

Minutes

UWF Board of Trustees Meeting

UWF Conference Center, Bldg. 22

University of West Florida

December 14, 2017

The meeting of the UWF Board of Trustees was called to order at 9:02 a.m. by Chair Mort O'Sullivan.

APPROVAL OF MINUTES BY COMMITTEES

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

Academic Affairs Committee: Adrienne Collins, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their November 16, 2017 minutes.

Motion by: Trustee Bob Sires

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 16, 2017 minutes.

Motion by: Trustee Mort O'Sullivan

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 16, 2017 minutes.

Motion by: Trustee Lewis Bear, Jr.

Seconded by: Trustee Dave Cleveland

Motion carried.

Student Affairs Committee: LuTimothy May, Student Affairs Committee member called the meeting to order and asked for a motion to approve their November 16, 2017 minutes.

Motion by: Trustee Kishane Patel

Seconded by: Trustee LuTimothy May

Motion carried.

FULL BOARD

1. CALL TO ORDER AND CHAIR'S REMARKS

Chair O'Sullivan called the full Board meeting to order at 9:13 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Dick Baker, Lewis Bear, Jr., Dave Cleveland, Adrienne Collins, Suzanne Lewis, LuTimothy May, Mort O'Sullivan, Kishane Patel, David Ramsey and Bob Sires.

Trustees Greg Britton and Bob Jones were absent.

Chair O'Sullivan welcomed everyone and announced that the meeting was being webcasted. He reminded those present 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.

Others attending:

Jay Patel, Florida BOG Member; 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, Interim VP, University Advancement; Dr. Joffery Gaymon, VP Division of Enrollment & Student Affairs; 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. Michael Huggins, Dean CSEH; Dr. Tim O'Keefe, Dean COB; Dr. William Crawley, Dean CEPS; Dr. Steve Brown, Dean CASSH; Mr. Bob Dugan, Dean University Libraries; Dr. Brandon Frye, Dean of Students; Dr. Mark Roltsch, Assistant Vice President, Research; 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; Dr. Jim Hurd, SVP Student Affairs; Ms. Kelley Brundage, University Registrar; Ms. Angie Jones, Director, Procurement and Contract Services; Mr. Pat Crawford, Director, WUWF Public Media; Ms. Ellen Till, Director, Business & Auxiliary Services; Mr. Chip Chism, Director, Parking & Transportation Services; Mr. Christopher Middleton, Director, Strategic Innovation; Mr. Andrew Romer, Senior Executive Specialist, Governmental Relations; Ms. Cynthia Talbert, Internal Auditor III; Mr. Matt Packard, Compliance Officer, Internal Auditing; Mr. Dan Bevil, Internal Auditor II; Mr. Dan Lucas, CFO, UWF Foundation; Ms. Karen Rentz, Director, Title IX Programs; Ms. Deborah Fletcher, Assistant Chief of Police; Ms. Missy Grace, Director, Alumni Relations; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Peter Robinson, Director, Environmental Health & Safety; Ms.

Lauren Loffler, Executive Director, Career Development; Dr. Vannee Cao-Nguyen, Director, SDRC; Dr. Claudia Stanny, Director, CUTLA; Mr. Christophe Lizen, Associate Director, Institutional Research; Mr. Keith King, Director, Institutional Research; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Exec Director and CTO, ITS; Mr. Ross Dahlstrom, Network Engineer; Mr. Jeff Schmitt, Associate Director, Recreation and Sports Services; Mr. Chase Green, BOT IT; Mr. Eric Ingerman, Production Manager; Mr. John Macdonell, Webcast Director, and Ms. Becky Luntsford, Recording Secretary.

2. PRESIDENT'S REPORT

President Saunders made a PowerPoint presentation to the Board focusing on the 2017-2022 Strategic Plan. Under strategic direction 1: Learner Centered, Dr. Saunders announced that UWF has launched the first college virtual assistant in the state of Florida to provide resources to admitted students. The virtual assistant, Argie, named after UWF's mascot, engages admitted students in a two-way conversation through text messaging to support them on the path to enrollment success. Argie guides students through key enrollment processes, connects them to on-campus counselors and acts as a 24/7 resource to answer questions about UWF, student life, campus services, financial aid, housing and more.

Dr. Saunders reported that UWF will be honoring the class of 1968 and 1969, UWF Golden Graduates, at December 16, 2017 Commencement. These distinguished alumni impacted UWF and went on to become trailblazers in their careers as nurses, teachers, engineers, historians, accountants and entrepreneurs. The Golden Graduates will be wearing regalia and special stoles as part of the Commencement ceremony.

Dr. Saunders shared an update from UWF Athletics. Pete Shinnick was named American Football Coaches Association Region 2 Coach of the Year. UWF defeated the top-ranked team (Indiana University of Pennsylvania) and made it to the National Championship Game in our second year as a program. Women's Soccer won the South Region Championship and finished the year ranked 10th in the country, while head coach Joe Bartlinski was inducted into the National Junior College Athletic Association Hall of Fame in November. Women's Volleyball made it to the regional finals and finished the year ranked 16th in the country. Volleyball head coach Melissa Wolter was named the Gulf South Conference Coach of the Year after the Argos went undefeated in the regular-season and conference tournament. Men's Basketball was undefeated and ranked 13th in the country. Men's Golf ended the fall ranked 1st in the country and head coach Steve Fell was inducted in the Gold Coaches Association of American Hall of Fame in December. UWF hosted the NCAA Division II Women's Volleyball Championship December 7 – 9, 2017.

Under strategic direction 1: Learner Centered, Dr. Saunders announced that UWF has a new Dean for Usha Kundu, MD College of Health, Denise Seabert. Dr. Seabert comes to UWF from Ball State University where she served as Associate Dean for External Affairs and Community Engagement. Dr. Saunders invited the Board to attend the combined board and UWF staff Holidayfest Celebration the evening of the Board meeting in the Downtown Pensacola Historic Village from 5:30 – 7:00 p.m.

Under strategic priority 3: Academic Programming, Scholarship & Research, Dr. Saunders announced that the Florida Cyber Range is a collaboration between UWF's Center for Cybersecurity and Metova CyberCENTS to create a state-of-the-art platform for hands-on cybersecurity education, training, operations and research. She went on to explain that beginning Spring 2018, the UWF College of Business will offer a new course that will delve into the potential to market the highly invasive lionfish to consumers. The hope is that enhancing the lionfish market as food could help curb its threat to native species in the Gulf of Mexico. The course, Gulf Coast Business Issues: Lionfish Markets, will be taught by Dr. Bill Huth, a distinguished University professor, and Dr. Felicia Morgan. Dr. Saunders explained that a book entitled Real-Life Scenarios: A Case Study Perspective on Health Communication, published by Oxford Press Publishing. UWF's Dr. Athena du'Pre paired twenty-five UWF students with twenty-nine scholars across the country to co-write case studies involving varied aspects of health communication. Five of the established scholars are UWF faculty members.

Under strategic priority 4: Community Engagement, Dr. Saunders provided an update on Triumph. She explained this will be a transformative university-community partnership model that will include living-learning communities, disciplinary and research labs and industry partners. UWF is seeking \$27.5 million in Triumph funding for programming and facilities to support emerging high-tech industry sectors of cybersecurity, advanced manufacturing, artificial intelligence and robotics. The project will result in regional diversification through talent creation for high demand industry sectors; the expansion of the existing skilled workforce; the production of research leading to tech transfer and commercialization.

Under strategic priority 5: Infrastructure, Dr. Saunders provided a construction update on Museum Plaza; the Lab Sciences Annex; and University Park Center.

President Saunders closed her report to the Board by reporting that the UWF Capital Campaign surpassed the original goal of \$50 million. As of the week of the BOT meeting, in excess of \$64.1 million was raised and the actual campaign will close on December 31, 2017. She stated that major gifts included a \$7.5 million gift from Fred Levin and a \$1.5 million gift from Consumer Credit Counseling Services of Northwest Florida.

3. 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 6, 2017 Presidential Performance Evaluation and Metrics Ad Hoc Committee; September 26, 2017 Special Board of Trustees; October 24, 2017 Delegation of Authority to the President Ad Hoc Committee; and the November 16, 2017 Special Board of Trustees meetings. He asked for a motion to approve all four sets of minutes if there were no changes or corrections.

Motion by: Trustee LuTimothy May
Seconded by: Trustee Dick Baker

Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Dick Baker	Aye
Trustee Lewis Bear, Jr.	Aye
Trustee Adrienne Collins	Aye
Trustee Suzanne Lewis	Aye
Trustee LuTimothy May	Aye
Trustee Kishane Patel	Aye
Trustee David Ramsey	Aye
Trustee Bob Sires	Aye

Motion passed unanimously.

4. COMMITTEE REPORTS

Academic Affairs Committee – Adrienne Collins, Chair

The Academic Affairs Committee met on November 16th. They had two information items presented.

INFORMATION ITEMS

1. Dr. Kimberly McCorkle, Interim Vice Provost, presented the **Academic Program Reviews for 2017-2018 Academic Year.**
2. Dr. Joffery Gaymon, Vice President for Enrollment and Student Affairs, presented **Overview of 2UWF Transfer Student Partnership Programs.**

Audit and Compliance Committee – Dick Baker, Member

The Audit & Compliance Committee met on November 16th. The committee had six action items and two information items presented.

ACTION ITEMS

1. **Approval of 2017 Florida Educational Equity Act Report** was given by Ms. Karen Rentz, Executive Director, Office of Equity & Diversity.

The Florida Education Equity Act Report is completed annually by each Florida public university and includes information on the University’s progress in implementing strategic initiatives related to equity and access in academic services, programs, and student enrollment; equity in athletics; and equity in employment as required by Regulation 2.003 Equity and Access. Each University’s Florida Educational Equity Act Report is approved by the Board of Trustees and is submitted to the Board of Governors.

2. Acceptance of UWF Internal Auditing Reports Issued: Faculty/Staff-Led Student Travel 2016-17; Market Rate Tuition 2016-17; Petty Cash and Change Funds 2017-18 was presented by Ms. Cindy Talbert, Internal Auditing Director.

Internal Auditing & Compliance completed (3) audits during the period August 1, 2017, through October 31, 2017.

The **Faculty/Staff-Led Student Travel 16-17** audit's objectives were to evaluate controls over roles and responsibilities, safety and security, minimization of University exposure to liability, approval of travel events, qualification and/or training of faculty or staff who supervise student travel, monitoring of financial activity related to travel, and the additional requirements of international travel events for students.

Some improvements to the standard University form "Travel Authorization Request" were noted during the audit entrance conference and the Controller's Office was commended for promptly following through to make the needed changes to this form.

The audit included (3) recommendations:

1. General Counsel and Environmental Health & Safety should collaborate to develop consistent, thorough, written policies and procedures, specifically designed to ensure the safety and security of student-travelers.
2. The University should develop training for faculty, staff, alumni, and registered volunteers who travel with students, that informs them of the risks involved and appropriate methods for responding to risks.
3. The University should ensure that adequate training is provided to students about how to mitigate risks involved with University-related travel.

The **Market Rate Tuition 16-17_007** audit's objectives were to ascertain compliance with BOG Regulations; to determine whether Continuing Education participated in the program and offerings; to determine if adequate procedures and/or policies were in place to ensure proper accountability; and to identify any metrics in place and/or monitored to measure the success of the program.

A notable strength showed that The Director of Budgets in the Office of the Provost had established a comprehensive set of financial data that served to provide accurate and up-to-date information regarding the profitability of the program and enrollment statistics.

There was (1) recommendation:

1. Departmental procedures related to market rate tuition should be enhanced and reviewed periodically for necessary revisions.

The **Petty Cash and Change Funds 17-18_002_** audit's objectives were to evaluate controls over petty cash and change funds, including authorizations, training, documented policies and procedures, periodic reconciliations, and physical security.

The audit results showed a notable strength:

Internal Auditing conducted an unannounced cash count that was in the custody of the Accountant in Business & Auxiliary Services. Despite this unexpected challenge, the Accountant carried out a complex count involving numerous locations and computer systems, in a methodical, thorough, and conscientious manner, resulting in a count that agreed to the change fund issued.

Internal controls were found to be strong, yet the following recommendations were made:

1. Recreation & Sports Services should ensure that responsibility for change funds is terminated when an employee leaves their position.
2. Business & Auxiliary Services should request a replenishment of the long-term shortage in the Postal Services change fund.
3. The Controller's Office should make corrections to the change fund general ledger account balance as needed, and conduct periodic reconciliations to ensure that accurate balances exist.

The Audit & Compliance Committee approved all three Internal Auditing Reports Issued.

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

BEI 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.

Financial Highlights:

- BEI reported a donation to the University in the amount of \$84,637 in FY17 and \$670,798 in FY16 for the Nautilus Market renovation.
- Of the \$1 million advance commission paid to BEI from the dining services vendor in June 2012, \$352,707 remained unearned as of June 30, 2017.
- As of June 30, 2017, Unearned Service and Management Arrangement Income was approximately \$6 million and primarily related to the unamortized investment from the dining services contract.
- The assignment of Parking and Transportation Services to BEI as an Assigned Function ended June 30, 2017.
- Subsequent to year end on August 31, 2017, BEI sold the Scenic Hills Country Club and Golf Course at an approximate loss of \$1 million.

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

UWF Foundation 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.

In its financial statement audit report, several significant financial activities as of 6/30/17 for the UWF Foundation were noted:

The fair value of long-term investments was \$88,223,825.

- Net Contributions Receivable increased \$5,364,789 compared to the prior year.
- Net property and equipment was \$49,071,972.

Bonds payable, net of unamortized discount was \$48,211,464. For the year ended June 30, 2017 the Foundation issued advanced refunding revenue bonds for the purpose of consolidation and to achieve debt service coverage savings. The transaction reduced total debt service payments by approximately \$3,723,000. A loss on extinguishment of debt of \$3,693,269 was reported in unrestricted student housing system expenses on the statement of activities

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

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.

Financial Highlights:

Significant financial highlights for the year ended 6/30/2017 included:

- The UWF Foundation transferred ownership of the Pensacola Museum of Art collection appraised at \$642,465 to the West Florida Historic Trust.
- Investment in capital assets as of 6/30/2017 was \$5,071,904.
- A litigation settlement of \$226,136 related to the Deepwater Horizon Oil Spill was received during the year.

6. Acceptance of Internal Auditing PCard Auditing Reports: Quarter 1 Update (July 2017 – September 2017).

Ms. Talbert reported that (8) departments encompassing (55) cardholders were examined on a sample basis during the quarter. 1,552 transactions occurred, 426 transactions were tested and the audit opinion resulted in (5) departments scoring EXCELLENT, (2) scoring GOOD, and (1) department scoring POOR.

Ms. Talbert explained that the one “poor” audit - FPAN – a remediation plan has been received by Internal Auditing. Chair O’Sullivan and many members of the Board discussed PCard Audits with Ms. Talbert giving her the opportunity to report on important improvement processes being led by her team in the Internal Auditing Department.

Some of those improvements include:

- Internal Auditing reviewing the PCard training offered to university employees and are working with UWF Procurement on enhancing PCard training.
- IA has identified new card holders, approvers, reconcilers and supervisors and have begun pre-audit visits with these individuals and providing critical information to enhance PCard training.
- Internal Auditing has developed an email blast process, sending out reminder emails every 3-6 months of Pcard rules and responsibilities.
- Internal Auditing continue to diligently work with Procurement to monitor spending and spending limits.

Ms. Talbert and her team in Internal Auditing are hopeful that by putting these improvement processes in place, PCard audits will improve within the next 6-9 months.

INFORMATION ITEMS

1. Ms. Talbert provided the committee with an **Internal Auditing Update** on Activities.
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 16th and had two information items presented.

INFORMATION ITEMS

1. **September 30, 2017 Investment Performance Update.** Ms. Colleen Asmus, Associate Vice President for Finance presented this update.

In an effort to increase return on cash, the University developed an investment policy, competitively selected an Investment Consultant, formed an investment committee, and in March of 2015 invested \$25 million in investments outside Florida state investment vehicles, in keeping with Florida Statute 218.415 “Local Government Investment Policies.”

The committee met on Monday, October 23, 2017, to discuss investment performance as of September 30, 2017. The analysis provided by investment consultant ACG showed that the

investment pool has grown to over \$26,741,035. The pool has consistently returned a performance in excess of the balanced index and SPIA + 1%, the targets agreed upon with the investment consultants.

The committee discussed the US Small Stock Equity Manager, AMG SouthernSun. The Atlanta Consulting Group suggested an alternative manager, Delaware Small Cap, which has offered steady moderate growth with less volatility than AMG SouthernSun. The committee agreed to the replacement of AMG SouthernSun with Delaware Small Cap.

- 2. Major Construction Update.** Ms. Betsy Bowers, Interim Vice President for Finance provided the Board with a project status update and planning related to the University Park and Lab Sciences Annex Facilities. MS. Bowers explained that Athletics has a \$2 million goal on their new facilities construction project and to date, have raised \$1.4 million. She went on to report that a groundbreaking for the Lab Sciences Annex will be held on January 5, 2018 and the trustees will receive an invitation to this long-awaited event.

Dr. Melinda Bowers, Associate Vice President Facilities Development & Operations and the Emerald Coast Campus, provided an update on activities of the UWF Department of Facilities and the Emerald Coast Campus.

Student Affairs Committee – LuTimothy May, Member

The Student Affairs Committee met on November 16th and had three information items presented.

Information Items

- 1.** Dr. Joffery Gaymon, Vice President for Enrollment and Student Affairs provided the committee with a **Division of Enrollment and Student Affairs Update** sharing a variety of projects happening within the Division.
- 2. Office of Student Rights and Responsibilities: Student Conduct Frequency Data, Spring 2017 and Summer 2017** was presented by Dr. Brandon Frye, Assistant Vice President and Dean of Students.
- 3.** Ms. Karen Rentz provided the Committee with a **Title IX Update** .

The Committee recognized and congratulated UWF Athletics Director, Dave Scott, the UWF Football team and UWF coaches on their winning season and making it into the playoffs in only their second year.

5. DIRECT SUPPORT ORGANIZATIONS REPORT

Trustee Dave Cleveland serves on the UWF Business Enterprises, Inc. Board. He provided a report on BEI's most recent and upcoming activities and initiatives.

Trustee Dave Cleveland serves on the UWF Foundation, Inc. Board. He provided a report on the Foundation's most recent and upcoming activities and initiatives.

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

6. PUBLIC COMMENT

Chair O'Sullivan asked Becky Luntsford if anyone had submitted a request to address the Board.

There were no requests.

7. CONSENT AGENDA ITEMS FOR APPROVAL

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

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

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

- A. Approval of 2017 Florida Equity Report
- B. Acceptance of Internal Audits: Faculty/Staff-Led Student Travel; Market Rate Tuition; Petty Cash and Change Funds
- C. Acceptance of External Audit of Financial Statements of Direct Support Organization – UWF Business Enterprises, Inc.
- D. Acceptance of External Audit of Financial Statements of Direct Support Organization – UWF Foundation, Inc.
- E. Acceptance of External Audit of Financial Statements of Direct Support Organization – West Florida Historic Trust, Inc.
- F. Acceptance of Internal Auditing PCard Audit Reports Issued 1st Quarter (July – October 2017)

Motion by: Trustee Lewis Bear, Jr.
Seconded by: Trustee Suzanne Lewis
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Adrienne Collins Aye
Trustee Suzanne Lewis Aye
Trustee LuTimothy May Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye
Trustee Bob Sires Aye
Motion passed unanimously.

8. ACTION ITEMS

1. Acceptance of Real and Personal Property Donations from Fredric G. Levin was presented by Mr. Howard Reddy, Interim Vice President for University Advancement.

Chair O’Sullivan asked for a motion to Approve acceptance of the real and personal property donations from Fredric G. Levin, 835 Tanglewood Drive, Pensacola, Florida 32503.

Motion by: Trustee Lewis Bear, Jr.
Seconded by: Trustee Dick Baker
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Adrienne Collins Aye
Trustee Suzanne Lewis Aye
Trustee LuTimothy May Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye
Trustee Bob Sires Aye
Motion passed unanimously.

2. Approval of Naming the University of West Florida’s Department of Government as Reubin O’D. Askew Department of Government was presented by Mr. Howard Reddy, Interim Vice President for University Advancement.

Chair O’Sullivan asked for a motion to Approve the naming of the University of West Florida’s Department of Government as Reubin O’D. Askew Department of Government.

Motion by: Trustee Suzanne Lewis
Seconded by: Trustee Dick Baker
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Adrienne Collins Aye
Trustee Suzanne Lewis Aye
Trustee LuTimothy May Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye
Trustee Bob Sires Aye
Motion passed unanimously.

3. Fiscal Year 2017-2018 Current Modified Operating Budget was presented by Ms. Colleen Asmus, Associate Vice President for Finance/University Controller.

Chair O’Sullivan asked for a motion to Approve the September 30, 2017 Current Modified Operating Budget for the fiscal year ending June 30, 2018 for both appropriated and non-appropriated funds and authorize the President to make subsequent changes to the budget as needed.

Motion by: Trustee Suzanne Lewis
Seconded by: Trustee Adrienne Collins
Chair Mort O’Sullivan Aye
Vice Chair Dave Cleveland Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Adrienne Collins Aye
Trustee Suzanne Lewis Aye
Trustee LuTimothy May Aye
Trustee Kishane Patel Aye
Trustee David Ramsey Aye
Trustee Bob Sires Aye
Motion passed unanimously.

4. Approval of Resolution in Recognition of Distinguished Service was presented by Chair O’Sullivan.

Chair O’Sullivan presented a Resolution and asked for a motion from the Board to Adopt the Resolution presented to Trustee Jay Patel in Recognition of his Distinguished Service to the University of West Florida.

Motion by:	Trustee Lewis Bear, Jr.
Seconded by:	Trustee Dave Cleveland
Chair Mort O’Sullivan	Aye
Vice Chair Dave Cleveland	Aye
Trustee Adrienne Collins	Aye
Trustee Dick Baker	Aye
Trustee Greg Britton	Aye
Trustee Ted Fox	Aye
Trustee Bob Jones	Aye
Trustee Suzanne Lewis	Aye
Trustee Jay Patel	Aye
Trustee Kishane Patel	Aye
Trustee David Ramsey	Aye

Motion passed unanimously.

9. INFORMATION ITEMS

1. **University Deferred Maintenance.** Trustee Suzanne Lewis stated that the BOT Finance, Facilities and Operations Committee will be addressing this issue and will bring back to the Board at a later date. In the meantime, she stated that UWF currently has over \$46 million in deferred maintenance issues. Since 2010, the State University System has received a total of \$20 million for deferred maintenance. Trustee Lewis went on to state that this amount is inadequate to meet the needs of the twelve universities within the state system. The Board of Governors made deferred maintenance a priority this year and are asking for \$48 million in funds this year. Without funding for critical deferred maintenance at state university facilities, more immediate needs will surface leading to much greater costs in the future. UWF’s Switchgear facility is a prime example of a lack of deferred maintenance. If UWF had adequate funding for deferred maintenance the facility could have been replaced before it became a critical need. Trustee Lewis encouraged each trustee to ask our state elected officials to please support deferred maintenance for the universities during the upcoming legislative session.

2. **Performance Based Funding Metrics Update** was presented by Provost George Ellenberg.
3. **2018-2019 Board of Trustees Tentative Meeting Dates** was presented by BOT Chair O'Sullivan. The UWF Board of Trustees is scheduled to meet four times annually during FY2018/2019. Committee meetings are scheduled two to three weeks prior to full Board meetings when possible. Trustees were asked to check the 2018/2019 BOT tentative meeting dates against their calendars and schedules and advise the support staff of any conflicts. The Board will approve the schedule at the March 22, 2018 meeting.

OTHER BUSINESS

Trustee and SGA President, Kishane Patel provided uplifting remarks reflecting on UWF's highlights in 2017. He offered kudos and accolades to UWF faculty and staff and students. He remarked that school pride has never been so high on the UWF campus.

Chair O'Sullivan thanked immediate past President Judy Bense and BOT Chair Lewis Bear, Jr. for their leadership and vision specifically as they relate to UWF's football team and athletic successes in 2017.

OTHER ACTIVITIES AND UPCOMING EVENTS

- **December 14, 2017 @ 5:00 p.m. – 7:00 p.m.** – UWF Campus & Boards Holiday Celebration, Historic Village
- **December 16, 2017 @ 10:00 a.m.; 1:00 p.m. and 5:00 p.m.** – UWF Fall Commencement, Pensacola Bay Center

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

The meeting adjourned at 10:56 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary