



**UWF Board of Trustees Meeting**  
University of West Florida  
UWF Conference Center, Bldg. 22, UWF Main Campus  
June 15, 2023  
DRAFT MINUTES

**APPROVAL OF MINUTES BY COMMITTEES**

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

**Academic Affairs Committee:** Stephanie White, Academic Affairs Committee Chair called the meeting to order and asked for a motion to approve their May 18, 2023 minutes.

Motion to approve: Trustee Sherry Schneider

Second: Trustee Paul Hsu

Motion passed.

**Audit and Compliance Committee:** Dick Baker, Audit and Compliance Committee Chair called the meeting to order and asked for a motion to approve their May 18, 2023 minutes.

Motion to approve: Trustee Jill Singer

Second: Trustee Alonzie Scott

Motion passed.

**Student Affairs Committee:** Alonzie Scott, Student Affairs Committee Chair called the meeting to order and asked for a motion to approve their May 18, 2023 minutes.

Motion to approve: Trustee Ariauna Range

Second: Trustee Dick Baker

Motion passed.

**Presidential Performance Evaluation & Metrics Ad Hoc Committee:** Jill Singer, Presidential Performance Evaluation & Metrics Ad Hoc Committee Chair called the meeting to order and asked for a motion to approve their May 18, 2023 minutes.

Motion to approve: Trustee Stephanie White

Second: Trustee Alonzie Scott

Motion passed.

## **FULL BOARD**

### **I. Call to Order and Chair's Remarks**

- a. Chair Lewis asked Anna Lochas to conduct roll call and the following trustees were present: Dick Baker, Paul Hsu, Suzanne Lewis, Ariauna Range, Sherry Schneider, Alonzie Scott, Jill Singer, Bob Sires, and Stephanie White.
- b. Others attending: Dr. Martha Saunders, President; Dr. Gary Liguori, Provost and Senior Vice President; Ms. Susan Woolf, General Counsel; Mr. Howard Reddy, VP, University Advancement; Dr. Greg Tomso, VP Academic Engagement and Student Affairs; Ms. Betsy Bowers, VP, Finance & Administration; Ms. Jamie Sprague, AVP, Human Resources; Mr. Dave Scott, Director, Athletics; Dr. Ed Ranelli, BEI; Dr. Michelle Williams, Vice Provost; Mr. Jeffrey Djerlek, Controller; Ms. Cindy Talbert, Chief Auditing Executive; Mr. Matthew Packard, Chief Compliance Officer; Mr. Christophe Lizen, Institutional Effectiveness; Dr. Angela Bryan, Institutional Effectiveness; Mr. Dan Lucas, UWF Foundation; Mr. Rob Overton, UWF Historic Trust; Ms. Sandra Thompson, Director, ITS; Mr. Chase Green, BOT IT; Mr. Allen Pierce, BOT IT; Anamarie Mixson, Director, Office of the President, and Anna Lochas, Board of Trustees Coordinator.
- c. Chair Lewis welcomed everyone and thanked them for their attendance. Chair Lewis introduced Anna Lochas as the new Board of Trustees Coordinator. Chair Lewis reiterated that Trustee Alonzie Scott was appointed to the Audit and Compliance Committee and Trustee Jill Singer and Trustee Paul Hsu were appointed to the Finance, Facilities, and Operations Committee. Chair Lewis took a few moments to discuss the recent visit of Ray Rodrigues the Chancellor of the State University System of Florida. Chancellor Rodrigues visited the University of West Florida on Tuesday, June 13, 2023. Chair Lewis recognized Trustee Ariauna Range who was recently elected as the President for the UWF Student Government Association.

### **II. President's Report**

- a. President Saunders provided the Board with highlights and information specific to the University's Strategic Plan and strategic directions.
  - i. Strategic Direction 1: Student Centered and Focused
    1. UWF hosted the Spring 2023 Commencement Ceremony on Saturday, May 6, at the Pensacola Bay Center. This was the university's 100<sup>th</sup> commencement ceremony.
    2. The University of West Florida's student-managed Argo Bond Fund won first place among the nation's student-managed bond funds at the Quinnipiac University Global Asset Management Education's annual conference global portfolio competition in New York City.
    3. Ariauna Range is the newly inaugurated president for the UWF Student Government Association.
    4. For the first time in university history, more than 10,000 First-Time-In-College applications have been received.
  - ii. Strategic Direction 2: Employee Success
    1. This spring 28 UWF faculty were recognized at the Honors Convocation Awards and 32 staff at the Employee Recognition & Awards program.

2. Dr. Keri Fogle, a faculty member in the School of Education, has been invited to present at the U.S. Department of Education, Office of Special Education Programs (OSEP) 2023 Combined Leadership and Project Directors' Conference in Washington, D.C. next month.
- iii. Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs
  1. The University of West Florida announced a \$250,000 gift to the Tyler Chase Norwood Construction Management Scholarship Endowment and to name the Tyler Chase Norwood Construction Management Program.
- iv. Strategic Direction 4: Community and Economic Engagement
  1. The University of West Florida's fifth annual Day of Giving raised \$218,999.33 and connected more than 1,380 donors from around the world.
  2. For the fifth year, UWF honored traditions, engaged in the community and celebrated the future of the University during its annual Founders Week.
  3. The UWF College of Business honored 2023 Ethics in Business award recipients at the 21st Combined Rotary Luncheon on April 27 at the Pensacola Yacht Club.
  4. The 11th annual University of West Florida Dance Marathon raised \$30,109.48 on March 25 in support of Children's Miracle Network Hospitals.
  5. UWF's Center for Cybersecurity is preparing the next generation of cybersecurity professionals through its innovative GenCyber Experience Cyber Challenge courses and GenCyber Summer Camp.
  6. UWF's Sea3D Lab recently partnered with The Mariners' Museum and Park, the National Oceanic Atmospheric Administration and Monitor National Marine Sanctuary to create artifact replicas recovered from the shipwreck of the USS Monitor, the U.S. Navy's first ironclad vessel built for the American Civil War.
  7. Dr. Jennifer Melcher, UWF Institute of Anthropology faculty research associate presented a land ownership history of East Hill's Miraflores Park on May 19.
- v. Strategic Direction 5: Operational Excellence
  1. The University of West Florida hosted a groundbreaking ceremony for the Sandy Sansing Sports Medicine Center, a \$6 million facility dedicated to enhancing the quality of care for all UWF student-athletes. The 10,000-square-foot center will be an addition to the Darrell Gooden Center on UWF's Pensacola campus.
  2. UWF's Master of Science in Athletic Training program earned accreditation from the Commission on Accreditation of Athletic Training Education.
  3. The UWF's College of Business earned re-accreditation from the Association to Advance Collegiate Schools of Business. Less than 5% of business schools worldwide have earned AACSB accreditation.

### **III. Approval of Minutes**

- a. Chair Lewis reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the March 16, 2023 Board of Trustees Meeting. She asked for a motion to approve the minutes if there were no changes or corrections.

- i. Motion to approve: Trustee Dick Baker  
Second: Trustee Stephanie White  
Motion passed unanimously.

#### IV. **Committee Reports**

- a. Chair Lewis invited each BOT Committee Chair to provide their committee meeting reports. She reminded everyone that Committee Chairs will give brief reports, however, all BOT Committee meeting information, agendas, and minutes are accessible on the UWF Board of Trustees website.
- b. **Student Affairs Committee – Alonzie Scott, Chair**
  - i. The Student Affairs Committee met on May 18, 2023 and had (1) action item and (2) information items presented.
  - ii. **Action Items:**
    - 1. **Approval of the amendment to UWF/REG –3.042 Admission of International Students**, presented by the Director of Undergraduate Admissions, Mr. Ethan Henley.
  - iii. The Student Affairs Committee unanimously recommended approval of the action item by the full Board.
  - iv. **Information Items**
    - 1. SGA President, Ms. Ariauna Range presented an **Update on the Range/Montoya platform**.
    - 2. Vice President of Academic Engagement and Student Affairs, Dr. Greg Tomso, presented an **Update on the changes related to Civil Discourse at UWF**.
  - v. Trustee Scott reminded everyone that the business conducted at the Student Affairs Committee meeting is available in the agenda and the minutes are accessible on the Board of Trustees website.
- c. **Academic Affairs Committee – Stephanie White, Chair**
  - i. The Academic Affairs Committee met on May 18, 2023 and had (1) action item and no information items presented.
  - ii. **Action Items:**
    - 1. **Approval of Tenure for 13 faculty members**, presented by Provost and Senior Vice President, Dr. Gary Liguori.
  - iii. The Academic Affairs Committee unanimously recommended approval of the action item by the full Board.
  - iv. Trustee White reminded everyone that the business conducted at the Academic Affairs Committee meeting is available in the agenda and the minutes are accessible on the Board of Trustees website.
- d. **Audit and Compliance Committee – Dick Baker, Chair**
  - i. The Audit & Compliance Committee met on May 18, 2023 and had (5) action items and (2) information items presented.
  - ii. **Action Items**
    - 1. **Acceptance of the State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for Fiscal Year Ended**



1. Director of Government Relations, Ms. Rachel Witbracht provided an **Overview of the 2023 Legislative Session.**
  2. Associate Vice President of Finance and Controller, Mr. Jeffrey Djerlek provided an **Update on the FY 2022/23 Operating Budget Summary - Third Quarter.**
  3. Vice President for Finance and Administration, Ms. Betsy Bowers provided an **Update on the Contracts that are 5+ years or \$1M+ single purchases.**
- v. Trustee Sires reminded everyone that the business conducted at the Audit and Compliance Committee meeting is available in the agenda and the minutes will be accessible on the Board of Trustees website.
- f. **President’s Performance Evaluation & Metrics Ad Hoc Committee – Jill Singer, Chair**
- i. The President’s Performance Evaluation & Metrics Ad Hoc Committee met on May 19, 2023 and had (3) action items and (1) information item presented.
  - ii. **Action Items:**
    1. **Review and Approval of the Presidential Goals**, presented by President Dr. Martha Saunders.
    2. **Approval to move seven current key performance indicators from up/down to monitor. KPIs include 15,16,19,20,21,25,26**, presented by the Director for Institutional Research, Mr. Christophe Lizen.
    3. **Approval of the amendment of the Presidential Performance Evaluation**, presented by the Associate Vice President for Human Resources, Ms. Jamie Sprague.
  - iii. The President’s Performance Evaluation & Metrics Ad Hoc Committee unanimously recommended approval of the action item by the full Board.
  - iv. **Information Items**
    1. Trustee Jill Singer provided a **Review the Presidential Annual Performance & Evaluation Timeline.**
  - v. Trustee Singer reminded everyone that the business conducted at the President’s Performance Evaluation & Metrics Ad Hoc Committee meeting is available in the agenda and the minutes are accessible on the Board of Trustees website.

**V. Direct Support Organization Reports**

- a. Trustee Bob Sires provided an update on the UWF Business Enterprises, Inc.
- b. Trustee Dick Baker provided an update on the UWF Foundation, Inc.
- c. Chair Lewis provided an update on the UWF Historic Trust.

**VI. Public Comment**

- a. None

**VII. Consent Agenda Items for Approval**

- a. Chair Lewis noted there were (12) items on the consent agenda. She added, Trustees may pull any individual item from the consent agenda below for further review, if they desire. She explained that 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 Lewis asked if there were any requests to pull any consent agenda items for further discussion. There were no requests.

- i. Approval of Tenure for 13 faculty members
  - ii. Acceptance of State of Florida Compliance and Internal Controls Over Financial Reporting and Federal Awards for Fiscal Year Ended June 30, 2022 Audit Report
  - iii. Acceptance of Internal Auditing PCard Audit Reports Quarter 3 Update (January - March 2023)
  - iv. Approval of 2023/24 Work Plan for UWF Internal Auditing and Management
  - v. Approval of Institute for Human & Machine Cognition, Inc. Certification
  - vi. Approval of Amendment of UWF Regulation 3.042 Admission of International Students
  - vii. Approval of FY2024/25-2028/29 Capital Improvement Plan
  - viii. Approval of Updated FY 2022-23 University Carryforward Spending Plan as of March 31, 2023, and Updated FY 2022-23 University Fixed Capital Outlay Budget as of March 31, 2023
  - ix. Approval of Updated UWF Regulation 4.009, Delinquent Accounts
  - x. Approval to Update the President's Trustee Evaluation Form
  - xi. Approval to Update the Presidential Scorecard Reporting for KPI's 15, 16, 19, 20, 21, 25, 26
  - xii. Approval of the President's Self-Evaluation and Proposed Goals
- b. Chair Lewis asked for a motion for the Board to approve and adopt the recommendations of the Academic Affairs Committee; the Audit and Compliance Committee; the Finance, Facilities and Operations Committee; the Student Affairs Committee; and the President's Performance Evaluation & Metrics Ad Hoc Committee made during their meetings with respect to the matters set forth on the consent agenda.
- i. Motion to approve: Trustee Stephanie White  
Second: Trustee Alonzie Scott  
Motion passed unanimously.

### VIII. Action Items

- a. Action Item #1: **Approval of the Educational Research Center for Child Development (ERCCD) Fee Increase**, presented by the Vice President of Academic Engagement and Student Affairs, Dr. Greg Tomso.
  - i. Following the presentation, Chair Lewis asked for a motion to approve the Approval of the Educational Research Center for Child Development (ERCCD) Fee Increase.
    1. Motion to approve: Trustee Dick Baker  
Second: Trustee Sherry Schneider  
Chair Suzanne Lewis Aye  
Motion passed unanimously.
- b. Action Item #2: **Approval of the Legislative Budget Request: UWF Workforce Alignment for Career and Economic Success**, presented by the Vice President of Academic Engagement and Student Affairs, Dr. Greg Tomso.
  - i. Following the presentation, Chair Lewis asked for a motion to approve the Approval of the Legislative Budget Request: UWF Workforce Alignment for Career and Economic Success.

1. Motion to approve: Trustee Sherry Schneider  
 Second: Trustee Stephanie White  
 Motion passed unanimously.
  
- c. Action Item #3: **Approval and Authorization of the Estimated FY 2023-24 Consolidated Operating Budget**, presented by the Associate Vice President of Finance and Controller, Mr. Jeffrey Djerlek.
  - i. Following the presentation, Chair Lewis asked for a motion to approve the Approval and Authorization of the Estimated FY 2023-24 Consolidated Operating Budget.
    1. Motion to approve: Trustee Jill Singer  
 Second: Trustee Dick Baker  
 Motion passed unanimously.
  
- d. Action Item #4: **Approval of the UWF Direct Support Organizations' Operating Budgets FY 2023/24 & DSO Resources Utilized**, presented by the Associate Vice President of Finance and Controller, Mr. Jeffrey Djerlek.
  - i. Following the presentation, Chair Lewis asked for a motion to approve the Approval of the UWF Direct Support Organizations' Operating Budgets FY 2023/24 & DSO Resources Utilized.
    1. Motion to approve: Trustee Stephanie White  
 Second: Trustee Jill Singer  
 Motion passed unanimously.
  
- e. Action Item #5: **Approval of the New Appointments and Reappointments for the UWF Foundation Board of Directors Positions**, presented by the Vice President for University Advancement; President of the UWF Foundation, Inc. and CEO of UWF Historic Trust, Mr. Howard Reddy.
  - i. Following the presentation, Chair Lewis asked for a motion to approve the Approval of the New Appointments and Reappointments for the UWF Foundation Board of Directors Positions.
    1. Motion to approve: Trustee Dick Baker  
 Second: Trustee Sherry Schneider  
 Motion passed unanimously.
  
- f. Action Item #6: **Approval of the Appointments and Reappointments for the UWF Historic Trust Board**, presented by the Vice President for University Advancement; President of the UWF Foundation, Inc. and CEO of UWF Historic Trust, Mr. Howard Reddy.
  - i. Following the presentation, Chair Lewis asked for a motion to approve the Approval of the Appointments and Reappointments for the UWF Historic Trust Board.
    1. Motion to approve: Trustee Sherry Schneider  
 Second: Trustee Alonzie Scott  
 Motion passed unanimously.
  
- g. Chair Lewis noted that Action Items #7, 8, and 9 will be discussed following the Information Items.



- h. Action Item #10: **Approval of the Linking Industry to Nursing Education Proposal** (As Described), presented by the Dean of the Usha Kundu, MD College of Health, Dr. David Bellar.
  - i. Following the presentation, Chair Lewis asked for a motion to approve the Approval of the Linking Industry to Nursing Education Proposal.
    - 1. Motion to approve: Trustee Sherry Schneider
    - Second: Trustee Stephanie White
    - Motion passed unanimously.

**IX. Information Items**

- a. General Counsel, Ms. Susan Woolf presented a **Summary of Items Required for BOT Review and Approval**.
- b. Vice President of Academic Engagement and Student Affairs, Dr. Greg Tomso, presented the **Division of Academic Engagement & Student Affairs (DAESA) Strategic Plan 2023-2028**.
- c. Provost and Senior vice President, Dr. Gary Liguori presented an **Update on Performance-Based Funding Metrics**.

**X. Action Items Continued**

- a. Chair Lewis returned to Action Items #7, 8, and 9 by reading the (3) resolutions.
  - i. Action Item #7: Approval of Resolution 2023.1 for Distinguished Service
  - ii. Action Item #8: Approval of Resolution 2023.2 for Distinguished Service
  - iii. Action Item #9: Approval of Resolution 2023.3 for Distinguished Service
  - iv. Following the reading of the (3) resolutions, Chair Lewis asked for a motion to approve Resolutions 2023.1, 2023.2, and 2023.3 for Distinguished Service to the University by Representative Michelle Salzman, Senator Doug Broxson, and past SGA President and Trustee Patrick Marshall.
    - 1. Motion to approve: Trustee Ariauna Range
    - Second: Trustee Sherry Schneider
    - Motion passed unanimously.

**XI. Board Engagement**

- a. Chair Lewis opened the floor for any additional items for discussion.
- b. Trustee Sherry Schneider introduced Dr. Susan James who will serve as the next Faculty Senate President beginning in August 2023.

**XII. Concluding Remarks**

- a. Chair Lewis thanked Trustee Sherry Schneider for her service to the Board of Trustees.

**XIII. Adjournment**

- a. There being no further business, Chair Lewis adjourned the meeting at 12:04 p.m.