

**DRAFT Minutes**

**UWF Board of Trustees Meeting**

**UWF Conference Center, Bldg. 22**

**University of West Florida**

**June 29, 2017**

The meeting of the UWF Board of Trustees was called to order at 9:02 a.m. by Chair Mort O’Sullivan.

**APPROVAL OF MINUTES BY COMMITTEES**

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

**Academic Affairs Committee:** Jay Patel, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their May 25, 2017 minutes.

Motion by: Trustee Ted Fox

Seconded by: Trustee Jay Patel

Motion carried.

**Audit and Compliance Committee:** Bob Jones, Audit and Compliance Committee Chair called the meeting to order and asked for a motion to approve their May 25, 2017 minutes.

Motion by: Trustee Mort O’Sullivan

Seconded by: Trustee Bob Jones

Motion carried.

**Finance, Facilities & Operations Committee:** Suzanne Lewis, Finance and Facilities Committee Chair called the meeting to order and asked for a motion to approve their May 25, 2017 minutes.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Suzanne Lewis

Motion carried.

**Student Affairs Committee:** Greg Britton, Student Affairs Committee chair called the meeting to order and asked for a motion to approve their May 25, 2017 minutes.

Motion by: Trustee Kishane Hebert

Seconded by: Trustee Greg Britton

Motion carried.

## **FULL BOARD**

Chair Bear called the full Board meeting to order at 9:12 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Jay Patel, Ted Fox, Bob Jones, Dick Baker, Suzanne Lewis, Dave Cleveland, Greg Britton, Kishane Patel and Adrienne Collins.

Trustees Lewis Bear, Jr., Bob Sires and LuTimothy May were absent.

Others attending:

Dr. Martha Saunders, President; Dr. George Ellenberg, Interim Provost; Dr. Steve Cunningham, VP Administrative Services; Dr. Pam Northrup, VP, Innovation and Strategic Research; Mr. James Felder, Interim General Counsel; Dr. Jay Clune, Interim Vice Provost; Dr. Michael Huggins, Dean CSEH; Dr. Tim O'Keefe, Dean COB; Dr. Ed Ranelli, Faculty Emeritus; Dr. William Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Dr. Ermalynn Kiehl, Dean College of Health; Dr. Bob Dugan, Dean University Libraries; Dr. Kim LeDuff, Dean/AVP of University College; Dr. Brandon Frye, Dean of Students; Ms. Colleen Asmus, AVP Financial Services; Ms. Betsy Bowers, Internal Auditing & Compliance; Dr. Joffery Gaymon, AVP Enrollment Management; Dr. David Ramsey, Associate Professor, Government; Ms. Megan Gonzalez, Executive Director, University Communications; Dr. Melinda Bowers, Director, Emerald Coast Campus; Ms. Jamie Sprague, Associate Director, Human Resources; Dr. Jim Hurd, SVP Student Affairs; Dr. Ruth Davison, Director Housing & Residence Life; Dr. Mica Harrell, Director, Wellness Services; Ms. Lauren Loeffler, Director, Career Services; Ms. Robin Zimmerman, Assoc. Dean of Students; Ms. Kelley Brundage, University Registrar; Dr. Rebecca Kennedy, Director, Health & Wellness Services; Mr. Pat Crawford, Director, WUWF Public Media; Dr. Karen Rasmussen, Asst Provost, Innovation Institute; Mr. Chris Middleton, Director of Strategic Innovation; Innovation Institute; Mr. Andrew Romer, Senior Executive Specialist, Governmental Relations; Mr. Christian Garman, Storylab Outreach Manager, Innovation Institute; Ms. Cynthia Talbert, Internal Auditor III; Ms. Lauren Alidor, Administrative Specialist, Internal Auditing; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Bevil, Internal Auditor II; Mr. Dan Lucas, CFO, UWF Foundation; Mr. John Warren, Chief of Police; Ms. Karen Rentz, Director, Title IX Programs; Mr. Rob Overton, Director, West Florida Historic Preservation; Mr. Tony Nguyen, Associate Athletic Director; Ms. Karen Emmons, Coordinator, Athletics; Ms. Pam Langham, General Counsel; Ms. Shelly Blake, Director, Academic Affairs; Ms. Missy Grace, Director, Alumni Relations; Mr. Howard Reddy, Asst VP, Advancement; Ms. Lusharon Wiley, Senior Assoc Dean of Students; Mr. Matt Marshall, University Commons; Mr. Chip Chism, Parking & Transportation Services Director; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Chuck Bell, Telecommunications Specialist, ITS; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Vannee Cao-Nguyen, Director, SDRC; Dr. Claudia Stanny, Director, CUTLA; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Exec Director and CTO, ITS; Mr. Ross Dahlstrom, Network Engineer; Ms. Carol Britton, Special Assistant to the President; Dr. Bill Healey, Director, Recreation & Sports Services; Mr. Jeff Schmitt, Associate Director, Recreation & Sports Services; Ms. Jenny Hamilton,

Coordinator, SGA; Ms. Angie Jones, Director, Procurement; Mr. William Coleman, Lead Classroom Technology Engineer, ITS and Ms. Becky Luntsford, Recording Secretary.

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

Chair O'Sullivan welcomed everyone present and offered a special welcome to Trustee Adrienne Collins. Chair O'Sullivan explained that the Board of Governors appointed Trustee Collins to the UWF Board of Trustees on June 22, 2017. Trustee Collins is a UWF alumna. She received her associate's degree from UWF and her bachelor's degree from University of Florida. She has been appointed for a term beginning March 30, 2017 through January 6, 2020.

Chair O'Sullivan announced that the meeting was being webcasted. He reminded those present that time has been set aside during the meeting to allow public comment on matters coming before the Board. He instructed anyone wanting to speak on an agenda item to complete a *Request to Address the UWF Board of Trustees* form as required. The forms were available on a table in the rear of the room and should be provided to the Board of Trustees' recording secretary, Becky Luntsford in advance of the public comment period.

## **2. PRESIDENT'S REPORT**

President Saunders made a PowerPoint presentation to the Board highlighting the university's 2012-2017 Strategic Plan, Athletics Recognitions, Teaching & Research news, 50<sup>th</sup> Anniversary Campaign success, University Partnerships, UWF Day at the Capitol January 17, 2018, key staff and faculty as well as the outstanding news of UWF's Performance Funding Metrics ranking in the top three in the State University System.

President Saunders' presentation included a newly-revised UWF organization chart and she announced new cabinet members, Dr. George Ellenberg, Provost and Vice President of Academic Affairs [Chief Academic Officer]; Dr. Joffery Gaymon, Vice President Enrollment & Student Affairs; Dr. Kim LeDuff, Vice President Academic Engagement; Pam Langham, General Counsel.

President Saunders and Dr. George Ellenberg, Provost, recognized Dr. Ermalynn Kiehl, Founding Dean, Usha Kundu, MD College of Health, for her leadership and her innumerable contributions to the university, faculty, students and the community. Dr. Saunders announced that Dr. Kiehl is retiring and the university wishes her and her husband happy travels as they plan to visit family across the country in their motor home.

#### 4. APPROVAL OF MINUTES

Chair O’Sullivan reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the March 23, 2017 and May 25, 2017 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 Dave Cleveland |
| Seconded by:              | Trustee Jay Patel      |
| Chair Mort O’Sullivan     | Aye                    |
| Vice Chair Dave Cleveland | Aye                    |
| Trustee Adrienne Collins  | Aye                    |
| Trustee Dick Baker        | Aye                    |
| Trustee Greg Britton      | Aye                    |
| Trustee Ted Fox           | Aye                    |
| Trustee Bob Jones         | Aye                    |
| Trustee Suzanne Lewis     | Aye                    |
| Trustee Jay Patel         | Aye                    |
| Trustee Kishane Patel     | Aye                    |

Motion passed unanimously.

#### 5. COMMITTEE REPORTS

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

The Audit & Compliance Committee met on May 25. The committee had five action items and two information items presented.

##### **ACTION ITEMS**

1. **Approval of University of West Florida Annual Financial Report for 2015-2016.** This Report was given by Ms. Colleen Asmus, Associate Vice President for Finance.

On February 22, 2017 the State of Florida Auditor General released the report on the audit of the financial statements of the university for the fiscal year ended June 30, 2016. Our audit showed that basic financial statements were presented fairly, in all respects, in accordance with prescribed financial reporting standards.

Our audit did not identify any deficiencies in internal control over financial reporting that are considered to be material weaknesses. No instances of noncompliance or other matters required to be reported were noted.

2. **Approval of State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for Fiscal Year Ended 2016 Audit Report.** This report was presented by Ms. Betsy Bowers, Associate Vice President for Internal Auditing & Compliance.

