# -DRAFT MINUTES-

**Trustees Present:** Kevin Hyde, Sharon Wamble-King, Jason Barrett, Selma Besirevic,

Tom Bryan, Douglas Burnett, Jill Davis, Annie Egan, Stephen Joost, Christopher Lazzara, Paul McElroy, Nik Patel, John White

**Trustees Absent:** There were no Trustees absent.

## Item 1 Call to Order

Chair Hyde called the meeting to order at 1:00 p.m.

**Item 2** Public Comment

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

## Item 3 Chair’s Update

## Chair Hyde reminded the Board that, at its last meeting, it had needed to defer discussion on the proposed Graduate Admissions Regulation, and the Board would be reviewing it today. He relayed that the Board would receive an update on Kognito completion rates, and would then spend meeting the remainder of the meeting on the budget discussion.

## Item 4 President’s Update

President Szymanski shared that the University had had a successful graduation celebration, in Lazzara Hall, for May 2021 graduates. Students had had the opportunity to celebrate with their families and take photos, and the President and Provost had greeted them. President Szymanski noted that University had received very positive feedback about the event. President Szymanski also spoke of the internal search for the

## Item 4 President’s Update

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Director of Athletics. He reminded the Board that Mr. Lee Moon, Director of Athletics, would be retiring at the end of the fiscal year and stated that he had done a phenomenal job as Director. The President congratulated him again on having been named Athletic Director of the Year by the NCAA.

President Szymanski noted UNF’s successful spring Athletics season. He referenced the Women’s Tennis team having been undefeated in the conference and that they had had the opportunity to play in the NCAA. He emphasized that it had been the first time an ASUN team had won a first-round match in the NCAA (and that the team had defeated a university which is ranked 25th). The President also highlighted that the Beach Volleyball team won the ASUN championship, and that the University had built new beach volleyball courts last year. He shared that the team is ranked #20 in the country, and that it is the first time that the team has been ranked nationally.

President Szymanski further noted that the Men’s Golf team is a top-twenty team and that the Women’s Golf team has also done very well. President Szymanski stated that he is proud of the academic achievements of UNF’s student athletes, sharing that the average GPA of the University’s student athletes is a 3.48. The President highlighted that eight UNF student athletes were named Student Athlete Scholars of the Year. President Szymanski also noted that the NCAA Track and Field East Preliminary events will being held at UNF, which, he stated, is a testament to the University’s facilities. He reminded the Board that UNF has a new track, which was built in partnership with the

## Item 4 President’s Update

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City of Jacksonville - which contributed funds, to help foster economic development in Jacksonville.

Chair Hyde asked for an update on the pool construction. The President and Vice President Bennett confirmed that the pool is scheduled to be completed in late June/early July 2021. Trustee Joost also asked for an update on the completion of the locker rooms. Vice President Bennett stated that, the University, anticipating budget cuts, due to COVID had allocated money to work on them and will be completing the project. President Szymanski thanked the Student Government for their support of these projects.

Chair Hyde also referenced economic development associated with the completion of the track, stating that recently the tourist office of the City of Jacksonville had approached the University asking if it could host the NCAA Track and Field East Preliminary events. UNF hosted the event. Chair Hyde highlighted it was one of the first of these events after COVID and had a positive economic impact on the city of Jacksonville, in terms of the hotel industry and bringing individuals to Jacksonville. Chair Hyde stated that he appreciated the way in which the University facilitated the event; it was good for the University and good for the City of Jacksonville.

## Item 5 Proposed Amended Regulation – 2.1030R

## Graduate Admissions Regulation

Provost Patterson reminded the Board that the proposed amended 2.1030R Graduate Admissions Regulation had been deferred from the April 15, 2021 Board of Trustees meeting, due to time constraints and

## Item 5 Proposed Amended Regulation – 2.1030R

## Graduate Admissions Regulation

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asked Dean Kantner to present the item. Dean Kantner relayed that the University was requesting to change an item referenced in the current regulation – the requirement that applicants supply official transcripts from any institution which they have attended in the past. (He noted that official transcripts include an institution’s official seal and are delivered in sealed envelopes or through an institution’s encrypted electronic

system.) He stated that, on average, UNF’s applicants have studied at 2.4 institutions prior to applying for admission. He highlighted that, as the regulation currently stood, applicants would have to secure transcripts from all the institutions they have attended, noting this practice increases costs to prospective students. Dean Kantner informed the Trustees that the amendment would no longer require official transcripts from any institutions other than those through which an applicant has received a degree. (He relayed that applicants would still be required to upload unofficial transcripts for other courses they had taken at higher education institutions, but the amendments to the regulation would streamline the admissions process and reduce costs for applicants).

