Minutes  
Finance, Facilities & Operations Committee Meeting  
UWF Board of Trustees  
May 25, 2017

Committee Chair, Suzanne Lewis called the meeting to order at 11:16 a.m. with the following committee members present: Lewis Bear, Jr. and Dave Cleveland.


Dr. Martha Saunders, President; Dr. George Ellenberg, Interim Provost; Dr. Steve Cunningham, VP Administrative Services; Dr. Pam Northrup, VP, Innovation and Strategic Research; Dr. Kevin Bailey, Vice President Student Affairs; Dr. Meredith Brunen, Interim Vice President University Advancement; Ms. Anita Schonberger, Deputy General Counsel; Dr. Jay Clune, Interim Vice Provost; Dr. Michael Huggins, Dean CSEH; Dr. Tim O’Keefe, Dean COB; Dr. Ed Ranelli, Faculty Emeritus; Dr. William Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Dr. Ermalynn Kiehl, Dean College of Health; Dr. Bob Dugan, Dean University Libraries; Dr. Kim LeDuff, Dean/AVP of University College; Dr. Brandon Frye, Dean of Students; Ms. Colleen Asmus, AVP Financial Services; Ms. Betsy Bowers, Internal Auditing & Compliance; Dr. Joffery Gaymon, AVP Enrollment Management; Dr. David Ramsey, Associate Professor, Government; Ms. Megan Gonzalez, Executive Director, University Communications; Dr. Melinda Bowers, Director, Emerald Coast Campus; Ms. Jamie Sprague, Associate Director, Human Resources; Dr. Jim Hurd, SVP Student Affairs; Dr. Ruth Davison, Director Housing & Residence Life; Ms. Rachel Blakesley, Asst Director, Residence Life; Dr. Mica Harrell, Director, Wellness Services; Ms. Lauren Loeffler, Director, Career Services; Ms. Robin Zimmerman, Assoc. Dean of Students; Dr. Jim Arruda, Psychology; Ms. Kelley Brundage, University Registrar; Dr. Rebecca Kennedy, Director, Health & Wellness Services; Mr. Pat Crawford, Director, WUWF Public Media; Mr. Zach Jenkins, Director, HAAS Center; Ms. Amy Newburn, Asst Director, HAAS Center; Ms. Allison Romer, Economic Development Coordinator, HAAS Center; Dr. Karen Rasmussen, Asst Provost, Innovation Institute; Mr. Chris Middleton, Director of Strategic Innovation; Innovation Institute; Mr. Andrew Romer, Senior Executive Specialist, Governmental Relations; Mr. Christian Garman, Storylab Outreach Manager, Innovation Institute; Ms. Cynthia Talbert, Internal Auditor III; Ms. Lauren Alidor, Administrative Specialist, Internal Auditing; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Bevil, Internal Auditor II; Mr. Dan Lucas, CFO, UWF Foundation; Mr. John Warren, Chief of Police; Dr. Mark Roltsch, Asst. VP Research; Ms. Karen Rentz, Director, Title IX Programs; Mr. Chip Chism, Parking & Transportation Services Director; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Chuck Bell, Telecommunications Specialist, ITS; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Vannee Cao-Nguyen, Director, SDRC; Dr. Claudia Stanny, Director, CUTLA; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Exec Director and CTO, ITS; Mr. Ross
Chair Lewis welcomed everyone in attendance and explained the Committee had seven action items and six information items on the agenda.

**ACTION ITEMS**

1. **Approval of Changes to UWF REG 4.008 Tuition and Fees, Fines and Penalties.** Ms. Colleen Asmus, Associate Vice President for Finance made this presentation to the Committee.

   No increases in Tuition or Mandatory Fees are proposed this year by the University.

   The Graduate Market Rate Tuition section has been changed to show the tuition amounts for each program separately. In November 2013, the Board of Governors approved UWF to offer four Market Tuition Programs, and approved the tuition rate for each course to be “up to $500/ up to 15% increase/year.” The Graduate Market Rate Tuition section adds the Masters of Accountancy, which was one of the four programs approved by the BOG in 2013. The implementation of the Graduate Market Rate Tuition Masters of Accountancy has been delayed while the course curriculum was converted into a fully online delivery platform. Implementation of this program is scheduled for the 2017-2018 academic year.

