

July 11, 2018

MEMORANDUM

TO: State Board of Regents

FROM: David L. Buhler

SUBJECT: USHE – Review of Finance and Facilities Committee Accomplishments FY 2018

Issue

As a new fiscal year begins, this informational item is a chance to review the work of the Finance and Facilities Committee from July 2017 to May 2018 and provide an opportunity for the committee to advise the Commissioner's staff on topics they would like to discuss over the course of the next year.

Background

In the July 2017 board meeting, USHE prepared an annual report for the Finance and Facilities committee with all agenda items the committee discussed from July 2016 to May 2017. During that meeting and in subsequent FY 2018 meetings, the committee specifically asked the Commissioner's staff to help the committee by providing more insight on the following topics:

- Ongoing overall fiscal health status of the USHE institutions
- In depth review of institution financial statements
- Tuition waivers
- Utilization of institutional facilities
- A discussion of system master planning and review of branch campuses and decision processes
- Delegation of certain property transactions to the Board of Trustees as appropriate
- Discussion on efforts regarding IT security and how best to protect student and institutional data

The Commissioner's staff responded to the committee's requests as follows:

- Fiscal health status
- In-depth budget reviews of two institutions
- Utilization of institutional classrooms and laboratories – the Commissioner's staff provided an issue brief documenting the utilization of classrooms and laboratory facilities on main and branch campuses and the committee reviewed and approved a regent policy requiring annual utilization reporting.

In addition to the special topics for discussion, regular business of the committee this year included the following:

**34 Action Items**

- Approval of operating budget and capital development guidelines
- Approval of new performance based funding modifications
- Approval of two campus master plans
- Approval of new endowment asset policy for UVU

- Approval of 6 new policies or policy revisions related to capital developments, space utilization, tuition waivers, and prospective saving program
- Seven new bond issuances for U, USU, and SLCC
- Approval 5 non-state funded projects for Building Board consideration
  - Utah Orthopaedic Center addition
  - Utah solar canopies project
  - Utah soccer and lacrosse field
  - USU Swenson House
  - WSU outdoor recreations center
- Approval of 6 property transactions including acquisition, disposal and new long-term leases

### 30 Informational Items

- Annual reports from the Commissioner's Office regarding tuition rates, enrollment, institution auxiliary operations, institutional residences, leased space, annual money management reports, debt service report, and contracts and grants received
- Updates on the legislative session, capital improvement projects, institutions' health insurance changes, the audit committee, and indebtedness.
- Board of Trustee reports on property transactions

As we begin a new fiscal year, the Commissioner's staff looks forward to receiving direction from the committee on projects and goals to complete in FY19. A calendar of events and agenda items prepared by the Commissioner's staff for the coming year is attached.

#### Commissioner's Recommendation

This is an informational item only; no action is required.

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David L. Buhler  
Commissioner of Higher Education

DLB/KLH

**Board of Regents Finance and Facilities Standing Committee  
Calendar of Events and USHE Prepared Agenda Items**

January

<b>Information:</b>
USHE – Space Utilization Report
USHE – Tuition & Fees Discussion
USHE – Annual Report on Institutional and Revenue Bonded Indebtedness
USHE – Databook Update
USHE – Update on Institutional Audit Reports to the Regents’ Audit Committee
USHE – Annual Auxiliary Funds Report

March: In-depth Budget Review 1 Institution

<b>Action:</b>	<b>Information:</b>
USHE – Proposed Tuition Rate Changes	USHE- Review of Financial Statements
USHE – Proposed Student Fee Changes	USHE – Legislative Summary Report
	USHE – Fiscal Health Dashboard Presentation & Discussion
	USHE – Proposed Tuition Adjustments
	USHE – Annual Money Management Report
	USHE – Debt Ratio Analysis
	USHE – Fall and Spring Enrollment Report

May

<b>Action:</b>	<b>Information:</b>
USHE – Enrollment Forecasts	USHE – Institutions’ Health Plan Changes
USHE – Performance Funding Model and Allocations	USHE – Capital Improvement Update
USHE – Capital Development Prioritization (CDP) Cycle	

July

<b>Action:</b>	<b>Information:</b>
USHE – Budget Development	USHE – Review of Finance & Facilities Committee Accomplishments
	USHE – Performance Funding Initiatives
	USHE – Growth Funding Initiatives

September

<b>Action:</b>	<b>Information:</b>
USHE - Capital Development – State Funded Projects	USHE – End of Year Enrollment Report
	USHE – Annual Report on Foreign Gifts/Donations

November: In-depth Institution Budget Review

<b>Action:</b>	<b>Information:</b>
USHE – Performance Based Funding Modifications	USHE – Intuitional Budget Request Detail
USHE – Capital Development Non – State Funded Projects	USHE – Annual Institutional Residence Expense Report
	USHE – Annual Report on Leased Space
	USHE – Annual Report on Contracts and Grants
	USHE – Fall Third-week Enrollment Report