



AGENDA

THE UNIVERSITY OF WEST FLORIDA SPECIAL BOARD OF TRUSTEES VIRTUAL MEETING February 16, 2023

**University of West Florida
11000 University Pkwy. Pensacola, FL, Crosby Hall, Bldg. 10, Rm 224**

*To join this virtual public board meeting, please follow these Zoom Webinar instructions:
<https://uwf.zoom.us/j/81509583350?pwd=TUVmeCtpcWZFSU4zTU1rTEt1YkdaUT09>; Passcode: 849955*

APPROVAL OF MINUTES BY COMMITTEE

Executive Committee:

Suzanne Lewis, Chair

- Approve Minutes of February 1, 2023

FULL BOARD

I. Call to Order/Roll Call

Suzanne Lewis, Chair

II. Chair's Greeting

III. Committee Report

- Executive Committee - Suzanne Lewis, Chair

IV. Public Comment

V. Action Item:

1. Approval of Performance Based Funding Data Integrity 2022 Audit and Data Integrity Certification

VI. Information Items:

1. Board of Trustees Self Evaluation Policy
2. 2023-2024 Board of Trustees Meeting Dates

VII. Other Business

VIII. Adjournment



**Board of Trustees
Executive Committee Meeting
via Zoom**

UWF Crosby Hall, Building 10, Room 224

February 1, 2023

DRAFT MINUTES

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

CALL TO ORDER / ROLL CALL

Board of Trustees Chair, Suzanne Lewis called the meeting to order at 1:08 p.m.

Committee Members, Trustees Alonzie Scott, Jill Singer, Bob Sires and Stephanie White were in attendance.

Others in attendance included: Dr. Martha Saunders, President; Ms. Betsy Bowers, Vice President Finance & Administration; Mr. Jeffrey Djerlek, Controller; Ms. Jessica Whittle, Office of the General Counsel; Ms. Anamarie Mixson, Office of the President; and Becky Luntsford, Assistant Corporate Secretary to BOT.

CHAIR'S GREETING

Chair Lewis welcomed everyone and thanked them for their attendance.

PUBLIC COMMENT

There were none.

AGENDA ITEM

I. Revision to Budget Reporting

Chair Lewis asked Finance, Facilities & Operations Committee Chair Trustee Bob Sires to give an overview of the agenda item. Chair Sires explained that he has been working with Vice President Bowers and Jeffrey on streamlining the financial reports presented to the Board of Trustees to only highlight a 10% or more or \$500,000 deviation allowing for more productive discussion among the Trustees.

Following further discussion with Executive Committee members, Trustee Sires made the following motion:

At the BOT Finance, Facilities & Operations Committee meetings, the Controller will continue to provide a full written report on all budget deviations, but only items with a deviation greater than 10% or \$500,000 will be presented for discussion at the Finance, Facilities and Operations Committee meetings.

Motion by: Trustee Bob Sires
Second: Trustee Stephanie White
Motion passed unanimously

Chair Lewis explained that this action will go forward on the 3/16/23 Board of Trustees consent agenda.

OTHER COMMITTEE BUSINESS

There was none.

ADJOURNMENT

Chair Lewis thanked those in attendance for their participation. With no other business to discuss, Chair Lewis adjourned the meeting at 1:30 pm.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary

UWF Special Board of Trustees Meeting

February 16, 2023

Issue: Approval of the Performance Based Funding Data Integrity 2022 and Data Integrity Certification

Proposed Action: Acceptance

Background Information:

In June 2022, the Board of Governors directed state universities to conduct an audit of processes that ensure the completeness, accuracy, and timeliness of data submissions. UWF's Internal Auditing & Management Consulting (IAMC) conducted such an audit and issued a report on January 19, 2023 (see attached). The audit 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 16, 2023 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.

The audit's objectives were to:

- Evaluate internal controls designed to ensure the accuracy, completeness, and timeliness of data submissions to the Board of Governors, and
- Provide an objective basis of support for the President and Chair of the Board of Trustees to sign the representations included in the *Performance Based Funding – Data Integrity Certification*, to be filed with the Board of Governors by March 1, 2023.

Results:

IAMC found that internal controls over the processes used to collect and submit data to the Board of Governors were strong. We made no recommendations.

The results of the IAMC audit and other internal controls in place indicate that the President may confidently affirm these representations. The Data Integrity Certification is to be signed by the President and the Board of Trustees Chair, after approval by the Board of Trustees.

Recommendation: Approval of the Performance Funding Data Integrity audit 2022 and Data Integrity Certification

Implementation Plan: Submission to the Florida Board of Governors, the Performance Based Funding Data Integrity Audit and the Data Integrity Certification

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees

Supporting documents:

UWF22-23_002: Performance Based Funding Data Integrity 2022 Audit Report and Data Integrity Certification

Prepared by: Cindy Talbert, Chief Audit Executive, ctalbert@uwf.edu, 850-474-2638

Presenter: Cindy Talbert

SCOPE AND OBJECTIVES

We audited Performance Based Funding Data Integrity as of September 30, 2022. This audit was included as part of our 2022/23 audit work plan, conducted in accordance with a Board of Governors (BOG) directive to State universities. Our specific objectives were to:

- Evaluate internal controls designed to ensure the accuracy, completeness, and timeliness of data submissions to the Board of Governors, and
- Provide an objective basis of support for the President and Chair of the Board of Trustees to sign the representations included in the *Performance Based Funding – Data Integrity Certification*, to be filed with the Board of Governors by March 1, 2023.

Audit fieldwork began on September 19, 2022, and ended on January 13, 2023. Our audit conforms to the Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing* and generally accepted auditing standards.

BACKGROUND

The BOG has broad governance responsibilities affecting administrative and budgetary matters for Florida’s 12 public universities. Beginning in fiscal year 2013-14, they instituted a performance funding program that is based on 10 metrics. Required data integrity audits have been conducted annually since 2014. The culmination of these audits is the execution of the Data Integrity Certification by the President and the Chairman of the Board of Trustees. The submission of this Certification to BOG confirms our compliance with BOG Regulation 5.001(8).

Currently, the metrics common to all institutions are:

1. *Percent of Bachelor’s Graduates Employed (Earning \$30,000+) or Continuing their Education;*
2. *Median Wages of Bachelor’s Graduates Employed Full-time;*
3. *Average Cost to the Student (Net Tuition and Fees per 120 Credit Hours for Resident Undergraduates);*
4. *Four Year Graduation Rate (Full-time FTIC);*
5. *Academic Progress Rate (Second Fall Retention Rate with at Least a 2.0 GPA for Full-time FTIC students);*
6. *Bachelor’s Degrees Awarded within Programs of Strategic Emphasis;*
7. *University Access Rate (Percent of Undergraduates with a Pell Grant);*
8. *Graduate Degrees Awarded within Programs of Strategic Emphasis;*
- 9a. *Two-Year Graduation Rate for Florida College System Associate in Arts Transfer Students; and*
- 9b. *Six-Year Graduation Rate for Students Who are Awarded a Pell Grant in Their First Year.*

Metrics 1 – 9 Methodology. Much of the data that is used by the BOG in their calculations of Metrics 1 through 9 is compiled into 6 data files that are

submitted periodically by the each of universities. These files include:

- Admissions File;
- Degrees Awarded File;
- Hours to Degree File;
- Retention File;
- Student Financial Aid File; and
- Student Instruction File.

Data that is ultimately submitted to the BOG through these electronic submissions is initially entered through the Admissions, Graduate Admissions, Registrar, Financial Aid, and Controller's departments into the Banner Student system. The Office of Institutional Research (IR) has been delegated responsibility for compiling the data into tables according to BOG specifications, conducting a quality review of the data prior to submission to the BOG, and timely submission of the files.

Metric 10 Methodology. Each university is offered a "Board of Trustees Choice Metric," which allows the institution to select a metric based on their university's unique strengths. This has been UWF's choice metric since 2019/20:

10. Percent of Baccalaureate Graduates Completing 2+ High-Impact Practices.

To articulate the University's High-Impact Practices (HIP) completion, data is compiled in a distinctly different manner for Metric 10. It is based on the following formula:

Numerator = the number of students in the cohort who engaged in 2 or more High Impact Practice Types during their enrollment at UWF

Denominator = the number students earning undergraduate degrees in a summer, fall, and spring semester ("the cohort")

UWF has accepted the classification of High-Impact Practices established by the Association of American Colleges and Universities, as follow:

1. First-Year Seminars and Experiences;
2. Common Intellectual Experiences;
3. Learning Communities;
4. Writing-Intensive Courses;
5. Collaborative Assignments and Projects;
6. Undergraduate Research;
7. Diversity/Global Learning;
8. ePortfolios;
9. Service Learning, Community-Based Learning;
10. Internships; and
11. Capstone Courses and Projects.

Classifications 5 and 8 are not yet in use at UWF.

It was decided that IR would include all academic courses completed beginning with Fall 2014, in Metric 10. University Housing & Residence Life and the Office of Undergraduate Research provide student information to IR for inclusion in the count, however, their data collection did not begin until around 2015. It should be noted that we only include a count for 1 High Impact Practice Type, e.g., a student engaged in 3 Internships would only yield a count of 1 in the Metrics 10 computation.

Appointment of the Data Administrator. In accordance with BOG Regulation 3.007 "State University System (SUS) Management Information Systems," the President has formally appointed an Institutional Data Administrator, who is the Director of IR. The Director has frequent contact

with the BOG Office of Data and Analytics staff, strengthening his understanding of their complex requirements for the data in the files.

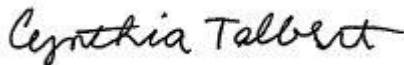
AUDIT METHODOLOGY

We interviewed key personnel involved in the processes that end with submission of data to the BOG that are used in the computations of the metrics. We examined written policies and procedures and other related documents. We evaluated internal controls that were in place and used the results to design audit tests. Risk levels within each related activity were assessed and audit testing focused on the higher risk activities.

Audit testing was conducted on data submitted to the BOG in order to evaluate accuracy and completeness. We used data based on academic years or semesters, according to the time periods identified as part of the UWF Accountability Plan for 2022; if this information was not yet available, data

We appreciate the cooperation, professionalism, and responsiveness of the employees who were involved in the audit.

Respectfully submitted,



**Cynthia Talbert, CFE, CIA, CPA, CRMA
Chief Audit Executive**

in the last file submitted was used for testing purposes.

We conducted audit testing focused on Metrics 4, 5, 7, and cohort adjustments.

NOTABLE STRENGTH

The submission of accurate and complete data underlying the metrics is a shared responsibility of the functional user areas. During the audit process, we noted extensive collaboration and communication between the functional user areas, which facilitated accurate reporting and the resolution of potential issues.

OBSERVATIONS

We found that internal controls over the processes used to collect and submit data to the BOG were strong. Data underlying the computations of Metrics 4, 5, and 7 were tested and were determined to be highly accurate. We make no recommendations.

REPORT PROVIDED TO THE FOLLOWING:

Dr. Martha Saunders, President
Suzanne Lewis, Chair BOT
Dick Baker, Audit & Compliance Committee
Jill Singer, Audit & Compliance Committee
Dr. Greg Tomso, Vice President of Academic Engagement & Student Affairs
Betsy Bowers, Vice President of Finance and Administration
Dr. Michelle Williams, Vice Provost
Christophe Lizen, Director of Institutional Research
Dr. Kuiyuan Li, Graduate School Dean
Jeffrey Djerlek, Associate Vice President/Controller
Shelly Blake, Associate Vice President, Academic Affairs
Adam Burgess, Interim Registrar
Katie Condon, Assistant Vice President of Enrollment Affairs
Rachel Conway, Director of Financial Aid and Scholarships
Ethan Henley, Director of Admissions
Lindsey Walk, Director of Career Development and Community Engagement
Jaime Hoelscher, Manager, FL Auditor General
Ken Danley, Supervisor, FL Auditor General
Julie Leftheris, BOG Inspector General
Rebecca Luntsford, BOT Liaison

In accordance with Board of Governors Regulation 5.001(8), university presidents and boards of trustees are to review, accept, and use the annual data integrity audit to verify the data submitted for implementing the Performance-based Funding model complies with the data definitions established by the Board of Governors.

Given the importance of submitting accurate and reliable data, boards of trustees for those universities designated as preeminent or emerging preeminent are also asked to review, accept, and use the annual data integrity audit of those metrics to verify the data submitted complies with the data definitions established by the Board of Governors.

Applicable Board of Governors Regulations and Florida Statutes: Regulations 1.001(3)(f), 3.007, and 5.001; Sections 1.001.706, 1001.7065, and 1001.92, Florida Statutes

Instructions: To complete this certification, university presidents and boards of trustees are to review each representation in the section below and confirm compliance by signing in the appropriate spaces provided at the bottom of the form. Should there be an exception to any of the representations, please describe the exception in the space provided.

Once completed and signed, convert the document to a PDF and ensure it is ADA compliant. Then submit it via the Chief Audit Executives Reports System (CAERS) by the close of business on March 1, 2023.