On March 30, the State of Florida Auditor General released its report on the statewide audit of Federal funds for fiscal year 2015/16 which ended June 30, 2016 and includes UWF. UWF had no findings in this audit report.

3. **Approval of 2017/2018 Work Plan for UWF Internal Auditing & Compliance.** Ms. Bowers shared the proposed two-year work plan for 2017/18. She explained that she and her team have worked with university senior leadership and other key personnel to obtain input on this proposal. The work plan proposes to:
  1. Conduct 10 internal audits;
  2. Conduct various management advisory (consulting) services;
  3. Follow-up of Federal, State and internal audit findings;
  4. Continue participation in the Risk & Compliance Council and the evaluation of rules, regulations, policies and procedures; and
  5. Enhance and grow the Compliance function for UWF.

Ms. Bowers reminded the Committee that this Work Plan is a living document and may be revisited at any point during the fiscal year and modified accordingly.

4. **Acceptance of Quality Assurance Review Validator Report 2016.**

Ms. Bowers reported that in 2016, UWF Internal Auditing & Compliance performed a self-assessment (as required by BOG REG 4.003) of its operations and the results were evaluated by a validation team in November 2016. Their validation report was received on March 30, 2017. UWF received the highest rating, "generally conforms."

Positive attributes

- Development of staff, both personally and professionally.
- Utilizing technology to increase staff efficiency
- Partnering with management
- Leadership

Opportunities for Improvement

1. Audit committee does not formally participate in the performance evaluation of the AVP Internal Auditing. The president performs the evaluation.

*(Response: Input from the chair of the Audit & Compliance Committee will be sought prior to the AVP's performance evaluation. Implementation date: October 2017.)*

2. Internal Auditing & Compliance doesn't explicitly disclose its organizational and engagement independence and objective to the Board of Trustees annually. *(Response: The IAC Annual Report will include a section on independence and objectivity and note if there is any potential impairment, actual impairments or no impairments. This will be presented to the BOT Audit & Compliance Committee. Implementation Date: September 2017)*

#### **5. Acceptance of Internal Auditing PCard Audit Reports Quarter 3 Update.**

Ms. Bowers reported that (8) departments encompassing 55 cardholders were examined during the quarter. 938 transactions occurred, 210 transactions were tested and the audit opinion resulted in seven departments scoring excellent and the remaining department scored good.

#### **INFORMATION ITEMS**

1. Ms. Bowers provided the committee with an Internal Auditing Update on Activities.
2. Compliance Officer, Mr. Matt Packard provided the committee with a Compliance Update on Activities.

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

The Finance & Facilities Committee met on May 25 and had seven action items and six information items presented.

#### **ACTION ITEMS**

1. **Approval of Changes to UWF REG 4.008 Tuition and Fees, Fines and Penalties** was presented by Ms. Colleen Asmus, Associate Vice President for Finance and University Controller. Ms. Asmus began her report by stating that no increases in Tuition or Mandatory Fees are proposed this year by the University.

Changes to the Regulation include:

- The Graduate Market Rate Tuition section has been changed to show the tuition amounts for each program separately; and
- In the Other Fees section, the Third Time repeat fee, which is set by the Board of Governors, is increasing from \$177.57 to \$181.12

If approved by the Board today, UWF/REG 4.008 will be sent to the Board of Governors (“BOG”) for approval. This regulation is a select regulation and it cannot go into effect until it is approved by the BOG.

**2. Rescinding Material and Supplies Fees Request** was presented by Interim Provost, Dr. George Ellenberg. Dr. Ellenberg explained that a Material and Supplies Fees request for AY 2017-18 was originally presented at the February 21, 2017, Finance, Facilities & Operations Committee for approval.

The Committee sent the request to the full Board for consideration at its March 23<sup>rd</sup> meeting. Then, at a special meeting of the Finance Committee held on March 16 that recommendation was rescinded and the item was tabled for consideration at the Committee’s May 25<sup>th</sup> meeting. At the May 25<sup>th</sup> Committee meeting, the University requested that its original Material and Supplies Fees Request be rescinded and the Committee approved rescension of the original request.

**3. Approval of Amendment to UWF REG 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process.** This presentation was presented by Ms. Angela Jones, Director of Procurement & Contracts.

Ms. Jones explained that the proposed amendments to this Regulation provide the following:

- Inclusion of public and open competitive solicitation as a condition to utilizing cooperative purchases;
- Limitations on contract extensions and renewals;
- Clarification of the “advertisement” exemption to remove the purchase of media placement services as an exempt service; the direct placement of an advertisement toward a targeted audience, remains exempt as these cannot be competed, but media placement services can be competitively placed.

#### **4. Approval of the FY 2018/2019 – 2022/2023 Fixed Capital Outlay Plan**

Dr. Steve Cunningham, Vice President and CFO, shared the updated five-year Fixed Capital Outlay Plan with priorities endorsed by President Saunders placing emphasis on UWF as a destination choice for our students, faculty, staff, community, and the region.

The 5-year Educational Plant Survey process was recently completed for the university and the proposed capital improvement priorities reflect the outcome of the EPS review. The Campus Master Plan will be internally updated to reflect the projects and priorities outlined in the updated Fixed Capital Outlay Plan.

Dr. Cunningham reported that the PECO eligible project budgets will be updated prior to the August 1, 2017 submittal date to the Board of Governors. He provided a summary of the key points and recommended changes for the PECO Plan, as compared to the most recent Plan approved by the Board of Trustees on June 15, 2016.

5. **Approval of the FY 2016/2017 Educational Plant Survey** was also presented by Dr. Steve Cunningham.

Per Florida Statute, every 5 years, each university conducts an Educational Plant Survey (EPS) to determine space needs by space type necessary for the academic mission, university operations, and accommodating the institutions faculty, staff, and students.

Dr. Cunningham provided the Committee with a report outlining the recommendations of the Educational Plant Survey Team.

The Board of Trustees must review and approve the EPS prior to the President submitting the survey to the Chancellor. The new survey will supersede previous surveys.

6. **Approval of the Continuation of The Green Fee** was presented by Kishane Patel, Student Body President and Trustee.

Trustee Patel explained that The Green Fee is a student lead initiative that was approved by the BOT and the BOG for implementation effective Fall 2012. The Green Fee is a mandatory student fee currently collecting \$0.75 per credit hour and is intended to fund projects and activities to enhance sustainability practices at UWF.

Every five years, BOG Regulation requires the university board of trustees to review the fee and determine if the fee has met its intended outcome and decide whether the fee should be increased, decreased or discontinued.

UWF's student body and Student Body President Patel supports the continuation of the fee and our Committee voted to continue The Green Fee.

7. **Approval of Amendment to UWF REG 3.014 Public Expression, Assembly and Distribution of Written Materials at UWF** was presented by Mr. James Felder, Interim General Counsel. Mr. Felder explained that in the current Regulation UWF/REG 5.050, the location of the Designated Public Forum for public expression on campus is very close to the entry of the Pace Library.

Library patrons have stated that they can hear the speakers in the Designated Forum area while trying to study so the location of the Designated Public Forum is being moved back from the entrance of the Library and far enough from the Library.

The new location will be marked with signs indicating that it is the Designated Public Forum.

## **INFORMATION ITEMS**

1. Ms. Colleen Asmus provided an overview of the **FY 2016-2017 Operating Budget Summary** which provided a report at the end of the third quarter with budget-to-actual results for each fund group.



*Dr. Steve Cunningham presented the remaining 5 Information items.*

2. **UWF Business Enterprises, Inc. Update** of recent activities involving the Scenic Hills property, Argonaut Village and Dining Services.
3. **Parking and Transportation Services Reassignment and Operations Update.** Following a recent evaluation of BEI finances and prospects for future parking infrastructure development, authorization was received from President Saunders to reassign parking and transportation services from BEI to the university as an operating unit. The BEI Board endorsed the reassignment at its May 8, 2017 meeting.
4. **University Contracts.** During its March 23, 2017 BOT Meeting, the Board requested a list of any contracts five years or over. That list was provided to our Committee at the May 25<sup>th</sup> meeting. Committee members and other trustees present stressed to university staff, that going forward, all contracts extending five-years or beyond should come before the full Board for review and approval.
5. The Committee received a project status report related to **Major Facilities Construction Projects** at University Park and the Lab Sciences Annex Facilities.
6. **Conclusion of Successor Collective Bargaining Agreement Between AFSCME and UWF.** Through collective bargaining negotiations between representatives for the UWF Board of Trustees and AFSCME, the parties agreed to terms and conditions for a collective bargaining agreement to succeed the existing agreement. On May 2, 2017, the parties completed the successor Agreement and concluded negotiations.

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

The Academic Affairs Committee met on May 25. They had three action items presented.

#### **Action Items**

**1. Approval of Amendments to UWF/REG 3.031 Grading Information** was presented by Associate Vice President for Enrollment Affairs, Dr. Joffery Gaymon. Dr. Gaymon explained to the Committee that the proposed amendments are being requested to ensure consistency and alignment with current grading information practices. Also, titles and descriptions were added to grade and symbol charts to improve clarity and the grading symbols and associated definitions were also updated.

**2. Approval of Amendment to UWF REG 3.040 Textbook Adoption.** This item was presented by Interim Vice Provost, Dr. Jay Clune. Dr. Clune explained that the amendments being made to this

regulation will align with changes in Board of Governors Regulation 8.003 and Section 1004.085, Florida Statutes.

**3. Approval of Tenure** for thirteen individuals was presented by Interim Provost, Dr. George Ellenberg.

Two professors in the College of Arts, Social Sciences and Humanities; one professor within the College of Business; six professors of the College of Education and Professional Studies; one professor from the Usha Kundu, MD College of Health; and three professors who teach in the Hal Marcus College of Science & Engineering.

DRAFT

## **Student Affairs Committee – Greg Britton, Chair**

The Student Affairs Committee met on May 25 and had two information items presented.

### **Information Items**

1. **A Housing & Residence Life Update** was presented by Dr. Ruth Davison, Director, Housing & Residence Life. Dr. Davis began by stating that there will be no rental rate increase in fall 2017 and UWF is currently at 71% occupancy for the fall. She and Rachel Blakesley, Assistant Director of Residence Life provided the Committee with a thorough report including off-campus competitor occupancy rates, and innovative on-campus residence life programs. Dr. Davison and Ms. Blakesley answered questions from Committee members and other trustees present.
2. Zach Jenkins, Director of the Haas Center and Amy Newburn, Assistant Director of the Haas Center, reported on the **Economic Impact of the Inaugural Football Season**. They explained that Dr. Kevin Bailey, Vice President of Student Affairs, commissioned The Haas Center to conduct an impact study of the inaugural season of football. The Haas Center used various inputs including ticket, concessions and merchandise sales information from UWF Athletics along with expenditure data from multiple surveys and student spending. The Haas Center estimated that the total economic impact of UWF's inaugural season was \$5.33 million. They shared their methodology with the Committee and explained how they derived the economic impact.

### **3. PUBLIC COMMENT**

Chair O'Sullivan 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 O'Sullivan noted there were fifteen items on the consent agenda. Trustees may pull any individual item from the consent agenda below for further review, if they desire. However, each item was fully discussed during the committee meetings and all of the recommendations of the committees reflect the proposed action provided with the agenda backup documentation.

Chair O'Sullivan asked if there were any requests to pull any consent agenda items for further discussion.

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

- A. Approval of Amendment to UWF/REG 3.031 Grading Information
- B. Approval of Amendment to UWF/REG 3.040 Textbook Adoption
- C. Approval of Tenure
- D. Approval of University of West Florida Annual Financial Report for 2015-2016
- E. Approval of State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for Fiscal Year Ended 2016 Audit Report
- F. Approval of 2017/2018 Work Plan for UWF Internal Auditing and Compliance
- G. Acceptance of Quality Assurance Review Validator Report 2016
- H. Acceptance of Internal Auditing PCard Audit Reports Quarter 3 Update
- I. Approval of Changes to UWF/REG 4.008 Tuition and Fees, Fines and Penalties
- J. Rescinding Material and Supplies Fees Request
- K. Approval of Amendment to UWF/REG 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process
- L. Approval of the FY2018/2019 – 2022/2023 Fixed Capital Outlay Plan
- M. Approval of the FY2016/2017 Educational Plant Survey
- N. Approval of the Continuation of The Green Fee
- O. Approval of Amendment to UWF/REG 3.014 Public Expression, Assembly and Distribution of Written Materials at UWF

Motion by: Trustee Dick Baker  
 Seconded by: Trustee Suzanne Lewis  
 Chair Mort O’Sullivan Aye  
 Vice Chair Dave Cleveland Aye  
 Trustee Adrienne Collins Aye  
 Trustee Dick Baker Aye  
 Trustee Greg Britton Aye  
 Trustee Ted Fox Aye  
 Trustee Bob Jones Aye  
 Trustee Suzanne Lewis Aye  
 Trustee Jay Patel Aye  
 Trustee Kishane Patel Aye  
 Motion passed unanimously.

**8. ACTION ITEMS**

**1. Approval of Naming Opportunity** was presented by Mr. Howard Reddy, Assistant Vice President for University Advancement.

Chair O’Sullivan asked for a motion to Approve naming the Members First Credit Union Hitting Facility as recommended by the Division of Advancement and the Department of Intercollegiate Athletics.

Motion by: Trustee Jay Patel  
Seconded by: Trustee Dave Cleveland  
Chair Mort O’Sullivan Aye  
Vice Chair Dave Cleveland Aye  
Trustee Adrienne Collins Aye  
Trustee Dick Baker Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee Jay Patel Aye  
Trustee Kishane Patel Aye  
Motion passed unanimously.

**2. Ratification of Successor Collective Bargaining Agreement 2017 - 2020** was presented by Dr. Steve Cunningham, Vice President and CFO.

Chair O’Sullivan asked for a motion to Ratify the 2017-2020 Successor Collective Bargaining Agreement between the University of West Florida Board of Trustees and AFSCME as presented.

Motion by: Trustee Suzanne Lewis  
Seconded by: Trustee Greg Britton  
Chair Mort O’Sullivan Aye  
Vice Chair Dave Cleveland Aye  
Trustee Adrienne Collins Aye  
Trustee Dick Baker Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee Jay Patel Aye  
Trustee Kishane Patel Aye  
Motion passed unanimously.

**3. Approval of 2017-2018 Legislative Budget Requests** was presented by Mr. Andrew Romer, Senior Executive Specialist, Governmental Affairs.

Chair O’Sullivan asked for a motion to Approve the 2017-2018 Legislative Budget Requests as presented for submission to the Board of Governors by July 10, 2017.

Motion by: Trustee Jay Patel  
Seconded by: Trustee Dave Cleveland  
Chair Mort O’Sullivan Aye  
Vice Chair Dave Cleveland Aye  
Trustee Adrienne Collins Aye  
Trustee Dick Baker Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee Jay Patel Aye  
Trustee Kishane Patel Aye  
Motion passed unanimously.

**4. Approval of Metric 10 – Board of Trustees Choice Metric** was presented by Dr. George Ellenberg, Provost.

Chair O’Sullivan asked for a motion to Approve three prioritized options to replace the current Metric 10 to be proposed to the Board of Governors.

- Goal 1: Improve student engagement and participation in “high-impact” learning experiences as measured on the National Survey of Student Engagement (NSSE)
- Goal 2: Increase percent of undergraduate FTE in online courses.
- Goal 3: Increase percent of bachelor’s degrees in STEM and Health.

Motion by: Trustee Dick Baker  
Seconded by: Trustee Ted Fox  
Chair Mort O’Sullivan Aye  
Vice Chair Dave Cleveland Aye  
Trustee Adrienne Collins Aye  
Trustee Dick Baker Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee Jay Patel Aye  
Trustee Kishane Patel Aye  
Motion passed unanimously.

**5. Approval of Estimated FY2017-2018 Consolidated Operating Budget** was presented by Associate Vice President for Finance, Colleen Asmus.

Chair O’Sullivan asked for a motion to Approve the Estimated Operating Budget for the fiscal year ending June 30, 2018 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 2017, and other changes during the fiscal year.

|                           |                       |
|---------------------------|-----------------------|
| Motion by:                | Trustee Suzanne Lewis |
| Seconded by:              | Trustee Ted Fox       |
| Chair Mort O’Sullivan     | Aye                   |
| Vice Chair Dave Cleveland | Aye                   |
| Trustee Adrienne Collins  | Aye                   |
| Trustee Dick Baker        | Aye                   |
| Trustee Greg Britton      | Aye                   |
| Trustee Ted Fox           | Aye                   |
| Trustee Bob Jones         | Aye                   |
| Trustee Suzanne Lewis     | Aye                   |
| Trustee Jay Patel         | Aye                   |
| Trustee Kishane Patel     | Aye                   |

Motion passed unanimously.

**6. Scenic Hills Country Club Approval of Purchase** was presented by Dr. Steve Cunningham.

Dr. Cunningham provided the trustees with a revised Letter of Intent extended through June 29, 2017 from Capital Conceptz, LLC to provide time for negotiation of purchase and sales agreement, subject to BOT approval. Dr. Cunningham stated that the BEI Board has approved and endorsed the sale consistent with UWF Real Property policies. Sale Price \$1M. Proof of funds has been received.

Chair O’Sullivan asked for a motion to Approve the sale of Scenic Hills Country Club under the terms described; and delegate to Steve Cunningham, the CEO of BEI, the authority to negotiate ancillary terms and execute the purchase and sales agreement to effectuate this transaction, in accordance with Section 4.5 of the BEI Bylaws.

|                       |                   |
|-----------------------|-------------------|
| Motion by:            | Trustee Bob Jones |
| Seconded by:          | Trustee Jay Patel |
| Chair Mort O’Sullivan | Aye               |

Vice Chair Dave Cleveland Aye  
Trustee Adrienne Collins Aye  
Trustee Dick Baker Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee Jay Patel Aye  
Trustee Kishane Patel Aye  
Motion passed unanimously.

**7. Approval of the UWF 2017-2022 Strategic Plan** was presented by President Martha Saunders.

Chair O’Sullivan asked for a motion to Approve the University of West Florida 2017-2022 Strategic Plan.

Motion by: Trustee Dick Baker  
Seconded by: Trustee Suzanne Lewis  
Chair Mort O’Sullivan Aye  
Vice Chair Dave Cleveland Aye  
Trustee Adrienne Collins Aye  
Trustee Dick Baker Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee Jay Patel Aye  
Trustee Kishane Patel Aye  
Motion passed unanimously.

**8. Approval of the University Policy BOT-14.01-06/17 Presidential Evaluation Policy** was presented by Trustee Dave Cleveland, Chair of the Presidential Performance Evaluation and Metrics Ad hoc Committee and Chair Mort O’Sullivan.

Chair O’Sullivan asked for a motion to Approve University Policy BOT-14.01-06/17 Presidential Evaluation Policy with additional clarifying text inserted into Section IV. Evaluative Criteria; (c) Board Assessment of the Policy.



Additional text will read ***“Each Trustee is required to evaluate the President annually, by completing a Trustee Survey distributed during each evaluation period.”***

Motion by: Trustee Suzanne Lewis  
Seconded by: Trustee Bob Jones  
Chair Mort O’Sullivan Aye  
Vice Chair Dave Cleveland Aye  
Trustee Adrienne Collins Aye  
Trustee Dick Baker Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee Jay Patel Aye  
Trustee Kishane Patel Aye  
Motion passed unanimously.

**9. Approval of the 2017-2020 Presidential Goals** was presented by Trustee Dave Cleveland, Chair of the Presidential Performance Evaluation and Metrics Ad hoc Committee and Chair Mort O’Sullivan.

Chair O’Sullivan asked for a motion to Approve 2017-2020 Presidential Goals.

Motion by: Trustee Dick Baker  
Seconded by: Trustee Suzanne Lewis  
Chair Mort O’Sullivan Aye  
Vice Chair Dave Cleveland Aye  
Trustee Adrienne Collins Aye  
Trustee Dick Baker Aye  
Trustee Greg Britton Aye  
Trustee Ted Fox Aye  
Trustee Bob Jones Aye  
Trustee Suzanne Lewis Aye  
Trustee Jay Patel Aye  
Trustee Kishane Patel Aye  
Motion passed unanimously.

**10. Appointment of Delegation of Authority to the President Ad hoc Committee** was presented by Chair Mort O’Sullivan.

The State University System of Florida Board of Governors is requesting each state university's board of trustees provide a description of its delegations of authority for university operations to each respective president and university administration.

UWF's Office of the General Counsel is currently compiling a report of documents used to date to delegate authority to the university president.

Chair O'Sullivan appointed Trustees Lewis Bear, Jr., Dick Baker and Greg Britton to serve on an ad hoc committee. The committee will work with the UWF Office of the General Counsel and the Board of Governors in reviewing sample proposals, best practices and principles, and reviewing other universities and university systems to draft a Delegation of Authority to the President document for recommendation to the UWF Board of Trustees.

Chair O'Sullivan charged the Committee with completing this work and making a Committee report at the August 17, 2017 BOT Committee Meeting and presenting a formal policy to the full Board at the September 26, 2017 BOT meeting. Once approved by the BOT, the document will be submitted to the Board of Governors.

Chair O'Sullivan ask for a motion to Approve the appointment of Trustees Lewis Bear, Jr. to serve as chair of the committee; Dick Baker and Greg Britton to the Delegation of Authority to the President Ad hoc Committee.

|                           |                       |
|---------------------------|-----------------------|
| Motion by:                | Trustee Jay Patel     |
| Seconded by:              | Trustee Suzanne Lewis |
| Chair Mort O'Sullivan     | Aye                   |
| Vice Chair Dave Cleveland | Aye                   |
| Trustee Adrienne Collins  | Aye                   |
| Trustee Dick Baker        | Aye                   |
| Trustee Greg Britton      | Aye                   |
| Trustee Ted Fox           | Aye                   |
| Trustee Bob Jones         | Aye                   |
| Trustee Suzanne Lewis     | Aye                   |
| Trustee Jay Patel         | Aye                   |
| Trustee Kishane Patel     | Aye                   |

Motion passed unanimously.

## 8. INFORMATION ITEMS

1. **Response to Governor Rick Scott's Letter Dated April 13, 2017.** Dr. George Ellenberg presented this item. Dr. Ellenberg explained that UWF is working to answer questions posed by Governor Rick Scott including:

- How are your institution’s degrees matched to the top job opportunities in Florida?
- What is your institution’s job placement rate for graduates of your two most popular degree programs?
- How has your institution spent the record state funding in higher education?
- What is the return on investment from the record state funding in higher education?
- In response to my Finish in Four, Save More Challenge, what steps has your institution taken to get students graduated within four years? How have you worked with your college or university partner to assure students a seamless transition?
- Has your institution implemented any new internship programs?

2. **Innovation Campus Network.** Dr. Pam Northrup, Vice President, Research & Strategic Innovation, made a presentation on UWF’s innovation campus network plans. The University of West Florida is envisioning an Innovation Campus Network as a transformative community-university partnership model. The Innovation Campus Network will introduce living and learning facilities, curriculum and partners that are innovation-focused, highly collaborative, creative and fueled by the energy of real-world industry challenges to be solved. This transformative university model will highlight living laboratories with students, faculty, industry experts and the community working collaboratively in a vibrant, living and learning campus environment. “Mile Zero” of the Network will be located in downtown Pensacola and connect to physical campus destinations throughout Northwest Florida leveraging educational institutions, research centers and the military to promote this new transformative university ecosystem. The Innovation Campus Network will prepare students for future occupations and careers that promote economic recovery, diversification and enhancement by developing innovative knowledge clusters across the region, developing vibrant campus locations, aligning with industry partners and engaging with K-12 and the community.

Currently, an internal UWF team is envisioning the model, selecting the most appropriate knowledge clusters to pursue and developing a fully-formed funding and implementation plan. In late summer 2017, the team will be expanded to include a steering committee and a planning committee.

| Date      | Task  |
|-----------|---|
| Fall 2017 | Finalize plans for Innovation Campus Network including location, programming and costs. Present to UWF Board of Trustees. |
| Fall 2017 | Apply for Triumph funding to support the development of the Innovation Campus Network.                                    |
| Fall 2018 | Launch Phase 1 with one knowledge cluster in a to-be determined pilot location in downtown Pensacola.                     |
| Fall 2018 | Launch Phase 1 with one knowledge cluster at the Ft. Walton Beach Emerald Coast Campus                                    |
| Fall 2020 | Launch complete Innovation Campus Network in downtown Pensacola and ‘networked’ throughout Northwest Florida.             |

## **OTHER BUSINESS**

Chair O'Sullivan thanked the Board for the discussion and participation at the meeting. He encouraged Trustees to send Becky their comments for ideas or items of discussion for future Board meetings or opportunities for Board engagement.

He reminded everyone of the UWF Boards Appreciation Social and Dinner later that evening at the Museum of Commerce.

## **OTHER ACTIVITIES AND UPCOMING EVENTS**

- **June 29, 2017 @ 5:30 p.m.** – UWF Boards Appreciation Dinner, Museum of Commerce
- **Friday, July 28, 2017 @ 9:00 a.m.** – UWF BOT Retreat, Innovation Institute
- **August 17, 2017 @ 9:00 a.m.** – UWF BOT Committee Meetings, UWF Conference Center
- **September 26, 2017 @ 9:00 a.m.** – UWF BOT Meeting, UWF Conference Center
- **November 16, 2017 @ 9:00 a.m.** - UWF BOT Committee Meetings, UWF Conference Center
- **December 14, 2017 @ 9:00 a.m.** – UWF BOT Meeting, UWF Conference Center
- **December 14, 2017 @ 5:30 p.m.** – UWF Boards Holiday Reception, Location TBD
- **December 16, 2017** – UWF Fall Commencement, Pensacola Bay Center

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

The meeting adjourned at 12:01 p.m.

Respectfully submitted,  
Becky Luntsford, recording secretary