   In the Other Fees section of the Regulation, the Third Time repeat fee, which is set by the Board of Governors, is increasing from $177.57 to $181.12

   Chair Lewis asked for a motion recommending the full Board, at its June 29, 2017 meeting, Approve Changes to UWF REG 4.008 Tuition and Fees, Fines and Penalties as presented.

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

2. **Approval of Rescinding Material and Supplies Fees Request.** Dr. George Ellenberg, Interim Provost presented this item.

   A Material and Supplies Fees request for AY 2017-18 was originally presented at the February 21, 2017, Finance and Facilities Committee for approval. The Committee determined to send the request to the full Board for consideration at its March 23, 2017
meeting. At a special meeting of the Finance, Facilities and Operations Committee held on March 16, 2017, the Committee rescinded its recommendation of February 21, 2017, and tabled the Material and Supply Fee Request for consideration and discussion at the Committee’s May 25, 2017 meeting.

The University is now requesting that its original Material and Supplies Fees Request be rescinded.

Chair Lewis asked for a motion to Recommend the full Board, at its June 29th meeting, Approve Rescinding the University’s Original Material and Supplies Fee Request Made on February 21, 2017.

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

3. Approval of Amendments to UWF REG 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process. Ms. Angie Jones, Director of Procurement & Contracts presented this item.

Requesting amendments to UWF Regulation 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process to align with changes in Board of Governors Regulation 18.001. The proposed amendments to this regulation provide the following:

- Inclusion of public and open competitive solicitation as a condition to utilizing cooperative purchases;
- Limitations on contract extensions and renewals;
- Clarification of the “advertisement” exemption to remove the purchase of media placement services as an exempt service; the direct placement of an advertisement toward a targeted audience, remains exempt as these cannot be competed, but media placement services can be competitively placed.

Chair Lewis asked for a motion recommending the full Board, at its June 29th meeting, Approve Amendments to UWF REG 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.
4. Approval of FY2018/2019 – 2022/2023 Fixed Capital Outlay Plan. Presented by Dr. Steve Cunningham, Vice President and CFO.

The Board of Trustees approved the FY2017/2018-2021/2022 Amended Five Year Plan for Educational and General (E&G) buildings during the June 15, 2016 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. These PECO eligible projects are commensurate with the most recent Campus Master Plan, adopted by the Board June 14, 2012.

The updated FY19 - FY23 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. Additionally, the 5-year Educational Plant Survey (EPS) process was recently completed for UWF and the proposed capital improvement priorities reflect the outcome of the EPS review. Finally, 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 the August 1, 2017 submittal date to the Board of Governors. Key points and recommended changes for this PECO Plan, as compared to the most recent Plan approved by the Board of Trustees on June 15, 2016 are summarized below:

Priority

1. **Central Utility Plant Switchgear Replacement** - New project.
2. **Capital Renewal Infrastructure** – Moved from Priority 1.
3. **Laboratory Sciences Annex (REMOVE if Governor Scott approves budget)** – Moved from Priority 2.
4. **University Center - Building 22 Commons - Addition/Renovation (Partial CITF funding)** – New project.
5. **Global Online ADA Connector** – New project.
6. **Science and Engineering Research Wing** – Moved from Priority 7.
7. **Multidisciplinary Academic Research Center** – Moved from Priority 11.
8. **Building 54, Fire Code Mitigation** – New project.
9. **College of Health** – New project.
10. **Aquatic Center Renovation - HVAC System** – Moved from Priority 8.
11. **Campus Drive Road Extension and Modifications, Phase I of II** – Moved from Priority 9.

12. **Campus Drive Road Extension and Modifications, Phase II of II** – Moved from Priority 10.

13. **Center for Fine and Performing Arts - Building 82 - Structural Renovations** – New project.

14. **Science Collections Laboratory and Auditorium** – Moved from Priority 5.

The Capital Improvement Trust Fund (CITF) project list was approved by the Student Life and Services Committee April 26, 2017.

Trustee Bear asked about safety concerns and where those issues appear on the priority list. Chair Lewis asked BOT Chair Mort O’Sullivan to suggest “Infrastructure Maintenance” as a BOG Trustee Summit topic. Chair O’Sullivan agreed.

Chair Lewis asked for a motion recommending the full Board, at its June 29th meeting, Approve FY2018/2019 – 2022/2023 Fixed Capital Outlay Plan as presented.

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

### 5. Approval of FY2016/2017 Educational Plant Survey

Presented by Dr. Steve Cunningham, Vice President and CFO.

Pursuant to Florida Statute 1013.31, every 5 years, each university conducts an Educational Plant Survey (EPS) to determine space needs by space type necessary for the academic mission, university operations, and accommodating the institution's faculty, staff, and students.

The EPS team provides recommendations of proposed capital improvements once a validation of current satisfactory space and a needs assessment have been completed.

The Board of Trustees must review and approve the EPS prior to President submitting the Survey to the Chancellor of the State University System. The new survey will supersede previous surveys.

Chair Lewis asked for a motion recommending the full Board, at its June 29, 2017 meeting, Approve the FY2016/2017 Educational Plant Survey as presented.

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

6. **Approval of Continuation of The Green Fee.** Presented by Trustee & SGA President, Kishane Patel.

   The Green Fee is a student lead initiative approved by the BOT and the BOG for implementation effective Fall 2012. The Green Fee is a mandatory student fee currently collecting $0.75 per credit hour and is intended to fund projects and activities to enhance sustainability practices at UWF.

   Pursuant to BOG Regulation 7/003(23)(m) “(e)very five years the university board of trustees shall review the fee to determine if the fee has met its intended outcome and whether the fee should be increased, decreased or discontinued. The university board of trustees shall submit its findings to the board. Any subsequent decreases or continuation of these fees are delegated to the university board of trustees, with notification to the chancellor.”

   Whereas the Student Government Association (SGA), in collaboration with the Student Environmental Action Society, championed implementation of the Green Fee and SGA has procedures in place to reaffirm periodically its support of the Green Fee, the Student Body President will present information to support continuation of the fee.

   Chair Lewis asked for a motion recommending the full Board, at its June 29th meeting, Approve the Continuation of The Green Fee.

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

7. **Approval of Amendment to UWF REG 3.014 Public Expression, Assembly and Distribution of Written Materials at UWF.** Presented by Anita Schonberger, Deputy General Counsel

   This regulation is being moved from Chapter 3, which contains regulations pertaining to students, to Chapter 5, which contains miscellaneous regulations. The reason for this is that this regulation pertains to more than just students. It pertains to employees, guests of the university and members of the public. The new regulation number will be UWF/REG 5.050.

   In the current regulation, the location of the Designated Public Forum for public expression is very close to the entry of the Pace Library. Library patrons have stated that they can hear the speakers in the Designated Forum while trying to study. The location of the Designated Public Forum, therefore is being moved back from the entrance of the Pace Library and far enough from the Library so that speakers in the Designated Public Forum cannot be heard.
by library patrons. The new location will be marked with signs indicating that it is the Designated Public Forum. Other changes to this regulation include clarification of language, and removal of unnecessary language. The department responsible for approving sound amplification requests was changed from Conference Services in the University Commons to the Department of Environmental Health and Safety Department.

Chair Lewis asked for a motion recommending the full Board, at its June 29th meeting, Approve Amendment to UWF REG 3.014 Public Expression, Assembly and Distribution of Written Materials at the University of West Florida, including renumbering to UWF REG 5.050 as presented.

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

INFORMATION ITEMS

Dr. Steve Cunningham, Vice President and CFO, presented all six information items.

1. FY 2016-17 Operating Budget Summary. The FY 2016-17 Operating Budget Summary provided a report at the end of the third quarter with budget-to-actual results for each fund group.

2. UWF Business Enterprises, Inc. Update. This update provided the Committee with an overview of recent activities, including the Scenic Hills property, Argonaut Village, and Dining Services.

3. Parking and Transportation Services Reassignment and Operations Update. On December 9, 2011, the University of West Florida Board of Trustees approved the Master Management Agreement between the University of West Florida (UWF) and UWF Business Enterprises, Inc. (BEI). The Agreement granted the UWF President authority to authorize the assignment of the management and operation of certain University facilities and programs, referred to as "Assigned Functions" to BEI. On June 21, 2013, BEI officially requested approval for the assignment of Parking and Transportation Services (including, but not limited to all related personnel, operations, equipment, and facilities hereinafter referred to as “PATS”) to BEI as an Assigned Function under the Agreement. Approval of PATS to BEI as an Assigned Function was approved by President Bense on July 8, 2014.

Following a recent evaluation of BEI finances and prospects for future parking infrastructure development, authorization was received from President Saunders to reassign PATS (including all operations, equipment, and facilities) from BEI to the university as an operating unit. Per
Florida Statute 1006.66 (7), PATS revenues are restricted funds that cannot be utilized to support other BEI functions. Additionally, the assignment of PATS to BEI requires a considerable overlay of accounting and record keeping procedures between BEI and the University and the reassignment of PATS as a university function will improve efficiency.

The BEI Board of Directors endorsed the reassignment at its May 8, 2017 meeting. This update also provided the committee with an overview of future project planning related to PATS and the updated Capital Improvement Plan.

4. **University Contracts.** During the March 23, 2017 BOT Meeting, the Board requested Dr. Cunningham provide a list of any contracts 5-years or over at the May 25 Finance, Facilities & Operations Committee meeting. Dr. Cunningham provided this list at the Committee meeting.

5. **Major Facilities Construction Projects Update.** This update provided a brief project status report related to the University Park and Lab Sciences Annex Facilities.

6. **Conclusion of Successor Collective Bargaining Agreement Between AFSCME and UWF.**

Through collective bargaining negotiations between representatives for the UWF Board of Trustees and the American Federation of State, County and Municipal Employees (“AFSCME”), the parties agreed to terms and conditions for a collective bargaining agreement (“the Agreement”) to succeed the existing collective bargaining agreement. The original duration of the existing collective bargaining agreement was from 2014-2016. The effective date of the existing agreement was extended by the parties until a successor agreement could be negotiated. On May 2, 2017 the parties completed the successor Agreement and concluded negotiations, subject to ratification by both the union members and the Board of Trustees.

Terms and Conditions:

1. A three-year Agreement with no reopeners, except as provided in number 10 below. The Agreement will extend from the ratification date, which is anticipated to be June 29, 2017 through June 28, 2020.
2. A limited number of AFSCME members may attend consultations, bargaining negotiations, and contract ratification without loss of pay.
3. Updates to reassignment, university closure, discipline, and discharge language.
4. Update of rest period language to align with current practice; designating a 30-minute paid rest period before lunch and 30-minute unpaid rest period for lunch.
5. Shift differentials of 5% for second shift and 10% for third shift.
6. Implementation of the FY17 1.3% general salary increase effective March 1, 2017 for continuously employed members on payroll on or before July 1, 2016.
7. An Increase in the minimum wage paid at UWF to $10.00 per hour or $20,880 annually. [Note: The University is raising the starting rate across campus for all Work Force personnel].
8. Salary adjustment of $1500, effective with ratification for eligible members.
9. FY18-FY20 salary adjustments of $750, effective March 1 of the FY for eligible members.
10. Provision of a limited reopener of article 23.6 if the University does not implement the FY20 adjustment, contingent on state funding.

Dr. Cunningham concluded his report by stating that a ratification vote by AFSCME covered employees will be conducted in mid-June, 2017. Subject to this ratification, the agreement will be presented to the full Board at its June 29, 2017 meeting for final ratification.

OTHER COMMITTEE BUSINESS
None

ADJOURNMENT
With no further Finance, Facilities & Operations items to discuss, the meeting was adjourned at 12:47 p.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary