

Sept 8, 2014
Minutes
Of The ASU Planning, Budget, and Facilities Senate Committee

Dates: September 8, 2014

Locations: Gamble 106

Members Present: Cathy MacGowan, Debra Hagerty, Erik Nordenhaug, Judith Garrison, Beth Childress, Wendy Wolfe, Greg Wimer, Jean Neils-Strunjas

Ex Officio Members Present: Yassaman Saadatmand, Rebecca Carroll, Bill Kelso, Georj Lewis, David Ward

Guests: Marc Mascola, Katie Twining

Meeting was called to order by Erik Nordenhaug at 3:05pm

Agenda item 1: Minutes from last Spring's April 14th PBF meeting were approved.

Agenda item 2: The Committee approved unanimously a motion to elect Erik Nordenhaug and Wendy Wolfe co-chairs of the PBF committee.

Agenda item 3: Future Meeting Times for PBF will occur on the Mondays before full Senate Meetings in the same time slot of 3pm. Proposed meeting place will be Gamble 106. Future Meeting Dates based on current senate meeting schedule are:

Oct. 13, Nov. 10, Feb. 9, March 9, and Apr. 13.

Agenda item 4: [Nordenhaug noted that an approved faculty bill requires the Interim V.P. of Business and Finance to give a budget presentation to the Faculty Senate in the first meeting of Spring semester.]

A budget report was invited from the Interim Vice President of Business and Finance. Rebecca Carroll asked Marc Mascola to present the FY 2015 Budget report. Marc refreshed the committee's understanding of the budget process and various budget categories listed in Attachment A containing the budget presentation slides. A budget plan has been created to reduce summer 2015 fees. Last year, the PBF committee had requested a reduction in summer fees for students, given that fee costs were approaching and in some cases surpassing tuition costs. See budget presentation attachment for next summer's fee plan. It is noted that an additional 1,039,484 was budgeted from state appropriations. The tuition increases noted in the attachment are mandated by the Board of Regents. Regarding the two Personal Services Breakdown charts, it was noted that the first chart is used for internal purposes. This chart indicates

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faculty are receiving 50% of the total personal services budget. The second Personal Services Breakdown chart, which is used externally, indicates that faculty constitute approximately 60% of that budget. This occurs because faculty ranked administrators are classed as “faculty” when being reported externally.

Katie Twining provided the committee with updates regarding current construction projects, renovation projects as well as planned projects still at the conceptual stages. See construction projects presentation Attachment B for a list of these projects and costs. The tennis court project has designs at this point, but no definite projected cost at this time. When asked for a best guess estimate at this point, Twining tentatively suggested, assuming no unforeseen issues, an estimate of around 900K for the tennis court project. See attachment for a list of the other Facility Services Project updates. [Two separately attached pdf files should accompany these minutes.]

Agenda item 5: Interim Provost and Vice President for Academic Affairs, David Ward, was invited to discuss the role PBF would have in developing the plan for bringing faculty salaries up to 100% of the CUPA mean. He proposed the idea of a committee composed of Deans, himself, Interim VP of Finance and Business, and a single representative from PBF to begin working on this three year plan. Nordenhaug asked whether a faculty salary study would be conducted each of these three years since any incremental attempt to reach 100% of the CUPA mean, which varies each year, would require that salary study be done. Interim Provost Ward indicated that faculty salary studies would be a tool for this planning committee to use, but he did not want the proposed faculty salary planning committee to be confused with the usual faculty salary study committees that had been formed in the past. He indicated that this proposed committee, in addition to identifying salary targets and a timeframe for reaching each target, would need to identify criteria for exceptions (e.g., criteria for not raising a faculty member's salary up to 100%) and plans for meeting salary targets in the event of various extenuating circumstances (e.g., if the BOR does not allocate funds for salary increases). Discussion of this was cut short by several committee members having to leave for their 4:30 classes.

[Two separate attachments should accompany these minutes.]

Meeting ended 4:34 pm.

Respectfully Submitted by

Erik Nordenhaug & Wendy Wolfe, PBF Co-Chairs

FY2015 Budget Presentation

Planning, Budget and Finance

Committee

September 8, 2014

Sources of Revenue

State Appropriation	Fixed by BOR	10000	\$29.6M
Tuition	credit hour production	10500	\$31.8M
Course Fees	head count	10600	\$1.0M
Special Institutional Fee	head count	10600	\$3.8M
Athletic Fee	head count	12000	\$3.2M
Card Id Fee	head count	12000	\$210K
Student Union Fee	head count	12000	\$1.5M
Health Ctr	head count	12000	\$300K
Student Activity Fee	head count	13000	\$686K
Student Rec Ctr Fee	head count	13000	\$602K
Dept Sales and Services	generated from sales	14000	\$135K
Indirects	generated from grants	15000	\$200K
Tech Fee	head count	16000	\$970K
Sponsored Programs	grants, federal aid	20000	\$17.5M

2015 Budget By Fund

	Fund	Amount	
State Appropriations	10000	\$ 29,628,154	*
Tuition	10500	\$ 31,848,000	
Fees and Other	10600	\$ 4,779,398	*
Auxiliaries	12000	\$ 19,243,095	^
Student Activity / Rec	13000	\$ 1,353,601	^
Departmental Sales and Services	14000	\$ 134,500	^
Indirects	15000	\$ 200,000	^
Tech Fee	16000	\$ 969,500	^
Grants and Contracts	20000	\$ 760,000	^
Federal Financial Aid		\$ 15,600,000	^
Foundation Reimbursements		\$ 1,100,000	^
Capital Expenditures	50000	\$ <u>4,750,000</u>	^
		\$ 110,491,050	

