DRAFT Minutes
UWF Board of Trustees Meeting
UWF Conference Center
December 5, 2019

The meeting of the UWF Board of Trustees was called to order at 9:05 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 6, 2019 minutes.
Motion by: Trustee Adrianne Collins
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 November 6, 2019 minutes.
Motion by: Trustee Bob Sires
Seconded by: Trustee Dick Baker
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 6, 2019 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 November 6, 2019 minutes.
Motion by: Trustee Zenani D. Johnson
Seconded by: Trustee Alonzie Scott
Motion carried.

**Officer Nominations Ad Hoc Committee:** Adrianne Collins, Officer Nominations Ad Hoc Committee Chair called the meeting to order and asked for a motion to approve their October 7, 2019 minutes.
Motion by: Trustee Dick Baker
Seconded by: Trustee Adrianne Collins
Motion carried.
Real Estate Planning Ad Hoc Committee: Suzanne Lewis, Real Estate Planning Ad Hoc Committee Chair called the meeting to order and asked for a motion to approve their November 26, 2019 minutes.

Motion by: Trustee Bob Jones
Seconded by: Trustee Dave Cleveland
Motion carried.

FULL BOARD

1. CALL TO ORDER AND CHAIR’S REMARKS

Chair O’Sullivan called the full Board meeting to order at 9:42 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Dick Baker, Greg Britton, Dave Cleveland, Adrianne Collins, Zenani D. Johnson, Bob Jones, Suzanne Lewis, Mort O’Sullivan, Sherry Schneider, Alonzie Scott and Bob Sires were present.

Trustee Jill Singer participated by teleconference call.

Trustee Lewis Bear, Jr. was absent.

Others attending:
Dr. Martha Saunders, President; Dr. George Ellenberg, Provost and Senior Vice President; Ms. Pam Langham, General Counsel; Ms. Betsy Bowers, VP, Finance & Administration; Mr. Howard Reddy, VP, University Advancement; Dr. Kim LeDuff, VP Academic Engagement; Dr. Ed Ranelli, AVP External Affairs; Dr. Kimberly McCorkle, Vice Provost; Ms. Melinda Bowers, VP, Facilities; Ms. Megan Gonzalez, Executive Director, Institutional Communications; Mr. Dave Scott, Director Athletics; Dr. William Crawley, Dean, College of Professional Studies; 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; Ms. Cindy Talbert, Interim Director, Internal Auditing and Management Consulting; Dr. Matthew Schwartz, AVP, Research Administration and Engagement; Mr. Rob Overton, Director, Historic Trust; Mr. Andrew Romer, Governmental Relations; Ms. Katie Condon, Executive Director, Admissions; Ms. Elizabeth Mrachek, Internal Auditor, Internal Auditing and Management Consulting; Ms. Lauren Loeffler, Executive Director, Career Development and Community Engagement; Ms. Michelle Horton, Interim AVP, Online Innovation; 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; Mr. Jeffrey Djerlek, Assistant Controller; 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,
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 UWF students, Camila Medina Pacheco, Emily Bailey and Patricia Worth to the podium. The three students made presentations to the Board explaining their academic and personal experiences, current research projects and successes at UWF.

Camila is a UWF senior studying Biomedical Sciences. She currently works as a research assistant with Dr. Crystal Bennett in the School of Nursing, on the “Impact of Adapted Dance on Mood and Physical Function Among Alzheimer’s Disease Assisted Living Residents.” Camila is from Ecuador and came to live in the United States at the age of 12. She is a member of the Prepharmacy society and the American Medical Association. She also works at CVS as a Pharmacy Technician.

Emily is a senior majoring in Nursing. She is from England but has spent most of her life in Tampa, FL. She has an AA degree from the University of Florida and transferred to UWF to pursue her BSN. Emily also works as a research assistant with Dr. Bennett and is a member of the Student Nurses Association and Sigma Theta Tau International Honor Society of Nursing.

Patricia is a senior Nursing major. She holds a Bachelor’s of Science in Psychology from UWF with a minor in Professional Education. Patricia has lived most of her life in Missouri before coming to UWF. She is a member of the UWF School of Nursing Curriculum Committee and Psi Chi.

Chair O’Sullivan thanked the three students for their remarks and presentations.

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

UWF’s Volleyball team was undefeated in the Gulf South Conference this season and finished first in the conference; the third time in UWF history.

UWF’s Football team finished the regular season second in Gulf South Conference and have advanced to the NCAA quarterfinals.

Triumph Gulf Coast’s board of directors voted to move forward with discussing the terms of Project 10[X] funding. Project 10[X] will address shortages in additive and advanced manufacturing and cybersecurity.

UWF offered for the first time this fall, the Argo Spirit Scholarship is the first full-ride, competitive scholarship that is not based on academic merit. It’s awarded to first-time-in-college Florida resident students who demonstrate strength of character, or “Argo Spirit.”

UWF was awarded the 2019 Higher Education Excellence in Diversity award from INSIGHT into Diversity magazine for the fourth time.

Strategic Direction 2 – Personnel Investment and Engagement

UWF Provost and Senior Vice President George Ellenberg appointed Dr. Jaromy Kuhl as dean of the Hal Marcus College of Science and Engineering. Kuhl joined UWF as a faculty member in 2005 and has served as interim dean of the college since April 2018.

UWF Provost and Senior Vice President George Ellenberg appointed Dr. Kuiyuan Li as dean of the Graduate School. Dr. Li joined UWF as an Assistant Professor in 1991 and has served as interim dean of the Graduate School since June 2018.

Dr. Eman El-Sheikh, director of the UWF Center for Cybersecurity, was appointed by Florida Gov. DeSantis as the only higher education Gubernatorial to serve on the newly established Florida Cybersecurity Task Force.

The Florida Board of Governors appointed Stephanie White and Jill Singer and Florida Governor Ron DeSantis reappointed Alonzie Scott to the University of West Florida Board of Trustees.

UWF’s HolidayFest next week. The festive holiday celebration will be held at the main entrance of the T.T. Wentworth Museum in downtown Pensacola. Donations will be accepted for Gulf Coast Kid’s House and PACE Center for Girls.

Strategic Direction 3 – Academic Programming, Scholarship and Research

The UWF mechanical engineering and computer science programs recently achieved accreditation from the respective Engineering and Computing Accreditation Commissions of ABET, the global accreditor of college and university programs in applied and natural science, computing, engineering
and engineering technology. Additionally, the Department of Electrical and Computer Engineering received re-accreditation from the Engineering Accreditation Commission of ABET.

Dr. Alexis Janosik, professor in UWF’s Florida Department of Biology, is participating in a multiyear study of reef fish in the Gulf of Mexico led by the Florida Fish and Wildlife Conservation Commission and the National Oceanographic and Atmospheric Administration. The multiyear study is funded by the $6 million RESTORE Act grant.

Dr. Wade Jeffrey, distinguished professor in UWF’s Department of Biology, is spending 45 days traveling along the Antarctic peninsula gathering phytoplankton research, which is sponsored by the National Science Foundation and is in collaboration with the Woods Hole Oceanographic Institute. Jeffrey and a team of six researchers are gathering data that determines the organism’s role in what’s known as the microbial loop, or the marine microorganism food web.

**Strategic Direction 4 – Community and Economic Engagement**

Panhandle Area Chambers of Commerce have partnered with the UWF’s Military and Veterans Resource Center to offer no-cost entrepreneurial workshops in multiple Panhandle cities. The workshops will help teach veterans how to launch their own businesses and where they can find the resources they need to succeed.

The Hal Marcus College of Science and Engineering hosted the inaugural Pensacola Mini Maker Faire in downtown Pensacola featuring more than 90 creative makers alongside their work, including performances, crafts, exhibits and hands-on workshops.

**Strategic Direction 5 – Infrastructure**

UWF has installed two permanent sculptures on the Pensacola campus as part of a presidential initiative to commission a landmark work of public art that embodies science, technology, engineering, art and math. "Interweaving Futures" by Hypersonic, a Brooklyn-based design studio, was installed in front of the Hal Marcus College of Science and Engineering in August. “Constellations” by Future Cities Lab, based out of San Francisco, is currently being installed in front of the Center for Fine and Performing Arts.

$8.7 million total received in Cash, New Pledges and Planned Gifts. This is $2.5 million more than received this time last year. Major Gifts YTD total is one more than this time last year. Nautilus Level Donor YTD total is 51 more than this time last year.

**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 September 19, 2019 Board of Trustees Meeting and the November 6, 2019 Special Board of Trustees Meeting. He asked for a motion to approve both sets of minutes if there were no changes or corrections.
Motion by: Trustee Adriannce Collins
Seconded by: Trustee Alonzie Scott
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Dick Baker Aye
Trustee Greg Britton Aye
Trustee Adrienne Collins Aye
Trustee Zenani D. Johnson Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Sherry Schneider Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer Aye
Trustee Bob Sires Aye
Motion passed unanimously.

V. COMMITTEE REPORTS

Academic Affairs Committee – Adrianne Collins, Chair

The Academic Affairs Committee met on November 6, 2019. They had two action items and one information item.

ACTION ITEMS

Dr. Kimberly McCorkle, UWF Vice Provost, presented all our agenda items.

ACTION ITEMS

1. Approval of Request to Offer New Degree Program – Bachelor of Science in Construction Management. Dr. McCorkle explained that UWF is proposing to offer the Bachelor of Science in Construction Management degree program effective Fall 2020.

   This is an undergraduate degree program consisting of 120 semester credit hours. The program will be housed in the Department of Administration and Law within the College of Education and Professional Studies.

   The program is currently operating as a specialization in Building Construction in the BS in Engineering Technology degree program. Repositioning the program from a specialization to a stand-alone BS will make it more visible to students seeking this degree and will more effectively communicate the education & training that graduates will receive to potential employers.
This program will prepare graduates for positions such as construction managers, supervisors, inspectors, and estimators in the building construction and general contracting industries.

Additionally, graduates will be well-prepared to perform construction management work with specialty subcontractors and design-build firms.

Construction managers with bachelor’s degrees are well compensated and are in high demand in the regional, state, and national economy.

The U.S. Bureau of Labor Statistics predicts over 11% growth in jobs related to construction management through 2026 with an annual median wage for construction managers of $93,370. In addition, the Florida Department of Economic Opportunity projects 12.4% growth in construction management jobs in the state of Florida through 2026 with an annual median wage of $79,850. In the local counties of Escambia, Santa Rosa, Okaloosa, and Walton, construction of buildings and specialty trade contractors ranked among the top 20 fastest growth industries with new job growth for these jobs in these counties ranging from 11.3% for Escambia and Santa Rosa to 12.3% for Okaloosa and Walton.

The Committee recommended the full Board approve the Request to Offer the New Degree Program – Bachelor of Science in Construction Management.

2. Approval of Request to Terminate a Degree Program – Bachelor of Science in Athletic Training. Dr. McCorkle explained that UWF proposes to terminate the BS in Athletic Training degree program effective spring 2020.

The decision to close this degree program was made based on changing professional standards for the program. The Commission on Athletic Training Education (CAATE) standards and the Board of Certification for Athletic Training will require a Master’s degree from a CAATE accredited program as the minimum requirement to site for the Board of Certification exam to become a Certified Athletic Trainer. This certification is required for licensure in the State of Florida.

Also, as a response to these changing professional standards, the Board of Trustees approved a new Master of Science in Athletic Training at its regular board meeting on June 19, 2019.

The BS in Athletic Training degree program will end new enrollments effective spring 2020 to allow the department to teach-out the students currently enrolled in the program with phase-out ending by spring 2022.

The Committee recommended the full Board approve the Request to Terminate the Degree Program, Bachelor of Science in Athletic Training.
INFORMATION ITEM

1. Dr. McCorkle presented the Academic Program Reviews for Academic Year 2019-20. The results of program reviews are expected to inform strategic planning, program development, and resource decisions.

Audit & Compliance Committee – Bob Jones, Chair

The Audit & Compliance Committee met on November 6, 2019. The committee had four action items and two information items presented.

ACTION ITEMS

UWF’s Chief Compliance Officer, Matt Packard, presented the first action item.

1. Approval of Office of Compliance and Ethics Annual Report 2018-19. The report fulfilled the requirement of the Board of Governors Regulation 4.003 which states that each member institution must “Report at least annually on the effectiveness of the Program. Any Program plan revisions, based on the chief compliance officer’s report shall be approved by the board of trustees. A copy of the report and revised plan will be provided to the Board of Governors.”

The annual report provides an overview of the achievements and effectiveness of the UWF Compliance and Ethics function. It does not propose any program plan revisions

The Committee recommends Approval by the full Board of the Office Compliance and Ethics Annual Report 2018-19 as presented.

2. Acceptance of Internal Auditing Reports Issued: Police Department 18-19 006 and Parking & Transportation Services 19-20 001. UWF Internal Auditor, Cindy Talbert presented the remaining action items.

Internal Auditing & Management Consulting completed two audits during the period July 1, 2019 through September 30, 2019: 1) Police Department, and 2) Parking and Transportation Services.

Police Department: The audit’s primary objective was to evaluate the adequacy and effectiveness of the department’s controls in place for managing campus safety, including emergency/critical response.

Additional objectives included evaluating controls over: ammunition/weapons/equipment, compliance with applicable regulations, evidence handling/processing, internal investigations, officer supervision and training, policies and procedures adequacy, revenues/expenses, safeguarding confidential information, and reporting requirements.
Results: IAMC noted controls were strong; however, made the following recommendations:

The department conduct periodic (suggest annual) evaluation of costs incurred for providing officer support at UWF events, in order to determine if the hourly chargeback rate is in line with costs incurred; and

The department complete its development of desktop procedures to instruct on how to produce and submit both the Clery Report and Uniform Crime Reports, and have backups assigned and trained to be able to complete and submit the reports timely, if required.

Parking & Transportation Services: The audit’s objectives were to evaluate internal controls over departmental administration, financial management, Parking operations, contractual agreements, information technology, maintenance and repairs, and compliance with University policies and State regulations.

Results: IAMC noted Internal controls over most Parking & Transportation Services’ processes were strong. Well-written, thorough policy and procedure manuals were in place. Activities seemed designed to facilitate the needs of students and employees. Controls over information technology were appropriate. The staff was trained and physical security was good. Although controls were strong, the following recommendations were provided:

Limiting access to the truck keys to persons that are authorized to drive it. IAMC recommend that they perform a periodic review of driver’s licenses and driving violations, which are available to the public on the internet;

Use a Tableau report of financial holds on the Banner Student module, and periodically use an electronic spreadsheet function to quickly identify any missing financial holds; and

Patrollers’ ability to void citations be removed on Flex, and that they be required to contact the central staff for review, approval, and processing of any voids.

The Committee recommended the full Board accept the Internal Auditing Reports Issued as presented.


During the 1st Quarter, 8 departments (28 cardholders) were examined. 5 departments scored excellent, 3 scored good, 0 departments scored fair and 0 departments scored poor. IAMC found that files were well organized and documented, staff was well trained in PCard procedures and there was a strong separation of duties.
The Committee recommended the full Board accept the 1st Quarter PCard Report for July – September 2019 as presented.


To ensure compliance with the agreement provision between UWF and West Florida Historic Preservation, Inc. the Chief Audit Executive of Internal Auditing & Management Consulting performed a cursory review of the documents and determined the West Florida Historic Trust met the requirements.

The West Florida Historic Trust received a clean unqualified opinion. The audit report did not identify any material weaknesses in the internal control system. Additionally, no instances of non-compliance were reported.

Overall, the financial results were comparable to the prior year.

Highlights included:

- Change in Net Position decreased ($368,405)
- The Trust’s deposits and investments increased $54,134
- The Trust’s bank balance increased $46,998

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

**INFORMATION ITEMS**

1. Cindy Talbert provided the committee with an Internal Auditing & Management Consulting Update on Activities.

2. UWF Compliance Officer, Matt Packard provided the committee with a Compliance & Ethics Update on Activities.

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

The Finance, Facilities & Operations Committee met on November 6. The Committee had one Information item presented.

**INFORMATION ITEM**

1. **Campus Master Plan Update.** The University Campus Master Plan (CMP) is updated every five (5) years as required by Section 1013.30, Florida Statutes.
Vice President for Finance and Administration, Betsy Bowers, provided the Committee with an overview of activities to date related to the upcoming Campus Master Plan process.

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

The Student Affairs Committee met on November 6. The Committee had two action items and two Information items presented.

**ACTION ITEMS**

1. **Approval of Amendments to UWF Regulation 3.010 Student Code of Conduct.** UWF Dean of Students, Dr. Brandon Frye explained the revisions and updates to UWF Regulation 3.010. He indicated that the amendments are meant to align with changes in the statute and the BOG’s regulation on hazing. All the proposed amendments to the regulation were clearly detailed in Dr. Frye’s presentation and explained in the support documentation provided to the Committee.

   The Committee recommends the full Board Approve the Amendments to UWF Regulation 3.010 Student Code of Conduct as presented.

2. **Approval of Amendments to UWF Regulation 3.018 Anti-Hazing Regulation: Prohibition and Prevention of Hazing – Procedures and Penalties.** Dr. Frye presented this item and explained that this regulation is being amended to add new language concerning the prohibition on hazing. The changes are proposed to conform to recent changes in the Florida Statute and the Florida Board of Governors’ Regulation on hazing.

   Changes include:

   - An updated definition of hazing as provided in Florida Statutes and FL BOG Regulation 6.021.
   - Adding language identifying hazing as a crime in the state of Florida.
   - Identifying unavailable defenses to hazing.
   - Rules regarding hazing and prohibition of retaliation.
   - Provision indicating that student athletes and student organizations are also subject to their respective organizations’ policies on hazing and providing that the UWF Regulation on hazing and the UWF Student Code of Conduct control in the event of a conflict.
   - Identifying examples of actions and situations that may constitute hazing.
   - Identifying and defining student organizations and groups that are subject to the hazing regulation.
   - Defining rights of those who report.
   - Identifying the University officials that should receive reports of hazing.
   - Providing an explanation and process for investigations and the appropriate responses.
including sanctions, expulsion, discipline.

- Providing for education and training of all students and student organizations/groups.
- Requiring all registered student organizations to include UWF’s Regulation prohibiting hazing into their bylaws or governing documents.

The Committee recommended the full Board Approve the Amendments to UWF Regulation 3.018 Anti-Hazing Regulation: Prohibition and Prevention of Hazing – Procedures and Penalties as presented.

INFORMATION ITEMS

1. Fraternity and Sorority Life 2020: 2018/2019 Annual Review. This item was presented by Dr. Brandon Frye and Dr. Ben Stubbs, Interim Executive Director for Student Involvement.

2. Student Government Association Update. This presentation was made by UWF SGA President and Trustee Zenani D. Johnson. Ms. Johnson 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 of the highlights from the November 4, 2019 BEI Board of Directors meeting. He reported revenue highlights from the first quarter of fiscal year 2020 were greater than the prior year quarter in all operations. Trustee Cleveland reported that BEI management anticipates an improved cash flow going forward. He also reported that Mr. C. Ray Jones were appointed to the BEI Board of Directors.

Trustee Dave Cleveland serves on the UWF Foundation, Inc. Board. He provided a report on UWF Foundation’s fundraising and advancement activities; 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 special events, upcoming projects and the Arcadia Mill’s fundraising initiative.

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 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.

b. Acceptance of UWF Internal Auditing Reports Issued: Police Department 18-19 006; Parking & Transportation Services 19-20 001
c. Acceptance of Internal Auditing PCard Audit Reports Quarter 1 Update (July – September 2019)
e. Approval of Request to Offer New Degree Program – Bachelor of Science in Construction Management
f. Approval of Request to Terminate a Degree Program – Bachelor of Science in Athletic Training
g. Approval of Amendments to UWF Regulation 3.010 Student Code of Conduct
h. Approval of Amendments to UWF Regulation 3.018 Prohibition of Hazing Procedures and Penalties

Motion by: Trustee Greg Britton
Seconded by: Trustee Dave Cleveland

Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Dick Baker Aye
Trustee Greg Britton Aye
Trustee Adrianne Collins Aye
Trustee Zenani D. Johnson Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Sherry Schneider Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer Aye
Trustee Bob Sires Aye

Motion passed unanimously.

IX. ACTION ITEMS

1. Approval of FY2019-20 Current Modified Operating Budget and Authorization of the President to Make Subsequent Changes to the Budget as Needed. Mr. Jeffrey Djerlek, Associate Controller presented this item.
The FY 2019-20 Estimated Consolidated Operating Budget for the University of West Florida was approved by the Board of Trustees and submitted to the Florida Board of Governors in August 2019. Subsequent to the approval of the Estimated Consolidated Operating Budget, additional data becomes available that requires modification to the approved budget. This revised budget is referred to as the Current Modified Operating Budget. Although the Current Modified Operating Budget is continually refined throughout the fiscal year, the majority of significant changes occur by the end of the first quarter. Accordingly, the Current Modified Operating Budget as of September 30, 2019, is presented to the Board for review and approval. Changes subsequent to the first quarter are incorporated into the discussion of Budget to Actual presented to the Board’s Finance, Facilities, and Operations Committee for the remaining quarters of the fiscal year.

Recommendations:
1. Approve the September 30, 2019 Current Modified Operating Budget for the fiscal year ending June 30, 2020 for both appropriated and non-appropriated funds.

2. Authorize the President to make subsequent changes to the budget as needed.

After the presentation, Chair O’Sullivan asked for a motion to Approve Fiscal Year 2019-20 Current Modified Operating Budget and Authorization of the President to make subsequent changes to the budget as needed.

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 Greg Britton Aye
Trustee Adrianne Collins Aye
Trustee Zenani D. Johnson Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee Sherry Schneider Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer Aye
Trustee Bob Sires Aye
Motion passed unanimously.
2. **Approval and Authorization of Specified Officers and Employees of the University to Sign Checks.** Associate Vice President, University Controller, Ms. Colleen Asmus presented this item.

Section 1011.42(7), Florida Statutes, University depositories; deposits into and withdrawals from depositories, states in relevant part:

(7) The university board of trustees shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university.

Current authorized check signers are as follows:
- Martha D. Saunders, President
- Betsy Bowers, Vice President, Division of Finance and Administration
- Colleen M. Asmus, Associate Vice President for Finance/Controller
- Jeffrey A. Djerlek, Associate Controller

Effective January 1, 2020, Jeffrey Djerlek, Associate Controller, will be replacing Colleen M. Asmus as Controller. Amie Bennett, Accounting Coordinator, will be replacing Jeffrey Djerlek as Associate Controller and will be an authorized check signer.

BE IT RESOLVED THAT, effective January 1, 2020, the following officers and employees of the University are authorized to sign checks for the purpose of paying legal obligations of the University from accounts held at Coastal Bank and Trust, P.O. Box 12966, Pensacola, Florida 32591 as long as the expenditures are authorized by all applicable University policies and State Regulations:
- Martha D. Saunders, President
- Betsy Bowers, Vice President, Division of Finance and Administration
- Jeffrey Djerlek, Associate Vice President

Chair O’Sullivan asked for a motion to Approve and Authorize Specified Officers and Employees of the University to Sign Checks as presented.

**Motion by:** Trustee Dick Baker  
**Seconded by:** Trustee Suzanne Lewis

Chair Mort O'Sullivan: Aye  
Vice Chair Dave Cleveland: Aye  
Trustee Dick Baker: Aye  
Trustee Greg Britton: Aye  
Trustee Adrianne Collins: Aye  
Trustee Zenani D. Johnson: Aye  
Trustee Bob Jones: Aye
Trustee Suzanne Lewis               Aye
Trustee Sherry Schneider            Aye
Trustee Alonzie Scott              Aye
Trustee Jill Singer                Aye
Trustee Bob Sires                   Aye

Motion passed unanimously.

3. **Election of Officers.** Trustee Adrianne Collins, Chair of the BOT Officer Nominations Ad Hoc Committee presented this item.

The Bylaws of the UWF 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.

**Powers and Duties of Officers**
The officers of the Board of Trustees are the chair, vice-chair, executive officer and corporate secretary. The chair and vice-chair shall be selected from the members appointed by the Governor or the Board of Governors by the Board of Trustees at the last regularly scheduled meeting of the calendar year for a two-year term to begin January 1. The university president shall serve as executive officer and corporate secretary of the Board of Trustees. [*Powers and Duties of Officers; Article I Organization; Bylaws of UWF Board of Trustees Revision Adopted 6/15/16*]

BOT Chair Mort O’Sullivan appointed an Ad Hoc Committee at the September 19, 2019 full BOT meeting for the purpose of nominating the next officers of the Board. Chair O’Sullivan appointed Trustee Adrianne Collins to serve as chair of the committee and also appointed Trustee Dick Baker and Trustee Lewis Bear, Jr. to serve on the committee.

On October 7, 2019, the committee met, deliberated and unanimously selected Vice Chair and Trustee Dave Cleveland to be considered by the full board for the position of Chair. The committee also unanimously selected Trustee Suzanne Lewis to be considered by the full board for the position of Vice Chair.

The committee was charged with submitting nominees for Chair and Vice Chair at the November 6, 2019 special meeting of the full Board of Trustees.

In accordance with the UWF BOT Bylaws, the election of officers shall take place at the December 5, 2019 Board of Trustees meeting. Nominations may also be taken from the floor at that time.
Chair O'Sullivan asked for a motion to Approve the Election of Dave Cleveland as Chair of the Board of Trustees and Suzanne Lewis as Vice Chair of the Board of Trustees. These terms will commence on January 1, 2020.

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

X. INFORMATION ITEMS

1. **UWF Board of Trustees Real Estate Planning Ad Hoc Committee Final Report** was presented by Committee Chair, Trustee Suzanne Lewis.

2. **UWF Business Enterprises, Inc. Update** was presented by Associate Vice President & Chief Financial Officer for BEI, Dr. Ed Ranelli. Trustee Bob Jones commended Dr. Ranelli for the positive turn around of BEI’s finances and future.

3. **Performance Based Funding Metrics Update** was presented by Provost and Senior Vice President, Dr. George Ellenberg. The trustees engaged in lengthy discussion with Provost Ellenberg regarding UWF’s successes and challenges associated with the metrics.

   Trustee Alonzie Scott requested that Provost Ellenberg provide trustees with a list of all UWF degree programs so trustees can choose area(s) of interest to get more involved by supporting and mentoring students and assisting with improving UWF’s student outcomes and metric scores.
XI. BOARD ENGAGEMENT
Trustee Greg Britton thanked Provost Ellenberg for the regular metrics updates and the transparency of the conversations shared with the Board. He requested that these conversations continue as the Board and staff move forward with the metrics and challenges to be faced ahead.

Trustee Bob Jones announced that he has had the honor of serving on the Board of Trustees for ten years and under the leadership of four board chairs. He went on to state that he believes the past two chairs, Chair O’Sullivan and Chair Lewis Bear, Jr. have been truly special. Trustee Jones added that Trustee Bear is a true supporter of the university and he appreciates the contributions Trustee Bear made during his chairmanship. He closed by stating that he has really appreciated Chair O’Sullivan’s leadership, his diplomacy and his continual positive outlook.

Chair O’Sullivan remarked that his UWF family is very special to him. He said he has enjoyed his time on the Board and he appreciated the work, comradery and the spirit of the Board of Trustees. He closed by stating that he knows there will be great times ahead for the Board and the university.

Vice Chair Dave Cleveland shared how grateful he was to have the opportunities to serve under Chair O’Sullivan’s leadership and succeed Chair O’Sullivan and serve as chair of the board. He went on to say that he has truly appreciated serving as Chair O’Sullivan’s vice chair and he thanked Chair O’Sullivan for his mentorship and his friendship. Trustee Cleveland stated that Chair O’Sullivan embodies the true spirit of UWF and is a treasure to UWF and to the Board of Trustees.

CAMPUS ENGAGEMENT OPPORTUNITY
Chair O’Sullivan reminded trustees of the Campus Engagement opportunity immediately following lunch. He stated that Dr. Denise Seabert, Dean of the Usha Kundu, MD College of Health, along with her staff and students will guide the trustees on a tour of UWF’s School of Nursing. Hosting departments put forth a lot of effort into these tours so the trustees are highly encouraged to make every effort to attend.

OTHER BUSINESS
President Saunders presented Chair O’Sullivan with a special gift in recognition of his last Board of Trustees meeting and in honor of his many years and forms of service to the university.

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

The meeting adjourned at 12:00 p.m.

Respectfully submitted,
Becky Luntsford, recording secretary