

# **REPORT**

## **Agenda Item No. X.X**

### **Finance, Facilities and Audit Status: Quarterly Review**

#### **Background**

The following Quarterly Finance, Facilities and Audit Status Report provides information on the major areas of responsibility for the Finance and Administration Division of Oregon Tech. This includes budget, forward looking revenue and enrollment indicators, facilities, equipment and capital projects as well as internal and external audit coordination. This information is used by the Vice President of Finance and Administration to track progress of the institution in meeting its financial and operational goals, and reported to the Finance and Facilities Committee on a quarterly basis.

#### **Staff Recommendation**

No action required. For discussion purposes only.

#### **Attachments**

Q2 FY 2019 Quarterly Finance, Facilities and Audit Status Reports including the following:

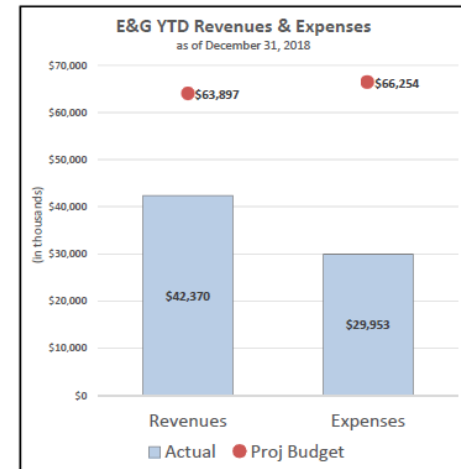
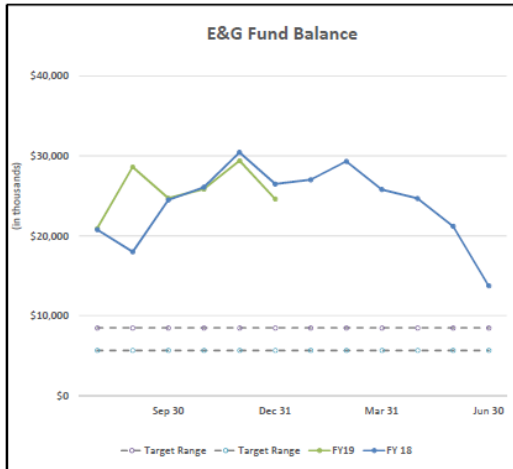
- A. Financial and Enrollment Dashboard
- B. Quarterly Managerial Report
- C. Facilities and Capital Projects
  - a. Capital Projects Status Report
  - b. Deferred Maintenance and Capital Renewal
- D. Audit Status Updates
- E. Quarterly Investment Report

# ATTACHMENT A Financial and Enrollment Dashboard



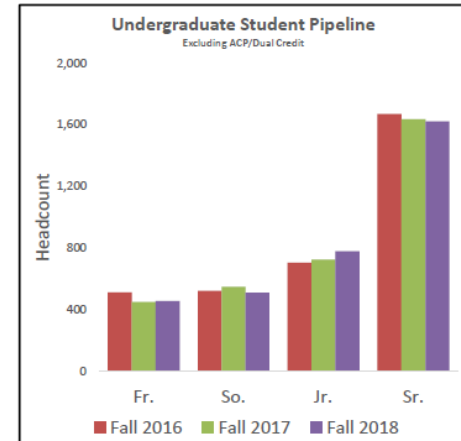
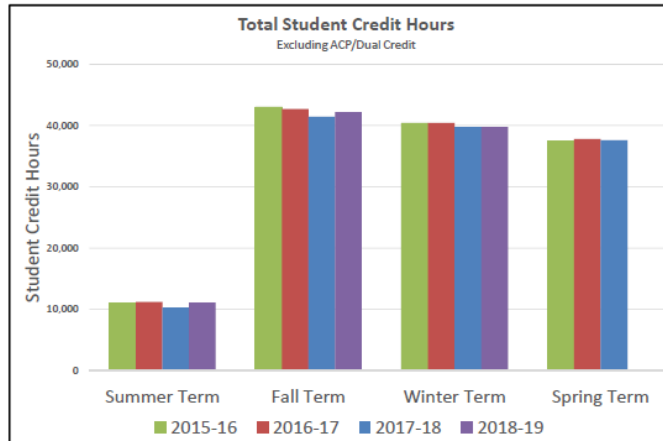
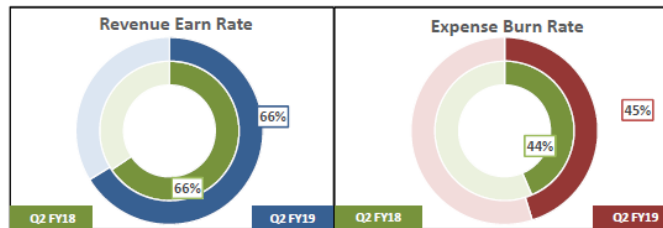
## Quarterly Financial Dashboard

As of December 31, 2018



Key Financial Indicators		
E&G Fund Balance:	24,608	As of Dec. 31, 2018
Total Cash on Hand:	23,556	As of Dec. 31, 2018
E&G Cash on Hand:	12,685	As of Dec. 31, 2018
Days Cash on Hand:	117 Days	As of Dec. 31, 2018
Debt Burden Ratio:	3.98%	As of June 30, 2018
Quasi Endowment:	7,217	As of Dec. 31, 2018
Foundation Assets:	\$31,198	As of June 30, 2018
Deferred Maint. Backlog:		

Student Tuition		
Undergraduate Tuition		
	2018-19	2017-18
Resident:	\$8,277	\$7,921
Non-Resident:	\$26,345	\$25,211
WUE:	\$12,416	\$11,882
Online:	\$11,025	\$11,025
Differential:	25% Premium	20% Premium
Graduate Tuition		
	2018-19	2017-18
Resident:	\$3,844	\$14,927
Non-Resident:	\$6,452	\$34,886
Online:	\$11,088	\$11,088
ETM Differential:	25% Premium	20% Premium



