

**New College of Florida Board of Trustees
Sudakoff Conference Center
Draft Minutes for August 27, 2022**

Call to Order

The meeting was called to order at 10:06 am and a quorum was established.

Trustees Present: Mary Ruiz (Chair), Ron Christaldi (Vice Chair), Charlie Lenger, Felipe Colon, James Stewert, Matthew Lepinski, Grace Keenan, Sarah Mackie, Garin Hoover, and Lance Karp. **Trustees Absent:** Mark Aesch.

Acknowledgment of Notice of Meeting

General Counsel Fugett confirmed the meeting had been duly noticed.

Call for Public Comment

No request for public comment was received.

Announcements

Chair Ruiz informed the board that the workshop on the New College Challenge that was originally scheduled to take place after today's meeting was cancelled due to unforeseen circumstances. The scheduled lunch, however, was still taking place and the board was invited to stay after the meeting to have lunch together.

Chair Ruiz then announced that there will be a special meeting of the New College Board of Trustees (to be scheduled toward the end of September) to address certain budgetary items after the next State University System Board of Governors meeting that will take place on September 14-15. Chair Ruiz also announced that New College will become more involved in meeting with legislators and that Vice Chair Ron Christaldi has agreed to serve as the government relations liaison between the board and President Okker.

At this time, the board was recessed for the meeting of the Finance and Administration Committee.

Finance and Administration Committee Meeting

- **Call to Order** – The meeting was called to order at 10:09 am and a quorum was established.
 - Trustees present: Christaldi, Harvey, Karp and Mackie. Trustees absent: Aesch.
- **Acknowledgment of Notice of Meeting.** General Counsel Fugett confirmed that the meeting had been duly noticed.
- **Consideration of Minutes.** A motion was made to approve the minutes of the June 17, 2022, meeting of the Finance and Administration Committee. Motion, second and passed by unanimous vote.
- **Budget Presentation.** Vice President of Finance and Administration, Chris Kinsley, and Christie Fitz-Patrick, Associate Vice President of Finance and Administration, presented on the current budget situation at New College as follows:
 - *Background Information.* New College submitted documentation to the Florida Board of Governors on June 23, 2022 indicating that the 2022-23 preliminary operating budget has been approved by the College's Board of Trustees on June 22, 2023. With this confirmation, the State's Chief Financial Officer made cash available for operations effective July 1, 2022.

The Operating Budget preliminary budget was based on the 2021-22 approved budget for all budget entities of the College plus any adjustments made by the College or state allocations appropriated by the 2022 Legislature. The preliminary budget also included other State appropriations earmarked for capital improvement projects (The only appropriation earmark is the Capital Improvement Fee).

- *Summary of Current Financial Condition.* The College ended fiscal year 2021-22 in a strong financial position, generating an E&G surplus of \$1,965,217 and generating a surplus of \$269,656 in Housing, the College's largest auxiliary. However, as discussed at the June BOT meeting, the loss of PBF \$3.6 M in funds has required the adoption of a reduced E&G Budget for 22-23, as well as the planned use of reserve funds to address the critical budget needs. Additional factors include 1) the State of Florida has increased the employer's share towards mandatory pension plan contributions by \$300,000 without any additional funding; and 2) Annualization of BOT approved payroll increases adopted last year, including \$13 per hour minimum wage (\$11 for students) and other employee retention policies.
- *Material Changes between the Preliminary and Operating Budget.*
 - Auxiliary Services - Revenue Increase of \$1,336,140; Expense Increase of \$1,308,006; Net Change (\$28,134). Accounting adjustment – timing difference.
 - Grants - \$279,232 reduction in estimated grant revenue, based on a more refined estimate.
- *Budget Outlook.* A budget outlook for the July 1-Sept 30 quarter was provided in advance of the meeting for review by the committee. The budget will be materially affected by state-level decisions in the coming several weeks.

The College anticipates using available funds from the Carry Forward Reserve to address significant reductions in revenues; plus addressing critical capital needs. The Carry Forward Budget will be provided at a special BOT meeting in September.

These budgets may be adjusted during the course of the fiscal year to include:

- Funding to support property, casualty and other insurance payments.
 - Funding provided by the New College Foundation.
 - Actions taken by the BOT during the new fiscal year.
 - Various other adjustments as directed by the College President.
- **Open Discussion on the Budget.** Committee Chair Christaldi asked President Okker about the number of incoming students and the projection for the final number of all the students who are attending New College this Fall. President Okker stated the college would likely have a total enrollment of 650 students. Interim VP of Enrollment Management, David Boisvert, agreed with that estimate and that the most accurate census count will occur at the end of September.

Trustee Hoover asked 1) how many unfilled positions currently exist at New College; 2) what areas are most impacted by these vacancies; and 3) is there less productivity on campus as a result. VP Kinsley reported that approximately 10% of available positions at New College remain unfilled and that this is impacting all areas across campus. Trustee Hoover asked how this might effect attrition of employees. President Okker mentioned that the college posts some of the vacancies

immediately, but the college has some leeway regarding some vacancies and this is treated on a case by case basis. Trustee Keenan mentioned that it may be a good idea to check with various school departments for assistance in determining priorities for a vacant position. President Okker agreed and will work on obtaining this information and will provide it to Trustee Keenan.

- **Action Item: 2022-23 Revised Operating Budget**

At this time, a motion was made to 1) approve the College's 2022-23 Revised Operating Budget as proposed; and 2) authorize the President to make necessary adjustments to these budgets during the operating year. Motion, second approved by unanimous vote.

- **Action Item: MOU Between New College and the PBA**

Erika Worthy, Chief Human Resources Officer, presented the proposed MOU to the Committee. She explained that New College of Florida/University of South Florida Sarasota Manatee shared the Campus Police Department and there are 16 sworn law enforcement authorized positions. However, at present, only 10 positions are filled. This limited number of filled positions is creating a hardship for the officers, who must provide a 24/7 presence on the two campuses. Initial research indicates that New College is no longer able to offer a salary that is competitive with the local market.

In order to retain the remaining loyal members of the PBA, and incentivize recruitment, two solutions have been agreed to by Management:

- A \$5,000 retention bonus for existing officers
- A \$2,500 signing bonus for new recruits.

The cost of these bonuses is estimated at approximately \$52,000 and will be funded by placing a freeze on filling 1 patrol officer position.

Trustee Lepinski asked how many vacant spots we currently have in the Campus Police Department. Associate VP Christie Fitz-Patrick stated that, once the new Chief of Police is hired, there will be four vacant spots. Trustee Keenan stated that this plan was communicated to her in advance of the meeting and the plan makes sense.

A motion was made to ratify the proposed Memorandum of Understanding between New College of Florida (NCF) and the Florida Police Benevolent Association, Inc. (PBA), as recommended by the College's Management representatives and ratified by a majority vote of the PBA members. The MOU is effective upon approval of the BOT and majority vote of the NCF PBA membership. Motion, second, and approved by unanimous vote.

- **Action Item: Sixth Amendment to Food Service Agreement with Metz Culinary Management**

VP Kinsley reported to the committee that, with regards to campus events at which alcohol is served, the College does not obtain any financial benefit when a vendor besides Metz is selected, as all profits are retained when a non-affiliated vendor is selected to provide both catering and alcohol services. This amendment requires Metz to be the exclusive provider of alcohol for events, subject to College approval as to pricing, and reserving the right to waive exclusivity if deemed in the best interest of the College. This amendment does not make Metz the sole provider of catering services without alcohol service.

VP Kinsley stated that any anticipated additional revenue generated by Metz from this arrangement will be included within the framework of the overall contract, which will benefit the overall campus dining budget.

VP Kinsley also explained that additional revenues cannot be estimated at this time, as private campus events as a book of business have just started to resume for fiscal 22-23. At the conclusion of the fiscal year, the College will be able to report both gross revenue and the marginal dollar impact on campus dining's bottom line.

Trustee Karp encouraged VP Kinsley to maximize the monetary benefit to the college as much as possible. Trustee Lenger wants the college to track events that go to other venues as a result of this new agreement with Metz.

A motion was made to approve the Sixth Amendment to the Food Service Agreement with Metz Culinary Management. Motion, second, and approved by unanimous vote.

- **Adjournment.** There being no further business, the committee meeting was adjourned at 10:51 am.

Consent Agenda

The full board was then reconvened. The Consent Agenda was presented and a request was made by Chair Ruiz that it be approved.

A motion to approve the consent agenda was made, seconded and approved by unanimous vote.

Consent agenda action items approved were as follows:

- **Action Item:** Approve Minutes of the June 22 and August 10 Board of Trustees meetings
- **Finance and Administration Committee**
- **Action Item:** Approval of 2022-23 Revised Operating Budget
- **Action Item:** Approval of MOU Between New College and the PBA
- **Action Item:** Approval of Sixth Amendment to Food Service Agreement with Metz Culinary Management
- **Audit and Compliance Committee**
- **Action Item:** Approval of Updates to Regulation 3-4010 Allegation Intake, Investigation, and Discipline

Informational Items provided to the Board for their review as part of the Consent Agenda include:

- Reports from the President's Council
- **Audit and Compliance Committee**
- **Informational Item:** Admissions Management Consulting Engagement – Process Control Evaluation
- **Informational Item:** New College of Florida Direct Support Organization Summary Report from the Crowe Audit
- **Informational Item:** 2021-2022 Annual Performance Based Funding Audit

President's Report

President Okker introduced Yoleidy Rosario-Hernandez, our new Dean of Diversity, Equity and Inclusion. Yoleidy shared some of her vision with the board and thanked them for their support.

President Okker also thanked various areas of the campus that assisted in recruiting the large first year class. She further noted:

- We brought in more transfer students than at any point in our history;
- The academic preparation of the incoming class is outstanding;
- Not only is the incoming class the largest since 2016, but the class also has a higher level of academic preparation;
- She has spent quality time visiting donors, and;
- In the coming months she will provide additional information on the overall vision she has for the college.

Trustee Hoover asked how many of the incoming class transferred in from State College. David Boisvert was not sure of the amount but would look into it and provide a response. Trustee Keenan has pondered adding a transfer student position to the New College Student Association.

Chair Ruiz asked for a quick update on the New College Challenge. President Okker stated, among other things, that a lot will be happening in the next few months. The public launch is October 24. More information will be coming out about that day in the next few weeks. Her recent trip to New York to discuss the challenge with donors was incredibly encouraging and energizing.

Chair Ruiz added that there will be a press launch on October 24. October 28 will be an entire day for the campus to get involved. Trustee Lepinski provided comments regarding the involvement of students and faculty in the New College Challenge and is excited about it.

Enrollment Management Report

David Boisvert, Interim Vice President of Enrollment Management, walked the trustees through his enrollment management report that was provided in advance of the meeting. Enrollment has remained steady since his last report to the board.

President Okker added that doubling campus visits, faculty involvement in recruiting, and events like 'Novo for a Day' really made a significant impact on recruiting this year. She was then pleased to report that David Boisvert has committed to staying at New College for another year.

Election of the Board Chair and Vice Chair

New College Regulation 2-1005 (2) *Officers of the BOT* states, in part, that "[a]t the Annual Meeting, the BOT shall elect from its own body a Chair [and] Vice Chair. Paragraph 3 states "[t]he officers may serve two-year terms and may be reselected for one additional consecutive term."

This regulation is in compliance with Florida Board of Governors Regulation 1.001 (2)(b) which states that "[e]ach board of trustees shall select its chair and vice chair from the appointed members. Each chair shall serve for two years and may be reselected for one additional consecutive two-year term." The current Chair, Mary Ruiz, and Vice Chair, Ron Christaldi, have each served one two-year term at their respective positions and are eligible to serve an additional two year term.

Trustees Ruiz and Christaldi are standing for re-election.

Action Item: Elect Mary Ruiz to serve as the Chair, and Ron Christaldi to serve as the Vice Chair, of the New College Board of Trustees. Motion, second and approved by unanimous vote.

After her reelection to serve as Chair of the New College Board of Trustees, Chair Ruiz gave a brief look back at the past year:

- Foundation Board raised 9.8 million.
- The Office of the Provost has integrated career and academics. In the past year, there has been a 52% increase in internships as well as an increase in sponsored projects.
- We will have featured stories about New College students/alumni in national media featuring their innovation.
- She is greatly appreciative of President Okker for the outstanding year and for her ability to allow others to excel.

Chair Ruiz then led a brief open discussion on board process. She also encouraged Trustees Lepinski and Keenan to provide reports for review before every BOT meeting.

Trustee Hoover stated he would like to see the word “university” in the name of the institution and suggested this could be a project for the New College Challenge. Trustee Hoover would also like to hear the President’s direct reports to give a five-minute oral report during every BOT meeting.

Other Business

Chair Ruiz reminded the trustees of the following upcoming events:

- Welcome Back Bayfront Barbecue!! All Trustees are cordially invited to a barbecue with the entire New College community celebrating the beginning of the 2022-2023 Academic Year. The BBQ will take place on Wednesday, August 31 from 4:30 pm to 6:30 pm on the Bay Front Campus.
- Trustee Summit: November 9, 2022, from 9:00 am – 5:00 pm, at USF Health – Morsani College of Medicine, downtown Tampa.

Adjournment

There being no other business, the meeting was adjourned at 11:46 am

Respectfully Submitted,

David A. Fugett
General Counsel