25,000	Ongoing	Windows 7 end-of-life at end of 2018.
11	Off-Site Disaster Recovery		Sustainability	Low	R. Geilhard	J. Bettura	\$ 15,000	\$ -	\$ 15,000	Summer 2018	Planning to move data backups currently located in Melnick Hall to the SOCC as part of the Governors mandate.
12	Application Standardization and Rationalization		Sustainability	High	M. Cohol	A. Rovnak	\$ -	\$ -	\$ -	Q4 2018	Phase 1: Document Application Portfolio and determine current spend.
13	Support Institutional Research Opportunities		Sustainability	Low	J. Yukech	TBD	\$ -	\$ -	\$ -	TBD	Assessment in-progress.
14	Support Data Governance Efforts		Sustainability	High	J. Yukech	TBD	\$ -	\$ -	\$ -	TBD	Project scope and cost still being determined.
15	Upgrade/Replace Intranet Portal		Sustainability	High	R. Geilhard	J. Bettura	\$ -	\$ -	\$ -	TBD	Assessment in progress. May place on-hold until after Banner 9 go-live.
Total							\$ 330,559	\$ (1,156,222)	\$ 1,435,000		