

Section 13: Financial and Physical Resources

13.1 The institution has sound financial resources and a demonstrated, stable financial base to support the mission of the institution and the scope of its programs and services.

(Financial resources) [CR]

Judgment

☒ Compliance ☐ Non-Compliance ☐ Not Applicable

Narrative

Fort Valley State University (FVSU) has a sound financial base and demonstrates financial stability to support the mission of the institution and the scope of its programs and services as evidenced from the university's financial statements, which are included in the following: Institutional audits (or Standard Review Report issued in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants [AICPA] for those institutions audited as part of a system-wide or statewide audit) and/or Management Report for FY 2016 – FY 2018, prepared by an independent certified public accountant and/or the Department of Audits and Accounts. Additionally, evidences of a sound financial base and financial stability are also demonstrated by the following narrative, tables, and charts.

The Condensed Statement of Net Position

The following Condensed Statement of Net Position was compiled using audited/reviewed financial statements, which include the effects of implementing Governmental Accounting Standards Board (GASB) #75. It should be noted that excluding the impact of implementing GASB #75, which resulted in a prior year adjustment that is reflected in the FY18 financial statements, FY16 vs. FY18 overall net position would have increased \$1,218,750 or 2.97%.

The primary objective of GASB Statement #75 is to improve accounting and financial reporting by state and local governments for post-employment benefits other than pensions (other post-employment benefits (OPEB)). Accordingly, FVSU implemented this standard

in 2018, restating prior year net position, and substantially increasing FVSU's OPEB liability. However, as with recent pension-related standards, implementing GASB #75 does not require cash funding by the university for the prior periods. Unlike many other public institutions, in spite of the effects of GASB #75, the university still ended FY18 with a positive net position as shown below in Figure 13.1.1, and Tables 13.1.1 and 13.1.5. Furthermore, excluding the \$41,795,878 impact of GASB #75, total liabilities would have decreased in 2018. A more quantitative presentation of the impact of the GASB #75 adjustments are reflected on page 40, Note 7 of the Annual Financial Report (AFR) and demonstrated in the following graph.

Figure 13.1.1 Net Position at Year End

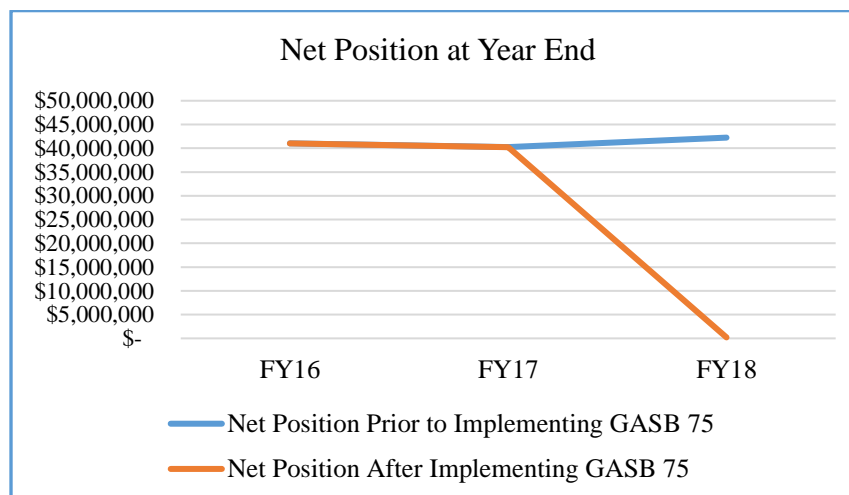


Table 13.1.1 Condensed Statement of Net Position

Description	FY16	FY17	FY18
Assets			
Currents Assets	\$ 7,604,083	\$ 8,508,486	\$ 14,494,476
Noncurrent Assets (Excluding Capital)	\$ 1,806,152	\$ 1,747,523	\$ 1,716,564
Capital Assets, Net	\$ 149,007,999	\$ 145,221,517	\$ 142,171,873
Total Assets	\$ 158,418,234	\$ 155,477,526	\$ 158,382,913
Deferred Outflows	\$ 2,958,938	\$ 8,562,073	\$ 8,071,027
Total Assets & Deferred Outflows	\$ 161,377,172	\$ 164,039,599	\$ 166,453,940
Liabilities			
Current Liabilities	\$ 7,064,354	\$ 5,560,368	\$ 8,598,621
Noncurrent Liabilities	\$ 107,086,838	\$ 110,621,445	\$ 146,463,645
Total Liabilities	\$ 114,151,192	\$ 116,181,813	\$ 155,062,266
Total Deferred Inflows of Resources	\$ 6,203,015	\$ 7,610,461	\$ 11,188,860
Net Position			
Net Investment in Capital Assets	\$ 68,475,364	\$ 65,166,840	\$ 62,458,039
Restricted - Nonexpendable	\$ -	\$ -	\$ -
Restricted - Expendable	\$ 3,054,498	\$ 2,960,325	\$ 2,911,384
Unrestricted	\$ (30,506,897)	\$ (27,879,840)	\$ (65,166,609)
Net Position, End of Year	\$ 41,022,965	\$ 40,247,325	\$ 202,814
Liabilities, Deferred Inflows, & Net Position	\$ 161,377,172	\$ 164,039,599	\$ 166,453,940
Recap Showing the Impact of GASB # 75			
Net Position, End of Year	\$ 41,022,965	\$ 40,247,325	\$ 202,814
Changes in accounting principles For fiscal year 2018, Fort Valley State University made a prior period adjustment due to the adoption of GASB Statement No. 75, which required the restatement of the June 30, 2017, net position. The result is a decrease in Net Position at July 1, 2017 of \$42,038,901 of which \$43,025,268 is the beginning balance of the Net OPEB Liability and \$986,367 is deferred outflow for contributions subsequent to the measurement date. This change is in accordance with generally accepted accounting principles. Please refer to page 24 and note 1, page 34, of the AFR.			\$ (42,038,901)
Total Net Position Prior to Implementing New GASB # 75, which is a GASB adjustment that requires no cash outflow for prior periods.	\$ 41,022,965	\$ 40,247,325	\$ 42,241,715

This financial information contained in Table 13.1.1 and the [FY16 Management Report](#), [FY17 AFR](#) and [FY18 AFR](#) is used to calculate relevant financial ratios as depicted in Table

13.1.2 (Financial Ratios and Trends). The calculated ratios in Table 13.1.2 reflect that FVSU is both financially sound and stable.

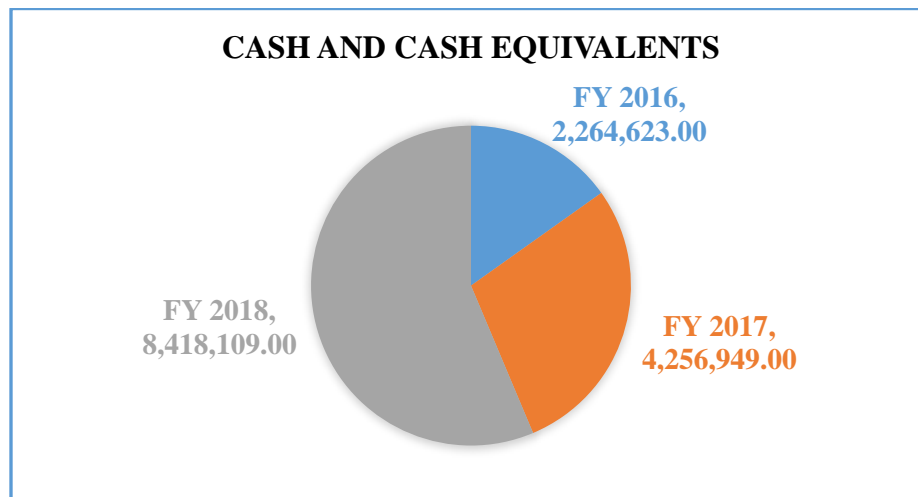
Table 13.1.2 Current Ratio and Cash Ratio

		Fiscal Year						
Financial Ratios and Trends		2016	2017	2018				
Current Ratio		1.08	1.53	1.69				
	Current Assets	7,604,083	8,508,486	14,494,476	This ratio measures an organization ability to pay short-term obligations or those due within one year.			
	Current Liabilities	7,064,354	5,560,368	8,598,621				
Cash Ratio: Cash Available to Current Liabilities		0.32	0.77	0.98				
	Cash + Marketable Securities	2,264,623	4,256,949	8,418,109	This ratio indicates the percentage of an organization current liabilities that cash and cash equivalents will cover.			
	Current Liabilities	7,064,354	5,560,368	8,598,621				

The **current ratio** is a liquidity and efficiency ratio that measures an organization's ability to pay off its short-term liabilities with its current assets. This ratio expresses an organizations' current liabilities in terms of current assets. Thus, a positive current ratio indicates that the organization has more current assets than current liabilities. A higher current ratio is always more favorable than a lower current ratio because it shows the ease in which the organization can satisfy current obligations. FVSU demonstrates a positive current ratio for each of the years presented and the 2018 current ratio of 1.69 is a 16% increase over the comparable rate for 2017 as illustrated in Figure 13.1.2.

The **cash ratio** is a metric which compares cash equivalents to current liabilities. This ratio is a more conservative look at an organization's liquidity as its numerator is comprised of on organizations most liquid assets. The metric calculates an organization's ability to repay its short-term debt with cash or near-cash resources, such as easily marketable securities. For fiscal year 2018, FVSU is highly liquid as it possesses enough cash and cash equivalents to pay off nearly 100% of its current liabilities as illustrated in Figure 13.1.2. This 2018 metric represents a 21% increase over the comparable rate for fiscal year 2017. It should also be noted that FVSU does not depend on borrowing funds to meet ongoing obligations. FVSU's day to day operations are primarily funded from income provided by students and state appropriations. As can be seen in Figure 13.1.2, cash and cash equivalents have increased each fiscal year.

Figure 13.1.2 Cash and Cash Equivalents



The **state appropriations contribution ratio** measures the proportion of total expenses funded from state appropriations. As evidenced in Table 13.1.3, while many state institutions have experienced drops in state funding, FVSU is fortunate in that the state appropriations percentage has remained fairly stable for the past three years.

Table 13.1.3 State Appropriations Contribution Ratio

	Fiscal Year						
	2016	2017	2018				
Financial Ratios and Trends							
State Appropriations Contribution Ratio	0.28	0.26	0.28				
State Appropriations	21,623,880	20,799,672	23,075,207	This ratio measures the proportion of State Appropriations to total expenses.			
Operating and Nonoperating Expenses	77,881,064	80,276,766	81,340,361				

The **net auxiliary ratio** is a measure of the amount of auxiliary revenue that is available to cover the auxiliary expenses. The ratio states auxiliary revenue as a multiple of auxiliary expenses for a given year. Thus, for fiscal year 2018, auxiliary revenue covers auxiliary expenses by a multiple of 127%, which increased by 6% over the comparable rate for fiscal year 2017 as shown in Table 13.1.4.

Table 13.1.4 Net Auxiliary Ratio

		Fiscal Year						
Financial Ratios and Trends		2016	2017	2018				
Net Auxiliary Ratio		1.28	1.21	1.27				
	Auxiliary Revenue	11,855,133	13,324,853	15,359,984	This ratio is a measurement of the amount of auxiliary revenues that are available to cover auxiliary expenses			
	Auxiliary Expenses	9,271,246	11,021,254	12,134,786				

Unrestricted Net Assets Exclusive of Plant and Plant Related Debt

Table 13.1.5 depicts a schedule of Unrestricted Net Assets (Net Position) Exclusive of Property Plant & Equipment (PP&E), Compensated Absences, and Pension and Other Post-Employment Benefits (OPEB) Obligations, which represents the change in unrestricted net assets attributable to operations for FY 2016 – FY 2018.

Table 13.1.5 Unrestricted Net Assets Exclusive of PP&E, Compensated Absences, and Pension Liability

Unrestricted Net Assets Exclusive of PP&E, Compensated Absences, and Pension & OPEB Obligations				
		2016	2017	2018
Total Net Position		\$ 41,022,965	\$ 40,247,325	\$ 202,814
LESS	Invested in Capital Assets, net related debt	(68,475,364)	(65,166,840)	(62,458,039)
LESS	Restricted - Nonexpendable	-	-	-
LESS	Restricted - Expendable	(3,054,498)	(2,960,325)	(2,911,384)
UNRESTRICTED NET Position Excluding Plant and Plant Related Debt (UNAEP)		\$ (30,506,897)	\$ (27,879,840)	\$ (65,166,609)
ADD	Compensated Absences Liability	1,929,258	1,924,220	2,116,883
ADD	Net Pension Liability	26,490,990	33,447,370	29,171,314
ADD	Net OPEB	-	-	41,795,878
ADD	Deferred Inflows of Resources	5,294,643	3,832,418	7,583,845
Deduct	Deferred Outflows of Resources	(2,542,103)	(8,178,321)	(7,706,462)
UNAEP Excluding Compensated Absences and Pension & OPEB Obligations		\$ 665,891	\$ 3,145,847	\$ 7,794,849

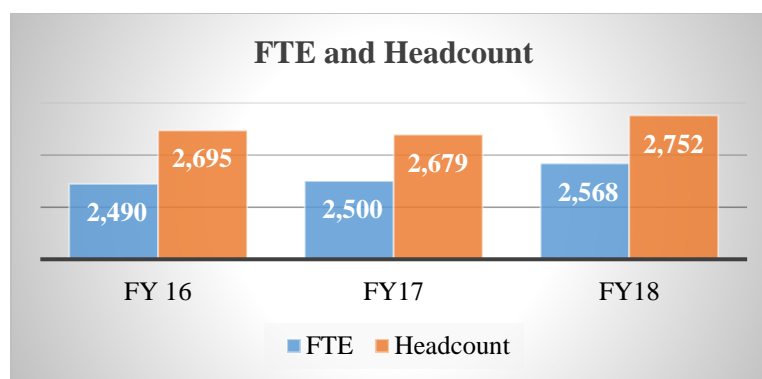
Table 13.1.5 shows the computation of Unrestricted Net Assets Exclusive of Plant and Plant-Related Debt, Compensated Absences, and Pension and OPEB Obligations. This indicator is a measure of the pure unrestricted assets currently available to meet the obligations of the university, both operating and financial. It eliminates the effect of non-liquid assets, as well as liabilities whose claim on cash is likely to be many years in the

future. As demonstrated in this schedule, FVSU's Unrestricted Net Assets Exclusive of Plant and Plant-Related Debt, Compensated Absences, and Pension and OPEB Obligations increased significantly each fiscal year.

Enrollment Trends and State Limitations

Additionally, FVSU has experienced a modest increase in enrollment as demonstrated in Figure 13.1.3. The results of such sustainable and new enrollment growth help to solidify stable financial resources as financial resources are impacted by enrollment performance.

Figure 13.1.3 FTE and Headcount



The Management Report for FY16, Annual Financial Reports for FY 16 & 17, and the information presented above supports the fact that FVSU has sound financial resources and a demonstrated, stable financial base to support the mission of the institution and the scope of its programs and services.

It should also be noted that the State of Georgia regulations provide limited “carry forward” of unexpended revenues to build unrestricted net position. Unspent operating funds (state appropriations, tuition, and other general revenue) “lapse” back to the state’s general operating funds, with the exception of up to three percent of tuition cumulatively. Accordingly, under these policies, there are few opportunities to build unrestricted net position. Currently, the only other unrestricted funds that are not lapsable are continuing education, indirect cost recoveries under facilities and administrative rate negotiations,

auxiliary enterprises, and departmental sales (as defined by the National Association of College and University Business Officers).

Conclusion

The institution has sound financial resources and a demonstrated, stable financial base to support the mission of the institution and the scope of its programs and services.

Supporting Documentation



[FY16 Management Report](#)



[FY17 Annual Financial Report](#)



[FY18 Annual Financial Report](#)

13.2 The member institution provides the following financial statements:

- (a) an institutional audit (or Standard Review Report issued in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA for those institutions audited as part of a system wide or statewide audit) for the most recent fiscal year prepared by an independent certified public accountant and/or an appropriate governmental auditing agency employing the appropriate audit (or Standard Review Report) guide.**
- (b) a statement of financial position of unrestricted net assets, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net assets attributable to operations for the most recent year.**
- (c) an annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board.**

Judgment

☒ Compliance ☐ Non-Compliance ☐ Not Applicable

(a) Annual Audit/Review of Annual Financial Statements

Narrative

FVSU's financial statements are audited/reviewed annually by the State of Georgia's Department of Audit (or designee) and Accounts in accordance with Official Code of Georgia Annotated (OCGA). Audit procedures are in accordance with auditing standards generally accepted in to financial audits contained in Government Auditing Standards. The reports are released directly to the members of the Board of Regents (BoR) of the University System of Georgia (USG) and the president of FVSU. The annual reports confirm the healthy financial condition of FVSU and support the assertion that the university has a sound financial base and demonstrated stability. [Management Report for FY16](#) and Annual Financial Reports for the fiscal years [2017](#), and [2018](#) audit/review reports for FVSU are provided, as are the Single Audit Reports for the fiscal years [2016](#), [2017](#), and [2018](#). (Please note that, as of the publication of this Compliance Certification Report, the Annual Financial Report audit/review for the fiscal year ending June 30, 2019 is not available). The final review report will be

released in September for fiscal year 2019 by the State Department of Audits and Accounts. The university will provide copies of the audit/review and/or management letter for FY 2019 to the Southern Association of Colleges and Schools Commission on Colleges upon receipt, along with an updated “Unrestricted Net Assets Exclusive of PP&E, Compensated Absences, and Pension Liability”.

The results of FVSU's audited/reviewed statements are included in the State of Georgia's Comprehensive Annual Financial Report (CAFR). The reports are released directly to the members of the BoR of the USG and the president of FVSU.

To the extent that there are findings or questioned costs specific to FVSU, those are separately identified in appendices to the State of Georgia's CAFR or single audit report.

The [FY 2016](#) and [2017](#) State of Georgia Comprehensive Annual financial Reports (CAFRs) nor the [FY 2016](#) and [FY 2017](#) Single Audit Reports identified no current year compliance or internal control findings at FVSU. Additionally, the [FY 2018 State of Georgia CAFR](#) nor the [FY 2018 Single Audit Report](#) identified no new findings and noted that corrective action had been implemented on the FY 2015 prior year finding (page D-15).

In order to provide as much clarity and transparency as possible, the USG separately commissioned a review of FVSU's financial statements by the audit and accounting firm of Warren Averett for the fiscal year ending June 30, 2017 and by Mauldin & Jenkins for the fiscal year ending 2018. Their Independent Accountant's Review Report is included in the FY 2017 and FY 2018 financial statements respectively. Each of these review reports disclosed that, “we were not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America...our responsibility is to conduct the review engagement in accordance with Statements of Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA.”

For [FY 2016](#), the university prepared a Management Report, which includes financial statements, footnotes, management's discussion and analysis, and the Georgia Department of

Audits and Accounts report on the limited procedures accomplished for inclusion in the statewide financial statements and reports.

(b) Unrestricted Net Assets Exclusive of Plant and Plant-Related Debt, Compensated Absences, and Pension Liability

Narrative

Table 13.2.1 shows the computation of Unrestricted Net Assets (Net Position) Exclusive of Plant And Plant-Related Debt, Compensated Absences, and Pension Liability. This indicator is a measure of the pure unrestricted assets currently available to meet the obligations of the University, both operating and financial. It eliminates the effect of non-liquid assets, as well as liabilities whose claim on cash is likely to be many years in the future.

It should also be noted that the State of Georgia regulations provide limited “carry forward” of unexpended revenues to build unrestricted net position. Unspent operating funds (state appropriations, tuition, and other general revenue) “lapse” back to the state’s general operating funds. Accordingly, under these policies, there are few opportunities to grow unrestricted net position.

Currently, the only unrestricted funds that are not lapsable are continuing education, indirect cost recoveries under facilities and administrative rate negotiations, auxiliary enterprises, departmental sales (as defined by the National Association of College and University Business Officers), and up to three percent of tuition revenues.

As demonstrated in Table 13.2.1, FVSU’s unrestricted net assets exclusive of PP&E, compensated absences, and pension liability increased significantly from 2016 to 2018.

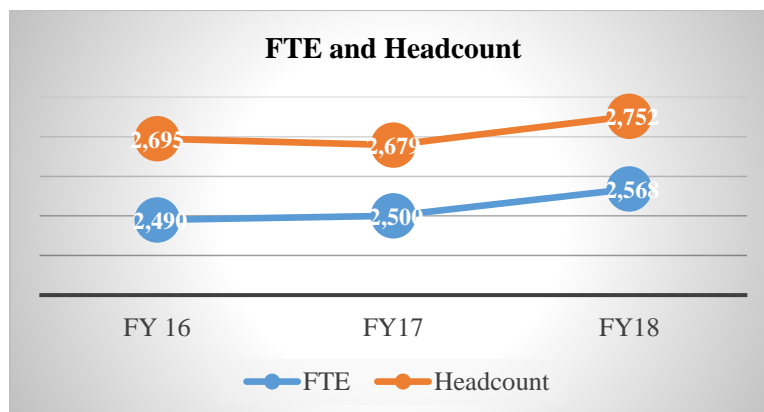
Table 13.2.1 Unrestricted Net Assets (Position) Exclusive of PP&E, Compensated Absences, and Pension Liability

Unrestricted Net Assets Exclusive of PP&E, Compensated Absences, and Pension & OPEB Obligations			
	2016	2017	2018
Total Net Position	\$ 41,022,965	\$ 40,247,325	\$ 202,814
LESS Invested in Capital Assets, net related debt	(68,475,364)	(65,166,840)	(62,458,039)
LESS Restricted - Nonexpendable	-	-	-
LESS Restricted - Expendable	(3,054,498)	(2,960,325)	(2,911,384)
UNRESTRICTED NET Position Excluding Plant and Plant Related Debt (UNAEP)	\$ (30,506,897)	\$ (27,879,840)	\$ (65,166,609)
ADD Compensated Absences Liability	1,929,258	1,924,220	2,116,883
ADD Net Pension Liability	26,490,990	33,447,370	29,171,314
ADD Net OPEB	-	-	41,795,878
ADD Deferred Inflows of Resources	5,294,643	3,832,418	7,583,845
Deduct Deferred Outflows of Resources	(2,542,103)	(8,178,321)	(7,706,462)
UNAEP Excluding Compensated Absences and Pension & OPEB Obligations	\$ 665,891	\$ 3,145,847	\$ 7,794,849

(c) An annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board.

FVSU begins budgeting for revenue by ensuring that an adequate number of students are recruited and enrolled to sustain the business model of producing a breakeven budget, inclusive of depreciation. As depicted in Figure 13.2.1, FVSU has experienced modest enrollment growth from FY 2016 to FY 2018.

Figure 13.2.1 FTE and Headcount



The [FY 2016 fourth quarter budget](#), [FY 2017 fourth quarter budget](#) and [FY 2018 fourth quarter budget](#) are attached. They represent balanced budgets with a contingency built in for unforeseen expenses that may yet be incurred prior to fiscal year end.

How is the institution's budget approved?

State appropriations and tuition and fee rates are approved by the USG annually. Based on the university's allocation from the USG and enrollment, revenue projections for the fiscal are built in to the university's financial system. Spreadsheets listing possible departmental budget allocations are sent out to individual vice presidents and deans to review and request changes as appropriate not to exceed their total allotted budget amount. This is done for both personal services budgets, as well as their operating expense budgets. Once these items have been distributed to the different areas, deans and directors in the various support areas of the university submit budget requests to their respective supervisors and vice presidents. These requests are initially reviewed by the chief business officer (CBO), controller, and budget director. After such time they are reviewed by the CBO and the president and compared to available resources identified by the controller and budget director. If budget requests exceed revenue projections, revisions are made based on priority and the needs of the institution as a whole. The final university-wide operating and capital budgets for the upcoming fiscal year, comprised of individual program and service unit budgets, are approved by the president and submitted to the USG for review and approval. Upon USG receipt of FVSU's budget submission, USG thoroughly reviews the information and communicates any questions that they may desire additional information on. Additionally, FVSU is invited to USG to participate in budget hearing to defend and or expound upon any new initiatives and/or budget concerns. Subsequently, the budget is adjusted and/or approved by USG and submitted to the BoR and subsequently to the Governor's office for approval.

Is the budget balanced? Are there allowances for contingencies? Is there an amendment process?

The budget director compares revenue estimates to actual revenue recognized on a monthly basis to ensure that initial and ongoing projections are realistic. Revenue estimates are adjusted monthly

based on actual and projected revenues. Expenditure budget allocations are also adjusted as necessary to maintain a balanced budget.

Each year, because the institution operates with a balanced budget, a contingency allowance is budgeted to provide funding for unforeseen departmental expenses. Following is the [4th quarter budget for FY 2018](#) showing that a balance budget is being maintained.

Are underlying budget assumptions reasonable (e.g., enrollment, fundraising, state appropriations if applicable)? How do these budget assumptions compare to actual audited results?

When reviewing the results from the original budget for [FY 2018](#) as compared to the final budget (as we do routine budget amendments to keep the budget in line with actuals), the areas with significant increases in revenue compared to the original budget include: tuition revenue (5.6%), other general revenue (9.8%), and sponsored funds (30.7%). We also experienced an increase in fundraising by 45%, which resulted from expanded outreach and cultivation of alumnus and donors by the President and the Development office. The variation from the original budget for sponsored funds is due to the realization of revenues and expenses resulting from grant activities and new grant awards. The increase in budgeted tuition revenue is the result of enrollment above original projections. We currently look at historic trends as it relates to fall, spring, and summer semesters and in conjunction with projections from enrollment management, we develop the enrollment driven model when creating the tuition, fees, room, and board revenue budget. We also assess how many students will be considered graduate vs. undergraduate as they are assessed different per credit hour rates. With other general revenue, the revenue directly related to enrollment would be the institutional fee paid by students enrolled. The other revenue in the category is not directly related to enrollment projections.

In addition to FVSU's internal process, the final budget is subject to the Georgia Legislature's annual appropriation process. The legislature provides state appropriations in lump sum to the BoR who then allocates a portion to each institution within the system.

The university budgeting director prepares quarterly financial reports that provide an overview of expenditures to date and compares budgeted revenue and expenditures to

actuals. These reports are then presented to the CBO for review. Upon approval by the CBO, these reports are presented to the president and are subsequently submitted to the BoR quarterly.

Additionally, over and beyond the internal budgeting process, FVSU follows the policies outlined in the Business Procedures Manual as identified within Section 8 of the manual and as required by the [USG Business Procedures Manual, Section 8](#).

How do departmental managers review their budgets?

Each departmental budget manager has electronic access to review operating budgets in the PeopleSoft Financial System. They are given access to various reports and inquiries including, but not limited to, [Budget Activity Report](#), [Grants Budget Activity Report](#), and [Budgets Overview Report](#). Refresher training courses are held throughout the year, as well as one-on-one training to make sure each departmental budget manager knows how to access their budget.

To facilitate budget monitoring for end users and the university as a whole, monthly [departmental budget activity reports](#) are made available for monitoring and discussion. These reports are discussed with the budget director, controller, and/or CBO on an as-needed basis.

Conclusion

FVSU is in compliance with Section 13.2 as it has provided the following:

- (a) an institutional audit (or Standard Review Report issued in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA for those institutions audited as part of a system-wide or statewide audit) for the most recent fiscal year prepared by an independent certified public accountant and/or an appropriate governmental auditing agency employing the appropriate audit (or Standard Review Report) guide;

- (b) a statement of financial position of unrestricted net assets, exclusive of plant assets, and plant-related debt, which represents the change in unrestricted net assets attributable to operations for the most recent year; and
- (c) an annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board.

Supporting Documentation

-  [FY16 Management Report](#)
-  [FY17 Annual Financial Report](#)
-  [FY18 Annual Financial Report](#)
-  [FY 16 Single Audit Report](#)
-  [FY 17 Single Audit Report](#)
-  [FY 18 Single Audit Report](#)
-  [Board of Regents Business Procedures Manual - Section 8](#)
-  [FY 2016 fourth quarter budget](#)
-  [FY 2017 fourth quarter budget](#)
-  [FY 2018 fourth quarter budget](#)
-  [4th quarter budget for FY 2018](#)
-  [USG Business Procedures Manual, Section 8](#)
-  [Budget Activity Report](#)
-  [Grants Budget Activity Report](#)
-  [Budgets Overview Report](#)
-  [Departmental budget activity reports](#)

13.3 The institution manages its financial resources in a responsible manner.

Judgment

☒ Compliance ☐ Non-Compliance ☐ Not Applicable

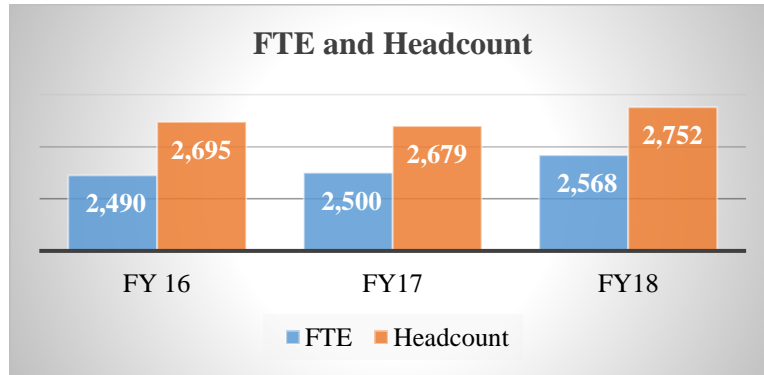
Narrative

FVSU manages its financial resources in a responsible manner. Evidence that the University is operating within its means are reflected in the audited/reviewed financial statements compiled by the State of Georgia's Department of Audit and/or external public accounting firms for fiscal years 2016, 2017, and 2018. Please note that, as of the publication of this Compliance Certification Report, the financial audit for the fiscal year ending June 30, 2019 was not available. The final audit report is typically released in December by the state Department of Audits and Accounts. FVSU will provide copies of the FY 19 financial audit to the Southern Association of Colleges and Schools Commission on Colleges On-Site Review Committee in a Focused Report, as well as during the on-site review. FVSU has exercised due diligence in ensuring that financial operations are consistent with the financial needs of its mission and strategic plan and that sufficient resources are allocated appropriately.

Enrollment

FVSU has experienced a modest increase in enrollment as demonstrated in Figure 13.3.1. The results of such sustainable and new enrollment growth help to solidify stable financial resources as financial resources are impacted by enrollment performance. Such sustainability in enrollment contributes to management having enough financial resources to properly manage.

Figure 13.3.1 FTE and Headcount



Revenues

Figure 13.3.2 depicts multiple sources of significant revenue sources per fiscal year. Although there are fluctuations among revenue sources for each fiscal year, total revenue has increased year over year.

Figure 13.3.2 Chart of Significant Revenue Sources

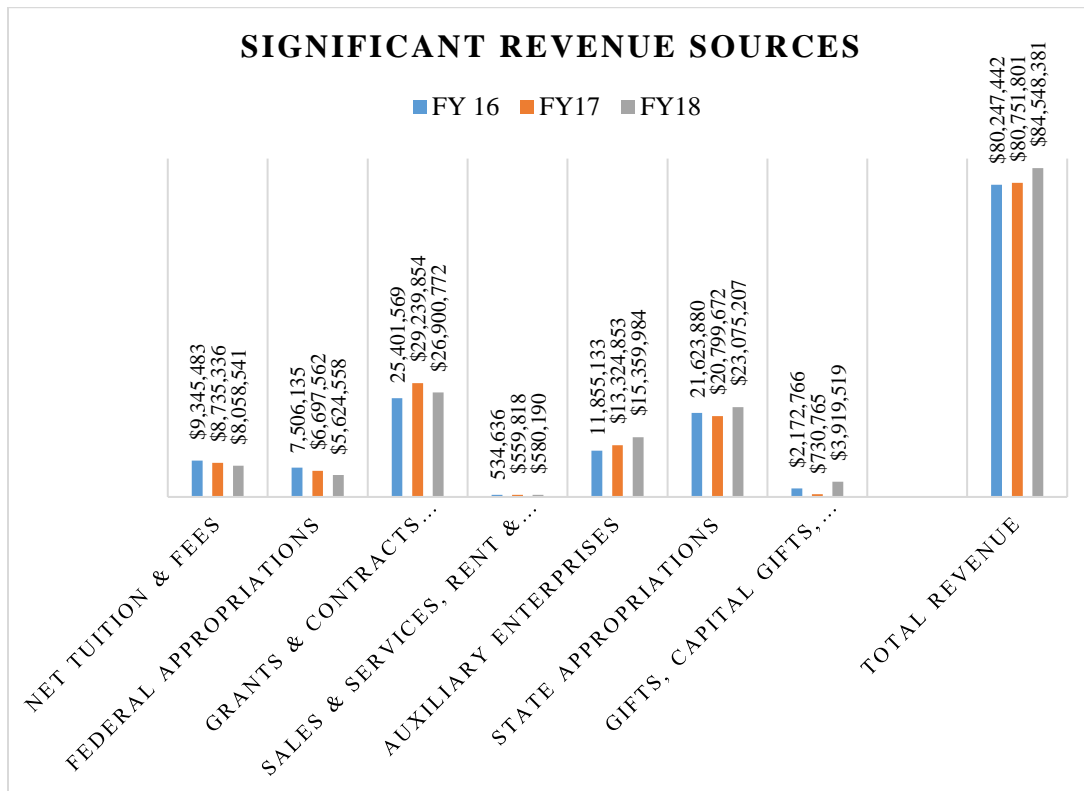
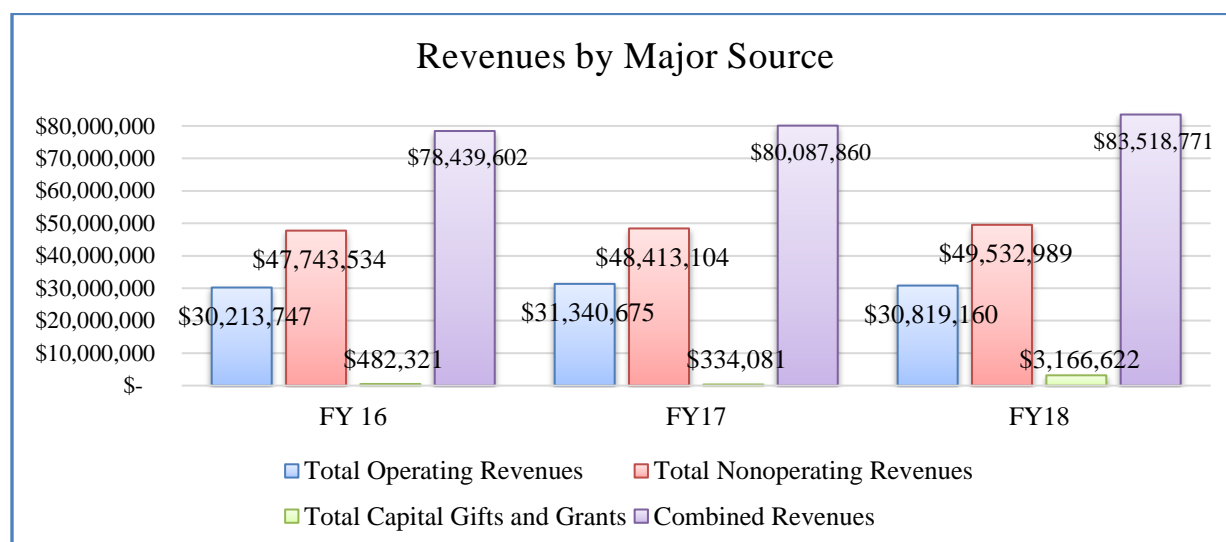


Figure 13.3.3 provides a more concise view of revenues by major source per fiscal year. As shown in this graph, revenues virtually equal and/or increased per major source from FY 2016 to FY 2018.

Figure 13.3.3 Revenues by Major Source

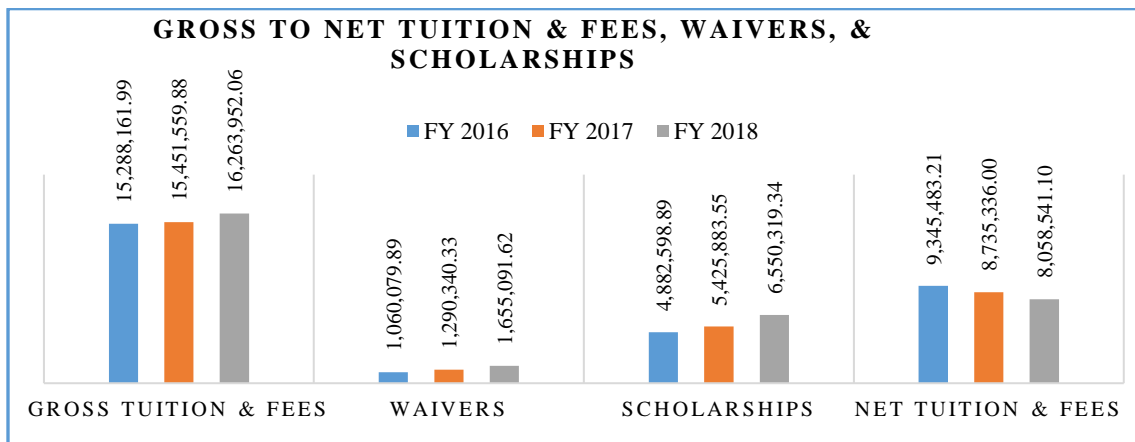


FY 2017 operating revenues decreased minimally due to flat enrollment and decreased course loads. However, Auxiliary revenues increased \$1,469,720 as a result of increased housing occupancy, as well as some changes with policy enforcement for on-campus housing, creating a net increase of \$214,867 in operating revenues. Total operating expenses were \$77,725,377 in fiscal 2017, an increase of \$3,616,647 or 4.88% when compared with fiscal year 2016. These increases were primarily attributable to increases in academic support and auxiliary enterprises. The increase in academic support (\$2.21 million) was primarily related to the hiring of new leadership and investment in training and other strategic initiatives. The increase in auxiliary enterprises (1.75 million) was related to needed additions of building managers and front desk housing assistants to support all of Wildcat Commons in anticipation of residential growth, as well as increased food service costs directly proportional to increased sales of mandatory meal plans for residential students.

FY 2018 Statement of Revenues, Expenses, and Changes in Net Position reflect several notable changes from the prior year. Net tuition and fees revenue were down by \$676,795 or 7.75% due

to an increase in tuition waivers and scholarships, as demonstrated in Figure 13.3.4. Scholarships increased as a result of being able to secure and award increased scholarships. Waivers increased as a result of increased enrollment of out of state students (bordering states) for whom the USG now approves out of state waivers.

