

**Minutes**

**UWF Board of Trustees Meeting**

**UWF Conference Center**

**March 20, 2019**

The meeting of the UWF Board of Trustees was called to order at 9:05 a.m. by Chair Mort O’Sullivan.

**APPROVAL OF MINUTES BY COMMITTEES**

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

**Academic Affairs Committee:** Adrienne Collins, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their February 14, 2019 minutes.

Motion by: Trustee Jill Singer

Seconded by: Trustee David Ramsey

Motion carried.

**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 14, 2019 minutes.

Motion by: Trustee Dick Baker

Seconded by: Trustee Bob Sires

Motion carried.

**Finance, Facilities & Operations Committee:** Suzanne Lewis, Finance and Facilities Committee Chair called the meeting to order and asked for a motion to approve their February 14, 2019 minutes.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Lewis Bear, Jr.

Motion carried.

**Student Affairs Committee:** BOT Chair Mort O’Sullivan called the meeting to order and asked for a motion to approve their February 14, 2019 minutes.

Motion by: Trustee Brandon Malone

Seconded by: Trustee Alonzie Scott

Motion carried.

## **FULL BOARD**

### **1. CALL TO ORDER AND CHAIR'S REMARKS**

Chair O'Sullivan called the full Board meeting to order at 9:30 a.m.

Janice Gilley called roll with the following trustees present as noted here. Dick Baker, Lewis Bear, Jr. Dave Cleveland, Adrienne Collins, Bob Jones, Suzanne Lewis, Brandon Malone, Mort O'Sullivan and David Ramsey were present.

Trustees Alonzie Scott and Jill Singer participated by Webex video conferencing and conference call.

Trustees Greg Britton and Bob Sires were absent.

Others attending:

Dr. Martha Saunders, President; Dr. George Ellenberg, Provost and Senior Vice President; Dr. Pam Northrup, VP, Innovation and Strategic Research; Ms. Pam Langham, General Counsel; Mr. Howard Reddy, VP, University Advancement; Dr. Kim LeDuff, VP Academic Engagement; Dr. Kimberly McCorkle, Vice Provost; Ms. Betsy Bowers, VP, Finance & Administration; Ms. Janice Gilley, AVP, External Affairs; Dr. Melinda Bowers, Director, Facilities Operations & Emerald Coast Campus; Dr. Tim O'Keefe, Dean COB; Dr. Steve Brown, Dean CASSH; Dr. William Crawley, Dean CEPS; Dr. Brandon Frye, Dean of Students; Dr. Ed Ranelli, Director Center for Entrepreneurship; Ms. Colleen Asmus, AVP Financial Services; Ms. Megan Gonzalez, Executive Director, University Communications; Ms. Jamie Sprague, Associate Director, Human Resources; Mr. Pat Crawford, Executive Director, WUWF Public Media; Dr. Jim Hurd, AVP Student Affairs; Ms. Kelley Brundage, University Registrar; Mr. Vito Hite, AVP Chief Auditing Executive; Ms. Cynthia Talbert, Internal Auditor III; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Lucas, CFO, UWF Foundation; Ms. Lucy Kisela, Coordinator Emerald Coast Campus; Ms. Sandra Thompson, Director, ITS; Mr. Ross Dahlstrom, Network Engineer; Mr. Chase Green, BOT IT; Mr. Cody Thurber, BOT IT; Mr. Eric Ingerman, Production Director; Mr. Angel Sedillo, Production Assistant; Mr. John Macdonell, Webcast Director; Mr. Corbin McCoy, Camera Director.

Chair O'Sullivan welcomed everyone and announced that the meeting was being webcasted. He announced 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. The forms were available on a table in the rear of the room and should be provided in advance of the public comment period.

Chair O'Sullivan thanked Dr. Melinda Bowers, the faculty, staff and students at the UWF Emerald Coast Campus for welcoming the BOT meeting and guests to their beautiful campus. He stated that the Board looks forward to the opportunity each year.

## **II. STUDENT PRESENTATION**

Chair O’Sullivan invited Dr. Melinda Bowers, Executive Director of the UWF Emerald Coast Campus to the podium to say a few words and introduce an exceptional student to give a presentation to the Board.

Dr. Bowers welcomed the Board and guests to the Emerald Coast Campus and she shared remarks from one of their star students, Melissa Parsons. Melissa is a UWF Emerald Coast Senior, completing her B. A. Degree in Interdisciplinary Social Sciences, Children and Society. Melissa already secured a high-paying job in his field in Minnesota and that is where he now resides.

Melissa explained that she spent 22 years in the U.S. Army and served in Kosovo and Iraq. After retiring from the Army, she and her family moved to Fort Walton Beach in 2016. One of her goals was to pursue her bachelor’s degree, and she was thrilled to find out that UWF had a campus right here in Fort Walton Beach so she would not have to travel to Pensacola for her studies.

Melissa said she uses and appreciates all the resources offered on this campus, including the library, student services, and campus café in between classes. She is excited to be graduating this spring, and is especially grateful for all the assistance Dr. Johnson and Ms. Cluff have provided to make her transition from soldier to student so successful.

Melissa has been married to her husband Christopher for 28 years, and they have two daughters, Opal and Keira, who are 10 and 13 years old.

Chair O’Sullivan thanked Dr. Bowers and Melissa for their remarks and he congratulated Melissa on all her successes and wished her much success in the future.

Chair O’Sullivan called on Dr. Martha Saunders to give her President’s Report.

## **III. PRESIDENT’S REPORT**

President Saunders made a presentation to the Board that included information specific to the university’s 2017-2022 Strategic Plan and strategic directions.

Strategic Direction 1 – Learner Centered and Focused

Argos Suit Up! More than 400 students and alumni took advantage of purchasing discounted professional wear at UWF’s second annual Argos Suit Up event in February, in partnership with JCPenney. The event outperformed other Suit Up events that have happened around the country to date.

The five-year \$1.3 million STEM Grant from the National Science Foundation supports UWF students pursuing teaching careers in STEM fields.

AT&T awarded UWF a \$15,000 gift to grow and expand the outreach of UWF's Cybersecurity Ambassadors Program.

Students Brook Gaskell from the College of Business and Katie Rocha from the Legal Studies Program will represent UWF at the Florida House in Washington, DC March 4<sup>th</sup> to April 26<sup>th</sup>. Belle Bear coordinated and hosted an application and interview process to choose these two UWF students for these prestigious internships.

A group of six UWF Supply Chain Logistics students traveled to Denver where they placed second at the Operation Stimulus, the longest running supply chain and logistics student case competition in North America, beating out 16 schools from across the country.

#### Strategic Direction 2 – Personnel Investment and Engagement

Mr. John "Vito" Hite was hired as UWF's Associate Vice President, Chief Audit Executive. Hite holds nearly 30 years of audit experience, 16 of which are in higher education internal auditing.

Dr. Tim O'Keefe is retiring as Dean of the College of Business. We have officially launched with an executive search firm to find a new dean.

#### Strategic Direction 3 – Academic Programming, Scholarship and Research

Dr. Saunders reported that in February she traveled to Sydney, Australia for the 2019 University-Industry Conference where she met with and learned from other university leaders, researchers and policymakers from around the world. She shared some of UWF's numerous accomplishments, especially those made through the UWF Innovation Institute.

Beginning in Fall 2019, UWF is offering two new academic programs at the Emerald Coast Campus: Communications and Computer Science. These programs were launched as a direct response to industry needs in the Fort Walton Beach area.

Three UWF Usha Kundu, MD College of Health faculty members are at the forefront of finding new methods to combat Alzheimer's disease through their careful study of its progression. The different research studies include: adaptive dance to improve the mood and physical function of those with the disease; brain-behavior relationships to allow for the early detection and treatment of Alzheimer's dementia; and regular endurance exercises to regenerate neurons that have been destroyed by the disease.

UWF's Department of Theatre brought back an old classic to the performing arts stage, The Little Mermaid. Five out of eight shows sold out. Dr. Saunders stated that she had the opportunity to attend

with her husband and it was a phenomenal performance. UWF's Alumni Association hosted a "Little Mermaid" alumni event which included a pre-show lunch and ticket to the performance.

UWF was selected to host the National Conference on Undergraduate Research in 2020. This event will bring nearly 5,000 students and professors to the local area.

UWF promptly worked to provide guidance and resources to local students displaced by the recent closure of Virginia College. UWF's Office of Undergraduate Admissions hosted a Drop-In Transfer Day providing personalized admissions guidance. UWF's Division of Continuing Education and Career Educational Services teamed up to ease the financial burden on students who were in Virginia College's certified clinical medical assistant program, offering a discounted tuition to complete the program.

#### Strategic Direction 4 – Community and Economic Engagement

UWF was selected to host the 2019 Centers of Academic Excellence in Cybersecurity Executive Leadership Forum. The National Security Agency and Department of Homeland Security will invite executive leaders in academia, government and industry to gather on Pensacola Beach to discuss cybersecurity.

UWF and Pensacola State College celebrated the launch of an enhanced PSC2UWF program, which features new benefits, at a signing ceremony.

UWF is the first University in North America to host "ParkRun" weekly, free, timed 5K runs and walks on campus. The inaugural run was the largest North American ParkRun launch to date.

UWF's Office of Economic Development and Engagement has entered into an agreement to provide expanded economic data analysis for Santa Rosa County. As part of the agreement, a researcher with the Haas Center, a research and consulting arm of UWF, will work on a weekly basis in the Santa Rosa County Economic Development Office.

More than 400 students, professionals and executives came to listen and learn from prominent female leaders at the 2019 Women in Leadership Conference, which sold out within a few hours.

UWF Founders Week will take place from April 13 – 18, 2019. There are 14 events associated with the celebration this year, including the Day of Service, which is an opportunity for hundreds of UWF folks to canvas the community and work on service projects, as well as the Second Annual Day of Giving to be held on Thursday, April 18. We invite alumni, students, parents, faculty, staff and friends to participate in the many activities.

Over the past quarter, President Saunders' outreach included:

- UWF Holidayfest 2018
- Presented at the Escambia and Okaloosa County Legislative Delegation Meetings
- Pam and Harry Schwartz 50<sup>th</sup> Wedding Anniversary and Legacy Gift Announcement
- MLK Living the Dream Award Recipient
- Traveled to Tallahassee to meet with statewide legislative leadership

- UNF Presidential Inauguration speaker
- Fulbright reception for the Northwest Florida Chapter
- Santa Rosa County Teacher of the Year Awards
- Crestview Chamber Breakfast Sponsor and Speaker
- Foundation Fellows breakfast honoring John Hutchinson
- UWF Emerald Coast Breakfast with the President
- UWF Day at the Capitol

#### Strategic Direction 5 – Infrastructure

The UWF Historic Trust’s Museum Plaza, a new multi-use and educational community space that helps tell the story of Pensacola’s rich history, is now open in downtown Pensacola.

UWF hosted the grand opening of UWF Historic Trust Arcadia Homestead Simpson House, a gift to UWF from John Ripley and Suzanne Kranc, in honor of their mother, Suzanne Fisher.

Downtown Properties: President Saunders reminded the Trustees that when she became president, she made a commitment toward strengthening UWF’s presence in Downtown Pensacola and at Fort Walton Beach. She said she believes she has done that in many meaningful ways and UWF now has a lot of flags flying in those areas with the Innovation Institute, Haas Center, FSBDC, UWF Global Online and the Center for Cybersecurity. President Saunders said in regards to properties and facilities in Downtown Pensacola, she believes she has met her commitment, but the university still has a lot of opportunities ahead and she needs some help. She has asked Chair O’Sullivan to solicit the Board’s assistance in helping her make good long-range decisions for the university as we move more firmly in Downtown Pensacola.

For the completion of her report, Dr. Saunders introduced a new video that captures the next phase of our Institutional Communications campaign. The video showcases the influence and journey of impact from one generation to the next over time.

At the completion of the President’s Report, Chair O’Sullivan thanked President Saunders for the updates.

#### **IV. APPROVAL OF MINUTES**

Chair O’Sullivan reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the December 5, 2018 Board of Trustees and the February 14, 2019 Special Board of Trustees meetings. He asked for a motion to approve both sets of minutes if there were no changes or corrections.

Motion by:	Trustee Adrienne Collins
Seconded by:	Trustee Dick Baker
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye

Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Adrienne Collins	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Brandon Malone	Aye
Trustee David Ramsey	Aye
Trustee Alonzie Scott	Aye
Trustee Jill Singer	Aye

Motion passed unanimously.

## V. COMMITTEE REPORTS

### Academic Affairs Committee – Adrienne Collins, Chair

The Academic Affairs Committee met on February 14, 2019. They had three action items and all three items were presented by Dr. Kimberly McCorkle, Vice Provost.

#### ACTION ITEMS

- 1. Request to Offer a New Degree Program – Bachelor of Science in Instructional Design and Technology (BS in IDT).** Dr. McCorkle explained that UWF proposes to offer the Bachelor of Science in Instructional Design and Technology effective Fall 2019.

This degree program is an undergraduate degree program consisting of 120 semester credit hours that will be housed in the Department of Instructional Design and Technology within the College of Education and Professional Studies.

The BS in IDT will be offered in a fully online format.

UWF's BS in IDT program will prepare graduates for positions in training and development within education, industry, government and military, and healthcare.

Very few institutions offer BS degrees in this field and even fewer offer the degree program online. UWF will be the first SUS institution in the state of Florida to offer a BS in IDT.

The U.S. Bureau of Labor Statistics predicts over 20% growth in jobs related to instructional design through 2026. In addition, the Florida Department of Economic Opportunity projects 27% growth in jobs related to instructional design in the state of Florida through 2025 with an average annual salary ranging from \$55,800- \$58,610 depending upon the classification.

The Committee recommended the full Board approve the New Degree Program – Bachelor of Science in Instructional Design and Technology as presented.

Once approved by our Board, the BOG will consider this new degree program for approval at their meeting next week, and we are hopeful the new degree program will be implemented Fall 2019.

## **2. Request to Offer a New Degree Program – Master of Science in Cybersecurity .**

Dr. McCorkle explained that UWF proposes to offer this degree program, a STEM discipline, effective Fall 2019.

Cybersecurity programs, at both the undergraduate and graduate level, have experienced strong growth due to local demand for qualified employees as well as UWF's designation as a Center for Academic Excellence in Cybersecurity by the Department of Homeland Security and the National Security Agency.

Enrollment projections for the MS in Cybersecurity degree program are strong as the degree program will be offered fully online and will offer foundational coursework for students entering the program from fields other than computer science or computer engineering.

The U.S. Bureau of Labor Statistics predicts a 28% growth in jobs for this field nationally through 2026. The Florida Department of Economic Opportunity projects 20% growth in jobs for this field statewide through 2025.

Graduates from the degree program will work in a variety of key infrastructure industries such as banking and financial institutions, government and military information services and telecommunications, energy, transportation, and healthcare.

The Committee recommended the full Board approve the Request to Terminate Suspended Academic Degree Programs as presented.

## **3. Request to Offer a New Degree Program – Master of Science in Engineering.**

Dr. McCorkle explained that UWF proposes to offer the Master of Science in Engineering degree program, a STEM discipline, effective Fall 2019.

The MSE is a graduate level degree program consisting of 30 semester credit hours beyond a bachelor's degree. The program will be a collaboration between the Department of Electrical and Computer Engineering and the Department of Mechanical Engineering.

Engineering is one of the fastest growing academic disciplines at UWF. Enrollment in undergraduate engineering programs has increased by 148% with 272 students enrolled in fall 2008 to 674 students enrolled in fall 2018.

High enrollment numbers are due in part to the high median salary for engineers of \$93,808 in the local area. The addition of the MSE degree program will meet local, state, and national needs for trained engineers with graduate degrees.

According to the U.S. Bureau of Labor Statistics, the Crestview - Fort Walton Beach - Destin area has one of the highest concentrations of engineering jobs in the nation. In addition, the Florida Department of Economic Opportunity projects 11% growth in engineering jobs in the state of Florida between 2016-2024.

The local community has consistently requested that UWF expand its engineering offerings at both the undergraduate and graduate levels.

The proposed MSE degree program will be offered through a blend of face-to-face, synchronous distance learning, and online delivery at both the Pensacola and Fort Walton Beach sites.

The Committee recommended the full Board approve the Request to Establish the Center for Behavior Analysis as a UWF Institute/Center as presented.

### **Audit and Compliance Committee – Bob Jones, Chair**

The Audit & Compliance Committee met on February 14, 2019. The committee had six action items and all action items were presented by UWF's Interim Audit Director, Ms. Cindy Talbert.

#### **1. Acceptance of UWF Internal Auditing Reports Issued: Performance Based Funding Data Integrity Audit 2018.**

Ms. Talbert explained that this 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*, that was to be filed with the BOG by March 1, 2019.

Ms. Talbert reported that IAMC found the control process to be strong and they made no recommendations.

The Committee recommended the full Board, at a Special Full Board of Trustees Meeting held later that same day [February 14, 2019] approve the performance based funding data integrity 2019 audit as it was presented.

The audit was approved by the full Board.

#### **2. Acceptance of PCard Quarterly Report for the 2<sup>st</sup> Quarter (October - December 2018).**

Ms. Talbert reported that (10) departments encompassing (37) cardholders were examined on a sample basis during the quarter. 1,838 transactions occurred, 306 transactions were tested and the audit opinion resulted in (8) departments scoring EXCELLENT and (2) departments scoring GOOD.

Trustee Bob Sires asked university staff to provide him with UWF's current PCard approval process. Chair Jones stated this information would be helpful to all the trustees.

Ms. Talbert and Ms. Elizabeth Mrachek, PCard Auditor with Internal Auditing and Management Consulting and Ms. Angie Jones, Director of UWF Procurement and Contract Services agreed to provide these processes to the Board.

The Committee recommended the full Board Accept the PCard Audit Reports for the 2<sup>nd</sup> Quarter October - December 2018 as presented.

### **3. Acceptance of External Audit: UWF Foundation Financial Statement Audit.**

Ms. Talbert reported that UWF Foundation received a clean unqualified opinion on their audit. The audit report did not identify any material weaknesses in the internal control system. Additionally, no instances of non-compliance were reported.

In its financial statement audit report, some significant financial activities as of 6/30/18 for the UWF Foundation were noted:

- During the fiscal year 2018, the Foundation was gifted an estate known as "Timeless Tanglewood" that included land, a building, furniture and fixtures, and works of art with a total carrying value of \$7.8 million.
- The fair value of long-term investments was \$91,849,613, an increase of \$3,625,788 from the prior year.

The Committee recommended Acceptance of External Audit: UWF Foundation Financial Statement Audit by the full Board as presented.

**4. Acceptance of External Audit: WUWF-FM Financial Statement Audit for Fiscal Year Ending June 30, 2018.** Ms. Talbert reported that annually, a financial audit is conducted of the WUWF-FM, a public telecommunications entity operated by UWF. This is to comply with the Corporation for Public Broadcasting community service grant requirements.

A cursory review of these special purpose financial statements was conducted and found that WUWF Public Media was in compliance.

WUWF Public Media received a clean unqualified opinion. No deficiencies were identified in the internal controls over financial reporting that were considered to be material weaknesses.

In its audit report, some significant financial highlights included:

- Operating revenues increased by \$613,838 for the year ending June 30, 2018. These changes were mainly due to an increase of \$301,389 in appropriations from UWF primarily used to

replace a damaged radio transmitter; approximately \$150,000 increase in membership income; and an approximate \$74,000 increase in administrative support from UWF.

- 2018 operating expenses increased \$383,384 compared to the prior year. This increase was spread across the categories of programming and production, broadcasting, and program information and promotion functional expenses and included the write-off of the old transmitter.

The Committee recommended Acceptance of the External Audit of WUWF-FM Financial Statement Audit for Fiscal Year Ending June 30, 2018 by the full Board.

Executive Director of WUWF Public Broadcasting, Mr. Pat Crawford, was undergoing surgery the day of our committee meeting and was unable to make a presentation, so I have invited Pat to provide an update at our next regularly-scheduled Audit & Compliance Committee meeting.

**5. Acceptance of External Audit: Intercollegiate Athletics Financial Statement Audit for Fiscal Year Ending June 30, 2018.** Ms. Talbert reported that every third year *NCAA Agreed Upon Procedures* are audited by IAMC. A cursory review of these documents was conducted and Intercollegiate Athletics received a clean unqualified opinion. No deficiencies were identified in the internal controls over financial reporting that were considered to be material weaknesses. Results of testing disclosed no instances of noncompliance or other matters that were required to be reported.

Financial Highlights:

- \$5.5 million in revenues were provided by Athletic Fees. Direct institutional support (administrative overhead fees, student fee waivers, and university scholarship support) was approximately \$3 million, an increase of \$580,268 compared to the prior year.
- Operating expenditures increased approximately \$1.3 million primarily due to an increase in personnel services and increase in supplies and equipment expenses.
- Total net position increased by \$201,902 over the prior year.

The Committee recommended Acceptance of the External Audit of Intercollegiate Athletics Financial Statement Audit for Fiscal Year Ending June 30, 2018 by the full Board.

**6. Acceptance of External Audit: Financial Statement Audit Florida Institute of Human and Machine Cognition for Fiscal Year Ending June 30, 2018.** Ms. Talbert explained that an audit had been completed and did not identify any material weaknesses in the internal control system and no instances of non-compliance.

Financial Highlights included:

- In 2018 IHMC purchased land for \$2 million financed with a note secured by the mortgage on the land. Net property and equipment as of June 30, 2018 was \$18,481,425.

- Long term debt as of June 30, 2018 was \$11,188,792.

The Committee recommended Acceptance of the External Audit of the Institute for Human and Machine Cognition Financial Statement for Fiscal Year Ending June 30, 2018 by the full Board.

### **INFORMATION ITEMS**

1. Ms. Talbert provided the committee with an **Internal Auditing Update on the Status of Audits in Progress and Advisory Services**.
2. Compliance Officer, Mr. Matt Packard provided the committee with a **Compliance Update on Activities**.

### **Finance, Facilities & Operations Committee – Suzanne Lewis, Chair**

The Finance & Facilities Committee met on February 14, 2019. The Committee had four action items and four information items presented.

Vice President of Finance & Administration, Ms. Betsy Bowers; Vice President for University Advancement, Mr. Howard Reddy; and Associate Vice President for University Advancement, Mr. Dan Lucas presented the first two action items.

### **ACTION ITEMS**

#### **1. Approval of Fiscal Year 2019 UWF Direct Support Organizations Operating Budgets.**

UWF has three DSOs: the UWF Foundation, Inc., West Florida Historic Trust, Inc. and Business Enterprises, Inc. Each prepared their Annual Financial Plans for FY 2019 which were approved by their respective, independent Boards of Directors in advance of this meeting.

All three DSO financial plans were presented to our Committee for review and approval, pursuant to Florida Statutes and DSO Regulations.

Delegation of authority has been granted to the University President in UWF Regulation 5.016, Direct Support organizations to “monitor and control the use of university resources by the DSO”. This regulation also states under Section (2)(3): The President or designee(s) shall have the following authority and duties:

1. Monitor and control the use of University resources by the DSO.
2. Establish fundraising priorities that are consistent with the University’s mission and ensure coordination of fundraising activities among all DSOs.
3. Control the use of the University name by the DSO.
4. Monitor compliance of the DSO with federal and state laws.

5. Recommend to the governing board of the DSO an annual budget.
6. Review and approve quarterly expenditure plans.
7. Approve contributions of funds or supplements to support intercollegiate athletics.

The Committee recommended the full Board approve Fiscal Year 2019 Direct Support Organizations Operating Budgets AND Authorize the University President to Amend Budgets Consistent with Legislative, Board of Governors and Board of Trustees Directives and Guidelines.

## **2. Approval of Amendments to UWF Regulation 5.016 Direct Support Organizations.**

UWF Regulation 5.016 must be amended to align with changes in Section 1004.28, Florida Statutes and Florida Board of Governors Regulation 9.011.

The proposed changes to this regulation include:

1. Clarification of DSO definition;
2. Additional requirement to create a new DSO;
3. Additional limitations on use of university property;
4. Nominations to a DSO board and DSO executive committee by the Chair and President;
5. Requirement to present DSO budget to the BOT for review and approval;
6. Chair and President's access to DSO records;
7. Establishment of appropriate thresholds that delineate when approval of Board of Trustees is Required;
8. Requirement that any debt issued by a DSO is subject to the State University System Debt Management Guidelines;
9. Requirement that all public-private partnership (P3) transactions involving a DSO are subject to the State University System Public-Private Partnership Guidelines;
10. If decertified, regulation added a provision requiring that all property will be returned to the University as requested;
11. Added provision requiring that University personal services used by a DSO are subject to the remuneration requirements set forth in Section 1012.76, Florida Statutes;
12. Added a prohibition against using state funds for travel expenses incurred by the DSO;
13. Added a prohibition against gift(s) to a political committee for any purpose;
14. Added a provision requiring DSOs to comply with all obligations under the law and BOG regulations; and
15. Clarified the laws applicable to the University of West Florida Historic Preservation, Inc.

The Committee recommended the full Board Approve the Amendments to UWF Regulation 5.016 Direct Support Organizations as presented.

**3. Approval of Repeal of University Rule 6C6-5.016 Direct Support Organizations.** General Counsel, Pam Langham presented this item.

The Florida Legislature recently amended Section 1004.28, Florida Statutes concerning direct support organizations. Consequently, the University is no longer required to have University Rule 6C6-5.016 Direct Support Organizations, but is required instead to have a regulation. The content of the rule, in addition to provisions and revisions necessitated by Section 1004.28, Florida Statutes and the new Florida Board of Governors Regulation 9.011, has been incorporated into University Regulation 5.016.

The Committee recommended the full Board Approve the Repeal of University Rule 6C6-5.016 Direct Support Organizations as presented.

**4. Approval of Proposed Amendment to UWF Regulation 5.010 Educational Research Center for Child Development.** Dr. Jim Hurd, Senior Associate Vice President for Enrollment and Student Affairs presented this item.

BOG Regulation 10.004 provides that the Board of Trustees may establish or change child care and service fees for Educational Research Center for Child Development (ERCCD).

ERCCD child care fees were last increased in Fall 2017. These rates have been presented and approved by the ERCCD Advisory Board as required by BOG Regulation 10.004.

This fee increase is being driven by and increased operational and staffing costs, particularly for lead teachers, linked to market competition.

Student rates are not increasing and have not increased in 4 years. Student rates are significantly below the average of UWF's comparison group. Similarly, non-student rates (faculty, staff, and alumni) will continue at or below market rates.

New fees will be implemented beginning Fall Semester 2019.

Trustees asked Dr. Hurd to provide the Center's budget showing the justification for the increase in fees requested and that information was emailed to the Board of Trustees on March 7<sup>th</sup>.

The Committee recommended the full Board approve the proposed non-student fee increase as presented and as included in the amendment to UWF Regulation 5.010 Educational Research Center for Child Development.

## **INFORMATION ITEMS**

**1. Fiscal Year 2018-19 Operating Budget Summary.** Was presented by Ms. Colleen Asmus, Associate Vice President for Finance, University Controller.

Ms. Betsy Bowers presented the remaining Information Items.

## **2. UWF Strategic Deployment of University Carryforward.**

## **3. Major Facilities Construction Update.**

**4. Leased Properties Downtown Pensacola.** Ms. Bowers provided a report containing a list of leased downtown properties.

Chair Suzanne Lewis explained that she pulled this item from the agenda and asked university staff to gather more information, provide a bigger picture and bring the item back to the Finance, Facilities & Operations Committee at a later date.

## **Student Affairs Committee**

Student Affairs Committee Chair Greg Britton was absent. BOT Chair O’Sullivan gave this report.

The Student Affairs Committee met on February 14, 2019 and had one information item presented.

### **INFORMATION ITEM**

1. Mr. Neil McMillion, Director and Mr. Brice Griffin, Assistant Director of Housing and Residence Life gave a **UWF Campus Residence Life Update.**

Mr. McMillion and Mr. Griffin explained that in addition to providing a safe and inviting living space for on-campus residents, their staff are providing an “intentional residential life program” designed to enhance the student experience. This program is an important part of the value added to students choosing to live and learn on campus and is linked with the broader UWF imPACT learning outcomes.

### **OTHER COMMITTEE BUSINESS**

Before moving on with the agenda, Chair O’Sullivan explained that in response to President Saunders’ comments made earlier in the meeting during her President’s Report, he wished to appoint a Real Estate Planning Task Force Ad hoc Committee.

Chair O’Sullivan appointed Trustee Suzanne Lewis to serve as Chair of the Ad hoc Committee and Trustees Dave Cleveland, Lewis Bear, Adrienne Collins, and Bob Jones to serve as members of the Committee.

Chair O’Sullivan charged the Committee to work closely with President Saunders and report back on committee meeting days and to the full Board.

## **VI. DIRECT SUPPORT ORGANIZATIONS REPORT**

Trustee Dave Cleveland chairs the UWF Business Enterprises, Inc. Board. He gave a report that included operational updates on Argo Village, Dining Services, the Bookstore, Building 8 and the Argo Village electronic sign.

Trustee Dave Cleveland serves on the UWF Foundation, Inc. Board. He provided a report on UWF Foundation's fundraising activities, pledges, planned gifts, and investments and UWF's Alumni Association updates.

Trustee Suzanne Lewis serves on the West Florida Historic Trust Board. She provided a report on the Trust's most recent and upcoming business, fundraising, activities and initiatives.

## **VII. PUBLIC COMMENT**

Chair O'Sullivan asked if anyone had submitted a request to address the Board. There were no requests.

## **VIII. CONSENT AGENDA ITEMS FOR APPROVAL**

Chair O'Sullivan noted there were twelve items on the consent agenda. Trustees may pull any individual item from the consent agenda below for further review, if they desire. However, 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 O'Sullivan asked if there were any requests to pull any consent agenda items for further discussion. There were none.

Chair O'Sullivan asked for a motion that the Board approve and adopt 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.

- a. Acceptance of Internal Auditing PCard Audit Reports: Quarter 2 Update (October 2018 – December 2018)
- b. Acceptance of External Audit: UWF Foundation Financial Statement Audit
- c. Acceptance of External Audit: WUWF-FM Financial Statement Audit for Fiscal Year Ending June 30, 2018
- d. Acceptance of External Audit: Intercollegiate Athletics Financial Statement Audit
- e. Acceptance of External Audit: Institute for Human and Machine Cognition Financial Statement Audit
- f. Approval of UWF Direct Support Organizations Operating Budgets
- g. Approval of Amendments to UWF Regulation 5.016 Direct Support Organizations

- h. Approval of Repeal of University Rule 6C6-5.016 Direct Support Organizations
- i. Approval of Proposed Amendment to UWF Regulation 5.010 Educational Research Center for Child Development
- j. Approval of Request to Offer a New Degree Program: Bachelor of Science in Instructional Design and Technology
- k. Approval of Request to Offer a New Degree Program: Master of Science in Cybersecurity
- l. Approval of Request to Offer a New Degree Program: Master of Science in Engineering

Motion by: Trustee Dick Baker  
 Seconded by: Trustee Suzanne Lewis  
 Chair Mort O’Sullivan Aye  
 Vice Chair Dave Cleveland Aye  
 Trustee Dick Baker Aye  
 Trustee Lewis Bear, Jr. Aye  
 Trustee Adrienne Collins Aye  
 Trustee Bob Jones Aye  
 Trustee Suzanne Lewis Aye  
 Trustee Brandon Malone Aye  
 Trustee David Ramsey Aye  
 Trustee Alonzie Scott Aye  
 Trustee Jill Singer Aye  
 Motion passed unanimously.

**IX. ACTION ITEMS**

1. **Acceptance of Recommendation of the President to Name University Park Center Building: Darrell Gooden Center.** Vice President for University Advancement, Mr. Howard Reddy presented this item.

According to the UWF BOT 08.03-5/17 Policy Concerning Naming Opportunities, gift-related naming of campuses, buildings or facilities for an individual, corporation, foundation or organization, as governed by state statute, requires a gift commitment of 25% or more of the total construction cost of the element.

The University may grant permanent or temporary naming recognition in connection with a University campus, building, facility, wing, college, school, department, center, institute, program or other major unit if the minimum requirements are met. The naming of these elements requires recommendation of the University President and the approval of the Board of Trustees as set forth in this policy. The Board of Trustees reserves the right to deny naming rights even if minimum requirements are met.

Naming proposals will be consistent with university policies and will not only reflect the donor's appropriate financial support, but also the donor's commitment to the mission, values and traditions of the University.

Naming recognition benefits conferred on a donor shall be provided after any requisite board approvals are obtained and no earlier than the execution of a gift agreement and receipt of first payment.

Charles Darrell Gooden, a Pensacola native, graduated from UWF in 1973 with a degree in accounting. His commitment to UWF's mission, values and traditions is evidenced by his cash gifts, pledges and a planned gift for the following purposes: to establish a named athletic scholarship endowment; to establish a named accounting scholarship endowment; to provide support for University Park Center, athletics facilities, athletics sports medicine center; and to provide funds for UWF First Choice Excellence Scholarships in the College of Business. He also currently serves on the Sword and Shield Council, is a UWF Football Founders Platinum Donor, and a Heritage Club member.

Mr. Gooden has made a gift commitment of \$2.2 million to name the University Park Center Building the Darrell Gooden Center. We have already received \$400,000 and the balance of \$1.8 million will be paid within an eight-year period. This gift commitment meets the requirements for the naming of a building.

In accordance with UWF BOT 08.03-5/17 Policy Concerning Naming Opportunities upon recommendation from President Saunders, this item is coming before the UWF Board of Trustees for approval.

After the presentation, Chair O'Sullivan asked for a motion to approve the Naming of the University of West Florida's University Park Center Building as the Darrell Gooden Center.

Motion by:	Trustee Lewis Bear, Jr.
Seconded by:	Trustee Bob Jones
Chair Mort O'Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Adrienne Collins	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Brandon Malone	Aye
Trustee David Ramsey	Aye

Trustee Alonzie Scott           Aye  
Trustee Jill Singer               Aye  
Motion passed unanimously.  
Motion passed unanimously.

**2. Approval of Modifications to the UWF Strategic Deployment Plan to Spend University**

**Carryforward** was presented by Vice President for Finance and Administration, Ms. Betsy Bowers.

On December 5, 2018, the UWF Strategic Deployment of University Carryforward Plan was presented to and approved by the Board of Trustees.

Due to construction constraints in our region, two fixed capital outlay projects (Lab Science Annex and Switchgear) are taking longer than originally expected. Accordingly, BOT approval is needed for the following changes to the UWF Strategic Deployment of University Carryforward Plan.

- Remove the Lab Science Annex Infrastructure of \$740,000 from the Critical Campus Infrastructure category, with the assurance that funding will be available for this purpose in the fiscal year 2019-2020 as we have a signed contract and have earmarked current year funding to roll into this project.
- Reduce the encumbrance for switchgear by \$1,060,000 in the Critical Deferred Maintenance of Existing Facilities category, with the assurance that funding will be available for this purpose in the fiscal year 2019-2020. At this time we plan to use Utilities E&G residual funds to replenish the switchgear funding. *Worst case scenario if the Legislature does not permit us to use CF/E&G to finish the switchgear, we would seek a loan from the UWF Foundation.*

Once approved by the BOT, the university would place the \$740,000 in the Critical Deferred Maintenance and address some critical issues such as roof repairs, water intrusion issues, etc. The university will use the \$1,060,000 to purchase digital radios to replace the analog radios currently in use in support of Campus Safety and Security. Follow-up reporting will be made to the Board of Trustees and the Board of Governors

Chair O’Sullivan asked for a motion to approve the Modifications to the UWF Strategic Deployment Plan to Spend University Carryforward.

Motion by:                       Trustee Dick Baker  
Seconded by:                   Trustee Suzanne Lewis  
Chair Mort O’Sullivan        Aye  
Vice Chair Dave Cleveland   Aye  
Trustee Dick Baker            Aye  
Trustee Lewis Bear, Jr.       Aye

Trustee Adrienne Collins     Aye  
Trustee Bob Jones            Aye  
Trustee Suzanne Lewis       Aye  
Trustee Brandon Malone      Aye  
Trustee David Ramsey        Aye  
Trustee Alonzie Scott        Aye  
Trustee Jill Singer           Aye  
Motion passed unanimously.

**3. Approval of Updated Academic Calendars for 2019-20 and 2020-21** was presented by University Registrar, Ms. Kelley Brundage.

The academic calendars for 2019-20 and 2020-21 were previously approved by the Board of Trustees. Since then, adjustments were made to some of the dates to better align with academic calendaring rules.

Board of Governors Regulation 8.001 requires that: “(4) An official copy of the annual calendar adopted by each university shall be filed with the Board.” The updated academic calendars for 2019-20 and 2020-21 were provided with changes noted in red.

Chair O’Sullivan asked for a motion to approve the Updated Academic Calendars for 2019-20 and 2020-21.

Motion by:                    Trustee Lewis Bear, Jr.  
Seconded by:                Trustee Adrienne Collins  
Chair Mort O’Sullivan       Aye  
Vice Chair Dave Cleveland   Aye  
Trustee Dick Baker           Aye  
Trustee Lewis Bear, Jr.      Aye  
Trustee Adrienne Collins     Aye  
Trustee Bob Jones            Aye  
Trustee Suzanne Lewis       Aye  
Trustee Brandon Malone      Aye  
Trustee David Ramsey        Aye  
Trustee Alonzie Scott        Aye  
Trustee Jill Singer           Aye  
Motion passed unanimously.

**4. Approval of 2019-2020 Board of Trustees Meeting Dates** was presented by BOT Chair O’Sullivan.

Chair O’Sullivan explained that the Board of Trustees is scheduled to meet (4) times annually. The dates provided were chosen for the 2019/20 fiscal year. BOT conference calls, special board

meetings, ad hoc committee meetings and emergency meetings will be scheduled as needed.

Chair O'Sullivan asked for a motion to Approve the 2019-2020 Board of Trustees Meeting Dates as presented.

Motion by:	Trustee Dick Baker
Seconded by:	Trustee Lewis Bear, Jr.
Chair Mort O'Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Adrienne Collins	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Brandon Malone	Aye
Trustee David Ramsey	Aye
Trustee Alonzie Scott	Aye
Trustee Jill Singer	Aye

Motion passed unanimously.

## X. INFORMATION ITEMS

1. **Performance Based Funding Metrics Update** was presented by Provost and Senior Vice President, Dr. George Ellenberg. He explained that UWF will receive their final scores on May 15. If no changes are made by the state legislature or BOG, UWF should do very well in the metrics outcomes this year. He praised university staff for their hard work on the metrics while continuing to provide excellent academics, care, advising and assistance to our students. He went on to explain how much more difficult it becomes to achieve high scores as we reach high goals.

Trustee Suzanne Lewis encouraged Dr. Ellenberg and university staff to look at the most recent annual Robert Wood Johnson Foundation Country Health Rankings & Roadmaps as they relate to the counties, families and students UWF serves.

Trustee Bob Jones commended UWF leadership and staff for their maintained-high-commitment to the Performance Based Funding Metrics work and goals.

2. **UWF Board of Trustees Self-Evaluation Process** was presented by Vice Provost Dr. Kimberly McCorkle.
3. **Legislative Update** was provided by Janice Gilley, Associate Vice President for External Relations.

## **XI. BOARD ENGAGEMENT**

Chair O’Sullivan opened the floor to allow the trustees to comment on items being discussed and processes being followed at full board meetings and committee meetings.

Trustee Suzanne Lewis recommended that, at committee meetings, as much time as needed continue to be committed to address key issues brought to the Board.

Trustee Bob Jones said he appreciates that every trustee has opportunity to provide input and ask questions at committee meetings. He added that those meetings are where the real work of the university and the Board takes place. He thanked Chair O’Sullivan for providing opportunities following every board meeting to tour departments on campus so trustees gain a broader knowledge of the university.

Chair O’Sullivan asked trustees to please continue to offer suggestions and ideas toward bringing the Board to a higher level. He directed trustees to work through Becky Luntsford as our liaison.

## **OTHER BUSINESS**

Chair O’Sullivan asked the trustees to please note the other important BOT dates and university events on the agenda.

## **CAMPUS ENGAGEMENT OPPORTUNITY**

Chair O’Sullivan asked the trustees, President Saunders and Cabinet members, as part of the Board’s new Campus Engagement Opportunities, to join Dr. Melinda Bowers for a tour of the Emerald Coast Campus Mechanical Engineering Lab.

## **ANNOUNCEMENTS**

Chair O’Sullivan invited everyone else to proceed to the student lounge for lunch. The trustees and cabinet members will join following the tour.

## **OTHER ACTIVITIES & UPCOMING EVENTS**

- **March 29, 2019** – UWF Honors Convocation
- **April 13 – 18, 2019** – UWF Founders Week
- **May 4, 2019** – UWF Spring Commencement, Pensacola Bay Center

- **May 15, 2019** – UWF BOT Committee Meetings, UWF Conference Center
- **June 19, 2019** – UWF BOT Meeting, UWF Conference Center

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

The meeting adjourned at 11:25 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary