



AGENDA

THE UNIVERSITY OF WEST FLORIDA EMERGENCY BOARD OF TRUSTEES MEETING

June 19, 2020

11:00 a.m.

**Virtual Meeting
UWF Alumni Room, Bldg. 12
11000 University Parkway
Pensacola, FL 32514**

*The public may join this virtual Board of Trustees emergency meeting at <https://zoom.us/j/93107942145>
or by dialing 301-715-8592; Webinar ID: 931-0794-2145*

I. Call to Order and Chair's Remarks **Dave Cleveland**

II. Public Comment

III. Consent

Trustees may pull any individual item from the consent agenda below for further review, if they so desire. However, 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.

- a. Approval of Amendment of UWF BOT Policy 09.02-01/15 Investment Policy
- b. Approval of Fiscal Year 2021/2022-2025/2026 Capital Improvement Plan
- c. Approval of Updated Fiscal Year 2019-20 University Carryforward Spending Plan as of March 31, 2020
- d. Approval of University of West Florida Annual Financial Report for 2018-19
- e. Approval of State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for Fiscal Year Ended June 30, 2019 Audit Report
- f. Acceptance of State of Florida Auditor General Operational Audit of UWF\

- g. Acceptance of Internal Auditing PCard Audit Reports Quarter 3 Update (January – March 2020)
- h. Acceptance of Internal Auditing Reports Issued: Usha Kundu, MD College of Health Dean's Office 19-20_002; Lab Sciences Annex Construction Expenditures 19-20_004
- i. Approval of 2020/21 Work Plan for UWF Internal Auditing and Management Consulting
- j. Approval of Request to Terminate Suspended Academic Degree Program: Ed.S. in Educational Leadership
- k. Approval of Tenure

IV. Action Items

- 1. Approval of University of West Florida Reopening Plan for Fall 2020 Semester
- 2. Approval of New Appointments and Reappointments to the UWF Foundation Board of Directors
- 3. Approval of Reappointments to the UWF Historic Trust Board of Directors
- 4. Approval of Direct Support Organizations' Operating Budgets Fiscal Year 2020/21
- 5. Approval of Revisions to UWF Regulation 4.008 Tuition and Fees, Fines and Penalties
- 6. Approval and Authorization of Estimated Fiscal Year 2020-21 Consolidated Operating Budget
- 7. Approval of Fiscal Year 2021/2022 – 2025/2026 Capital Improvement Plan
- 8. Approval of 2019 Board of Trustees Self Evaluation Survey Results
- 9. Approval of 2020-2021 Presidential Goals

Other Business

Executive Session Virtual Meeting – CLOSED SESSION

Adjournment

Other Activities and Upcoming Events

- August 20, 2020 @ 9:00 a.m. UWF BOT Committee Meetings
- September 18, 2020 @ 9:00 a.m. UWF BOT Meeting
- November 4-5, 2020, Florida BOG Trustee Summit & BOG Meeting, UNF, Jacksonville
- November 17, 2020 @ 9:00 a.m. UWF BOT Committee Meetings
- December 10, 2020 @ 9:00 a.m. UWF BOT Meeting
- December 14, 2020, UWF Fall Commencement @ Pensacola Bay Center

**UWF Board of Trustees Meeting
June 18, 2020**

Issue: UWF Reopening Plan for Fall 2020 Semester

Proposed Action: Approve

Background Information:

On May 28, 2020, the Board of Governors approved the Blueprint for Reopening Campuses for Fall Semester 2020. This plan identified critical elements to guide the state universities in developing individualized plans for reopening campuses in light of the challenges posed by COVID-19. This plan highlighted five key strategic priorities including:

- A Healthy Campus Environment
- A Healthy Community Environment
- COVID-19 Virus Testing
- Contact Tracing and Surveillance
- Academic Program Delivery

The UWF Reopening Plan for Fall 2020 Semester outlines the initial strategies and methodology behind the University's reopening plans. UWF created five distinct COVID-19 working groups to finalize operational strategies and action plans to address the five strategic areas listed above. Essential team members include faculty, students, administrators, and staff that will work together to ensure a methodical, responsive approach to reopening.

It should be noted that the actions outlined in the UWF Reopening Plan are subject to change based upon epidemiologic data trends and further guidance from the Centers for Disease Control and Prevention, the Florida Department of Health, and other external sources.

Recommendation: **Approve** the UWF Reopening Plan for Fall Semester 2020.

Implementation Plan: Once approved by the UWF BOT, this plan will be presented to the Florida Board of Governors on June 23, 2020, for approval.

Fiscal Implications: Fiscal Oversight by the UWF Board of Trustees

Supporting documents: UWF Reopening Plan for Fall Semester 2020
PowerPoint Presentation

Prepared by: UWF Reopening Working Group

- Dr. George Ellenberg, Provost and Senior Vice President
- Dr. Kim LeDuff, Vice President, Division of Academic Engagement and Student Affairs and Chief Diversity Officer
- Betsy Bowers, Vice President, Division of Finance & Administration
- Jamie Sprague, Associate Vice President, Human Resources

- Dr. Howard Reddy, Vice President, University Advancement
- Dr. Melinda Bowers, Associate Vice President of Administration, Facilities and Operations and Director of Emerald Coast Campus
- Megan Gonzalez, Executive Director, Institutional Communications
- Nicole McDonald, Director, Environmental Health and Safety
- Dave Scott, Director Intercollegiate Athletics
- Dr. Ed Ranelli, Associate Vice President, External Affairs; CEO of Business Enterprises Inc.
- Dr. Kimberly McCorkle, Vice Provost
- Dr. Jaromy Kuhl, Dean, Hal Marcus College of Science and Engineering
- Dr. Steve Brown, Dean, College of Arts, Social Sciences and Humanities
- Dr. Brandon Frye, Dean of Students
- Dr. Ben Stubbs, Executive Director, Student Involvement
- Dr. Michele Manassah, Executive Director, Counseling and Psychological Services
- Dawn Rockey, Assistant Dean, Case Management
- Dr. Denice Curtis, Assistant Professor, Public Health
- Elena Patterson, Student Government Association Treasurer
- Jim McMillen, President, Staff Senate; Coordinator, West Florida Historic Trust
- Lauren Loeffler, Executive Director, Career Development and Community Engagement
- Marc Cossich, Chief of Police
- Melanie Haveard, Executive Director and Chief Technology Officer, Information Technology Services
- Dr. Michelle Horton, Interim AVP, Online Innovation
- Neil McMillion, Director, University Housing and Residence Life
- Robert Dugan, Interim CEO, Florida Virtual Campus
- Robin Anderson, Assistant Director, Facilities Planning and Construction
- Sandra Thompson, Director, Information Technology Services
- Shana Gore, Executive Director, Enrollment Services
- Dr. Sherry Schneider, President, Faculty Senate and Assistant Professor, Psychology
- Stephanie Clark, Dean of Libraries
- Tony Nguyen, Senior Associate Athletic Director
- Dr. Vanee Cao Nguyen, Associate Vice President, Division of Academic Engagement and Student Affairs

Presenters:

Dr. Martha Saunders, President, msaunders@uwf.edu, 850-474-2200

Dr. George Ellenberg, Provost and Senior Vice President, gellenberg@uwf.edu, 850-474-2035

Betsy Bowers, Vice President, Finance & Administration, bbowers@uwf.edu, 850-474-2210

Jamie Sprague, Associate Vice President, Human Resources, jsprague@uwf.edu, 850-474-2156



UNIVERSITY *of*
WEST FLORIDA



University of West Florida Reopening Campus Plan
FALL ⁵ 2020



Introduction

“When patterns are broken, new worlds emerge.” —Tuli Kupferberg

The switch to all-remote course delivery in March 2020 went smoothly at the University of West Florida because of prior preparation and the heroic efforts of faculty and staff. We had previously created Canvas shells for every course offered at the University. Faculty had only to activate the shells to launch their online courses. As a result, UWF students were able to complete the spring academic term safely and successfully. Many acts of generosity and creativity have inspired us over the past few months. We owe a debt of gratitude to a myriad of Argo alumni, community members and friends of the University

who stepped up to provide needed financial support for our students in their time of need.

As we prepare for the reopening of our campuses for Fall 2020, we do so with four primary intentions:

- To provide the safest possible resumption of University operations for all.
- To preserve the highest standards of quality in our teaching and research.
- To keep any additional disruptions to a minimum.
- To build on lessons learned from these unprecedented events.

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Executive Summary

The University of West Florida developed this COVID-19 Reopening Campus Plan while keeping the safety, security and well-being of students and employees at the forefront of every decision.

This plan is a living document and is subject to change based upon federal, state or local guidance. Actions outlined in this plan may not happen sequentially as described, but instead will be implemented in relation to the ever-changing situation and conditions. In the event of a second wave of COVID-19 infections, re-implementation and mitigation procedures will be quickly executed.

The plan maintains focus on the University's mission to ensure the continuity of academic instruction, research and service while safeguarding students' continued progression in their courses of study.

To form a thorough Fall 2020 Return to Campus Plan, UWF President Martha Saunders established a Return to Campus Task Force and five subcommittees to focus on the below specific key areas that align with the reopening blueprint provided by the Florida Board of Governors. The task force, which includes representatives from all areas of the institution, addresses and monitors the repopulation framework during weekly meetings.



Healthy Campus Environment

The University will deploy strategies for a healthier campus environment, including providing face coverings, hand sanitizer, mandatory training modules and educational materials, among other resources, to students, employees and visitors. A significant number of events and services will be offered remotely. All facilities will adhere to CDC guidelines and safety protocols for on-campus residents will be enhanced.



Healthy Community Environment

UWF will engage with area business and civic leaders to promote a healthier and safer community. The University will identify venues that practice social distancing measures and cross-promote with these establishments.



COVID-19 Virus Testing

UWF will implement a comprehensive pre-screen and testing program as students and employees return to campus.



Contact Tracing and Surveillance

UWF will conduct initial contact tracking for the COVID-19 virus for the safety and well-being of students and employees. Any student or employee who reports that they have received a lab-confirmed positive COVID-19 test will be contacted by a contact tracker to evaluate potential exposure within the UWF community. The information gained during the contact tracking will be provided to the local Department of Health contact as deemed necessary to protect the health and welfare of the campus and the community.



Academic Program Development

The University will expand its course delivery options for students to ensure they receive the top-rate education they expect from UWF while maintaining health and safety protocols. Classroom facilities will be thoroughly cleaned and include signage that indicates student seating based on social distancing guidelines. UWF will work collaboratively with employers of students on maximizing the safety of each employer's worksites and internship sites. The University will also continue enhancing its faculty training and professional development to support new technologies for remote instruction.

PHASED EMPLOYEE RETURN TO CAMPUS

The UWF Return to Campus Task Force developed and began implementation of a three-phased approach for employees returning to campus. Each phase is directed by guiding principles as established by the University. The safety, security and well-being of the University community will remain of the utmost importance during this process. The plan strives to minimize potential exposure of returning students and employees to the virus and reduce opportunities for community transmission.

Phase 1 — Initial Resumption of Core On-Campus Operations permits up to 25% of employees in a department area to return to the work location simultaneously, as approved by department heads, with remote work continuing as the primary work arrangement for employees.

Phase 2 — Return to Limited Normal Operations with Ongoing Restrictions permits up to 50% of employees in a department area to return to the work location simultaneously, as approved by department heads.

Phase 3 — Return to Normal Operations with Long-Term Adjustments permits all employees to return to campus.





Healthy Campus Environment

Developing a healthier and safer UWF community is a shared responsibility between the University and the individual. The University will provide face coverings and hand sanitizer to students, employees and visitors. Training will be required for faculty, staff and students and a variety of educational materials and resources will be provided. A significant number of events and services will be offered remotely. All facilities will adhere to CDC guidelines and safety protocols for on-campus residents will be enhanced.

HEALTH, WELLNESS AND PREVENTION

Personal Protective Equipment Kit

UWF will provide one reusable cloth face covering and a bottle of hand sanitizer for every student, employee and visitor. Face coverings will be required in ALL UWF locations. Exceptions include private office settings, as well as outdoor work and areas separated from others by at least six feet. A person not wearing a face covering will be asked to put one on or leave the area.

Anyone with a disability that prevents them from wearing face coverings will be directed to [Student Accessibility Resources](#) (students), [Human Resources](#) (employees) or [Visitors Center](#) (visitors) and accommodations will be made.

TRAINING AND EDUCATION

Mandatory COVID-19 Training Module

- Students: All students returning to campus are required to participate in the COVID-19 Student Training.
- Employees: All employees returning to their work location are required to participate in the COVID-19 Employee Training Module.

Educational Materials

The University has developed a variety of health, wellness and prevention promotional materials that will be displayed throughout campus. These posters and flyers include topics such as handwashing and when to wear a facial covering, among other prevention tips. Materials also direct the campus community to visit UWF's coronavirus website, which houses all the University's information on COVID-19.

FACILITIES

All facilities will adhere to CDC guidelines, as well as University established guidelines for providing a safer environment. UWF has increased its scheduled custodial cleaning of facilities on campus and taken extra measures to disinfect frequently touched areas like doorknobs, stair rails, elevator buttons and other surfaces (such as exercise equipment and classroom AV equipment). UWF purchased free-standing plexiglass customer service windows for reception desks and similar workstations where employees come in direct contact with other

students, employees or visitors. Furniture and equipment will be rearranged or closed off to ensure proper social distancing, and the number of available computer terminals will be reduced. Hours of operation for buildings with reduced hours will be adjusted monthly per established guidelines.

STUDENT LIFE

STUDENT ACTIVITIES AND CAMPUS CULTURE

Student Organizations and Events

UWF plans to resume events and activities as appropriate, given the health environment of the campus and the local community.

- Student organization procedures and support programs will be delivered virtually through September.
- Events will be limited to fewer than 50 attendees until phase 3 of the UWF Return to Campus Plan begins.
- Events with an expected attendance of 250 or more will be cancelled or conducted virtually for the Fall 2020 semester.
- All other events will adhere to the state and University established guidelines.

Fraternity and Sorority Life

UWF plans to resume Fraternity and Sorority Life operations and events as appropriate.

- FSL procedures and operations will be delivered virtually through September via chapter liaison meetings, officer workshops and FSL info sessions.
- FSL procedures and operations delivery methods for October through the end of the semester will be adjusted as appropriate, given the health environment of the campus community.
- Events will be limited to fewer than 50 attendees until phase 3 of the UWF Return to Campus Plan begins.
- Events with more than 250 attendees will be cancelled for the entire semester.
- All meetings and gatherings, including recruitment activities, must be conducted in adherence to University established guidelines.
- Council and chapter plans regarding recruitment and new member processes will be updated regularly on the FSL website at uwf.edu/fsl.

Education Research Center for Child Development

The ERCCD will open in a phased approach with reduced hours and reduced enrollment capacity. Staff will return in early to mid-July to begin training and preparation. A soft opening will begin in late July/early August for children. Children of students will return first, followed by children of employees and alumni.

HOUSING AND RESIDENCE LIFE

UWF will continue honoring housing contracts for the fall semester. HRL staff will focus on one-on-one interaction with residents for support and resources, as well as virtual programming.

Isolation Protocol

UWF will reserve spaces for COVID-19 isolation, as needed. A student who tests positive will be moved immediately to an isolation/quarantine space. If someone comes in personal contact with that student in their living space, that unit will be quarantined until test results are available. If the student comes in contact with someone outside their living unit, that individual will be moved to an isolation/quarantine space. Anyone moved to an isolation/quarantine space will be provided with food, counseling and other services as needed. HRL is also working with local hotel partners to provide alternative options for student housing, if needed.

Staff and Resident Assistant Training

HRL will provide COVID-19 related training to all staff and use a virtual meeting to educate all residents on safety and the new policies and guidelines.

Extensive email communication will be sent to students and parents highlighting the new policies, guidelines and move-in plans. Residents will be asked to sign a COVID-19 liability waiver/disclaimer before moving in to make sure they understand their personal responsibility for health and safety.

Safety Protocols for Residents

UWF will enhance student health and safety measures for residents through the following protocols:

- Move-in Day will be expanded to a full week, during which a drive-through move-in process will be established.
- Residents will be provided with welcome back kits that include a cloth face covering, thermometer and hand sanitizer.
- Residence hall common areas will be cleaned several times a day in compliance with enhanced CDC cleaning protocols.
- Barriers will be installed and hold 36 spaces for quarantine and isolation.
- The number of residents in the lounges and other common spaces will be limited to no more than 10 people.
- The number of guests a resident may have at any given time will be limited to one person.
- Health, wellness and prevention promotional materials will be posted throughout each residence hall.

STUDENT SERVICES

Counseling Services

Counseling and Psychological Services will provide services remotely to students. Crisis intervention and evaluation for Baker Acts will be provided on campus, as clinically appropriate. Crisis intervention services will be available remotely to all students 24/7. A virtual online peer-to-peer support community will be available to students 24/7.

Health Services

Student Health Services will provide services using both telehealth and face-to-face office visits. SHS will reserve two hours each day to provide COVID-19 testing to students. SHS will work with Recreation and Wellness Services to promote increased participation in flu vaccination among students.

Recreation

The Health, Leisure, and Sports facility will be reopened and will operate on modified hours based on peak usage times, allowing time for additional cleaning. Physical distancing of six feet will be practiced in all areas and capacity limitations will be enforced. Touchless transactions will be utilized for entry to the facility and for point-of-sale. Increased sanitization of all equipment will occur and be the shared responsibility of the user and the HLS staff.

The use of personal storage lockers, towel service and shower access will be discontinued. Water fountains will be discontinued, but water filling stations will remain operational. Equipment checkout will be limited and returned equipment will be removed from the rotation for 24 hours after return. Outdoor Adventure and Intramural activities will be offered within the University's established guidelines. The UWF Aquatic Center will operate with limited programming and reduced capacity.

Modifications to UWF Recreation's operations are guided by the following organizations: the CDC; Climbing Wall Association; Association of Outdoor Recreation and Education; American Industrial Hygiene Association; Florida Department of Business and Professional Regulation; National Intramural, Recreation and Sports Association; National Federation of State High School Associations; Starfish Aquatics Institute; Occupational Safety and Health Act; and the USA Swimming organization.

Dining Services

Dining Services, including the Nautilus Market and most retail operations, will open and follow social distancing guidelines, including reduced occupancy. To-go dining options will be available. All meals will be served by dining staff. The tables will be cleaned after every use. Employees will conduct personal safety checks before reporting to work.

UWF John C. Pace Library

The UWF John C. Pace Library will reopen with reduced hours and reduced access to certain spaces. The University Archives department will be by appointment only; the third and fourth floors of the library will be closed; study carrels and group study rooms will be closed; and the 3D printing lab in SkyLab will be closed, but printing may be requested. Library instruction will be conducted virtually and reference consultations will be by video appointment. The Reference Desk will be accessible through open online office hours.

Furniture will be spaced appropriately and cleaning supplies will be available for students to wipe study tables down before and after use. Returned equipment and materials will be quarantined and then cleaned before returning to circulation. Late fees will continue to be waived until the library is fully operational.

The UWF Library will follow the Council of State University Libraries' Guiding Principles for Reopening University Libraries and the CDC guidelines.

INTERCOLLEGIATE ATHLETICS

University Athletics will comply with the UWF, NCAA and Gulf South Conference standards to return employees and student-athletes.

General Guidelines:

- UWF Athletics will follow the University and state guidelines for screening, testing and tracking of its student-athletes and staff.
- UWF Athletics will follow the Gulf South Conference and NCAA guidelines and provide an adequate acclimatization period for student-athletes to get back into game shape.
- UWF Athletics will promote and support appropriate adherence by student-athletes and the Athletics staff to applicable health and hygiene recommendations.

VENDORS, VISITORS AND VOLUNTEERS

UWF will ensure visitors are aware of protocols that promote a safer and healthier campus. The University will require guests comply with the same requirements as students and employees, including wearing personal face coverings. If protocols are not followed, guests will be asked to leave the premises immediately. A limited supply of disposable face coverings will be provided in high traffic areas (e.g., Visitors Center, University Commons, Recreation). Signage detailing guidelines will be posted at the Visitors Center and throughout the University.

Healthy Community Environment

UWF will engage with area businesses, organizations and civic leaders to promote a healthier and safer community. The University will identify venues that practice social distancing measures and cross-promote with these establishments.

Engaging the Community in Shared Responsibility

UWF will contact the Greater Pensacola Chamber of Commerce, Pensacola Downtown Improvement Board and the Fort Walton Beach Chamber of Commerce leadership to secure written acknowledgment of a shared responsibility to protect the health and well-being of the community. The University will also work with the organizations to develop a database of businesses that are adhering to social distancing measures.

UWF will share its plan for a healthier and safer University community with city and county leadership, request a public endorsement from civic leaders and work with identified organizations on promoting the adoption of guidelines by their members.



COVID-19 Virus Testing

UWF is implementing a comprehensive pre-screen and testing program to return students and employees to campus.

STUDENT PRE-SCREENING

All students visiting campus are required to take the **Daily COVID-19 Return to Campus Pre-screening** every day before coming to a University location or leaving their residence hall room. Students without access to technology will be asked to contact Student Health Services or the Dean of Students Office by telephone to complete the screening over the phone.

The pre-screening will include a question on recent travel. If travel restrictions are imposed by the state, any student will be required to abide by those restrictions.

Student Health Services will be notified if a student answers “yes” to a question in the pre-screening and will assist the student in testing. Housing and Residence Life will quarantine students immediately if they live on campus.

STUDENT TESTING

Student Health Services will procure and administer a rapid test kit for COVID-19 that allows preliminary results within several minutes. The test will also be sent to a laboratory for final confirmation of COVID-19 within two-to-three days. The preliminary rapid test kit results will allow SHS personnel to quickly identify and respond to any hot spot locations on campus in coordination with the UWF Contact Trackers (listed below). SHS will reserve two hours each day to provide COVID-19 testing to students at the Student Health Clinic.

SHS also plans to establish mini mobile testing locations around campus; the specific locations and schedule will be determined by August 1, 2020. If a student would like to take the COVID-19 test on their own, they may visit an official testing site or contact their health care provider.

SHS will work in concert with the Recreation Department and the Counseling and Wellness Services Department to promote increased participation in flu vaccination among students.

EMPLOYEE PRE-SCREENING

All employees directed to return to their work location by their supervisors are required to take the **Daily COVID-19 Return to Campus Pre-screening** before arriving on campus each day. If a department has employees unable to access a computer or mobile device before work, the pre-screening must be completed via the official paper form before entering a UWF building. Each employee will be provided direction based on their answers to the questions.

Any employees hired from out-of-state will be required to adhere to the current travel restrictions imposed by the state at their time of hire.

EMPLOYEE TESTING

If an employee is presumed to have contracted COVID-19, the employee must notify Human Resources immediately. Testing will be conducted and provided through a local health care facility, as needed. If employees would like to take the COVID-19 test on their own, they may visit an official testing site or contact their health care provider.

Contact Tracing and Surveillance

For the purpose of this plan and communications, “contact tracing and surveillance” is referred to as contact tracking, as only the Department of Health is authorized to use the term “Contact Tracing.” UWF will conduct initial contact tracking for COVID-19 for the safety and well-being of students and employees. Once students or employees report that they have received a lab-confirmed positive COVID-19 test, they will be contacted by an official COVID-19 Contact Tracker to evaluate potential exposure within the UWF community.

The information gained during the contact tracking will be provided to the local Department of Health contact as deemed necessary to protect the health and welfare of the campus and the community. The only personal information that will be provided to DOH will be a name and phone number unless otherwise directed by DOH. Upholding the individual privacy of students and employees will be held to the highest standards.

ONE-ON-ONE CONTACT

DOH requires anyone identified as having close 1:1 contact with an infected person to self-isolate for 14 calendar days. DOH requires a COVID-19 positive person to self-isolate for 14 calendar days from the date of a positive test.

Examples of what **IS** considered 1:1 contact include:

- Individuals who have made physical contact with a person who is COVID-19 positive.
- Individuals who have made physical contact with others while they were infectious during their illness and/or two days before COVID-19 symptom onset.
- Individuals without a face covering who interacted with others within six feet for more than 10 to 30 minutes.
- Individuals who made proximity contact more than six feet but in the same room for an extended period of time without any protective measures used such as wearing a face covering, washing hands and using hand sanitizer.

Examples of what **IS NOT** considered 1:1 contact include:

- Individuals who have not had direct contact with a person who is COVID-19 positive.
- Individuals who were more than six feet away and anyone who was wearing a face covering.

UWF COVID-19 contact trackers will conduct and assist in identifying potential 1:1 contacts with other students and/or employees. General public contacts will be identified and traced by the DOH. 1:1 contact information will be submitted to the FDOH Senior Community Health Nurse—epidemiology or the FDOH Community Health Nurse as soon as possible.

UWF COVID-19 CONTACT TRACKERS

UWF COVID-19 Contact Trackers are required to successfully complete the [Johns Hopkins Contact Tracing](#) course. Documentation of course completion must be sent to the Environmental Health and Safety Director.

- Student contact trackers will be assigned by the Assistant Dean, Case Management and are listed below:
 - Assistant Dean, Case Management
 - Director, Housing
 - Athletics Staff
 - Faculty/Staff from Usha Kundu, MD College of Health
- Employee contact trackers will be assigned by AVP HR and are listed below:
 - AVP Human Resources
 - EHS Director
 - Additional Human Resources personnel

STUDENT CONTACT TRACKING

Student contact tracking will begin if a student answers “Yes” to one of the daily COVID-19 pre-screening survey questions and Student Health Services is notified or if student contacts SHS and/or Student Affairs directly notifying them that the student tested positive for COVID-19 from an external testing source.

If a student tests positive through on-campus testing locations provided by SHS, an SHS representative will contact the patient with the student’s test results and notify the DOH with any COVID-19 positive results as required by the State regulations.

The Assistant Dean, Case Management will assign the case to one of the identified COVID-19 contact trackers listed above. The designated contact tracker will contact the student and discuss information to include:

- Class attendance and location
 - Building and room numbers
- On-campus residency
 - Resident location
 - Identification of roommates

If a student is identified as an on-campus resident, the assigned contact tracker will notify the Housing Director immediately. The Housing Director will work with the student(s) who may need isolation rooms; designated isolation rooms will be set aside in each residence hall.

Locations the student may have been on campus for an extended period of time must be determined and disclosed. If locations of concern are identified, the Director of Buildings & Grounds Services and the EHS Director must be contacted as soon as possible for potential deep cleaning. Areas will be evaluated on a case-by-case basis for the best cleaning method.

Other information to consider:

- Is the student a UWF student-athlete who has attended training and/or an athletic event within five days before testing positive? If this is affirmed, the Athletic Director or the Senior Associate Director would be notified as soon as possible.

The assigned contact tracker will work in cooperation with SHS to set up and/or provide resources for COVID-19 testing via Student Health Services or an alternate location, as well as provide assistance with student needs and/or information about supportive resources ([campus and community resources](#)).

EMPLOYEE CONTACT TRACKING

Employee contact tracking will begin if an employee answers “Yes” to one of the daily COVID-19 pre-screening survey questions and Human Resources is notified or if an employee contacts HR directly notifying them that the employee tested positive for COVID-19 from an external testing source.

The employee’s supervisor will be required to contact Human Resources. A Human Resources representative will contact the employee and discuss information including potential 1:1 contact with other employees and/or students. If names from the general public are recorded, those names will be referred to the DOH for follow-up. Locations the employee may have been on campus five days before notification of positive COVID-19 test must be determined and disclosed.

Once employee(s) have been identified as having 1:1 contact, Human Resources will notify each employee by email with the following [COVID-19 employee notification letter](#). Human Resources will assist with the set up and/or provide the employee(s) with COVID-19 testing via a local health care facility. An appropriate time for the employee(s) to get tested within 3-5 days from contact or onset of any symptoms will be determined.

Departments will require employees who test positive for COVID-19 to isolate for 14 calendar days from the date of their positive test. Employees will not be allowed to return to work until after the 14 calendar day isolation period concludes. Departments will also provide the employees with the [self-monitoring form](#) and resources/assistance with needs.

- <https://uwf.edu/offices/human-resources/i-am-a/employee/benefits/perks/>

If a student is identified as having 1:1 contact with an employee, the Student Affairs Assistant Dean, Case Management, will be notified with the student information as soon as possible.

MONITORING CASES AND IMPACT TO UWF

The UWF Contact Tracking subcommittee will meet regularly or on an as-needed basis depending upon the need. A report will be provided to the Recovery Taskforce and the President's Cabinet on a weekly basis to address the summary of contact tracking numbers and information, starting the week of June 15, 2020.

Should the numbers increase at a rapid rate, the President's Cabinet will be notified immediately to discuss further actions needed by UWF. If necessary, additional measures will be taken in consultation with the President's Cabinet, as well as internal, local and state health officials.



Academic Program Development

As early adopters of online learning nearly 20 years ago, UWF is an established leader in online learning, delivering high-quality instruction through various platforms. The University is expanding its course delivery options for students to ensure they receive the top-rate education they expect from UWF while maintaining health and safety protocols. Classroom facilities will be thoroughly cleaned and include signage that indicates where students can sit based on social distancing guidelines. The University will also continue to enhance its faculty training and professional development to support new technologies for remote instruction.

This plan allows flexibility and may need to be altered throughout the semester in reaction to the evolving health conditions in the community.

COURSE DELIVERY FRAMEWORK

The course delivery framework was developed by college deans with input from stakeholders, including department chairs and faculty members. Department chairs are working with faculty members to review and restructure course delivery modalities as appropriate.

The framework is intended to:

- Provide a general framework that informs but not prescribes.
- Encourage safety, quality, flexibility and creativity.
- Provide some structure for developing the Fall 2020 course offering modalities.
- Encourage an iterative process that includes input from the academic community for successful course delivery.
- Allow faculty members to deliver courses that address the dynamic environment that is expected for Fall 2020.

Faculty members falling into specific categories will be made aware of their option to teach remotely if preferred. These categories include:

- Individuals with serious illness.
- Older adults.
- Individuals of any age with serious underlying conditions who may be at higher risk for severe illness from COVID-19.
- Individuals whose availability for face-to-face instruction is impacted by an enhanced need to provide home care for young children or the elderly.

For students, UWF is providing a safer environment primarily through a variety of delivery modalities in courses with multiple sections (see below). Additionally, students identified as falling into one of the risk groups outlined in bullet points above will be directed to academic advisors who will be able to:

- Place students in remote learning sections of necessary courses.
- Adjust student schedules to avoid the immediate need for courses offered only in a face-to-face modality.
- Work with faculty members, department chairs and college deans to arrange remote directed study sections of required courses.
- Work with faculty members, department chairs and college deans to locate appropriate course substitutions for those courses that cannot be addressed through any of the other methods.

The framework below was designed to build UWF course deliveries to:

- Prioritize groups of students who would benefit most from having face-to-face interactions in courses.
- Offer courses identified as experiential (requiring face-to-face time) with face-to-face components.
- Provide UWF faculty some choice concerning the type of course delivery.
- Provide UWF students some choice concerning the type of course participation.
- Conclude all face-to-face classroom instruction immediately before Thanksgiving break and arrange courses so that instruction, review and final exams are delivered remotely after Thanksgiving.

Lower Division Courses will be delivered with face-to-face components unless:

- The department/faculty opts to teach online and can do so effectively.
- A course has multiple sections and the department offers some sections online.
- The department opts to teach online to accommodate more space for experiential courses.
- The course was historically offered online.

Upper Division Courses generally will be delivered remotely except in the following cases:

- Courses identified by department and faculty as experiential. (as long as there is the possibility to effectively teach the course while observing social distancing guidelines). In semesters when culminating public performances are unlikely, preference will be to teach these courses remotely.
- Courses paired (by department and faculty) with an experiential course.
- Capstone courses with significant face-to-face components.
- Clinical/internship courses that require faculty supervision and/or lead to certification or licensure.
- Courses that serve as practicum experiences.
- Courses that traditionally end with a public performance or presentation
- Courses in which 50% or more of instructional time is devoted to personal interaction/skill development between faculty and individual students (e.g., art, music, theatre courses). Preference will be to teach these courses via remote instruction when possible.

Graduate Courses will be delivered with face-to-face components unless:

- The course is part of an online program.
- Students are enrolled in synchronous online instruction offered as part of a face-to-face course.

INSTRUCTIONAL STRATEGIES TO BE DETERMINED BY INSTRUCTOR

Preference will be given to teaching upper division courses via remote instruction when possible. Courses identified as having face-to-face components will be taught in accordance with the most current and accurate clinical information related to contamination resulting from face-to-face activities, as determined by [Student Health Services](#) and [Environmental Health and Safety](#) and guidance from the CDC.

Strategies for courses with no online component (designated as “Primarily Classroom” in Classmate) include:

- Offer the course in a space that will accommodate all students under social distancing guidelines.
- Deliver live content via WebEx using multiple classrooms.
- Split laboratory courses into two sections. If 50% of students can be accommodated in one space, offer split sections concurrently and use teaching assistants/adjuncts to help instructors of record float between two spaces.

Strategies for courses with both face-to-face and online components (designated as “Hybrid” with 50-79% of direct instruction delivered by technology, or “Primarily Distance Learning Course” with 80-99% of direct instruction online) include:

- Deliver live content via WebEx with small cohorts of students rotating for classroom attendance.
- Flipped classroom: Deliver content through recorded lectures via Panopto with additional live Q&A sessions either in person or via WebEx.

- Divide course into two groups and alternate online and face-to-face components.
- Begin with an online component, then allow students to complete face-to-face components in the same semester or the semester immediately following the online component.

INTERNSHIPS

UWF will work with employers at worksite and internship sites to ensure compliance with University health and safety guidelines.

- A protocol will be developed for which students can report unsafe working conditions. Students completing internships for academic credit should work with academic departments to discuss guidelines and protocols for health and safety.
- UWF will inform students that they should follow the health and safety guidelines of the internship host site and actively promote virtual employment and internship opportunities.
- The UWF [internship agreement template](#) will be updated to include requirements by facilities to provide documentation of safe working protocols.

CLASSROOMS AND FACILITIES

Classroom Capacity

General Purpose Classrooms (110)

As part of the examination of the existing classrooms spaces, the UWF Classroom Review Board reviewed and updated its current list of the 63 general purpose, or 110, classrooms on campus to update the maximum room capacity based on the square footage of the space, with an allowance of 36 square feet per person based on the current CDC guidelines. The CRB will also walk through the spaces with a capacity of at least 20 students to consider additional factors like seating arrangements and location of the faculty podium to determine if the capacities need to be further adjusted. The CRB has shared the updated classroom capacity with the college deans for review as they continue to update fall course delivery. The CRB will conduct walkthroughs to prioritize the available spaces based on the condition of the furnishings/fixtures/equipment, overall condition of the building and the size of the common areas in the building.

Based on the initial review of the currently available spaces, UWF should strive to schedule face-to-face or hybrid classes with fewer than 50 students maximum given the space capacity in UWF's 110 classrooms.

Department Scheduled Classrooms (210)

The CRB will work with the colleges to examine the 210 classrooms to determine maximum capacity for the rooms based on the CDC guidelines. These 210 classroom spaces are primarily used for lab, studio and performance classes. The Registrar's Office will work with the colleges to open some 210 classroom spaces to be used for large lectures.

Faculty Walkthrough of Classrooms

After the classroom capacities and locations are updated, the CRB will schedule walkthroughs of the spaces with the faculty who are scheduled to teach in these rooms to ensure that the updated spacing will work for the needs of the class and faculty member.

Non-Traditional Spaces

The University Commons will provide its large meeting spaces to be used for classrooms, if needed. These spaces will be used only if there are not sufficient classrooms available, as these spaces are not maintained by ITS or Facilities Management. The priority remains to use the 110 and 210 classrooms.

Several existing outdoor spaces are being considered for possible classroom meetings. Classes will not be permanently scheduled for these spaces, but faculty may consider using them.

Building Density Considerations

Following guidance from the CDC, UWF will consider the capacity and density of the buildings where classes will be scheduled. The University will work to ensure that buildings do not have too many classes at the same meeting times that would lead to crowding in hallways, common areas and restrooms in the building. These concerns can also be alleviated by utilizing more days of the week and more times of the day for class meetings.

Facilities Management

As much as possible, UWF will schedule classes in spaces that will allow for the most efficient use of limited UWF Facilities Management resources. Since spaces will require more regular cleaning protocols in accordance with CDC guidelines, it will be important to focus on maintaining fewer classroom buildings. UWF will work to ensure that some classrooms are taken out of the rotation in a way that maximizes the safe and efficient use of resources.

Technology

ITS is working to ensure all classrooms in use in the fall semester will have webcams that may be used for webcasting the classroom lecture for those students who cannot attend the class in person. ITS will also host its eClassroom training for all faculty before the fall semester begins so faculty can be familiar with using the technology for webcasting and recording lectures if needed.

ITS acknowledges that the delivery of some equipment for the classroom technology refresh has been delayed as a result of the pandemic, so the summer refresh project has been delayed as a result. After the determination of which classrooms will be in use for fall, ITS will prioritize the refresh process.

Signage in Classrooms and Buildings

All classrooms in use for Fall 2020 will have signage showing where students can sit based on social distancing guidelines. Buildings will also have signs that include information related to social distancing. These signs have been designed by UWF Institutional Communications. Please see appendices.

ACADEMIC CONTINUITY

The Center for Global Online Learning and Development will increase options for faculty training and professional development to ensure quality academic program delivery as part of the reopening plan for Fall 2020. The Academic Continuity for Teaching plan was developed to provide enhanced training and support for new online technologies and non-traditional modes of delivery of instruction. Below is a brief highlight of training options that will be available to prepare faculty at various levels of technical instruction experience:

1. Repository of On-demand Videos.
2. Essentials in Digital Instruction Canvas Course.
 - a. Basic Canvas Modules (1-2 hours to complete the course):
 - i. Academic Continuity Template
 - ii. Accessibility—short videos
 - iii. Tech Tools—short videos
 - iv. Online Pedagogy
3. Designing a Quality Online Course—self-paced/open enrollment.

In preparation for the fall semester, the Center for Global Online Learning and Development will:

- Host discipline-based assessment meetings to determine online proctoring needs.
- Attend department chair/faculty listening sessions to assess discipline-specific training needs.
- Develop the schedule of targeted webinars.
- Develop a best practices guide for blended synchronous instruction (e.g., using a webcam in the classroom and ADA compliance in the social distancing classroom setting).
- Showcase faculty best practices.

COURSE SCHEDULING

Deans will work with the department chairs, who will then work with faculty to determine course schedules and formats and provide them to the Provost for review.

After approval from the Provost, the Registrar will provide a template to deans for course meeting times and/or location changes. The faculty and department chairs will review the final list of changes and provide them to deans, who will then provide a finalized list to the Registrar in the form of a spreadsheet. The Registrar will update the course components as necessary.

The Registrar will update the course meeting times and/or locations as needed to accommodate traffic flow, staggered class start times and room capacity.

Students will be notified of course changes via email by July 1, 2020.

ACADEMIC CALENDAR

The **Fall 2020 semester** is currently scheduled for 8/24/2020 – 12/12/2020, with final exams scheduled for 12/7/2020 – 12/12/2020 and three scheduled holidays:

Labor Day
9/7/2020

Veterans Day
11/11/2020

Thanksgiving
11/26/2020 – 11/27/2020

After the Thanksgiving holiday, all courses will shift to remote instruction through the rest of the semester.



UWF is focused on creating a healthier and safer environment for all members of the campus community, including students, employees and visitors. The University established compliance guidelines that address social distancing and wearing face coverings among other safety measures. The health and safety on its campus is a shared responsibility for all involved.

STUDENT COMPLIANCE

UWF will utilize a shared responsibility and accountability model that establishes and implements procedures to check that students comply with safety measures, pre-screening and training.

Pre-Screening: All students visiting campus are required to take the Daily COVID-19 Return to Campus Pre-screening every day before coming to a University location or leaving their residence hall room.

Training: All students returning to campus are required to participate in the mandatory COVID-19 Student Training before the first day of the semester. Students are to maintain social distancing at all times while on campus. Specifically, they should:

- Stay six feet (about two arms' length) from other people.
- Avoid gathering in groups.
- Stay out of crowded places.
- Avoid mass gatherings.

A disposable or cloth face covering will be required everywhere on campus and other UWF locations except when separated by six feet from others or in an outdoor area separated by at least six feet from others. If a student is not using a disposable or cloth face covering, the student will be asked to put one on or leave the area to help maintain the health of UWF employees and students.

If a student is feeling sick, they should stay home. The student should consult their health care provider, if necessary. Students can also contact Case Management

Services in the Dean of Students Office at casemanagement@uwf.edu if they need assistance in navigating class absences and or other challenges due to being sick.

Failure to comply with the safety measures, including requests to wear face coverings and social distancing, may result in accountability measures and student conduct and/or disciplinary repercussions for students.

- Students who do not comply will be asked to leave campus immediately and referred to the Dean of Students Office for consolation and follow up. This may result in potential charges under the provisions outlined in the [UWF Student Code of Conduct](#).
- Students are responsible for knowing and observing University regulations and policies as dictated in official University publications including, but not limited to, the UWF Housing Handbook (which is incorporated herein by reference) and the [UWF Student Code of Conduct](#).
 - The University reserves the right to add other regulations and policies as necessary. The Student agrees to abide by all additional regulations and policies that are adopted. Violations may result in sanctions up to and including removal from University Housing and expulsion from the University. A Student removed from University Housing for violations of University regulations and policies will be held to the full financial terms of this Contract.
- Any disorderly or disruptive non-compliance will be reported to the appropriate authorities, if necessary.

If a student comes to campus knowingly infected with COVID-19 or if a resident student refuses to maintain isolation, they will be referred to the Dean of Students for disciplinary action under the provisions outlined in the UWF Student Code of Conduct.

Faculty will not be responsible for ensuring that all students practice social distancing while in class. It is each individual student's responsibility.

EMPLOYEE COMPLIANCE

Pre-Screening

Employees are not authorized to return to their work location until the employee completes the **Daily COVID-19 Return to Campus Pre-screening** each day. If an employee does not complete the daily pre-screening survey for any reason and is required to return to their work location for work, the supervisor or department head shall immediately instruct the employee to complete the pre-screening survey. If an employee returns to their work location for work without first completing the pre-screening survey, the employee will be at their work location without authorization. If an employee refuses for any reason to complete the Daily COVID-19 Return to Campus Pre-screening survey each day before returning to their work location, the employee shall be placed on administrative leave without pay until the pre-screening survey is completed. Any employee who returns to their work location without first completing the pre-screening survey or who refuses to complete the pre-screening survey may also be subject to disciplinary action including, but not limited to, dismissal. Disciplinary action for employees covered by a collective bargaining agreement will be governed in accordance with the respective terms of the collective bargaining agreement governing their conduct.

Mandatory Training

Employees are not authorized to return to their work location for work unless or until they complete the **COVID-19 Employee Training**. If an employee does not complete the COVID-19 Employee Training and returns to their work location, the supervisor or department head shall immediately instruct the employee to complete the COVID-19 Employee Training as soon as possible. If an employee returns to campus without first completing the COVID-19 Employee Training or otherwise refuses to complete the COVID-19 Employee Training, then the employee will be at their work location without authorization. If the employee refuses to complete the COVID-19 Employee Training or fails to complete the training as soon as possible, then the employee shall be placed on administrative leave without pay until the training is completed. If an employee returns to their work location before completing the COVID-19 Employee Training, the employee shall be subject to disciplinary action, up to and including dismissal. Disciplinary action for employees covered by a collective bargaining agreement will be governed in accordance with the respective terms of the collective bargaining agreement governing their conduct.

Employee Responsibility for Working Safely

The University is supplying each employee as they return to work with one reusable face covering, a bottle of hand sanitizer and a bottle of sanitizing wipes.

A disposable or cloth face covering will be required everywhere on campus and other UWF locations except when in a private office, a work area separated by six feet from others or in an outdoor area separated by at least six feet from others. If a person is not using a disposable or cloth face covering, the person will be asked to put one on or leave the area to help maintain the health of UWF employees and students. While face coverings may provide the wearer with some protection, their primary purpose is to decrease the risk of spreading viruses and other respiratory diseases by protecting people exposed to the wearer, as the wearer may not be showing outward signs of infection.

Employees are to maintain social distancing at all times while conducting business at their work locations. Specifically, they should:

- Stay six feet (about two arms' length) from other people.
- Avoid gathering in groups.
- Stay out of crowded places.
- Avoid mass gatherings.

Washing hands aids in keeping employees healthy and preventing the spread of COVID-19 to coworkers. All employees must adhere to the following CDC recommendations for washing hands:

- Wash hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing their nose, coughing or sneezing.
- If soap and water are not readily available, they are to use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of their hands and rub them until they feel dry.
- Avoid touching their eyes, nose and mouth with unwashed hands.

If an employee is feeling sick, they must stay home until better. The employee should consult their health care provider if necessary.

Employees should stay home and immediately contact their supervisor and Human Resources at hr@uwf.edu if they answer “Yes” to any of the questions below:

- Do you have any signs of respiratory infection—cough, shortness of breath?
- Do you have any signs of illness—fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, the new loss of taste or smell?
- Have you had any contact with any person(s) known to be infected with COVID-19 within the past 14 days that you have not reported to your supervisor or Human Resources?
- Have you been tested due to symptoms of COVID-19 or tested positive for COVID-19 and NOT reported to your supervisor or Human Resources?
- Have you traveled outside the United States in the past 14 days?

If an employee does not comply with a directive for wearing an appropriate face covering in their work area, does not follow social distancing requirements or otherwise does not comply with work safety requirements, the supervisor will direct the person to leave the work location immediately and contact Human Resources for consultation. If the employee refuses to leave the work area, the supervisor will contact the UWF Police Department to escort the employee from the work location. The employee’s behavior may be considered disruptive under the UWF HR-22.00-2004/07 Standards of Conduct policy.

When an employee exhibits signs of illness at work, they will be sent home by the supervisor. If the employee does not comply with the directive to leave the work location, the supervisor should contact Human Resources for consultation. If the employee refuses to leave the work area, the supervisor should contact the Police Department to escort the employee from the work location. An employee who fails to comply with the working safety requirements is subject to counseling or disciplinary action, up to and including dismissal. Disciplinary action for employees covered by a collective bargaining agreement will be governed in accordance with the respective terms of the collective bargaining agreement governing their conduct.

Faculty

Faculty are encouraged to include a statement regarding health, wellness and prevention safety measures in their syllabi.

VENDOR, VISITOR AND VOLUNTEER COMPLIANCE

All vendors, visitors, and volunteers at UWF will be required to abide by University guidelines and protocols that promote a safer and healthier campus. Vendors, visitors and volunteers on campus who refuse to adhere to University health and safety policies will be asked to leave the premises immediately.

Appendix A

HEALTH, WELLNESS AND PREVENTION RESOURCES

The below health, wellness and prevention resources are available for individual departments and units to purchase or print, as needed.

Floor Decals

Floor decals can be used to mark where to stand or which direction to travel to ensure six feet of social distancing is maintained in high traffic areas.

“Stand Here” Circles [12”]



Directional Arrows [6” x 12”]



“Keep 6 Feet” [6’ x 2’]



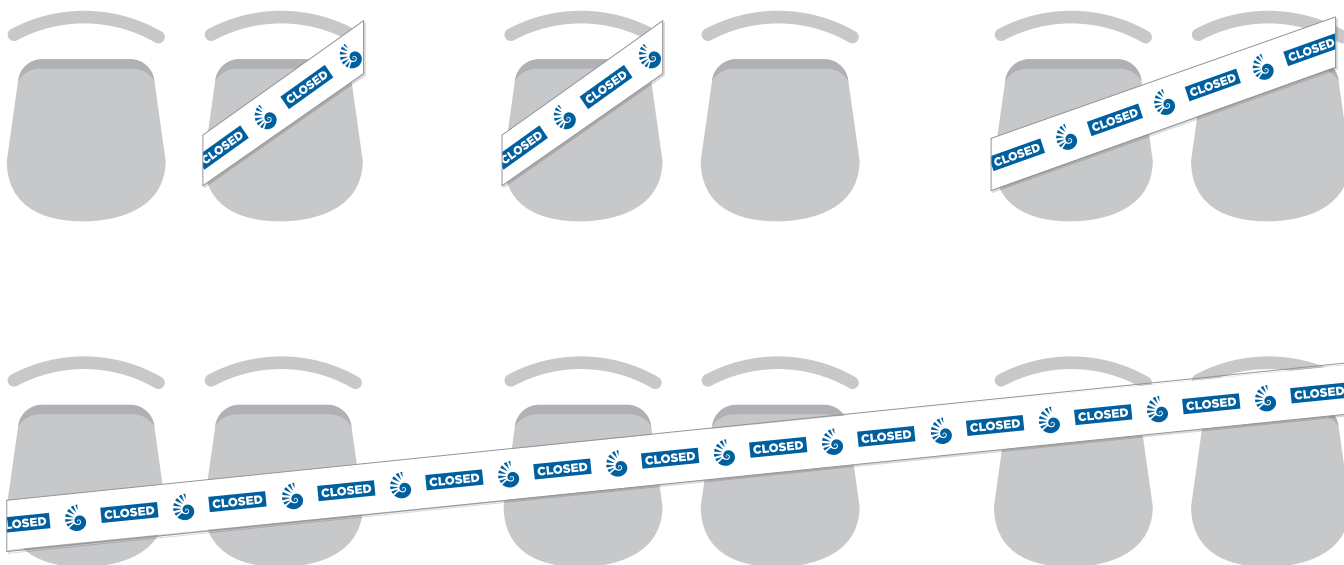
Appendix B

CLOSURE BARRICADE TAPE

This non-adhesive, barricade tape will be used to close off desks, furniture and equipment to ensure six feet of social distancing is maintained.



Example of Barricade Tape in Use

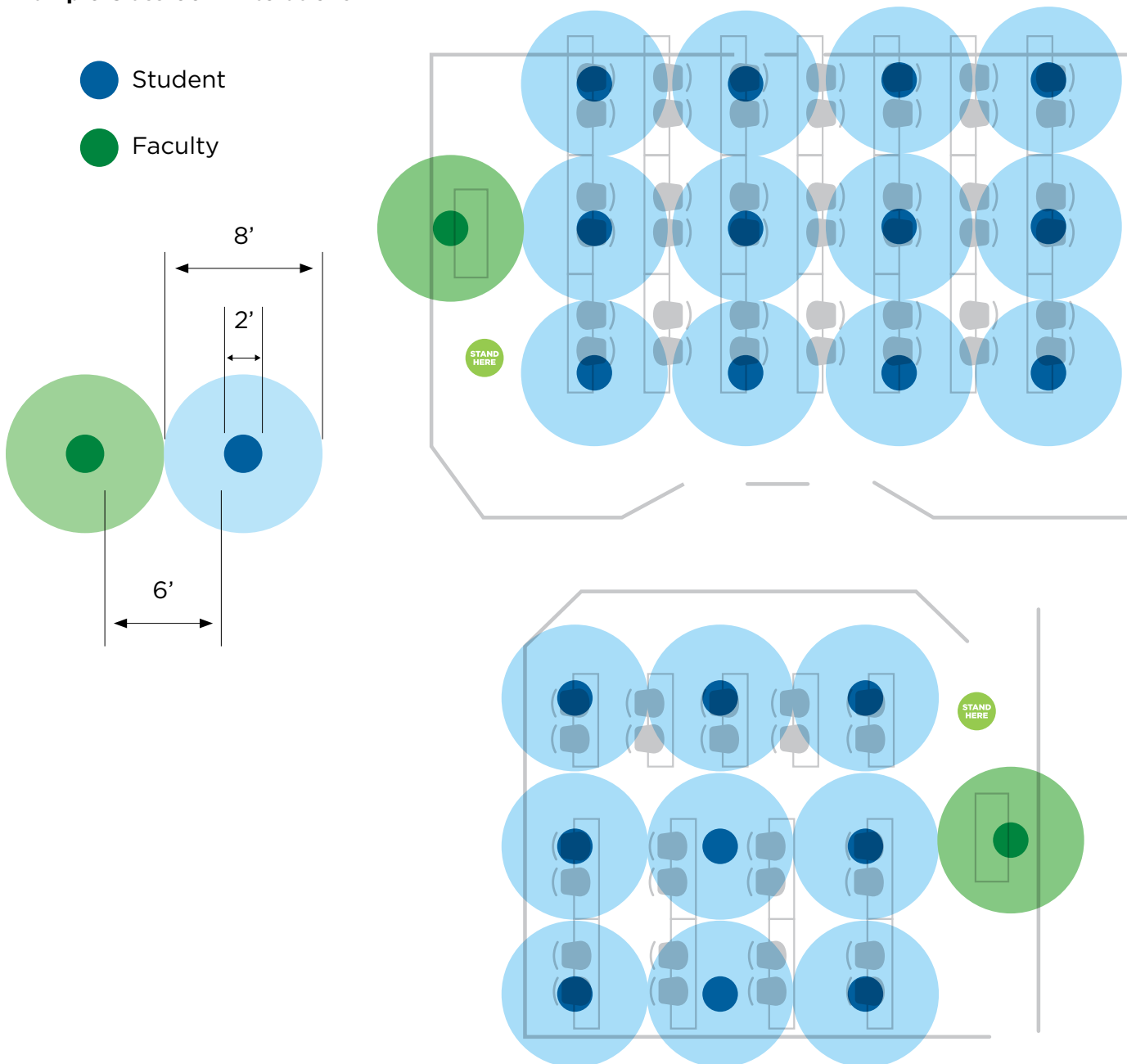


Appendix C

CLASSROOM CAPACITY

The UWF Classroom Review Board has updated the maximum room capacity based on the square footage of classroom spaces, with an allowance of 36 square feet per person based on the current CDC guidelines.

Example Classroom Alterations





University of West Florida

2020 University Re-Opening Presentation

June 23, 2020
www.flbog.edu

Healthier and Safer

- Pre-screening
- Hygiene
- Face coverings
- Social distancing
- Training
- Remote work





Engaged Community

- Baptist Healthcare
- Greater Pensacola Chamber
- Fort Walton Beach Chamber
- Cities
- Counties





Testing 1...2...3

- Pre-screening
- Rapid testing for students
- Testing partnership with local healthcare





Vigilance

- ☀️ Contact Trackers
- ☀️ Department of Health partnership
- ☀️ Case monitoring



Maintain Quality

- Multi-media delivery
- Faculty training
- Post-Thanksgiving remote learning
- Periodic assessments





www.flbog.edu

UWF Board of Trustees Meeting
Full Board Meeting
June 18, 2020

Issue/Agenda Recommendation: Approval of UWF Foundation Board of Directors Appointments

Proposed Action: Approve new appointments and reappointments for UWF Foundation Board of Directors

Background Information: To comply with legislation section 1004.28 (3), Florida Statutes, directors other than the UWF Board of Trustees Chair’s appointment and the President or her designee must be approved by the UWF Board of Trustees.

The following board appointments and reappointments for FY2021 to the UWF Foundation board are being presented for approval:

New Board Appointments:

Gerald Adcox	Presidential Nomination: First Full Term 07/01/2020 – 06/30/2024
Darrell Gooden	Presidential Nomination: First Full Term 07/01/2020 – 06/30/2024
Ruben Gardner	SGA VP Rep: Term 07/01/2020 – 06/30/2021

Board Reappointments:

Rick Byars	Reappointment Term 07/01/2020 – 06/30/2024
John Gormley	Reappointment Term 07/01/2020 – 06/30/2024
Todd Zaborski	Reappointment Term 07/01/2020 – 06/30/2024

Implementation Plan: Effective immediately upon UWF Board of Trustees approval.

Fiscal Implications: N/A

Supporting documents: Bylaws of UWF Foundation, Inc., BOT approved June 5, 2018;

Prepared by: Geri Battist, Executive Assistant, Office of the Vice President University Advancement, (850) 474-3306; gbattist@uwf.edu

Facilitator/Presenter: Howard J. Reddy, Vice President for University Advancement President, UWF Foundation, Inc., CEO, UWF Historic Trust

**BYLAWS OF
UNIVERSITY OF WEST FLORIDA FOUNDATION, INC.**

ARTICLE I

MISSION

The mission of the University of West Florida Foundation, Inc. (the “Foundation”) is to exclusively support and enhance the University of West Florida’s mission of teaching, research, and service as determined by the University of West Florida Board of Trustees, by encouraging alumni and friends to provide private funds and other resources for the University's benefit, managing those assets, providing volunteer leadership in support of the University’s objectives, and performing all business-related matters to accomplish these purposes.

ARTICLE II

BOARD OF DIRECTORS

The Articles of Incorporation refer to the governing body of the Foundation as the Board of Trustees. In order to distinguish the governing body of the Foundation from the University of West Florida Board of Trustees, the governing body of the Foundation is referred to herein as the Board of Directors and its members as Directors.

Section 2.01. Number of Directors.

The number of Elected Directors must be no fewer than five (5) or more than twenty- two (22), selected in the manner prescribed in these Bylaws. The total number of Directors, Elected and *Ex Officio*, shall not exceed 28.

Section 2.02. Elected Directors.

Ten of the Elected Directors shall be elected upon nomination of the President of the University of West Florida (“University”). Two of the Elected Directors shall be elected upon

nomination by the Alumni Association from its membership. Barring unforeseen circumstances, the remaining ten of the Elected Directors shall be elected by the Elected Directors at the last quarterly noticed meeting of the fiscal year of the Board of Directors. All Elected Directors must then be approved by the University of West Florida Board of Trustees.

Section 2.03. *Ex Officio* Directors.

Ex Officio Directors include the following: (i) one representative of the University of West Florida Board of Trustees (“BOT”), as designated by the BOT Chair; (ii) the President of the University; (iii) the Vice President of the Faculty Senate of the University; (iv) one student representative from the Student Government Association (“SGA”) of the University, as designated by the SGA President; (v) the Immediate Past Chair of the Foundation Board, and (vi) the President of the Alumni Association. *Ex Officio* Directors are entitled to a vote upon all matters, except the election of Elected Directors and officers of the corporation. With the exception of (i) the representative of the University of West Florida Board of Trustees and (ii) the President of the University, all *Ex Officio* Directors must be approved by the University of West Florida Board of Trustees.

Section 2.04. Terms of Office.

- (a) *Terms.* The term of office of Elected Directors is four (4) years.
- (b) *Term Limits.* Elected Directors cannot serve more than two (2) consecutive terms unless the Director is (1) serving as Chair or Vice Chair or (2) has served an initial partial term. *Serving as Chair or Vice Chair:* Then the Elected Director’s term of office is extended to include the time in which the Director serves as Chair or Vice Chair. *Serving an initial partial term:* Only full 4- year terms will be counted toward term limits. In the event a vacancy is filled before the expiration of the term, the

remainder of that term shall not count against the term limits imposed by these Bylaws.

- (c) *Staggered Terms.* The terms of office of Elected Directors shall be staggered so that approximately one fourth of the Directors terms are elected each year.
- (d) *Initial Board.* The initial Directors shall serve until the first election held under the provisions of the Articles of Incorporation and Bylaws of the Foundation. It shall be the duty of the Board of Directors to determine the class of Elected Directors into which each such Director shall be placed and to arrange for the election of additional Directors for each class as provided herein. As the terms of the present Directors expire, the terms of their successors shall be adjusted so as to permit the orderly rotation of Directors thereafter as provided in subsection (b) of this Section.
- (e) *Resignation.* A Director may resign at any time by submitting a written resignation to the Chair of the Board of Directors, with a copy to the President of the Foundation.
- (f) *Removal.* An Elected Director may be removed by a two-thirds vote of the Elected Directors present at a duly noticed meeting at which there is a quorum, whenever in the Board's judgment, the interests of the Foundation would be best served. Any Director may be removed for cause by the University President after consultation the Executive Committee of the Foundation.

Section 2.05. Vacancies.

- (a) *Filling Vacancies.* When vacancies occur on the Board or among the Officers, the vacancy shall be filled by the Board for the unexpired term in the same manner as provided for in Section 2.02 of these Bylaws, for the class of Directors in which the

vacancy occurs. Unless the vacancy occurs in the Director position held by the representative of the University of West Florida Board of Trustees or by the President of the University, every appointment to fill the vacancy of a Director is subject to approval by the University of West Florida Board of Trustees.

Section 2.06. Responsibilities of Directors.

The responsibilities of all Directors include the following duties:

- (i) Fulfill the primary duties of UWF Foundation Directors as described in the currently adopted UWF Foundation Board of Directors Position Description.
- (ii) Perform such other duties as may be required from time to time for the operation and governance of the Foundation.

Section 2.07. Compensation.

While board members provide an invaluable service to the Foundation, University, and community, there shall be no compensation for Board service of Elected Directors or *Ex Officio* Directors by the Foundation. However, reimbursement of out-of-pocket expenses and funding for supplemental compensation of the University President are allowed.

ARTICLE III

MEETINGS OF THE BOARD OF DIRECTORS

Section 3.01. Meetings.

- (a) *Regular meetings.* The Board of Directors shall meet quarterly, barring any unforeseen circumstances. At each meeting, the Board shall hear all committee reports, consider any committee action items, and conduct the general business of the Foundation, as needed. The time and place shall be determined by the Chair of the

Foundation Board of Directors in consultation with the President of the Foundation and Chief Financial Officer (CFO).

- (b) *Special meetings.* Special meetings may be called by the President of the Foundation or by one-fourth of the voting interests of the Elected Directors upon written notice in accordance with subsection (c) below.
- (c) *Notice to Individual Directors.* Written notice to all Directors and Foundation staff to the Board must state the date, time, place of the meeting, and purpose of the meeting, and must be provided to the address provided. Electronic delivery of notices to Directors can be utilized unless a Director requests another means of delivery of notice. Any such notice must be provided to Directors not less than fourteen (14) days if a regular meeting and not less than ten (10) days before the meeting to which the notice pertains. Public notice of all meetings shall be provided as required by Florida law.
- (d) *Waiver of Notice to Individual Directors.* The Directors may waive notice of any meeting or the purposes of the meeting. When a quorum is present at any meeting, a waiver of notice of the meeting or the purposes of the meeting can be authorized by a majority of all Directors present at the meeting, and the waiver shall be as effective and have the same force and effect as though all Directors had waived the notice requirements; provided, however, notice to the public must be adequate to satisfy the requirements of Florida law.

Section 3.02. Quorum.

One third of all Directors shall constitute a quorum at any meeting of the Board of Directors and all questions shall be determined by a majority vote of those present at a duly noticed meeting, unless otherwise provided in these Bylaws.

Section 3.03. Conduct of Meeting.

(a) *Order of Business.* The order of business at all meetings of the Board of Directors shall be as follows unless otherwise determined by the Chair or a majority of the Directors present:

University of West Florida Foundation, Inc.
Board of Directors Meeting
Location/Time

Agenda

Opening Remarks / Announcements	BOD Chair
Call to Order / Agenda	BOD Chair
Roll Call / Quorum / Approval of Minutes	BOD Secretary
Information Reports	
University Update	UWF President (or designee)
Development/ Campaign	VP Univ Adv/Pres, FND
Alumni	Alumni Association President
Foundation Business Operations	Chief Financial Officer, Foundation
Committee/Officers' Reports	
Executive Committee	BOD Chair
Investment Committee	Committee Chair
Audit/Budget Committee	BOD Treasurer
Nominating Committee	BOD Immediate Past Chair
Grant Committee	Committee Chair
Other Business	BOD Chair

(b) *Chair of Meetings.* The Chair of the Foundation Board of Directors, or in his or her absence, the Vice Chair of the Foundation Board of Directors, shall act as Chair of all meetings of the Board of Directors. In the absence of the Chair of the Foundation

Board of Directors and Vice Chair from any meeting, the Board may appoint any member to act as Chair. The Foundation Secretary shall act as secretary of all meetings of the Board of Directors, but in the event of his or her absence from any meeting, the presiding officer may appoint any person to act as Secretary of the meeting.

- (c) *Minutes.* Minutes must be kept of all meetings, and available for inspection by any person at reasonable times and in compliance with Florida law.

ARTICLE IV

COMMITTEES

All Committees shall be duly noticed and minutes shall be kept as provided in Article III of these Bylaws.

Section 4.01. Standing Committees Generally. The Executive Committee, the Audit/Budget Committee, the Investment Committee, the Nominating Committee, and the Grant Committee are the standing committees of the Foundation, with the duties and responsibilities as indicated by these Bylaws. Under no circumstances will a quorum consist of fewer than three Board members. The Board may override any decision made by a standing committee by a majority of votes at a duly noticed meeting of the Board of Directors, unless otherwise provided in these Bylaws. If needed, a Waiver of Notice to Individual Directors for committee meetings can be authorized in the same manner as provided for in Section 3.01(d) of these Bylaws. Committee meeting shall be held with the frequency necessary to fulfill their governance and fiduciary responsibility to the Board, typically, a minimum of two to four times per year. Special meetings may be called at the discretion of the committee chair in consultation with Foundation staff.

Section 4.02. Executive Committee.

- (a) *Membership.* The Executive Committee of the Board of Directors shall consist of the following eight (8) Directors: the Chair of the Foundation Board of Directors who shall be Chair of the Executive Committee; the Vice Chair of the Foundation Board of Directors; the President of the University or designee; a representative of the BOT, as designated by the BOT; the immediate Past Chair of the Foundation; the President of the UWF Alumni Association; the Foundation Secretary; and the Foundation Treasurer.
- (b) *Meetings.* The Executive Committee shall meet at the call of the Foundation Chair. The presence of three members shall constitute a quorum. The affirmative vote of three (3) members of the Executive Committee is necessary for the adoption of any resolution or the approval of any action. No revision or alteration by the Board of Directors of action taken at the Executive Committee shall affect the rights of third parties.
- (c) *Powers.* The Executive Committee shall have and may exercise all powers and authority of the Board of Directors when the Board is not in session, including: (i) filling all unexpired terms on the Board of Directors if not in conflict with the provisions of these Bylaws and subject to approval by the University of West Florida Board of Trustees; (ii) making funding decisions after reviewing the Board of Trustees' due diligence with respect to the President's compensation; (iii) follow a process in keeping with IRS regulations for determining compensation of the following persons to include a review and approval of comparability data and contemporaneous substantiation of the deliberation and decision for the Foundation's

President, CFO, CEO or top management official and other officers and key employees of the organization; and (iv) taking such other action as may be required from time to time for the expeditious operation of the Foundation. However, the Executive Committee shall have no authority to alter, amend or repeal the Foundation Articles of Incorporation or the Foundation Bylaws. The powers and authority of the Executive Committee are subject to the full Board of Directors being unable to meet in a timely manner to conduct business of the Foundation. The powers and authority granted to the Executive Committee is further subject to such restrictions or limitations as the Board of Directors may from time to time specify by Resolution. All actions of the Executive Committee shall be reported in writing to the Directors individually within thirty (30) days after such action is taken, or at a meeting of the Board of Directors if a meeting is held within thirty (30) days of such action. Minutes of the Executive Committee shall be included as an information item in the Executive Committee report at the next occurring regular meeting of the Board of Directors.

- (d) *Non-Cash Gifts.* The Executive Committee shall accept non-cash gifts in accordance with Foundation Gift Acceptance policy. The nature and acceptance of non-cash gifts with a value greater than \$10,000 or having a related cost to the Foundation shall be reported to the Board of Directors at its next meeting. The Executive Committee shall review and amend for approval by the full Board, as necessary, the Foundation Gift Acceptance Policy no less than every 3 years.
- (e) *BOG Regulations.* The Executive Committee shall periodically, review and ensure that the Foundation is in compliance with the requirements established under Board

of Governors Regulation 9.011, University Direct Support Organizations and Health Services Support Organizations and Rule 6C6-5.016, Florida Administrative Code; Section 1004.28, Florida Statutes; as these may be amended.

- (f) *Board Action.* The Board of Directors may override or negate any Executive Committee action by a majority vote of the Directors present at a duly noticed meeting of the Board of Directors, subject to subsection (b) above.

Section 4.03. Audit/Budget Committee.

The Audit/Budget Committee shall consist of no fewer than six (6) Directors with the Foundation Treasurer acting as Chair of the Committee. The Committee shall adhere to the Audit/Budget Committee Charter and all the requirements therein. The Committee shall prepare an annual Foundation budget for review and approval by the Board of Directors. The Committee shall conduct a process for the selection of the independent auditor for recommendation to the Board of Directors. The Committee will review the annual audit and, upon completion, recommend the audited financial statement for approval of by the Foundation Board. The Committee shall review spending proposals (except as specifically described elsewhere in these Bylaws) and review no less than every five years the Foundation Spending Policy and the Audit/Budget Committee Charter to make recommendations to the Board of Directors in this regard.

Section 4.04. Investment Committee.

The Investment Committee shall consist of no fewer than six (6) Directors with the Chair appointed by the Board Chair and meet no less than four (4) times per year. The Committee shall adhere to and act within the Board approved Investment Policy and all the requirements therein. The Committee shall conduct a process for the selection of the investment consultant for

recommendation to the Board of Directors. The Investment Committee in consultation with the investment advisor shall determine investment goals and objectives of the Foundation; review performance in relation to established goals; implement investment of all Foundation funds; and report in writing quarterly to the Board of Directors. The Investment Committee is authorized to act on behalf of the Foundation and the Board to undertake rebalancing of the portfolio within the approved investment targets and managers. The Investment Committee shall have the power to change investment managers on behalf of the Board of Directors within the approved Investment Policy guidelines, but only after performing required due diligence and consultation with the investment consultant. However, all changes undertaken to rebalance the portfolio and/or changes in investment managers will be reported to the Board of Directors within 30 days. All changes to the Investment Policy must be approved by the Board of Directors before being implemented. The Investment Committee shall fully explain any proposed new types of investments to the Board. If the Board of Directors approves the new types of investments, these investments shall be incorporated into the Investment Policy, including the percentage of the portfolio to be invested in the new types of investments, and mechanisms for quarterly performance monitoring by the Investment Committee.

Section 4.05. Nominating Committee.

The Nominating Committee shall consist of no fewer than six (6) Directors with the Foundation's Immediate Past Chair acting as its Chair. Through the efforts of the Nominating Committee, the Board has an obligation to build a competent board and articulate prerequisites for candidates, orient and mentor new members, and periodically and comprehensively evaluate their own performance. Recommendations for potential nominees shall be submitted to the Nominating Committee no later than the end of January or as stated by the board approved

policy. In keeping with the Board approved nominating process and Board of Director Position Description, the Nominating Committee shall meet and nominate Directors as well as the officers of the Foundation. All such nominations are to be advanced to the President of the Foundation of the Foundation thirty (30) days prior to the Board's June meeting. The Nominating Committee shall review and amend, as necessary, the nominating process and Board of Director Position Description no less than every 3 years.

Section 4.06. Grant Committee.

The Grant Committee shall consist of no fewer than six (6) Directors. The Grant Committee shall be chaired by a Director appointed by the Chair of the Board.

Section 4.07. Ad Hoc Committees.

Ad hoc committees may be created by the Board to perform a specific task that is not within the purview of a Standing Committee. Ad hoc committees may investigate or research a matter, or carry out an action adopted by the Board. The composition and duties of ad hoc committees shall be determined by the Board. Ad hoc committees may be comprised of as few as one Director working with Foundation staff.

ARTICLE V

EXECUTIVE ADMINISTRATION AND OFFICERS

Section 5.01. President

The President of the UWF Foundation is selected by the President of the University in accordance with Florida law and University policy. The Foundation President reports directly to the President of the University. The President of the University of West Florida Foundation is the chief executive officer of the UWF Foundation, Inc., and also serves as Vice President for University Advancement for the University of West Florida. The Foundation President sets the

vision and guides the Foundation strategically with oversight from the UWF Foundation Board of Directors and in alignment with the University's mission. Additionally, the President is responsible for overseeing Board development and orientation activities for Directors. The President works collaboratively with the Foundation Board of Directors and Chair of the Foundation Board of Directors, as well as the leaders throughout the University to ensure that all activities and resources are aligned with the University's priorities. The President of the Foundation leads, develops and oversees university-wide development/fundraising and secures private support for the benefit of the University and its mission. This person is responsible for activities constituting effective and trustworthy stewardship of UWF's assets, including effective governance of the investment portfolio.

Section 5.02. Chief Financial Officer.

- (a) *Selection.* The Chief Financial Officer of the Foundation is selected by the Vice President of University Advancement in accordance with Florida law and University policy. The Chief Financial Officer reports to the Vice President of University Advancement.
- (b) *Duties.* The Chief Financial Officer shall be responsible for the management of the affairs of the Foundation and is authorized to accept gifts pursuant to the Foundation Gift Acceptance policy, collect revenues, and make routine expenditures as may be delegated to him or her by the Vice President of University Advancement. The Chief Financial Officer shall advise, inform, and serve as a key liaison to the Board of Directors, especially with respect to business and fiduciary matters. The Chief Financial Officer, in concert with the Foundation President, shall be responsible for implementing Foundation policies and actions taken by the Board of Directors.

Section 5.03. Chair.

The Foundation Board Chair shall preside at all meetings of the Board of Directors, including the Executive Committee, and shall do and perform such other duties as from time to time may be assigned to the Chair by the Board of Directors. The Chair's term of office shall be two years or until a successor is chosen and qualifies.

Section 5.04. Vice Chair.

The Foundation Board Vice Chair shall preside at all meetings and perform the duties of the Chair in the absence of the Chair. The Vice Chair shall have full authority to act for the Chair in the Chair's absence or incapacity. The Vice Chair's term of office is two years or until a successor is chosen and qualifies.

Section 5.05. Secretary.

The Foundation Board Secretary or designee shall keep the minutes of all meetings of the Board of Directors and the Executive Committee. As may be required, the Secretary may sign with the Chair all contracts authorized by the Board of Directors in the name of the Foundation, and if required, affix the seal of the Foundation. The Secretary shall be responsible for working with the President and Chief Financial Officer to maintain compliance with Florida law and regulations related to the retention and availability of Foundation records as may be required by Florida law. Within the limits of the term of their appointment, the Secretary's term of office is two years, or until a successor is chosen and qualifies.

Section 5.06. Treasurer.

The Foundation Board Treasurer shall review the fiscal affairs of the Foundation and serve as the Chair of the Audit/Budget Committee. The Treasurer shall review all disbursements made by the Foundation. The Treasurer shall, with the assistance of the Chief Financial Officer,

prepare financial reports to the Board of Directors for each regular meeting of the Board, or as may be required by the Board or Executive Committee. The Treasurer shall report the actions taken by the Audit/Budget Committee to the Board. Within the limits of the term of their appointment, the Treasurer's term of office is two years, or until a successor is chosen and qualifies.

Section 5.07. Absence or Incapacity of Officers.

In the event of absence, inability, or refusal to act of any officer of the Foundation, the Board of Directors may appoint another Director to perform the officer's respective duties.

Section 5.08. Bond.

Each officer, the President of the Foundation and Chief Financial Officer, if authorized to collect, hold, or disburse funds of the Foundation, shall be bonded for the faithful discharge of his or her duties, the adequacy of which shall be determined by the Executive Committee. The Foundation shall pay for the bonds.

Section 5.09. Directors and Officers Liability Insurance.

The Foundation shall maintain Directors and Officers Liability Insurance on behalf of the Board.

ARTICLE VI

DUTIES OF THE UNIVERSITY

Section 6.01. University of West Florida Resources.

The University President or designee shall have the following powers and duties related to University resources:

- (i) Monitor and control the use of University resources by the Foundation.

- (ii) Establish fundraising priorities that are consistent with the University's Mission and ensure coordination of all fundraising activities among all direct support organizations of the University.
- (iii) Control the use of the University name by the Foundation.
- (iv) Monitor compliance of the Foundation with federal and State laws and regulations.
- (v) The University Board of Trustees or designee shall review and approve the Foundation's annual operating budget prepared by the Foundation's Audit/Budget Committee and approved by the Foundation Board of Directors.
- (vi) Approve contributions of funds or supplements to support Intercollegiate Athletics.

ARTICLE VII

CHARTER DIRECTORS

Section 7.01. Original Charter Directors.

The Charter Directors of the University of West Florida Foundation, Inc. shall include all members of the Board of Directors as of December 20, 1972, and the original group elected by the Board to Charter membership. No additions may be made to this group which has distinguished itself for its leadership, financial support, and the demonstrated character and achievements of its membership.

Section 7.02. Eligibility for Service.

The Charter Directors shall be eligible to serve on committees established by the Board of Directors for the conduct of the affairs of the Foundation. They may be consulted individually or collectively by the President of the University, Chair of the Foundation Board of Directors, or the Board of Directors upon important matters or policy relating to the purposes of the

Foundation or the objectives of the University. They shall perform such other functions as the Board of Directors may from time to time designate.

ARTICLE VIII

UNIVERSITY OF WEST FLORIDA FOUNDATION FELLOWS

Section 8.01. Fellows

The persons constituting the University of West Florida Foundation Fellows shall be elected upon the nomination of the Board of Directors of the Foundation and confirmation by the President of The University of West Florida. Their number shall be limited only by the high standards to be used in their selection to assure that this honor be extended to persons of merit and distinction.

Section 8.02. Nomination Process

Board members wanting to recommend individuals for membership as a Foundation Fellows should contact the President of the Foundation. The Chair of the Foundation Board will identify the appropriate standing or ad hoc committee to review the nomination(s). Throughout the nomination process, the nominator retains responsibility for presenting a strong case for the nominee's induction.

Section 8.03. Nomination Criteria

When considering potential Foundation Fellows, those involved in the nomination and confirmation process should consider the following qualifications:

- Service on the Foundation Board (both quality and quantity)
- Service to the university (including, but not limited to, service on other university boards, employment at the university, etc.)

- Support of the university (including, but not limited to, contributions of time and financial resources)
- Other as deemed appropriate by the Foundation Board.

Section 8.04. Duties

The University of West Florida Foundation Fellows shall have no fixed duties but they may be consulted, individually or collectively, by the President of The University of West Florida, the Chair of the Foundation Board of Directors, or the Board of Directors on important matters of policy related to the purposes of the Foundation or the objectives of the University. Fellows may also be called upon to act as ambassadors for the Foundation at various university and community functions.

Section 8.05. Meetings

The Chair of the Foundation Board of Directors and the President of The University of West Florida may at any time jointly call a special meeting of the Foundation Fellows for the purpose of obtaining their advice and counsel, but it shall not be mandatory to call any such meeting. The agenda for such meetings shall be prepared jointly by the President of the Foundation and the President of the University.

Section 8.06. Nonbinding nature of advice

The University of West Florida Foundation Fellows may, subject to the Articles of Incorporation and these bylaws, communicate their suggestions, advice and counsel to the Board of Directors and to the President of The University of West Florida. While the advice of the Foundation Fellows is nonbinding on the Foundation Board and the University administration, any advice and counsel given by the Foundation Fellows shall be duly considered by the Board

of Directors and the President of the Foundation in determining any matters of policy or in the transaction of any business to which the advice and counsel pertains.

ARTICLE IX

SEAL

The seal of the Foundation shall be inscribed with the words “University of West Florida Foundation, Inc.,” the figures “1965,” and the words “Corporation Not For Profit.”

ARTICLE X

COMPLIANCE WITH FOUNDATION BOARD POLICIES

Section 10.01. Conflict of Interest Policy.

The purpose of a conflict of interest policy is to protect the Foundation's interests when entering into a transaction or arrangement that might benefit the private interests of an Officer, Director, Charter Director, or Foundation Fellow. All Board members are responsible for maintaining updated conflict of interest forms in compliance with the Foundation Board Conflict of Interest Policy. The Executive Committee will monitor overall Board compliance with the policy and state and federal regulations.

Section 10.02. Whistleblower Policy.

The Foundation strives to maintain the highest level of stewardship. Directors and employees are expected to observe the applicable provisions of the Code of Ethics for Public Officers and Employees, Part III of Chapter 112, Florida Statutes, and are herein advised that fraudulent and other wrongful acts will not be tolerated. In accordance with this goal the Foundation subscribes to all applicable University and State of Florida policies regarding the protection of whistleblowers. If any employee reasonably believes that some policy, practice, or

activity of the Foundation is in violation of law, a written complaint must be filed by that employee with the Chair, or Vice Chair, of the Foundation Board of Directors.

It is the intent of Foundation to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all Directors and employees is necessary to achieving compliance with various laws and regulations. An employee or Director is protected from retaliation if the person brings the alleged unlawful activity, policy, or practice to the attention of the Chair, or Vice Chair, of the Foundation Board of Directors and provides the Foundation with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is available to employees that comply with this requirement.

The Foundation will not retaliate against an employee or Director who in good faith has made a protest or raised a complaint against some practice of the Foundation, Director, or of another individual or entity with whom the Foundation has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. The Foundation will not retaliate against persons who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Foundation or a Director thereof that the person reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, of the Foundation or the University.

If the Chair, or Vice Chair, of the Foundation Board of Directors receives a complaint in accordance with this policy, the Chair, or Vice Chair, of the Foundation Board of Directors has a duty to investigate the complaint and, if deemed legitimate or likely so, to rectify the situation or take appropriate and immediate steps to begin to rectify the situation.

Section 10.03. Document Retention.

The Foundation shall comply with all applicable Foundation, University, State of Florida, and federal laws, regulations, and policies regarding document retention and destruction.

Documents shall never be destroyed or removed for illicit or unethical purposes.

Section 10.04. Other Approved Policies.

Board members will comply with all other such policies as may be adopted by the Board from time to time to remain in compliance with best practices, laws, or regulations.

ARTICLE XI

CONFIDENTIALITY AND DISCLOSURE OF DOCUMENTS

As stated in Florida Statutes Section 1004.28, as it may be amended, certain Foundation records are confidential and exempt from Florida public records laws. Upon receipt of a request for records, the Foundation will provide financial information such as expenditures from Foundation funds, documentation regarding completed business transactions, information about the management of Foundation assets, and information required to be disclosed by the Internal Revenue Code or other applicable law. The Foundation will furnish this information in a format reasonably responsive to the request, at a reasonable cost to the requesting party. The Foundation will not, however, release any record or information that includes personal or financial information about a donor, prospective donor, alumnus, volunteer, or employee, unless otherwise required by law. All fundraising activities undertaken by University staff, faculty, or students, or by volunteers, are undertaken on behalf of the Foundation. All documents associated with such activities in possession of any University staff, faculty, or student, or any volunteer, are records of the Foundation and are confidential as provided by law.

ARTICLE XII

AMENDMENTS

These Bylaws may be altered, amended, rescinded, or repealed at any duly noticed regular or special meeting of the Board of Directors by the affirmative vote of a majority of the members of the Board present. Any amendments to these Bylaws shall be approved by the BOT as may be required by Florida law, regulation, or policy.

Revised: July, 2003

Adopted by UWF Foundation Board of Directors: September 26, 2003

Approved by UWF Trustees: May 21, 2004

Revised: June, 2005

Adopted by UWF Foundation Board of Directors: June 10, 2005

Approved by UWF Trustees: June 10, 2005

Revised and Adopted: December 8, 2005

Approved by UWF Board of Trustees: December 9, 2005

Revised and Adopted: December 10, 2009

Approved by UWF Board of Trustees: March 5, 2010

Revised and Adopted: June 12, 2014

Approved by UWF Board of Trustees: June 12, 2014

Revised and Adopted: June 4, 2018

Approved by UWF Board of Trustees: June 5, 2018

UWF Board of Trustees Meeting
Full Board Meeting
June 18, 2020

Issue/Agenda Recommendation: UWF Historic Trust Board of Directors Approvals

Proposed Action: Approve reappointments of board directors for the UWF Historic Trust Board

Background Information: To comply with section 1004.28 (3), Florida Statutes, directors other than the UWF Board of Trustees Chair's appointment and the President or her designee must be approved by the UWF Board of Trustees.

The following reappointments for FY2021 to the UWF Historic Trust board are being presented for approval:

Mr. Scott Barrow	Term 07/01/2020 - 06/30/2024
Dr. Amy Mitchell-Cook	Term 07/01/2020 - 06/30/2024
Dr. Della Scott-Ireton	Term 07/01/2020 - 06/30/2024
David Lutrell	Term 07/01/2020 - 06/30/2024

New Appointment:

Ruben Gardner	SGA VP Rep: Term 07/01/2020 – 06/30/2021
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Implementation Plan: Effective immediately upon UWF Board of Trustees approval.

Fiscal Implications: N/A

Supporting documents: Bylaws of UWF Historic Trust, amended May 21, 2018

Prepared by: Geri Battist, Executive Assistant, Office of the Vice President University Advancement, (850) 474-3306; gbattist@uwf.edu

Facilitator/Presenter: Howard J. Reddy, Vice President for University Advancement President, UWF Foundation, Inc., CEO UWF Historic Trust

**BYLAWS OF
THE UNIVERSITY OF WEST FLORIDA HISTORIC TRUST
A DIRECT SUPPORT ORGANIZATION OF THE UNIVERSITY OF WEST FLORIDA**

**ARTICLE I
MISSION**

The mission of the University of West Florida Historic Trust (the “Corporation”) is to collect, preserve, and interpret the history of Northwest Florida, and to support the historic preservation efforts and the historic preservation education programs and initiatives of the University of West Florida (“UWF” or the “University”) as delineated in §267.1732(1), Fla. Stat.

**ARTICLE II
BOARD OF DIRECTORS**

The governing body of the Corporation is the Board of Directors. The property, affairs, and business of the Corporation shall be managed and controlled, and all corporate powers shall be exercised by, or under the authority of the Board of Directors. All directors must have a demonstrated interest in the preservation of Florida’s historical and archaeological heritage. Membership on the Board must be representative of the area of West Florida served by the Corporation and the University in their preservation efforts as delineated in the Articles of Incorporation, Article VI and §267.1732(2), Fla. Stat.

Section 2.1. Mandated Directors.

The Board of Directors of the Corporation must consist of a minimum of **seven (7) directors**, known as Mandated Directors, to include:

- a. the president of the University or designee;
- b. a licensed architect who has expertise in historic preservation and architectural history;
- c. a professional historian in the field of American history;
- d. a professional archaeologist;
- e. a representative of the University of West Florida Student Government Association;
- f. a member of the University of West Florida Board of Trustees; and
- g. the Chair of the Board of Directors of the Pensacola Museum of Art

The **mandated director’s** positions shall be appointed by the University President in consultation with the Board of Directors. With the exception of (a) the president of the University or designee and (f) a member of the University of West Florida Board of Trustees, all appointments to mandated director positions must be approved by the University of West Florida Board of Trustees.

Section 2.2. Additional Directors.

The number of additional Directors must be at least one (1) and appointed by the University President in consultation with the Board of Directors. All additional Directors must be approved by the University Of West Florida Board Of Trustees.

Section 2.3. Terms of Office.

- a. *Terms:* The term of office of both mandated and additional Directors is four (4) years.
- b. *Term Limits:* Directors cannot serve more than two (2) consecutive terms. This restriction applies to both Mandated Directors and Additional Directors. After a break in service of two years, previously appointed or mandated Directors in good standing may serve another two (2) consecutive terms.
- c. *Serving an initial partial term:* Only full 4-year terms will be counted toward term limits. In the event a vacancy is filled before the expiration of the term, the remainder of that term does not count against the term limits imposed by these Bylaws.
- d. *Staggered Terms:* The terms of office of Directors are staggered so that approximately one fourth of the Directors are appointed each year. Exceptions may apply to the Mandated Directors.
- e. *Initial Board:* The initial Directors under these Bylaws shall be the Board in office as of July 1, 2011. Their terms shall be staggered according to the attached schedule [Attachment A].
- f. *Resignation:* A Director may resign at any time by submitting a written resignation to the Chair of the Board of Directors, with a copy to the Executive Director of the Corporation.

g. *Removal:* Any Director may be removed by a two-thirds vote of the Directors present at a duly noticed meeting at which there is a quorum (See Section 3.02), whenever in the Board's judgment, the interests of the Corporation would be best served. Any Director may be removed for cause by the University President, after consulting the Board.

Section 2.4. Vacancies.

When vacancies occur on the Board, the vacancy shall be filled by the Board for the unexpired term in the same manner as provided for in these Bylaws; that is, a recommendation to the President, who then appoints (see section 2.02). Unless the vacancy occurs in the Director position held by the member of the University of West Florida Board of Trustees or by the President of the University, every appointment to fill the vacancy of a Director is subject to approval by the University of West Florida Board of Trustees. Vacancies among Officers may be filled at any meeting of the Board of Directors by vote of the Directors (see section 5.1).

Section 2.5. Compensation.

While board members provide an invaluable service to the Corporation, University, and community, the Corporation shall not compensate Directors for service to the Corporation. However, reimbursement of out-of-pocket expenses evidenced by appropriate documentation is allowed.

Section 2.6. Bond.

Each officer and the Executive Director, if authorized to collect, hold, or disburse funds of the Corporation, shall be bonded for the faithful discharge of his or her duties, the adequacy of which shall be determined by the Board of Directors. The Corporation must pay for the bonds.

Section 2.7. Directors and Officers Liability Insurance.

The Corporation must maintain Directors and Officers Liability Insurance on behalf of the Board Directors.

Section 2.8. Document Retention.

The Corporation shall comply with all applicable Corporation, University, State of Florida, and federal laws, regulations, and policies regarding document retention and destruction. Documents shall never be destroyed or removed for illicit or unethical purposes.

Section 2.9. Approved Policies.

Board members will comply with all policies as may be adopted by the Board from time to time to remain in compliance with best practices, laws, or regulations.

**ARTICLE III
MEETINGS OF THE BOARD OF DIRECTORS**

Section 3.1. Meetings.

- a. *Regular meetings:* The Board of Directors will meet at least quarterly, barring any unforeseen circumstances, at a time and place as may be determined by the Board of Directors. In the event the Board determines that a Board meeting is not necessary, it may vote to cancel meetings as needed.
- b. *Special meetings:* Special meetings may be called by the Chair of the Corporation or by one-fourth of the Directors upon written notice in accordance with subsection (c) below.
- c. *Electronic Meetings:* The Board of Directors may choose to include electronic elements to facilitate meetings, including, but not limited to, phone conference calling, web or other internet based meeting protocols (such as Skype), or similar means, provided, however, that all meetings will be conducted in accordance with the Florida Sunshine Law.
- d. *Notice to Individual Directors:* Written notice of all meetings of the Board must be provided to Directors and include the date, time, place of the meeting, and purpose of the meeting, and must be provided to the address provided by each Director. Electronic delivery of notices to Directors can be utilized unless a Director requests another means of delivery of notice. Any such notice must be provided to Directors not less than three (3) days before the meeting to which the notice pertains. Public notice of all meetings shall be provided as required by Florida law.
- e. *Waiver of Notice:* The Directors may waive notice of any meeting or the purposes of the meeting. When a quorum is present at any meeting, a waiver of notice of the meeting for the purposes of the meeting can be authorized by a majority of all Directors present at the meeting, and the waiver shall be as effective and have the same force and effect as though all Directors had waived the notice requirements; provided, however, notice to the public must be adequate to satisfy the requirements of Florida law.

Section 3.2. Quorum.

A majority of Directors shall constitute a quorum at any meeting of the Board of Directors and all questions shall be determined by a majority vote of those present at a duly noticed meeting, unless otherwise provided in these Bylaws.

ARTICLE IV COMMITTEES

From time to time, the Chair of the Board of Directors may appoint committees for any purpose or purposes. These committees will have such powers as specified in a resolution of the Board and membership will be approved by the Board. The committee members may be Directors or members appointed by the Chair of the Board who have an interest, relevant experience, and a desire to serve on the committee. The Chair of all Committees must be a member of the Board of Directors. The Chair of the Committee shall provide a report to the Board for such action as the Board deems necessary. The Executive Director will serve as ex officio member of the committees.

ARTICLE V OFFICERS

Section 5.1. Selection of Officers.

The officers of the Board shall be at a minimum a Chair, Vice Chair, Secretary, and Treasurer. The Board may create other officer positions as necessary. The officers of the Corporation for the next fiscal year must be elected annually by the Board of Directors at the last meeting of the fiscal year. The officers must be elected from among the members of the Board of Directors. Vacancies may be filled at any meeting of the Board of Directors by vote of the Directors. Each officer holds office until a successor has been duly elected or appointed, unless the Officer dies, resigns, or is removed from office.

Section 5.2 Removal of Officers.

Any officer may be removed by vote of the Directors.

Section 5.3 Vacancies.

A vacancy in any office may be filled for the remaining portion of the term by a majority vote of the Board of Directors.

Section 5.4. Chair of the Board.

The Chair of the Board shall preside at all meetings of the Board of Directors. The Chair of the Board shall have and exercise general supervision and control of the affairs of the Corporation and shall perform all duties incident to the office of the Chair of the Board and such other duties as may from time to time be assigned by the Board of Directors.

Section 5.5. Vice Chair of the Board.

At the request of the Chair or in the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair of the Board. The Vice-Chair shall perform such other duties as from time to time may be assigned by the Board of Directors.

Section 5.6. Secretary.

The Secretary shall, in consultation with the executive director, make or cause to be made a record of all meetings of the Corporation and its committees. The Secretary shall in like manner provide for the timely mailing or delivery of all notices and minutes of meetings of the Board of Directors.

Section 5.7. Treasurer.

The Treasurer shall regularly review the fiscal affairs of the Corporation and review all disbursements made by the Corporation. The Treasurer shall, with the assistance of the Executive Director, render to the Board of Directors, at its regular meeting, or when the Board of Directors so requires, an account of transactions as Treasurer and of the financial condition of the Corporation.

Section 5.8. Absence or Incapacity of Officers.

In the event of absence, inability, or refusal to act of any officer of the Corporation, the Board of Directors may appoint another Director to perform the officer's respective duties.

ARTICLE VI AFFILIATES & DIVISIONS

Section 6.1. Board of Governors

The University of West Florida Historic Trust will maintain an honorary Board of Governors division to serve in an advisory and supportive role to the Board of Directors.

Section 6.2. Board of Governors Membership

There is no limit on the number of Governors allowed, but members must be senior community members in leadership position across a broad diversity of fields, including, but not limited to, business, education, politics, banking, etc.

Section 6.3. Emeritus Directors

An Emeritus Director is a former Director who is approved as such by majority vote of the Board of Directors, and who is a nonvoting member in an advisory capacity to the Board. This is an honorary title in recognition of the Director's active participation, financial contribution, or continuing strong interest in the organization. The Board of Directors may determine nominees and categories for Emeritus Status. Emeritus Directors automatically serve on the Board of Governors.

Section 6.4. Role of Board of Governors

The Board of Governors will support any and all fundraising activities as approved by the Board of Directors. The Board of Governors will provide advocacy support for the areas identified by the Board of Directors. The Board of Governors will serve as a resource from which future vacancies on the Board of Directors may be filled. The Board of Governors will serve in any and all other roles identified by the Board of Directors.

Section 6.5 Pensacola Museum of Art

A division of the Corporation is the Pensacola Museum of Art (the "PMA").

Section 6.6. Pensacola Museum of Art Board of Directors

The PMA may have its own Board of Directors. The Board of Directors may have its own Bylaws, which must be consistent with these Bylaws. Copies of any Bylaws for the PMA must be maintained in the offices of the Corporation with other official documents of the Corporation.

**ARTICLE VII
CHIEF EXECUTIVE OFFICER & EXECUTIVE DIRECTOR**

CHIEF EXECUTIVE OFFICER

Section 7.1 Chief Executive Officer

The Chief Executive Officer, CEO, of the Corporation is the Vice President of University Advancement and reports directly to the President of the University.

Section 7.2. Duties

The Chief Executive Officer, CEO shall have executive supervision of the Executive Director. The CEO shall advise, inform, and serve as a key liaison to the Executive Director, especially with respect to business and fiduciary matters.

EXECUTIVE DIRECTOR

Section 7.3. Selection.

The Board of Directors shall have the authority to employ an Executive Director. The Executive Director shall be designated by the CEO in consultation with the Board of Directors.

Section 7.4. Duties.

The Executive Director shall have executive supervision of the business and affairs of the Corporation and shall receive reasonable compensation for performing such services. The Executive Director shall advise, inform, and serve as a key liaison to the Board of Directors, especially with respect to business and fiduciary matters. The Executive Director shall be responsible for implementing policies and actions taken by the CEO and the Board of Directors.

Section 7.5. Evaluation.

The CEO shall evaluate the Executive Director, in concert with the Board of Directors, in accordance with established University performance appraisal guidelines. Prior to the CEO's evaluation, the Board shall provide the CEO with its evaluation of the Executive Director's performance.

**ARTICLE VIII
CONTRACTS, LOANS, CHECKS, DRAFTS, BANK ACCOUNTS, ETC.**

Section 8.1. Contracts.

Except as these Bylaws otherwise provide, the Board of Directors may authorize any officer or officers, or agent or agents, of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and such authority may be general or confined to specific instances, and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it monetarily liable for any purpose or for any amount.

Section 8.2. Loans.

No loan shall be assumed or incurred on behalf of the Corporation, and no negotiable paper shall be issued in its name unless previously authorized by the Board of Directors and the CEO with approval of the President of

the University. When so authorized, any officer or agent of the Corporation may effect loans and advances at any time on behalf of the Corporation from any bank, trust company, or other institution, or from any firm, corporation or individual, and for purposes of giving effect to such loans and advances may make, execute and deliver promissory notes or other evidences of indebtedness of the Corporation, and when authorized as aforesaid, and as security for the payment of any and all loans, advances, indebtedness or liabilities of the Corporation, such officer or agent may mortgage, pledge, hypothecate or transfer any real or personal property at any time held by the Corporation, and to that end execute instruments of mortgage or pledge, or otherwise transfer said property. Such authority may be general or confined to specific instances.

Section 8.3. Payments.

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors.

Section 8.4. Deposits.

All funds of the Corporation shall be deposited in the accounts of the Corporation under such conditions and in such banks, trust companies, or other depositories as the Board of Directors may designate, or as may be designated by any officer or officers, or agent or agents of the Corporation to whom such power may from time to time be delegated by the Board of Directors, and for the purposes of such deposit, any person or persons to whom such power is so delegated may endorse, assign and deliver checks, drafts, and other orders for the payment of money which are payable to the order of the Corporation.

**ARTICLE IX
FISCAL YEAR**

The fiscal year of the Corporation shall begin on the 1st day of July and end on the 30th day of June in each year.

**ARTICLE X
SEAL**

The Board of Directors shall provide a suitable seal which shall be in the form of a circle with such design as the Board of Directors shall approve and shall bear words and figures as follows: THE UNIVERSITY OF WEST FLORIDA HISTORIC TRUST, A Florida Corporation Not for Profit - SEAL 1968- FLORIDA.

**ARTICLE XI
LIMITATION OF LIABILITY**

Section 11.1. Indemnity.

Each person (including here and hereinafter, the heirs, executors, administrators, or estate of such person) (1) who is or was a director, manager, trustee or officer of the Corporation, (2) who is or was an agent or employee of the Corporation other than an officer and as to whom the Corporation has agreed to grant such indemnity, or (3) who is or was serving at the request of the Corporation as its representative in the position of a director, manager, trustee, officer, agent or employee of another corporation, partnership, joint venture, trust or other enterprise and as to whom the Corporation has agreed to grant such indemnity shall be indemnified by the Corporation as of right to the fullest extent permitted or authorized by current or future legislation or by current or future judicial or administrative decision (but, in the case of any such future legislation or decision, only to the extent that it permits the Corporation to provide broader indemnification rights than permitted prior to such legislation or decision), against any fine, liability, cost or expense, including attorneys' fees, asserted against him/her or incurred by him/her in his capacity as such director, manager, trustee, officer, agent, employee, or representative, or arising out of his/her status as such director, officer, agent, employee or representative. The foregoing right of indemnification shall not be exclusive of other rights to which those seeking an indemnification may be entitled. The Corporation may maintain insurance, at its expense, to protect itself and any such person against any such fine, liability, cost or expense, whether or not the Corporation would have the legal power directly to indemnify him/her against such liability.

Section 11.2. Costs, charges and expenses incurred.

Costs, charges and expenses incurred by a person referred to in Section 11.1 of this Article in defending a civil or criminal suit, action or proceeding shall be paid by the Corporation in advance of the final disposition thereof upon receipt, in the case of an officer or director, of an undertaking to repay all amounts so advanced in the event it shall ultimately be determined that such person is not entitled to be indemnified by the Corporation as

authorized by this Article, and upon satisfaction of such other conditions as are required by current or future legislation, only to the extent that it provides conditions less burdensome than those previously provided. Such costs, charges and expenses incurred by other employees and agents may be so paid upon such terms and conditions, if any, as the Board of Directors may deem appropriate.

Section 11.3. Invalidation by courts.

If this Article or any portion hereof shall be invalidated on any ground by any court of competent jurisdiction, then the Corporation shall nevertheless indemnify each person described in Section 1 of this Article to the fullest extent permitted by any applicable portion of this Article that shall not have been invalidated and to the fullest extent permitted by law.

**ARTICLE XII
BYLAWS AMENDMENTS**

These Bylaws, or any of them, may be altered, amended or repealed, or new Bylaws be made, by the affirmative vote of a majority of the Board of Directors present at a regular or special meeting, at which a quorum of the Board of Directors is present.

Adopted by the Board of Directors the 15 day of October 2012.

Approved by the UWF Board of Trustees the 14 day of December 2012.

Adopted by the Board of Directors the 20 day of July 2015.

Approved by the UWF Board of Trustees the 24 day of March 2016.

Adopted by the Board of Directors the 25 day of July 2016.

Approved by the UWF Board of Trustees the 30th day of September, 2016.

Adopted by the Board of Directors the 21st day of May, 2018.

Approved by the UWF Board of Trustees the 5th day of June, 2018.

UWF Board of Trustees Meeting

Full Board
June 18, 2020

Issue: UWF Direct Support Organizations' Operating Budgets FY 2020-21

Proposed action: Approval

Background information:

Florida Board of Governors regulation 9.011 University Direct Support Organizations (DSOs) and Health Services Support Organizations, states in Section (4): *'Operating budgets of support organizations shall be prepared at least annually and approved by the organization's governing board and the board of trustees.'*

Additionally, 1004.28(2)(B), Florida Statutes states: *"...Such regulations shall provide for budget and audit review and oversight by the board of trustees, including thresholds for approval of purchases, acquisitions, projects, and issuance of debt."*

UWF has three DSOs: UWF Foundation, Inc., UWF Historic Trust, Inc., and UWF Business Enterprises, Inc. Each prepared their Annual Financial Plans for FY 2020-21 which were approved by their respective, independent Boards of Directors. Each DSO Board of Directors has a UWF Trustee on its board that participates in the review and approval of the DSO budgets at those meetings.

They are presented for the UWF Board of Trustees review and approval.

Recommendation: **Approve** the DSO Annual Budgets

Fiscal Implications: Fiscal oversight of the DSOs by the UWF Board of Trustees

Supporting documents:

DSO Estimated Budget 6.30.21 (1-page) and DSO Estimated Budget 6.30.21 – Narrative Highlights (2-pages)

Prepared by:

Jeffrey A. Djerlek, Associate Vice President for Finance/University Controller, (850) 474-2759, jdjerlek@uwf.edu

Daniel Lucas, Chief Financial Officer, University Advancement, (850) 474-3380, dlucas@uwf.edu

Carole Reed, Assistant Controller and BEI Accountant, (850) 474-2536, creed@uwf.edu

Amy Eve, Business Coordinator, UWF Historic Trust, (850) 595-5985, aeve@uwf.edu

Presenter: Jeffrey A. Djerlek, Associate Vice President for Finance/University Controller, (850) 474-2759, jdjerlek@uwf.edu

**University of West Florida
Consolidated DSO's Estimated Operating Budget Summary
For the Fiscal Year Ending June 30, 2021**

	University of West Florida Foundation, Inc.	UWF Historic Trust	UWF Business Enterprises, Inc.	Total
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	\$0
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$160,000	\$591,000	\$751,000
7. Fees	\$0	\$0	\$0	\$0
8. Miscellaneous Receipts	\$507,123	\$74,000	\$707,344	\$1,288,467
9. Other Grants & Donations	\$8,911,775	\$119,220	\$60,000	\$9,090,995
10. Rent	\$9,727,709	\$257,000	\$290,579	\$10,275,288
11. U.S. Grants	\$0	\$0	\$0	\$0
12. City, County & State Grants	\$0	\$223,400	\$0	\$223,400
13. Other Revenue	\$8,220,850	\$100	\$0	\$8,220,950
14. Total Additions to Fund Balance	\$27,367,457	\$833,720	\$1,648,923	\$29,850,100
15. Total Resources Available	<u>\$27,367,457</u>	<u>\$833,720</u>	<u>\$1,648,923</u>	<u>\$29,850,100</u>
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$2,455,695	\$107,000	\$0	\$2,562,695
17. Other Personal Services (OPS)	\$1,087,199	\$24,500	\$0	\$1,111,699
18. Expenses	\$14,647,549	\$677,920	\$828,892	\$16,154,361
19. Other Capital Outlay (OCO)	\$331,000	\$5,000	\$0	\$336,000
20. Library Resources	\$0	\$0	\$0	\$0
21. Risk Management	\$194,600	\$19,300	\$14,925	\$228,825
22. Financial Aid	\$0	\$0	\$0	\$0
23. Debt Service	\$1,496,981	\$0	\$0	\$1,496,981
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0
25. Donation Expense	\$0	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	\$0
27. Total Resources Used	<u>\$20,213,024</u>	<u>\$833,720</u>	<u>\$843,817</u>	<u>\$21,890,561</u>
Net Change	<u>\$7,154,433</u>	<u>\$0</u>	<u>\$805,106</u>	<u>\$7,959,539</u>

The University of West Florida Foundation, Inc.

For the Foundation we should focus on two primary items. Market Effects on Investments and Virus effects on Housing.

Investments: The Foundation maintains a well-diversified portfolio positioned for the long term. The Foundation maintains conservative investment and operational policies that work to minimize the effects of short-term market volatility and economic recessionary periods on the University.

Fiscal year to date at 3/31 the investment pool was -11.96% but performed better than the balanced index at -13.26%. By the end of April those YTD returns improved to -5.18% compared to -6.31% for the balanced index. Our conservative policies related to spending off endowments maintain spending based on a three-year average of the investment balances and an adequate cash position to maintain liquidity. Those policies have served us well through past crises. These policies highlighted have been utilized in establishing the operational budget of the Foundation approved by the Foundation BOD's.

Housing: Due to the virus most students except for approximately 180 that had no other place to go moved off-campus. This resulted in approximately \$1.475M in housing refunds being paid to students. The university has been authorized to use carryforward funds to pay these refunds. The university has also been granted CARES funds to assist with the COVID crisis. As we look to the next fiscal year Housing continues to be ahead of contracts compared to this time last year. Provided we can safely open to students in the fall we do not expect to see impacts on our budget as approved by the Foundation BOD's. Debt service coverage will be maintained. We have contingency plans in place and will continue to monitor any effect on housing with the university through the summer as decisions are made.

UWF Historic Trust

The UWF Historic Trust is presenting the 2020-2021 Annual Operating Budget for approval. As a result of uncertainty due to Covid-19, we have included projections in consideration of site closures and limited programming leading to decreased visitation and adversely we have trimmed expenses to account for any deficits.

Income: We have lowered our income projections for Admissions, Birthday Parties, Education Programs, Museum Store Sales, and Event Rentals. All of which are dependent on our sites being open to visitors.

Expenses: As many of our expenses are fixed we had to make decreases in certain areas these include: Museum Staffing, Marketing, Educational Programs/Supplies, Merchandise for resale, Special Programs, Travel/Professional Development, Exhibits/Collections/Curatorial, Building Maintenance and General Operational expenses.

UWF Business Enterprises, Inc.

BEI is anticipating a net income of \$805,106 with positive cash flow from operations of \$173,536. The budgeted net income represents about an 8% decline from the prior-year budgeted amount. There are no capital expenditures planned for 2021.

DSO Estimated Budgets 6.30.21 – Narrative Highlights

Income: Due to known issues, vendor communications, and unforeseen uncertainties related to the COVID-19 event, causing most UWF operations and all coursework to be performed remotely through August 2020, BEI employed a more conservative approach to the 2021 budget revenues estimate to include:

- Potential loss of a tenant at Argo Village
- No dining commissions through the summer semester
- Bookstore revenue at the lower of the estimates (minimum guarantee)

UWF Board of Trustees

June 18, 2020

Issue: UWF Regulation 4.008 *Tuition and Fees, Fines and Penalties*

Proposed Action: Approve revisions to the UWF Regulation

Background Information: UWF Regulation 4.008 must be amended to conform to the changes in the Third Time Repeat Fee set by the Florida Board of Governors.

The proposed changes to this regulation include:

- 1) An effective date to begin for the Fall 2020 Semester.
- 2) Rate change to the Third Time Repeat Surcharge from \$192.85 to \$193.86 set by the Florida Board of Governors.

This is an increase from 2019-20 by \$1.01 because expenditures grew at a higher rate than student credit hours.

Recommendation: **Approve** the amendments to UWF Regulation 4.008, as set forth in the supporting documentation.

Implementation Plan: Effective after full BOT approval at the June 18, 2020 meeting

Fiscal Implications: Fiscal Oversight by the UWF Board of Trustees

Supporting document:

Notice of Proposed Regulation Amendment with Proposed Text of UWF Regulation 4.008
Tuition and Fees, Fines, and Penalties

Prepared by:

Pamela E. Langham, Esquire, General Counsel, 474-6242, plangham@uwf.edu,
Jeffrey A. Djerlek, Associate Vice President for Finance/University Controller,
(850) 474-2759, jdjerlek@uwf.edu

Presenter: Jeffrey A. Djerlek, Associate Vice President for Finance/University Controller, (850)
474-2759, jdjerlek@uwf.edu

**THE UNIVERSITY OF WEST FLORIDA NOTICE OF
PROPOSED REGULATION AMENDMENT**

DATE: May 4, 2020

REGULATION TITLE AND NUMBER: *UWF/REG – 4.008 Tuition and Fees, Fines and Penalties*

PURPOSE AND EFFECT: UWF Regulation 4.008 is being amended to reflect a Repeat Course Surcharge increase to the Third Time Repeat fee set by the Florida Board of Governors.

SUMMARY: The proposed changes to this regulation provide the following:

- UWF’s Third Time Repeat Fee for fiscal year 2020-2021 has been calculated by the Florida Board of Governors as \$193.86.
- The Third Time Repeat Fee increases the fiscal year 2019-2020 fee by \$1.01.
- Proposed changes will be effective Fall 2020.

AUTHORITY TO AMEND THE REGULATION: Article IX of the Florida Constitution; Florida Statutes §§1009.24, 1009.285 & 1009.286; Florida Board of Governors Regulations 1.001(6), 7.001 & 7.003.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Jeffrey A. Djerlek, CPA, Associate Vice President of Finance/Controller.

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION: Gabby Nokes, Paralegal, Office of the General Counsel at grozier@uwf.edu, or 850-474-3420 or Office of the General Counsel, Building 10, 11000 University Parkway, Pensacola, Florida 32514.

THE FULL TEXT OF THE REGULATION: The full text of the proposed regulation is attached below this Notice. The full text of the proposed and existing regulation is also posted on UWF’s website at <https://uwf.edu/offices/board-of-trustees/regulations/>. In addition, the full text of the proposed regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at 1.850.474.3420 or grozier@uwf.edu



Regulations

Number: UWF/REG – 4.008
Title: Tuition and Fees, Fines and Penalties (Fall 2020)

Deleted: 2019

Undergraduate and Graduate students in all programs except Graduate Market Rate Tuition Programs are required to pay the applicable Tuition and Fees set forth in sections 1) 2) and 4) below. Students in the Graduate Market Rate Tuition Programs are required to pay the applicable Tuition and Fees set forth in sections 3) and 4) below.

1) TUITION

1) TUITION		
		Per Credit Hour
Undergraduate Level Coursework	Undergraduate Basic Tuition Fee	\$105.07
	Undergraduate Tuition Differential	\$38.88
	Undergraduate Alabama Differential Out of State Fee	\$100.00
	Undergraduate Out-of-State Fee (Non-Resident)	\$408.94
Graduate Level Coursework	Graduate Basic Tuition Fee	\$295.34
	Graduate Tuition Differential Fee for MSN courses	\$41.17
	Graduate Alabama Differential Out-of- State Fee	\$100.00
	Graduate Out-of State Fee (Non-Resident)	\$628.23
	Graduate Out-of-State Fee for students with .25 FTE or greater Graduate Assistantship appointments.	\$0.00

2) MANDATORY FEES

2) MANDATORY FEES		
		Per Credit Hour
Financial Aid Fee- Undergraduate 5% of applicable basic tuition	Undergraduate Resident	\$5.25
	Undergraduate Non-Resident	\$25.70
	Undergraduate Qualified Alabama Resident	\$10.25
Financial Aid Fee- Graduate 5% of applicable basic tuition	Graduate Resident	\$14.76
	Graduate Non-Resident	\$46.17
	Graduate Qualified Alabama Resident	\$19.76
Capital Improvement Trust Fund Fee	Undergraduate and Graduate	\$6.76
Green Fee	Undergraduate and Graduate	\$.75
Health Fee	Undergraduate and Graduate	\$7.52
Athletic Fee	Undergraduate and Graduate	\$20.93
Activity and Service Fee	Undergraduate and Graduate	\$13.57
Technology Fee	Up to 5% of applicable basic tuition for undergraduate students	\$5.25
	Up to 5% of applicable basic tuition for graduate students	\$9.97
Transportation Access Fee	This fee only applies to undergraduate and graduate courses on the Pensacola campus and does not apply to on-line courses.	\$8.00

3) GRADUATE MARKET RATE TUITION PROGRAMS- Offered by Continuing Education
Includes tuition and all per-credit-hour fees

Program	Per Credit Hour
M.Ed., Educational Leadership	\$416.50
Ed.D. Curriculum & Instruction (Curriculum & Assessment)	\$425.00
M.Ed. Reading Program	\$379.91
Master in Accountancy	\$500.00

4) OTHER FEES

Admissions Deposit Fee		\$200.00
Application Fee	(non-refundable)	\$30.00
Collection of Overdue Accounts Fees	Collection Charge	10.00%
	Collection Agency	25%
Diploma Replacement Fee		\$10.00
Distance Learning User Fee (on-line course fee)		\$15.00 per credit hour
Equipment and Facilities Fees and Fines		Varies
Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time during the period from fall 2009 through summer 2011	50% of the undergraduate basic tuition fee for each credit hour in excess of 120% of the number of credit hours required to complete the baccalaureate degree	\$52.53 per credit hour
Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time in fall 2011	100% of the undergraduate basic tuition fee for each credit hour in excess of 115% of the number of credit hours required to complete the baccalaureate degree	\$105.07 per credit hour
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Fingerprinting		Cost
Identification Card (Nautilus Card)	Annual fee	\$10.00
	Replacement Card	\$15.00
Intern Photo (including sales tax)		\$5.00
International Student SEVIS Fee	Per semester fee	\$50.00
Late Payment Fee		\$100.00
Late Registration or Reinstatement Fee		\$100.00
Library Fines and Penalties		Varies
Materials and Supplies Fees		Varies
Non-Academic Services Provided Directly to Students	Examples: health services not covered by the Health Fee, fees for duplicating, lost keys, copyright material, breakage, standardized tests, etc.	Cost

Off-Campus Fees		Cost
Orientation Fee		\$50.00
Payment of Tuition in Installments- Service Fee		\$15.00 per installment agreement
Registration for Zero-Hours Course	Undergraduate or graduate	Same as fee for 1 credit hour
Returned Check Fee – for unpaid checks, checks with insufficient funds	\$0.00-\$50.00	\$25.00
	\$50.01-\$300.00	\$30.00
	\$300.01 and up	Greater of 5% or \$40.00
Testing		Cost
Third Time Repeat Fee (in addition to basic tuition)	Established by BOG	\$193.86 As set by the BOG
Transcript Fee		\$10.00
Transient Student Fee-for accepting student and processing admissions application	Administered through Florida Virtual Campus	\$5.00

Deleted: \$192.85

Authority: Sections 1009.24 and, 1009.26, 1009.285, 1009.286 F.S, BOG Regulations 7.001, 7.002, 7.003 and 7.008.

History- Formerly FAC Rule 6c6-4.008 adopted 5/18/03, Amended 8/18/03, 8/10/04, 8/18/05. Converted to UWF/REG 4.008, 7/21/05. Amended 9/9/05, 8/18/06, 8/20/07, 1/9/08, 10/6/09, 10/5/10, 1/7/11, 10/10/11, 6/21/12, 09/24/13, 07/10/14, 07/08/15, 07/07/16, 07/19/17, June 2018, June 2019, September 19, 2019, _____.



Regulations

Number: UWF/REG – 4.008
Title: Tuition and Fees, Fines and Penalties (Fall 2020)

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Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time during the period from fall 2009 through summer 2011	50% of the undergraduate basic tuition fee for each credit hour in excess of 120% of the number of credit hours required to complete the baccalaureate degree	\$52.53 per credit hour
Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time in fall 2011	100% of the undergraduate basic tuition fee for each credit hour in excess of 115% of the number of credit hours required to complete the baccalaureate degree	\$105.07 per credit hour
Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time in fall 2012	100% of the undergraduate basic tuition fee for each credit hour in excess of 110% of the number of credit hours required to complete the baccalaureate degree	\$105.07 per credit hour
Excess Hour Fee- Applicable to students who entered a postsecondary undergraduate program at any institution of higher education for the first time in summer 2019	100% of the undergraduate basic tuition fee for each credit hour in excess of 120% of the number of credit hours required to complete the baccalaureate degree	\$105.07 per credit hour
Fingerprinting		Cost
Identification Card (Nautilus Card)	Annual fee	\$10.00
	Replacement Card	\$15.00
Intern Photo (including sales tax)		\$5.00
International Student SEVIS Fee	Per semester fee	\$50.00
Late Payment Fee		\$100.00
Late Registration or Reinstatement Fee		\$100.00
Library Fines and Penalties		Varies
Materials and Supplies Fees		Varies
Non-Academic Services Provided Directly to Students	Examples: health services not covered by the Health Fee, fees for duplicating, lost keys, copyright material, breakage, standardized tests, etc.	Cost

Off-Campus Fees		Cost
Orientation Fee		\$50.00
Payment of Tuition in Installments- Service Fee		\$15.00 per installment agreement
Registration for Zero-Hours Course	Undergraduate or graduate	Same as fee for 1 credit hour
Returned Check Fee – for unpaid checks, checks with insufficient funds	\$0.00-\$50.00	\$25.00
	\$50.01-\$300.00	\$30.00
	\$300.01 and up	Greater of 5% or \$40.00
Testing		Cost
Third Time Repeat Fee (in addition to basic tuition)	Established by BOG	\$193.86 As set by the BOG
Transcript Fee		\$10.00
Transient Student Fee-for accepting student and processing admissions application	Administered through Florida Virtual Campus	\$5.00

Authority: Sections 1009.24 and, 1009.26, 1009.285, 1009.286 F.S, BOG Regulations 7.001, 7.002, 7.003 and 7.008.

History- Formerly FAC Rule 6c6-4.008 adopted 5/18/03, Amended 8/18/03, 8/10/04, 8/18/05. Converted to UWF/REG 4.008, 7/21/05. Amended 9/9/05, 8/18/06, 8/20/07, 1/9/08, 10/6/09, 10/5/10, 1/7/11, 10/10/11, 6/21/12, 09/24/13, 07/10/14, 07/08/15, 07/07/16, 07/19/17, June 2018, June 2019, September 19, 2019,

UWF Board of Trustees Meeting

June 18, 2020

Issue: Estimated FY 2020-21 Consolidated Operating Budget

Proposed action: Approve and Authorize

Background information:

The FY 2020-21 Consolidated Operating Budget for the University of West Florida is due to the Florida Board of Governors in August 2020. The UWF budget incorporates state appropriations as well as local revenue sources, and overall reflects the strategic plans of the university. It contains the following fund groups: Education and General, Auxiliaries, Contracts and Grants, Athletics, Student Activity, Financial Aid, Concessions, Technology, and Board Approved Fees (Green Fee).

As a member of the State University System of Florida, UWF operates within the policies and rules of the Legislature, the Florida Board of Governors, and the UWF Board of Trustees. The budget and funds allocated in the UWF FY 2020-21 Consolidated Operating Budget are within the authority provided by the 2020 General Appropriations Act and by Florida Statutes.

This is the estimated budget for the upcoming fiscal year and not all aspects of the Covid-19 situation have been fully identified. As these are identified, the university budget will be updated and brought back to the full Board throughout the upcoming fiscal year (2020-21).

Recommendations:

1. **Approve** the estimated Operating Budget for the fiscal year ending June 30, 2021, for both appropriated and non-appropriated funds.
2. **Authorize** the President to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Board of Governors by August 2020, and other changes during the fiscal year.

Implementation: N/A

Fiscal Implications: Fiscal oversight of the university by the UWF Board of Trustees

Supporting document:

Estimated FY 2020-21 Consolidated Operating Budget

Prepared by Mr. Jeremy A. Ochoa, Assistant Controller, 850-474-2023, jochoa@uwf.edu

Presenter: Jeffrey A. Djerlek, Associate Vice President for Finance/University Controller, (850) 474-2759, jdjerlek@uwf.edu

University of West Florida
 Estimated Consolidated Operating Budget Summary
 For the Fiscal Year Ending June 30, 2021

	Education & General	CFPP (E&G)	Carry Forward	CFPP (Carry Forward)	Auxiliaries	Athletics	Student Activity	Contracts & Grants	Financial Aid	Concessions	Technology	Board Approved Fees	Total All Funds
Beginning Balance	\$0	\$0	\$26,088,836	\$9,816,071	\$38,003,873	\$534,474	\$1,799,566	\$8,821,278	\$1,956,548	\$298,017	\$2,020,500	\$333,492	\$89,672,654
Revenues & Transfers In:													
1. State Appropriated Funds	\$75,643,791	\$29,390,671	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,034,462
2. Enhancement Trust Fund (Lottery)	\$12,055,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,055,846
3. Student Fee Trust Fund (Tuition)	\$42,298,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,298,775
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	\$0	\$0	\$1,476,430	\$277,000	\$0	\$2,040	\$0	\$0	\$0	\$0	\$1,755,470
7. Fees	\$0	\$0	\$0	\$0	\$22,619,439	\$4,860,000	\$3,258,060	\$20,309	\$1,347,000	\$0	\$1,333,866	\$174,000	\$33,612,674
8. Miscellaneous Receipts	\$0	\$0	\$0	\$0	\$3,611,801	\$944,000	\$0	\$1,433,438	\$35,082,000	\$196,896	\$0	\$0	\$41,268,135
9. Other Grants & Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,441,477	\$0	\$0	\$0	\$0	\$5,441,477
10. Rent	\$0	\$0	\$0	\$0	\$398,009	\$5,550	\$0	\$0	\$0	\$0	\$0	\$0	\$403,559
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,191,808	\$43,774,000	\$0	\$0	\$0	\$54,965,808
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,048,135	\$0	\$0	\$0	\$0	\$1,048,135
13. Other Revenue	\$0	\$0	\$0	\$0	\$3,627,599	\$0	\$0	\$502,333	\$305,000	\$0	\$54,000	\$10,000	\$4,498,932
14. Total Additions to Fund Balance	\$129,998,412	\$29,390,671	\$0	\$0	\$31,733,278	\$6,086,550	\$3,258,060	\$19,639,540	\$80,508,000	\$196,896	\$1,387,866	\$184,000	\$302,383,273
15. Total Resources Available	\$129,998,412	\$29,390,671	\$26,088,836	\$9,816,071	\$69,737,152	\$6,621,024	\$5,057,626	\$28,460,818	\$82,464,548	\$494,913	\$3,408,366	\$517,492	\$392,055,927
Expenditures & Transfers Out:													
16. Salaries & Benefits	\$99,906,975	\$13,196,987	\$1,724,943	\$139,360	\$9,488,724	\$2,879,081	\$1,501,255	\$6,635,066	\$0	\$0	\$0	\$0	\$135,472,391
17. Other Personal Services (OPS)	\$8,297,787	\$303,526	\$1,166,020	\$0	\$3,234,706	\$404,761	\$788,898	\$2,031,196	\$0	\$0	\$6,441	\$0	\$16,233,335
18. Expenses	\$18,239,233	\$15,870,312	\$11,344,808	\$7,569,692	\$12,748,063	\$3,241,058	\$610,947	\$10,401,079	\$81,553,000	\$96,896	\$377,866	\$163,265	\$162,216,219
19. Other Capital Outlay (OCO)	\$1,156,928	\$19,846	\$967,157	\$49,672	\$242,000	\$0	\$0	\$152,434	\$0	\$0	\$607,890	\$60,000	\$3,255,927
20. Library Resources	\$1,148,924	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,148,924
21. Risk Management	\$528,616	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$528,616
22. Financial Aid	\$719,949	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$719,949
23. Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24. Expenditures from Carry Forward	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25. Transfers	\$0	\$0	\$0	\$0	\$1,382,292	(\$438,350)	\$368,882	(\$355,000)	(\$1,057,824)	\$100,000	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$1,786,019	\$0	\$30,418	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,816,437
27. Total Resources Used	\$129,998,412	\$29,390,671	\$16,988,947	\$7,758,724	\$27,126,203	\$6,086,550	\$3,269,982	\$18,864,775	\$80,495,176	\$196,896	\$992,197	\$223,265	\$321,391,798
Net Change	\$0	\$0	(\$16,988,947)	(\$7,758,724)	\$4,607,075	\$0	(\$11,922)	\$774,765	\$12,824	\$0	\$395,669	(\$39,265)	(\$19,008,525)
Statutory Carryforward Cash Reserve	\$0	\$0	(\$9,099,889)	(\$2,057,347)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$11,157,236)
Ending Balance	\$0	\$0	\$0	\$0	\$42,610,949	\$534,474	\$1,787,644	\$9,596,043	\$1,969,372	\$298,017	\$2,416,169	\$294,227	\$59,506,893

University of West Florida
 Estimated Consolidated Operating Budget Summary
 For the Fiscal Year Ending June 30, 2021

	Est FY 21 University Only	Est FY 21 CFPP Only	Est FY 21 Consolidated	Current Modified	Change	Est FY 21 University Only	Est FY 21 CFPP Only	Est FY 21 Consolidated	Current Modified	Change
	Education & General					Carry Forward				
Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$26,088,836	\$9,816,071	\$35,904,907	\$35,468,370	\$436,537
Revenues & Transfers In:										
1. State Appropriated Funds	\$75,643,791	\$29,390,671	\$105,034,462	\$109,132,599	(\$4,098,137)	\$0	\$0	\$0	\$0	\$0
2. Enhancement Trust Fund (Lottery)	\$12,055,846	\$0	\$12,055,846	\$10,542,913	\$1,512,933	\$0	\$0	\$0	\$0	\$0
3. Student Fee Trust Fund (Tuition)	\$42,298,775	\$0	\$42,298,775	\$45,798,775	(\$3,500,000)	\$0	\$0	\$0	\$0	\$0
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7. Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8. Miscellaneous Receipts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9. Other Grants & Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10. Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13. Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14. Total Additions to Fund Balance	\$129,998,412	\$29,390,671	\$159,389,083	\$165,474,287	(\$6,085,204)	\$0	\$0	\$0	\$0	\$0
15. Total Resources Available	\$129,998,412	\$29,390,671	\$159,389,083	\$165,474,287	(\$6,085,204)	\$26,088,836	\$9,816,071	\$35,904,907	\$35,468,370	\$436,537
Expenditures & Transfers Out:										
16. Salaries & Benefits	\$99,906,975	\$13,196,987	\$113,103,962	\$106,670,053	\$6,433,909	\$1,724,943	\$139,360	\$1,864,303	\$1,738,039	\$126,264
17. Other Personal Services (OPS)	\$8,297,787	\$303,526	\$8,601,313	\$8,709,475	(\$108,162)	\$1,166,020	\$0	\$1,166,020	\$1,624,771	(\$458,751)
18. Expenses	\$18,239,233	\$15,870,312	\$34,109,545	\$46,189,171	(\$12,079,626)	\$11,344,808	\$7,569,692	\$18,914,500	\$13,769,247	\$5,145,253
19. Other Capital Outlay (OCO)	\$1,156,928	\$19,846	\$1,176,774	\$1,449,473	(\$272,699)	\$967,157	\$49,672	\$1,016,829	\$2,123,093	(\$1,106,264)
20. Library Resources	\$1,148,924	\$0	\$1,148,924	\$1,207,550	(\$58,626)	\$0	\$0	\$0	\$0	\$0
21. Risk Management	\$528,616	\$0	\$528,616	\$528,616	\$0	\$0	\$0	\$0	\$0	\$0
22. Financial Aid	\$719,949	\$0	\$719,949	\$719,949	\$0	\$0	\$0	\$0	\$0	\$0
23. Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24. Expenditures from Carry Forward	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25. Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	\$0	\$0	\$1,786,019	\$0	\$1,786,019	\$4,630,020	(\$2,844,001)
27. Total Resources Used	\$129,998,412	\$29,390,671	\$159,389,083	\$165,474,287	(\$6,085,204)	\$16,988,947	\$7,758,724	\$24,747,671	\$23,885,170	\$862,501
Net Change	\$0	\$0	\$0	\$0	\$0	(\$16,988,947)	(\$7,758,724)	(\$24,747,671)	(\$23,885,170)	(\$862,501)
Statutory Carryforward Cash Reserve						(\$9,099,889)	(\$2,057,347)	(\$11,157,236)	(\$11,583,200)	\$425,964
Ending Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

University of West Florida
 Estimated Consolidated Operating Budget Summary
 For the Fiscal Year Ending June 30, 2021

	Est FY 21	Current Modified	Change	Est FY 21	Current Modified	Change	Est FY 21	Current Modified	Change
	Auxiliaries			Athletics			Student Activity		
Beginning Balance	\$38,003,873	\$34,895,053	\$3,108,820	\$534,474	\$358,021	\$176,453	\$1,799,566	\$1,596,747	\$202,819
Revenues & Transfers In:									
1. State Appropriated Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$1,476,430	\$2,604,012	(\$1,127,582)	\$277,000	\$277,000	\$0	\$0	\$300	(\$300)
7. Fees	\$22,619,439	\$23,019,316	(\$399,877)	\$4,860,000	\$4,860,000	\$0	\$3,258,060	\$3,266,500	(\$8,440)
8. Miscellaneous Receipts	\$3,611,801	\$1,957,803	\$1,653,998	\$944,000	\$899,000	\$45,000	\$0	\$0	\$0
9. Other Grants & Donations	\$0	\$32,351	(\$32,351)	\$0	\$0	\$0	\$0	\$0	\$0
10. Rent	\$398,009	\$393,305	\$4,704	\$5,550	\$5,550	\$0	\$0	\$0	\$0
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13. Other Revenue	\$3,627,599	\$5,866,173	(\$2,238,574)	\$0	\$0	\$0	\$0	\$0	\$0
14. Total Additions to Fund Balance	\$31,733,278	\$33,872,960	(\$2,139,682)	\$6,086,550	\$6,041,550	\$45,000	\$3,258,060	\$3,266,800	(\$8,740)
15. Total Resources Available	\$69,737,152	\$68,768,014	\$969,139	\$6,621,024	\$6,399,571	\$221,453	\$5,057,626	\$4,863,547	\$194,079
Expenditures & Transfers Out:									
16. Salaries & Benefits	\$9,488,724	\$10,187,635	(\$698,911)	\$2,879,081	\$3,160,954	(\$281,873)	\$1,501,255	\$1,464,450	\$36,805
17. Other Personal Services (OPS)	\$3,234,706	\$3,470,470	(\$235,764)	\$404,761	\$424,461	(\$19,700)	\$788,898	\$757,400	\$31,498
18. Expenses	\$12,748,063	\$18,664,558	(\$5,916,495)	\$3,241,058	\$3,259,318	(\$18,260)	\$610,947	\$1,025,177	(\$414,230)
19. Other Capital Outlay (OCO)	\$242,000	\$547,166	(\$305,166)	\$0	\$86,971	(\$86,971)	\$0	\$10,000	(\$10,000)
20. Library Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21. Risk Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22. Financial Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23. Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24. Expenditures from Carry Forward	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25. Transfers	\$1,382,292	\$1,770,000	(\$387,708)	(\$438,350)	(\$830,000)	\$391,650	\$368,882	\$339,771	\$29,111
26. Fixed Capital Outlay (FCO)	\$30,418	\$2,050,065	(\$2,019,647)	\$0	\$0	\$0	\$0	\$0	\$0
27. Total Resources Used	\$27,126,203	\$36,689,894	(\$9,563,691)	\$6,086,550	\$6,101,704	(\$15,154)	\$3,269,982	\$3,596,798	(\$326,816)
Net Change	\$4,607,075	(\$2,816,934)	\$7,424,009	\$0	(\$60,154)	\$60,154	(\$11,922)	(\$329,998)	\$318,076
Statutory Carryforward Cash Reserve									
Ending Balance	\$42,610,949	\$32,078,120	\$10,532,830	\$534,474	\$297,867	\$236,607	\$1,787,644	\$1,266,749	\$520,895

UWF Board of Trustees Meeting
Finance, Facilities and Operations Committee
June 18, 2020

Issue/Agenda Recommendation: FY 2021/2022 – 2025/2026 Capital Improvement Plan

Proposed Action: Approve

Background Information:

The Board of Governors obtains a proposed project list from each of the State University System universities and presents it to the Legislature and Governor, along with requests from state colleges and public schools. The Legislature then determines which projects are funded. This process is pursuant to Florida Statutes 1013.64, 216.0158, and 216.043. Project funding is obtained from the Public Education Capital Outlay (PECO) fund, which is a portion of the gross receipts tax on utilities, including electricity, telecommunications, and cable. As a result of SB 190, and effective with the FY20-21 legislative budget request, a new demand has been added to the plan this year to help address the requirements now found in section 1001.706(12)(c)1, Florida Statutes, which states, in part, “A plan is provided to reserve funds in an escrow account, specific to the project, into which shall be deposited each year an amount of funds equal to 1 percent of the total value of the building for future maintenance...”. This new request is applicable to new construction, remodeling, or renovation projects.

The proposed plan aligns with the May 2017 Educational Plant Survey Team's recommendation. The University requests that the Board of Governors recognize the board-approved plan within the forthcoming Five-Year PECO Project List. This report, which captures the institution's comprehensive capital plan for the Board of Governors Chancellor's Office, identifies the following categories: PECO-Eligible Project Requests, CITF Project Requests, and Non-State Supplemental Funding of PECO and/or CITF Projects.

The University carefully considered current facilities, building space utilization, future programs and FTE enrollment growth when identifying project requirements and prioritization. The project building programs have been approved by the Board of Trustees. The proposed 2021/2022 – 2025/2026 five-year Fixed Capital Outlay reflects priorities endorsed by President Saunders and her Cabinet. There are no major changes to this Plan as compared to our 2020/2021 submittal. Key points of this plan (in priority order) are as follows:

1. Building 54, Fire Mitigation - \$6.25 million.
2. Multidisciplinary Academic Center - \$16.26 million.
3. Capital Renewal Infrastructure – this has not been funded for the last eight fiscal years. The University’s estimated deferred maintenance backlog is over \$82 million.
4. Science and Engineering Research Wing
5. Science Collections Laboratory and Auditorium

The Capital Improvement Trust Fund (CITF) project list was approved by the Student Life and Services Committee on February 27, 2020. The committee priority list, in order, is summarized below:

1. Building 960 – Phase 2 Wellness Addition
2. Building 234 – Athletic Training Center Phase 1
3. Building 234 – Athletic Training Center Phase 2
4. Building 54 – Field House Branding
5. East Sports Complex – Locker Room Facility
6. Building 234 – University Park LED Lighting Upgrade
7. Building 54 – Video Board
8. Building 54 – Field House Bleachers
9. East Sports Complex – Soccer Field Sod Replacement
10. East Sports Complex – Softball LED Lighting Upgrade
11. Amphitheater – Construct an Outdoor Amphitheater
12. East Sports Complex – Baseball LED Lighting Upgrade

Implementation Plan: Submit to the Board of Governors Chancellor’s Office by July 1, 2020.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees

Supporting document: Proposed Capital Improvement Plan Documents, FY 2021/2022-2025/2026

Prepared by: Dr. Melinda S. Bowers, Associate Vice President, Administration, Facilities Management, 850-474-2007, mbowers@uwf.edu

Presenter: Betsy Bowers, Vice President Finance and Administration, 850-474-2210, bbowers@uwf.edu

State University System
5-Year Capital Improvement Plan (CIP)
FY 2021-22 through 2025-26

Summary of Projects - PECO-Eligible Projects

University: University of West Florida

Contact: Dr. Melinda S. Bowers
(name)

(850) 474-2005
(phone)

mbowers@uwf.edu
(email)

PECO-ELIGIBLE PROJECT REQUESTS (ONLY)

Priority No.	Project Title	Projected Annual Funding					Academic or Other Programs to Benefit from Project	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF	Educational Plant Survey Recommended? (Date & Rec. #)
		Year 1	Year 2	Year 3	Year 4	Year 5						
1	Building 54, Fire Mitigation	\$ 6,250,000					Academic	45,920	72,921	\$ 6,250,000	\$86	May 2017 2.2a
2	Multidisciplinary Academic Center	\$ 1,671,000	\$ 14,590,782				Academic	25,850	37,790	\$ 16,261,782	\$430	May 2017 3.4
3	Capital Renewal Infrastructure	\$ 5,800,000	\$ 5,900,000	\$ 6,000,000	\$ 6,100,000	\$ 6,200,000	Campus Support	N/A	N/A	\$ 30,000,000	N/A	May 2017 1.3
4	Science and Engineering Research Wing			\$ 3,988,000	\$ 21,010,000	\$ 10,707,620	Academic	38,700	64,500	\$ 35,705,620	\$554	May 2017 3.3
5	Science Collections Laboratory and Auditorium			\$ 829,800	\$ 6,675,686		Academic	9,500	14,945	\$ 7,505,486	\$502	N/A
Total:		\$ 13,721,000	\$ 20,490,782	\$ 10,817,800	\$ 33,785,686	\$ 16,907,620						

State University System
5-Year Capital Improvement Plan (CIP)
FY 2021-22 through 2025-26

Summary of Projects - CITF Projects

University: University of West Florida

Contact: Dr. Melinda S. Bowers
(name)

(850) 474-2005
(phone)

mbowers@uwf.edu
(email)

CITF PROJECT REQUESTS (ONLY)

Priority No.	Project Title	Projected Annual Funding					Academic or Other Programs to Benefit from Project	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF	University Approval Date
		Year 1	Year 2	Year 3	Year 4	Year 5						
1	Building 960 - Phase 2 Wellness Addition	\$ 85,000							\$ 85,000		Feb 27,2020	
2	Building 234 - Athletic Training Center Phase 1	\$ 1,224,315							\$ 1,224,315		Feb 27,2020	
3	Building 234 - Athletic Training Center Phase 2		\$ 775,685						\$ 775,685		Feb 27,2020	
4	Building 54 - Field House Branding		\$ 250,000						\$ 250,000		Feb 27,2020	
5	East Sports Complex - Locker Room Facilities			\$ 4,300,000					\$ 4,300,000		Feb 27,2020	
6	Building 234 - University Park Lighting LED Upgrade				\$ 836,000				\$ 836,000		Feb 27,2020	
7	Building 54 - Video Boards				\$ 250,000				\$ 250,000		Feb 27,2020	
8	Building 54 - Field House Bleachers				\$ 750,000				\$ 750,000		Feb 27,2020	
9	East Sports Complex - Soccer Field Sod Replacement					\$ 100,000			\$ 100,000		Feb 27,2020	
10	East Sports Complex - Softball LED Lighting					\$ 407,000			\$ 407,000		Feb 27,2020	
11	Amphitheater					TBD			TBD		Feb 27,2020	
12	East Sports Complex - Baseball LED Lighting					\$ 775,000			\$ 775,000		Feb 27,2020	
Total:		\$ 1,309,315	\$ 1,025,685	\$ 4,300,000	\$ 1,836,000	\$ 1,282,000						

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs		Projected Costs					Total
	Funded to Date	Year 1	Year 2	Year 3	Year 4	Year 5		
Basic Construction Costs								
Building Cost (from above)	1,090,347	5,100,000						6,190,347
Environmental Impacts/Mitigation								
Site Preparation								
Landscape / Irrigation								
Plaza / Walks								
Roadway Improvements								
Parking : _____ spaces								
Telecommunication								
Electrical Service								
Water Distribution								
Sanitary Sewer System								
Chilled Water System								
Storm Water System								
Energy Efficient Equipment								
Subtotal: Basic Const. Costs	1,090,347	5,100,000						6,190,347
Other Project Costs								
Land / existing facility acquisition								
Professional Fees		550,000						550,000
Fire Marshall Fees								
Inspection Services								
Insurance Consultant								
Surveys & Tests								
Permit / Impact / Environmental Fees								
Artwork								
Moveable Furnishings & Equipment								
Project Contingency		600,000						600,000
Subtotal: Other Project Costs		1,150,000						1,150,000
Total Project Cost:	1,090,347	6,250,000						7,340,347

PROJECT FUNDING

Funding to Date			Total Project Cost	Remaining Funding Need
Source	Fiscal Year	Amount		
UWF CF Funds	FY16-20	1,090,347		
		-		
		-		
		-		
		-		
Total:		1,090,347	7,340,347	6,250,000

**State University System
5-Year Capital Improvement Plan (CIP)
FY 2021-22 through 2025-26**

Project Detail

University: University of West Florida Project Title: Multidisciplinary Academic Center

Project Address: 11000 University Parkway Pensacola, FL 32514

PROJECT NARRATIVE

The Multidisciplinary Academic Center (MAC), formerly known as the College of Education and Professional Studies (CEPS) project envisions providing improved space for programs currently housed in Buildings 77 & 78. Additionally, it will accommodate growth and development of academic teacher education programs and also house the ROTC programs.

Educational Plant Survey: Educational Plant Survey Recommended, May 2017, Subset 3.4. The President sent a confirming letter dated May 25, 2017 to the B.O.G. Chancellor.

1% RESERVE ESCROW [per F.S. 1001.706 (12) c]

Building / project value: \$ 16,261,782

Basis / source of valuation: Facilities Planning & Construction Project Estimate

1st Year escrow deposit: \$ 162,618

Escrow funding source: E&G and/or Auxiliary funds

Comments: Department with ownership of the project will contribute allowable E&G or Auxiliary funds, if available, to fund the escrow and/or Auxiliary administrative overhead funds will be provided to cover the

BUILDING SPACE DESCRIPTION

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to- Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost
NEW CONSTRUCTION					
Instruct. Media	9,000	1.4	12,600	209	2,636,046
Study	1,000	1.5	1,500	281	422,160
Office	15,000	1.5	22,500	292	6,574,725
campus Support Service	850	1.4	1,190	266	316,302
			-		-
			-		-
			-		-
			-		-
			-		-
			-		-
Total:	25,850		37,790		9,949,233

* Apply Unit Cost to total GSF based on Space Type

**REMODELING /
RENOVATION**

Remodeling Projects **Only**
NASF BEFORE NASF AFTER

	-		-		-	-
	-		-		-	-
	-		-		-	-
	-		-		-	-
	-		-		-	-
	-		-		-	-
	-		-		-	-
	-		-		-	-
	-		-		-	-
Total:	-		-		-	-
Total New Const. & Remodel / Renovation:	25,850		37,790		9,949,233	

**State University System
5-Year Capital Improvement Plan (CIP)
FY 2021-22 through 2025-26**

Project Detail

University: University of West Florida Project Title: Capital Renewal Infrastructure

Project Address: 11000 University Parkway Pensacola, FL 32514

PROJECT NARRATIVE

The State University System of Florida, (UWF included), has not received capital infrastructure renewal funding during eight (8) of the past nine (9) fiscal years. ISES, a consultant, completed a Building Condition Assessment for Educational and General buildings in 2014 that identified approximately \$130 Million of deferred maintenance backlog and renewal required during the subsequent ten (10) year period. Typical project types include, however, are not limited to, the following:

- Campus Irrigation, Drainage, Retention Pond, and Erosion Control Upgrades and Expansion
- Campus-Wide Roadway, Record Documents Updating, and Expansion
- Campus-Wide Sanitary and Storm Sewer Repair and Expansion
- Campus-Wide Foundation Waterproofing and Drainage
- Campus Exterior Building Envelope Moisture Remediation Upgrades and Component Replacement
- Campus Electronic Security and Fire Alarm System Upgrades and Expansion
- Campus Electrical and Lighting System Upgrade and Expansion
- Campus Potable Water System Upgrades and Modification
- Campus Voice, Data, and Video Systems Upgrades and Expansion
- Campus Utility Plant Modifications, Distribution System Upgrades, and Expansion
- Campus ADA Compliance and Sidewalk Modifications
- Campus Wayfinding Infrastructure

PECO Small/Minor project and operating funds have been used to make minor repairs to extend the useful life of infrastructure. The campus will continue to utilize PECO Minor project appropriations to fund health and life safety, fire security, and ADA requirements.

Educational Plant Survey: Educational Plant Survey Recommended, May 2017, Subset 1.3. The President sent a confirming letter dated May 25, 2017 to the B.O.G. Chancellor.

1% RESERVE ESCROW [per F.S. 1001.706 (12) c]

Building / project value: _____

Basis / source of valuation: _____

1st Year escrow deposit: \$ _____ -

Escrow funding source: _____

Comments: N/A - Maintenance Projects

BUILDING SPACE DESCRIPTION

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost		
NEW CONSTRUCTION							
	-		-		-		
	-		-		-		
	-		-		-		
	-		-		-		
Total:	-		-		-		
* Apply Unit Cost to total GSF based on Space Type							
REMODELING / RENOVATION						Remodeling Projects <u>Only</u>	
						NASF	NASF
						BEFORE	AFTER
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
Total:	-		-		-	-	-
Total New Const. & Remodel / Renovation:							
	-		-		-		

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs		Projected Costs					Total
	Funded to							
	Date	Year 1	Year 2	Year 3	Year 4	Year 5		
Basic Construction Costs								
Building Cost (from above)	See Following Spreadsheet of Planned Project Allocations							
Environmental Impacts/Mitigation								
Site Preparation								
Landscape / Irrigation								
Plaza / Walks								
Roadway Improvements								
Parking : _____ spaces								
Telecommunication								
Electrical Service								
Water Distribution								
Sanitary Sewer System								
Chilled Water System								
Storm Water System								
Energy Efficient Equipment								
Subtotal: Basic Const. Costs								
Other Project Costs								
Land / existing facility acquisition								
Professional Fees								
Fire Marshall Fees								
Inspection Services								
Insurance Consultant								
Surveys & Tests								
Permit / Impact / Environmental Fees								
Artwork								
Moveable Furnishings & Equipment								
Project Contingency								
Subtotal: Other Project Costs								
Total Project Cost:								

PROJECT FUNDING

Funding to Date				
Source	Fiscal Year	Amount		
PECO	2015-16	-		
PECO	2016-17	-		
PECO	2017-18	-		
PECO	2018-19	-		
PECO	2019-20	-		
PECO	2020-21	-		
	Total:	<u>-</u>	Total Project Cost	Remaining Funding Need
			<u>-</u>	<u>-</u>

UWF Board of Trustees Meeting

Full Board
June 4, 2020

Issue: 2019 UWF Board of Trustees Self-Evaluation Effectiveness Survey Results

Proposed action: Approval

Background information:

As the body that holds in trust the fundamental autonomy and ultimate well-being of the institution, the governing board of an institution is a critical element in the success of the institution. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires Board of Trustees participation in self-evaluation as part of an educational institution's strategic planning process.

At the request of the Board of Trustees, Vice Provost, Dr. Kimberly McCorkle and Ms. Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees, led the trustees and cabinet members in board assessment exercises and discussions at the June 7th Board of Trustees Retreat. As part of these activities, nine areas of responsibilities were identified as most important for the UWF Board of Trustees. The nine areas are:

1. Set Strategic Direction and Educational Mission
2. Appoint, Support and Evaluate the University President
3. Academic Program Oversight
4. Resources/Fiscal Management
5. Sound Judgment
6. Community Relations/Advocacy
7. Legislative/Governmental Affairs
8. Board of Trustees Meeting Preparation and Attendance
9. Philanthropy

The trustees selected questions to be used in the *2019 UWF Board of Trustees Self-Evaluation Effectiveness Survey* which directly related to the nine areas of responsibilities. The survey was approved by the Board at its September 19, 2020 meeting and was sent to trustees in February, 2020 for completion.

The survey results have been compiled by university staff and are being presented to the Board today for approval.

The Board of Trustees will review and discuss the survey results at a future Board meeting and will make plans for continuous improvements into 2020.

It is the intention of the UWF Board of Trustees to conduct on-going board assessments to define and regularly evaluate the board's responsibilities, expectations and effectiveness.

Recommendation: Approval of the *2019 UWF Board of Trustees Self-Evaluation Effectiveness Survey Results*

Implementation: See timeline below.

September 19, 2019 (BOT Meeting)

Board approved final BOT Self-Evaluation Effectiveness Process & Timeline as an action item.

February, 2020

BOT Self-Evaluation Effectiveness Survey sent to the Board (Evaluation of 1/2019–12/2019).

March 18, 2020 (BOT Meeting) **POSTPONED TO JUNE 4, 2020**

Board to approve Self-Evaluation Effectiveness Survey of 1/2019–12/2019.

June 18, 2020 (BOT Meeting) **TO BE RESCHEDULED FOR A FUTURE DATE**

Board to review 1/2019–12/2019 Self-Evaluation Effectiveness Survey Results & Continuous Improvement for 2020

Fiscal Implications: None

Supporting documents: 2019 UWF Board of Trustees Self Evaluation Effectiveness Survey Results

Prepared by: Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees, 850-474-2449, rluntsford@uwf.edu

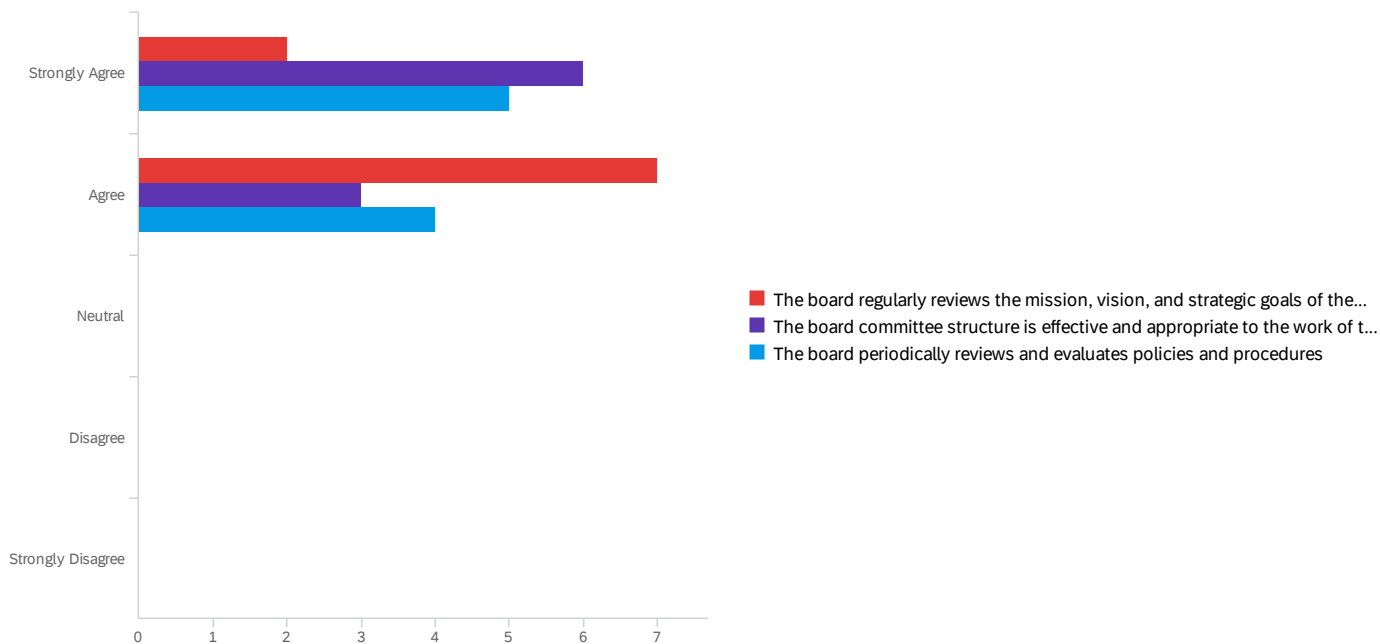
Presenter: Dave Cleveland, BOT Chair

Default Report

2019 BOT Self-Evaluation Effectiveness Survey

June 4, 2020 3:06 PM MDT

Q1 - Area of Responsibility: Set Strategic Direction and Educational Mission



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
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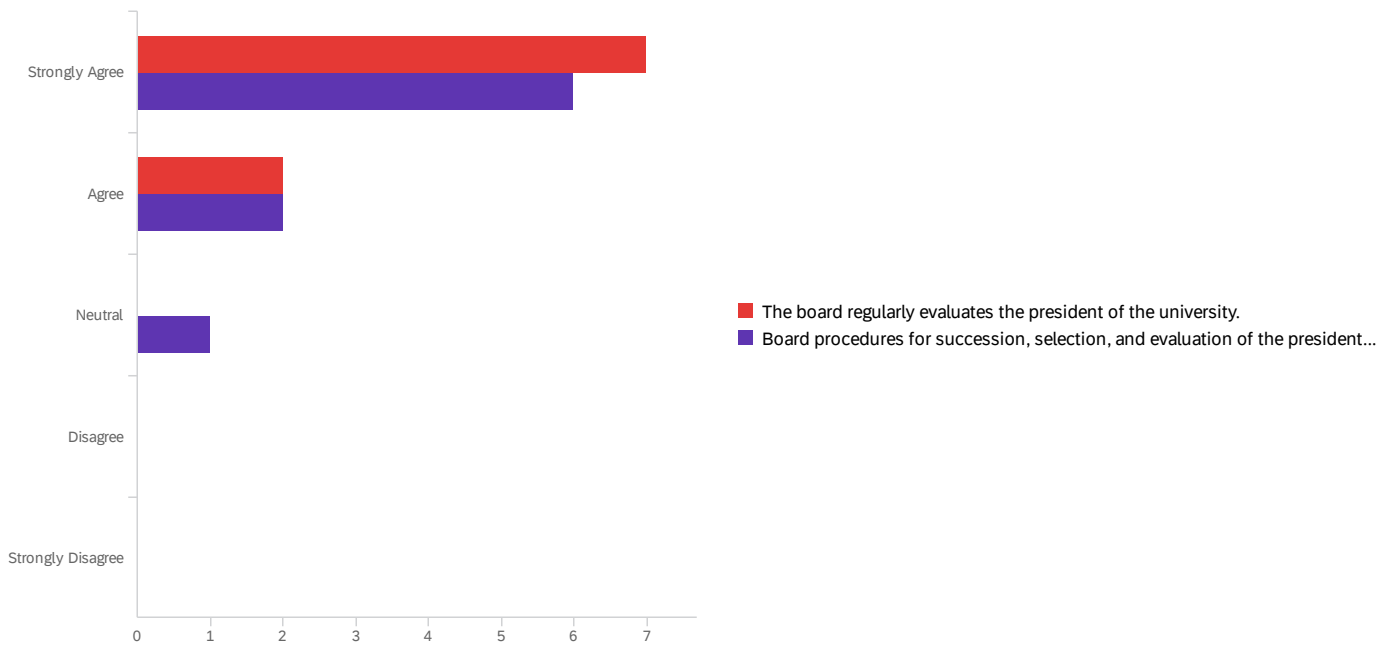
1	The board regularly reviews the mission, vision, and strategic goals of the university and the State University System.	1.00	2.00	1.78	0.42	0.17	9
2	The board committee structure is effective and appropriate to the work of the board.	1.00	2.00	1.33	0.47	0.22	9
3	The board periodically reviews and evaluates policies and procedures	1.00	2.00	1.44	0.50	0.25	9

#	Field	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
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1	The board regularly reviews the mission, vision, and strategic goals of the university and the State University System.	22.22% 2	77.78% 7	0.00% 0	0.00% 0	0.00% 0	9
2	The board committee structure is effective and appropriate to the work of the board.	66.67% 6	33.33% 3	0.00% 0	0.00% 0	0.00% 0	9
3	The board periodically reviews and evaluates policies and procedures	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9

Showing rows 1 - 3 of 3

Q2 - Area of Responsibility: Appoint, Support and Evaluate the University President

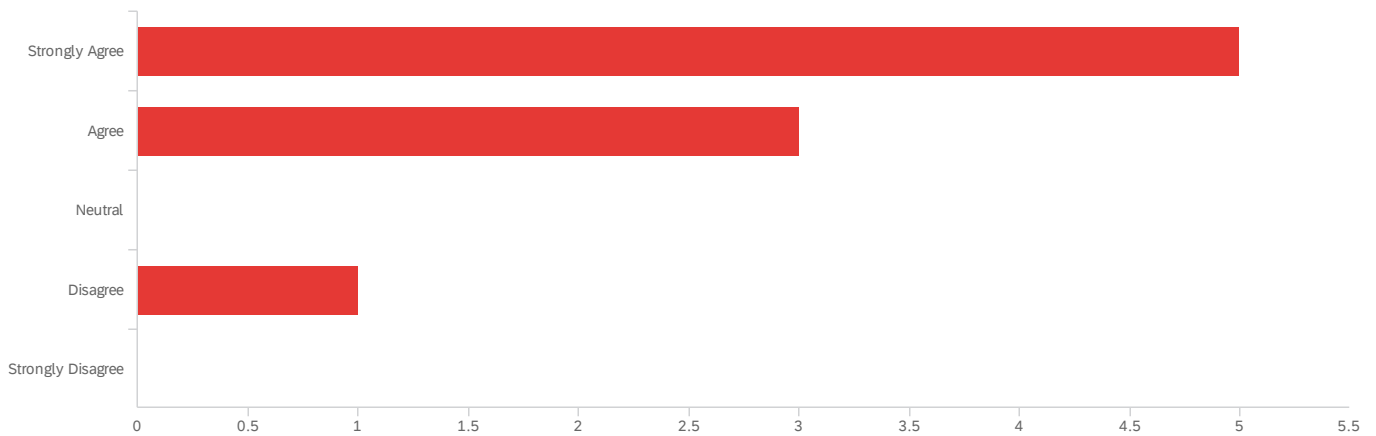


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	The board regularly evaluates the president of the university.	1.00	2.00	1.22	0.42	0.17	9
2	Board procedures for succession, selection, and evaluation of the president are clear.	1.00	3.00	1.44	0.68	0.47	9

#	Field	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
1	The board regularly evaluates the president of the university.	77.78% 7	22.22% 2	0.00% 0	0.00% 0	0.00% 0	9
2	Board procedures for succession, selection, and evaluation of the president are clear.	66.67% 6	22.22% 2	11.11% 1	0.00% 0	0.00% 0	9

Showing rows 1 - 2 of 2

Q3 - Area of Responsibility: Academic Program Oversight

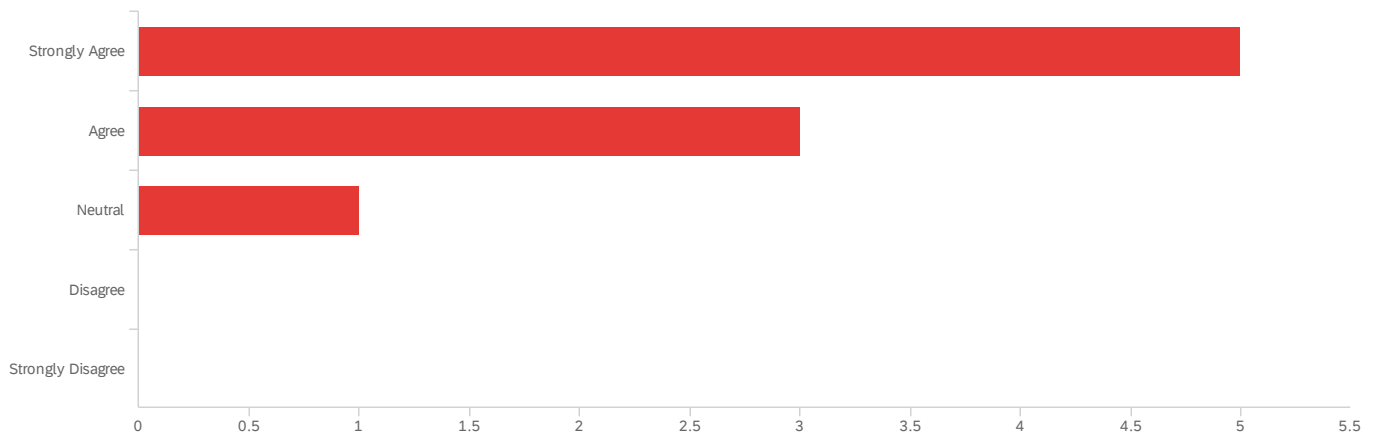


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Board members are adequately informed on the educational programs of the university so as to provide effective oversight.	1.00	4.00	1.67	0.94	0.89	9

#	Field	Choice Count
1	Strongly Agree	55.56% 5
2	Agree	33.33% 3
3	Neutral	0.00% 0
4	Disagree	11.11% 1
5	Strongly Disagree	0.00% 0
		9

Showing rows 1 - 6 of 6

Q4 - Area of Responsibility: Resources/Fiscal Management

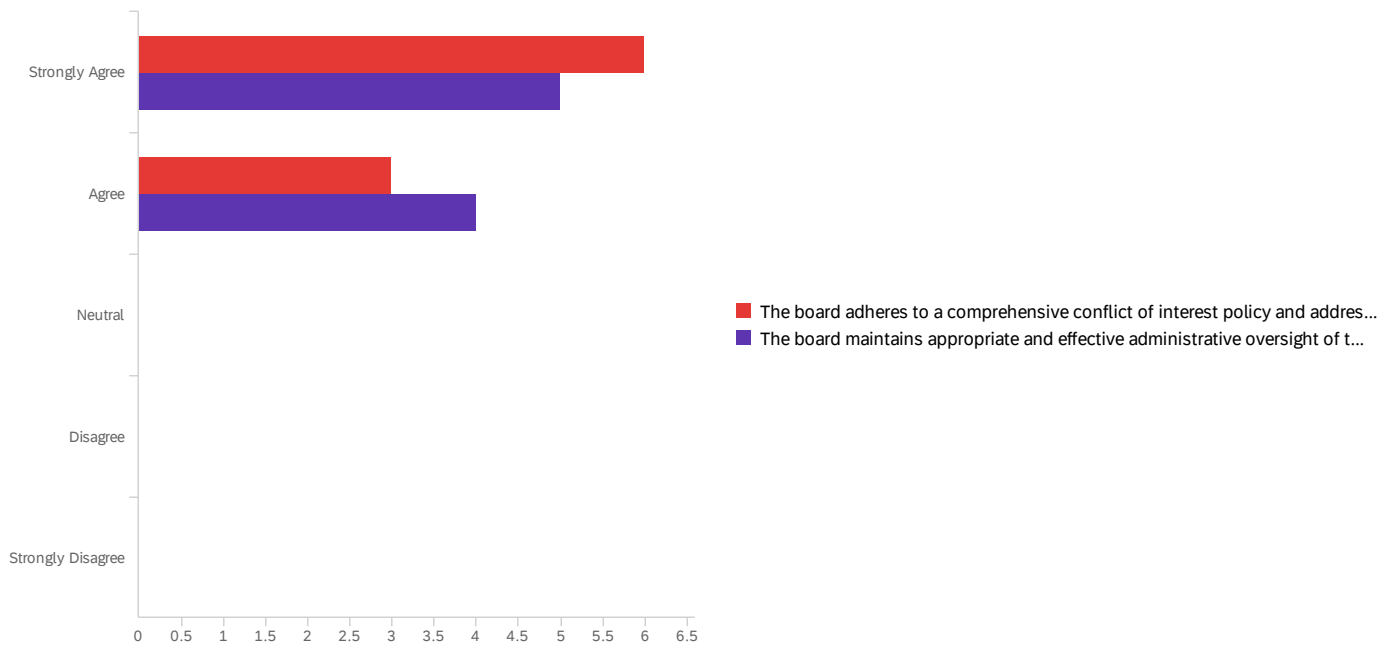


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Board members are adequately informed on the financial health of the university so as to provide effective oversight.	1.00	3.00	1.56	0.68	0.47	9

#	Field	Choice Count
1	Strongly Agree	55.56% 5
2	Agree	33.33% 3
3	Neutral	11.11% 1
4	Disagree	0.00% 0
5	Strongly Disagree	0.00% 0
		9

Showing rows 1 - 6 of 6

Q5 - Area of Responsibility: Sound Judgment

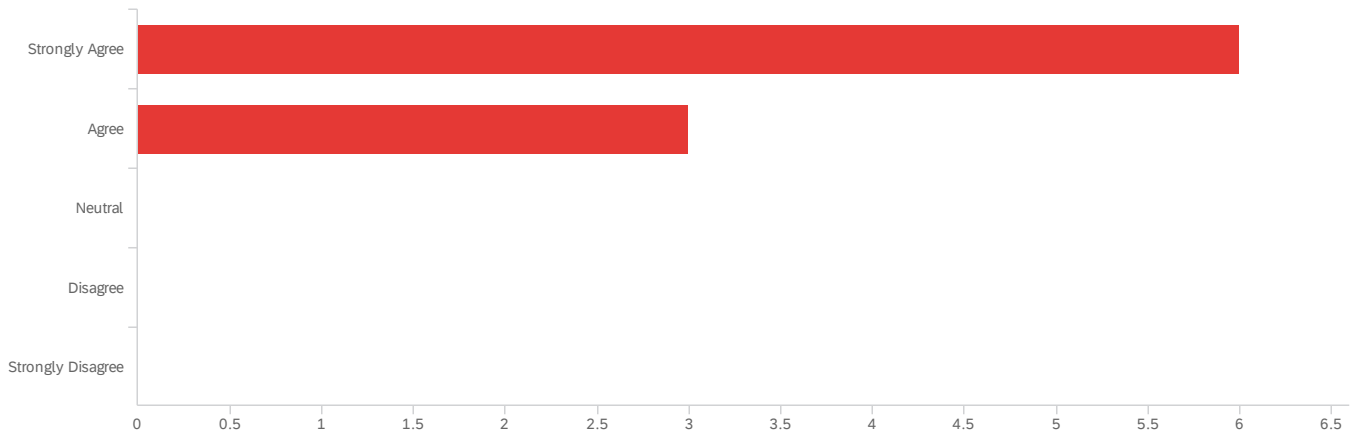


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	The board adheres to a comprehensive conflict of interest policy and addresses conflicts appropriately.	1.00	2.00	1.33	0.47	0.22	9
2	The board maintains appropriate and effective administrative oversight of the activities of the university.	1.00	2.00	1.44	0.50	0.25	9

#	Field	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
1	The board adheres to a comprehensive conflict of interest policy and addresses conflicts appropriately.	66.67% 6	33.33% 3	0.00% 0	0.00% 0	0.00% 0	9
2	The board maintains appropriate and effective administrative oversight of the activities of the university.	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9

Showing rows 1 - 2 of 2

Q6 - Area of Responsibility: Community Relations/Advocacy

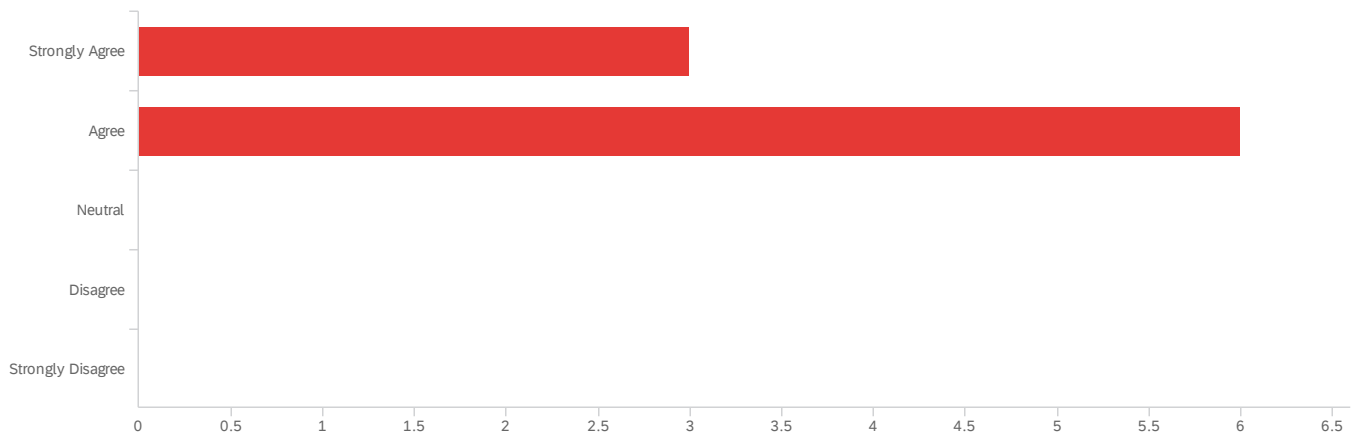


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	The board ensures the institution plays a positive social and economic role in the communities it serves.	1.00	2.00	1.33	0.47	0.22	9

#	Field	Choice Count
1	Strongly Agree	66.67% 6
2	Agree	33.33% 3
3	Neutral	0.00% 0
4	Disagree	0.00% 0
5	Strongly Disagree	0.00% 0
		9

Showing rows 1 - 6 of 6

Q7 - Area of Responsibility: Legislative/Governmental Affairs

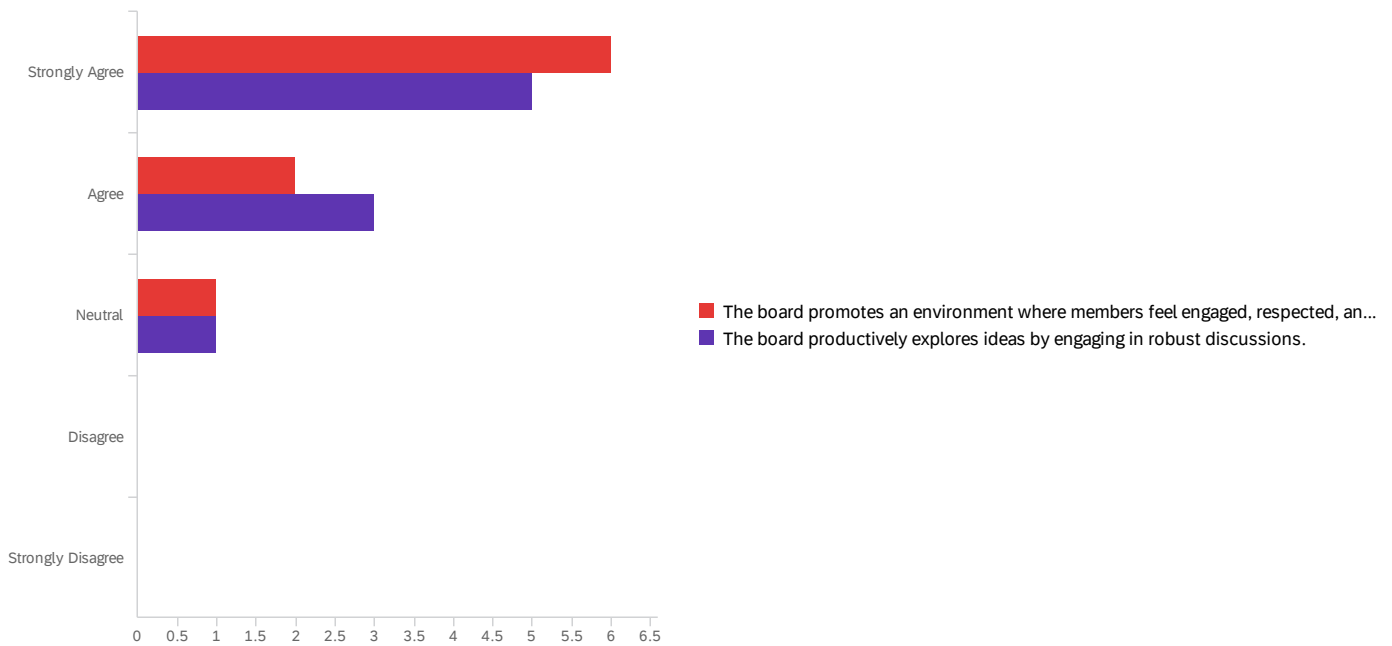


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	The board advocates State University System interests to state agencies and legislators.	1.00	2.00	1.67	0.47	0.22	9

#	Field	Choice Count
1	Strongly Agree	33.33% 3
2	Agree	66.67% 6
3	Neutral	0.00% 0
4	Disagree	0.00% 0
5	Strongly Disagree	0.00% 0
		9

Showing rows 1 - 6 of 6

Q8 - Area of Responsibility: Board of Trustees Meeting Preparation & Attendance

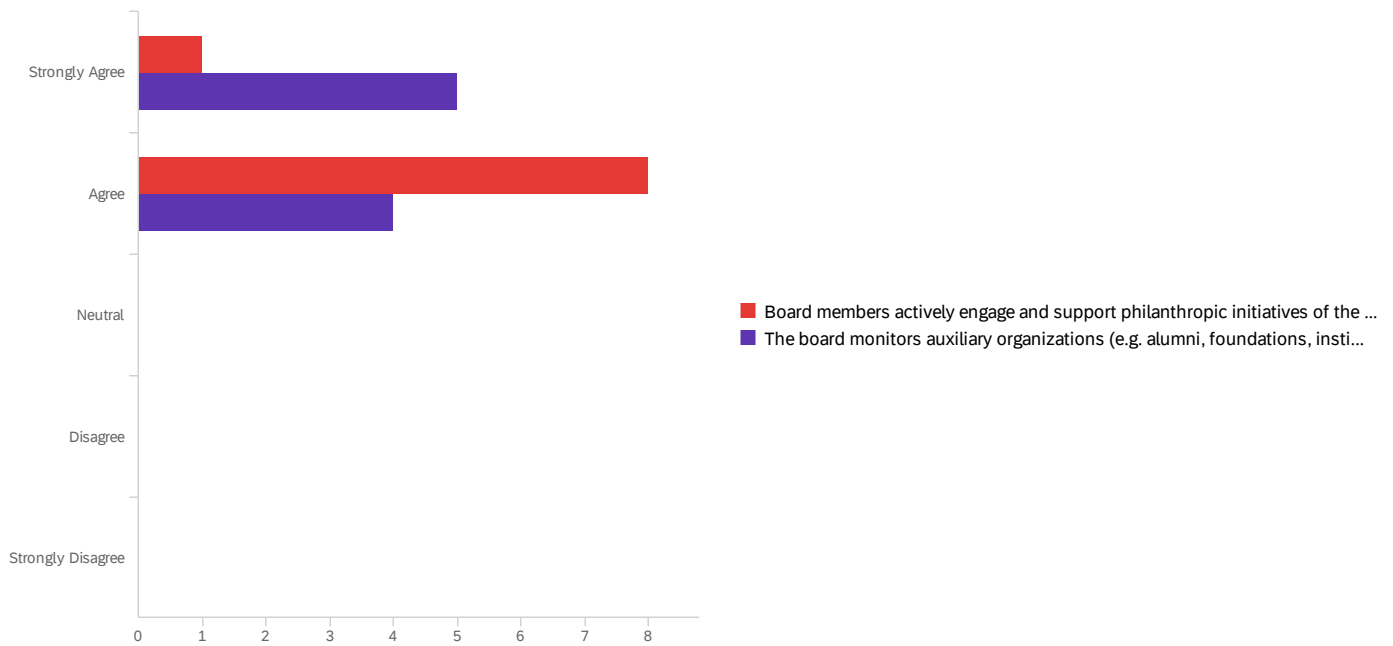


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	The board promotes an environment where members feel engaged, respected, and empowered to raise issues for discussion.	1.00	3.00	1.44	0.68	0.47	9
2	The board productively explores ideas by engaging in robust discussions.	1.00	3.00	1.56	0.68	0.47	9

#	Field	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
1	The board promotes an environment where members feel engaged, respected, and empowered to raise issues for discussion.	66.67% 6	22.22% 2	11.11% 1	0.00% 0	0.00% 0	9
2	The board productively explores ideas by engaging in robust discussions.	55.56% 5	33.33% 3	11.11% 1	0.00% 0	0.00% 0	9

Showing rows 1 - 2 of 2

Q9 - Area of Responsibility: Philanthropy



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Board members actively engage and support philanthropic initiatives of the university.	1.00	2.00	1.89	0.31	0.10	9
2	The board monitors auxiliary organizations (e.g. alumni, foundations, institutes).	1.00	2.00	1.44	0.50	0.25	9

#	Field	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
1	Board members actively engage and support philanthropic initiatives of the university.	11.11% 1	88.89% 8	0.00% 0	0.00% 0	0.00% 0	9
2	The board monitors auxiliary organizations (e.g. alumni, foundations, institutes).	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9

Showing rows 1 - 2 of 2

Q10 - What are the major accomplishments of the board in the past year?

What are the major accomplishments of the board in the past year?

Strong performance on BOG PBF metrics Excellence in athletics; NCAA DII Football National Championship Increased Local and Regional awareness of the success and importance of UWF Continued progress on the prominence of programs of excellence, particularly Cybersecurity Improved housing occupancy to near full capacity

The board approved the first doctorate degree for Intelligent Systems and Robotics. Implemented a program where the trustees visit the different colleges within the university to learn about their programs and meet the faculty and staff that make the wheels turn behind the scenes. Thoroughly reviewed presidential performance and SUS metrics performance. Trustees are fully engaged in the performance metrics and ask for regular progress reports to ensure we have our finger on the pulse.

We have supported our President in her role as CEO which has led to a "top 2" ranking by BOG metrics.

Review of evaluation and self-assessment criteria to establish the board's priorities; approval to implement new academic degrees (undergrad, grad, and PhD) with focus on degree programs of significant consequence; fiscal oversight and prudence for all areas including academics, athletics, facilities/infrastructure, student programs, etc; and consistent and deliberate involvement of the board through university outreach and engagement sessions.

the new board members are great replacements for leaving board members, and it has overseen tremendous metrics accomplishment of the university and of the president

Hosting a BOT Retreat to Identify 9 Areas of Responsibilities Spotlighting Infrastructure Challenges and Funding Repairs Earning Second Best Performance Management Rating in the State Offer both traditional and virtual board meetings options Approval of a a new food service vendor- Aramark

Keeping costs in line, Making sure all programs are justified

Ranked second in the State for Performance Metrics, completion of new Lab Sciences building, turn around in Student housing program and occupancy, other national recognitions, cyber security program, etc.

Q11 - What are the areas in which the board could improve?

What are the areas in which the board could improve?

Better understanding of funding sources and government accounting financial reports and standards

I believe the board does a really good job and much can be credited to the engagement, transparency, and communications with the president, faculty and staff. Financial oversight is good but I think the complexities of the university financial system as with any university institution are hard for many trustees to grasp only because we don't live them. We need to come up with a simplified monitoring system so that solid financial status and concerns can clearly be disseminated.

More involvement in fundraising.

We should think more about our succession plan for the President. While turnover is not imminent, knowing our plan would be helpful.

sunshine limitations limit how active the members can be in robust discussions and study ... really don't know an effective improvement for that

Cyber-security- Secure Physical Plant operations Program Risk Matrix: build chart focused on three areas: Facilities, Faculty and Students for every program
Office Space: Build World Class Athletic Coaches Offices Marketing, Advertising and Promotions: Place UWF banners and posters in the Pensacola Airport

Getting information our sooner

Board member engagement with local organizations should increase. Board should set up and sponsor public meetings regarding Board work and accomplishments. Increase direct board engagement across a variety of public audiences

Q12 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

Q14 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

N/A

N/A

No disagree or strongly disagrees identified.

none

None

N/A

The Board does not have conversations regarding succession planning for the President

Q15 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

I think that program metrics can be reviewed annually with a simple system of red, yellow, and green status. Green indicating that it meets the vision of the University, metrics, and return on investment. Yellow shows concern but no action, and red shows significant concern with needed action.

Q16 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

Q17 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

Q18 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

Q19 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

Q20 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

Q21 - For any items identified as Disagree or Strongly Disagree, please provide context and details below.

For any items identified as Disagree or Strongly Disagree, please provide c...

End of Report

UWF Board of Trustees Meeting

Full Board Meeting

June 18, 2020

Issue: Presidential Goals

Proposed Action: Approve 2020-2021 Presidential Goals

Background Information: In accordance with University Policy BOT-14.01-06/17, President Martha D. Saunders 2020-2021 goals are being presented to the Board of Trustees for approval.

Recommendation: Approve

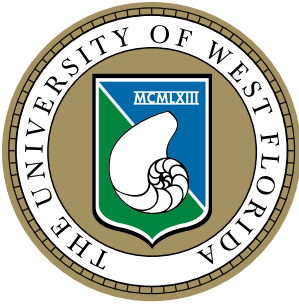
Implementation Plan:

Fiscal Implications:

Supporting documents: 2020-2021 Presidential Goals; University Policy BOT-14.01-06/17 and Timeline

Prepared by: Martha D. Saunders, President

Presenters: Suzanne Lewis, Chair, Presidential Performance Evaluation And Metrics Ad Hoc Committee and Dave Cleveland, BOT Chair



May 1, 2020

David Cleveland
Board of Trustees Chair
University of West Florida
Building 10, Ste. 102C
Pensacola, Florida 32514

Dear Chairman Cleveland:

I am pleased to provide the enclosed reports of my activities and accomplishments from July 1, 2019, to the present date. I think it is safe to say it has been a remarkable year. UWF's all-time high score of 94 on the performance-based funding metrics captured a top two ranking in the State University System for the year. A few months later, the Argo football team won national acclaim with a stunning series of wins leading to the NCAA Division II National Championship. A number of other national-level achievements adorned our social media pages with hundreds of "likes," "loves" and "shares."

As I write this report, a worldwide pandemic is testing the agility, the ingenuity and the persistence of my executive team in ways we never imagined. We are holding strong. To date, no positive cases of the coronavirus have been reported at UWF. All employees are on the job and conducting the business of the university.

Significant Highlights

July 2019

- New director of the Intelligent Systems & Robotics doctoral program arrived.
- ArgoTots Program in Mechanical Engineering provided its first modified vehicle for children with limited mobility.
- Florida SBDC at UWF won region of the year.
- Argo 30 program launched covering tuition and fees for students in need.

August 2019

- Cybersecurity for All launched providing upskilling and cross-training for existing workforce.
- New personal safety app, Guardian, made available to students.

September 2019

- UWF won Top 15 ranking for (Regional South) in U.S. News & World Report's Top Public Schools.
- Welcomed our third consecutive class of National Merit Finalists.
- Named "Great College to Work For" and featured in The Chronicle of Higher Education.
- Won prestigious National Excellence in Diversity Award (HEED Award) for fourth year.

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October 2019

- New Mechanical Engineering program awarded professional accreditation from Accreditation Board for Engineering and Technology, Inc. in its first year of eligibility.
- Director of the Center for Cybersecurity, Eman El-Sheikh, appointed by Governor DeSantis to the Florida Cybersecurity Task Force.
- President Emeritus, Judy Bense, named to the Florida Women's Hall of Fame.
- UWF secured services of Saltmarsh, Cleveland and Gund for review of the Complete Florida Plus Program.
- Triumph Gulf Coast board conceptually approved concept for UWF project to address high-tech workforce demand.

November 2019

- Received highest ranking to date on "Best for Vets" list.
- Computer science students won first place in regional computer programming contest.

December 2019

- Argo athletics finished the year strong with 14 of our athletic teams featured in postseason play.
- UWF football won the NCAA Division II National Championship.
- New partnership launched with Andrews Institute as official sports medicine provider.

January 2020

- UWF online bachelors programs hit top 10% in U.S. News & World Report rankings.
- Awarded prestigious NSA Cyber Corp Scholarships in \$2.4 million grant.
- Austin Reed and Pete Shinnick named National Freshman & Coach of the Year.

February 2020

- UWF earned gold-level military-friendly distinction.
- Student Entrepreneurship Incubator opened.
- Third year of Argos Suit Up drew record number of participants.

March 2020

- UWF Camellia Garden named an American Camellia Trail Garden, one of only 57 in U.S.
- Student Dance Marathon raised record amount for Children's Miracle Network.
- Pandemic protocols launched in response to COVID-19 outbreak. All courses went online.

April 2020

- Sea3D lab began manufacturing 3D-printed face shields for healthcare workers.
- Staff sent personal greeting cards to residents of local nursing homes (who were not allowed visitors).

May 2020

- Summer courses fully online (enrollment up).
- New online degree in General Business and Professional Accountancy to launch.
- Haas Center to release survey results on COVID-19's statewide economic impact.

June 2020

- Launch COVID-19 recovery plan.

I spent additional time this year working toward bringing positive attention to the University. I was an invited guest to nine national podcasts on the topic of higher education and leadership. These podcasts reached an audience in excess of 72,000. My social media reached nearly 350,000 people over the past year, notably my COVID-19 update videos reaching an audience of more than 53,000.

I was also quoted or featured in 112 news articles, reaching an audience of more than 13 million. A variety of **viewpoints** were published by the Pensacola News Journal, Northwest Florida Daily News and **Inside Higher Ed**. In addition, I was included in **Florida Trend's issue on women in leadership**.

Presidential Goals 2019-20

All presidential goals for 2019-20 have been met or are ongoing with substantial progress.

Presidential Scorecard

The updated presidential scorecard is attached and reflects overall positive progress. The modest drop in high school GPA for new enrollees isn't significant. The drop in overall headcount may be attributed to a number of factors:

We are graduating students at a more rapid rate than in the past as reflected in the increased four-year graduation rate.

The population of new traditional students to recruit is fewer. This is a national phenomenon and competition continues to be intense nationally, but also among SUS institutions and with state colleges. At the same time, we continue to invest heavily in scholarships in order to support admissions to the greatest extent possible.

One factor that we are working on and is reflected in the Accountability Plan is stop-outs. We had 2,082 students step/stop-out last year. Of those, 499 were graduate students. We feel that significantly improving retention will be the most effective strategy for increasing enrollment. We have established an analytics function in Institutional Research and in Hal Marcus College of Science & Engineering that is closely studying stop-outs, and curricular changes are being implemented now. Other colleges will be pulled into this analysis over time, but HMCSE is the college where retention is the greatest challenge.

Proposed Presidential Goals 2020-21

I am attaching the 2020-21 goals as well as the three-year goals approved by the UWF Board of Trustees with requested modifications.

In closing, I thank you and the entire Board of Trustees for your continued faith in me and my leadership team. It is an honor to serve as President of the University of West Florida.

Sincerely yours,



Martha Saunders
President

2019-20 PRESIDENTIAL GOALS REPORT

UWF Strategic Direction: Learner Centered and Focused

Presidential Goal	Lead Division	Summary	Additional Info	Status
Add five full scholarships.	University Advancement Academic Engagement and Student Affairs	Advancement worked collaboratively with the enrollment and admissions teams to add an additional five full Argo Spirit scholarships.	Five Full Scholarships Summary	Met
Implement Metric 10 data gathering.	Academic Affairs	To ensure that UWF is able to report data accurately for Metric 10, Percent of Baccalaureate Graduates Completing 2+ “High Impact Practices,” Institutional Research is collaborating with the Registrar’s Office, the academic colleges and departments, the Office of Undergraduate Research, Career Development & Community Engagement, International Affairs, Housing and Residence Life, as well as others in the Division of Academic Engagement and Student Affairs to ensure that every high impact practice activity completed by any student is appropriately recorded in university systems.	Metric 10 Data Gathering Summary	Met
Increase housing utilization.	University Advancement Academic Engagement and Student Affairs	Successfully achieved full occupancy of student housing for fall and spring through strategic marketing, partnering with admissions and improved packaging of financial aid and scholarships to encourage students to live on campus.	Increase Housing Utilization Summary	Met
Expand health and wellness services for students and employees (Healthy Campus 2030 and Healthier U).	President Human Resources Academic Engagement and Student Affairs	Multiple health and wellness programs were initiated or implemented in the 2019-20 academic year. These include: expanded health services for students and employees, training, identifying external partners and telehealth in light of the COVID-19 Crisis. Intercollegiate Athletics and Baptist Health Care signed an agreement on December 16, 2019, to provide athletic training services for the next five years. Andrews Institute will strengthen and expand the health service deliveries as well as enhance the athletic training services provided to UWF student-athletes. Andrews Institute will also grant UWF student-athletes access to a full-time sports medicine physical therapist at Baptist Medical Park - Nine Mile on University Parkway.	Expand Health and Wellness Services Summary University of West Florida Signs Andrews Institute as Official Sports Medicine Provider	Met

UWF Strategic Direction: Learner Centered and Focused Continued

Presidential Goal	Lead Division	Summary	Additional Info	Status
Market cross-cultural programming.	Academic Engagement and Student Affairs	Increased student participation in Cross Cultural training through the 3-C Certificate program and worked with the Innovation Institute to produce additional cross cultural training and information.	Market Cross-Cultural Programming Summary	Met
Increase 2+2 partnerships out of the region.	Academic Engagement and Student Affairs	Admissions worked with academic programs to establish four new 2+2 partnerships outside the region and revised five existing partnerships.	Increase 2+2 Partnerships Summary	Met

UWF Strategic Direction: Academic Programming, Scholarship and Research

Presidential Goal	Lead Division	Summary	Additional Info	Status
Launch Ph.D. in Intelligent Systems & Robotics.	Academic Affairs	The Ph.D. in Intelligent Systems & Robotics has been implemented successfully. There are currently seven students enrolled in the first full year of the program, which meets the enrollment goal we set for the first year of the new program.	Launch Ph.D. in Intelligent Systems & Robotics Summary	Met
Launch new programming at UWF Emerald Coast.	Academic Affairs	Two new programs were launched Fall 2019 on the Emerald Coast—the Bachelor of Arts in Communication and the Bachelor of Science in Computer Science.	New Programming at UWF Emerald Coast Summary	Met
Continue recruitment of World Class Faculty.	Academic Affairs	UWF and Florida IHMC successfully hired a Director as a joint appointment as well as two faculty with World Class Scholar funds for the Ph.D. in Intelligent Systems and Robotics program. Additionally, a total of six faculty were recruited and three were retained as part of the World Class Faculty in Mechanical Engineering, Computer Science and the UWF Center for Cybersecurity. A search for an associate or full professor in Intelligent Systems and Robotics is currently underway.	Continue Recruitment of World Class Faculty Summary	Met
Increase online programming by three programs.	Academic Affairs	Two new programs were launched in an online format in Summer 2020 and an additional three programs are launching online in Fall 2020.	Increase Online Programming by Three Programs Summary	Met

UWF Strategic Direction: Personnel Investment and Engagement

Presidential Goal	Lead Division	Summary	Additional Info	Status
Expand employee recognition programming	President Human Resources	<p>Birthday cards were sent to each employee on their birthday via the Awardco platform.</p> <p>On Employee Appreciation Day (March 6), UWF sent each employee a note of thanks through the Awardco platform.</p> <p>Due to COVID-19, UWF was not able to hold its traditional Employee Recognition and Awards Program. A program is being developed to announce and celebrate each award winner for 2020. This program announcement will be sent via email by the middle of May.</p>	Expand Employee Recognition Programming Summary	Met

UWF Strategic Direction: Community and Economic Engagement

Presidential Goal	Lead Division	Summary	Additional Info	Status
Develop plan for NCUR 2022.	Academic Affairs	<p>NCUR 2022 has been scheduled for April 6-9, 2022, with the goals of providing a rich, non-intimidating, first professional conference experience to student attendees; showcasing UWF as an institution that is focused on student engagement to a national audience; and highlighting UWF as a national leader in undergraduate research. The NCUR 2022 Planning Committee structure and the conference budget have been approved. Hospitality planning, marketing and communication, and contingency planning are well underway.</p>	Develop Plan for NCUR 2022 Summary	Met
Launch ArgoLabs at the Innovation Institute/Research.	Research and Strategic Innovation	<p>The ArgoLabs project is envisioned as a central component in a broader initiative to enhance and expand university-industry partnerships at the University of West Florida, with each ArgoLab project including an industry client, a specific deliverable product/project, and a team of UWF faculty, staff and students. All ArgoLabs projects are contractual in nature and involve payment from the industry partner to UWF faculty and staff, as arranged through a funded contract managed by UWF Research Administration and Engagement.</p>	Launch ArgoLabs at the Innovation Institute/Research Summary	Met
Develop and launch Florida alumni communication and engagement plan.	University Advancement Institutional Communications President	<p>Institutional Communications and University Advancement developed and began implementing a communication strategy to engage all Florida alumni. The plan includes creating an alumni advocacy group for UWF through an initial mailer and email from the president to the Florida Alumni Network. The next tactic that will be implemented is a survey of Florida alumni to obtain information on their interests and priorities.</p>	Develop and Launch Florida Alumni Communication and Engagement Plan Summary uwf.edu/FLalumni	Met

UWF Strategic Direction: Infrastructure

Presidential Goal	Lead Division	Summary	Additional Info	Status
Launch uwf.edu redesign.	Institutional Communications	Institutional Communications partnered with mStoner, a digital creative agency, to enhance the design of the University's website. OIC hosted discovery visits with campus partners, developed wire-frames and designs and worked with partners for feedback. Next steps include finalizing the designs and implementing throughout the institution.	Launch uwf.edu Redesign Summary mStoner Discovery Summary Creative and Content Strategy Program Finder Example	Met
Streamline and expedite procurement processes.	Finance and Administration President	An external consultant was hired to evaluate the processes and functions of Procurement & Contracts (P&C) operations to determine where inefficiencies and roadblocks existed. Goals from this consultation are to increase customer service, productivity, and effectiveness as it relates to UWF's Mission, Vision and Strategic Plan. Interviews, surveys, workflow analysis and document evaluation were conducted. In collaboration with P&C, the following deliverables resulted: a 3-5 year strategic plan; identification of key performance indicators; restructure of staffing; identification of technology to improve processes; and a detailed timeline to achieve the strategic goals over the next 5 years.	Streamline and Expedite Procurement Processes Summary Procurement 2020 KPI Report Procurement Evaluation Procurement Strategic Plan 2020-22 Procurement Strategy Project Plan	Ongoing
Complete event management software implementation and Google integration.	President	<p>The EMS Core Team successfully completed the major implementation of EMS. To date, Conferencing and Reservations, Athletics and Recreations, Registrar's Office, and West Florida Historic Trust have been configured in the EMS system. All event scheduling is now being requested and tracked through EMS.</p> <p>The next phase of this project includes additional training for the Police Department, configuration and onboarding for the CFPA, and the completion and launch of the University Event's Protocol Guide.</p> <p>The EMS Core Team advised against the Google integration. Upon further exploration, the integration plug-in did not have the capability needed to properly schedule events and meetings. The core team was able to utilize the funding saved from the Google integration to attend the EMS conference and receive additional training.</p>	Complete Event Management Software Implementation and Google Integration Summary	Ongoing
Launch landscape master plan process, Phase 1 (pending funding).	Finance and Administration	Estimated costs exceeded budgeted amounts.	Launch Landscape Master Plan Process, Phase 1 Summary	Delayed
Launch master planning process for 2021.	Finance and Administration	After careful review and consideration, the DLR Group, along with many partners, has been chosen (via official procurement processes) to provide a new 10-year Campus Master Plan for UWF. Contract negotiations are currently taking place with the DLR Group administrators. We hope to begin the full Campus Master Plan work during Summer 2020 with an estimated time to completion of 18 months or less.	Launch Master Planning Process for 2021 Summary	In Process

2019-20 PRESIDENTIAL SCORECARD

#	Key Performance Indicators (KPIs)	UBOT-Approved Directional Trends	Year/Source	Previous Year	Direction	Current Year
1	Applications Received from First-Time, Degree-Seeking, Undergraduate Students	Monitor	Summer/Fall 2019	6,032	▲	7,335
2	Acceptance Rate for First-Time, Degree-Seeking, Undergraduate Students	Monitor	Summer/Fall 2019	40%	▼	31%
3	Yield Rate for First-Time, Degree-Seeking, Undergraduate Students	Monitor	Summer/Fall 2019	46%	▲	53%
4	Average SAT Score for Newly Enrolled FTICs	Monitor	Summer/Fall 2019	1,195	▼	1,165
5	Average ACT Score for Newly Enrolled FTICs	▲	Summer/Fall 2019	24.5	▲	24.9
6	Average High School GPA at the Time of Admission for Newly Enrolled FTICs	▲	Summer/Fall 2019	3.9	▼	3.81
7	Total Fall Headcount Enrollment (Undergraduate, Graduate, Non-Degree-Seeking)	▲	Fall 2019	12,850	▼	12,588
8	Percent of Total Fall Headcount Enrollment From Out of State (Origin)	Monitor	Fall 2019	13.8%	▲	14.8%
9	Student Diversity: Percent of Students Who Are Women	Monitor	Fall 2019	60.1%	▼	60.0%
10	Student Diversity: Percent of Students Who Are Minorities	Monitor	Fall 2019	32.9%	▼	32.8%
11	Percent of Enrolled Undergraduates Who Are 25 or Older (OLD BOG PBF #10)	Monitor	Fall 2019	33.4%	▼	32.0%
12	Percent of Baccalaureate Graduates Completing 2+ Types of High Impact Practices (NEW BOG PBF #10)	▲	2018-2019	34.8%	▲	38.2%
13	First-Year, Fall-to-Fall Retention Rate for Full-Time FTICs Entering in the Fall (or Summer-to-Fall) with GPA \geq 2.0 (BOG PBF #5)	▲	2018-2019	79.8%	▲	80.3%
14	Annual Percent Change (1-yr Δ) in the Average Cost to the Student (Net Tuition per 120 Credit Hours) (BOG PBF #3)	▼	2018-2019	-22.8%	▼	-19.5%
15	Annual Percent Change (1-yr Δ) in Cost of Attendance for Full-Time Undergraduate Florida Residents Living on Campus	▼	2018-2019	0.0%	—	0.0%
16	Annual Percent Change (1-yr Δ) in Cost of Attendance for Full-time Undergraduate Florida Residents Living at Home	▼	2018-2019	0.0%	—	0.0%
17	Four-Year Graduation Rate for FTICs (Full-Time Only) - (BOG PBF #4)	▲	2015-2019	31.3%	▲	34.8%

#	Key Performance Indicators (KPIs)	UBOT-Approved Directional Trends	Year/Source	Previous Year	Direction	Current Year
18	Six-Year Graduation Rate for FTICs (Full-Time and Part-Time)	Monitor	2013-2014	43%	▲	46%
19	Percent of Bachelor's Degrees Awarded Without Excess Hours (BOG PBF#9)	▲	2018-2019	81.1%	▲	82.9%
20	Distance Learning Undergraduate FTE Enrollment as Percent of Total Undergraduate FTE	▲	2018-2019	35.0%	▲	36.0%
21	Distance Learning Graduate Student FTE Enrollment as Percent of Total Graduate FTE	▲	2018-2019	81.0%	▲	82.0%
22	University Access Rate: Percent of Fall Undergraduates with a Pell Grant (BOG PBF #7)	Monitor	Fall 2018	39.6%	▼	38.6%
23	Median Wages for Baccalaureate Graduates Employed One Year after Graduation (BOG PBF #2)	▲	2017-2018	\$36,800	▲	\$40,900
24	UWF Undergraduate Class Size: Percent with Fewer Than 50 Students	Monitor	Fall 2018	91.2%	▲	93.1%
25	Baccalaureate Degrees Awarded in Programs of Strategic Emphasis (BOG PBF #6)	▲	2018-2019	54.3%	▲	58.8%
26	Graduate Degrees Awarded in Programs of Strategic Emphasis (BOG PBF #8)	▲	2018-2019	53.1%	▲	57.4%
27	Percent of Faculty Who Are Women	Monitor	Fall 2019	45.4%	▲	4.3%
28	Percent of Faculty Who Are Minorities	Monitor	Fall 2019	21.7%	▲	22.6%
29	Average Nine-Month Equated Salary for Full-Time Instructional Faculty	▲	Fall 2019	\$77,190	▲	\$79,816
30	Percent of Undergraduate Credit Hours Taught by Full-Time Faculty	Monitor	2018-2019	67%	▬	67%
31	UWF Research Contracts and Grants: Dollar Amount of Awards Received	▲	2018-2019	\$14.6M	▲	\$14.9M
32	UWF Total Research Expenditures (\$M)	▲	2018-2019	\$41M	▲	\$42M
33	Percent of Baccalaureate Graduates Employed Full-Time or Continuing their Education One Year After Graduation (BOG PBF #1)	▲	2017-2018	69.2%	▲	73.20%
34	Average Staff Salary	▲	Fall 2019	\$54,385	▲	\$54,782

#	Key Performance Indicators (KPIs)	UBOT-Approved Directional Trends	Year/Source	Previous Year	Direction	Current Year
35	Percent of Staff Who Are Women	Monitor	Fall 2019	58.0%	▲	58.6%
36	Percent of Staff Who Are Minorities	Monitor	Fall 2019	21.5%	▲	22.2%
37	Total Annual Giving	▲	2018-2019	\$13.4M (Included Fred Levin Gift)	▼	\$5.2M
38	Percent of Revenue from State Appropriations, Excluding Tuition and Fees	Monitor	FY 2018-2019	50.9%	▼	49.8%
39	Endowment	▲	2018-2019	\$73M	▲	\$74.4M
40	Percent of Alumni Who Are Donors	▲	2018-2019	2.8%	▲	3.5%

2020-21 PRESIDENTIAL GOALS

 = Proposed New or Revised Goal

UWF Strategic Direction: Learner Centered and Focused

Presidential Goal	Anticipated Outcomes
Add 5 full scholarships	Recruit high-achieving students Visibility
Implement and track PBF funding Metric 10A	Increase employment of graduates
Increase campus housing utilization GOAL MET ✓	Student retention Increase graduation rate Strengthen campus life
100% housing utilization of total available beds	Student retention Increase graduation rate Strengthen campus life
Expand health and wellness services for students and employees	Student and employee retention
Align academic departments with transfer opportunities	Increase enrollment
Increase scholarship funding for UWF Emerald Coast	Strengthen presence in Fort Walton Beach

UWF Strategic Direction: Academic Programming, Scholarship and Research

Presidential Goal	Anticipated Outcomes
Expand Emerald Coast Programming	Increase enrollment Strengthen presence in FWB
Increase online programming	Increase enrollment Improve time to graduation
Launch BS in Construction Management	Increase enrollment Improve student employment
Launch MS in Athletic Training <i>Deferred due to Covid-19</i>	Increase enrollment Improve student employment

UWF Strategic Direction: Academic Programming, Scholarship and Research Continued

Presidential Goal	Anticipated Outcomes
Launch MA in International Affairs	Increase enrollment Improve student employment

UWF Strategic Direction: Personnel Investment and Engagement

Presidential Goal	Anticipated Outcomes
Complete reorganization of division of student affairs	Streamline processes Strengthen student support
Hire additional world class faculty	Increase research funding Visibility

UWF Strategic Direction: Community and Economic Engagement

Presidential Goal	Anticipated Outcomes
NCUR strategic planning and implementation	Strengthen campus facilities Strengthen community partnerships
Achieve & sustain 5% alumni engagement	Place us in top tier of peer institutions Strengthen donor support
Capital campaign feasibility study <i>Deferred due to Covid-19</i>	Increase financial support
Develop and implement external relations 3-year plan	Strengthen state/national relationships Increase research funding Increase state support

UWF Strategic Direction: Infrastructure

Presidential Goal	Anticipated Outcomes
Complete and launch landscape master plan phase I <i>Deferred due to funding</i>	Visibility Efficiency
Campus master plan approval and launch	Visibility Efficiency
Field house renovation <i>Deferred due to funding</i>	Increase event capacity

UWF Strategic Direction: Infrastructure Continued

Presidential Goal	Anticipated Outcomes
Create a plan for the re-opening of campus for approval by UWF BOT & SUS BOG <i>New goal</i>	Healthier and safer campus environment Enrollment Retention
Implement the plan, making needed adjustments as conditions change <i>New goal</i>	Healthier and safer campus environment Enrollment
Implement safety measures under the guidance of health officials <i>New goal</i>	Healthier and safer campus environment
Facilitate COVID-19 testing/tracing as needed <i>New goal</i>	Healthier and safer campus environment
Plan course delivery designed to keep students on track for graduation <i>New goal</i>	Progress to degree Retention
Develop budget strategies for any drop in revenue <i>New goal</i>	Fiscal health of the institution
Oversee fiscal management of CARES funds <i>New goal</i>	Student Retention Fiscal health of the institution
File claims with FEMA as allowed <i>New goal</i>	Fiscal health of the institution Strengthened infrastructure

2020-23 PRESIDENTIAL GOALS

 = Proposed New or Revised Goal

UWF Strategic Direction: Learner Centered and Focused

Presidential Goal	FY 20-21	FY 21-22	FY 22-23	Anticipated Outcomes
Add 5 full scholarships	X	X	X	Recruit high-achieving students Visibility
Implement and track PBF funding Metric 10A	X	X	X	Increase employment of graduates
Increase campus housing utilization GOAL MET ✓	X	X		Student retention Increase graduation rate Strengthen campus life
100% housing utilization of total available beds	X	X	X	Student retention Increase graduation rate Strengthen campus life
Expand health and wellness services for students and employees	X	X	X	Student and employee retention
Align academic departments with transfer opportunities	X	X	X	Increase enrollment
Increase scholarship funding for UWF Emerald Coast	X			Strengthen presence in Fort Walton Beach

UWF Strategic Direction: Academic Programming, Scholarship and Research

Presidential Goal	FY 20-21	FY 21-22	FY 22-23	Anticipated Outcomes
Expand Emerald Coast Programming	X	X		Increase enrollment Strengthen presence in FWB
Increase online programming	X	X	X	Increase enrollment Improve time to graduation
Launch BS in Construction Management	X			Increase enrollment Improve student employment

UWF Strategic Direction: Academic Programming, Scholarship and Research Continued

Presidential Goal	FY 20-21	FY 21-22	FY 22-23	Anticipated Outcomes
Launch MS in Athletic Training <i>Deferred due to Covid-19</i>	✖	✖		Increase enrollment Improve student employment
Launch MA in International Affairs	X			Increase enrollment Improve student employment
Launch BS in Human Resources Management		X		Increase enrollment Improve student employment
Launch BS in Information Security Management		X		Increase enrollment Improve student employment

UWF Strategic Direction: Personnel Investment and Engagement

Presidential Goal	FY 20-21	FY 21-22	FY 22-23	Anticipated Outcomes
Complete reorganization of division of student affairs	X			Streamline processes Strengthen student support
Hire additional world class faculty	X	X	X	Increase research funding Visibility

UWF Strategic Direction: Community and Economic Engagement

Presidential Goal	FY 20-21	FY 21-22	FY 22-23	Anticipated Outcomes
NCUR strategic planning and implementation	X	X		Strengthen campus facilities Strengthen community partnerships
Host NCUR			X	Strengthen partnerships Visibility
Achieve & sustain 5% alumni engagement	X	X	X	Place us in top tier of peer institutions Strengthen donor support
Capital campaign feasibility study <i>Deferred due to Covid-19</i>	✖	✖		Increase financial support
Establish capital campaign steering committee and launch silent phase		X		Increase financial support

UWF Strategic Direction: Community and Economic Engagement Continued

Presidential Goal	FY 20-21	FY 21-22	FY 22-23	Anticipated Outcomes
Continue silent phase of capital campaign			X	Increase financial support
Develop and implement external relations 3-year plan	X	X	X	Strengthen state/national relationships Increase research funding Increase state support

UWF Strategic Direction: Infrastructure

Presidential Goal	FY 20-21	FY 21-22	FY 22-23	Anticipated Outcomes
Complete and launch landscape master plan phase I <i>Deferred due to funding</i>	X	X		Visibility Efficiency
Landscape master plan implementation (contingent upon funding)		X	X	Visibility Efficiency
Campus master plan approval and launch	X			Visibility Efficiency
Field house renovation <i>Deferred due to funding</i>	X	X		Increase event capacity
Implement COVID-19 response plan <i>New goal</i>	X			Healthier and safer campus environment Student retention Enrollment Progress to degree Fiscal health of the institution

**University of West Florida
11000 University Parkway
Pensacola, Florida 32514**

**Attorney-Client Executive Session
June 19, 2020**

This executive session is the last item on the public agenda during the Emergency Meeting of the University of West Florida Board of Trustees scheduled for June 19, 2020 and will begin immediately after the other agenda items are concluded.

Virtual Meeting

The University of West Florida Board of Trustees will enter into executive session to discuss matters relative to pending litigation. Pursuant to Section 286.011(8), that executive session is closed and exempt from the provisions of Section 286.011, Florida Statutes.

Persons in attendance:

Trustees

Chair Dave Cleveland
Vice-Chair Suzanne Lewis
Sherry Schneider
Dick Baker
Lewis Bear Jr.
Greg Britton
Jill Singer
Bob Jones
Jordan Negron
Robert Sires
Alonzie Scott
Stephanie White

Executive Officer

President Martha D. Saunders

Counsel

Pamela E. Langham, Esquire
General Counsel

Court Reporter

Christina Esposito