

BUDGET ADVISORY COMMITTEE

November 11, 2008

<input type="checkbox"/> Robert Parker	<input type="checkbox"/> Lawrence Smith	
<input type="checkbox"/> Mark Addesa	<input type="checkbox"/> Booker, Mildred	<input type="checkbox"/> Paula Beasley
<input type="checkbox"/> Casto, Bryce	<input type="checkbox"/> Brunetta Dillard	<input type="checkbox"/> Ronald Duerring
<input type="checkbox"/> Greg Epps	<input type="checkbox"/>	<input type="checkbox"/> Robert Huston
<input type="checkbox"/> Islam, Mahmoodal	<input type="checkbox"/> Judd, Phil	<input checked="" type="checkbox"/> Tom Guetzloff
<input type="checkbox"/> Michael Lewis	<input type="checkbox"/> Magan, Jack	<input type="checkbox"/>
<input type="checkbox"/> Jamie McKay	<input type="checkbox"/> Abainesh Mitiku	<input type="checkbox"/>
<input type="checkbox"/> Parrish, Carmen	<input type="checkbox"/> Porterfield, William	<input type="checkbox"/> Ruknhe, Tim
<input type="checkbox"/> Shafer, Patricia	<input type="checkbox"/> Chuck Smith	<input type="checkbox"/> Ulises Toledo
Others Attending	<input type="checkbox"/>	<input type="checkbox"/>

Agenda

1. Call to Order
2. Approval of Agenda
3. Budget Report as of October 31, 2008
4. Comparative Budget Report for FY/08 and FY/09 as of October 31, 2008
5. Audit of Fiscal Year 2008
6. Request for Information/Expression of Interest for Student Housing
7. Discussion Issues
 - a. Purchasing Update
 - b. WVSCTC Charge-back Agreement Update
 - c. Capitol Budget Update
 - d. Payment of Unused Sick Leave to Employees
 - e. Enrollment Update
 - f. 1% Hold-back on Budget Authority
8. New Business *Asak*
9. Meeting Schedule (Second Tuesday)
December 9, 2008
10. Adjournment

WV State Community and Technical College Charge-back Agreement Update

Agreement Budget	\$2,806,000.00
Payments Received thru 10/31/08	<u>\$1,206,000.00</u>
Balance	\$1,600,000.00

Payments for the next eight months by the WV State Community and Technical College will be about \$200,000 per month.

**Request
for
Information**

**West Virginia State University
West Virginia State Community &
Technical College
Purchasing Office
Ferrell Hall Room 124
PO Box 368
Institute, WV 25112-0368**

**RFI #
09-123710**

Vendor:

For information call:

Phone:

Buyer: Janis Bennett

Fax:

Phone: 304-766-3010

Submitted requests for services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, THE BID WILL BE SUBMITTED ON THIS FORM IN ORIGINAL AND (1) COPY, SIGNED IN FULL IN INK, AND RECEIVED IN THE PURCHASING DEPARTMENT TO HAVE A DATE/TIME STAMP AFFIXED, ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. Bidders will enter the delivery date or time for each item contained herein. The Institution reserves the right to accept or reject each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. RFI'S ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRINTED ON THE ATTACHED PAGES HEREOF AND AS SET FORTH HEREIN.

DATE		DEPARTMENT REQUISITION NO. Residence Life	RFI'S OPEN: 3:00 P.M. August 29, 2008	
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Request for Information/Expression of Interest

**FINANCING AND/OR DEVELOPMENT FOR DESIGN, ENGINEERING AND
CONSTRUCTION OF STUDENT HOUSING AND SUPPORTING FACILITIES
AT WEST VIRGINIA STATE UNIVERSITY, INSTITUTE, WV**

**West Virginia State University will accept submissions of information/expression
of interest at the Purchasing Office, 124 Ferrell Hall for the following services
until 3:00 P.M. August 29, 2008.**

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

T/BOD - 43B

Bidder-s name _____

Title _____

By (signed) _____

Street address _____

City/State _____

Date _____ **Phone** _____

FEIN/SSN: _____

Vendor:

