

**Finance, Facilities, and Operations Committee
February 15, 2024
Zoom Webinar
Minutes**

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Committee Meeting

9:48 a.m.

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees website.

I. Call to Order

- A. The meeting of the UWF Board of Trustees Finance, Facilities, and Operations Committee was called to order at 9:48 a.m. by committee Chair Bob Sires.

II. Roll Call

- A. Chair Sires asked Anna Lochas to conduct roll call. Trustees Bob Sires, Paul Hsu, and Jill Singer were in attendance.
- B. Other Trustees in attendance included:
 1. Suzanne Lewis, Stephanie White, Ariauna Range, Alonzie Scott, Dick Baker, and Susan James.
- C. Others in attendance included:
 1. Martha Saunders, President; Jaromy Kuhl, Provost; Gregory Tomso, Vice President of Academic Engagement & Student Affairs; Howard Reddy, Vice President of University Advancement; Betsy Bowers, Vice President of Finance and Administration; Dave Scott, Associate Vice President for Athletics; Jamie Sprague, Chief Human Resource Officer; Susan Woolf, General Counsel; Anamarie Mixson, Assistant Vice President for the Office of the President; Abigail Megginson, Director, Government Relations; Cindy Talbert, Chief Audit Executive; Matt Packard, Chief Compliance Officer; Dallas Snider, Vice Provost; Dan Lucas, Associate Vice President for Advancement; Jeffrey Djerlek, Associate Vice President of Finance and Controller; Christophe Lizen, Director of Institutional Research; Angela Bryan, SACSCOC Liaison and Director of Institutional Effectiveness; Chris Martin, Assistant Vice President of Facilities Management; Ethan Henley, Director of Undergraduate Admissions; Aurora Osborn, Interim Director, Campus Culture and Access; Brittany Sherwood, Director of Strategic and Presidential Communication; Mary Anderson, Associate Vice President & Dean of Students; Melissa Brodee, Associate Dean of the College of Business; Scott Keller, Chair of the Department of Commerce; Robert Overton, Executive Director of the UWF Historic Trust; Pat Crawford, Executive Director of WUWF; Judy Neubrandner, ACE Fellow; Allan Pierce, Lead Help Desk Analyst; and Anna Lochas, BOT Liaison and Director of Public Policy Events.

III. Greeting

- A. Chair Sires welcomed everyone to the meeting and noted that there were three action items and two information items on the Finance, Facilities and Operations Committee agenda.

IV. Public Comment

- A. Chair Sires opened the floor for public comment. There was none.

V. Approval of Minutes

- A. Chair Sires reminded the committee members that they had been given the opportunity ahead of time to review the minutes of the November 16, 2023, Finance, Facilities and Operations Committee Meeting. Chair Sires

asked for a motion to approve the minutes as presented if there were no changes or corrections.

1. Motion by: Trustee Hsu
2. Seconded by: Trustee Singer
3. Motion passed unanimously.

VI. New Business

A. Action Item

1. FFO-1: Transfer of Southsides Residence Halls

- a. Chair Sires moved to the first action item which was presented by Betsy Bowers, Vice President of Finance and Administration.
- b. Ms. Bowers explained that the fifteen Southside residence halls were originally constructed circa 1966 and first occupied in 1967 as part of the university's housing system. The last renovations were made in fiscal year 1989/90 and reroofed in 1999. Ms. Bowers identified that the Southside residence halls are part of a lease agreement between UWF and the UWF Foundation, Inc. Ms. Bowers explained that the lease agreement provides for the use of the property for housing purposes. UWF and the Foundation originally entered into a Sublease on September 1, 1998, so that the Foundation would have control over the dormitories on campus. The Sublease previously has been amended four times. Ms. Bowers explained that the University requests that the Sublease be amended this fifth time, redefining the definition of the "Property" subject to the Sublease, so that the remaining nine Southside residence halls (building numbers 26, 27, 28, 29, 30, 31, 33, 34, and 35) revert back to the university so that the properties can be demolished. Ms. Bowers identified that this is consistent with the sublease agreement and bond documents.
- c. Chair Sires asked for motion to approve the fifth amendment to the Sublease Agreement between UWF and UWF Foundation, Inc., and to authorize the Chair of the BOT to execute the document.
 - i. Motion by: Trustee Singer
 - ii. Seconded by: Trustee Hsu
 - iii. Motion passed unanimously.

2. FFO-2: Revised UWF Regulation 4.002 Waiver of Tuition and Fees

- a. Chair Sires moved to the second action item which was presented by Jeffrey Djerlek, Associate Vice President of Finance and University Controller.
 - b. Mr. Djerlek explained that the Board of Governors' recently updated BOG Regulation 7.008 Waiver and Exemptions of Tuition and Fees. Mr. Djerleek explained that UWF Regulation 4.002 Waiver of Tuition and Fees must be updated to reflect these changes
 - c. Chair Sires asked for motion to approve the revisions to UWF Regulation 4.002 Waiver of Tuition and Fees.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee Singer
 - iii. Motion passed unanimously.
3. FFO-3: Carryforward Spending Plan & Fixed Capital Outlay Budget
- a. Chair Sires called on Jeffrey Djerlek to present the final action item.
 - b. Mr. Djerlek explained that the Board of Trustees approved the original Carryforward Spending Plan and FCO Budget at their full board meeting on September 14, 2023, and they authorized the President to make changes to the plan and budget accordingly. Mr. Djerlek presented that updates that have been made to the the Carryforward Spending Plan and FCO Budget information through November 30, 2023.
 - c. Chair Sires asked for motion to approve the updated University Carryforward Spending Plan and University Fixed Capital Outlay Budget for fiscal year 2023-2024 as of November 30, 2023.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee Singer
 - iii. Motion passed unanimously.

B. Information Item

- 1. INFO-1: Update on FY2023/24 Current Modified Operating Budget
 - a. Chair Sires moved to the first information item which was presented by Jeffrey Djerlek, Associate Vice President of Finance and University Controller. Mr. Djerlek provided an update on fiscal year 2023/2024 current modified operating budget as of December 31, 2023.
- 2. INFO-2: Major Facilities Construction Update
 - a. Chair Sires called on Chris Martin, Assistant Vice President for Facilities Management, to present the second information

item which was an update on major facilities construction projects.

VII. Announcements

- A. Chair Sires identified that all agenda items had been discussed. Chair Sires asked if the committee members had any additional business to discuss. No other business was discussed.

VIII. Adjournment

10:18 a.m.

- A. Chair Sires thanked those in attendance for their participation. With no other business to discuss, Chair Sires adjourned the meeting at 10:18 a.m.