

**UWF Board of Trustees Meeting**  
**UWF Emerald Coast, Fort Walton Beach Campus**  
**March 23, 2017**

The meeting of the UWF Board of Trustees was called to order at 9:02 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 minutes.

**Audit and Compliance Committee:** Dick Baker, Audit and Compliance Committee Chair called the meeting to order and asked for a motion to approve their February 21, 2017 minutes.

Motion by: Trustee Greg Britton  
Seconded by: Trustee Bob Jones  
Motion carried.

**Finance, Facilities & Operations Committee:** Mort O’Sullivan, Finance and Facilities Committee Chair called the meeting to order and asked for a motion to approve their February 21, 2017 and March 16, 2017 minutes.

Motion by: Trustee Dave Cleveland  
Seconded by: Trustee Suzanne Lewis  
Motion carried.

**Academic Affairs Committee:** Ted Fox, Academic Affairs Committee Member called the meeting to order and asked for a motion to approve their February 21, 2017 minutes.

Motion by: Trustee Robert Sires  
Seconded by: Trustee Ted Fox  
Motion carried.

**Student Affairs Committee:** Jay Patel, Student Affairs Committee Chair called the meeting to order and asked for a motion to approve their February 21, 2017 minutes.

Motion by: Chair Jay Patel  
Seconded by: Trustee LuTimothy May  
Motion carried.

**Presidential Performance Evaluation Metrics Ad hoc Committee:** Dave Cleveland, Presidential Performance Evaluation Metrics Ad hoc Committee Chair called the meeting to order and asked for a motion to approve their February 21, 2017 minutes.

Motion by: Trustee Suzanne Lewis  
Seconded by: Trustee Bob Jones  
Motion carried.

## **FULL BOARD**

Chair O’Sullivan called the full Board meeting to order at 9:04 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Mort O’Sullivan; Dick Baker; Lewis Bear, Jr.; Greg Britton; Dave Cleveland; Ted Fox; Jake Hebert; Bob Jones; Suzanne Lewis; Jay Patel and Bob Sires.

Trustee LuTimothy May joined by conference call.

Others attending:

Dr. Martha Saunders, President; Dr. George Ellenberg, Interim Provost; Dr. Steve Cunningham, VP Administrative Services; Dr. Pam Northrup, VP, Innovation and Strategic Research; Mr. James Felder, Interim General Counsel; Dr. Jay Clune, Interim Vice Provost; Dr. Michael Huggins, Dean CSEH; Dr. Tim O’Keefe, Dean COB; Dr. Ed Ranelli, Faculty Emeritus; Dr. William Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Dr. Ermalynn Kiehl, Dean College of Health; Dr. Bob Dugan, Dean University Libraries; Dr. Kim LeDuff, Dean/AVP of University College; Dr. Brandon Frye, Dean of Students; Ms. Colleen Asmus, AVP Financial Services; Dr. Joffery Gaymon, AVP Enrollment Management; Ms. Megan Gonzalez, Executive Director, University Communications; Mr. Dan Lucas, CFO, UWF Foundation; Mr. John Warren, Chief of Police; Dr. Mark Roltsch, Asst. VP Research; Ms. Anita Schonberger, Deputy General Counsel; Ms. Mica Harrell, Director, Wellness Services; Ms. Karen Rentz, Director, Title IX Programs; Ms. Lisa Berneau, Asst General Counsel; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Vannee Cao-Nguyen, Director, SDRC; Dr. Claudia Stanny, Director, CUTLA; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Exec Director and CTO, ITS; Mr. Ross Dahlstrom, Network Engineer; Ms. Katie Condon; Mr. Dave Scott, Director Athletics; Ms. Carol Britton, Special Assistant to the President; Dr. Michael White, Director, Institutional Effectiveness; Mr. Mike Myhre, Director, FSBDC, Dr. Melinda Bowers, Director, Emerald Coast Campus; Ms. Jamie Sprague, Associate Director, Human Resources; Dr. Jim Hurd, SVP Student Affairs, Dr. Bill Harrell, Director, Recreation, Ms. Betsy Bowers, Internal Auditing & Compliance; Mr. Jeff Comeau, Associate Director, Human Resources; Mr. Howard Reddy, AVP, University Advancement; Mr. Dale Baskett; Ms. Lucy Kisela; Mr. Brandon Heppler; Dr. Chula King; Dr. Andy Holdnak; Ms. Jenny Hamilton, Coordinator, SGA; Ms. Angie Jones, Director, Procurement; Mr. William Coleman, Lead Classroom Technology Engineer, ITS; Mr. Eric Ingerman, Asst. Director, UCSA; Mr. John Macdonell, Webcast Engineer and Ms. Becky Luntsford, Recording Secretary.

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

Chair O’Sullivan thanked Dr. Melinda Bowers, the faculty, staff and students at the UWF Emerald Coast Campus for giving the Board the opportunity to enjoy their beautiful campus and conduct the meeting there. Chair O’Sullivan gave a very special welcome to President Martha Saunders. He welcomed Interim Provost Dr. George Ellenberg, Interim Vice President of University Advancement, Dr. Meredith

Brunen and Interim General Counsel, Mr. James Felder, all serving in new roles as members of the President’s Cabinet.

Chair O’Sullivan announced that the meeting was being webcasted.

He reminded 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. The forms were available on a table in the rear of the room and should be provided to the Board of Trustees’ recording secretary, Becky Luntsford in advance of the public comment period.

**2. PRESIDENT’S REPORT**

Chair O’Sullivan called on President Saunders to give her first President’s Report. Dr. Saunders made a PowerPoint presentation to the Board highlighting strategic priorities and key staff and faculty members.

**3. RECOGNITIONS**

Dr. Martha Saunders introduced Dr. Melinda Bowers who welcomed the Board and guests to the Emerald Coast Campus. Dr. Bowers introduced Dr. Andy Holdnak & Marcia Dove with the Emerald Coast Campus Global Hospitality and Tourism Management Facility. Dr. Holdnak introduced UWF star student, Ms. Lauren Martin. Ms. Martin shared her positive experiences as a UWF student and a cohort of the Global Hospitality and Tourism Management program.

**4. 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 8, 2016 and February 21, 2017 Board of Trustees meetings. He asked for a motion to approve all sets of minutes as presented if there were no changes or corrections.

Motion by:	Trustee Dick Baker
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 Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Jake Hebert	Aye

Trustee Bob Jones                   Aye  
Trustee Suzanne Lewis           Aye  
Trustee LuTimothy May           Aye  
Trustee Jay Patel                   Aye  
Trustee Bob Sires                  Aye  
Motion passed unanimously.

## 5. COMMITTEE REPORTS

### **Audit and Compliance Committee – Dick Baker, Chair**

The Audit & Compliance Committee met on February 21, 2017. The committee had eight action items and two information items presented.

### **ACTION ITEMS**

#### **1. Acceptance of State of Florida Auditor General Operational Audit of UWF.**

Every 2-3 years an operational audit is conducted by the university's external auditors, State of Florida Auditor General. Their most recent operational audit covered the period April 2015 through March 2016. Six findings were cited in this report. Ms. Bowers reported that UWF has good systems in place to manage each finding.

#### **2. Acceptance of External Audit: WUWF-FM Financial Statement Audit.**

Annually, a financial audit is conducted of WUWF-FM to comply with the Corporation of Public Broadcasting (CPB) community service grant requirements. Internal Auditing and Compliance performed a cursory review of these special purpose financial statements and determined WUWF Public Media was in compliance.

#### **3. Acceptance of External Audit: Financial Statement Audit of Affiliated Organization – Florida Institute of Human and Machine Cognition.**

Ms. Bowers reported that Pursuant to Florida Statute 1004.28<sup>1</sup> and BOG Regulation BOG-9.011(4), organizations affiliated with or through UWF (aka Direct Support Organizations) must be audited annually. The Florida Institute for Human and Machine Cognition audit has been completed for fiscal year ending June 30, 2016. To ensure compliance with the agreement, Internal Auditing and Compliance performed a cursory review IHMC received a clean unqualified opinion. The audit report did not identify any material weaknesses in the internal control system.

#### **4. Acceptance of NCAA Agreed-Upon Procedures of Intercollegiate Athletics.**

Once every three years, NCAA Bylaw 6.2.3.1 requires institutions to have external audit firms perform certain Agreed-Upon Procedures related to the Statement of Revenues and Expenses. This engagement was performed for UWF for the fiscal year ending June 30, 2016.

Compiled financial statements for the Department of Intercollegiate Athletics were prepared by UWF Financial Services Department and the Intercollegiate Athletics Department to be used by management as a supplement to the agreed-upon procedures. To ensure compliance, Internal Auditing & Compliance performed a cursory review of the documents and determined each met the requirements. No exceptions were noted in the Independent Accountant's AUP report.

5. **Acceptance of BOG Required Internal Auditing Report: Performance Funding Data Integrity 2016.**

Ms. Bowers reported that on June 23, 2016, Board of Governors Chair, Tom Kuntz sent a letter to the Chairs of the University Boards of Trustees and University Presidents requesting an internal audit of the Performance Based Funding-related controls, processes, and data submissions. Internal Auditing & Compliance completed the audit for data as of October 31, 2016. The audit report included one finding: the number of Banner users who have access to view and change student Social Security Numbers (SSNs) was unreasonably high. I

It was recommended that access should be reviewed and updated according to the needs of the department and staff. A formal review is being conducted of each person with SSN change access. Those not requiring this level of usage will have their access updated appropriately. This will be completed by April 28, 2017.

Ongoing, UWF Office of the Registrar will obtain a quarterly report showing changes made to the SSN field in Banner. The Office of the Registrar and Office of Undergraduate Admissions will review the user names and changes to ensure that only appropriate/approved staff are making updates.

Another BOG requirement is each University President complete a Data Integrity Certification form.

6. **Approval of UWF REG 5.040 Reporting and Investigating Suspected Fraudulent or Wrongful Acts and Misconduct.**

Ms. Bowers explained that the Board of Governors Regulation 4.001 *University System Processes for Complaints of Waste, Fraud, or Financial Mismanagement* requires the University to adopt a regulation regarding allegations of fraud or misconduct. The proposed regulation complies with the requirements of the BOG Regulation.

7. **Approval of Revisions to UWF REG 2.028 University Holidays.**

Mr. Jeff Comeau, Associate Director of Human Resources, explained there are two items involved in the university's current holiday policy.

This policy clarifies information related to University Holidays to include Christmas Day, December 25, and New Year's Day and January 1, as paid holidays. Further clarification is provided in the regulation regarding employees compensated for Holiday pay.

**8. Acceptance of Internal Auditing PCard Audit Reports – 2<sup>nd</sup> Quarter (Oct – Dec 2016).**

Ms. Bowers explained there were eight (8) departments encompassing 20 cardholders examined on a sample basis for the quarter. Individual reports were distributed to department heads and Procurement & Contracts upon completion of the audits.

Most common findings for Quarter 2:

1. Sales tax was paid and a refund not requested.
2. Department head did not review/ sign the monthly reconciliation report.
3. A temporary override request was not submitted for purchases exceeding the single swipe limit.

**INFORMATION ITEMS**

1. Ms. Bowers provided the committee with an Internal Auditing Update on Activities.
2. Compliance Officer, Mr. Matt Packard provided the committee with a Compliance Update on Activities which included an overview of the UWF Integrity Helpline.

**Finance, Facilities & Operations Committee – Mort O’Sullivan, Chair**

The Finance & Facilities Committee met on February 21 and had two action items and two information items presented.

**ACTION ITEMS**

**1. Material & Supplies Fees for Academic Year 2017-18.**

Following Provost Ellenberg’s presentation on the M&S Fees, the Committee engaged in a lengthy discussion and voted to move this item forward to the full Board for further discussion at the March 23<sup>rd</sup> meeting.

**2. Approval of Proposed Amendment to UWF REG 5.010 Educational Research Center for Child Development.**

Proposed fee increases, necessary to maintain the current program by covering increased costs of payroll, fringe, goods and services are included in the revised regulation.

After the Board’s approval, this Regulation will be submitted to the Board of Governors for approval. New fees will be implemented beginning Fall Semester 2017. It is important to note that student child care rates are not increasing and are still well below market rates.

**INFORMATION ITEMS**

1. Dr. Steve Cunningham provided the committee with a **Major Facilities Construction Project Update** on the status of Univeristy Park Facility and Lab Sciences Annex.

2. Dr. Cunningham used an updated format to present the **FY 2016-17 Operating Budget Summary** report showing budget-to-actual results for each fund group including a Life-to-Date Capital Budget.

**Chair O’Sullivan went on to report that the Finance, Facilities & Operations Committee held a Special meeting on March 16<sup>th</sup> with two action items on the agenda.**

### **ACTION ITEMS**

1. **Rescind Committee Recommendation of February 21, 2017**

Based on information obtained after the February 21, 2017 Finance, Facilities & Operations Committee meeting, the university requested the Committee amend the action taken at that meeting to move this issue to the full Board on March 23, 2017 for additional consideration. Instead, the university requested the Committee move the M&S fee item to the May 25, 2017 Finance, Facilities & Operations Committee meeting for additional discussion.

2. **Table New and Changes to Material & Supplies Fees for Academic Year 2017-18 to a Future Committee Meeting.**

The Committee voted to approve tabling the M&S Fees to a future committee meeting and agreed this item will be the first item of business at the next Finance, Facilities & Operations Committee meeting.

### **Academic Affairs Committee – Ted Fox, Member**

The Academic Affairs Committee met on February 21. They had four action items and three information items presented.

### **ACTION ITEMS**

1. **Approval of Amendment of UWF REG 3.017 Student Educational Records** was presented by University Registrar, Kelly Brundage.

Ms. Brundage explained to the Committee that the proposed amendment will ensure consistency across campus by providing a definition of “*in attendance*” to clarify when FERPA rights first apply, and to update what is considered directory information by the University.

Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. Federal and state laws protect the privacy of educational records, however, directory information is not treated as confidential by law and may be disclosed by the University without student consent unless the student has requested a privacy hold.

- 2. Approval of Proposed Revision to UWF REG 3.030 Academic Misconduct** was presented by Assistant Vice President and Dean of Students, Dr. Brandon Frye.

Dr. Frye explained that this regulation is reviewed every three years under the direction of the Provost, by a committee composed of at least 50 percent students. He provided the names of each member of the committee made up of faculty, students, and Staff/Administration liaisons.

The committee met over a period of approximately 9 months to review, update, and revise the regulation. During the process, the committee reviewed best practices related to academic misconduct codes and had the regulation revisions and changes reviewed by university leadership and stakeholders. Dr. Frye presented those major revisions and changes to the Committee.

- 3. Approval of Terminating Suspended Programs** was presented by Vice Provost, Dr. Jay Clune.

The Board of Governors grants University Boards of Trustees the authority to terminate academic programs and offerings at the bachelor's, master's, advanced master's, and specialist levels. To ensure the efficient use of state resources and maintain the quality and relevancy of academic programs offered by UWF, programs may be terminated.

Dr. Clune explained that seven programs have been suspended for new enrollments and the university is requesting BOT approval to terminate these degree programs. The degree programs are: At the Master's level - Mathematics Teacher Ed, Science Teacher Ed, Social Sciences Teacher Ed; and at the Bachelor's Level - French, Spanish, Sociology, Art History & Appreciation.

- 4. Approval of Requests to Offer Three New Degree Programs Effective Fall 2017.**

Dr. Jay Clune explained that the university proposes to offer three new degree programs effective Fall 2017:

1. Bachelor of Science, Exercise Science
2. Bachelor of Science, Sport Management
3. Master of Science in Nursing, Family Nurse Practitioner

Dr. Ermalynn Kiehl, Dean of the College of Health shared with our Committee additional information on the Family Nurse Practitioners Graduate Program and employment opportunities for graduates of that program.

#### **INFORMATION ITEMS**

1. Dr. Jay Clune and Mr. Bob Dugan, Dean of University Libraries, presented an **Update on Textbook Affordability.**



- 2 & 3.** Dr. Meredith Brunen, Interim Vice President for University Advancement presented details on the final two information items **Naming the Linda Evans Educational Pavilion at Museum Plaza** and **Naming the Usha Kundu, MD College of Health**. These items are coming before the Full Board today for approval.

### **Student Affairs Committee – Jay Patel, Chair**

The Student Affairs Committee met on February 21 and had three information items presented.

#### **INFORMATION ITEMS**

1. **Southsides Update** was presented by Dr. Kevin Bailey, Vice President of Student Affairs. Bailey explained that University Housing employed the Morette Company to provide costs for remediation, options to remodel the units and pricing for demolition.

There are 15 total Southside buildings. 6 will be renovated for reuse by fraternities and sororities; 3 will be reserved for the President's use; and 6 will be demolished or made available to university units who have the funds to rehab.

Pending UWF Foundation approval, Housing and Residence Life will move forward with renovation of the buildings identified in phase one to be reused by fraternities and sororities. These buildings could be ready as early as Spring 2018.

2. **Career Services Update.** Ms. Lauren Loeffler, Director of Career Services, gave a PowerPoint presentation showing how The Career Services office has adopted several new strategies in response to the BOG's performance based metrics and Governor Scott's employment initiatives and trends in employment recruiting practices.
3. **Case Management: The Year in Review.** Dr. Brandon Frye, Dean of Students, made a PowerPoint Presentation giving the Committee a look at the impact of case management services at UWF.

### **Presidential Performance Evaluation Metrics Ad hoc Committee – Dave Cleveland, Chair**

The Presidential Performance Evaluation Metrics Ad hoc Committee met on February 21. The committee approved minutes from their January 20, 2017 meeting and had one informational item to discuss.

#### **INFORMATION ITEM**

1. **Review of Timeline.** At the Committee's request, Chair O'Sullivan and President Saunders attended the meeting and provided input on the Committee's charge, presidential assessment, bonus incentive plan, and timeline.

The Committee asked President Saunders to develop a three-year plan to include her vision for her term in office and how that vision will commence within interim periods of time.

The Committee requested the following from President Saunders by early May:

1. An assessment of the President's first six months in office;
2. An evaluation of the President's cabinet for the past twelve months;
3. A three-year plan; and
4. Identify one-year mileposts in the three-year plan.

The plan will be provided to the Committee on May 25, 2017 and will be presented to the full Board at its June 29, 2017 meeting. The Presidential assessment will occur in July or August (mandatory for all Trustees) and a bonus plan may be presented to the full BOT at the September 26, 2017 meeting.

## **6. PUBLIC COMMENT**

Chair O'Sullivan asked Becky Luntsford if anyone had submitted a request to address the Board. Ms. Luntsford had received no requests.

## **7. 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 no requests.

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

- A. Approval of State of Florida Auditor General Operational Audit of UWF
- B. Approval of External Audit: WUWF-FM Financial Statement Audit
- C. Approval of External Audit: Financial Statement Audit of Affiliated Organization – Florida Institute of Human and Machine Cognition (IHMC)
- D. Approval of NCAA Agreed-Upon Procedures of Intercollegiate Athletics
- E. Approval of BOG Required Internal Auditing Report: Performance Funding Data Integrity 2016

- F. Approval of UWF/REG 5.040 Reporting and Investigating Suspected Fraudulent or Wrongful Acts and Misconduct
  - G. Approval of Revisions to UWF/REG 2.028 University Holidays
  - H. Proposed Amendment to UWF/REG 5.010 Educational Research Center for Child Development
  - I. Approval of Amendment of UWF/REG 3.017 Student Educational Records
  - J. Approval of Proposed Revision to UWF REG 3.030 Academic Misconduct
  - K. Approval of Terminating Suspended Programs
- Approval of Requests to Offer Three New Degree Programs, Effective Fall 2017

Motion by:	Trustee Jay Patel
Seconded by:	Trustee Jake Hebert
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Jake Hebert	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee LuTimothy May	Aye
Trustee Jay Patel	Aye
Trustee Bob Sires	Aye

Motion passed unanimously.

**8. ACTION ITEMS**

Chair O’Sullivan made an announcement that Item D. *Scenic Hills Country Club Approval of Purchase and Sale* will be presented as an information item. He went on to instruct that the Board would not take action on that item.

1. **Approval of 2017-2018 UWF BOT Meeting Calendar.** Chair O’Sullivan presented the item. He explained that the UWF Board of Trustees is scheduled to meet (4) times in 2017-2018. The meeting schedule is in line with Board of Governors’ meetings and Foundation Board of Directors meetings. Conference calls and emergency meetings will be scheduled as needed. Committee meetings are scheduled 3 to 4 weeks prior to full Board meetings when possible. Everyone was given a copy of the dates at the December 8th Board meeting and were asked to let us know of any conflicts. Chair O’Sullivan asked the Board to update their calendars with the dates. He asked for a motion to approve the 2017-2018 Calendar of BOT Meeting Dates as

presented.

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 Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Jake Hebert Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee LuTimothy May Aye  
Trustee Jay Patel Aye  
Trustee Bob Sires Aye  
Motion passed unanimously.

**2. Approval of Academic Calendars for 2017-18, 2018-19, 2019-20, 2020-21** was presented by Dr. Joffery Gaymon, Assistant Vice President for Enrollment Affairs.

Chair O’Sullivan asked for a motion to approve the academic calendars for 2017-18, 2018-19, 2019-20 and 2020-21 as presented.

Motion by: Trustee Jake Hebert  
Seconded by: Trustee Greg Britton  
Chair Mort O’Sullivan Aye  
Vice Chair Dave Cleveland Aye  
Trustee Dick Baker Aye  
Trustee Lewis Bear, Jr. Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Jake Hebert Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee LuTimothy May Aye  
Trustee Jay Patel Aye  
Trustee Bob Sires Aye  
Motion passed unanimously.

**3. Approval of 2015-2016 UWF Annual Accountability Report** was presented by Dr. Michael White, Director of Institutional Effectiveness.

Trustee Greg Britton and Chair O’Sullivan asked Dr. White to please report back to the Board the median wage rate compared to the four county area. Dr. White agreed to do so.

Chair O’Sullivan asked for a motion to approve the 2015-2016 UWF Annual Accountability Report as presented.

Motion by:	Trustee Dave Cleveland
Seconded by:	Trustee Ted Fox
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Jake Hebert	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee LuTimothy May	Aye
Trustee Jay Patel	Aye
Trustee Bob Sires	Aye

Motion passed unanimously.

4. **Scenic Hills Country Club Approval of Purchase and Sales Agreement** was presented by Dr. Steve Cunningham.

Chair O’Sullivan asked for a motion to approve the sale subject to completion of due diligence. He added the decision upon completion of due diligence will rest with President Martha Saunders with Chair O’Sullivan’s approval.

Motion by:	Trustee Bob Jones
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 Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Jake Hebert	Aye

Trustee Bob Jones           Aye  
Trustee Suzanne Lewis       Aye  
Trustee LuTimothy May       Aye  
Trustee Jay Patel            Aye  
Trustee Bob Sires            Aye

Motion passed unanimously.

5.       **Approval of Naming the Linda Evans Educational Pavilion at Museum Plaza** was presented by Interim Vice President of University Advancement, Dr. Meredith Brunen.

Chair O’Sullivan asked for a motion to approve the naming of the Linda Evans Educational Pavillion at Museum Plaza as presented.

Motion by:                   Trustee Suzanne Lewis  
Seconded by:               Trustee Jake Hebert  
Chair Mort O’Sullivan       Aye  
Vice Chair Dave Cleveland   Aye  
Trustee Dick Baker           Aye  
Trustee Lewis Bear, Jr.       Aye  
Trustee Greg Britton         Aye  
Trustee Ted Fox             Aye  
Trustee Jake Hebert         Aye  
Trustee Bob Jones            Aye  
Trustee Suzanne Lewis       Aye  
Trustee LuTimothy May       Aye  
Trustee Jay Patel            Aye  
Trustee Bob Sires            Aye

Motion passed unanimously.

6.       **Approval of Naming the Usha Kundu, MD College of Health** was presented by Interim Vice President of University Advancement, Dr. Meredith Brunen.

Chair O’Sullivan asked for a motion to approve the naming of the Usha Kundu, MD College of Health as presented.

Motion by:                   Trustee Jay Patel  
Seconded by:               Trustee Ted Fox  
Chair Mort O’Sullivan       Aye  
Vice Chair Dave Cleveland   Aye  
Trustee Dick Baker           Aye

Trustee Lewis Bear, Jr.        Aye  
Trustee Greg Britton        Aye  
Trustee Ted Fox        Aye  
Trustee Jake Hebert        Aye  
Trustee Bob Jones        Aye  
Trustee Suzanne Lewis        Aye  
Trustee LuTimothy May        Aye  
Trustee Jay Patel        Aye  
Trustee Bob Sires        Aye  
Motion passed unanimously.

7.        **Approval of Purchase of Real Property with Funds Provided by a Confidential Donor to Create an Institute for Multidisciplinary Studies** was presented by Dr. Meredith Brunen and Dan Lucas, Director University Foundation.

Mr. Lucas answered multiple questions from the Board regarding the property, age, maintenance, future use, need for renovations, appraisal, clean title, restrictions, and other donor agreement specifications.

Chair O’Sullivan asked for a motion to approve the purchase of real property with funds provided by the confidential donor to create an Institute for Multidisciplinary Studies with a caveat that we assure ourselves that we are not restricted in any way for future disposition for the property that best suits the university’s needs.

Motion by:                        Trustee Dave Cleveland  
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 Greg Britton        Aye  
Trustee Ted Fox                Aye  
Trustee Jake Hebert        Aye  
Trustee Bob Jones            Aye  
Trustee Suzanne Lewis        Aye  
Trustee LuTimothy May        Aye  
Trustee Jay Patel            Aye  
Trustee Bob Sires            Aye  
Motion passed unanimously.



Chair O’Sullivan explained that Trustee Fox asked to pull an item on the consent agenda for further discussion. Chair O’Sullivan asked if anyone objected. No one did.

Trustee Fox asked to pull Consent Item K. Approval of Terminated Suspended Programs for further explanation. He explained that three of the seven degree programs listed for termination; Mathematics Teacher Ed; Science Teacher Ed and Social Sciences Teacher Ed are still valuable programs and just recently, local principals and school district superintendents stated support to Dean William Crawley for these graduate programs to remain active and be further developed.

Trustee Fox asked that the motion be revised to approve only four of the seven programs for termination. Those include: French; Spanish; Sociology; and Art History & Appreciation.

Chair O’Sullivan asked for a motion to pull Mathematics Teacher Ed; Science Teacher Ed; and Social Sciences Teacher Ed programs from the list and those programs will not be terminated. Only the four remaining programs will be approved for termination.

Motion by:	Trustee Jay Patel
Seconded by:	Trustee Jake Hebert
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Jake Hebert	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee LuTimothy May	Aye
Trustee Jay Patel	Aye
Trustee Bob Sires	Aye

Motion passed unanimously.

8. **Approval of Resolutions in Recognition of Distinguished Service** were presented by Chair O’Sullivan.

Chair O’Sullivan read Trustee Bentina Terry’s resolution. He explained the resolution was presented by Trustee Lewis Bear, Jr. on February 6, 2017 to Trustee Terry at a farewell reception hosted by Gulf Power Company.

Chair O’Sullivan asked for a motion to approve BOT Resolution 2017.1 in Recognition of Trustee Bentina Terry’s Distinguished Service to the University of West Florida.

Motion by:	Trustee Suzanne Lewis
Seconded by:	Trustee Jay Patel
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Jake Hebert	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee LuTimothy May	Aye
Trustee Jay Patel	Aye
Trustee Bob Sires	Aye

Motion passed unanimously.

Chair O’Sullivan read and presented Trustee Jake Hebert’s resolution and asked for a motion to approve BOT Resolution 2017.2 in Recognition of Trustee Jake Hebert’s Distinguished Service to the University of West Florida.

Motion by:	Trustee Dick Baker
Seconded by:	Trustee Jay Patel
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Jake Hebert	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee LuTimothy May	Aye
Trustee Jay Patel	Aye
Trustee Bob Sires	Aye

Motion passed unanimously.

## 9. INFORMATION ITEMS

1. **New Division of Research and Strategic Innovation** presentation was made by Dr. Pam Northrup, Vice President, Division of Research and Strategic Innovation and Mr. Mike Myhre, Director, SBDC State Director's Office Network of Florida.
2. **Letter from Trustee Robert L. Jones.** Chair O'Sullivan read Trustee Jones' letter and opened the meeting for input, opinions and discussion.

Chair O'Sullivan asked Trustee Jones if he would like to make additional comments on the contents of his letter.

Trustee Jones said his recommendation of splitting the Finance, Facilities and Operations Committee into two committees came from his belief that offering an additional committee would provide opportunities to get more trustees involved.

Trustee Cleveland stated his concern for splitting the committee, but he said he would be in favor of increasing the number of trustees who serve on the Finance, Facilities and Operations Committee.

Trustee Greg Britton agreed with Trustee Cleveland's suggestion to increase the number of trustees to serve on the Finance, Facilities & Operations Committee.

Trustee Hebert stated that the Board of Governors has split committees in the areas of Finance & Facilities. He added that UWF's Finance, Facilities and Operations is perfectly aligned with our CFO's [Dr. Steve Cunningham] duties and responsibilities.

Chair O'Sullivan moved on to discussion of creating a BOT Metrics standing committee.

Trustee Suzanne Lewis explained that instead of creating a separate committee, she stressed the importance of Trustees to be continually advised on the Performance Funding Metrics. She requested the metrics be on every BOT agenda. She asked President Saunders to have staff provide metric updates to the Trustees on a regular basis.

Trustee Dick Baker agreed and asked that the trustees be more involved with and informed on the metrics.

Trustee Bob Jones asked that trustees remember that the metrics are the things we do that are measured. He said we should not be discussing the "plays", but we should be discussing the "program." He suggested forming a BOT Committee of trustees who would be responsible for

attending BOG meetings and having influence on them with the metrics, the goals, the rules, and input into our university's outcomes.

Trustee Dave Cleveland explained that the two metric ad hoc committees he has chaired provided a deep dive into the metrics and that was an informative and gratifying experience. As a result of those discussion, he said trustees talk about every aspect of the university related to those metrics. He was in favor of forming this committee. He suggested even creating a committee of the whole to allow each trustee to immerse himself or herself into the details of the metrics.

Trustee Jay Patel explained that the Board needs to be kept up to speed with metrics changes. Trustees should receive updates as soon as changes occur. He reminded university staff that Trustees are here to help. He urged staff to keep the trustees more involved on a regular basis, much more often than just at regular BOT meetings. He said UWF is on its own and needs the help of the Trustees to advocate and work toward the university reaching our goals and securing funds.

Trustee Jake Hebert explained that the internal work on the metrics is already in place. President Saunders has established a university-wide task force. He suggested that possibly one trustee could be included on that task force. Trustee Hebert suggested an external approach would include forming a committee of multiple trustees to present well-thought out plans and discussions to the Board of Governors.

Trustee Greg Britton asked to see metrics results regularly and to have the opportunity to provide input. He did not believe Trustees need to be involved in the day-to-day work, but should remain informed continually.

Chair O'Sullivan asked President Saunders and Interim Provost Ellenberg to take what was talked about among the trustees and consider in the formation of a committee, what the function of that committee would be to bring value but not harm to the university. He asked that report be brought back to the Board at the May committee meetings or at the June BOT Meeting.

Chair O'Sullivan explained that at the last Finance, Facilities and Operations Committee meeting he asked staff to provide budget reports in a new format, showing all revisions and notations of exactly what was changed. Chair O'Sullivan agreed with Trustee Jones and has recommended the Board focus on any changes made to the budget. Going forward, if the changes are significant, the Board will discuss, look at the forecast, and vote on those changes.

Trustee Cleveland agreed with that recommendation.

Trustee Lewis added that the Board should be asking, “What priorities changed or drove the changes?” She added that she has great faith in the President and her Cabinet’s decisions and recommendations to the Board. She went on to state that the budget notations are most important.

Trustee Jones stated that his concern over contracts began when the university entered into a 20-year contract and the Board was never informed. He asked that, going forward, the Board review any contract over 5 years.

Chair O’Sullivan asked Dr. Cunningham how many contracts does UWF have over 5 years. Dr. Cunningham was not sure. Chair O’Sullivan asked that all contracts over 5 years be approved by the Board of Trustees. Dr. Cunningham agreed.

Trustee Suzanne Lewis recommended this conversation go to the committee level.

Chair O’Sullivan asked that this item be included on the next Finance, Facilities & Operations Committee meeting agenda.

Suzanne proposed that Chair O’Sullivan and President Saunders consider hosting a joint board meeting with our state colleges to discuss future strategy and ways to working together on the bigger picture.

Trustee Baker thanked Trustee Jones for writing the letter and bringing these issues before the Board for discussion.

**3. Changes in BOT Committee Structure.** Chair O’Sullivan explained changes made to the BOT committee structure. He appointed Trustee Jay Patel as chair of the Academic Affairs Committee, Trustee Bob Jones as chair of the Audit and Compliance Committee; Trustee Suzanne Lewis as chair of the Finance, Facilities and Operations Committee; and Trustee Greg Britton as chair of the Student Affairs Committee. He appointed Trustee Lewis Bear, Jr. to the Finance, Facilities and Operations Committee.

## **10. OTHER BUSINESS**

Trustee Jake Hebert provided the Board with a brief report on his experience serving as a member of the Florida State University System Board of Governors.

Dr. Kevin Bailey made a special presentation to the Board by revealing the brand new Argo

Fight Song. The song was played for all those present and everyone was encouraged to join in.

#### **OTHER ACTIVITIES AND UPCOMING EVENTS**

- 2017 Honors Convocation & Luncheon - Friday, March 31 @ 11:00 am UWF Conference Ctr  
(Please arrive by 10:30 a.m. for robing)
- 2017 Employee Recognition & Awards Program - Friday, April 7 @ 9:00 am UWF Conference Ctr
- UWF Presidential Inauguration Events & Ceremony
  - April 18, 5–6:30 pm Welcome Reception on the Emerald Coast @ Emerald Coast Campus
  - April 20, 5:30–7 pm Distinguished Guests Reception @ Barkley House
  - April 21, 1 pm Platform Party/Delegate Robing; Procession @ UWF Science & Engineering B4
  - April 21, 2 pm Inauguration Ceremony @ UWF Center for Fine & Performing Arts, B82
  - Reception to follow Ceremony on the UWF Center for Fine & Performing Arts Front Lawn
- Saturday, May 6, 2017 UWF Spring Commencement @ The Pensacola Bay Center
  - Morning commencement ceremony @ 10 am (Please arrive by 9:30 a.m. for robing)
  - Platform Party Luncheon @ Jackson's– transportation provided
  - Afternoon commencement ceremony @ 2 pm (Please arrive by 1:30 pm for robing)
- Thursday, May 25, 2017 BOT Committee Meetings @ UWF Conference Center, 9:00 a.m.
- Tuesday, June 29, 2017 BOT Board Meeting @ UWF Conference Center, 9:00 a.m.
- Tuesday, June 29, 2017 UWF Boards Appreciation Social & Dinner Location TBD, 5:30 – 7 p.m.

Chair O'Sullivan invited everyone to enjoy lunch served in the Emerald Coast Campus Student Center. He announced that the Presidential Performance Evaluation Metrics Ad hoc Committee would meet in the conference room immediately following lunch.

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

The meeting adjourned at 12:28 p.m.

Respectfully submitted,  
Becky Luntsford, recording secretary