PURPOSE AND INTENT

West Virginia State University (the "University") desires through a Request for Information/Expression of Interest process to identify and evaluate prospective parties and project proposals for financing and/or design and construction of a 500 bed minimum student housing and supporting facilities (i.e., retail, commercial, recreational and parking facilities) on or near the Institute, West Virginia campus of the University. The expectation is that the financing institution and/or developer will be responsible for all aspects of the project including the financing, architectural/design work and construction of the facilities. Submissions may be submitted individually for financing and design and construction, or may be submitted as a complete package of both financing and design and construction.

The University has not identified a specific parcel of real property for the project. Submissions may, but are not required, to identify potential sites, both on the University property or on private property within a reasonable walking distance of campus. The University's current 10-year Master Plan can be accessed at www.wvstateu.edu/campus_master_plan/default.aspx. Developers are encouraged to present new ideas on how the University's property can be best utilized.

The University desires a private party that will assume responsibility for the financing, design, engineering, construction of the project as a private enterprise – in partnership with the University. The University will partner with such private partner by identifying and marketing such resident housing facilities as part of its housing stock. The University has no intent to lease, assign or commit revenues or funds to support the financing of the project. The University will entertain submissions which may propose structures through which the University may control and ultimately own such facilities.

Following receipt and evaluation of submissions responsive to this Request for Information/Expression of Interest, the University, in its sole discretion, will consider all information available to it in determining whether to undertake a formal process for selection of a private sector partner(s) for this project.

Capital Budget

The West Virginia Legislature appropriated capital improvement funds to West Virginia State University for Fiscal Year 2006 and 2009. The appropriations require a 50/50 institutional match. The following is a listing of those capital appropriations:

	Appropriation	WVSU Match
FY 2006		
Fleming Hall (Upgrade)	<u>\$ 250,000</u>	<u>\$ 250,000</u>
	\$ 250,000	\$ 250,000
FY 2009		
Hill Hall (Elevator)	\$ 100,000	\$ 100,000
Ferrell Hall (Replace Chillers)	\$ 200,000	\$ 200,000
Hill Hall (HVAC Upgrade)	\$ 150,000	\$ 150,000
Hamblin Hall (Replace Boilers)	\$ 50,000	\$ 50,000
Campus (Replace Water Lines)	\$ 237,335	\$ 237,335
Sullivan Hall (Sprinkler System)	\$ 200,000	\$ 200,000
Sullivan Hall (Elevator)	<u>\$ 250,000</u>	<u>\$ 250,000</u>
	\$1,187,335	\$1,187,335
Total	\$1,437,335	\$1,437,335

Recommendation

The Capital fund receives the following revenue per year from student fees and has debt service obligations for bonds through the Higher Education Policy Commission:

Revenue	
WVSU Fees	\$1,140,000
WVSCTC	<u>\$ 518,000</u>
Total	\$1,658,000
Debt Service Obligations	
System Bonds	<u>\$ 413,000</u>
Total Available	\$1,245,000
*Capital Matching Requirement	<u>\$ 480,000</u>
Funds Remaining	\$ 765,000

*The capital matching requirement should be met by allocating capital funds totaling \$480,000 in each of the next three years.

Nelson Robinson
Chairman

James Skidmore

MEMORANDUM

TO: Presidents, Chief Financial Officers, and Human Resource Administrators

FROM: Dennis Taylor, Vice Chancellor for Administration
Bruce Ray Walker, General Counsel

DATE: 10 August 2008

RE: House Bill 216 (Payments for unused sick leave)

During its June special session, the Legislature enacted House Bill 216, which clarified provisions of Senate Bill 476 enacted during the regular session, all dealing with certain state employees being allowed to sell back their unused sick leave to the State at a discount. **An important part of the amended legislation is a new requirement that spending units allocate funding to pay for the sick leave buyback of any employee whose salary is funded from a source other than general revenue (e.g., tuition and fees or a grant).** The major provisions of House Bill 216 are:

- Only state employees eligible to use accumulated annual and sick leave to extend insurance coverage at retirement are eligible.
 - An employee must have at least 65 accumulated sick leave days and may not reduce his or her accumulation below 50 days to take advantage of this program.
 - An employee selling his or her unused sick leave back to the State shall receive one-fourth of his or her usual rate of daily pay for each day sold.
 - Application to sell the unused leave must be on a form prescribed by the Department of Administration.
 - An employee must agree to reimburse the State for the amount he or she received, plus 12% interest, if he or she voluntarily leaves State employment within 60 months of the date of the exchange.
 - Payments will be made in the order received as long as funds appropriated to the Department of Administration for this purpose are available. If sufficient funds are unavailable, the employee's request to exchange his or her leave will remain pending for the next fiscal year.
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- If an employee ordinarily is paid from a funding source other than general revenue, the spending unit employing him or her must reimburse the Department of

Administration for the amount paid to the employee for the unused leave exchanged.

- The Department of Administration is to promulgate rules implementing the Act.

We have received the attached forms from the Department of Administration that are to be used by an employee to apply for the payment of their unused sick leave, as well as tax forms that must be attached to the application. After the employee fills out the application, the head of the spending unit is to certify the employee's eligibility. **It is important to note that part of that certification is an agreement by the spending unit head that the spending unit will reimburse the Department of Administration for the amount paid to the employee if the employee's salary is funded by a source other than general revenue. Thus, by certifying those types of employees, the spending unit is incurring a liability.**

House Bill 216 was effective from its date of passage on June 25, 2008. Last week, the Department of Administration sent out a proposed Legislative rule implementing the Act for public comment. We have attached the proposed rule for your review. Donna Lipscomb at the Department of Administration (558-3392) has offered to answer any questions you have.

Fall Enrollemnt Report

Prepared by Pamela Sturm Anderson, Ed.D.

Enrollment Category	Fall 2006	Fall 2007	06-07 Difference	06-07 % Change	Fall 2008	07-08 Difference	07-08 % Change
Total Headcount	3502	3218	-284	-8.1%	3003	-215	-6.7%
Total FTE	2727	2570	-157	-5.8%	2338	-232	-9.0%
Full-Time	2432	2314	-118	-4.9%	2081	-233	-10.1%
Part-Time	1070	904	-166	-15.5%	922	18	2.0%
Female	2061	1847	-214	-10.4%	1697	-150	-8.1%
Male	1441	1371	-70	-4.9%	1306	-65	-4.7%
Minority	766	770	4	0.5%	797	27	3.5%
White	2736	2448	-288	-10.5%	2206	-242	-9.9%
In-State	3194	3001	-193	-6.0%	2843	-158	-5.3%
Out-of-State	299	212	-87	-29.1%	156	-56	-26.4%
Out-of-Country	9	5	-4	-44.4%	4	-1	-20.0%
First-Time Freshmen	415	391	-24	-5.8%	372	-19	-4.9%
Returning*	1675	2041	366	21.9%	1902	-139	-6.8%
Readmitted*	791	324	-467	-59.0%	244	-80	-24.7%
Transfer	211	164	-47	-22.3%	86	-78	-47.6%
High School*	301	222	-79	-26.2%	331	109	49.1%
Other	109	76	-33	-30.3%	68	-8	-10.5%
Undergraduate	3465	3174	-291	-8.4%	2961	-213	-6.7%
Graduate	37	43	6	16.2%	42	-1	-2.3%

*Historically, these enrollment categories have been unstable with great year to year variability.

WVSU and WVSCTC Fall Enrollments

	Fall 2006	Fall 2007	Fall 2008
Headcount			
WVSU	3,502	3,218	3,003
WVSCTC	1,717	1,634	1,737
FTE			
WVSU	2,727	2,570	2,338
WVSCTC	1,224	1,205	1,285

Source: WVSU data files submitted to HEPC for early fall census.