



AGENDA

THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES MEETING

**December 5, 2019
9:00 a.m.**

**UWF Conference Center
11000 University Pkwy., Bldg. 22
Pensacola, FL 32514**

APPROVAL OF MINUTES BY COMMITTEES

Academic Affairs Committee:

- Approve Minutes of November 6, 2019

Adrienne Collins, Chair

Audit and Compliance Committee:

- Approve Minutes of November 6, 2019

Bob Jones, Chair

Finance, Facilities & Operations Committee:

- Approve Minutes of November 6, 2019

Suzanne Lewis, Chair

Student Affairs Committee:

- Approve Minutes of November 6, 2019

Greg Britton, Chair

Officer Nominations Ad Hoc Committee:

- Approve Minutes of October 7, 2019

Adrienne Collins, Chair

Real Estate Planning Ad Hoc Committee:

- Approve Minutes of November 26, 2019

Suzanne Lewis, Chair

FULL BOARD

- I. **Call to Order and Chair's Remarks** **Mort O'Sullivan**
- II. **Student Presentation** **Camila Medina Pacheco**, Senior Biomedical Sciences major
Emily Bailey, Senior Nursing major
Patricia Worth, Senior Nursing major
- III. **President's Report** **Dr. Martha Saunders**
- IV. **Approval of Minutes**
- September 19, 2019 Board of Trustees Meeting
 - November 6, 2019 Special Board of Trustees Meeting
- V. **Committee Reports**
- Academic Affairs Committee - Adrienne Collins, Chair
 - Audit and Compliance Committee – Bob Jones, Chair
 - Finance, Facilities and Operations Committee – Suzanne Lewis, Chair
 - Student Affairs Committee – Greg Britton, Chair
- VI. **Direct Support Organization Reports**
- UWF Business Enterprises, Inc. – Trustee Dave Cleveland
 - UWF Foundation, Inc. – Trustee Dave Cleveland
 - West Florida Historic Trust, Inc. – Trustee Suzanne Lewis
- VII. **Public Comment**
- VIII. **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. Acceptance of Office of Compliance and Ethics Annual Report 2018-19
 - b. Acceptance of UWF Internal Auditing Reports Issued: Police Department 18-19 006; Parking & Transportation Services 19-20 001
 - c. Acceptance of Internal Auditing PCard Audit Reports Quarter 1 Update (July – September 2019)
 - d. Acceptance of External Audit of Financial Statements of Direct Support Organization: West Florida Historic Trust, Inc.

- e. Approval of Request to Offer New Degree Program – Bachelor of Science in Construction Management
- f. Approval of Request to Terminate a Degree Program – Bachelor of Science in Athletic Training
- g. Approval of Amendments to UWF Regulation 3.010 Student Code of Conduct
- h. Approval of Amendments to UWF Regulation 3.018 Prohibition of Hazing Procedures and Penalties

IX. Action Items

1. Approval of Fiscal Year 2019-20 Current Modified Operating Budget and Authorization of the President to Make Subsequent Changes to the Budget as Needed
2. Approval and Authorization of Specified Officers and Employees of the University to Sign Checks
3. Election of Officers

X. Informational Items

1. UWF Board of Trustees Real Estate Planning Ad Hoc Committee Final Report
2. UWF Business Enterprises, Inc. Update
3. Performance Based Funding Metrics Update

XI. Board Engagement

Other Business

Adjournment

Campus Engagement Opportunity

- Tour of the Usha Kundu MD College of Health Department of Nursing

Other Activities and Upcoming Events

- December 12, 2019 - UWF Holidayfest, UWF Historic Trust Museum Plaza
- December 14, 2019 - Fall Commencement, Pensacola Bay Center
- December 23, 2019 – January 1, 2020 - UWF Winter Break

UWF Board of Trustees Meeting
December 5, 2019

Issue: FY 2019-20 Current Modified Operating Budget

Proposed Action: Approve and Authorize

Background Information:

The FY 2019-20 Estimated Consolidated Operating Budget for the University of West Florida was approved by the Board of Trustees and submitted to the Florida Board of Governors in August 2019.

Subsequent to the approval of the Estimated Consolidated Operating Budget, additional data becomes available that requires modification to the approved budget. This revised budget is referred to as the Current Modified Operating Budget. Although the Current Modified Operating Budget is continually refined throughout the fiscal year, the majority of significant changes occur by the end of the first quarter. Accordingly, the Current Modified Operating Budget as of September 30, 2019, is presented to the Board for review and approval. Changes subsequent to the first quarter are incorporated into the discussion of Budget to Actual presented to the Board's Finance, Facilities, and Operations Committee for the remaining quarters of the fiscal year.

Recommendations:

1. **Approve** the September 30, 2019 Current Modified Operating Budget for the fiscal year ending June 30, 2020 for both appropriated and non-appropriated funds.
2. **Authorize** the President to make subsequent changes to the budget as needed.

Implementation: N/A

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees for the University of West Florida

Supporting documents:

FY 2019-20 Current Modified Operating Budget as of September 30, 2019 (7 pages)

FY 2019-20 Operating Budget Timeline (1 page)

Prepared by: Mr. Jeremy Ochoa, Assistant Controller, 850-474-2023, jochoa@uwf.edu and
Mr. Jeffrey A. Djerlek, Associate Controller, 850-474-2759, jdjerlek@uwf.edu

Facilitator/Presenter: Mr. Jeffrey A. Djerlek, Associate Controller, 850-474-2759, jdjerlek@uwf.edu

University of West Florida
Consolidated BOT Approved Operating Budget Summary
First Quarter
For the Fiscal Year Ending June 30, 2020

	Education & General	Carry Forward	Auxiliaries	Athletics	Student Activity	Contracts & Grants	Financial Aid	Concessions	Technology	Board Approved Fees (Green Fee)	Total All Funds
Beginning Balance	\$0	\$38,698,143	\$36,461,345	\$683,944	\$1,533,597	\$8,565,124	\$4,759,233	\$450,602	\$1,803,259	\$329,099	\$93,284,347
Revenues & Transfers In:											
1. State Appropriated Funds	\$108,734,666	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108,734,666
2. Enhancement Trust Fund (Lottery)	\$10,542,913	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,542,913
3. Student Fee Trust Fund (Tuition)	\$45,798,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,798,775
4. Federal Grants Trust Fund (Education)	\$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
6. Sales of Goods & Services	\$0	\$0	\$2,604,012	\$277,000	\$300	\$0	\$0	\$0	\$0	\$0	\$2,881,312
7. Fees	\$0	\$0	\$23,269,316	\$4,860,000	\$3,266,500	\$37,390	\$3,654,000	\$0	\$1,393,348	\$182,000	\$36,662,554
8. Miscellaneous Receipts	\$0	\$0	\$1,707,803	\$899,000	\$0	\$1,189,661	\$40,339,000	\$197,416	\$0	\$0	\$44,332,880
9. Other Grants & Donations	\$0	\$0	\$32,351	\$0	\$0	\$5,834,882	\$0	\$0	\$0	\$0	\$5,867,233
10. Rent	\$0	\$0	\$393,305	\$5,550	\$0	\$0	\$0	\$0	\$0	\$0	\$398,855
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$9,796,339	\$43,119,000	\$0	\$0	\$0	\$52,915,339
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$2,852,708	\$0	\$0	\$0	\$0	\$2,852,708
13. Other Revenue	\$0	\$0	\$5,866,173	\$0	\$0	\$374,758	\$847,000	\$0	\$33,400	\$6,000	\$7,127,331
14. Total Additions to Fund Balance	\$165,076,354	\$0	\$33,872,960	\$6,041,550	\$3,266,800	\$20,085,738	\$87,959,000	\$197,416	\$1,426,748	\$188,000	\$318,114,566
15. Total Resources Available	\$165,076,354	\$38,698,143	\$70,334,305	\$6,725,494	\$4,800,397	\$28,650,862	\$92,718,233	\$648,018	\$3,230,007	\$517,099	\$411,398,913
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$107,452,385	\$5,274,780	\$9,255,771	\$3,117,519	\$1,442,760	\$6,215,633	\$0	\$0	\$0	\$0	\$132,758,848
17. Other Personal Services (OPS)	\$8,883,151	\$1,520,076	\$2,886,539	\$419,261	\$755,774	\$1,914,283	\$0	\$0	\$10,959	\$0	\$16,390,043
18. Expenses	\$46,060,630	\$10,357,329	\$16,454,921	\$3,111,259	\$544,095	\$12,610,046	\$91,980,703	\$97,416	\$533,197	\$177,500	\$181,927,096
19. Other Capital Outlay (OCO)	\$223,167	\$2,133,994	\$171,070	\$0	\$27,600	\$752,708	\$0	\$0	\$789,645	\$72,875	\$4,171,059
20. Library Resources	\$1,094,227	\$354,729	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,448,956
21. Risk Management	\$642,845	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$642,845
22. Financial Aid	\$719,949	\$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
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25. Transfers	\$0	\$0	\$954,084	(\$557,773)	\$339,771	(\$356,379)	(\$479,703)	\$100,000	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$4,665,712	\$1,592,595	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,258,307
27. Total Resources Used	\$165,076,354	\$24,306,620	\$31,314,980	\$6,090,266	\$3,110,000	\$21,136,291	\$91,501,000	\$197,416	\$1,333,801	\$250,375	\$344,317,103
Net Change	\$0	(\$24,306,620)	\$2,557,980	(\$48,716)	\$156,800	(\$1,050,553)	(\$3,542,000)	\$0	\$92,947	(\$62,375)	(\$26,202,537)
Ending Balance	\$0	\$14,391,523	\$39,019,326	\$635,228	\$1,690,397	\$7,514,571	\$1,217,233	\$450,602	\$1,896,206	\$266,724	\$67,081,810

