



**BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE
Leonard D. Schiavone, Chair
John R. Jakubek, Vice Chair
All Trustees are Members**

**Wednesday, November 30, 2016
2:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held September 7, 2016; and September 15, 2016**
- B. Old Business**
- C. Committee Items**

1. Finance and Facilities Action Items

- Tab C.1.a. a. Resolution to Modify Purchasing Limits for Competitive Selection Policy, 3353-3-03 (Previous Policy Number 3003.01)**
Neal McNally, Vice President for Finance and Business Operations, will report.
- Tab C.1.b. b. Resolution of Intent to Locally Administer Capital Facilities Projects Receiving Less than Four Million Dollars**
Rich White, Director of Planning and Construction, and Greg Morgione, Associate General Counsel, will report.
- Tab C.1.c. c. Resolution to Approve Room Rental Rates for University Courtyard Apartments, Effective Fall Semester 2017**
Eddie Howard, Associate Vice President for Student Experience, will report.
- Tab C.1.d. d. Resolution to Approve Room and Board Rates for University Housing, Effective Fall Semester 2017**
Eddie Howard, Associate Vice President for Student Experience, will report.
- Tab C.1.e. e. Resolution to Approve Interfund Transfers**
Katrena Davidson, Controller, will report.

2. Finance and Facilities Discussion Items

Tab C.2.a.

a. Quarterly Update on FY 2017 Operating Budget

Neal McNally, Vice President for Finance and Business Operations, will report.

Tab C.2.b.

b. Planning and Construction Projects Update

John Hyden, Executive Director of Facilities and Support Services, and Rich White, Director of Planning and Construction, will report.

c. Report of Audit Subcommittee

A verbal report of the Audit Subcommittee will be presented. Leonard D. Schiavone will report.

d. Report of Investment Subcommittee

A verbal report of the Investment Subcommittee will be presented. John R. Jakubek will report.

D. New Business

E. Adjournment



Explanation of Modifications to *University Policy*:

**3356-3-03 Purchasing Limits for Competitive Selection
(Previous Policy Number 3003.01)**

This policy was reviewed and modified in order to clarify the University's competitive selection requirements. These requirements are set forth in the Ohio Revised Code; and the modifications contained here are intended to clarify policy parameters and align with the ORC.



**RESOLUTION TO MODIFY
PURCHASING LIMITS FOR COMPETITIVE SELECTION POLICY,
3356-3-03 (PREVIOUS POLICY NUMBER 3003.01)**

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 Purchasing Limits for Competitive Selection 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 Purchasing Limits for Competitive Selection, policy number 3356-3-03 (Previous Policy Number 3003.01), shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-03 Purchasing limits for competitive selection.

Previous Policy Number: 3003.01
Responsible Division/Office: Procurement Services
Responsible Officer: Vice President for Finance and
~~Administration~~ Business Operations
Revision History: June 1998; June 2001; ~~M~~march 2007; May 2010;
January 2012; December 2016
Board Committee: Finance and Facilities
Effective Date: ~~March 14, 2012~~ December 1, 2016
Next Review: 201721

- (A) Policy statement. In all its business practices, the university will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the university will always seek to protect the interests of the institution and seek to obtain the best value for the institution.
- (B) ~~Parameters~~ Definitions.
- (1) “Goods” are defined as ~~but not limited to, equipment, materials, any other~~ tangible ~~product~~ assets, and insurance, but excluding real property or an interest in real property.
 - (2) “Services” are defined as any deliverable resulting from labor performed specifically for the university, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, and software design. ~~Services do not include services furnished pursuant to employment agreements.~~
 - (3) “Professional design services” are defined as but not limited to, services within the scope of practice of a state registered architect, registered engineer, registered surveyor, landscape architect, and interior designer. See rule 3356-4-07 of the Administrative Code, “Selection of design professionals for university capital projects” (Corresponding university policy 3356-4-07 can be found at: <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>).

(34) “Construction/~~work~~renovation” is defined ~~as work needed to produce a complete and usable facility, including parking areas or work needed to make changes to the physical structure of a building or parking area. Construction work includes excavation, building, and landscaping. Evaluation and maintenance are not considered generally to be construction work.~~ in rule 3356-4-15 of the Administrative Code, “University construction/renovation projects” (Corresponding university policy 3356-4-15 can be found at <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>).

~~(4) “Professional design services” are defined as services within the scope of practice of an architect or landscape architect or a professional engineer or surveyor. (See also rule 3356-4-07 of the Administrative Code.)~~

(C) Parameters.

~~(51) Goods or services that will result in estimated payments of fifty thousand dollars or more per fiscal year, per supplier, shall be obtained through a competitive selection process when an individual transaction/project from a single supplier is \$50,000 or more. Goods obtained by competitive selection process shall not count toward the fifty thousand dollar limit.~~

~~(6) Services that will result in estimated payments of fifty thousand dollars or more per fiscal year, per supplier, shall be obtained through a competitive selection process.~~

~~(72) Professional design services that will result in estimated payments of fifty thousand dollars or more per fiscal year, per supplier, shall be obtained through a competitive selection process when an individual transaction is \$50,000 or more. (refer to section 153.71 of the Revised Code).~~

(83) A construction/renovation project ~~that will result in estimated payments of two hundred thousand dollars or more~~ shall be obtained through a competitive selection process ~~when the construction project cost is \$200,000 or more.~~ Construction

contracts valued ~~at at two hundred thousand dollars~~ \$200,000 or more shall be approved by the attorney general or general counsel, as required by law, prior to the start of construction.

- (94) All construction/renovation projects ~~exceeding applicable state or federal prevailing wage limits~~ must be coordinated through the university's facilities office ~~planning and construction~~.

(CD) Procedures.

- (1) For purchases exceeding the dollar thresholds, ~~Procurement services considers the following to be~~ appropriate forms of competitive selection ~~include: when dollar thresholds are exceeded:~~
- (a) An invitation to bid ("ITB"). A formal ITB is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
 - (b) A request for proposal ("RFP"). ~~RFP's are managed and distributed through the university's procurement services office.~~ An RFP is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
 - (c) A request for qualifications ("RFQ"). ~~With the assistance of procurement services,~~ An RFQ is sent to prospective bidders and may be published in appropriate media when seeking to purchase services. ~~RFQ's for professional design services are handled solely through the facilities office.~~
 - ~~(d) Written quotes. When practical, three written quotes are required from prospective vendors.~~
 - (ed) Purchases under an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration ("GSA") schedule, inter-university council purchasing group ("IUC-PG"), or others, ~~some of which can be found on punch out catalogs on the university's online procurement system ("eCUBE").~~

- (2) ~~Financial managers are encouraged to use appropriate forms of competitive selection for purchases below the dollar thresholds whenever they deem prudent. Appropriate forms of competitive selection in regard to purchases below the dollar thresholds include those listed above, as well as pricing research and verbal or phone quotes. Financial managers are encouraged to seek help from procurement services to locate sources of supply. The director of procurement services, or designee, reserves the right to require a competitive selection process for purchases under the dollar thresholds when it is in the best interest of the university to do so or when regulations require.~~ Competitive Bid Exceptions – the only purchases which may be made without competitive bidding are the following:
- (a) Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of the specific equipment to be serviced.
 - (b) Software/hardware for system upgrades and ongoing maintenance and support on existing systems already in use.
 - (c) Purchases as defined by the competitive bid waiver process in Section (D)(3).
- (3) ~~However, if the purchase is above the dollar threshold and the nature of the purchase is such that competitive selection would be impractical due to emergency or other special circumstances, the department making the request for a purchase~~ ~~over the purchase amounts set herein~~ may ~~make submit~~ a written request for a waiver of competitive ~~bidding~~ selection. ~~Bid waiver~~ Such requests ~~must be forwarded to the procurement services either in hard copy with full~~ must include documentation as to why a waiver is warranted and be ~~or~~ attached electronically to the requisition being submitted seeking for the purchase. ~~Such requests must provide~~ justification for a waiver may include (e.g., single source provider, emergency purchase or economic efficacy,) and be signed by the ~~individual with account~~ appropriate financial manager with signature authority.
- (4) — If the director of procurement services finds that sufficient

justification has been presented, he or she may approve the waiver. If the director feels that a bid waiver should be denied, it will be a ~~recommendation to waive the bidding process is~~ forwarded to the vice president for finance and ~~administration~~business operations, or designee, for final approval or denial. If the request is denied, procurement services will initiate ~~the~~a competitive selection process at the request of the user department.

- (4) For purchases below the dollar thresholds, competitive selection is not required. However, when opportunities exist for significant cost savings, financial managers are strongly encouraged to use an appropriate form of competitive selection as listed above or obtain three written quotes. Financial managers are encouraged to seek assistance from procurement services to locate sources of supply, including items that can be purchased on an existing contract. The director of procurement services, or designee, reserves the right to require a competitive selection process or three written quotes for purchases under the dollar thresholds when he or she believes that it is in the best interest of the university to do so, or when regulations require.
- (5) Details of procurement procedures may be found- on the procurement services website at- <http://web.yzu.edu/procure>.

3356-3-03 Purchasing limits for competitive selection.

Previous Policy Number: 3003.01
Responsible Division/Office: Procurement Services
Responsible Officer: Vice President for Finance and
Business Operations
Revision History: June 1998; June 2001; March 2007; May 2010;
January 2012; December 2016
Board Committee: Finance and Facilities
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. In all its business practices, the university will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the university will always seek to protect the interests of the institution and seek to obtain the best value for the institution.
- (B) Definitions.
- (1) “Goods” are defined as but not limited to, equipment, materials, other tangible assets, and insurance, but excluding real property or an interest in real property.
 - (2) “Services” are defined as any deliverable resulting from labor performed specifically for the university, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, and software design. Services do not include services furnished pursuant to employment agreements.
 - (3) “Professional design services” are defined as but not limited to, services within the scope of practice of a state registered architect, registered engineer, registered surveyor, landscape architect, and interior designer. See rule 3356-4-07 of the Administrative Code, “Selection of design professionals for university capital projects” (Corresponding university policy 3356-4-07 can be found at: <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>).

- (4) “Construction/renovation” is defined in rule 3356-4-15 of the Administrative Code, “University construction/renovation projects” (Corresponding university policy 3356-4-15 can be found at <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>).

(C) Parameters.

- (1) Goods or services shall be obtained through a competitive selection process when an individual transaction/project from a single supplier is \$50,000 or more.
- (2) Professional design services shall be obtained through a competitive selection process when an individual transaction is \$50,000 or more.
- (3) A construction/renovation project shall be obtained through a competitive selection process when the construction project cost is \$200,000 or more. Construction contracts valued at \$200,000 or more shall be approved by the attorney general or general counsel, as required by law, prior to the start of construction.
- (4) All construction/renovation projects must be coordinated through the university’s facilities office.

(D) Procedures.

- (1) For purchases exceeding the dollar thresholds, appropriate forms of competitive selection include:
 - (a) An invitation to bid (“ITB”). A formal ITB is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
 - (b) A request for proposal (“RFP”). RFP’s are managed and distributed through the university’s procurement services office. An RFP is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
 - (c) A request for qualifications (“RFQ”). With the assistance

of procurement services, an RFQ is sent to prospective bidders and may be published in appropriate media when seeking to purchase services. RFQ's for professional design services are handled solely through the facilities office.

- (d) Purchases under an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration ("GSA") schedule, inter-university council purchasing group ("IUC-PG"), or others, some of which can be found on punch out catalogs on the university's online procurement system ("eCUBE").
- (2) Competitive Bid Exceptions – the only purchases which may be made without competitive bidding are the following:
- (a) Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of the specific equipment to be serviced.
 - (b) Software/hardware for system upgrades and ongoing maintenance and support on existing systems already in use.
 - (c) Purchases as defined by the competitive bid waiver process in Section (D)(3).
- (3) If the purchase is above the dollar threshold and the nature of the purchase is such that competitive selection would be impractical due to emergency or other special circumstances, the department making the request for a purchase may submit a written request for a waiver of competitive selection. Such requests must include documentation as to why a waiver is warranted and be attached electronically to the requisition being submitted for the purchase. Justification for a waiver may include single source provider, emergency purchase or economic efficacy, and be signed by the appropriate financial manager with signature authority. If the director of procurement services finds that sufficient justification has been presented, he or she may approve the waiver. If the director feels that a bid waiver should be denied, it will be forwarded to the vice president for finance and business

operations, or designee, for final approval or denial. If the request is denied, procurement services will initiate a competitive selection process at the request of the user department.

- (4) For purchases below the dollar thresholds, competitive selection is not required. However, when opportunities exist for significant cost savings, financial managers are strongly encouraged to use an appropriate form of competitive selection as listed above or obtain three written quotes. Financial managers are encouraged to seek assistance from procurement services to locate sources of supply, including items that can be purchased on an existing contract. The director of procurement services, or designee, reserves the right to require a competitive selection process or three written quotes for purchases under the dollar thresholds when he or she believes that it is in the best interest of the university to do so, or when regulations require.
- (5) Details of procurement procedures may be found on the procurement services website at <http://web.yzu.edu/procure>.



**RESOLUTION OF INTENT
TO LOCALLY ADMINISTER CAPITAL FACILITIES PROJECTS
RECEIVING LESS THAN FOUR MILLION DOLLARS**

WHEREAS, Youngstown State University (“University”) receives state capital appropriations on a biennial basis for the purpose of capital facilities projects; and

WHEREAS, Ohio Revised Code Section 3345.50 authorizes a state university to administer any capital facilities project for which the total amount of funds expected to be appropriated by the general assembly does not exceed four million dollars without the supervision, control, or approval of the Ohio Facilities Construction Commission, so long as the board of trustees notifies the Chancellor of Higher Education in writing of its intent to administer the capital facilities project; and the board of trustees complies with the guidelines established pursuant to section 153.16 of the Ohio Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project; and

WHEREAS, the University has qualified and experienced staff that have successfully administered capital facilities projects over several biennia; and

WHEREAS, the University intends to locally administer capital facilities projects receiving less than four million dollars in state capital appropriations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University, pursuant to Ohio Revised Code Section 3345.50, does hereby authorize the University to locally administer capital facilities projects receiving less than four million dollars in state capital funds, and does hereby notify the Chancellor of Higher Education of its intent to have the University administer said capital facilities projects; and shall comply with the guidelines established by Ohio Revised Code Section 153.16 and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the projects.

Ohio Revised Code 153.16 - Policy and procedure guidelines for contract documents in conjunction with administration of public works contracts.

(A) The executive director of the Ohio facilities construction commission shall establish policy and procedure guidelines for contract documents in conjunction with the administration of public works contracts that the state or any institution supported in whole or in part by the state enters into for any project subject to sections [153.01](#) to [153.11](#) of the Revised Code.

(B) Notwithstanding any contract provision to the contrary, any claim submitted under a public works contract that the state or any institution supported in whole or in part by the state enters into for any project subject to sections [153.01](#) to [153.11](#) of the Revised Code shall be resolved within one hundred twenty days. After the end of this one hundred twenty-day period, the contractor shall be deemed to have exhausted all administrative remedies for purposes of division (B) of section [153.12](#) of the Revised Code.

Amended by 129th General Assembly File No.127, HB 487, §101.01, eff. 9/10/2012.

Effective Date: 03-18-1999

Ohio Revised Code 3345.50 - Administration of capital facilities project - state appropriations under \$ 4 million.

Notwithstanding anything to the contrary in sections [123.01](#) and [123.10](#) of the Revised Code, a state university, a state community college, or the northeast Ohio medical university not certified pursuant to section [123.24](#) of the Revised Code may administer any capital facilities project for the construction, reconstruction, improvement, renovation, enlargement, or alteration of a public improvement under its jurisdiction for which the total amount of funds expected to be appropriated by the general assembly does not exceed four million dollars without the supervision, control, or approval of the Ohio facilities construction commission as specified in those sections, if both of the following occur:

(A) Within sixty days after the effective date of the section of an act in which the general assembly initially makes an appropriation for the project, the board of trustees of the institution notifies the chancellor of higher education in writing of its intent to administer the capital facilities project;

(B) The board of trustees complies with the guidelines established pursuant to section [153.16](#) of the Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project.

The chancellor shall adopt rules in accordance with Chapter 119. of the Revised Code that establish criteria for the administration by any such institution of higher education of a capital facilities project for which the total amount of funds expected to be appropriated by the general assembly exceeds four million dollars. The criteria, to be developed with the Ohio facilities construction commission and higher education representatives selected by the chancellor, shall include such matters as the adequacy of the staffing levels and expertise needed for the institution to administer the project, past performance of the institution in administering such projects, and the amount of institutional or other nonstate money to be used in financing the project. The chancellor and the Ohio facilities construction commission shall approve the request of any such institution of higher education that seeks to administer any such capital facilities project and meets the criteria set forth in the rules and in the requirements of division (B) of this section.

Amended by 131st General Assembly File No. TBD, HB 64, §101.01, eff. 9/29/2015.

Amended by 129th General Assembly File No.127, HB 487, §101.01, eff. 9/10/2012.

Amended by 129th General Assembly File No.18, HB 139, §1, eff. 4/29/2011.

Effective Date: 03-18-1999; 05-06-2005; 07-01-2006



**RESOLUTION TO APPROVE ROOM RENTAL RATES
FOR UNIVERSITY COURTYARD APARTMENTS,
EFFECTIVE FALL SEMESTER 2017**

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, the University Courtyard Apartments were acquired by the University in 2011; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in exhibit ___, effective fall semester 2017.

Additional Requested Information Supporting Resolution on Courtyard Rate Increase

The case for the increase is:

1. FY 2017 Rates are comparatively low:

Courtyard rates are and will continue to be comparatively very low.

University Courtyard	\$6,840/yr. 4 person
University Edge Apartments	\$7,200/yr. 4 person
Flats at Wick	\$7,776/yr. 4 person
Erie Terminal	\$8,700/yr. 3 person
Kent St. Engleman Apts.	\$9,660/yr. 4 person
Cleve. St. Euclid Commons	\$9,944/3/4 yr. 4 person
Akron U. Exchange St.	\$9,866/yr. 4 person (2014 rate)

2. Protection of Investment

Students are increasingly particular about the level of comfort and amenities in their housing environment. The University needs to generate sufficient income to ensure that the University Courtyard is attractive to students until 2034 when the debt on the facilities is paid. Due to the age of the building, there is visible wear and tear particularly in the kitchen and bathrooms, which suggest modernization is prudent in order to remain competitive. See attached Bond Debt Service Schedule, Repairs and Improvements 10-year Projection, Housing Services Plant Reserve Fund FY 2014 – FY 2017 Transfer Activity History, and the University Courtyard original proforma indicating assumption of 3% increase throughout life of project.

University Courtyard - Youngstown 2017-18 Rental Rate Proposal

Current Approved Rates for 2016-2017 School Year - No rate increase from prior year.

Unit Type	Total Beds	Market Rent Per Bed Per Month	Monthly Gross Potential - Base Rent	Annual Gross Potential - Base Rent
1 bed 1 bath	8	\$780	\$6,240	\$74,880
2 bed 2 bath	88	\$660	\$58,080	\$696,960
4 bed 2 bath	312	\$570	\$177,840	\$2,134,080
			\$242,160	\$2,905,920

Proposed Rates for 2017-2018 school year.

Unit Type	Total Beds	Market Rent Per Bed Per Month	Monthly Gross Potential - Base Rent	Annual Gross Potential - Base Rent
1 bed 1 bath	8	\$805	\$6,440	\$77,280
2 bed 2 bath	88	\$680	\$59,840	\$718,080
4 bed 2 bath	312	\$590	\$184,080	\$2,208,960
			\$250,360	\$3,004,320

*round up by \$2
*round up by \$2

Rate Change Analysis

Unit Type	Total Beds	Total Rent 16-17	Total Rent 17-18	% Increase on Total Rent	\$ Increase on Total Rent
1 bed 1 bath	8	\$6,240	\$6,440	3.2%	\$200
2 bed 2 bath	88	\$58,080	\$59,840	3.0%	\$1,760
4 bed 2 bath	312	\$177,840	\$184,080	3.5%	\$6,240
Average			\$50,072	1.9%	\$2,733.3

Breakdown of Beds Currently Leased

Unit Type	Beds	# Leased 15-16	# Leased 16-17	% Leased 16-17
1 bed 1 bath	8	8	8	100.00%
2 bed 2 bath	88	88	88	100.00%
4 bed 2 bath	312	304	311	99.68%
Total	408	400	407	99.75%

Rental Rate History of University Courtyard-Youngstown

	2011-2012	2012-2013	2013-2014	2014-2015	2015-16	2016-17	2017-18
1 bed 1 bath	\$715	\$725	\$735	\$757	\$780	\$780	\$805
2 bed 2 bath	\$600	\$610	\$620	\$639	\$660	\$660	\$680
4 bed 2 bath	\$515	\$525	\$535	\$551	\$570	\$570	\$590

Increase from prior year \$ or %							
	\$10	\$10	\$10	3%	3%	No increase	3% - 3.5%

*Round up

BOND DEBT SERVICE

Youngstown State University
 General Receipts Bonds, Series 2011
 • Acquisition of UHC Project •
 ** Final Schedules **

Dated Date 07/20/2011
 Delivery Date 07/20/2011

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2012	-	-	775,960.08	775,960.08
06/30/2013	525,000	2.000%	854,275.00	1,379,275.00
06/30/2014	535,000	3.000%	841,000.00	1,376,000.00
06/30/2015	555,000	3.000%	824,650.00	1,379,650.00
06/30/2016	575,000	4.000%	804,825.00	1,379,825.00
06/30/2017	595,000	4.000%	781,425.00	1,376,425.00
06/30/2018	625,000	5.000%	753,900.00	1,378,900.00
06/30/2019	655,000	5.000%	721,900.00	1,376,900.00
06/30/2020	690,000	5.000%	688,275.00	1,378,275.00
06/30/2021	720,000	3.500%	658,425.00	1,378,425.00
06/30/2022	750,000	**	629,887.50	1,379,887.50
06/30/2023	780,000	4.000%	598,350.00	1,378,350.00
06/30/2024	815,000	5.000%	562,375.00	1,377,375.00
06/30/2025	855,000	5.000%	520,625.00	1,375,625.00
06/30/2026	900,000	5.000%	476,750.00	1,376,750.00
06/30/2027	950,000	5.000%	430,500.00	1,380,500.00
06/30/2028	995,000	5.000%	381,875.00	1,376,875.00
06/30/2029	1,045,000	5.000%	330,875.00	1,375,875.00
06/30/2030	1,100,000	5.000%	277,250.00	1,377,250.00
06/30/2031	1,155,000	5.000%	220,875.00	1,375,875.00
06/30/2032	1,215,000	5.000%	161,625.00	1,376,625.00
06/30/2033	1,280,000	5.000%	99,250.00	1,379,250.00
06/30/2034	1,345,000	5.000%	33,625.00	1,378,625.00
	18,660,000		12,428,497.58	31,088,497.58

University Courtyard - Improvements 10-year estimate

<u>Description</u>	Estimated	Estimated Fiscal	<u>Comment</u>
	Total Cost	Years	
Drainage improvements	\$ 40,000	FY15	Will include some gutter/downspout changes repairs on the buildings.
Plumbing repairs/replacement	\$ 150,000	FY15,16,17,18,19	Replacement of toilets, tubs, hot water tanks, expansion tanks, backflow preventor (5) and related plumbing parts
HVAC units	\$ 150,000	FY15-FY25	Replacement entire unit or compressor and condensing as needed. Current models are no longer manufactured. Cleaning of the coils inside and out (lft required).
Landscape upgrades	\$ 150,000	FY15-FY25	Removal/replacement of trees/shrubs, install annual flowers for curb appeal and major clean up from the winter season.
Concrete sidewalk repair or replacement	\$ 50,000	FY15	Settlement and spaulding of concrete causing trip hazards.
Parking Lot and Basketball court	\$ 108,000	FY15-FY25	Sealcoat and restripe all parking lots and make minor repairs (complete every 2 years).
Paint exterior of buildings	\$ 80,000	FY16	Paint exterior trim and replace rotted trim as needed on both buildings.
Community Signage	\$ 10,000	FY16	Upgrade of community signage due to deterioration.
Light Poles in parking lot	\$ 140,000	FY16, FY17	Light poles are rusting out and require constant bulb/ballast replacement and replace bldg. wall pack lights to energy saving fixtures.
Main fire alarm panel with batteries	\$ 30,000	FY17, FY24	Upgrade the fire alarm panel in each building to maintain proper function.
Parking lot gates	\$ 20,000	FY17	Upgrade is necessary due to continued malfunction and wear & tear.
Install stairs exterior of building 100	\$ 200,000	FY17	Install a set of stairs on the south end of building 100 and two sets on the north end of building 100 to eliminate ground erosion from foot traffic by students.
Office equipment	\$ 26,000	FY17, 23	Replacement of four office computers, printers and copier/fax/scan
Lighting/surge protection	\$ 500,000	FY17	Install protection to protect the buildings from lightning and potential electrical surge.
Generator for both buildings	\$ 600,000	FY18	Install back up generator for both buildings
Appliance replacement	\$ 200,000	FY16,17,18,19	Upgrade/replace microwaves, dishwashers, stoves and refrigerators & garbage disposals
Cabinetry replacement	\$ 40,000	FY16,17,18,19	Replace cabinets and counter tops as needed when replacing appliances
Flooring replacement - interior units	\$ 155,000	FY16,17,18	Replace tile floor in 130 kitchens & 252 bathrooms
Window replacement	\$ 650,000	FY16,17,18	Replacement of 546 windows in both buildings.
Computer labs	\$ 20,000	FY18, 24	Upgrade/replace 8 computers, 2 printers in the two computer labs.
Office Furnishings	\$ 10,000	FY18	Replacement upgrade of desk, chairs, credenza and file cabinets for three offices.
Unit door locks	\$ 70,000	FY18, 19	Upgrade unit door locks to eliminate card swipe and produce more functionality. One bldg. per year.
Unit alarm and panic button system	\$ 60,000	FY18	Upgrade system to allow YSU PD to directly monitor system of 408 panic buttons & 130 door sensors and 254 window sensors.
Roof replacement	\$ 900,000	FY18, 19	Full replacement (original from 2003). Bldg 100 in FY18, Bldg. 200 in FY19
Furniture inside the units	\$ 750,000	FY19, 20	Upgrade couch, chair, bar stools, bed, dresser, desk, desk chairs, end tables
Fitness and Activity Center upgrade	\$ 50,000	FY19,25	Upgrade fitness equipment with new equipment and activity center furniture and recreational items
Flooring - common areas	\$ 165,000	FY23	Resurface hallway floors and replace carpet in amenity areas.
Total of projected improvements	\$ 5,324,000		
 <u>Completed in 2016:</u>			
Stairwells (6) resurface	\$ 61,000	Completed 7/2016	Resurface original concrete steps and landings with rubberized flooring.
 <u>Completed in 2015:</u>			
Entry/exit doors to the building	\$ 53,000	Completed 7/2015	Replace 13 doors with heavy grade steel, new locks and new hardware.



YOUNGSTOWN STATE UNIVERSITY
Housing Services Plant Reserve Fund
FY 2014 - FY 2017 Transfer Activity
Through October 19, 2016

<u>FUND DESCRIPTION</u>	<u>AMOUNT</u>	<u>REASON</u>
Balance @ 6/30/13	\$ 2,806,652	
Housing Services	400,000	Board approved transfer as part of FY 2014 Operating Budget.
Cafaro House HVAC	(175,000)	Transfer for Cafaro House HVAC replacement.
Wick & Weller House HVAC	(60,000)	Transfer for Wick & Weller House HVAC replacement.
Wick & Weller House HVAC	(1,280)	Transfer of additional funds for Wick & Weller House HVAC replacement.
Cafaro House HVAC	(25,000)	Transfer of additional funds for Cafaro House HVAC replacement.
Housing Services	133,852	Transfer portion of year end excess
Balance @ 6/30/14	\$ 3,079,223	
Housing Services	400,000	Board approved transfer as part of FY 2015 Operating Budget.
Housing Services	(400,000)	Reverse transfer approved as part of the FY 2015 Operating Budget due to decreased occupancy in University Housing.
General Fund Operating Carryforward	(100,000)	Transfer to cover FY 2015 General Fund deficit.
FY-15 Weller House Renovations	(95,000)	Transfer for Weller House renovations.
FY-15 Cafaro/Lyden Renovations	(50,000)	Transfer for Cafaro/Lyden House renovations.
FY-15 Weller House Renovations	(16,000)	Additional transfer for Weller House renovations.
Housing Services	26,894	Transfer portion of year end excess.
Balance @ 6/30/15	\$ 2,845,117	
General Fund Operating Carryforward	(400,000)	Transfer to cover FY 2015 General Fund deficit.
FY-16 Weller House Renovations	(85,000)	Transfer for Weller House renovations.
FY-16 Cafaro/Lyden Renovations	(70,000)	Transfer for Cafaro/Lyden House renovations
FY-15 Weller House Renovations	15,540	Transfer to close out residual in project fund
FY-15 Cafaro/Lyden Renovations	1,777	Transfer to close out residual in project fund.
Housing Services	57,830	Transfer portion of year end excess.
Balance @ 6/30/16	\$ 2,365,265	
		No activity through 10/19/16
Balance @ 10/19/16	\$ 2,365,265	



**RESOLUTION TO APPROVE ROOM AND BOARD RATES
FOR UNIVERSITY HOUSING,
EFFECTIVE FALL SEMESTER 2017**

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, the University Housing is seeking an increase to its Board Plan only for FY17-18; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room and board rates for University Housing, as shown in exhibit __, effective fall semester 2017.

Justification for FY17-18 University Housing & Dining Rates Increase

This is a request to increase the board portion of the Housing fees for the 2017-18 academic year. Summer term fees will remain the same. In FY 2017, Chartwells increased their charges by 3%. This increase was not passed on to residents during the 16-17 school year in an effort to keep cost low. Per the contract, another increase of 3% is scheduled for FY 2018. Therefore, we are requesting an increase for FY17-18. Passing these increases to students allows board plans to pay for meals and allows room charges to go towards improving facilities and programs.

It makes sense that board fees cover meal plan costs and room charges pay for residence hall facilities and programming. It is for this reason we seek a \$100 increase to the board section of the housing fees. This \$50 for fall and \$50 for spring is just less than 3% of the estimated cost for board plans.

YOUNGSTOWN STATE UNIVERSITY
Housing Charges

Fee Description	FY 2017 Actual	FY 2018		
		Proposed	\$ Change	%Change
Room & Board (per academic year)	\$8,990	\$9,090	\$100.00	1.11%
<i>Room</i>	\$5,558	\$5,558	\$0.00	0.00%
<i>Board</i>	\$3,432	\$3,532	\$100.00	2.87%
Residence Hall Security Deposit (academic year and/or summer)	\$200	\$200	\$0.00	0.00%
Single Room Surcharge	\$900	\$900	\$0.00	0.00%
Weller House Apartments (per Academic Year-room only)	\$7,140	\$7,140	\$0.00	0.00%
Student Housing During Academic Breaks				
1 - 3 days (no meals, per day)	\$26	\$26	\$0.00	0.00%
Per week (7 meals per week)	\$205	\$205	\$0.00	0.00%
Summer				
Room and Board (10 meals per week)	\$260	\$260	\$0.00	0.00%
Apartments (room only, per person, per week)	\$205	\$205	\$0.00	0.00%

Housing Fee Comparisons (Dbl. Room w/ Full Meal Plan) for 2016-2017

OHIO

Institution	% Increase	Fees	Type of Room	Room	Board
Kent State	3.6%	\$11,410	Trad Dbl	\$6,760	\$4,650
Miami of OH	room up, board down	\$11,260	Multiple Occupancy	\$6,460	\$4,800
Ohio State	room down, board same	\$11,201	Dbl w/ ac	\$6,685	\$4,516
U of Akron	decrease	\$11,086	Trad Dbl	\$7,020	\$4,066
U of Cincinnati	2%	\$10,958	Multiple Occupancy	\$6,558	\$4,400
Cleveland State	.8% board	\$10,648	Dbl	\$6,848	\$3,800
U of Toledo	1.5%	\$10,540	Dbl	\$6,968	\$3,572
Shawnee State	1.5%	\$9,680	Apt./Townhouse	\$6,046	\$3,634
Bowling Green State U	2%	\$9,636	Double Occupancy	\$5,450	\$4,186
Central State	0%	\$9,447	Trad Dbl	\$5,008	\$4,439
Wright State	2%	\$9,114	Trad Dbl	\$5,606	\$3,508
Youngstown State	0%	\$8,990	Dbl	\$5,558	\$3,432

W. PA

Institution	% Increase	Fees	Type of Room	Room	Board
Clarion	4.5%	\$11,212	Trad Dbl	\$7,830	\$3,382
California U of PA	0%	\$10,238	1 BR 1 BA Suite (Dbl)	\$6,592	\$3,646
Edinboro	4%	\$9,396	Trad Dbl	\$5,840	\$3,556
Slippery Rock	2%	\$6,978	Trad Dbl	\$3,488	\$3,490

*% increases are estimated



**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

WHEREAS, University Policy Number 3356-3-11.1 (Previous Policy Number 3010.01) 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 __.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Second Quarter 2017

FROM	TO	AMOUNT	REASON
Lab and Material Carry Forward (Designated Fund)	Planetarium Full Dome Projection System (Restricted Plant Fund)	\$200,000	Interest free interfund loan for purpose of providing bridge financing for the purchase of a new full dome projection system for the Ward Beecher Planetarium with repayment to be made upon receipt of second and third installments of funds pledged for such purchase. Total amount of pledge is \$300,000 and is expected to be paid in full in 2018.

Budget to Actual Report will be forth coming.

YSU Capital Projects Summary:

Board Projects Update 11/1/2016

Capital Projects in Progress:

Utility Distribution Upgrades – Steam Line Repair/Replacement

YSU 1516-34-2

\$900k (Capital C34541) CL Firestone, Utility Contracting

This project will be the replacement of deteriorated steam lines between Meshel Hall and Bliss Hall with new piping within new tunnel sections. **Update: Work is underway and behind schedule. We are currently working with our design consultant to recover or minimize lost time. Project completion is now late-October.**

Campus Core Lighting Upgrades, Phase II

YSU 1516-49-2

\$800k (Capital C34537) YSU Staff/CL Firestone, Penn Ohio

This project will be a continuation of a previous project that will repair and upgrade lighting across campus core. New poles, conduits, and LED fixtures will be installed. **Update: Lights were delayed shipping but now the project is moving along. This project will be complete in late October.**

Building System Upgrades

YSU 1516-73

\$1.5M (Capital C34542) JM Verostko

This project will be the repair and replacement of building systems (HVAC, building automation, and mechanical) in several buildings across campus including Moser Hall and Ward Beecher. **Update: This project is underway and will meet a fall completion.**

Roof Repairs and Replacements

YSU 1516-95

\$150k (Capital C34534) YSU Staff, Roofing Services

Sections of roofs on the Pedestrian Bridge near Meshel Entrance, Clingan-Waddell (YSU Police), McDonough Museum, and Meshel Hall skylights will be repaired/replaced. **Update: This project is underway and scheduled for a late October completion.**

Wick and Lincoln Ave. Projects

City of Youngstown

The Lincoln Avenue project has started with Parella-Panninzio as the contractor and depending on the weather, will be substantially complete by December 31, 2016. The Wick Avenue project has recently started with Marucci-Gaffney as the contractor and a weather dependent completion date of September 14, 2017.

Capital Projects Recently Completed:

Elevator Safety Repairs and Replacements

YSU 1516-35

\$1.6M (Capital C34531) Murphy Contracting, Contractor

Elevator cars and equipment in DeBartolo Hall, Tod Hall, Ward Beecher, and Maag Library will be replaced. Modifications to the freight elevators in Moser Hall and Bliss Hall will also be completed. **Update: Elevators are complete.**

Roof Repairs and Replacements

YSU 1516-36

\$1.2M (Capital C34534) BSHM Architects, Boak and Sons

Sections of roofs on Tod Hall, Moser Hall, and Fedor Hall will be replaced. **Update: All roofs in this project are now complete.**

Meshel Hall Renovations – 4th floor
YSU 1516-63

\$70k (Local Funds) YSU Staff w/JM Verostko
Relocation of sprinkler piping within the computer center. **Update:**
Work for this project is complete.

M1 Parking Deck Elevator Replacements
YSU 1516-61

\$600k (Capital C34531) Domokur Architects – Murphy Contracting
Complete replacement of two elevator cars in the M1 parking deck.
Bids opened October 28th with Murphy Contracting the low bidder.
Update: Work is complete.

M1 Parking Deck Lighting Upgrades
YSU 1516-79

\$1.5M (Parking Maintenance Funds) Walker Restoration – Murphy
Replacement of the lighting in the M1 parking deck with efficient LED fixtures. Also included will be painting of the ceilings and new signage.
Work is scheduled to start in May 2016 with the entire deck being closed until August. **Update:** Work is complete.

Instructional Space Upgrades
YSU 1516-82

\$1M (Capital C34524) YSU Staff, United Contractors
This project will renovate classrooms in Cushwa, DeBartolo, Ward Beecher, and Moser Hall. The project will consist of new flooring, ceilings, lighting, whiteboards, and other finishes. This project will tentatively begin in May 2016. **Update:** This project is complete.

Emergency M2 Deck Repairs
YSU 1516-100

\$200k (Local Funds) Walker Restoration, CPS
Repairs to the ramps on the upper levels. Work is underway and will be complete by the start of Fall Semester. **Update:** Minor coating and punchlist items remain.

Emergency Pedestrian Bridge Repairs
YSU 1516-101

\$80k (Local Funds) Walker Restoration, AP O'Horo
Repairs to the pedestrian bridge at the elevator tower. Major work is complete with some small items remaining. **Update:** Work is complete.

Jambar Relocation
YSU 1516-102

\$20k (Local Funds) YSU P&C, Alex Downie
Renovations is Kilcawley Center to accommodate the Jambar. **Update:**
Work is complete.

Current Requests for Qualifications; Architects and Engineers

Jones Hall Roof – eS Architecture, Columbus, Ohio Selected – Contract complete

Academic Area Renovations – BSHM Architects, Youngstown, Ohio Selected – Waiting on Technical Proposal

Don Constantini Multimedia Center – MS Consultants, Youngstown, Ohio Selected – Contract complete

Campus Development – Behnke Associates, Cleveland, Ohio Selected – Contract complete

Meshel Hall – MEP services, JM Verostko and CL Firestone selected.

Ward Beecher – Seeking MEP Proposals

EJSC Renovations – Seeking MEP Proposals

Capital Projects in Development:

Meshel Hall Renovations - \$2M Capital Funds, YSU Staff

Meetings with end users are ongoing and bid documents are being developed.

Ward Beecher Renovations - \$2.5M Capital Funds, YSU Staff

Preliminary work has started and bid documents are being developed.

Jones Hall Roof Replacement - \$1M Capital Funds, eS Architecture

A/E selected, request at controlling board for release of A/E funds.

Campus Development - \$750k Capital Funds, Behnke Associates

A/E selected, request at controlling board for release of A/E funds.

EJSC Renovations - \$300k Capital Funds, YSU Staff

Project documents are being completed.

Storm Water Upgrades - \$250k Capital Funds, YSU Staff

Project preliminaries are underway.

Bliss Hall Graduate Program Renovations - \$150k Capital Funds, YSU Staff

Schematic design underway.

Academic Area Renovations - \$3.75M Capital Funds, Selected A/E

A/E selected, working on technical proposal and contract, work projected for late 2017/Spring 2018.

Moser Hall Lower Level Renovations (Brett Conner) - \$75k (preliminary estimate) Local Funds, YSU Staff

Project is scheduled for November completion.

Innovation Center - \$3M Capital Funds, TBD

Preliminary discussions of available space, further discussions on spending capital allocation.

Building System Upgrades Phase II - \$273k Capital Funds, JM Verostko

Bid documents are being developed for Spring 2017 construction.

Instructional Space Upgrades Phase II - \$316k Capital Funds, YSU Staff

Bid documents are being developed for Spring 2018 construction.

Restroom Renovations Phase II - \$323k Capital Funds, YSU Staff

Bid documents are being developed for 2017/2018 construction.

Ward Beecher HVAC Upgrades - \$133k Capital Funds, YSU Staff

Bid documents are being developed for 2017/2018 construction.

Beeghly Center Renovations - \$175k Local Funds, YSU Staff

Relocation of spinning equipment to 2nd level long deck, work to begin late October.

Emeritus Wall – Elm Street - \$130k Gifts, YSU Staff

Wall for the relocation of emeritus plaques.

Maag Lower Level Restrooms - \$17k Capital Funds, YSU Staff

Painting, lighting, clean-up of restrooms.

Lyden House Window Replacement - \$500k Local Funds, YSU Staff

Replace window units throughout Lyden House.

Cafaro House Lower Level Renovation – \$70k Local Funds, YSU Staff

Replace finishes (flooring, lighting, paint, etc.)

Housing & Residence Life Projected Facilities Projects

After a preliminary assessment of our residential facilities and the potential maintenance projects that need to be completed to maintain all of these facilities, it was determined that a renovation and preventative maintenance plan was needed. Therefore, we have decided to identify an external third party to conduct a complete assessment of the following facilities: Kilcawley House, Lyden House, Cafaro House, Wick House and Weller House. This third party engineering firm will examine the plumbing, electrical, HVAC, elevators, roofs, brick work, windows, etc. and give us a report that will enable us to prioritize what needs to be done, and what we should address in the future. Additionally, the plan will also address preventative maintenance and inform us of the areas that may need our immediate attention. The estimated cost of the facilities audit is \$50,000.

Several items have been identified that need to be done and we know they will show up on the list. All costs are estimated.

Fall 2016

Tuck-pointing and Brick Repair at Wick House South and East Sides	\$20,000
Lyden Boiler – keeps flipping off	\$

Winter 2016-17

Complete Cafaro House Renovation – basement level	\$70,000
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Summer 2017

Roofs of Lyden and Cafaro (flat portions)	\$150,000
Showers at Lyden – due to poor construction and leaking	\$40,000 per restroom
Internet Service All Halls	\$700,000
Cafaro House Knuckle Suites Shower Repairs	\$60,000

Summer 2018

Lyden House Elevator	\$175,000
Lyden and Cafaro Gutters – need larger with larger downspouts	\$40,000
Lyden and Cafaro Capstones – need resealed	\$40,000
Showers at Cafaro – due to leaking and poor construction	\$40,000 per restroom
Begin Window Replacement at Lyden House	\$500,000
Install Electronic Entrance Door Access to All Halls	\$261,000

Summer 2019

Cafaro House AC	\$400,000
Complete Window Replacement Project at Lyden House	\$300,000

Additional Projects:

Christman Dining	
HVAC – original has had issues needs replaced	\$225,000
Kitchen Appliances – most original need to cycle in new	\$
Tuck-point at Kilcawley House	\$40,000
Replace Wardrobes in Cafaro House	\$500,000
Window Replacement at Cafaro House	\$700,000