

**West Virginia State University Board of Governors
Finance Committee
Erickson Alumni Center, Grand Hall
January 28, 2016
10:30 a.m. – 11:30 a.m.
Agenda**

1. Call to Order and Roll Call – Committee Chair Tom Susman, presiding
2. Verification of Appropriate Notice of Public Meeting Action 2
3. Review and Approval of Agenda Action 1
4. Review and Approval of Minutes of Previous Meeting Action 3
5. University Recommendations and Reports
 - 5.1 Campus Development Plan Action
 - 5.2 Recent Land Purchase Action
 - 5.3 BOG Budget Report – December Information
6. Next Meeting Date – *March 17, 2016*
7. Adjournment

West Virginia State University Board of Governors
Finance Committee

Date/Time: 1/28/2016 -- 10:30 AM

Location:

West Virginia State University, Erickson Alumni Center, Grand Hall, Institute, WV

Purpose: To conduct regular business of the Committee in preparation for the January 28, 2016 Board of Governors meeting

Notes:

This is a compliant meeting.

Meeting was approved : 1/8/2016 4:29:29 PM

**West Virginia State University Board of Governors
Finance Committee
Erickson Alumni Center, Grand Hall
December 11, 2015
Minutes**

1. Call to Order and Roll Call

Mr. Susman called the meeting of the West Virginia State University Board of Governors Finance Committee meeting to order at 10:30 a.m.

Present: Mr. Konstanty, Mr. Salyers, Dr. Smith, Mrs. Squirts, Mr. Susman, Mr. Swingle, and Mr. Williams. Several members of the administration, faculty, and staff were present.

2. Verification of Appropriate Notice of Public Meeting

Mr. Susman announced the Verification of the Appropriate Notice of Public Meeting.

3. Review and Approval of Agenda

Mr. Susman asked for approval of the agenda. Mr. Konstanty made the motion, and it was seconded by Mr. Swingle. The motion passed.

4. Review and Approval of Minutes of Previous Meeting

Mr. Susman asked for approval of the minutes of the previous meeting. Mr. Susman made the motion, and it was seconded by Dr. Smith. The motion passed.

5. University Recommendations and Reports

5.1 Campus Development Plan Update

Vice President for Business and Finance Melvin Jones introduced Adam Krason of ZMM Architects & Engineers. Mr. Krason explained the proposed design for the Campus Development Plan. He noted that the process involved establishing campus needs, collecting data, prioritizing the list, and gathering feedback from students, faculty, staff, and alumni. As part of the review and feedback, it was noted that the University does not have a “main entrance.”

Mr. Krason reported on several proposed suggestions, such as functionality for campus buildings and the surrounding areas, including the campus main entrance. The master planning team and ZMM will hold a meeting in a few weeks to continue the process of finalizing the Campus Development Plan, which requires Board of Governors approval as part of a future meeting.

Mr. Susman noted that the information provided is in draft form and has not been approved.

5.2 Approval of Utility Easement

Mr. Jones provided an overview of a standard utility easement, which would allow the power company to install a pole at the far end of campus to provide electric service to the Chapel. Mr. Jones noted that the Chapel is not occupied at this time due to the lack of heat in the facility; however, he stated that several campus ministries and other internal and external entities have inquired about utilization in the future for activities and events.

Mr. Susman asked for a motion to approve the utility easement. Mr. Swingle made the motion, and it was seconded by Dr. Smith. The motion passed.

5.3 BOG Budget Report – October and November

Mr. Jones presented the November BOG Budget Report since it is the most current report. The budget column reflects a reduction of \$412,000, which represents a four percent mid-year cut that will occur in the second appropriation installment to be received in January. The total income is at 44 percent, which is a fifth of where the University would normally be. Most departments are under budget, but the academic line shows an error of 21 percent, which is not an OASIS issue, but an accounting issue being reviewed. Total expenses this year average 29 percent less than 42 percent, this is subject to the review of Academic Affairs.

Debt services is impacting housing, which is in the negative due to faculty housing expenses not being paid for five months and athletic scholarships not being posted to the account for room and board. Both items are being reviewed. Dawson Hall expenses have doubled, which is also being reviewed. A six-month notice has been mailed to faculty housing in reference to a \$1,000 deposit per pet.

Mr. Susman inquired if there was a contingency plan. Mr. Jones stated that there was a contingency plan, and the University continues to monitor vacant positions and a recommended three to four percent cut in supplies.

6. Next Meeting Date

January 28, 2016

7. Adjournment

With there being no further business, Mr. Susman motioned to adjourn the meeting, and it was seconded by Mr. Konstanty. The motion passed. The meeting adjourned at 11:34 a.m.

Respectfully submitted,

Natasha Tyson
Executive Administrative Assistant