Figure 13.3.4 Gross to Net Tuition & Fees, Waivers, & Scholarships



Federal grants and contracts decreased by \$991,391 as a result of decreased spending in Head Start/Early Head Start and other federal grants (a timing difference only). Auxiliary Enterprises increased by \$2,035,131 or 15.27% due to increased housing occupancy and policy enforcement (fall housing occupancy rate increased from 86.2% in 2017 to 98.5% in 2018). Other operating revenues increased as a result of an increase in eCore/eMajor students. Overall, operating revenues, prior to considering state appropriations, showed a slight decrease of 1.66% from 2017 to 2018. After considering an increase in state appropriations operating funds of \$2,275,535 as a result of increasing enrollment and special project funding, operating revenues increased by \$1,754,020.

Expenses

FY 2018 operating expenses increased by \$822,283 or 1.06% an improvement over the increase from FY 2017 to FY 2016 (4.88%). Although we experienced a significant increase in wages and fringes as a result of filling critical positions, much of this increase was offset by a substantial decrease in supplies and other services by \$2,009,731 or 8.76%. As a result of increased enrollment

and enforcing the on-campus residential policy, Residence halls expense increased by \$1,093,877 or 17.01% and food services increased by \$628,188 or 15.84%.

Non-Operating Revenues

FY 2018 net non-operating revenues increased by \$689,053 or 1.50%. Leading this improvement is the increase in state appropriations of \$2,275,535 or 10.94% that function similarly to operating revenue. This amount was notably offset by a decrease in gifts of \$1,108,536 or 66.76%. This decrease is directly related to Major Repair and Replacements (MRR) State funding that will only be received and recognize as the associated spending occurs. Thus, this decrease in MRR revenue is purely a timing issue and not a true reduction in funding levels. “Capital Grants & Gifts revenue – State” increased by \$2,664,281 as a result of an increase in Georgia State Financing and Investment Commission (GSFIC) expenditure activities funded. Although there are various fluctuations in individual revenue sources, combined revenues increased for the fiscal years presented as shown in Figure 13.3.3 Revenues by Major Source.

Net Position

Table 13.3.1 depicts the Statement of Revenues, Expenses, and Changes in Net Position for FY 2016, FY 2017, and FY 2018. Net assets are positive for each fiscal year, even though the impact of implementing GASB #75 resulted in a reduction of FY 2018 net assets by \$42,038,901 (p. 34 of the [FY 2018 AFR](#)). This reduction in net assets is a financial adjustment for public entities that does not require cash funding by the university for prior years. The adoption of this statement resulted in the accrual of the university's proportionate share of the net other post-employee benefit (OPEB) liability and related deferred outflow for the BoR Retiree Health Benefit Plan. This is a non-cash required liability that must be accounted for to be in compliance with GASB #75. Overall, excluding the impact of GASB #75, net assets increased by \$2,177,796.

Table 13.3.1 Statement of Revenues, Expenses, and Changes in Net Position

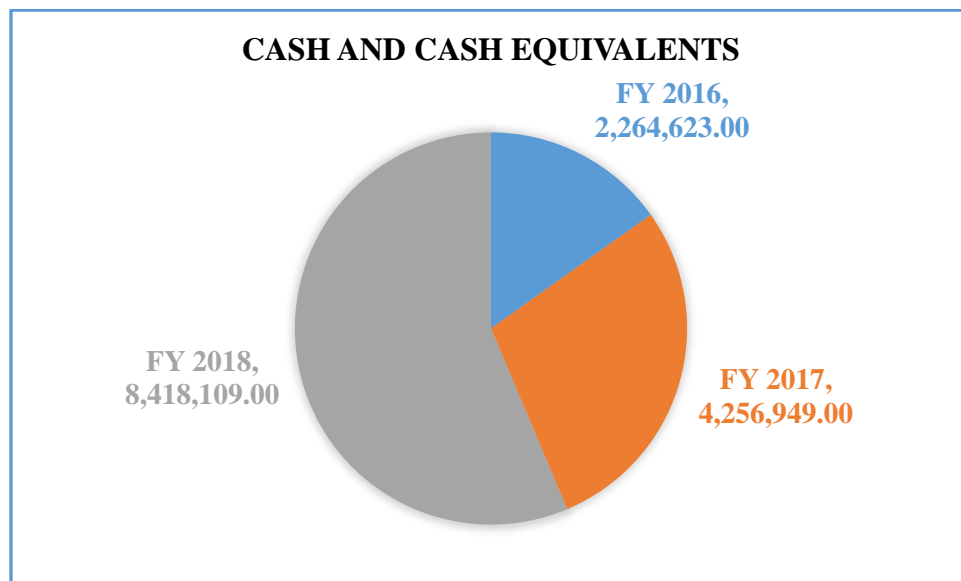
Statement of Revenues, Expenses, and Change in Net Position					
	2016	2017	2018	\$ Change	% Change
Operating Revenues:					
Net Student Tuition & Fees	9,345,483	8,735,336	8,058,541	(676,795)	-7.75%
Federal Appropriations	7,506,135	6,697,562	5,624,558	(1,073,004)	-16.02%
Grants & Contracts:				-	
Federal (includes stimulus)	744,148	1,541,751	550,360	(991,391)	-64.30%
State	84,673	53,156	50,049	(3,107)	-5.85%
Other (Local, nongovernmental, etc.)	47,410	38,157	33,043	(5,114)	-13.40%
Sales & Services	420,260	304,703	309,919	5,216	1.71%
Rents & Royalties	114,376	255,115	270,271	15,156	5.94%
Auxiliary Enterprises:				-	
Residence Halls	5,373,850	6,431,026	7,524,903	1,093,877	17.01%
Bookstore	46,673	31,923	43,999	12,076	37.83%
Food Services	3,443,579	3,966,319	4,594,507	628,188	15.84%
Parking/Transportation	233,844	183,802	202,218	18,416	10.02%
Health Services	363,831	339,569	377,842	38,273	11.27%
Intercollegiate Athletics	1,382,889	1,427,476	1,542,870	115,394	8.08%
Other Organizations	1,010,467	944,738	1,073,645	128,907	13.64%
Other Operating Revenues	96,129	390,042	562,435	172,393	44.20%
TOTAL Operating Revenues	30,213,747	31,340,675	30,819,160	(521,515)	-1.66%
Operating Expenses:					
Faculty Salaries	9,980,467	9,182,764	9,286,875	104,111	1.13%
Staff Salaries	17,924,311	18,754,902	20,228,591	1,473,689	7.86%
Employee Benefits	8,342,635	9,919,943	10,934,740	1,014,797	10.23%
Other Personal Services	299,577	464,066	595,598	135,521	28.34%
Travel	833,556	939,847	973,805	33,958	3.61%
Scholarships & Fellowships	5,057,052	4,863,215	4,891,264	28,049	0.58%
Utilities	3,972,690	4,206,598	4,338,801	132,203	3.14%
Supplies & Other Services	21,590,941	22,950,120	20,940,389	(2,009,731)	-8.76%
Depreciation	6,107,501	6,443,922	6,357,597	(86,325)	-1.34%
TOTAL Operating Expenses	74,108,730	77,725,377	78,547,660	822,283	1.06%
OPERATING INCOME (LOSS)	(43,894,983)	(46,384,702)	(47,728,500)	(1,343,798)	2.90%
Nonoperating Revenues (Expenses):					
State Appropriations	21,623,880	20,799,672	23,075,207	2,275,535	10.94%
Grants & Contracts				-	
Federal	23,383,882	25,228,660	24,893,326	(335,334)	-1.33%
State	3,537	970	550	(420)	-43.30%
Other	1,137,919	716,695	821,515	104,820	14.63%
Gifts	1,598,450	1,660,465	551,929	(1,108,536)	-66.76%
Investment Income	3,019	12,142	6,442	(5,700)	-46.94%
Interest Expense (capital assets)	(3,765,181)	(2,545,889)	(2,976,721)	(430,832)	16.92%
Other Nonoperating Revenues (Expenses)	(7,153)	(5,500)	184,020	189,520	-3445.82%
Net Nonoperating Rev. (Exp)	43,978,353	45,867,215	46,556,268	689,053	1.50%
Income (Loss) Before Other	83,370	(517,487)	(1,172,232)	(654,745)	126.52%
Revenues, Expenses, Gains, Losses				-	
Capital Grants & Gifts - Federal	(25,059)	(12,772)	155,488	168,260	-1317.41%
Capital Grants & Gifts - State	507,380	346,853	3,011,134	2,664,281	768.13%
Capital Grants & Gifts - Other	-	-	-	-	
TOTAL CAPITAL GRANTS & GIFTS	482,321	334,081	3,166,622	2,832,541	847.86%
INCREASE (DECREASE) IN NET POSITION	\$ 565,691	\$ (183,406)	\$ 1,994,390	2,177,796	-1187.42%
Prior Period Adjustment	(52,034)	(592,234)	(42,038,901)	(41,446,667)	6998.36%
NET ASSETS - BEGINNING OF THE YEAR	40,509,308	41,022,965	40,247,325	(775,640)	-1.89%
NET ASSETS - END OF YEAR	\$ 41,022,965	\$ 40,247,325	\$ 202,814	(40,044,511)	-99.50%

Statement of Cash Flows

Following is a net analysis of the statement of cash flows for FVSU covering FY 2016 – FY 2018. The cumulative results show that cash flow increased significantly during both FY 2017 and FY 2018. Within [FY 2017 AFR](#), page 24 of the report, the statement of cash flows demonstrates that cash increased from an amount of \$2,264,623 during FY 2016 to \$4,256,949 during FY 2017, which represents an increase of \$1,992,326 during FY 2017. Within the [FY 2018 AFR](#), page 25 of the report, the statement of cash flows demonstrates that cash increased from an amount of \$4,256,949 during FY 2017 to \$8,418,109 during FY 2018, which represents an increase of \$4,161,160 during FY 2018. As a result of this positive cash flow, the university has not experienced cash shortages and has not been required to rely on prior year cash balances to fund current operations.

Following is a recap of year end cash and cash equivalents for FY 2016 – FY 2018 in figure 13.3.5. As demonstrated herein, FVSU does not depend on borrowing pay for operating activities.

Figure 13.3.5 Cash and Cash Equivalents Balances at Year End



Conclusion

The positive trend in net asset growth from operational activities found in our Statement of Revenue, Expenses, and Changes in Fund Balance and our increasing cash position found in our Statement of Cash Flows demonstrates the key attributes of managing financial resources in a responsible manner. First, that we are operating within our means and second, that this trend is sustainable into the future.

Supporting Documentation



[FY16 Management Report](#)



[FY17 Annual Financial Report](#)



[FY18 Annual Financial Report](#)

13.4 The institution exercises appropriate control over all its financial resources.

Judgment

☒ Compliance ☐ Non-Compliance ☐ Not Applicable

Narrative

FVSU exercises appropriate control over all of its financial resources. FVSU policies and controls are derived from rules and policies established within the [BoR comprehensive policy manual](#) and by employing competent staff members that are consistently working to always improve upon internal controls and ensure that institutional assets are properly managed, recorded, and reported. Such controls will also be boosted and assessed upon the hiring of the Director of Internal Audits.

Overview

The Georgia Constitution grants the BoR the exclusive right to govern, control, and manage the USG and all USG institutions. The BoR exercises and fulfills its constitutional obligations, in part, by promulgating rules and policies for the governance of the USG and its constituent units. The purpose of this policy manual is to collect, organize, publish, and otherwise make publicly available the directives and policies of the BoR.

The [Board's comprehensive policy manual](#) includes finance and business policies covering the following topics:

- [7.0 Finance and Business](#)
- [7.1 General Policy on Finance and Business](#)
- [7.2 University System of Georgia Budget](#)
- [7.3 Tuition and Fees](#)
- [7.4 Private Donations to the University System of Georgia and its Institutions](#)
- [7.5 Fund Management](#)
- [7.6 Travel](#)
- [7.7 Purchasing](#)
- [7.8 Insurance](#)

- [7.9 Auditing](#)
- [7.10 Board of Regents' Retiree Health Benefit Fund](#)
- [7.11 Risk Management](#)
- [7.12 Compliance](#)

This board's comprehensive policy manual is supplemented by the Business Procedures Manual, which enumerates detailed procedures to implement the BoR's fiscal policies. FVSU has adopted and follows the policies and procedures included in the BoR's comprehensive policy manual and supplemental documents.

Key Accounting Policies and Procedures that Ensure Appropriate Control

As required by the above policies and procedures, FVSU maintains a comprehensive network of internal controls to ensure compliance with federal, state, and local requirements. Procedures are in place to deter noncompliance and detect violations at the earliest opportunity. FVSU relies on a system of centralized budgetary controls to manage its financial resources. Planning processes that impact financial resources encompass many levels of responsibility, but ultimately reside with the Vice President for Business and Finance and the president. The financial results of such controls are evident through the results of the university's yearly audits. For both 2017 and 2018, FVSU received an unmodified opinion for both FY 2017 and FY 2018, with no findings.

Internal Control Findings

While FVSU had internal control findings during a time of management transition in 2015, for the fiscal years ending in 2017 and 2018, the auditors indicated that all prior year internal control findings had been resolved and no new findings were noted.

Risk Assessment

In accordance with sound business practices, the finance division maintains internal control processes and procedures over all FVSU's financial transactions. Furthermore, a financial risk assessment is completed/updated at least annually and documented by the controller's office. This assessment examines the nature of possible risks and mitigating controls procedures. New procedures are implemented as necessary by this analysis. FVSU has its own locally hosted

instance of the PeopleSoft accounting system and uses the budget-checking functionality that precludes any expenditure being committed should sufficient budgeted funds not materialize. Attached are the [control environment](#) and [risk assessment](#) documents that were completed for FY 2019.

A control environment, which includes a risk assessment, is the foundation for a strong internal control system. It provides the discipline and structure that impacts the overall quality of internal controls. Management has established and maintains an environment that sets a positive attitude toward internal controls. Management understands the principles and attributes for the control environment and exercise judgment in fulfilling its requirements, while the oversight body is responsible to oversee the internal control system.

Risk assessment, as it relates to the objective of reliable financial reporting, involves identification and analysis of the risks of material misstatement, whether by fraud or error. FVSU identifies and analyzes risks to the achievement of financial reporting objectives as a basis for determining how the risks should be managed. Risk identification includes consideration of the business processes that impact financial statement accounts and disclosures, the competency of entity personnel supporting the financial reporting objectives, and information technology infrastructure and processes supporting the financial reporting objectives. Consideration of both internal and external factors and their impact on the achievement of financial reporting objectives are considered.

Management and Staff

The university employs qualified staff to manage and sustain FVSU's financial stability and to implement the financial controls necessary to achieve such. Financial resources are managed by the division of the vice president for business and finance/CBO, which includes the controller, director of budgets, director of grants and contracts, director of purchasing, bursar, and the director of payroll. A strong and well-qualified team of accounting, financial, and other related professionals are currently in place.

Qualifications of Key Financial Staff

FVSU has undergone a period of significant organizational change over the past three plus fiscal years to strengthen the university's team of financial and business affairs professionals. A new president took office in December 2015, and he immediately set about strengthening the management structure of the institution. Armed with extensive experience in leadership positions within the USG:

Dr. Paul Jones, President of FVSU, has reshaped the administration of the university in several important ways. Foremost, one of his newest hires included the Vice President for Business and Finance.

Director of Internal Audit: FVSU currently has an ongoing search to identify and hire the Director of Internal Audit. This position will report to the President.

Mr. Dexter Odom, CPA serves as the Vice President for Business and Finance. Mr. Odom is an executive with 35+ years of experience in educational administration, not for profit administration, entrepreneurial ventures, financial and fund accounting, budgeting, auditing, investments, auxiliary services, information technology, human resources, risk management, public safety, and physical plant operations. Mr. Odom is a Certified Public Accountant (CPA) and holds a Bachelor of Business Administration in Accounting from Valdosta State University and a Master of Business Administration from Keller Graduate School of Management. Mr. Odom's oversight includes the controller's office, budget director, risk management, facilities management, auxiliary services, postal services, and other special initiatives to address improvements in the university's financial posture and performance.

Mr. Allen Salter, CPA serves as the Assistant Vice President and Controller of the university. He is responsible for the following areas: bursar, procurement, payroll and accounting services. Additionally, Mr. Salter's responsibilities include the successful and timely completion of the Annual Financial Report and other financial reporting requirements and acts as liaison with external auditors and the BoR during annual audits. Mr. Salter's experience includes over 20 years of financial accounting and reporting in both public accounting and in industry. Mr. Salter also served 12 years with the United States Air Force prior to his accounting career. Mr. Salter earned both his bachelor's and master's degrees in accountancy from The University of Mississippi.

[Ms. Samantha Hutchinson, MBA](#) serves as the Director of Accounting. She is responsible for preparing and analyzing financial reports for submission to external agencies, the BoR, federal and state agencies, and campus departments. She is also responsible for asset management for the institution. She supervises grants and contracts, accounts payable, transportation and vending, and general ledger processes. Ms. Hutchinson holds a Bachelor of Business Administration degree in Accounting with a minor in Economics from FVSU and a Master of Business Administration with a Finance concentration from Walden University.

[Ms. Traci D. Williams](#) serves as Budget Director of the university. She is responsible for the university's annual operating and capital budgets. She provides guidance and oversight of the strategic allocation and monitoring of funds and conducts financial analyses of the university's major budgets including allocation tracking. Ms. Williams holds the Bachelor of Science in Business and Information Technology with a concentration in Accounting from Macon State College (Middle Georgia State University), and the Master of Business Administration from the University of Phoenix.

[Ms. Leslie Davis](#) serves as the grants and contracts accountant in the Business and Finance Division. Ms. Davis previously served with the Department of Audits and Accounts of the State of Georgia. She holds the bachelor's degree in Business and Information Technology with a concentration in accounting from Macon State College.

[Mr. Charles Weaver](#) serves as the Chief Information Officer. Previously, he served as Director of Network Services and VoIP Telecommunications at Georgia College & State University. In this role, he oversaw the strategic initiatives of the campus and housing infrastructure, as well as the VoIP telephone system. At Georgia College, Mr. Weaver completed several strategic initiatives such as a complete housing wireless network upgrade, the campus wireless and wired network upgrade, and several security initiatives. Prior to Georgia College, he served as Director of Network Operations and Helpdesk at Florida Gulf Coast University for more than 16 years. Mr. Weaver holds a bachelor's degree in computer science from Old Dominion University and both a master's degree in business and administration and a master's degree in computer information sciences from Florida Gulf Coast University. Weaver is currently pursuing a doctoral degree in educational leadership from Georgia Southern University.

[Ms. Patrice Terrell](#) serves as the Director of Contracts and Compliance. Ms. Terrell holds the Bachelor of Science in Public Administration and the Master of Public Administration degrees from Georgia College & State University and has held key positions in human resources at two institutions for over fifteen years. She brings special expertise in grants and contracts administration and compliance which is central to FVSU's initiatives in strengthening its grants and contracts administration.

This talented and well-qualified group of senior executives have strengthened the capabilities and expertise of the Business and Finance Division. They are seasoned professionals with significant experience in higher education administration and finance.

In addition to a strong business and finance team, in light of the recent and projected enrollment growth, management evaluated personnel needs in the Office of Financial Aid, which is within the Division of Student Success and Enrollment Management. Based on this evaluation, three staff members have been recently added.

[Ms. Kimberly Morris](#) serves as the Director of the Office of Financial Aid. Ms. Morris is a founding member of the Georgia Association of Veteran Certifying Officials (GAVCO). She served two terms as the President of GAVCO. Also, she currently serves on the Board of the Georgia Association of Student Financial Aid Administrators (GASFAA). She holds the Master in Postsecondary Education from Troy University and Bachelor of Science in Psychology and Human Service. Her most recent appointment was the Director of Financial Aid for the Southern Crescent Technical College, a position she held for five years.

[Ms. Leah Aiken](#) serves as the Associate Director of the Office of Financial Aid. Ms. Aiken is an Attorney at Law with active membership in the Georgia bar in good standing. She holds the Juris Doctor degree from the Mercer University School of Law and the Bachelor of Arts in International Affairs and a minor in Economics from Mercer University. Her most recent experience was the Director of Admissions and Financial Aid for the Mercer University School of Law, a post she has held for the past seven years.

[Ms. Iesha Adams](#) serves the Office of Financial Aid as a Financial Aid Advisor. She holds the Bachelor of Business Administration degree in Management from FVSU. She served in the Office

of Financial Aid as a student assistant for five years, and return to her alma mater post-graduation. Her primary duties include advising students and parents regarding all aspects of student financial aid and assisting them through the application process.

In the past few year, not only has the university hired qualified senior leadership in important finance positions, it has taken additional steps to ensure adequate controls by hiring more than a half dozen additional leaders in accounting and finance to expand the bench strength of the financial affairs leadership team. Consequently, a strong and well-qualified team of accounting and financial professionals is currently in place.

Staff Training

The FVSU finance departmental users are trained in the use of their financial systems to help adequately control finances. These users have various training opportunities available to include: departmental training and State PeopleSoft Financials Training throughout the year. Additionally, staff members are encouraged to attend general professional development courses, as well as blocks of courses that are available for Microsoft Suites, PeopleSoft Financials training, and FVSU procedures.

Deposits and Investments

The BoR requires that the board treasurer approve all bank accounts. In accordance with BoR policies, banking services are competitively bid every five (5) years. Banks included in the bid process are those which offer the best value while meeting OST guidelines. In accordance with OST best practices, the university obtains at least three bids or a combination of three bids and/or responses from banks declining to bid. The board treasurer oversees all details relative to furnishing the required depository protection for all system units.

Controlling Expenditures

FVSU's "zero-budget-tolerance" approach to expenditures means no expenditure can be made that exceeds the budget category by department or project. Budget categories include personal services, travel, operating supplies and expenses, and equipment/capital outlay. Budget checking is required

on each transaction before it can be entered into FVSU's financial system. Categories have budgeted amounts established during the annual budget cycle. If additional funds are needed, funds must be identified by reducing funds in another category and increasing the funds in the needed expense category within the financial system. FVSU uses three expenditure methods: purchase order, Pcard, or check request. Purchase order and check request expenditures require matching ordering, receiving, and invoicing data before checks are processed. Pcard expenses require a second approval by a departmental budget official and are subject to periodic audits by the purchasing department. Additionally, all Pcard users are required to complete Pcard training.

Budget Reporting

The BoR is constitutionally required to approve an annual budget for the USG. This budget is prepared within the limits of revenue available from legislative appropriations from the state of Georgia and estimated local and other funds. The budget is constructed along organizational lines using appropriate fund groupings required by state law or recommended by the state auditor's office. Policies and procedures documenting budget reporting to appropriate constituencies are described in detail in section 13.2.

Institutions are also required to submit a quarterly budget to actual (quarterly financial report) to the BoR. These reports are reviewed and signed by the president and CBO. Following are 3rd quarter reports for [FY 2016 - FY 2018](#) for review.

Conclusion

The institution exercises appropriate control over all its financial resources and is in compliance.

Supporting Documentation



[BoR Comprehensive Policy Manual](#)



[7.0 Finance and Business](#)



[7.1 General Policy on Finance and Business](#)



[7.2 University System of Georgia Budget](#)








[7.3 Tuition and Fees](#)



[7.4 Private Donations to the University System of Georgia and its Institutions](#)



[7.5 Fund Management](#)

 7.6 Travel
 7.7 Purchasing
 7.8 Insurance
 7.9 Auditing
 7.10 Board of Regents' Retiree Health Benefit Fund
 7.11 Risk Management
 7.12 Compliance
 Control Environment
 Risk Assessment
 Dr. Paul Jones, President
 Mr. Dexter Odom, CPA
 Mr. Allen Salter, CPA
 Ms. Samantha Hutchinson, MBA
 Ms. Traci D Williams
 Ms. Leslie Davis
 Mr. Charles Weaver
 Ms. Patrice Terrell
 Ms. Kimberly Morris
 Ms. Leah Aiken
 Ms. Iesha Adams
 3rd Quarter Financial Reports FY 2016 - FY 2018

13.5 The institution maintains financial control over externally funded or sponsored research and programs.

Judgment

☒ Compliance ☐ Non-Compliance ☐ Not Applicable

Narrative

FVSU Office of Sponsored Programs (OSP) maintains financial control of external sponsored funds, research, and other sponsored agreements which require research compliance and funds management.

The president, as the CEO of FVSU, has the ultimate responsibility for the management and supervision of all sponsored activities, in accordance with established policies and procedures. While the president serves as the authorized representative, he may delegate certain grant, contract, and sponsored program responsibilities to other appropriate levels of the administration.

The Provost and Vice President for Academic Affairs, who is directly responsible to the president, supervises/advises the director of the OSP and has the authority to recommend research policy on a campus-wide basis and to advise the president on grants, contracts, and sponsored projects' policy related matters at the university.

Office of Sponsored Programs

The OSP serves as the principal interface between FVSU and external agencies providing sponsored program support. The OSP is a component of the university's infrastructure that assists in securing and managing grants and contracts.

The OSP oversees sponsored program management, including pre-award activities for identifying funding opportunities and providing assistance in proposal preparation including interpretation of solicitation requirements, as well as coordinating proposal routing, review, and negotiation of terms to be consistent with university policies and procedures, and institutional approval of proposals and applications. Additional responsibilities include overseeing of Post-awards which

include but are not limited to ensuring receipt, post award conferencing, account establishment, spending approval, re-budgeting, institutional prior approval, and account closeout activities.

The OSP also supports the development and negotiation of the institution's federal facilities and administrative cost rate agreement, effort reporting, service centers, sub-recipient monitoring, and coordination of the routing of institutional agreements not involving funding for approval and presidential signature. It maintains files and records, produces periodic and ad hoc reports concerning funding and regulatory matters, develops policies for the conduct of research, and supports the president's intramural research program, the Presidential Research Enhancement Program Grant (PREP).

Day-to-day operations of the OSP are led by the director of Sponsored Programs. The office staff consists of the pre-awards coordinator, the post-awards coordinator and the information technology specialist. The OSP oversees the administrative function of extramural funds from pre-award submission through post-award grants management. The office supports FVSU staff and faculty who are seeking or who have secured external funding for sponsored projects and helps acquire and maintain grant and contract funding for FVSU research, education, public service, and training projects. Proposals for external funding must be submitted through FVSU and all awards received for sponsored activities must be processed by the OSP. Specific responsibilities for each area are as follows:

The pre-awards coordinator provides information and assistance to faculty and administrators to develop sponsored project proposals, receive sponsored program awards on behalf of FVSU, and transmit the appropriate project information to the post-awards coordinator to request account establishment and provide expense monitoring. The pre-awards coordinator:

1. Identifies and disseminates public and private funding opportunities to faculty and staff;
2. Conducts pre-proposal submission consultations with proposal writers;
3. Assists faculty with proposal development;
4. Reviews and proofreads proposals for completeness and compliance with funding requirements;
5. Facilitates the routing of proposals for university approval;

6. Inputs data into the grant management system;
7. Plans and implements training conferences;
8. Develops training materials and delivers training;
9. Remains informed of federal and non-federal grant requirements; and
10. Recommends changes to internal policies and procedures.

The post-awards coordinator monitors funds awarded to FVSU by an extramural sponsor, as well as:

1. Answers grant and sub-award inquiries;
2. Reviews and approves requisitions, travel expense reports, cash advances, travel authorizations, and Pcard statements;
3. Completes, reviews, and approves grant budget amendments;
4. Reviews and approves personnel action notice;
5. Reviews and approves other grant documents and reports;
6. Gives guidance on cost allowability;
7. Reviews, re-negotiates, and secures Authorized Organization Representative (AOR) signatures for new grant awards, agreements, and sub-awards;
8. Creates sub-awards and sub-award modifications for newly funded grants;
9. Requests change of principle investigators (PI);
10. Reviews and approves cost transfers initiated by PI;
11. Secures prior re-budgeting approvals from sponsors and funders;
12. Notes restrictions placed by the sponsor on the expenditure of funds;
13. Coordinates, collects, and reviews time and effort reporting;
14. Requests no-cost extensions for grants;
15. Assists with the planning of conferences and programs;
16. Assists PIs with close-out reporting;
17. Participates in the final posting of costs; and
18. Requests account set-up and the assignment of new grant numbers.

The institution adheres to BoR funding policies and maintains its own policies associated with compliance management and expenditure of external funds found in the OSP Standard Operating

Procedures Manual.

These policies reflect generally accepted accounting principles, the U.S. Office of Management and Budget (OMB) Circular A-81 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called “Uniform Guidance”), and the financial conditions of funding agencies. Roles and responsibilities of principal investigators, directors, and deans are detailed in the [department's standard operating procedures manual](#) and on the FVSU website.

FVSU uses the PeopleSoft financial system to account for externally funded sponsored programs. A representative example of a PeopleSoft report used to fulfill reporting requirements are the [Summary Grant Budget Activity Report](#) and the [Detailed Grant Budget Activity Report](#). This report provides demographic information regarding the project, as well as a summary of the budget status and a detail of expenditures for the specified time period. The report allows individuals to monitor the budget availability and the appropriateness of the expenditures posting to the sponsored account.

Audit

Each year, the University’s externally funded sponsored programs are audited/reviewed as part of the financial statement audit/review. Federal funding is subject to audit as a part of the State of Georgia’s single audit, conducted in accordance with the Uniform Guidance standards found in 2 CFR 200. The most recent year financial statements audit/review and [single audit was FY 2018](#), which contains no findings significant to the institution and contains an unmodified opinion.

Letter of Credit

FVSU has not been required to obtain a letter of credit on behalf of any financial regulatory agency.

Facilities and Administrative Costs

FVSU submits a facilities and administrative (indirect cost or overhead) rate agreement as







required by the federal government. The agreement determines the rate at which the federal government will reimburse FVSU for facilities and administrative costs associated with the grants and contracts it awards to FVSU.

The Department of Health and Human Services Division of Cost Allocation (Dallas office) is the cognizant agency responsible for reviewing and negotiating the facilities and administrative rate agreement. This [indirect cost rate agreement](#) for FVSU was approved November 19, 2018 with a base year (fiscal year) of 2018. The predetermined rates are effective July 2018 through June 2022 with a base of modified total direct costs. The [indirect cost policy](#) governing the allocation of indirect cost is attached.

Conclusion

FVSU maintains financial control over externally funded or sponsored research and programs.

Supporting Documentation

-  [Department's standard operating procedures manual](#)
-  [Summary Grant Budget Activity Report](#)
-  [Detailed Grant Budget Activity Report](#)
-  [Single audit was FY 2018](#)
-  [Indirect cost rate agreement](#)
-  [Indirect cost policy](#)

13.6 The institution (a) is in compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended and (b) audits financial aid programs as required by federal and state regulations. In reviewing the institution's compliance with these program responsibilities under Title IV, SACSCOC relies on documentation forwarded to it by the U.S. Department of Education.

Judgment

☒ Compliance ☐ Non-Compliance ☐ Not Applicable

Narrative

FVSU is in compliance with its program responsibilities under Title IV of the amended 1998 Higher Education Act, as evidenced by conforming with the rules and regulations applicable to federal Title IV financial aid programs. The university is in good standing with the U.S. Department of Education (US DoED) for all Title IV federal aid programs. The university has not been placed on the reimbursement method, has not been required to obtain a letter of credit in favor of US DoED, nor been required to post a letter of credit on behalf of the US DoED or other financial regulatory agencies. Additionally, FVSU has not received any limitations, suspensions, or terminations by the US DoED in regard to student financial aid or other financial aid programs. FVSU does not have any impending litigation issues related to financial aid.

The university meets the audit requirements for Title IV administration in accordance with the current US DoED Program Participation Agreement and the [US DoED Eligibility and Certification Approval Report](#).

The [Program Participation Agreement](#) (PPA) was signed by FVSU President Paul Jones on September 27, 2017 and was submitted to the US DoED. The recognition approval letter was received and indicated continued eligibility to award Title IV funds to students. The current PPA will expire June 30, 2020.

Default Rate

FVSU's most recent cohort default rate for the Federal Family Education Loan and Federal Direct Loan programs for FY2016 was reported in draft format as 13.5 percent. The rates for FY2013, FY2014, and FY2015 were 16.6 percent, 15.9 percent, and 14.5 percent, respectively. FVSU's 3-

year default rates can be found in more detail at the US DoED's website. Also, see the [Cohort Default Rate History](#) that is documenting FVSU official 3-year cohort default rates and shows a decline in the university's cohort default rate for each year reported



Single Audit Reports, Formally OMB Circular A-133

Under federal regulations, public and nonprofit institutions are audited according to the Single Audit Act. FVSU's financial statements are audited or reviewed by the Georgia Department of Audits and Accounts or assigned public accounting firm for purposes of inclusion in the State of Georgia's uniform guidance (formerly OMB Circular A-133) single audit reports. The statewide single audit is conducted in accordance with the uniform guidance standards and generally accepted governmental auditing standards. Financial aid is a part of this audit. FVSU is subject to being included in the state's tests of compliance with the applicable federal laws and regulations and review of internal controls used in administering federal financial assistance programs. To the extent that there are findings or questioned costs specific to FVSU, those are separately identified in appendices to the State of Georgia single audit report. The [FY 2017](#) and [FY 2018 Single Audit Reports](#) identified no current year findings and FVSU continues to monitor and implement controls that should result in no compliance concerns.

Conclusion

FVSU is in compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended and audits financial aid programs as required by federal and state regulations.

Supporting Documentation

-  [US DoED Eligibility and Certification Approval Report](#)
-  [Program Participation Agreement](#)
-  [Cohort Default Rate History](#)
-  [FY 2017 Single Audit Reports](#)
-  [FY 2018 Single Audit Reports](#)

13.7 The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities.

Judgment

☒ Compliance ☐ Non-Compliance ☐ Not Applicable

Narrative

FVSU operates and maintains physical facilities, both on and off campus, that are adequate to serve the needs of the university's educational programs, support services, and other mission-related activities. One of the components of the mission of FVSU is:

Expanding service beyond the campus, as well as within, so that the institution addresses in a meaningful manner the broad diversity of human and technical needs in our home region and state as well as national and internationally.

FVSU facilities meet the need of students, faculty, and staff. In addition, through its facilities management department, the university provides custodial services, preventive maintenance, facilities planning and design, construction services, landscape services, mechanical services, a service response center, and structural services. These units are essential in maintaining the smooth operation of the university on a daily basis.

Staff

Facilities and plant operations are led by the Director of Facilities, Edwidge Dufresne. Prior to his role at FVSU, Mr. Dufresne served as assistant director of operations and maintenance at Georgia Institute of Technology, where he oversaw housing facilities construction and maintenance management, including coordinating construction design, renovations, equipment replacement, trade shops (mechanical, electrical, carpentry, and lock), capital projects, and ground crews. He also served as a maintenance supervisor at Kennesaw State University and a service technician for American Residential Services. Mr. Dufresne earned a bachelor's degree in business administration from Georgia Southwestern University, an associate's degree in business administration from Georgia Perimeter College, and numerous certifications including Certified

Education Facilities Professional (CEFP). The [Organizational Chart of Plant Operations and Facilities](#) is linked here.

Surveys – Facilities Related

To internally assess the adequacy of FVSU's facilities, offerings, and services, surveys are conducted and provided to students and faculty. FVSU have three surveys (The Student Satisfaction Inventory, Student Academic Program Assessment, and the Faculty Questionnaire) that helps to evaluate the facilities and measure the effectiveness of the space utilization on the campus. These surveys were last conducted in Fall 2018.

The [Student Satisfaction Inventory](#) (SSI) provides university management with a powerful tool to help improve the quality of student life and learning. It measures student satisfaction of the instruction, campus facilities, and priorities, demonstrating how satisfied students are, as well as what issues are important to them. This data is used to guide strategic action planning. The SSI demonstrates the engagement of student responses to the conditions of the facilities on campus. Over 90% of the students thought the general condition of campus buildings was important, and over 70% of students were satisfied with the General condition of campus buildings. Over 95% of students thought the Academic Success Center was important, and over 50% of students were satisfied with the Academic Success Center. Over 60% of students thought that plant operations/cleaning services was important, and 60% of students were satisfied with plant operations/cleaning services. Over 90% of students thought library facilities and services was important, and 70% of students were satisfied with library facilities and services. Over 95% of students thought the infirmary/wellness center was important, and 70% of students were satisfied with the infirmary/wellness center. Over 90% of students thought residence hall services and programs were important, and over 50% of students were satisfied with the residence hall services and programs. Over 90% of students thought the cafeteria/food services was important, and only 40% of students were satisfied with the cafeteria/food services. Over 95% of students thought the parking was important, and only 44% of students were satisfied with the parking. Over 90% of students thought the college bookstore was important, and over 60% of students were satisfied with the college bookstore. Over 90% of students thought the classroom facilities was important,

and over 60% of students were satisfied with the classroom facilities. There was a 68% satisfaction rate for the university in general.

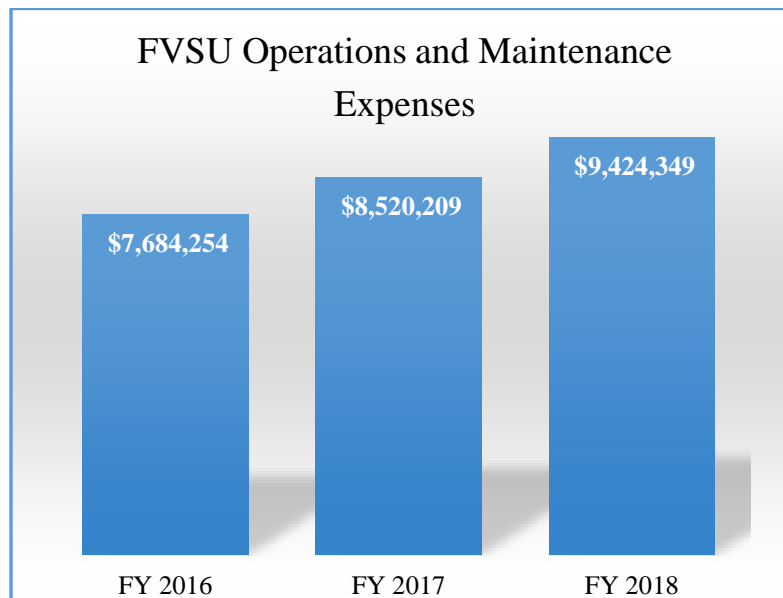
The purpose of [Student Academic Program Assessment](#) (SAPA) is to improve student learning through systematic, faculty-driven assessment of academic programs and facilities. It is a collaborative process that involves faculty, students, staff, administrators, facilities, and other campus stakeholders. The SAPA shows the engagement of the student responses to the conditions of the facilities on campus. Over 90% of students agreed or strongly agreed that the services and functions met their standards. In addition, there were student comments expressing that if they had to make the choice again, they would still choose to attend FVSU due to the tremendous experiences and facilities that are offered by the university.

The [Faculty Questionnaire](#) was designed to be completed by both full-time and part-time instructional and non-instructional faculty. The primary purpose of the faculty questionnaire is to examine how FVSU supports teaching, learning, and assessment in the classroom and the facilities on the university campus. Instructors, department's schools, states, and employers assess students in many ways. This survey also gives the faculty an opportunity to rate the facilities and maintenance of FVSU. Over 60% of faculty agreed that there is adequate support for integrating technology in their teaching. Over 68% of faculty agreed that the library resources and materials are available when they were needed. The faculty agree by over 76% that they were satisfied with office/lab space, while 56% of faculty agreed that they were happy with their instructional classrooms (i.e., adequate space, heat, air conditioning, chalkboards, desks, etc.). Classroom technology provided by the university is comparable with colleges in this region. The faculty agree by over 40% that they were satisfied with the classroom technology provided by the university, and it was comparable with colleges in this region. Meanwhile, 51% of the faculty agreed that the university provided adequate library resources to serve the needs of its constituents.

Plant Operations and Maintenance Expenses

FVSU funding for plant operations and maintenance amount to 12% of operating expenses for 2018. FVSU continues to spend adequate funding as required to maintain and/or improve facilities for adequate accommodations as shown in Figure 13.7.1.

Figure 13.7.1 Operations and Maintenance Expenses



Additionally, over the past three years, FVSU has invested over \$10.8 million in capital assets. Major renovations were accomplished during 2017-18 academic year to the Bishop Media Studies building and in 2012 to the Miller Academic Building. New construction has included the Academic Classroom Building in 2007, the Safe Center (State Animal Facility for Emergencies) in 2011, the Student Activities Complex in 2008, and the Wildcat Stadium in 2008. The Health and Physical Education Building was completed in 2004. The newest facility on campus is the Family and Child Development Center. This building, completed in 2015, offers a unique combination of academic support facility and community service initiative.

Additionally, during 2018, the university purchased and implemented the usage of [SchoolDude](#). SchoolDude is a suite of software solutions for educational institutions that provide a mean to improve all operational facets – maintenance management, facility usage, technology management, and energy management. SchoolDude’s solutions automate the work order process, track assets, make easy the facility usage scheduling, track inventory usage, and set preventive maintenance. Many of the solutions integrate to offer a global image of facilities operations and +result in better communication with all units, students, and faculty at FVSU.

Computer Network Infrastructure, Portal, and Learning Management System

Internet connectivity is provided by Peachnet, and the university currently has a 500 Mb connection for non-housing and a 1000 Mb connection for housing. FVSU utilizes a layer seven application-based firewall on the perimeter provided by Palo Alto Networks. The firewall provides the university with a secure gateway to the internet and has several active subscriptions to aid in blocking and detecting threats. FVSU utilizes security appliances from Cisco to provide a site to site virtual private network (VPN), as well as remote user VPN connectivity. The university switched over to voice over internet protocol (VoIP) several years ago, and currently provides over 600 IP phones to the university community.

FVSU has installed a modern Cisco Systems network infrastructure based on the spoke and hub model with a highly university redundant core that provides redundant 10 GB connections to each building, as well as additional aggregate points. The core router and the sub-core switches were replaced in 2019 as part of the university infrastructure modernization and enhancement plan. The university buildings utilize Cisco switches that provide end users gigabit speeds to the desktop. We are in the process of upgrading to the Cisco 9300 edge switches.

The university's wireless network is comprised of a Cisco wireless system that covers all buildings on the university which utilizes a set of redundant controllers to provide command and control to 1100 access points. The university is currently undergoing a network refresh that encompasses upgrades to multiple academic buildings. FVSU have completed an upgrade to its housing apartments in 2018 that has increased the wireless access points from 140 to 660. Once IT has finished upgrading the internal wireless network, they will look towards enhancing outdoor wireless coverage.

The data center is a converged design that utilizes the Cisco UCS blade servers and Nimble storage to provide the university with highly resilient and robust server infrastructure. The previous EMC SAN was replaced with a new Nimble SAN that is faster and will allow us to realize substantial cost savings over the life of the unit. IT utilizes VM-Ware to virtualize the university's systems to enhance productivity and reduce costs. The servers and storage are connected to the university network using multiple 10 Gb connections to a pair of Cisco 9K switches that are connected to the core switches. IT utilizes Veeam backup software to protect the servers. Veeam backs up the

virtual servers to a backup device and then replicates the data to a secondary storage device in another location on campus.

Classroom Support

IT supports over 150 classrooms and over 50 labs at the University. FVSU has been going through a university-wide initiative to update and enhance the classrooms. As a part of this initiative, in the summer of 2019, IT is in the process of upgrading 70 classrooms with new technology that will make using the room easier and more consistent for the faculty, students, and staff. Old bulb projectors are being replaced with efficient laser projectors and the university is standardizing to enhance ease of use and remote troubleshooting. IT upgraded 10 technology labs in the summer of 2019 to include brand new computers utilizing Windows 10 and the newest version of Microsoft Office.

University Portal

IT has engaged a company called Unified to provide FVSU with a cutting-edge university portal to serve its faculty, staff, and students. The portal has a mobile component that will allow IT to provide the same resources and functions from the Web portal to FVSU users' mobile devices. The portal is role based so access to sites and resources can be fine-tuned to the needs of FVSU's constituents. The portal has a communications or community component that will allow the university to engage its students, staff, and faculty in a consistent and controllable method. The portal is set to go live August 1, 2019.

Learning Management System

The USG provides FVSU with the D2L learning management system. D2L is a hosted solution that provides FVSU with access to a modern LMS that is part of most, if not all, classes offered at FVSU. The distance education classes utilize the D2L platform to provide high-quality education to non-traditional students in an asymmetric manner. IT is working to integrate D2L into a single sign on system to facilitate user interaction with the system and to eliminate/ease user frustrations with multiple username/passwords. The integration of the D2L into the SSO will be completed before the beginning of the fall 2019 term.

University Facilities

The grounds of FVSU include approximately 1,365 acres of land and 1,852,205 square feet of space to support the educational needs of students at its main University in Fort Valley, Georgia, downtown Fort Valley facilities, and Warner Robins Center. Of the 1,365 acres, approximately 180 acres are used for the main portion of university. Most of the remaining acreage provides for agricultural research and future expansion. The university has 122 main buildings, eight of which provide comfortable residential accommodations for students.

Fort Valley is the county seat of Peach County near the geographic center of the State of Georgia. Nearby areas of Macon, Warner Robins, and Robins Air Force Base, as well as other communities in Georgia and other states, enjoy the services and programs of the university. Other facilities include the C. W. Pettigrew Conference and Community Center; the Benjamin S. Anderson House and Museum; the Wildcat Stadium Complex; and the Health and Physical Education (HPE) Complex. The Agriculture University and the New Farm at the southern and eastern portions of the university provide specialized facilities for agriculture teaching, research, and public service. The Wildcat Commons complex provides apartment, semi-suite, and traditional housing space for 1,383 students. Several facilities were scheduled for demolition in the 2017-2018 year. To date, approximately 93% of the demolition has occurred, thus creating more areas that are being converted into greenspaces. The inventory of unburdened land is considered adequate for the university's current and near-term future needs. Of the total inventory of 1,852,205 gross square feet available, 56% is used for instruction and research, 38% for auxiliary enterprises, and 7% for all other functions.

The university buildings form a pleasant blend of architectural art of the early 1900s with design features of succeeding decades. Initially, the university was built around an oval which is now the Quadrangle or known today as the historic quad. It serves as the focal point of the main university area and the setting for many major outdoor activities. FVSU installed a 10G fiber ring throughout the university in December 2013 thus providing FVSU faculty, staff, and students' access to current and future technology for many years to come. Additional bandwidth has recently been installed in the student housing areas to ensure students have the online connectivity they need to succeed.

FVSU's preventive maintenance plan provides guidelines for administering and insuring the viability of a preventive maintenance program for various categories of equipment installed in various buildings throughout FVSU and Warner Robins campuses. The objective of the Preventive Maintenance Program is to provide technical and logistical support by various craftsmen assigned to perform preventive maintenance through effective scheduling and specific job task for equipment and facilities maintained by FVSU facilities management. Facilities management has purchased and installed cloud-based software, SchoolDude, to report and manage internal facility work orders and schedule and plan preventative maintenance of key mechanical equipment, university wide.

Improvements Made in the Adequacy and Appropriateness of FVSU Facilities since the 2009 Addendum to the Master Plan

The 2009 Addendum to the 2005 Campus Master Plan cited numerous weaknesses in FVSU's facilities and laid out a plan and timetable for the replacement, renovation, or demolition of those facilities. It also addressed expanded facility needs should the university's enrollment grow to 10,000 students in the future. Although the enrollment growth trend that was underway in 2009 did not continue in later years when enrollment declines were actually experienced, the need to improve the adequacy and appropriateness of FVSU's facilities in a number of important functional space-use categories remained on the administration's agenda. Consequently, substantial progress was achieved in many functional areas over the last decade, resulting in the superior and satisfactory ratings we now see in the conditions of the university's facilities. Those improvements in various functional space-use categories are described and documented below.

Furthermore, the university hired Dumont Janks to assist with developing the campus master plan. Dumont Janks provided us a 10-year capital investment strategy that serves as a guide to prioritize renovation and reconnect the campus. Based on the various geographic areas of the campus, the plan proposes a capital investment to be done in three phases.

The first phase will focus on the historic quad where a central chiller plant will be built to serve this sector and provide a cost-effective way to mitigate the deferred maintenance needs in the historic quad area of the campus. This phase also recommends the repurposing of Davison Hall,

which formally functioned as a dormitory, into an academic building. It also recommends the renovation of Bywaters and Founders Hall.

The second phase will focus on the creation of a social quad to connect the identified area with the rest of the campus. It also recommends the renovation of Hubbard Building, Tabor Building, and the Woodward Gym. It proposes demolishing the Natatorium that is part of the Woodward Gym renovation.

The third and final phase recommends more of a focus on landscape improvements campus wide.

The completed document will play a vital role in ensuring that present and future development of campus facilities and physical plant align with FVSU's objectives and goals identified in its Strategic Plan and Mission Statement.

The university is currently working with the USG to repurpose Davison Hall and build the Central plant recommended in the first phase. Within the next year, these two projects are expected to be in the design phase. Additionally, the university is upgrading the campus underground electrical infrastructure to support these projects, existing requirements, and other projects that might come online in the future. IN the near future, the University also plans to address issues noted in Bywaters and Founders Hall. These two buildings were recommended to be renovated in the Master Plan study.

To develop a capital budget to address the university deferred maintenance backlog, the University hired Marx Okubo and associates to conduct a facilities condition assessment of the university's historic buildings. This report is being used to prioritize capital improvement plan based on the most urgent needs and allocate funds to address those needs. We will continue to work with the USG to address the Master Plan and the [Facilities Condition assessment recommendations](#).

Additionally, FVSU now continually reviews IT services and opportunities and actively seeks to upgrade and improve service offerings to state-of-the-art levels. A major initiative during the 2017–2018 year was undertaken to provide enhanced instructional support and to facilitate collaboration with interactive technology. This initiative is enabling the university to move Touch Screen technology into seventy percent of the classrooms and labs that were lacking Smart Board

implementation, equipment, and functionality. Those specific improvements are shown in Table 13.7.1 and include 63 instructional spaces in 13 instructional buildings, including the off-site facility in Warner Robins.

Table 13.7.1 Specific Improvements to Building and Classrooms

Building	Rooms	Room Type	Technology	Base Price	Extended Cost
ACL	2	Classrooms	Lecture Capture, Audio	9,500	19,000
Bywaters	4	Classrooms	Smart Board, Audio	6,500	26,000
CTM	5	Classrooms	Smart Board, Audio	6,500	32,500
CTM	2	Labs	Smart Board, Audio	6,500	13,000
CTM	1	Auditorium	Lecture Capture, Audio	9,500	9,500
Hubbard	4	Classrooms	Smart Board, Audio	6,500	26,000
Hubbard	1	Classrooms	Lecture Capture, Audio	9,500	9,500
Miller	1	Classrooms	Lecture Capture, Audio	9,500	9,500
Myers	3	Classrooms	Smart Board, Audio	6,500	19,500
Oneal	3	Classrooms	Smart Board, Audio	6,500	19,500
Oneal	1	Auditorium	Lecture Capture, Audio	9,500	9,500
HPE	6	Classrooms	Smart Board, Audio	6,500	39,000
HPE	1	Labs	Smart Board, Audio	6,500	6,500
Tabor	3	Classrooms	Smart Board, Audio	6,500	19,500
Tabor	1	Auditorium	Lecture Capture, Audio	9,500	9,500
Patton	3	Classrooms	Smart Board, Audio	6,500	19,500
Warner Robins	10	Classrooms	Smart Board, Audio	6,500	65,000
Bond	9	Classrooms	Smart Board, Audio	6,500	58,500
Bond	1	Classrooms	Smart Board, Audio	6,500	6,500
Bond	1	Classrooms	Lecture Capture, Audio	9,500	9,500
Honors House	1	Conference	Interactive Flat Panel, Audio	6,500	6,500
	63		Grand Total		433,500

In addition, in 2019, an upgrade to the computer laboratory facilities in the [Henry Alexander Hunt Memorial Library](#), costing over \$122,000 was completed.

Residential Facility Improvements: Today, 100% of the beds available for student housing are either in superior or satisfactory facilities, which is up substantially from the 60% level in 2009. Clearly, a major makeover in the condition of student housing has been achieved at FVSU and acknowledged by students as presented in the [Survey - Student Satisfaction Inventory Report](#).

At FVSU, residential living is a significant part of the college experience. Living on campus provides students access to a variety of resources that will enhance their opportunities for academic success while empowering them with independence and responsibility in a supportive

environment. The university presently can house 1,365 students or approximately 48% of its fall semester 2017 total enrollment. Occupancy presently exceeds 98%.

Each year the university routinely requests and receives from the state funding for on-going housing repairs, replacements, and upgrades to include flooring, furniture, and other amenities.

Major Capital Projects Recently Completed, Underway, or Planned

Bishop Hall is home to the Department of Visual and Performing Arts and Media Studies. A completed renovation to this building was completed during FY 2019, thus providing a state-of-the-art building for this highly technical program, as well as new, state-of-the-art radio and television equipment.

Renovation to the **Downtown Performing Arts Facility** is expected to be completed during the fall of 2019. This facility will provide a showcase gallery for students to receive instruction, display a variety of work, and host various art gallery displays/shows.

The **Ellison Building** renovation and addition is underway. This project consists of renovation of approximately 12,000 square feet and an 8,000 square feet addition. This building houses programs for Agricultural Engineering and Mechanics. The project is funded at \$3.2 million and will be completed during the fall of 2019.

The BoR's budget request for FY 2018 included funding for a student support project that includes renovation of the Lyons Student Center and the Dining Facility. After much consideration, a strategic decision was made to use all of the funds to totally renovate the students dining hall, originally constructed in 1971. This renovation project is currently underway. The primary outcome of the renovations and reconfiguration will be to create space that allows the university to more efficiently and effectively provide enhanced student support services to improve retention, progression and graduation rates.

The **Food Service Dining Hall**: As a small residential university, dining and assembly space is critical for the recruitment and retention of students. Accordingly, the dining hall is about to undergo major renovations. Such renovations will provide an appropriate level of quality and

function to the dining hall. A modernized dining facility will serve as an incentive for students to reside on campus and thereby gain the well-documented educational advantages that accompany residential living. This improved facility will provide students with multiple platforms for an increased variety of options to enhance the student dining experience. Those options will include fresh pizza, international cuisine, salads, desserts, vegetarian options, a grill, and comfort food, etc. This renovation will begin in the fall of 2019.

The **Horace Mann Bond Building**, named for the first President of Fort Valley State College, was constructed in 1976 and renovated in 1998. This building houses the Departments of History, Geography, Political Science, and Behavioral and Social Sciences, along with the federally-funded TRIO program, Talent Search, and Online Learning. The renovation to this building, which is expected to take place in the foreseeable future, will include overhauling the existing and current systems (e.g., electrical, mechanical, plumbing, and fire protection) to create more efficient operations and create usable space for offices and academic programs.

Amphitheater: FVSU has received official approval to construct an outdoor amphitheater for activities such as: 1) outdoor classroom learning in support of the Teacher Education Program and the Fine Arts, Humanities, and Mass Communications degree programs; and 2) student theatrical productions (including dance and music recitals) for the Fine Arts, Humanities, and Mass Communications degree programs, in which the amphitheater will also serve as outdoor laboratory space. Construction will begin the later part of 2019.

The **Meat Technology Building** was constructed in 1996 and became fully functional in 1998. This building currently comprises the slaughter plant, offices for the meat inspector, plant manager, and sanitation coordinator, locker rooms, two food chemistry labs, a sensory lab, a bioinformatics lab/class room, a demonstration/class room, and five faculty offices. The processing plant comprises of holding pens, kill floor, carcass chill and hold coolers, cutting a processing room, further processing room, spice room, curing room, smoker, walk-in cooler and freezer, and a retail store. This facility is used for meat and meat product research, undergraduate and graduate instruction, and for providing custom slaughter services to small farmers. The facility has a cooler storage capacity to handle 20 cattle or swine or 200 small ruminants (i.e., sheep and

goats) in one shift. Many upgrades will occur as identified in the FVSU Meat Technology [integrated project review proposal](#) document as approved by the BoR.

The Kell Building contains approximately 14,500 GSF and three floors and is historically significant in a number of ways. The objective of the Kell Building purchase is to renovate this historic building and establish the Center for the FVSU Agricultural Innovation and Entrepreneurship. As a part of College of Agriculture, Family Sciences and Technology (CAFST), the center will not only assist small-scale producers in middle Georgia build agribusinesses that are economically sustainable but will also help train undergraduate and graduate students. The overall goal of the proposed center will be to play a lead role in the economic development of the city of Fort Valley, Peach County, and middle Georgia constituencies.

Central Chiller Plant

FVSU, in conjunction with USG, is planning to develop and install a central chiller plant on east side of campus to centralize mechanical cooling systems for several buildings. The buildings included in this project shall be Founders, Bywaters, Hunt Memorial Library, Hubbard Education, Lyons Student Center, Food Service, and possibly Peabody. Currently, each building has independent cooling systems that range from air cooled and water-cooled chillers and split system air handlers. By consistently consolidating all water cooled and air-cooled systems into one central chiller plant, the cost of operating and maintaining will be significantly reduced. This type of plant shall consist of one central chiller operating plant located on campus with chilled water distribution piping extending to each building to chilled water pumps and air handling units at each building. Redundant chillers will be housed in the central chiller plant to eliminate and or reduce mechanical equipment down time. This shall be the phase I of multiple phases to include the entire campus eventually to a central chiller plant for all mechanical conditioned air on FVSU campus.

Electrical Loop Upgrade

As FVSU moves forward with future developments and have the need to shore up the existing electrical infrastructure, there is a need to insulate the campus from major electrical failure. Thus, we have started an ambitious project to upgrade and modernize the underground electrical loop. This project began five years ago and several phases have been completed. The final phase started

on August 19, 2019 and will be completed at the end of the year. By January 1, 2020, FVSU's electrical grid will have been modernized and upgraded to current applicable codes. With this we will be in position to sustain any future growth.

USG Space Utilization Initiative

Predicated on the analysis provided by the USG's study, FVSU has sufficient classroom space to support its near-term needs. Expansion capacity is roughly defined by the blue space in excess of the orange space on figure 13.7.2 Classroom Graphic chart. The chart presents the university's posture in graphic form. The chart confirms that the university has ample space for course scheduling and accommodating greater course enrollments with existing classroom facilities. Classroom space utilization is adequate in that sense. However, the appropriateness of the classroom space for their assigned uses is not addressed in this study as it is in Table 13.7.3 which is the 2017 inventory of building conditions and assigned usages.

The [USG Space Utilization Initiative](#) values tabulated in July of 2013 (appendix pages 114-116) focuses primarily on FVSU classroom space. The most significant differences over the time span from 2013 through 2017 at FVSU are attributable to facilities demolished due to age and/or condition, and limited new construction (e.g., the Safe Center – State Animal Facility for Emergencies). The Bishop Mass Communications building underwent complete renovation and project completion occurred 2018-2019.

The [USG Space Utilization Initiative report](#) as shown in Table 13.7.2 presents its results in a metric and chart format that defines available classroom space by size of room and superimposes classroom demand by course enrollment (the metric is the ratio of these two quantities). The graph shows the potential for two kinds of opportunity. “Vertical” opportunity is any blue area that lies above an orange block, and “horizontal” opportunity is any blue area that lies between orange blocks. Vertical opportunity represents empty seats in a room while class is in session and captures notions that are traditionally resolved through use of an average seat occupancy factor (i.e., the capacity for larger section sizes or for renovations to create smaller rooms with lower station). Horizontal opportunity represents the capacity to schedule more sections (i.e., times when rooms

are vacant and available for use). Detailed explanations of these metrics and their interpretation is included at pages 35 through 40 of the report.

Table 13.7.2 Space Utilization

FORT VALLEY STATE UNIVERSITY

Fort Valley Campus - Main

State University >> Bachelor's Dominant

Total Gross Floor Area: 1,875,697gsf

Residential Instruction: 1,000,494gsf

DATA

SQUARE FOOTAGES	ASF
Classroom	66,615
Classroom Service	4,092
Teaching Lab	46,373
Teaching Lab Service	6,127
Office	110,084
Office Service	27,470
Social Study	92,689
Meeting	53,249
Dining	25,277
Merchandising	5,269
Testing/Services Labs	670
Other	2,416
"PEOPLE" MEASUREMENTS	
Weekly Student Contact Hours	27,908
Total Credit Hours	39,272
Employee FTE	552
OFFICE	
Office Station Count	852
Single Station Office Count	527
Single Station Offices > 150 ASF Count	261
LIBRARY COLLECTION	
Books	183,710
Microfilm	341,729
AV Materials	8,129

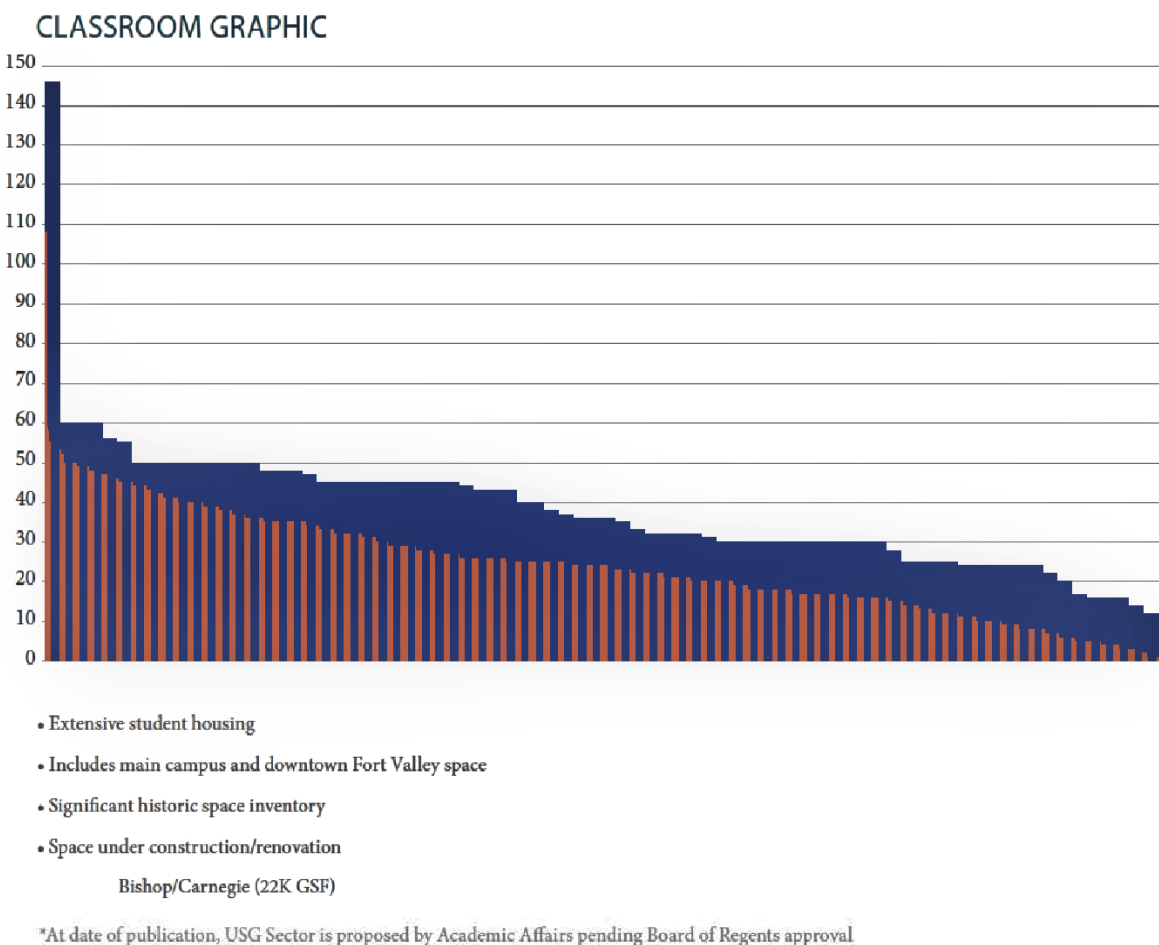
METRICS

Classroom	0.235
Classroom Average Station Size	22.4
Office stations per Employee FTE	
Office ASF per Station	129.2
Office ASF per Employee FTE	199.4
% Single Station Offices > 150 ASF	49.5%
Classroom Service %	
Teaching Lab Service %	13.2%
Office Service %	25.0%
Social/Study	
Meeting	1.93
Dining	1.36
Merchandising	0.64
Testing/Services Labs	0.13
Other	0.02
	0.06

The metric used in the report is the ratio of the orange area (time demanded in the course schedule by section size) to that of the blue area (time available in rooms by number of stations). The orange area is simply weekly room hours multiplied by course enrollments—this value is traditionally termed “weekly student contact hours” (WSCH). Each “room block” within the blue area is the room’s station count multiplied by the block width, which in the university’s case we have assumed to be 40 hours. Generally, USG institution main campuses should operate with classroom metrics between .500 and .700. FVSU’s classroom metric score is .235. The chart below presents the University’s posture in graphic form. The chart confirms that the university has ample space for

course scheduling and accommodating greater course enrollments with existing classroom facilities. Classroom space utilization is adequate in that sense. However, the appropriateness of the classroom space for their assigned uses is not addressed in this study as it is in the 2017 inventory of building conditions cited above and the subsequent text analyzing the technology infrastructure of FVSU's classrooms.

Figure 13.7.2 Classroom Graphic



Inventory of The Ages, Sizes, Current Assigned Usages, Last Renovations, and Conditions/Quality of FVSU's Facilities

An assessment of the current condition and quality of all buildings on and off the main campus of FVSU was completed by the university in fall 2017. Those assessments are summarized in Table 13.7.3 and list the name of each building, its age, the assigned departments and functions it

supports, the year of its last renovation and its condition. Excluded from the table are unassigned buildings scheduled for demolition in 2017-2018. Buildings not in current use because of their poor condition are so noted. The condition of each building was evaluated by plant administrators with input from assigned users and other campus administrators and placed in one of three categories of quality: 1) superior—the facility is either state-of-the-art or very high quality for its assigned usages; 2) satisfactory—the facility is in sound and good condition and quite appropriate for its assigned usages; or 3) requires renovation—there are elements of this facility that are not of satisfactory quality that need repair or renovation. Facilities that require renovation range in quality from adequate, but very outdated, to extremely poor and inadequate. Those buildings that are largely inadequate have typically been decommissioned with no assigned users until funding can be secured for major repairs and renovations or demolition can be scheduled.

In the overall analysis, 13% of FVSU's buildings were evaluated as being in superior condition, and they contain a total of 17% of the university's total gross square footage. Another 65% of the buildings were evaluated as being in satisfactory condition, and they contain a total of 59% of FVSU's total square footage. The sums of both of those categories demonstrate that most of the university's facilities are in satisfactory or superior condition (i.e., 78% of the buildings and 76% of the gross square footage), inferring that those facilities are quite appropriate for their current uses. In comparison, the remaining percentages of buildings (22%) and square footage (24%) needing partial or full renovation are relatively low, but still worthy of attention and corrective action in the years ahead.

Note, also, that the inventory below includes the FVSU Warner Robins Center, the university's only off-campus instructional site. The center's 35,493 square foot facility was constructed in 1996 and was evaluated to be in satisfactory condition for its assigned usages.

Table 13.7.3 Inventory of Buildings, Condition, and Assigned Usage Chart

FVSU Inventory of Building Conditions and Assigned Usages										
BLDG NO.	BUILDING NAME	YEAR BUILT	INSTRUCTION/RESEARCH SQUARE FOOTAGE	AUXILIARY ENTERPRISES SQUARE FOOTAGE	OTHER SQUARE FOOTAGE	TOTAL SQUARE FOOTAGE	LAST RENOVATED	% RENOVATED	CONDITION	
0590	ACADEMIC CLASSROOM	2007	63,356	0	0	63,356	Unk		Superior	
0460	ADULT BARN	1984	6,080	0	0	6,080	Unk		Satisfactory	
	AG ARENA AND PAVILION	2009	23,340	0	0	23,340	Unk		Superior	
0575	AG TECHNOLOGY CENTER	1900	0	0	10,448	10,448	Unk		Superior	
0100	ANDERSON ALUMNI	1900	0	0	4,749	4,749	Unk		Satisfactory	
0180	BISHOP MASS COMM	1932	15,773	0	0	15,773	2017	100%	Superior	
0240	BOND ACADEMIC BLDG	1975	41,653	0	0	41,653	1998	60%	Satisfactory	
0445	BUCK QUARTERS	1984	1,000	0	0	1,000	Unk		Satisfactory	
0115	BYWATERS ACADEMIC	1952	30,132	0	0	30,132	1979	55%	Satisfactory	
0105	CARNEGIE ADMIN	1925	240	0	6,003	6,003	1958	25%	Superior	
0302	CHEMICAL STORAGE	1983	240	0	0	240	Unk		Satisfactory	
0520	COMPUTER TECHNOLOGY	1995	54,728	0	0	54,728	Unk		Superior	
0175	DAVISON DORM	1948	0	26,560	0	26,560	1975	40%	Requires renovation	
0220	ELLIS AG - MECH ACAD	1967	11,724	0	0	11,724	Unk		Requires renovation	
DOWNTOWN	EVANS BUILDING			10,000	0	10,000	Unk		Satisfactory	
0525	EXERCISE PHYSIOLOG	1997	8,693	0	0	8,693	Unk		Satisfactory	
0195	EXTENSION PRODUCTION	1991	8,335	0	0	8,335	Unk		Satisfactory	
0040	FAC HOUSE 906	1934	0	1,535	0	1,535	1969	25%	Satisfactory	
0030	FAC HOUSE 904	1934	0	1,625	0	1,625	1969	25%	Satisfactory	
0280	FACULTY APT #1	1969	0	5,990	0	5,990	Unk		Requires renovation	
0285	FACULTY APT #2	1969	0	4,634	0	4,634	Unk		Requires renovation	
0010	FACULTY DUPLEX #1	1956	0	1,736	0	1,736	Unk		Requires renovation	
0020	FACULTY DUPLEX #2	1956	0	1,736	0	1,736	Unk		Requires renovation	
0199	FACULTY HSE CLF CT	1960	0	2,300	0	2,300	Unk		Requires renovation	
0605	FARMHOUSE	1913	5,888	0	0	5,888	Unk		Satisfactory	
0465	FEED PROCESSING	1984	1,200	0	0	1,200	Unk		Satisfactory	
0610	FINE ARTS CENTER	1969	7,656	0	0	7,656	Unk		Satisfactory	
0308	FLAMMABLE STORAGE	1969	615	0	0	615	Unk		Satisfactory	
0881	FLD EXPR	1895	9,999	0	0	9,999	Unk		Satisfactory	
0130	FOOD SERVICES	1972	1,847	16,623	0	18,470	Unk		Requires renovation	
0110	FOUNDERS ACADEMIC	1929	26,081	0	0	26,081	1981	55%	Requires renovation	
0006	FVSU-WARNER ROBINS	1996	35,493	0	0	35,493	Unk		Satisfactory	
0050	GANO COOP EXT	1962	15,261	0	0	15,261	1974	25%	Satisfactory	
0025	GARAGE #2	1959	0	683	0	683	Unk		Satisfactory	
0430	GOAT CENTER ADMIN	1984	1,900	0	0	1,900	Unk		Satisfactory	
0470	GOAT DAIRY	1984	2,550	0	0	2,550	Unk		Satisfactory	
0212	GREENHOUSE	1996	240	0	0	240	Unk		Satisfactory	
382	GREENHOUSE #1 - ACAD	1980	375	0	0	375	Unk		Satisfactory	
0213	GREENHOUSE/WET LAB	1996	1,536	0	0	1,536	Unk		Satisfactory	
0216	GUARD HOUSE CARVER	1991	0	63	63	63	Unk		Satisfactory	
0121	GUARD HOUSE PEAR ST	1991	0	100	100	100	Unk		Satisfactory	
0161	GUARD HOUSE UNIV DR	1991	0	63	63	63	Unk		Satisfactory	
0350	HEADHOUSE #1	1982	0	3,470	3,470	Unk		Requires renovation		
0360	HEADHOUSE #2	1982	0	3,470	3,470	Unk		Requires renovation		
0165	HOME-EC LAB	1953	3,284	0	0	3,284	Unk		Requires renovation	
0011	HOME-EC MNGT HOUSE	1975	0	15,000	0	15,000	Unk		Superior	
0570	HPE BUILDING	2004	120,000	0	0	120,000	Unk		Satisfactory	
0200	HUBBARD EDUCATION	1957	31,155	0	0	31,155	1989	45%	Requires renovation	
0155	HUNT INFIRMARY	1975	0	7,850	7,850	Unk		Satisfactory		
0120	HUNT LIBRARY	1975	62,030	0	0	62,030	Unk		Superior	
0190	HUNTINGTON ADMIN	1908	0	14,281	14,281	1971	25%	Superior		
0390	IMPLEMENT SHED #1	1953	0	5,950	5,950	Unk		Satisfactory		
0385	IMPLEMENT SHED #2	1980	0	9,000	9,000	Unk		Satisfactory		
DOWNTOWN	KELL BUILDING		14,588	0	0	14,588	Unk		Requires renovation	
0435	KID/YEARLING BARN	1984	6,080	0	0	6,080	Unk		Satisfactory	
506	LIFT STATION	1969	0	144	144	Unk		Satisfactory		
0140	LYONS STUDENT CENTER	1966	11,580	15,350	0	26,930	Unk		Requires renovation	
0521	MEAT TECHNOLOGY BU	1980	4,500	0	0	4,500	Unk		Satisfactory	
0210	MILLER ACADEMIC	1962	34,616	0	0	34,616	2012	50%	Requires renovation	
0145	MOORE DORM	1964	0	20,909	0	20,909	1978	50%	Off-Line	
0205	MYERS HOME EC	1966	25,596	0	0	25,596	Unk		Superior	
0135	OHIO DORM	1930	0	20,092	20,092	Unk		Superior		
0325	ONEAL VET TECH ANNEX		5,774	0	0	5,774	Unk		Superior	
0320	ONEAL VET TECH BLDG	1977	19,200	0	0	19,200	Unk		Satisfactory	
0185	PATTON ACADEMIC	1937	17,033	0	0	17,033	1969	50%	Satisfactory	
0125	PEABODY TRADES	1926	13,262	0	0	13,262	1960	30%	Satisfactory	
0245	PETTIGREW CENTER	1984	48,000	0	0	48,000	Unk		Satisfactory	
0450	PHOTO PERIOD BARN	1984	1,000	0	0	1,000	Unk		Satisfactory	
0395	PLANT OPS STORAGE	1956	0	6,014	6,014	1976	30%	Requires renovation		
0340	PLANT SCIENCE STORAGE	1982	4,360	0	0	4,360	Unk		Satisfactory	
0335	POULTRY RES ANNEX	1980	1,020	0	0	1,020	Unk		Satisfactory	
0330	POULTRY RESEARCH	1974	2,225	0	0	2,225	Unk		Satisfactory	
0107	PUMPHOUSE #1	1952	0	250	250	Unk		Satisfactory		
0387	PUMPHOUSE #2	1953	0	250	250	Unk		Satisfactory		
0505	PUMPHOUSE #3	1980	0	250	250	Unk		Satisfactory		
0405	RABBIT RESEARCH	1980	3,008	0	0	3,008	Unk		Satisfactory	
0375	RES GREENHOUSE #7	1984	2,356	0	0	2,356	Unk		Satisfactory	
0351	RES GREENHOUSE #1	1978	4,830	0	0	4,830	Unk		Satisfactory	
0532	RES GREENHOUSE #2	1978	4,830	0	0	4,830	Unk		Satisfactory	
0355	RES GREENHOUSE #3	1980	5,625	0	0	5,625	Unk		Satisfactory	
0361	RES GREENHOUSE #4	1982	4,800	0	0	4,800	Unk		Satisfactory	
0362	RES GREENHOUSE #5	1982	1,922	0	0	1,922	Unk		Satisfactory	
0370	RES GREENHOUSE #6	1982	1,922	0	0	1,922	Unk		Satisfactory	
0380	RES GREENHOUSE #8	1984	2,356	0	0	2,356	Unk		Satisfactory	
615	SAFE CENTER - STATE ANIMAL FACILITY FOR EMERGENCIES	2011	6,175	0	0	6,175	Unk		Superior	
0530	SEWER LIFT STATION	1998	0	195	195	Unk		Satisfactory		
0535	SEWER SEPARATOR	1999	0	222	222	Unk		Satisfactory		
0475	SMALL RUMINANT CENTER	1996	14,959	0	0	14,959	Unk		Satisfactory	
0611	STALLWORTH BIOTECH	1983	8,015	0	0	8,015	Unk		Superior	
0300	STALLWORTH RSCH	1983	23,650	0	0	23,650	Unk		Satisfactory	
0440	STORAGE BUILDING	1984	0	1,500	1,500	Unk		Satisfactory		
0406	STORAGE SHED #3	1980	0	8,000	8,000	Unk		Satisfactory		
0441	STORAGE SHED #4	1980	0	4,000	4,000	Unk		Satisfactory		
0305	STORAGE SHED-MAINT	1975	0	4,590	4,590	Unk		Requires renovation		
0600	STUDENT ACTIVITIES	2008	19,693	6,564	0	26,257	Unk		Requires renovation	
0407	SWEET POTATO SHED	1991	864	0	0	864	Unk		Satisfactory	
0415	SWINE RESEARCH	1975	3,884	0	0	3,884	Unk		Satisfactory	
0215	TABOR AGR ACAD	1954	23,243	0	0	23,243	Unk		Requires renovation	
0160	TROUP ADMINISTRATION	1986	15,918	0	15918	31,836	Unk		Satisfactory	
0150	WATSON DORM	1965	0	34,105	0	34,105	1985	66%	Off-Line	
0555	WC-1	2006	0	73,511	0	73,511	Unk		Satisfactory	
0560	WC-2	2006	0	73,814	0	73,814	Unk		Satisfactory	
0550	WC-3	2006	0	62,575	0	62,575	Unk		Satisfactory	
0545	WC-4	2006	0	62,575	0	62,575	Unk		Satisfactory	
0540	WC-5	2006	0	62,575	0	62,575	Unk		Satisfactory	
0580	WC-6	2008	0	62,575	0	62,575	Unk		Satisfactory	
0585	WC-7	2008	0	62,575	0	62,575	Unk		Satisfactory	
565	WC CLUBHOUSE	2006	0	8,938	0	8,938	Unk		Satisfactory	
0595	WILDCAT STADIUM	2008	0	42,241	0	42,241	Unk		Satisfactory	
0310	WILSON ROBERTS MNT	1969	0	20,073	20,073	1978	25%	Requires renovation		
0225	WOODWARD GYMNASIUM	1958	59,587	0	0	59,587	Unk		Requires renovation	
0226	WOODWARD GYMNASIUM ANNEX	1997	4,896	0	0	4,896	Unk		Requires renovation	
	Family & Child Development Ctr.		15,000	0	0	15,000	Unk		Superior	
INSTITUTIONAL TOTALS			1,028,531	696,821	126,853	1,852,205				
			55.5%	37.6%	6.8%	100%				

Capital Asset Management

Capital Asset purchases begin with a purchase requisition. A purchase requisition is created by departmental personnel such as faculty member, staff, or administrator. After the requisition is created it is then submitted for the appropriate approvals. Assets are initially ordered through the requisition system PeopleSoft. Once the requisition has been approved and entered into the system, a purchase order (PO) is issued. From the PO, an asset is purchased and delivered into Central Receiving, the asset is received into PeopleSoft, and the invoice is paid. The asset can then be entered into the Asset Management System by the Asset Management staff person.

