**Minutes**

**Trustee Attendance**

**Present:** John Gol (Chair), Jason Barrett, Mike Binder, John Grosso, Kevin Hyde (ex-officio), Chris Lazzara, Paul McElroy, Steve Moore, Nik Patel

1. **Call to Order**

Chair Gol recognized a quorum and called the meeting to order.

1. **Public Comment**

Chair Gol confirmed there were no requests for public comments.

1. **Consent Agenda**

-Draft November 16, 2023, Academic and Student Affairs Committee Meeting Minutes

Chair Gol asked for a MOTION to approve the Draft November 16, 2023 Finance and Facilities meeting minutes. BOT Chair Hyde made a MOTION to APPROVE, and Trustee Lazzara SECONDED the motion, and the committee unanimously approved the draft minutes.

## Proposed Amended Regulation: 1.0030R Disruptive Behavior

Ms. Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer, presented the amended regulation which applies to the behavior of employees, guests, and others who are on campus (non-students). The update reflects requirements for universities to develop disciplinary policies based on Florida Statute §553.865 Private Space and Board of Governors Regulation 14.010 for designation of restroom and changing facilities.

The requirements have been shared with Recreation and Wellness and Physical Facilities to ensure that protocols are compliant with the statute and regulation, including signage on restrooms and locker rooms.

The amendments were vetted through the Compliance, Ethics and Risk Oversight Committee, Executive Cabinet and met the 30-day notice for comment period.

BOT Chair Hyde made a MOTION to APPROVE the amended regulation as presented. Trustee Patel SECONDED the motion, and the committee unanimously APPROVED.

## Proposed Amended Regulation: 4.0010R Personnel Programs

Ms. Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer, presented the amendments to the Personnel Programs Regulation, which is one of many in a larger project to review policies and regulations governing Human Resources as a whole.

The changes bring definitions in line with BOG Regulation 9.006 which requires UNF to have a personnel program. The revisions define employee categories such as Faculty, Administrative & Professional (A&P), and Other Personnel Services (OPS).

A requirement for existing employees to report arrests of certain crimes was also added pursuant to Florida Statute §435.05. Associate Vice President Blank stated this has been a part of the onboarding process to request that someone is aware of the requirements, but until now has not been articulated in a regulation or policy.

The regulation was vetted through the Compliance, Ethics and Risk Oversight Committee, Executive Cabinet and met the 30-day notice for comment period. The updates were also discussed with Julien Carter, Assistant Vice President and Chief Human Resources Officer, to address any concerns about the revisions since work began prior to his arrival in January.

BOT Chair Hyde made a motion to APPROVE the amended regulation as presented. Trustee Lazzara SECONDED the motion, and the committee unanimously APPROVED.

## Honors Residence Hall Conservation Easement

Vice President Scott Bennett stated the new Honors Housing construction project which is underway requires us to put approximately 2.5 acres into conservation. A walkway to cross the wetlands will have to be built from the new housing, similar to the existing walkway coming from The Fountains to main campus. With this project, additional acreage will be added into the conservation.

Associate Vice President John Hale stated the first step will be entering into an agreement with the Water Management District in substantially the form of prior agreements for mitigation parcels, and (ii) to coordinate with the District to obtain the Division of State Lands’ written consent to the agreement in order to comply with the University’s obligations under its campus lease from the State.

BOT Chair Hyde made a motion to APPROVE the conservation easement. Trustee Patel SECONDED the Motion, and the committee unanimously APPROVED.

## Annual Review of Finance and Facilities Committee Charter

Associate Vice President Blank presented an update to the Finance and Facilities Committee Charter. The action plan adopted by the Board of Trustees requires regular review of the committee charters and the Board Bylaws every two years. Each Board committee charter was reviewed and while all are adequate, each is a little different and the updates will bring some consistency. Conducting the bylaw review at the same as the charters will result in uniformity across all documents.

Existing committee charter content has been placed in a new charter template with four sections: role and purpose, authority, membership, and meetings and committee responsibilities. Each committee is being asked to review the draft charters and provide any comments to be incorporated before presenting the revised documents at the June meetings for final approval.

## Reports and Ratios

Vice President Bennett presented the following quarterly and annual financial reports:

* Budget Report
*Auxiliary*
	+ The auxiliary report reflects the budget status as of the end of January.
	+ Includes the most notable or top auxiliary budgets, but there are approximately 200 auxiliaries overall.
	+ Most budgets are on target for revenue and expenses, however some with negatives were budgeted such as University Center, Fine Arts Center, and Housing. They are using fund balances for existing projects and renovations.
	+ Athletics currently reflects a budget shortfall; however, the director is working closely with administration to adjust and bring the projected balance out of the negative.

*E&G*

* + E&G budgets are tracking as expected.
	+ Revenues are mostly state appropriations. It is expected to receive all general revenue and lottery funds.
	+ Tuition and fees will be under the budgeted revenue for this year. The 2019 enrollment high is the number used for budgeting based on previous state appropriations. While the enrollment is increasing, we are still operating at a lower amount than budgeted for. This shortfall was expected and budgeted for accordingly.
	+ Expenses are reflected at a high level by divisions and colleges.
	+ Projections based on current tracking would result in a year-end positive of $13.5M which would roll in to carry forward funds for next fiscal year.
* Capital Projects and Change Orders Quarterly Report
	+ State appropriated funding is flowing through, and projects have crossed the $200M threshold; including the recently added $80M Honors Housing project, the Coggin College of Business Phase 2 project, and Brooks College of Health remodel.
	+ $2.7M of the state appropriated $17M granted last year is going towards deferred maintenance.
	+ Several deferred maintenance projects are currently siloed that came in over the estimated budget that was put forward 2 years ago. Funds cannot shift between projects so UNF will work with the Board of Governors to reallocate some project funding and fully encumber them by the end of the calendar year to finish up those projects.
* Ratios
	+ The updated ratios report reflects all state universities and for the first time includes University of South Florida and Florida Polytechnic University.
	+ Ratios includes all unrestricted funds, general revenue, auxiliaries, athletics, and others.
	+ The Current and Quick Ratios look at measure of liquidity, and there’s not much difference in the two. Both are at 12.24 which is the highest ratios of liquidity in the SUS and has been true for the last couple of years.
	+ The Tuition Contribution Ratio measures how much reliance is placed on tuition to pay current operating expenses. UNF is just under 30% and has been holding steady the last few years.
	+ Next year’s reliance could lessen due to the $25M in additional appropriations from the State this year,
	+ The Defensive Interval reflects how many days UNF can pay bills with cash on hand and no revenue coming in. The numbers were just north of 150 in previous years due to the COVID money coming in. While a decrease was expected, UNF’s 134 days is still the highest number in a decade outside of the COVID years.
* Treasurer’s Report
	+ As of December 31, 2023, there was a net cash balance of $160.3M invested and $160.3 cash in the bank.
	+ Unable to invest like foundation, the liquid rates on returns are down but are still ahead of at benchmark.
	+ Debt is at $182.4 which now includes $80M for the housing project.
1. **Administration and Finance Update by Vice President Bennett**

Vice President Bennett gave an update on several Administration and Finance topics.

* Julien Carter, Assistant Vice President and Chief Human Resources Officer officially started in January.
* The Honors Housing project is underway with an expected completion by Fall 2025.
	+ A detailed timeline over the next 18 months can be provided to anyone interested.
* The City of Jacksonville entered a joint project with UNF to create a shared use path.
	+ The existing separate path off Kernan Blvd. utilized for pedestrians and bikes will continue through campus, to be completed over three (3) phases.
	+ Phase I will begin on the Town Center side of campus at I-295 to the traffic signal at Eco Road.
	+ The City is looking at grant funding to complete Phases 2 and 3 which would take the path around the southern edge of the loop.
	+ An existing turn lane would be removed, reducing the road to 2 lanes for traffic. The 12 feet gained from removing the turn lane will create the pedestrian corridor.
* The DLR Group completed the space utilization study, and it will be presented at the full Board meeting.
	+ The key findings addressed classroom scheduling, offices, temporary assignment, and research space, and establishing collaborative and flexible workspaces.
* The DLR Group is the selected firm for the Master Plan.
	+ The Master Plan is updated every five years.

The previously completed Space Utilization Study by the same firm will easily flow into the Master Plan process.

1. **Adjournment**

Chair Gol adjourned the meeting at 1:32 pm.