Degree Completions				
		2017-18	2016-17	2015-16
Undergraduate	Resident:	516	557	558
	Non-Resident:	212	218	194
Graduate	Resident:	7	4	8
	Non-Resident:	11	13	16
				3 Year Δ
				-7.5%
				9.3%
				-12.5%
				-31.3%

**Notes:**

- Undergrad. Tuition calculated at 15 credits; Grad. tuition at 9 credits
- Enrollment and completion projection dates as of 02/06/2018

## General Fund Monthly Report

December 2018 - Quarter 2

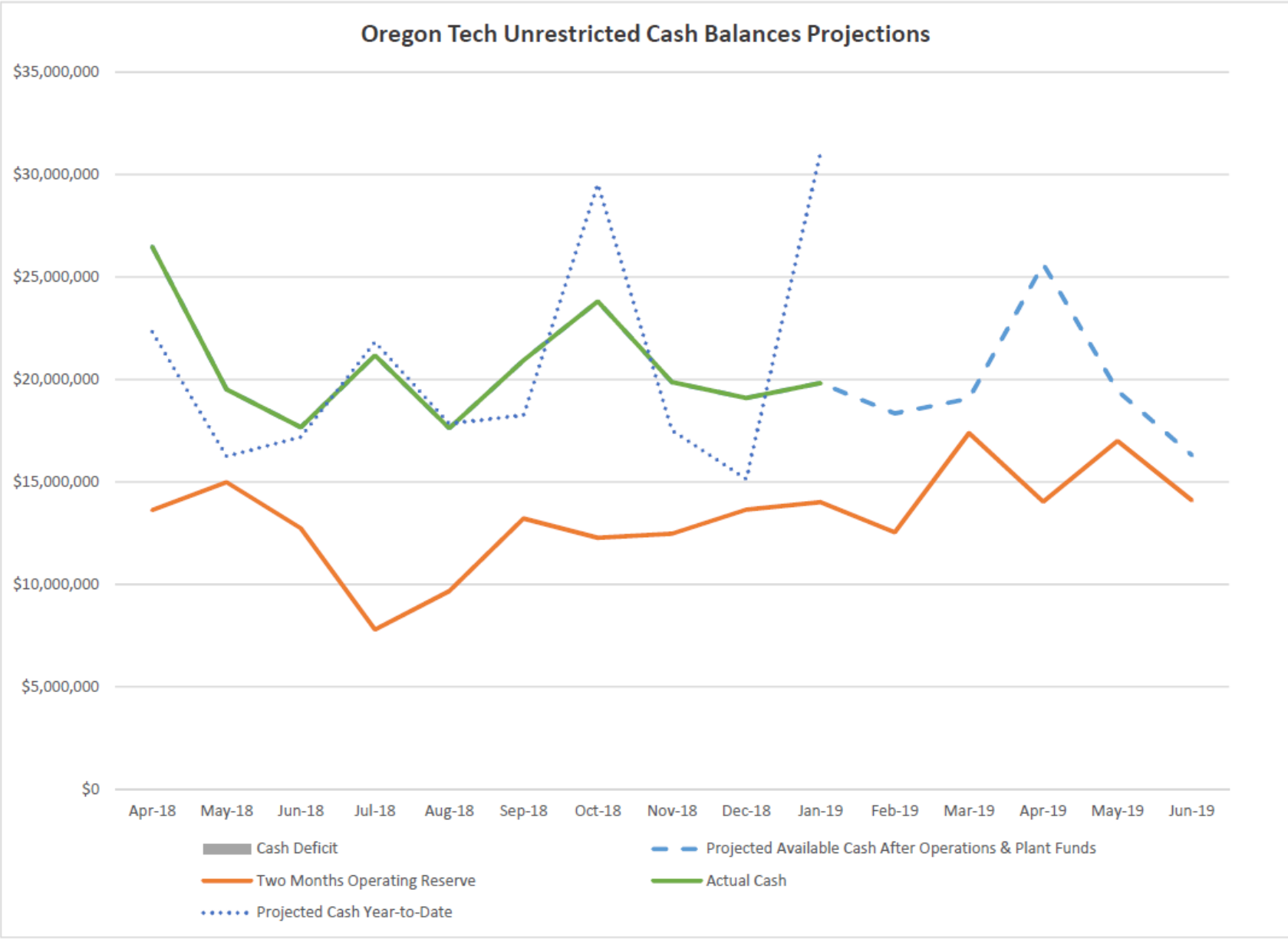
Acct	YTD Comparison		FY19 Forecast			
	FY18 YTD Dec Actuals	FY19 YTD Dec Actuals	FY18 Year End Actuals	Board Adopted Budget	Adjusted Budget	Year-End Forecast
State Allocations	16,432	17,354	27,657	29,300	28,945	28,945
Tuition & Fees	23,091	24,799	33,639	35,558	37,953	35,788
Remissions	(1,317)	(1,394)	(3,843)	(4,111)	(4,558)	(4,109)
Other	684	1,610	1,828	1,557	1,557	1,557
<b>Total Revenue</b>	<b>38,891</b>	<b>42,370</b>	<b>59,280</b>	<b>62,304</b>	<b>63,897</b>	<b>62,181</b>
Unclassified	9,938	10,800	23,631	24,594	26,181	25,789
Classified	2,690	2,749	5,422	6,000	5,862	5,736
Student	370	440	769	1,034	1,034	834
GTA	10	22	25	152	146	56
OPE	6,431	7,851	14,665	16,616	16,144	15,229
Salary Savings					(1,000)	
<b>Total Labor</b>	<b>19,438</b>	<b>21,863</b>	<b>44,512</b>	<b>48,396</b>	<b>48,367</b>	<b>47,643</b>
Service & Supplies	4,769	6,292	10,726	11,640	12,718	12,500
Internal Sales	(515)	(521)	(1,154)	(491)	(829)	(829)
Debt Service	287	682	1,034	1,468	1,468	1,468
Capital	273	196	657	1,179	1,061	600
Utilities	549	593	1,274	1,103	1,103	1,003
Transfers Out	673	848	1,334	1,551	1,551	1,551
<b>Total Direct Expense</b>	<b>6,036</b>	<b>8,089</b>	<b>13,871</b>	<b>16,450</b>	<b>17,072</b>	<b>16,293</b>
<b>Total All Expense</b>	<b>25,474</b>	<b>29,953</b>	<b>58,384</b>	<b>64,846</b>	<b>65,439</b>	<b>63,936</b>
<b>Net From Operations</b>	<b>13,417</b>	<b>12,417</b>	<b>897</b>	<b>(2,542)</b>	<b>(1,543)</b>	<b>(1,755)</b>
Extraordinary Transfers In	217	17	291	302		
Extraordinary Transfers Out	(261)	(1,475)	(366)	-	(549)	(549)
Strategic Investment Fund						
Contingency Fund						
Miscellaneous	-	-		-		
Special Projects	-	-	(205)	-		
Fund Additions/(Deductions)	-	-		-		
<b>Change in Fund Balance</b>	<b>13,373</b>	<b>10,959</b>	<b>616</b>	<b>(2,240)</b>	<b>(2,091)</b>	<b>(2,304)</b>
Beginning Fund Balance	13,114	13,762	13,114	13,762	13,762	13,762
<b>Ending Fund Balance</b>	<b>26,486</b>	<b>24,721</b>	<b>13,730</b>	<b>11,522</b>	<b>11,670</b>	<b>11,458</b>
Ending Cash Balance	19,728	20,819	12,670			

