

November 7, 2018

MEMORANDUM

TO: State Board of Regents  
FROM: David L. Buhler  
SUBJECT: USHE – Annual Institutional Residences Expense Report

Issue

Regent Policy R207, *Institutional Residences for Colleges and Universities in the Utah System of Higher Education* requires USHE institutions to submit an annual report summarizing the actual and budgeted expenses, as approved by the institution's respective Board of Trustees, for institutional residences.

Background

The Board has asked for an annual report summarizing the actual and budgeted expenses associated with institutional residences, including: maintenance costs, custodial and domestic assistance, and insurance.

This report is used not only to inform the Board about institutional residence expenditures but also to help Boards of Trustees and institutions monitor and maintain appropriate internal controls; ensure that institutional residence budgets and expenses are reviewed and approved annually; and provide transparency regarding the facility's operation and maintenance costs.

The attached report summarizes the approved budget and expenditures for each institutional residence for the past three fiscal years. Footnotes have been added to describe the following: any significant change from prior years; any significant variances between the budgeted and actual expenditures; and/or any significant capital improvements to the residence.

Commissioner's Recommendation

This is an information item only; no action is needed.

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David L. Buhler  
Commissioner of Higher Education

DLB/KLH/BLS  
Attachment

# Utah System of Higher Education

## *Institutional Residences Operation and Maintenance Report*

*FY 2016-2019*

	2015-16		2016-17		2017-18		2018-19	Source of Funds	Square Footage
	Budget	Actual	Budget	Actual	Budget	Actual	Budget		
UU	\$ 64,100	\$ 57,203	\$ 65,100	\$ 56,646	\$ 66,260	\$ 56,094	\$ 66,400	Discretionary	8,803
USU <sup>1</sup>	\$ 72,000	\$ 51,263	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	\$ 254,625	E&G, Discretionary	12,403
WSU <sup>2</sup>	\$ 28,300	\$ 21,209	\$ 28,300	\$ 21,237	\$ 28,300	\$ 22,068	\$ 28,300	E&G	-
SUU <sup>3</sup>	\$ 83,000	\$ 46,104	\$ 92,000	\$ 52,917	\$ 42,000	\$ 30,033	\$ 289,999	E&G, Discretionary	11,314
Snow	\$ 10,900	\$ 8,186	\$ 12,000	\$ 3,503	\$ 10,100	\$ 7,026	\$ 10,100	E&G	6,128
DSU <sup>4</sup>	\$ 72,000	\$ 20,476	\$ 34,000	\$ 15,709	\$ 28,500	\$ 111,472	\$ 152,000	E&G, Auxiliary	5,246
UVU <sup>2,5</sup>	\$ 40,940	\$ 21,468	\$ 41,100	\$ 39,361	\$ 116,500	\$ 19,824	\$ 21,300	E&G	-
SLCC <sup>2</sup>	\$ 24,370	\$ 24,370	\$ 20,000	\$ 20,000	\$ 21,300	\$ 21,300	\$ 21,300	Discretionary	-

Notes: Board Policy R207 provides for institutional coverage of expenses for maintenance, repair, utilities, insurance, and domestic assistance serving institutional purposes. Policy requires annual reports for the previous year's actual expenses and the current year's budget, as summarized in the table above.

<sup>1</sup>USU - FY19 budget includes \$182,625 for basement remodel using discretionary funds.

<sup>2</sup>WSU, UVU, SLCC - amounts reflect housing allowance and institutional functions.

<sup>3</sup>SUU - remodel of newly purchased home during FY19 of \$249,000 with discretionary funds; remodel of current residence to Child & Family Development Center funded from private donations.

<sup>4</sup>DSU - remodel project was started in FY18 to replace the 24 year-old kitchen (original to construction) and simultaneously remodel the dining and living space to better accommodate group meetings and donor events. The remainder of this project will be completed in FY19. Remodeling project was funded by auxiliary reserves.

<sup>5</sup>UVU - May 2018 Board of Regents approved repurposing the institutional residence to an Alumni house effective 7/1/2018, with the new president to receive a housing allowance.

October 30, 2018

Commissioner David L. Buhler  
Utah State Board of Regents  
Board of Regents Building, The Gateway  
60 South 400 West  
Salt Lake City, Utah 84101-1284

Subject: Reporting of Enhancements to Utah State University's Institutional Residence

Dear Commissioner Buhler:

Utah Board of Regents policy R207, Institutional Residences for Colleges and Universities in the Utah System of Higher Education authorizes the Boards of Trustees to approve and oversee capital enhancements of institutional residences provided that the cost of the enhancements do not exceed \$200,000 and no state-appropriated funds are used. When exercising this provision of the policy, institutions are required to report this information at the next regularly scheduled meeting.

Utah State University desires to finish the basement of the institutional residence to include a theater room, game room, and restroom. The finished space will be used by the President when hosting students. Utah State University Facilities has provided an estimate for the work and intends to perform the work in-house. The estimated total project cost including construction, furnishings, AV, and contingency is \$182,625 and will be funded with President's discretionary funds. The Board of Trustees has approved the project and funding as described above.

Please provide this information item to the Board of Regents at the November 16, 2018 meeting.

As always, we appreciate your ongoing support of Utah State University.

Sincerely,



David T. Cowley  
Vice President for  
Business and Finance

C: Kimberly Henrie, Associate Commissioner for Finance, Facilities, and Research  
Noelle Cockett, USU President