Finance and Facilities committee chair Mort O’Sullivan called the meeting to order on February 25, 2014 at 10:09 a.m. with the following committee members present: Mort O’Sullivan and Dave Cleveland. Trustee Suzanne Lewis was unable to attend.

Other trustees in attendance: BOT Chair, Lewis Bear, Jr., Susan O’Connor, Robert Jones, Jay Patel, Chris Hill and Dr. Richard Hough.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Susan Stephenson, VP & CFO, Business, Finance and Facilities; Dr. Kim Brown, VP for President’s Division and Chief of Staff Dr. Brendan Kelly, IVP for University Advancement; Dr. Kevin Bailey, VP for Student Affairs; Ms. Janice Gilley, AVP Government and Community Relations; Dr. Jim Hurd, AVP for Students Affairs; Betsy Bowers, AVP Internal Auditing; Ms. Pat Lott, Interim General Counsel; Cindy Faria, AVP Human Resources; Ms. Colleen Asmus, AVP, Financial Services; Dr. Dottie Minear, SAVP, ASPIRE; Ms. Valerie Moneyham, AVP Budget and Financial Planning; Dr. George Ellenberg, Vice Provost; Mr. Jeffrey Djerlek, Assistant Controller; Mr. Pat Crawford, Executive Director, WUWF; Mr. Bill Healy, Director; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Joffrey Gaymon; AVP, Enrollment Management; Dr. Tim O’Keefe, Interim Dean, College of Business; Mr. David O’Brien, AVP, Business & Property Development; Dr. Kim LeDuff, AVP Chief Diversity Officer; Mr. Andrew Romer, Executive Specialist; Ms. Charina Narciso, Program Assistant; and Ms. Becky Luntsford, Executive Specialist.

Chair’s Greeting
Chair O’Sullivan welcomed everyone and thanked all for being here today. He recognized President Judy Bense, Chairman Lewis Bear, Jr. and welcomed all guests present.

Action Items:
1. **East Campus Development presented by Dr. Jim Barnett** who discussed the proposed recommendation to ratify the UWF Business Enterprises, Inc. Board of Directors approval of February 17, 2014, of the a) land use site plan, and b) Development Agreement and Right of Entry documents for the East Campus Phase I (Argonaut Village). Dr. Barnett discussed the Master Lease Agreement between BEI and UWF with Schedules 1 and 2 and the Survey and Legal Description approved by the BOT March 8, 2012.

   Dr. Barnett explained that Phase I is set to begin with a groundbreaking ceremony in late Spring, 2014. The construction and site work on the 14,000 square foot structure will begin March 28, 2014 and is scheduled to open December, 2014.
Compass Chartwells has committed $3.5 million of capital investment toward the completion of the spaces. Compass Chartwells will build, lease and manage the buildings. Eighty-five parking spaces, three food venues, and service and retail establishments will occupy the space.

Trustees discussed the financing of the project and who would be responsible if the budget exceeded the commitment of $3.5m. Dr. Barnett explained that UWF would be responsible but that BEI would manage the project carefully so as not to exceed the commitment. He explained that BEI would be provided the building “shell” with tenants responsible for retrofit. Trustees also discussed having ample parking at the site. The trustees discussed the fact that approval of this item was not specifically required at this time, but that the item was brought forward in a spirit of full disclosure. Final terms incorporated in a ground lease will be brought back for additional approvals.

Following discussion, a motion was made to recommend approval by the Full Board on March 26th to ratify the UWF Business Enterprises, Inc. Board of Directors approval of February 17, 2014, of the a) land use site plan, and b) Development Agreement and Right of Entry documents for the East Campus Phase I (Argonaut Village).

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Mort O'Sullivan
Motion carried.

2. University Park and Northwest Retirement Village: Master Pre-Development Agreement presented by Dr. Jim Barnett. Dr. Barnett explained the recommendation to ratify the project and explained the Master Pre-Development Agreement.

The Scope of Phase I building and infrastructure components of this multi-phased project is scheduled to be completed on or before February 28, 2014.

Discussion about responsibility for costs ensued, and Interim General Counsel Lott explained that Balfour Beatty is not an at-risk developer. She also explained that the document before the Committee for ratification is a pre-development agreement, and that when final terms are agreed upon, the resulting ground lease will be brought back for additional approvals in accordance with the Real Property Policy. The trustees discussed an interest in seeing the financial and business plan of the deal and requested that regular updates be provided.

After discussion, Chair O’Sullivan asked for a motion to recommend approval by the Full Board on March 26th to ratify the project described in the Master Pre-Development Agreement between Balfour Beatty Campus Solutions, the Developer, and Business Enterprises, Inc. approved by the BEI Board of Directors on February 17, 2014. The Scope of Phase I building and infrastructure components of this multi-phased project is scheduled to be completed on or before February 28, 2014.
Motion by: Trustee Dave Cleveland
Seconded by: Trustee Mort O’Sullivan
Motion carried.

3. UWF/REG 2.005 Use of Facilities. Dr. Jim Hurd explained the current University
Regulation and recommended amendment.

In the process of auditing camp and youth activities on campus, a number of policy and
procedure issues were identified for review. One minor issue discovered is that UWF
REG 2.005 has not been evaluated and updated for nearly 40 years. The proposed
changes are suggested as a result to the regulation.

Chair O’Sullivan asked for a motion to recommend approval by the Full Board of March
26th of the proposed changes to UWF/REG 2.005 Use of Facilities to include 1) Remove
references to specific supporting policies and replace with a more general statement
that appropriate policies and procedures will be maintained; 2) Update the name for
Business, Finance and Facilities Division; and 3) Describe the actual practice of managing
non-University organization’s use of space via established procedures. If approved at
the March BOT meeting, these amendments will go into effect March 27, 2014.

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Mort O’Sullivan
Motion passed unanimously.

4. UWF/REG 5.010 Educational Research Center for Child Development presented by Dr.
Jim Hurd. Dr. Hurd explained the current University regulation and the proposed
amendment approving fee increases of weekly child care fees.

BOG Regulation 10.004 provides that the Board of Trustees may establish or change
child care and service fees for Educational Research Center for Child Development
(ERCCD). UWF ERCCD child care fees were last increased in Fall 2012. These rates have
been presented and approved by the ERCCD Board of Directors as required by BOG.

After discussion, a motion was made to recommend approval by the Full Board on
March 26th to amend UWF/REG 5.010 approving child care and service fee increases for
Educational Research Center for Child Development (ERCCD). After BOT approval,
UWF/REG 5.010 will be submitted to the Board of Governors for approval and the new
fees will be implemented beginning Fall Semester 2014.

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Mort O’Sullivan
Motion passed unanimously.
5. Increase Capital Improvement Trust Fund (CITF) Fees was presented by Dr. Jim Hurd. Dr. Hurd explained the proposed increase, process, University President’s approval, and the allocations and plans for upcoming CITF funding project. A $2 increase in fees was approved by the Board of Governors two years ago, but last year’s requested increase of $2 was not approved by the Board of Governors. The committee recommends requesting the same increase this year.

Chair O’Sullivan asked for a motion to recommend approval by the Full Board on March 26th to increase, effective Fall 2014, the Capital Improvement Trust Fund Fee by $2.00 per credit hour from $6.76 to $8.76.

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Mort O’Sullivan
Motion passed unanimously.

Information Item:

1. FY 2013-14 Operating Budget Summary presented by Dr. Susan Stephenson who provided the committee with a report at the end of the second quarter with budget-to-actual results for each fund group. The Life-to-Date Capital Budget is on schedule with the current capital plan implementation. UWF received Phase III of the College of Business for $8,400,000 for fiscal year 2013/14. Design services began in fall 2013 and construction is planned to begin in summer 2014. The East Athletic Tennis Court and Recreation Field Improvements both FY 13/14 CITF appropriations are in the professional services negotiation phase. In summation, Dr. Stephenson stated the University of West Florida is in sound financial health.

Following discussion, Chair O’Sullivan reminded everyone that the full Board of Trustees is scheduled to meet on March 26th at 9 am at the UWF Fort Walton Beach Emerald Coast Campus. During that meeting he will provide a report to the full Board of the actions that were taken today.

Chair O’Sullivan concluded there were no further items to discuss the meeting was adjourned at 11:49 a.m.