University Name: [Click or tap here to enter text.](#)

Data Integrity Certification Representations:

1. I am responsible for establishing and maintaining, and have established and maintained, effective internal controls and monitoring over my university's collection and reporting of data submitted to the Board of Governors Office which will be used by the Board of Governors in Performance-based Funding decision-making and Preeminence or Emerging-preeminence Status.
2. In accordance with Board of Governors Regulation 1.001(3)(f), my Board of Trustees has required that I maintain an effective information system to provide accurate, timely, and cost-effective information about the university, and shall require that all data and reporting requirements of the Board of Governors are met.
3. In accordance with Board of Governors Regulation 3.007, my university provided accurate data to the Board of Governors Office.

4. In accordance with Board of Governors Regulation 3.007, I have tasked my Data Administrator to ensure the data file (prior to submission) is consistent with the criteria established by the Board of Governors. The due diligence includes performing tests on the file using applications, processes, and data definitions provided by the Board Office. A written explanation of any identified critical errors was included with the file submission.
5. In accordance with Board of Governors Regulation 3.007, my Data Administrator has submitted data files to the Board of Governors Office in accordance with the specified schedule.
6. I am responsible for taking timely and appropriate preventive/ corrective actions for deficiencies noted through reviews, audits, and investigations.
7. I recognize that Board of Governors' and statutory requirements for the use of data related to the Performance-based Funding initiative and Preeminence or Emerging-preeminence status consideration will drive university policy on a wide range of university operations – from admissions through graduation. I certify that university policy changes and decisions impacting data used for these purposes have been made to bring the university's operations and practices in line with State University System Strategic Plan goals and have not been made for the purposes of artificially inflating the related metrics.
8. I certify that I agreed to the scope of work for the Performance-based Funding Data Integrity Audit and the Preeminence or Emerging-preeminence Data Integrity Audit (if applicable) conducted by my chief audit executive.
9. In accordance with section 1001.706, Florida Statutes, I certify that the audit conducted verified that the data submitted pursuant to sections 1001.7065 and 1001.92, Florida Statutes [regarding Preeminence and Performance-based Funding, respectively], complies with the data definitions established by the Board of Governors.

Exceptions to Note: [Click or tap here to enter text.](#)

Data Integrity Certification Representations, Signatures:

I certify that all information provided as part of the Board of Governors Data Integrity Certification for Performance-based Funding and Preeminence or Emerging-preeminence status (if applicable) is true and correct to the best of my knowledge; and I understand that any unsubstantiated, false, misleading, or withheld information relating to these statements render this certification void. My signature below acknowledges that I have read and understand these statements. I certify that this information will be reported to the board of trustees and the Board of Governors.

Certification: _____
University President

Date: _____

I certify that this Board of Governors Data Integrity Certification for Performance-based Funding and Preeminence or Emerging-preeminence status (if applicable) has been approved by the university board of trustees and is true and correct to the best of my knowledge.

Certification: _____
University Board of Trustees Chair

Date: _____

UWF Board of Trustees Meeting
Special Full Board Meeting
February 16, 2023

Issue/Agenda Item: BOT Self-Evaluation Policy

Proposed Action: Information Item

Background Information:

As the body that holds in trust the fundamental autonomy and ultimate well-being of the institution, the governing board of an institution is a critical element in the success of the institution. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) holds that Board of Trustees participation in self-evaluation is an important quality marker as part of an educational institution’s annual strategic planning and evaluation process.

Since 2019, the UWF Board of Trustees has engaged in periodic self-evaluation of effectiveness based on the areas of responsibility delegated by the State University System of Florida Board of Governors. This proposed policy would affirm the benefits of regular and comprehensive self-evaluation and formalize the self-evaluation of effectiveness process. In accordance with the University policy on Policy Development and Issuance Process, this proposed policy has been published to the UWF website for public comment.

Implementation Plan:

February 16, 2023

The UWF Board of Trustees considers the recommended policy on February 16, 2023.

February 27, 2023

The public comment period concludes in accordance with the University Policy Development and Issuance Process.

March 16, 2023

The UWF Board of Trustees adopts the recommended policy.

Spring 2023

UWF President Martha D. Saunders approves the adopted policy.

Fiscal Implications: No Fiscal Implications.

Supporting documents:

University Policy BOT 15.00 – Board Self-Evaluation

Prepared by: Angela Bryan, Director of Institutional Effectiveness and SACSCOC Liaison
(850) 473-7234, abryan@uwf.edu

Presenter: Angela Bryan, Director of Institutional Effectiveness and SACSCOC Liaison



Policy

UNIVERSITY POLICY BOT 15.00-[date]

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Board Self-Evaluation

RESPONSIBLE OFFICE: Board of Trustees

I. Purpose:

The Board of Trustees of the University of West Florida is responsible for ensuring the well-being of the institution. The UWF Board of Trustees is committed to excellence in performing its duties and furthering the University's mission. As a result, it is important for the Board to assess its own performance in meeting its governance responsibilities. The Board conducts a self-evaluation as a tool to use toward the overall goal of continuous improvement.

The Board establishes this policy to affirm the benefits of regular and comprehensive self-assessment for evaluating its progress towards achieving its stated goals and to formalize its self-evaluation process.

II. Policy:

- A. Every two (2) years, the Board will conduct a comprehensive self-evaluation that includes an assessment of progress in meeting its stated goals. The process will typically begin in the spring or summer with a discussion of the results in the fall of the same calendar year.
- B. The Board Chair and appropriate University staff will coordinate the evaluation in consultation with the President. University staff will administer the assessment, collect and analyze the results, and present the results to the Board for discussion of findings and goals for continuous improvement. The Board may use the results to identify its priorities and the work of the Board for the next two (2) years.
- C. The self-evaluation should address the areas of responsibility identified as most important by the Board and as delegated to the Board by the State University System of Florida Board of Governors.

Adopted by the Board of Trustees on [date].

Approved by: _____ **Date:** _____
Dr. Martha D. Saunders

Authority: Article IX, Section 7 Florida Constitution; BOG Regulation 1.001

Cross Ref.: None

History: Created on [date]

Last Review: [date]

Special UWF Board of Trustees Meeting

February 16, 2023

Issue: 2023-2024 Board of Trustees TENTATIVE Meeting Dates**Proposed action:** Review and Advise the UWF BOT Staff of Any Conflicts

Background information: The UWF Board of Trustees (BOT) is scheduled to meet four (4) times annually during FY2023/2024. BOT committee meetings are scheduled prior to full Board meetings. The Board of Governors and UWF Direct Support Organizations meeting dates were considered when choosing the dates below. BOT conference calls, special meetings and emergency meetings will be scheduled as needed.

Recommendation: Trustees are asked to check the proposed dates against their calendars and advise BOT support staff of any conflicts. Trustees will be asked to approve the final 2023-2024 BOT meeting dates at the March 16, 2023 BOT meeting.

Note: Meeting locations are indicated below, however, at any time the Board Chair decides a virtual meeting format or a different location would best serve all involved, those changes will be announced and publicly noticed on the UWF BOT Website @ uwf.edu/trustees at least (7) days prior to a scheduled meeting.

August 17, 2023	UWF Board of Trustees Committee Meetings @ UWF Conference Center
<i>August 29-30, 2023</i>	<i>Florida BOG Meeting @ University of Florida, Gainesville</i>
September 14, 2023	UWF Board of Trustees Meeting @ UWF Conference Center
<i>September 20, 2023</i>	<i>Florida BOG Committee Workshops @ New College of Florida, Sarasota</i>
November 1-2, 2023	Florida BOG Trustee Summit & Meeting @ UCF, Orlando
<i>November 16, 2023</i>	<i>UWF Board of Trustees Committee Meetings @ UWF Conference Center</i>
December 14, 2023	UWF Board of Trustees Meeting @ UWF Conference Center
<i>January 24-25, 2024</i>	<i>Florida BOG Meeting @ Florida State University, Tallahassee</i>
February 15, 2024	UWF Board of Trustees Committee Meetings @ UWF Conference Center
<i>February 21, 2024</i>	<i>Florida BOG Meeting Conference Call</i>
March 28, 2024	UWF Board of Trustees Meeting @ UWF Emerald Coast Campus
<i>March 20-21, 2024</i>	<i>Florida BOG Meeting @ University of North Florida, Jacksonville</i>
<i>May 8, 2024</i>	<i>Florida BOG Meeting Conference Call</i>
May 16, 2024	UWF Board of Trustees Committee Meetings @ UWF Conference Center
June 13 <u>or</u> 20, 2024	UWF Board of Trustees Meeting @ UWF Conference Center
<i>June 25-27, 2024</i>	<i>Florida BOG Meeting, UCF, Orlando</i>

Prepared by: Becky Luntsford, BOT Assistant Corporate Secretary, 850-516-1522, rluntsford@uwf.edu

Presenter: Suzanne Lewis, Chair, UWF Board of Trustees