

**TEXAS WOMAN'S UNIVERSITY BOARD OF REGENTS
FINANCE AND AUDIT COMMITTEE MINUTES
November 12, 2020**

Videoconference

Roll Call:

Present Committee Members:

Regents Wu (Chair), Hyde, McDavid, Wilson, and Jester (Ex-Officio)

Present Administrators:

Dr. Carine M. Feyten, Chancellor and President; Ms. Katherine Antwi Green, General Counsel, Secretary to the Board, and Associate Vice President of Compliance; Dr. Carolyn Kapinus, Executive Vice President for Academic Affairs and Provost; Dr. Monica Mendez-Grant, Vice President for Student Life; Dr. Kimberly Russell, Vice President for University Advancement; Mr. Jason Tomlinson, Vice President for Finance and Administration

I. Call to Order:

With a quorum being present, Regent **Wu**, Chair of the Finance and Audit Committee, called the meeting to order at **1:00 p.m.**

Regent **Wu** told everyone that the meeting was being streamed live and asked that the Regents speak loudly and clearly as they make comments during the meeting. Regent Wu further noted the procedural modifications necessary for the meeting.

Regent Wu performed a roll call for the meeting noting the presence of Regents Wu, Wilson, Hyde, McDavid, and Jester.

II. Consider Approval of the Minutes of the Finance and Audit Committee Meeting of August 14, 2020

Motion to Approve Minutes: Regent **Wilson** motioned, and Regent **Hyde** seconded. The motion passed with a vote of **4-0-0**.

The minutes of the Finance and Audit Committee Meeting of **August 14, 2020**, were approved as submitted.

III. Agenda

Motion to Take up Agenda Items as Listed: Regent **Wilson** motioned, and Regent **Hyde** seconded.

The motion passed with a vote of **4-0-0**.

Item A. Report on Staff Council

Mr. Jason Tomlinson, Vice President for Finance and Administration, introduced Ms. Cynthia Snider, Staff Council President and Manager of Library Administrative Services.

Ms. Snider discussed the activities of the Staff Council including its five committees which seek to enhance engagement of TWU staff and which will continue to be a vehicle for communications of staff interests, concerns, and issues and will work together on presenting recommendations to University leadership.

Item B. Report on Philanthropic Support and the Texas Woman's University Foundation

Dr. Kimberly Russell, Vice President for University Advancement, presented a report on philanthropic support to the TWU Foundation for July 1, 2020 through September 30, 2020. Dr. Russell summarized the TWU Foundation's quarter one commitments, quarter one five year comparison, endowment market value history, quarter one assets, and fiscal year 2020 liabilities and net assets.

Item C. Report on Enrollment for the Fall 2020 and Spring 2021 Semesters

Dr. Monica Mendez-Grant, Vice President for Student Life, presented a report on enrollment for Fall 2020 and projected enrollment for Spring 2021. Dr. Mendez-Grant showed an increase in total student enrollment of 3% from the Fall 2019 semester to the Fall 2020 semester, and a total semester credit hour increase of 1%.

Dr. Carine Feyten, Chancellor and President, expressed that an increase during a pandemic was significant.

Dr. Mendez-Grant discussed TWU's one-year retention rate, which increased from 72.7% to 77.2%.

Dr. Mendez-Grant then said that due to COVID-19, TWU did not enforce its residence requirement and therefore, TWU's current occupancy rate was 68%. She further noted that TWU has made several housing accommodations for the pandemic.

Dr. Mendez-Grant then discussed TWU's Spring enrollment 2021 projections, which show an increase for new undergraduate and graduate students of 2.4%.

Regents Coleman and Wu both said it was good to see the increase during a difficult time.

Item D. Report on Status of Texas Woman's University's COVID-19 Response

Mr. Jason Tomlinson showed the Board the impact COVID-19 has had on lost revenues and expenditures to date, which were partially offset by the CARES Act funding. Mr. Tomlinson described the percentage of classes conducted with a face-to-face component, and discussed TWU's classroom occupancy limits.

Mr. Tomlinson described TWU's testing, contact tracing, isolation and quarantine efforts, and provided current positive, presumptive positive, and quarantine numbers.

Mr. Tomlinson discussed TWU's weekly meeting with Risk Management and Marketing & Communication, stating that the COVID-19 topic is part of the school's weekly communications.

Dr. Feyten clarified to the Board that TWU's COVID-19 numbers look exceptionally good.

Regent Gallardo said that TWU is doing the right things to protect the students, faculty, and staff.

Item E. Report on Office of Compliance

Ms. Keila Felts, Director of Compliance, provided a report on Office of Compliance initiatives.

Ms. Felts started with updates related to audit compliance. She discussed the Office of Compliance efforts related to implementation of a HIPAA program, an audit related to Texas Education Code 51.9337, and reinstatement of TWU's Compliance Committee. Ms. Felts discussed regulatory changes occurring from the Southern Association of Colleges and Schools (SACS) required to be implemented by 2022. She then summarized a new policy management solution the Office of Compliance is implementing in January, 2021.

Item F. Report on Deferred Maintenance

Mr. Rob Ramirez, Senior Associate Vice President for Facilities Management and Construction, gave a report on TWU's deferred maintenance. Mr. Ramirez described a Facilities Condition Index which indicates the overall condition of buildings and said that the goal is to keep the Index below 5%. Mr. Ramirez said that last year the Index was 3.8% and this year it is 2.7%.

Regents Coleman and Wilson both said it was nice to see TWU's progress over the years, and thanked the team for their work.

Regent Hyde highlighted that the efforts and results are extraordinary and Regent Wu further said that projects had been completed on time and on budget.

Item G. Report on Campus Carry

Mr. Jason Tomlinson introduced Chief Samuel Garrison, Executive Director of Public Safety.

Chief Garrison told the Board that every September in even-numbered years, TWU must report to the state updated campus carry locations. Chief Garrison summarized updates to the policy.

Mr. Kevin Cruser, Director of Government Relations, added that the law requires TWU to constantly update its policy and that Chief Garrison works with a committee of staff to ensure TWU is in compliance.

Regents Wu and Coleman thanked Chief Garrison for all of his efforts in the community.

Item H. Report on Office of Audit Services

Ms. Shannon South, Director of Audit Services, provided an update on the Office of Audit Services, which included both quarterly updates and annual updates. She shared with the Board projects that had been completed as well as their results including a review of Texas Education Code 51.9337 compliance and a review of University Advancement. Ms. South told the Board about audits currently in process.

Regent Gallardo asked Ms. South if TWU has established timelines on when the different items are closed.

Ms. South told the Board that specific target dates are assigned to every audit recommendation and that the Audit Services department tracks and follows up on the implementation. Ms. South stated she will add detailed timeline information to future reports.

Regent Gallardo then asked why the Texas Education Code 51.9337 audit was indicated to have a high risk level but was not completed in November 2020. Ms. South stated that the item is currently in process,

with follow up every year, and another audit will begin in Spring, at which time the outstanding items are expected to already be completed.

Item I. Recommend Approval of the Audit Plan for Fiscal Year 2021

Ms. Shannon South, proposed the Audit Plan for the fiscal year 2021 stating that the proposed plan is a combination of risk-based and required projects. Ms. South also explained to the Board that the proposed audit plan is designed to be flexible, in case a new project arises during the year, and that there are certain risk areas not included in the audit plan but that they would be evaluated for future inclusion based on risk assessments.

Motion to Move Approval of Item to Consent Agenda: Regent **Hyde** motioned, and Regent **Wilson** seconded. The motion passed with a vote of **4-0-0**.

Item J. Recommend Approval of Renovations Projects in Guinn and Stark Halls

Mr. Rob Ramirez told the Board that \$625,000 is requested for renovations to Guinn Hall and Stark Hall, with \$300,000 for life safety renovations, and \$325,000 for the minor public space renovations recommended. He indicated that the recommendation is to grant full project authority to procure and contract with vendors.

Regent Coleman stated the renovations were a great idea.

Regent Hyde asked about asbestos abatement and Mr. Ramirez told the Board that any needed abatement needed is considered as part of the budget process.

Regent Wu asked Mr. Ramirez about the impact COVID-19 has had on facilities projects. Mr. Ramirez stated that with COVID-19, projects have to be phased a bit better, and more time is needed for project completion.

Motion to Move Approval of Item to Consent Agenda: Regent **Wilson** motioned, and Regent **Hyde** seconded. The motion passed with a vote of **4-0-0**.

Item K. Recommend Approval of Administration Conference Tower 1 Building Foundation Repair

Mr. Rob Ramirez told the Board that the foundation of the west wing of the Administration Conference Tower area has been studied for approximately four years due to settling. He explained that it is clear that TWU needs to repair the foundation. Mr. Ramirez indicated that the department is asking for \$1.25 million to complete the work as well as all delegated approvals so TWU can enter into contracts for design and construction of this effort.

Motion to Move Approval of Item to Consent Agenda: Regent **Wilson** motioned, and Regent **Hyde** seconded. Regent Wu asked if there was any further discussion. The motion passed with a vote of **4-0-0**.

Item L. Recommend Approval of the Quakertown Park Project

Dr. Carine Feyten, told the Board that TWU formed a committee in 2017, with citizens from Denton, University members, and TWU alumni, to evaluate a possible Quakertown Park Project to be used as an educational opportunity. Dr. Feyten said that it would be both a memorial and an educational space.

Mr. Tomlinson said that the budget for the recommended project is \$2.5 million and that the recommendation delegates authority to the Chancellor to negotiate the next agreements. He told the Board this project would be funded with Higher Education Funds and donor funds.

Dr. Feyten told the Board that the location has yet to be decided. She confirmed that the project would honor those from the past and tell the story of Quakertown, and would link the past to the future. She stated that it will be experiential and educational.

Regent Wu stated that great thoughtfulness that has gone into this concept. She stated that she appreciate the foresight and going forward with the project.

Motion to Move Approval of Item to Consent Agenda: Regent **Wilson** motioned, and Regent **Hyde** seconded. The motion passed with a vote of **4-0-0**.

Item M. Recommend Approval of Revisions to the Tuition and Fee Policy

Mr. Jason Tomlinson recommended approval of proposed revisions to the Texas Woman's University Tuition and Fee Policy to the Board.

Motion to Move Approval of Item to Consent Agenda: Regent **Hyde** motioned, and Regent **Second** seconded. The motion passed with a vote of **4-0-0**.

Item N. Recommend Approval of Acceptance of Grants

Mr. Jason Tomlinson told the Board that he is recommending approval of the acceptance of grants awarded to Texas Woman's University as reflected in the Grants Report from July 10, 2020 through October 8, 2020.

Motion to Move Approval of Item to Consent Agenda: Regent **Wilson** motioned, and Regent **Hyde** seconded. The motion passed with a vote of **4-0-0**.

IV. Adjourn to Executive Closed Session

Regent **Wu** said that the Board would adjourn to Executive Closed Session for deliberations regarding security devices or security audits pursuant to Section 551.076 of the Texas Government Code and consultation with attorney pursuant to Section 551.071 of the Texas Government Code. She stated that the Board will engage in consultation regarding contemplated, ongoing, and/or finalized audits and any findings, conclusions, or recommendations related to those audits, and consultation regarding contemplated, ongoing, and/or finalized investigation and any findings, conclusions, or recommendations related to those investigations.

The meeting was adjourned at **2:49 p.m.**

V. Reconvene into Open Session and Take Any Possible Action Regarding Matters Discussed in Executive Closed Session

Regent **Wu** called the meeting back to order at **3:19 p.m.** Regent Wu said that the Board would now take any possible action regarding matters discussed in the Executive Closed Session.

VI. Adjourn Finance and Audit Committee Meeting

With no further business coming before the Finance and Audit Committee, Regent **Wu** adjourned the Finance and Audit Committee meeting at **3:19 p.m.**