



# Finance & Facilities Committee Meeting

University of North Florida

Virtual

2024-09-23 12:45 - 14:00 EDT

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## Finance & Facilities Committee Meeting

University of North Florida

Monday, September 23, 2024 at 12:45 PM\* to at 2:00 PM

\*start time at the conclusion of the previous meeting

Virtual

### Agenda

#### I. Call to Order

#### II. Public Comment

#### III. Action Items

##### A. FF-1: Consent Agenda

1. June 6, 2024 Draft Finance and Facilities Committee Meeting Minutes

##### B. FF-2: Amended Regulation: 7.0040R - Freedom of Expression in Outdoor Areas of Campus

12:45 PM

Presenter: Robyn Blank, Chief Compliance and Ethics Officer

##### C. FF-3: Capital Improvement Trust Fund (CITF) Budget Reallocation

12:55 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

##### D. FF-4: FY 2024-2025 Carryforward and Fixed Capital Outlay Budget

1:05 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

##### E. FF-5: FY 2023-2024 Accounts Receivable and Write-Offs Report

1:10 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

##### F. FF-6: FY Annual Review of Fiscal Year 2024 Bonuses

1:15 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

#### IV. Discussion Items

##### A. DISC-1: Finance and Facilities FY25 Annual Work Plan

1:20 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

##### B. DISC-2: Reports and Ratios:

1:30 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

1. Budget Reports
2. Capital Projects and Change Orders Quarterly Report
3. Treasurer's Report

#### V. Adjournment

1:50 PM



Board of Trustees

Item # FF-1  
Action Item

**UNF Board of Trustees  
Finance and Facilities Committee  
September 23, 2024**

**Subject:** Finance and Facilities Committee Meeting Minutes

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**Recommended Action:**

Approval of June 10, 2024 Finance and Facilities Committee Meeting Minutes

**Background Information:**

Committee members will review and approve the Minutes of the Finance and Facilities Committee meeting held on June 10, 2024

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**Supporting documentation:**

1. [June 10, 2024 Finance and Facilities Committee Meeting Minutes](#)

**Presenter:**

John Gol, Chair of Finance and Facilities Committee



**UNF Board of Trustees**  
**Finance and Facilities Committee**  
*September 23, 2024*

**Subject:** Proposed Amended Regulation: 7.0040R - Freedom of Expression in Outdoor Areas of Campus

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**Recommended Action:**

Approval of the proposed amended regulation, 7.0040R – Freedom of Expression in Outdoor Areas of Campus.

**Background Information:**

Ms. Robyn Blank, Associate Vice President and Chief Compliance Officer will present the amended regulation which provides further guidance to the campus community for changes focused on clarification surrounding the University's authority to enforce time, place, and manner restrictions on expressive activity.

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**Supporting documentation:**

1. [7.0040R – Freedom of Expression in Outdoor Areas of Campus Regulation](#)

**Presenter:**

Robyn Blank, Associate Vice President and Chief Compliance Officer



**UNF Board of Trustees  
Finance and Facilities Committee  
September 23, 2024**

**Subject:** Capital Improvement Trust Fund (CITF) Budget Reallocation

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**Recommended Action:**

Approval of the proposed CITF Budget Reallocation.

**Background Information:**

Vice President Bennett and Associate Vice President Hale will present a request to reallocate a CITF project budget balance for the committee's consideration. With the new Student Support and Academic Building now fully funded through PECO appropriations, we request approval for the transfer of \$1,830,665 in CITF funds to the Delaney Student Union Remodel & Renovation CITF project. Student Government is supportive of this transfer. This request will then be forwarded to the BOG for approval.

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**Supporting documentation:**

1. CITF Budget Reallocation

**Presenter:**

Scott Bennett, Vice President, Administration & Finance



**UNF Board of Trustees  
Finance and Facilities Committee**

*September 23, 2024*

**Subject:** Fiscal Year 2024-2025 Carryforward and Fixed Capital Outlay Budget

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**Recommended Action:**

Approval of the FY 2024-2025 Carryforward and Fixed Capital Outlay Budget.

**Background Information:**

The final FY 2024-2025 Carryforward Spending Plan and Fixed Capital Outlay Budget will be presented for the Committee's consideration.

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**Supporting documentation:**

1. FY 2024-2025 Carryforward Spending Plan
2. FY 2024-2025 Fixed Capital Outlay Budget
3. FY 2024-2025 Carryforward Allocation

**Presenter:**

Scott Bennett, Vice President, Administration and Finance



**UNF Board of Trustees**  
**Finance and Facilities Committee**  
*September 23, 2024*

**Subject:** 2023-2024 Accounts Receivable and Write-Offs Report

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**Recommended Action:**

Approval of 2023-2024 Accounts Receivable and Write-Offs Report

**Background Information:**

Florida Statutes authorizes the university's Board of Trustees to charge off or settle uncollectible accounts. The Board delegated the authority for accounts receivable write-offs under \$10,000 to the President of the university. As part of this delegation, the President will report annually the status of accounts receivable charge-offs to the Board.

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**Supporting documentation:**

1. 2023-2024 Accounts Receivable and Write-Offs Report

**Presenter:**

Scott Bennett, Vice President, Administration & Finance



**UNF Board of Trustees  
Finance and Facilities Committee**

*September 23, 2024*

**Subject:** Annual Review of Bonuses for Fiscal Year 2024

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**Recommended Action:**

No action is required. This is informational only.

**Background Information:**

Vice President Bennett will present an overview of the Fiscal Year 2024 bonuses.

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**Supporting documentation:**

1. FY 2024 Bonuses

**Presenter:**

Scott Bennett, Vice President, Administration & Finance





**UNF Board of Trustees  
Finance and Facilities Committee**

*September 23, 2024*

**Subject:** Finance and Facilities Committee FY25 Annual Work Plan

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**Recommended Action:**

No action is necessary. This item is for discussion only.

**Background Information:**

The Committee Work Plan serves as a roadmap for the committee's activities, ensuring that all necessary approvals are noted and that the committee is regularly informed of important developments in audit and compliance.

The FY25 Finance and Facilities Work Plan outlines the key items that the Finance and Facilities Committee will review throughout this fiscal year. This plan includes a list of approval and informational items, ensuring that the committee remains informed and engaged in the committee's work.

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**Supporting documentation:**

1. FY25 Finance and Facilities Annual Work Plan

**Presenter:**

Scott Bennett, Vice President of Administration and Finance



**UNF Board of Trustees  
Finance and Facilities Committee**

*September 23, 2024*

**Subject:** Financial Reports

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**Recommended Action:**

No action is required. These are informational only.

**Background Information:**

Quarterly and annual financial reports will be presented.

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**Supporting documentation:**

1. Budget Reports (E&G and Auxiliary)
2. Capital Projects and Change Orders Report
3. Treasurer's Report

**Presenter:**

Scott Bennett, Vice President, Administration & Finance