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:** Adrianne Collins, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their November 1, 2018 minutes.
Motion by: Trustee Jill Singer
Seconded by: Trustee David Ramsey
Motion carried.

**Audit and Compliance Committee:** Dick Baker, Audit and Compliance Committee Member called the meeting to order and asked for a motion to approve their November 1, 2018 minutes.
Motion by: Trustee Dick Baker
Seconded by: Trustee Bob Sires
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 November 1, 2018 minutes.
Motion by: Trustee Dave Cleveland
Seconded by: Trustee Lewis Bear, Jr.
Motion carried.

**Student Affairs Committee:** Greg Britton, Student Affairs Committee Chair called the meeting to order and asked for a motion to approve their November 1, 2018 minutes.
Motion by: Trustee Brandon Malone
Seconded by: Trustee Alonzie Scott
Motion carried.

**Officer Nominations Ad Hoc Committee:** Lewis Bear, Jr., Officer Nominations Ad Hoc Committee Chair called the meeting to order and asked for a motion to approve their October 4, 2018 minutes.
Motion by: Trustee Adrianne Collins
Seconded by: Trustee Dick Baker
Motion carried.
1. CALL TO ORDER AND CHAIR’S REMARKS

Chair O’Sullivan called the full Board meeting to order at 9:40 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Dick Baker, Lewis Bear, Jr., Dave Cleveland, Adrianne Collins, Bob Jones, Suzanne Lewis, Brandon Malone, Mort O’Sullivan, David Ramsey, Alonzie Scott, Jill Singer and Bob Sires.

Trustee Greg Britton joined by conference call.

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. Joffery Gaymon, VP Division of Enrollment & Student Affairs; Dr. Kim LeDuff, VP Academic Engagement; Dr. Kimberly McCorkle, Interim Vice Provost; Ms. Betsy Bowers, Interim VP, Finance & Administration; Ms. Janice Gilley, Associate Vice President, External Affairs; Dr. Melinda Bowers, Director, Facilities Operations & Emerald Coast Campus; Ms. Carol Britton, Assistant to the President; Dr. Tim O’Keefe, Dean COB; Dr. Steve Brown, Dean CASSH; Dr. William Crawley, Dean CEPS; Dr. Brandon Frye, Dean of Students; Dr. Ben Stubbs, Assistant Dean of Students; Dr. Ed Ranelli, Director Center for Entrepreneurship; Ms. Colleen Asmus, AVP Financial Services; Ms. Megan Gonzalez, Executive Director, University Communications; Ms. Jamie Sprague, Associate Director, Human Resources; Ms. Kelley Brundage, University Registrar; Ms. Angie Jones, Director, Procurement and Contract Services; Ms. Ellen Till, Director, Business & Auxiliary Services; Mr. Andrew Romer, Senior Executive Specialist, Governmental Relations; Ms. Cynthia Talbert, Internal Auditor III; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Lucas, CFO, UWF Foundation; Dr. Vannee Cao-Nguyen, Director, SDRC; Mr. Dave Scott, Athletics Director; Dr. Claudia Stanny, Director, CUTLA; Mr. Peter Robinson, Director, Environmental Health and Safety; Mr. Chris Middleton, Director, Strategic Innovation; Dr. Eman El-Sheikh, Director Center for Cybersecurity; Ms. Keaton West, President, UWF Staff Senate; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Exec Director and CTO, ITS; Mr. Ross Dahlstrom, Network Engineer; Mr. Chase Green, BOT IT; Mr. Jeremy Bocabella, BOT IT; Mr. Eric Ingerman, Production Director; Mr. John Macdonell, Webcast Director; Ms. Kat Zatapkova, BOT Student Assistant and Ms. Becky Luntsford, Recording Secretary.

I. CALL TO ORDER AND CHAIR’S REMARKS

Chair O’Sullivan welcomed everyone and announced that the meeting was being webcasted. He announced 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.

Chair O’Sullivan asked Ms. Becky Luntsford to call roll.

Trustees Dick Baker, Lewis Bear, Jr. Dave Cleveland, Adrianne Collins, Bob Jones, Suzanne Lewis, Brandon Malone, Mort O’Sullivan, David Ramsey, Alonzie Scott, Jill Singer and Bob Sires were present.

