

WSSU Finance & Administration

Financial Managers' Forum

Hosted by Facilities Management

February 12, 2020



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Agenda

- Welcome and Opening Statements
- Facilities Management Updates
- Budget Update
- Announcements/Q&A



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FY 2019-20
STATE BUDGET

FORM BD 307



CURRENT OPERATIONS
APPROPRIATION

STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

The General Assembly of 2019 appropriated for Current Operations under S.L. 2019-192, S.L. 2019-208, S.L. 2019-209, S.L. 2019-210, S.L. 2019-211, S.L. 2019-221, S.L. 2019-222, S.L. 2019-223, S.L. 2019-224, S.L. 2019-229, S.L. 2019-230, S.L. 2019-231, S.L. 2019-235, S.L. 2019-237, S.L. 2019-239, S.L. 2019-242 and S.L. 2019-247 for the fiscal years 2019-21, July 1, 2019 to June 30, 2021, for the use of

CAMPUS/AGENCY NAME: Winston-Salem State University - General Fund Code: 16084

and available only by monthly or quarterly allotments under Section 6-3 and only for the Purposes and/or Objects herein enumerated as under Sections 6-1 and 6-4 of the State Budget Act, Chapter 143C of the General Statutes of North Carolina.

	2019-2020	2020-2021
TOTAL REQUIREMENTS	\$86,145,805	\$86,145,805
LESS ESTIMATED RECEIPTS	\$22,495,553	\$22,495,553
NET APPROPRIATION	<u>\$63,650,252</u>	<u>\$63,650,252</u>

Edwards 11/13/19
C. Perre 11/18/19



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Wednesday, February 12, 2020

State Funds Base Budget - Expense Category

State Funds Budget Breakout							
Personnel Compensation	Supplies and Materials	Purchased Services/ Other	Student Financial Aid (CITI)	Science & General Office Building	Library Resources	Utilities	Total
\$71,868,520	\$1,044,262	\$3,253,530	\$4,669,596	\$1,376,414	\$1,282,426	\$2,651,057	\$86,145,805
83.4%	1.2%	3.8%	5.4%	1.6%	1.5%	3.1%	100%

- Budget as of January 31, 2020 - \$88.8M
- Additions to the base budget - \$2.68M (*approval of mini bills*)
 - ✓ 2.5% Management Flexibility/Summer Session Carry Forward
 - ✓ State Appropriations for changes in benefits rates
- State Budget has not been finalized – final approval unknown at this time
- Building repairs & renovations funds pending – limits repairs to life/safety issues
- Overall, sound financial base – June 30, 2019 State Budget: \$88.9M.



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UNC System Compliance Mandate – Extract From Guidelines

1300.10 Policy on Protection of Minors on Campus

- III. Registration and Approval. All Covered Programs must be registered and approved by the constituent institution prior to the initiation of the program or activity. All programs continuously or periodically operating must be re-registered and approved by the constituent institution at least annually. The registration should include, at a minimum:
- A. A description of the proposed Covered Program;
 - B. A responsible party or sponsor for the proposed Covered Program (Sponsor);
 - C. The designated university administrator or officer supporting the program;
 - D. The period of time for which the Covered Program will operate;
 - E. The expected number of employees and/or volunteers involved and minors served;
 - F. An acknowledgment of relevant institutional policies, including requirements for background checks, training, insurance, parking access, and facilities use;
 - G. An acknowledgment of state mandatory reporting requirements related to suspected abuse or neglect of a minor;
 - H. For third party vendors, a statement acknowledging that the constituent institution may monitor compliance with requirements for operating a Covered Program; and
 - I. The name or position of the university administrator or officer with responsibility for approving the proposed Covered Program.

Note: WSSU Specific Policy pending review and approval



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Facilities Management



Facilities Management – Building & Environmental Services – Housekeeping

- Facilities Management is currently reorganizing management of Building & Environmental Services.
- BES – Housekeeping reintroduced a 3rd Shift effective Monday, January 20, 2020.
- The intent of having a 3rd Shift is to allow effective cleaning services in academic buildings, which have heavy use during normal business hours.
- Buildings to be included in the initial Implementation are:
 - **F. L. Atkins Health Sciences**
 - **Hall-Patterson Communication Building**
 - **Elva Jones Computer Science Building**
 - **W. B. Atkinson Science Building**



Facilities Management – Building & Environmental Services – Housekeeping (*cont.*)

- 3rd Shift Housekeeping will move from a **Zone Cleaning** process to a **Team Cleaning** process.
- Zone Cleaning - individual staff assigned to specific buildings, floors and responsible for all cleaning tasks.
- Team Cleaning - a group of at least four staff (Cleaning Specialists) assigned to a building, floor area, with each having specific duties/roles.
- Each Team is guided by a Lead Housekeeper/Supervisor, and duties rotate periodically so that all master each specialty
 - ❖ **Light Duty Specialist:** Collects trash and recyclables, dusts and cleans phones, cleans surfaces
 - ❖ **Vacuum Specialist:** Cleans all floors, checks trash, turns out lights and secures the area
 - ❖ **Restroom Specialist:** Cleans & sanitizes all surfaces, fixtures and floors, fills dispensers and empties trash
 - ❖ **Utility Specialist:** Hauls trash out of building, cleans doors and hardware, damp and wet mops as needed



Facilities Management – Operations

Repairs

- The Facilities Operations Team responds and makes repairs as feasibly possible.
- All Work Requests must be submitted through the Mainsaver System, and refrain from making direct calls to the Facilities Team (except for life/safety requests).
- We ask for Building Coordinators to submit work requests, allowing the Support Teams to order, track and maintain a record of repairs.
- Some Work Requests require time to order parts or approval of services consistent with purchasing/repair guidelines.
- All projects are important, but not all projects are emergencies.

Facilities Management Operations

Heating and Cooling

- Frequent Work Requests received by the Facilities Operations Team are concerns about comfort, heating and cooling.
- The Facilities Team strives to maintain spaces that are comfortable for students, faculty, and staff.
- Many of our facilities have mechanical systems that are at the end of the expected life cycle. We made repairs and also in the process of upgrading and installing equipment for several buildings.

Major Repairs

- RJR – Cooling Unit Fan, Heating Unit, and Controls Replacements
- FL Atkins – Controls Integration and systems upgrade
- WBA – Chiller Replacement

Minor Repairs

- Thompson Center
- Blair Hall
- Fine Arts
- Diggs Gallery



Facilities Management – Design & Construction

Design and Construction Process

- Design and Construction Team - Assist customers with deciding how to best address the built environment to accommodate customer's needs.
- In an effort to expedite serving the customer, providing a fund number/source of funds, will allow the Project Manager (PM) to verify funding/budget for the project.
- It should be noted that in many instances the PM will be required to obtain three (3) quotes for work to be performed.
- Some projects will require selection of a design consultant, and providing a brief a narrative of requirements will greatly assist the PM in developing a Scope of Work to present to vendors, contractors, or designers.



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Budget Update



Pool Accounts

- The university allocates operating funds at the budget pool account level
- Access is given to department financial managers to realign funds/process budget transfers as needed.
- This allows departments to budget at a certain pool account and use any of the detail expenditure lines that roll up to it.
- Accounts Excluded- 932000 (Communications) and 943000 (Fixed Charges).



Chart: W Fiscal Year: 20 Index: Commit Type: Both Fund: 117022 V C Finance Admin Organization: 50000 Finance & Administration

Start Over

Account: 920000 Supplies and Materials Pool(L4) Program: 170 Institutional Support Keys ---> Control Fund: 117022 Control Organization: 50000 Control Account: 920000 Control Program: 170

Pending Documents: ☐

BUDGET AVAILABILITY STATUS

Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
920000	Supplies and Materials Pool(L4)	5,000.00	1,527.60	0.00	3,472.40	<input type="checkbox"/>
930000	Current Services Pool(L4)	10,500.00	0.00	0.00	10,500.00	<input type="checkbox"/>
931000	Travel Pool(L4)	3,000.00	1,426.46	0.00	1,573.54	<input type="checkbox"/>
932000	Communications Pool(L4)	5,243.00	2,828.58	0.00	2,414.42	<input type="checkbox"/>
934000	Printing Binding Pool(L4)	500.00	10.20	0.00	489.80	<input type="checkbox"/>
943000	Rent Lease Oth Equip Pool(L4)	2,522.00	1,420.80	0.00	1,101.20	<input type="checkbox"/>
Total		26,765.00	7,213.64	0.00	19,551.36	

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Displays Pool Accounts

ALWAYS!!! Check Before Spending



Account	Account Title
920000	Supplies and Materials Pool(L4)
921000	Household Supplies(L4)
921100	Janitorial Supplies(L4)
922000	Food Products(L4)
924000	Repair Supplies(L4)
924100	Drug Supplies (L4)
925000	Motor Veh Supplies(L4)
925100	Gasoline Rental Vehicles (L4)
926000	Office Supplies(L4)
927000	Purchase For Resale(L4)
928000	Data Processing Supplies(L4)
929000	Other Supplies(L4)
929150	Data Processing Supplies(L4)
929200	Tracking Dogs (L4)
923000	Educational Supplies Pool(L4)
923110	Educational Supplies(L4)



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ANNOUNCEMENTS/UPCOMING TRAINING

- Banner Finance Training – February 12 & 13, 2020
- Budget Transfer Training – Tuesday, February 18, 2020

FY 2019 - 2020 Financial Managers Meetings

Date	Time	Meeting Type	Facilitator
19-Feb-20	10:00am-11:00am	Workshop - Work Orders	Facilities
19-Feb-20	2:00pm-3:00pm	Workshop - Work Orders	Facilities
18-Mar-20	10:00am-11:00am	Forum	Business Services
15-Apr-20	10:00am-11:00am	Workshop - 4th Quarter priorities	Budget Office
15-Apr-20	2:00pm-3:00pm	Workshop - 4th Quarter priorities	Budget Office
20-May-20	10:00am-11:00am	Forum	Budget Office
17-Jun-20	10:00am-11:00am	Workshop - Y/E Close-Out	Financial Services/ Budget Office
17-Jun-20	2:00pm-3:00pm	Workshop - New Year Kick-Off	Financial Services/ Budget Office



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FEEDBACK/QUESTIONS

