



WSSU

**WSSU Board of Trustees
Finance, Administration, and Stewardship Committee Meeting
Monday, September 15 at 11:00 a.m.
Virtual Meeting**

Meeting Agenda

- I. Call to Order Bill Miller, Committee Chair
- II. Conflict of Interest Statement Bill Miller
All board members are reminded of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflict of interest as required by this Act. Each member has received the agenda and related information for this Board of Trustees meeting. If any board member knows of any conflict of interest or appearance of conflict with respect to any matter coming before the Board of Trustees at this meeting, the conflict or appearance of conflict should be identified at this time.
- III. Roll Call Kelley Mills, Chief of Staff
- IV. Adoption Committee Meeting Notes from March 13, 2025 Bill Miller
- V. Introduction of Chief Operating Officer Bonita Brown, Chancellor
- VI. Chief Operating Officer Update Jeremy Alltop, Chief Operating Officer
 - a. Future Initiatives
 - b. Housing and Dining Facilities
 - c. Future Board Considerations
- VII. Capital Projects Update Jeremy Alltop and Reggie Lee
 - a. ACTION ITEM | Recommendation for Tennis Court Resurfacing Project Authorization
- VIII. Adjournment Bill Miller

Winston-Salem State University
Finance, Administration, and Stewardship
Committee Meeting Notes
March 13, 2025
3:00 p.m.

I. Call to Order

Trustee Miller, filling in for Trustee Cullinan, called the meeting to order.

II. Conflict of Interest Statement

Trustee Miller read the following statement: *“All board members are reminded of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflict of interest as required by this Act. Each member has received the agenda and related information for this of Trustees’ meeting. If any board member knows of any conflict of interest or appearance of conflict with respect to any matter coming before the Board of Trustees at this meeting, the conflict or appearance of conflict should be identified at this time.”* There were no conflicts noted.

III. Roll Call

Committee members present: Robert Barr, Alex Johnson, Carlos Pauling, Brent Moore
Committee members absent: Matt Cullinan, Kathleen Kelly

IV. Action Item | Approval of Meeting Notes from December 5, 2024 Finance and Administration Committee

A motion was made to approve the notes from the December 5, 2024 Finance and Administration Committee meeting. The notes were approved unanimously.

Supporting document: Finance and Administration Committee Notes December 5, 2024 (5 Page PDF)

V. Information and Discussion Item | Capital Projects Update

Mr. Reggie Lee provided an update on the KR Williams Renovation and Expansion Project, Hauser Hall Renovation, Campus Police Project, and the Wayfinding Master Plan. The update on the KR Williams Renovation Project included draft renderings of the project.

Supporting document: Facilities Management Capital Project Updates (6 PPT Slides)

VI. Action Item | Endorsement of Campus Master Planning Firm

The committee received information on the selection process for the Campus Master Planning Firm. At the conclusion of the process update, the committee entertained a motion to move the list of recommended vendors (Perkins & Will (first), Sizemore Group (second) and Vines Architecture (third)) as the campus master planning firm to the full board for action on March 14, 2025. The item was motioned, seconded, and approved unanimously.

Supporting document: Action Item Cover Sheet for Item (3 Page PDF)

VII. Action Item | Recommendation of the Commissioning Agent for Hauser Renovation and Expansion Project

The committee received information on the selection process for the commissioning agent for the Hauser Renovation and Expansion Project. At the conclusion of the process update, the committee entertained a motion to move the list of recommended vendors (RMR (first), CMTA (second) and McKim and Creed (third)) as the commissioning agent for the Hauser Renovation and Expansion Project to the full board for action on March 14, 2025. The item was motioned, seconded, and approved unanimously.

Supporting document: Action Item Cover Sheet for Item (3 Page PDF)

VIII. Information and Discussion | FY 25 Budget Spend Performance

Ms. McClinton presented an update on quarterly spending for the FY25 All Funds Budget through December 31, 2024. She also shared a Statement of Auxiliary Services (through December 31, 2024) and Statement of Business Enterprises (through December 31, 2024).

Supporting document: Finance Updates (5 PPT Slides)

IX. Adjournment

A motion and second to adjourn was made at approximately 3:30pm.

Finance, Administration and Stewardship Committee

September 15, 2025



WINSTON-SALEM STATE UNIVERSITY

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Introduction of Chief Operating Officer

Jeremy C. Alltop, MSA

Future Initiatives

- Board Financial Report
 - Evaluating options to provide more meaningful quarterly financial summaries
 - Potential rework of accounting practices to incorporate quarterly “soft close”
 - Restructuring of budget processes to provide “all funds” budget reporting
- Educational Component
 - Enhance Board understanding of critical processes, functions, and initiatives across Finance, Administrative, and Operational Support units
 - Emergency Management
 - Public Safety
 - Information Technology & Security
 - Faculty & Staff Recruitment & Talent Development
 - Facility Infrastructure
 - Many Other Topics

Housing & Dining Facilities

- Housing Facilities
 - Working with contractor to understand cost associated with replacement & incremental new beds on campus and associated costs for long term project
 - Potential sources of funding
 - Working on conjunction with ongoing Campus Master Plan work to determine viable/likely location
 - Understanding short term options for new housing & minor renovation needs to improve quality and extend lifecycle of current housing options
- Dining Services
 - Evaluating short term opportunities to meet campus demand
 - Retail establishments: Starbucks, Food Truck, Chic-Fil-A, etc
 - Long Term need for replacement and expansion of dining facility
 - Must be closely developed in context of campus housing plan

Future Board Considerations

- Tuition & Fee Changes
- Housing & Dining Rates

Facilities Management Capital Project Updates

Jeremy C. Alltop, Chief Operating Officer

Howard (Reggie) Lee, Associate Vice Chancellor for Facilities Management

Facilities Management Overview of Major Capital Projects

- K.R. Williams Auditorium Renovation & Expansion

- \$62,700,000 Total Budget

- 38,329 Renovated SF

- 45,840 Expansion w/ Support Facilities

- 1,445 Total Seats

- Phase 1- Site Work is approximately 45% complete
 - Phase 2- Abatement, Early Procurement & Demo has been approved for bidding by State Construction Office (SCO) & will be bid October 21
 - Construction Documents submitted to SCO for review

Facilities Management Overview of Major Capital Projects

- Hauser Hall Renovation & Expansion

\$22,100,000 Total Budget

26,192 Renovated SF

13,305 Expansion

- Phase 1- Site Work & Early Procurement is being priced by Construction Manager at Risk (CMR)
- Phase 2- Construction Documents are 90% complete and will be submitted to State Construction Office (SCO) within next month for review and approval

WINSTON-SALEM STATE UNIVERSITY



Facilities Management Overview of Major Capital Projects

- Campus Police Renovation

\$4,000,000 Total Budget

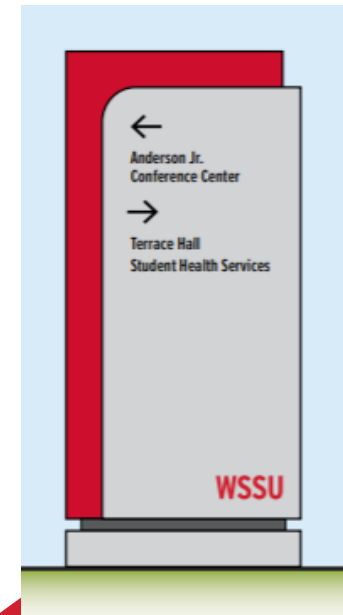
6,700 Renovated SF

- Campus Police to move into old Physical Plant Building
- Project will abate entire building & upfit main level for use by Campus Police
- Project is entering the Construction Document Phase and will be submitted to State Construction Office (SCO) within next month for review and approval

- Campus Wayfinding Signage

\$417,000 Total Budget

- Signage will be provided around Campus to assist with wayfinding.
- Types of signs: Vehicular Directional, Pedestrian Directional, Campus Map Kiosk, Obelisk, Accessibility Directional



ACTION ITEM

WINSTON-SALEM STATE UNIVERSITY

Action Item #1 – Authorization for Tennis Court Improvement Project

Tennis Court Improvement Project

- Grading for Drainage
- Resurface Tennis Courts
- New Net Posts & Anchors
- Provide Required Accessibility Path and Parking Space

Estimated Costs:

Design- \$75,000

Construction- \$665,000

NEED

- BOT Authorization

Action Item #1: The University requests BOT authorization for project

FEEDBACK/QUESTIONS

WINSTON-SALEM STATE UNIVERSITY



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Board Action Item Cover Sheet

Board Meeting Date: September 15, 2025

Committee Name and Committee Meeting Date:

Finance, Administration, and Stewardship Committee | September 15, 2025

Background:

The UNC System Capital Project Procedure Guidance (last revised February 11, 2025) calls for projects that are funded with non-appropriated dollars and are projected to cost between \$100,000 to \$749,999 be authorized by the Board of Trustees. Once authorized, projects meeting these criteria can be advertised and project vendors (designers, engineers, etc) can be solicited and recommended to BOT for approval.

Situation:

The tennis courts, located in the parking lot area in front of the Anderson Center, are in disrepair and need to be resurfaced.

The proposed project will include grading for drainage, resurfacing, new net posts, provision of accessible paths to the courts, and handicap parking spot painting and signage.

The *Tennis Court Resurfacing* Project is estimated to cost approximately \$740,000 (which reflects \$75,000 in costs for the Designer and \$665,000 in costs for Construction), and in accordance with the UNC System Capital Project Procedure Guidance, we are seeking approval from the Board of Trustees so the project can be advertised for qualification packages from design professionals. Once advertised, qualifications are submitted to Design and Construction, firms are shortlisted and interviewed. Upon determining the top three candidates, a recommendation for a slate of project designers will be brought back to the board for endorsement.

Impact/Benefit:

The courts are used for teaching and athletics purposes. Resurfacing the tennis courts will provide a more adequate facility for both teaching tennis and the athletics use, as well as making it more accessible.

Requested Action:

It is requested that Finance, Administration, and Stewardship Committee review and endorse the recommendation for the Tennis Court Resurfacing Project and move it forward to the full board for approval on September 15, 2025.

Attachments:

None