



Finance & Facilities Committee Meeting

University of North Florida

Virtual

2025-09-18 1:00 - 1:50 EDT

Table of Contents

I. Call to Order.....	2
II. Public Comment	
III. Action Items	
A. FF-1: Consent Agenda	
1. June 12, 2025 Draft Finance and Facilities Committee Meeting Minutes.....	3
B. FF-2: Proposed Amended Regulation: 1.0050R - Sexual Misconduct and Title IX Sexual Harassment.....	4
C. FF-3: Proposed Amended Regulation: 4.0170R - Conflicts of Interest.....	5
D. FF-4: Former ADT Building Use Permit Between TSI and UNF.....	6
E. FF-5: FY 2025-2026 Carryforward and Fixed Capital Outlay Budget.....	7
F. FF-6: FY 2024-2025 Accounts Receivable and Write-Offs Report.....	8
G. FF-7: Annual Review of Fiscal Year 2025 Bonuses.....	9
IV. Discussion Items	
A. DISC-1: Finance and Facilities FY26 Annual Work Plan.....	10
B. DISC-2: Reports and Ratios:.....	11
1. Budget Reports	
2. Capital Projects and Change Orders Quarterly Report	
3. Treasurer's Report	
V. Adjournment	



Finance & Facilities Committee Meeting

University of North Florida

Thursday, September 18, 2025, from 1:00 PM to 1:50 PM*

**meeting will start 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 10, 2024 Draft Finance and Facilities Committee Meeting Minutes

Presenter: John Gol, Finance and Facilities Committee Chair

B. FF-2: Proposed Amended Regulation: 1.0050R - Sexual Misconduct and Title IX Sexual Harassment 1:00 PM

Presenter: Robyn Blank, Associate Vice President, Chief Compliance and Ethics Officer

C. FF-3: Proposed Amended Regulation: 4.0170R - Conflicts of Interest 1:05 PM

Presenter: Robyn Blank, Associate Vice President, Chief Compliance and Ethics Officer

D. FF-4: Former ADT Building Use Permit Between TSI and UNF 1:10 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

E. FF-5: FY 2025-2026 Carryforward and Fixed Capital Outlay Budget 1:15 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

F. FF-6: FY 2024-2025 Accounts Receivable and Write-Offs Report 1:20 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

G. FF-7: Annual Review of Fiscal Year 2025 Bonuses 1:25 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

IV. Discussion Items

A. DISC-1: Finance and Facilities FY26 Annual Work Plan 1:30 PM

Presenter: Scott Bennett, Vice President of Administration and Finance

B. DISC-2: Reports and Ratios: 1:40 PM

1. Budget Reports

2. Capital Projects and Change Orders Quarterly Report

3. Treasurer's Report

V. Adjournment 1:50 PM



**UNF Board of Trustees
Finance and Facilities Committee
*September 18, 2025***

Subject: Finance and Facilities Committee Meeting Minutes

Recommended Action:

Approval of the June 12, 2025, 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 12, 2025.

Strategic Plan Alignment:

N/A

Supporting documentation:

1. June 12, 2025, Finance and Facilities Committee Meeting Minutes

Presenter:

John Gol, Chair, Finance and Facilities Committee



**UNF Board of Trustees
Finance and Facilities Committee
September 18, 2025**

**Subject: Proposed Amendment: 1.0050R Sexual Misconduct and Title IX
Sexual Harassment Regulation**

Recommended Action:

Approval amendments to 1.0050R Sexual Misconduct and Title IX Sexual Harassment Regulation

Background Information:

This regulation describes UNF's approach to compliance with the Code of Ethics for Public Officers of the State of Florida's conflict of interest provisions and other rules and regulations adopted pursuant to the Code, including outside activity disclosure requirements, creation of management plans, and incorporation of state standards for failure to disclose certain outside activities or financial interests. Revisions update the regulation to reflect the use of a new Workday form for disclosures of potential issues, flexibility for scheduling of annual disclosure requirements, and preparation of management plans prior to approval requests.

Strategic Plan Alignment:

Adherence to University Values; Strategic Plan Priority Areas 1 and 4.

Supporting documentation:

1. PPT
2. Redlined version of Proposed Amendment: 1.0050R Sexual Misconduct and Title IX Sexual Harassment Regulation
3. Clean version of 1.0050R Sexual Misconduct and Title IX Sexual Harassment Regulation

Presenter:

Robyn Blank, Associate Vice President, Chief Compliance and Ethics Officer



**UNF Board of Trustees
Academic and Student Affairs Committee
September 18, 2025**

Subject: Proposed Amendments: 4.0170R Conflicts of Interest

Recommended Action:

Approval the amendments to 4.0170R Conflicts of Interest Regulation

Background Information:

This regulation describes UNF's approach to compliance with the Code of Ethics for Public Officers of the State of Florida's conflict of interest provisions and other rules and regulations adopted pursuant to the Code, including outside activity disclosure requirements, creation of management plans, and incorporation of state standards for failure to disclose certain outside activities or financial interests. Revisions update the regulation to reflect the use of a new Workday form for disclosures of potential issues, flexibility for scheduling of annual disclosure requirements, and preparation of management plans prior to approval requests.

Strategic Plan Alignment:

Adherence to University Values of Accountability and Integrity; Strategic Plan Priority Areas 2 and 4.

Supporting documentation:

1. PPT
2. Redlined version of 4.0170R Conflicts of Interest
3. Clean ersion of 4.0170R Conflicts of Interest

Presenter:

Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer



**UNF Board of Trustees
Finance and Facilities Committee
*September 18, 2025***

Subject: Former ADT Building Use Permit Between TSI and UNF

Recommended Action:

Approval of permit between TSI and UNF for use of the former ADT building.

Background Information:

A permit between the Training and Services Institute and the University of North Florida will allow use of the former ADT building for uses supporting the mission of the University.

Strategic Plan Alignment:

The permitted use of the building aligns with the Strategic Plan Advanced Manufacturing area of focus. The building is part of the PECO request to begin renovations converting space for training and research allowing expansion of the Advanced Manufacturing program into an appropriate facility.

Supporting documentation:

1. Revocable Permit

Presenter:

Scott Bennett, Vice President, Administration and Finance



**UNF Board of Trustees
Finance and Facilities Committee
September 18, 2025**

Subject: Fiscal Year 2025-2026 Carryforward and Fixed Capital Outlay Budget

Recommended Action:

Approval of the FY 2025-2026 Carryforward and Fixed Capital Outlay Budget.

Background Information:

The FY 2025-2026 Carryforward Spending Plan and Fixed Capital Outlay Budget will be presented for the committee's review and consideration. Carryforward funds are unspent E&G dollars from the prior fiscal year, available as non-recurring resources.

The Fixed-Capital Outlay Budget outlines prioritized projects funded through carryforward dollars and state appropriations. Projects include renovations, repairs, maintenance, remodeling or infrastructure improvements and new construction requests.

Strategic Plan Alignment:

The Fixed Capital Outlay Budget supports Strategic Priority 1: Student Success by enhancing student-centric campus spaces and facilities.

Supporting documentation:

1. FY 2025-2026 Carryforward Spending Plan
2. FY 2025-2026 Fixed Capital Outlay Budget
3. FY 2025-2026 Carryforward Allocation

Presenter:

Scott Bennett, Vice President, Administration and Finance



**UNF Board of Trustees
Finance and Facilities Committee
September 18, 2025**

Subject: 2024-2025 Accounts Receivable and Write-Offs Report

Recommended Action:

Approval of the FY 2024-2025 Accounts Receivable and Write-Offs Report

Background Information:

Section 1010.03, Florida Statutes, authorizes the university Boards of Trustees to charge off or settle uncollectible accounts. The Board has delegated authority to the university president to approve write-offs of accounts receivable under \$10,000. In accordance with this delegation, the president provides an annual report to the Board summarizing accounts receivable charge-offs.

Strategic Plan Alignment:

N/A

Supporting documentation:

1. FY 2024-2025 Accounts Receivable and Write Offs Report

Presenter:

Scott Bennett, Vice President, Administration and Finance



**UNF Board of Trustees
Finance and Facilities Committee
*September 18, 2025***

Subject: Annual Review of Fiscal Year 2025 Bonuses

Recommended Action:

Approval of the FY 2025 Annual Bonus Report.

Background Information:

Pursuant to Florida Board of Governors Regulation 9.015 and Section 1012.978, Florida Statutes, each university Board of Trustees is authorized to establish and implement bonus plans that support employee work performance, recruitment, and retention.

Strategic Plan Alignment:

This initiative supports Priority 4 of the Strategic Plan: Accelerate the Success of Faculty and Staff. By recognizing and rewarding exceptional contributions, the bonus plan reinforces a culture of excellence and supports institutional goals for talent development and retention.

Supporting documentation:

1. Fiscal Year 2025 Bonuses

Presenter:

Scott Bennett, Vice President, Administration and Finance



UNF Board of Trustees
Finance and Facilities Committee
September 18, 2025

Subject: Finance and Facilities Committee FY26 Annual Work Plan

Recommended Action:

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

Background Information:

The Finance and Facilities Committee Work Plan serves as a strategic roadmap guiding the committee's activities and ensuring that all required approvals are documented. It's instrumental in keeping the committee informed of key developments in audit and compliance.

The FY26 work plan outlines the primary items the committee will review during the fiscal year. It includes both approval and informational items, supporting the committee's ongoing engagement and oversight responsibilities.

Strategic Plan Alignment:

N/A

Supporting documentation:

1. Finance and Facilities Committee FY26 Work Plan

Presenter:

Scott Bennett, Vice President, Administration and Finance



**UNF Board of Trustees
Finance and Facilities Committee
*September 18, 2025***

Subject: Financial Reports

Recommended Action:

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

Background Information:

Financial reports for fiscal year-ended June 30, 2025 will be presented.

Strategic Plan Alignment:

N/A

Supporting documentation:

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

Presenter:

Scott Bennett, Vice President, Administration and Finance