The majority of all asset additions are documented by the issuance of the PO, receiver in PeopleSoft, the invoice of the item, and the check where the invoice has been paid. For manual asset additions, documentation includes the asset invoice and items such as the GSFIC Report, etc. For asset retirements, the Report of Property Disposal is used to verify the asset has been disposed of correctly prior to removal from the Asset Management System.

Asset classification, definitions, thresholds, and useful life is determined by the BoR and can be found at [USG Business Procedures Manual, Section 7](#).

All assets with costs between \$3,000 and \$5,000 are placed into the ALLASSET book in the AM Module and all assets with costs \$5,000 and greater are placed into the Enterprise book. Only assets in the Enterprise book in the AM Module are depreciated and have depreciation posted to PeopleSoft Financials in the CAPITAL ledger.

In some cases, a manual addition of an asset is required. In this event, the Asset Manager review documentation of the asset to be added to the Asset Management System to verify that the asset is being added at the correct value, useful life, etc. An example of this would be a recently constructed building funded by GSFIC revenue or land.

For an asset to be retired (deleted), a Report of Property Disposal must be filled out by a Department Head and approved by the Office of Information and Instructional Technology (OIIT) Director and the Vice President of Business and Finance. If the asset to be retired is a computer, the OIIT Director ensures that the hard drive is removed prior to disposal of the asset. Once the

Report of Property Disposal has been approved, it is forwarded to the Asset Management Office where the Asset Manager schedule staff to pick-up or surplus the asset. FVSU asset identification labels are removed when the asset is retired from the Asset Management System. When an asset is retired from the listing, the asset data is still in the AM Module and a report of retired assets can always be generated from the system. The Asset Manager does a complete inventory in the last quarter of each fiscal year. Manual count sheets are used, and assets are highlighted as they are identified.

Inventory of Assets

FVSU conducts a mandatory physical equipment inventory annually. The results of this inventory is updated into the equipment inventory systems utilized by FVSU to satisfy state reporting requirements. These results should change the status or condition of the item if required, such as missing or poor condition.

When the data file is submitted as of the end of the fiscal year, each item contained in the file should have been part of a physical inventory during that fiscal year. This allows for periodic physical inventories to be conducted on small segments of the institution's property throughout the fiscal year to eliminate the need for conducting a complete inventory during the last month of the fiscal year.

During the annual audit/review conducted by the State Department of Audits and Accounts, a sample listing of equipment from the inventory system may be physically checked for location, decal, and accuracy of information.

Maintenance of Assets

The Director of Physical Plant, Edwidge Dufrense, is working on improving sound policies and processes to effectively handle the maintenance of buildings, mechanical assets, and grounds. With the objective of FVSU's maintenance program being to: 1) Maintain assets and facilities in good operating condition by providing for systematic inspection, detection, and correction of incipient failures, either before they occur or before they develop into a major failure and 2) Record and track assets health condition for analysis, which leads to the development of corrective tasks, FVSU needed a better way of providing and tracking maintenance.

To better schedule and track maintenance of assets, FVSU purchased a CMMS software package, SchoolDude, which is a suite of software services for educational institutions. The software provides solutions to help streamline all operational aspects – maintenance management, facility usage, technology management, and energy management. SchoolDude's products automate the work order process, track technology assets, make easy the facility usage scheduling, follow inventory usage, and set preventive maintenance. Many of the products combine to offer a global view of FVSU operations, thus enhancing communication and effectiveness with all departments, students, and faculty.

FVSU's newly acquired CMMS software, SchoolDude), has positioned us to implement a calendar, time based, preventive maintenance program in which work orders are automatically generated on predetermined set of schedules, facilitate tracking, and allow for FVSU to provide maintenance much more effectively.

Property Insurance

FVSU property insurance is obtain through the State of Georgia. The State of Georgia owns or occupies over 15,000 buildings throughout the state, and pursuant to O.C.G.A. 50-16-9, DOAS Risk Management Services Division, covers more than \$30 billion worth of state-owned buildings and personal property (contents) through a combination of self-insurance (State Owned Building and Personal Property Agreement) and excess property insurance purchased thru a commercial insurance brokerage firm.

In addition to providing insurance to all state owned building and personal property, DOAS makes available, at the state agency's option, a Special Property All Risk Agreement, to cover an agency's exposure to loss of money and securities, watercraft used on inland lakes, fine arts, mobile equipment (e.g. backhoes, forklifts, brush hogs, golf carts), personal property temporarily away from premises (e.g. audio/visual equipment taken to a conference) or leased equipment (e.g. copying machines, fax machines, modular classroom or office).

Should we experience a loss or damage to property covered under any of the property insurance coverages described above, we complete a Notice of Loss form or contact DOAS/RMS at 404-656-6245.

DOAS provides building and content insurance coverage based on properties and values reported by each agency into BLLIP, (Buildings, Land, Lease and Inventoried property). This system enables registered users to access and update their existing information online. For additional information and assistance with the BLLIP system, please contact the State Properties Commission.

Attached is the [Special Property all Risk Agreement](#) – Insurance and Reserve Fund Document.

Deferred Maintenance and Major Repairs and Rehabilitation

FVSU deferred maintenance is funded via operating dollars and dollars received from the USG BoR for Major repairs and Rehabilitation. The [Major Repairs and Rehabilitation \(MRR\)](#) program is a capital renewal program for state owned facilities of the USG. The program is designed to help the USG maintain its physical plants, facilities, and infrastructure. This program was developed by the State of Georgia and the USG BoR to address the needs of the state's rapidly expanding, aging, and highly used facilities. The program is administered by the USG Office of Real Estate and Facilities.

MRR allocations are guided by a formula which evaluates the current replacement value and age of Resident Instruction (RI) space. To continually ensure that the funds are distributed as intended, the MRR allocation formula is periodically reviewed and modified as needed to adjust to changing conditions. Unique circumstances of each institution are considered in evaluating funding requests.

Funding for MRR projects currently is provided via state-issued General Obligation (GO) Bonds. Expenditures for MRR projects must be submitted to the Georgia State Finance and Investment Commission (GSFIC) for reimbursement from the bond proceeds. As such, only those expenditures which qualify for bond fund reimbursement should be submitted to GSFIC. Because of this funding arrangement, the annual system-wide MRR project portfolio must demonstrate at least a 20-year estimated service life.

Notable History of Select Facilities

Non-Residential Buildings

Founders Hall (26,081sq. ft.), overlooking the campus quadrangle, was named in memory of the eighteen men who signed the original charter in 1895, establishing the Fort Valley High and Industrial School. Founders Hall, once called the Academic Building, houses the Department of Visual and Performing Arts. The distinctive clock tower on the roof of Founders Hall is depicted in the university's emblem. The carillon in the historic clock tower had sat quiet for many years; however, the bells are now ringing throughout the campus on the quarter hour every hour of every day.

Huntington Hall (14,281 sq. ft.), originally a women's residence hall built with the assistance of student labor, is home to the president, vice president for external affairs, university advancement, and office of campus legal affairs, compliance, and Title IX coordinator. Huntington Hall underwent an extensive renovation in 2012.

The **Carnegie Building** (6003 sq. ft.), constructed in 1925 as a gift of the Andrew Carnegie Foundation, houses the Honors Program. Carnegie Hall underwent a complete restoration and renovation in 2016 and currently houses undergraduate research and admissions.

The **Benjamin S. Anderson House** (4,749 sq. ft.), residence of founder, F. W. Gano, is the oldest building on the campus. The Biggs Collection of period furnishings dating from 1860-1900 is housed here, as well as the office of alumni relations.

The **Royal C. Peabody Building** (13,262 sq. ft.), named as a memorial to the brother of George Foster, and houses the Center for Retention Services, Trio Programs, Differently Abled Services, Testing Services, and the Career and Professional Development Center.

The **F.W. Gano Building** (17,204 sq. ft.), previously known as the Training School, houses the Department of Military Science and the Head Start Program.

Samuel Henry Bishop Hall (15,773 sq. ft.), named for the philanthropist who contributed funds toward its original construction in 1932, for 39 years, served as the college dining hall. After a

second complete renovation and addition, it provides up-to-date facilities for the Mass Communication department. Phase I Renovated in 2016 to include 21st century radio and television station. Phase II renovations were completed in 2018 to include state of the art studio rooms with additional office spaces and grand multi-functional room. New innovative radio and TV equipment were added in 2018/2019. A new transmission facility located in Marshallville, GA was added in 2015, giving the radio station a 6,000-watt capacity.

Patton Hall (17,033 sq. ft.), named for Mr. Robert W. Patton, was erected in 1937 to house the Department of Home Economics. Renovated in 1969, it now provides office, studio, and classroom space for programs in the areas of voice, instrumental music, band, and chorus which comprises the Department of Visual and Performing Arts and Media Studies. Patton Hall underwent an interior renovation and mechanical updates in 2018, to include interior painting, wall coverings, flooring, lighting, and mechanical upgrades.

The **Leroy Bywaters (Sr.) Building** (30,132 sq. ft.), built in 1952, was originally the Hunt Memorial Library. Remodeled in 1979 and named for one of the institution's first athletic coaches, the Bywaters Building houses the Department of Business Administration and Economics and the offices of Upward Bound and Campus Police. FVSU has recently been awarded funds by the historic preservation to assist with improvements to this facility.

The **Alva Tabor Agriculture Building** (23,243 sq. ft.) was constructed in 1954. It houses office, classroom, and laboratory space. It was named for Mr. Alva Tabor, Sr., who served as Head Itinerant Trainer for Negroes and who played a key role in the formation of the Negro FFA and the development of Camp John Hope. This building houses the Department of Ag. Engineering and Technology and Ag Sciences.

The **William Merida Hubbard Education Building** (31,155 sq. ft.) houses office and classroom space for the College of Education and the College of Graduate Studies and Extended Education. Two electronic teaching laboratories, a media center, two spacious conference rooms, a photographic darkroom, space for curriculum center, and a potential counseling assessment center are housed in this building. It was dedicated in October 1957 in honor of the founder of the State Teachers and Agricultural College of Forsyth.

The **Isaac Miller Building** (34,616 sq. ft.) was built in 1962 and renovated in 2012 to accommodate the Department of English and Foreign Languages and Learning Support. It is named in honor of one of the founders of the institution and contains a large lecture room, classrooms, laboratories, and faculty offices.

The **Ann Gayles-Felton Academic Class Room and Laboratory Building** (63,356 sq. ft.) was built in 2012 to accommodate the Department of Physics, Mathematics, Biology, and Chemistry Departments.

Myers Hall (30,337 sq. ft.) was constructed in 1965. This facility houses the Department of Family and Consumer Sciences and accommodates offices, classrooms, laboratories, and an auditorium. The building is a memorial to Henrietta Walden Myers, long-time teacher of arts and crafts at the institution.

Family and Child Development Center (20,563 sq. ft.), constructed in 2014, houses the Department of Family and Consumer Sciences. The structure accommodates offices, classrooms, laboratories, a nursery, residence hall, family development center, COOP Extension, and an auditorium.

The **Lyons Student Center** (26,930 sq. ft.), erected in 1966, was named for Miss Lottie M. Lyons who served as Dean of Women from 1944 to 1957. This center of student life contains a snack bar, the post office, the bookstore, and the offices of Academic Retention and Advisement Center and Sodexo Administration. The building is currently being used as the interim dining hall for students. Future use of the facility will consist of it being redesigned and repurposed for student support services, a one-stop-shop for registration, financial aid, student counseling, and veterans' affairs.

The **Cozy L. Ellison Building** (11,724 sq. ft.) was constructed in 1967 and named in honor of Dr. Ellison, a long-time faculty member, Professor of Agronomy and Chairman of the Division of Agriculture. Classrooms, laboratories, and shop areas provide space for the Agricultural Mechanics, Ag. Engineering and Technology Programs. The Ellison Ag. Building is currently undergoing a complete interior restoration and an eight thousand square foot addition, scheduled to be completed in August 2019.

The **Horace Mann Bond Building** (41,653 sq. ft.), named for the first President of Fort Valley State College, was constructed in 1976. Housed in the Bond Building are the departments of history, geography, political science, and criminal justice, behavioral sciences, behavioral and social sciences, TRIO programs, online learning, and graduate programs; mental health, and vocational rehabilitation studies.

The **O'Neal Building** (24,974 sq. ft.), constructed in 1979, along with the adjacent O'Neal Annex, houses Veterinary Technology Program. Mr. Otis S. O'Neal, for whom the building was named, was a county agent in Houston County, and also taught agriculture at FVSU from 1910-1950. Recent additions to the O'Neal Building have resulted in state-of-the-art facility of approximately 21,000 square feet. Along with veterinary sciences, this facility also houses public health.

The **Safe Animal for Emergency (SAFE)** (6,175 sq. ft.) Center was constructed in 2011 to house animals during a state declared emergency. Over the past several years, this building has housed displaced animals and zoo animals evacuated from storm center areas.

The **Stallworth Agricultural Research Building** (23,650 sq. ft.) was named in honor of Dr. Houston Stallworth, Professor of Agriculture, who served the Division of Agriculture in many capacities, including Chairman of the Division. The facility, constructed in 1983, houses scientific research laboratories and other support areas. This facility went under interior renovations in 2018/2019 to replace both wall and floor coverings, as well as all lab area fume hoods.

The **Biotech Center** (8,015 sq. ft.), constructed in 2013, houses additional labs for research on food, plants, and animals.

The **C.W. Pettigrew Farm and Community Life Center** (48,000 sq. ft.), completed in 1987, is a conference, convention, and performing arts center in which the university sponsors a variety of outreach programs. The facility houses the center's administrative offices, and the FVSU Cooperative Extension Program. Future Farmers of America, Management, and Physical Operations as Event Management reside here. The building also houses ten fully equipped seminar rooms; a specially designed media room; a demonstration kitchen for home economics and food technology workshops; a 600-seat auditorium with state-of-the-art systems for sound, lighting, and a video projection system; a video distribution system with computer/video projection systems in

most of the rooms; a spacious lobby; a second-floor balcony, and a snack bar and holding kitchen that will accommodate 260 people.

The **C.V. Troup Administration Building** (31,836 sq. ft.), completed in 1988, houses Communications and Marketing and the administrative offices of Academic Affairs, Student Affairs, Business and Finance, Institutional Research, Planning and Effectiveness, Risk Management, and Title III Sponsored Programs. The building is named in honor of Dr. Cornelius Vanderbilt Troup, the institution's second president.

The **Waldo W. E. Blanchet Computer Technology and Mathematics (CTM) Building** (54,728 sq. ft.), completed in 1995, houses the Department of Computer Science and Mathematics, the office of the Dean of the College of Arts and Sciences and Education, the Cooperative Development Energy Program (CDEP), and the Office of Information Technology. The CTM Building features an auditorium with a seating capacity of 295. The building is named in honor of the institution's third president.

The **Georgia Goat Research and Extension Center** (17,509 sq. ft.) is one of the most modern research facilities in the southeast. In 1999, a major facility (15,000 sq. ft.) which houses animal science research, teaching and extension programs, was completed and provides an abattoir, a large classroom, and three well-equipped laboratories. The center also houses the Small Ruminant Research and Extension Center.

Wildcat Stadium (42,241 sq. ft.), built in 2012, is a facility that seats 10,000 spectators around a quarter-mile track and a natural turf football field. The new facility houses a large presidential sky box on the fourth floor and a press box, coach's box, and four rentable sky boxes on the third floor. New state-of-the-art concession facilities located under the seating area. A fieldhouse/team dressing area is located at the south end of the stadium.

The **Health and Physical Education Complex** (120,000 sq. ft.), built in 2004, is a state-of-the-art facility that houses the department of Health and Physical Education, athletics director, NCAA Compliance Officer and department faculty, as well as for major and basic programs and recreational opportunities for the total university. This facility houses classrooms, seminar and

conference rooms, laboratories, an eight-lane swimming pool, a 5,500-seat arena, courts for basketball, racquetball courts, weight room, aerobics room, and an indoor walking track.

Other land areas and facilities: There are 1365 acres of fertile land with sections or pockets of most major soil types found throughout the State of Georgia. Approximately 800 acres of this land is open, relatively flat, and suitable for experimental plots. Irrigation is available on approximately 600 acres.

There are many structures and facilities available for research purposes to support the 1890 Land Grant mission of the university, to include: Head Houses, Goat Center Administration, Greenhouses, and the like.

Other buildings that provide support services are:

The **Wilson-Roberts Building** was constructed in 1969 and named for Mr. A.T. Wilson, Sr., teacher of Industrial Arts, and Mr. Timothy Roberts who served in the area of custodial services for many years.

The **Florence J. Hunt Health Center**, built in 1973 in honor of Florence Johnson Hunt, wife of Mr. Henry A. Hunt, Sr. (the original Hunt Infirmary was constructed in 1934), is the university's health center.

Residence Halls

FVSU currently has eight residence halls as shown in Table 13.7.4 with 1,365 comfortable living spaces for students who prefer on-campus housing.

The **Wildcat Commons**, FVSU's newer housing facilities, provides elaborate apartment-style living for students. Phase I (WC 1-5) includes five four story dormitory buildings and a clubhouse and was completed in 2007. Phase II (WC 6-7) added two more four-story buildings in 2009.

Ohio Hall was built in 1930 as a residence hall. For some time, it was used for documents storage. Its construction was made possible through gifts from the Episcopal Diocese of Ohio, the

American Church Institute, the General Education Board, and other friends of the university. Ohio Hall was renovated in 2012 and returned to a residence hall with 54 bed spaces.

Table 13.7.4 Residence Halls Square Footage

Residence Hall	Maximum Occupancy	Square footage
WC 1	190	73,511
WC 2	190	73,814
WC 3	187	62,575
WC 4	187	62,575
WC 5	187	62,575
WC 6	187	62,575
WC 7	187	62,575
Ohio Hall	54	20,219
Total Spaces Available	1,365	480,419

Downtown Fort Valley Buildings

The H.V. Kell Building renovation: The objective of this project is to establish a center for Agricultural Innovation and Entrepreneurship at FVSU by renovating the historic Kell Building that will primarily serve as a small business incubator to promote agribusinesses in middle Georgia. The center will provide support for commercialization and marketing of agricultural products required for successful business development.

The center will be an integral component of the CAFST at FVSU with access to state-of-the-art meat and dairy technology facilities, a cold vegetable canning complex, food sensory, chemistry and safety laboratories, biotechnology research facilities, and field experimental facilities required for innovation and subsequent commercialization of the agri-based technologies. The incubator will establish and facilitate industry collaborations and manufacturing arrangements required for commercialization of technological innovations by clients, such as improved farming methods and

product development. More importantly, the center will provide opportunities for undergraduate and graduate students to acquire entrepreneurial skills. Thus, the project funds will support 30% teaching, 35% research, and 35% extension functions of the CAFST. The center will be primarily located in the Kell Building, a three-story building that requires extensive renovation without altering its historic aspects. A feasibility study has already been completed. A long-term benefit of the center to the middle Georgia area is that it will spur development of new businesses and create new job opportunities. The center will also have a substantial positive financial impact on CAFST's programs by bringing significant economic opportunities. Renovations will take place in the near future as the USG has approved the project.

The **Performing Arts Center** is a store front building located in downtown Fort Valley. It was formally a retail store for men's and women's clothing. This building is currently being renovated to include new HVAC units, roof repairs, and interior buildout, all to be completed during the fall of 2019. This space will be used as a student art education center, gallery, and community outreach center.

The **Evans Building** was once a bank building located in downtown Fort Valley. This is a three-story building that currently houses the Center for Student Engagement and Community Outreach, as well as rental office space throughout the three-story building

Warner Robins Center

The **Warner Robins Center**, located approximately twelve miles from the main campus, is a classroom, laboratory, and administrative office building that serves primarily graduate and non-traditional undergraduate students. The facility allows for outreach into the community beyond the main campus and assists in the furtherance of the concept of the collaboration between the campus and the community, or "communiversity," as it is referred to in FVSU's mission.

Space Assignment Policy















FVSU also utilizes a [space assignment policy](#) to help meet the overall needs, priorities, and best interest of the university. Policies and procedures that guide space assignment and reassignment are the responsibility of the Committee on Buildings, Facilities, and Space (CBFS). The CBFS

consists of the following members: Vice President for Business and Finance, Chief of Staff, Provost, Director of Facilities, and Director of Institutional Research. The CBFS may appoint subcommittees as it deems necessary. This committee carry outs the policies for space utilization.

Conclusion

FVSU operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities.

Supporting Documentation

-  [Organizational Chart of Plant Operations and Facilities](#)
-  [Student Satisfaction Inventory](#)
-  [Student Academic Program Assessment](#)
-  [Faculty Questionnaire](#)
-  [School Dude](#)
-  [10 Year Capital Investment Strategy](#)
-  [Facilities condition assessment survey report in 2018](#)
-  [Henry Alexander Hunt Memorial Library](#)
-  [Survey - Student Satisfaction Inventory Report](#)
-  [Integrated project review proposal](#)
-  [USG Space Utilization Initiative report](#)
-  [USG Business Procedures Manual, Section 7](#)
-  [USG Business Procedures Manual, Section 11](#)
-  [Space Assignment Policy](#)

13.8 The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

Judgment

☒ Compliance ☐ Non-Compliance ☐ Not Applicable

Narrative

FVSU takes all reasonable steps to ensure a healthy, safe, and secure environment for all members of the campus community. The health, safety, and security of the institution's constituents is assured through the organizational infrastructure that includes key units to oversee the adherence to the policies and procedures that contribute to effective risk management. This assurance is best illustrated through the units that comprise the organizational infrastructure to provide a safe environment, as well as through key policies that protect the safety of the campus community.

Chief of Police

Anita Allen currently serves as the [FVSU Chief of Police](#) – a post she has held since June 2018. She has 16 years of dedicated service to the criminal justice system, with her career beginning as a detention officer for the Dougherty County Sheriff's Office, where she successfully worked her way up through the ranks. She served as a lieutenant, criminal investigator, housing corporal, acting watch commander, program coordinator for inmates attending the substance abuse, alcohol anonymous and GED programs, and coordinate inmates work detail.

Chief Allen served as the interim assistant chief, sexual assault investigator, internal affairs investigator, training director, dispatcher supervisor, and public information officer for Albany State University Police Department. She has led the collection of evidence, the execution of arrest and search warrants, policy development, productivity assessment, leadership education, budgeting and promotional material development. During her tenure in law enforcement, she has been a highly visible spokesperson for Dougherty County Sheriff's Office and ASU police department and oversaw coordination with other law enforcement agencies.

Prior to her work experience, Chief Allen was also the executive assistant to the district health director for the Georgia Department of Public Health district 8-2 serving 14 counties. She earned

a bachelor's degree from North Carolina College of Theology, an associate's degree from Grace Bible College and Seminary in Biblical Studies, 2008 graduate of Instructor school as a General Instructor, graduate of the 17-53 session of the Chief Executive Class and holds multiple certifications from the Georgia Public Training Center.

Director of EHS, Risk Management & Transportation

[Derrius M. Butler](#) is FVSU's director of risk management, safety, and transportation and the environmental, health, and safety officer. In this capacity, he provides guidance to facilitate a safe environment for students, employees, faculty, and staff, as well as others visiting FVSU facilities. He also works diligently to help ensure FVSU is compliant with federal, state, and local codes and regulations and ordinances. In addition, he oversees use and maintenance of the university's fleet of vehicles. Mr. Butler has completed a practicum as an environmental health and safety coordinator with Continental Carbon Company in Phenix City, AL.

Mr. Butler earned his Bachelor of Science degree in chemistry and a Master of Science degree in Environmental and Safety Engineering. He has a vast array of certifications and has participated in numerous training activities, including National Institute of Health (NIH) GLP/GMP/GCLP-Laboratory Information System, Quality Management, Method Validation, Records and Report, Organization and Personnel, Laboratory Safety, Specimen Management and Tracking, Emergency Management, Chemical /Bio-waste Management and Testing Facility Operation, among others.

Healthy, Safe and Secure Environment

FVSU is committed to providing a healthy, safe, and secure environment for all members of the campus community. Various departments are assigned responsibilities for different categories of safety, security, and health related issues. These departments work together to ensure that FVSU takes reasonable and appropriate steps to provide a healthy, safe, and secure environment for all campus community members. All departments at FVSU follow all applicable state and federal standards, codes, and regulations, including the occupational safety and health standards established by the [Occupational Safety and Health Administration](#). The [U.S. Department of Education's](#) Office of Postsecondary Education provides campus security statistics for universities throughout the nation. Statistics for FVSU can be found by clicking on the website's "get data for one school" link.

The university makes every effort to maintain compliance with all requirements established by the USG BoR and the [Environmental and Occupational Safety](#) unit. The university provides an environment of care by routinely reviewing and updating policies and procedures that address the health, safety, and security needs and concerns for all members of the campus community. To promote safe behaviors, faculty and staff are provided educational forums and prevention activities. The university is equipped to provide an adequate response to any threat to the safety, security, health, and wellness of its students and employees. The university works in conjunction with state and local law enforcement, as well as fire and emergency response agencies as needed.

Environmental Safety

The [Environmental Safety Assurance Guidelines and Procedures](#) provides support and services to FVSU with a focus on protecting human health and environmental services. This program evaluates and manages the environmental results of FVSU operations with the goal of abating environmental impact and stimulating overall environmental stewardship. [Hazardous Waste training](#) is completed annually according to the Global Harmonized System new training requirements. FVSU end users have the availability to access Safety Data Sheet for their synthesis processes. FVSU follows Georgia Environmental Protection Division guidelines for any disturbed areas that contain asbestos, lead, and other environmental hazardous material. By promoting responsible practices, FVSU helps ensure the safety of students, faculty, staff, and the local community.

Workplace Health and Safety

FVSU supports a safe, secure, and healthy work environment, and the University is proactive in its development of policies, procedures, and guidelines. Workplace health and safety are provided by the [Office of Environmental Health and Safety](#). Safety meetings are held on a regular basis, and employees are required to participate. The safety officer provides monthly updates by email to the campus community via an online newsletter called the Lifeline. The [Lifeline](#) provides updates on safety, audits, inspections, local, state, and federal guidelines and legal requirements, and other EHS-related business conducted campus wide.

The Office of Human Resources also has a role in promoting a healthy and safe workplace for FVSU's faculty, staff, and students. In addition to providing orientation and ongoing training programs to ensure that faculty and staff are aware of current regulations, the Office of Human Resources assists with publishing [policies and procedures](#).

In the interest of complying with the university's responsibilities under Title IX, and BoR and FVSU policies, any report of sexual misconduct to a responsible employee must be reported to the [Title IX Coordinator](#) as soon as practically possible. This immediate and direct reporting to the Title IX coordinator ensures that complaints are being addressed promptly and adequately, and most importantly, that parties are receiving essential resources ([Title IX-Sexual Misconduct Policy](#)). The Title IX coordinator reports to the [University Counsel](#) at FVSU and the Associate Vice Chancellor of Legal Affairs at the USG, all of whom are knowledgeable and trained in state and federal laws that apply to matters of sexual assault, sexual harassment, or other sexual misconduct, as well as university policies and procedures. By involving USG senior-level staff in the vast majority of the sexual misconduct cases that occur at FVSU, we are assured of receiving high-level strategic guidance and, at times, hands-on assistance in the investigation and resolution of complex misconduct cases.

Open or closed investigations by the U.S. Department of Education's Office of Civil Rights

Upon researching any closed or opened investigations as far back as 2013, it has been determined by legal that FVSU does not have any open or closed investigations by the U.S. Department of Education's Office of Civil Rights for possible violations alleging sexual violence as part of its narrative addressing a healthy, safe, and secure campus environment.

FVSU also maintains a comprehensive compliance and ethics program inclusive of a 24/7 outsourced hotline, an ethics policy and associated ethics training, a consistent response and thorough review of issues raised, and other elements as noted in the federal guidelines governing an effective compliance and ethics program.

Fire Safety

FVSU buildings are inspected monthly by Campus Safety and Facility Management and annually by the Office of the State Fire Marshal. Included in these inspections are fire alarm systems, fire

extinguishers, and the fire sprinkler alarm systems, as documented in the [Annual Fire Safety & Security report](#).

Fire panels, wet and dry systems, fire extinguishers, and suppression systems are inspected by a certified contractor as required (annually, biannually, and quarterly). Following are samples of [fire extinguishers report](#), [fire panel inspection report](#), and a [sprinkler inspection report](#).

The Higher Education Opportunity Act of 2008 requires that institutions with on-campus student housing issue an annual fire safety report and log. FVSU's police chief is responsible for the creation of the annual fire report and fire statistics log. All electronic fire reports can be found in the [Annual Fire Safety & Security report](#) or the [Campus Safety](#) website.

First Aid

FVSU provides first aid through the university's police department, who can respond anywhere on campus within four minutes. Trained in first response and certified in first aid and CPR, the university police has immediate access to an emergency medical team. Police supervisors carry in their vehicles an AED for cardiac emergencies. First aid services are also offered at the [Health & Counseling Services](#), staffed with a full-time nurse practitioner and certified medical assistant, as well as supervising support from two assigned physicians. In addition, any department may request a first aid kit for which the safety officer will provide training.

Driver Safety Program

All employees driving university-owned vehicles or personal vehicles for university business must be authorized to drive under the university's driver safety program and hold a valid operator's license for the vehicles they operate. All employees who routinely drive university-owned vehicles or have a specific vehicle assigned are subjected to annual training, annual completion of the driver acknowledgement form and an annual motor vehicle record history check prior to operating university vehicles on university business.

The FVSU [Vehicle Usage Policy](#) addresses requirements for drivers, vehicle use information, departure information, state vehicle maintenance, road emergency information, vehicle return information, and reporting of accidents involving state vehicles.

Emergency Response Plan

FVSU has established an [Emergency Response Plan](#), which provides guidelines for the management of immediate actions and operations required to respond to an emergency or disaster. During an emergency or disaster, the university prioritizes the protection of lives, living assets, valuable research, property, the community, and the environment. The plan's overall objective is to respond to emergency conditions and manage the process of restoring academic programs and services. FVSU hired an [Emergency Coordinator](#) on August 1, 2019.

Emergency Notification System

In the event of a crisis, under the direction of the university's emergency management team, the Office of Marketing and Communications communicates vital information to provide the greatest safety for students, faculty, and staff. The police department is responsible for monitoring all emergency call boxes and activates alert systems when required. The university uses a variety of communication methods to notify constituents of a crisis situation. Following an immediate crisis assessment, the appropriate means of communication will be determined and implemented. Based on the unique circumstances of the crisis, FVSU will employ one or more of the following communication tools to notify its students, faculty, and staff:

1. Website: notices posted to university website;
2. Email: broadcast message to campus email addresses;
3. Telephone: broadcast voice mail to campus extensions and posted to emergency alert hotline (478) 825-6211 or (478) 825-6500;
4. Text messaging: broadcast message to cellular phones of students, faculty and staff;
5. Media: broadcast message on the university television and radio stations and media alert distributed to all area print and broadcast media representatives;
6. Call boxes: broadcast message to passersby;
7. Public address system: broadcast message to occupants of the recreation center, student union, cafeteria, and residence halls;
8. Siren system: broadcast emergency siren and message to campus and surrounding area; and
9. Audible fire alarm system: broadcast message to campus academic buildings and residence halls utilizing the fire alarm notification system.

We utilize Blackboard Connect Notification, a multi-communication system to assure that all members of the university community will receive a timely notification of an emergency event. All faculty, staff, and students are automatically registered in the emergency notification system. All members of the university are encouraged to enter additional emergency contact information.

Law Enforcement and Security

The FVSU [Chief of Police](#) has the administrative responsibility for the safety and security that guides the law enforcement operations on the main campus and instructional site owned and operated by FVSU. The police department operates under an organizational chain of command that starts with the chief of police with a support staff of a police lieutenant, along with 13 certified police officers, 14 security guards, and five certified communications officers. These individuals carry out the day-to-day actions that are needed to ensure [campus safety and security](#).

The police department follows established policies and procedures on the operations though standards set by the USG. In addition to recruiting and hiring qualified staff, the department provides ongoing, day-to-day [roll call](#) training sessions prior to each of the four shifts for its staff. These sessions are designed to ensure the safety and security of the university's faculty, staff, students, and properties.

The police department offers 24-hour coverage on the [campus](#), with immediate response to calls for services. Manned booths are located at each entrance to the campus and access is limited to three locations to maintain maximum security of the campus at all times.

The department produces an [Annual Fire Safety & Security](#) report as shown in Table 13.8.1 which includes crime statistics that must be reported under the Jeanne [Clery Disclosure](#) of Campus Security and Crime Statistics Act. Following is a copy of the current Clery crime statistics for the years of 2015-2017. The next Clery crime statistics will be posted on October 1, 2019 for the years of 2016-2018.

Table 13.8.1. FVSU Clery Statistics 2015-2017

<u>Offense</u>	<u>Year</u>	<u>On-Campus</u>	<u>Residential</u>	<u>Non-Campus</u>	<u>Public Property</u>
Criminal Homicide					
<i>Murder and Non-Negligent Manslaughter</i>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<i>Manslaughter by Negligence</i>	2015	1	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Sex Offenses					
<i>Forcible Sex Offenses (Category used until 2014)</i>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<i>Non Forcible Sex Offenses (Category used until 2014)</i>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<i>Rape</i>	2015	0	1	0	0
	2016	2	2	0	0
	2017	4	4	0	0
<i>Fondling</i>	2015	1	0	0	0
	2016	0	0	0	0
	2017	1	1	1	1
<i>Statutory Rape</i>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
<i>Incest</i>	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Robbery	2015	0	0	0	0
	2016	1	1	0	0
	2017	0	0	0	0
Aggravated Assault	2015	2	0	0	0
	2016	3	1	0	0
	2017	2	0	0	0
Burglary	2015	1	1	0	0
	2016	1	1	0	0
	2017	2	1	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Arson	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Unfounded Crimes (Category used since 2014)	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

Source: FVSU 2018 Annual Fire Safety and Security report.

Housing and Residential Life














The University Housing and Resident Life unit publishes the [Student Resident Handbook](#). Included in the handbook is information regarding safety and security, including fire and personal safety, specifically for students who live in university housing. Safety information is also available on the [Residential Life](#) website.

Residence hall staff members receive training in health and safety issues at the beginning of each semester and as needed throughout the year. Residence hall staff members are also provided with manuals and instructions regarding emergency situations. All emergencies are handled through professional, on-call staff available 24-hours a day. Students also participate in voluntary residence hall programs. These programs cover a variety of topics including personal health and safety-related issues. The programs are sponsored and facilitated through various university departments throughout the year.

Conclusion

FVSU takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

Supporting Documentation

-  [FVSU Chief of Police](#)
-  [Derrius Butler](#)
-  [Occupational Safety and Health Administration](#)
-  [U.S. Department of Education's](#)
-  [Environmental and Occupational Safety](#)
-  [Environmental Safety Assurance Guidelines and Procedures](#)
-  [Hazardous Waste training](#)
-  [Office of Environmental Health and Safety](#)
-  [Lifeline](#)
-  [FVSU Policies and Procedures](#)
-  [Title IX Coordinator](#)
-  [Title IX-Sexual Misconduct Policy](#)
-  [University Counsel](#)
-  [Annual Fire Safety & Security report](#)
-  [Fire Extinguishers Report](#)
-  [Fire Panel Inspection Report](#)

-  Sprinkler inspection report
-  Campus Safety
-  Student Health & Counseling Services
-  Vehicle Usage Policy
-  Emergency Response Plan
-  Emergency Coordinator
-  Chief of Police
-  Campus Police & Safety Minutes
-  Roll Call & Shift Briefing
-  Campus Map
-  Clery Disclosure
-  Student Resident Handbook
-  Residential Life