UWF Board of Trustees  
Agenda Item Submission Packet  
(Instructions, JIRA Form & Form Template)

Current BOT Standing Committees:  
Academic Affairs Committee  
Audit & Compliance Committee  
Finance, Facilities & Operations Committee  
Student Affairs Committee

BOT AGENDA ITEM SUBMISSION INSTRUCTIONS:

1. **BOT Meeting Dates & Deadlines**  
   Please refer to the BOT Meeting Dates & Deadlines chart which is posted and kept current on the BOT Website @ uwf.edu/trustees/meetings.

2. **BOT Agenda Item Submission Request**  
   All BOT Agenda item requests must be submitted through JIRA.  
   A separate JIRA ticket will be submitted for each agenda item.  
   The link to the BOT Agenda Item Submission Request JIRA form is posted on the BOT Website @ uwf.edu/trustees. The link is provided and is accessible to the President’s Cabinet members and their approved requester(s).

3. **placeholders (BOT Committee Meeting or Full BOT Meeting)**  
   When your division or department plans to submit materials to the BOT for action or information, please submit the BOT Agenda Item Submission Request JIRA form for your agenda item(s) so space can be reserved on the appropriate upcoming agenda.

   **IMPORTANT NOTE:** If your division/department has an item regarding Board of Governors Regulations, a Notice of Regulation must be provided to the Office of General Counsel 90 days prior to the specified meeting. Contact the Office of General Counsel at 474-3420 for further assistance.

4. **BOT Agenda Item Summary Form (BOT Committee Meeting or Full BOT Meeting)**  
   - BOT agenda items must be submitted on the BOT Agenda Item Summary form (use template) through JIRA.  
   - Templates of the summary form are provided with instructions. Insert your desired content over the blue sample text on the template.  
   - The summary form must be submitted in Word format.  
   - The summary form should fully describe the issue and provide enough information on 1 page to inform trustees and the public on the topic.  
   - Support documentation to be submitted separately or provided as a hyperlink through JIRA.
• PowerPoint presentations for BOT meetings will:
  o Be submitted in UWF brand style. Templates can be accessed on the [UWF Brand Portal website](#).
  o Contain no more than (7) slides
  o Have no slide transitions
  o Be confined to a 10-minute presentation

• All BOT agenda documents are to be submitted electronically through JIRA in Windows-compatible format.

5. **BOT Agenda Item Review Process**

All BOT agenda recommendations are to be routed through the appropriate Provost/SVP, VP or General Counsel for review BEFORE being sent to the BOT Office.

BOT Agenda items will be accepted from the following individuals (or their designated representative):

- Trustee
- President
- Provost/Senior Vice President
- Vice President
- General Counsel
- [Interim] Director of Internal Auditing & Compliance

6. **BOT Agenda Item Final Review & Approval Process**

All BOT agendas are reviewed and approved by the President and Cabinet as indicated on the BOT Meeting Dates & Deadlines chart posted and kept current on the BOT Website @ [uwf.edu/trustees/meetings](http://uwf.edu/trustees/meetings).

Final approval of BOT Agendas is given by the University President and the Board of Trustees Chair.

*Please direct questions regarding BOT Agendas, submission of agenda items, deadlines, presentations or BOT meeting information and/or processes to Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees, 850-474-2449, rluntsford@uwf.edu, Bldg. 10, Room 102.*
UWF Board of Trustees Meeting
Specify Committee Name OR Full Board Meeting
Specify Meeting Date

Issue/Agenda Recommendation:

Proposed Action: Approval, Informational, Discussion, Adoption, etc.

Background Information: Brief history

Provide pros/cons, concerns, etc.

Implementation Plan: Timeline and plan

Fiscal Implications: If funding is not required, please state.

Supporting documents: List all support document titles
Provide hyperlinks for web document(s)
Provide support document(s) separately as attachments.

Prepared by: Name, UWF Title, UWF Phone Number & UWF Email Address

Facilitator/Presenter: Name, UWF Title