

Business Affairs

Office of Business Affairs

Introduction

The mission of the Office of Business Affairs and University Services is to provide overall management and supervision of the business and financial affairs of the University and to inform and advise the President regarding the current and long term developments of the business and financial affairs of the University.

Performance Objective 1 **Ensure contracts and other financially related documents are in the best interest of the University and are in accordance with applicable laws and regulations.**

1 Assessment and Benchmark

Benchmark: All contracts/agreements are in compliance with State and Federal laws and regulations and University policies, are in the best interest of the University, and are reviewed and executed on a timely basis.

1.1 Data

2016-2017:

Specific contracts/agreements in 2016-2017 include:

- Cooperative Endeavor Agreement with CPSO
- Burton Coliseum Lease - various contracts
- International affairs contracts
- Learfield Sponsorship amendment agreement
- Chartwells agreement
 - A contract has been negotiated with contracted meal provider, and a 10-year contract has been signed. Commissions on alcohol sales remain to be negotiated. Central basis of negotiation is to obtain significant financial assistance from the meal provider to construct a new student union where a new dining hall would be located. The amount of commissions will be dependent on sales price points.
- Coca Cola agreement
- RISE Student Housing agreement

2017-2018:

Contracts/agreements in 2017-2018 include:

- Burton Coliseum Lease - various contracts
- International affairs contracts
- Agreement with SW Louisiana Charter Academy Foundation
- Calcasieu Parish School Board Teach Calcasieu agreement
- Rodeo land lease

2018-2019:

- Sassy Oils consignment agreement
- Cooperative endeavor agreement - Burton Coliseum
- JD Bank ATM agreement
- RN to BSN agreement with IDesign
- RNL consulting services agreement
- Learfield long-form agreement

[001-Final-MOU MSU & CPSO_2014-2015](#) [PDF 50 KB 4/5/19]

[2018 Spring Commencement Agreement](#) [PDF 530 KB 4/5/19]

[2018-2019 ATM Agreement MSU JD BANK executed](#) [PDF 1,407 KB 7/29/19]

[2018-2019 CPPU-BURTON COLISEUM-2019 Cooperative Endeavor](#) [PDF 1,888 KB 7/29/19]

[2018-2019 IDesign contract](#) [PDF 3,030 KB 7/29/19]

[2018-2019 Learfield McNeese Long Form MMRA -- Fully Executed](#) [PDF 9,824 KB 7/29/19]

[2018-2019 McNeese-Sassy Oils Consignment Agreement signed](#) [PDF 1,812 KB 7/29/19]

[2018-2019 McNeeseStateU_LA_signed_20181008 RNL Contract](#) [PDF 10,595 KB 7/29/19]

[MOU MSU and CPSB Teach Calcasieu](#) [PDF 426 KB 4/5/19]

[MOU MSU and LCCP](#) [PDF 385 KB 4/5/19]

[Signed India Contract](#) [PDF 5,037 KB 4/5/19]

[Signed Management Agreement- Cowboy Facilities](#) [PDF 1,769 KB 4/5/19]

[Vincent Property Lease 2018](#) [PDF 8,257 KB 4/5/19]

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Processing of contracts through the Office of Purchasing and Property Control and directly through Business Affairs is working as intended. Business Affairs will continue to monitor the effectiveness of existing agreements to ensure compliance and that they are in the best interest of the University. Monitoring of Chartwells contract will be necessary to ensure compliance with its provisions. Expanded alcohol sales at athletic events are anticipated, and the University will need to complete negotiations before the start of Athletic alcohol sales begin.

2017-2018:

Negotiations for alcohol with Chartwells completed for first year, and they will be re-visited after one year.

2018-2019:

Contracts completed as expected.

University policies related to alcohol sales have been completed and adopted. Athletic alcohol sales program is complete and functioning as intended. Chartwells is timely reporting alcohol sales and the University is now receiving sales commissions.

Business Affairs has started work on an initiative to have all University business contracts/agreements in a searchable database. A goal to have the database operational by the end of the 2020 fiscal year has been established.

2 Assessment and Benchmark

Benchmark: A new student union is needed to replace the current student union, which is in poor condition. Provide specific support to Facilities in the development of a new, more efficient student union.

2.1 Data

2016-2017:

Met with Architects Southwest, a facilities master planning architect to plan a new student union. A contract has been signed, and the architect has begun work. Initial planning includes meeting with students and staff. Architects continue meetings with students, faculty and staff.

2017-2018:

Southwest Architects created a student union needs assessment based upon meetings with students and employees. Southwest Architects also created several construction alternatives for university administration review.

2018-2019:

Architects Southwest has completed its student union program. In June 2018, the University received permission to have a student fee referendum. Students will vote in the homecoming elections.

[2018-2019 McNeese Student Union_Final Program](#) [PDF 73,521 KB 7/29/19]

[new student union 1](#) [PDF 909 KB 4/5/19]

[new student union 2](#) [PDF 863 KB 4/5/19]

[new student union needs assessment](#) [PDF 430 KB 4/5/19]

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Plan progressing as anticipated. McNeese personnel will continue to work with Architects Southwest on the project. A report is anticipated by December 2017.

2017-2018:

Facilities continues to work with SW Architects in the development of a plan for a new student union. SW Architects has met with university personnel, including university administration and will continue meeting with students and employees in the upcoming fall 2018 semester. Based on meetings, SW Architects created a needs assessment and created several construction alternatives to the university administration. University administration selected one of the alternatives. A student referendum is possible in spring 2019. The project is going to plan.

2018-2019:

New student union is progressing according to plan. Student vote will occur in late September/early October 2019.

3 Assessment and Benchmark

Benchmark: Bookstore revenues are declining and a need exists to enhance revenue producing activities. Specific support needed to Bookstore to increase revenue and make more efficient operations at athletic venues.

3.1 Data

2016-2017:

- Met and discussed purchasing Wi-Fi capability and equipment for bookstore to register and account for sales at the football stadium. Installed infrastructure at football stadium and purchased necessary equipment.
- Other possibilities discussed include a presence at the Prien Lake Mall.
- Discussed changing wording on cash receipts regarding returning policy.

2017-2018:

- Installed cameras and entrance/exit corrals to prevent thefts.
- Changed book/merchandise configurations to improve customer service and to prevent book thefts. Books are now behind a counter where employees retrieve books for customers.
- Purchased a merchandise trailer for outdoor events.

2018-2019:

- University has been negotiating with RedShelf to provide electronic textbooks at lower costs. This initiative may increase the Bookstore's competitiveness and provide lower costs to students. The contract should be signed early in the 2020 fiscal year. A pilot is expected in 2020.

3.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

- New capability will be used at the football stadium. Will assess future results.
- A kiosk at the Prien Lake Mall was successful, but will need to further assess whether this will be continued. About \$5,000 of profit was realized. Bookstore will investigate further.
- Changed return policy and will continue to assess future results.

2017-2018:

- Wifi capability effective in capturing sales and improving customer service.
- Prien Lake Mall will not be continued at this time.
- Change return policy functioning as intended and will be continue.
- Trailer has improved offerings to customers. Athletics is requesting use of the trailer.
- Carrols and cameras installed and functioning as theft deterrents.
- Merchandise reorganization completed and functioning as intended.

2018-2019:

- Bookstore profits still declining. Decreased enrollment is a contributor. Plans for contract with RedShelf will reduce textbooks costs and will help the Bookstore provide competitive prices in the market.

Performance Objective 2 Ensure timely preparation and completion of budgets and contracts.

1 Assessment and Benchmark

Benchmark: Successful completion and submission of the annual financial budget, signed by the President, within deadlines established by the University of Louisiana System and the Louisiana Board of Regents. Timely amendment and submission of the financial budget based upon changes occurring after the original budget was approved.

1.1 Data

2016-2017:

The annual fiscal budget was submitted within deadlines. The budget did not require significant amendment.

2017-2018:

The annual fiscal budget was submitted within deadlines. The budget did not require significant amendment.

2018-2019:

The annual fiscal budget was submitted within deadlines. The budget did not require significant amendment.

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

For 2017-2018, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely, and the fiscal year budget is expected to remain about the same from the 2016-2017 fiscal year.

The University will not increase tuition for 2017 and salary increases are not anticipated. The President will be apprised of developments so that appropriate adjustments may be made in a timely manner.

2017-2018:

For 2018-2019, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely, and the fiscal year budget is expected to increase from the 2017-2018 fiscal year.

The University anticipates that it will increase fees in spring 2019 if approved by the Board of Supervisors, and salary increases are anticipated with these additional funds. The President will be apprised of developments so that appropriate adjustments may be made in a timely manner.

2018-2019:

The University increased fees in spring 2019 and 4% salary increases were given to employees. The President will continue to be apprised of budget developments. The budget fiscal year ended in balance.

2 Assessment and Benchmark

Benchmark: Timely preparation and submission of quarterly and annual financial reports, which are reviewed and signed by the President.

2.1 Data

2016-2017:

Quarterly have been submitted timely and annual financial reports for the year ended June 30, 2017, are on schedule.

2017-2018:

Quarterly, semiannual, and annual reports have been submitted timely and annual financial reports for the year ended June 30, 2018, are on schedule.

2018-2019:

Quarterly, semiannual, and annual reports have been submitted timely and annual financial reports for the year ended June 30, 2019, are on schedule.

[2018-2019 AFR MCNEESE FYEnded 2018June 30](#) [PDF 3,920 KB 7/29/19]

[2018-2019 McNeese Quarterly Certification as of 12-31-2018_001](#) [PDF 14,074 KB 7/29/19]

[2018-2019 Signed 3rd Party Reports ended 12 31 18](#) [PDF 2,442 KB 7/29/19]

[AFR MCNEESE FYEnded 2017June30](#) [PDF 1,237 KB 4/5/19]

[QUARTERLY REPORT as of 12-31-2017](#) [PDF 1,244 KB 4/5/19]

[Third party reports 12 31 17_001](#) [PDF 1,709 KB 4/5/19]

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

For 2017-2018, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

2017-2018:

All quarterly, semiannual, and annual financial statements were submitted timely. For 2018-2019, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

2018-2019:

All quarterly, semiannual, and annual financial statements were submitted timely. For 2019-2020, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

3 Assessment and Benchmark

Benchmark: Timely preparation of documents to allow construction and maintenance of facilities to proceed as needed to provide for the needs of the University's students, faculty, and staff.

3.1 Data

2016-2017:

Capital outlay budget and construction files are maintained in Plant Operations, and they were timely and appropriately executed.

2017-2018:

The University funded \$1,755,403 of small capital projects in FYE June 30, 2018.

2018-2019:

The University funded \$1.2 million of small capital projects in FYE June 30, 2019.

[2018-2019 Small Capital Projects Budget 2019](#) [PDF 234 KB 7/29/19]

[Copy of 5Yr_CO_Plan_McNeese_FY2018-19 \(2\)](#) [PDF 100 KB 4/5/19]

[Drew Parking Lot site plan](#) [PDF 1,101 KB 4/5/19]

[Small Capital Projects FYE 6 30 18](#) [PDF 245 KB 4/5/19]

3.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

For 2017-2018, Business Affairs will continue to monitor the submission of fiscal reports to ensure that the information is accurate and submitted timely.

2017-2018:

- Completed \$1,755,403 of assorted small capital projects in 2018.
- State capital outlay request submitted timely.
- Drew Parking lot is being bid and construction will start in September 2018.
- Planning and budgeting small capital projects for 2019. Approximately \$1.2 million in projects is being planned.

2018-2019:

- Completed approximately \$1.2 million in projects in 2019.
- Drew Parking lot is near completion. The lot will be available to students in fall 2019.
- State capital outlay request submitted timely.

4 Assessment and Benchmark

Benchmark: FLSA regulations will change. Specific support to Human Resources as the University works to comply with the new Fair Labor Standards Act requirements.

4.1 Data

2016-2017:

Conducted meetings to develop a plan to comply with the new FLSA standards. Provided funding to HR to hire a consultant. HR created timelines to ensure full compliance by the December 1 deadline. HR created schedules of employees who will be affected. HR created employee notification letters to employees.

2017-2018:

Still on hold. No further work necessary.

2018-2019:

Still on hold. No further work necessary. I will consider elimination of this assessment next year.

4.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

The University is prepared to implement the new FLSA regulations; however, the new FLSA rules have been placed on hold by the Courts. As of July 2017, the plan is still on hold.

2017-2018:
Still on hold.

2018-2019:
Still on hold. Will consider removing this assessment next year if no movement is apparent.

Performance Objective 3 Maintain an internal control system that provides consistent and accurate financial reporting, compliance with state and federal laws and regulations, and safeguarding of University assets and records.

1 Assessment and Benchmark

Benchmark: External audits of financial records (documented through audit reports issued by the Office of the Legislative Auditor) will result in zero audit findings.

1.1 Data

2016-2017:

Specific changes in 2016-17 include:

- Legislative Audit for the year ended June 30, 2016 contained one reported audit finding. University recorded financial audit adjustments into the financial records.
- Legislative Audit of NCAA resulted in no findings or significant adjustments.

2017-2018:

- Legislative Audit for the year ended June 30, 2018 is currently underway. The audit report will be issued by December 2018.
- FYE 2017 Legislative Audit of NCAA resulted in no findings or significant adjustments.

2018-2019:

- Legislative Audit for the year ended June 30, 2018, resulted in no reportable findings.

[2018-2019 management letter 2018](#) [PDF 224 KB 7/29/19]

[Agreed upon procedures report 2017](#) [PDF 135 KB 4/5/19]

1.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Amended accounts receivable policy to shorten time before delinquent accounts were submitted to Attorney General for collection. Will monitor compliance with recommendations. Stay current on reporting changes required by the Division of Administration, University of Louisiana System, and other financial reporting regulatory bodies, and comply with these changes. Consider audit adjustments when making financial recording decisions.

2017-2018:

- NCAA audit resulted in no findings.
- Awaiting results of 2018 audit.

2018-2019:

- Legislative Audit for the year ended June 30, 2018, contained no audit findings.

2 Assessment and Benchmark

Benchmark: Audits performed by the University's Office of Internal Audit will result in zero audit findings.

2.1 Data

2016-2017:

Specific changes in 2016-2017 include:

- Purchasing and Travel Card Program Review - no changes recommended.
- Improper Use of Athletic Facility
- Other small miscellaneous audits

2017-2018:

No internal audits related to Business Affairs were issued.

2018-2019:

Internal Audit was contacted regarding a phishing incident. Internal audit issued its report on April 1, 2019. An employee's payroll direct deposit was illegally redirected. A claim was filed with ORM. As a result, IT is implementing dual authentication to email system. Payroll will comply with exception to its policies and procedures. IT is developing an updated security plan.

Internal Audit issued a report concerning compliance with RS 42:31. Four McNeese employees earn over \$100,000 and had not yet provided proof of residency as required by the statute. LSU has requested an attorney general opinion as to whether the statute is constitutional.

2.1.1 Analysis of Data and Plan for Continuous Improvement

2016-2017:

Monitor compliance with internal control policies and procedures and assess the need for additional controls.

Review internal and external audits and take corrective action as appropriate.

2017-2018:

No audits were issued in 2018.

2018-2019:

Two audits in 2019 contained findings. Findings of the first audit are now being addressed. For the second audit report, the University is awaiting an attorney general opinion to determine how to proceed.