% Operating Revenues	68.1%	58.3%	23.2%	18.5%	18.3%	18.4%
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**Notes:**

**Education & General**

- (1) FY19 Actuals: Tuition was billed to students in August rather than September as in previous years
- (2) FY18 Actuals: An adjustment to OMIC revenue pushed other revenue down in FY18
- (3) FY19 Actuals: S&S includes increased ITS spending on classroom upgrades and equipment allocations made in FY18 and carried forward into FY19
- (4) FY19 Budget: Geothermal plant is expected to come online in FY19 reducing utilities costs overall
- (4) FY19 Forecast: Storm water repair should net \$100k in savings
- (5) FY19 Actuals: General Fund support for Athletics and Shaw Library were performed earlier this fiscal year than in previous years.
- (6) FY19 Year End Forecast: Estimated salary savings based on current information. Will continue to monitor and update
- (6) FY19 Actuals: Increases in faculty compensation due to fewer failed searches and increased health and retirements costs



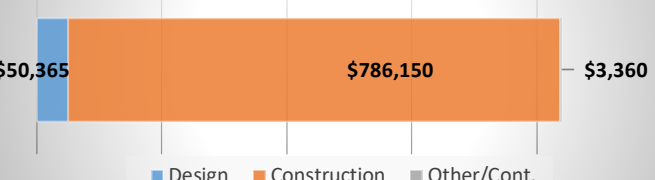
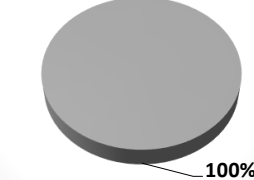
## **ATTACHMENT C**

### **Facilities and Capital Projects**

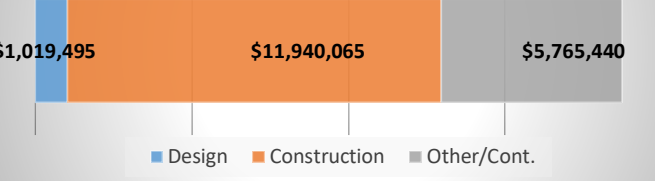
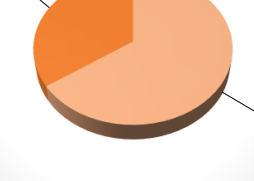
# Capital Bond Projects - Status Report

2/28/2019

## North 12kV Upgrade

Project Start: 6.19.17		Project Completion: 6.30.18					
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE769 / FSCORR	* Substantial Completion: 11.30.2018						
Bond Type: XI-Q	** Final completion 12.14.2018						
	*** \$116,450 for CO 2 to PRK301						
Design: Fluent Engin.		Design (7%):	\$ 50,365	\$ 50,365	\$ 50,365	100%	\$ -
Build: Bob's Excav.		Construction (85%):	\$ 714,400	\$ 786,150	\$ 786,150	100%	\$ -
		Other (8%):	\$ 20,235	\$ 3,360	\$ 3,360	100%	\$ -
		Project Totals:	\$ 785,000	\$ 839,875	\$ 839,875	100%	\$ -
	Plan Design Bid Build Closeout						
<b>Budget Breakdown</b> 		<b>CO's / Amendments</b>		<b>Percent Complete (%)</b> 			
		CO 1:	\$ 3,660 (AV)				
		CO 3:	\$ (8,495) (VE)				
		CO 4:	\$ 5,430 (AV)				
		CO 5:	\$ 33,840 (AV)				
		CO 6:	\$ (10,835) (VE)				
		CO 7:	\$ (16,750) (VE)				
		CO 8:	\$ 62,540 (AV)				
			\$ -				
			\$ -				
		Total:	\$ 69,390	8%			

## Cornett Renovation - Phase 1 / Phase 2

Project Start: 9.18.17		Project Completion: 9.31.20					
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE777 / UPE785	* NTP: 9.18.2017						
Bond Type: XI-Q / XI-G	** Phase 1a complete / Phase 1b underway.						
Total = \$18,725,000	*** Phase 2 exterior upgrades complete.						
Design: BBT Architects	Phase 1 = \$11,670,000.00	Design (6%):	\$ 1,042,020	\$ 1,019,495	\$ 748,505	73%	\$ 270,990
CM/GC: Adroit Const.	Phase 2 = \$7,055,000.00	Construction GMP (64%):	\$ 9,090,000	\$ 11,940,065	\$ 11,091,180	93%	\$ 848,885
		Other (30%):	\$ 1,537,980	\$ 5,765,440	\$ 421,460	7%	\$ 5,343,980
		Project Totals:	\$ 11,670,000	\$ 18,725,000	\$ 12,261,145	65%	\$ 6,463,855
	Plan Design Bid Build Closeout						
<b>Budget Breakdown</b> 		<b>CO's / Amendments</b>		<b>Percent Complete (%)</b> 			
		Amd. 1-9:	\$ 413,155 (AV)				
		Amd. 13-25:	\$ 257,455 (AV)				
		Amd. 27:	\$ 113,115 (AV)				
		Amd. 28:	\$ 15,535 (AV)				
		Amd. 29:	\$ 24,010 (AV)				
		Total:	\$ 823,270	4%			

# Capital Bond Projects - Status Report

2/28/2019

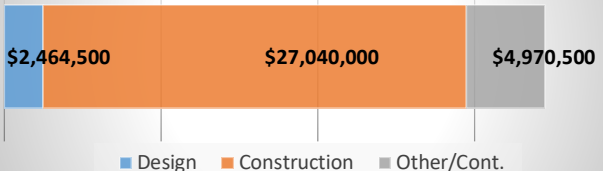
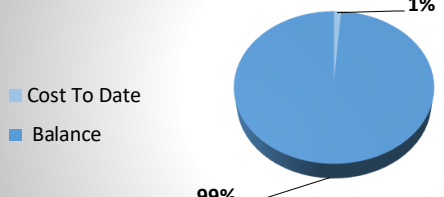
Emerg. Storm - Phase 2a							
Project Start: 6.18.18				Project Completion: 9.28.18			
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE769 / FSSTD	* Design: Completed November 2017						
Bond Type: XI-Q	** Construction: April 2018 - September 2018						
		Design (7%):	\$ 21,200	\$ 21,200	\$ 21,200	100%	\$ -
Design: Marquess		Construction (68):	\$ 413,206	\$ 480,760	\$ 480,760	100%	\$ -
Build: Bob's Excavating		Other (25%):	\$ 123,714	\$ 3,600	\$ 3,600	0%	\$ -
		Project Totals:	\$ 558,120	\$ 505,560	\$ 505,560	100%	\$ -
	Plan Design Bid Build Closeout						
Budget Breakdown		CO's / Amendments	Percent Complete (%)				
		Design Add	\$ 49,100	(AV)			
		CO 1:	\$ 2,997	(AV)			
		CO 2:	\$ 8,250	(AV)			
		CO 3:	\$ 28,172	(AV)			
		CO 4:	\$ 19,830	(AV)			
		CO 5:	\$ 8,305	(AV)			
			\$ -				
			\$ -				
			\$ -				
		Total:	\$ 67,554				

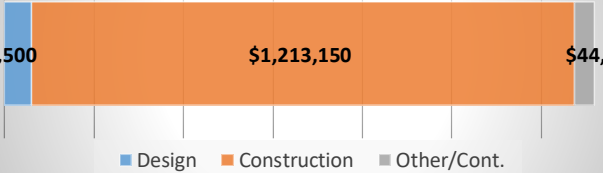
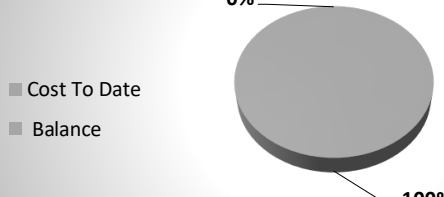
Athletics Exterior Renovation							
Project Start: 6.04.2018				Project Completion: 11.30.2018			
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE773 / UPE789	* Design: April 2018 - June 2018						
Bond Type: XI-F	** Construction: July 2018 - December 2018						
	UPE773 = \$1,050,000 / \$900,000	Design (8%):	\$ 114,100	\$ 114,840	\$ 114,840	100%	\$ -
Design: BBT Architects	UPE789 = \$450,000 / \$385,000	Construction GMP (80%):	\$ 1,194,055	\$ 1,155,055	\$ 1,155,055	100%	\$ -
Build: Bogatay Const.		Other (12%):	\$ 191,845	\$ 10,875	\$ 10,875	100%	\$ -
		Project Totals:	\$ 1,500,000	\$ 1,280,770	\$ 1,280,770	100%	\$ -
	Plan Design Bid Build Closeout						
Budget Breakdown		CO's / Amendments	Percent Complete (%)				
		CO 1:	\$ (10,280)	(VE)			
		CO 2:	\$ 16,418	(AV)			
		CO 3:	\$ (45,142)	(VE)			
			\$ -				
			\$ -				
			\$ -				
			\$ -				
			\$ -				
		Total:	\$ (39,004)				



# Capital Bond Projects - Status Report

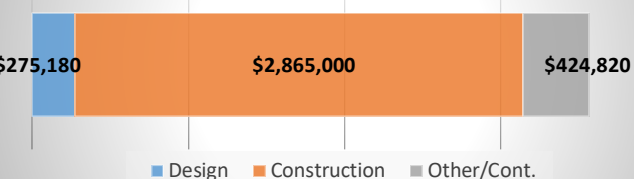
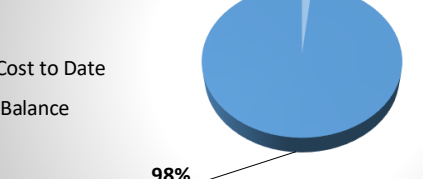
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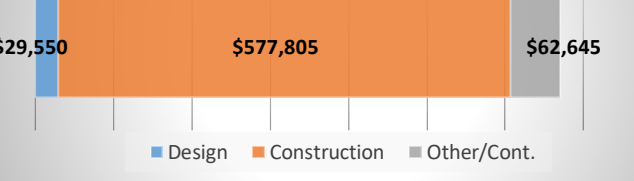

New CEET Building							
Project Start: 6.03.2019				Project Completion: 12.31.2020			
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE785 / FCEET	Visioning: May 2018 - August 2018						
Bond Type: XI-Q / XI-G	Design: Sept. 2018 - July 2019	Replace. Parking Lot (1.5%)	\$ 525,000	\$ 525,000	\$ 28,650	5%	\$ 496,350
	Construction: August 2019 - December 2020	Visioning/Design (7%):	\$ 2,340,000	\$ 2,464,500	\$ 404,865	16%	\$ 2,059,635
Design: TVA Architects		Construction (77%):	\$ 27,040,000	\$ 27,040,000	\$ 960	0%	\$ 27,039,040
CM/GC: Adroit Const.		Other (14.5%):	\$ 5,095,000	\$ 4,970,500	\$ 3,040	0%	\$ 4,967,460
	Plan Design Bid Build Closeout	Project Totals:	\$ 34,475,000	\$ 34,475,000	\$ 437,515	1%	\$ 34,037,485
<b>Budget Breakdown</b> 		CO's / Amendments		<b>Percent Complete (%)</b> 			
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		Total:	\$ -				

Softball Complex Renovation							
Project Start: 11.01.2017				Project Completion: Fall 2018			
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE780 J.Stilwell	* Design: Nov. 2017 - May 2018						
UPE782 OIT	** Construction: July 2018 - Oct. 2018						
	FieldTurf GMP = \$982,995 (less bleachers)	Design (5%):	\$ 60,500	\$ 60,500	\$ 60,500	100%	\$ -
Design: ZCS Engineering		Construction (88%):	\$ 982,995	\$ 1,213,150	\$ 1,213,150	100%	\$ -
Build: FieldTurf		Other (7%):	\$ 80,950	\$ 44,480	\$ 44,480	100%	\$ -
	Plan Design Bid Build Closeout	Project Totals:	\$ 1,124,445	\$ 1,318,130	\$ 1,318,130	100%	\$ -
<b>Budget Breakdown</b> 		CO's / Amendments		<b>Percent Complete (%)</b> 			
		CO 1: \$ 8,090 (AV)					
		CO 2: \$ 193,685 (AV)					
		CO 3: \$ 410 (AV)					
		CO 4: \$ 16,220 (AV)					
		CO 5: \$ 320 (AV)					
		CO 6: \$ 10,750 (AV)					
		CO 7: \$ 680 (AV)					
		\$ -					
		Total:	\$ 230,155				

# Capital Bond Projects - Status Report

2/28/2019

Academic Student Rec Center (ASRC)							
Project Start: 6.04.2018			Project Completion: 9.27.2019				
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE789	* Design: January 2018 - June 2018						
Bond Type: XI-F	** Construction: June 2018 - September 2019						
		Design (8%):	\$ 280,000	\$ 275,180	\$ 64,010	23%	\$ 211,170
Design: BBT Architects		Construction (80%):	\$ 2,797,765	\$ 2,865,000	\$ -	0%	\$ 2,865,000
Build: Modoc Contracting		Other (12%):	\$ 422,235	\$ 424,820	\$ 225	0%	\$ 424,595
		Project Totals:	\$ 3,500,000	\$ 3,565,000	\$ 64,235	2%	\$ 3,500,765
	Plan Design Bid Build Closeout						
<b>Budget Breakdown</b> 		CO's / Amendments			<b>Percent Complete (%)</b> 		
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		Total:	\$ -				

Emerg. Storm - Phase 2b							
Project Start: 8.20.18			Project Completion: 10.26.18				
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE769 / FSSTD	* Design: Completed July 2018						
Bond Type: XI-Q	** Construction: August 2018 - April 2019						
		Design (5%):	\$ 29,550	\$ 29,550	\$ 12,205	41%	\$ 17,345
Design: Marquess		Construction (87%):	\$ 508,210	\$ 577,805	\$ 495,000	86%	\$ 82,805
Build: Bob's Excavating		Other (8%):	\$ 132,240	\$ 62,645	\$ 12,205	19%	\$ 50,440
		Project Totals:	\$ 670,000	\$ 670,000	\$ 519,410	78%	\$ 150,590
	Plan Design Bid Build Closeout						
<b>Budget Breakdown</b> 		CO's / Amendments			<b>Percent Complete (%)</b> 		
		CO 7: \$ 3,323 (UC)					
		CO 8: \$ 7,803 (AV)					
		CO 9: \$ -					
		CO 10: \$ 3,293 (UC)					
		CO 12: \$ 44,650 (UC)					
		CO 13: \$ 10,530 (AV)					
		\$ -					
		\$ -					
		Total:	\$ 69,599				

# Capital Bond Projects - Status Report

2/28/2019

Emerg. Storm - Phase 3a							
Project Start: 8.20.18		Project Completion: 10.26.18					
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE769 / FSSTD	* Design: Completed January 2019						
Bond Type: XI-Q	** Construction: June 2019 - Sept. 2019						
	*** Bids due on 3/7/19						
Design: Marquess		Design (5%):	\$ 27,100	\$ 27,100	\$ 20,325	75%	\$ 6,775
Build: TBD		Construction (87%):	\$ 579,385	\$ 579,385	\$ -	0%	\$ 579,385
		Other (8%):	\$ 73,515	\$ 73,515	\$ -	0%	\$ 73,515
		Project Totals:	\$ 680,000	\$ 680,000	\$ 20,325	3%	\$ 659,675
Plan Design Bid Build Closeout							
Budget Breakdown		CO's / Amendments	Percent Complete (%)				
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		Total:	\$ -				

Emerg. Storm - Phase 3b							
Project Start: 8.20.18		Project Completion: 10.26.18					
Project	Progress Highlights	Cost Breakdown	Orig. Budget	Rev. Budget	Cost To Date	%	Balance
UPE769 / FSSTD	* Design: January Completed July 2019						
Bond Type: XI-Q	** Construction: March 2019 - June 2019						
Design: Marquess		Design (5%):	\$ 28,750	\$ 28,750	\$ 21,865	76%	\$ 6,885
Build: RMC		Construction (87%):	\$ 664,155	\$ 664,155	\$ -	0%	\$ 664,155
		Other (8%):	\$ 92,095	\$ 92,095	\$ -	0%	\$ 92,095
		Project Totals:	\$ 785,000	\$ 785,000	\$ 21,865	3%	\$ 763,135
Plan Design Bid Build Closeout							
Budget Breakdown		CO's / Amendments	Percent Complete (%)				
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		Total:	\$ -				

Cornett - Phase 1 (UPE777)			Cornett - Phase 2 (UPE785)		
CO's / Amendments			CO's / Amendments		
Amd. 1-9:	\$ 413,155	(AV)	Amd. 10:	\$ 6,000,000	GMP
Amd. 13:	\$ 17,725	(AV)	Amd. 11:	\$ (270,895)	(AV)
Amd. 14:	\$ 51,260	(AV)	Amd. 12:	\$ (789,250)	(AV)
Amd. 17:	\$ 15,455	(AV)	Amd. 15:	\$ (610,320)	(AV)
Amd. 18:	\$ 47,140	(AV)	Amd. 16:	\$ (167,950)	(AV)
Amd. 19:	\$ 27,700	(AV)	Amd. 22:	\$ (71,020)	(AV)
Amd. 20:	\$ 27,205	(AV)	Amd. 23:	\$ (73,760)	(AV)
Amd. 21:	\$ 38,770	(AV)	Amd. 26:	\$ (8,210)	(AV)
Amd. 24:	\$ 11,525	(AV)	Amd. 30:	\$ (35,390)	(AV)
Amd. 25:	\$ 20,675	(AV)		\$ -	
Amd. 27:	\$ 113,115	(AV)		\$ -	
Amd. 28:	\$ 15,535	(AV)		\$ -	
Amd. 29:	\$ 24,010	(AV)		\$ -	
	\$ -			\$ -	
	\$ -			\$ -	
	\$ -			\$ -	
	\$ -		P2 Total:	\$ (2,026,795)	(AV)
P1 Total:	\$ 823,270	4%	P2 Balance	\$ 3,973,205	

Notes:

- 1) Added Value: (AV)
- 2) Errors and Omissions: (EO)
- 3) Unforeseen Conditions: (UC)
- 4) Value Engineering: (VE)

# Deferred Maintenance and Capital Renewal Report

3/12/2018

DM/CR - UPE 773 , FY 17/18						
#	Project Description	Est. Cost	Final Cost	Bond Balance	Status	Date Complete
	UPE 773			\$ 2,760,605		
1	FACP Upgrades-PE/SN	\$ 5,745	\$ 5,745	\$ 2,754,860	Completed	30-Aug-17
2	PE Waterline N Upgrade	\$ 23,350	\$ 23,350	\$ 2,731,510	Completed	30-Aug-17
3	Chiller CH-1 and CH-2 Overhaul	\$ 125,480	\$ 101,650	\$ 2,629,860	Completed	30-Nov-17
4	LRC/Snell/PE Elev. Upgrades	\$ 231,315	\$ 231,315	\$ 2,398,545	Completed	29-Jun-18
5	CU Sidewalk Replacement	\$ 5,490	\$ 5,490	\$ 2,393,055	Completed	22-Sep-17
6	Well 1-4 Chlorine Syst. Upgrade	\$ 40,000	\$ 35,365	\$ 2,357,690	Completed	14-Dec-17
7	Purvine Chiller Compressor	\$ 25,000	\$ 26,597	\$ 2,331,093	Completed	9-May-18
8	Facilities Rollup Door (#3)	\$ 5,749	\$ 5,550	\$ 2,325,543	Completed	28-Mar-18
9	LRC Ventilator Heaters	\$ 7,350	\$ -	\$ 2,318,193	Underway	TBD
10	Boivin Static Pressure	\$ 6,000	\$ 5,000	\$ 2,313,193	Completed	9-Apr-18
11	Athletics Exterior Upgrades	\$ 1,050,000	\$ 900,000	\$ 1,413,193	Completed	31-Dec-18
12	Purvine VFD's	\$ 10,000	\$ 9,655	\$ 1,403,538	Completed	27-Dec-18
13	Chiller Refrig. Monitor/Alarm	\$ 5,968	\$ 5,968	\$ 1,397,570	Completed	21-May-18
14	Athletics Hot Water Syst. Upgrade	\$ 134,020	\$ 136,370	\$ 1,261,200	Completed	31-Sept-18
15	Well 1 - Pump Replacement	\$ 35,000	\$ 24,570	\$ 1,236,630	Completed	21-Dec-18
16	Athletics West Side HC Entry	\$ 10,000	\$ 9,505	\$ 1,227,125	Completed	1-Mar-19
17	Powerplant Fall Protection	\$ 25,000		\$ 1,202,125	Design	TBD
18	Purvine Geo Pump Replacement	\$ 20,000	\$ -	\$ 1,182,125	Pending	TBD
19	Well 5 Rehabilitation	\$ 475,000	\$ -	\$ 707,125	Design	TBD
20	HX Geo Upgrades	\$ 355,000	\$ -	\$ 352,125	Design	
21	Connect Walkway Snowmelt System	\$ 50,000		\$ 302,125	Pending	
22	Facilities Reroof	\$ 275,000		\$ 27,125		
23	TBD	\$ -	\$ -	\$ 27,125		
	Balance			\$ 27,125		

DM/CR - UPE , FY 19/20						
#	Project Description	Est. Cost	Project Cost	Bond Balance	Status	Date Complete
	UPE			\$ 2,591,025		
1	Replace LRC Inverters	\$ 30,000	\$ -	\$ 2,561,025	Pending	
2	Replace GEO Isolation Valves	\$ 140,000	\$ -	\$ 2,421,025	Pending	
3	Replace 4 FRP Pipe Elbows	\$ 40,000	\$ -	\$ 2,381,025	Pending	
4	Connection Power Plant Effluent/4	\$ 100,000	\$ -	\$ 2,281,025	Pending	
5	Bovin/Semon Vault, MDP, Feeder	\$ 400,000	\$ -	\$ 1,881,025	Pending	
6	Replace Facilities MDP, Feeder, Se	\$ 125,000	\$ -	\$ 1,756,025	Pending	
7	Well 6 Rehabilitation	\$ 425,000	\$ -	\$ 1,331,025	Pending	
8	Athletics Roof	\$ 345,000	\$ -	\$ 986,025	Pending	
9	Bldg. HX Replacement (5)	\$ 175,000	\$ -	\$ 811,025	Pending	
10	Replace ME Bldg. 12KV Switch Ge	\$ 525,000	\$ -	\$ 286,025	Pending	
11	Replace ME Bldg. Substations	\$ 200,000	\$ -	\$ 86,025	Pending	
12	TBD	\$ -	\$ -	\$ 86,025		
	Balance	\$ 2,475,000		\$ 86,025		

Note: Facilities Management is actively managing the DM list based on a recent comprehensive facilities system assessment completed by a third party engineering consulting firm and unexpected failures. Systems identified for immediate replacement, except those in Cornett Hall (currently under renovation) and Boivin Hall (currently in front of the legislature for a major renovation) will be prioritized first. At least \$1.0M will be held for FY 2020 projects. Systems eligible for replacement using the \$5.0M infrastructure bond approved by the legislature will first be funded through that project and then DM funds applied as necessary.

Identified Deferred Maintenance						
#	Building	Other	MEP Systems	Exterior	Interior	Bldg. Total
1	Boivin	\$ 850,000	\$ 892,000	\$ 1,454,250	\$ 1,853,250	\$ 5,049,500
2	Cornett Hall	\$ -	\$ 495,000	\$ 700,000	\$ 235,000	\$ 1,430,000
3	Dow Center	\$ 55,000	\$ 758,000	\$ 10,000	\$ 35,000	\$ 858,000
4	Facilities	\$ 825,000	\$ 425,000	\$ 770,000	\$ 245,000	\$ 2,265,000
5	LRC	\$ 1,100,000	\$ 930,000	\$ 185,000	\$ 300,000	\$ 2,515,000
6	Owens Hall	\$ 350,000	\$ 854,000	\$ 400,000	\$ 178,550	\$ 1,782,550
7	Power Plant C	\$ 905,000	\$ 85,000	\$ 80,000	\$ -	\$ 1,070,000
8	Purvine Hall	\$ 725,000	\$ 679,000	\$ 798,850	\$ 500,000	\$ 2,702,850
9	Semon Hall	\$ 850,000	\$ 404,000	\$ 500,000	\$ 325,000	\$ 2,079,000
10	Snell Hall	\$ 75,000	\$ 304,000	\$ 561,730	\$ 214,000	\$ 1,154,730
11	Portland-Metro	\$ 341,500	\$ 618,780	\$ 540,770	\$ 493,500	\$ 1,994,550
12	Campus	\$ 5,065,000	\$ 16,150,000	\$ 220,000		\$ 21,435,000
Total						\$ 44,336,180

Identified Deferred Maintenance - Auxiliary Services						
#	Building	Other	MEP Systems	Exterior	Interior	Bldg. Total
1	Athletics	\$ 675,000	\$ 854,000	\$ 285,000	\$ 1,000,000	\$ 2,814,000
2	Stadium/Track	\$ 1,075,000	\$ 235,000	\$ 600,000	\$ 424,000	\$ 2,334,000
3	Residence Hall	\$ 800,000	\$ 354,000	\$ 2,905,650	\$ 4,370,000	\$ 8,429,650
4	College Union	\$ -	\$ 404,000	\$ -	\$ 575,000	\$ 979,000
5	Village	\$ -	\$ 104,000	\$ 600,000	\$ -	\$ 704,000
6	Student Health	\$ 77,350	\$ 143,000	\$ 275,000	\$ 270,550	\$ 765,900
7		\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotals	\$ 2,627,350	\$ 2,094,000	\$ 4,665,650	\$ 6,639,550	\$ 16,026,550
	Total	\$ 16,026,550				

Notes:

- 1) The Deferred Maintenance plan reflects known needs and will be updated changes as required.
- 2) Deferred Maintenance for OMIC campus is not included in analysis.
- 3) Costs do not include Furniture, Fixtures, Class equipment or IT Hardware.

## ATTACHMENT D

### Audit Status

#### Internal Audit

Oregon Tech has contracted Kernutt Stokes LLP (KS) for internal audit services. KS reports directly to the Audit Committee of the Board of Trustees.

The FY 2019 Audit Plan was approved by the Audit Committee at its November 15, 2018 meeting and included several engagements for this fiscal year and potential engagements for the upcoming two to three years. The approved audits for the current fiscal year, and their status are as follows:

Internal Audit Plan	
Engagement	Status
Ongoing Risk Assessment and 2020 Internal Audit Planning	Ongoing
Monitor Fraud, Waste, and Abuse Ethics Hotline	Ongoing
Oregon Manufacturing Innovation Center (OMIC)	Ongoing
Athletics Fiscal Review	Ongoing
Prior Audit Follow-up	Ongoing

The Annual Risk Assessment and Audit Plan can be found on the Oregon Tech Internal Audit webpage <http://www.oit.edu/faculty-staff/internal-audit> or through the Finance and Administration homepage.

During the Action Items section of the November 15 2018 meeting of the Audit Committee KS presented its Academic Affairs Workload Management audit which the Committee referred to the Academic Quality and Student Success Committee for review at its January 24, 2019. Internal Audit will work with Academic Affairs Leadership to ensure a response and action plan is implemented by management and reported to the Board of Trustees.

Ongoing Internal Audit work includes the OMIC engagement is focused on procurement activities, expenditure review, research project oversight and walkthrough and tests of various policies and processes. Preliminary fieldwork was completed in January and February of 2019 and is expected to be reported to the Committee at its May 30, 2019 meeting. The Athletics Fiscal Review engagement will begin during the month of March 2019 with fieldwork conducted in early spring.

Internal Audit expects to present an updated risk assessment and audit plan at the Committee's May 30, 2019 meeting. This risk assessment will be largely based on the assessment approved in November 2018 as a multi-year work plan. Internal Audit is working with Management and the Board Liaison to identify and audit engagements for FY 2020.

KS continues to monitor and perform case management of Oregon Tech's Fraud, Waste, and Abuse Ethics Line, engaging appropriate offices at Oregon Tech, the most current report log for 2018 is available below. Three reports were made during fall 2018 which have been submitted to the appropriate parties within the university and are currently under investigation. No new reports have been made during 2019. The annual fiscal audit identified consistent knowledge of the Fraud, Waste and Abuse Ethics Hotline as an area for improvement. Management will work with Internal Audit to

identify a process for better communication and understanding of the purpose and role of the hotline within the university's control structure.

