UWF Board of Trustees
Agenda Item(s) Recommendation Submission Packet & Instructions

Current BOT Committees:
- Academic Affairs Committee
- Audit & Compliance Committee
- Finance, Facilities & Operations Committee
- Presidential Compensation & Contract Committee
- Presidential Search Committee
- Student Affairs Committee

BOT AGENDA ITEM(S) RECOMMENDATION SUBMISSION INSTRUCTIONS:

1. **Agenda Item(s) Placeholder** (BOT Committee Meeting or Full Board Meeting)
   When a division or department plans to submit materials to the UWF BOT for action, information, or consideration, please email rluntsford@uwf.edu to request a **BOT Agenda Placeholder**. Space will be held on the appropriate BOT agenda.
   - 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 specific meeting. Contact the Office of General Counsel at ext. 3420 for further assistance.

2. **Agenda Item(s) Recommendation Submission Form** (BOT Committee Meeting or Full Board Meeting)
   Each agenda item proposed for committee or board consideration must be submitted on the **BOT Agenda Item(s) Recommendation Submission form** (provided).
   The preferred submission method for all documents is electronic. The template provided has been created with instructions. Electronic templates are also available by email rluntsford@uwf.edu.
   Complete the form in standard **Word format, Calibri size 12 font**, simply insert your content over the “blue” sample text on the form, and route it through the Provost/EVP, your division’s VP, or the General Counsel’s office for review and approval.
   - Agenda item(s) submission forms are intended to fully describe the issue and provide enough information on **1 page** to inform trustees and the public on the topic. Links and support documentation must be submitted separately in **PDF format**.
   - PowerPoint presentations for BOT meetings should:
     - **Contain no more than (7) slides**; have compressed photographs; have no custom animations, schemes or sound; have no slide transitions; and be **confined to a 10-minute presentation**.

3. **Briefing Points Submission Form** (Full BOT Meetings only – not required for Committee Meetings)
   A **BOT Agenda Item(s) Recommendation Briefing Points form** (provided) must be completed and submitted with each Full Board meeting agenda recommendation. The recommendation and the correlating briefing points must be routed through the Provost/EVP, your division’s VP or General Counsel for review and approval BEFORE being forwarded to the BOT Office.
   - The President, Provost/EVP and VPs may refer to these points when briefing trustees prior to BOT meetings.

4. **BOT Agenda Item(s) Recommendations Review & Approval**
   All BOT agenda recommendations are to be routed through the Provost/EVP, appropriate VP, and/or General Counsel for approval **BEFORE** being sent to the BOT Office.
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 and provide hyperlinks if web document and provide supporting documents separately as attachments.>

Prepared by: <Name, UWF Title, UWF Phone # and UWF Email Address>

Facilitator/Presentor: <Name, UWF Title>
UWF Board of Trustees Meeting Briefing Points
< Specify Full Board Meeting Date>
- Briefing Points required for Full Board Meeting Items Only -

Issue/Agenda Recommendation:

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

Briefing Points: <Provide 2-3 points>

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Prepared by: <Name, UWF Title, UWF Phone # and UWF Email Address>

Facilitator/Presenter: <Name, UWF Title>

EXAMPLES OF AGENDA RECOMMENDATIONS AND ACCOMPANYING BRIEFING POINTS

EXAMPLE 1:
Agenda Recommendation: BOT Spokesperson Policy
Proposed Action: Approval
Briefing Points:
• *Appointing Chair as spokesperson.*
• *This does not mean trustees cannot speak to the media.*
• *Chair is the designated spokesperson.*

EXAMPLE 2:
Agenda Recommendation: Amendment to UWF/REG 5.010 ERCCD
Proposed Action: Approval
Briefing Points:
• *Childcare fees slightly increasing by .098% to 5.13% depending on the age of the child.*
• *UWF looked at prices of other facilities to be sure we are in line.*
• *The funds are needed to cover payroll and program cost increases.*