Chair Hyde asked Dean Kantner if the proposed amended regulation complies with Board of Governors’ regulations and the Florida statutes. Dean Kantner confirmed that it does. There being no further questions, Chair Hyde asked for a MOTION to APPROVE. Trustee Joost made a MOTION to APPROVE, and Trustee Egan SECONDED. The amended regulation was approved unanimously by the Board.

## Item 6 Review of Kognito Completion Rate Data

Provost Patterson reminded the Board that the Kognito mental health literacy program had been adopted for implementation at each State University System institution in the 2019 Fall semester. She relayed that each institution is required to achieve at least a 95% completion rate for faculty and staff who have direct contact with students. Provost Patterson requested that Dean Kantner provide an update for the University’s completion rates.

Dean Kantner referenced UNF’s presentation of its completion rates at the January 2021 Board of Governors Academic and Student Affairs Committee meeting, noting that the Committee had encouraged the University to push forward with its efforts for training completion and report back to the Board. He noted that, in January, the University had reported that 78.2% of faculty and staff had completed the training. He stated that, as of May 7, 2021, 99.9% of faculty and the required staff had completed the training and relayed that the University will be reporting its updated completion rates to the Board of Governors in June.

Dean Kantner highlighted that the category entitled “Additional Staff” is comprised of OPS and part-time student employees who do not have direct student contact. He stated that, of these staff members, although not required, 19.8% had completed the training by January, and 63.43% had completed the program by May. He noted that that, although not required, the University has worked to increase completion rates in this category of staff, as it believes it is very important to have them complete the training as well. He advised that new staff and faculty are learning about the training at their orientations and that the University has mechanisms in place for supervisors to encourage and monitor completion, including checks on training completion for renewals of

## Item 6 Review of Kognito Completion Rate Data

adjunct faculty contracts, reminders from faculty and staff supervisors, and an interactive dashboard (the Kognito Training Completion Monitor) which campus leaders can use to track completion for new and existing employees.

Trustee Egan asked about those employees who had not completed the training. Vice President Bennett and Dean Kantner relayed that some individuals had experienced technical difficulties, and that others had been on workers compensation and/or FMLA leave (and the University is not permitted to reach out to them). Provost Patterson emphasized the increase in completion rates had been a result of campus leaders’ efforts and partnerships with multiple University stakeholders (Vice Presidents, Deans, individuals in Academic and Student Affairs, the Faculty Association, Student Government, the Center for Professional Development and Training, Human Resources and ITS), working in tandem with the President’s Office to ensure there were a variety of touchpoints and follow-ups with faculty and staff to promote training completion. She advised that campus leadership will continue to receive weekly completion reports for Kognito and that all departments will continue to inform new employees that they must complete the training shortly after their arrival. She also relayed that the University will integrate and include the Kognito training into its Osprey Ascend training platform and create and implement automatic training assignments for all new employees.

Chair Hyde thanked Provost Patterson and Dean Kantner for the update and campus leaders for all of its work on completion rates for this important training program.

## Item 7 Budget Workshop - Discussion of FY 2021 – 2022 Proposed UNF Budget/Budget Scenarios

Chair Hyde asked Trustee Joost and Vice President Bennett to start the budget workshop. Trustee Joost began by thanking Vice President Duncan for her efforts at the state level in negotiating for the university in the budget process. The university made it through the budget process without any major budget cuts, receiving approximately 99% of last year’s funding. Changes included moving funds that were recurring in the past to non-recurring, but the budget office was able to re-organize funds to make accommodations. Discretionary dollars were reviewed and adjusted. Ongoing library expenses such as book replacements will be funded. A small cut to the MEDNexus budget was re-funded. A pool of one-time bonuses for the staff and faculty has been funded. A marketing position with a budget has been added to the President’s Office. A million-dollar pool for research has also been added to the budget.

Vice President Duncan gave a legislative update on items that impact the budget. The budget is pending the governor’s signature which is due by June 30th. A $5.3 billion budget was approved for the entire state university system which is a 2.8% increase over the recurring base budget. The Advanced Manufacturing allocation of $855,000 (where MSERF and the mass spectrometer for MEDNexus are housed) will be funded again. The legislature was very focused the cost of education, jobs and STEM, a pathway to jobs. Foreign influence and freedom of speech were also current themes discussed over the course of the legislative session. Free-seat tuition and the ‘grandparent tuition waiver bill’ were discussed as student reductions for education costs. These could impact university revenue. There was an increase for fringe benefits in the retirement program not funded by the state which will also impact the budget.

## Item 7 Budget Workshop - Discussion of FY 2021 – 2022 Proposed UNF Budget/Budget Scenarios

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Vice President Bennett presented additional details of the budget. He noted that the budget presented today is only for E&G funds. It does not include auxiliary and other non-state and other funds. At a high level, there was no new E&G funding approved. There was one cut to faculty salaries over $200,000 in certain programs which equates to a $328,000 budget reduction. There are increases to the retirement not funded by the legislature. Although the amount is not known at this time, a reserve has been placed in the university’s budget. The 6% hold-back from the state will be re-instated this year. $13 million dollars was shifted from recurring to non-recurring dollars. An estimated $39 million will be budgeted in carry forward funds. Renovations, construction projects and repairs/maintenance will be able to be completed with some of the money. Vice President Bennett also shared that 70% of the university budget pays for salaries and benefits. Plant operations accounts for another 4% to 5% of the budget. It does not include any tuition or fee increases. There is a line for one-time lump sum payments for all budgeted employees, if approved. Some of the cuts divisions had to make during the past year will be returned.

Some of the new initiatives include funding for the new Vice President of Jobs and the new Vice President of Diversity. Three centers will be funded this year – an Environmental Research and Education Center, Digital Humanities and the Study of Racial and Ethics Relations. New positions include a marketing position in Marketing and Communications and a position for Student Engagement and Career Services in the Jobs area. One million dollars has also been funded for

## Item 7 Budget Workshop - Discussion of FY 2021 – 2022 Proposed UNF Budget/Budget Scenarios

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faculty research. Almost $20 million dollars has been set aside in reserves; 7% required by Florida statute and the remainder, in case it is needed.

Vice President Bennett continued by sharing a comparison of last year’s allocations with this year’s allocations. If the budget does not increase, he listed the allocations that can be used to fund operations. UNF will receive the 6% hold-back for this year ($7.6 million). The University also has approximately 5% reserve not budgeted last year ($6.3 million).

Vice President Bennett also noted that, each year, he has a discussion with the President and Provost and decides on initiatives they would like to continue to fund, which would come out of the budget ($7.65 million). These items include costs to continue, financial aid tuition differential, employee scholarships, Library expenses, parking subsidies, currency, the Provost’s Reserve and a reserve for enrollment and other impacts. Vice President Bennett stated that this totals approximately $13 million.

Vice President Bennett shared that new costs will include UPD raises, MEDNexus money, MSERF, retirement increases, a lease increase on the building downtown, software increases, one-time lump some bonus payments to budgeted employees and the add-back payments for divisional cuts this year (totaling approximately $5.9 million).

Vice President Bennett relayed that departments are asked, each year, what their needs/wants are. These requests are discussed and decisions are made on the items that make sense strategically. Salary increases are included as well as conversion costs, new positions, promotion and tenure costs, evaluation software, the creation of a research pool, and the Math Center. Costs for all the items brings the balance of available monies to $618,000.

## Item 7 Budget Workshop - Discussion of FY 2021 – 2022 Proposed UNF Budget/Budget Scenarios

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Vice President Bennett stated that the carry forward budget for next year is currently estimated at $39 million. A 7% reserve is statutorily required. A detailed budget will be brought to the board in August for approval. Carry forward expenses include the Environmental Center, outside attorney costs, public safety initiatives, security cameras, TLOs and flagships, MOCA’s annual allotment, diversity initiatives, final aid tuition differential, deferred maintenance, minor projects, network infrastructure, ADA accommodations, faculty development, Fine Arts Center, marketing, nutrition services and a general reserve. Items that the university is able to initiate this year include master plan projects, Academic Affairs and Student Affairs moves, a new program in FIE related to early childhood education, ITS generator needs, Deerwood expenses, new vice president initiatives and a $1 million reserve for any outstanding COVID-19 expenses. The remaining balance will be approximately $435,000.

Vice President Bennett shared a breakdown of the budget related to the different areas on campus. He stated that the divisions remain mostly consistent each year. Auxiliary departments go through a separate budget process and any departments receiving student fees are subject to an additional process to ensure fees are being used in accordance with state statutes. Budgets revenues are based on credit hours each year. A 2% reserve is also included each year for salary increases. Vice Present Bennett stated that, overall, auxiliaries were hit the hardest, over the past year. Vice President Bennett concluded his presentation by stating that auxiliaries have received a fund balance adjustment for lost revenue with stimulus monies received, and it is anticipated that additional stimulus monies will be received.

## Item 8 Adjournment

Chair Hyde adjourned the meeting at 2:30 p.m.