Fraud, Waste, and Abuse Ethics Line Report Log				
Complaint Source	2016	2017	2018	2019
Hotline	2	13	8	0
Direct to IA	16	0	0	0
Total	18	13	8	0
Issues Resolved				
Resolved	18	13	3	0
Open	0	0	5	0



## **Annual Financial and Compliance Audits**

Staff will begin internal year-end planning in April 2019 with year-end work beginning in May 2019. Staff in impacted units are responding to prior year audit findings and adjusting systems as necessary.

The audit opinions, Annual Financial Report, Single Audit Report and results of the fiscal year will be presented as part of the Audit Committee's regularly scheduled first meeting of calendar year 2020.

The annual financial and compliance audit tentative timeline for the year ending June 30, 2019:

- April – May 2019: Internal planning including all audit areas: financial reporting, federal financial aid, and Information Technology Services (ITS) portions of the audit; coordination and planning meetings with various campus departments
- May – June 2019: Auditors on-site conducting interim fieldwork for the financial and financial aid compliance audits;
- May – August 2019: Auditors conduct remote testing over ITS portion of audit (IT-related internal controls); year-end preparation
- June - July 2019: Fiscal year-end close, audit related schedules, financial statement drafting
- August – September 2019: Auditors conduct on-site final fieldwork; financial statement compilation and draft review
- September – November 2019: Auditors conclude testing off-site and audit wrap-up; finalize Annual Financial Report and Single Audit Report
- Audited financial information submitted to the State of Oregon on or before November 15, 2019

Timeline through report issuance includes:

- December 2019: Submission of audit report issuance to State for discretely presented component unit reporting
- January 2020: Presentation of audits to Audit Committee for acceptance

The VPFA Office oversees the progression and completion of the annual financial and compliance audits with work performed by the Business Affairs Office, Financial Aid Office, Human Resources Office, Information Technology Services, and Office of Sponsored Projects and Grants.

**ATTACHMENT E**  
**Quarterly Investment Report**  
**December 31, 2018**

**Public University Fund**

*(Prepared by the Public University Fund Administrator)*

The Public University Fund (PUF) gained 1.4% for the quarter and 1.7% fiscal year-to-date through December 31, 2018. The PUF's three-year average return was 1.9%.

The Oregon Short-Term Fund (OSTF) returned 0.6% for the quarter, performing in line with its benchmark. The Core Bond Fund returned 1.7% for the quarter, underperforming its benchmark by 20 basis points. The investment yield on the PUF portfolio was 0.7% for the quarter.

In January, Oregon State Treasury fixed income portfolio manager, Tom Lofton, conducted a quarterly performance review with university staff. The fixed income markets experienced dramatic swings during the quarter, while segments of the yield curve inverted, particularly the one to three year maturities. Credit spreads widened as corporate leverage concerns rose during the quarter, impacting corporate bond performance (Bloomberg Barclays Corporate Index -0.2%). The selloff in corporate bonds was the primary detractor in the Core Bond Fund's relative underperformance.

During the quarter, investment earnings distributed to Oregon Tech totaled \$178,381. The market value of OIT's operating assets invested in the PUF was \$22,856,151 on December 31, 2018.

**Oregon Tech Quasi-Endowment Assets**

*(Prepared by University Shared Services)*

The Oregon Tech Quasi-Endowment assets gained 1.3% for the quarter and 1.5% fiscal year-to-date through December 31, 2018. The Oregon Intermediate-Term Pool underperformed its benchmark by 50 basis points during the quarter and fiscal year-to-date. The pool's corporate bond allocation was the primary detractor in relative underperformance. The Endowment assets were valued at \$7,216,992 at the end of the quarter.

**Oregon Tech**  
Investment Summary  
as of December 31, 2018  
(Net of Fees)

OIT Operating Assets Invested in Public University Fund	Quarter Ended	Current Fiscal	Prior Fiscal	3 Yr Avg	5 Yr Avg	10 Yr Avg	Market Value	Actual Asset Allocation	Policy Allocation Range
	12/31/2018	YTD	YTD						
Oregon Short - Term Fund	0.6%	1.2%	0.8%	1.5%	1.1%	0.9%	\$ 7,035,659	30.8%	1
Benchmark - 91 day T-Bill	0.6%	1.1%	0.5%	1.0%	0.6%	0.4%			
PUF Core Bond Fund	1.7%	1.8%	0.4%	N/A	N/A	N/A	15,820,492	69.2%	1
Blended Benchmark <sup>2</sup>	1.9%	2.0%	0.3%	1.7%	2.5%	N/A			
<b>Public University Fund Total Return</b>	1.4%	1.7%	0.6%	1.9%			<u>\$ 22,856,151</u>	<u>100.0%</u>	
Public University Fund Investment Yield	0.7%	1.3%	0.9%	2.0%					

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**OIT Endowment Assets**

Oregon Intermediate-Term Pool	1.3%	1.5%	0.4%	N/A	N/A	N/A	\$ 7,216,992	100.0%	
Benchmark - Bloomberg Barclays 3-5 Year Index	1.8%	2.0%	0.2%	1.6%	1.6%	N/A			
<b>Total Endowment Assets</b>	1.3%	1.5%	0.4%				<u>\$ 7,216,992</u>	<u>100.0%</u>	

<sup>1</sup> The Public University Fund (PUF) policy guidelines define investment allocation targets based upon total participant dollars committed.

Core balances in excess of liquidity requirements for the participants are available for investment in the Core Bond Fund.

Maximum core investment allocations are determined based upon anticipated average cash balances for all participants during the fiscal year.

<sup>2</sup> Blended Benchmark Composition: 75% Bloomberg Barclay's Aggregate 3-5 Years Index, 25% Bloomberg Barclay's Aggregate 5-7 Years Index.

Note: Outlined returns underperformed their benchmark.