University of West Florida
Consolidated Current Modified Operating Budget Summary
First Quarter
For the Fiscal Year Ending June 30, 2020

	Education & General	Carry Forward	Auxiliaries	Athletics	Student Activity	Contracts & Grants	Financial Aid	Concessions	Technology	Board Approved Fees (Green Fee)	Total All Funds
Beginning Balance	\$0	\$35,468,370	\$34,895,053	\$358,021	\$1,596,747	\$8,346,043	\$5,576,836	\$295,371	\$1,945,813	\$322,179	\$88,804,433
Revenues & Transfers In:											
1. State Appropriated Funds	\$108,715,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$108,715,919
2. Enhancement Trust Fund (Lottery)	\$10,542,913	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,542,913
3. Student Fee Trust Fund (Tuition)	\$45,798,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,798,775
4. Federal Grants Trust Fund (Education)	\$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
6. Sales of Goods & Services	\$0	\$0	\$2,604,012	\$277,000	\$300	\$0	\$0	\$0	\$0	\$0	\$2,881,312
7. Fees	\$0	\$0	\$23,019,316	\$4,860,000	\$3,266,500	\$37,390	\$5,483,566	\$0	\$1,393,348	\$182,000	\$38,242,120
8. Miscellaneous Receipts	\$0	\$0	\$1,957,803	\$899,000	\$0	\$1,189,661	\$40,337,162	\$197,416	\$0	\$0	\$44,581,042
9. Other Grants & Donations	\$0	\$0	\$32,351	\$0	\$0	\$5,834,882	\$0	\$0	\$0	\$0	\$5,867,233
10. Rent	\$0	\$0	\$393,305	\$5,550	\$0	\$0	\$0	\$0	\$0	\$0	\$398,855
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$9,796,339	\$41,234,485	\$0	\$0	\$0	\$51,030,824
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$2,852,708	\$0	\$0	\$0	\$0	\$2,852,708
13. Other Revenue	\$0	\$0	\$5,866,173	\$0	\$0	\$374,758	\$903,787	\$0	\$33,400	\$6,000	\$7,184,118
14. Total Additions to Fund Balance	\$165,057,607	\$0	\$33,872,960	\$6,041,550	\$3,266,800	\$20,085,738	\$87,959,000	\$197,416	\$1,426,748	\$188,000	\$318,095,819
15. Total Resources Available	\$165,057,607	\$35,468,370	\$68,768,013	\$6,399,571	\$4,863,547	\$28,431,781	\$93,535,836	\$492,787	\$3,372,561	\$510,179	\$406,900,252
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$108,816,344	\$1,345,137	\$9,715,767	\$3,117,519	\$1,442,800	\$5,955,580	\$0	\$0	\$0	\$0	\$130,393,147
17. Other Personal Services (OPS)	\$7,143,391	\$575,997	\$3,035,439	\$419,261	\$797,400	\$1,952,702	\$0	\$0	\$0	\$0	\$13,924,190
18. Expenses	\$46,317,390	\$16,870,100	\$16,862,116	\$3,079,162	\$890,176	\$8,985,197	\$92,001,703	\$92,943	\$507,124	\$194,938	\$185,800,849
19. Other Capital Outlay (OCO)	\$127,769	\$1,885,366	\$493,445	\$86,971	\$0	\$1,021,607	\$0	\$0	\$793,250	\$72,875	\$4,481,283
20. Library Resources	\$1,404,148	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,404,148
21. Risk Management	\$528,616	\$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	\$719,949
23. Debt Service	\$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
25. Transfers	\$0	\$0	\$954,084	(\$557,773)	\$339,771	(\$20,000)	(\$816,082)	\$100,000	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$3,630,020	\$2,164,390	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,794,410
27. Total Resources Used	\$165,057,607	\$24,306,620	\$33,225,241	\$6,145,140	\$3,470,147	\$17,895,086	\$91,185,621	\$192,943	\$1,300,374	\$267,813	\$343,046,592
Net Change	\$0	(\$24,306,620)	\$647,719	(\$103,590)	(\$203,347)	\$2,190,652	(\$3,226,621)	\$4,473	\$126,374	(\$79,813)	(\$24,950,773)
Ending Balance	\$0	\$11,161,750	\$35,542,772	\$254,431	\$1,393,400	\$10,536,695	\$2,350,215	\$299,844	\$2,072,187	\$242,366	\$63,853,660

University of West Florida
Education & General
First Quarter
For the Fiscal Year Ending June 30, 2020

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2019	Change	Notes & Comments
Beginning Balance	\$0	\$0	\$0	
Revenues & Transfers In:				
1. State Appropriated Funds	\$108,734,666	\$108,715,919	(\$18,747)	Adj for Decr in Risk Mgmt Insurance Premium
2. Enhancement Trust Fund (Lottery)	\$10,542,913	\$10,542,913	\$0	
3. Student Fee Trust Fund (Tuition)	\$45,798,775	\$45,798,775	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	\$0	
7. Fees	\$0	\$0	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$165,076,354	\$165,057,607	(\$18,747)	
15. Total Resources Available	\$165,076,354	\$165,057,607	(\$18,747)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$107,452,385	\$108,816,344	\$1,363,959	128 BTs: Multiple Budget Adjs for Sal & State Bene Rate Increases
17. Other Personal Services (OPS)	\$8,883,151	\$7,143,391	(\$1,739,760)	141 BTs: Multiple Budget Adjs to Cover Sal & State Bene Rate Increases
18. Expenses	\$46,060,630	\$46,317,390	\$256,760	307 BTs: Nothing of Significance
19. Other Capital Outlay (OCO)	\$223,167	\$127,769	(\$95,398)	Budgeted Funds Decr for Equip Purchase and Reallocate for Operating Exps
20. Library Resources	\$1,094,227	\$1,404,148	\$309,921	Budgeted Funds Incr to Align with Est Regular Book Purchases
21. Risk Management	\$642,845	\$528,616	(\$114,229)	Budgeted Funds Adjusted per SUS Allocation
22. Financial Aid	\$719,949	\$719,949	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	\$0	\$0	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$165,076,354	\$165,057,607	(\$18,747)	
Net Change	\$0	\$0	(\$37,494)	
Ending Balance	\$0	\$0	(\$37,494)	

University of West Florida
Carry Forward
First Quarter
For the Fiscal Year Ending June 30, 2020

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2019	Change	Notes & Comments
Beginning Balance	\$38,698,143	\$35,468,370	(\$3,229,773)	
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	\$0	
7. Fees	\$0	\$0	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$0	\$0	\$0	
15. Total Resources Available	\$38,698,143	\$35,468,370	(\$3,229,773)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$5,274,780	\$1,345,137	(\$3,929,643)	174 BTs: Budg Funds Changes per Depts Aligning with CF Spending Plan
17. Other Personal Services (OPS)	\$1,520,076	\$575,997	(\$944,079)	135 BTs: Budg Funds Changes per Depts Aligning with CF Spending Plan
18. Expenses	\$10,357,329	\$16,870,100	\$6,512,771	487 BTs: Budg Funds Chges per CF Spending Plan incl Def Maint &
19. Other Capital Outlay (OCO)	\$2,133,994	\$1,885,366	(\$248,628)	28 BTs: Realigned Funds to Exp for Updated Est Needs
20. Library Resources	\$354,729	\$0	(\$354,729)	Funds Reduced as Book Purchase are Occuring in E&G and not in Carry Forward funds this yr
21. Risk Management	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	\$0	\$0	\$0	
26. Fixed Capital Outlay (FCO)	\$4,665,712	\$3,630,020	(\$1,035,692)	Unused Rsc Ops & Lab Sci Funds to Exp for Def Maint Projects and bala left for Switch Gear
27. Total Resources Used	\$24,306,620	\$24,306,620	\$0	
Net Change	(\$24,306,620)	(\$24,306,620)	(\$3,229,773)	
Ending Balance	\$14,391,523	\$11,161,750	(\$6,459,546)	

University of West Florida
Auxiliaries
First Quarter
For the Fiscal Year Ending June 30, 2020

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2019	Change	Notes & Comments
Beginning Balance	\$36,461,345	\$34,895,053	(\$1,566,292)	
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$2,604,012	\$2,604,012	\$0	
7. Fees	\$23,269,316	\$23,019,316	(\$250,000)	Correction on Budg Est Fees overstated for Child Care S/B Misc Rev Category
8. Miscellaneous Receipts	\$1,707,803	\$1,957,803	\$250,000	Correction on Budg Est Fees overstated for Child Care S/B Misc Rev Category
9. Other Grants & Donations	\$32,351	\$32,351	\$0	
10. Rent	\$393,305	\$393,305	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$5,866,173	\$5,866,173	\$0	
14. Total Additions to Fund Balance	\$33,872,960	\$33,872,960	\$0	
15. Total Resources Available	\$70,334,305	\$68,768,013	(\$1,566,292)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$9,255,771	\$9,715,767	\$459,996	25 BTs: \$275k Sal Incr for New CEPS Pos; Rem BTs to Incr Sal for Anticipated Costs
17. Other Personal Services (OPS)	\$2,886,539	\$3,035,439	\$148,900	12 BTs: \$60k Incr for IEP Instructors, Rem BTs to Adj to OPS Staff Needs
18. Expenses	\$16,454,921	\$16,862,116	\$407,195	39 BTs: \$100k for Cyber; \$100k Incr for Study Abroad; Rem BTs Adj to Act from Orig Est
19. Other Capital Outlay (OCO)	\$171,070	\$493,445	\$322,375	6 BTs: \$284k Incr for STEAM Art Sculpture, \$20k Biology Lab Equip
20. Library Resources	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	\$954,084	\$954,084	\$0	
26. Fixed Capital Outlay (FCO)	\$1,592,595	\$2,164,390	\$571,795	3 BTs: \$495k Incr for Bldg 234 Univ Pk Ctr; \$80k Incr for Argo Village Unit 1 Buildout
27. Total Resources Used	\$31,314,980	\$33,225,241	\$1,910,261	
Net Change	\$2,557,980	\$647,719	\$343,969	
Ending Balance	\$39,019,325	\$35,542,772	(\$1,222,323)	

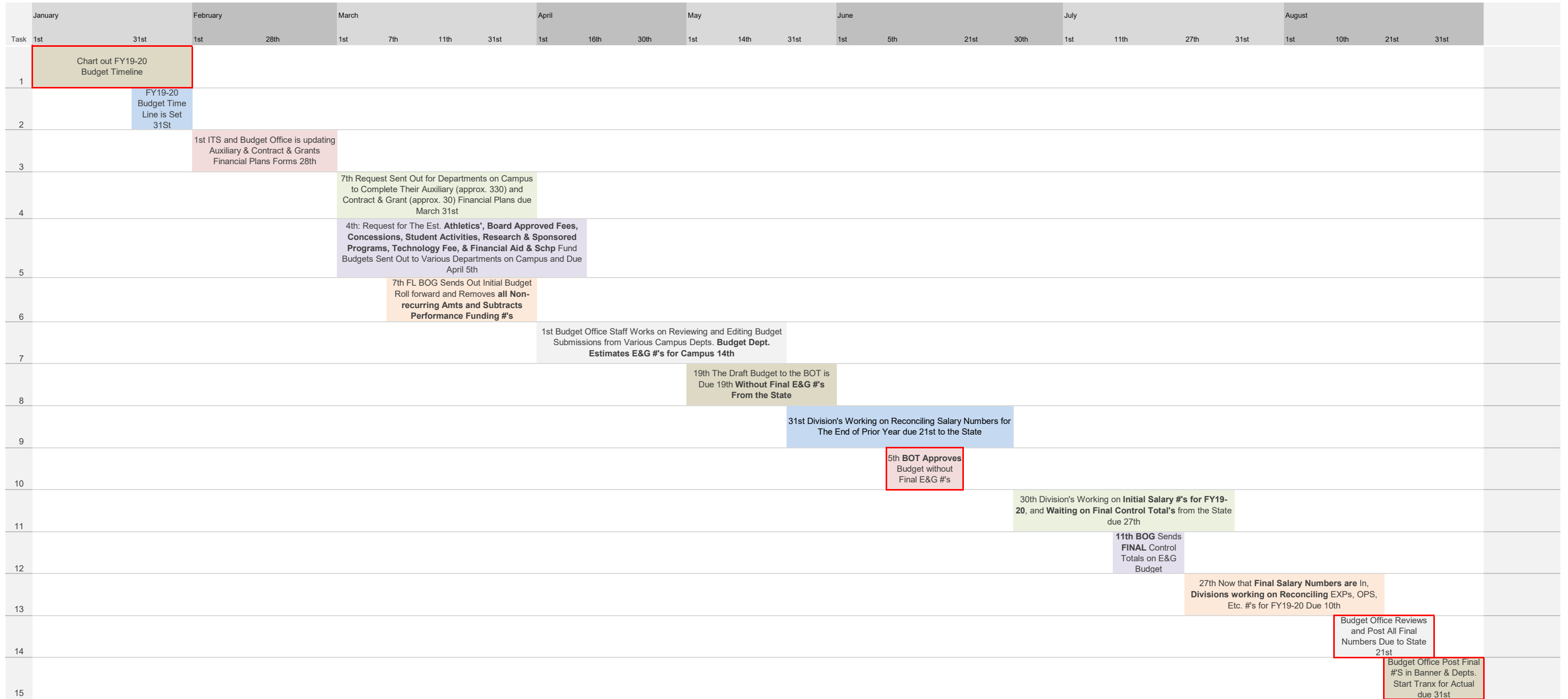
University of West Florida
Athletics
First Quarter
For the Fiscal Year Ending June 30, 2020

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2019	Change	Notes & Comments
Beginning Balance	\$683,944	\$358,021	(\$325,923)	
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$277,000	\$277,000	\$0	
7. Fees	\$4,860,000	\$4,860,000	\$0	
8. Miscellaneous Receipts	\$899,000	\$899,000	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$5,550	\$5,550	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$6,041,550	\$6,041,550	\$0	
15. Total Resources Available	\$6,725,494	\$6,399,571	(\$325,923)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$3,117,519	\$3,117,519	\$0	
17. Other Personal Services (OPS)	\$419,261	\$419,261	\$0	
18. Expenses	\$3,111,259	\$3,079,162	(\$32,097)	4 BTs: \$87k Tranx to OCO for Canopies; \$55k Incr for Field House Rebranding
19. Other Capital Outlay (OCO)	\$0	\$86,971	\$86,971	3 BTs: Incr to Budget for B234 Canopies
20. Library Resources	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	(\$557,773)	(\$557,773)	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$6,090,266	\$6,145,140	\$54,874	
Net Change	(\$48,716)	(\$103,590)	(\$271,049)	
Ending Balance	\$635,228	\$254,431	(\$596,972)	

University of West Florida
Student Activities
First Quarter
For the Fiscal Year Ending June 30, 2020

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2019	Change	Notes & Comments
Beginning Balance	\$1,533,597	\$1,596,747	\$63,150	
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$300	\$300	\$0	
7. Fees	\$3,266,500	\$3,266,500	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$3,266,800	\$3,266,800	\$0	
15. Total Resources Available	\$4,800,397	\$4,863,547	\$63,150	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$1,442,760	\$1,442,800	\$40	1 BT: Nothing Significant
17. Other Personal Services (OPS)	\$755,774	\$797,400	\$41,626	5 BTs: \$27k Tranx from OCO for A&S Fee Mktng; \$13k Incr for Campus Act Bd Prgms
18. Expenses	\$544,095	\$890,176	\$346,081	7 BTs: \$280k for Proj Waivers; \$38k for Argo Arrival; \$18k for Homecoming Band
19. Other Capital Outlay (OCO)	\$27,600	\$0	(\$27,600)	1 BT: Tranx Funds to OPS for A&S Fee Marketing
20. Library Resources	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	\$339,771	\$339,771	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$3,110,000	\$3,470,147	\$360,147	
Net Change	\$156,800	(\$203,347)	\$423,297	
Ending Balance	\$1,690,397	\$1,393,400	\$486,447	

UWF's FY 19-20 Operating Budget Timeline



UWF Board of Trustees Meeting
Full Board Meeting
December 5, 2019

Issue: Authorization to Sign Checks

Proposed action: Approval

Background information:

Section 1011.42(7), Florida Statutes, University depositories; deposits into and withdrawals from depositories, states in relevant part:

(7) The university board of trustees shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university.

Current authorized check signers are as follows:

- Martha D. Saunders, President
- Betsy Bowers, Vice President, Division of Finance and Administration
- Colleen M. Asmus, Associate Vice President for Finance/Controller
- Jeffrey A. Djerlek, Associate Controller

Effective January 1, 2020, Jeffrey Djerlek, Associate Controller, will be replacing Colleen M. Asmus as Controller. Amie Bennett, Accounting Coordinator, will be replacing Jeffrey Djerlek as Associate Controller and will be an authorized check signer.

Recommendation: Approval and authorization of specified officers and employees of the university to sign checks by adopting the following resolution effective immediately:

BE IT RESOLVED THAT, effective January 1, 2020, the following officers and employees of the University are authorized to sign checks for the purpose of paying legal obligations of the University from accounts held at Coastal Bank and Trust, P.O. Box 12966, Pensacola, Florida 32591 as long as the expenditures are authorized by all applicable University policies and State Regulations:

- Martha D. Saunders, President
- Betsy Bowers, Vice President, Division of Finance and Administration
- Jeffrey Djerlek, Associate Vice President for Finance/Controller
- Amie Bennett, Associate Controller

Implementation Plan: None needed.

Fiscal Implications:

Fiscal oversight by the UWF Board of Trustees for the University of West Florida

Supporting documents: None

Prepared by: Colleen M. Asmus, Associate Vice President for Finance/Controller,
(850) 474-2642, casmus@uwf.edu

Facilitator/Presenter: Colleen M. Asmus, Associate Vice President for Finance/Controller

UWF Board of Trustees Meeting
December 5, 2019

Issue: Election of Officers

Proposed action: Elect Chair and Vice Chair

Background information:

The Bylaws of the UWF Board of Trustees indicate that the Chair and Vice-Chair of the Board are to be selected at the last regularly scheduled meeting of the calendar year for a two-year term to begin January 1.

Powers and Duties of Officers

The officers of the Board of Trustees are the chair, vice-chair, executive officer and corporate secretary. The chair and vice-chair shall be selected from the members appointed by the Governor or the Board of Governors by the Board of Trustees at the last regularly scheduled meeting of the calendar year for a two- year term to begin January 1. The university president shall serve as executive officer and corporate secretary of the Board of Trustees. *[Powers and Duties of Officers; Article I Organization; Bylaws of UWF Board of Trustees Revision Adopted 6/15/16]*

BOT Chair Mort O’Sullivan appointed an Ad Hoc Committee at the September 19, 2019 full BOT meeting for the purpose of nominating the next officers of the Board. Chair O’Sullivan appointed Trustee Adrienne Collins to serve as chair of the committee and also appointed Trustee Dick Baker and Trustee Lewis Bear, Jr. to serve on the committee.

On October 7, 2019, the committee met, deliberated and unanimously selected Vice Chair and Trustee Dave Cleveland to be considered by the full board for the position of Chair. The committee also unanimously selected Trustee Suzanne Lewis to be considered by the full board for the position of Vice Chair.

The committee was charged with submitting nominees for Chair and Vice Chair at the November 6, 2019 special meeting of the full Board of Trustees.

In accordance with the UWF BOT Bylaws, the election of officers shall take place at the December 5, 2019 Board of Trustees meeting. Nominations may also be taken from the floor at that time.

Recommendation: Elect Chair and Vice Chair

Implementation Plan: Upon election

Fiscal Implications: None

Supporting documents: UWF BOT Bylaws

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

Presenter: Trustee Adrienne Collins, Chair, BOT Officer Nominations Ad Hoc Committee

Bylaws of UWF Board of Trustees

Revision Adopted 2/25/05

Revision Adopted 9/18/09

Revision Adopted 12/9/11

Revision Adopted 6/15/16

ARTICLE I ORGANIZATION

The Corporation

The University of West Florida Board of Trustees ("Board of Trustees" or "Board") is established as a body corporate, with all powers of a body corporate as provided by Florida law. The Board of Trustees is a corporation primarily acting as an instrumentality or an agency of the state, pursuant to s. 768.28 (2), for purposes of sovereign immunity. The Board shall perform all duties prescribed by the Board of Governors, applicable law and rules.

Membership

The Board of Trustees is composed of thirteen persons, six members appointed by the governor of the State of Florida, five members appointed by the Board of Governors, the president of the University of West Florida Student Government Association ("UWF SGA"), and the president of the University of West Florida Faculty Senate.

Board of Trustees members who are appointed by the governor and the Board of Governors shall be appointed for staggered five-year terms. The president of the University of West Florida Student Government Association will serve for as long as he or she is president of the UWF SGA, and the president of the Faculty Senate usually shall serve for as long as he or she remains president.

Members of the Board shall serve without compensation but may be reimbursed for travel and per diem expenses in accordance with state law.

Powers and Duties of Officers

The officers of the Board of Trustees are the chair, vice-chair, executive officer and corporate secretary. The chair and vice-chair shall be selected from the members appointed by the Governor or the Board of Governors by the Board of Trustees at the last regularly scheduled meeting of the calendar year for a two- year term to begin January 1. The chair and vice-chair shall be eligible for reselection for one consecutive term, after which they may not be an officer for two years before being eligible for selection again. Notwithstanding the previous provision, however, the chair may be

selected for additional consecutive terms upon a two thirds vote of the Board of Trustees.

The university president shall serve as executive officer and corporate secretary of the Board of Trustees.

Chair/vice chair

The chair shall preside at all meetings of the Board of Trustees, call special meetings of the Board when necessary, attest to actions of the Board and appoint trustees to standing and ad hoc committees.

The chair shall notify the Governor or the Board of Governors, as applicable, in writing whenever a Board member has three consecutive unexcused absences from regular Board meetings in any fiscal year, which may be grounds for removal by the Governor or the Board of Governors, as applicable.

The vice-chair shall act as chair during the absence or disability of the chair.

Executive Officer/Corporate Secretary

The university president, as executive officer and corporate secretary, shall be responsible to the Board for all operations of the university and for setting the agenda for meetings of the Board in consultation with the chair.

As executive officer, the university president shall serve as the principle liaison officer and official contact between the Board and the faculty, staff and students of the university. The university president shall exercise such powers as are appropriate to his/her position in promoting, supporting and protecting the interests of the university and in managing and directing its affairs. The university president may issue directives and executive orders not in contravention of existing Board policies. The university president shall be responsible for all educational, financial, business and administrative functions of the university consistent with the policies established by the Board and shall exercise such other powers, duties and responsibilities as are delegated or assigned by the Board of Trustees, the Board of Governors and Florida statute.

As corporate secretary, the university president shall be responsible for noticing meetings of the Board and its committees, setting the agenda and compiling supporting documents for meetings of the Board, at the direction of the Board, recording and maintaining the minutes of any Board or meeting, including a record of attendance and votes cast, executing or attesting to all documents which have been executed by the Board, and shall be custodian of the corporate seal. The university president may

designate an individual to serve as deputy corporate secretary to the Board.

ARTICLE II MEETINGS

Regular meetings - The Board will meet no fewer than four times per fiscal year, at a time and place designated by the chair. Meetings of the Board are open to the public and all official acts will be taken at public meetings, unless exempt from the open meetings law. The schedule of meetings is available on the University of West Florida website at <http://www.uwf.edu/trustees>.

Special Meetings - The Board may meet in special meetings, including hearings and workshops, at a time and place designated by the chair.

Emergency Meetings - An emergency meeting of the Board may be called by the chair of the Board upon no less than twenty-four (24) hours notice whenever, in the opinion of the chair, an issue requires immediate Board action. Whenever such emergency meeting is called, the chair will notify the corporate secretary. The corporate secretary will immediately serve either verbal or written notice upon each member of the Board, stating the date, hour and place of the meeting and the purpose for which the meeting has been called. In addition, notice will be given to the public. No other business will be transacted at the meeting unless additional emergency matters are agreed to by a majority of those Board members in attendance. The minutes of each emergency meeting will show the manner and method by which notice of such emergency meeting was given to each member of the Board and to the public.

Notice of Meetings - Notice of regular meetings, committee meetings, and special meetings of the Board will be given not less than seven days before the event and will include a statement of the general subject matter to be considered. Whenever an emergency meeting is scheduled to be held, the corporate secretary will post a notice at the university library and at <http://www.uwf.edu/trustees> of the time, date, place, and purpose of the meeting.

Closed Sessions - As provided by law, the Board may conduct closed sessions when it meets to consider or discuss such matters as pending litigation with the Board attorney, collective bargaining, evaluations of claims filed with a risk management program, or challenges to the content of student records or reports. The minutes of attorney-client sessions and risk management meetings shall be exempt from public disclosure until termination of the litigation and settlement of all claims arising out of the

same incident. All work products developed for the Board and the university in preparation for, and during, collective bargaining negotiations shall be exempt from disclosure.

Meetings by Means of Telephone Conference Calls and other Communications Media Technology

- a. The Board may use telephone conference calls and other communications media technology to conduct Board business in the same manner as if the proceeding were held in person.
- b. The notice of any meeting conducted by means of communication media technology will state where and how members of the public may gain access to the meeting.

Quorum - Nine (9) members of the Board must be in attendance to constitute a quorum for the transaction of business.

Voting - A majority vote of the full Board is required for appointing and removing the president. On all other matters, a majority of voting members is required for approval. A trustee may abstain from voting only under those circumstances proscribed by law. Voting by proxy or by mail shall not be permitted.

Parliamentary rules - Roberts Rules of Order, newly revised, will be followed in conducting meetings of the Board, unless otherwise provided by the Board.

Agenda

The agenda for each meeting of the Board shall be prepared by the university president or his/her designee. Every request for inclusion of an item on the agenda of a meeting shall be put in writing and filed, together with any supporting documents, with the university president sufficiently far in advance of the meeting to permit a determination to be made by the university president with respect to the propriety and practicability of including that item on the agenda for the meeting. The university president will assemble the items received, with sufficient time to prepare the agenda in advance of each meeting and provide a copy of the agenda to each member of the Board at least seven days prior to the meeting. If additional items or supporting documentation become available, a supplemental agenda will be provided at least three days prior to the meeting.

Minutes

The Board of Trustees shall keep, and within two weeks after a meeting, post prominently on the University's website detailed meeting minutes for all meetings, including the vote history and attendance of each trustee. The corporate secretary or designee, shall cause the minutes to be printed and

preserved and shall transmit copies to the members of the Board of Trustees and to other places where deemed appropriate. All lengthy reports shall be referred to in the minutes and shall be kept on file as part of the university records, but such reports need not be incorporated in the minutes except when so ordered by the Board of Trustees.

ARTICLE III COMMITTEES

Trustees appointed to committees shall serve at the pleasure of the Board chair.

The Executive Committee shall have a minimum of six (6) members, 5 of whom shall be voting trustees, and one of whom shall be the president of the university, who shall be ex-officio without vote and not counted as part of a quorum for the purpose of transacting business. The chair and vice chair of the Board of Trustees, and the chairs of the standing committees of the Board shall also serve. The Board chair may appoint one additional trustee to serve at-large on the Executive Committee.

The purpose of the Executive Committee is twofold: to conserve time, it shall serve at the pleasure of the Board as the Board's agent in helping the president to address routine business between regular Board meetings; and it shall assist the chair and the university president in their joint responsibility to help the Board to function effectively and efficiently by suggesting Board meeting agenda items and periodically assessing the quality of committee work. The Executive Committee shall have authority to act for the Board of trustees on all matters except for the following, which shall be reserved for the Board: presidential selection and termination; trustee and Board officer selection; changes in institutional mission and purposes; changes to the bylaws; incurring of corporate indebtedness; and adoption of the annual budget. These bylaws or other Board policy may reserve other powers for the Board of Trustees.

The Executive Committee shall meet as often as necessary to conduct its business as determined by the chair and university president, and it shall ensure that minutes are taken and promptly distributed to all trustees for subsequent ratification by the Board of trustees at its next regular meeting.

The Board of Trustees may establish such other committees as deemed necessary for the orderly conduct of the business of the Board. The chair may serve as an ex-officio member of any committee so established.

A majority of voting trustee committee members shall constitute a quorum.

ARTICLE IV AMENDMENT OR SUSPENSION OF BYLAWS

The Bylaws may be altered, amended or repealed by a majority vote of all members of the Board at any regular meeting, when notice of the proposed amendment or repeal is provided in the meeting notice. Any provision of these Bylaws may be suspended in connection with the consideration of a matter before the Board by an affirmative vote of not less than nine (9) members of the Board.

**ARTICLE V
APPEARANCES BEFORE THE BOARD**

Individuals or group representatives who desire to appear before the Board to initiate a subject within the Board’s jurisdiction may submit their requests to the university president, as corporate secretary, at 11000 University Parkway, Pensacola, Florida 32514, for the matter to be included in the agenda. The university president, in consultation with the chair, will determine whether the item will be heard and when the item will be heard. The Board may place time limits on any presentation or decline to hear any matter.

The chair may recognize any individual or representative of groups to address the Board.

The Board will permit individuals to address the Board as required by Board policy and Florida law.

In order to proceed with the essential business of the Board in an orderly manner, any individual or group representative who attempts to disrupt a Board meeting will be subject to appropriate action pursuant to law.

**ARTICLE VI
CODE OF ETHICS**

Code of Ethics - Conflict of Interest

Trustees stand in a fiduciary relationship to the University. Therefore, Trustees shall act in good faith with due regard for the interests of the University and shall be guided by the provisions set forth in Florida law for the conduct of public officers. The Board shall adopt a written ethics policy that will be reviewed periodically and revised as necessary.

**ARTICLE VII
MISCELLANEOUS PROVISIONS**

Indemnification

The Board shall, to the extent legally permissible, indemnify and defend each of its trustees, officers, employees, volunteers and other agents against all liabilities and expenses incurred in the connection with the disposition of defense of any action, suit or other proceeding, whether civil

or criminal, in which such person may be involved by reason of university service, except with respect to any matter in which such person shall have been adjudicated in any proceeding not to have acted in good faith; and further provided that no settlement shall be entered into without the prior consultation and approval of the president or the president's designee.

Fiscal Year

The fiscal year of the Board shall commence on July 1 of each year and end on June 30.

Sunshine Laws

Public access to Board records is governed by the provisions of the Public Records Law in Chapter 119, F.S. Board meetings are governed by the provisions of the Open Meetings Law in Chapter 286, F.S.

Corporate Seal

The corporation shall have a seal on which shall be inscribed "The University of West Florida Board of Trustees."

- Adopted Revision 2/25/05
- Adopted Revision 9/18/09
- Adopted Revision 12/09/11
- Adopted Revision 6/15/16

UWF Board of Trustees Meeting
Full Board Meeting
December 5, 2019

Issue: UWF BOT Real Estate Planning Ad-Hoc Committee Update

Proposed action: Informational

Background information:

At the March 20, 2019, Full Board Meeting, President Saunders asked UWF BOT Chair O’Sullivan to solicit the Board’s assistance in helping her make good long-range decisions for the university as we continue the commitment in downtown Pensacola. To assist planning for future UWF needs downtown, the BOT Chair formed a Real Estate Planning Ad-Hoc Committee to be Chaired by Trustee Suzanne Lewis with the following Trustee members Lewis Bear, Dave Cleveland, Adrienne Collins, and Bob Jones.

This update will provide the Board a summary of the committee’s work and report.

Supporting documentation:

UWF BOT Real Estate Ad Hoc Committee Report, December 5, 2019
Appendix 1- Listing of Leased Properties
Appendix 2- Decision Matrix

Prepared by: Betsy Bowers, Vice President, Finance & Administration, (850) 474-2210,
bbowers@uwf.edu

Presenter: Trustee Suzanne Lewis, Chair, BOT Real Estate Planning Ad Hoc Committee

UWF BOARD OF TRUSTEES
REAL ESTATE PLANNING AD HOC COMMITTEE
FINAL REPORT
DECEMBER 5, 2019

Introduction

UWF President Martha Saunders made a commitment toward strengthening UWF's presence with high profile properties in downtown Pensacola that support the goals and mission of UWF. In the President's Report on March 20, 2019, President Saunders stated she has met her commitment, yet UWF still has many opportunities ahead. She requested the Board of Trustees' assistance in helping UWF make good long-range strategic decisions for the University as it continues the commitment in downtown Pensacola.

As a result, the Board of Trustees Chairman Mort O'Sullivan created a Real Estate Planning Ad Hoc Committee on March 20, 2019. The Ad Hoc Committee aligns with UWF Strategic Direction-Infrastructure: Downtown Properties. Committee membership included Trustees Suzanne Lewis (chair), Dave Cleveland, Lewis Bear, Jr., Adrienne Collins, and Bob Jones. (Trustee Lewis Bear, Jr. resigned from the Ad Hoc Committee on October 2, 2019.)

Charge to the Ad Hoc Committee

- Take a closer look at the leased properties UWF occupies.
- Be cognizant that UWF will be creating a new Campus Master Plan during 2020-2021 and a section on leased space will be included.
- Determine if it makes sense for UWF to build or own an off-campus site of its own to house various UWF programs and possibly lease space to other community organizations.
- Report options for the future to the full BOT.

Methodology/Analysis

Staff identified all leased spaces for UWF. There are 26 locations. (**See Appendix 1**) These leased spaces were segregated as to location (downtown Pensacola, north Pensacola, Pensacola Beach, Ft. Walton Beach, and other Florida Cities). Other elements identified for each leased space were:

- Location
- Year occupied
- Landlord
- UWF space classification
- UWF department/contact for the lease
- Term of lease
- Expiration date
- Renewal
- Gross square footage
- Cost
- Annual lease fees
- Funding source (UWF funds or pass through funding via grants)

The Committee met four times: June 3, 2019, July 23, 2019, October 17, 2019 and November 26, 2019. During these meetings discussion ensued regarding various options for UWF: a) continue with separate leases or b) consolidate into one location (Public-Private Partnership [P3], UWF purchase/lease land and build, or other funding sources such as a Triumph grant).

The upcoming Campus Master Plan was always part of the discussion as well as risk, financial impact, flexibility, regulatory requirements, UWF's core mission, strategic plan, and timeframes to achieve each option, as well as return on investment. These discussions culminated in the decision matrix discussed at the October 17, 2019 meeting. (See **Appendix 2**)

Summary

- UWF ownership of new or existing structures will require external funding and Board of Governors (BOG) approval providing for less flexibility and more risk.
 - Overall affordability of debt is a key factor. Present financial resources at UWF are limited. UWF would need to either seek legislative (appropriated) funding, which could be a lengthy process, or seek a loan. In consideration of securing a loan, two factors are significant: the impact on UWF's credit rating and the overall higher long-term cost to service the debt.
 - BOG Debt Management Guidelines require the Board of Governors approval in most cases before a university may take on debt for major construction or acquisition of a structure.
 - BOG now requires 2% escrow plan for PO&M funded with non-state (private) dollars. This 2% is on the total project cost and is for new construction, remodel or renovation that has not received a prior state appropriation.
 - BOG Public-Private Partnership Guidelines (P3) permit such endeavors; however, any P3 project must follow an approval process that includes the Division of Bond Finance in addition to BOG.
- Potential full consolidation, into a new or existing structure, must align with UWF's strategic plan, mission and programmatic needs.
 - The Ad Hoc Committee considered the potential to combine downtown offices or departments into a new or existing structure. As Appendix 2 depicts, the university's strategic plan and mission were considered with all the options.
 - UWF's Strategic Plan, Strategic Direction 1: Learner Centered and Focused outlines two goals
 - a) to provide high-quality learning and co-curricular experiences that inspire students to become enlightened and engaged and successful professionals and
 - b) align resources to deliver exceptional support services and learning opportunities that will ensure students have access, continuity and success.

- The present configuration with downtown leases is expanding these opportunities without significant financial impact to UWF resources.
 - UWF’s Strategic Plan, Strategic Direction 4: Community and Economic Engagement includes two goals
 - a) to strengthen and expand partnerships that amplify UWF’s impact and visibility in the community as an educational, cultural and economic center.
 - b) enhance the region’s education, economy, culture, health and well-being through endeavors beyond campus borders.
 - The existing 26 leases help achieve this goal and at reasonable costs to UWF, based on 2018 average market lease rate.
- Separate leases (status quo) provides lower costs, risk and greater flexibility with opportunities for partial consolidation.
 - Presently, the diverse downtown geographical footprint has given UWF short-term and long-term flexibility. This configuration also provides diversification of the types of facilities used by UWF.
 - From a risk perspective, the risk is limited and diversified, in addition the operational requirements are borne by the landlord vs. UWF and included as part of the lease rates.
 - BOG Regulation 17.001 Lease Authority and UWF Regulation 6.002 Facilities Leasing provide clear guidance on how UWF enters into leases and what factors must be included in the leases.
 - Immediate occupancy is a significant consideration as UWF does not have to wait to acquire funding, obtain BOT, BOG, and Division of Bond Finance approvals, or construct a facility.
 - With leasing, there is limited upfront cost requirements for UWF, along with clear financial planning for expenditures via the lease terms. This provides for predictable cash flow needs.
 - The present leases provide UWF with adequate square footage at reasonable square foot lease rates. Current UWF downtown average lease rates are at \$15.58 per square foot. The average market lease rates for comparable properties in downtown Pensacola in 2018 were \$22.00-\$24.00 per square foot for existing construction and \$30.00+ per square foot for new construction.

Campus Master Plan

The UWF Campus Master Plan process has begun; it is required every five years by Section 1013.30, Florida Statutes. This process will be completed in fiscal year 2020/21. In this new Campus Master Plan, there will be a section on **Leased Properties**. Recommendations of this BOT Ad Hoc Committee will be taken into consideration as part of the Campus Master Plan process.

Indicators for Change

Situations that would move the Board of Trustees to reanalyze the current lease situation:

- More viable funding sources arise. Changes in the availability of funding sources may occur. Examples would include special revenue bond issues, collateralized loans, changes in UWF's base funding, special legislative appropriations, grant funding or other external funding (i.e., Triumph grants, etc.).
- Strategic Plan changes occur. With any update to the UWF Strategic plan, significant additions or deletions of UWF's educational degree programs may occur. Such changes could include different undergraduate and graduate programs, credit, non-credit and certificate programs. Additionally, other factors may occur such as significant changes in UWF enrollment, major increases or decreases in UWF's sponsored research, changes in UWF's outreach and service programs, expansion of UWF's service area, or significant changes in educational delivery platforms in the face-to-face and online education.
- Opportunities for partial consolidation of leases arise. Changes in the real estate market could alter the availability and costs of lease properties downtown. In addition, new development or lease opportunities at downtown Pensacola or other off-site locations may arise.
- Opportunities for partnering with West Florida Historic Trust, Inc. arise. Availability of existing or new West Florida Historic Trust or other properties for UWF educational, research, or service programs could create opportunities for this partnership.
- As in any real estate environment, there may be current unknown factors that will affect future opportunities for UWF to consider regarding its physical presence on and off the main campus.

Recommendations

- Leasing is the university's most practical option at this time.
- The university should establish a process to periodically review indicators for change and conduct comprehensive reviews of all leases.

UWF Leased Property -As of July 8, 2019 for 10/1/19 meeting							Appendix 1									
Building Number	Building Name	Property Address	Year Occupied and Status	Landlord	UWF Space Classification	UWF Contact	Term	Expiration Date	Renewals	Gross Square Footage or Acreage	Cost	ANNUAL LEASE FEE	ACTUAL Cost FY -- UWF Funds Only 2018/19	Actual Cost [pass through UWF, not UWF funds]		
Downtown Pensacola																
1	539	Archaeology Field Head Quarters	2016-Active	Ms. Gail Sassnet 6519 SW 37th Way Gainesville, FL 32608	Office - Field Headquarters	Dr. Elizabeth Benchley Archaeology Department	2 years	3/31/2020	1 additional 2 year term	1,352 sf	\$750 per month	Rent Year 1 \$9,000.00 (\$750.00 per month) Rent Year 2 \$9,270.00 (\$772.50 per month) Rent Year 3 \$9,548.04 (\$795.67 per month) Rent Year 4 \$9,834.48 (\$819.54 per month)	\$ 9,270.00			
2		UWF Mechanical Engineering at Port of Pensacola	2019 -Active	City of Pensacola	Workshop	Dr. Michael Reynolds Dr. Kabou HMCOSE - Mechanical Engineering	month-to-month for 12 months	5/31/20 (unless renewed)		4,500 sf	\$1,800.00 per month/ \$0.40 per sf		\$ 21,600.00			
3	527	Office of Economic Development and Engagement/Haas Center	2016-active	Civic Conversations, LLC c/o Stirling Properties 1 St. Louis Street, Suite 4100 Mobile, AL 36602 Jason Scott	Office	Phyllis Pooley Office of Economic Development and Engagement	3 years	12/31/2020	1 additional 3 year term	4,537 sf	\$15.00 per square foot	Rent Year 1 \$68,055.00 (\$5,671.25 per month) Rent Year 2 \$77,129.00 (\$6,427.42 per month) Rent Year 3 \$81,666.00 (\$6,805.50 per month)	\$ 81,666.00			
4	0543	ATC/Global Online	2018 -Active	Quarter Portions, Inc. 627 East Government Street Pensacola, FL 32502	Office	Michelle Horton Global Online Innovation	3 years	1/1/2021	Additional 3 year terms	4,798 sf	\$24.00 per square foot	Rent Year 1 \$115,152.00 (\$9,596.00 per month) Rent Year 2 \$115,152.00 (\$9,596.00 per month) Rent Year 3 \$115,152.00 (\$9,596.00 per month)	\$ 115,152.00			
5	0527	UWF Center for Cybersecurity	2018-Active	Civic Conversations, LLC c/o Stirling Properties 1 St. Louis Street, Suite 4100 Mobile, AL 36602 Jason Scott	Office	Dr. Eman El-Sheikh Center for Cybersecurity	3 years	1/31/2022	1 additional 3 year term	9,948 sf	\$15.00 per square foot	Rent Year 1 \$149,220.00 (\$12,435.00 per month) Rent Year 2 \$166,629.00 (\$13,885.75 per month) Rent Year 3 \$184,038.00 (\$15,336.50 per month)	\$ 149,220.00			
6	528	Complete Florida Plus- Pensacola first floor suite 102	2013 - Active	DeVillers Square Partnership, LLC c/o Beck Properties Partners CRE/LLC 4900 Bayou Blvd Suite 103 Pensacola, FL 32503	Office	Dr. Pam Northrup Division of Research and Strategic Innovation Innovation Institute	3 years	2/28/2021		1,230 sf	\$18.50 per square foot		Complete Florida State Approp.	\$ 23,019.42		
7	528	Innovation Institute Additional at DeVillers Square	2013 - Active	DeVillers Square Partnership, LLC c/o Beck Properties Partners CRE/LLC 4900 Bayou Blvd Suite 103 Pensacola, FL 32503	Office	Dr. Pam Northrup Division of Research and Strategic Innovation Innovation Institute	3 years	2/28/2021		615 sf	\$17.00 per square foot	Rent Year 1 \$125,691.50 (\$10,474.29 per month) Rent Year 2 \$128,113.50 (\$10,676.13 per month) Rent Year 3 \$132,535.50 (\$11,044.63 per month)	\$ 11,512.80			
8	528	Innovation Institute - DeVillers Square	2013 - Active	DeVillers Square Partnership, LLC c/o Beck Properties Partners CRE/LLC 4900 Bayou Blvd Suite 103 Pensacola, FL 32503	Office/Meeting	Dr. Pam Northrup Division of Research and Strategic Innovation Innovation Institute	3 years	2/28/2021		4,999 sf	\$17.00 per square foot		\$ 93,581.28			
9	0545	UWF Intelligent Systems and Robotics	2019-Active	Alcaniz Centre Commercial Development, LLC 21 S Tarragona Street, Suite 102 Pensacola, FL 32502 William Lovell	Research	Dr. Mohamed Khabou Electrical and Computer Engineering	3 years	1/31/2022	1 additional 3 year term	1,938 sf	\$2,261.00 per month		\$ 27,132.00			
10	527	SBDC -Florida State Director's Office SBDC	2016-Active	Civic Conversations, LLC c/o Stirling Properties 1 St. Louis Street, Suite 4100 Mobile, AL 36602 Jason Scott	Office	David Weeks FL SBDC State Director's Office	3 years	12/31/2020	1 additional 3 year term	4,989 sf	\$15.00 per square foot	Rent Year 1 \$74,835.00 (\$6,236.25 per month) Rent Year 2 \$84,813.00 (\$7,067.75 per month) Rent Year 3 \$89,802.00 (\$7,483.50 per month)	Federal Grant	\$ 89,802.00		
11	540	SBDC at Pensacola Chamber	2012-Active	Sub-Lessor Pensacola Chamber Clay Ingram	Offices	Kelly Massey FSBDC at UWF COB	1 year	1/31/2020		1,650 sf	\$24 sf	Existing lease 2017-001 being modified to Month-to-Month	Federal Grant	\$ 39,600.00		
											11 Locations	Total *	\$ 509,134.08	\$ 152,421.42		
												Square Footage	32,687	7,869		
												(Cost per sq ft \$15.58)				
North Pensacola (includes Main Campus)																
1	0317	UWF Center for Behavior Analysis	2019 -Active	Dr. Ed Ranelli, CEO BEI	Office/Training	Dr. Leasha Barry Office of Applied Behavior Analysis	5 years	1/31/2024		4,300 sf	\$15.00 per square foot	Rent Year 1 \$64,500.00 (\$5,375.00 per month) Rent Year 2 \$65,790.00 (\$5,482.50 per month) Rent Year 3 \$67,123.00 (\$5,593.58 per month) Rent Year 4 \$68,456.00 (\$5,704.66 per month) Rent Year 5 \$69,832.00 (\$5,819.33 per month)	Grant	\$ 64,500.00		

UWF Leased Property -As of July 8, 2019 for 10/1/19 meeting							Appendix 1									
Building Number	Building Name	Property Address	Year Occupied and Status	Landlord	UWF Space Classification	UWF Contact	Term	Expiration Date	Renewals	Gross Square Footage or Acreage	Cost	ANNUAL LEASE FEE	ACTUAL Cost FY -- UWF Funds Only 2018/19	Actual Cost [pass through UWF, <u>not</u> UWF funds]		
2	0522	Marine Service Center	2015 - Active	Hudsc0, Inc. Mr. Hal Hudson 2109 Bayou Blvd Pensacola, FL 32503 850.516.1826 850.433.7033 - fax halpcola@hotmail.com	Shop/Office	Dr. Elizabeth Benchley Archaeology	5 year term	6/30/2023	3 additional 1 year terms	4,800 sf	\$8.13 per square foot	Rent Year 1 \$39,024.00 (\$3,252.00 per month) Rent Year 2 \$40,224.00 (\$3,352.00 per month) Rent Year 3 \$41,424.00 (\$3,452 per month) Rent Year 4 \$42,624.00 (\$3,552.00 per month) Rent Year 5 \$43,824.00 (\$3,652.00 per month)	\$ 39,024.00			
3	8	SBDC @ UWF	2016 - Active	Dr. Ed Ranelli, CEO BEI	Office	Kelly Massey FSBDC at UWF COB	3 years	6/30/2024		2,893 sf	\$ 10.00	\$20,511.37. Rent Year 1 lease fee; renewed 3/1/2019 for 5 years; now paying \$10 sq. ft. plus utilities	Federal Grant	\$ 20,511.37		
												Total *	\$ 39,024.00	\$ 85,011.37		
												Square Footage	4,800	7,193		
Pensacola Beach																
1	n/a	Santa Rosa Island - Beach Property	1977-Active	Board of Trustees of the Internal Improvement Trust Fund	Vacant Property Research	Dr. Melinda Bowers Facilities Management	99 years	9/6/2077		152 acres		\$300.00 per year Upland Fee This fee has been paid in previous years by various accounts. Facilities Services paid this fee beginning Aug. 2005	\$ 300.00	State of Florida lease		
												Total *	\$ 300.00	\$ -		
												Acres	152			
Ft. Walton Beach																
1	01 thru 08	UWF/Northwest Florida State College	1986 - Active	Northwest Florida State College	Office Classroom Lab	Dr. Martha Saunders UWF Branch Campus	year-to-year	N/A		123,870 sf	\$19,260.00 per quarter	\$77,040 per year operating expenses	\$ 77,040.00			
2	F004 R454	Congressman Gaetz Office at Fort Walton Campus Building 4, room 454 Amanda Cogan Chief of Staff Office of Congressman Matt Gaetz Florida's First Congressional District 507 Cannon House Office Building Washington, DC 20515 Phone: 202-225-4136 Fax: 202-225-3414 Email: Amanda.Cogan@mail.house.gov	2017-Active	UWF BOT 11000 University Parkway, Bldg. 10. Pensacola, FL 32514	Office	Dr. Melinda Bowers UWF Emerald Coast	2 years	1/2/2021		114 sf	\$1.00 annual	UWF office space at Northwest Florida State College subleased to Congressman Matt Gaetz		\$ 1.00		
												Total *	\$ 77,040.00	\$ 1.00		
												Square Footage	123,870	114		
Other Florida Cities																
1	514	WUWF Midway Tower Facility	2002 - Active	Pinnacle Towers Inc. 301 North Cattleman Road Sarasota, FL 34232	W-Tower WPAN TV	Pat Crawford WUWF	5 years	1/31/2008 w/four (4) automatic renewal 60 month terms [2028]	4	n/a	\$1,526.47 per month	\$18,317.66 (\$1,526.47 per month) 2010 For annual increase contact Teresa at ext. 2327 <u>Lease of tower space only</u> - building #514 at tower location owned by UWF	Grant	\$ 18,317.66		
2	530	FPAN Fort Myers	2014 - Active	Ken Weiner Jerome/Peck Associates 1642 Medical Lane, Suite B Fort Myers, FL 33907	Office	Dr. William Lees Florida Public Archaeology Network	1 year	9/30/2019	2 additional 1 year terms	550 sf		Rent Year 1 \$10,800.00 (\$900.00 per month) Renewal Year 1 \$11,100.00 (\$925.00 per month) Renewal Year 2 \$11,400.00 (\$950.00 per month)	FPAN State Approp.	\$ 11,400.00		
3	541	FPAN at Sanford	2017-Active	Grammar School Holdings, LLC 153 Ashby Cove Lane New Smyrna Beach, FL 32168	Offices	Dr. William Lees Florida Public Archaeology Network	1 year	1/31/2020		800 sf	\$750 month	\$9,000.00 annually Renewal through January 31, 2020	FPAN State Approp.	\$ 9,000.00		
4	0544	FPAN North Central Region Office at Gillam Cottage	2019-Active	State of Florida Department of Environmental Protection Division of Recreation and Parks Tallahassee, FL	Office	Dr. William Lees Florida Public Archaeology Network	5 years	1/31/2024		691 sf	n/a		FPAN			
5	533A	Complete FL Plus at Gainesville - Florida Virtual Campus	2018 - Active	Ozern, LLC 5229 NW 67th Street Gainesville, FL 32653	Office	Dr. George Ellenberg Division of Research and Strategic Innovation Innovation Institute	5 years	1/1/2024	2 additional 3 year terms	3,727 sf	\$15.00 per square foot	\$55,905 annually / \$279,525.00 for 5 years (60 monthly payments of \$4,658.75)	Complete Florida State Approp.	\$ 55,905.00		
6	0533	Complete FL Plus at Gainesville - Florida Virtual Campus	2018 - Active	Robinson Shore Office Park c/o Robinshore, Inc. 1701 NW 80th Blvd, Suite 101 Gainesville, FL 32606-9267 352.371.0171	Office	Dr. George Ellenberg Division of Research and Strategic Innovation Innovation Institute	5 years	1/1/2024	2 additional 3 year terms	9,906 sf	\$15.00 per square foot	\$148,590 annually / \$742,950.00 for 5 years (60 monthly payments of \$12,382.50)	Complete Florida State Approp.	\$ 148,590.00		

UWF Leased Property -As of July 8, 2019 for 10/1/19 meeting							Appendix 1									
Building Number	Building Name	Property Address	Year Occupied and Status	Landlord	UWF Space Classification	UWF Contact	Term	Expiration Date	Renewals	Gross Square Footage or Acreage	Cost	ANNUAL LEASE FEE	ACTUAL Cost FY -- UWF Funds Only 2018/19	Actual Cost [pass through UWF, not UWF funds]		
7	535	Complete FL Plus at Tallahassee - Florida Virtual Campus	2014 - Active	Avalanche Partnership 2086 Wildridge Drive Tallahassee, FL 32303	Office	Dr. George Ellenberg Division of Research and Strategic Innovation Innovation Institute		9/30/2022		33,450 sf		UWF took over the UF lease agreement. Current lease fee is \$42,843.88 per month	Complete Florida State Approp.	\$ 514,126.56		
8	534	SBDC @ Ft Walton	2015 - Active	Synovus Bank Attn: Jennifer Hines P.O. Box 120 Columbus, GA 31902 Jon Walburg (706)649-5315 fax: (708)649-2342	Office	Kelly Massey UWF SBDC	1 year	12/21/2015 [2020]	5 additional 1 year terms	1,763 sf	\$11.00 per square foot	Rent Year 1 \$1,616.08 per month Renewal Year 1 \$1,664.56 per month Renewal Year 2 \$1,714.47 per month Renewal Year 3 \$1,765.93 per month Renewal Year 4 \$1,818.91 per month Renewal Year 5 \$1,873.48 per month	Federal Grant	\$ 21,826.92		
9	0546	SBDC Panama City Beach	2019-Active	Michael Scott CRI, LLC 2583 Huntcliff Lane, Panama City, FL 32405	Office	Kelly Massey FSBDC at UWF COB	month-to-month	ongoing through 2020		200 sf	\$1,000.00 per month		Federal Grant	\$ 12,000.00		
											9 locations	Total *	\$ -	\$ 791,166.14		
												Square Footage	-	51,087		
												* Reasonable estimate for these figures.				
Note: SBDC also has <u>free</u> office space at: Crestview Chamber, Chipola, Gulf Breeze Chamber, Navarre Chamber, and Santa Rosa Economic Development Office (+\$10k)											26 locations	Total FY 18/19	\$ 625,498.08	\$ 1,028,599.93		
												TOTAL Square Footage	161,357	66,263		
NOTES: Each special circumstances																
0701 and 0707	UWF Career and Professional Education at Parish School House and Sea 3D Lab at Museum of Commerce	212 Church Street and 201 East Zaragoza Street Pensacola, FL	2017 - Active	Robert Overton West Florida Historic Preservations, Inc.	UWF Office of Career and Professional Education	Dr. Pam Northrup Division of Research and Strategic Innovation Innovation Institute (pnorthru@uwf.edu)	5 years			2,510 sf and 550 sf	\$0 MOU w WFHT	MOU with West FL Historic Trust	\$ -	\$ -		
n/a	All UWF Main Campus Property to include BEI, Housing, and Baptist Student Center	11000 University Parkway Pensacola, FL 32514	1974 -Active	Board of Trustees of the Internal Improvement Trust Fund	Main Campus, Housing, and Baptist Student Center	Dr. Martha Saunders ~Division Finance and Administration, BEI, UWF Foundation, and Baptist Ministries	99 years	9/3/2077		1000 acres		\$300.00 per year Upland Fee This fee has been paid in previous years by various accounts. Facilities Services paid this fee beginning Aug. 2005	\$ 300.00			
709	FPAN at L&N Terminal	207 E. Main Street Pensacola, FL	2007 - Active	West Florida Historic Trust, Inc. Pensacola, FL	Office	Dr. William Lees Florida Public Archaeology Network	5 years	Ongoing		6,200 sf		Extended	FPAN	\$ -		
UWF DSO (WFHT) to UWF DSO (UWF Fdn)																
728	UWF Housing at Quina-Singh House	217 Zarragossa Street Pensacola, FL	2016 - Active	Robert Overton West Florida Historic Preservations, Inc.	Graduate Housing	Neil McMillian UWF Housing	5 years			775 sf		Extended	\$ -	Students pay UWF Housing (Foundation) and Fdn remits portion of Revenue to WF Historic Trust		
729	UWF Housing at McVoy House	202 Church Street Pensacola, FL	2011- Active	West Florida Historic Trust, Inc. Pensacola, FL	Graduate Housing	Neil McMillian UWF Housing	5 years	Ongoing		1,400 sf		Extended	\$ -			
NOT included are any Use of Facilities Agreements																

FACTORS CONSIDERED								
Alternatives	Options	Facility Option	Flexibility	Liability Risk	Board of Governors & Florida Division of Bond Finance	Timeframe	Financial Viability	Meets Strategic Plan Focus & Core Mission
Consolidate (full or partial)	Public-Private Partnership (P3)	<ul style="list-style-type: none"> One location 	<ul style="list-style-type: none"> Long-term lease & commitment Complex transaction Reduced flexibility More accountability with partners 	<ul style="list-style-type: none"> Shared risk P3 risks (design, construction, financial, operation & maintenance, etc.) Leveraging private expertise & efficiency Potential conflicts of objectives Potential impact on UWF's credit rating reputation 	<ul style="list-style-type: none"> BOT approval BOG & FI Dept of Bond Finance approval BOG P3/DSO Guidelines 	<ul style="list-style-type: none"> Lengthy, complex negotiation & approval Plus construction of facility (> 3 years) 	<ul style="list-style-type: none"> Limited UWF up-front funding Complex financial & operational partnerships Profit sharing agreements Long term commitment of university finances Higher long-term cost Partner accountability Lower, long-term ROI for UWF 	<ul style="list-style-type: none"> Support downtown presence Long time to achieve core mission & funding
	University Owned/Leased	<ul style="list-style-type: none"> One or more locations 	<ul style="list-style-type: none"> Less flexibility Long-term financial commitment University control 	<ul style="list-style-type: none"> Concentration of risk Larger UWF liability UWF development expertise needed Long-term debt commitment 	<ul style="list-style-type: none"> Significant, lengthy legislative, BOG & FI Dept of Bond Finance approvals Restrictive new BOG funding model for construction University to fund 20% non-state funding + 10% PO&M 	<ul style="list-style-type: none"> Lengthy planning, approval and construction of facility (>3 years) 	<ul style="list-style-type: none"> Uncertain source of funds; large UWF upfront costs Loan or legislative budget request necessary Loan repayments effect on UWF credit rating Legislative appropriation involves no repayment or clawback Lower long-term cost potential Ongoing maintenance & upkeep not funded Longer time to achieve ROI The State is not funding PO&M; must commit current operating funds which lengthens ROI significantly 	<ul style="list-style-type: none"> Support downtown presence Long time to achieve core mission & funding
	Triumph Gulf Coast (new grant)	<ul style="list-style-type: none"> One location (ownership or lease) 	<ul style="list-style-type: none"> Less flexibility Must generate increased economic activity in disproportionately-affected counties More accountability with partners 	<ul style="list-style-type: none"> Funding from Triumph Gulf Coast Match required by UWF Clawback provisions 	<ul style="list-style-type: none"> Fund source is Triumph Legislative appropriations via Gulf Coast Economic Corridor Act BOG approval required 	<ul style="list-style-type: none"> Multi-year process and award 	<ul style="list-style-type: none"> Access to alternative upfront funding Reduced UWF upfront cost Clawback provision with acceptance of funds Additional stipulations & reporting requirements Partner accountability Unknown funding for PO&M Funding match required to leverage UWF's investment & ROI 	<ul style="list-style-type: none"> Support downtown presence Long time to achieve core mission & funding
Separate Leases (with focus on consolidation when feasible)	Lease Continuation	<ul style="list-style-type: none"> Diverse downtown geographical footprint Currently 26 locations 	<ul style="list-style-type: none"> This is the most flexible to meet changing needs quickly Short-term & long-term flexibility Diversification of types of facilities 	<ul style="list-style-type: none"> Limited & diversified operational risk & liability Minimum UWF operational requirements (e.g. maintenance) 	<ul style="list-style-type: none"> Use existing guidance BOG Reg 17.0001 Lease Authority UWF Reg 6.002 Facilities Leasing BOG & Bond approval only necessary if debt incurred 	<ul style="list-style-type: none"> Less than one-year occupancy 	<ul style="list-style-type: none"> Limited UWF upfront costs Planned expenditures via lease terms Reasonable average square footage lease rates Predictable cash flow requirement Lower costs & attractive terms 	<ul style="list-style-type: none"> More/expanded visibility Diversified visibility Immediate response to achieve core/strategic mission

UWF Board of Trustees Meeting
Full Board Meeting
December 5, 2019

Issue: UWF Business Enterprises, Inc. Update

Proposed Action: Informational

Background Information:

Business Enterprises, Inc. (BEI) was established in 2011. This update will provide the Committee with an overview of recent activities, including Argonaut Village and membership.

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: N/A

Prepared by: Dr. Ed Ranelli, UWF BEI Chief Executive Officer, (850) 474-2190,
eranelli@uwf.edu

Facilitator/Presenter: Dr. Ed Ranelli, UWF BEI Chief Executive Officer

UWF Board of Trustees Meeting

Full Board

December 5, 2019

Issue: Performance Based Funding Metrics Update

Proposed Action: Informational

Background Information:

Dr. George Ellenberg will provide a brief update on the Metrics.

Recommendation: Informational item; no action required.

Implementation: None

Fiscal Implications: None

Supporting documents: None

Prepared by: George Ellenberg, Provost and Senior Vice President
gellenberg@uwf.edu, 474-2035

Presenter: George Ellenberg, Provost and Senior Vice President