

Finance & Facilities Committee Meeting

UWF Board of Trustees

March 1, 2016

Chair Mort O'Sullivan called the meeting to order at 10:02 a.m. with the following committee members present: Mort O'Sullivan, Dave Cleveland and Suzanne Lewis.

Other trustees in attendance: Susan O'Connor, Dick Baker, Bob Jones, Bentina Terry, Ted Fox, Garrett Walton, Jay Patel, LuTimothy May, and Daniel McBurney. Lewis Bear, Jr. was unable to attend.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Kevin Bailey, VP Student Affairs; Dr. Steven Cunningham, VP Finance & Administrative Services; Pat Lott, General Counsel, Ms. Betsy Bowers, AVP Internal Auditing; Dr. George Ellenberg, Vice Provost; Dr. Jim Hurd, AVP Student Affairs; Ms. Cynthia Talbert, Internal Auditing; Mr. Dan Bevel, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Steve Crawley, Dean, COPS; Dr. Erma Lynn Kiehl, Dean, COH; Dr. Ed Ranelli; Dr. Jay Clune, Dean, Graduate School; Dr. Kim LeDuff, Chief Diversity Officer; Dr. Joffery Gaymon, AVP Enrollment Affairs; Dr. LuSharon Wiley, Senior Associate Dean of Students; Dr. Tim O'Keefe, Dean, College of Business; Ms. Mica Hughes-Harrell, Director Wellness Services; Dr. Vanee Cao-Nguyen, Director SDRC; Dr. Bob Dugan, Dean, Library Studies; Dr. Sarah Luczyk, AVP, Student Affairs; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Megan Gonzalez, University Communications; Ms. Martha Lee Blodgett, University Advancement; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Dr. Jenae Burhart, ITS; Dr. Michael White, ASPIRE; Mr. William Coleman, ITS; Mr. Tony Nguyen, Athletics; Mr. David Scott, Athletic Director; Ms. Lisa Berneau, Assistant General Counsel; Mr. James Felder, Asst General Counsel; Ms. Lauren Loeffler, Director Career Center; Mr. Keith King; Ms. Jamie Sprague, Asst Director Human Resources; Ms. Angela Jones, Director, Procurement and Contracts; Dr. Claudia Stanny, Director, CUTLA; Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Dr. William Healey, Director, Recreation and Sports Services; Dr. Chris Pomery, Professor, Biology; Dr. Rebecca Kennedy, AVP Counseling Center; Andrew Romer, Executive Specialist; Eric Ingerman, Sound Specialist; Becky Luntsford, Executive Specialist; and Andrew Herridge, BOT Graduate Assistant.

CHAIR'S GREETING

Chair O'Sullivan welcomed everyone and thanked all for being here today. He recognized all the trustees in attendance.

ACTION ITEMS

1. Approval of BOT Finance, Facilities and Operations Committee Charter Update was presented by Dr. Steven Cunningham, Vice President, Finance and Administration.

The Finance and Facilities Committee charter and name will be updated to also incorporate operational aspects of university administration, which are closely associated with the current charter of the Finance and Facilities Committee. This update is being coordinated with the charter update and renaming of the Audit and Operations Committee to the Audit and Compliance Committee.

The Finance, Facilities and Operations Committee (FFOC) charter and scope is consistent with the committee structure practiced by most public universities. The primary purpose of the FFOC will continue as the Committee charged with assisting the Board of Trustees to fulfill oversight responsibilities relating to financial affairs and facilities, with the expanded scope of university operations including strategic planning, infrastructure utilization and maintenance, human resources, property management, and other related functions. This scope update is intended to facilitate a holistic consideration of financial, facility, and operational factors as interrelated components.

The FFOC charter update has been coordinated with the General Counsel and President's Cabinet.

Chair O'Sullivan asked for a motion to Recommend adoption of the Revised BOT Finance, Facilities and Operations Committee Charter by the full Board at the March 24th meeting to be effective upon adoption.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Suzanne Lewis

Motion passed unanimously.

2. Approval of New Online Material and Supply Fee for Biology was presented by Dr. George Ellenberg, Vice Provost.

The Biology department is expanding a long-existing face-to-face course in Anatomy and Physiology I to online for both lecture and lab. To enhance the lab experience, the department requests a Material and Supply fee to purchase laboratory kits that will be mailed to students in order to provide a hands-on lab experience in the online setting. The kits are provided by HOL (holscience.com) at a cost of \$278. This cost is greater than the allowed Material and Supply fee of \$48 approved for face-to-face lab courses. This request is for approval of the higher fee for the online lab section.

Chair O’Sullivan asked for a motion to Recommend approval of the New Online Material and Supply Fee for Biology by the full Board at the March 24th meeting.

Motion by: Trustee Suzanne Lewis
Seconded by: Trustee Dave Cleveland

Discussion: Chair O’Sullivan asked if a student has a choice to take this course online or in person. Dr. Ellenberg answered, “Yes, the lab and the lecture are two separate courses.”

Trustee Lewis asked for clarification that a student can choose to take both course sections on campus and not just online to avoid the higher fee. Dr. Chris Pomory, Chair, Biology replied, “Correct.”

Chair O’Sullivan asked for explanation for the increase in cost of the online lab as compared to in the class lab. Dr. Pomory explained the thirteen modules for the course are mailed to the students and some of the tools students receive through the mail are already items in the labs on campus.

Trustee Lewis asked Dr. Pomory, “What benchmarks did you use when looking at other schools offering this course online. Do our students have to pay a higher fee based on lower student enrollment. “

Dr. Pomory explained the costs involved are in consideration of the number of students and where those students are – could be in or out of students - and how much the shipping costs plus the cost of the kit is what the total will be.

Dr. Pomory added that Virginia Tech began offering this same course and these same lab tools in 2011 to online students using the same vendor as UWF (HOL) and they are still offering the course in Summer 2016.

Trustee Cleveland asked if this fee will require BOG approval and are there other universities in the state system charging a fee like this within the same range?

Dr. Pomory said other universities may be offering the course online, but this lab kit allows the students to dissect and learn on in lieu of just viewing the course on a screen.

Trustee Cleveland asked if we will be praised by the BOG for this online option and fee or criticized.

Dr. Pomory said that many universities across the nation are using virtual dissection and hands on tools such as this and those tools are more expensive and cannot be covered by \$48.00.

Provost Saunders responded to Trustee Cleveland that the BOG has recently approved a new strategic plan and online degrees such as this. They are setting goals for all the universities that 40% of all our courses to be online and this move will probably receive some positive recognition.

Pat Lott added that the BOG does not have to approve materials and supplies fees, but we can certainly check other universities to see if this type of fee is being charged elsewhere.

Trustee Cleveland said he would appreciate that.

Trustee Lewis shared that UWF should share with BOG that some of these STEM courses will have unintended consequences. They have set very high standards and there are costs associated with those standards and that should be incorporated into BOG's strategic plan. She reiterated the strongest point to take away today is that UWF will have the lower cost alternative for face-to-face lab on campus.

Dr. Ellenberg said Academic Affairs will closely monitor this pilot the course to see what the response will be. Because this is a departure for us, we want to closely monitor student demand.

Trustee Walton asked if the Textbook Regulation BOT passed apply to this.

Pat Lott explained that the textbook regulation should not apply to materials and supplies fees. However, these fees are published prior to the time students enroll in class and have the choice.

Motion passed unanimously.

3. Approval of Revision to UWF Historic Trust BYLAWS was presented by Dr. Brendan Kelly, Vice President for University Advancement.

The revision of the BYLAWS is intended to refine and clarify the articulation of the organizational structure, remove legacy language that is no longer relevant and add two defined board positions (member of the UWF BOT and representative of the UWF Student Government Association).

The statute that created the West Florida Historic Preservation, Inc., (now commonly known as the UWF Historic Trust) requires four Directors, known as Mandated Directors, be the foundation of the Board of Directors (President of the University, a

licensed architect, a professional historian in the field of American History, and a professional archaeologist). The change to the BYLAWS would adhere to the requirement of the statute while adding two *Mandated Directors* to the Board of Directors.

The following updates and revisions have been made to the UWF Historic Trust BYLAWS:

- The board officer positions of *President* and *Vice President* shall be updated to *Chair* and *Vice Chair*, respectively. This will align the officer titles with the organizational outline of other UWF boards (BOT, BEI, UWF Foundation, Inc.) and differentiate board officers from staff.
- A member of the BOT is added to the list of *Mandated Directors*.
- A member of the UWF Student Government Association is added to the list of *Mandated Directors*.
- The position and function of CEO position (assigned to Vice President of University Advancement by the UWF President) is articulated in the BYLAWS.
- The position of *the Executive Director* is clarified in the BYLAWS.

Additionally, upon the advice of UWF Historic Trust legal counsel, legacy language that is not relevant to UWF Historic Trust is removed from the BYLAWS.

Chair O’Sullivan asked for a motion to Recommend the full Board of Trustees, at the March 24th meeting, Approve Updates and Revisions to the UWF Historic Trust BYLAWS which have been proposed and approved by the UWF Historic Trust Board of Directors.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Suzanne Lewis

Discussion: Trustee Cleveland recommended a slight modification be made on page 2, 2.1S, the *Board of Trustees* be capitalized.

Motion passed unanimously.

INFORMATION ITEMS

1. **FY2015-2016 2nd Quarter Operating Budget Summary** was presented by Dr. Steve Cunningham, Vice President, Finance and Administration and Ms. Colleen Asmus, Associate Vice President for Finance.

Dr. Cunningham explained that formatting modifications have been made to the budget and a few new pages have been added. He presented each page and section of the budget, noting all new information.

Trustee O'Sullivan reminded trustees that a couple years ago, a change was made to the budget summary showing what has been spent to date compared to the past three years to compare average percentages at this point in the year. We have never seen the 4-year trend before, so this new format may prompt questions and trustee questions are welcome. This new format is meant to show trustees the trend line as to where the university is at various points in the year.

Trustee Cleveland asked Ms. Colleen Asmus (Page 7, Lines 7 & 8) to respond to why the university is running behind the 3-year average to the tune of \$1.4M. He asked if this is a timing issue or is there a concern that this unfavorable variance will persist. Ms. Asmus discussed timing with payment of fees over the past three years, however, she offered to follow up with trustees and provide a concise explanation of the variance.

Trustee Cleveland and Chair O'Sullivan asked Ms. Asmus to please provide information at the next BOT meeting explaining whether UWF will hit the budget at the end of the year or not. Ms. Asmus agreed to comply.

2. UWF Business Enterprises, Inc. Update was presented by Dr. Steven Cunningham.

3. Promulgation of UWF REG 5.003 Skateboards and Similar Devices. Chair O'Sullivan explained this agenda item appears as an informational item on the Committee's agenda, however, it will be presented as an action item to the Student Affairs Committee by Peter Robinson, Director of Environmental Health & Safety later in the day.

OTHER COMMITTEE BUSINESS

None

ADJOURNMENT

With no further Finance & Facilities items to discuss, the meeting was adjourned at 10:09 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary