

2-20-2020

Finance, Planning and Facilities Committee, February 20, 2020

Coastal Carolina University

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Recommended Citation

Coastal Carolina University, "Finance, Planning and Facilities Committee, February 20, 2020" (2020). *Board of Trustees Committee Minutes*. 776.

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**Minutes
Coastal Carolina University
Board of Trustees**

**Finance, Planning & Facilities Committee
E. Craig Wall Boardroom
February 20, 2020**

Members of the Committee Present: Wyatt Henderson, Natasha Hanna, Sherry Johnson, Oran Smith and Eugene Spivey

Members of the Committee Not Present: William Turner

Other Board Members Present: Lee Belcher, William Biggs, Dalton Floyd, Daniel Moore, George Mullen, Patrick Sparks, Delan Stevens, Samuel Swad

Board Members Not Present: John Bartell

Others Present: Jamieson Bilella, Susan Butcher, Brian Bunton, Nedy Campbell, Joshua Chesson, Julianne Cooke, Amanda Craddock, Melvin Davis, University President David DeCenzo, Lydia Deeck, Daniel Ennis, David Frost, Matthew Hogue, Sara Hottinger, Martha Hunn, Edward Jadallah, Carlos Johnson, Gregory Krippel, Travis Overton, Julie Quinn, Barbara Ritter, Olga Shabeka, Gregory Thompson, Kasey Ward, Robert Young, Dean Hudson

(In accordance with the requirements of the South Carolina Freedom of Information Act, the news media were notified of the time, location, and agenda for the meeting. One member of the media was in attendance: Katie Powell of Horry Independent)

Chairman Wyatt Henderson brought the meeting to order at 9:07 a.m.

Oran Smith made a motion to approve the December 17, 2019 Finance, Planning and Facilities Committee minutes. Eugene Spivey seconded and the motion carried.

Chief Financial Officer/Senior Vice President David Frost presented the following financial update:

Coastal came into the 2019-2020 academic year with a planned 2% increase in enrollment and wound up with a 1.5% decrease, causing a revenue shortfall of around \$6.5 million dollars. Through an expense and cost-spending reduction plan, so far the university has realized about a little over \$6 million dollars in reductions. The university is only \$394,563 away from having a balanced budget. The finance department is extremely pleased with how the university worked together to achieve this goal.

Coastal is in the early stages of planning for next year. Finance is meeting with admissions and the Provost's office to look ahead at enrollment for fall 2020. The strategy is to be more conservative with estimates and plan expenses tighter. If enrollment is where it needs to be, then adjustments can be made accordingly.

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Following Frost's presentation, the following action items presented by The Finance, Planning & Facilities Committee were voted upon:

- **Smith moved to approve the renewal of one-year lease of the Athletic Parcel, approximately 25.89 acres. (Motion 20-FPF-01)*. Sherry Johnson seconded and the motion carried**
- **Johnson moved to approve the renewal of one-year lease of the University Housing Parcel, approximately 16.66 acres. (Motion 20-FPF-02)*. Smith seconded and the motion carried.**
- **Johnson moved to approve the renewal of one-year lease of the Wheelwright Auditorium/University Boulevard Parcel, approximately 7.97 acres. (Motion 20-FPF-03)*. Smith seconded and the motion carried.**
- **Smith moved to approve the renewal of one-year lease of the Academic Core Parcel, approximately 22.16 acres. (Motion 20-FPF-04)*. Johnson seconded and the motion carried.**
- **Smith moved to approve the renewal of a one-year lease of the soccer field and surrounding area, approximately 23 acres. (Motion 20-FPF-05)*. Johnson seconded and the motion carried.**
- **Natasha Hanna moved to approve the renewal of a one-year lease of the parking lot area and greenspace located on University Boulevard between Baxley Hall and Highway 501. (Motion 20-FPF-06)*. Smith seconded and the motion carried.**
- **Smith moved to approve the renewal of a one-year lease with the Horry County Higher Education Commission, of the Burroughs and Chapin Center for Marine and Wetland Studies. (Motion 20-FPF-07)*. Johnson seconded and the motion carried.**
- **After discussion, Henderson referred requesting approval to lease +/- 7,400 square feet of classroom and office space for Osher Lifelong Learning Institute (OLLI) to the May Board of Trustees Meeting.** The University currently leases space in Litchfield Landing for OLLI programming; however, the leases expire June 30, 2020. In the event the aggregate cost exceeds the threshold as defined by the South Carolina Commission on Higher Education (SCCHE), concurrent submissions to the SC Department of Administration Real Property Services for bid solicitation and approval by the SCCHE will ensue. Presence in the Litchfield/Pawleys Island area is needed to support and continue lifelong learning opportunities for the residents thereof, as well as to increase exposure to and foster goodwill for the University. **(Motion 20-FPF-08)* Tabled until the May board meeting.**
- **Spivey moved to approve the lease of +/- 15,000 square feet of office space to house the Office of Financial Services and University Communications, as well as provide**

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secured storage space. The University currently leases 450 Century Circle, Suites A, B and C for office and storage space; however, these leases expire August 31, 2020. In the event the aggregate cost exceeds the threshold as defined by the South Carolina Commission on Higher Education (SCCHE), concurrent submissions to the SC Department of Administration Real Property Services for bid solicitation and approval by the SCCHE will ensue. Office space located in close proximity to the University campus provides employees convenience to meetings/functions and ease of making deliveries to campus departments. (Motion 20-FPF-09)*. Hannah seconded and the motion carried.

Dean Hudson, Director of Procurement, gave an update on the recent Procurement Audit Report. The recent procurement audit spanned a five ½-year period. The audit looked at P-Card transactions as well as emergency procurements. Following the final audit, the university was recertified for another three years with increased spending limits.

David Frost presented a Capital Projects update:

The Library Learning Complex is in Phase I currently. The university is finalizing pre-design with a goal to submit Phase II documents to CHE, JBRC and SFAA in March for approval.

The Kimbel Library Renovation is in Phase I. Coastal is submitting a request to increase the Phase I budget and revise the project scope to CHE, JBRC and SFAA in March.

Eaglin Residence Hall Renovation is in Phase I. The engineering firm has been selected and Phase I pre-design has begun.

As there was nothing further to discuss, Spivey moved to adjourn. Johnson seconded, and the motion carried.

Respectfully submitted,

Lydia Deeck

Lydia Deeck
Recorder