

DRAFT Minutes
UWF Board of Trustees Meeting
UWF Conference Center
March 1, 2016

Chair Mort O'Sullivan called the meeting to order at 9:44 a.m. with the following trustees present: Dave Cleveland, Suzanne Lewis, Susan O'Connor, Dick Baker, Bob Jones, Bentina Terry, Ted Fox, Garrett Walton, Jay Patel, LuTimothy May, and Daniel McBurney. Lewis Bear, Jr. was unable to attend.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Kevin Bailey, VP Student Affairs; Dr. Steven Cunningham, VP Finance & Administrative Services; Pat Lott, General Counsel, Ms. Betsy Bowers, AVP Internal Auditing; Dr. George Ellenberg, Vice Provost; Dr. Jim Hurd, AVP Student Affairs; Ms. Cynthia Talbert, Internal Auditing; Mr. Dan Bevel, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Steve Crawley, Dean, COPS; Dr. Erma Lynn Kiehl, Dean, COH; Dr. Ed Ranelli; Dr. Jay Clune, Dean, Graduate School; Dr. Kim LeDuff, Chief Diversity Officer; Dr. Joffery Gaymon, AVP Enrollment Affairs; Dr. LuSharon Wiley, Senior Associate Dean of Students; Dr. Tim O'Keefe, Dean, College of Business; Ms. Mica Hughes-Harrell, Director Wellness Services; Dr. Vanee Cao-Nguyen, Director SDRC; Dr. Bob Dugan, Dean, Library Studies; Dr. Sarah Luczyk, AVP, Student Affairs; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Megan Gonzalez, University Communications; Ms. Martha Lee Blodgett, University Advancement; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Dr. Jenae Burhart, ITS; Dr. Michael White, ASPIRE; Mr. William Coleman, ITS; Mr. Tony Nguyen, Athletics; Mr. David Scott, Athletic Director; Ms. Lisa Berneau, Assistant General Counsel; Mr. James Felder, Asst General Counsel; Ms. Lauren Loeffler, Director Career Center; Mr. Keith King; Ms. Jamie Sprague, Asst Director Human Resources; Ms. Angela Jones, Director, Procurement and Contracts; Dr. Claudia Stanny, Director, CUTLA; Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Dr. William Healey, Director, Recreation and Sports Services; Dr. Chris Pomery, Professor, Biology; Dr. Rebecca Kennedy, AVP Counseling Center; Andrew Romer, Executive Specialist; Eric Ingerman, Sound Specialist; Becky Luntsford, Executive Specialist; and Andrew Herridge, BOT Graduate Assistant.

1. CALL TO ORDER AND CHAIR'S REMARKS

Vice Chair O'Sullivan welcomed everyone in attendance and offered a special welcome to Trustee Dick Baker, long-time supporter of UWF and newly-appointed trustee.

Vice Chair O'Sullivan explained the Board meeting would be very brief with only two action items. He explained to those present that time has been set aside during the meeting to allow

public comment on matters coming before the Board. He instructed anyone wanting to speak on an agenda item to complete a *Request to Address the UWF Board of Trustees* form as required and provide to the Board of Trustees' recording secretary, Becky Luntsford in advance of the public comment period.

2. PUBLIC COMMENT

Vice Chair O'Sullivan asked Becky Luntsford if anyone had submitted a request to address the Board.

She had received no requests.

3. ACTION ITEMS

1. **Approval of the 2014-15 UWF Accountability** was presented by Dr. Michael White, Director, Institutional Effectiveness.

In 2009, the Board of Governors instituted a planning and performance monitoring system that includes the university submission of annual updates to work plans and annual accountability reports designed to inform strategic planning, budgeting, and other policy decisions for the State University System (SUS). University staff drafted the 2014-2015 Annual Accountability Report for review by the University Board of Trustees.

Vice Chair O'Sullivan asked for a motion to Approve UWF's 2014-2015 Annual Accountability Report for submission to the Board of Governors.

Motion by: Trustee Bentina Terry

Seconded by: Trustee Ted Fox

Motion carried.

2. **Approval of BOG Required Performance Metrics Audit and Certification** was presented by Ms. Betsy Bowers, Associate Vice President, Internal Auditing & Compliance.

Internal Auditing & Management Consulting (IAMC) completed the BOG-required audit for the period October 1, 2014-September 30, 2015: Performance Funding Data Integrity. Below is synopsis of the report with the full report as an attachment to this agenda item. The audit report was issued December 15, 2015.

Results: The audit report included two findings as follows:

1. Management identified an error in application of the BOG definition/rule for calculating University GPA. The programming algorithm included prior and current semester credit hours instead of prior term credit hours only, as BOG definition

prescribes. If a correction had been made prior to the submission, the Academic Progress Rate, Metric 5, would have resulted in one additional point for UWF in the 2014-15 reporting period; however, it would have not affected the overall ranking of UWF among the SUS institution or the amount of funding received by any of the SUS institutions. We recommended coding related to BOG metrics should be reviewed for accuracy and independently validated prior to submission. During our audit, management implemented an independent, dual validation procedure prior to submission.

2. Two resubmissions occurred during our audit period as a result of misinterpretation and miscommunication. The Student Instruction File was found to be in error for three reporting periods due to misinterpreting a data element and resulted in three resubmissions to BOG (August 2014, January 2015, and May 2015). The second resubmission related to miscoding the expenses of Florida Virtual Campus (FLVC) in the Operating Budget File as Public Service and thereby included in the university's Cost to Degree calculation. These expenses should have been included as an institute and research center and would not have been part of the Cost to Degree calculation. We recommended a thorough review of coding related to BOG metrics occur at least once a year and independent validations prior to submission. During our audit, management worked with the Board of Governors for clarifications regarding data submissions and management implemented an independent, dual validation procedure prior to submission.

Vice Chair O'Sullivan asked for a motion to Approve the BOG Required Performance Metrics Audit and Certification Internal Auditing Report.

Motion by: Trustee Jay Patel
Seconded by: Trustee Dick Baker
Motion carried.

4. OTHER BUSINESS

Vice Chair O'Sullivan provided a UWF Presidential Search Committee update to the Board and extended an invitation for trustees to attend the upcoming Open Forum Sessions to be held with consultants from Greenwood/Asher & Associates [Search Firm] on March 7 & 8, 2016.

Vice Chair O'Sullivan stated if there is no further business to consider, this meeting is adjourned.

The meeting adjourned at 9:58 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary