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 or movement within presentation
  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

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