# -DRAFT MINUTES-

## Members Present:

John Gol (Chair), Jason Barrett, Mike Binder, John Grosso, Kevin Hyde

(ex officio), Paul McElroy, Steve Moore, Nik Patel

## Members Absent:

Christopher Lazzara

## Item 1 Call to Order Chair Gol recognized a quorum and called the meeting to order.

## Item 2 Public Comment Chair Gol offered those in attendance the opportunity for public comment. There were no requests for public comment.

## Item 3 Consent Agenda Chair Gol requested a motion to approve the items on the consent agenda. There was one item: the June 1, 2023, Finance and Facilities Committee Meeting Minutes.

BOT Chair Hyde made a MOTION to APPROVE the consent agenda as presented. Trustee Moore SECONDED the motion, and the Committee unanimously APPROVED.

## Item 4 Amended Regulation –13.0010R Procurement Program Vice President Bennett presented the amended regulation which increases the competitive solicitation threshold from $75,000 to $150,000 due to recent legislative changes. Included in the law is the ability to review the threshold every three years and adjust in accordance with the CPI. This will allow more flexibility with purchasing. BOT Chair Hyde made a MOTION to APPROVE the proposed amended regulation. Trustee Moore SECONDED the motion and the Committee unanimously APPROVED.

## Item 5 Amended Regulation – 7.0100R Temporary Signage

Vice President Bennett presented the amendment and stated there are a lot of opportunities and needs for different signage on campus that are temporary in nature. The regulation was rewritten to align with current university practices regarding use, approval and permitting of the temporary signage on campus. Associate Vice President and Chief Compliance Officer Robyn Blank addressed the committee and acknowledged the amendment does restate UNF’s commitments of free speech principles and distinguishes between temporary signage for expressive activities where a permit is not required.

Trustee Patel made a MOTION to APPROVE the proposed amended regulation. Trustee McElroy SECONDED the motion and the committee unanimously APPROVED.

## Item 6 Fiscal Year 2023-2024 Carryforward and Fixed Capital Outlay Budget Vice President Bennett reminded trustees of the overall university budget that was presented and approved at the June 2023 meeting, including an estimated carry-forward budget. He stated the BOG requires universities to submit changes to the carry-forward budgets in October based on the final numbers after year-end. The revised budget requires both the president and the BOT chair to sign off. A high-level summary of the budget was presented, and detailed documents were available in the meeting materials online. The carry forward balance of unspent funds from FY23 is just over $42M. The initial allocations approved by the BOT in June includes the 7% statutory reserves; $12M in university allocations for construction projects and currency infrastructure; and $4.9M in divisional non-recurring allocations. After required remaining balance roll-overs, a balance of $1.2M is allocated for continued space renovations, HR consultants and compensation study, searches, an additional $.5M for adjuncts, and some minimum wage increases for Music department accompanists. The Fixed Capital Outlay is an additional part of the submission to the BOG which is a compilation of every project to possibly do or start this fiscal year. Some projects may not come to fruition; however, they must be included on the report and have authorization in the event money is allocated to proceed. The Capital Project Request to the state is also included and gives an overview of all project asks.

Trustee Patel made a MOTION to APPROVE the FY2023-2024 Carry-forward Spending Plan and Fixed Capital Outlay Budget. Trustee Moore SECONDED the motion and the committee unanimously APPROVED.

## Item 7 Fiscal Year 2022-2023 Accounts Receivable and Write Offs Report Florida Statutes requires the accounts receivable and write-offs to be brought before the Board each year. Vice President Bennett noted this is for financial statement purposes only and UNF does not write off any student debt. Students are required to make payment on any outstanding debt and continued attempts are made to collect those funds.

The summary reflects an increase for tuition and fees; however, Vice President Bennett stated it is a recalibration where HEERF and CARES money came through the last couple of years, and we are now getting back to pre-pandemic levels.

Trustee Moore made a MOTION to APPROVE the FY2022-2023 Accounts Receivable and Write Offs Report. Trustee Patel SECONDED the motion and the committee unanimously APPROVED.

## Item 8 Vice President Administration & Finance Update

Vice President Bennett stated he will start giving an overview of things happening within Administration & Finance or the administration in general, at each meeting and will include the regular quarterly reports for Treasury and Capital Projects in his update.

The Treasurer’s Reports shows FY23 ending with a $165.3M net cash balance and $166.7M in investments. UNF is in a good position from a return perspective. The Board of Governors approved the bond issue for Hicks Honors Hall, and debt will increase considerably by the next meeting due to this project. It will be issued in the fall, with an approximate October / November timeline.   
  
The Capital Projects Summary reflects a lot of completed projects. Many were just finished this past summer, going in to fall, and will be closed out and removed from the list. Many new projects are just getting started or will start soon including the PECO funded Brooks College of Heath remodel and Coggin College of Business expansion; and the East Ridge / Honors Housing complex.   
  
The compensation study with an outside firm is almost complete. Vice President Bennett is meeting with consultants and reviewing final reports. A presentation will go before the Board in the fall with information on how UNF will address the recommendations.

Vice President Bennett reported that overall staff is 5.4% - 6.4% below market average. Nine-month faculty are 9% below without a cost-of-living adjustment and 6% with the cost-of-living. Lecturers are the largest differential for faculty who are 23% below market.

Trustee Patel asked if there was a specific group in the overall staff that is heavily below the market rate. President Limayem stated some support staff are still making $12 per hour. Vice President Bennett confirmed that it is seen as a big emphasis and priority for UNF to bring those salaries up.

Focus groups and sessions were conducted this past year and one of the biggest topics that came back was the work environment and space. A firm has been engaged to look at the current space and will provide a report this fall on how to best utilize it as UNF grows and adds more staff. Vice President Bennett stated this study on space is separate from classrooms, as those reports are done regularly, and we have data on utilization of those areas.

Vice President Bennett announced the Associate Vice President and Chief Human Resources Officer search has been ongoing for a few months. He stated several people have come to campus for interviews and UNF is committed to find the right person to lead staff and the work/life environment. Another candidate is being evaluated now.

Vice President Bennett and Vice President and Chief Information Officer, Brian Verkamp gave a joint update on the Workday project. Future updates will be given again at the fall and spring Board meetings.

Vice President Bennett stated the project has been branded as *Osprey Rising* and shared a timeline of the project, where it started and where it is now. It is currently in the playbacks stage where key areas are walking through everything done to date and making sure decisions have been captured correctly. July 1, 2024 is the “go live” date with Human Resources and Finance programming starting first.

Vice President Verkamp shared that the start of many UNF enterprise systems and data are being migrated and approximately 25% is complete. The first playbacks session gave a first view of the data imports and how Workday functions to make sure everyone is comfortable with it. Customer confirmation sessions are next and will allow UNF to start driving the process. These sessions will be delivered by UNF’s Finance and Human Resource areas followed by the next few months of testing the Workday platform beginning in October.

December will bring end-to-end testing phases with a more meticulous view of current business processes and where things can be refined more. Vice President Verkamp stated this is where the benefits of moving to the Workday platform will be realized and how much of an improvement it will be for UNF.

Payroll testing will begin in March running parallel to the current Banner system to work out any differences and make sure everything is working properly. A production dress rehearsal will begin in April, and those with the most interactions with the current systems will go through training.

Vice President Verkamp discussed the Workday Ambassadors Network which is a group of approximately 65 faculty and staff who will be critical during the transition to provide peer-to-peer communications.

Trustee Patel inquired if there is a fallback plan to ensure there is backup in the event something goes wrong, and asked what that rollover plan would be. Vice President Verkamp confirmed the fallback plan will always be the existing systems. For example, the parallel payroll system will run as a duplication for a couple of months. This will carry some overhead costs, but it will continue to run until we are comfortable with the Workday process running alone.

Trustee Binder stated that UNF’s current systems can sometimes be difficult to get things approved and asked if there is an opportunity to reduce the amount of approval queues, and if those conversations are taking place, how flexible is Workday on the back end. President Limayem responded that we are working closely with Accenture and internal stakeholders to streamline processes and take care of existing pain points now. Vice President Bennett stated that a business process analysis with Accenture was completed in the first few months to walk through current processes with business units. Decisions are deferred to Accenture and Workday and if their advice is not taken, it is vetted through Vice President Bennett and Vice President Verkamp for justification as to why.

## Item Adjournment

Chair Gol adjourned the meeting at 1:39 p.m.