

**University of North Florida  
Board of Trustees  
January 17, 2008**

**Minutes**

**Trustees in Attendance:** Dr. Edythe M. Abdullah, Mr. Luther W. Coggin, Ms. Toni K. Crawford, Mr. Wilfredo J. Gonzalez, Mr. A. Hugh Greene, Ms. Ann C. Hicks, Ms. Wanyonyi J. Kendrick, Dr. William F. Klostermeyer, Dr. R. Bruce Taylor, Ms. Carol C. Thompson, Ms. Rachael Tutwiler

**Trustees Absent:** Ms. Joan W. Newton, Mr. Kevin M. Twomey

**Item 1: Call to Order.** Chair Taylor called the meeting to order. A quorum of trustees was present and the meeting was ready to proceed with business.

**Item 1A: Volunteers in Medicine Program.** Chair Taylor asked Provost Mark Workman to introduce the presenters for this item.

Provost Workman noted that the Volunteers in Medicine (VIM) program and other similar efforts led the way for the University's recently selected Quality Enhancement Program (QEP), Community-Based Transformational Learning. The QEP is a significant component of the Southern Association of Colleges and Schools (SACS) accreditation process.

Provost Workman stated that the VIM program was evidence of the benefit that authentic learning provided to the education of students and the welfare of the City of Jacksonville. He introduced Ms. Bednarzyk, a UNF faculty member, and Ms. Nancy Pitruzello, a UNF student, and asked them to provide a commentary on this program.

The presenters provided background information on the VIM program, noting that the program was for the working uninsured. People who might qualify were employed full-time at an income level of 130 to 250 percent above poverty level and did not have access to healthcare.

Statistics for the program were given stating that, within Duval County, there were about 50,000 people eligible for the program with about 3,000 people accessing it. The program had future plans to service about 12,000 people. There were about 60 providers, including physicians and nurse practitioners.

Ms. Bednarzyk and Ms. Pitruzello concluded their presentation by recounting memorable events and reiterating the value of the program.

Chair Taylor offered appreciation to Ms. Bednarzyk and Ms. Pitruzello.

**Item 2: Chair's Report.** Chair Taylor provided remarks about the recent groundbreaking for the College of Education and Human Services and stated that this was the fourth such event over the last few months. He prefaced Item 10B on the agenda by stating that Vice President Shuman and President Delaney would bring the Board up to date on the latest developments with the Local Government Investment Fund.

**Item 3: President's Report.** President Delaney spoke about how the University would handle current and projected budget cuts. He discussed the impact of these budget cuts on faculty travel, searches and salaries confirming that, at this time, travel and searches had not been cut. Faculty salaries would be addressed at the upcoming Board workshop.

**Item 4: Open Comments.** Chair Taylor offered opportunity to guests in attendance for open comments and there were none.

**Item 5: Consent Agenda.** Chair Taylor stated that the consent agenda included minutes from the October 18<sup>th</sup> meeting, as well as four action items unanimously passed by the Finance and Audit Committee. He noted that the Educational Policy Committee had not met.

Chair Taylor asked if Board members would like to withdraw any items from the consent agenda for further discussion. A request was made to withdraw Item 5Bii, Parking Rate Schedule and Transportation Access Fee.

Chair Taylor presented the amended consent agenda for approval, whereupon a MOTION was duly made, seconded and unanimously adopted. The consent agenda was approved with exception to Item 5Bii, Parking Rate Schedule and Transportation Access Fee.

**Item 5Bii: Parking Rate Schedule and Transportation Access Fee.** (This item was withdrawn from the consent agenda.) Chair Taylor reported that this item was unanimously approved by the Finance and Audit Committee with a recommendation to the Board.

Trustees asked for clarification on what the anticipated reimbursement for faculty for parking would be next year. Vice President Shuman stated the anticipated amount would be from \$90 to \$95, if the University could fund it in the budget. Trustees stated that, as long as there was a corresponding increase of \$5.00, they would have no objection.

Chair Taylor asked Vice President Shuman to clarify that there would be a \$5.00 increase, across-the-board, for parking reimbursement, should the University be able to fund this in the budget. Vice President Shuman concurred.

Chair Taylor presented the parking rate schedule and transportation access fee for approval, whereupon a MOTION was duly made, seconded and unanimously adopted. This item was approved as presented.

**Item 6: Housing Rental Rates for 2008-2009.** Chair Taylor reported to the Board that this item did not receive a unanimous vote from the Finance and Audit Committee. He acknowledged concerns raised by Trustee Tutwiler regarding changes in how the University would handle housing cancellations. Chair Taylor asked Vice President Gonzalez to present this item. He added that Trustee Tutwiler would also like to offer a friendly amendment, which was recognized as acceptable with the administration.

Vice President Gonzalez summarized Trustee Tutwiler's friendly amendment as a request to move the cancellation deadline line from March to May. He affirmed that this change would result in minor consequences to the University.

Chair Taylor presented the housing rental rates for 2008-2009, including Trustee Tutwiler's friendly amendment, for approval, whereupon a MOTION was duly made, seconded and unanimously adopted. This item was approved with the addition of Trustee Tutwiler's friendly amendment.

**Item 7: Schedule of Tuition and Fees Regulation.** Chair Taylor asked Vice President and General Counsel Karen Stone to present this item.

Vice President Stone reported that the Board had reviewed this regulation before; however, it was resurfacing as a part of the promulgation process. She clarified that, in accordance with the Board of Governors Regulation Development Procedures, this regulation was previously promulgated as an emergency regulation and was now being brought forward to go through the normal review process. She reported that the regulation had been vetted through the formal notice process and received no comments.

Chair Taylor presented the Schedule of Tuition and Fees regulation for approval, whereupon a MOTION was duly made, seconded and unanimously adopted. This item was approved as presented.

**Item 8: American Federation of State, County and Municipal Employees (AFSCME) Ratification.** Chair Taylor asked Vice President Gottlieb to present this item.

Vice President Gottlieb reported that the University had come to an agreement with AFSCME, with their membership ratifying the contract. The contract included four modifications which were presented as follows:

1. clarify that there is a 6-month probationary period for each position covered under the agreement,
2. state that an individual who is given a promotion but is unsuccessful in meeting the requirements for that position may return to their prior or a comparable position,
3. increase the transportation access fee to \$90 consistent with the changes in the parking regulations, and
4. document the required standards for the State funded \$1,000 bonus.

Trustees asked for clarification on what the University would do if a position was not available for an individual who was unsuccessful in her or his promotion. The administration responded that the AFSCME agreement contract stated that the University would not guaranteed a position for the employee but would do their very best to place the employee in an open and available position. Trustees concluded by asking the University to be mindful of promoting employees above their capabilities.

Chair Taylor presented the AFSCME Ratification for approval, whereupon a MOTION was duly made, seconded and unanimously adopted. This item was approved as presented.

**Item 9: Delegation of Approval Authority – State University Research Commercialization Assistance Grant Proposals.** Chair Taylor asked Provost Workman to speak about this item.

Provost Workman presented a summary of the State University Research Commercialization Assistance Grant program, stating that this was a program developed by the Florida Legislature. The program established procedures for universities to apply for grants to facilitate the development of products and services resulting from university research.

Provost Workman mentioned that universities would submit grant proposals to the Florida Legislature for up to a maximum of \$150,000. These proposals needed to be submitted by the end of January 2008.

Provost Workman remarked that the Board of Governors required local board approval for the applications for grant proposals. Because of time constraints, the University was asking the Board to delegate approval authority for these applications for grant proposals to the President.

Trustees sought clarification on the delegation of approval authority to the President, including clarity on the exclusivity of the delegation. The administration explained that this delegation of approval authority was limited to the *application* for grant funding to facilitate the development of products and services resulting from university research. The administration additionally clarified that there was set of standards for all other grants which included a tiered system of approval, based on dollar amounts. This grant was unique in that approval was specified by the Legislature. The administration made clear that this was a one-time delegation for this year only.

Chair Taylor suggested that other concerns might be addressed at an upcoming workshop. The administration was asked to prepare an inventory of projects at various stages of development, as well as to prepare thoughts on how to handle the subject matter in this proposal, as the University moved forward.

Chair Taylor presented the delegation of approval authority – State University Research Commercialization Assistance Grant Proposals for approval, whereupon a MOTION

was duly made by Trustee Thompson, seconded by Trustee Hicks and unanimously adopted. This item was approved as presented.