Education & General (E&G)

* lapse at year end

^ restricted funds

State Appropriations

FY2014 Final: \$28,588,670

FY2015 Additions: \$ 1,039,484

FY2015 Original: \$29,628,154

❖ Addition:	Health Insurance	\$150K
❖ Addition:	TRS	\$198K
❖ Addition:	Merit Pay Increase	\$260K
❖ Addition:	Campus Fiber	\$250K
❖ Addition:	Liberty Ctr Instructor	\$61K
❖ Addition:	Multicultural Affairs Coord	\$42K
❖ Addition:	Professional Advisors (3)	\$147K

Tuition

Projected Revenues:	\$31.8M
Ungrad, in-state:	\$158 (\$154)
Undergrad, out of state:	\$575 (\$561)
Grad, in-state:	\$206 (\$201)
Grad, out of state:	\$763 (\$745)
Master Comm Sci differential approved	

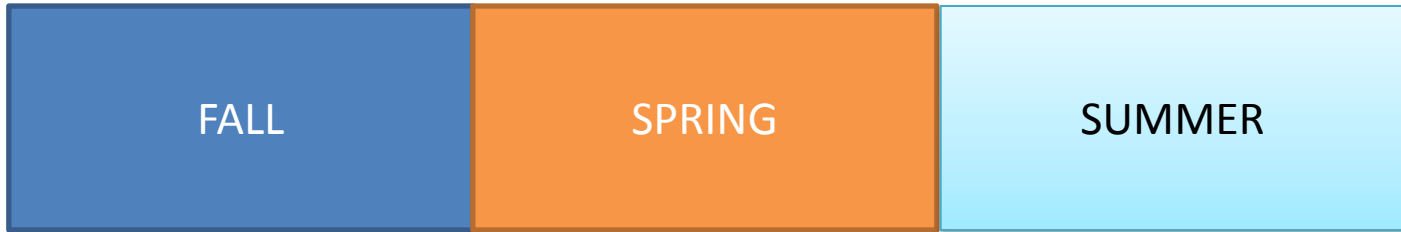
2015 Mandatory Fee Schedule

MANDATORY FEE HISTORY										
	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Tech	38	40	47	47	47	47	60	60	60	60
Activity	41	41	44	44	44	44	49	49	49	49
Recreation		30	43	43	43	43	43	43	43	43
Mandatory					75	150	250	125 / 250	125 / 250	125 / 250
Student Center			90	90	90	90	90	90	110	110
Card ID			15	15	15	15	15	15	15	15
Health	11	13	13	13	13	13	13	13	20	20
Athletic	116	119	137	137	137	137	146	146	146	190
	206	243	389	389	464	539	666	666	693	737
			requested increase denied							
			requested increase approved							

Summer Fee Schedule

	FY15	Summer 2015
Tech	60	20
Activity	49	16
Recreation	43	14
Mandatory	125 / 250	125 / 250
Student Center	110	37
Card ID	15	15
Health	20	20
Athletic	190	63
	737	435
reduced 66%		

Tuition & Fee Revenue



	SUMMER	FALL	SPRING	SUMMER
FY	40%	100%	100%	60%
FY Weight	7.5%	42.1%	39.5%	10.9%
HC	<1.5%>	.07%		
CR HR	<3.0%>	<.01%>		
Cumulative Weighted CR HR	<.45%>	<.45%>		

Enrollment Changes Impact

FY2014 Net Tuition Rev of \$31.6M

Average 2.5% tuition increase FY2015

Each 1% roughly = \$324K

2% = 648,000

3% = 972,000

4% = \$1,296,000

5% = \$1,620,000

6% = \$1,944,000

7% = 2,268,000

8% = \$2,592,000

9% = \$2,916,000

Fund Sources

General Funds	\$67,549,854
Federal Stimulus Stabilization Funds	\$0
Departmental Sales & Services	\$134,500
Sponsored	\$17,460,000
Sponsored - Federal Stimulus	\$0
Supplementary	
Special Funding Initiative	\$0
Research Consortium	\$0
Capital Outlay	\$4,750,000
Auxiliary Enterprises	\$19,243,095
Student Activities	\$1,353,601
Total Revenue Funds Budgeted	\$110,491,050

Board Sheets - Education and General Revenue and Expenditure

Category	Revenue	Expenditures				Totals
		Personal Services	Operating Expenses	Travel	Equipment	
State Appropriation	\$29,628,154	\$21,623,278	\$7,753,515	\$251,361	\$0	\$29,628,154
Tuition	\$31,848,000	\$25,408,086	\$4,553,973	\$446,553	\$1,439,388	\$31,848,000
Other General Revenue	\$4,904,200	\$3,460,727	\$1,437,473	\$6,000	\$0	\$4,904,200
Indirect Cost Recovery	\$200,000	\$0	\$200,000	\$0	\$0	\$200,000
Technology Fee	\$969,500	\$287,275	\$582,225	\$0	\$100,000	\$969,500
Sponsored	\$17,460,000	\$636,352	\$16,783,757	\$39,891	\$0	\$17,460,000
Departmental Sales & Services	\$134,500	\$0	\$128,000	\$6,500	\$0	\$134,500
Special Funding Initiative	\$0	\$0	\$0	\$0	\$0	\$0
Research Consortium	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS	\$85,144,354	\$51,415,718	\$31,438,943	\$750,305	\$1,539,388	\$85,144,354

Board Sheets - Education and General Application of Funds

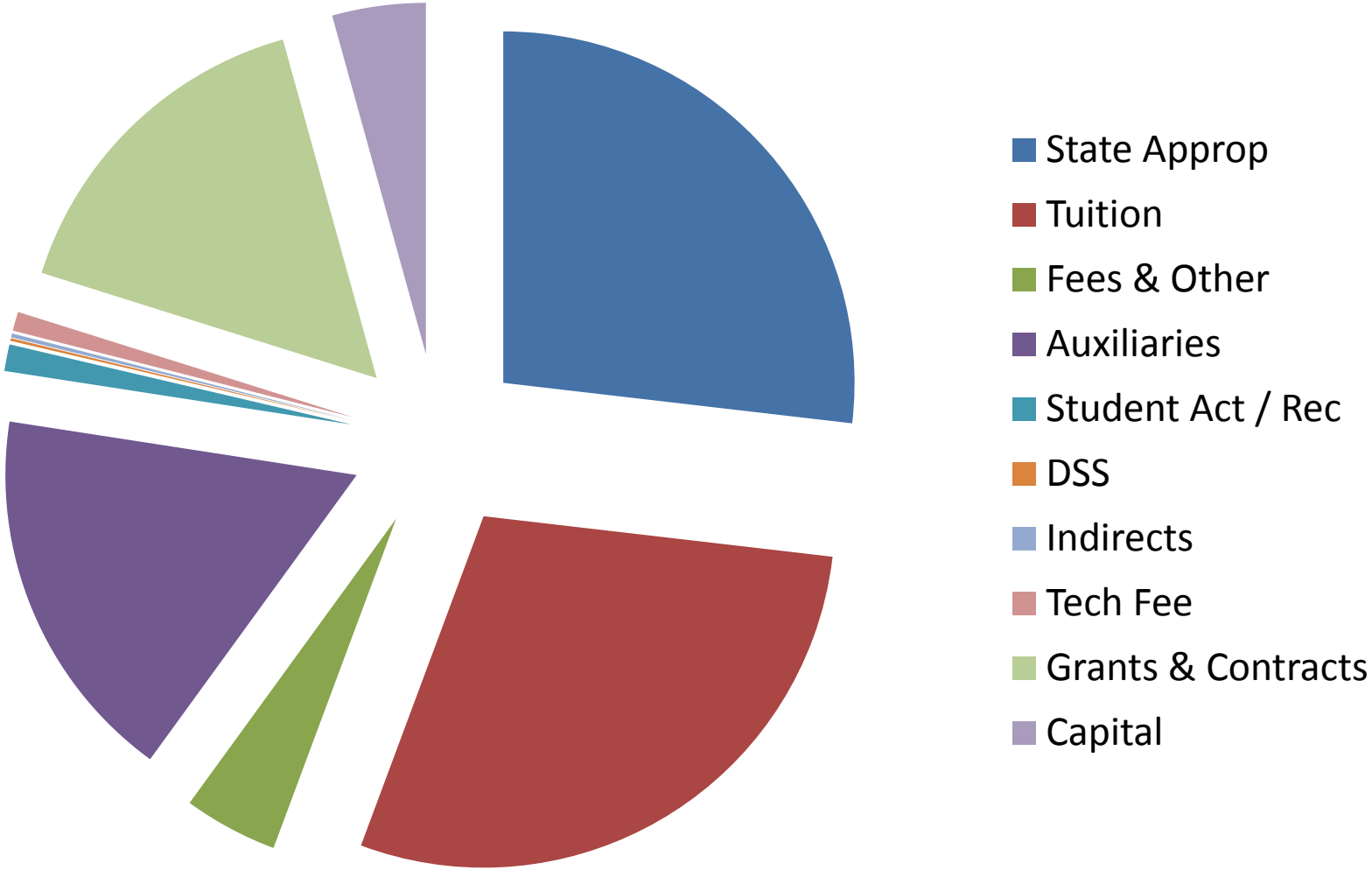
Budgets By Function	General Operations	Sponsored Operations	Departmental Sales & Services	SFI	Research Consortium	Totals
Instruction	\$31,984,237	\$2,954,448	\$30,000	\$0	\$0	\$34,968,685
Research	\$0	\$0	\$0	\$0	\$0	\$0
Public Service	\$884	\$0	\$104,500	\$0	\$0	\$105,384
Academic Support	\$7,475,716	\$0	\$0	\$0	\$0	\$7,475,716
Student Services	\$4,686,350	\$123,752	\$0	\$0	\$0	\$4,810,102
Institutional Support	\$13,994,929	\$671,800	\$0	\$0	\$0	\$14,666,729
Operations & Maintenance of Plant	\$9,407,738	\$0	\$0	\$0	\$0	\$9,407,738
Scholarships	\$0	\$13,710,000	\$0	\$0	\$0	\$13,710,000
Unassigned Balance/Lapse	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS	\$67,549,854	\$17,460,000	\$134,500	\$0	\$0	\$85,144,354

General Operations Total = State Appropriation + Tuition + Other General Revenue + Indirect Cost Recovery + Technology Fee

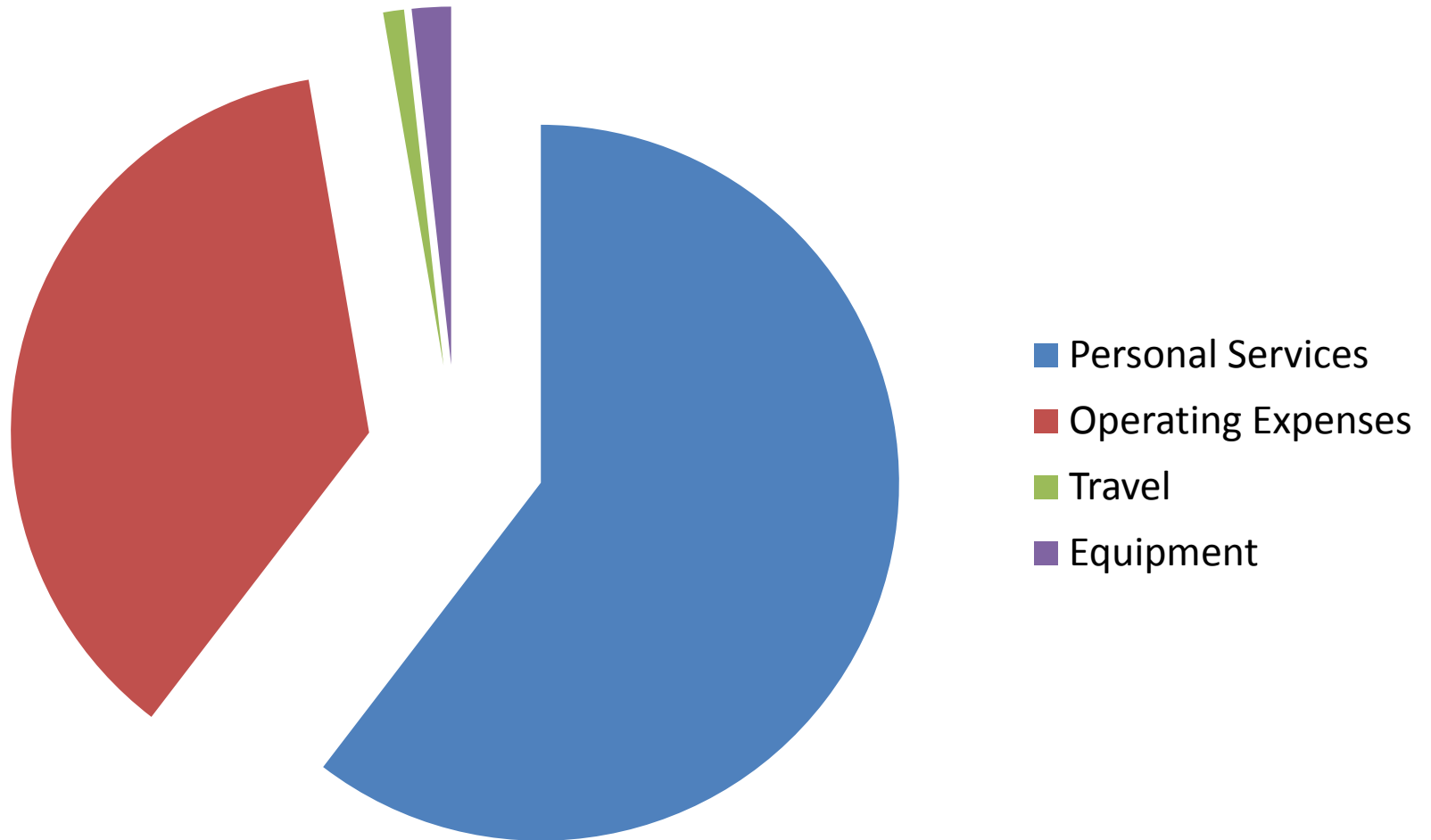
Board Sheets - Capital, Auxillary, and Student Activities Budget

Capital Budget		Auxiliary Enterprises Budget	Student Activities Budget
Revenue		Expenditures	
State Appropriations (transfer from Operating Budget)	\$0	New Construction	\$4,400,000
MRR - Bond Funds	\$0	Renovations	\$350,000
Investment Income	\$0	Improvements other than Buildings	\$0
Other - Capital	\$4,750,000		
Auxiliary Services	\$0	Equipment	\$0
Student Activities	\$0		
TOTALS	\$4,750,000		\$4,750,000
			\$19,243,095
			\$1,353,601

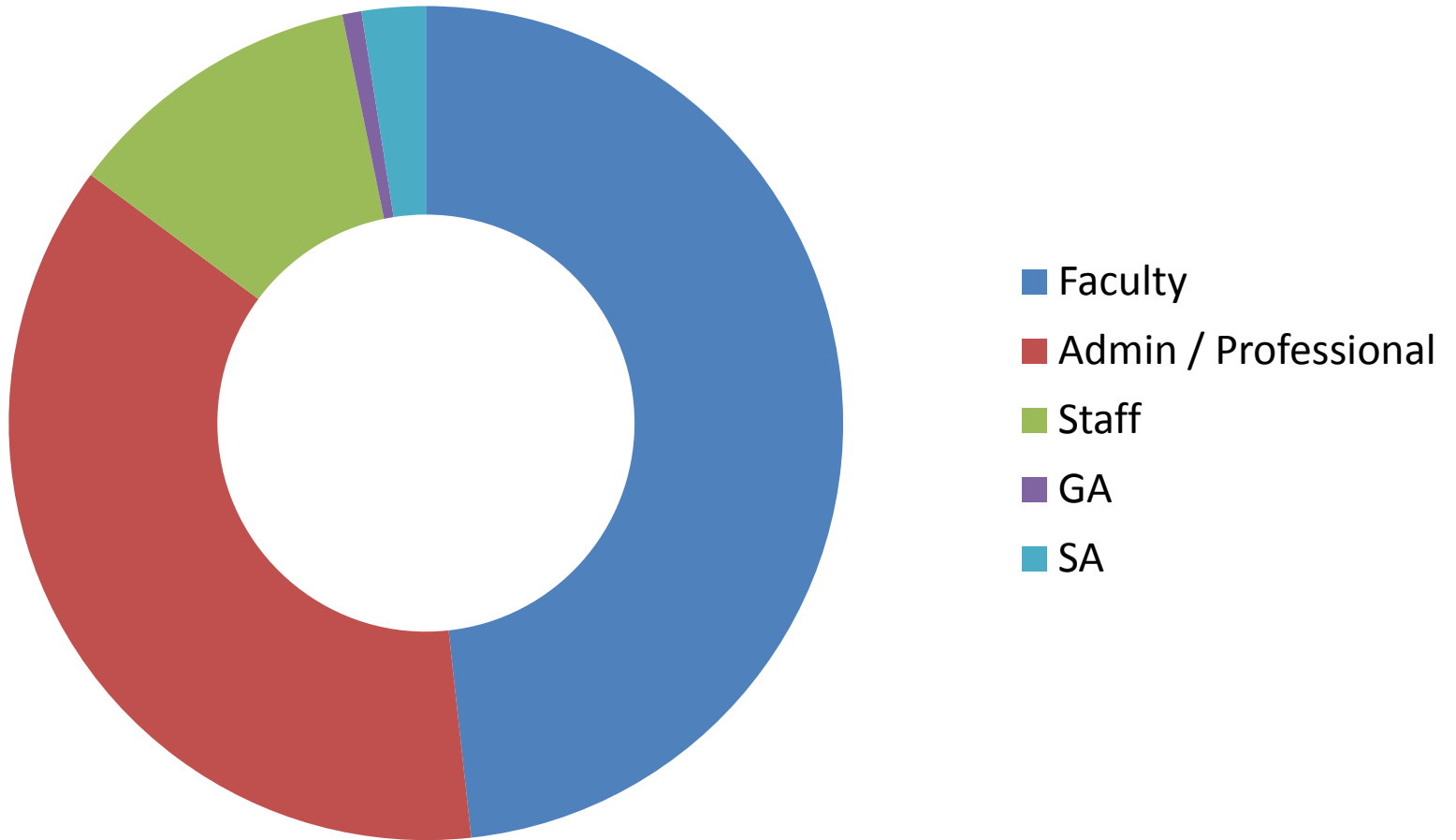
2015 Revenue Breakdown



2015 Expenditures Breakdown

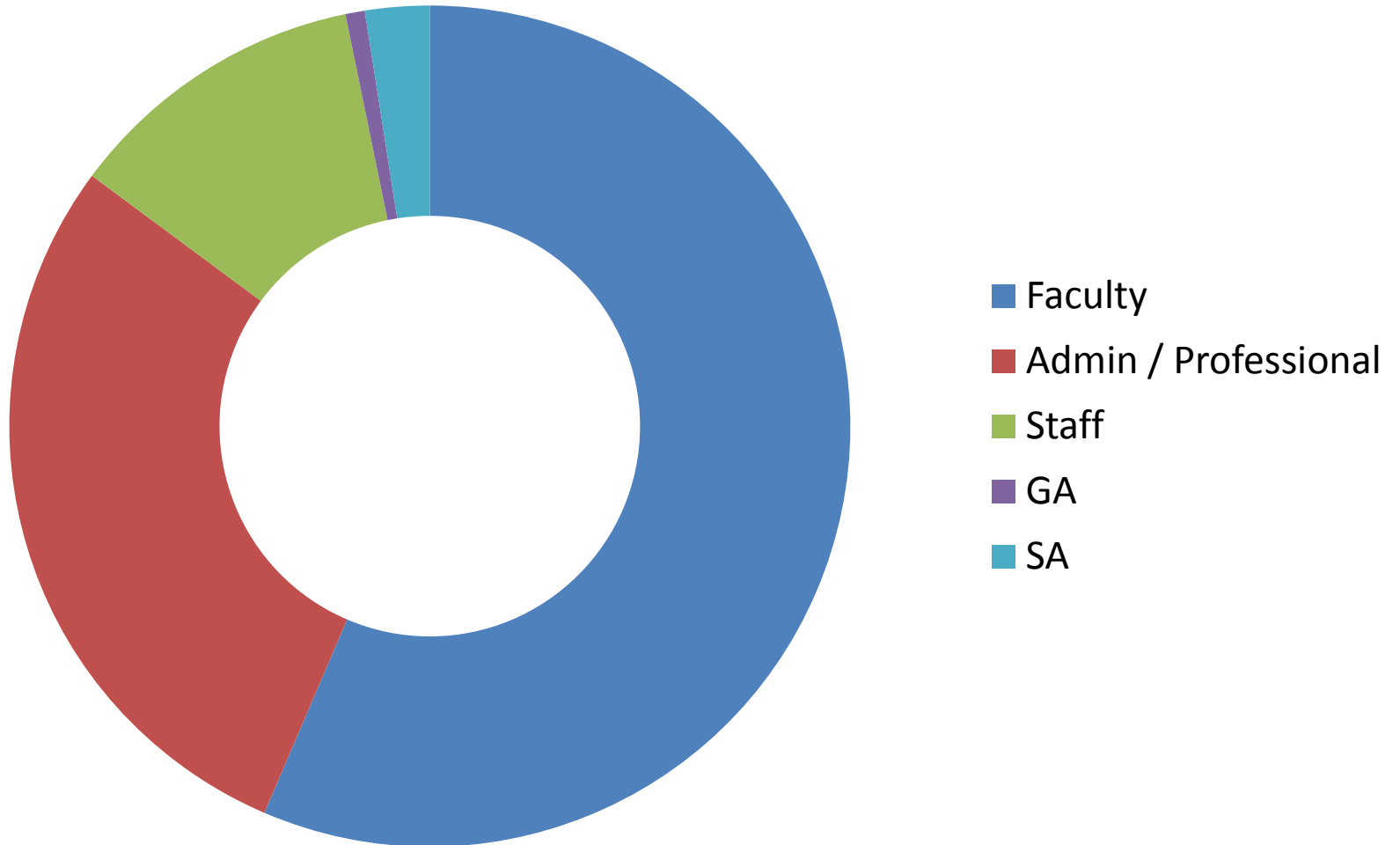


Personal Services Breakdown (excludes fringe)

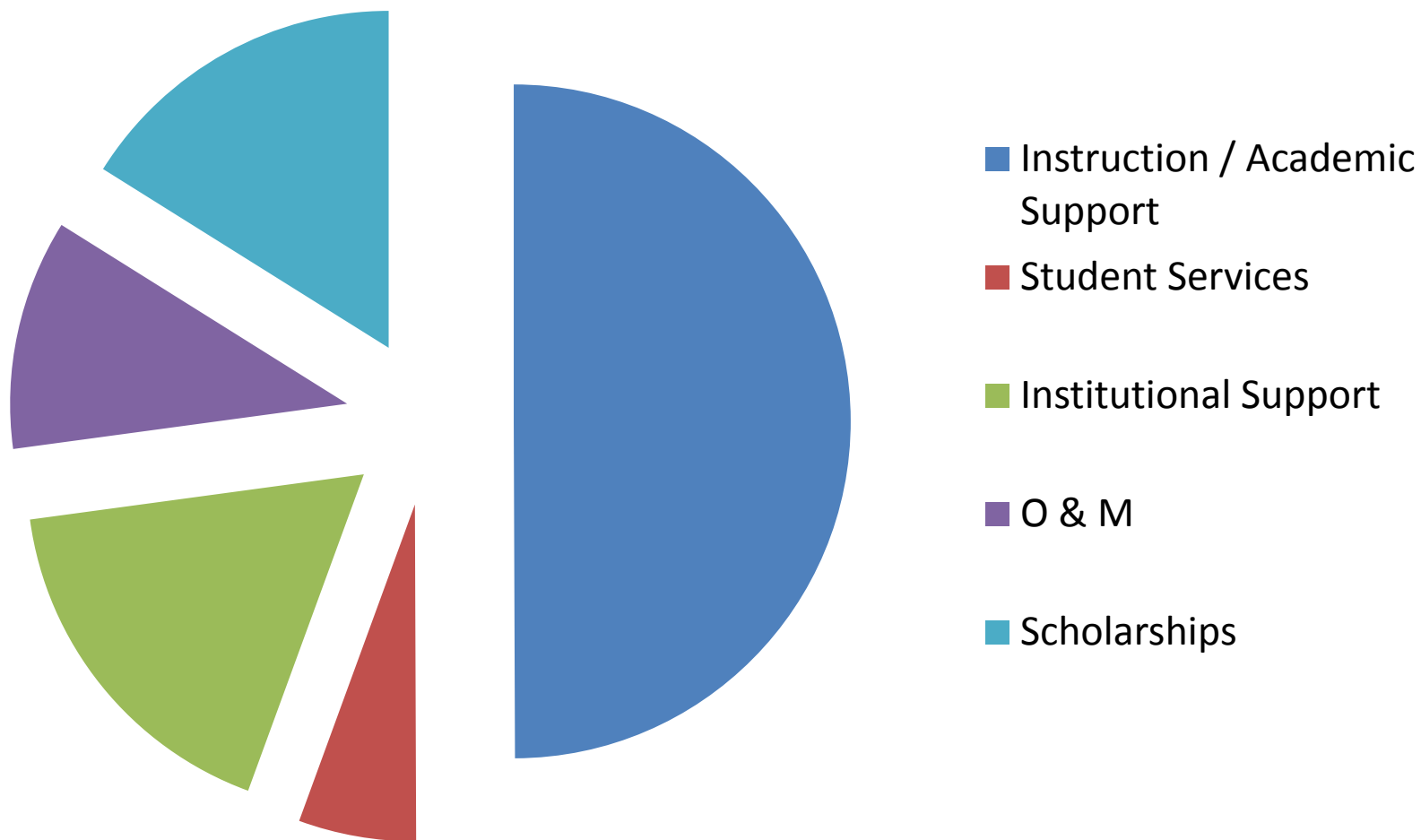


Personal Services Breakdown (excludes fringe)

reclassified Admin Faculty (Deans, Dept Heads, etc)



2015 Expenditures Functional Breakdown



Facility Services Construction Project Updates

Faculty Planning, Budget and Facilities
Committee Presentation

September 8, 2014

Terminology

COBS (Capital Outlay Budgeting System) Supplies project and funding request information to the Governor's Office of Planning and Budget. COBS is the final step before approval/denial of funding requests through the state.

CPFR (Capital Project Funding Request) – web-based form required by the USG for all capital requests. Includes anticipated costs of construction, along with a detailed narrative on the project scope and purpose. Required for the USG to **recommend** a project for funding does NOT guarantee funding. Funding must be approved by the BOR and by the State.

Deferred Maintenance maintenance postponed for a specified period due to a conscious, analytically-based decision to allocate resources to more critical needs based on a maintenance plan.

EOY (End of Year) Funds unexpended institutional funds that can be requested towards the end of each fiscal year

SCL (Stated Cost Limitation) this is the amount the architect estimates will be needed to complete construction. Does not include design fees, or contingency (5% of SCL for new construction, 10% of SCL for renovations)

Major Capital Project projects that are \$5M and above per project. Projects must meet the academic mission, must comply with the Physical Master Plan, and must coincide with enrollment trends

Minor Capital Project projects up to \$5M per project and fit into one of three categories. Category A: Urgent upgrades of facilities or utility systems; Category B: Building modernization needed to satisfy the requirements for existing programs and projected enrollment; Category C: Significant renovation, new construction, and opportunity projects (no-cost property acquisitions or other cost-effective programs that are subsequently endowed to the institution)

M&O Funds – funds allocated annually by the BOR at a pre-determined rate per square foot of resident instruction space. These funds are intended to assist the institution with campus operations, functions, and activities for physical plant operations (grounds, maintenance, custodial, utilities, material and equipment, staff development)

MRR (Major Renovation and Repair) Funds projects up to \$1M per project. Funded annually based on an allocation formula by the BOR that includes square footage of residential instruction space (space that is necessary and is used for the academic mission) and adjusted age of the buildings. These funds are cash disbursements and are required to be committed in the same fiscal year they are dispersed in. MRR projects involve the repair, replacement or renovation of critical building systems and components. They may involve renovation of existing space if it is required to meet enrollment or curriculum needs, or to provide “swing space” (i.e. temporary space) as part of a larger renovation/repair.

Payback Projects projects that demonstrate physical necessity and document the campus' financial capacity to fully refund the costs of the project. The project outcome should generate revenue for the institution (i.e., residence halls, dining facilities). Bond funded and must be paid back within 20 years.

Substantial Completion stage of a project where the owner can make use of the building or facility and ordinarily only minor work remains, i.e., punch list items.

NEW CONSTRUCTION

Liberty Center

\$5M project with a SCL of \$3.81M

Architect Hussey, Gay, Bell & DeYoung

Contractor Lavendar & Associates

Ground was gifted to the University by the
City of Hinesville

20,000gsf of academic and academic support space

To be completed for Fall 2015 opening
Groundbreaking is September 10th

Health Professions Building

Project Concept proposal has been approved by the BOR for the construction of a new HP building AND the renovation of Ashmore Hall

\$29.1M project

CPFR has been submitted

CPFR will be pushed to COBS in September for final approval of the State

Project requires \$4M commitment from the university to proceed (\$25.1M from the state, \$4M institutional)

Anticipated design (if project is approved) FY 2016

Anticipated construction (if project is approved) FY 2017

Site of the new building still needs to be finalized

Gateway Signage

\$380,000 project funded with EOY funds

Architect: Woolpert Architects

Contractor: Johnson-Laux

Substantial completion is 10/9/2014; final project completion is 10/31/2014

Separate but following completion of this project, Facility Services will be working to re-seed the Burnett Blvd lawn, extend irrigation to that lawn, and provide more planting beds and color for the front of campus

Campus Wide Signage

\$180,000 project funded with EOY funds

Designer: Dawson Architects

Contractor: Creative Sign Designs

Currently in final round of submittals
Signage manufacturing to begin 9/12/2014
with substantial project completion 12/5/2014
Project includes building signage with major
departments listed; wayfinding; directories;
vehicular wayfinding; and road signage
Approximately 130 signs are planned

Tennis Courts

New 12 court tennis facility, to include bleacher seating, new walkways, and lighting (plan is to re-use existing tennis court lights)

Will allow for the hosting of tournaments and matches that currently must be played offsite at Bacon Park

Conceptual design of a new tennis court facility is complete

In the process of selecting an architect for final construction drawings and cost estimates

Location is slated for north of the recreational fields, just across Compass

Point Drive from Windward Commons

Existing tennis court site cannot be utilized due to size and soil issues resulting in inconsistent settling of the ground and cracking of the current courts.

