



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE**

**Michael A. Peterson, Chair
Capri S. Cafaro, Vice Chair
All Trustees are Members**

**Wednesday, September 4, 2019
2:30 p.m. or immediately following
previous meeting**

**Kilcawley Center
President's Suites**

AGENDA

- A. Disposition of Minutes for Meeting Held June 6, 2019**
- B. Old Business**
- C. Committee Items**

1. Consent Agenda Items*

Tab C.1.a. *a. Resolution to Modify Travel on Behalf of the University Policy, 3356-3-05

Tab C.1.b. *b. Resolution to Modify Operating Budget Approval and Modification Policy, 3356-3-11

2. Finance and Facilities Action Item

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

2.a.(i). FY 2019 Operating Performance and Year-End

3. Finance and Facilities Discussion Items

**Tab C.3.a. a. Planning and Construction Projects Update
John Hyden, Associate Vice President, University Facilities, and Rich White, Director of
Planning and Construction, will report.**

**Tab C.3.b. b. Update on Information Technology
Jim Yukech, Associate Vice President and Chief Information Officer, 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.**

c. Report of Audit Subcommittee

A verbal report of the Audit Subcommittee will be presented. Michael A. Peterson will report.

d. Report of Investment Subcommittee

A verbal report of the Investment Subcommittee will be presented. Capri S. Cafaro will report.

e. Litigation, Personnel, Collective Bargaining and Real Estate Update

Holly Jacobs, Vice President for Legal Affairs and Human Resources, and Neal McNally, Vice President for Finance and Business Operations, will provide a summary of current litigation and personnel matters, as well as a collective bargaining and a real estate update.

D. New Business

E. Adjournment



**RESOLUTION TO MODIFY
TRAVEL ON BEHALF OF THE UNIVERSITY POLICY, 3356-3-05**

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 Travel on Behalf of the University 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 Travel on Behalf of the University, policy number 3356-3-05, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-05 Travel on behalf of the university.

~~Previous Policy Number: 3004.01~~

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

Responsible Officer: VP for Finance and ~~Administration~~ Business Operations

Revision History: June 1994; December 2004; December 2009; September 2014, September 2019

Board Committee: Finance and Facilities

Effective Date: September ~~24 5, 2014~~ 2019

Next Review: ~~2019~~ 2024

- (A) Policy statement. The board of trustees authorizes the office of finance and administration to establish university travel guidelines for the expenditure of university funds for travel expenses incurred during the performance of official university business.
- (B) Purpose. The purpose of the university travel guidelines is to facilitate official university travel by university faculty, staff, students, candidates, and other nonemployees at the lowest practical and reasonable cost and by the most expedient means.
- (C) Parameters.
- (1) Official university travel is travel in furtherance of assignment and consistent with the mission of the university; travel from place of residence to work is not.
 - (2) Allowable travel expenses include all ordinary and necessary expenses incurred in furtherance of assignment consistent with the mission of the university.
 - (3) With appropriate approval, allowable expenses may be reimbursed for those individuals representing the university on official business.
 - (4) Exceptions to university travel guidelines must be obtained in writing prior to the travel in question from the president or his/her designee.

- (5) Information regarding university travel is available in written and electronic form and on the YSU website, at http://web.ysu.edu/gen/ysu/Travel_Services_m3480.html.

3356-3-05 Travel on behalf of the university.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: June 1994; December 2004; December 2009;
September 2014, September 2019
Board Committee: Finance and Facilities
Effective Date: September 5, 2019
Next Review: 2024

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- (5) Information regarding university travel is available in written and electronic form on YSU website.



**RESOLUTION TO MODIFY
OPERATING BUDGET APPROVAL AND MODIFICATION POLICY,
3356-3-11**

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 Operating Budget Approval and Modification 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 Operating Budget Approval and Modification, policy number 3356-3-11, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-11 Operating budget approval and modification.

~~Previous Policy Number: 3009.01~~

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

Responsible Officer: VP for Finance and ~~Administration~~ Business Operations

Revision History: December 2004; December 2006;
December 2009; December 2014; September 2019

Board Committee: Finance and Facilities

Effective Date: ~~December 16, 2014~~ September 5, 2019

Next Review: ~~2019~~ 2024

- (A) Policy statement. The board of trustees will approve a balanced operating budget for each fiscal year prior to the beginning of that fiscal year (July first) and subsequent modification(s) to the overall spending level.
- (B) Purpose. Establish a policy to approve and modify the university's operating budget.
- (C) ~~Parameters~~ Scope.
- (1) The annual operating budget shall be a balanced budget with expenses aligned with anticipated revenue and shall be consistent with the strategic goals of the university.
 - (2) All expenditures in the university's general and auxiliary funds must be budgeted each fiscal year prior to being spent.
 - (3) The operating budget may be revised at the discretion of the board of trustees.
- (D) Definitions.
- (1) Auxiliary funds – funds for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley center, housing, and parking).

- (2) Budget modifications – increases or decreases to the overall level of the operating budget.
 - (3) Designated funds – unrestricted funds internally transferred by the board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
 - (4) General funds – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
 - (5) Operating budget – general and auxiliary funds representing the operating activities of the university for a given fiscal year. Excluded from the operating budget are designated funds, plant and capital funds, restricted funds, endowments and funds functioning as endowments.
- (E) Procedures.
- (1) Budget approval.
 - (a) The administration will present the annual operating budget for board approval at the June meeting prior to the fiscal year beginning July first.
 - (b) When sufficient financial resources exist, the annual operating budget will include a transfer to the general fund operating reserve of at least five per cent of the increase in the general fund portion of the operating budget over the previous year. The board of trustees may approve a deviation from the transfer of five per cent of the increase in the general fund portion of the operating budget.
 - (2) Budget modifications. Revenue changes – budget modifications of five per cent or more that relate to changes in enrollment, levels of support from the state of Ohio and/or any other revenue source must be approved by the board.

3356-3-11 Operating budget approval and modification.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: December 2004; December 2006;
December 2009; December 2014; September 2019
Board Committee: Finance and Facilities
Effective Date: September 5, 2019
Next Review: 2024

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FY 2019 Operating Performance
General & Auxiliary Funds

8/29/19 (subject to accounting & audit adjustments)

Revenue	\$176,696,740
Expenses	\$168,346,333
Transfers Out (In)	<u>7,837,458</u>
Total Exp & Transfers	<u>\$176,183,791</u>
Ending Balance	<u><u>\$512,949</u></u>



**YOUNGSTOWN
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**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 __.

**Board of Trustees Meeting
September 5, 2019
YR 2020-**



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for First Quarter 2020

FROM	TO	AMOUNT	REASON
<i>Debt Service Reserve Funds</i>		<i>Debt Service Funds</i>	
		<i>Transfers totaling \$3,806,109 to fund portion of FY20 Debt Service</i>	
General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2010	\$1,476,532	Portion supported by General Fund.
General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2016	\$909,787	Portion supported by General Fund.
WCBA Gifts (Restricted Plant Fund)	Bond Fund - Series 2016	\$1,301,506	Portion attributed to the WCBA.
Vets Center Gifts (Restricted Plant Fund)	Bond Fund - Series 2010	\$118,284	Portion attributed to Vets Center.

Capital Projects in Progress:

Don Constantini Multimedia Center

YSU 1718-7R

\$3M (Local Funds) MS Consultants, Murphy Contracting

This project will be the addition of instructional spaces and media facilities above the East side grand stands. This project was successfully bid and is currently under construction but due to poor soil conditions at the foundation sites, the project was delayed several months until a solution was developed and costs were negotiated. The project is again underway and is anticipated to be complete by September 6, 2019.

Cushwa Hall Physical Therapy Renovations

YSU 1920-07

\$1.8M (Capital Funds C34556) YSU Staff, United Contractors

This project will be the renovation and expansion of the Physical Therapy program in the lower level of Cushwa Hall. The existing instructional spaces will be upgraded and the space once occupied by Media and Academic Computing will be renovated for program expansion. This project is underway and will be complete by August 2019.

Meshel Hall Renovations Phase 2

YSU 1920-02

\$2.25M (Capital Funds C34552) YSU Staff, Bill Spencer

This project will be the renovation of the 2nd and 4th floors of Meshel Hall to complete a phased renovation started in 2016. Classroom facilities will be created on the 4th floor as well as expansion of the restroom facilities. Staff offices will be carpeted and interior finishes in public spaces will be updated. This project is underway and will be complete by August 2019.

Cafaro Family Field

YSU 1920-09.1

\$2.5M (Local Funds) GPD Group, Brock Builders

This project will be the installation of a new artificial sports field where the current residence parking facility is located east of Cafaro House. This project was delayed while the field location was adjusted due to a survey error. This project is underway and has a late September/ early October completion.

North Central Parking Facility

YSU 1920-09.2

\$1.1M (Local Funds) GPD Group, RT Vernal Paving

This project will be the removal of the existing tennis courts at Elm Street and the East Bound Service Road and the creation of a new parking facility. This project is underway and will be complete by the start of Fall Semester.

Housing Roof Replacements

YSU 1920-04

\$700k (Local Funds) ES Architecture, Ramp Construction

This project will be the replacement of sections of the Lyden and Cafaro House roofs. Work for this project has started and will be complete by August 9th.

University Tennis Center
YSU 1920-03

\$4M (Local Funds) AXIOM Architects

This project will be the creation of a new indoor tennis facility on the West side of campus along West Scott Street. Design is under way using the Construction Manager at Risk method of project delivery. Work will begin soon and the completion of this project will be December 2019.

City Printing Demolition
YSU 1920-14

\$143k (Local Funds) YSU Staff, Siegel Excavating

This project will be the demolition and removal of the City Printing building located on the corner of Wood Street and Phelps Street. Once the building is down, a parking lot will be constructed. Work is underway and will be complete for the start of Fall classes.

Jambar Renovation
YSU 1920-21

\$140k (Local Funds) Olsavsky-Jaminet, Alex Downey

This project will be the renovation of space in Kilcawley Center near Dunkin Donuts for the Jambar. Work is underway and will be complete by the start of fall classes.

Stambaugh Loge Renovations
YSU 1920-24

\$200k (Local Funds) MS Consultants, Brock Builders

This project is the conversion of space that was formerly for media and coaching staff, into four loges. This project will be complete by September 6th.

Utility Distribution Upgrades – University Plaza
YSU 1920-19

\$300k (Local Funds) CJL Engineering, Western Reserve Mechanical

This project will be the repair and upgrade of the utility tunnel along University Plaza. Work is underway and will be complete by late September.

Projects Currently Out For Bids:

- Campus Roof Replacements (Fok Hall and Ward Beecher).

Projects Currently At Controlling Board:

- None at this time.

Capital Projects in Development:

Innovation and Commercialization Center
YSU 1718-14

\$11.5M (Capital Funds C34554, Grants) 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. Construction will begin Fall of 2019 and will be complete by Summer 2020.

Ward Beecher Science Hall Structural Repairs

YSU 1920-01

\$1.75M (Capital Funds C34557) Domokur Architects

This project will include structural repairs within the lower level mechanical spaces in Ward Beecher. This project was bid with only one bidder turning in a quote that was well above our estimate. This project will be re-bid Fall 2019.

Campus Roof Replacements

YSU 1920-04

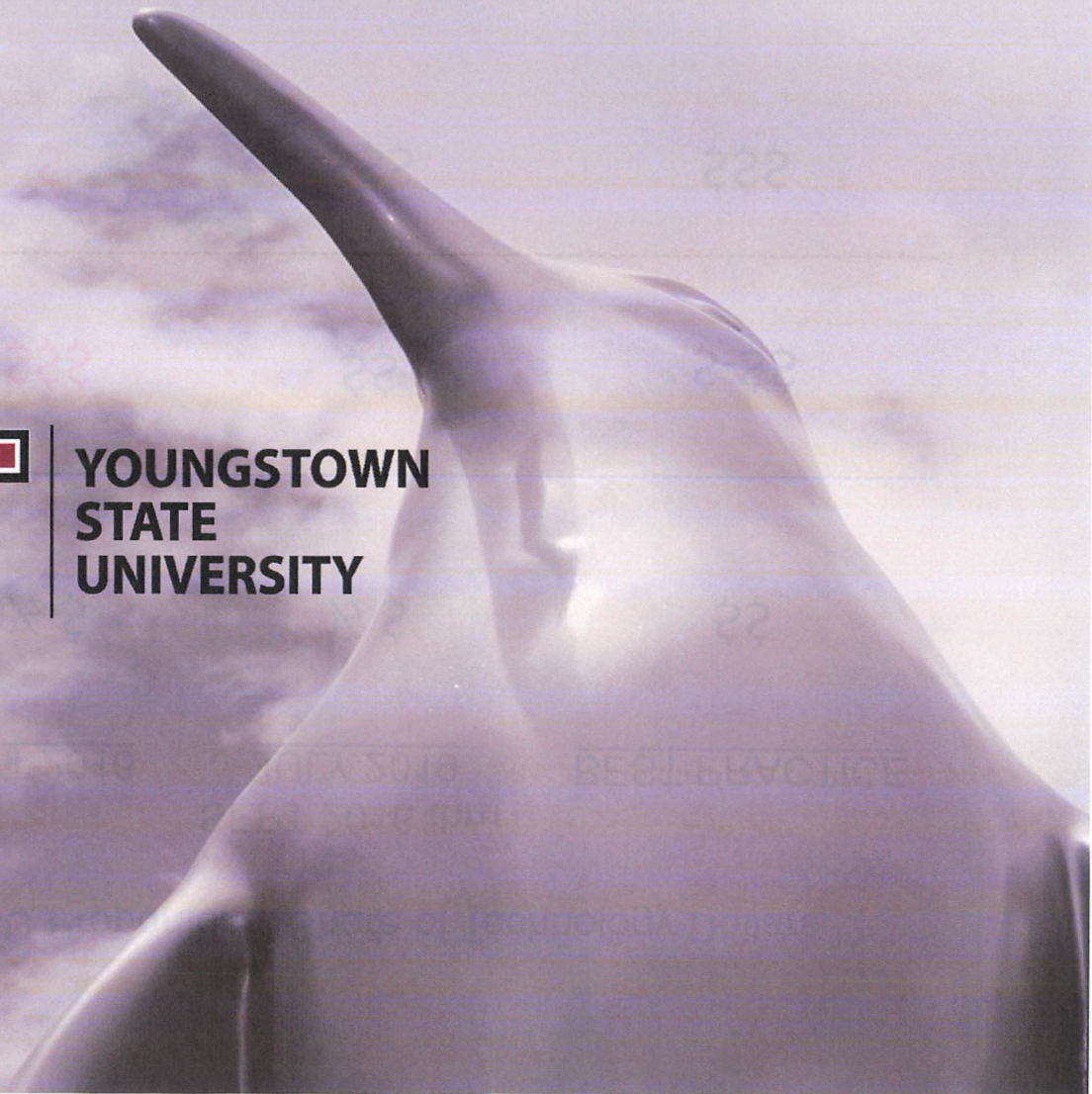
\$900k (Capital Funds C34560) ES Architecture

This project will be the replacement of sections of the Ward Beecher roof and the complete replacement of the Fok Hall roof. This project was bid with only one bidder turning in a quote and that quote was qualified so we had to reject the quote. This project is currently being re-bid.

Board of Trustees Meeting
ITS Update
September 2019

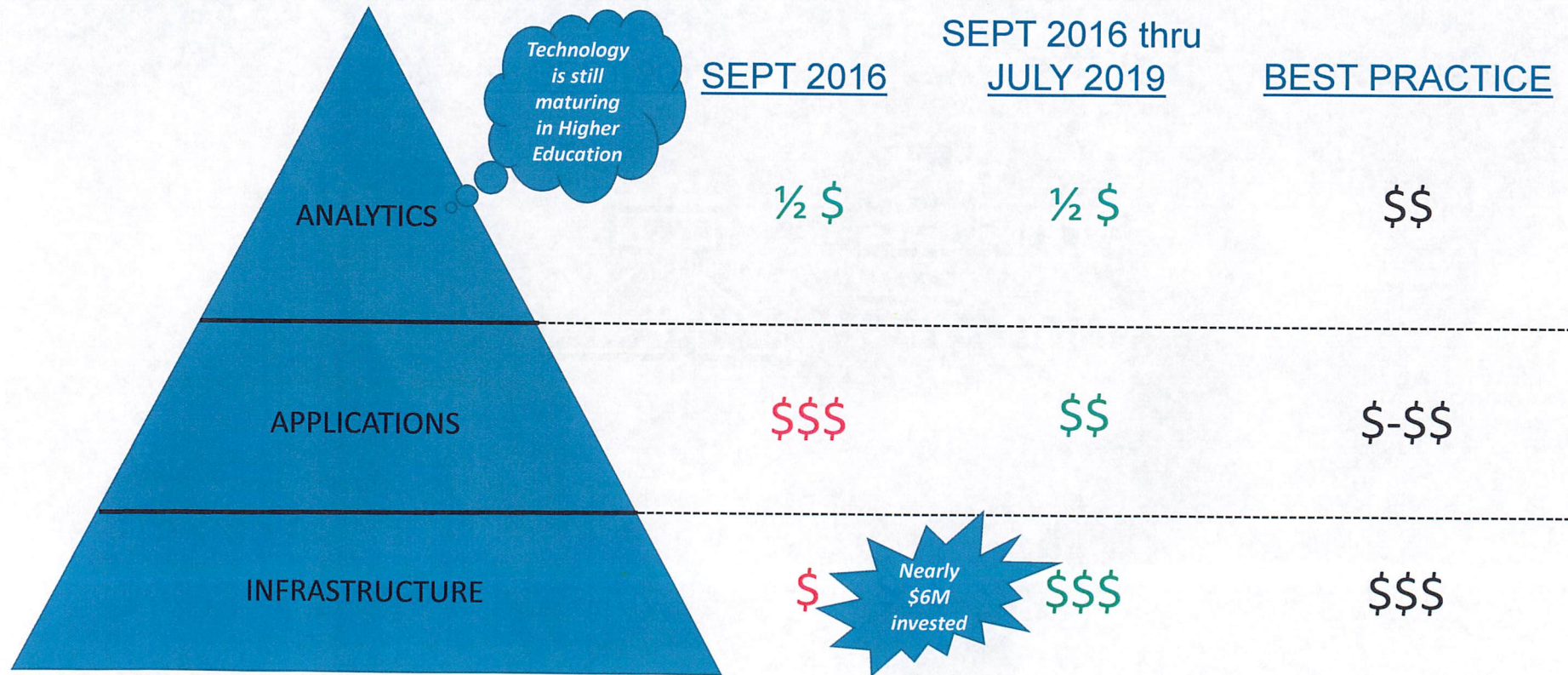


**YOUNGSTOWN
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The Technology Pyramid

YSU Proportional Share of Technology Dollars



FY20 ITS Opportunities Summary by Cornerstone			
Cornerstone	# of Initiatives	FY20 Budgeted	Total Investment
Student Success	11	\$ 594,053	\$ 787,673
Sustainability	13	\$ 1,802,440	\$ 6,799,012
Total	24	\$ 2,396,493	\$ 7,586,685

FY20 Highlights:

Student Success:

- Degree Audit System replacement to Standard (Ellucian DegreeWorks)
- BlackBoard LMS "Ultra" Roll-out and Grades integration (increase faculty adoption for Fall 2020)

Sustainability:

- Year 2 Computer Refresh: 835 computers / approx. \$1M
- Year 2 Classroom Technology Refresh: 44 units refreshed each year (\$154k/year)
- Year 3 Enhanced Print Mgmt: Plan to finish printer consolidation efforts this FY
- Year 4 Network Refresh: Core & Academic Building complete

YSU Application Portfolio Summary

Identifier	Category	# of Applications	% Share
	Standard/Core (Ellucian/Blackboard)	19	27%
	Ellucian/Blackboard Gold Partner	12	17%
	Non-Standard	6	9%
	Departmental/Standard Undefined	33	47%
Total		70	100%

** Standard/Gold Partner – native integration/leverage existing ITS resources for maintenance/support*

*** Non-Standard – “one off” integration, requiring reconfiguration each time either system is upgraded / separate “island of data” for support*

FY20 Highlights:

- Board Approved policy to invest in Core/Standard technologies
 - Replacement of Uachieve with Ellucian/Banner DegreeWorks (STRATEGIC)
- Currently Assessing BlackBoard Analytics and Ellucian CRM Advise to replace Starfish (non-standard) “early alert” system
- Active RFP to replace CBORD Student ID Card