# MINUTES

**Members Present:** Kevin Hyde (Chair), Sharon Wamble-King (Vice Chair), Tom Bryan, Doug Burnett, Jill Davis, Annie Egan, Wilfredo Gonzalez, Stephen Joost, Nik Patel, Paul McElroy, Ally Schneider, John White

**Members Absent:** Adam Hollingsworth

## Item 1 - Call to Order

Chair Hyde called the meeting to order at 9:00 am.

## Item 2 - Public Comment

Chair Hyde offered those in attendance the opportunity for public comment. There were no requests for public comment.

Chair Hyde relayed to the Board that he and the President had met and Chair Hyde had asked the President to continue to work on the presidential annual goals, with a second planned meeting for the Board, in a few weeks, to review the goals.

## Item 3 - Update from the President

The President gave an update on the University’s response to the conditions of the pandemic. He relayed that the team had been working diligently in coordination and that the University had had a successful opening of the dorms, as well as reopening of the campus. The President stressed that, while the University has not been without cases, the administration, the faculty, staff and students had been working together to emphasize the shared responsibility of keeping the campus safe.

The President relayed that, two weeks ago, the University had tested 265 students. Of those students, the President shared that five had tested positive (-one who lived on campus and four who did not). He added that, last week, the University tested 696 students and four of those students (who do not live in the dorms) tested positive. President Szymanski stated that the University had a positive rate of 1% for student COVID cases, two weeks ago, and a 0.6% rate last week. The President shared that four students had been isolated two weeks ago. He added that one student had been isolated during the week of the meeting and five students were in quarantine. He reminded the Board that students in quarantine are students who have tested

positive and that the isolated students have been exposed (and there is a high probability that they may contract COVID-19). The President noted that other institutions have been reporting approximately 700-900 cases. President Szymanski stated that the University had had the opportunity to administer flu shots the previous week and expect a replenished supply within two weeks, so that it can continue administering them.

President Szymanski stated that it is important that the University continue to remain attendant and not become complacent. He relayed that the students have been “wonderful” with regard to complying with safety measures. He stated that those students who are on campus are happy to be at the University and be with their peers and part of campus life. He complimented the University team on working so diligently to ensure a safe environment.

Trustee Egan asked if the testing were random or self-selected. The President relayed that the University is issuing random invitations and offering tests to those students who volunteer for testing. President Szymanski shared that the University has had more success with testing those students who have volunteered, and that the University also continues to invite faculty and staff to get tested. He relayed that the on-campus testing site is located in one of the dorms, which is convenient for students.

President Szymanski turned to Vice President Coleman for the remainder of the presentation to provide a brief enrollment update. Vice President Coleman shared that the University’s 2019 total fall headcount was 17,308 and the 2020 total fall headcount was 1.6% less, at 17,037. He relayed that, given the pandemic conditions, surpassing a total fall headcount of 17,000 was an achievement of which the University should be proud.

Vice President Coleman highlighted the following other changes from Fall 2019 to Fall 2020:

* the University had only 14 fewer graduate students in Fall 2020, then it did in Fall 2019
* the decrease in undergraduate students (1.7%) was primarily due to a decrease in transfer students
* the number of female students, within the total Fall headcount, had increased by 0.4 pts to 58.8% and that the number of underrepresented minority students had increased by 1.6 pts, comprising 29.9% of the total Fall 2020 headcount
* the total headcount of the Fall 2020 freshman class increased by 3.9%, to 2,744; he noted that without the COVID effect, the University would likely have seen a headcount of over 3,000
	+ within the 2020 freshman class, there were 930 underrepresented minority students (100 more than in 2019); he added that there was a 24.7% increase in Black/African American students and 9.0% increase in Hispanic students
	+ The net new growth in heads was 103 and 100 of those students were underrepresented minorities.
	+ For full-time FTICs, there were 2,621 in 2020 - a 6.2% increase over 2019. Vice President Coleman reminded the Board that these were first-time-in-college students who were full-time during their first fall semester and that these were the students who would be continued to be measured in terms of the University’s retention and graduation rates.
	+ For Summer and Fall 2020 credit hours, Vice President Coleman relayed the University was within approximately 1,000 hours of 2019 levels and experienced only a 0.4% decrease in hours. (He stressed that back in the summer the University was looking at a gap of approximately 17,000 credit hours, but the University ultimately fared much better. He relayed that this was in part due to students who made their decisions much later in the year than in past years.
	+ With regard to course delivery, the number of students taking at least one face-to-face course has decreased by 52.4% in Fall 2020 versus Fall 2019.

Vice President Coleman asked if there were any questions. There being none, Chair Hyde asked Vice President Coleman to continue with the next agenda item.

## Item 4 - Mission Statement Review

Vice President Coleman reminded the Board that the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), through which the University is accredited, requires (through SACS Standard 4.2.A) that the Board of Trustees conduct a regular review of the institution’s mission. Vice President Coleman noted that the University reviews the Mission Statement, in part, in its Accountability Report, however, as part of the Board’s Action Plan the Board also conducts a review each year. Vice President Coleman also reminded the Board that the Florida Board of Governors approved the University’s Strategic Plan in January 2020. He shared the University’s current mission statement with the Board:

“Our student-centered mission is to create the next generation of thinkers, leaders, and problem solvers with the knowledge and experience to uniquely change the world.”

Vice President Coleman relayed that there was no requirement that the Board or University change the mission statement at this time (or vote to re-approve it), but that the Board is scheduled to review it at this meeting.

Trustee Egan asked to what extent the University’s mission is influenced by the Board of Governors. President Szymanski shared that the Board of Governors emphasizes that the state universities’ mission statements should be concise, comprehensive, and easily understandable. He added that there is no specific template that the Board of Governors requires.

Trustee Egan asked how the University’s mission statement differs from the other universities mission statements. The President stated that it depends on the university and used the example of Florida Polytechnic University - which specifically relays (in part) in its mission statement that it serves students and industry with a focus on engineering and applied sciences.

Trustee Patel brought up a fine point of distinction and relayed he thought it important to state that the University be explicit that its mission is to “….uniquely change the world *for the* *better*” (or similar language to indicate that the University works to create a positive impact). Trustee White and Wamble-King relayed they agreed that would be helpful. Chair Hyde asked that Vice President Bruder and his team wordsmith the mission statement with the suggested edits. President Szymanski relayed that the team could bring the statement back for the Board’s review at a future meeting.

## Item 5 - Update on FY2020 - 2021 Budget and Carry Forward Allocations

Interim Vice President of Administration and Finance Bennett reminded the Board that this report (and the particular templates contained therein) are requirements of the Board of Governors and that the Board, at previous meetings, had approved the majority of the contents of the report. He first spoke of the overall operating budget and reminded the Board that the University’s overall budget is approximately $205M. He also reminded them that the Board had reviewed the budget (at a line-item-level) at a previous meeting. Interim Vice President Bennett relayed that he wanted to give the Board an overview of the current state of the budget and an overview of the anticipated budget if the University was asked to make additional cuts. He reminded the Board that the University had set aside funds for an enrollment shortfall. Interim Vice President Bennett relayed that the University would not know until spring, whether or not it needed to draw on those funds. He reviewed the 6% cutbacks that the University had done (and placed in reserves). He highlighted that the cost of continuing and fringe was in the original budget and remains in the budget (for promotions or other changing circumstances – including the cost of healthcare and/or costs that the University may need to pay for, for things not funded by the state). Interim Vice President Bennett also highlighted the 1% in the budget, remaining for faculty bonus.

Interim Vice President Bennett referenced funds that the University had set aside, stating the Board of Governors had asked the universities to prepare for a potential additional 2.5% - 6% budget cut. He relayed that the University had already placed those funds in reserves and that the University hopes that it will not have to go back to the Colleges and departments and make additional cuts. Interim Vice President Bennett relayed that the University had also put in a reserve for next year. He stated that there is money set aside if the University opted to do a bonus scenario (not “across-the board” or recurring raises) for the staff, at a later time.

After speaking about the recurring base budget, Interim Vice President Bennett spoke about the carryforward and the non-recurring funds. He stated that the original carryforward balance was almost $49M. He referenced the statutorily required 7% reserves the University must hold, as well as encumbrances – including the COVID-related expenditures – the Board of Trustees had previously approved.

Interim Vice President Bennett highlighted two new items and reminded the Board that the Governor had vetoed funds for some of the online shared resources of the state university system’s libraries. He stated that each of the universities needed to absorb their share of the costs, and UNF’s share was approximately $500K. Interim Vice President Bennett advised that carryforward funds would pay for part of these costs. He relayed that the University anticipated remaining carryforward funds would be allocated to COVID expenses. Interim Vice President relayed that the University had set aside approximately 300 rooms and that the University has the authority from the state this year that it can make up housing shortfalls from carryforward. He mentioned that the University will likely need to utilize additional money from carryforward for housing expenses.

Next, Interim Vice President Bennett reviewed the completed Education and General Carryforward Spending Plan Summary with encumbrances, restricted and contractual engagements, and commitments for the University. He highlighted that the commitments include COVID-related expenses.

Chair Hyde asked Interim Vice President Bennett if he was comfortable that all of the proposed uses of the carryforward funds that he had detailed on the Summary comply with the

regulations on acceptable uses of carryforward. Interim Vice President Bennett stated that he was, and that part of the process in submission of the Summary includes having Chair Hyde, President Szymanski and Interim Vice President Bennet sign the certification.

Chair Hyde alluded to the President’s, Vice President Coleman’s and Interim Vice President Bennett’s presentations and emphasized that the state of the enrollment and the budget was a result of a great deal of work from the UNF team. He thanked President Szymanski and the UNF team, on behalf of the Board, for all of their hard work.

Chair Hyde asked if there were any questions about the carryforward budget. There being none, he asked if there was a MOTION to APPROVE the FY2020-2021 Budget and Carryforward Allocations. Trustee White made a MOTION to APPROVE and Trustee Egan SECONDED. The FY2020 - 2021 Budget and Carry Forward Allocations were unanimously approved by the Board.

Interim Vice President Bennett relayed that Associate Vice President Hale would next present the Fixed Capital Outlay Schedule. Associate Vice President Hale first provided an overview of the companion document, Fixed Capital Outlay Plan, to the Carryforward Summary. He highlighted that there was a new template, with the five spending categories:

Education & General (E&G) – Associate Vice President Hale advised that SB 190 authorized the University to spend current-year dollars on specific types of projects and that the University had identified the following:

**Security Camera Project** – to extend the camera system, adding additional cameras throughout campus, on exterior buildings

**UNF MedNEX** – Associate Vice President Hale stated that the University is placing these funds here, should they be needed for renovations of any existing facilities that are leased or acquired.

Minor Carryforward Projects (CF) – Associate Vice President Hale highlighted that projects which fall within this category have a value of less than $2M. He shared that, as the University develops projects out of this allocation, the Board will see those projects in the quarterly updates that Administration and Finance provide to the Board. He advised that a lot of the projects in this category are projects that are carrying forward from last fiscal year, and that they had been previously authorized. He also shared that the reporting date was July 1, 2020, and that many of the projects were completed during summer 2020, but nevertheless needed to be included in the report.

Major Carryforward Projects (CF) - Associate Vice President Hale stated that these projects would include those which are solely funded out of carryforward or have a carryforward component to them.

**Science & Engineering Building Renovation** – Associate Vice President Hale stated that the project was (for all intents and purposes) complete and there was a residual balance, with related residual projects. (He highlighted that the project was primarily PECO funded, but there was a smaller, $250K carryforward amount associated with it.)

**Roy Lassiter Hall Renovation and Coggin College of Business Phase II–** Associate Vice President Hale advised that the Universityplaced dollars here in order to help the ranking for these projects on the Board of Governors’ prioritized list, as the University is asking for PECO funds in FY 2021-22 for the projects.

**Campus Wireless –** Associate Vice President Hale relayed thatthe project hasoccurred over several phases and has carryforward allocations for this year. He added that it has a $1.6M carryforward component to it and that the majority will come out of auxiliaries.

**State Appropriated Projects (PECO or CITF)**

**Minor Projects 2019 –** Associate Vice President Halenoted that funds from the state stopped at approximately the time SB190 came out, but there are some dollars to carry forward from last year.

**Competition & Recreation Pool -** Associate Vice President Hale highlighted that work on this project had begun.

**Recreation Fields –** Associate Vice Presidentrelayed that this project willconvert the grass field, inside the practice running track, to a turf field, for easier maintenance. He added that it will allow the University to schedule more activities.

Non-appropriated Projects **–** Associate Vice President Hale advised that this includes all projects that are not included above – auxiliary projects – housing for deferred maintenance, food services, parking, athletic, transportation, etc.

Trustee Egan asked what would likely happen if the University does not use the funds allocated under MedNEX. Associate Vice President Hale stated that, if the University does not use the allocated funds for MedNEX, it could still use the funds for other E&G-permitted expenditures. But, he highlighted that this provides the University the authority to use those allocated funds for MedNEX, should they need them.

Chair Hyde asked if there were any additional questions. There being none, Chair Hyde asked for a MOTION to APPROVE the FY 2020-2021 Fixed Capital Outlay Budget. Trustee Schneider made a MOTION to APPROVE, and Trustee Patel SECONDED. The FY 2020-2021 Fixed Capital Outlay Budget was approved unanimously by the Board.

Associate Vice President Hale spoke to the Board about the process by which proposed PECO projects are ranked by the Board of Governors and referred to the August 20, 2020 Public Education Capital Outlay (PECO) Preliminary Selection Group FY2020-2021 list, which included UNF’s two projects – the remodel of Roy Lassiter Hall and the Coggin College of Business remodel, renovation and addition. Associate Vice President Hale advised that the Board of Governors assigns points to projects among several categories, including whether or not the University has allocated some of their own funds for a given project (-through which they can get additional points). He shared that the threshold for UNF is to provide 2% of a project’s costs, in order to receive an extra two points for their prioritized projects. (He highlighted that the two UNF projects were ranked 7th and 8th on the August 20, 2020 list.)

The initial ranking of UNF’s projects were lower but after consultation with BOG staff, the project narratives were revised, and additional points were awarded. The revised Capital Improvement Plan (CIP) Project Detail Sheets require re-approval from the BOT.

Associate Vice President Hale next reviewed the SUS 5-year Capital Improvement Plan (CIP) 2021-2022 through 2025-2026 Project Detail Sheets for the remodel of Roy Lassiter Hall and Coggin College of Business Phase II.

Chair Hyde asked if there were any questions. There being none, Chair Hyde asked for a MOTION to APPROVE the Project Detail Sheets for the two projects. Vice Chair Wamble-King made a MOTION to APPROVE and Trustee Patel SECONDED.

There being no further business, Chair Hyde concluded the meeting at 9:40 a.m.