



Finance & Administration Committee 2018 Work Plan

Approved Sep 7, 2017

The Finance & Administration work plan provides a general road map to ensure the committee meets its charter obligations and responsibilities assigned in board policies. Agenda items listed under the Mid-Period Telephonic Meeting heading will be moved to the next regularly scheduled meeting if a mid-period meeting is deemed unnecessary.

Meeting Dates 2018	Item	Link to Charter/ Policy
Jan 18, 2018	FY2017 Financial Statement Analysis & Financial Metrics Update	Charter: (1) Monitor financial performance
	FY2017 Annual Financial Statements (Joint Review with Executive & Audit Committee)	Charter: (4) Ensure accurate and complete financial records are maintained; (6) Ensure accurate and complete financial info presented to Board
	10-Year Business Strategy: 10-Year Operating and Capital Forecasts (Recommend to the Board) (includes annual review of debt capacity and affordability ratios)	Charter: (2) Review annual and long-term operating and capital budgets; (5) Review investment policies Policy: Debt
	Preliminary FY2019 Tuition Rates, Mandatory Fees and Student Incidental Fees	Charter: (2) Review annual and long-term operating and capital budgets
	Internal Bank Annual Report (Accept)	Charter: (1) Monitor financial performance
	Mid-Period Telephonic Meeting	FY2018 Q2 Operating Management Report (Accept)
	FY2018 Q2 Investment Reports (Accept)	Charter: (1) Monitor financial performance
Apr 5, 2018	FY2019 Tuition Rates, Mandatory Fees and Student Incidental Fees (Recommend to Board)	Charter: (2) Review annual and long-term operating and capital budgets
	FY2018 Operating Budget Outlook	Charter: (2) Review annual and long-term operating and capital budgets
	2019-21 Biennial Funding Request to HECC, Operating and Capital (Recommend to Board)	Charter: Recommend to Board annual & long-range operating & capital budgets

Meeting Dates 2018	Item	Link to Charter/ Policy
Apr 5, 2018 (Cont.)	Strategic Financial Opportunities (including health and retirement benefits; administrative and other costs)	Charter: (1) Monitor financial performance; (2) Review annual and long-term operating and capital budgets
Mid-Period Telephonic Meeting	FY2018 Q3 Operating Management Report (Accept)	Charter: (1) Monitor financial performance
	FY2018 Q3 Investment Reports (Accept)	Charter: (1) Monitor financial performance
May 31, 2018	FY2019 Capital Plan (No revenue bonds anticipated at this time)	Charter: (2) Review annual and long-term operating and capital budgets
	FY2019 Operating Budget (Recommend to Board)	Charter: (2) Review annual and long-term operating and capital budgets
	Risk Management Report – Research Space Needs	Matter referred to committee
Mid-Period Telephonic Meeting	FY2018 Q4 Operating Management Report (Accept)	Charter: (1) Monitor financial performance
	FY2018 Q4 Investment Reports (Accept)	Charter: (1) Monitor financial performance
Oct 11, 2018	Biennial Review of Investment Policy (Recommend to Board)	Policy: Investment Policy Charter: (5) Review investment policies
	Capital Project Status Report	Charter: (1) Monitor financial performance; (2) Review annual and long-term operating and capital budgets
	OSUF Fundraising, Revenues, and Expenditures Report	Charter: (4) Ensure accurate and complete financial records are maintained; (6) Ensure accurate and complete financial information
	2018 Board Assessment Results	Bylaws of the Board of Trustees
	2019 Committee Work Plan (Accept)	Policy: Board Officers
	Mid-Period Telephonic Meeting	FY2019 Q1 Operating Management Report (Accept)
FY2019 Q1 Investment Reports (Accept)		Charter: (1) Monitor financial performance