Funding is provided through indirect funds will have a cost estimate once architect is hired for final documents

Second phase will be a field house (funds must be raised by Athletics before this phase will proceed)

Shearhouse Plaza

Completion of Capital Project J161

\$350,000 project (\$300K from J161 from plaza work and \$50K in EOY for outdoor furniture)

Architect: Cogdell Mandrel Architects

Contractor: Garbutt Construction

New sidewalks, new patios, new seating

Substantial completion November 2014

RENOVATIONS ARC Renovation

\$2.7M project with a SCL of \$2.0M

Architect Flynn FINDERUP

Currently awaiting BOR to place architect under contract Once under contract, pre-design of the space will begin

Project encompasses pool area and locker rooms (if funds are available after the original 7,000sf is designed)

Academic Success Space one-stop shop for a student's collegiate academic needs (tutoring, first year experience, career services)

User Group will be created to include faculty, staff, and students Will be heavily involved in the pre-programming and design process

Next Steps:

- Pre-programming

- Design and Design approval

- Construction documents

- Bid for Contractor

- Award of bid

- Renovation begins

Desired outcome is that the renovation is complete for Fall 2015

Victor Hall 1st Floor

\$380,000 project funded by MRR and EOY funds

Architect: Hansen

Contractor: Pioneer Construction

5-phased project to allow for continued building operations with minimal disruption

Includes a new welcome area for prospective students/families; expanded Processors area; new finishes in the first floor public areas (floors, ceilings, walls)

Substantial completion is November 2014

Science Center 1001

\$50,000 project (Departmental funding)

Architect: Ramsey Sherrill

Contractor: CNB Construction

Remodel of existing study area into a biology research area

Project is in progress working design and bid to stay within project costs

Estimated completion - TBD

Lane Library Carpet Phase II

\$47,000 project (EOY funds)

Contractor: Pioneer Construction

Scheduling installation

OLB Office Suite Renovation

\$95,000 project (Department funded)

Architect: Ramsey Sherrill

Contractor: CNB Construction

Renovation of suite area to include three additional offices

Work is nearing completion minus punch list items.

Thermoregulation Room

\$31,000 project (EOY funds)

Architect: Ramsey Sherrill

Contractor: CNB Construction

Conversion of an old unused sauna inside of Sports Center into a Thermoregulation room for Health Sciences.

Currently underway

Compass Point Flooring

\$200,000 project (Auxiliary funds - Housing) Architect: Ramsey Sherrill

Contractor: UGMS, Inc.

Phase II of floor replacement in Compass Point housing (Phase I completed Summer 2013)

Remove all carpet and replace with VCT

Project completed on time and at/under budget

Sidewalk Replacements

Learning Commons

Walkway from LC to Sports Center Lot and
LC to Science Drive

\$40,000 project (EOY Funding)

95% complete

Burnett Blvd/HR sidewalk connections

\$20,000 project (EOY funding)

Project complete

Compass Point Pedestrian connection

\$20,000 project (EOY funding)

Project complete

UPCOMING PROJECTS

Upcoming Projects

Ashmore Chiller Replacement

\$100,000 project

MRR funded

Estimated replacement Fall/Winter 2014

University Hall Cooling Tower Replacement

\$90,000 project

MRR funded

Estimated replacement Fall/Winter 2014

Gamble Hall Air Cooled Chiller/Generator/Hurricane Shutters

\$430,000 project

EOY funds

Estimated replacement Spring 2015

Upcoming Projects

Armstrong Center RTU-4 replacement

\$25,000 project

EOY funds

Estimated replacement Fall 2014

ARC Sidewalk replacement at Main Entry

\$18,000 project

EOY funds

Estimated replacement Fall 2014

Fine Arts Boiler Replacement

\$74,000 (MRR funds)

In the process of awarding bid

Estimated replacement Winter 2014/early 2015

Upcoming Projects

Science Center Data Room Liebert Unit Replacement

\$15,000 (EOY funds)

Existing units at failure

September/October 2014

Campus wide gutter and roof cleaning

\$13,000 (FS funded)

Annual maintenance

In progress (80% complete)

SRC Compressor Replacements

\$7,000 (FS funded)

Existing units at failure

Fall 2014

Upcoming Projects

Science Center chilled water pump replacements

Cost TBD working on estimates

Existing units failed temporary solution in place Fall 2014

Learning Commons Presentation Room 122
A/V upgrade

\$22,000 project (EOY Funds)

Materials are currently shipping; estimated install date October 2014

COMPLETED PROJECTS Completed Projects

Ashmore Hall VFD replacements

\$4,000 (EOY funds)

Existing units at failure

Completed in-house

Hawes Boiler Replacement

\$12,000 (EOY funds)

Existing unit at end of life cycle

Completed in-house

Burnett Hall/University Hall Office Renovations

\$130,000 project (MRR Funds)

Included Marketing, Alumni, Academic Affairs, and Health Professions areas

Completed Summer 2014

Contact Information

Katie Twining

Director of Facility Services

912-344-3275

katie.twining@armstrong.edu

All projects will also be posted to the Construction Page on our website (currently under development).