# TEXAS WOMAN’S UNIVERSITY BOARD OF REGENTS FINANCE AND AUDIT COMMITTEE MINUTES

**February 15, 2018**

**Roll Call:**

**Board of Regents Room, Administration Conference Tower (ACT), 16th Floor;**

**304 Administration Drive, Denton, Texas**

Present Committee Members:

Regent Melissa Tonn, MD (Chair), Regent Mary Wilson, Regent George Schrader, Regent Nolan Perez, MD (ex-officio)

Present Administrators:

Dr. Carine Feyten, Chancellor and President; Ms. Destinee Waiters, General Counsel; Ms. B.

J. Crain, Interim Vice President for Finance and Administration; Dr. Monica Mendez-Grant, Vice President for Student Life; Dr. Alan Utter, Provost and Vice President for Academic Affairs; Dr. Randall Langston, Vice President for Enrollment Services; Ms. Cindy Pollard, Associate Vice President of Marketing and Communications.

# Call to Order:

With a quorum being present, Melissa Tonn, Chair of the Finance and Audit Committee, called the meeting to order at **1:12 p.m**.

**Finance and Audit Committee:**

1. **Consider Approval of the Minutes of the Committee Meeting of November 2, 2017.**

Motion: Regent Mary Wilson motioned and Regent Nancy Paup seconded. The motion passed with a vote of 3-0-0.

The minutes of the Finance and Audit Committee meeting of November 2, 2017 were approved as submitted.

# Agenda

Motion: Regent Mary Wilson motioned and Regent Nancy Paup seconded. The motion passed with a vote of 3-0-0.

# Consider recommending approval of the Eleventh Supplemental Resolution to the Master Resolution Authorizing the Issuance of Bonds, Series 2018

Ms. B. J. Crain, Interim Vice President for Finance and Administration presented the request for the Committee to recommend approval of the Eleventh Supplemental Resolution to the Master Resolution Authorizing the Issuance, Sale, and Delivery of Board of Regents of Texas Woman's University Revenue Financing System Bonds, Series 2018; and Approving and Authorizing Instruments and Procedures Relating thereto. She then introduced Mr. Matt Boles, Managing Director, RBC Capital Markets and Ms. Julie MacMillan, Vice President, RBC Capital Markets who briefed the committee on the current market review and the 2018 preliminary financing plan related to the new Science and Technology Center.

# Report on the Master Planning Project

Ms. B. J. Crain, Interim Vice President for Finance and Administration introduced Mr. Randy Morton, AIA Principal and Senior Vice President, HKS who briefed the Committee on the progress being made with the TWU Master Plan project. He noted that the impact of the Master Plan will encompass planned growth for the TWU campus over the next 20 years.

# Report on Capital Construction Projects on Texas Woman’s University (TWU) campuses

Ms. B. J. Crain, Interim Vice President for Finance and Administration introduced Mr. Rob Ramirez, Associate Vice President for Facilities Management and Construction who briefed the Committee by providing a quarterly report of the status of on-going Board approved construction projects; physical plant projects; and related contracts on TWU campuses.

# Consider recommending approval to delegate approval of contract authority to the Chancellor for the new Student Union at Hubbard Hall construction contract on the Texas Woman’s University (TWU) Denton campus and appropriate project funding

Ms. B. J. Crain, Interim Vice President for Finance and Administration presented the request for the Committee to recommend approval to delegate authority to the TWU Chancellor/President to negotiate and execute the upcoming construction contract for the New Student Union at Hubbard Hall not to exceed $44.5M and to appropriate project funding not to exceed $54.5M which shall be used for all costs required to achieve project completion. She noted that Bonds have been issued for this project and will be serviced with revenues generated from the student center fee.

# Consider Recommending Approval of the delegation of contract authority for the Chancellor and the appropriation of funding for the contract associated with the renovation of Guinn Hall - floors 13 through 15, on the Texas Woman’s University (TWU) Denton campus

Ms. B. J. Crain, Interim Vice President for Finance and Administration presented the request for the Committee to recommend approval to delegate authority to the TWU Chancellor/President

to negotiate and execute the upcoming renovation contract for Guinn Hall floors 13, 14, and 15 and to appropriate funding not to exceed $600,000 for the project from Auxiliary Fund Reserves.

# Approval of Tuition and Fee Increase Recommendations for FY 2019 and FY 2020 and expanded definition requested for the Instructional Enhancement Fee

Ms. B. J. Crain, Interim Vice President for Finance and Administration presented the request for the Committee to recommend approval of Tuition and Fee Increase Recommendations for FY 2019 and FY 2020 and expanded definition requested for the Instructional Enhancement Fee.

Ms. Crain explained that while TWU strives to provide accessible and affordable educational opportunities for students desiring to attain a higher education degree; it is also necessary to ensure that financial resources are available to address inflationary increases, student growth needs, academic program expansion and enhancement while also providing for the overall campus operations and maintenance needs. Ms. Crain then introduced Dr. Monica Mendez Grant, vice president of student life who briefed the Board of the Student Service Fee Advisory Committee. Members of the Student Service Fee Advisory Committee then spoke to the Board Committee about the Advisory Committee’s process and recommendations on the Student Service Fees. BJ then presented the specific proposals: recommended that use of the Instructional Enhancement Fee be broadened to include the following: High Priority Academic and Student Support Programs – intended to support high demand academic degree programs in growth areas of the university, student support programs that are designed to improve academic student success and persistence toward graduation such as student research, international education, community service programs and experiential learning (effective immediately); Designated Tuition increase (all students); Technology Fee increase, Identification (ID) Fee increase and a Medical Services Fee increase. She also explained the following Differential Tuition and Fee’s in the College of Professional Education (COPE), the Department of Biology, the College of Nursing, Differential Tuition in the School of Occupational Therapy the School of Physical Therapy; a Graduate Supplement Fee and a Dual Credit Fee.

# Approval of Resolution to Amend the Authorized Representatives for Local Government Investment Pool (TexPool) and delegate authority to designate “authorized representatives” to the Chancellor

Ms. B. J. Crain, Interim Vice President for Finance and Administration presented the request for the Committee to recommend approval to amend the authorized representative for the TexPool Investment Pool as listed in the accompanying resolution and approval of said resolution and to delegate the authority for the designation of employees as “authorized representatives” to the

Chancellor/President for operational efficiency. Ms. Crain explained that these “authorized representatives” will be allowed to transmit or withdraw funds from the Pool, issue letters of instruction, and take other actions as necessary or appropriate for the investment of local funds.

# Consider Recommending Approval of the revised policy on Signature Authority for Contracts and Agreements to establish consistent and appropriate Contract Administration oversight.

Ms. B. J. Crain, Interim Vice President for Finance and Administration presented the request for the Committee to recommend approval of the revision and re-titling of the Texas Woman’s University (TWU) Board of Regents’ policy on Signature Authority for Contracts and Agreements to reflect current contract administration requirements as well as updated approval levels and delegations of contracting authority. Ms. Crain also explained that in a future meeting the administration will build a major contract policy to the Board for approval.

# Consider Recommending Acceptance of Grants

Ms. B. J. Crain, Interim Vice President for Finance and Administration presented the request for the Committee to recommend approval of grants awarded to TWU as reflected in the Grants Report from January 10, 2017 through January 10, 2018 totaling $480,533.

# Texas Woman's University Spring 2018 Enrollment and Scholarship Report

Randall Langston, Ph.D., Vice President for Enrollment Management briefed the Committee on TWU’s Spring 2018 Enrollment outcomes; outcomes including discussion related to trends and retention of students. Dr. Langston also briefed the Committee on the status on new enrollment initiatives as well as the undergraduate admissions funnel staging and conversion analysis.

# Report on Philanthropic Support

Ms. Robin J. Head, Assistant Vice President for Development, presented the University Advancement fundraising progress ending the first half of the TWU Foundation’s fiscal year 2018. She apprised the Board of Regents of how private donations are contributing to the University’s budget and helping it to realize the goals of the strategic plan.

**Recess:** Regent Chair Tonn, recessed the meeting of the Finance and Audit Committee Meeting at *3:42pm*.

**Call back to order:** Regent Chair Tonn called the meeting back to order at *4:39pm*.

# Consider Approval of the FY 2018 Annual Audit Plan and Quarterly Status Report of the Office of Internal Audit

Dr. Feyten introduced Mr. Ali Subhani as the new Director of Internal Audit at TWU, he presented the quarterly Internal Audit activity: Status at Transition, noting that the department could not “complete” some required audits because of the vacancy that persisted in Director of Internal Audit position from October 2017 until December 2018 due to the Statewdide hiring freeze, Audits Completed, Audits in Progress, Projects Completed, Follow-Up Audits in Progress and Follow-Up Audits Complete, the current staffing status of the Audit office. He also presented the request for the Committee to recommend approval of the FY 2018 annual audit

plan.

# Resolution approving a student housing and dining development project and authorizing entering into a ground lease agreement, dining facility lease, management agreement and other related agreements with Collegiate Housing Foundation, or an affiliate, to design, build and finance the project; providing for severability, providing an effective date.

Ms. B. J. Crain, Interim Vice President for Finance and Administration presented the

request for the Committee to recommend approval of a Resolution approving a student housing and dining development project and authorizing entering into a ground lease agreement, dining facility lease, management agreement and other related agreements with Collegiate Housing Foundation, or an affiliate, to design, build and finance the project; providing for severability, providing an effective date.

**Motion:** Regent Mary Wilson motioned to vote on Action items **A,B,C,D,E,F,G,H,I,L** and **M** on the Agenda as listed, and Regent Nolan Perez seconded. The Items passed with a vote of 3-0- 0.

# Presentations and Recognitions

None.

# Adjourn

With no further business coming before the Finance and Audit Committee, the Committee adjourned in its entirety at **4:52 pm.**