**Item 10: Reports from the Finance and Audit Committee.** Chair Taylor asked Vice President Shuman to provide an overview of the reports that were presented at the Finance and Audit Committee meeting.

**Item 10A: Quarterly Budget Report.** Vice President Shuman reported that the University had anticipated, at this time, two budget reductions: (1) the reserve budget to be reduced by \$1.2 million, which would be the net effect of the State budget reduction; (2) internal budgets to be reduced by \$1.5 million, with these funds being transferred to the reserve budget.

Vice President Shuman reported that all divisions were successfully coping with budget reductions and were resuming discussions on how to apportion additional cuts. She reported that all auxiliaries were maintaining status quo, with cash being withdrawn as projects were built.

This report was presented for information only. No further action was required.

**Item 10B: Treasurer's Report and Local Government Investment Fund (LGIP).** Chair Taylor asked Vice President Shuman to present the Treasurer's Report. He also asked President Delaney to provide a summary of the actions taken with regard to UNF's investments and the LGIP.

Vice President Shuman stated that the **XXX** treasurer's report had significantly changed. She then yielded to President Delaney to update the Board on investments and the LGIP.

President Delaney stated that UNF had invested with the LGIP which was a statewide fund created as an investment tool for local units of government and State universities. He provided a summary of the University's position, regarding its investments in the LGIP, including Fund A and Fund B.

President Delaney reported that the University had chosen to withdraw its remaining assets from the LGIP Pool A, resulting in a 2 percent penalty. He stated that the University was unable to withdraw from Fund B at this time but this fund had stabilized and performance had improved. He indicated that the University intended to liquidate Fund B later in the year.

President Delaney stated that the Finance and Audit Committee had received a report on the University's rationale for removing funds from the LGIP. He recapped, for the full Board, that discussion and included a discussion on the University's decision to add two new accounts - Sawgrass and Evergreen. He then discussed how the University would distribute the 2 percent penalty from the liquidation of Fund A.

President Delaney reported that the administration would prepare an account of the investment portfolio and present this at an upcoming meeting, and include discussions on the existing investment policy.

This item was presented for information only. There was no further action required.

**Item 10Bi: Approval of a Delegation of Authority to Establish Investment Accounts.** Chair Taylor asked Vice President Shuman to speak about this item.

Vice President Shuman stated that this proposed resolution would be a delegation of authority from the Board of Trustees to the President *exclusively*. The purpose of this proposed resolution would be to delegate the authority to the President to open investment accounts and to designate those individuals who can make transactions in these accounts. These potential investment accounts would be in compliance with the existing Investment Policy.

Chair Taylor presented the approval of a delegation of authority to establish investment accounts for approval, whereupon a MOTION was duly made by Trustee Greene, seconded by Trustee Crawford and unanimously adopted. This item was approved as presented.

**Item 10C: Capital Projects Quarterly Report and Change Orders.** Chair Taylor asked Vice President Shuman to speak about this item.

Vice President Shuman reported that all capital projects were on budget and on schedule to be completed as originally determined. She also reported that change orders were within tolerance of pre-established guidelines and were accounted for in the meeting materials as Attachment 10C.

This item was presented for information only. No further action was required.

**Item 11: Election of New Officers.** Chair Taylor asked President Delaney, in his role as corporate secretary to the Board of Trustees, to preside over this matter.

President Delaney stated that the Board would now entertain, from the floor, nominations for chair and vice chair.

Trustee Hicks stated that Chair Taylor and Vice Chair Kendrick had both served the Board and the University well, and thereafter nominated Trustee Taylor for chair and Trustee Kendrick for vice chair. Trustee Greene seconded the nomination. The question was called and approved without further discussion.

Chair Taylor offered appreciation to the Board for the privilege and honor to serve as chair. He stated that his interactions with Vice Chair Kendrick, President Delaney and the administration had been a pleasure.

Vice Chair Kendrick stated that her last two years as vice chair had been great and she was looking forward to the next steps.

**Item 12: President's Summary.** President Delaney spoke briefly about upcoming events at the University and the upcoming workshop for the Board.

**Item 13: Adjournment.** With no further discussion, Chair Taylor adjourned the meeting.