The meeting of the UWF Board of Trustees was called to order at 9:03 a.m. by Chair Lewis Bear, Jr.

APPROVAL OF MINUTES BY COMMITTEES

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

Audit and Compliance Committee: Susan O’Connor, Audit and Compliance Committee Chair called the meeting to order and asked for a motion to approve their March 1, 2016 minutes.
Motion by: Trustee Dick Baker
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 March 1, 2016 minutes.
Motion by: Trustee Dave Cleveland
Seconded by: Trustee Suzanne Lewis
Motion carried.

Academic Affairs Committee: Bentina Terry, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their March 1, 2016 minutes.
Motion by: Trustee Garrett Walton
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 March 1, 2016 minutes.
Motion by: Trustee LuTimothy May
Seconded by: Trustee Daniel McBurney
Motion carried.

Presidential Compensation & Contract Committee: Dave Cleveland, Presidential Compensation & Contract Committee chair called the meeting to order and asked for a motion to approve their March 1, 2016 minutes.
Motion by: Trustee Suzanne Lewis
Seconded by: Trustee Susan O’Connor
Motion carried.
Chair Bear called the full Board meeting to order at 9:11 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Lewis Bear, Jr.; Dick Baker; Dave Cleveland; Ted Fox; Bob Jones; Suzanne Lewis; Daniel McBurney; Susan O’Connor; Mort O’Sullivan; Jay Patel; Bentina Terry and Garrett Walton. Trustee LuTimothy May participated by conference call.

Others attending:
Dr. Judy Bense, President; Dr. Martha Saunders, Provost & EVP for Academic Affairs; Dr. Steve Cunningham, VP Administrative Services; Ms. Pat Lott, General Counsel; Ms. Janice Gilley, AVP, Government & Community Relations; Dr. George Ellenberg; Vice Provost; Dr. Jay Clune, AVP Dean Graduate School; Dr. Michael Huggins, Dean CSEH; Dr. Tim O’Keefe, Dean COB; Dr. Rick Harper, AVP Office of Economic Development & Engagement; Dr. Ed Ranelli, Faculty Emeritus; Dr. Steve Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Dr. Erma Lynn Kiehl, Dean College of Health; Dr. Bob Dugan, Dean University Libraries; Dr. Kim LeDuff, Dean/AVP of University College; Ms. Betsy Bowers, AVP, Internal Auditing & Compliance; Dr. Brandon Frye, Dean of Students; Colleen Asmus, AVP Financial Services; Dr. Jim Barnett, AVP Facilities Development & Ops; Dr. Joffery Gaymon, AVP Enrollment Management; Dr. Michael White, Director, Institutional Effectiveness; Ms. Martha Lee Blodgett, AVP of Advancement; Ms. Missy Grace, Director, Alumni Relations; Ms. Megan Gonzalez, Executive Director, University Communications; Mr. Dan Lucas, CFO, UWF Foundation; Mr. John Warren, Chief of Police; Mr. Peter Robinson, Director, Environmental Health & Safety; Ms. Robin Zimmern, Assoc Dean, Student Affairs; Ms. Lauren Loeffler, Director, Career Services; Dr. Vannee Cao-Nguyen, Director, SDRC; Ms. Karen Emmons, Athletic Coordinator; Mr. Andrew Hancock, Head Swimming Coach; Ms. Meghan Barter, Senior Associate Athletic Director; Ms. Theresa Michalak, Student; Ms. Monica Amaral, Student; Dr. Rebecca Kennedy, AVP, Counseling Center; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Exec Director and CTO, ITS; Ms. Ellen Till, Director, Business Affairs; Ms. Angie Jones, Director, Procurement; Dr. Melinda Bowers, Director, UWF Emerald Coast Fort Walton Beach Center; Ms. Lucy Kisela, Office Administrator; Mr. Allan Gold, Coordinator, Military Services; Ms. Lori Anderson, Academic Advisor; Mr. Keith Massengill, Career Services Coordinator; Ms. Andrea Rymer, Student Program Support Specialist; Mr. Thomas Schwingle, Student Services Rep; Mr. William Coleman, ITS; Mr. Eric Ingerman, UCSA; Mr. John Macdonell, Webcast Engineer; Ms. Lindsey Myers, Asst. Webcast Engineer; and Ms. Becky Luntsford, Recording Secretary.

Guests:
Senator Don Gaetz; Ms. Julie Holley, Principal Consultant, Greenwood/Asher & Associates; and Ms. Shelley Feather, Executive Search Assistant, Greenwood/Asher & Associates.
1. CALL TO ORDER AND CHAIR’S REMARKS

Chair Bear welcomed everyone present. He thanked Dr. Melinda Bowers, the faculty, staff, and students at the UWF Emerald Coast Campus for their hospitality and for giving everyone present the opportunity to enjoy their beautiful campus.

Chair Bear offered a special welcome to Trustee Dick Baker who was recently appointed by the Board of Governors to the UWF Board of Trustees. Chair Bear congratulated Trustee Dave Cleveland on his reappointment to the Board by the Board of Governors. He congratulated Trustees O’Sullivan, Terry and Jones on their reappointment confirmations by the Florida Senate.

Chair Bear explained the meeting was being webcasted and 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. APPROVAL OF MINUTES

Chair Bear reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the December 10, 2015 and March 1, 2016 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 Mort O’Sullivan
Seconded by: Trustee Bentina Terry
Motion passed unanimously.

3. PUBLIC COMMENT

Chair Bear asked Becky Luntsford if anyone had submitted a request to address the Board.

Ms. Luntsford had received no requests.

4. CONSENT AGENDA ITEMS FOR APPROVAL

Chair Bear noted there were thirteen 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 Bear asked if there were any requests to pull any consent agenda items for further discussion. There were none.
Chair Bear pulled Item G. Approval of New Online Material and Supply Fee for Biology for further discussion.

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

A. Adoption of Amended BOT Audit & Compliance Committee Charter
B. Approval of Updated Department Charter for Internal Auditing and Compliance Operation
C. Approval of BOG Required Internal Audit Report: Performance Funding Data Integrity 2015
D. Approval of Internal Auditing PCard Audit Report Quarter 2 (October,2015-December, 2015)
E. Approval of Revision of University Policy HR-18.00-2004/07 Hours of Work & Benefits
F. Approval of BOT Finance, Facilities and Operations Committee Charter Update
G. Approval of New Online Material and Supply Fee for Biology
H. Approval of Revision to UWF Historic Trust Bylaws
I. Approval of Academic Calendars
J. Request to Offer New Degree Program – Bachelor of Science in Mechanical Engineering
K. Requests to Offer New Degree Programs – Bachelor of General Studies; Bachelor of Science in Biomedical Sciences
L. Approval of Naming Hal Marcus College of Science & Engineering
M. Promulgation of UWF/REG 5.003 Skateboards and Similar Devices

Motion by:             Trustee Garrett Walton
Seconded by:          Trustee Jay Patel
Motion passed unanimously.

Chair Bear began the discussion on Item G. Approval of New Online Material and Supply Fee for Biology. Chair Bear explained that there has been much discussion by the BOG and Governor’s Office regarding the costs of education. This is a serious consideration. The country has a major concern about student loans and debt. UWF must stay focused on the cost of education. In Item G, we have an Anatomy Course that we are trying to bring online in order to reach higher scores in our metrics. In doing so, we have run into a conflict with the Governor’s office. The Governor is very interested in UWF doing better on our metrics, however, this is a case where we cannot take a course and complete the work for a degree without having laboratory experience. There is a kit that must be ordered and it is a high-cost item. The Governor is concerned about that and rightly so. UWF is working hard to meet the Governor’s challenges to place all our degree programs online and we find ourselves in this situation.

Chair Bear asked Trustee Fox to speak to the Board on this situation.
Trustee Fox explained that the problem for Biology, since online courses came into being, is how to deal with online lab courses which are critical to students moving on to graduate school or going into dentistry, veterinarian medicine, medical school and the high impact needs for hands on experience when students get to medical school and beyond. Without tools such as this lab kit, UWF’s biology students are ill equipped when they get to medical school and when they try to move on with their careers. This is the best way we have discovered to deliver an online lab to students. We must be able to send out materials the student would normally see in the classroom lab. These hands on kits provide the student with a quality lab experience to further their education.

Trustee Fox went on to explain that the cost savings UWF receives in the face-to-face setting (classroom setting), is because the university can order bulk shipments to campus and the costs are higher for shipping lab kits to students who are taking the course online.

Trustee O'Sullivan explained that Vice Provost George Ellenberg explained to the Finance, Facilities & Operations Committee that there is no cost to the university.
Dr. Ellenberg answered, “That is correct. The department described to the vendor the lab kit needed. The kit will be sent directly from the vendor to the student. This is cost recovery alone.”

Trustee O'Sullivan asked if formal competitive bids were obtained.
Trustee Fox explained that although a competitive bidding process was not used, the Biology Department went out to all reputable vendors to find the lowest possible cost for these lab kits.

Trustee O'Sullivan asked, “Prior to this action, what did online students do? “
Trustee Fox said, “The Biology department refused to offer this particular course online until there was a lab kit available to offer students so they can experience quality hands on learning.” He added that this kit is used by several other universities.

Trustee O'Sullivan asked, “Heretofore, those students would have to come to our classroom lab?”
Trustee Fox answered, “Yes, that is correct.”

Trustee O'Sullivan asked, “The student still has the option to choose the online or in classroom course and lab?”
Trustee Fox answered, “Yes.”
Dr. Ellenberg added, “The student can even choose to do both, take the online course and come to campus for the lab.”

Trustee Terry asked, “Is it best to think of this like a textbook? Is this particular lab kit amount well in line for other materials or books students would pay for other Biology courses?”
Trustee Fox replied, “Textbooks in the sciences run $200 - $300.”

Trustee Lewis reiterated what was presented and discussed in the March 1, 2016 Committee meeting. She asked “If a student believes the $278 fee is too much versus the lab fee on campus of $48, the
student still has the option to register and take the lecture on line and lab on campus, or take both on campus in order to achieve a cost saving?”
Dr. Ellenberg replied, “Yes, that is correct.”

Trustee O’Sullivan asked, “What do we know about other universities in the SUS and how have they approached this cost and this problem?”
Dr. Ellenberg said UWF is not aware of any other university within the state doing this right now. Virginia Tech uses this form of instruction.”

Trustee O’Connor asked, “Will this give students an opportunity not to have to drive to UWF campus from wherever they are and the cost savings associated with that?” Trustee Fox said “Yes, that is correct. This is cost-effective for the student because he or she can learn and experience hands-on lab work wherever they are.”

Trustee McBurney said, “This is an option for students. It provides the flexibility for students who enjoy online classes while maintaining the quality of the class itself. This is great for students. We need to be sure as we move forward, to publicize the fees associated so students know well before enrolling in the class.”
Dr. Ellenberg explained this course will be offered as a separate online section and students will be made aware of the costs of the different materials and supplies at the time they register for the course.

General Counsel Pat Lott stated “This is simply a materials and supplies fee, it is not a special fee for this particular course. Under Florida Statute 1009.2414i this Board is authorized to set materials and supplies fees in an amount that is sufficient to offset materials and supplies that are consumed in the course of instruction.

Trustee Lewis asked one more clarification from Dr. Fox, “This course is a course that is in great demand on campus. You mentioned the course on campus is nearing its capacity to service the number of students who are requesting it each semester. So, by offering this online alternative, will we provide greater access to the student body and allowing them to complete their coursework.”
Trustee Fox replied, “That is correct. We are maxed out on the facilities on campus and this alternative method will allow UWF to offer this section to more students, more often.”

Dr. Ellenberg stated, “We understand that this is a departure. We are being asked as a system to deliver more high-quality programs on line. There are costs when we want to offer hands-on labs to students. This was brought before the BOT as something to consider. We have had a candid and open discussion on this. We will track the demand and the course. This is a pilot to see where we are and where we can go. He stated he is pleased that Biology is willing to move forward with this online delivery and instruction. We will report back to the Board if you choose to approve it. We are waiting on action on this by the Board before enrolling students on Monday.”
President Bense remarked, “One of the important ripple effects of this course, is it gives the option for a timely graduation for our students. When students have to wait a semester or two to get into a course or lab, that is expensive. This gives an option for a timely graduation to the student, allowing cost savings to the student and the university.”

Trustee O’Sullivan asked, “Will the course always be offered on campus?”
Trustee Fox replied, “Yes, this is one of our largest classes.”

Trustee O’Sullivan asked, “Is it possible in our communications to state this course is also available on campus for anyone who may be concerned about the cost of the online lab?” Trustee Fox said that is an easy disclaimer to include.
Trustee O’Sullivan recommended that be done.

Chair Bear summarized to the Board, “Our job is to prepare students for the workplace. He added, If UWF is doing a good job in that, great. If UWF needs to add programs for the convenience for students who do not come to campus, we need to add those programs. UWF must stay focused on the fact that we are leaders in the economic development of our region and we have an obligation to provide those courses to put students on track to secure high earning position in jobs when they graduate.”

Trustee Walton asked, “If the fee is not approved, this course will not be offered online?” Trustee Fox replied, “That is correct.”

Trustee O’Sullivan asked that UWF and the Biology department continue to try to drive the cost down as we move forward.

Chair Bear asked for a motion to Approve Consent Agenda Item G. New Online Material and Supply Fee for Biology.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Susan O’Connor
Motion passed unanimously.

5. ACTION ITEMS

1. Approval of BOT Resolutions in Recognition of Service.

Chair Bear presented a resolution to Senator Don Gaetz. Senator Gaetz was in attendance to accept his recognition.

Chair Bear asked for a motion to Approve BOT Resolution 2016-2 in Recognition of Service for Senator Don Gaetz.
Motion by: Trustee Garrett Walton
Seconded by: Trustee Bentina Terry
Motion passed unanimously.

Chair Bear presented a resolution in recognition of service to the Board of Directors to Trustee Pam Dana. Trustee Pam Dana was not in attendance and her resolution will be given to her at a later date.

Chair Bear asked for a motion to Approve BOT Resolution 2016-1 in Recognition of Service for Trustee Pam Dana.

Motion by: Trustee Mort O’Sullivan
Seconded by: Trustee Dave Cleveland
Motion passed unanimously.

6. RECOGNITIONS

Chair Bear called on Meghan Barter, Senior Associate Athletic Director who introduced Head Swimming Coach, Andrew Hancock. Coach Hancock introduced and recognized swim team members and Individual National Champions, Theresa Michalak and Monica Amaral who is the NCAA Diver of the Year.

Chair Bear called on Provost Saunders to recognize Dr. Melinda Bowers, Director, UWF Emerald Coast Fort Walton Beach Campus. Dr. Bowers welcomed the Board and all guests present. She and her staff offered to give campus tours to anyone who would be interested.

7. PRESIDENT’S REPORT

President Bense thanked Dr. Melinda Bowers, Director of the UWF Emerald Coast campuses and her staff for hosting us today. She explained that Dr. Bowers assumed her role as Director in July, 2015 and is doing a great job leading and supporting the UWF Emerald Coast campus staff, faculty, students, programs and the surrounding community.

President Bense explained that the UWF Emerald Coast campus prides itself on offering small class sizes and a group of highly-capable teacher-scholars. She went on to explain that under Dr. Bowers direction, the faculty and staff here are offering personalized, hands-on learning experiences that inspire the students to realize their full potential academically, personally and professionally.

University News

- In an effort to continue making strides toward creating a safe, clean and healthy learning and working environment, President Bense explained that UWF has adopted a Tobacco-Free Campus Policy that will become effective on August 1st. This decision was made following an
extensive process and the university has developed accessible smoking cessation programs to help those who want to break their tobacco addictions.

- President Bense announced that UWF’s College of Business Executive Mentor Program and Pen Air Federal Credit Union will host the spring Financial Boot Camp on Wednesday, March 30th. The boot camp is designed for students and is free and open to the public. The spring camp will feature two speakers from Pen Air Federal Credit Union who will present lectures on “Budgeting for Life After College” and “Renting vs. Owning – Understanding your Options.”

- President Bense congratulated Dr. Andrew Holdnak for receiving The Resort and Commercial Recreation Association’s 2015 Excellence in Research Award. She explained that Dr. Holdnak is the Associate Chair of the UWF Department of Hospitality, Recreation and Resort Management at the UWF Fort Walton Beach Campus. The award recognizes Dr. Holdnak’s case study entitled “Comparing 2010 Gulf Oil Spill Estimated Tourism Impacts on Escambia County, Florida, Using Bed Tax Collection Data (Versus STR Data).”

- President Bense reported that the Military and Veterans Resource Center at UWF is expanding its Mentoring and Counseling Program. The expansion is made possible in part by additional funding from the Florida Legislature. The program currently serves 1,700 UWF students each year. The program’s expansion will provide additional outreach to students using Veterans Affairs benefits, but also to veterans, dependents of veterans and active duty military who are no longer eligible. The expansion will require increased staffing at the MVRC and will create four new jobs.

Research & Sponsored Programs

For the period from 7/1/15 to 3/21/16:

- **84 Proposals** were Submitted representing a value of **$22,207,918.00**
- **58 Awards** were Received for a total of **$5,897,853.00**

Advancement

President Bense reported that as of March, 2016, University Advancement has raised nearly $8.8 million dollars since the beginning of the fiscal year as Dollars in the Door, exceeding the fundraising goal 231% for the year.

She provided brief highlights of major gift announcements since the last Board of Trustees meeting including:

- $5 million dollar check for the College of Science and Engineering was received from Hal Marcus on January 15th.
- The Robinson-Hall Farmstead property donation to Historic Trust was finalized and is valued at $550,000.
- $100,000 gift commitment from Dr. Tony Pelezzio for Athletics – Football
$100,000 gift received from Dr. Bob Kimball toward COB endowment scholarship

On February 29th, we announced the McMillan Foundation & Trust $250,000 gift commitment to the College of Health

Legislative Budget Update

President Bense reported that less than 2 weeks ago the legislature passed the budget for the 2016-2017 fiscal year.

- UWF maintained all of the new recurring UWF issues from last year
  - a. Additional Operational Support - $2M
  - b. Office of Economic Development and Engagement - $5M
  - c. Physicians Assistants - $2M
  - d. Military and Veterans Center - $250k
  - e. UWF did not lose any recurring funding, some schools were not so lucky.
- UWF received $10.8M for the second of 3 installments on the Laboratory Sciences Annex - Building 58
- UWF received $1.5M in funding for the system wide initiative, housed right here at UWF, the Integrated Library System.
- The budget provides the SUS Performance Funding program with $275M from university bases and $225M in state investment. This brings UWF's total performance funding to $500M.
- The budget caps the Distance Learning Fee at $30 per credit hour. (UWF's current fee is $15)
- The Governor has already signed the budget with about $250M in vetoes. No UWF items in the budget were vetoed.

Legislator Thank You

- UWF's success in securing funding to sustain the university and allow us to continue to provide a first class comprehensive education to our students is in no small part because of our local legislators.
- UWF's local delegation members are active and powerful advocates for the university. She stated the audience just heard about what Senate President Gaetz has accomplished for UWF. However, UWF’s entire delegation has been instrumental in funding and supporting UWF. She thanked Senators Gaetz and Evers, Representatives Ingram, Broxson, and Hill for their relentless efforts and advocacy for UWF.
- She thanked the leadership in Tallahassee as they have been incredibly supportive of UWF as well. She thanked Speaker Crisafulli and President Gardiner.
- President Bense said Speakers and Presidents cannot do everything alone. They put their trust in their committee chairman to handle very significant tasks. Chairman Tom Lee and Speaker Designate Richard Corcoran, along with their sub chairs President Don Gaetz and Chairman Eric Fresen have all been very accessible and proponents of higher education and of UWF.
She mentioned two more friends of UWF in the legislature who are terming out in their respective chambers. Representative Marlene O’Toole has been a huge supporter of UWF. Dr. Bense added that Rep. O’Toole was a big advocate for us in creating the Complete Florida Program and for transferring the Florida Virtual Campus to our Innovation Institute. These two statewide programs are very important to Florida’s students and educators and we are very thankful of her trust in us. Senator Detert has been a good and personal friend to President Bense and has been very supportive of UWF, especially FPAN. Senator Detert will be greatly missed in the Legislature but will hopefully be able to continue to serve her community on the county commission.

**Board of Governors Meeting/Performance Based Funding Scores**

- Last week the Board of Governors was on campus for their scheduled BOG meeting. During the meeting, they released the Performance Funding Scores. This is the 3rd year with these metrics and we continue to struggle with our scores. UWF scored a 57 on the new 100 point scale. Only UNF scored lower at 56. The BOG set their threshold for not losing any money at 51, so UWF will keep all of its base funding. This does not include last year’s new funding as it is non-recurring. The BOG has not set the threshold to be eligible for new funding.

**Legislation Changes**

- The Legislature passed 2 major pieces of legislation impacting Higher Education.
- The first bill makes significant changes to the several higher education funding issues.
  - Creates the emerging preeminent program.
  - The bill codifies (making permanent) the State University System performance funding program and makes a few changes to the metrics.
    - The performance funding metric which measures the percent of graduates either employed full time or continuing education must include a wage threshold to reflect the value of a baccalaureate degree.
    - The bill also creates two thresholds universities must meet: One threshold to receive our money back and a separate one to be eligible for new money.
  - Dr. Bense pointed out changes made to Boards of Trustees
    - Now allows the BOT chair to be elected to a third term, if approved by 2/3rds majority.
    - The BOT chair is now required to notify the BOG or Governor (whomever appoints them) if a trustee has three consecutive unexcused absences in any fiscal year.
    - Within 2 weeks after a BOT meeting; UWF must post on our website the minutes, vote history, and attendance of each trustee.
- The second bill is the Governor’s college affordability bill.
  - This bill requires the BOT to post any tuition or fee increase 28 days before it is voted on.
Requires several changes to try to make textbooks more affordable. A few highlights are:

- Encourages bulk purchases of digital textbooks
- Requires universities to post textbooks for 95% of all course sections 45 days before the beginning of classes.
- Requires the Board of Governors to implement textbooks policies to minimize textbooks costs.
- The board of trustees must submit a report to the chancellor by September 30 each year relating to textbook affordability.

Preeminent University

- The Legislature created the Preeminent University Program in 2013.
  - This program provided additional funding to universities that met 11 out of 12 metrics.
  - Only two universities meet this standard. UF and FSU.
  - Preeminent Universities will share $20M in new funding this year.
- This session, the Legislature created the emerging preeminent program.
  - This identifies universities that meet 6 of 12 preeminent metrics as emerging preeminent and awards those universities with a proportionate share of funding provided for the program. This year it is $10M which is expected to be shared by 2 universities (USF and UCF).

- UWF should not focus solely on performance funding metrics scores and set a big goal.
  - The changes to the preeminent metrics and the creation of the emerging preeminent program provide us an opportunity to be a different institution, an “emerging preeminent” institution.

President Bense explained that Provost Saunders will be making a formal presentation to the Board a little later in the meeting Requesting Approval for UWF to Develop a Strategic Plan to Achieve Emerging Preeminent University Status.

Dr. Bense said with that Mr. Chair, I conclude my report.

8. COMMITTEE REPORTS

Audit and Operations Committee – Susan O’Connor, Chair
The Audit & Operations Committee met on March 1st. The committee had five action items and four information items presented.

Action Items

1. Adoption of Amended BOT Audit & Compliance Committee Charter presented by Ms. Betsy Bowers, Associate Vice President for Internal Auditing.
With the creation of an UWF Compliance Office, it is necessary to revise the Board of Trustees committee charter to reflect this new activity. Accordingly, the Audit and Operations Committee, which from the Finance, Administration and Audit Committee in December 2011, is being changed to the Audit and Compliance Committee. The Operations aspect of this committee is being moved to the Finance and Facilities Committee (which will become the Finance, Facilities, and Operations Committee). Other resources used in developing the committee’s charter include the Association of Governing Boards, the Institute of Internal Auditors, and the Society for Corporate Compliance and Ethics.

The Audit and Compliance Committee’s primary purpose will be to assist the Board of Trustees in its oversight responsibilities relating to: the integrity of the University’s financial reporting processes, the systems of internal control, the University’s compliance with legal and regulatory requirements, the independence and performance of the audit and compliance processes, and UWF’s process for monitoring compliance with laws, regulations, rules, and code of conduct.

In conjunction with General Counsel and Associate Vice President, Internal Auditing and Compliance, revised the charter to reflect these changes and is attached. The committee’s composition and required number of meetings are described in the charter.

2. Approval of Updated Department Charter for Internal Auditing and Compliance Operation

was presented by Betsy Bowers.

To comply with the Institute of Internal Auditing (IIA) Standards (internal auditing professional standards, the UWF internal auditing function must have in place an internal auditing charter. With the creation of an UWF Compliance Office as part of Internal Auditing, it is necessary to revise the charter for the Internal Auditing and Compliance Office to reflect this new activity. Accordingly, the department is renamed from Internal Auditing and Management Consulting. The charter was last updated in March 2012. Other resources used in developing the committee’s charter include the Institute of Internal Auditors, the Society for Corporate Compliance and Ethics, the Association of Certified Fraud Examiners and ISACA.¹

Changes made to the charter are as follow:

- Change of name of the Board of Trustees committee from Audit and Operations to Audit and Compliance.
- Incorporate compliance activities as a separate section in the charter.
- Adopt enhanced language regarding coordination with external auditors and services provided to Direct Support Organizations.
- Incorporate operational facets related to investigations and complaints.
- Incorporate verbiage consistent with pertinent professional standards.
In conjunction with General Counsel and Associate Vice President, Internal Auditing and Compliance, the charter was prepared.

3. **Approval of BOG Required Internal Audit Report: Performance Funding Data Integrity 2015** presented by Betsy Bowers.

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

The audit report included two findings as follows:

1. Management identified an error in application of the BOG definition/rule for calculating University GPA. The programming algorithm included prior and current semester credit hours instead of prior term credit hours only, as BOG definition prescribes. If a correction had been made prior to the submission, the Academic Progress Rate, Metric 5, would have resulted in one additional point for UWF in the 2014-15 reporting period; however, it would have not affected the overall ranking of UWF among the SUS institution or the amount of funding received by any of the SUS institutions. We recommended coding related to BOG metrics should be reviewed for accuracy and independently validated prior to submission. During our audit, management implemented an independent, dual validation procedure prior to submission.

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


To provide UWF Senior leadership a short, clear overview of the PCard audits completed during the quarter and highlight results. Our main objective is to report the status of PCard audits and any issues or findings requiring action.
Internal Auditing has been charged with auditing PCard holder and approver activity as well as departmental activities and internal controls. The objectives of these audits were to determine if departments complied with UWF PCard policies and procedures, as well as to evaluate the level of understanding of PCard policies among PCard holders and approvers. UWF presently has 443 PCard holders distributed across 140 departments.

Files were well organized. Staff was well trained in PCard procedures. There was strong separation of duties.

Twelve (12) departments encompassing 30 cardholders were examined on a sample basis. Individual reports were distributed to department heads and Procurement & Contracts upon completion of the audits. The totals below show the volume of activity occurring for these twelve departments and the amount tested. All reports are available from Internal Auditing.

5. **Approval of Revision of University Policy HR-18.00-2004/07 Hours of Work and Benefits** presented by Jeff Comeau, Associate Director of Human Resources.

The University’s Hours of Work and Benefits policy was originally adopted by the Board of Trustees in July 2004. On February 15, 2016, a change in the text of this policy was circulated to the University community for comment. No comments related to the proposed changes have been received to date. There is a 30-day comment period for proposed amendments to University policies. The comment period was completed by March 24, 2016.

The proposed changes relate to the timing of payment for unused annual leave for employees who convert from leave accruing positions to non-leave accruing positions and for employees who convert from annual leave accruing positions to OPS positions. The proposed language would allow for payment of unused annual leave at the time the employee separates from the University for those who convert to non-leave accruing positions, at the rate of pay the employee earned at the time of the transition. The proposed language would allow for payment of unused annual leave at the time of conversion for employees who convert to OPS positions. In either case, employees would be permitted to take an annual leave payout only one time during their employment with the University.

**Information Items**

1. **External Audit: Financial Exam of Florida SBDC Network** was presented by Betsy Bowers.

Pursuant to 15 USC 648 §21(k)(1) of the Small Business Act and the Code of Federal Regulations (CFR) 13, Part 130 requires the Small Business Administration (SBA) to perform a financial and programmatic examination every two years. The examination of the Florida Small Business Development Center (FL-SBDC) network was conducted for the Program Year 2014.

After filling out SBA’s Risk Assessment Questionnaire and providing supporting documentation electronically, the Florida SBDC Network received a Level Two Review (limited scope desk review). This
occurred during July-October 2015 and focused on internal controls at the Lead Center (State Director’s Office-Pensacola) and the financial activities of the Florida Small Business Development Centers (FL SBDC) at Miami-Dade (Broward County), Ft. Lauderdale, and SBDC at Indian River College.

Objectives of the audit were to determine if adequate controls were in place to ensure:

1. Accuracy of the reported financial and management data;
2. Whether costs incurred and claimed for reimbursement were allowable and allocable; and
3. Compliance with program policies, operating procedures, applicable laws and regulations.

Results: The FL SBDC network is in compliance with:

1. Financial reports being submitted timely;
2. The monitoring of the financial aspects of its service centers;
3. Time & Effort recordkeeping requirements;
4. The monitoring of its Cash Disbursement requirements;
5. Indirect cost requirements;
6. In-Kind Cost requirements; and
7. Program Income requirements.

There were no findings in this audit report.

2. **External Audit: Intercollegiate Athletics Financial Statement Audit** was presented by Betsy Bowers.

Annually, a financial audit is conducted of the UWF Intercollegiate Athletics. This is to comply with NCAA Bylaws. To ensure compliance, the Associate Vice-President of Internal Auditing and Management Consulting performed a cursory review of the documents and determined each met the requirements.

Results: UWF 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:

- Revenue from student athletic fees increased from $5,510,929 in 2014 to $5,656,393 in 2015; however, revenue from direct institutional support (including university scholarship support) decreased from $1,424,751 in 2014 to 1,190,085 in 2015.
- Total operating expenses increased from $7,187,785 in 2014 to $8,098,693 in 2015 primarily due to an increase in personnel services and scholarships.
- Unrestricted Net Position decreased by $146,260 during the fiscal year.
3. **WUWF-FM Financial Audit** was presented by Betsy Bowers.

Annually, a financial audit is conducted of the WUWF-FM, a public telecommunications entity operated by UWF. This is to comply with the Corporation of Public Broadcasting (CPB) community service grant requirements. To ensure compliance with these requirements, the Associate Vice President of Internal Auditing and Management Consulting performed a cursory review of the special purpose financial statements and determined WUWF Public Media was in compliance.

Results: 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. Results of testing disclosed no instances of noncompliance or other matters that were required to be reported.

Financial Highlights:
- Operating revenues were $1,780,472, down $366,944 from prior year and operating expenses totaled $1,957,076 which is down $85,274 from prior year. The operating revenue decrease was attributed to a decrease in the community service grant funds from the Florida Department of Education used for programming production expenses. The decrease in operating expense were spread equally among each functional expense area.
- WUWF-FM experienced a decrease of $35,219 in operating revenue due to market losses on investments.

4. **Internal Auditing Activities** was presented by Betsy Bowers.

Ms. Bowers provided the Committee with an overview of activities within Internal Auditing and Compliance including status of audit in process; status of advisory/consulting activities; compliance operation; and other miscellaneous items

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

The Finance & Facilities Committee met on March 1 and had three action items and three information items presented.

**Action Item**

1. **Approval of BOT Finance, Facilities and Operations Committee Charter Update** was presented by Dr. Steve Cunningham, Vice President and CFO.

The Finance and Facilities Committee charter and name will be updated to also incorporate operational aspects of university administration, which are closely associated with the current charter of the Finance and Facilities Committee. This update is being coordinated with the charter update and renaming of the Audit and Operations Committee to the Audit and Compliance Committee.
The Finance, Facilities and Operations Committee (FFOC) charter and scope is consistent with the committee structure practiced by most public universities. The primary purpose of the FFOC will continue as the Committee charged with assisting the Board of Trustees to fulfill oversight responsibilities relating to financial affairs and facilities, with the expanded scope of university operations including strategic planning, infrastructure utilization and maintenance, human resources, property management, and other related functions. This scope update is intended to facilitate a holistic consideration of financial, facility, and operational factors as interrelated components.

The FFOC charter update has been coordinated with the General Counsel and President’s Cabinet.

2. **Approval of New Online Material and Supply Fee for Biology** was presented by Vice Provost George Ellenberg.

The Biology department is expanding a long-existing face-to-face course in Anatomy and Physiology I to online for both lecture and lab. To enhance the lab experience, the department requests a Material and Supply fee to purchase laboratory kits that will be mailed to students in order to provide a hands-on lab experience in the online setting. The kits are provided by HOL (holscience.com) at a cost of $278. This cost is greater than the allowed Material and Supply fee of $48 approved for face-to-face lab courses. This request is for approval of the higher fee for the online lab section.

3. **Approval of Revision to UWF Historic Trust BYLAWS** was presented by Dr. Brendan Kelly, Vice President for University Advancement.

The revision of the BYLAWS is intended to refine and clarify the articulation of the organizational structure, remove legacy language that is no longer relevant and add two defined board positions (member of the UWF BOT and representative of the UWF Student Government Association).

The statute that created the West Florida Historic Preservation, Inc., (now commonly known as the UWF Historic Trust) requires four Directors, known as Mandated Directors, be the foundation of the Board of Directors (President of the University, a licensed architect, a professional historian in the field of American History, and a professional archaeologist). The change to the BYLAWS would adhere to the requirement of the statute while adding two Mandated Directors to the Board of Directors.

The following updates and revisions have been made to the UWF Historic Trust BYLAWS:

- The board officer positions of President and Vice President shall be updated to Chair and Vice Chair, respectively. This will align the officer titles with the organizational outline of other UWF boards (BOT, BEI, UWF Foundation, Inc.) and differentiate board officers from staff.
- A member of the BOT is added to the list of Mandated Directors.
- A member of the UWF Student Government Association is added to the list of Mandated Directors.
- The position and function of CEO position (assigned to Vice President of University Advancement by the UWF President) is articulated in the BYLAWS.
- The position of the Executive Director is clarified in the BYLAWS.
Additionally, upon the advice of UWF Historic Trust legal counsel, legacy language that is not relevant to UWF Historic Trust is removed from the BYLAWS.

**Information Items**

1. **FY 2015-16 2nd Quarter Operating Budget Summary** was presented by Colleen Asmus, Associate VP for Finance. Ms. Asmus provided the trustees with a FY 2015-16 Operating Budget Summary and a report at the end of the second quarter with budget-to-actual results for each fund group including a Life-to-Date Capital Budget.

2. **UWF Business Enterprises, Inc. Update** was presented by Dr. Steve Cunningham, UWF BEI CEO. The update provided the Committee with an overview of recent activities, including the Scenic Hills property and Argonaut Village.

3. **Promulgation of UWF REG 5.003 Skateboards and Similar Devices.** This agenda item was presented as an action item later in the Board meeting during the Student Affairs Committee meeting. The proposed regulation converts University Policy SA-21.00—05/09 to a university regulation and includes appropriate provisions for similar devices. This is necessary as it also applies to persons outside of the campus community. The intent is to establish a regulation governing the use of skateboards and similar devices on property owned or controlled by the University of West Florida Board of Trustees in order to minimize disruption, injury to persons and damage to property.

**Academic Affairs Committee – Bentina Terry, Chair**

The Academic Affairs Committee met on March 1st. They had four action items and one information item presented.

**Action Items**

1. **Approval of Academic Calendars** was presented by Dr. Joffery Gaymon, Asst. Vice President for Enrollment Affairs.

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 proposed Academic Calendar(s) for 2017-18, 2018-19, 2019-20 & 2020-21 were provided to the Committee.

2. **Request to Offer New Degree Program – Bachelor of Science in Mechanical Engineering (BSME)** was presented by Dr. George Ellenberg, Vice Provost.

The University of West Florida (UWF) proposes to offer the Bachelor of Science in Mechanical Engineering degree program (CIP code 14.1901).
The proposed degree program was initiated in direct response to the increased workforce demand for mechanical engineers in Northwest Florida and consistent requests to start such a program by the local community. Northwest Florida is home to many military installations and numerous technology and service companies that support military operations. In addition, Northwest Florida is considered a hub for advanced manufacturing.

Based on feedback from potential local employers obtained through two surveys conducted in the spring 2015 semester, the program will emphasize machine design, manufacturing, energy, and fluids. As is the case with the vast majority of BSME degree programs in the United States and the State University System of Florida (SUS) institutions in particular, this program will require completion of 130 credits hours.

Graduates of the proposed BSME degree program will have many jobs opportunities in Northwest Florida and beyond. Mechanical engineers find career opportunities in a wide range of settings, such as aerospace, manufacturing, energy, environment, transportation, materials, and structures, and public-sector positions with federal, state, and local governments. The typical job applies the principles of engineering, materials science, thermal sciences, mechanics, mathematics, and physics for the design, analysis, manufacturing, and maintenance of mechanical systems. According to the US Federal Bureau of Labor Statistics, the demand for mechanical engineering is expected to continue to grow. With a national median starting salary of $63,137 and a median salary of $83,060 (U.S. Bureau of Labor Statistics), mechanical engineers enjoy one of the highest salaries among graduates with a 4-year degree.

The Board of Governors has designated Mechanical Engineering as a program of strategic emphasis.

3. Requests to Offer New Degree Programs, Effective Fall 2016 – Bachelor of General Studies; Bachelor of Science in Healthcare Administration; Bachelor of Science in Biomedical Sciences was presented by Dr. George Ellenberg, Vice Provost.

At the beginning of this agenda item presentation, Vice Provost Ellenberg, on behalf of the Division of Academic Affairs, requested that only two of the three new degree programs that had been submitted to the Academic Affairs Committee – Bachelor of General Studies and Bachelor of Science in Biomedical Sciences – be brought before the Committee as action items.

In addition, the Division of Academic Affairs requested to halt action on the Bachelor of Science in Healthcare Administration at this time.

The University of West Florida (UWF) proposes to offer the following six (3) new degree programs effective Fall 2016. The Faculty Senate reviewed and approved a “Request for Waiver of Request to Explore and Plan a New Degree” for each of the proposed degree programs.
Bachelor of General Studies Degree Program (CIP Code 30.0000)

The proposed Bachelor of General Studies (BGS) degree program provides interdisciplinary study across academic disciplines and professional fields. It is designed for nontraditional, undergraduate students whose age, residence, academic interests, or career objectives require a more individualized university degree. The BGS degree program is designed to accomplish the following:

- meet UWF's mission to provide students with access to high-quality, relevant, and affordable undergraduate learning experiences, and therefore better serve the general educational needs of region;
- provide students an opportunity to earn a bachelor's degree while maintaining family, military and/or employment obligations;
- offer a degree option including studies in several disciplinary areas; and
- provide students an opportunity to build upon the associate of arts degrees offered by two-year colleges.

Bachelor of Science in Healthcare Administration Degree Program (CIP Code 51.0701)

The proposed Bachelor of Science in Healthcare Administration (BSHA) degree program develops healthcare administrators to promote the health and well-being of the populations they serve. Students in the degree program will learn foundational skills necessary to succeed in the healthcare environment and/or enter post baccalaureate academic programs in healthcare administration, public health, or clinical care.

The proposed degree program will replace the existing Bachelor of Science in Health Sciences degree program Healthcare Administration specialization. The proposed degree program is certifiable by the Association of University Programs in Health Administration (AUPHA). Certification by AUPHA distinguishes the highest quality programs and identifies the benchmark for an evidence-based curriculum in terms of knowledge, skills, and abilities in healthcare. This rigorous peer review process will require creation of the BS in Healthcare Administration degree program. The proposed degree program is supported by recommendations from the 2014 BS in Health Sciences degree program self-study, program review, and external evaluation.

The proposed BSHA degree program aligns with UWF’s Mission and Strategic Plan, is consistent with the State University System of Florida's (SUS) goals and performance-based metrics, and is designated
by the Board of Governors as a program of strategic emphasis. The proposed degree program meets these criteria in five ways:

1. The SUS has identified Healthcare Administration a Program of Strategic Emphasis and an Area of Critical Workforce need.
2. The proposed degree program is in a field that is relevant and engages the community to improve the quality of life in the Panhandle.
3. The BS in Healthcare Administration degree program provides increased access through its online delivery platform.
4. Pursuit of AUPHA certification status demonstrates a commitment to high-quality education.

Bachelor of Science in Biomedical Sciences Degree Program (26.0102)

The proposed Bachelor of Science in Biomedical Sciences degree program is an undergraduate program of 120 credit hours to be delivered in traditional format at UWF's Pensacola campus. The proposed degree program is broadly designed to prepare students who intend to pursue post-graduate professional training. The proposed degree program is designed to fulfill the prerequisites required for students pursuing advanced degrees in medicine, dentistry, physician assistant, physical therapy, biomedical sciences, and pharmacy, which includes training in biology, chemistry, physics, and math.

The Biology Department at the University of West Florida has offered a Biology degree program, CIP code 26.0101, with a Pre-Professional specialization, since Fall 2004 that has the same purpose as the Biomedical Sciences degree program: to fulfill the prerequisites required for students pursuing advanced degrees in medicine, dentistry, physician assistant, physical therapy, biomedical sciences, and pharmacy. The Biomedical Sciences degree program will replace the Biology degree program, Pre-Professional specialization, so the Biomedical Sciences degree program is not a de novo program in purpose or resource use relative to the Biology Department. The change from a specialization under the Biology degree program (CIP code 26.0101) to the Biomedical Sciences degree program (CIP code 26.0102) is being made to accomplish the following:

- facilitate more efficient tracking of students in the program,
- remove specializations under one degree when another degree serving the same purpose already exists,
- provide a more consistent terminology for degrees relative to existing programs and areas of employment, and
- facilitate more efficient reporting of metrics about the program.

The Board of Governors has designated Biomedical Sciences as a program of strategic emphasis.

4. Approval of Naming Hal Marcus College of Science and Engineering was presented by Dr. Brendan Kelly, Vice President for University Advancement.
During the week of January 19, 2016, Harold E. Marcus, Jr. made a $5-million-dollar gift to the University of West Florida in support of the College of Science and Engineering (CSE). In keeping with the University Of West Florida Board Of Trustees Policy (BOT-08.02-05/14) a gift of $5 million makes possible the naming of a college. Approval is sought to name the Hal Marcus College of Science and Engineering.

For more than 25 years, Mr. Marcus has supported UWF with his first major gift made for scholarship support in Archaeology during the time Dr. Judy Bense served as Department Chair. Additionally, he served on the UWF Foundation, Inc. Board from 1989 to 1998 and is a member of the UWF Heritage Club in recognition of his naming UWF in his estate plan.

Mr. Marcus’s generous gift will be 80% endowed and 20% non-endowed with the goal of the entire gift to help enliven academic excellence in the study of science and engineering at UWF. This gift will provide extraordinary opportunities for students to experience and participate in undergraduate research, competitions teams, national and international study and research, conference travel, scholarships, exposure to high-profile speakers and a host of other high impact and experiential learning opportunities. Additionally, the gift will provide for the purchase and upkeep of state-of-the art equipment and instrumentation used in the college and will also provide opportunities for academic excellence and professional development for faculty.

**Information Items**

1. **University College Reorganization Update** was presented by Dr. Kim LeDuff, Dean, Assoc. Vice Provost University College.

University College at UWF is focused on establishing relationships with incoming students to help them build a firm academic foundation and offer academic and social support as they make the journey to graduation.

As of January 2016, Dr. Kim LeDuff assumed the role of Dean and Associate Vice Provost for University College.

There are 4 primary areas in University College:

- Advising & Retention
- Equity & Diversity
- High Impact Learning
- General Education

There are plans in place for Fall 2016

- First Year Advisors assigned to Academic Colleges
- Academic Foundations Courses for Each College
- An Exploratory program for undecided students
Dr. LeDuff introduced Assistant Deans, Rachel Errington and Dr. Doug Thompson to the Committee.

**Student Affairs – Jay Patel, Chair**

The Student Affairs Committee met on March 1st and had one action item and two information items.

**Action Item**

1. **Promulgation of UWF REG 5.003 Skateboards and Similar Devices** was presented by Peter Robinson, Director of Environmental Health & Safety.

The proposed regulation converts University Policy SA-21.00—05/09 to a university regulation and includes appropriate provisions for similar devices. This is necessary as it also applies to persons outside of the campus community. The intent is to establish a regulation governing the use of skateboards and similar devices on property owned or controlled by the University of West Florida Board of Trustees in order to minimize disruption, injury to persons and damage to property.

The notice of proposed regulation UWF/REG 5.003 was posted to the BOT website on February 19, 2016 and comments were invited. The notice was also published in the February 22, 2015 edition of @UWF and comment was invited. No comments have been received. The required 30-day notice period for the proposed regulation ends on March 22, 2016.

This regulation will become effective immediately upon BOT action.

**Information Items**

1. **Student Case Management Services Fall 2015 Frequency Data** was presented by Dr. Lusharon Wiley, Senior Assoc. Dean and Director of Case Management Services.

2. **Office of Student Rights and Responsibilities – Spring 2015 Frequency Data Informational Items for Review** was presented by Dr. Brandon Frye, AVP, Dean of Students.

Dr. Frye reviewed data for student conduct and academic misconduct cases.

**Presidential Compensation & Contract – Dave Cleveland, Chair**

The Presidential Compensation & Contract Committee met on March 1st and had two sets of minutes to approve and two information items.

**Information Items**

1. **Presidential Compensation and Contract Committee Update** was presented by Chair Dave Cleveland.
At the September 30, 2015 UWF Board of Trustees meeting, Chair Lewis Bear, Jr. appointed six trustees to the Presidential Compensation & Contract Committee to develop guidelines for the new university president’s compensation and contract.

Trustees Cleveland, Bear, Fox, Jones, Lewis, May, and O’Connor worked with university staff to prepare and send out a request for quotations to provide executive compensation advisory services and conduct a Presidential Compensation and Benefits Study. The committee reviewed numerous proposals and selected Sibson Consulting to formulate the study.

Since September, Sibson Consulting has worked to provide a Peer Group Assessment and Market Analysis. Their project approach has included:
- **Data Collection and Review** – current and historical UWF presidential compensation data.
- **Stakeholder Interviews** – interviews with Trustees to gather information on UWF’s strategic priorities, operating culture and compensation philosophy.
- **Peer Group Development Validation** – of UWF’s peer and aspirant institution’s data.
- **Assessment Report** – Presented later in the March 1, 2016 Committee meeting.

2. **Presidential Compensation and Contract Committee Update** was presented by Mr. Jason Adwin, Senior Vice President, Sibson Consulting.

Mr. Adwin made a formal presentation to the UWF Board of Trustees Presidential Compensation and Contract Committee on *The University of West Florida Presidential Compensation Assessment*.

**UWF Presidential Search – Mort O’Sullivan, Chair**

Chair Bear asked Trustee O’Sullivan for an update on the UWF Presidential Search.

Trustee O’Sullivan introduced Julie Holley, Principal Executive Search Consultant and Shelley Feather, Library Practice Leader & Executive Search Consultant from Greenwood/Asher & Associates executive search firm. Ms. Holley thanked the Board for the opportunity to attend the Board meeting and to assist the UWF Presidential Search Committee on the selection of the new university president. She remarked how well the March 7th and March 8th open forum sessions went.

Trustee O’Sullivan gave an update on the Presidential Search to the Board.

On December 10, 2015, BOT Chair Lewis Bear, Jr., appointed the UWF Presidential Search Committee and Trustee Mort O’Sullivan was appointed as chair.
On February 1, 2016, the Search Committee convened and Chair O’Sullivan appointed chairs and members to two subcommittees. He appointed Jason Crawford, Steve Kass, Eric Kollar, Chris Thrasher, Pat Wentz and P. C. Wu as members of the Search Firm Selection Subcommittee and Trustee as its Chair. He appointed Pam Dana, Athena DuPre, Rick Harper, Scott Keller, Collier Merrill, Steve Riggs and Bentina Terry as members of the Presidential Position Profile Subcommittee and Trustee Garrett Walton as its Chair.

At the February 22, 2016 Search Committee meeting, Trustee Jay Patel, Chair of the Search Firm Selection Subcommittee provided a recommendation to the Search Committee to approve Greenwood/Asher & Associates, Inc. to serve as UWF’s presidential search firm. The Search Committee voted and approved the recommendation.

On March 7 and 8, 2016, Chair O’Sullivan, the UWF Presidential Search Committee and two consultants from Greenwood/Asher held open forum meetings with UWF constituents and stakeholders including Trustees, President Cabinet members, faculty, staff, students, alumni, UWF board members and sixty-five community leaders to provide feedback opportunities to all who participated.

An online form has been created and placed on the UWF Presidential Search website so anyone can provide comments or questions which will be sent anonymously directly to Greenwood/Asher & Associates search firm. The online comment form will be published online through March 23rd. All comments gathered will be taken into consideration as the Search Committee, Subcommittee and Greenwood/Asher & Associates develop the presidential position profile.

The Presidential Position Profile Subcommittee is scheduled to meet with Greenwood/Asher & Associates on April 18, 2016 to critique the position description. On April 25th, a meeting has been scheduled for the Subcommittee, Search Committee and Search Firm to finalize the position description so the position can be advertised and candidates can be recruited.

Greenwood/Asher will begin actively recruiting candidates before the end of the Spring term and throughout May, June and July.

Updates on the Presidential Search will be provided to the Board on an ongoing basis.

FULL BOARD ACTION ITEMS (Cont’d)

2. Approval of Naming the Hal Marcus College of Science and Engineering was presented by Dr. Brendan Kelly, Vice President of University Advancement.

During the week of January 19, 2016, Harold E. Marcus, Jr. made a $5-million-dollar gift to the University of West Florida in support of the College of Science and Engineering (CSE). In keeping with the University Of West Florida Board Of Trustees Policy (BOT-08.02-05/14) a gift of $5 million makes possible the naming of a college. Approval is sought to name the Hal Marcus College of Science and Engineering.
For more than 25 years, Mr. Marcus has supported UWF with his first major gift made for scholarship support in Archaeology during the time Dr. Judy Bense served as Department Chair. Additionally, he served on the UWF Foundation, Inc. Board from 1989 to 1998 and is a member of the UWF Heritage Club in recognition of his naming UWF in his estate plan.

UWF Board of Trustees Policy BOT-08.02-05/14 states “Upon recommendation of the University President, it is the responsibility of the Board of Trustees to approve any naming recommendations.”

Chair Bear asked for a motion to Approve to Name the Hal Marcus College of Science and Engineering.

Motion by:  Trustee Garrett Walton
Seconded by:  Trustee Bentina Terry
Motion passed unanimously.

3. Approval of 2016-2017 UWF BOT Meeting Calendar was presented by Chair Bear.

The UWF Board of Trustees is scheduled to meet four (4) times annually during FY 2016/2017. BOT committee meetings are scheduled two-four weeks prior to full Board meetings when possible. The dates below have been chosen with the Board of Governors and UWF Foundation Board of Directors meeting dates in mind. BOT conference calls and emergency meetings will be scheduled as needed.

Chair Bear asked for a motion to Approve the 2016-2017 Calendar of BOT Meeting Dates as presented.

Motion by:  Trustee Bob Jones
Seconded by:  Trustee Susan O’Connor
Motion passed unanimously.

4. Approval of Presidential Evaluation was presented by Chair Bear.

President Judith A. Bense submitted her annual self-evaluation to the Board of Trustees on February 1, 2016 as required by the BOT. She utilized the model and format previously established by the BOT, as well as, the Metrics Dashboard that was created by the Metrics Ad Hoc Committee in 2014.

Chairman Bear requested that each trustee complete a confidential survey regarding presidential performance, as well as, ideas for the betterment of the institution. Ten trustees completed the survey. The summary of evaluation scores is presented below:
<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhanced Student Access, Progression &amp; Learning</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distinctive Teaching, Scholarship &amp; Research</td>
<td>4</td>
<td>4</td>
<td>-</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Valued Partnerships</td>
<td>9</td>
<td>-</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainable Institutional Excellence</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chair Bear asked for a motion to Adopt the Presidential Evaluation 2015 as Proposed and Delegate Chair Bear to submit an Evaluation Summary to the Board of Governors.

Motion by: Trustee Jay Patel
Seconded by: Trustee Bentina Terry
Motion passed unanimously.

Chair Bear explained that he assigned a numeric value of 4 points to an A, down to 1 point for a D and he took an average divided by 40 different items/responses and came up with a rounded score of 83 points. In the past, when we have evaluated the President, we have also considered salary and bonus opportunities for our President. He has spoken to Dr. Kelly and confirmed that the UWF Foundation provides the opportunity to provide the president with up to a 15% bonus. He then opened the meeting up for discussion of considerations or interest on this matter.

Trustee O’Sullivan said he believed what the Board does should reflect the scores just discussed. He proposed staying in line with what is revealed in those results and the Board should approve a 12% bonus for President Bense.

Trustee Cleveland added, “In light of the compensation data of the assessment presented earlier in the meeting, no bonus would put us below the median of our peers, the bonus would put us slightly above the median (50-70th percentile). In comparison to our peer groups, he believed that number keeps UWF within the norms of the comparative sampling.

Trustee Jones stated, “UWF had significant accomplishments this past year. One in particular was our reaccreditation which was very well done and reflected well on the university. He reminded trustees that last year, the Board approved a new presidential contract and in that contract the Board increased the President’s post presidential compensation over the existing contract by over $250,000.00. According to his calculations, the contract now in place has compensation after December 31, 2016 for four years of over $800,000.00. Also, last year President Bense received the pay increase the other UWF employees received. In looking at the metrics and the scoreboard, UWF made very good progress on a number of the metrics last year, but out of the twenty-seven the Board selected to evaluate the President, eleven of them went in the wrong direction. He said he does not hold the President personally responsible for those, however, we tend to give the President praise for the good things and we should hold the leadership responsible. He believed we have an adequate and fair compensation for our President and he did not feel we had a bonus year. UWF had an acceptable year with some
great things that happened, but we look forward to achieving even more things. He stated that he regretted having to disagree with the Board, but he does.

Trustee O’Sullivan said, “It is important at this stage, as we search for a new president and attract talent to the university, that we show we value performance and are willing to award for that.”

Trustee O’Sullivan made a motion the Board approve a 12% bonus for President Bense. Seconded by: Trustee Dave Cleveland

Discussion:
Trustee Walton said that on March 8, 2016, UWF hosted a Presidential Search Open Forum meeting downtown. Sixty-five community leaders attend the and the attendees had great input toward the search process. Majority of them commented positively on President Bense’s leadership and the value she places on community partnerships. These were spontaneous comments. He went on to say that UWF is looking to become an emerging preeminent university and we need to step up. He was in agreement with the 12% or even higher.

Trustee Terry said the bonus should be looked at singularly based on President Bense’s collective performance through the course of the past year. She agreed the 12% bonus is consistent with what the Board collectively believes about President Bense’s performance over the past year.

Trustee Patel said he was also impressed with the community leaders’ comments at the Presidential Search Open Forum breakfast. He said that for many years, the community did not know what the university was doing. He said no one can achieve 100% of everything, however, in any business and on this Board, we must recognize when great efforts President Bense has put forth great effort with all that has happened in the past couple years. He supported the bonus and believes the Board should reward the President’s efforts toward making 100%. He added that this message should be evident as UWF recruits and hires the new President.

Chair Bear reminded the Board that a motion has been put in place by Trustee Mort O’Sullivan Seconded by: Trustee Dave Cleveland
Opposed by: Trustee Robert Jones
Motion passed.

5. **Approval of Request to Develop a Strategic Plan to Achieve Emerging Preeminent University Status** was presented by Provost Martha Saunders.

The Florida Legislature approved, on March 11, 2016, House Bill 7029: School Choice. This bill made significant changes to Preeminent Research University metrics and created an Emerging Preeminent University Program.

Provost Saunders made a presentation to the Board explaining the strategic plan for UWF to achieve emerging preeminent status. She provided handouts explaining the Emerging
Preeminent University Program and UWF’s standing on the twelve preeminent metrics (criteria).

Chair Bear thanked Provost Saunders on her presentation. He explained if the Board approves this motion, she will continue to provide updates and presentations at future Board meetings.

Chair Bear asked for a motion to Approve the Request to Develop a Strategic Plan for the University of West Florida to Achieve Emerging Preeminent Status as Defined by the Legislature and Board of Governors.

Motion by: Trustee Jay Patel
Seconded by: Trustee Ted Fox

Discussion:
Trustee Walton asked Provost Saunders, “If UWF’s plan must be submitted as a five-year plan. Can you describe the five-year plan?”
Provost Saunders said, “Her understanding is that the BOG only wants a five-year plan. We are working on a feasible product for UWF that can be turned into a five-year plan.”

Chair Bear explained this will be a long and involved process. It will greatly affect our recruitment of faculty and students. It will call for closer alliances with our state colleges and how we move those students into UWF. It will call for us to protect our diversity while at the same time, reach outside of our region to recruit students. It is a complicated plan and will probably take ten years. He added that Provost Saunders proposal suggests we take a few steps at a time is a good one. We will seek BOG approval along the way.

Trustee Terry stated, “As we think through the preeminent piece. UWF must remain a vibrant part of and connected to the community. This plan may take us forward, but we hope the plan will continue to keep UWF connected with the community in a positive way.”

Trustee Lewis said, “As we look for new trustees and move forward, we do not want to leave people behind, this will be a vast resource allowing us to sweep people forward with this plan. If a set of metrics was set for this Board of Trustees, it should measure itself on how we assist this university in meeting this preeminence goal. I make that commitment”

Trustee Baker said, “This is obviously a very long term commitment program and I hope we all do our best to make sure the BOG stays the course on this.”

Trustee Cleveland said, “This will cause a shift in priorities and resources and there will be cost associated with this program.” He asked, “Are we approving the development of a plan and not specifics of what will go into that plan?”
Chair Bear said, “That is correct.”
Trustee O’Sullivan asked that we be clear about what we will stop doing as we decide what we will do because we have limited resources.

Trustee Jones said, “This is very good discussion. As I’ve listened and heard Martha’s outstanding presentation, I’m encouraged. This will give us long-term goals, not just short term goals of meeting metrics. Long term, higher goals are going to take a commitment on everyone’s part; the administration, the faculty, the Board. He congratulated the Chair and the Board to look forward on this.”

Motion passed unanimously.

9. INFORMATION ITEMS

1. **Athletics Facility Funding Update** was presented by Vice President Steve Cunningham, Vice President.

   Practice Field Phase I is complete and being used. It is a great asset to the university.

   Phase II, the Athletics Facility building project has been broken down into components to assess the basic needs along the way and UWF is looking at other options through partnerships and approaching other institutions who could be housed on the second floor of the building, making the facility and the costs more feasible. Dr. Cunningham explained that approximately $20,000 will be spent with the Project Manager to develop various options and plans and an update will be provided to the Board in the near future.

2. **The UWF Presidential Search Update** was presented by Trustee Mort O’Sullivan earlier in the meeting.

3. **Presidential Compensation and Contract Committee Update** was included in Trustee Cleveland’s Committee report given earlier in the meeting.

10. OTHER BUSINESS

Other BOT and UWF Activities & Upcoming Events

- **Friday, April 1st - UWF Honors Convocation**
  - UWF Conference Center @ 11:00 a.m.
- **Sunday, April 24th - UWF Spring Commencement**
  - Pensacola Bay Center
    - VIP Lunch for the Platform Party will be served on site at 12:00 pm
    - Ceremonies at 2:00 p.m. and 5:00 p.m.
• BOT Committee Meetings, May 19th, UWF Conference Center @ 9:00 a.m.
• BOT Board Meeting, June 15th, UWF Conference Center @ 9:00 a.m.
  o UWF Joint Boards Appreciation Dinner, June 15th, UWF Conference Center

Chair Bear stated if there is no further business to consider, this meeting is adjourned.

The meeting adjourned at 11:56 a.m.

A Closed Session meeting was conducted with the Board of Trustees and UWF Executive staff following the Board meeting.

Respectfully submitted,
Becky Luntsford, recording secretary