# MINUTES

**Members Present:** Hans Tanzler (Chair), Tom Bryan, Douglas Burnett, Kevin Hyde,

 Jenna DuPilka

**Member Absent (Excused):** Oscar Munoz, Stephen Joost

## Item 1 Call to Order

Chair Tanzler recognized a quorum and called the meeting to order at 11:10 am.

## Item 2 Public Comments

Chair Tanzler offered those in attendance an opportunity to comment on items on the Finance and Facilities Committee agenda. There were no public comments.

## Item 3 Consent Agenda

* Approval of Minutes, June 14, 2018
* New Regulation 6.0250R, Illicit Stormwater Discharge Regulation

Trustee Hyde made a MOTION to approve the items on the consent agenda. Trustee Bryan SECONDED the motion. The committee APPROVED the motion unanimously.

The following additional items were on the consent agenda for review only.

* Accounts Receivable Report & Write-Offs
* Quarterly Budget Report

## Item 4 Appropriate $2.5 Million from Unappropriated Carry Forward for Scholarships

Vice President Shuman presented a request for authority to appropriate up to $2.5 million from unappropriated carry forward for scholarships. These additional dollars will be provided to the students as scholarships during the spring semester, which will increase funding to students and lower the overall cost to students. Trustee Bryant recommended looking into rewarding returning students which would tangibly support students as well as help to improve performance metrics.

## Item 4 Appropriate $2.5 Million from Unappropriated Carry Forward for Scholarships

## (continued)

Trustee Hyde made a MOTION to approve the request for authority to appropriate up to $2.5 Million from unappropriated carry forward for scholarships. Trustee Bryan SECONDED the motion. The committee APPROVED the motion unanimously.

## Item 5 Road Wetland Mitigation

In connection with construction of the new roads, Assistant Vice President John Hale presented a request for Board approval for the Vice President, Administration & Finance:

1. to enter into an agreement with the SJRWMD in substantially the form of prior agreements for mitigation parcels, and

(b) to coordinate with the District to obtainthe Division of State Lands’ consent to the agreement in order to comply with the University’s obligations under its lease from the State. The final road alignments and design require modifications to the existing conceptual permits for approximately 1 acre of additional wetland impact. The University is currently in negotiations with the SJRWMD to obtain the most favorable result for the additional wetland conservation easement acreage required within the existing Sawmill Slough Preserve. Conservation acreage associated with the Army Corps of Engineers permit is being purchased through an offsite mitigation bank. The exact amount and location of the mitigation acreage agreed upon with the SJRWMD will be reported at the next committee meeting. Construction bids are due at the end of October.

Trustee Bryan made a MOTION to approve the request for Board approval for the Vice President, Administration & Finance:

1. to enter into an agreement with the SJRWMD in substantially the form of prior agreements for mitigation parcels, and

(b) to coordinate with the District to obtain the Division of State Lands’ consent to the agreement in order to comply with the University’s obligations under its lease from the State. Trustee Hyde SECONDED the motion. The committee APPROVED the motion unanimously.

## Item 6 Report on Agreements for Goods and Services over $1.0 Million

Vice President Shuman shared a report on recently signed or pending agreements for goods and services over $1.0 million. Per the presidential delegation, all agreements for goods and services exceeding $1,000,000 requires approval by the Chair of the

## Item 6 Report on Agreements for Goods and Services over $1.0 Million (continued)

Finance and Facilities Committee. Construction projects are excluded. The current report included the new shuttle bus agreement, approved by Chair Tanzler, and two potential future agreements that will require approval – a new ID card system and a Customer Relationship Management (CRM) solution to integrate with the university’s student system. Chair Tanzler requested that the full committee be aware of contracts he approves.

## Item 7 Capital Projects Quarterly Report & Change Orders

Vice President Shuman shared the Capital Projects Quarterly Report and Change Orders highlighting three projects –

* + The Skinner Jones Hall recently attained the Silver LEEDS certification.
	+ The Wireless Phase I project has been completed, replacing wireless infrastructure in Housing, the Student Union and four education buildings including Social Sciences, Coggin College of Business and Shultz Hall, at a cost of $3.5 million. Phase II will start soon and will include the Library and other educational buildings.
	+ Panda Express opened on campus in September and has been very successful with over $100K in sales in the first month.

Vice President Shuman also shared that a grant has been submitted for research with a building needed. The original building identified has a pending offer but the university is actively pursuing other properties, preferably in East Park as it is centrally located to the university.

## Item 8 Overview of the Student Bill

Associate Vice President Scott Bennett gave an overview presentation on what students see when viewing their student bills through myWings. He also noted that students can also go into their self-service account and see additional details such as individual fees if they choose.

## Item 9 Treasurer’s Report

Vice President Shuman presented the annual and quarterly Treasurer’s Report. The annual report shows that all investment companies met their benchmarks and the university has more invested than cash balance. The quarterly treasurer’s report ending September 2018 also shows that more money was invested than cash on hand. The university has now added an additional investment company. FLCLASS is a local

## Item 9 Treasurer’s Report (continued)

government investment pool emphasizing safety, liquidity, and yield. Most recently it

beat SPIA by two basis points. Included in the annual report were graphs showing interest expense and income trends and the UNF cash balances over several years. A consolidated version of the UNF Investment Policy Statement was provided to the committee which included the investment objectives, segregation of accounts and authorized investments.

## Item 10 Report on Debt and Coverage Ratios

Associate Vice President Scott Bennett provided an overview of the University’s debt and respective coverage ratios. All the ratios were done pre-audit and therefore done conservatively and could in fact improve once finalized. The housing debt is the most complex calculation and is also dependent on occupancy rates as shown. The housing bonds were refunded in 2016-17 and now includes the Flats as part of the overall housing system. The Student Union debt coverage is supported by the Student Union Fee at $4.24 per credit hour. The Student Wellness Center debt service coverage is supported by several health fees at $9.84 per credit hour. The Parking debt is covered by a bank loan.

The Warehouse is not included because it is a mortgage.

## Item 11 Adjournment

Chair Tanzler adjourned the meeting at 12:10 pm