

Minutes

UWF Special Board of Trustees Meeting via Zoom Webinar

UWF Crosby Hall

Bldg. 10, Room 224

November 18, 2021

The public was provided with information to join this virtual public board meeting.

I. CALL TO ORDER AND ROLL CALL

Chair Suzanne Lewis called the special meeting of the UWF Board of Trustees to order at 9:00 a.m. She explained that there were two action items and one information item on the agenda.

Becky Luntsford called roll with the following trustees present as noted here. Dick Baker, Lewis Bear, Jr., Paul Bowers, Ruben Gardner, Paul Hsu, Bob Jones, Suzanne Lewis, Sherry Schneider, Jill Singer and Stephanie White.

Trustees Alonzie Scott and Bob Sires were absent.

Others attending:

Dr. Martha Saunders, President; Dr. George Ellenberg, Provost and Senior Vice President; Ms. Susan Woolf, General Counsel; Mr. Howard Reddy, VP, University Advancement; Dr. Kim LeDuff, VP Academic Engagement; Dr. Ed Ranelli, AVP External Affairs; Dr. Michelle Williams, Interim Vice Provost; Ms. Betsy Bowers, VP, Finance & Administration; Ms. Melinda Bowers, VP, Facilities; Mr. Dave Scott, Director Athletics; Ms. Brittany Sherwood, AVP Institutional Communications; Ms. Jamie Sprague, AVP, Human Resources Ms. Cindy Talbert, Chief Auditing Officer; Mr. Matt Packard, Compliance Officer; Mr. Jeff Djerlek, Controller; Mr. Chase Green, ITS Mr. Travis White, ITS; Ms. Addison Lavaway, Office of the President; and Becky Luntsford, Assistant Corporate Secretary to BOT.

II. CHAIR'S GREETING

Chair Lewis welcomed everyone and thanked them for their attendance and participation. She explained that the meeting was being conducted virtually and reminded them of technology courtesies.

III. PUBLIC COMMENT

Chair Lewis reminded all those present that the Board of Trustees agenda, public comment policy, and public comment forms are available on the UWF Board of Trustees Website. She explained the process for submitting a public comment form prior to BOT meetings.

There were no public comment requests for the meeting.

IV. COMMITTEE REPORT – Officer Nominations Ad Hoc Committee

Trustee Alonzie Scott, who serves as Chair of the Officer Nominations Ad Hoc Committee was unable to attend the board meeting and asked Committee member, Trustee Sherry Schneider to give the Officer Nominations Committee report to the Board.

Trustee Schneider reported that the Officer Nominations Ad hoc Committee met on November 9, 2021 and had two action items on the agenda. 1)UWF Board of Trustees Chair Nominations; and 2) UWF Board of Trustees Vice Chair Nominations.

Trustee Schneider went on to explain that the Bylaws of the UWF Board of Trustees provide that the Board Chair may appoint trustees to standing and ad hoc committees.

On July 19, 2021, Chair Suzanne Lewis appointed Trustees Alonzie Scott, Stephanie White and Sherry Schneider to serve on the Officer Nominations Ad hoc Committee. Chair Lewis appointed Trustee Scott to serve as the Chair of our Committee.

Chair Lewis charged the Committee with nominating a Chair and Vice Chair of the Board to serve from January 1, 2022 through December 31, 2023 and report the Committee’s recommendations to the full Board at the November 18, 2021 special meeting of the full Board of Trustees.

Trustee Schneider reported that the Committee met on November 9th, and voted unanimously in support of recommending Trustee Suzanne Lewis to serve as Chair and Trustee Jill Singer to serve as Vice Chair of the Board of Trustees January 1, 2022 - December 31, 2023.

Trustee Schneider concluded her report by stating that the election of a Chair and a Vice Chair will take place at the December 9, 2021 Board of Trustee meeting, at which time additional nominations will be taken from the floor.

V. ACTION ITEMS

- 1. Approval of 2021 UWF Textbook and Instructional Materials Affordability Annual Report - Revised.** This agenda item was presented by Interim Vice Provost, Dr. Michelle Williams.

Pursuant to the Florida Board of Governors Regulation 8.003, each university must submit a Textbook and Instructional Materials Affordability Annual Report to the Chancellor of the State University System by September 30 each year.

The 2021 UWF Textbook and Instructional Materials Affordability Report was previously approved by the Board of Trustees on September 16, 2021. The BOG requested resubmission, where a column

classification had been incorrectly interpreted. Fall 2020 numbers have been updated in columns 2 and 3, to exclude the number of course sections changing materials after the 45-day deadline for posting.

Following the presentation, Chair Lewis asked for a motion to Approve the Revised 2021 UWF Textbook and Instructional Materials Affordability Report as presented.

Motion by: Trustee Sherry Schneider
Seconded by: Trustee Lewis Bear, Jr.
Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Paul Bowers Aye
Trustee Ruben Gardner Aye
Trustee Paul Hsu Aye
Trustee Bob Jones Aye
Trustee Sherry Schneider Aye
Trustee Jill Singer Aye
Trustee Stephanie White Aye
Motion passed unanimously.

- 2. Approval of the University of West Florida HR Policy 24.00-11/2021.** This agenda item was presented by Associate Vice President for Human Resources, Ms. Jamie Sprague.

During Ms. Sprague’s presentation, Trustee Bob Jones asked for a copy of the new policy. It was discovered the policy had been erroneously omitted from the agenda packet.

Chair Lewis asked Ms. Sprague to provide the policy to the trustees following the board meeting and place the item on an upcoming BOT agenda. Ms. Sprague agreed to do so.

The item was pulled from the 11/18/21 Special Board of Trustees Meeting agenda and no action was taken.

VI. INFORMATION ITEM

- 1. Sunshine Laws and Ethics.** General Counsel Susan Woolf made a presentation to the Board that provided a brief refresher of Sunshine Laws and Ethics. Trustees are bound by certain laws of Florida, including open meetings law, public records law, and ethics laws for public officers.

OTHER BUSINESS

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

The meeting adjourned at 9:50 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary