

**West Virginia State University Board of Governors
 Finance Committee
 Erickson Alumni Center, Weisberg Lounge
 Agenda
 June 14, 2018
 9:30 a.m. – 10:20 a.m.**

- | | | | |
|----|---|-------------|---|
| 1. | Call to Order and Roll Call – Committee Chair Gail Pitchford, 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 BOG May Budget Report | Information | |
| | 5.2 Report on Faculty and Staff Housing | Information | 5 |
| | 5.3 Other Business | | |
| 6. | Next Meeting Date – <i>TBA</i> | | |
| 7. | Adjournment | | |

West Virginia State University Board of Governors
Finance Committee

Date/Time: 6/14/2018 -- 9:30 AM

Location:

Erickson Alumni Center
Weisberg Lounge
Institute, WV

Purpose: To conduct the regular business of the committee in preparation for the full Board meeting.

Notes:

This is a compliant meeting.

Meeting was approved : 5/30/2018 8:17:02 AM

**West Virginia State University Board of Governors
Finance Committee
Erickson Alumni Center, Weisberg Lounge
May 11, 2018
Minutes**

1. Call to Order and Roll Call

Mrs. Pitchford called the meeting of the West Virginia State University Board of Governors Finance Committee meeting to order at 9:37 a.m.

Present: Mrs. Pitchford, Mr. Jones, Mr. Vaughn, Mr. Buchanan, and Mr. Swingle. Several members of the administration, faculty, and staff were also present.

2. Verification of Appropriate Notice of Public Meeting

Mrs. Pitchford announced the Verification of Appropriate Notice of Public Meeting.

3. Review and Approval of Agenda

Mrs. Pitchford asked for approval of the agenda. Mr. Swingle moved to approve the agenda, and Mr. Jones seconded the motion. The motion passed.

4. Review and Approval of Minutes of Previous Meeting

Mrs. Pitchford asked for approval of the minutes of the previous meeting. Mr. Jones made the motion, and it was seconded by Mr. Swingle. The motion passed.

5. University Recommendations and Reports

5.1 BOG Budget Report

Mrs. Kristi Williams presented the April 30, 2018 budget report. She explained the target goal is 83.3 percent and revenue is ahead of projections at 84.6 percent. President Jenkins spoke on the previous practices of the University and the chargeback system for labor services. Those practices have played a part in the University's debt; areas are able to better manage and balance budgets, and a signature process has been put in place so that Vice Presidents are aware of work being done in their respective area.

5.2 FY19 Approval of 2018-2019 Fee Schedule

Mrs. Williams spoke about the five percent tuition increase and proposed fee schedule, which were due to the state by May 26, 2018. Mr. Swingle asked if there would be enough revenue raised to meet the bonds. She stated that staff are working on the waived amounts offered to students and the properties are being looked at to determine the refunds issued. Mr. Jones asked about the Faculty Housing vacancies. Mrs. Williams responded that there are some vacancies. Leases run from July 1 to June 30 and are renewed yearly for a maximum of three years. Tenants are asked to pay a security deposit, pet deposit of \$1000 if applicable, and gas; the water, sewage, and trash are included in the rent.

Purchasing card spending has been reduced by \$741,000 because of a university-wide effort to curb spending. The overall payroll is at \$564,000 to include faculty, staff,

students, and temporary workers. Mrs. Pitchford asked, if annualized, how the reduced payroll would be reflected year-end. Mrs. Williams stated that the University is ahead compared to this time last year and should be able to show a downward trend moving forward. She also explained and presented a summary of outstanding debts to vendors. Mr. Buchanan requested that this information be presented to the Board regularly, and Mr. Swingle agreed it is good information for the Board to review.

Following further Committee discussion, Mrs. Pitchford asked for a motion to approve the proposed fee schedule. Mr. Swingle made the motion to approve the 2018-2019 Fee Schedule as presented and recommend approval to the full Board. Mr. Buchanan seconded the motion, and the motion passed.

5.3 Other Business

Mrs. Williams announced that the auditors would be visiting campus on May 21-22, 2018 for fieldwork.

6. Next Meeting Date

June 14, 2018

7. Adjournment

Mrs. Pitchford asked for a motion to adjourn the meeting. Mr. Swingle made a motion to adjourn, and it was seconded by Mr. Jones. The motion passed. The meeting adjourned at 10:14 a.m.

Respectfully submitted,

Natasha Tyson
Executive Administrative Assistant
Business and Finance

**Report on West Virginia State University Faculty Housing Status
June 14, 2018**

There are currently 15 homes located on Faculty Circle to rent to Faculty/Staff of WVSU.

VACANT HOUSES	
Duplex B	Vacant since February 2018
House A	Vacant since May 26, 2017
House D	Vacant since January 2017
House E	Vacant since September 2017
House F	Vacant since January 2017
House G	Vacant since May 10, 2018
House J	Vacant since September 18, 2017
House K	Vacant since October 9, 2017

OCCUPIED HOUSES	
Duplex B	Occupied since May 15, 2017
House B	Occupied since October 1, 2014
House C	Occupied since May 1, 2016
House H	Occupied since October 1, 2013
House I	Occupied since August 10, 2017
House L	Occupied since May 1, 2017
House M	Occupied since February 15, 2015

**West Virginia State University
Office of Business & Finance
Fiscal Procedure 201
Faculty Housing Policy
Effective July 1, 2016**

Faculty homes on the campus of West Virginia State University are utilized as transitional housing for new faculty and staff. The homes are managed by the Vice President of Business and Finance and his staff. There are 11 two-story homes and four single-story homes.

Deposits

A damage deposit in the amount of one month's rent is required before a tenant can occupy a home. Once a tenant notifies the University of their intent to move out of the home, the deposit is refundable after a final inspection of the home is complete and recognizes no damages to the home. This inspection is performed by a designated employee of the University and requires the approval of the Vice President of Business and Finance.

Lease Agreements

A lease agreement is required for each home. Each lease will be written for one year with reaffirmation up to three years. The lease agreements are signed by the tenant and a designated representative of the University.

Renter's Insurance

Renter's insurance is required and proof of the insurance must be presented to the University before a tenant can occupy the home.

Inspections

The University has the right to inspect a home at any time. Regular inspections will be performed quarterly by a designated University employee. The tenant will be given a three day notice of any inspection.

Pets

Pets and service animals are permitted in Faculty Homes, however there is a \$1,000 deposit per pet.

Vehicles/Parking

Each tenant is permitted to have two faculty home parking passes. These parking passes must be hung from the rear-view mirror and visible from the outside of the vehicle. The vehicles must be licensed and operational. Any vehicle that is non-operational and appears to be not used or junked will be subject to tow at the owner's expense.

Rent

Rent is due in bi-weekly payments made from a payroll deduction of the employee's wages. The University does not accept third party billing such as State assistance.

Utilities

Electricity, phone, internet, cable or satellite is the responsibility of the tenant. The tenant will be given information upon signing the lease to have the electricity switched over to their name.