UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

MEETING OF THE BOARD OF TRUSTEES

Finance Committee

September 26, 2019
University of North Carolina School of the Arts
Hanes Student Commons, Room 301
Winston-Salem, North Carolina

BOARD MEMBERS:

Elizabeth Madden (chair), Steve Berlin, Pete Brunstetter, Phillip Horne, Rob King, Ralph Womble (ex officio)

COMMITTEE STAFF:

Cindy Liberty (Foundation Liaison), Matt Horvat (Staff Council Representative), Ramona Richmond (Staff Council Representative), Ellen Rosenberg (Faculty Council Representative), Michael Smith (VC for Finance & Administration), Lisa McClinton (AVC Finance), Jackie Riffle (Director of Budget), Steve Martin (AVC Facilities), David Harrison (VC for Institutional Integrity & General Counsel), Krista Johnson, Amanda Balwah

AGENDA

1. Call to Order and Confirm Quorum……Chair Madden
2. Approval of Minutes from the April 25, 2019 Meeting……..Chair Madden
3. FY18-19 Financial Recap……Michael Smith/Jackie Riffle
4. FY19-20 Budget Update……Michael Smith/Jackie Riffle
5. Tuition & Fees/Enrollment……..Michael Smith/Jackie Riffle
6. Capital Projects Update……Michael Smith/Steve Martin
7. Disposition of Property……Steve Martin
8. Closed Session: *Open Ended Designer Services*…..……Steve Martin
9. Other Business ……...Chair Madden
10. Adjourn …….. …….Chair Madden

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

MEETING OF THE BOARD OF TRUSTEES

Finance Committee

DRAFT OPEN MINUTES

April 25, 2019
University of North Carolina School of the Arts
Hanes Student Commons, Room 301
Winston-Salem, North Carolina

COMMITTEE PRESENT

Elizabeth Madden (Chair), Rob King, Phillip Horne, Ralph Womble (ex officio), Michael Tiemann

COMMITTEE ABSENT

Steve Berlin

COMMITTEE STAFF PRESENT

Steve Martin (AVC Facilities), David Harrison (General Counsel), Elizabeth White (Staff Council Rep.), Elizabeth Klaimon (Faculty Council Rep.), Michael Smith (VC Finance and Administration), Jackie Riffle (Director of Budget), Lisa McClinton (AVC Finance), Krista Johnson, Amanda Balwah

OTHERS PRESENT

Chancellor Lindsey Bierman, David English (Provost), Ed Lewis (VC of Advancement), Jim DeCristo (Chief of Staff),

CONVENE MEETING AND CONFIRM QUORUM

Chair Elizabeth Madden convened the April 25, 2019 Finance Committee Meeting at 3:02 p.m. and confirmed a quorum was present.

APPROVAL OF MINUTES

Chair Elizabeth Madden asked the committee members to review the minutes from the February 7, 2019 meeting. She then called for a motion to approve the minutes as presented.

MOTION: Rob King moved to approve the minutes from the February 7, 2019 meeting. Phillip Horne seconded and the minutes were unanimously approved.

FY19 BUDGET UPDATE

Jackie Riffle, Director of Budget, reported that for the fourth quarter of the 2018-2019 fiscal year, the School has requested to spend up to $14.48 million. The campus, as of March 31, 2019, has spent $36.45 million which is 71.57% of the annual budget. If the annual budget was expended evenly throughout the year, the University would be at approximately 75%. Therefore, expenditures are on target.

Ms. Riffle went on to update the committee regarding year-end planning and one-time funding allocations that are currently underway. Through March 31st the University has awarded more than $750,000 in one-time funds for items like computer refresh, technology upgrades in the different Schools, new patrol cars, and Title IX/Diversity training.

Ms. Riffle also gave an update as it relates to enrollment for 2018-2019; as of the spring semester UNCSA has grown by 31 students over last year to an FTE of 1,273.

CAPITAL AND R&R UPDATE

Michael Smith, Vice Chancellor for Finance & Administration, gave a brief update on significant projects occurring at UNCSA including Performance Place, Semans Academic and Administration Building, Dance Locker Room, and a number of HVAC and roof projects. Mr. Smith also gave a brief update on other ongoing projects including: 1605 Chapel Street, Parking Study, Wayfinding/Signage study and numerous smaller R&R initiatives.

STAFFING UPDATE

Michael Smith also gave a staffing update. UNCSA's new Chief Information Officer, Terry Harmon, who was serving as the interim started on March 11, 2019. Additionally, Debra Carley, who retired from UNCG is currently serving as the Interim Director of Human Resources. First and second round interviews for a permanent Director of Human Resources have occurred, and hoping to have someone in by June 1, 2019. Lastly, the School is searching for a Director of Purchasing & Auxiliary Services, looking to bring candidates in over the next week and have someone in place by June 1, 2019.

ADJOURN

The meeting of the Finance Committee of the University of North Carolina School of the Arts adjourned at approximately 3:35 p.m.

Submitted by: Krista Johnson, Executive Assistant to the Vice Chancellor of Finance and Administration

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

MEETING OF THE BOARD OF TRUSTEES

Finance Committee

September 26, 2019

AGENDA ITEM

FY18-19 Year End Financial Recap..……..……Michael Smith/Jackie Riffle

Summary: For the final quarter of the 2018-2019 fiscal year, UNCSA expended all available state appropriated resources, including $13.87 million of expenses incurred in the last quarter. Other than the typical categories of expenses, such as salaries and benefits, utilities, and day-to-day operating expenses, the University was able to cover a number of end-of-year items across campus as well as the final installment of the Blackboard Project Initiative.

A review of our Institutional Trust Funds (ITFs) for the fiscal year, illustrate a net positive growth to our respective fund balances of $2.26 million, which equates to a growth of 9.05%.

Action: This item is for information only.

UNC School of the Arts
BOT Finance Committee

	June 30, 2019	June 30, 2018
Revenue:		
Certified Budget	50,948,761	48,857,093
Unexpended Receipts	(624,708)	(224,733)
Reversions		
Total Revenue:	50,324,053	48,632,360
Expenses:		
Instruction		
Center for Design Innovation	318,789	380,848
Dance	2,462,973	2,358,376
Design & Production	3,796,164	3,438,267
Drama	1,860,602	1,758,917
Film	4,951,964	4,448,880
General Academics	622,858	576,516
High School Programs	1,757,909	1,685,309
Liberal Arts	1,853,620	1,921,075
Music	3,684,709	3,538,172
Administration	10,388,636	9,627,311
Facilities	9,930,064	10,175,517
Summer/Workshop/Cmty	684,319	1,114,819
Federal Aid/Grants	4,185,529	4,104,205
Library	1,415,241	1,281,410
Student Services	1,571,905	1,426,118
Other	838,770	796,620
Total Expenses:	50,324,053	48,632,359
Under/(Over) Approved Allotment	0	1

UNC School of the Arts
BOT Finance Committee

	August 31, 2019	August 31, 2018
Revenue:		
Certified Budget	49,623,526	47,704,894
Unexpended Receipts	(37,351,371)	(35,704,894)
Reversions	0	0
Total Revenue:	12,272,155	12,000,000
Expenses:		
Instruction		
Center for Design Innovation	38,212	29,743
Dance	395,408	377,571
Design & Production	594,205	565,216
Drama	304,128	276,040
Film	770,520	737,425
General Academics	86,032	95,004
High School Programs	272,538	276,646
Liberal Arts	301,588	280,870
Music	570,929	539,920
Administration	1,709,376	1,678,972
Facilities	1,605,345	1,645,439
Summer/Workshop/Cmty	24,727	81,498
Federal Aid/Grants	2,098,832	1,890,647
Library	270,787	169,488
Student Services	201,276	162,540
Other	(14,197)	0
Total Expenses:	9,229,705	8,807,019
Under/(Over) Approved Allotment	3,042,450	3,192,981

