# MINUTES

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

**Member Absent** (Excused): Oscar Munoz (excused)

## Item 1 Call to Order

Chair Tanzler recognized a quorum and called the meeting to order at 9:39 am.

## Item 2 Approval of Minutes - March 15, 2018

Chair Tanzler called for a motion to approve the committee minutes for the March 15, 2018 meeting. Trustee Bryan made a MOTION to approve the March 15, 2018 minutes. Trustee Joost SECONDED the motion. The motion was APPROVED.

## Item 3 Public Comments

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

## Item 4 Approval of Amended Regulation - 11.0010R Schedule of Tuition and Fees

Shari Shuman, Vice President of Administration & Finance, presented a proposed amended regulation regarding the Schedule of Tuition and Fees. The proposed amendment eliminates the Masters of Special Education program and removes language pertaining to market-rate and cost- recovery which are no longer applicable. The amendment updates the repeat surcharge so it aligns with new state requirements and provides for general cleanup of any outdated language. The number of fees was discussed and whether they could be consolidated. There are statutory restrictions. At the next meeting we will discuss the restriction of fees and their specified use. In addition, a student bill will be presented.

Trustee Joost made a MOTION to approve the amended regulation. 11.0010R Schedule

## Item 4 Approval of Amended Regulation - 11.0010R Schedule of Tuition and Fees (continued)

of Tuition and Fees. Trustee Bryan SECONDED the motion and the motion was APPROVED.

## Item 5 Approval of Amended Regulation – 11.0020R Special Fees, Fines and Penalties

Vice President Shuman presented a proposed amended regulation regarding Special Fees, Fines and Penalties. The proposed amendment removes miscellaneous fee language which is no longer applicable and clarifies fines and fees for the library. The loan service charge has also been removed. Trustee Joost suggested re-visiting the Library daily fines over the next year. It did not seem high enough to be a disincentive to students.

Trustee Bryan made a MOTION to approve the amended regulation. 11.0020R Special Fees, Fines and Penalties. Trustee Joost SECONDED the motion and the motion was APPROVED.

## Item 6 Three-Year and Five-Year (CIP-2) and LBR for 2018-2019 through 2023-2024 (PECO)

Vice President Shuman presented the Three-Year and Five-Year Capital Improvement Plan and Legislative Budget Request for approval. Each year, Florida’s public universities are required to submit a Fixed Capital Outlay Request to the Board of Governors for potential incorporation into the Board of Governors’ budget request. At the same time, they are expected to submit a Five-Year Capital Outlay request.

The University of North Florida’s Board of Trustees is charged with approving and submitting the PECO plan for the university in consultation with the President. Each of the items included in this proposed request is consistent with the university’s goals and master plan. Vice President Shuman provided information for each of the project groups on the list (PECO-Eligible projects, CITF projects, projects which are not yet in the Educational Plant Survey and projects which are from non-state sources and are contingent on fund-raising or debt financing. She also noted that the university’s master plan update process will begin in January, 2019. Trustee Joost made a MOTION to approve the Three-Year and Five-Year Capital Improvement Plan (CIP-2) and Legislative Budget Request for 2018-2019 through 2023-2024 (PECO). Trustee Bryan SECONDED the motion and the motion was APPROVED.

## Item 7 2018-2019 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 approved budgets for UNF’s DSOs, including the

(1) UNF Foundation, Inc.,

(2) UNF Training & Service Institute, Inc.,

(3) UNF Financing Corporation, Inc., and

(4) MOCA, Jacksonville with the following remarks –

* The Foundation revenues will decrease slightly due to the underwater policy minimum limit changing from 70% to 80%.
* TSI is up approximately $.5 million this year and next. This DSO is acquiring about $3.5 million in grants from South Florida. The second mortgage with ADT is located within the TSI account.
* The Financing Corporation maintains a minimal budget.
* The university continues to support MOCA with development and marketing positions. The new director is making significant in-roads. Discussion included changing mindsets to help students and faculty feel a part of the gallery. Trustee Bryan inquired as to the number of UNF students who go to MOCA. Trustee Joost suggested hearing about more university and student development in regards to the gallery. Trustee Bryan suggested using MOCA as a platform for student classes, noting that university presence downtown could be a huge
* advantage. Vice President Shuman shared that MOCA has started a student program in the gallery.

Vice President Shuman also noted that each of the DSOs will now include a representative from the BOT on its executive board for better transparency. The current representatives are Trustee Burnett (Foundation), Trustee Gonzalez (TSI, Inc.), Trustee Tanzler (Financing Corporation) and Trustee Wamble-King (MOCA). Trustee Hollingsworth suggested that each representative report to the BOT at future meetings. Each of the DSOs is in the process of drafting an MOU with the university which should also include relationships to the university metrics.

BOT Chair Hyde asked Trustee Wamble-King to coordinate a future workshop/meeting at MOCA for additional discussions.

## Item 8 Capital Projects Quarterly Report and Change Orders

Vice President Shuman presented the capital projects quarterly report and change orders. This report describes current progress on each project, funding sources, and any current issues, including change orders. She noted that the Skinner Jones Hall renovations are now completed. The Science & Engineering building renovation project is currently in the design phase. The Chemistry and Physics departments are currently working to bring down the projected costs within budget. Students are excited about the opening of Panda Express in the fall.

## Item 9 Annual Capital Outlay Plan for Fiscal Year 2018-2019

Vice President Shuman presented the Annual Capital Outlay Plan for Fiscal Year 2018-2019. Florida law requires each state university board of trustees to adopt a capital outlay budget for the upcoming year. This plan designates the proposed capital outlay expenditures by project from all fund sources. It shows the monies the university has appropriated to date. Trustee Bryan made a MOTION to approve the Annual Capital Outlay Plan for Fiscal Year 2018- 2019. Trustee Joost SECONDED the motion and the motion was APPROVED.

## Item 10 Approval of easements for access, surface drainage and construction in connection with the sale/development of the Skinner Parcel intersection of Holzendorf Drive and Kernan Boulevard South

Vice President Shuman presented a request to authorize the President, or his designee, to execute the easements for access, surface drainage and construction in connection with the sale/development of the Skinner Parcel intersection of Holzendorf Drive and Kernan Boulevard South on behalf of the university. Benefits to the university include drainage being properly permitted, provided, constructed and maintained by the university at no cost to the university.

Trustee Joost made a MOTION to approve of easements for access, surface drainage and construction in connection with the sale/development of the Skinner Parcel intersection of Holzendorf Drive and Kernan Boulevard South. Trustee Burnett SECONDED the

## Item 10 Approval of easements for access, surface drainage and construction in connection with the sale/development of the Skinner Parcel intersection of Holzendorf Drive and Kernan Boulevard South (continued)

motion and the motion was APPROVED.

## Item 11 UNF BOT acceptance of title to Tract D, as shown of the recorded plat of the FCTP

Vice President Shuman presented a request to approve the purchase of 3.5 acres of land (known as Tract D) owned by the Research Development Authority (RDA) in First Coast Technology Park.

BOG Regulation 1.001(7)(b) grants the BOT authority to acquire real property and contract for the purchase of real property. This purchase is needed to enable construction of the Student Assembly Center. The RDA board met and approved the sale of the property to the university as an exchange of $619K advanced to the RDA by TSI. TSI is contracting for the purchase and directing the title be directly conveyed to the university. Trustee Joost made a MOTION to approve the acceptance of title to Tract D, as shown on the recorded plat of the First Coast Technology Park. Trustee Bryan SECONDED the motion and the motion was APPROVED.

## Item 12 Adjournment

Chair Tanzler adjourned the meeting at 10:56 am.