AGENDA

THE UNIVERSITY OF WEST FLORIDA
SPECIAL BOARD OF TRUSTEES MEETING
February 13, 2020
9:00 a.m. CT

University of West Florida
UWF Conference Center, Bldg. 22
11000 University Parkway, Pensacola, FL 32514

I. Call to Order and Chair’s Remarks
   Dave Cleveland, Chair

II. Student Presentation
   Abigail Megginson, Journalism and Political Science Graduate
   Alyssa Lee, Strategic Communication and Leadership Graduate Student

III. Public Comment

IV. Action Items

1. Adoption of Resolutions in Recognition of Distinguished Service

2. Acceptance of Board of Governors Required Audit: Performance Based Funding Data Integrity 2019 and Data Integrity Certification
V. Information Items

1. 2020/2021 BOT Meeting Dates
2. BOT Committee Appointments
3. Appointment of UWF BEI, Inc. Board Member
4. Appointment of UWF Foundation, Inc. Board Member

Other Business

Adjournment
Action Item

Special UWF Board of Trustees Meeting
February 13, 2020

Issue: BOG Required Audit: Performance Based Funding Data Integrity 2019 and Data Integrity Certification

Proposed Action: Acceptance

Background Information:
On June 18, 2019, Board of Governors Chair Ned Lautenbach sent a letter to the Chairs of the University Boards of Trustees and University Presidents, asking that each University have an audit performed of their processes that ensure the completeness, accuracy, and timeliness of data submissions (see attached); this requirement is now supported by section 1001.706, Florida Statutes. He asked that the audits include testing of data that supports performance funding metrics. The audit was conducted by Internal Auditing & Management Consulting (IAMC) and issued on January 27, 2020 (see attached). It was performed in accordance with the International Standards for the Professional Practice of Internal Auditing. It was presented to the Audit & Compliance Committee at their February 13, 2020 meeting and accepted by the Committee. The results of the audit will be provided to the Board of Governors after acceptance by the Board of Trustees.

A second requirement described in Chair Lautenbach’s letter of June 18, 2019 is that each University President complete a Data Integrity Certification (see attached), which contains 13 representations. The results of the IAMC audit and other internal controls in place indicate that the President may confidently affirm these representations. The certification is to be signed by the President and the Board of Trustees Chair, after approval by the Board of Trustees. It must be submitted to the Board of Governors Office of Inspector General and Director of Compliance no later than March 2, 2020.

Recommendation: Acceptance of the Performance Funding Data Integrity audit 2019 and Data Integrity Certification

Implementation Plan: Submission to the Florida Board of Governors, the Performance Based Funding Data Integrity Audit and the Data Integrity Certification

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees

Supporting documents:
BOG Chair Ned Lautenbach Letter of June 18, 2019
UWF19-20_003 Performance Based Funding Data Integrity Audit – 2019
BOG Data Integrity Certification 2019

Prepared by: Interim Internal Audit Director Cindy Talbert, ctalbert@uwf.edu, 850-474-2638
Presenter: Cindy Talbert
MEMORANDUM

TO: Chairs, University Boards of Trustees
    University Presidents

FROM: Ned Lautenbach, Chair

DATE: June 18, 2019

RE: Data Integrity Audits and Certifications for Performance Based Funding and Preeminence Metrics

Since the Board of Governors’ January 2014 approval of the Performance Based Funding Model, the model has incentivized universities and their boards of trustees to achieve excellence and performance improvements in key areas aligned to the State University System of Florida Strategic Plan goals. Over the past six years, the Performance Based Funding state investment has totaled $1,250,000,000 in additional state funding, demonstrating continued support for the System. This is a testament to the value of the state university system to the educational and economic growth of our state. These investments have allowed the System to keep tuition stable for our students.

For the 2019-2020 fiscal year, the investment into performance based funding remains at the all-time high of $560 million with $265 million in state investment and $295 million in institutional investment. With this investment, universities have demonstrated the ability to achieve excellence and improvements in the 10 key metrics, including graduation and retention rates. The U.S. News & World Report released May 14, 2019, ranked Florida as the best state for higher education for the third consecutive year. The state university system has had a 9.5% five-year increase in graduation rates, and a 31% year-over-year drop in the cost-to-student for a bachelor’s degree.

In November 2018, the Board of Governors evaluated the model’s metrics and approved changes to metric 10 as selected by university boards of trustees. Data is currently being collected for the new metrics, and benchmarks will be set based on the most recent data.
Key to the model’s success is the ability of the Board of Governors to rely on the information you provide for performance based funding decision-making. During the 2019 Legislative Session, lawmakers approved Senate Bill 190 that contains language amending section 1001.706, Florida Statutes. The new language states:

Each university shall conduct an annual audit to verify that the data submitted pursuant to ss. 1001.7065[1] and 1001.92[2] complies with the data definitions established by the board and submit the audits to the Board of Governors Office of Inspector General as part of the annual certification process required by the Board of Governors.

As now required by Florida Statutes, university boards of trustees shall direct the university chief audit executive to perform, or cause to have performed by an independent audit firm, an audit of the university’s processes that ensure the completeness, accuracy, and timeliness of data submissions. Additionally, I ask that these audits include testing of data that supports performance funding metrics, as well as preeminence or emerging preeminence metrics if applicable, as testing is essential in determining that processes are in place and working as intended.

In addition to the data integrity audit for the Performance Based Funding Model, universities designated as preeminent or emerging preeminent will need to conduct a similar audit for the data and metrics used for preeminent status consideration. This audit may be included with or separate from the Performance Based Funding Data Integrity Audit.

The scope and objectives of the audit(s) should be set jointly between the chair of the university board of trustees and the university chief audit executive. The audit(s) shall be performed in accordance with the current International Standards for the Professional Practice of Internal Auditing as published by the Institute of Internal Auditors, Inc.

Using the results from the data integrity audit(s), each university president should complete the attached Data Integrity Certification. When completing this certification, evaluate each of the 13 prepared representations, which have been revised to include preeminence and emerging preeminence for those universities so designated. If you are able to affirm a representation as prepared, do so. If you are unable to affirm a

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1 S. 1001.7065, Florida Statutes, Preeminent State Research Universities Program
2 S. 1001.92, Florida Statutes, State University System Performance-based Incentive
representation as prepared, explain the modification in the space provided. It is important that representations be modified to reflect significant or material audit findings. The certification document shall be signed by the university president and board of trustees chair after being approved by the board of trustees.

The audit results and corrective action plans as needed shall be provided to the Board of Governors after being accepted by the university’s board of trustees. The audit results shall support the president’s certification and include any noted audit findings. The completed Data Integrity Certification and audit report(s) shall be submitted to the Office of Inspector General and Director of Compliance no later than **March 2, 2020**.

I ask that you consider the March 2nd deadline when establishing dates for your 2020 board of trustees meetings as we will need these audits and certifications in sufficient time to be included in our March Board of Governors’ meeting materials.

I commend you, your data administrators, and the many university staff responsible for ensuring reliable, accurate, and complete information is timely submitted to the Board of Governors. I would also like to thank your chief audit executives for focusing a significant portion of their office’s resources to auditing your university’s data-related controls, processes, and submissions. Collectively, these efforts allow you to confidently certify the accuracy of data submissions to the Board of Governors and enhance public trust and confidence in this process. We appreciate your cooperation and assistance in ensuring the integrity of the performance funding and preeminence processes.

If you have questions regarding these requirements, please do not hesitate to contact the Board of Governors Inspector General at BOGInspectorGeneral@flbog.edu or 850-245-0466.

NCL/jml

Attachment: Data Integrity Certification Form
EXECUTIVE SUMMARY
We audited Performance Based Funding Data Integrity as of September 30, 2019. This audit was included as part of our 2019/20 audit work plan, conducted in accordance with a Board of Governors (BOG) directive to state universities. Our specific objectives were to:

- Evaluate internal controls designed to ensure the accuracy, completeness, and timeliness of data submissions to the Board of Governors, and
- Provide an objective basis of support for the President and Chair of the Board of Trustees to sign the representations included in the Performance Based Funding – Data Integrity Certification, to be filed with the Board of Governors by March 2, 2020.

Audit fieldwork began on November 7, 2019, and ended on January 17, 2020. Our audit was conducted in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and generally accepted auditing standards.

BACKGROUND
The BOG has broad governance responsibilities affecting administrative and budgetary matters for Florida's 12 public universities. Beginning in fiscal year 2013-14, they instituted a performance funding program that is based on 10 metrics. These metrics are used to evaluate the institutions on a range of issues including cost per degree, retention rates, graduation rates, and job placement, among other things.

Each university is offered a "Board of Trustees Choice Metric," enabling the institution to select a metric that improves their scoring with respect to performance funding, based on their unique strengths. Since inception, the University has elected to use the metric “Percentage of Adult Undergraduates Enrolled,” defined as the percentage of undergraduates enrolled during the fall term who are at least 25 years old at the time of enrollment. Next year this metric will be replaced with a newly designed metric, “Percent of Baccalaureate Graduates Completing 2+ High Impact Practices.”

Much of the information that is used by the BOG in their calculation of the metrics is through 6 data files that are submitted periodically by the universities. This includes the:

- Admissions File
- Degrees Awarded File
- Hours to Degree File
- Retention File
- Student Financial Aid File
- Student Instruction File

Data that is ultimately submitted to the BOG through these electronic submissions is initially entered through the Admissions, Registrar, Financial Aid, and Controller's departments into the Banner Student system. The Office of Institutional Research (IR) has been delegated responsibility for compiling the data into tables according to BOG specifications, conducting a quality review of the data prior to submission to the BOG, and timely submission of the files.

In accordance with BOG Regulation 3.007 “State University System (SUS) Management Information Systems,” the President has formally appointed an Institutional Data Administrator, who is the Director of Institutional Research. The Director has
frequent contact with the BOG Institutional Research staff, strengthening his understanding of their complex requirements for the data in the files.

Audits similar to this one were conducted in 2014, 2015, 2016, 2017, and 2018.

OBSERVATIONS
We interviewed key personnel involved in the processes that end with submission of data to the BOG that are used in the computation of metrics. We examined written policies and procedures and other related documents. We evaluated internal controls that were in place and used the results to design audit tests. Extensive audit testing was conducted on data submitted to the BOG in order to evaluate accuracy and completeness. We found that internal controls over all processes were strong. We therefore make no recommendations.

We appreciate the cooperation, professionalism, and responsiveness of the employees who were involved in the audit.

Respectfully submitted,

Cynthia Talbert, CFE, CIA, CPA, CRMA
Interim Internal Audit Director

REPORT PROVIDED TO THE FOLLOWING:
Dr. Martha Saunders, President
David E. Cleveland, Chair BOT
Bob Jones, Chair Audit & Compliance Committee
Dick Baker, Audit & Compliance Committee
Robert Sires, Audit & Compliance Committee
Dr. George Ellenberg, Provost/Sr. Vice President
Dr. Kimberly McCorkle, Vice Provost
Dr. Kim LeDuff, Vice President
Betsy Bowers, Vice President
Melanie Haveard, ITS Executive Director and CTO
Keith King, Institutional Research Director
Jeffrey Djerlek, Associate Vice President
Shely Blake, Associate Vice President
Adam Burgess, Interim Registrar
Katie Condon, Admissions Director
Shana Gore, Enrollment Executive Director
Jaime Hoelscher, Manager, FL Auditor General
Ken Danley, Supervisor, FL Auditor General
Julie Leftheris, BOG Chief Inspector General
Lori Clark, BOG Compliance and Audit Specialist
Rebecca Luntsford, BOT Liaison
University Name: __________________________

INSTRUCTIONS: Please respond “Yes” or “No” for each representation below. Explain any “No” responses to ensure clarity of the representation you are making to the Board of Governors. Modify representations to reflect any noted significant or material audit findings.

<table>
<thead>
<tr>
<th>Data Integrity Certification Representations</th>
<th>Yes</th>
<th>No</th>
<th>Comment / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I am responsible for establishing and maintaining, and have established and maintained, effective internal controls and monitoring over my university’s collection and reporting of data submitted to the Board of Governors Office which will be used by the Board of Governors in Performance Based Funding decision-making and Preeminence or Emerging Preeminence Status.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>2. These internal controls and monitoring activities include, but are not limited to, reliable processes, controls, and procedures designed to ensure that data required in reports filed with my Board of Trustees and the Board of Governors are recorded, processed, summarized, and reported in a manner which ensures its accuracy and completeness.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>3. In accordance with Board of Governors Regulation 1.001(3)(f), my Board of Trustees has required that I maintain an effective information system to provide accurate, timely, and cost-effective information about the university, and shall require that all data and reporting requirements of the Board of Governors are met.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>4. In accordance with Board of Governors Regulation 3.007, my university shall provide accurate data to the Board of Governors Office.</td>
<td>☐</td>
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</tr>
<tr>
<td>5. In accordance with Board of Governors Regulation 3.007, I have appointed a Data Administrator to certify and manage the submission of data to the Board of Governors Office.</td>
<td>☐</td>
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<td></td>
</tr>
</tbody>
</table>
**Data Integrity Certification**

<table>
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<tr>
<td>6. In accordance with Board of Governors Regulation 3.007, I have tasked my Data Administrator to ensure the data file (prior to submission) is consistent with the criteria established by the Board of Governors Data Committee. The due diligence includes performing tests on the file using applications, processes, and data definitions provided by the Board Office.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>7. When critical errors have been identified, through the processes identified in item #6, a written explanation of the critical errors was included with the file submission.</td>
<td>☐</td>
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</tr>
<tr>
<td>8. In accordance with Board of Governors Regulation 3.007, my Data Administrator has submitted data files to the Board of Governors Office in accordance with the specified schedule.</td>
<td>☐</td>
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<td></td>
</tr>
<tr>
<td>9. In accordance with Board of Governors Regulation 3.007, my Data Administrator electronically certifies data submissions in the State University Data System by acknowledging the following statement, “Ready to submit: Pressing Submit for Approval represents electronic certification of this data per Board of Governors Regulation 3.007.”</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>10. I am responsible for taking timely and appropriate preventive/ corrective actions for deficiencies noted through reviews, audits, and investigations.</td>
<td>☐</td>
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</tr>
<tr>
<td>11. I recognize that Board of Governors’ and statutory requirements for the use of data related to the Performance Based Funding initiative and Preeminence or Emerging Preeminence status consideration will drive university policy on a wide range of university operations – from admissions through graduation. I certify that university policy changes and decisions impacting data used for these purposes have been made to bring the university’s operations and practices in line with State University System Strategic Plan goals and have not been made for the purposes of artificially inflating the related metrics.</td>
<td>☐</td>
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</tr>
</tbody>
</table>
# Data Integrity Certification

## Data Integrity Certification Representations

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>12. I certify that I agreed to the scope of work for the Performance Based Funding Data Integrity Audit and the Preeminence or Emerging Preeminence Data Integrity Audit (if applicable) conducted by my chief audit executive.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>13. In accordance with section 1001.706, Florida Statutes, I certify that the audit conducted verified that the data submitted pursuant to sections 1001.7065 and 1001.92, Florida Statutes [regarding Preeminence and Performance-based Funding, respectively], complies with the data definitions established by the Board of Governors.</td>
<td>☐</td>
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</tr>
</tbody>
</table>

## Data Integrity Certification Representations, Signatures

I certify that all information provided as part of the Board of Governors Data Integrity Certification for Performance Based Funding and Preeminence or Emerging Preeminence status (if applicable) is true and correct to the best of my knowledge; and I understand that any unsubstantiated, false, misleading, or withheld information relating to these statements render this certification void. My signature below acknowledges that I have read and understand these statements. I certify that this information will be reported to the board of trustees and the Board of Governors.

Certification: ______________________________________________________________________ Date______________________

President

I certify that this Board of Governors Data Integrity Certification for Performance Based Funding and Preeminence or Emerging Preeminence status (if applicable) has been approved by the university board of trustees and is true and correct to the best of my knowledge.

Certification: ______________________________________________________________________ Date______________________

Board of Trustees Chair
Issue: Resolutions in Recognition of Distinguished Service

Proposed Action: Adoption

Background Information:

Today offers the Board an opportunity to recognize and commend two outstanding individuals for going above and beyond to serve the University of West Florida.

Recommendation: Adopt

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

These resolutions will be read during the meeting and spread upon the pages of the minutes.

Prepared by: Becky Luntsford, Assistant Corporate Secretary, BOT

Presented by: Dave Cleveland, BOT Chair
Special UWF Board of Trustees Meeting
February 13, 2020

Issue: 2020-2021 Board of Trustees TENTATIVE Meeting Dates

Proposed action: Review and Advise the UWF BOT Staff of Problems and/or Conflicts

Background information: The UWF Board of Trustees (BOT) is scheduled to meet four (4) times annually during FY2020/2021. BOT committee meetings are scheduled two-three weeks prior to full Board meetings when possible. The dates below have been chosen with the Board of Governors’, UWF BEI Board and UWF Foundation Board meeting dates in mind. BOT conference calls, special meetings and emergency meetings will be scheduled as needed.

Recommendation: Trustees are asked to check the dates against their calendars and schedules and advise support staff of any problems or conflicts. Trustees will be asked to approve the final 2020-2021 BOT meeting dates at the March 18, 2020 BOT meeting.

AUGUST 2020
18 or 20

UWF Board of Trustees COMMITTEES @ UWF Conference Center

SEPTEMBER 2020
16-17

Florida BOG Meeting @ UWF, Pensacola

18

UWF Board of Trustees MEETING @ UWF Conference Center

OCTOBER 2020
6-7

Florida BOG Committee Workshops @ USF, Tampa

NOVEMBER 2020
4-5

Florida BOG Trustee Summit & BOG Meeting @ UNF, Jacksonville

17 or 18

UWF Board of Trustees COMMITTEES @ UWF Conference Center

DECEMBER 2020
9 or 10

UWF Board of Trustees MEETING @ UWF Conference Center

JANUARY 2021
20-21

Florida BOG Meeting @ New College of Florida, Sarasota

FEBRUARY 2021
9 or 11

UWF Board of Trustees COMMITTEES @ UWF Conference Center

24

Florida BOG Meeting Conference Call

MARCH 2021
16 or 18

UWF Board of Trustees MEETING @ UWF Emerald Coast Campus

24-25

Florida BOG Meeting @ FAMU, Tallahassee

MAY 2021
11

Florida BOG Meeting Conference Call

11 or 13

UWF Board of Trustees COMMITTEES @ UWF Conference Center

JUNE 2021
15 or 17

UWF Board of Trustees MEETING @ UWF Conference Center

22-24

Florida BOG Meeting @ USF, Tampa
Fiscal Implications: None

Supporting documents: None

Prepared by: Becky Luntsford, BOT Assistant Corporate Secretary, 850-474-2449, rluntsford@uwf.edu

Presenter: Dave Cleveland, Chair, UWF Board of Trustees
Special UWF Board of Trustees Meeting
February 13, 2020

Issue: Board of Trustees Committee and Ad Hoc Committee Appointments

Proposed action: Information Only

Background information: Article III of the UWF Board of Trustees Bylaws states that trustees appointed to committees shall serve at the pleasure of the Board Chair.

Recommendation: Given the recent departures and new arrival of trustees to the Board of Trustees, Chair Dave Cleveland has given great thought to the UWF Board of Trustees Committee structure and has appointed trustees to the BOT Committees indicated below.

Academic Affairs Committee
Trustee Jill Singer, Chair
Trustee Sherry Schneider

Audit and Compliance Committee
Trustee Bob Jones, Chair
Trustee Dick Baker
Trustee Bob Sires

Finance, Facilities and Operations Committee
Trustee Greg Britton, Chair
Trustee Lewis Bear, Jr.
Trustee Suzanne Lewis

Student Affairs Committee
Trustee Alonzie Scott, Chair
Trustee Zenani Johnson
Trustee Stephanie White

Presidential Performance Evaluation and Metrics Ad Hoc Committee
Trustee Suzanne Lewis, Chair
Trustee Bob Jones
Trustee Jill Singer

Fiscal Implications: None

Supporting documents: None

Prepared by: Becky Luntsford, BOT Assistant Corporate Secretary, 850-474-2449, rluntsford@uwf.edu

Presenter: Dave Cleveland, Chair, UWF Board of Trustees
Issue: Appointment of UWF BEI Board Member

Proposed action: Informational

Background information:

Section 1004.28(3) Florida Statutes provides: “The chair of the university board of trustees shall appoint at least one representative to the board of directors and the executive committee of any direct-support organization established under this section.”

In a letter to Dr. Saunders, Dave Cleveland resigned his position as Chair and Board Member of the UWF Business Enterprises, Inc. in December 2019 in consideration of the start of his term as UWF Board of Trustee Chairman on January 1, 2020. As Chair of the Board of Trustees, Mr. Cleveland has appointed UWF Board of Trustee Greg Britton to the UWF BEI Board vacancy created by Chair Cleveland’s resignation.

Supporting documentation:

- Section 3.4 of BEI Bylaws, pages 5-6
- Terms of Office Matrix

Prepared by: Carole Reed, Assistant Controller, 850-474-2536, creed@uwf.edu

Presented by: Ed Ranelli, UWF BEI Chief Executive Officer, 850-474-2209, eranelli@uwf.edu
Issue: Appointment of UWF Foundation, Inc. Board Member

Proposed action: Informational

Background information:

Section 1004.28(3) Florida Statutes provides: “The chair of the university board of trustees shall appoint at least one representative to the board of directors and the executive committee of any direct-support organization established under this section.”

In a letter to Dr. Saunders, Dave Cleveland resigned his position as Chair and Board Member of the UWF Foundation, Inc. in December 2019 in consideration of the start of his term as UWF Board of Trustee Chairman on January 1, 2020. As Chair of the Board of Trustees, Mr. Cleveland has appointed UWF Board of Trustee Dick Baker to the UWF Foundation Board vacancy created by Chair Cleveland’s resignation.

Supporting documents: None

Prepared by: Geri Battist, Executive Specialist Office of the Vice President University Advancement, (850) 474-3306; gbattist@uwf.edu
Howard J. Reddy, President UWF Foundation, Inc., hreddy@uwf.edu

Facilitator/Presentor: Howard J. Reddy, Vice President for University Advancement President, UWF Foundation, Inc.