Trustee Greg Britton participated by phone.

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

II. PRESIDENT’S REPORT

President Saunders made a presentation to the Board that included information specific to the university’s strategic directions.

Strategic Direction 1 – Learner Centered and Focused

The Pat and Hal Marcus Excellence Scholarship $118,000 gift made by Harold E. “Hal” Marcus will provide full tuition merit-based scholarships for students in the Hal Marcus College of Science and Engineering.

The UWF Suit Up Crowdfunding Initiative raised $11,000, exceeding the goal by $3,000.

At Fall 2018 Commencement, UWF will award its 100,000th degree since the start of the Institution in 1963. UWF Trustee Jill Singer will be the Undergraduate Commencement Speaker.

UWF Athletics had Gulf South Conference Women’s Soccer regular season and tournament champions; Gulf South Conference Volleyball regular season champions; and Men’s soccer finished as runner-up in the Gulf South Conference championship tournament.

Darrell and Debbie Gooden made a significant gift commitment to name the University Park Center, the Darrell Gooden Center. Their gift will also provide various scholarships to UWF students.

Ray and Valerie Russenberger donated through the Russenberger Foundation to support the Argo Athletic Band. A donor event was held in November where the band played for guests and a $50,000 check was presented by the Russenbergers.

UWF nursing students have a 100 percent pass rate on the 2018 NCLEX for the second and third quarters.
As of November 20, UWF officially hit 100% of textbooks ordered for the spring 2019 semester by the 45-day as required by the legislature. Thanks to the faculty, the college textbook liaisons, and the Follett bookstore for hitting this target.

Strategic Direction 2 – Personnel Investment and Engagement

In November, faculty and staff who call UWF their Alma Mater gathered to mingle and learn exciting new ways to engage and volunteer with the UWF Alumni Association.

Dr. Saunders introduced Ms. Keaton West, Assistant Director for Campus and Community Involvement, Student Involvement to the Board. Keaton has been elected as the new UWF Staff Senate President beginning 1/1/19.

UWF was awarded the 2018 Higher Education Excellence in Diversity award from INSIGHT into Diversity magazine for the third time.

UWF’s Holidayfest Tuesday, December 11. The festive holiday celebration will be held at the T.T. Wentworth, Children’s Museum and Museum Plaza in downtown Pensacola. Toys for Tots donations will be accepted at the event.

Strategic Direction 3 – Academic Programming, Scholarship and Research

The University of West Florida received a five-year, $3 million grant from the U.S. Department of Education to enhance and expand its science, technology, engineering and math courses. The grant will help enhance courses through the creation of new labs as well as the addition of new equipment and staff.

Six University of West Florida cybersecurity students won the ITEN WIRED cybersecurity competition, Operation Poseidon’s Trident, on October 1 at Hilton Pensacola Beach. This marked the second consecutive year that UWF has won the competition.

UWF has been selected as one of two finalists to host the National Conference of Undergraduate Research in 2022. Visitors from NCUR’s national office visited UWF in September. We expect a decision in January.

UWF is the first institution in the State of Florida and one of only a few other Universities in the nation to offer this doctoral degree.

Strategic Direction 4 – Community and Economic Engagement

This election season, UWF was one of nine early voting sites for Escambia County.

President Saunders met with newly-elected State Representative Alex Andrade on the UWF campus; attended Okaloosa County School Board swearing in ceremony for Linda Evanchyk; and the Escambia County Commission swearing in ceremony for Commissioner Bender.
2018 average attendance for football games this year was 5,815. Last year’s attendance average was 5,199, which ranked 25th in all NCAA Division II.

The average attendance for the President’s Box was 240 guests per game and the total for the season was 1,190 guests.


Strategic Direction 5 – Infrastructure

Two finalists have been chosen to display their sculptures as public art pieces on the UWF Main Campus. The two chosen pieces are “Constellations” by Future Cities Lab in San Francisco and “Interweaving Futures” by Hypersonic, a design studio based in New York City.

New Cash Gifts, Pledges and Planned Gifts since July 1 (not incl. pledge payments) totaled $6,140,948.

President Saunders announced that the gift highlights were:

- $2.2M from Darrell & Debbie Gooden to name University Park Center. (The naming will come before the BOT in due course)
- $543k from Barbara Goggins to support Luna preservation.
- $250k unrestricted planned gift from Tim Burr.
- $150k from the Reid Living Trust to support scholarships in Nursing.
- $118k from Hal Marcus to support merit based scholarships.
- $50k from Gulf Power Foundation to support Best Robotics.
- $50k from Ray and Valerie Russenberger to support the Argo Athletic Band.
- $58k from Fall Phonathon. Students completed 6,813 calls to Alumni only. 1614 records updated and every person who made a gift received a hand written note from the student they were speaking to.

At the completion of the President’s Report, Chair O’Sullivan thanked President Saunders for the updates.

III. APPROVAL OF MINUTES

Chair O’Sullivan reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the September 30, 2018 Board of Trustees and the November 11, 2018 Special 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 Bob Jones
Seconded by: Trustee Jill Singer
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Dick Baker  Aye
Trustee Lewis Bear, Jr.  Aye
Trustee Greg Britton  Aye
Trustee Adrianne Collins  Aye
Trustee Bob Jones  Aye
Trustee Suzanne Lewis  Aye
Trustee Brandon Malone  Aye
Trustee David Ramsey  Aye
Trustee Alonzie Scott  Aye
Trustee Jill Singer  Aye
Trustee Bob Sires  Aye

Motion passed unanimously.

IV. COMMITTEE REPORTS

Academic Affairs Committee – Adrianne Collins, Chair

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

ACTION ITEMS

1. Request to Offer a New Degree Program – Doctor of Education in Instructional Design and Technology (Ed.D. in IDT). Dr. Kimberly McCorkle explained that UWF proposes to offer the Ed.D. in Instructional Design and Technology effective Fall 2020.

   This degree program is a doctoral program consisting of 66 semester credit hours and will prepare graduates for leadership positions in training and development across a variety of sectors including K-12, academia, industry, military, government, and health care. The program will specifically focus on Instructional Design and Technology rather than Curriculum and Instruction.

   According to the U. S. Bureau of Labor Statistics, the mean annual wage for Training and Development Managers is $115,180 and the Bureau projects that salary will increase over 10% through 2026.

   The Committee recommended the full Board approve the New Degree Program – Doctor of Education in Instructional Design and Technology as presented.

   Once approved by our Board, the BOG will consider this new degree program for approval in June 2019 and we are hopeful the new degree program will be implemented Fall 2020.
2. **Request to Terminate Suspending Academic Degree Programs.** BOG grants University Boards of Trustees the authority to terminate academic programs and offerings at the bachelor’s, master’s, advanced Master’s, and specialist levels. To ensure the efficient use of state resources and maintain the quality and relevancy of academic programs offered by UWF, programs may be terminated.

Dr. Kimberly McCorkle presented four UWF degree programs that have already been suspended for new enrollment. The termination of these programs will allow for redirection of department resources toward programs with stronger enrollments that are in need of the resources.

The four degree programs proposed for termination are:

- Bachelor’s in Middle School Education and Teaching
- Master’s in Mathematics Teacher Ed
- Master’s in Science Teacher Ed
- Master’s in Social Science Teacher Ed

The Committee recommended the full Board approve the Request to Terminate Suspended Academic Degree Programs as presented.

3. **Request to Establish the Center for Behavior Analysis as a UWF Institute/Center.** Dr. Kimberly McCorkle explained that the Office of Applied Behavior Analysis at UWF was one of the first in the world to offer approved curriculum required for board certification as a behavior analyst.

The Office has been housed in the College of Education and Professional Studies since its inception at UWF over 10 years ago. As part of an effort to expand the work and outreach of this growing field, UWF created the Center for Behavior Analysis (CBA) and moved it to the Division of Academic Affairs as a stand-alone unit.

The Center has demonstrated sound fiscal and organizational management and strong growth in over 10 years of operation.

The Center is comprised of faculty who are behavior analysts with expertise in providing specialty coursework, research and internship placement for students to support degree plans across the university at both the undergraduate and graduate levels.

The Center for Behavior Analysis has submitted a proposal to be recognized as a UWF Center. The proposal has been approved by the various academic units, Interim Associate Vice President for Research, the Provost, and the President.

The Committee recommended the full Board approve the Request to Establish the Center for Behavior Analysis as a UWF Institute/Center as presented.
INFORMATION ITEM

1. The Florida Board of Governors requires the review of all academic programs on a seven-year cycle. Vice Provost McCorkle provided the Committee with an update on UWF’s Academic Program Reviews for the 2018-2019 Academic Year.

Audit and Compliance Committee – Bob Jones, Chair
The Audit & Compliance Committee met on November 1st. The committee had five action items and two information items presented.

UWF’s Interim Audit Director, Ms. Cindy Talbert presented all five action items.

ACTION ITEMS

1. **Acceptance of UWF Internal Auditing Reports Issued: Affiliation Agreements.** Ms. Talbert explained that this audit found that controls and related processes over Affiliation Agreements were moderately strong. Five recommendations were made by Internal Auditing & Management Consulting and management has outlined courses of action and implementation by December 31, 2019.

   The Committee recommended Acceptance of the Affiliation Agreements 17-18 009 Internal Auditing Reports by the full Board as presented.

2. **Acceptance of PCard Quarterly Report for the 1st Quarter (July - September 2018).** Ms. Talbert reported that (7) departments encompassing (31) cardholders were examined on a sample basis during the quarter. 1,466 transactions occurred, 228 transactions were tested and the audit opinion resulted in (6) departments scoring EXCELLENT and (1) department scoring GOOD.

   The Committee recommended the full Board Accept the PCard Audit Reports for the 1st Quarter July - September 2018 as presented.

3. **Acceptance of External Audit: Auditor General IT Operational Audit.** Ms. Talbert reported that this audit focused on evaluating selected information technology controls applicable to Ellucian Banner Enterprise Resource Planning system for maintaining and processing student account information; and on the University’s compliance with the Federal Trade Commission’s Standards for Safeguarding Customer Information.

   Four issues were identified and Management has developed a plan of action to resolve these issues.

   The Committee recommended Acceptance of External Audit: Auditor General IT Operational Audit (#2009-007) by the full Board as presented.
4. **Acceptance of External Audit of Financial Statement of Direct Support Organization – Business Enterprises, Inc.** Ms. Talbert reported as required in the Bylaws of UWF BEI, the financial statements of BEI have been audited by independent certified public accounts for fiscal year ending June 30, 2018.

BEI received a clean unqualified opinion. The audit report did not identify any material weaknesses in the internal control system and no instances of non-compliance were reported.

Ms. Talbert reported on the financial highlights of the audit including signing incentives paid to BEI from the dining services vendor and the bookstore services vendor; parking and transportation services reassignment; and the completion of the sale of Scenic hills Country Club in 2017.

The Committee recommended Acceptance of the External Audit of Financial Statement of Direct Support Organization Business Enterprises, Inc. by the full Board.

5. **Acceptance of External Audit of Financial Statement of Direct Support Organization – Historic Trust, Inc.** Ms. Talbert reported The West Florida Historic Trust received a clean unqualified opinion. The audit was performed in accordance with auditing standards generally accepted in the U.S. and in accordance to Government Auditing Standards. The audit report did not identify any material weaknesses in the internal control system and no instances of non-compliance were reported.

There was an increase in capital assets related primarily to grant-related projects. Overall the financial results were comparable to the prior year.

The Committee recommended Acceptance of the External Audit of Financial Statement of Direct Support Organization Historic Trust, Inc. by the full Board.

**INFORMATION ITEMS**

1. Ms. Talbert provided the committee with an Internal Auditing Update on Activities and upcoming internal and external audits.

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 November 1 and had one information item presented. Committee Chair Suzanne Lewis thanked Trustee Cleveland for convening the November committee meeting on her behalf.
**INFORMATION ITEM**

1. **Mr. Jeff Djerlek, Associate Controller, provided the Committee with an Update on the University’s Investment Performance.**

   Mr. Djerlek reported that the university’s Investment Committee met on August 29th to discuss investment performance as of June 30, 2018 and the update as of July 31, 2018. All managers and investments were within UWF policy range.

   The analysis provided by investment consultant ACG showed that the investment pool had grown to over $27,207,805 at June 30, 2018 and grew by another $219,117 in July for a total of $27,426,922 at July 31, 2018.

   The pool returned a 2.67% growth inception to date and has consistently returned a performance in excess of the balanced index at 2.52% and SPIA + 1% at 2.51%, the targets agreed upon with the investment consultant.

   The investment committee will be performing a review and update of the Investment Policy for presentation to the Board after the first of the year.

   Chair Mort O’Sullivan asked Mr. Djerlek to keep the Board abreast of the ‘safety’ of the university’s investment funds and Jeff agreed to do so.

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

The Student Affairs Committee met on November 1st and had one information item presented.

**INFORMATION ITEM**

1. **Ms. Michele Manassah, Executive Director of Counseling and Health Services presented an Update on UWF’s Mental Health Enhancement Plan.** Her update included 2018-2019 projected staff ratio, data on student mental health from the National College Health Assessment, an overview of programs and services provided to our students, including our online and commuter students and a report on how our counseling center is utilized.

   Following the presentation, Ms. Manassah answered questions from trustees and provided information on the effects Hurricane Michael has had on UWF students and their families. She, Dr. Joffery Gaymon and President Saunders explained the many ways UWF continues to work with our higher education neighbors in the affected areas to provide students with financial assistance and assistance toward completing their studies.
Officer Nominations Ad Hoc Committee – Lewis Bear, Jr., Chair

The BOT Officer Nominations Ad Hoc Committee met on October 4th and had one action item.

ACTION ITEM

1. Approval of UWF Board of Trustees Chair and Vice Chair Nominations.

Trustee Bear stated that the Bylaws of the University of West Florida Board of Trustees indicate that the Chair and Vice Chair of the Board are to be selected at the last regularly scheduled meeting of the calendar year for a two-year term to begin January 1. Trustee Bear stated that Chair O’Sullivan’s term as Chair and Trustee Cleveland’s term as Vice Chair on the Board will be completed as of December 31, 2018.

BOT Chair Mort O’Sullivan asked Trustees Dick Baker, Lewis Bear, Jr., and Adrianne Collins to serve on the Officer Nominations Ad Hoc Committee. He appointed Trustee Bear to chair the committee and he charged the committee with submitting nominees for Chair and Vice Chair at the December 5, 2018 BOT meeting.

The Committee met on October 4, 2018. In addition to the Committee members, UWF General Counsel Pam Langham and BOT Assistant Corporate Secretary, Becky Luntsford attended the meeting. After some discussion, the Committee voted unanimously in support of recommending to the full Board, Trustee Mort O’Sullivan to serve as Chair, and Trustee Dave Cleveland to serve as Vice Chair one additional year, effective January 1, 2019 through December 31, 2019.

V. DIRECT SUPPORT ORGANIZATIONS REPORT

Trustee Dave Cleveland chairs the UWF Business Enterprises, Inc. Board. He provided a report from business discussed at the BEI Board of Directors Meeting held November 9, 2018.

Trustee Dave Cleveland serves on the UWF Foundation, Inc. Board. He provided a report on UWF Foundation’s fundraising activities, pledges, planned gifts, and investments and UWF’s Alumni Association updates.

Trustee Suzanne Lewis serves on the West Florida Historic Trust Board. She provided a report on the Trust’s most recent and upcoming business, fundraising, activities and initiatives.

VI. PUBLIC COMMENT

Chair O’Sullivan asked Ms. Becky Luntsford if anyone had submitted a request to address the Board. There were no requests.
VII. CONSENT AGENDA ITEMS FOR APPROVAL

Chair O’Sullivan noted there were eight 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: Affiliation Agreements
- b. Acceptance of PCard Audit Reports: Results for Quarter 1 Update (July – September 2018)
- c. Acceptance of External Audit: Auditor General IT Operational Audit
- f. Approval of Request to Offer a New Degree Program: Doctor of Education in Instructional Design and Technology (Ed.D. in IDT)
- g. Request to Terminate Suspended Academic Degree Programs
- h. Request to Establish the Center for Behavior Analysis as a UWF Institute/Center

Motion by: Trustee Dick Baker
Seconded by: Trustee Adrianne 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 Adrianne Collins Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Brandon Malone Aye
Trustee David Ramsey Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer Aye
Trustee Bob Sires Aye

Motion passed unanimously.
VIII. ACTION ITEMS

1. **FY 2018-19 Current Modified Operating Budget.** Vice President for Finance/University Controller, Ms. Colleen Asmus, presented this item.

   Trustee Ramsey asked Ms. Asmus if the budget reports could include previous three to five years budget amounts as context to the current budget presented. Ms. Asmus said the past three years of actual expenses are provided, but she would be happy to meet with Trustee Ramsey to discuss further. Chair O’Sullivan asked that they please work on this together. They both agreed to do so.

   After the presentation, Chair O’Sullivan asked if there were other questions. There were none.

   Chair O’Sullivan asked for a motion to Approve the September 30, 2018 Current Modified Operating Budget for the Fiscal Year Ending June 30, 2019 for both appropriated and non-appropriated funds.

   Motion by: Trustee Suzanne Lewis
   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 Adrianne Collins Aye
   Trustee Bob Jones Aye
   Trustee Suzanne Lewis Aye
   Trustee Brandon Malone Aye
   Trustee David Ramsey Aye
   Trustee Alonzie Scott Aye
   Trustee Jill Singer Aye
   Trustee Bob Sires Aye

   Motion passed unanimously.

2. **BEI Board Vacancy and Election** was presented by UWF BEI CEO, Dr. Ed Ranelli.

   Chair O’Sullivan asked for a motion to Approve the Appointment of Judge Lacey Collier as a member of the BEI Board of Directors.

   Motion by: Trustee Lewis Bear, Jr.
3. **UWF Strategic Deployment of University Carryforward** was presented by Vice President of Finance and Administration, Ms. Betsy Bowers.

There was much discussion among the Board regarding the 5% Reserve. Chair O’Sullivan and BOT Finance, Facilities and Operations Committee Chair Suzanne Lewis asked Vice President Bowers to bring a plan to the Finance, Facilities and Operations Committee to raise UWF’s Reserve from 5% to 20%. Ms. Bowers agreed to do so.

Chair O’Sullivan reported that at the BOG Trustee Summit, BOG leadership asked the BOT Chairs and Vice Chairs to have serious conversations with state legislators regarding deferred maintenance being a huge problem for our state universities.

There was much discussion among the Board regarding UWF’s central power source, the switchgear being the university’s first carryforward expense. Trustee Adrianne Collins offered her professional assistance to university staff regarding the switchgear and redundancy plan.

Chair O’Sullivan asked for a motion to Approve the UWF Strategic Deployment Plan of Carryforward and authorize the President to make future adjustments to the spending plan as institutional needs warrant with a caveat that on the item for the switchgear, The Board directs university staff to include a backup solution to that.

Motion by: Trustee Alonzie Scott
Seconded by: Trustee Bob Sires
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Greg Britton Aye
Trustee Adrianne Collins Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Brandon Malone Aye
Trustee David Ramsey Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer Aye
Trustee Bob Sires Aye

Motion passed unanimously.
4. **Election of Officers** was presented by Trustee Lewis Bear, Jr., Chair of the UWF BOT Officer Nominations Ad Hoc Committee.

Trustee Bear reported that the Officer Nominations Ad Hoc Committee recommends the election of Trustee Mort O’Sullivan to serve as chair and Trustee Dave Cleveland to serve as vice chair effective January 1, 2019.

Chair O’Sullivan asked if there were additional nominations from the floor. There were none.

Chair O’Sullivan asked if there was any further discussion. There was none.

Chair O’Sullivan and Vice Chair Cleveland thanked the Board for their nominations.

Chair O’Sullivan asked for a motion to approve the election of Mort O’Sullivan as Chair and Dave Cleveland as Vice Chair of the Board of Trustees of the University of West Florida. The terms will commence on January 1, 2019.

Motion by: Trustee Lewis Bear, Jr.
Seconded by: Trustee Adrianne 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 Adrianne Collins Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Brandon Malone Aye
Trustee David Ramsey Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer  Aye
Trustee Bob Sires  Aye
Motion passed unanimously.

IX. INFORMATION ITEMS

1. Metrics Update was presented by Provost and Senior Vice President, Dr. George Ellenberg

2. UWF DSO Regulation 5.016 Proposed Amendments was presented by Ms. Betsy Bowers, Mr. Howard Reddy and General Counsel Pam Langham.

3. Investment Performance September and October 2018 was presented by Mr. Jeff Djerlek, Associate Controller.

4. Center for Cybersecurity Move to Downtown Pensacola was presented by Provost Ellenberg. Dr. Ellenberg provided an update on the renovation of a downtown Pensacola space and move for UWF’s Center for Cybersecurity. He explained this will be a long-term university investment in the future of the Center and in our community. The collaboration will bring together academics, the private sector, workforce development, military, government agencies, and other entities for the benefit of all. Provost Ellenberg recognized Dr. Eman El-Sheik, Director of the Center for Cybersecurity.

Dr. El-Sheik provided the Board with more comments and updates on the Center’s activities. Dr. Ellenberg and Dr. Ed Ranelli provided details on the new downtown (SunTrust Building) space lease.

Trustee Bear ask the Board and university to consider the square footage and the costs of rent and leases downtown. He asked if the university could consider constructing a building downtown that could house university programs and have left-over space to rent to other local organizations to generate revenue. Trustee Bear added that UWF has an agreement with an outside entity for seven acres of undeveloped property downtown.

Chair O’Sullivan asked university staff to provide the Board with a summary of all UWF downtown spaces to include: square footage, rental payments, and length of leases. That summary is to be provided to the Board through the BOT Finance, Facilities and Operations Committee.

5. 2019-2020 Board of Trustees TENTATIVE Meeting Dates was presented by Chair O’Sullivan. Chair O’Sullivan asked trustees to look at the dates provided, check their calendars and let university staff know of any conflicts. The Board will approve the calendar at the March 2019 meeting.
OTHER BUSINESS

Chair O’Sullivan provided an update on the Board of Governors 2018 Trustee Summit.

Trustee Jill Singer added that attending the Trustee Summit was a wonderful experience for her. She said it was important to understand the BOG’s priorities, to meet other university trustees, and go into the sessions to see what is top of mind regarding students, academics, and budgets.

ANNOUNCEMENTS

Chair O’Sullivan asked the trustees to please note the other important BOT dates and university events on the agenda.

Chair O’Sullivan reminded the trustees that the university will close at noon on December 21 and will reopen on January 2, 2019 for Winter Break.

Trustee Jones asked Chair O’Sullivan and university staff to consider holding BOT Committee meetings within the university colleges allowing trustees the opportunity to learn more about each college, their facilities, meet their staff and faculty and learn more about their academic departments.

Chair O’Sullivan directed staff to look into this opportunity in 2019.

Trustee Alonzie Scott shared that on his visits to Pensacola, he asked staff to schedule meetings with various departments on his trips to campus. He has found these meetings to be positive opportunities and he encouraged other trustees to do the same.

Chair O’Sullivan announced that a Board of Trustees Retreat will be held the first half of 2019.

Chair O’Sullivan asked Assistant Corporate Secretary to the Board, Becky Luntsford, to place an agenda item “Board Engagement” at the end of the agenda as an open forum session going forward.

OTHER ACTIVITIES & UPCOMING EVENTS

- December 11, 2018 @ 5:30–7:30 pm – UWF 2018 Holidayfest, Downtown Pensacola
- December 15, 2018 – UWF Fall Commencement, Pensacola Bay Center
- February 6, 2019 – State University System Day in the Capitol, Tallahassee
- February 14, 2019 – UWF BOT Committee Meetings, UWF Conference Center
• **March 20, 2019** – UWF BOT Meeting, Emerald Coast Campus

• **March 29, 2019** – UWF Honors Convocation

• **May 4, 2019** – UWF Spring Commencement, Pensacola Bay Center

• **May 15, 2019** – UWF BOT Committee Meetings, UWF Conference Center

• **June 19, 2019** – UWF BOT Meeting, UWF Conference Center

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

The meeting adjourned at 11:45 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary