

**DRAFT Minutes**  
**UWF Special Board of Trustees Meeting**  
**UWF Crosby Hall**  
**Bldg. 10, Room 224**  
**February 11, 2020**

**1. CALL TO ORDER AND CHAIR’S REMARKS**

Chair Cleveland called the special meeting of the UWF Board of Trustees to order at 9:44 a.m. He explained that there was one action item and four information items on the agenda.

Becky Luntsford called roll with the following trustees present as noted here. Dick Baker, Lewis Bear, Jr., Dave Cleveland, Ruben Gardner, Bob Jones, Suzanne Lewis, Sherry Schneider, Alonzie Scott, Jill Singer, Bob Sires and Stephanie White.

Others attending:

Dr. Martha Saunders, President; Dr. George Ellenberg, Provost and Senior Vice President; Ms. Pam Langham, General Counsel; Mr. Howard Reddy, VP, University Advancement; Dr. Kim LeDuff, VP Academic Engagement; Dr. Ed Ranelli, AVP External Affairs; Dr. Kimberly McCorkle, Vice Provost; Ms. Betsy Bowers, VP, Finance & Administration; Ms. Melinda Bowers, VP, Facilities; Mr. Dave Scott, Director Athletics; Ms. Megan Gonzalez, AVP Institutional Communications; Ms. Jamie Sprague, AVP, Human Resources Ms. Cindy Talbert, Chief Auditing Officer; Mr. Matt Packard, Compliance Officer; Mr. Dan Lucas, CFO, UWF Foundation; Mr. Jeff Djerlek, Controller; Ms. Sandra Thompson, Director, ITS; Mr. Chase Green, BOT IT; Mr. Cody Thurber, BOT IT; and Becky Luntsford, Assistant Corporate Secretary to BOT.

Chair Cleveland welcomed everyone and thanked them for their attendance and participation. He explained that the meeting was being conducted virtually and reminded them of technology courtesies.

**II. PUBLIC COMMENT**

Chair Cleveland opened the meeting for public comment. There was none.

### III. ACTION ITEM

**1. Acceptance of BOG Required Audit: Performance Based Funding Data Integrity 2020 and Data Integrity Certification.** Chief Audit Executive, Cindy Talbert, presented this agenda item.

On June 25, 2020, Board of Governors Chair Sydney Kitson sent a letter to the Chairs of the University Boards of Trustees and University Presidents, asking that each University have an audit performed of their processes that ensure the completeness, accuracy, and timeliness of data submissions (see attached). He asked that the audits include testing of data that support performance funding metrics. The audit was conducted by Internal Auditing & Management Consulting (IAMC) and issued on January 25, 2021 (see attached). It was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*. It was presented to the Audit & Compliance Committee at their February 11, 2021 meeting and accepted by the Committee. The results of the audit will be provided to the Board of Governors after acceptance by the Board of Trustees.

A second requirement described in Chair Kitson’s letter of June 25, 2020 is that each University President complete a Data Integrity Certification (see attached), which contains 13 representations. The results of the IAMC audit and other internal controls in place indicate that the President may confidently affirm these representations. The certification is to be signed by the President and the Board of Trustees Chair, after approval by the Board of Trustees. It must be submitted to the Board of Governors Office of Inspector General and Director of Compliance no later than March 1, 2021.

Following Ms. Talbert’s presentation, Chair Cleveland asked for a motion to Accept the Florida Board of Governors Required Audit: Performance Based Funding Data Integrity 2020 and Data Integrity Certification.

Motion by:	Trustee Dick Baker
Seconded by:	Trustee Lewis Bear, Jr.
Chair Dave Cleveland	Aye
Vice Chair Suzanne Lewis	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Bob Jones	Aye
Trustee Ruben Gardner	Aye
Trustee Sherry Schneider	Aye

Trustee Alonzie Scott           Aye  
Trustee Jill Singer               Aye  
Trustee Bob Sires               Aye  
Trustee Stephanie White       Aye  
Motion passed unanimously.

#### **IV. INFORMATION ITEMS**

1. Chair Cleveland presented the **2021/2022 BOT Meeting Dates**.
2. Chair Cleveland presented **BOT Committee Appointments**. He explained that the UWF Board of Trustees Bylaws states that trustees appointed to committees shall serve at the pleasure of the Board Chair.

Chair Cleveland went on to explain that given the reduced number of trustees currently serving on the Board, he had given great thought to the UWF Board of Trustees Committee structure and had appointed trustees to the BOT Committees as follows:

##### **Academic Affairs Committee**

Jill Singer, Chair  
Sherry Schneider  
Alonzie Scott

##### **Audit & Compliance Committee**

Bob Jones, Chair  
Dick Baker  
Jill Singer

##### **Finance, Facilities & Operations Committee**

Bob Sires, Chair  
Lewis Bear, Jr.  
Suzanne Lewis

##### **Student Affairs Committee** - remaining unchanged at this time

Alonzie Scott, Chair  
Stephanie White  
Ruben Gardner

**Presidential Performance Evaluation & Metrics Ad Hoc Committee** - remaining unchanged at this time

Trustee Suzanne Lewis, Chair

Trustee Bob Jones

Trustee Jill Singer

**3. Appointment of UWF BEI, Inc. Board Member.** Chair Cleveland reminded the Board that Trustee Greg Britton resigned from his position on the Board of Trustees effective December 31, 2020. In addition to serving on the UWF BOT, Trustee Britton served as the BOT representative on the UWF BEI, Inc. Board of Directors.

Chair Cleveland announced that he has appointed Trustee Bob Sires, now Chair of the Finance, Facilities & Operations Committee, to the UWF BEI Board vacancy and Chair Cleveland said he looks forward to Trustee Sires' service and input on that Board. Trustee Sires will provide to the Board, regular BEI updates at our full board meetings.

**4. Update on the T.T. Wentworth Museum.** Chair Cleveland and Vice Chair Suzanne Lewis presented this agenda item and answered questions from trustees on this update.

## **V. OTHER BUSINESS**

Chair Cleveland announced that the next regularly-scheduled full BOT meeting will be held virtually on March 18<sup>th</sup>. He opened the floor to allow for any discussion or other business. There was none.

Chair Cleveland stated if there was no further business to come before the Board, the meeting was adjourned.

The meeting adjourned at 10:05 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary