

## Board of Trustees Meeting

## January 16, 2020

##  Talon Room

## Fourth Floor, Osprey Commons (Building 16)

# AGENDA

*Please note that indicated times within the agenda are approximate and are subject to change.*

*Agenda items may be taken out of order at the call of the Chair and with the concurrence of the Board.*

### Trustee Breakfast

**8:00 am – 8:30 am** Trustees will have the opportunity to meet and visit with each other, as well as meet new Trustees Jill Davis and Nik Patel, prior to the 2020 Board elections and Trustee Workshop. Breakfast will be provided.

### Board Elections

**8:30 am – 8:45 am** The University of North Florida Bylaws outline that, every two years, the Board of Trustees will elect its Chair and Vice Chair. Accordingly, the Board will hold elections for these positions.

### Workshop

**8:45 am – 11:00 am**

#### Item 1 Call to Order

 Chair Kevin Hyde will call the meeting to order.

 1.A. Introduction of new Trustees Jill Davis and Nikul (Nik) Patel

Chair Hyde will introduce new Trustees Jill Davis and

Nikul (Nik) Patel.

 1.B. Committee Assignments

 Chair Hyde will distribute committee assignments.

#### Item 2 Public Comments

 Chair Hyde will offer those in attendance the opportunity for public comments.

#### Item 3 Consent Agenda

 Draft October 17, 2019 Board Workshop Minutes

 **Proposed Action:** Approval; Motion and Second Required



## Board of Trustees Meeting

## January 16, 2020

## *Talon Room*

### Workshop

### *(continued)*

#### Item 4 Update on Enrollment Planning

Associate Vice President of Enrollment Services Terrence Curran will address the Board and provide an update on enrollment planning.

**Proposed Action:** No Action Required

### 10:00 am – 10:30 am

#### Item 5 President’s Report

The President will address the Board and provide the President’s Report.

 **Proposed Action:** No Action Required

### 10:30 am – 11:00 am

#### Item 6 Strategic Analytics Update

Vice President Jay Coleman will address the Board and provide updates on key strategic analytics.

 **Proposed Action:** No Action Required

#### Item 7 Adjournment



## Board of Trustees Meeting

## January 16, 2020

## *Talon Room*

### 11:00 am - 12:00 pm

### Academic and Student Affairs Committee

*Trustee Adam Hollingsworth, Chair*

*Trustee Annie Egan, Vice Chair*

*Trustee John Aloszka*

*Trustee Jill Davis*

*Trustee David Fenner*

*Trustee Wilfredo Gonzalez*

*Trustee Stephen Joost*

*Chair Kevin Hyde (ex officio)*

#### Item 1 Call to Order and Roll Call of Committee Members

 Chair Adam Hollingsworth will call the Committee to order and will call the Roll of Committee members.

### Item 2 Public Comments

Chair Hollingsworth will offer those in attendance the opportunity for public comment.

### Item 3 Consent Agenda

 Draft October 17, 2019 Academic and Student Affairs Committee Minutes

 **Proposed Action:** Approval; Motion and Second Required

#### Item 4 New Program Proposal – Bachelor of Fine Arts (BFA) in

####  Graphic Design and Digital Media

The Provost will address the Committee and provide background on a new program proposal for a Bachelor of Fine Arts (BFA) in Graphic Design and Digital Meda. The College of Arts and Sciences currently offers a Bachelor of Fine Arts in Art with a concentration in Graphic Design and Digital Media. This proposal requests to transition the existing program to a stand-alone degree program. The goal of the Graphic Design and Digital Media program is to prepare students for employment in the varied field of Graphic Design and Digital Media.

 **Proposed Action:** Approval; Motion and Second Required



**Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**Item 5 Limited Access Request for the Proposed Bachelor of Fine Arts in Graphics and Digital Media**

The Provost will address the Committee and provide background on the request for limited access to the proposed Bachelor of Fine Arts in Graphic Design and Digital Media program. The College of Arts and Sciences currently offers a Bachelor of Fine Arts in Art with a concentration in Graphic Design and Digital Media that is approved as a limited access program. If the Board approves the new program proposal for a Bachelor of Fine Arts (BFA) in Graphic Design and Digital Media (Item 4 of this Committee agenda), the Florida Board of Governors will require UNF to seek approval for limited access status.

 **Proposed Action:** Approval; Motion and Second Required

**Item 6 New Program Proposal – Doctorate of Education (EdD) in**

 **Curriculum and Instruction**

The Provost will address the Committee and provide background on a new program proposal for a Doctorate of Education (EdD) program in Curriculum and Instruction. The proposed Ed.D. in Curriculum and Instruction (C&I) program will fill a need in the Northeast Florida region by preparing PK-12 administrators and teacher leaders with advanced curriculum and instruction knowledge, skills, and dispositions needed to work and lead in today’s PK-12 school systems.

 **Proposed Action:** Approval; Motion and Second Required

**Item 7**  **New Program Proposal – Master of Science (MS) in**

 **Construction Management**

The Provost will address the Committee and provide background on a new program proposal for a Master of Science in Construction Management program. The purpose of this degree is to deepen students’ understanding regarding construction management, including in the areas of cost estimating, scheduling, document control and construction techniques. Graduate students will find employment opportunities in the many sub-disciplines of construction management including: single family residential structures, multi-family residential structures, and civil, transportation, maritime, commercial and industrial construction.

**Proposed Action:** Approval; Motion and Second Required



**Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**Academic and Student Affairs Committee**

(cont’d)

**Item 8** **Academic Departmental Guidelines**

The UNF BOT-UFF Collective Bargaining Agreement stipulates that academic departments may develop guidelines to assist in applying University criteria governing annual performance evaluations, tenure, and promotions.  After multiple levels of review and approval, both the UFF and the Board shall ratify the guidelines as soon as is practicable. Ratification may occur separately from ratification of the collective bargaining agreement in chief. The Provost will present the guidelines to the Board for the Board’s consideration.

 **Proposed Action:** Approval; Motion and Second Required

**Item 9** **Tenure as Condition of Appointment – Dr. Pamela Williamson,**

 **Chair, Department of Exceptional, Deaf, and Interpreter Education**

When universities hire faculty-administrators and other key faculty who hold tenure at their current institutions, it is common for the hiring universities to award tenure upon appointment to these faculty members. This practice allows the University of North Florida to be competitive in the hiring process. The candidate must receive a positive vote from the tenured faculty in his or her disciplinary department. The Provost and the President also conduct a thorough review of all candidates for tenure or appointment. Under these guidelines, the administration recommends approval of tenure, by reason of appointment, for Dr. Pamela Williamson, Chair, Department of Exceptional, Deaf, and Interpreter Education.

  **Proposed Action:** Approval; Motion and Second Required

**Item 10 UNF Faculty Association Update**

Dr. David Fenner, President, UNF Faculty Association, will address the Committee and provide an update on recent Faculty Association activities that support faculty excellence, student excellence, and faculty well-being.

**Proposed Action:** No Action Required



**Board of Trustees Meeting**

**January 16, 2020**

***Faculty Association Conference Room & Talon Room***

**Item 11 UNF Student Government Update**

Mr. John Aloszka, UNF Student Body President, will address the Committee and provide an update on recent UNF Student Government activities that support student excellence and student well-being.

**Proposed Action:** No Action Required

**Item 12 Update from Provost on Student Wellness/Mental Health Initiatives**

The Provost, Associate Provost Dan Moon, and Dr. Richmond Wynn, Director of the UNF Counseling Center, will provide the Committee with an update on student wellness and mental health initiatives on campus. The presentation will include representatives from the *Prevention, Early-intervention, Resiliency through* *Counseling & Holistic Health* (PERCH) and the UNF Resident Assistant programs.

**Proposed Action:** No Action Required

**Item 12 Adjournment**

**12:00 pm – 1:00 pm** **Lunch and** **Executive Session on Bargaining with**

 **Michael Mattimore, Outside Labor Counsel**

 The University of North Florida Board of Trustees will enter into

 executive session to discuss matters relative to collective bargaining

 Pursuant to Section 447.607, Florida Statutes, that executive session is closed and exempt from the provisions of Section 286.011, Florida Statutes.



**Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**1:00 pm – 2:00 pm**

**Finance and Facilities Committee**

*Trustee Stephen Joost, Chair*

*Trustee John Aloszka*

*Trustee Tom Bryan*

*Trustee Douglas Burnett*

*Trustee Paul McElroy*

*Trustee Nik Patel*

*Chair Hyde (ex officio)*

**Item 1** **Call to Order**

 Chair Joost will call the Committee to order and will call the Roll of Committee members.

**Item 2 Public Comments**

 Chair Joost will offer those in attendance the opportunity for public comment.

**Item 3 Consent Agenda**

 **Draft October 17, 2019 Finance and Facilities Committee Minutes**

 **Proposed Action:** Approval; Motion and Second Required

**Item 4 6.0201R Service, Assistance and Other Animals on Campus (amend)**

The amended regulation conforms the existing language to ensure consistency with the ADA requirements relative to animals on a University campus.

 **Proposed Action:** Approval; Motion and Second Required

**Item 5 13.0010R Procurement Regulation (amend)**

The amended regulation updates terminology so that the regulation is current with common terms. Construction Owner Direct Purchases (“ODP”) are now referenced in the amended regulation. The amended regulation also incorporates language from current procurement regulations 13.0020R and 13.0030R, which are being repealed. In addition, the regulation language has been clarified or simplified throughout as needed.

 **Proposed Action:** Approval; Motion and Second Required



**Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**Finance and Facilities Committee**

(cont’d)

**Item 6 13.0020 Notice and Protest Procedures for Protests Related to University Contract Procurement (repeal)**

The repeal is being undertaken to omit a separate regulation for protest. The language regarding procurement protests will be incorporated into UNF regulation 13.0010R.

 **Proposed Action:** Approval; Motion and Second Required

**Item 7 13.0030 Procurement Program – Bonding Requirements (repeal)**

The repeal is being undertaken to omit a separate regulation for bond requirements. The language regarding bonding requirements will be incorporated into UNF regulation 13.0010R as amended

**Proposed Action:** Approval; Motion and Second Required

**Item 8** **Revised Annual Capital Outlay Plan for Fiscal Year 2019-2020**

 Vice President Shuman will address the Board and review the revised Annual Capital Outlay Plan for fiscal year 2019 - 2020. Florida law requires each state university Board of Trustees to adopt a capital outlay budget each year. This plan designates the proposed capital outlay expenditures, by project, from all fund sources. There are additional projects that have been identified that require modification to the capital outlay budget.

 **Proposed Action:** Approval; Motion and Second Required

**Item 9 Capital Projects Quarterly Report and Change Orders**

This report serves to provide Trustees with progress on current construction projects, including funding sources and any current issues, including change orders. The Board has authorized the President or his designee to approve change orders, in the name of the Board, for pre-established amounts. Approvals are for the purposed of expediting the work in progress and are to be reported to the Board and entered into its official minutes.

Vice President Shuman will update Trustees on current construction projects and report on change orders.

 **Proposed Action:** No Action Required



**Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**Finance and Facilities Committee**

(cont’d)

**Item 10 Quarterly Budget Report**

This agenda item provides a review of the current quarter’s budget report. Vice President Shuman will address the Committee and present the report.

 **Proposed Action:** No Action Required

**Item 11 Treasurer’s Report**

Vice President Shuman will address the Committee and provide the Treasurer’s Report.

**Proposed Action:** No Action Required

**Item 12** **Debt Financing Update**

 Vice President Shuman will provide updates to the refinancing of the wellness bonds and potential financing for Housing for a new 500-bed facility.

**Proposed Action:** No Action Required

**Item 13** **Non-Academic Program Reviews**

 Vice President Shuman will discuss a new initiative of performing non-academic program reviews of 17 university programs.

 **Proposed Action:** No Action Required

**Item 14** **Potential Sale of RDA Land to JEA**

 Vice President Shuman will update the Committee on continuing discussions between the JEA and the RDA (Duval County Research and Development Authority) on the potential sale of land for a water purification facility.

 **Proposed Action:** No Action Required

**Item 15 Campus Security Update**

Vice President Shuman will provide a comprehensive overview of campussecurity.

**Proposed Action:** No Action Required

**Item 16 Adjournment**



**Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**2:00 pm – 3:00 pm**

**Audit and Compliance Committee**

*Trustee Paul McElroy, Chair*

*Trustee Jill Davis, Vice Chair*

*Trustee Tom Bryan*

*Trustee Douglas Burnett*

*Trustee Nik Patel*

*Vice Chair Sharon Wamble-King*

*Chair Kevin Hyde (ex officio)*

**Item 1** **Call to Order and Roll Call of Committee Members**

Chair Paul McElroy will call the Committee to order and will call the Roll of Committee members.

**Item 2 Public Comments**

 Chair McElroy will offer those in attendance the opportunity for public comment.

**Consent Agenda**

**Item 3 Draft October 17, 2019 Audit and Compliance Committee Minutes**

 **Proposed Action:** Approval; Motion and Second Required

**Item 4**  **Performance-Based Funding Data Integrity Audit**

Ms. Julia Hann, Chief Audit Executive, will address the Committee and share observations from the recent Performance-Based Funding Data Integrity Audit.

**Proposed Action:** Approval; Motion and Second Required



**Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**Audit and Compliance Committee**

***(cont’d)***

**Item 5 Office of Internal Auditing (OIA) Quarterly Update**

Ms. Hann will address the Committee and provide updates on audits conducted since her previous update to the Board (which include the Minors on Campus Audit 2019.16 and Florida Institute of Education Audit 2020.02). She will also discuss outstanding audit recommendations in progress by management, as well as provide updates on the audit workplan.

**Proposed Action:** No Action Required

**Item 6** **Enterprise Risk Management (ERM) Update**

 Ms. Hann will address the Committee and provide updates on current and proposed ERM activities at the University.

 **Proposed Action:** No Action Required

**Item 7 Compliance Officer Quarterly Update**

Dr. Joann Campbell will address the Board and provide a quarterly update.

 **Proposed Action:** No Action Required

**Item 8** **Independent Accountant’s Report on Agreed upon Procedures – Intercollegiate Athletics Program**

 Vice President Shuman will address the Committee and discuss the Athletics Program Agreed Upon Procedures Report for the year ending June 30, 2018.

 **Proposed Action:** No Action Required

**Item 9**  **Selection of DSO Auditor**

Associate Vice President and CIO Scott Bennett will update the committee on the Request for Proposals for Auditors for the DSOs’ financial audits and Athletics Agreed Upon Procedures Report.

 **Proposed Action:** No Action Required



**Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**Item 10 IT Security Update**

Associate Vice President and CIO Bennett will provide an overview, from an IT perspective and in consideration of regulatory and compliance requirements, of the status of various initiatives. These will include general initiatives, as well specific initiatives such as NIST and other audit concerns.

 **Proposed Action:** No Action Required

**Item 11 Adjournment**

**3:00 pm – 3:15 pm Break**

**3:15 pm – 4:00 pm**

**Governance Committee**

*Trustee Sharon Wamble-King, Chair*

*Trustee David Fenner, Vice Chair*

*Trustee Annie Egan*

*Trustee Adam Hollingsworth*

*Trustee Paul McElroy*

*Chair Kevin Hyde (ex officio)*

**Item 1** **Call to Order**

Chair Sharon Wamble-King will call the Committee to order and call the Roll of Committee members.

**Item 2 Public Comments**

Chair Wamble-King will offer the opportunity for public comment.

 

 **Board of Trustees Meeting**

 **January 16, 2020**

 ***Talon Room***

**Governance Committee**

***(cont’d)***

**Item 3** **Consent Agenda**

 **Draft October 17, 2019 Governance Committee Minutes**

**Proposed Action:** Approval; Motion and Second Required

**Item 4 Nomination of Ms. Chase Zimmerman for the**

**Museum of Contemporary Art (MOCA) Jacksonville Board**

Ms. Chase Zimmerman, who has a deep history of engagement and service within the Jacksonville community, has been nominated to serve on the Museum of Contemporary Art (MOCA) Board of Trustees. Her appointment requires approval by the Board of Trustees. Vice President Stone will address the Board for consideration of Ms. Zimmerman’s appointment.

**Proposed Action:** Approval; Motion and Second Required

**Item 5** **UNF’s Reaccreditation through the Southern Association of Colleges and Schools**

Dr. Shawn Brayton, Director of Academic Programs and SACSCOC Accreditation Liaison, Academic Affairs, will provide an update to the Board on UNF’s Reaccreditation through the Southern Association of Colleges and Schools (SACS).

**Proposed Action:** No Action Required

**Item 6 Governance Committee Charter**

Vice President Stone will lead the Committee in discussing revisions to the Governance Committee Charter for the Board’s consideration for approval.

 **Proposed Action:** Approval;Motion and Second Required

**Item 7 Discussion on *Board of Trustees Action Plan for Continuing Performance* *Improvement***

The Committee will discuss elements of the *Board Action Plan for Continuous Improvement* for incorporation into the work outlined in the Action Plan, which the Board approved on January 17, 2019.

**Item 8 Update on *Board of Trustees* *Action Plan for Continuing Performance Improvement* – Guide to Answering the Most Frequently Asked Questions**

Vice President Bruder will address the Committee and provide guidance to the Trustees on answering the most frequently asked questions by internal and external communities, as outlined in the *Board Action Plan for Continuing Performance Improvement*.

**Proposed Action:** No Action Required

**Item 9 Adjournment**

**4:00 pm – 5:00 pm**

**Plenary Session**

**Item 1** **Call to Order and Roll Call of Committee Members**

Chair Hyde will call the meeting to order and will call the Roll of Trustees.

 **Item 2 Public Comments**

 Chair Hyde will offer an opportunity for public comments for those in attendance.

 **Item 3 Consent Agenda**

  *For Consent Agenda from previous Board of Trustees Meetings:*

 -Draft October 17, 2019 Workshop Meeting Minutes

 -Draft October 17, 2019 Plenary Session Minutes

 

 **Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

**Plenary Session**

*(cont’d)*

*For Consent Agenda from the Academic and Student Affairs Committee:*

 **-**Draft October 17, 2019 Academic and Student Affairs Committee Minutes

-New Program Proposal – Bachelor of Fine Arts (BFA) in

Graphic Design and Digital Media

-Request for Limited Access for the proposed Bachelor of Fine Arts (BFA) in Graphic Design and Digital Media

 -New Program Proposal – Doctorate of Education (EdD) in

Curriculum and Instruction

-New Program Proposal – Master of Science (MS) in

Construction Management

-Academic Departmental Guidelines

-Tenure as Condition of Appointment – Dr. Pamela Williamson, Chair, Department of Exceptional, Deaf and Interpreter Education

 *For Consent Agenda from the Finance and Facilities Committee:*

 -Draft October 17, 2019 Finance and Facilities Committee Minutes

-Capital Projects Quarterly Report and Change Orders

-Quarterly Budget Report

-6.0201R Service, Assistance and Other Animals on Campus (amend)

 -13.0010R Procurement Regulation (amend)

 -13.0020 Notice and Protest Procedures for Protests Related to University Contract Procurement (repeal)

 

 **Board of Trustees Meeting**

**January 16, 2020**

***Talon Room***

 *For Consent Agenda from the Finance and Facilities Committee (cont’d):*

-13.0030 Procurement Program – Bonding Requirements (repeal)

-Revised Annual Capital Outlay Plan for Fiscal Year 2019-2020

*For Consent Agenda from the Audit and Compliance Committee:*

-Draft October 17, 2019 Audit and Compliance Committee Minutes

-Performance-based Funding Data Integrity Audit

*For Consent Agenda from the Governance Committee:*

-DraftOctober 17, 2019 Governance Committee Minutes

-Nomination of Ms. Zimmerman for the Museum of Contemporary Art (MOCA) Jacksonville Board of Trustees

-Governance Committee Charter

**Proposed Action for Consent Agenda:** Approval; Motion and Second Required

**Item 4 Chair’s Report**

 Chair Hyde will his report to the Board.

**Item 5 Continued Discussion on Strategic Themes in Higher Education**

 Trustee Paul McElroy and Provost Rhodes will lead the Board in a continuation of the discussion of strategic themes.

 **Proposed Action:** No Action Required

**Item 6 Adjournment**

***Looking forward to your Joining Us for these Upcoming Events!***

 ***Special Events***

 ***Jan. 28, 2020*** *– Alumni Advocacy Day (Tallahassee)*

 ***Feb. 5, 2020*** *– Presidential Lecture with Secretary Madeline Albright*

 *Reception 5:30 p.m. and 7:00 p.m. Lecture*

 ***Feb. 13, 2020*** *– UNF vs. Jacksonville University (Men’s Basketball)*

 *Reception 5:00 p.m. and 7:00 p.m. Tip Off*

***Feb. 15 – Feb. 22, 2020*** *– Homecoming Week*

***Feb. 16, 2020******–*** *Alumni Recognition Dinner and Awards Ceremony*

*Florida Representative and Alumna Tracie Davis to be honored. Former Trustee and Alumnus Myron Pincomb to receive Distinguished Alumni Award. Foundation Board Member Steve Bachand to receive Honorary Alumni Award 6:00 pm*

***Feb 21, 2020******–*** *Blue & Gray Bash*

 *“Taste of the Town” Auction and Dancing,**7:00 pm*

***Feb 22, 2020******–*** *Homecoming Basketball Games*

 *Women’s – UNF vs. Lipscomb, 1:00 pm*

 *Men’s – UNF vs. Lipscomb, 5:00 pm*

***Apr. 2, 2020*** *– Celebrate UNF*

 *6:00 pm – 9:00 pm*

***Commencement***

***May 1, 2020*** *– Spring Commencement*

*9:00 a.m. Brooks College of Health and the College of Education and Human Services*

 *12:30 p.m. College of Arts and Sciences (Art, Biology, Chemistry, Economics, English, Fine Arts, French Studies, History, Interdisciplinary Studies, International Studies, Math, Music, Philosophy, Physics, Practical Philosophy & Applied Ethics, Religious Studies, Spanish, and Statistics) and the Coggin College of Business*

*4:00 p.m. College of Arts and Sciences (Anthropology, Behavioral Neuroscience, Communication, Criminal Justice, Political Sciences, Public Administration, Psychology, Social Work, and Sociology) and the*

 *College of Computing, Engineering and Construction*

***Board of Trustees Meetings***

***Feb. 21, 2020*** *– Mid-quarter Board of Trustees Meeting (11:00 am – 12:00 pm)*

***Mar. 12, 2020*** *– 2nd Quarter Meeting (8:30 am – 5:30 pm)*

***Apr. 14, 2020*** *– Mid-quarter Board of Trustees Meeting (11:00 am – 12:00 pm)*

***May 21, 2020*** *– Board of Trustees Budget Hearing Workshop (2:00 pm – 5:00 pm)*

***June 18, 2020*** *– 3rd Quarter Board of Trustees Meeting (8:30 am – 5:30 pm)*

***July 14, 2020*** *– Mid-quarter Board of Trustees Meeting (11:00 am – 12:00 pm)*

***Aug. 11, 2020*** *– Board of Trustees Meeting (11:00 am – 12:00 pm)*

***Sept. 10, 2020*** *– Board of Trustees Annual Retreat (8:30 am – 4:30 pm)*

***Oct. 15, 2020****– 4th Quarter Meeting (8:30 am – 5:30 pm)*

***Nov. 4-Nov. 5, 2020*** *– Trustee Summit & Board of Governors Meeting at UNF*

 *(8:30 am – 5:00 pm each day)*