



UWF Board of Trustees Meeting
University of West Florida
UWF Conference Center, Bldg. 22, UWF Main Campus
March 16, 2023
DRAFT MINUTES

The meeting of the UWF Board of Trustees was called to order at 9:12 a.m. by Chair Suzanne Lewis.

APPROVAL OF MINUTES BY COMMITTEES

Chair Lewis welcomed everyone and called on each committee chair to convene his/her committee for adoption of their minutes.

Academic Affairs Committee: Stephanie White, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their February 16, 2023 minutes.

Motion to approve: Trustee Sherry Schneider

Second: Trustee Paul Hsu

Motion passed.

Audit and Compliance Committee: Dick Baker, Audit and Compliance Committee member called the meeting to order and asked for a motion to approve their February 16, 2023 minutes.

Motion to approve: Chair Suzanne Lewis

Second: Trustee Dick Baker

Motion passed.

Finance, Facilities & Operations Committee: Bob Sires, Finance, Facilities & Operations Committee Chair called the meeting to order and asked for a motion to approve their February 16, 2023 minutes.

Motion to approve: Chair Suzanne Lewis

Second: Trustee Bob Sires

Motion passed.

FULL BOARD

I. Call to Order and Chair's Remarks

Chair Lewis asked Becky Luntsford to conduct roll call and the following trustees were present: Dick Baker, Paul Hsu, Suzanne Lewis, Patrick Marshall, Sherry Schneider, Bob Sires, and Stephanie White.

Trustees Alonzie Scott and Jill Singer were absent.

Others attending:

Dr. Martha Saunders, President; Dr. Gary Liguori, Provost and Senior Vice President; Ms. Susan Woolf, General Counsel; Mr. Howard Reddy, VP, University Advancement; Dr. Greg Tomso, VP Academic Engagement; Ms. Betsy Bowers, VP, Finance & Administration; Ms. Jamie Sprague, AVP, Human Resources; Mr. Dave Scott, Director, Athletics; Dr. Ed Ranelli, BEI; Dr. Michelle Williams, Vice Provost; Mr. Jeffrey Djerlek, Controller; Ms. Cindy Talbert, Chief Auditing Executive; Mr. Matthew Packard, Chief Compliance Officer; Mr. Christophe Lizen, Institutional Effectiveness; Dr. Angela Bryan, Institutional Effectiveness; Ms. Sandra Thompson, Director, ITS; Mr. Chase Green, BOT IT; Mr. Allen Pierce, BOT IT; and Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees.

Chair Lewis welcomed everyone and thanked them for their attendance. Chair Lewis congratulated Trustee Alonzie Scott for his appointment by the Board of Governors to serve a five-year term on the BOT through January, 2028. Chair Lewis took a few moments to recognize and remember Trustee Lewis Bear, Jr. who passed away March 3, 2023. She recounted Trustee Bear's many accomplishments and long-time dedication to UWF and the Board of Trustees. She reminded those present that the Board approved an Honorary Doctorate for Trustee Bear. She explained the doctorate degree was presented virtually to Lewis Bear, Jr. with his family present on February 19, 2023. Chair Lewis asked the trustees to join her in continuing to keep the Bear family in their thoughts.

II. President's Report

President Saunders provided the Board with highlights and information specific to the university's Strategic Plan and strategic directions.

Strategic Direction 1: Learner Centered and Focused

The University of West Florida ranked among the best in the nation in the 2023 U.S. News and World Report Best Online College rankings. UWF ranked 42nd among 359 institutions for Best Online Bachelor's Programs and 23rd for Best Online Bachelor's Programs for Veterans in the rankings released in January. The university also received recognition for Best Online Programs: MBA; Master's Business (Non-MBA); Master's Computer Information Technology; and Master's Education, as well as Best Online Programs for Veterans: MBA; Master's Business (Non-MBA); Master's Computer Information Technology; and Master's Education.

The sixth annual Argos Suit Up! Program event began in February and will extend through April. In partnership with JCPenney, the program assists students in building a professional wardrobe for job/graduate school interviews and future employment.

Gold-level Military Friendly Ranking.

UWF Student on Jeopardy.

RN to BSN nursing student, Erik Blount-Douglas is a remarkable young man. He is currently working in the ER at Baptist while attending school full time. Last fall, Erik was diagnosed with head and neck cancer. He spends his time during radiation and chemo attending to his studies and completing his coursework. After making the Dean's List last semester, his mother was viewing his letter and recognized a special name. Dr. Usha Kundu was her OBGYN who delivered Erik 25 years ago and he is now excelling here at UWF in a college named after her. We were able to get these two together last month to meet again.

Strategic Direction 2: Personnel Investment and Engagement

Retired U.S. Navy Captain Christopher Martin has been named Assistant Vice President of Facilities Management. Chris served as Commanding Officer at NAS Pensacola from 2016 to 2019. He holds a Master of Arts in National Security Affairs and Strategic Planning from Naval War College in Newport, Rhode Island and a Bachelor of Science in Aviation Management, Professional Flight Management from Auburn University.

On April 13, we will recognize outstanding UWF employees for their contributions to UWF at the Employee Recognition & Awards program.

Strategic Direction 3: Academic Programming, Scholarship and Research

UWF recently announced a \$250,000 gift from Rhonda and Jerry Maygarden to the Maygarden Family Scholarship Endowment and to name the Jerry Louis Maygarden Undergraduate Communication Program. The gift will expand the funding available through the existing endowment which was established in 2019 to support undergraduate students majoring in communication. Students who graduate and decide to pursue a master's degree in strategic communication and leadership at UWF are also eligible for additional support for their first year in the graduate program.

Strategic Direction 4: Community & Economic Engagement

In January, UWF hosted the first annual Holocaust Remembrance Event featuring Dr. Leon Chameides, a Holocaust survivor, in the Rolfs Music Hall at the Center for Fine & Performing Arts. The purpose of the event was to honor those who perished in the Holocaust, remind students and community members about the harm associated with hate and antisemitism and inspire attendees to enact change proactively.

The College of Education and Professional Studies hosted the inaugural Argo Invitational High School Mock Trial Tournament in January on the Pensacola campus. Teams from Navarre High School, Pace High School, Pensacola High School, Tate High School and Walton High School participated in two trials each. Fifteen area legal professionals served as volunteer judges and UWF legal studies students were on hand to provide assistance to the high school competitors.

UWF Founders Week will be held from April 15-21.

Women in Leadership Conference.

Strategic Direction 5: Infrastructure

Legislative Session Update was made.

The current phase of construction began mid-January with the focus of work occurring along the east corridor of the building. Demolition in this area is mostly complete, along with concrete placement at the plumbing trenches, spray fireproofing, wall framing and more. The entirety of the project is roughly 15% complete and we are on schedule for a completion date of August 1.

The UWF Police Department has achieved accreditation from the Commission for Florida Law Enforcement Accreditation. Accreditation increases the UWF Police Department's ability to prevent and control crime through effective and efficient delivery of law enforcement services. It also commits the

department to a broad range of programs, such as crime prevention and student safety, that directly benefit the University community.

Dr. Saunders was awarded the 2023 Trailblazer Award from Epps Christian Center and Kukua Institute. This award is given annually to an individual who sets an example for others in the Pensacola community through service, leadership and dedication.

III. Approval of Minutes

Chair Lewis reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the December 15, 2022 Board of Trustees Meeting and the February 16, 2023 Special Board of Trustees Meeting. She asked for a motion to approve both sets of minutes if there were no changes or corrections.

Motion to approve:	Trustee Dick Baker
Second:	Trustee Stephanie White
Chair Suzanne Lewis	Aye
Trustee Dick Baker	Aye
Trustee Paul Hsu	Aye
Trustee Patrick Marshall	Aye
Trustee Sherry Schneider	Aye
Trustee Bob Sires	Aye
Trustee Stephanie White	Aye

Motion passed unanimously.

IV. Committee Reports

Chair Lewis invited each BOT Committee Chair to provide their Committee meeting reports. She reminded everyone that Committee Chairs will give brief reports, however, all BOT Committee meeting information, agenda and minutes are accessible on the UWF Board of Trustees website.

Academic Affairs Committee – Stephanie White, Chair

The Academic Affairs Committee met on February 16 and had (2) action items on the agenda.

Action Items

1. Dr. Martha Saunders presented **Approval of Tenure as a Condition of Employment for Dr. Gary Liguori** for approval; and

2. **Approval of UWF Regulation 3.001 Admission Standards for First Time in College Student Applicants** was presented by Ethan Henley, Director of Undergraduate Admissions. University regulations governing admissions are select regulations and amendments will go into effect following approval by the Board of Governors.

The Academic Affairs Committee unanimously recommended approval of both action items by the full Board.

Audit and Compliance Committee – Dick Baker, Committee Member

The Audit & Compliance Committee met on February 16th. The committee had six action items and two information items presented. Associate Vice President and Chief Audit Executive, Ms. Cindy Talbert presented all six action items and the first information item on the agenda.

Action Items

1. **Acceptance of the UWF Internal Audit Reports Issued: Industrial Resilience and Diversification Fund Program; Performance Based Funding Integrity 2022; and Carry forward Compliance**
2. **Acceptance of the Internal Auditing PCard Audit Reports Update for the 2nd Quarter of 2022**
3. **Acceptance of the External Audit of Financial Statements of Direct Support Organization – UWF Foundation, Inc.**
4. **Acceptance of NCAA Agreed-Upon Procedures Engagement of Intercollegiate Athletics**
5. **Acceptance of the External Audit for WUWF-FM Financial Statement for Fiscal Year Ending June 30, 2022**
6. **Acceptance of the Financial Statement Audit for Florida Institute for Human and Machine Cognition for Fiscal Year Ending June 30, 2022**

Following presentations of the action items on the agenda, The Audit & Compliance Committee recommended approval of all six items by the full Board of Trustees.

Ms. Cindy Talbert presented the first information item and Matt Packard presented the last agenda item.

Information Items

1. **Internal Auditing & Management Consulting Update on Activities**
2. **Office of Compliance and Ethics Update on Activities.**

Trustee Baker reminded everyone that the business taken at the Audit & Compliance Committee meeting is available in the agenda and minutes accessible on the BOT website.

Finance, Facilities & Operations Committee – Bob Sires, Chair

The Finance, Facilities & Operations Committee met on February 16. The Committee had two action items and one information item.

Action Items

1. **Approval of Updated Fiscal Year 2022-23 University Carryforward Spending Plan as of November 12, 2022.** Jeffrey Djerlek, University Controller, presented this item and guided the Committee through a bulleted narrative explaining the updated Carryforward Spending Plan Budget and related changes.
2. **Approval of the Educational Research Center for Child Development Fee Increase.** Vice President for Academic Engagement and Student Affairs, Dr. Greg Tomso, made a presentation detailing the multiple factors that are driving the proposed fee increase. Chair Lewis will convene the full Board of Trustees at a later date to vote on the ERCCD fee increase as this action item requires a vote by all nine trustees.

The Finance, Facilities & Operations Committee recommended approval of both action items as they were presented.

Information Item

1. Fiscal Year 2022/23 Operating Budget – Second Quarter was presented by Associate Vice President of Finance and University Controller, Mr. Jeffrey Djerlek.

Chair Sires explained that more in-depth information on the business conducted at the February 16th Committee meeting can be viewed within the meeting minutes accessible on the Board of Trustees Website.

V. Direct Support Organization Reports

Trustee Bob Sires provided the UWF Business Enterprises, Inc. report. Trustee Dick Baker gave a report on the UWF Foundation, Inc. BOT Chair Lewis provided an update on the UWF Historic Trust.

VI. Public Comment

None

VII. Consent Agenda Items for Approval

Chair Lewis noted there were ten items on the consent agenda. She added, Trustees may pull any individual item from the consent agenda below for further review, if they desire. She explained that each item was fully discussed during the committee meetings and all of the recommendations of the committees reflect the proposed action provided with the agenda backup documentation. Chair Lewis asked if there were any requests to pull any consent agenda items for further discussion. There were no requests.

- a. Approval of the UWF Controller providing a full written report on all budget deviations, but only items with a deviation greater than 10% or \$500,000 at the Finance, Facilities and Operations Committee meetings.
- b. Approval of Tenure as a Condition of Employment – Dr. Gary Liguori
- c. Approval of UWF/REG 3.001 Admission Standards for First Time in College Student Applicants
- d. Acceptance of UWF Internal Audit Reports Issued: Industrial Resilience and Diversification Fund Program #22-23 005; Performance Based Funding Integrity 2022 #22-23 002; Carryforward Compliance Funding #22-23 004
- e. Acceptance of Internal Auditing PCard Audit Reports Quarter 2 Update (October-December 2022)
- f. Acceptance of External Audit of Financial Statements of Direct Support Organization – UWF Foundation, Inc.
- g. Acceptance of NCAA Agreed-Upon Procedures Engagement of Intercollegiate Athletics
- h. Acceptance of External Audit: WUWF-FM Financial Statement Audit for Fiscal Year Ending June 30, 2022
- i. Acceptance of Financial Statement Audit: Florida Institute for Human and Machine Cognition for Fiscal Year Ending June 30, 2022
- j. Approval of Updated Fiscal Year 2022-23 University Carryforward Spending Plan as of November 31, 2022

Chair Lewis asked for a motion that the Board approve and adopt the remaining items on the consent agenda of the recommendations of the Academic Affairs; Audit & Compliance; Finance, Facilities and Operations; and Student Affairs Committees made during their meetings with respect to the matters set forth on the consent agenda.

Motion to approve: Trustee Dick Baker

Second: Trustee Stephanie White
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Paul Hsu Aye
Trustee Patrick Marshall Aye
Trustee Sherry Schneider Aye
Trustee Bob Sires Aye
Trustee Stephanie White Aye
Motion passed unanimously.

VIII. Action Items

Provost and Senior Vice President, Dr. Gary Liguori presented the first action item on the agenda.

1. Approval of University of West Florida 2023 Accountability Plan

Chair Lewis asked for a motion to approve the University of West Florida 2023 Accountability Plan.

Motion to approve: Trustee Dick Baker
Second: Trustee Paul Hsu
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Paul Hsu Aye
Trustee Patrick Marshall Aye
Trustee Sherry Schneider Aye
Trustee Bob Sires Aye
Trustee Stephanie White Aye
Motion passed unanimously.

2. Approval of President’s Recommendation for Naming of the UWF Construction Management Program was presented by Howard Reddy, Vice President for Advancement and President, UWF Foundation.

Following the presentation, Chair Lewis asked for a motion to Approve the Recommendation of the President to name the UWF Construction Management Program the “Tyler Chase Norwood Construction Management Program”.

Motion to approve: Trustee Stephanie White
Second: Trustee Dick Baker
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Paul Hsu Aye
Trustee Patrick Marshall Aye
Trustee Sherry Schneider Aye
Trustee Bob Sires Aye
Trustee Stephanie White Aye
Motion passed unanimously.

3. Approval of Proposed UWF Regulation 3.043 Examinations and Assessments. This action item was presented by Vice Provost Dr. Michelle Williams.

Following Dr. Williams' presentation, Chair Lewis asked for a motion to Approve the proposed UWF Regulation 3.043 contingent upon completion of the posting period with no revisions.

Motion to approve: Trustee Paul Hsu
Second: Trustee Stephanie White
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Paul Hsu Aye
Trustee Patrick Marshall Aye
Trustee Sherry Schneider Aye
Trustee Bob Sires Aye
Trustee Stephanie White Aye
Motion passed unanimously.

Action items four and five were presented by Dr. Ed Ranelli, BEI Chief Executive Officer.

4. Approval of Revised UWF Business Enterprises, Inc. Investment Policy.

Following the presentation, Chair Lewis asked for a motion to Approve the Revised UWF Business Enterprises, Inc. Investment Policy as presented.

Motion to approve: Trustee Stephanie White
Second: Trustee Dick Baker
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Paul Hsu Aye
Trustee Patrick Marshall Aye
Trustee Sherry Schneider Aye
Trustee Bob Sires Aye
Trustee Stephanie White Aye
Motion passed unanimously.

5. Approval of President's Appointment to the UWF Business Enterprises, Inc. Board of Directors

Chair Lewis asked for a motion to Approve the President's Appointment of Betsy Bowers to the UWF Business Enterprises, Inc. Board of Directors

Motion to approve: Trustee Dick Baker
Second: Trustee Stephanie White
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Paul Hsu Aye
Trustee Patrick Marshall Aye
Trustee Sherry Schneider Aye
Trustee Bob Sires Aye
Trustee Stephanie White Aye
Motion passed unanimously.

6. Adoption of University Policy BOT 15.00 – Board Self Evaluation. This agenda item was presented by Dr. Angela Bryan, Director of Institutional Effectiveness and SACSCOC Liaison.

Following Dr. Bryan’s presentation, Chair Lewis asked for a motion to Adopt University Policy BOT 15.00 Board Self-Evaluation as presented.

Motion to approve: Trustee Stephanie White
Second: Trustee Dick Baker
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Paul Hsu Aye
Trustee Patrick Marshall Aye
Trustee Sherry Schneider Aye
Trustee Bob Sires Aye
Trustee Stephanie White Aye

Motion passed unanimously.

7. Approval of 2023-2024 Board of Trustees Meeting Dates. BOT Chair Suzanne Lewis presented this agenda item.

Following her presentation to the Board, Chair Lewis asked for a motion to Approve the 2023-2024 Board of Trustees Meeting Dates as presented

Motion to approve: Trustee Stephanie White
Second: Trustee Dick Baker
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Paul Hsu Aye
Trustee Patrick Marshall Aye
Trustee Sherry Schneider Aye
Trustee Bob Sires Aye
Trustee Stephanie White Aye

Motion passed unanimously.

Chair Lewis asked the trustees if they would like to continue meeting virtually for Committee Meetings. All agreed to continuing this meeting format for 2023-2024.

IX. BOARD ENGAGEMENT

Chair Lewis opened the floor for any additional items for discussion. There were none.

OTHER BUSINESS

There was none.

ADJOURNMENT

There being no further business, Chair Lewis adjourned the meeting at 10.33 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary