Minutes
Finance, Facilities & Operations Committee Meeting
UWF Board of Trustees
May 15, 2019

Committee Chair, Trustee Suzanne Lewis called the meeting to order at 10:15 a.m.

Trustees Suzanne Lewis, Lewis Bear, Jr., and Dave Cleveland were in attendance.


Others attending:
Dr. George Ellenberg, Provost and Senior Vice President; Dr. Pam Northrup, VP, Innovation and Strategic Research; Ms. Pam Langham, General Counsel; Mr. Howard Reddy, VP, University Advancement; Dr. Kim LeDuff, VP Academic Engagement; Dr. Kimberly McCorkle, Vice Provost; Ms. Betsy Bowers, VP, Finance & Administration; Ms. Janice Gilley, Associate Vice President, External Affairs; Dr. Melinda Bowers, Director, Facilities Operations & Emerald Coast Campus; Dr. Tim O’Keefe, Dean COB; Dr. Steve Brown, Dean CASSH; Dr. William Crawley, Dean CEPS; Dr. Jaromy Kuhl, Dean MMCOS; Dr. Matthew Schwartz, Dr. Brandon Frye, Dean of Students; Dr. Ed Ranelli, CEO, BEI; Mr. Rob Overton, Executive Director, Historic Trust; Police Chief Marc Cossich; Dr. Denise Seabert, Dean College of Health; Ms. Michele Manassah, Director Health and Wellness; Ms. Megan Gonzalez, Executive Director, University Communications; Ms. Angie Jones, Director, Procurement and Contract Services; Mr. Vito Hite, Chief Audit Executive, Internal Auditing & Management Consulting; Ms. Cynthia Talbert, Internal Auditor III; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Lucas, CFO, UWF Foundation; Mr. Dave Scott, Athletics Director; Mr. Neil McMillion, Director Housing and Residence Life; Mr. Brice Griffin, Assistant Director, Residence Life; Mr. Matt Marshall, Director University Commons; Ms. Tiffany Nisewonger, Executive Assistant, Finance & Administration; Ms. Angela Wallace, Director, Finance & Administration; Ms. Elizabeth Mrachek, PCard Auditor, Internal Auditing & Management Consulting; Ms. Colleen Asmus, University Controller; Mr. Jeff Djerlek, Assistant Controller; Dr. Jim Hurd, Senior Associate VP Student Affairs Administration; Mr. Ross Dahlstrom, Network Engineer; Mr. Chuck Bell, Telecommunications; Mr. Chase Green, BOT IT; Mr. Cody Thurber, BOT IT; Mr. Eric Ingerman, Sound Engineer; Ms. Kat Zatapkova, BOT Student Assistant and Ms. Becky Luntsford, Recording Secretary.

**CHAIR’S GREETING**

Chair Lewis welcomed all those present and explained there were two action items and three information items on the agenda.
ACTION ITEMS

1. Approval of Fiscal Year 2020/2021 – 2024/2025 Fixed Capital Outlay Plan. This item was presented by Betsy Bowers, Vice President of Finance and Administration. The Board of Trustees approved the FY2019/2020 Fixed Capital Outlay Plan on June 5, 2018. The plan aligns with the May 2017 Educational Plant Survey Team's recommendation. The University requests that the Board of Governors recognize the board-approved plan within the forthcoming Three-Year PECO Project List. This report, which captures the institution's comprehensive capital plan for the Board of Governors Chancellor's Office, identifies the following categories: CITF Project Requests, Projects from Other State Sources, and Requests from Non-State Sources, Including Debt.

The University carefully considered current facilities, building space utilization, future programs and FTE enrollment growth when identifying project requirements and prioritization. The project building programs have been approved by the Board of Trustees. Key points of this Plan as compared to the FY2019/2020 Board of Trustees approved plan are the following:

1. Capital Renewal Infrastructure - This has not been funded for the last seven (7) fiscal years. The University's estimated deferred maintenance backlog is over $47 million.
2. Campus Roof Critical Replacement - $8.2 million.
3. Campus HVAC Critical Replacement - $8.34 million.
5. Classrooms and ROTC – Buildings 77 & 78, Rehabilitation and Annex
6. Science Collections Laboratory and Auditorium
7. Science and Engineering Research Wing

The Board of Trustees approved the FY2019/2020-2023/2024 Five Year Plan for Educational and General (E&G) buildings during the June 5, 2018, meeting. The Board of Governors obtains a proposed project list from each of the State University System universities and presents it to the Legislature and Governor, along with requests from state colleges and public schools. The Legislature then determines which projects are funded. This process is pursuant to Florida Statutes 1013.64, 216.0158, and 216.043. Project funding is obtained from the Public Education Capital Outlay (PECO) fund, which is a portion of the gross receipts tax on utilities, including electricity, telecommunications, and cable. The updated 2020/2021-2024/2025 five-year Fixed Capital Outlay Plan reflects priorities endorsed by President Saunders including an emphasis on UWF as a destination place for our students, faculty, staff, community, and region. The Campus Master Plan will be internally updated to reflect the projects and priorities outlined in this updated Fixed Capital Outlay Plan. The PECO eligible project budgets will again be updated prior to August 1, 2019, submittal date to the Board of Governors. The plan presented today is exactly the same priorities as was presented last year. They are:
Priority
1. Capital Renewal Infrastructure
2. Campus Roof Critical Replacement
3. Campus HVAC Critical Replacement
4. Building 54, Fire Mitigation
5. Classroom and ROTC - Buildings 77 & 78 Rehabilitation and Annex
6. Science Collections Laboratory and Auditorium
7. Science and Engineering Research Wing

The Capital Improvement Trust Fund (CITF) project list was approved by the Student Life and Services Committee March 21, 2019. The committee revised the priority list, including 2019/2020 projects, as summarized below:

Priority
1. RecPlex North Support Facility (FY20)
2. University Park Center Canopies (FY20)
3. Student Union Renovation Ph2 (FY20)
4. University Park Center Athletic Training Center
5. University Center - Building 22 Commons - Addition/Renovation Ph3
6. Field House Branding
7. University Park Center Branding
8. East Sports Complex Locker Room Facilities
9. Outdoor Recreation/University Park Lighting
10. University Center - Building 22 Commons - Addition/Renovation (Continued)
11. RecPlex South

Chair Lewis asked for a motion recommending the full Board, at the June 12, 2019 meeting, approve fiscal year 2020/2021 – 2024/2025 Fixed Capital Outlay Plan to be submitted to the Board of Governors Chancellor’s Office August 1, 2019.

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Lewis Bear, Jr.
Motion passed unanimously.

2. Approval of Amendment to UWF Regulation 6.0055 Exemptions from Competitive Solicitations. This item was presented by Betsy Bowers, Vice President of Finance and Administration. UWF Regulation 6.0055 should be amended to align with Florida Board of Governors Regulation 18.001.

The proposed changes to this regulation include: 1) clarification of DSO definition; 2) additional requirement in order to form a new DSO; 3) additional limitations on use of University
property; 4) nominations to a DSO board and DSO executive committee by the Chair and President; 5) additional requirement to present the DSO budget to the BOT for review and approval; 6) Chair and President’s access to DSO records; 7) establishment of appropriate thresholds that delineate when approval by the board of trustees is required for the purchase of goods and services and for the acquisition of real property and the construction or renovation of facilities; 8) requirement that any debt issued by a DSO is subject to the State University System Debt Management Guidelines; 9) requirement that all public-private partnership transactions involving a DSO are subject to the State university System Public-Private Partnership Guidelines; 10) if decertified added a requirement that all property will be returned to the University as requested; 11) added a provision requiring that University personal services used by a DSO are subject to the remuneration requirements set forth in Section 1012.976, Florida Statutes; 12) added a prohibition against using state funds for travel expenses incurred by the DSO; 13) added a prohibition against gift(s) to a political committee for any purpose; 14) added a provision requiring DSOs to comply with all obligations under the law and BOG regulations; 1) clarified the laws applicable to the University of West Florida Historic Preservation, Inc.

Chair Lewis asked for a motion recommending the full Board, at the June 12, 2019 meeting, approve the amendment to UWF Regulation 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process as presented.

Motion by: Trustee Lewis Bear, Jr.
Seconded by: Trustee Dave Cleveland
Motion passed unanimously.

INFORMATION ITEMS

1. Fiscal Year 2018-19 Operating Budget Summary (3rd Quarter Update). Mr. Jeffrey Djerlek, Associate Controller, presented the item.

2. Major Capital Construction Update. This item was presented by Betsy Bowers.

3. Direct Support Organization Budget Presentation Template. This item was presented by Betsy Bowers.

ADJOURNMENT
With no further Finance, Facilities & Operations Committee items to discuss, the meeting was adjourned at 10:42 a.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary