

Minutes

UWF Board of Trustees Meeting

UWF Conference Center

September 19, 2019

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

Motion by: Trustee Jill Singer

Seconded by: Trustee Sherry Schneider

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 August 14, 2019 minutes.

Motion by: Trustee Dick Baker

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 August 14, 2019 minutes.

Motion by: Trustee Lewis Bear, Jr.

Seconded by: Trustee Dave Cleveland

Motion carried.

Student Affairs Committee: Greg Britton, Student Affairs Committee Chair called the meeting to order and asked for a motion to approve their August 14, 2019 minutes.

Motion by: Trustee Alonzie Scott

Seconded by: Trustee Zenani D. Johnson

Motion carried.

Presidential Performance Evaluation & Metrics Ad Hoc Committee: Dave Cleveland, Presidential Performance Evaluation & Metrics Ad Hoc Committee Chair called the meeting to order and asked for a motion to approve their August 14, 2019 minutes.

Motion by: Trustee Suzanne Lewis

Seconded by: Trustee Bob Jones

Motion carried.

FULL BOARD

1. CALL TO ORDER AND CHAIR'S REMARKS

Chair O'Sullivan called the full Board meeting to order at 9:22 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Dick Baker, Lewis Bear, Jr., Dave Cleveland, Adrienne Collins, Zenani D. Johnson, Bob Jones, Suzanne Lewis, Mort O'Sullivan, Sherry Schneider, Alonzie Scott and Jill Singer were present.

Trustee Greg Britton participated by teleconference call.

Trustee Bob Sires was absent.

Others attending:

Dr. Martha Saunders, President; Dr. George Ellenberg, Provost and Senior Vice President; Dr. Pam Northrup, VP, Innovation and Strategic Research; Ms. Pam Langham, General Counsel; Mr. Howard Reddy, VP, University Advancement; Dr. Kim LeDuff, VP Academic Engagement; Dr. Ed Ranelli, AVP External Affairs; Dr. Kimberly McCorkle, Vice Provost; Ms. Betsy Bowers, VP, Finance & Administration; Ms. Melinda Bowers, VP, Facilities; Mr. Dave Scott, Director Athletics; Ms. Megan Gonzalez, Institutional Communications; Dr. Jaromy Kuhl, Dean, Hal Marcus College of Science & Engineering; Dr. Eric Bostwick, Interim Dean COB; Dr. Steve Brown, Dean CASSH; Dr. Nancy Seabert, Dean Usha Kundu College of Health; Dr. Brandon Frye, Dean of Students; Ms. Colleen Asmus, AVP Financial Services; Ms. Jamie Sprague, Associate Director, Human Resources; Mr. Vito Hite, AVP Chief Auditing Executive; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Lucas, CFO, UWF Foundation; Mr. Christophe Lizen, Associate Director, Institutional Research; Mr. Keith King, Director, Institutional Research; Mr. Chris Middleton, Director Strategic Innovation; Ms. Missy Grace, Director Alumni Affairs; Dr. David Ramsey, Government; Mr. Neil McNeil, Director Housing; Mr. Jeff Djerlek, Assistant Controller; Dr. Kuiyuan Li, Interim Dean Graduate School; Ms. Sandra Thompson, Director, ITS; Mr. Ross Dahlstrom, Network Engineer; Mr. Chase Green, BOT IT; Mr. Cody Thurber, BOT IT; Mr. Angel Sedillo, Production Director; Mr. John Macdonell, Webcast Director; Mr. Corbin McCoy, Camera Director; Becky Luntsford, Assistant Corporate Secretary to BOT; and Kat Zatopkova, BOT Graduate Assistant.

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

II. STUDENT PRESENTATION

Chair O’Sullivan introduced Ms. Cara Womacks. Cara is a junior studying Marine Biology at UWF. She is originally from Saint Louis, Missouri, but chose to move to Florida for college to pursue her passion for ocean science. Cara is an active member of the Kugleman Honors Program and the Janosik Lab, where she is working on a DNA barcoding project that explores crustacean biodiversity in the Gulf of Mexico. In addition to her activities on campus, Cara spent a semester studying abroad in western Europe as part of The GlobalizEdu Village Program. After completing her undergraduate studies at UWF, Cara plan to pursue a graduate degree in Marine Science.

Chair O’Sullivan invited Ms. Womacks to the podium. Cara made a presentation to the Board explaining her academic and personal experiences and successes at UWF.

Chair O’Sullivan thanked Ms. Womacks for their remarks and he presented her with a certificate of appreciation.

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

III. PRESIDENT’S REPORT

President Saunders’ report included news and information directly correlating to the university’s 2017-2022 Strategic Plan and strategic directions.

Strategic Direction 1 – Learner Centered and Focused

U.S. News & World Report awarded UWF four Best Colleges award badges as symbols of excellence. UWF received badges for ranking among the top regional universities in the South in the following categories: Regional Universities; Top Public Schools; Social Mobility; and Best Colleges for Veterans.

UWF welcomed its third consecutive class of National Merit Finalists this fall. Adeline Watson and Shane Durepo make up this year’s class. UWF now has a total of nine finalists enrolled since Fall 2017.

Strategic Direction 2 – Personnel Investment and Engagement

Governor Ron DeSantis announced the selection of Dr. Judy Bense along with two other influential women in the state into the Florida Women’s Hall of Fame. Dr. Bense will be honored at a ceremony on October 28.

Dr. Venable, inaugural director of the intelligent systems and robotics program, joins UWF from Tulane University, where she held a joint appointment as a professor of computer science and research scientist for IHMC.

Nicole Gislason will serve in a new role at UWF following the expansion of the Haas Center. The Office of Workforce and Industrial Innovation along with the Sea3D Additive Manufacturing Laboratory now operate as part of the Haas Center.

The Chronicle of Higher Education named the University of West Florida a 2019 "Great College to Work For," marking the institution's seventh appearance on the list.

Strategic Direction 3 – Academic Programming, Scholarship and Research

This fall, UWF and the Institute for Human and Machine Cognition in downtown Pensacola welcomed the inaugural cohort of five students to the newly established intelligent systems and robotics doctoral program.

UWF has been renewed by the National Institutes of Health to support the Maximizing Access to Research Careers, or MARC, Scholars Program. With an anticipated five-year budget of \$1.44 million, the MARC Scholars Program was funded for eight scholars per year.

"ArgoTots" provides modified vehicles to young children with physical disabilities who experience limited mobility. Four-year-old Jack Carroll received the first vehicle, a modified John Deere tractor, in July.

Strategic Direction 4 – Community and Economic Engagement

The Florida Small Business Development Center at UWF was named Region of the Year at the Florida SBDC Network's annual conference.

The Haas Center conducted an economic impact analysis of our 2018 football season using various inputs including ticket, concession and merchandise sales information. Some highlights from the study include: \$9.7 million economic impact on Escambia County; associated with \$6.1 million in value added to the economy; and support 94 jobs and generate approximately \$4.6 million in income.

The UWF Center for Cybersecurity is launching the Cybersecurity for All program, an innovative program to enhance readiness for evolving cybersecurity work roles and address the critical shortage of cybersecurity professionals.

The UWF Haas Center finalized the sale of Professional Educators Assessment and Results System, an electronic teacher evaluation system, to the Santa Rosa County School District for \$125,000.

UWF welcomed author and Miami Herald columnist, Carl Hiaasen, to Pensacola on Sept. 12 as part of the Seligman First Amendment Lecture series. Hiaasen discussed his life, career and the exercise of free speech in the modern world at New World Landing in downtown Pensacola.

Strategic Direction 5 – Infrastructure

UWF launched UWF Guardian, a personal safety app that allows students rapid and proactive communication with the UWF Police Department and their safety network of family and friends.

The UWF Hal Marcus College of Science and Engineering celebrated the grand opening of the Laboratory Sciences Annex, a state-of-the-art facility that provides additional space for classroom, wet research labs and offices for faculty and staff.

IV. APPROVAL OF MINUTES

Chair O’Sullivan reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the June 19, 2019 Board of Trustees meeting and the August 14, 2019 Special Board of Trustees Conference Call meeting. He asked for a motion to approve both sets of minutes if there were no changes or corrections.

- | | |
|---------------------------|----------------------|
| Motion by: | Trustee Greg Britton |
| Seconded by: | Trustee Dick Baker |
| Chair Mort O’Sullivan | Aye |
| Vice Chair Dave Cleveland | Aye |
| Trustee Dick Baker | Aye |
| Trustee Lewis Bear, Jr. | Aye |
| Trustee Greg Britton | Aye |
| Trustee Adrienne Collins | Aye |
| Trustee Bob Jones | Aye |
| Trustee Suzanne Lewis | Aye |
| Trustee Zenani D. Johnson | Aye |
| Trustee Sherry Schneider | Aye |
| Trustee Alonzie Scott | Aye |
| Trustee Jill Singer | Aye |
- Motion passed unanimously.

V. COMMITTEE REPORTS

Academic Affairs Committee – Adrienne Collins, Chair

The Academic Affairs Committee met on August 14, 2019. They had two action items and one information item.

ACTION ITEMS

1. Approval of 2019 UWF Textbook and Instructional Material Affordability Annual Report.

Dr. Kimberly McCorkle, UWF Vice Provost, presented this item and explained that per BOG Regulation 8.003 each year, each university must submit an annual report by September 30th to the SUS Chancellor. UWF is in compliance for textbook adoptions for the Fall 2018 and Spring 2019 semesters with a 98.32% textbook compliance rate for Fall and 100% compliance rate for Spring.

Since the implementation of several specific initiatives on campus to reduce the costs of textbooks and instructional materials to students, every semester, UWF has exceeded BOG's 95% compliance requirement.

The Committee recommended the full Board approve the 2019 UWF Textbook and Instructional Materials Affordability Annual Report.

2. Approval of Tenure as a Condition of Employment

Provost George Ellenberg presented this item. The Board of Trustees considers all nominations for tenure at its June meeting. Tenure nominations as a condition of employment are considered as needed throughout the year. Dr. Kristen Venable, Director for the Ph.D. Program in Intelligent Systems and Robotics and Professor in the Department of Computer Science, is being considered for tenure. Dr. Venable works within the Hal Marcus College of Science and Engineering.

The Committee recommended the full Board approve Tenure as a Condition of Employment for Dr. Kristen Venable.

INFORMATION ITEM

- 1. Dr. McCorkle presented a Summary of Degree Program Changes Approved During the Period July 1, 2018 through June 30, 2019.**

Audit & Compliance Committee – Bob Jones, Chair

The Audit & Compliance Committee met on August 14th. The committee had three action items and two information items presented.

ACTION ITEMS

UWF's Chief Audit Executive, Mr. Vito Hite presented the first two action items.

- 1. Acceptance of UWF Internal Auditing Reports Issued May - July 2019: Student Wellness Services, Health and Counseling; and the Dive Safety Program.**

Internal Auditing & Management Consulting (IAMC) issued an audit report on July 24, 2019 for Student Wellness Services, Health & Counseling. IAMC evaluated internal controls and mitigation of risks; and reviewed compliance with applicable laws, rules and regulations. IAMC noted that internal controls in general were strong, however, a few recommendations were made. Management has either already completed training sessions on the recommendations or outlined courses of action to be implemented by October 31st.

IAMC issued an audit report on May 22, 2019 for the Dive Safety Program. The audit's objectives were to evaluate controls over safety for all persons affected by program activities; compliance with American Academy of Underwater Sciences Standards for Scientific Diving; and mitigation of risk exposures for the university. IAMC found that internal controls were generally strong for safety, risk mitigation and compliance. A few recommendations were made and Management has outlined courses of action with implementation by October 1st.

The Committee recommended Acceptance of the Internal Auditing Reports Issued May – July 2019: Student Wellness Services, Health & Counseling 18-19 003; and Dive Safety Program 18-19 004 as presented by the full Board.

2. Acceptance of Internal Auditing PCard Audit Reports 4th Quarter Update (April – June 2019) and the Annual Update (July 2018-June 2019).

During the 4th Quarter, 11 departments (34 cardholders) were examined. 4 departments scored excellent, 5 scored good and 2 departments scored fair. IAMC found that files were well organized and documented, staff was well trained in PCard procedures and there was a strong separation of duties.

In the Annual Update for Fiscal Year 2018/19, IAMC reviewed 36 departments (141 cardholders). 25 departments scored excellent, 7 scored good and 4 departments scored fair. Individual reports were distributed to department heads and Procurement upon completion of these audits.

The Committee recommended the full Board accept the 4th Quarter PCard Report as presented.

3. Approval of the UWF 2019 Florida Educational Equity Act Report was presented by Ms. Karen Rentz, UWF Office of Equity & Diversity Executive Director. Ms. Rentz explained this report is completed annually by each Florida public university, approved by each institution's Board of Trustees and is then submitted to the Board of Governors. The Student Enrollment & Employment reporting focuses on females and members of specified racial/ethnic groups and the Athletics portion of the report focuses on gender equity. The 2019 report is based on 2017-2018 data.

The Committee recommended Approval of the UWF 2019 Florida Educational Equity Act Report by the full Board.

INFORMATION ITEMS

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

Finance, Facilities & Operations Committee – Suzanne Lewis, Chair

The Finance, Facilities & Operations Committee met on August 14. The Committee had one action item and three Information items presented.

ACTION ITEMS

1. **Approval of Revisions to UWF Regulation 4.008 Tuition and Fees, Fines and Penalties.** UWF Controller, Ms. Colleen Asmus, presented this item.

The proposed regulation modification updates the regulation to amend the excess hour surcharge fee to apply a 100% surcharge to first time in college (FTIC) students entering in Summer 2019 for coursework that exceeds 120% of their degree requirements.

The Committee recommended the full Board approve the revisions to Regulation 4.008 as presented.

INFORMATION ITEMS

1. **Flavors of Money.** Colleen Asmus made this presentation per the Committee's request. In June, Betsy Bowers gave a presentation at the BOT Retreat developed by the BOG showing the composition of the operating budget for the entire State University System. After seeing this information, we asked Betsy and her staff to produce similar charts showing a comparison of UWF's budgets for FY2019 to FY 2018.
2. Trustee Suzanne Lewis provided the Committee and trustees with an update of the **UWF BOT Real Estate Planning Ad Hoc Committee's** work and progress to date.
3. **March 31, 2019 Investment Committee Performance Update.** Colleen Asmus presented the Committee with this update.

Student Affairs Committee – Greg Britton, Chair

The Student Affairs Committee met on August 14th. The Committee had two Information items presented.

INFORMATION ITEMS

1. Expanding the Kugelman Honors Program. This item was presented by Dr. Greg Tomso, Associate Professor and Director of Kugelman Honors. Dr. Tomso provided the Committee with an update on the program and a look at the future of honors at UWF.

2. Student Government Association Update. This presentation was made by UWF SGA President and Trustee Zenani D. Johnson and UWF SGA Vice President Ms. Jamie Calvert. Ms. Johnson and Ms. Calvert provided an update on the activities and initiatives of the UWF Student Government Association.

VI. DIRECT SUPPORT ORGANIZATIONS REPORT

Trustee Dave Cleveland chairs the UWF Business Enterprises, Inc. Board. He gave a report explaining BEI's annual audit performed by CliftonLarsonAllen was complete. He reported that in fiscal year ending June 30, 2019, BEI's total positive net income was \$609,231. In his report, Trustee Cleveland provided a total revenue breakdown for the Bookstore, Dining Services and Argo Village.

Trustee Dave Cleveland serves on the UWF Foundation, Inc. Board. He provided a report on UWF Foundation's fundraising and advancement activities; new major gifts since July 1; updates from the Investment, Audit/Budget, and Nominating Committees; Alumni Report and upcoming events.

Trustee Suzanne Lewis serves on the West Florida Historic Trust Board. She provided a report on the Trust's FY2018/19 financial audit, annual financial goals, grant proposal submissions, and upcoming special events.

VII. PUBLIC COMMENT

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

VIII. CONSENT AGENDA ITEMS FOR APPROVAL

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

Chair O'Sullivan asked if there were any requests to pull any consent agenda items for further discussion. There were none.

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

- a. Acceptance of UWF Internal Auditing Reports Issued May – July 2019: Student Wellness Services, Health and Counseling 18-19 003; Dive Safety Program 18-19 004
- b. Acceptance of Internal Auditing PCard Audit Reports Quarter 4 Update (April – June 2019) and the Annual Update (July 2018 – June 2019)
- c. Approval of the University of West Florida 2019 Florida Educational Equity Act Report
- d. Approval of Revisions to UWF Regulation 4.008 Tuition and Fees, Fines and Penalties
- e. Approval of 2019 Textbook and Instructional Materials Affordability Annual Report
- f. Approval of Tenure as a Condition of Employment

Motion by:	Trustee Adrienne Collins
Seconded by:	Trustee Bob Jones
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Adrienne Collins	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Zenani D. Johnson	Aye
Trustee Sherry Schneider	Aye
Trustee Alonzie Scott	Aye
Trustee Jill Singer	Aye

Motion passed unanimously.

IX. ACTION ITEMS

- 1. **Approval of FY2019-20 University Carryforward Spending Plan and UWF Certification for University Fixed Capital, Operating and Carryforward Spending Plan Budgets.** Vice President for Finance and Administration, Ms. Betsy Bowers presented this item.

Senate Bill 190, which became law effective July 1, 2019, requires Board of Trustees (BOT) and Board of Governors (BOG) approval of carryforward expenditure plan budgets starting in FY 2021. However, the Board of Governors believes there is value in the preparation and certification of our university’s 2019-2020 budgetary information in compliance with provisions

outlined in the bill. Accordingly, the UWF Carryforward Spending Plan for FY 2019-20 is being presented for approval.

At the June 19, 2019, BOT meeting the Trustees approved the FY 2019-2020 Estimated Operating Budget and the Fixed Capital Outlay Plan.

As a member of the State University System of Florida, UWF operates within the policies and rules of the Legislature, the Florida Board of Governors, and the UWF Board of Trustees. The budgets and funds allocated in these FY 2019-20 budget plans are within the authority provided by the 2019 General Appropriations Act, Senate Bill 190, and by Florida Statutes.

Recommendations:

1. Approve the FY 2019-20 University Carryforward Spending Plan Budget.
2. Authorize the President to make future adjustments to the Carryforward Spending Plan as institutional needs warrant.
3. Authorize the Chair, President and CFO to certify the University Fixed Capital Outlay, Operating, and Carryforward Spending Plan budgets.

After the presentation, Chair O’Sullivan asked for a motion to approve the university fixed capital outlay, operating, and carryforward spending plan budgets as presented.

Motion by: Trustee Suzanne Lewis

Seconded by: Trustee Alonzie Scott

Chair Mort O’Sullivan Aye

Vice Chair Dave Cleveland Aye

Trustee Dick Baker Aye

Trustee Lewis Bear, Jr. Aye

Trustee Greg Britton Aye

Trustee Adrienne Collins Aye

Trustee Bob Jones Aye

Trustee Suzanne Lewis Aye

Trustee Zenani D. Johnson Aye

Trustee Sherry Schneider Aye

Trustee Alonzie Scott Aye

Trustee Jill Singer Aye

Motion passed unanimously.

2. **Approval of Reprioritization of Projects in the FY 2020/2021 – 2024/2025 Fixed Capital Outlay Plan.** Vice President for Finance and Administration, Ms. Betsy Bowers presented this item.

The Board of Trustees approved the FY 2020/21-2024/25 Fixed Capital Outlay Plan on June 19, 2019. We seek approval to reprioritize our Fixed Capital Outlay Plan. The reprioritization of our projects is as follows:

1. Building 54, Fire Mitigation (formerly #2)
2. Capital Renewal Infrastructure (formerly #1)
3. Classroom and ROTC - Buildings 77 & 78 Rehabilitation and Annex (no change)
4. Science and Engineering Research Wing (no change)
5. Science Collections Laboratory and Auditorium (no change)

Building 54 is the only large multi-purpose assembly space on campus for our students. Building 54 plays host to several large campus and community events including Convocation, BEST Robotics competitions, Science Olympiad, and several local k-12 academic events. Renovating and updating to current safety standards is critical to UWF's meeting increasing demand for large event space on campus. Additionally, UWF is hosting the National Conferences on Undergraduate Research (NCUR) annual conference in 2022. This event will bring more than 5,000 students and faculty from across the nation to UWF. Once the fire and safety issues are addressed, UWF will be able to expand seating capacity which is necessary for UWF to use this facility as the main assembly hall during this conference.

With the approval of this amended Capital Improvement Plan (CIP) list, Capital Renewal Infrastructure will now be UWF's number 2 priority. No other changes were made to any project on this list.

The updated 2020/2021-2024/2025 five-year Fixed Capital Outlay Plan reflects priorities endorsed by President Saunders including an emphasis on UWF as a destination place for our students, faculty, staff, community, and region. The Campus Master Plan will be internally updated to reflect the projects and priorities outlined in this updated Fixed Capital Outlay Plan.

The University carefully considered current facilities, building space utilization, future programs and FTE enrollment growth when identifying project requirements and prioritization. The Board of Governors obtains a proposed project list from each of the State University System universities and presents it to the Legislature and Governor, along with requests from state colleges and public schools. The Legislature then determines which projects are funded. This process is pursuant to Florida Statutes 1013.64, 216.0158, and 216.043. Project funding is obtained from the Public Education Capital Outlay (PECO) fund, which is a portion of the gross receipts tax on utilities, including electricity, telecommunications, and cable.

Chair O'Sullivan asked for a motion to approve the reprioritization of projects in the FY 2020/2021 – 2024/2025 Fixed Capital Outlay Plan as presented.

Motion by:	Trustee Suzanne Lewis
Seconded by:	Trustee Alonzie Scott
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Adrienne Collins	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Zenani D. Johnson	Aye
Trustee Sherry Schneider	Aye
Trustee Alonzie Scott	Aye
Trustee Jill Singer	Aye

Motion passed unanimously.

3. Approval of 2019 Board of Trustees Self Evaluation Effectiveness Survey was presented by Dr. Kimberly McCorkle, Vice Provost.

As the body that holds in trust the fundamental autonomy and ultimate well-being of the institution, the governing board of an institution is a critical element in the success of the institution. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires Board of Trustees participation in self-evaluation as part of an educational institution’s strategic planning process.

At the request of the Board of Trustees, Vice Provost, Dr. Kimberly McCorkle and Ms. Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees, led the trustees and cabinet members in board assessment exercises and discussions at the June 7th Board of Trustees Retreat. As part of these activities, nine areas of responsibilities were identified as most important for the UWF Board of Trustees. The nine areas are:

1. Set Strategic Direction and Educational Mission
2. Appoint, Support and Evaluate the University President
3. Academic Program Oversight
4. Resources/Fiscal Management
5. Sound Judgment
6. Community Relations/Advocacy
7. Legislative/Governmental Affairs
8. Board of Trustees Meeting Preparation and Attendance

9. Philanthropy

The trustees selected questions to be used in the *2019 UWF Board of Trustees Self-Evaluation Effectiveness Survey* which directly related to the nine areas of responsibilities.

The survey presented for approval included all the questions selected by board members at the Board retreat. The survey contains 15 questions to be answered using a Likert Scale with (5) as Strongly Agree to (1) Strongly disagree and two open-ended questions.

If approved by the Board, the *2019 UWF Board of Trustees Self-Evaluation Effectiveness Survey* will be sent to trustees in January 2020 (evaluating the Board's effectiveness for calendar year January, 2019 – December, 2019). The survey results will be compiled and presented to the Board for approval at the March 18, 2020 meeting. At the June 18, 2020 Board of Trustees Meeting, the Board will review and discuss the survey results and make plans for continuous improvements into 2020.

It is the intention of the UWF Board of Trustees to conduct on-going board assessments to define and regularly evaluate the board's responsibilities, expectations and effectiveness.

Chair O'Sullivan asked for a motion to approve the 2019 Board of Trustees Self Evaluation Effectiveness Survey

Motion by:	Trustee Lewis Bear, Jr.
Seconded by:	Trustee Dick Baker
Chair Mort O'Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Adrienne Collins	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Zenani D. Johnson	Aye
Trustee Sherry Schneider	Aye
Trustee Alonzie Scott	Aye
Trustee Jill Singer	Aye

Motion passed unanimously.

4. **Approval of Resolution in Recognition of Distinguished Service** presented by Chair Mort O'Sullivan.

The resolution recognizes and commends an outstanding individual for going above and beyond to serve the University of West Florida.

Chair O’Sullivan asked for a motion to approve Resolution 2019.2 in Recognition of Trustee David Ramsey’s Distinguished Service.

Motion by:	Trustee Bob Jones
Seconded by:	Trustee Adrienne Collins
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Adrienne Collins	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Zenani D. Johnson	Aye
Trustee Sherry Schneider	Aye
Trustee Alonzie Scott	Aye
Trustee Jill Singer	Aye

Motion passed unanimously.

5. Approval of Bestowing Honorary Award – Presidential Medal of Honors was presented by Mr. Howard Reddy, Vice President of University Advancement.

As stated in UNIVERSITY POLICY 01.02-09/12 by majority vote, the University of West Florida Board of Trustees can authorize the university president to confer awards and recognitions following a recommendation by the Honorary Awards and Recognition Committee (HARC).

On August 23, 2019, HARC met to consider the nomination of J. Mortimer O’Sullivan III to be awarded the Presidential Medal of Honor. The committee voted in favor of the nomination and made a recommendation to the President requesting approval. UWF President Martha Saunders now submits the recommendation to award the Presidential Medal of Honor to Mort O’Sullivan at an appropriate Fall 2019 Commencement ceremony.

The Presidential Medal of Honor is awarded to individuals who have distinguished themselves by their actions and have contributed in some manner to the wellbeing of the University and the geographical region. This award emphasizes contributions primarily through public service and philanthropy. The Presidential Medal of Honor recipients are individuals of accomplishment who: (1) Have advanced education, research, or outreach mission of the University for the benefit of the region; (2) Have records of substantial and sustained service and/or leadership

through public service or philanthropy to the University and the region; (3) Leave a distinct and positive impact on the University and community; (4) Embody UWF's values of caring, collaboration, distinctiveness, inclusiveness, innovation, integrity, quality, relevance, and stewardship; and, (5) Have made substantial impacts in their chosen professions. Refer to the Nomination Packet for supporting materials.

The Presidential Medal of Honor will be presented to the recipient by the President at one of the Fall 2019 Commencement ceremonies.

Vice Chair Dave Cleveland asked for a motion to approve the Presidential Medal of Honor be awarded to J. Mortimer O'Sullivan.

Motion by: Trustee Lewis Bear, Jr.

Seconded by: Trustee Alonzie Scott

Chair Mort O'Sullivan Aye

Vice Chair Dave Cleveland Aye

Trustee Dick Baker Aye

Trustee Lewis Bear, Jr. Aye

Trustee Greg Britton Aye

Trustee Adrienne Collins Aye

Trustee Bob Jones Aye

Trustee Suzanne Lewis Aye

Trustee Zenani D. Johnson Aye

Trustee Sherry Schneider Aye

Trustee Alonzie Scott Aye

Trustee Jill Singer Aye

Motion passed unanimously.

6. Approval of 2018-2019 Presidential Evaluation & Compensation was presented by Vice Chair Dave Cleveland.

Chair O'Sullivan announced that each trustee should have closely reviewed the 2018-1029 Presidential Performance Evaluation Report that was prepared by the BOT Presidential Performance, Evaluation & Metrics (PPEM) Ad Hoc Committee.

Chair O'Sullivan asked Vice Chair Cleveland to present the PPEM Committee's report and recommendations to the Board.

Vice Chair Cleveland reported that the Presidential Performance Evaluation & Metrics Ad Hoc Committee met on August 23rd to review and discuss the President's 2018-2019 Scorecard, the compiled results from the Presidential Evaluation Trustee Survey, and overall Presidential

Evaluation. The committee unanimously agreed the President's evaluation indicated her performance exceeded expectations and the evaluation was a very good one.

Vice Chair Cleveland thanked all the trustees for completing the survey within the time period provided and for offering additional comments and observations requested by the Committee about the President's performance. He explained how helpful those comments and observations are to the Committee. Trustee Cleveland said there was 100% participation in the survey again this year and the compilation of results and comments were provided in the packets placed on the board table.

The Committee discussed the strategic directions listed within the Trustee Survey and assigned a numeric score to each one based on the survey results. A synopsis of the scores assigned by the thirteen trustees and the resulting total average score was as follows:

- Strategic Direction: Academic Programming, Scholarship & Research – Score 4.46
- Strategic Direction: Community and Economic Engagement – Score 4.38
- Strategic Direction: Infrastructure – Score 4.15
- Strategic Direction: Learner Centered and Focused – Score 4.40
- Strategic Direction: Personnel Investment and Engagement – Score 4.23
- Total Average Score 4.33 (Exceeds expectations)

The Committee discussed the President's current base salary, her salary history since becoming President, and where UWF's presidential compensation falls within the State University System of Florida institutions.

After reviewing the synopsis of scores on the Trustee Survey and the additional comments made by trustees on the survey, committee members discussed compensation consideration. The Committee determined that the university has continued to thrive under President Saunders' leadership. The Committee voted in approval of recommending to the full board that President Saunders be awarded a performance-based bonus representing 20% of her base salary as of March 1, 2019.

The Committee finalized and approved the 2018-2019 Presidential Performance Evaluation & Metrics Ad Hoc Committee Report being presented to the full Board of Trustees.

Chair O'Sullivan thanked Vice Chair Cleveland for the report and he commended the Committee on their hard work. He explained that Vice Chair Cleveland, Trustee Bob Jones and Trustee Suzanne Lewis have worked diligently with university staff to set high standards for university presidential evaluations in the state university system.

Chair O’Sullivan said he spoke with Board of Governors Chair Ned Lautenbach on July 22nd. Chair Lautenbach explained that he had received and read all the documentation provided to him regarding President Saunders’ evaluation. Chair Lautenbach said Dr. Saunders was doing a fantastic job and he wished there were more university presidents like her in the system. Overall, Chair Lautenbach believes President Saunders is doing a great job and UWF is fortunate to have her.

Chair O’Sullivan asked for any additional discussion or input from the Board. There was none.

Chair O’Sullivan asked for a motion to approve the 2018-2019 Presidential Performance Evaluation Report prepared by the UWF Board of Trustees Presidential Performance, Evaluation and Metrics Ad Hoc Committee and the recommendations of the report; and delegate authority to BOT Chair Mort O’Sullivan, to submit a presidential evaluation summary to the Board of Governors.

Motion by:	Trustee Bob Jones
Seconded by:	Trustee Lewis Bear, Jr.
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Adrienne Collins	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Zenani D. Johnson	Aye
Trustee Sherry Schneider	Aye
Trustee Alonzie Scott	Aye
Trustee Jill Singer	Aye

Motion passed unanimously.

X. INFORMATION ITEMS

1. **FY2018-19 Final Operating Budget Summary** was presented by Associate VP for Finance, Ms. Colleen Asmus.
2. **Performance Based Funding Metrics Update** was presented by Provost and Senior Vice President, Dr. George Ellenberg.

3. **Housing Update.** Mr. Neil McMillion, Director of Housing & Residence life provided this update.
4. **NCAA Principles of Conduct.** Mr. Dave Scott, UWF Director of Athletics discussed this annual requirement of the NCAA.
5. **National Heritage Area Project.** Dr. Wade Jeffrey, Distinguished Professor, Director of the Reubin O'D. Askew Institute for Multidisciplinary Studies, and Director of the Center for Environmental Diagnostics & Bioremediation made this interesting and in depth presentation to the board.
6. **Formation of Ad Hoc Committee to Nominate Board Officer Appointments.** Chair Mort O'Sullivan read aloud his letter dated September 19, 2019 to the UWF Board of Trustees stating his desire to resign from the Board effective December 31, 2019.

Chair O'Sullivan explained the Bylaws of the UWF Board of Trustees provide that he may appoint trustees to standing and ad hoc committees. Chair O'Sullivan appointed an ad hoc committee for the purpose of nominating the next officers of the Board. Chair O'Sullivan appointed Trustees Dick Baker, Lewis Bear, Jr., and Adrienne Collins to serve on the Officer Nominations Ad Hoc Committee. He appointed Trustee Adrienne Collins to serve as Chair of the Committee. Chair O'Sullivan charged the committee to report their recommendations to the full Board on November 6, 2019. The election of officers will take place at the December 5, 2019 Board of Trustees meeting.

XI. BOARD ENGAGEMENT

Chair O'Sullivan opened the floor to allow for any discussion. There was none.

OTHER BUSINESS

CAMPUS ENGAGEMENT OPPORTUNITY

Chair O'Sullivan reminded the trustees that the Campus Engagement event will be held at 3:00 p.m. at the Grand Opening Celebration of the Hal Marcus College of Science and Engineering Laboratory Sciences Annex.

ANNOUNCEMENTS

Chair O'Sullivan reminded the trustees to return their Conflict of Interest forms to Becky Luntsford.

Chair O'Sullivan announced that ten UWF Trustees will be attending this year's BOG Trustee Summit on October 29 at University of Florida in Gainesville.

Chair O'Sullivan reminded everyone that one year from now, UWF will be hosting the Board of Governors Meeting, September 16 & 17, 2020.

Chair O'Sullivan asked trustees to make note of the other activities and upcoming events listed at the bottom of the agenda.

He then invited everyone in attendance to join the trustees for lunch in the lounge.

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

The meeting adjourned at 11:55 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary