



UNIVERSITY OF CENTRAL FLORIDA

Board of Trustees
Finance and Facilities Committee Meeting
May 13, 2020
Virtual Meeting

MINUTES

CALL TO ORDER

Trustee Alex Martins, chair of the Finance and Facilities Committee, called the meeting to order at 8:30 a.m. Committee members Harold Mills, Danny Gaekwad, Caryl McAlpin, David Walsh, and William Yeargin attended by teleconference. Board of Trustees Chair Beverly Seay attended by teleconference. Trustee Joseph Harrington attended by teleconference.

MEETING MINUTES

The minutes of the April 22, 2020 Finance and Facilities Committee meeting were unanimously approved as submitted.

NEW BUSINESS

Presidential Update (INFO-1)

President Cartwright provided the committee with a high-level summary of his thoughts and stated that he would provide more detail at the Board of Trustees Retreat. President Cartwright stated that he had met with his direct reports regarding the April Finance and Facilities Committee meeting and stressed the urgency of making the university more efficient and effective.

President Cartwright informed committee members that \$25.2 million received from the CARES Act will begin to be distributed to students in need. Approximately 20,000 students have applied to receive assistance. The deadline to apply for assistance is May 19, 2020.

President Cartwright tasked Michael Johnson, Interim Provost and Vice President for Academic Affairs, and Joseph Trubacz, Interim Vice President for Finance and Chief Financial Officer, with spearheading a taskforce to determine how to allocate the additional funds that will be received from the CARES Act. The funds may be used to cover costs that have a clear nexus to significant changes to the delivery of instruction due to COVID-19.

President Cartwright asked all areas to begin navigating through potential state budget cuts due to the uncertainty of COVID-19. He asked them to evaluate losses of 5, 10, and 20 percent from their E&G budgets to help evaluate efficiencies. He stated that the university has already saved \$13 million from hiring, expenditure, and travel freezes that were implemented at the beginning of the COVID-19 outbreak. Trustee Gaekwad asked for a dashboard with due dates for each item

on the plan, including metrics for research. President Cartwright replied that there would be a session devoted to research in the future.

President Cartwright informed the committee that the university also is monitoring enrollment trends because student fees make up the second largest part of the E&G budget. Thus far, there has been no impact to the budget; enrollment is currently up for the Summer semester and on a steady path for the Fall semester.

President Cartwright also provided the committee with a financial update of the top five auxiliaries: Parking, IT, Business Services, Student Health, and Housing.

- Parking has terminated all shuttle services except the grocery shuttle and shut down parking garages to ensure they will be in the positive.
- IT is set to break even.
- Business Services will suffer a loss of \$700,000 from food services and the closure of the bookstore. President Cartwright informed the committee that Business Services has \$5 million in reserves to help offset the loss of revenue incurred.
- Student Health will have a loss of \$1.3 million but has reserves to cover the loss.

President Cartwright emphasized the need to hire an outside firm to evaluate the housing challenges. He stated that housing will be reopened based on recommendations from the CDC and health professionals.

President Cartwright announced he will begin to build a permanent cabinet by starting national searches for the COO and CFO positions.

Chair Martins thanked President Cartwright for his transparency and expressed his disappointment that no hard plans had come to fruition regarding cost saving measures.

Trustee Yeargin seconded Chair Martins' comments and encouraged him to build a permanent cabinet. Yeargin also asked for clarification as to whether the enrollment trends for Fall were due to students not yet registering or if enrollment was down from this time last year. Interim Provost Johnson informed the committee that enrollment is down from this time last year.

Post Investigation Action Plan Implementation Update (INFO-2)

Kathy Mitchell, Associate Vice President for Financial Initiatives, gave a brief update on the Post Investigation Action Plan. Mitchell informed the committee that the target completion date of item 37 had been updated to June 2020. Mitchell also stated that all items on the Action Plan are projected to be completed by the required date.

The committee had no questions regarding the Post Investigation Action Plan Implementation

University Final Audited Statements (INFO-3)

Trubacz introduced Danta White, Assistant Vice President and University Controller. White informed the committee that there were no material changes in the financial statements from the draft statement that was presented at the December 11, 2019 Finance and Facilities Committee meeting.

The committee had no questions regarding the University Final Audited Statements.

Martins adjourned the Finance and Facilities Committee meeting at 9:03 a.m.



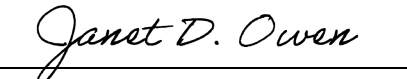
6/22/2020

Reviewed by:

Alex Martins
Chair, Finance and Facilities Committee

Date

Respectfully submitted:



Janet Owen
Associate Corporate Secretary

6/22/2020

Date