UNC School of the Arts
ITF Financial Analysis
30-JUN-2019

Department	July 1 Fund Balance	Receipts	Personnel	Non-Personnel	Total Expenses	YTD Net	June 30 Fund Balance
10100 Chancellor's Office	.00	547,855.79	39,817.03	546,535.49	586,352.52	(38,496.73)	(38,496.73)
10400 Kenan Institute	.00	100,000.00	.00	53,572.22	53,572.22	46,427.78	46,427.78
20100 Office of the Exec. VC and Provost	1,191,756.36	564,215.19	130,995.21	373,537.92	504,533.13	59,682.06	1,251,438.42
21100 School of Dance	329,194.03	411,300.92	206,823.61	159,082.63	365,906.24	45,394.68	374,588.71
21200 School of Design and Production	92,119.71	278,778.81	3,886.19	271,551.25	275,437.44	3,341.37	95,461.08
21250 Visual Arts	4,383.19	15,038.00	.00	14,920.52	14,920.52	117.48	4,500.67
21300 School of Drama	287,827.98	237,997.08	139,506.07	102,754.39	242,260.46	(4,263.38)	283,564.60
21400 School of Filmmaking	758,965.15	675,050.99	226,281.12	523,589.77	749,870.89	(74,819.90)	684,145.25
21500 School of Music	196,362.98	713,343.56	391,074.32	364,290.00	755,364.32	(42,020.76)	154,342.22
21600 Division of Liberal Arts	66,896.60	43,916.99	37,270.14	6,972.06	44,242.20	(325.21)	66,571.39
21700 High School Academic Programs	84,752.73	39,902.50	6,399.77	38,118.20	44,517.97	(4,615.47)	80,137.26
22100 Admissions	81,762.81	197,386.60	11,287.24	99,723.86	111,011.10	86,375.50	168,138.31
22200 Financial Aid	299,782.33	1,391,727.62	44,030.87	1,421,340.20	1,465,371.07	(73,643.45)	226,138.88
22300 Registrar	19,459.44	6,387.00	.00	2,831.51	2,831.51	3,555.49	23,014.93
22400 Community & Summer Programs	1,012,886.14	1,122,535.92	607,780.81	426,285.13	1,034,065.94	88,469.98	1,101,356.12
24100 Library	13,268.66	.00	.00	2,819.35	2,819.35	(2,819.35)	10,449.31
24150 Library Archives	355.62	33.50	.00	.00	.00	33.50	389.12
26100 Center for Design Innovation	47,949.34	33,646.42	2,093.45	11,818.89	13,912.34	19,734.08	67,683.42
30100 VC for Finance & Administration	.00	530,100.24	4,337.16	271,631.10	275,968.26	254,131.98	254,131.98
32100 Legal Services	.00	1,000.00	.00	1,000.00	1,000.00	.00	.00
33000 VC for Finance & Administration	2,923,070.57	1,038,157.35	95,654.75	559,819.47	655,474.22	382,683.13	3,305,753.70
33100 Financial Services	10,280.11	.00	.00	.00	.00	.00	10,280.11
33140 Purchasing	5,423.17	981.11	.00	1,728.94	1,728.94	(747.83)	4,675.34
33300 Stevens Center	628,397.79	871,885.85	272,729.95	494,040.21	766,770.16	105,115.69	733,513.48
33400 Food Services	4,173,830.03	3,038,190.27	146,274.88	2,486,329.50	2,632,604.38	405,585.89	4,579,415.92
33410 Mail Room	173,437.11	99,314.37	65,249.75	43,139.16	108,388.91	(9,074.54)	164,362.57
33420 Campus Store	10,019.24	9,274.43	.00	4,961.51	4,961.51	4,312.92	14,332.16
33430 OneCard	454,921.45	236,315.22	20,639.57	175,305.20	195,944.77	40,370.45	495,291.90
34100 Student Affairs	90,325.68	27,071.24	25,229.16	78,018.81	103,247.97	(76,176.73)	14,148.95
34210 College Activities	976,309.40	584,874.42	300,148.67	293,907.69	594,056.36	(9,181.94)	967,127.46
34215 High School Activities	358,727.68	246,574.79	72,432.03	168,742.45	241,174.48	5,400.31	364,127.99

UNC School of the Arts
ITF Financial Analysis
30-JUN-2019

Department	July 1 Fund Balance	Receipts	Personnel	Non-Personnel	Total Expenses	YTD Net	June 30 Fund Balance
34220 Transportation	357,085.13	322,457.28	148,483.95	241,269.11	389,753.06	(67,295.78)	289,789.35
34250 Hanes Student Commons	69,447.06	473,430.09	471,827.40	16,748.54	488,575.94	(15,145.85)	54,301.21
34260 Fitness Center	262,881.08	232,695.85	163,044.21	57,733.12	220,777.33	11,918.52	274,799.60
34400 Health Services	1,158,886.46	934,971.04	564,189.57	304,571.63	868,761.20	66,209.84	1,225,096.30
34450 Counseling Services	156,155.32	363,228.81	247,155.31	81,331.26	328,486.57	34,742.24	190,897.56
34500 Residence Halls	6,369,233.40	3,339,982.68	1,626,575.06	1,308,351.09	2,934,926.15	405,056.53	6,774,289.93
34550 Center Stage	1,236,291.20	1,102,896.89	94,958.42	825,447.86	920,406.28	182,490.61	1,418,781.81
35100 Technology	685,161.57	671,170.55	.00	232,725.71	232,725.71	438,444.84	1,123,606.41
36100 Campus Police	63,362.79	106,768.99	102,892.18	26,178.20	129,070.38	(22,301.39)	41,061.40
36150 Parking Services	337,503.36	86,239.49	64,038.60	79,193.49	143,232.09	(56,992.60)	280,510.76
37100 Program Support Corp	56,398.38	.00	.00	9,857.00	9,857.00	(9,857.00)	46,541.38
38100 Facilities Management	14,370.10	125,244.15	.00	24,757.55	24,757.55	100,486.60	114,856.70
40100 Advancement	.00	36,700.00	2,691.23	34,008.77	36,700.00	.00	.00
40175 UNCSA Foundation	(56,154.37)	843,426.28	781,619.81	80,324.80	861,944.61	(18,518.33)	(74,672.70)
40190 Marketing	.00	4,000.00	.00	4,000.00	4,000.00	.00	.00
91100 Agency Funds	7,321.73	.00	.00	.00	.00	.00	7,321.73
Total	**25,010,408.51**	**21,706,068.28**	**7,117,417.49**	**12,324,865.56**	**19,442,283.05**	**2,263,785.23**	**27,274,193.74**

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

MEETING OF THE BOARD OF TRUSTEES

Finance Committee

September 26, 2019

AGENDA ITEM

FY20 Budget Update……..……...……Michael Smith/Jackie Riffle

Summary: Since the State of North Carolina has yet to approve the state budget, UNCSA operates under Continuing Budget Authority utilizing the permanent base budget from the 2018-2019 fiscal year.

For the quarter ending September 30, 2019 UNCSA requested to spend up to $12.27 million, consisting of $8.31 million in appropriations and $3.96 million of receipts, accounting for 25% of the overall budget. Through August 31, 2019, the University spent $9.23 million; leaving a little over $3.04 million for the remainder of the first quarter.

Action: This item is for information only.

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

MEETING OF THE BOARD OF TRUSTEES

Finance Committee

September 26, 2019

AGENDA ITEM

Tuition and Fees/Enrollment……Michael Smith/Jackie Riffle

Summary: As the result of decisions made at the most recent UNC Board of Governor's meeting, the UNC System Office is in the process of promulgating guidance for the upcoming 2020-2021 academic year tuition and fees cycle. Information will be provided as it becomes available.

Census day for the academic year occurred earlier this month, and at the conclusion of that day, UNCSA had an enrollment of 1,326.5 students. This is an increase of 57 students from last academic year-end's enrollment of 1,269.5 students. We will have an update on what that portends for funding at the December meeting.

Action: This item is for information only.

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

MEETING OF THE BOARD OF TRUSTEES

Finance Committee

September 26, 2019

AGENDA ITEM

Capital Projects Update…….…… Michael Smith/Steve Martin

Summary: An update will be provided regarding the status of numerous construction projects at UNCSA, including Seman's Academic and Administration Building, Performance Place, the residence hall replacement project, ACE Theater, and Workplace West III and V.

A brief overview of the revised R&R allocation methodology will be provided, along with projected initiatives to address multiple deferred maintenance issues.

Action: This item is for information only.

Capital Project Update

September 26, 2019

Facilities Management Department
W. Steve Martin, AIA,
Associate Vice Chancellor - Facilities

UNIVERSITY OF NORTH CAROLINA

SCHOOL OF THE ARTS

Performance Place – Major Renovations

Budget: NC Connect Bond: $2,900,000
Donation: $5,000,000
Carry Forward FY16/17: $ 860,000
Total Project Budget: $8,760,000

Designer: Vines Architecture

Status: Redesign to align scope with available funds (Construction funding - $6M). Options established by Vines and meeting with Project Committee in next two weeks to review and confirm.

Schedule: Facility is being occupied for academic year Fall 2019 - Spring 2020 (through re-design effort).
Bid Opening: Summer 2020
Construction Start: Fall of 2020

Semans (Old Library) – Major Renovations

Budget: NC Connect Bond: $8,000,000
Carry Forward FY16/17: $ 499,201
Total Project Budget: $8,499,201

Designer: Szostak Design

General Contractor: Davie Construction
Construction Costs: $6,753,826

Status: Project under construction and on schedule. Scheduling water outages (2 days) for Fall Break. Elevator rebuild will occur 12.02.19 – 02.07.20. Communicating with Faculty/Staff regarding alternate travel routes.

Schedule: Contract duration - 415 days.
Scheduled completion Date: 04.22.2020

Workplace – Dance Locker Room Renovations

Budget: Total Project Budget: $289,720.00

Designer: Gensler

General Contractor: WC Construction
Construction Costs: $235,000.00

Status: Project construction in progress. Installation of finishes remain. Time extension approved for unforeseen conditions.

Schedule: Contract duration: 120 days.
Scheduled completion Date: 10.07.2019

Workplace West III & V– HVAC and Fire Alarm Upgrades

Budget: Total Project Budget: $1,129,732.00

Designer: NV5 Engineering

General Contractor: Barr Construction Co.
Construction Costs: $998,300.00

Status: Project 95% complete. JCI Controls finishing work to connect to building automation system.

Schedule: Contract duration: 86 days. Extension granted for unforeseen existing conditions.

Scheduled completion Date: 10.07.2019

ACE Theater – Roof replacement

Budget: Total Project Budget: $432,258.00

Designer: Terracon

General Contractor: Allied Roofing Co.
Construction Costs: $336,250.00

Status: Project 99% complete. Terracon punch list in progress.

