# MINUTES

## Trustees Present

Chair Hyde, Vice Chair Wamble-King, Trustee Bryan, Trustee Burnett, Trustee Davis, Trustee Egan, Trustee Joost, Trustee Lazzara, Trustee McElroy, Trustee Patel, Trustee Schneider, Trustee White

## Trustees Absent (Excused)

Trustee Hollingsworth

## Item 1 Call to Order

Chair Kevin Hyde called the meeting to order at 8:30 am.

## Item 2 Public Comment

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

## Item 3 President’s Report

President’s Szymanski provided his report to Board, with an update on progress on his annual goals. The President stated that navigating the COVID-19 pandemic has been the top priority for 2020-2021 year. With regard to the University’s teaching modalities, the President noted that 28% of the University’s occurred face-to-face in Fall 2020, compared to 40.2% of classes in Spring 2021. Of those Spring 2021 classes, 17.4% were fully face-to-face, 9.7% were hybrid, and 13.1% were individualized face-to-face (individualized study). The President noted the 2.5% positivity rate for COVID-19 testing in Fall 2020 was 2.5%. He shared that the positivity rate has been 2.2% in Spring 2021 (compared to the Duval County 7-day rate of 12.6%).

## Item 3 President’s Report (continued)

With regard to the goal of growth in diversity, equity and inclusion, the President noted that from 2019-2020 to 2020-2021, there had been a 6.1% increase, during fall semesters, for black and African American undergraduate students (with a 6.2% increase during spring semesters). There had been a 5.9% increase for all black and African American students between fall semesters (and a 6.3% increase between spring semesters). For Hispanic undergraduate students, there had been a 4.1% increase between fall semesters (with a 2.7% increase during spring semesters). There had been a 5.3% increase for all Hispanic students between fall semesters (and a 3.8% increase between spring semesters). For the total number of non-white undergraduate students, there had been a 3.1% increase between fall semesters (with a 1.7% increase during spring semesters). There had been a 4.0% increase for all non-white students between fall semesters (and a 2.7% increase between spring semesters). He noted that in fall 2020 the University had recognized as a Diversity Champion by *INSIGHT into Diversity* magazine. The President also stated that, per Campus Pride Index, UNF had been ranked as the #1 LGBTQ+ friendly university in the state of Florida.

Trustee Bryan stated that changes in enrollment nationally for higher education have been bleak and that these numbers represent much hard work by UNF staff. He asked if Vice President Coleman might also send to the Board enrollment numbers for male and female students.

President Szymanski stated that the University has made a great deal of progress toward the goal of reducing the cost of education. He highlighted that, in 2018, the UNF average cost of education was $16,540 compared with the average cost of $8,340. There was a brief discussion of fees for distance learning. Regarding the goal of increasing fundraising, the President noted that, during the 2019-2020 year, $8,792,466 had been raised, compared to YTD 2020-2021 (which includes $800K in conditional pledges) – an increase of 9.7%. With regard to the goal of engaging with faculty, staff and students, the President noted that, through January 2021, he had met with faculty, staff and students in 139 events, 27 student-centered engagements had been organized and the Office of the President had responded to and handled 545 complaints

**Item 3 President’s Report** (continued)

(which the President’s Office responds to on the day of submission and are handled by the most appropriate, informed

and empowered staff member with regard to the nature of the concern). The President noted that he would provide an update on MEDNexus at the following Board of Trustees Meeting. The President provided an update on prospective SUS metric outcomes, noting that they were pending the final retention submissions and/or pending the Board of Governors review. He highlighted that Metrics 3, 4, 5 and 7 are metrics of strategic emphasis per the 2020 UNF Strategic Plan and that Metric 9 (excess hours) for which UNF received a full 10 points the previous year had been replaced with the two new Board of Governors metrics 9A and 9B.

Vice Chair Wamble-King stated that the enrollment data was very helpful, and she is glad to see the high retention rates of African American and other students. She asked if the Board might also receive data similar to that presented at the January 28th meeting to include information on academic progress and other markers of student success. President Szymanski stated that Vice President Coleman would send the data to the Board.

## Item 4 **Student Government Update**

Trustee Ally Schneider, UNF Student Body President, addressed the Board and provided an update on recent UNF Student Government activities. Trustee Schneider spoke of *Students Keeping You Safe (SKYS), a* new Student Government shuttle initiative, through which students provide other students with rides to their dorm rooms and other locations. She relayed that Student Government is hiring 12 student employees for the shuttle and that Student Government had worked with several campus constituencies – Environmental Health and Safety, the University Police Department, and the Student Union – to ensure the effectiveness of the program. Trustee Schneider spoke of the recent *Mental Health Awareness Week*. Student Government organized five webinars for the event. She shared that President and Mrs. Szymanski had participated, and the Student Government had highlighted resources for students throughout campus. Trustee Schneider spoke of a series of faculty and student video conversations that the Student Government had hosted called “Empathy in Strange Times: Student and Faculty Conversations” wherein faculty and students discuss their experiences during COVID. Trustee Schneider relayed that she

## Item 4 **Student Government Update** (continued)

would provide a link to the series, that staff could share with the Trustees, after the meeting. Trustee Schneider relayed that the Student Government had recently passed a joint resolution for mandatory sexual assault prevention training. She stated that the resolution also mandated that Student Government organize additional sexual assault prevention programming. Finally, Trustee Schneider announced that the new *Lend-A-Wing* location had been completed and was now open.

## Item 5 Faculty Association Update

Trustee White, UNF Faculty Association President, addressed the Board and provided an update on recent Faculty Association activities, including its social justice initiatives.

He relayed that:

* the Faculty Association and the Committee on Inclusion and Diversity (CODI) had, through its *Difficult Conversations* series, hosted monthly sessions (with attendance of 40-100) through which faculty could share ways to further engage students in discussions about race and equity and incorporate anti-racist pedagogies into course content.
* faculty in multiple departments had been hosting book discussions focused on anti-racism and social justice issues.
* the Departments of English, History, Languages, Literature and Cultures, Political Science and Public Administration, the Coggin College of Business, the College of Arts and Sciences and the Digital Humanities Institute had collaborated to host *The Social Justice Sessions,* a series of lectures and discussions (January – April 2021) focused on social justice issues.
* the Faculty Association and Student Government had collaborated, with assistance from the Office of Faculty Enhancement, to create the *Empathy in Difficult Times Series*. In addition to prompting important discussions, the series had also generated practical takeaways for improving student learning during the pandemic.
* the Faculty Association has continued to work with multiple administrative departments to provide additional avenues to connect faculty and the administration:
	+ *Coffee with the President* sessions (informal Q&A sessions with President Szymanski)
	+ Attendance by the Provost at Faculty Association meetings

## Item 5 Faculty Association Update (continued)

* + Attendance by the Faculty Association Meeting at the Council of Chairs and Council of Deans meetings
	+ Trustee White stated he was appreciative of the unified holiday message to the faculty from the President, the Interim Provost, the UNF-UFF and himself, as Faculty Association President, stating thanking faculty for their contributions throughout the year.
	+ Trustee White shared that he and UFF-UNF Chapter President Kally Malcolm had previously approached the President and the Provost to see if an expansion of COVID leave was possible. He stated that the President and Provost had researched options and had expanded COVID leave.

Trustee White added that he believed there may be additional opportunities to increase coordination, i.e. aligning the scheduling of the Faculty Association’s Strategic Committee, Budget Advisory Committee, Faculty Enhancement Committee and Research Council with their counterparts at the University to allow for collaborative discussions. He also shared that the Faculty Association has worked closely with Mr. Robert (Bob) Greenlaw, the University’s COVID Coordinator to provide feedback and suggestions on communications regarding COVID-related services and information on campus.

Trustee White also advised that the Faculty Association has worked closely with Interim Provost Patterson to promote additional ways that faculty can help meet students’ needs during the pandemic, which have included hosting a constructivist pedagogy session, creating alternative assessments through which students can demonstrate their learning and being mindful about students access to or other challenges with technology (i.e. students’ learning from home may share a computer with multiple family members). Trustee Joost thanked Trustee White for the presentation and stated that while he agrees that the University and faculty should be mindful of student circumstances that may make student learning more challenging during the pandemic, he would have a concern about adopting a model that made, for example, deadlines arbitrary. He stated that learning can also occur through consequences when deadlines

## Item 5 Faculty Association Update (continued)

and/or requirements are not met. Trustee White stated that he and the University faculty agree and stressed that, while faculty

are taking a balanced and mindful approach of any additional student needs during the pandemic, students must still meet course requirements (and there are consequences such as lower grades and reduced points for assignments that are submitted late).

## Item 6 Academic Departmental Guidelines

Mr. Michael Mattimore, Outside Labor Counsel, addressed the Board and presented for its consideration for ratification guidelines on promotion and tenure for the School of Nursing and Department of English. He stated that the process for these proposed guidelines, as outlined in Article IX of the UNF-UFF Collective Bargaining Agreement, had been completed and that the guidelines had been reviewed and approved by the Faculty, Deans and the Interim Provost. He further noted that the guidelines had been ratified by the UFF-UNF Chapter on November 15, 2020.

Chair Hyde thanked Mr. Mattimore. He asked if the Board had any questions or comments about the proposed guidelines. There being none, Chair Hyde asked for a MOTION to RATIFY the guidelines. Trustee Patel made a MOTION to APPROVE and Trustee Schneider SECONDED. The proposed guidelines were ratified unanimously by the Board.

## Item 7 Committee Reports

### Academic and Student Affairs Committee

Interim Provost Patterson provided the report noting that:

* the committee met on January 20, 2021;
* the committee consent agenda included approval of the minutes from the Committee’s October 12, 2020 meeting and reapproval of the committee’s charter;
* the Committee also considered five agenda items for approval, all of which were unanimously approved by the Committee. These items, along with the Committee consent agenda were on the consent agenda for approval by the full Board. The items included:
	+ repeal and replacement of the University’s regulation governing textbook adoptions requirements, which will conform UNF’s requirements related to the process and reporting of textbook adoptions to those recently established by the Board of Governors.

## Item 7 Committee Reports (continued)

### Academic and Student Affairs Committee (continued)

amendment to the University’s regulation on disruptive behavior, which cleans up/clarifies language of the current regulation, including

clarification that the lawful exercise of rights are not considered disruptive behavior. Revisions also more clearly identify who constitutes the “University Community” and revisions also include a stronger emphasis on disruption of the teaching/learning process.

* + Amendment to the University’s regulation on a smoke-free campus to now include e-cigarettes and vaping products and to include a reporting system that will help the University to identify high traffic smoking areas to conduct health education.
	+ And approval of a new Master of Arts in Teaching in the Department of Teaching, Learning and Curriculum. This program will prepare K-6 teachers by providing students who already have a four-year degree from an accredited institution to gain their certification and enter the field of teacher education, thus filling teaching needs in northeast Florida.
* The committee received an update on the Informed Osprey Program. The presentation included information regarding the online training/awareness programs for UNF students, including Title IX and bystander intervention, alcohol and other drugs, diversity and inclusion and student conduct sanctioning.

 *Audit and Compliance Committee*

Chair McElroy provided the report, noting that:

* the committee met on January 15, 2021;
* the committee consent agenda included approval of the minutes from the Committee’s October 13,2020 meeting, reapproval of the Committee’s charter; the reapproval of the Office of the Internal Auditing Charter and the reapproval of the Office of Compliance Charter.
* the Committee also considered one agenda item for approval, which was unanimously approved by the Committee. This item - Performance-Based Funding Data Integrity Audit - along with the Committee consent agenda were on the consent agenda for approval by the full Board.

## Item 7 Committee Reports (continued)

*Audit and Compliance Committee* (continued)

* The committee received updates from the Office of Internal Auditing and Compliance Office. The presentation included information regarding the online training/awareness programs for UNF students, including Title IX and bystander intervention, alcohol and other drugs, diversity and inclusion and student conduct.
* Vice President Bennett also presented the Independent Accountant’s Report on Agreed upon Procedures – Intercollegiate Athletics Program.

### Finance and Facilities Committee

* Chair Joost provided the report, noting that:
* the committee met on January 15, 2021.
* the committee consent agenda included approval of the minutes from the Committee’s October 12,2020 meeting, and the reapproval of the Committee’s charter.
* the Committee also considered three agenda items for approval, all of which were unanimously approved by the Committee. These items, along with the Committee consent agenda were on the consent agenda for approval by the full Board. The items included:
* amendment to the University’s regulation governing procurement, which updated the regulation to conform to revisions the Board of Governors had made to its procurement regulation.
* repeal of the University’s regulation on Non-moving University Parking/Traffic Citations, as the language contained in the regulation can be found in the UNF 9.0010R Parking Regulation.
* repeal of the University’s regulation on Vehicle Towing and Impounding, as the language contained in the regulation can be found in the UNF 9.0010R Parking Regulation
* The Committee also received the Capital Projects, Quarterly Budget and Treasurer’s Reports.

### Governance Committee

Chair Wamble-King provided the report, noting that:

* the committee met on January 20, 2021.
* the committee consent agenda included approval of the minutes from the Committee’s October 13,2020 meeting, and the reaffirmation of the Governance Committee Charter.

## Item 7 Committee Reports (continued)

### Governance Committee (continued)

* Chair Wamble-King relayed that the Committee’s discussion focused on two items:
	+ The Committee reviewed and unanimously approved a Board “Statement of Expectations” that addresses the role of the Board, the role of individual Trustees, the Board’s relationship with internal constituents and the Board’s relationship with external entities. As reported to the Board in October, the document was developed as a part of the Board’s Action Plan for Continuous Improvement that was adopted by the Board in January 2019. Chair Wamble-King stated that, once approved as part of the consent agenda at the January 28, 2021 Board meeting, the Board’s Statement of Expectations would be added as a Board resource on the Board’s webpage.
	+ Staff had reported on activities underway to enhance Board compliance with the Florida Code of Ethics. Chair Wamble-King stated that these efforts include a) staff development of internal procedures to address the annual conflicts disclosure process b) a review of the Board’s current form, with recommendations for enhancement to be brought back to the Governance Committee for consideration and c) plans for the Board training by the Florida Commission on Ethics legal team at the March Board meeting. Chair Wamble-King stated that the he Committee had expressed full support for these initiatives.

## Item 8 Consent Agenda

Chair Hyde asked if the Trustees had any questions or comments about any of the items on the consent agenda:

* Draft October 15, 2020 Board Meeting Minutes
* Draft December 10, 2021 Board Meeting Minutes

###  From the Academic and Student Affairs Committee

* Draft October 12, 2020 Academic and Student Affairs Committee Minutes

## Item 8 Consent Agenda (continued)

### From the Academic and Student Affairs Committee (continued)

* Annual Approval of Academic and Student Affairs Committee Charter
* [Repeal of Regulation - 2.0520R Textbook](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520Repeal%252013%25200010R%2520Purchasing%2520Program%2520-%2520Overview.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C9837d1d5aa50481bd94e08d89d4e2e63%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432306394546225%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=UrPhjNYiiJ1jCNvxNSXCv4rGDDVtDSETrVey4rH1RZM%3D&reserved=0) Adoption Requirements
* [Proposed New Regulation – 2.0520R Textbook](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520New%252013%25200010iR%2520Purchasing%2520Program%2520-%2520Final%2520Clean.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C91e0bc24f9074dd8241c08d89d4f7142%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432311810285463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J5sW1bj8WDuP0F%2BqWtc6B6D2UPApJETGUXt3VpmsKdI%3D&reserved=0) Adoption Requirements
* New Program Proposal – Master of Arts in Teaching (MAT) in Elementary Education
* [Amended Regulation –](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520New%252013%25200010iR%2520Purchasing%2520Program%2520-%2520Final%2520Clean.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C91e0bc24f9074dd8241c08d89d4f7142%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432311810285463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J5sW1bj8WDuP0F%2BqWtc6B6D2UPApJETGUXt3VpmsKdI%3D&reserved=0) 1.0030R - Disruptive Behavior
* [Amended Regulation –](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unf.edu%2FuploadedFiles%2Fpresident%2Ftrustees%2F2013%2FOct15%2FNotice%2520of%2520New%252013%25200010iR%2520Purchasing%2520Program%2520-%2520Final%2520Clean.pdf&data=04%7C01%7Candrea.holcombe%40unf.edu%7C91e0bc24f9074dd8241c08d89d4f7142%7Cdf29b2fa8929482f9dbb60ff4df224c4%7C1%7C0%7C637432311810285463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J5sW1bj8WDuP0F%2BqWtc6B6D2UPApJETGUXt3VpmsKdI%3D&reserved=0) 1.0140R - Smoke Free Campus Initiative

### From the Audit and Compliance Committee

* Draft October 13, 2020 Audit and Compliance Committee Minutes
* Annual Approval of Audit and Compliance Committee Charter
* Annual Approval of Compliance Office Charter
* Annual Approval of the Office of Internal Auditing Charter
* Performance-based Funding Data Integrity Audit Certification Form

### From the Finance and Facilities Committee

* Draft October 12, 2020 Finance and Facilities Committee Minutes - Annual Review of Finance and Facilities Committee Charter
* Amended Regulation 13.0010R - Procurement Regulation
* Repeal of Regulation 10.0050R - Non-Moving University Parking/Traffic Citation
* Repeal of Regulation 10.0070R - Vehicle Towing and Impounding

### From the Governance Committee

* Draft October 13, 2020 Governance Committee Meeting Minutes
* Annual Approval of Governance Committee Charter
* University of North Florida Board of Trustees Statement of Expectations

## Item 8 Consent Agenda (continued)

There being no questions or comments, Chair Hyde asked for a MOTION to APPROVE the consent agenda. Trustee Patel made a MOTION to APPROVE and Trustee McElroy SECONDED. The Board unanimously approved the consent agenda.

## Item 9 Adjournment

## Chair Hyde adjourned the meeting at 10:00 a.m.