# MINUTES

Members Present: Chair Hans Tanzler, Joy Korman, Doug Burnett

## Item 1 Call to Order

Chair Tanzler recognized a quorum and called the Finance and Facilities Committee meeting to order at 10:12 a.m.

## Item 2 Approval of Minutes, March 14, 2017

Trustee Burnett made a MOTION for approval of minutes from the committee’s March 14 meeting. The motion was SECONDED by Trustee Korman and unanimously APPROVED by the committee.

## Item 3 Public Comments

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

## Item 4 Approval of Revenue-Neutral Shift of Student Fees

Shari Shuman, Vice President of Administration & Finance, presented a request for approval of a revenue-neutral shift between the Student Health Fee and the Athletic Fee. The shift will decrease the current Student Health Fee by 26 cents and increase the Athletics fee by the same 26 cents. The Athletics increase will be used to hire an assistant volleyball coach, restore the team’s operational budget and for post-season tournament travel. This shift will not cause any increase in the amount UNF students pay in total student fees. These changes were recommended unanimously by a University Fee Committee, of which one-half of the committee members are students.

Trustee Korman made a MOTION for the approval of a revenue-neutral shift between the Student Health Fee and the Athletics Fee in the amount of 26 cents. The motion was SECONDED by Trustee Burnett and unanimously APPROVED by the committee.

## Item 5 Approval of Amended Regulation - 11.0010R Schedule of Tuition and Fees

Vice President Shuman presented a request to approve an amendment to the Schedule of Tuition and Fees regulation. The proposed amendment will reduce

the student health fee by 26 cents and add 26 cents to the student athletic fee. This is a neutral shift in fees, the total amounts of tuition and fees a student pays will not be increased as a result of this proposed amendment. The amendment also incorporates a change to the repeat surcharge for the 2017-2018 fiscal year as determined by the Board of Governors and general cleanup of any outdated language.

Trustee Burnett made a MOTION for approval of the amended Schedule of Tuition and Fees regulation. The motion was SECONDED by Trustee Korman and unanimously APPROVED by the committee.

## Item 6 Approval of Amended Regulation - 13.0010R Procurement Regulation

Scott Bennett, Associate Vice President of Administration & Finance, presented a request to approve a proposed amendment to the Procurement Regulation. The proposed amendment provides authority for contract extensions and renewals, with time limitations. It also provides clarification of the “advertisement” exemption to remove the purchase of media placement as an exempt service. The direct placement of an advertisement toward a targeted audience should be exempt since these cannot be competed, but media placement services are more general and can be competitively placed. These changes are consistent with Board of Governors Regulations and Florida law.

Trustee Korman made a MOTION for the approval the amendment to the Procurement Regulation which provides contract extension and renewal authority with time

limitations and also provides clarification of the “advertisement” exemption. The motion was SECONDED by Trustee Burnett and unanimously APPROVED by the committee.

## Item 7 Approval of Amended Regulation - 6.0140R Employee Debt Collection

Associate Vice President Scott Bennett presented a request to approve a proposed amendment to the Employee Debt Collection regulation. This addresses the University Controller’s ability to utilize a collection agency as a means of debt collection for employees. The amendment also states the indebted employee will be responsible for all penalties and fees relating to the use of the debt collection agency.

Trustee Korman made a MOTION for the approval the amendment to the Employee Debt Collection regulation which gives the University Controller the ability to utilize a collection agency as a means of debt collection and states the indebted employee will be responsible for all penalties and fees relating to the use of the debt collection agency.

The motion was SECONDED by Trustee Burnett and unanimously APPROVED by the committee.

## Item 8 Capital Projects Quarterly Report & Change Orders

Vice President Shuman presented the capital projects quarterly report and change orders. She also noted that the Skinner Jones Hall renovation is on schedule and will be completed in December 2017.

## Item 9 Annual Capital Outlay Plan for Fiscal Year 2017-2018

Vice President Shuman presented the Annual Capital Outlay Plan for Fiscal Year 2017- 2018. This is a reflection of all of the planned capital projects and their funding sources. She highlighted the new projects on the list: Science & Engineering building renovations, transportation improvements and the campus wireless project.

Trustee Korman made a MOTION to approve the proposed Annual Capital Outlay Plan for FY17/18. The motion was SECONDED by Trustee Burnett and unanimously APPROVED by the committee.

## Item 10 Three-Year and Five-Year Capital Improvement Plan (CIP-2) and Legislative Budget Request for 2018-2019 through 2022-2023 (PECO)

Vice President Shuman presented the three-year and five-year Capital Improvement Plan and Legislative Budget Request for approval. Each of the items included in this proposed request is consistent with the university’s goals and master plan. New to the list is renovations to Roy Lassiter Hall – second floor and renovations to the ADT building which will be up for possible lease renewal or space reallocation in 2020.

Trustee Burnett made a MOTION to approve the three-Year and five-Year Capital Improvement Plan (CIP-2) and Legislative Budget Request for 2018-2019 through 2022- 2023 (PECO). Trustee Korman SECONDED the motion and the committee approved it unanimously.

## Item 11 2017-2018 Budget Review for DSOs: (1) UNF Foundation, (2) UNF Training & Services Institute, Inc. (3) UNF Financing Corporation, Inc. and (4) MOCA Jacksonville

Vice President Shuman presented the DSO budgets for FY18 for the committee’s review. All budgets have been approved by their prospective boards.

The UNF Training & Services Institute budget reflects the transactions associated with ADT. IPTM is projecting a $350,000 profit. The UNF Financing Corporation shows the eliminated mortgage for the Flats refinance which will be included in the Housing budget going forward. The MOCA budget reflects fewer exhibits in order to match revenue with expenditures.

## Item 12 Proposed Revisions – Debt Management Guidelines

Vice President Shuman presented a request to approve the revised Debt Management Guidelines which the UNF Financing Corporation has approved. She provided a summary of the history of the Board of Governors’ Debt Management Guidelines since 2006. In 2016, The BOG made several amendments to their guidelines: (1) a requirement that a representative of the BOG and the Division of Bond Finance be provided an opportunity to be included in all university communications with rating agencies, receive copies of communications with rating agencies, and be notified the same day as final

agency rating action is taken, (2) modification of the authority of DSOs to issue notes and conventional mortgages for acquisition of real property without BOG approval, to exclude student housing and other facilities that will compete with existing auxiliaries, (3) a requirement that exceptions to the Debt Guidelines be highlighted in the transmittal to the BOG for approval, (4) clarification of the requirement for university Board review of the information submitted to the BOG for approval before submission, and (5) a requirement for timely notice to the BOG for any proposed changes in DSO or University debt and approval of the BOG of any material change. It is required that each Board of Trustees and Financing Corporation revise their debt management guidelines to align with the BOG’s debt management guidelines.

Trustee Burnett made a MOTION to adopt the current revised BOG Debt Management Guidelines as our own. Trustee Korman SECONDED the motion. The committee APPROVED the motion unanimously.

## Item 13 Quarterly Budget Report

Vice President Shuman provided the quarterly budget report for review. All units are within budget. It is anticipated that additional tuition will carry forward to assist with the next fiscal year budget.

## Item 14 Treasurer’s Report

Vice President Shuman provided the current treasurer’s report for review. Investments currently exceed the net cash balance. Despite RBCs low rate of return, they believe that they are well invested for the near future.

## Item 15 Adjournment

Chair Tanzler will adjourned the meeting at 11:02 a.m.