Schedule: Construction start: 05.16.2019

Scheduled completion date: 10.07.2019

William Buck Building – HVAC Phase II

Budget: Total Project Budget: $165,000.00

Designer: Sud & Assoc. Engineers

General Contractor: Sylvester & Cockrum
Construction Costs: $134,818.00

Status: Project complete. Final inspection scheduled for 09.18.2019

Schedule: Construction start: 05.20.2019
Construction completion: 09.20.2019

Watson Hall – Waterproofing and roof repair

Budget: Total Project Budget: $129,603.00

Designer: Terracon

General Contractor: Stone Restoration

Status: Project complete

Schedule: Construction start: Spring/Summer 2019
Construction duration: 45 days

1605 Chapel Street (Housekeeping) Building – Renovation

Budget: Total Project Budget: $295,105.00

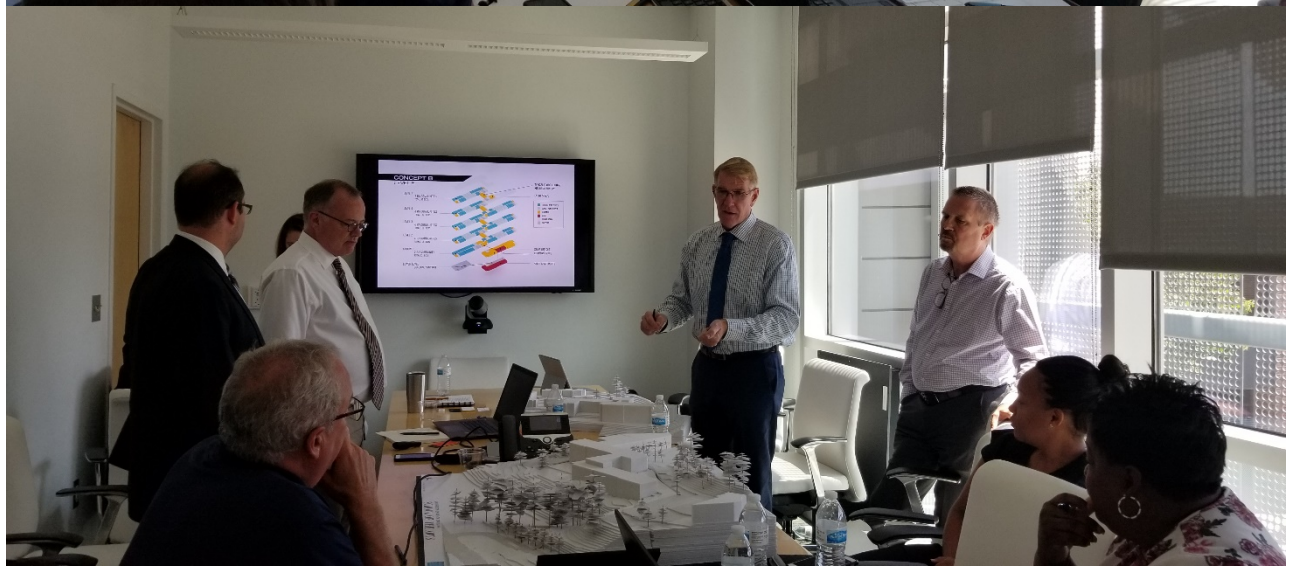
Designer: Metropolis Architecture

General Contractor: Davie Construction

Status: Project 95% complete. Time extension approved for unforeseen conditions. Furniture and signage procurement in progress.

Schedule: Occupancy - 10.25.2019

New Residence Hall -



Budget: Total Project Budget: $46,000,000.00

Designer: LS3P/Ayers Saint Gross

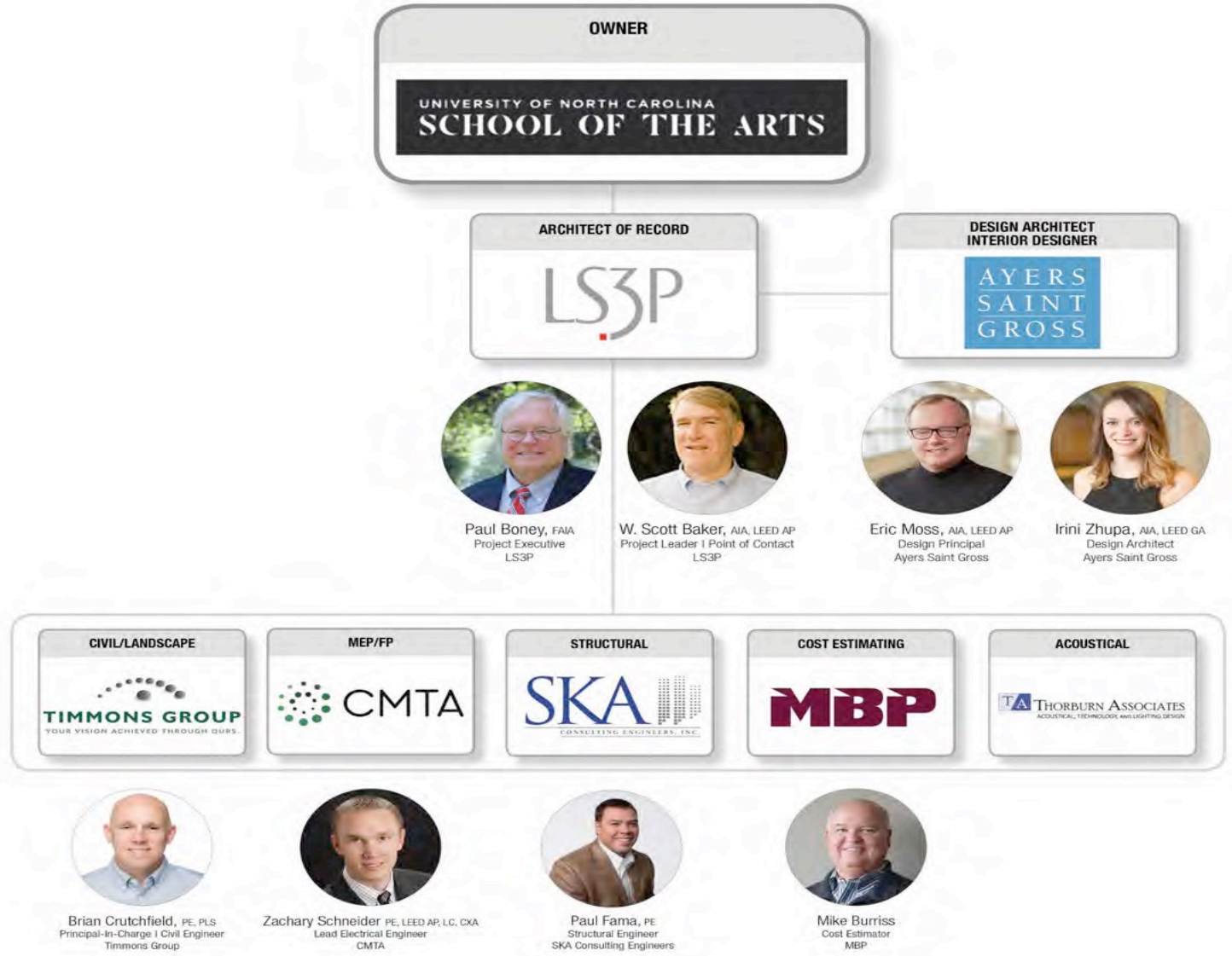
Construction Manager @ Risk: TBD

Status: Project is in Advanced Planning Phase. Design workshops in progress with design team and project committee.

RFQ for CM@R posted 08.20.2019 and submittal deadline is 09.20.2019. Short-listing week of September 23-27 2019. Interviews scheduled for 10.07.2019

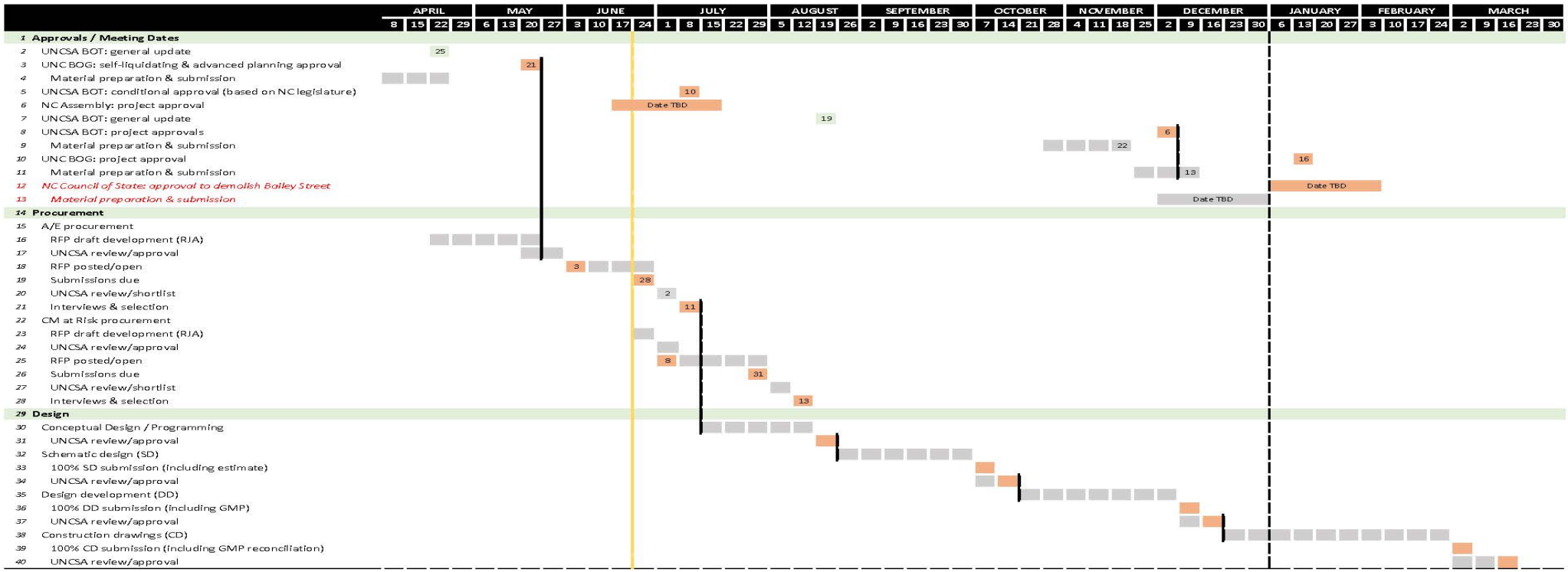
Schedule: Design completion scheduled for March 2020. Construction scheduled to begin Spring 2020 and complete Fall 2021

New Residence Hall – Team Organization



New Residence Hall – Project Schedule

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
New Residence Hall
Master Schedule
June 24, 2019



2019-2020 Repair and Renovation: $2,233,059.00

Item	Category and Project List	Amount
1	Roof Repairs and replacements	$ 575,000
2	Structural Repairs	$ 350,000
3	Repairs and Renovations to meet federal and state standards	$ 33,059
4	Repairs to or installation of new electrical, plumbing and HVAC	$ 575,000
5	Improvements to meet requirements of ADA Act	$ 150,000
6	Improvements to meet fire safety needs	$ 150,000
7	Improvements to existing facilities for energy efficiency	$ -
8	Improvements to remove asbestos, lead paint, and other contaminants	$ -
9	Improvements and renovations to improve existing space	$ $350,000
10	Historical restoration	$ -
11	Improvements to roads, walks, drives, utilities infrastructure	$ -
12	Drainage and landscape improvements	$ 50,000
13	Building demolition	$ -

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

MEETING OF THE BOARD OF TRUSTEES

Finance Committee

September 26, 2019

AGENDA ITEM

Disposition of Property…….Steve Martin

Summary: As a requirement of the North Carolina State Property Office, disposition of UNCSA property requires Board of Trustee approval prior to State of North Carolina Department of Administration approval.

In order to facilitate the construction of a new 444-bed residence hall, the demolition of the existing Bailey Street Apartments is required. The Bailey Street Apartments, consisting of six two-story apartment units with 92-beds, are well beyond their useful life with impending maintenance and code issues.

Current students will be relocated to existing available UNCSA housing or off-campus contracted housing.

Action: Vote required.