Minutes  
Finance & Facilities Committee Meeting  
UWF Board of Trustees  
May 21, 2015

Chair Mort O’Sullivan called the meeting to order at 9:58 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: Lewis Bear, Jr., Susan O’Connor, Richard Hough, Garrett Walton, Jay Patel, Robert Jones, Bentina Terry, Daniel McBurney, and LuTimothy May.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Brendan Kelly, VP for University Advancement; Dr. Kevin Bailey, VP Student Affairs; Pat Lott, General Counsel, Ms. Betsy Bowers, IVP Business, Finance & Facilities; Dr. George Ellenberg, Vice Provost, Ms. Cynthia Talbert, Interim Director, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Jim Hurd, AVP for Student Affairs; Dr. Richard Podemski, AVP, Research & Sponsored Programs; Dr. Michael Huggins, Dean, CASHH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Ed Ranelli; Dr. Ruth Davison; Dr. Tom Westcott; Dr. Gentry McCurdy; Ms. Janice Gilley; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Dean, Graduate School; Mr. Pat Crawford, Executive Director, WUWF Public Broadcasting, Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Mica Hughes-Harrell, Director, Wellness Services; Ms. Megan Gonzalez, Director, Public Relations; Ms. Lauren Loeffler, Director, Career Services; Ms. Cindy Faria, AVP Human Resources; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Dr. Rick Harper, Executive Director, OEDE; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ISTs, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. David O’Brien; Mr. Matt Marshall; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O’Brien, AVP Business and Property Development; Ms. Anita Schonberger, Deputy General Counsel; Mr. James Felder, Associate General Counsel; Ms. Colleen Asmus, AVP Financial Services; Ms. Angela Jones, Director, Procurement and Contracts; Ms. Valerie Moneyham, AVP, Business, Finance & Facilities; Dr. Claudia Stanny, Director, CUTLA: Dr. Tim O’Keefe, Dean, College of Business; Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Mr. Jeffrey Djerle, Assistant Controller, Financial Services; Dr. Joffrey Gaymon, AVP Enrollment Affairs; Mr. Christopher Lizen, Institutional Research; Mr. David Scott, Athletic Director; Mr. Dan Bevel, Internal Auditor; Mr. Matthew Packard, Compliance Specialist; Dr. William Crawley, Dean, CEPS; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist; Eric Ingerman, Sound Specialist; Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist.
CHAIR’S GREETING

Chair O’Sullivan welcomed everyone and thanked all for being here today. He recognized President Judy Bense, Chair Lewis Bear, Jr., and Trustees Jones, Hough, O’Connor, McBurney, Terry, Walton, and Patel.

ACTION ITEMS

1. Approval of New Material and Supplies Fees was presented by Dr. George Ellenberg.

New/revised Material and Supply Fees are being proposed in the departments listed below. The number of courses for which fees are being requested are noted alongside the name of the department.

College of Arts, Social Sciences and Humanities

- Art (6)
- Communication Arts (3)

College of Education and Professional Studies

- Social Work (5)
- Teacher Education and Educational Leadership (2)

College of Science, Engineering and Health

- Biology (9)
- Electrical and Computer Engineering (1)
- Physics (4)

A motion was made to Recommend Approval of the Proposed New Material and Supply Fees Effective Fall 2015 as presented by the full Board at the June 23, 2015 meeting.

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

2. Approval of New Equipment Fees was presented by Dr. George Ellenberg.

New/revised equipment fees are being proposed in the departments listed below. The number of courses for which fees are being requested are noted alongside the name of the department.
College of Science, Engineering and Health

- Biology (15)
- Chemistry (3)
- Clinical Laboratory Sciences (8)
- Computer Science (24)
- Electrical and Computer Engineering (2)
- Environmental Studies (10)

A motion was made to Recommend Approval of the Proposed New Equipment Fees Effective Fall 2015 as presented by the full Board at the June 23, 2015 meeting.

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

3. Approval of Scenic Hills Loan Modification was presented by Pat Lott.

On May 4, 2015, UWF Business Enterprises Inc., Board of Directors approved the extension and modification of the Servis1st mortgage loan for acquisition of the Scenic Hills property. The original mortgage loan was incurred in June, 2012 and will mature June 29, 2015. The extension is for a period of five years at a fixed interest rate of 4.75%.

The Articles of Incorporation for BEI contemplate that incurrence of debt is subject to approval of the UWF Board of Trustees. Because the debt is a renewal of a conventional mortgage loan to acquire real property, Board of Governors approval is not required.

A motion was made to Recommend Approvals required by Articles of Incorporation for UWF Business Enterprises, Inc. with respect to BEI’s extension and modification of mortgage loan for acquisition of Scenic Hills Property by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Mort O’Sullivan
Motion passed unanimously.
4. **Approval of Chartwells Lease for East Campus** was presented by Pat Lott.

The Lease Agreement, between BEI as Landlord and Chartwells Division of Compass Group USA, Inc. (“Chartwells”) as Tenant, was approved by the UWF BEI Board of Directors on May 11, 2015. The Lease Agreement contemplates rentals and cost of construction requiring approval by the Board pursuant to BOT – 10.01-03/13 the “Real Property Policy”), as approved by the Board of Trustees, March 19, 2013. Accordingly, the Board of Trustees approval is requested.

It is expected that the term of the Lease Agreement will coincide with the term of the Main Campus Dining Agreement between Chartwells and BEI (currently extending until 2035), but may be continued subject to termination by either party on thirty days notice in the event the Main Campus Dining Agreement expires or is terminated. The Main Campus Dining Agreement may be terminated on 180 days notice. The Interim Vice President of Business, Finance and Facilities/CFO for the University has granted all necessary approvals of the project under the terms of Section 5.6 and 7.2 of the Real Property Policy, in that the project serves an institutional purposes, serves a demonstrated institutional need, and meets appropriate design and construction standards. Interim BEI CEO Barnett will report on the proposed rentals to be paid by Chartwells under the Lease Agreement.

A motion was made to Recommend Approvals of the lease between UWF Business Enterprises, Inc. and Chartwells of East Campus parcels for purposes of Policy BOT-10.01-03/13; and Ratify the UWF BEI Board of Directors approval of May 11, 2015 of the Lease Agreement between BEI as Landlord and Chartwells Division of Compass Group USA, Inc. (“Chartwells”) as Tenant in substantially the form presented, with such changes and modifications as may be approved by the Interim CEO with advise from the General Counsel and concurrence of the UWF Interim Vice President for Business, Finance, and Facilities by the full Board at the June 23, 2015 meeting.

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

5. **Approval of FY 2015/16 Fixed Capital Outlay Plan** was presented by Betsy Bowers & Dr. Jim Barnett.

The Board of Trustees approved the **FY2015/2016-2019/2020 Amended Five Year Plan** for educational and general/administrative buildings during the December 2014 meeting.
The project budgets will be modified as required prior to the July 1, 2015, submittal date. Recommended changes for this PECO Eligible Plan, as compared to the Amended Plan approved by the Board of Trustees during the December 12, 2014, meeting, are summarized below:

- **Capital Renewal Infrastructure**, Priority No. 1 – no change
- **Laboratory Sciences Annex, Phase I of II**, Priority No. 2 – no change
- **Laboratory Sciences Annex, Phase II of II**, Priority No. 3 – no change
- **Laboratory Sciences Renovation** is consolidated into one project and proposed as Priority No. 4.
- **University Commons Renovation**, a new project, is proposed as Priority No. 5. The budget will be identified this fall after completing an internal “Preliminary Program Document” with space planning and prior to the November 19, 2015 Board of Trustees Finance and Facilities Committee meeting.
- **Educational Development Center Renovation** moved to Priority No. 6.
- **Science Collections Laboratory and Auditorium** moved to Priority 7.
- **Physical Education Building Renovation** scope of work is revised and proposed as Priority No. 8.
- **Natatorium Renovation, Ph. II of II** moved to Priority No. 9.
- **Science and Engineering Addition**, a new project, is proposed as Priority No. 10.
- **Campus Drive Road Extension and Modifications, Phases I and II**, moved to Priority 11 and 12, respectively.
- **College of Education and Professional Studies Education Building** is proposed as Priority No. 13. The **Multi-Cultural Center – UWF Historic Trust**, previously proposed as Priority No. 13, was deleted from the proposed list considering the museum’s new Pensacola downtown location on Government Street within an UWF Historic Trust building.
- **University Honors**, Priority No. 14 – no change
- **University Union**, Priority No. 15 – no change
- **Confucius Institute**, Priority No. 16 – no change

A motion was made to Recommend the full Board approve the FY2015/2016 Fixed Capital Outlay Plan as presented at the June 23, 2015 meeting.

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Mort O’Sullivan
Motion passed unanimously.
6. **Approval of UWF REG 4.008 Tuition and Fees, Fines, and Penalties** was presented by Colleen Asmus.

No changes in tuition rates are proposed this year by the University. The third time repeat fee set by the Board of Governors is increasing from $158.84 to $177.94. The reference to the Emerald Coast Ed.D. cohort courses in the Tuition section of the regulation is being deleted because those courses are not being taught any longer.

The changes are being made in the “Other Fees” section: the two part assignment of fees for short term loan delinquencies has been removed because fees associated with all delinquent loan collections will now be handled in the same manner, and credit card convenience fees are deleted as an example of non-academic services provided directly to students because the University no longer collects a convenience fee.

A motion was made to Recommend Approval of proposed changes to UWF/REG 4.008 Tuition and Fees, Fines and Penalties by the full Board at the June 23, 2015 meeting.

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

7. **Approval of UWF REG 6.003 Prompt Payment** was presented by Colleen Asmus.

The proposed regulation converts a UWF policy to a UWF Regulation to provide the campus community with consistent direction regarding the rights and responsibilities of the University regarding the inspection of commodities or services, submission of invoices, processing of invoices, processing of payment, and paying interest on late payments.

A motion was made to recommend the full Board Approve promulgation of UWF/REG 6.003 Prompt Payment as presented at the June 23, 2015 meeting.

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

8. **Approval of UWF REG 6.004 Surplus Property** was presented by Colleen Asmus.

The proposed amendments update the regulation to conform to language with FBOG Regulation 9.0031; update legal citations and titles of the responsible employees.
A motion was made to Recommend Approval of Amendment UWF/REG 6.004 Surplus Property as presented by the full Board at the June 23, 2015 meeting.

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

INFORMATION ITEMS

1. **Fiscal Year 2014/15 Operating Budget Summary (3rd Quarter FY 2014/15)** was presented by Colleen Asmus.

2. **Student Green Fee Update** was presented by Dr. Jim Hurd.

3. **Housing Update** was presented by Dr. Ruth Davison.

OTHER COMMITTEE BUSINESS

None

ADJOURNMENT

With no further Finance & Facilities items to discuss, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary