

Minutes

UWF Board of Trustees Meeting

UWF Crosby Hall Upstairs Conference Room, Bldg. 10, Room 224

December 10, 2020

The meeting of the UWF Board of Trustees was called to order at 9:01 a.m. by Chair Dave Cleveland.

APPROVAL OF MINUTES BY COMMITTEES

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

Executive Committee: Dave Cleveland, Executive Committee Chair called the meeting to order and asked for a motion to approve their November 2, 2020 minutes.

Motion by: Trustee Greg Britton

Seconded by: Trustee Jill Singer

Motion carried.

Academic Affairs Committee: Jill Singer, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their November 17, 2020 minutes.

Motion by: Trustee Sherry Schneider

Seconded by: Trustee Jill Singer

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 17, 2020 minutes.

Motion by: Trustee Dick Baker

Seconded by: Trustee Bob Jones

Motion carried.

Finance, Facilities & Operations Committee: Greg Britton, Finance and Facilities Committee Chair called the meeting to order and asked for a motion to approve their November 17, 2020 minutes.

Motion by: Trustee Lewis Bear, Jr.

Seconded by: Trustee Suzanne Lewis

Motion carried.

Student Affairs Committee: Alonzie Scott, Student Affairs Committee Chair called the meeting to order and asked for a motion to approve their November 17, 2020 minutes.

Motion by: Trustee Ruben Gardner

Seconded by: Trustee Stephanie White

Motion carried.

FULL BOARD

1. CALL TO ORDER AND CHAIR'S REMARKS

Chair Cleveland called the full Board meeting to order at 9:08 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Dick Baker, Lewis Bear, Jr., Jr., Greg Britton, Dave Cleveland, Ruben Gardner, Bob Jones, Suzanne Lewis, Sherry Schneider, Alonzie Scott, Jill Singer and Stephanie White were present.

Trustee Bob Sires was absent.

Others attending:

Dr. Martha Saunders, President; Dr. George Ellenberg, Provost and Senior Vice President; 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, AVP Institutional Communications; Ms. Jamie Sprague, AVP, Human Resources; Ms. Cindy Talbert, Chief Auditing Officer; Mr. Matt Packard, Compliance Officer; Mr. Dan Lucas, CFO, UWF Foundation; Mr. Jeff Djerlek, Controller; Ms. Sandra Thompson, Director, ITS; Mr. Chase Green, BOT IT; Mr. Cody Thurber, BOT IT; and Becky Luntsford, Assistant Corporate Secretary to BOT.

Chair Cleveland welcomed everyone and thanked them for their participation and attendance. He explained that the meeting was being conducted virtually and explained courtesy protocols for the meeting.

III. PRESIDENT'S REPORT

President Saunders' report included news and information directly correlating to the university's 2017-2022 Strategic Plan and strategic directions and the plan for returning to UWF.

Strategic Direction 1: Learner Centered and Focused

- Virtual Commencement: UWF will host virtual commencement for Fall 2020 graduates on Saturday, Dec. 12. The ceremonies will be live on YouTube and UWF social media.
- Together all - New Counseling Service: As an extension to its existing relationship with ProtoCall Services for afterhours campus counseling center coverage, we are now providing students free access to Togetherall, a 24/7 online peer-to-peer mental health community.

TogetherAll is moderated by registered practitioners who keep members safe and facilitate the process of students helping students in an online environment.

- U.S. News & World Report’s Top Public Schools – Regional South

Rankings: For the second consecutive year, the University of West Florida ranks among the best public regional universities in the South. We received five badges for top regional universities in the South in the following categories: Regional Universities; Top Public Schools; Social Mobility; Best Colleges for Veterans; and Most Innovative Schools.

- Great College to Work For: The University of West Florida was named a 2020 “Great College to Work For,” marking the institution’s eighth appearance on the list. UWF earned honor roll recognition in 11 categories: Collaborative Governance; Professional/Career Development Programs; Compensation & Benefits; Facilities, Workspace & Security; Job Satisfaction; Work/Life Balance; Confidence in Senior Leadership; Supervisor/Department Chair Relationship; Respect & Appreciation; Tenure Clarity & Process (Faculty Only); and Teaching Environment (Faculty Only).

- Higher Education Excellence in Diversity award: UWF was awarded the 2020 Higher Education Excellence in Diversity, or HEED, Award from INSIGHT Into Diversity magazine. This marks the third consecutive year and fifth time overall that we have earned the award.

- Argos Vote: UWF encouraged students to actively engage in the voting process. Through a webpage, Argos Vote, we provided students resources to help them understand how to vote in the 2020 General Election as well as relevant policies and support resources.

- Football Ring Ceremony: Our 2019 national champions received their championship rings at a ceremony at Blue Wahoos Stadium on Friday, Oct. 16. Go Argos!

Strategic Direction 2: Personnel Investment and Engagement

- Virtual State of the University: This year marked the first virtual State of the University address, as Dr. Saunders spoke to faculty and staff watching from the socially-distanced comfort of their homes and offices.

- Virtual HolidayFest: This year, we will host a week-long virtual Holidayfest with several activities for faculty and staff to enjoy such as a recipe exchange and a game night.

Strategic Direction 3: Academic Programming, Scholarship and Research

- \$6 Million Cybersecurity Grant: UWF will lead a coalition of 10 institutions designated as National Centers of Academic Excellence in Cybersecurity in establishing a program to address the critical national shortage of qualified cybersecurity professionals in the U.S. The National Security Agency selected UWF to oversee the program, which will launch in the spring and be funded by a two-year, \$6 million grant.

- COVID-19 “Hot-Spot” Research: A research team from Hal Marcus College of Science and Engineering has identified geographical areas of unusually high rates of COVID-19 infections and mortality. Their surveillance study locates COVID “hot spots” across the country.

- Regions Foundation Cybersecurity Gift: UWF announced a \$175,000 gift from Regions Foundation, the nonprofit initiative of Regions Bank that supports community investments, to sponsor an innovative cybersecurity workforce development program designed to train veterans across Northwest Florida and South Alabama.

- Peace Corps Prep Program: UWF and Peace Corps announced a new partnership centered on an undergraduate certificate program called Peace Corps Prep. Scheduled to launch next month, the Peace Corps Prep program will combine targeted coursework with hands-on experience, building the competencies needed for students to be strong Peace Corps volunteers or other intercultural fieldworkers.
- Dr. Grier Williams School of Music: An anonymous contribution has established the Dr. Grier Williams School of Music in memory of the first chair of the music department.

Strategic Direction 4: Community & Economic Engagement

- UWF Haas Center Market Indicators Dashboard: The Haas Center has developed an online market indicators dashboard that provides easy, quick and simple navigation for a look at county-by-county statistics. The dashboard includes tabs for tourism rates, real estate transactions, employment/unemployment rates and sales and tax collections in Northwest Florida and South Alabama counties.
- Spirit of UWF Awards: UWF hosted the first ever virtual 2020 Spirit of UWF Alumni and Community Awards ceremony on Oct. 24. The annual awards presentation was an online streaming event, featuring a compilation of videos from presenters and awards recipients sharing notable work done by UWF staff, faculty, students, alumni and community members.
- Congratulations to our Spirit of UWF Award recipients:
 - Research and Scholarship—C.A. Weis Community Partnership School
 - Workforce and Career Development—Dee Swanson, Enterprise Holdings
 - Public Service and Education—Studer Community Institute
 - Quality of Life—Robin Foley, Pensacola’s Rec Plex North parkrun/walk
 - Community Engagement Educator—Dr. Hedi Salanki Rubardt
 - Community Impact—Carson Wilber
 - Community Innovation—Thomas Asmuth
- Small Business COVID-19 Recovery Grant Program facilitated by UWF: The Florida Small Business Development Center at UWF processed 275 grants totaling over \$1,278,500 for Northwest Florida small businesses needing financial assistance due to COVID-19. Gulf Power, BBVA Bank, the cities of Fort Walton Beach, Destin, Milton, Pensacola, Gulf Breeze and the commissioners of Escambia, Santa Rosa and Okaloosa counties funded the grant program.
- Explore Hospitality and Tourism Free Online Certificate Course: ○ The University of West Florida Global Hospitality and Tourism Department is offering a free self-paced online certificate course for anyone interested in pursuing or advancing their career in the hospitality and tourism industry.

Strategic Direction 5: Infrastructure

Total FY20-21 Gifts - \$2.6M: Since July, we have received more than \$2.6 million in gifts. Major Gifts of \$10,000 or more: 21

- Notable gifts:

- A major commitment from Baptist Healthcare to support Athletics, specifically supporting the Athletic Training program.
- \$70k from Caldwell Associates to support Athletics.
- \$30k from President Saunders to support the Employee Emergency Assistance Fund.
- \$28.5k from Jani-King to support Athletics.
- \$25k from the Jones Family Foundation to fund scholarships.
- Upcoming Initiatives
 - Number of Alumni donors is tracking ahead of last year.
 - The big focus in the Spring will be our annual Day of Giving. Focus is Battle of the Decades. which decade of alumni can raise the most dollars? Which decade can attract the most gifts? All dollars will support scholarships. Stay tuned!

COVID-19 Updates

- COVID-19 Cases: UWF encourages students, faculty and staff to self-report any positive cases to the University using the Daily COVID-19 Pre-Screening, regardless of whether you have visited a UWF location or not. These numbers are shown on the website and include on- and off-campus positive cases reported to the institution. Statistics are updated weekly.
- Spring 2021 Academic Course Delivery: We are expanding course delivery, while ensuring we are following CDC guidelines. The Spring 2020 semester will consist of approximately 68% full distance learning, 22% primarily classroom, 9% hybrid format and 1% primarily distance learning.
- #ShieldUpArgos: We are continuing to promote the use of face coverings at UWF locations and in the community. The series of social media postings features quotes and photos from UWF leadership, faculty members, staff and students encouraging others to accept the shared responsibility of protecting others. In the posts, Argonauts share why they are wearing face coverings with #ShieldUpArgos.
- Flu Shot Campaign: As part of the University's efforts to provide a safer and healthier campus community, we have been promoting the Flu Outreach Program, encouraging students and employees to get a flu shot.

President Saunders wished everyone safe and wonderful holidays. Chair Cleveland thanked Dr. Saunders for her report.

IV. APPROVAL OF MINUTES

Chair Cleveland reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the September 9, 2020 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 Suzanne Lewis
 Seconded by: Trustee Alonzie Scott

Chair Dave Cleveland Aye
Vice Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Greg Britton Aye
Trustee Bob Jones Aye
Trustee Ruben Gardner Aye
Trustee Sherry Schneider Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer Aye
Trustee Stephanie White Aye
Motion passed unanimously.

V. COMMITTEE REPORTS

Executive Committee – Dave Cleveland, Chair

The Executive Committee met on November 2, 2020. There was one action item on the agenda.

ACTION ITEM

1. Permanent Approval of Legally Required Amendments to UWF Regulation 3.010 Student Code of Conduct. Associate Vice President and Dean of Students, Dr. Brandon Frye, and Ms. Karen Rentz, Executive Director, Equal Opportunity, Equity and Diversity, and Title IX Programs presented this agenda item.

An Emergency Regulation was approved by the Executive Committee on August 12, 2020, however, the amendments to the regulation needed to be permanently approved by the Board. The regulation was amended to reflect changes to standards of conduct, and disciplinary procedures related to Title IX discrimination and sexual harassment conduct cases, in order to bring the regulation into compliance with new amendments to federal regulations promulgated under Title IX of the Education Amendments Act of 1972.

The Executive Committee Approved the Permanent Amendments to UWF Regulation 3.010 Student Code of Conduct.

Academic Affairs – Jill Singer, Chair

The Academic Affairs Committee met on November 17th. There were no action items and (1) information item on the agenda.

INFORMATION ITEM

1. Academic Program Reviews for the 2020-2021 Academic Year.

Dr. Kimberly McCorkle, Vice Provost presented this item and explained that the Board of Governors requires the review of all academic programs on a seven-year cycle.

The results of these reviews are expected to inform strategic planning, program development, and resource decisions. UWF follows all established timelines and policies involved in this process.

A list of programs involved in the 2020-2021 Academic Program Review Cycle was provided to the Academic Affairs Committee.

This was an informational item only, no action is required by the Board.

Audit & Compliance Committee – Bob Jones, Chair

The Audit & Compliance Committee met on November 17th. The committee had (5) action items and (3) information items presented.

Chief Audit Executive, Cindy Talbert presented all our action items and the first two information items.

ACTION ITEMS

- 1. Acceptance of UWF Internal Auditing Reports Issued: Campus Keys and Building Access AND CashNet and Student Refunding.** Internal Auditing & Management Consulting completed these two audits during the period January 1 – December 31, 2019.

Campus Keys and Building Access: The audit's primary objectives were to evaluate internal controls over

- Physical Keys for buildings and residence halls;
- Swipe card and electronic access on campus; and
- The highest risk areas on campus to determine the strength of controls over physical security.

IAMC noted that internal controls over most activities were generally strong, with only (2) opportunities for improvement noted. Management agreed to have both recommendations implemented by June 1, 2021.

CashNet and Student Refunding: IAMC's audit period was January 1 – December 31, 2019. The audit's objectives were to evaluate controls over:

- Collections and disbursements;
- Bank reconciliations;

- Security (physical and data);
- External party software applications;
- Customer service;
- Reporting;
- Taxes, and
- Compliance with applicable laws, rules and regulations.

IAMC noted that internal controls over all processes were generally strong, with only (2) opportunities for improvement noted. Management agreed to have the recommendations implemented by March 31, 2021.

The Committee recommends Acceptance of UWF Internal Auditing Reports Issued: Campus Keys and Building Access #19-20_007; AND CashNet and Student Refunding #19-20_005 as presented.

2. Acceptance of Internal Auditing PCard Audit Reports and Quarter 1 Update

Ms. Talbert presented the PCard audit results for July - September 2020. The summary included a total of (3) departments encompassing (15) cardholders (252) transactions were examined. All (3) departments were rated excellent.

The Committee recommends the full Board accept the Internal Auditing PCard Audit Reports - Quarter 1 Update (July – September 2020).

3. Acceptance of External Audit of Financial Statements of Direct Support Organization – Business Enterprises, Inc.

Per Florida Statute and BOG Regulation and the agreement between UWF and Business Enterprises, Inc, DSOs must be audited annually and presented to the Board of Trustees. As required by BEI's bylaws, the financial statements have been audited by independent certified public accountants for the fiscal year ending June 30, 2020.

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.

The Committee recommends the full Board accept the External Audit of Financial Statements of Direct Support Organization Business Enterprises, Inc.

4. Acceptance of External Audit of Financial Statements of Direct Support Organization – West Florida Historic Trust, Inc.

Per Florida Statute, BOG Regulation and the agreement between UWF and West Florida Historic Trust, The UWF Historic Trust must be certified annually. Per the agreement, information provided by the

Historic Trust must comply with the terms of the agreement and in a manner consistent with the goals and purposes of UWF and in the best interest of the State.

IAMC performed a cursory review of the documents and determined that the 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. No instances of non-compliance were reported.

The Committee recommends the full Board accept the External Audit of Financial Statements of Direct Support Organization West Florida Historic Trust.

5. Acceptance of Florida Auditor General Statewide Bright Futures Audit for Fiscal Years 2017/18 and 2018/19 Report #2021-004. The Florida Auditor General conducted an operational audit of the administration of the Florida Bright Future Scholarship Program for Florida's public universities and colleges. The audit covered fiscal years ending June 30, 2018 and June 30, 2019. There were no findings for UWF.

The Committee recommends the full Board accept the Florida Auditor General Statewide Bright Futures Audit for Fiscal Years 2017/18 and 2018/19 Report No. 2021-044 as presented.

INFORMATION ITEMS

1. Audit General Recommendation – Agreements between Board of Trustees and Director Support Organizations. In March 2020, the Auditor General issued its 2018 operational audit of UWF. One finding suggested that documentation and agreements should be developed to ensure UWF resources are used by the DSOs only as approved by the Board of Trustees.

The university responded by stating the university's activities and processes are in compliance with Florida Statutes, Board of Governors Regulation, and UWF Regulation, however, the university agreed to collaborate with the Board of Trustees and DSOs administrative staff to identify potential enhancements to processes and documentation as recommended.

An ad hoc group has been formed with members from UWF's (3) DSOs. An implementation plan has been developed and Vice President Betsy Bowers will work with the DSOs and the Board of Trustees on future activities of the plan.

1. Ms. Talbert provided the committee with an **Update of Activities for Internal Auditing and Management Consulting.**
2. UWF Compliance Officer, Matt Packard gave an **Update on Activities for the Office of Compliance & Ethics.**

Finance, Facilities & Operations Committee – Greg Britton, Chair

The Finance, Facilities & Operations Committee met on November 17th. The Committee had (3) Action Items and (5) Information items presented.

ACTION ITEMS:

1. The Committee’s first action item was the **Approval of Amendment to UWF Regulation 6.0053 Authorities and Responsibilities**. Vice President for Finance & Administration, Ms. Betsy Bowers presented this item and explained that in July of this year, the Board of Governors updated BOG Regulation 18.001 - Procurement. The substantive revisions and updates to UWF Regulation 6.0053 will comply with the BOG’s recent amendments.

Vice President Bowers reviewed with the Committee the revisions and updates to the regulation. The amendment will become effective immediately upon the full Board’s approval. Based on the information provided, the Committee recommends Approval by the full Board of Amendment to UWF Regulation 6.0053 Authorities and Responsibilities as presented.

2. **Approval of Amendment to UWF Regulation 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process**. Vice President Bowers explained that in July when the Board of Governors updated BOG Regulation 18.001 substantive revisions and updates also needed to be made to this UWF Regulation.

Vice President Bowers gave an overview of the (3) changes proposed in Article III.

The Committee recommends Approval by the full Board of Amendment to UWF Regulation 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process as presented.

Associate Vice President & Controller, Jeffrey Djerlek presented the final action item and the first three information items.

3. **Approval and Authorization of Fiscal Year 2020-21 Current Modified Operating Budget**. The Estimated Consolidated Operating Budget was approved by the Board of Trustees and was submitted to the Florida Board of Governors in June 2020.

Over time, additional data becomes available requiring modification to the approved budget. The revised budget is referred to as the Current Modified Operating Budget.

This budget is continually refined throughout the fiscal year, and the majority of significant changes occur by the end of the first quarter. Changes subsequent to the first quarter are incorporated into the discussion of Budget to Actual presented to the Finance, Facilities, and Operations Committee for the remaining quarters of the fiscal year.

After careful review, lengthy discussion and questions posed by the Committee and answered by Mr. Djerlek, the Committee recommends Approval by the full Board of the September 30, 2020

Current Modified Operating AND Authorization of the President to make subsequent changes to the budget as needed.

INFORMATION ITEMS:

- 1. Preliminary Financial Statement Reports.** Mr. Djerlek explained that the university's audited financial statements are normally received in February of each year. In the interim, Mr. Djerlek provided the Committee with unaudited comparative data for the three most recent fiscal years. This information explained the trends over a three-year period, and narrative comments that help call attention to the material events that impact the numbers.
- 2. September 30, 2020 Investment Committee Performance Update.** Mr. Djerlek reminded the Committee that the Board of Trustees approved updates to the UWF Investment Policy in June of this year. He announced that the UWF Investment Committee met in November to review the university's investment performance as of September 30, 2020 and the market's performance. The results reflected that the investment pool has grown significantly and has outperformed its benchmarks.

Vice President Betsy Bowers presented the last (3) agenda items.

3. Hurricane Sally Recovery Update

On September 16, Hurricane Sally damaged the UWF campus. UWF filed claims with FEMA and to the state insurance.

Ms. Bowers provided the Committee with detailed estimated tangible and intangible losses due to the storm and cited expected reimbursement sources. She closed her remarks by stating that full recovery of actual out-of-pocket expenses for the university is NOT anticipated. Vice President Bowers will keep the Committee and the Board apprised of all updates and outcomes on this matter.

4. The Coronavirus Aid, Relief, and Economic Security (CARES) Act Update

Vice President Bowers explained The CARES Act, was passed by Congress in March. The bill allotted \$2.2 trillion to provide fast and direct economic aid to the American people negatively impacted by the COVID-19 pandemic. Of that money, approximately \$14 billion was allocated to the Higher Education Emergency Relief Fund. Ms. Bowers gave an account of the monies UWF received as of November 1 and the actual amount of funds UWF has spent as of September 30. Most of the funds are going toward Student Emergency Aid. The balance of funds must be spent by the end of March 2021.

5. Auditor General Report: Summary of Financial Indicators and Trends Identified in State Universities Audit Reports

Vice President Bowers discussed at great detail, this report released by the Florida Auditor General. The report provides a summary of significant financial indicators and trends of the State University System of Florida.

The report's financial analysis of the SUS was based on three key indicators:

1. Average current cash, cash equivalents, and investments to current liabilities;
2. Revenues to total expenses;
3. Total net position to total assets.

The report also provided future financial trend considerations -specifically related to carryforward funds.

Student Affairs Committee – Alonzie Scott, Chair

On November 17th, the Student Affairs Committee had (1) action item and (1) Information item presented.

ACTION ITEM:

The Action Item was the **Approval of UWF Regulation 3.042 Admission of International Students**. Ms. Rachel Hendrix, Director of International Affairs and Ms. Katie Condon, Executive Director, UWF's Office of Undergraduate Admissions presented this item to the Committee.

Board of Governors Regulation 6.009 requires each university in the state university system to adopt a regulation governing the admission of international students. This regulation defines which students are considered International Students, and sets forth requirements for English proficiency, transcript translation, academic achievement, medical insurance, and financial information for such students at the University of West Florida.

The University of West Florida has recently made a commitment to begin actively recruiting international FTIC students. As such, the proposed amendment to the Admission of International Students regulation is necessary in order to identify other acceptable English proficiency exams and to include SAT and ACT requirements. The financial requirements for international students have also been updated to reflect the correct naming conventions for required forms. Per BOG recommendation, the addition of a statement regarding the protected categories from discrimination was added to align with Section 1000.05(2), Florida Statutes.

This regulation will be forwarded to the BOG for approval upon BOT action.

The Student Affairs Committee recommends Approval of UWF Regulation 3.042 Admission of International Students by the full Board of Trustees.

INFORMATION ITEM:

- 1. Student Government Association Update.** The Committee's new Trustee & SGA President, Ruben Gardner provided an update on the activities and initiatives of UWF's Student Government Association.

VI. DIRECT SUPPORT ORGANIZATIONS REPORT

Trustee Greg Britton serves on the UWF Business Enterprises, Inc. Board. He provided a report on BEI's finances and ongoing activities.

Trustee Dick Baker serves on the UWF Foundation, Inc. Board. He provided a report on the Foundation's fundraising and advancement activities, major gifts, investment updates, and activities.

Trustee Suzanne Lewis serves on the UWF Historic Trust, Inc. Board. She provided a report on the Trust's finances, major gifts and challenges presented by the COVID-19 pandemic.

VII. PUBLIC COMMENT

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

VIII. CONSENT AGENDA ITEMS FOR APPROVAL

Chair Cleveland noted there were ten items on our consent agenda today. All were fully discussed during the committee meetings, and all of the recommendations of the committees reflect the proposed action provided with the agenda backup.

- Approval of Permanent Amendment to UWF Regulation 3.010 Student Code of Conduct
- Acceptance of UWF Internal Auditing Reports Issued: Campus Keys and Building Access #19-20_007; CashNet and Student Refunding #19-20_005
- Acceptance of Internal Auditing PCard Audit Reports and Quarter 1 Update (July – September 2020)
- Acceptance of External Audit of Financial Statements of Direct Support Organization – Business Enterprises, Inc.
- Acceptance of External Audit of Financial Statements of Direct Support Organization – West Florida Historic Trust, Inc.
- Acceptance of Florida Auditor General Statewide Bright Futures Audit for Fiscal Years 2017/18 and 2018/19 Report No. 2021-044
- Approval of Amendment to UWF Regulation 6.0053 Authorities and Responsibilities

- h. Approval of Amendment to UWF Regulation 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process
- i. Approval and Authorization of Fiscal Year 2020-21 Current Modified Operating Budget
- j. Approval of Amendment to UWF Regulation 3.042 Admission of International Students

Motion by: Trustee Dick Baker
 Seconded by: Trustee Jill Singer
 Chair Dave Cleveland Aye
 Vice Chair Suzanne Lewis Aye
 Trustee Dick Baker Aye
 Trustee Lewis Bear, Jr. Aye
 Trustee Greg Britton Aye
 Trustee Bob Jones Aye
 Trustee Ruben Gardner Aye
 Trustee Sherry Schneider Aye
 Trustee Alonzie Scott Aye
 Trustee Jill Singer Aye
 Trustee Stephanie White Aye
 Motion passed unanimously.

IX. ACTION ITEMS

1. Approval of Ratification of the Proposed 2020-2023 University of West Florida United Faculty of Florida Collective Bargaining Agreement. Mr. Michael Mattimore, Esquire and Chief Negotiator, UWF: Allen, Norton & Blue, P.A. presented this item.

The current Collective Bargaining Agreement between the University and the United Faculty of Florida (“UFF”) was effective from December 2017 until December 2020. Representatives of the UWF Board of Trustees and the UFF began negotiating a successor Collective Bargaining Agreement in October 2019. Negotiations between the parties were concluded in early October 2020 resulting in the following changes to the 2017-2020 Agreement (please see the supporting documentation for full details):

Article 6 – Nondiscrimination

- Added language to acknowledge the new federal laws prohibiting discrimination and harassment, i.e. Title IX. Also added clarification on reporting and investigating discrimination and harassment under Title IX.

Article 9 – Appointment

- Added additional language for faculty employment contracts.
- Clarified definition of base salary.
- Faculty will now have seven (7) calendar days to accept a summer appointment
- The one time salary adjustment for instructors, lecturers and research associates was eliminated.

Article 19 – Leaves

- Prohibits supervisors from requiring faculty members to perform duties on holidays.
- FMLA – removed extraneous language.
- Clarified rights of faculty on FMLA who have a prior approved outside activity form.
- Clarified accrual of and use of sick leave.
- New provision allowing new faculty employees to transfer up to 80 hours of annual leave and 80 hours of sick leave when transferring from a FL SUS, other state of Florida agency, colleges, counties, school districts and cities.

Article 22 – Grievance Procedure and Arbitration

- A voluntary non-binding mediation provision was added.

Article 24 – Sabbaticals and Professional Development Leaves

- New provision providing that the University will make available at least one (1) sabbatical at 2/3 pay for two semesters for each forty (40) eligible faculty members.

Article 25 – Salaries

- Removed outdated language for fiscal years 2017-18, 2018-19.

Article 26 – Benefits

- Removed outdated language and added language to conform to the state standards for retirement.

Article 32 – Amendment and Duration

- Corrected the applicable dates for renegotiations. Also added Article 10 and Article 20 as a required subject of bargaining for the fiscal year 2021-22 renegotiation period.

Memorandum of Understanding concerning the COVID-19 Health Emergency

A memorandum of understanding for issues unique to the COVID-19 pandemic regarding the following issues was agreed upon: intellectual property, annual evaluations, university travel costs reimbursement, remote working, tenure application extensions, new federal law related to leave time, Sustained Performance Evaluation.

Memorandum of Understanding concerning the establishment of new faculty positions

A memorandum of understanding was agreed upon to establish the following new faculty positions: Senior Lecturer, Senior Instructor, and Senior Research Associate.

Memorandum of Understanding concerning the Phased Retirement Program eligibility

A memorandum of understanding was agreed upon to allow faculty members who are age 65 or older during the 2020-21 and 2021-22 academic year and who otherwise meet all other eligibility requirements to participate in the Phased Retirement Program.

Memorandum of Understanding concerning released time

A memorandum of understanding was executed agreeing not to enforce the four year cap, during Spring 2021, of consecutive use of release time for a faculty member.

Ratification

The UFF membership ratified the agreement in late November 2020. In order for the successor agreement to be effective, it must also be ratified by the UWF Board of Trustees, as the public employer, pursuant to ss. 447.203, 447.309, Florida Statutes and Florida Board of Governors Regulation 1.001. If the agreement is ratified by the UWF Board of Trustees, the agreement will be in effect from the date of ratification, December 10, 2020 until December 10, 2023.

If approved, the agreement will be effective upon ratification by the UWF Board of Trustees.

If approved, the annual fiscal implications of the new sabbatical provision is approximately one hundred twenty five thousand dollars (\$125,000.00). The University does not anticipate any savings or increased cost from the phased retirement provision. The primary factor that will influence the overall financial result of the phased retirement provision is the academic discipline the faculty member is assigned/departing and that cannot be reasonably predicted. If there are any fiscal implications to the transfer of leave now incorporated in Article 19.9(6), then it would be minimal.

Following Mr. Mattimore’s presentation, Chair Cleveland asked for a motion *Approve Ratification of the Proposed 2020-2023 University of West Florida – United Faculty of Florida Collective Bargaining Agreement.*

Motion by:	Trustee Alonzie Scott
Seconded by:	Trustee Sherry Schneider
Chair Dave Cleveland	Aye

Vice Chair Suzanne Lewis	Aye	
Trustee Dick Baker	Aye	
Trustee Lewis Bear, Jr.	Aye	
Trustee Greg Britton		Aye
Trustee Bob Jones	Aye	
Trustee Ruben Gardner	Aye	
Trustee Sherry Schneider	Aye	
Trustee Alonzie Scott		Aye
Trustee Jill Singer	Aye	
Trustee Stephanie White	Aye	

Motion passed unanimously.

2.Approval of New Appointment to the UWF Foundation, Inc. Board of Directors. Mr. Howard Reddy, Vice President University Advancement, President, UWF Foundation, Inc. presented this item.

To comply with legislation section 1004.28 (3), Florida Statutes BOG Regulation 9.011 and UWF Regulation 5.016, directors other than the UWF Board of Trustees Chair’s appointment and the President or her designee must be approved by the UWF Board of Trustees.

With former SGA VP Rep Ruben Gardner moving into the SGA President’s position, the new SGA VP Rep is being presented for approval as a new FY2021 appointment to the UWF Foundation board of directors:

New Board Appointment:

Erin Larkin SGA VP Rep: Term 10/26/2020 – 06/30/2021

After the presentation, Chair Cleveland asked for a motion to Approve the new appointment of Erin Larkin to the UWF Foundation, Inc. Board of Directors.

Motion by:	Trustee Alonzie Scott
Seconded by:	Trustee Suzanne Lewis
Chair Dave Cleveland	Aye
Vice Chair Suzanne Lewis	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Bob Jones	Aye
Trustee Ruben Gardner	Aye

Trustee Sherry Schneider Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer Aye
Trustee Stephanie White Aye
Motion passed unanimously.

3. Approval of New Appointment to the UWF Historic Trust, Inc. Board of Directors. Mr. Reddy presented this item.

To comply with section 1004.28 (3), Florida Statutes BOG Regulation 9.011 and UWF Regulation 5.016, directors other than the UWF Board of Trustees Chair’s appointment and the President or her designee must be approved by the UWF Board of Trustees.

With former SGA VP Rep Ruben Gardner moving into the SGA President’s position, the new SGA VP Rep is being presented for approval as a new FY2021 appointment to the UWF Historic Trust board of directors:

Erin Larkin SGA VP Rep: Term 10/26/20 - 06/30/2021

After the presentation, Chair Cleveland asked for a motion to approve the new appointment of Erin Larkin to the UWF Historic Trust, Inc. Board of Directors.

Motion by: Trustee Lewis Bear, Jr.
Seconded by: Trustee Suzanne Lewis
Chair Dave Cleveland Aye
Vice Chair Suzanne Lewis Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Greg Britton Aye
Trustee Bob Jones Aye
Trustee Ruben Gardner Aye
Trustee Sherry Schneider Aye
Trustee Alonzie Scott Aye
Trustee Jill Singer Aye
Trustee Stephanie White Aye
Motion passed unanimously.

4.Approval of Resolution in Recognition of Distinguished Service. Chair Cleveland presented the resolution to Jordan Negrón, Trustee and SGA President and ask for a motion from the board to approve the resolution as presented.

Motion by:	Trustee Lewis Bear, Jr.
Seconded by:	Trustee Jill Singer
Chair Dave Cleveland	Aye
Vice Chair Suzanne Lewis	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Greg Britton	Aye
Trustee Bob Jones	Aye
Trustee Ruben Gardner	Aye
Trustee Sherry Schneider	Aye
Trustee Alonzie Scott	Aye
Trustee Jill Singer	Aye
Trustee Stephanie White	Aye

Motion passed unanimously.

Chair Cleveland thanked Jordan for his service and said the Board wishes him all the best in his future endeavors.

IX. INFORMATION ITEMS:

1. **Student Health Services Baptist Health Partnership.** Ms. Michele Manassah, Executive Director, Counseling and Wellness made this presentation.
2. **Metrics Update** Provost George Ellenberg gave this update.
3. **Center for Cybersecurity Highlights** Dr. Eman El-Sheik, Associate Vice President, Center for Cybersecurity shared the highlights of the Center’s activities and accomplishments.

XI. BOARD ENGAGEMENT

CONCLUDING REMARKS:

Chair Cleveland stated as UWF closes out this unprecedented semester, he hopes 2021 will allow the university and the Board to return to some form of normalcy. He went on to announce that today’s meeting was Trustee Greg Britton’s last Board of Trustees meeting. Chair Cleveland read parting remarks provided by Trustee Britton. Chair Cleveland and the Board thanked Trustee Britton for his dedication and commitment to the Board during his tenure.

OTHER BUSINESS

Chair Cleveland opened the floor to allow for any discussion or other business. There was none.

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

The meeting adjourned at 12:06 p.m.

Respectfully submitted,
Becky Luntsford, recording secretary