

Minutes

UWF Board of Trustees Meeting

UWF Conference Center

June 23, 2015

The meeting of the UWF Board of Trustees was called to order at 9:00 a.m. by Chairman Lewis Bear, Jr.

APPROVAL OF MINUTES BY COMMITTEES

Chairman Bear welcomed everyone, then called on each committee chair to convene his/her committee for adoption of their minutes.

Audit and Operations Committee: Susan O'Connor, Audit and Operations Committee Chair called the meeting to order and asked for a motion to approve their May 21, 2015 minutes.

Motion by: Trustee Garrett Walton

Seconded by: Trustee Pam Dana

Motion carried.

Finance and Facilities Committee: Mort O'Sullivan, Finance and Facilities Committee chair called the meeting to order and asked for a motion to approve their May 21, 2015 minutes.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Mort O'Sullivan

Motion carried.

Academic Affairs Committee: Bob Jones, Academic Affairs Committee chair called the meeting to order and asked for a motion to approve their May 21, 2015 minutes.

Motion by: Trustee Bentina Terry

Seconded by: Trustee Richard Hough

Motion carried.

Student Affairs Committee: Jay Patel, Student Affairs Committee chair called the meeting to order and asked for a motion to approve their May 21, 2015 minutes.

Motion by: Trustee LuTimothy May

Seconded by: Trustee Daniel McBurney

Motion carried.

FULL BOARD

Chairman Bear called the full Board meeting to order at 9:09 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Lewis Bear, Jr.; Dave Cleveland; Richard Hough; Susan O'Connor; Mort O'Sullivan; Jay Patel; Robert Jones; LuTimothy May; Daniel McBurney and Garrett Walton. Trustee Suzanne Lewis was absent.

Others attending:

Dr. Judy Bense, President; Dr. Martha Saunders, Provost & EVP for Academic Affairs; Dr. Kevin Bailey, VP Student Affairs; Ms. Betsy Bowers, IVP for Business, Finance & Facilities; Dr. Brendan Kelly, VP University Advancement; Ms. Pat Lott, General Counsel; Dr. Richard Podemski, Dean Graduate School; Dr. Michael Huggins, Dean CSEH; Dr. Tim O'Keefe, Dean COB; Dr. Steve Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Dr. Bob Dugan, Dean University Libraries; Dr. Greg Lanier, Dean University College; Dr. Tom Westcott, Dean of General Studies; Dr. Kim LeDuff, AVP Chief Diversity Officer; Dr. Pam Northrup, AVP Innovation Institute; Dr. Jim Hurd, Senior AVP Student Affairs; Dr. Brandon Frye, Dean of Students; Mr. David O'Brien, AVP Public Safety & Mgmt; Colleen Lucas, AVP Financial Services; Dr. Jim Barnett, AVP Facilities Development & Ops; Dr. Joffery Gaymon, AVP Enrollment Management; Dr. Michael White, Director, Institutional Effectiveness; Ms. Anita Schonberger, Deputy General Counsel; Dr. Claudia Stanny, Director, CUTLA; Dr. Jay Clune, AVP Dean of Graduate Studies; Dr. Angela McCorvey, AVP Diversity & International Education; Ms. Megan Gonzalez, Director, Public Relations; Mr. Dan Lucas, CFO, UWF Foundation; Ms. Cynthia Talbert, Interim Director, Internal Auditing; Mr. Dave Scott, Athletic Director; Mr. John Warren, Chief of Police; Ms. Ellen Till, Director, Business Affairs; Ms. Angela Jones, Director, Procurement; and Rebecca Luntsford, Recording Secretary.

1. CALL TO ORDER AND CHAIR'S REMARKS

Chairman Bear explained the meeting was being webcasted and he showed his appreciation for everyone's participation. 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 back 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

- President Bense gave her President's Report to the Board. She began by welcoming Daniel McBurney, SGA President. Daniel is a Hospitality major, with a minor in

Leadership Communication. He just completed his 4th year at UWF and will be continuing to his 5th and final year in 2015-2016. He was sworn into office as the new President of our Student Government Association on April 10th.

- Dr. Bense announced there were 50 UWF Explore Summer Camps happening on Campus. 647 Campers from Kindergarten through 11th grade are participating in these programs that are aligned with Common Core Standards, 21st Century Skills, and STEM-related topics bringing our total number of registrations to 927. She explained the university views each of these students as prospective future UWF students and our staff works hard to make their summer experience valuable and fun.
- On April 14th UWF celebrated a new partnership with Gulf Islands National Seashore with a press conference and signing ceremony establishing the Gulf Islands Research and Education Center. The Center will engage scientists, students and the public in conservation, research and science education.
- In April, UWF announced the creation of the Center for Research and Economic Opportunity. The Center is the result of a merger of the Office of Research and Sponsored Programs and the Office of Economic Development and Engagement. Dr. Rick Harper will lead the new center. The Center's mission is to advance the strategic research and economic development interests of the University. Through the Center's subsidiary organizations, including the Haas Center and Florida SBDC Network, the new center will inform and support the Florida business and economic development communities.

President Bense shared a report from Academic Affairs:

- Dr. Ranay Kershawani, UWF assistant professor in Chemistry, was one of 33 scientists to be presented the Cottrell College Science Award by the Research Corporation for Science Advancement. RCSA seeks out groundbreaking scientific theories that have been developed by scientists who will be leaders in their fields for decades to come. Dr. Kershawani was quoted as saying "*Undergraduate research is extremely valuable in providing future generations with relevant opportunities to enter the world of discovery as active participants; and I am pleased, through this award, to provide students with rigorous, high impact, and student-oriented experiences.*"
- Dr. Alfred Cuzan, Distinguished University Professor of Political Science at UWF is the recipient of a prestigious Fulbright U. S. Scholar Grant. Dr. Cuzan will be affiliated with the University of Tartu, the national university of Estonia, where he will be teaching American politics and Latin American politics during the spring 2016 semester. Dr. Cuzan has been teaching and studying political science here at UWF for 35 years.
- Dr. Subhash Bagui, UWF Mathematics and Statistics professor, has been selected as a Fellow of the American Statistical Association for his contributions to the statistical profession. His research, teaching, and promotion of statistics to non-statisticians led to

his nomination. Bagui and this year's ASA fellows will be honored at an awards ceremony in Seattle, Washington in August.

- UWF Marine Biology students offered a 5-week summer field intensive marine biology course from May 13 – June 19. This course was a collaboration among faculty members from UWF, Florida Atlantic, Florida Gulf Coast, University of North Florida, and University of South Florida. The course allowed students to obtain course credit while gaining professional research experience.
- UWF's College of Science, Engineering & Health has launched its first annual Summer Undergraduate Research Program. This 10-week experience, funded almost entirely by external gifts and grants, was established to provide students with hands-on learning experiences that extend beyond the lecture hall. The program is allowing undergraduate students an opportunity to spend the summer working in their field of study to gain additional skills and knowledge. To be considered for the program, students submitted formal applications. 54 students were selected and will be paid to work 20-25 hours per week in a UWF research lab with a faculty member.
- The UWF Center for Environmental Diagnostics & Bioremediation was recently awarded a grant totaling \$231,000 by the Gulf of Mexico Research Initiative. This grant will allow faculty & students to begin developing new research this summer on how oil interacts with the environment and how the changing chemistry affects microbial growth and food webs. UWF professors, Dr. Wade Jeffrey and Dr. Richard Snyder will spearhead the research.
- UWF recently signed a Memorandum of Understanding with Los Alamos Technical Associates to offer cutting-edge cybersecurity training programs to working professionals and clients worldwide. The initial event showcasing this joint training program will take place this summer during the 1st annual Cybersecurity Boot Camp will be held at UWF's Center for Cybersecurity. Industry and government participants from around the world are expected to attend this year's Cybersecurity Boot Camp.
- A team of (7) UWF Emerald Coast Electrical and Computer Engineering students placed 4th overall and 1st among the Florida SUS at the Institute of Electrical & Electronics Engineers SoutheastCon Hardware Competition, held in April. Our team worked tirelessly designing, testing, redesigning and building a robot before traveling to competition where their skills were evaluated against those of their peers.
- UWF has been selected as one of (17) universities to participate in the a Science Education Alliance, administered by the University of Pittsburg and the Howard Hughes Medical Institute's Science Education division, in offering an experimental pilot program merging Biology and Chemistry. This two-semester discovery-based research course will begin Fall 2015 and aims to increase undergraduate interest and retention in the biological sciences. Invitations were sent to incoming freshmen last month and (24) students will be selected to participate.

- UWF Music Student, James Matthews returned for an encore performance at Carnegie Hall in New York City on May 23rd. The invitation came from the American Protégé International Competition, where he received his Honorable Mention in last year's competition. Matthews will be graduating in the fall of 2015 and is a student of Dr. Hedi Salanki.
- On May 18th, UWF launched its first Massively Open Online Course – an innovative addition to traditional lectures. The 6-week, free online course entitled "Introduction to Geographic Information Systems," was open to the public via the internet. The course was led by Amber Bloechle, online director for the Dept of Environmental Studies. This initiative was made possible by a 2014 PACE Grant Award. Its launch met 3 goals: to use experiential learning experiences to help students develop 21st century skills; to increase participation in relevant, community-engaging teaching, research, and service; and to improve visibility and telling of the UWF story.

President Bense shared a report from Research & Sponsored Programs:

For the period from 7/1/14 to 6/15/15:

- 125 Proposals were Submitted representing a value of \$31,302,297.00
- 75 Awards were Received for a total of \$12,117,203.00

President Bense shared a report from University Advancement:

University Advancement continues to work hard on the planning for the UWF 50th Anniversary celebration. The first phase of planning is complete.

As of this month, University Advancement *has exceeded* its \$3.65 million fiscal year goal by 7%, raising *nearly four million dollars in the door*.

Additionally, UWF has raised nearly \$7 million dollars in gifts pledges and planned gifts this year.

During this fiscal year, the University will have received gifts from *nearly 7,000 donors*.

On May 13, the University of West Florida announced two \$25,000 scholarship endowments from Eglin Federal Credit Union to honor the legacy of distinguished leaders Joseph E. Majors, Sr. and Phipps McGee. Both were UWF alumnus.

President Bense provided highlights of major gifts received since the last Board of Trustees meeting:

- New planned gift of \$100,000 from UWF Alumna
- \$196,834 gift from Valmae Besser to establish new endowed scholarships to support Theatre, History and English students
- \$100,000 anonymous donor gift to STEM scholarships

Dr. Bense went on to provide the Board with a Legislative update.

The Legislature finished special session last Friday and passed the budget. We had several of our delegation members go to bat for UWF and deliver a Grand Slam this year. Chairman Clay Ingram, President Don Gaetz and Chairman Greg Evers were particularly helpful and supportive as they were in leadership positions throughout the budget negotiations.

Others across the state who continue to assist UWF include Speaker Crisafulli and his staff, the appropriations staff and Chairs Fresen and O'toole.

Highlights of UWF's budget include:

- Protection of the UWF base which is now \$98.7 M (not including the PB funds)
- Additional funding for the Military and Veterans Resource Center \$250K recurring
- Additional funding for the Office of Economic Development & Engagement \$5M recurring
- Additional funding for a new Physician's Assistant Program \$1M recurring
- \$400M in performance based funding for the SUS - \$250M of SUS base funding and \$150M in "new" money. The "new" money includes \$50M from last year's PBR allocation of new money, so that is reinvested this year. In short, the "new" money is being treated by the Legislature as non-recurring. In the future, the ONLY schools that do not have to worry about losing recurring base are the ones that consistently perform above the BOG benchmark – currently a 26.
- Performance Based funding for UWF was provided as follows:
 - \$5.87M of new state investment (treated like non-recurring)
 - \$9.8M of university base (in jeopardy of UWF going below a 26)
- Unfortunately, there was not enough PECO cash to go around and renovation or repair projects got the priority funding.
- We did however get the \$11M in funds for the bldg. 58 reverted to a new annex for the future.
- As far as policy during the special session, tax free textbooks and a back to school tax free holiday were also passed.
- In conclusion I would like to thank our outside consultant team of Kelly Horton and Chip Case for their assistance during the special session as well. They were there with our UWF team for the past 3 weeks and we appreciate their efforts.

**NOTE: DR. BENSE, THE FOLLOWING TWO CHARTS ARE
FOR YOUR REFERENCE ONLY.**

2015 University of West Florida Budget Issues



Line Item	Priority	UWF Priorities	Final Budget Numbers
138	General Revenue Florida Virtual Campus	\$73,161,625 (2014-2015) \$17. 8 M	\$90,293,754 (Including \$22.8 for FLVC)
	Lottery	\$8,138,968 (2014-2015)	\$7,544,831
	Laboratory Sciences Facility	\$8.6M Non-recurring	
Hold Base Funding Issues			
138	Operational Support	\$2m Recurring	Held \$2m Recurring plus an additional \$2M Recurring
138	Complete Florida Plus	\$3M Recurring	Held \$3M Recurring
138	Career & Education Planning Tool	\$3M Recurring	Held \$3M Recurring
138	FAA Certifications	\$100k Recurring	Held \$100k Recurring
138	Haas Center	\$150k Recurring	(\$150k Reduction)
New Funding Requests			
138	Stem Academic Programs Physicians Asst.	\$2M Recurring	\$1M Recurring for PA Program
138	Military and Veterans Student Success	\$250k Recurring	\$250k Recurring
138	OEDE		\$5M Recurring
SUS Performance Funding			
138	SUS Performance Funding		\$400M (Additional \$100M from new state funding, \$50 from last year's state investment, and \$250M from existing University bases)
Back of the Budget Issues			
Section 16	PO&M Funding	PO&M University Park Funding	Not Included
Section 17	Laboratory Sciences Facility	Re-appropriates funding from renovation to building annex	Re-appropriates funding from renovation to building annex

**This chart shows Performance Based Funding for
ALL STATE UNIVERSITIES**

**Florida Board of Governors
Performance Funding Allocation, 2015-2016
Pending Approval of the 2015-2016 Budget**

	Points	Allocation of State Investment	Allocation of Institutional Investment¹	Total Performance Funding Allocation
FAMU	26	\$0	\$13,997,427	\$13,997,427
FAU	37	\$11,366,318	\$18,943,864	\$30,310,182
FGCU	38	\$4,940,666	\$8,234,443	\$13,175,108
FIU	39	\$18,599,436	\$27,086,006	\$45,685,441
FSU	36	\$24,945,913	\$41,576,522	\$66,522,435
NCF	35	\$0	\$2,457,467	\$2,457,467
UCF	39	\$23,096,767	\$34,581,558	\$57,678,325
UF	44	\$30,598,527	\$46,582,818	\$77,181,345
UNF	36	\$6,947,962	\$11,579,937	\$18,527,900
USF	42	\$23,627,973	\$35,165,896	\$58,793,869
UWF	37	\$5,876,438	\$9,794,063	\$15,670,501
Total		\$150,000,000	\$250,000,000	\$400,000,000

*Institutions scoring 25 points or less or the three lowest scoring universities will not receive any State Investment. Any ties in scores will go to the benefit of the university.

Notes:

¹ Each university contributed a portion of their institutional budget, for a total of \$250 million, to be allocated based on performance. Universities that scored 26 points or higher receive their full institutional funding restored.

President Bense reminded the trustees of upcoming events:

- UWF Boards Appreciation Social & Dinner in the Conference Center this evening. The social will begin @ 5:30 and Dinner will be served at 6:00 p.m.
- 2015 Fall Convocation to welcome all new UWF Students - Friday, August 21st in the UWF Fieldhouse, 3:30 p.m.
- First Day of Classes, Monday, August 24th

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

3. RECOGNITIONS

Chairman Bear called on Provost Martha Saunders who made a special presentation recognizing Dr. Richard Podemski. Dr. Podemski has made significant contributions to UWF in the areas of Graduate Studies and Research. Dr. Podemski is retiring from UWF the end of June. Provost Saunders announced that UWF has named Dr. Podemski as Dean Emeritus. She wished him well in the next chapter of his life. Dr. Podemski thanked the Board, staff, students and the University for the honor and opportunity to have served in the roles of Dean of Graduate Studies and AVP of Research and Sponsored Programs. Chairman Bear thanked Dr. Podemski for his leadership, hard work and contributions made to the university and toward our future.

4. APPROVAL OF MINUTES

Chairman Bear reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the March 25, 2015 Board of Trustees Meeting and the May 21, 2015 Special Board of Trustee Meeting. He asked for a motion to approve both sets of minutes if there were no changes or corrections.

Motion by: Trustee Garrett Walton

Seconded by: Trustee Bentina Terry

Motion carried.

5. COMMITTEE REPORTS

Audit and Operations Committee - Susan O'Connor, Committee Chair

The Audit & Operations Committee met on May 21st. The committee had (4) action items and (2) information items presented.

Action items

1. Acceptance of the Internal Auditing P-Card Audit Reports for 3rd Quarter.

Eight (8) departments encompassing 78 cardholders were reviewed on a sample basis. Individual reports were distributed to department heads and Procurement & Contracts upon completion of the audits. Most common findings were 1) the JP Morgan bank statements were not reviewed during the reconciliation process; 2) the Department Head did not consistently sign and review the monthly reconciliation reports.

Management will implement corrective actions to be completed in fiscal year 2014/15. Internal Auditing will follow up to determine if adequate corrective actions occurred.

2. Acceptance of Internal Auditing Report: Vehicle Management.

The audit report included two findings as follow:

1. The Environmental Health & Safety Department should revise UWF Policy PC-03.01-03/11 University Owned Vehicles to standardize requirements related to the preventive maintenance of vehicles and other operational requirements designed to protect the condition of these costly assets and to ensure the safety of passengers.
2. A vehicle needs analysis should be completed for all potential purchases and on a periodic basis thereafter over the lifetime of the vehicle. These analyses should be submitted to the Vice President for Business, Finance, and Facilities for review and approval.

Environmental Health & Safety indicated that Finding #1 will be implemented by October 9, 2015. Business, Finance, & Facilities indicated that Finding #2 will be implemented by July 15, 2015.

3. Approval of 2015/16 and 2016/17 Work Plan for UWF Internal Auditing and Management Consulting.

A two-year work plan was presented for 2015/2016 and 2016/17. The proposal was developed as a result of an analysis of strategic, operational, financial, compliance, and reputational risks. Among other research activities, UWF senior leadership and other key personnel were surveyed and/or personally interviewed to obtain their input on risks. The resulting proposal:

- Schedule 7 audits: Performance Based Funding Metrics (required by BOG), CEPS Departmental Audit, Conflicts of Interest, Financial Aid, Grade Integrity, Housing Safety & Security, Sustainable Economic Development Initiative; and PCard audits (about 35 departments).
- Conduct various management advisory (consulting) services.
- Follow up of Federal, State, and internal audit findings.
- Continued participation in the Risk & Compliance Council and the evaluation of rules, regulations, policies, and procedures.

4. Acceptance of the Auditor General's State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for Fiscal Year Ending 2014 Audit Report.

On March 30, 2015 the State of Florida Auditor General released its report on the statewide audit of the Federal funds for fiscal year ended June 30, 2014, which includes the University of West Florida. **UWF had four findings in this audit report.**

1. Certain access controls protecting the institution's information technology (IT) resources needed improvement.
2. Certain information technology (IT) monitoring controls protecting the institution's IT resources needed improvement. We are not disclosing specific details of the deficiencies to avoid the possibility of compromising institution student financial aid system information. However, we have notified appropriate institution personnel of the deficiencies.
3. The institution's procedures were not adequate to ensure that Title IV Higher Education Opportunity Act (HEOA) funds are only distributed to students who are enrolled in courses that count towards a degree or certificate.
4. The institution did not always timely (within 30 days) provide exit counseling materials for FDSL student loan borrowers who graduated, withdrew, or ceased to be enrolled at least half-time.

Management will implement corrective actions and Internal Auditing will follow up to determine if adequate corrective actions occurred.

5. Adoption of Revised UWF Human Resources Policy HR-12.02-02/15.

This presentation was also made by Ms. Cindy Faria. This policy was originally adopted by the UWF BOT in July 2004. The UWF Human Resources Department in conjunction with the General Counsel's Office is continuously reviewing and revising UWF Human Resources policies. This policy was revised and sent to campus for public review and comment from November 25, 2014 to December 25, 2014. No feedback was received through the campus review process, thus, no changes were made to the revised policy after campus review.

Information Items

1. **Annual Internal Control Review** was presented by Cindy Talbert, Betsy Bowers, Interim Vice President for Business, Finance & Facilities, and Colleen Asmus, Associate Vice President and Controller. The recommendation of this presentation was that the UWF BOT Audit & Operations Committee will perform an annual internal control review encompassing (i) overview and review of internal controls, and (ii) overview and review of fraud responsibilities.
2. **Internal Auditing Update** was presented by Cindy Talbert, who provided the committee with the status of audits in process, advisory/consulting activities, external audits being performed by outside parties, compliance operation, and other activities of the IAMC office.

Finance and Facilities Committee – Mort O’Sullivan, Committee Chair

The Finance & Facilities Committee met on May 21st. The committee had (7) action items and (3) information items.

ACTION ITEMS

1. Approval of New Material and Supplies Fees was presented by Vice Provost George Ellenberg.

New/revised material and supply fees are being proposed in the departments listed below. The number of courses for which fees are being requested is noted alongside the name of the department.

College of Arts, Social Sciences and Humanities

- Art (6)
- Communication Arts (3)

College of Education and Professional Studies

- Social Work (5)
- Teacher Education and Educational Leadership (2)

College of Science, Engineering and Health

- Biology (9)
- Electrical and Computer Engineering (1)
- Physics (4)

2. Approval of New Equipment Fees was presented by Dr. George Ellenberg.

New/revised equipment fees are being proposed in the departments listed below. The number of courses for which fees are being requested is noted alongside the name of the department.

College of Science, Engineering and Health

- Biology (15)
- Chemistry (3)
- Clinical Laboratory Sciences (8)
- Computer Science (24)
- Electrical and Computer Engineering (2)
- Environmental Studies (10)

3. Approval of Scenic Hills Loan Modification was presented by General Counsel, Pat Lott.

On May 4, 2015, UWF Business Enterprises Inc., Board of Directors approved the extension and modification of the Servis1st mortgage loan for acquisition of the Scenic Hills property. The original mortgage loan was incurred in June, 2012 and will mature June 29, 2015. The extension is for a period of five years at a fixed interest rate of 4.75%.

The Articles of Incorporation for BEI contemplate that incurrence of debt is subject to approval of the UWF Board of Trustees. Because the debt is a renewal of a conventional mortgage loan to acquire real property, Board of Governors approval is not required.

4. Approval of Chartwells Lease for East Campus was presented by Ms. Pat Lott.

The Lease Agreement, between BEI as Landlord and Chartwells Division of Compass Group USA, Inc. ("Chartwells") as Tenant, was approved by the UWF BEI Board of Directors on May 11, 2015. The Lease Agreement contemplates rentals and cost of construction requiring approval by the Board pursuant to BOT – 10.01-03/13 the "Real Property Policy"), as approved by the Board of Trustees, March 19, 2013. Accordingly, the Board of Trustees approval is requested.

5. Approval of FY 2015/16 Fixed Capital Outlay Plan was presented by Ms. Betsy Bowers, Interim Vice President Business Finance & Facilities, and Dr. Jim Barnett, Interim CEO of BEI.

The Board of Trustees approved the FY2015/2016-2019/2020 Amended Five Year Plan for educational and general/administrative buildings during the December 2014 meeting.

A list of project budgets being modified and recommended changes for the PECO Eligible Plan were presented to the Finance & Facilities committee.

6. Approval of UWF REG 4.008 Tuition and Fees, Fines, and Penalties was presented by Ms. Colleen Asmus, Associate Vice President and Controller.

No changes in tuition rates are proposed this year by the University. The third time repeat fee set by the Board of Governors is increasing from \$158.84 to \$177.94. The reference to the Emerald Coast Ed.D. cohort courses in the Tuition section of the regulation is being deleted because those courses are not being taught any longer.

The changes are being made in the "Other Fees" section: the two part assignment of fees for short term loan delinquencies has been removed because fees associated with all delinquent loan collections will now be handled in the same manner, and credit card convenience fees are deleted as an example of non-academic services provided directly to students because the University no longer collects a convenience fee.

7. Approval of UWF REG 6.003 Prompt Payment was also presented by Ms. Colleen Asmus.

The proposed regulation converts a UWF policy to a UWF Regulation to provide the campus community with consistent direction regarding the rights and responsibilities of the University regarding the inspection of commodities or services, submission of invoices, processing of invoices, processing of payment, and paying interest on late payments.

8. Approval of UWF REG 6.004 Surplus Property was presented by Ms. Colleen Asmus.

The proposed amendments update the regulation to conform to language with FBOG Regulation 9.0031; update legal citations and titles of the responsible employees.

INFORMATION ITEMS

- 1. Fiscal Year 2014/15 Operating Budget Summary (3rd Quarter, FY 2014/15)** was presented by Ms. Colleen Asmus. Ms. Asmus reviewed the budget summary and gave a report for the end of the third quarter.
- 2. Student Green Fee Update** was presented by Dr. Jim Hurd, Senior Associate Vice President for Student Affairs. The Student Life and Services Facility Committee has identified four projects for funding in FY16:
 - 1) To purchase Web-GIS Application to assess UWF's rooftop solar power potential.
 - 2) Install additional water bottle stations in campus residence hall locations.
 - 3) Update light fixtures in the University Commons Auditorium to more energy efficient and long lasting LED technology.
 - 4) Install LED Lighting Control System in the HLS facility to enhance power consumption management.
- 3. Housing Update** – In consideration of time, Dr. Ruth Davison, Director of Housing and Residence Life, made her presentation at the Student Affairs Committee meeting later in the day.

Academic Affairs Committee – Bob Jones, Committee Chair

The Academic Affairs Committee met on May 21st. The committee had (2) action items and (1) information item presented.

ACTION ITEMS

- 1. Approval of Request to Explore B.S. in Mechanical Engineering** was presented by Dr. Michael Huggins.

The creation of the Bachelor of Science in Mechanical Engineering (BSME) at UWF is 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. The BSME will be a hands-on, high-quality program that will seek ABET accreditation as soon as it graduates its first bachelor's students or shortly thereafter. The program will be offered on the Pensacola and Emerald Coast campuses via the Distance Learning setting.

This Request to Explore is the second phase in the process of establishing the BSME program.

To help market the BSME program, recruit students and get them ready to start taking core courses in the Fall 2016 semester when the program is scheduled to start, UWF has created a Pre-Mechanical Engineering (Pre-ME) Banner code so that students interested in the BSME program can declare this major starting Fall 2015 and begin taking prerequisites to core Mechanical Engineering courses.

2. Approval of Tenure was presented by Dr. Martha Saunders.

Five individuals were nominated for tenure having fulfilled all necessary requirements.

College of Arts, Social Sciences and Humanities

Sheila Dunn, *Assistant Professor* Music

Joseph Herring, *Assistant Professor* Art

College of Business

Eric Bostwick, *Assistant Professor* Accounting & Finance

Blaine Lawlor, *Assistant Professor* Management and MIS

College of Education and Professional Studies

John Pecore, *Assistant Professor* Teacher Education & Educational Leadership

INFORMATION ITEMS

1. **UWF's Facts & Figures Web Links Update** was presented by Dr. Martha Saunders. Provost Saunders showed us how many important documents are accessible through one, easily accessible location via the UWF Home Page. Documents like Performance Funding Metrics, Key Performance Indicators, Enrollment Headcount, Tuition and Fees, and Interactive Fact Book are just a few of the documents available.

Student Affairs – Jay Patel, Chair

The Student Affairs Committee met on May 21st. The committee had (2) action items and (2) information items presented.

Action Items

1. **Approval of 2015 Florida Educational Equity Act Report** was presented by Ms. Karen Rentz, Director, Office of Equal Opportunity & Compliance.

Each state University's Florida Educational Equity Act Report is approved by the Board of Trustees and is submitted to the Board of Governors. The Student Enrollment and Employment reporting focused on females and members of specified racial/ethnic

groups. The Athletics portion of the report focuses on gender equity on the basis of Accommodation of Interests and Abilities. The 2015 Florida Education Equity Report is based on 2013-2014 data.

In 2014, a UWF Student Diversity Goals committee was formed. The purpose of this committee was to collectively set student diversity goals for the annual Florida Equity Report. This Committee met several times throughout 2014. As a result, the student diversity goals were changed to three-year goals that will now cover the 2014/2015, 2015/2016, and 2016/2017 Academic Years. The three-year goals will better correlate to the University's comprehensive Diversity Plan (2014-2017).

2. Trustee and SGA President Daniel McBurney made a presentation to the Student Affairs Committee explaining that the University of West Florida Student Government is established pursuant to Board of Governors Regulation 6.014 and the Vice President for Student Affairs or designee serves as the advisor to Student Government. The SGA is required by Board of Governors Regulation 6.014, to adopt and maintain internal operating procedures that are to be approved by the Board of Trustees.

While conducting a regular review of the University Policy on Student Organizations, staff discovered that such an approval has not been done.

The Student Affairs Committee is recommending the Board Approve SGA Internal Auditing Procedures and Recommend Delegation of Authority to the Vice President of Student Affairs to Review and Approve Subsequent Amendments to Said Operating Procedures.

Information Items

1. **Housing Update** was presented by Dr. Ruth Davison, Director of Housing and Residence Life. Dr. Davison gave the committee an update on university housing, occupancy, operating budget, and new initiatives related to technology and marketing and residential programming.
2. **Student Green Fee Update** – Dr. Jim Hurd, Senior Associate Vice President, offered to answer any additional questions on this agenda item as it was presented earlier in the day during the Finance & Facilities Committee meeting.

6. PUBLIC COMMENT

Chairman Bear asked Becky Luntsford if anyone had submitted a request to address the Board. She had received no requests.

7. CONSENT AGENDA ITEMS FOR APPROVAL

Chairman Bear noted there were sixteen 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. Chairman Bear asked if anyone wishes to pull any item from the consent agenda for further discussion.

There were none.

Chairman Bear asked if there are no requests to discuss any additional consent agenda items, for a motion that the Board approve and adopt the recommendations of the Finance & Facilities, Audit & Operations, Student Affairs, and Academic Affairs Committees made during their meetings with respect to the matters set forth on the consent agenda.

- A. Approval of Internal Auditing PCard Audit Reports 3rd Quarter
- B. Acceptance of UWF Internal Audit: Vehicle Management
- C. Approval of Internal Auditing & Management Consulting Work Plan 2015/16 and 2016/17
- D. Acceptance of Auditor General Annual Federal Funds Audit
- E. Approval of New Materials and Supplies Fees
- F. Approval of New Equipment Fees
- G. Approval of Scenic Hills Loan Modification
- H. Approval of Chartwells Lease for East Campus
- I. Approval of FY2015/16 Fixed Capital Outlay Plan
- J. Approval of Amendment to UWF REG 4.008 Tuition and Fees, Fines, and Penalties
- K. Approval of UWF REG 6.003 Prompt Payment
- L. Approval of Amendment to UWF REG 6.004 Surplus Property
- M. Approval of Request to Explore B.S. in Mechanical Engineering
- N. Approval of Tenure
- O. Approval of 2015 Florida Educational Equity Act Report
- P. Approval of Student Government Association Internal Auditing Procedures and Recommend Delegation of Authority to the Vice President for Student Affairs to Review and Approve Subsequent Amendments to Said Operating Procedures

Motion by: Trustee Garrett Walton

Seconded by: Trustee Mort O'Sullivan

Motion carried.

8. ACTION ITEMS

1. Chairman Bear asked for a motion to Approve the 2015-2016 Legislative Budget Requests as presented to the Board and to be submitted to the Board of Governors by July 24, 2015.

Motion by: Trustee Richard Hough
Seconded by: Trustee Dave Cleveland
Motion carried.

2. Chairman Bear asked for a motion to Approve the Estimated FY2015-2016 Consolidated Operating Budget for the fiscal year ending June 30, 2016 for both appropriated and non-appropriated funds; and Authorize the President to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Board of Governors by August 2015, and other changes during the fiscal year.

Motion by: Trustee Jay Patel
Seconded by: Trustee Susan O'Connor
Motion carried.

3. Chairman Bear asked for a motion to Adopt the attached [presented] resolution approving the refunding of the Escambia County Housing Finance Authority Dormitory Refunding Revenue Bonds (University of West Florida Foundation, Inc. Project) Series 2010.

Motion by: Trustee Mort O'Sullivan
Seconded by: Trustee Jay Patel
Motion carried.

9. INFORMATION ITEMS

1. **Changes in UWF Board of Trustees Committee Structure** were announced by Chairman Bear. Chairman Bear stated that in an interest to strengthen the Board's leadership, build depth within the Board's committee structure and cross train members who serve on various committees, he was making amendments to the Board of Trustees committee structure. Effective immediately following the June 23, 2015 BOT meeting, Trustee Garrett Walton will serve on the Academic Affairs Committee; Trustee Bentina Terry will chair the Academic Affairs Committee; and Trustee Robert Jones will serve on the Audit and Operations Committee.
2. **Featured Program – Engineering.** Dr. Martha Saunders, Provost and EVP invited Dr. Michael Huggins, Dean of College of Engineering, Science & Health to provide

an overview of the UWF Engineering Program. Dr. Huggins also introduced key faculty members within the Engineering Department to the Board.

3. **University Park Update.** Ms. Betsy Bowers, Interim VP of Business, Finance & Facilities provided this update.

10. OTHER BUSINESS

Chairman Bear asked EVP Saunders to provide the Board with an update on the CFO Search. Dr. Saunders explained that Dr. Steven Cunningham had given verbal acceptance of the position on June 22, 2015. He has been serving as Vice President for Administrative Services at the University of North Illinois and UWF is looking forward to his arrival and his leadership in this critical role.

Chairman Bear thanked President Bense for her leadership over the past year. He stated how proud he was of the university community and staff.

Announcements: Other Activities & Upcoming Events

June 23, 2015, Joint Boards Appreciation Social & Dinner @ UWF Conference Center, 5:30 p.m.

Next BOT Committee Meetings, August 13, 2015 @ UWF Conference Center, meetings to begin at 9:00 a.m.

UWF's 2015 New Student Fall Convocation, August 21, 2015 @ UWF Field House, 3:30 p.m. (arrive by 3pm for robing)

Next BOT Full Board Meeting, September 30, 2015 @ UWF Conference Center, 9:00 a.m.

Chairman Bear asked everyone present to please exit the board room as the Trustees and members of the administration will convene a closed session immediately.

He invited everyone to go ahead and enjoy lunch in the lobby and lounge.

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

The meeting adjourned at 11:32 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary