



**THE UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES MEETING**

December 9, 2021

9:00 a.m. CT

**UWF Conference Center
Building 22
11000 University Parkway
Pensacola, FL 32514**

The public may also join this Board of Trustees meeting virtually at

<https://uwf.zoom.us/j/86935205877?pwd=bIRBS1RtV21jQjBMNVlvSkw1ZVFzZz09> Passcode: 360192

or view the live Webcast @ wuwf.org

APPROVAL OF MINUTES BY COMMITTEES

Academic Affairs Committee:

- Approve Minutes of November 18, 2021

Jill Singer, Chair

Audit and Compliance Committee:

- Approve Minutes of November 18, 2021

Bob Jones, Chair

Finance, Facilities & Operations Committee:

- Approve Minutes of November 18, 2021

Bob Sires, Chair

Student Affairs Committee:

- Approve Minutes of November 18, 2021

Alonzie Scott, Chair

Officer Nominations Ad Hoc Committee:

- Approve Minutes of November 9, 2021

Alonzie Scott, Chair

FULL BOARD

- | | | |
|------|--------------------------------------------|----------------------------|
| I. | Call to Order and Chair's Remarks | Suzanne Lewis |
| II. | President's Report | Dr. Martha Saunders |
| III. | Approval of Minutes | |
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| IV. | Committee Reports | |
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| V. | Direct Support Organization Reports | |
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| VI. | Public Comment | |
| VII. | 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 Internal Audit Reports Issued: Campus-wide Computer Server Management #20-21 004; and Recreation and Wellness #20-21 006
- b. Acceptance of Internal Auditing PCard Audit Reports & Quarter 1 Update (July - September 2021)
- c. Acceptance of External Audit of Financial Statements of Direct Support Organization – Business Enterprises, Inc.
- d. Acceptance of External Audit of Financial Statements of Direct Support Organization – West Florida Historic Trust, Inc.
- e. Approval of BOG Regulation 4.003 External Program Review Requirement

- f. Approval of update to UWF Regulation 5.001 Parking and Registration
- g. Approval of Amendment to UWF Regulation 3.010 Student Code of Conduct

VIII. Action Items

1. Approval of UWF Career Planning Procedures for New Students (HB 1261)
2. Ratification of Collective Bargaining Agreement Reopener 2021-2022
3. Approval of Resolution in Recognition of Distinguished Service
4. Election of Chair and Vice Chair

IX. Information Items

1. Performance Based Funding Metrics Update
2. Preliminary University 2021 Annual Financial Reports
3. Fiscal Year 2021-22 Current Modified Operating Budget as of September 30, 2021

X. Board Engagement

Other Business

Adjournment

Other Activities and Upcoming Events

- UWF Fall Commencement, December 11, 2021
- UWF Holidayfest, December 9, 2021
- UWF Board of Trustees Committee Meetings, February 17, 2022
- UWF Board of Trustees Meeting, March 17, 2022 (*tentatively at UWF Emerald Coast Campus*)
- UWF Board of Trustees Committee Meetings, May 19, 2022
- UWF Board of Trustees Meeting, June 16, 2022 (*tentatively at UWF Conference Center*)

Action Item

UWF Board of Trustees Meeting
December 9, 2021

Issue: Section 1006.751, Career Planning Procedures (HB1261)

Proposed Action: Approval of UWF Career Planning procedures for new students

Background Information: During the 2021 Florida legislative session, House Bill 1261 created section 1006.75, Florida Statutes, codified as section 1006.751, requiring each university to adopt procedures to connect undergraduate students to career planning, coaching, and related programs during the first academic year of the student's enrollment. The bill stated that these procedures established by each university are required to be approved by the BOG by March 1, 2022.

The procedures will require students to:

- Register with the university's career center;
- Complete a career readiness training module provided by the career center;
- Be directed to the State University System dashboard that presents financial data by academic disciplines of graduates as well as the percentage of graduates who have continued their education beyond the baccalaureate level; and
- Affirmatively indicate that he/she has been provided with the information required and wage prospects for his/her declared major.

The procedures must also include placing a hold on student registration before the end of the first year of each student's enrollment, if the requirements have not been met.

UWF procedures, developed in accordance to this statute, were presented for review to and approved by the BOT Student Affairs Committee at the November 18, 2021 committee meeting. However, at the committee meeting, the statute referenced as requiring the new procedures was referenced by an incorrect number. While HB 1261 created section 1006.75, which requires the new procedures, there was a second bill passed during the 2021 legislative session that also created a new section 1006.75. Accordingly, when the new statutes were codified, one section kept the original number and the new section created by HB 1261 was codified as section 1006.751.

Recommendation: That the full BOT approve the UWF Career Planning Procedures.

Implementation Plan: After full BOT approval, will be sent to BOG to be placed on the agenda and approved at the next scheduled meeting. Procedures effective after BOG approval.

Fiscal Implications: N/A

Supporting documents: Section 1006.751, Florida Statutes
State University Career Planning Implementation & Guidance Document

Prepared by: **Susan A. Woolf**
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Facilitator/Presenter: **Susan A. Woolf**
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West's Florida Statutes Annotated

Title XLVIII. Early Learning-20 Education Code (Chapters 1000-1013)

Chapter 1006. Support for Learning (Refs & Annos)

Part II. Public Postsecondary Education Support for Learning and Student Services

West's F.S.A. § 1006.751

1006.751. State university career planning and information; online dashboard

Effective: July 1, 2021

[Currentness](#)

(1) To assist students and families in making better-informed decisions about educational options and future employment opportunities, the Board of Governors of the State University System shall publicly publish an online dashboard. The dashboard must present data, by academic discipline, of graduates of state universities, including at least the following information:

(a) Postgraduation median salary 1, 5, and 10 years after graduation.

(b) Median student loan debt.

(c) Debt-to-income ratio.

(d) Estimated monthly loan payment as a percentage of gross monthly income.

(e) The percentage of graduates who have continued their education beyond the baccalaureate level.

(2) The online dashboard must be available by January 1, 2022. A link to the dashboard shall be prominently displayed on each state university's office of admissions website.

(3)(a) Each state university board of trustees shall adopt procedures to connect undergraduate students to career planning, coaching, and related programs during the first academic year of the student's enrollment. Such procedures must be approved by the Board of Governors and include placing a hold on student registration before the end of the first year of each student's

enrollment. To lift the hold and register for classes, each student must:

1. Register with the university's career center.
2. Complete a career readiness training module provided by the career center.
3. Be directed to the dashboard established in subsection (1).
4. Affirmatively indicate that he or she has been provided with the information required under this paragraph and is aware of the employment and wage prospects for his or her declared major.

(b) The Board of Governors of the State University System shall review and approve each university's procedures by March 1, 2022.

Credits

[Laws 2021, c. 2021-232, § 2, eff. July 1, 2021.](#)

West's F. S. A. § 1006.751, FL ST § 1006.751

Current with laws and joint resolutions in effect from the 2021 First Regular Session and Special "A" Session of the Twenty-Seventh Legislature. Some statute sections may be more current, see credits for details.

End of Document

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Florida Board of Governors
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State University Career Planning Implementation & Guidance Document

August 2021

Background

During the 2021 legislative session, House Bill 1261 created section 1006.75(3)(a), Florida Statutes, requiring each university to adopt procedures to connect undergraduate students to career planning, coaching, and related programs during the first academic year of the student's enrollment. The procedures established by each university are required to be reviewed and approved by the State University System Board of Governors by March 1, 2022.

Career Planning Requirement

During their first academic year of enrollment in a Florida public institution in fall 2022 and thereafter, all undergraduate students must meet the university's established career planning procedures. Undergraduate students include degree-seeking first-time-in-college students, transfer students, or readmitted students and include full-time and part-time students.

The procedures will require students to do the following during their first year of enrollment.

- ✓ Register with the university's career center.
- ✓ Complete a career readiness training module provided by the career center.
- ✓ Be directed to the State University System dashboard that presents financial data by academic disciplines of graduates as well as the percentage of graduates who have continued their education beyond the baccalaureate level.
- ✓ Affirmatively indicate that students have been provided with the information required (registration with the career center, career readiness training module, directed to the dashboard) and wage prospects for their declared major.

The established procedures must also include placing a hold on student registration before the end of the first year of each student's enrollment if the requirements have not been met. To lift the hold and register for classes, students must complete the above activities.

Timeline for Career Planning Procedures

Date	Requirement
By December 15, 2021	Procedures approved by university boards of trustees (UBOT) and sent to the Board of Governors staff
January 25-26, 2022	Procedures proposed to the Board of Governors for consideration of approval. If procedures proposed are not approved, the revised procedures would be presented at the March Board of Governors for consideration of approval.
August 2022	Procedures fully implemented

Questions

1. How are undergraduate students defined?

The undergraduate student is defined to include the following.

- First time in college, transfer students, and readmitted students
- Degree-seeking
- Full-time and part-time students

2. What is the definition of career readiness?

Career readiness is a foundation for demonstrating requisite core competencies that broadly prepare the college-educated for success in the workplace and lifelong career management.

(Source: National Association of Colleges and Employers <https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>)

3. What is the purpose of the career readiness training module?

The career readiness training module is university-specific and will gauge a student's general interests and occupations that are relevant to the institution's degrees and activities offered. This may include university-specific majors connected to career opportunities. The training module may be offered online through the university career centers.

4. How will placing a registration hold be determined?

Each institution will determine how to place a registration hold. The registration hold would begin in spring 2023, blocking student registration for summer 2023 and fall 2023 courses. Each spring, institutions will place registration holds for the following summer and fall terms for students who have not completed the above requirements. The holds may be removed upon completion of all requirements.

UWF Board of Trustees Meeting
December 9, 2021

Issue: Ratification of Collective Bargaining Agreement Reopener 2021-2022

Proposed Action: Ratification

Background Information: Previously, a three-year Collective Bargaining Agreement (“Agreement”) was entered into between the University of West Florida Board of Trustees and United Faculty of Florida (“UFF”) for the period of 2020-2023. In March 2021, pursuant to Article 32 (Amendment and Duration), the parties began renegotiating Articles 10, 14, 20, 21, and 26. The negotiations for those Articles concluded October 28, 2021, and UWF and UFF were able to reach an agreement.

The renegotiations produced changes to the Agreement as follows:

The following Articles are resolved as status quo with no changes:

Article 10 – Assignment of Responsibilities

Article 20 – Inventions and Works

Article 14 – Layoff and Recall

Article 21 – Conflict of Interest/Outside Activity is revised as follows:

Section 21.1 (Policy) is revised to add subsection (a) wherein UWF encourages in-unit faculty to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University’s mission of excellence in teaching, research, and service. An in-unit faculty’s outside activities or interests must not conflict with their professional obligations to UWF.

Section 21.1(a) is renumbered to 21.1(b) and faculty member is clarified as in-unit faculty member.

Section 21.1(c) (Conflicting Employment or Contractual Relationship) is added to define conflicting employment or contractual relationship and states: In-unit faculty may not work for or contract with a business entity or agency regulated by or doing business with the University without University approval. In-unit faculty also may not work for or have a contractual arrangement which will impede the full and faithful discharge of his or her public duties. In-unit faculty may not create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties.

Section 21.1(b) is renumbered to 21.1(d) and faculty member is clarified as in-unit faculty member.

Section 21.2 (Definitions), subsection (a) is revised to provide a new definition and examples of “outside activity.” It further defines activities that are not required to be reported by in-unit faculty. In subsection (b), the definition of “conflict of interest” is clarified.

Section 21.3 (Conflicts of Interest Prohibited) – since the prohibition of a conflict of interest is now addressed elsewhere in Article 21, the former language at 21.3 is deleted.

Section 21.3 (Use of University Resources) is created and requires an in-unit faculty member to submit a written request to utilize University facilities, equipment, or personnel in conjunction with an outside activity or employment. Each request will be evaluated on its merits and the University is under no obligation to approve the request.

Section 21.4 (Use of Textbooks) is created to require that an in-unit faculty member who wishes to require a class to purchase a textbook or other material created by the in-unit faculty member to obtain approval in advance.

Section 21.4 (Report of Outside Activity) is renumbered and renamed Section 21.5 (Report of Outside Activity and Conflict of Interest). It provides for the submission of an Outside Activity and Conflict of Interest form and relevant approvals.

Section 21.6 (Additional Requirements for Federally Funded Research) is added and provides for additional requirements as controlled by federal regulations, state statute, or University policy.

Section 21.5 (Expedited Grievance Procedure) is renumbered to Section 21.7 and provides clarification.

Sections 21.6 (Use of University Resources) and 21.7 (No University Affiliation) are deleted.

Article 26 – Benefits is revised:

Section 26.8 (Free University Courses for Faculty and/or Dependents), subsection (e) is revised to allow each faculty member's dependent to register for not more than six (6) graduate credit hours per semester.

Section 26.9 (Tuition Scholarship Program for Dependents) is created. Beginning in the 2022-2023 academic year, the University will make available \$20,000 on an annual basis to fund a Tuition Scholarship Program for in-unit faculty dependents subject to certain conditions described in that section.

Sections 26.9 and 26.10 are renumbered 26.10 and 26.11, respectively.

Memorandum of Understanding: COVID-19 Health Emergency

A memorandum of understanding dated April 20, 2021 is entered between UWF and UFF and provides guidelines related to the COVID-19 health emergency.

Memorandum of Understanding

A memorandum of understanding dated May 21, 2021 is entered between UWF and UFF, resolving the negotiations concerning Article 25 by implementing a wage action to provide each then-current member of the UFF bargaining unit with a non-recurring payment of one thousand dollars (\$1,000.00), subject to regular applicable deductions.

Memorandum of Understanding: COVID-19

A memorandum of understanding dated August 24, 2021 is entered between UWF and UFF that further addresses work arrangements for faculty who identify as “high risk.”

Recommendation: The UWF Collective Bargaining Team and Counsel Michael Mattimore, appointed to represent the University of West Florida Board of Trustees, recommends the BOT ratify the 2021 renegotiations to the University of West Florida and United Faculty of Florida, UWF Chapter, 2020-2023 Collective Bargaining Agreement.

Implementation Plan: Once ratified by the Board of Trustees, the renegotiated language will be in effect.

Fiscal Implications: Good faith reasonable estimates are as follows:

- Approximately \$18,000 per Article 26 grad waivers
 - \$350,738.50 per the June MOU as bonuses to in-unit faculty paid on June 25, 2021
-

Supporting documents: Memorandum of Understanding: COVID-19 Health Emergency
Memorandum of Understanding: COVID-19
Memorandum of Understanding
Signed Articles

Prepared by: Susan A. Woolf, General Counsel
University of West Florida
swoolf@uwf.edu
850-474-3420

Facilitator/Presenter: Michael Mattimore, Esquire
UWF Chief Negotiator and Counsel

MEMORANDUM OF UNDERSTANDING

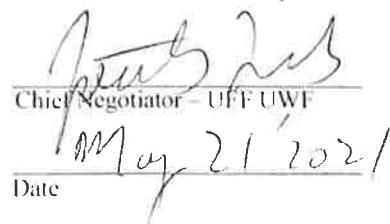
WHEREAS, the University of West Florida Board of Trustees (UWF) and the United Faculty of Florida Chapter at the University of West Florida (UFF) are currently engaged in collective bargaining negotiations that includes Article 25 on Salaries and Wages;

WHEREAS, the UWF and the UFF mutually agree to allow for the wage action described in this Memorandum of Understanding to go into effect at this time and not delayed while other articles and issues remain to be negotiated by the parties;

WHEREAS, the UWF and the UFF mutually agree to enter into this memorandum of understanding at the date of ratification by all parties, and to continue to negotiate in good faith regarding the issues and articles that have been identified for the purposes of reopened negotiations pursuant to the duration language at Article 32 of the 2020-2023 collective bargaining agreement;

1. Effective upon the ratification of this Memorandum of Understanding, the UWF shall implement a wage action to provide each then-current member of the UFF bargaining unit with a non-recurring payment of one thousand dollars (\$1,000.00), subject to regular applicable deductions (i.e., Social Security, tax, etc.).
2. The agreement to implement this wage action shall resolve the ongoing negotiations for Article 25 for the purposes of the reopened negotiations for contract year 2021-2022.
3. To be eligible for the wage action, the employee must be employed at UWF on or before August 8, 2020 and continuously employed through May 7, 2021, have achieved at least a "Good" or above rating on their most recent Deans' overall evaluation, and have not been issued a notice of non-reappointment, termination, or separation prior to the effective date of the wage action.
4. The language of Article 25 will otherwise remain unchanged except for the payment of the non-recurring payment of one-thousand dollars (\$1,000.00) as reflected in paragraph 1 of this memorandum of understanding and to amend the language on promotion increase in 25.2 to include the promotion increase for Associate Clinical Professor at thirteen percent (13%) and Clinical Professor at thirteen percent (13%).
5. The University agrees to proceed with the implementation of the October 12, 2020 memorandum of understanding regarding Senior Lecturers, Senior Instructors and Senior Research Associates. During renegotiations for the July 1, 2022 through June 30, 2023 agreement, the University shall negotiate "an appropriate date of implementation, promotion percentage increase, and rollout schedule for the positions of Senior Lecturer, Senior Instructor, and Senior Research Associate" as defined by the parties in section 1(b) of the October 12, 2020 memorandum of understanding.
6. The UWF and UFF shall retain all rights to engage in collective bargaining, including the ongoing negotiations over the articles that are reopened for 2021-2022.


Michael D. Walter
Chief Negotiator – UWF BOT
May 21, 2021
Date

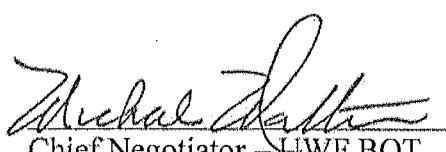

John S. Lewis
Chief Negotiator – UFF UWF
May 21, 2021
Date

ARTICAL 26 BENEFITS

26.8 Free University Courses for Faculty and/or Dependents. Full-time faculty members, including faculty on sabbatical or on professional development or grants-in-aid leave, are entitled to up to six (6) credit hours of instruction at the University of West Florida per semester (Fall, Spring, or Summer) without payment of tuition or mandatory fees. The entitlement may be used by the faculty member or his or her dependents, subject to the restrictions listed in (a) through (f), below.

- (a) Each faculty member may utilize no more than a total of six (6) credit hours per semester.
- (b) The six (6) hours of instruction per semester may be utilized by the faculty member for undergraduate or graduate credit, subject to the restrictions listed in (f), below.
- (c) The faculty member's dependents may utilize some or all of the six (6) credit hours. The dependent may utilize the credit for graduate or undergraduate credit, subject to the restrictions listed in (e) and (f), below.
- (d) For purposes of this program, a "dependent" is a spouse, any natural, adopted, or step child of the faculty member, or any other child for whom the faculty member is a legal guardian, under the age of twenty-five (25) as of the first day of classes for the semester. A natural, adopted, or step child, or any other child for whom the faculty member is a legal guardian, over the age of twenty-five (25), as long as that child is claimed as a dependent on the faculty member's federal tax return or the faculty member pays for more than 50% of that child's support, as defined by the Internal Revenue Code, is also a dependent for purposes of this program. Special circumstances that suggest consideration of a case not fitting the above definition of "dependent" should be presented to the Director of Human Resources.
- (e) The faculty member's dependent may not register for more than sixthree (36) graduate credit hours per semester.
- (f) The faculty member or dependent may not use this program for directed studies, practica, internships, music and theater performance, continuing education, and other one-on-one course situations, such as theses and dissertations.

26.9 Tuition Scholarship Program for Dependents. Beginning in the 2022-2023 academic year, the University will make available \$20,000 on an annual basis to fund a Tuition Scholarship Program for in-unit faculty dependents subject to the following conditions:



Michael Daltz
Chief Negotiator – UWF BOT
October 28, 2021
Date



Jeff M
Chief Negotiator – UFF UWF
10-28-21
Date

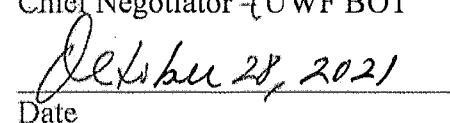
- (a) The University shall distribute to in-unit faculty on an annual basis, no less than 30 days prior to the application deadline, the criteria and application guidelines for the Tuition Scholarship Program for Dependents.
- (b) The definition of "faculty dependent" eligible for the program shall reflect the definition as contained in 26.8(d).
- (c) Should funds from the \$20,000 remain unused from the previous academic year, the University is only obligated to maintain the available funds at \$20,000 for the current academic year, inclusive of the previous year's unused funds.
- (d) The University may define the terms and eligibility criteria for the scholarship, so long as the terms and eligibility requirements are not in conflict with this Agreement, and the UFF has been provided opportunity to advise on the terms and eligibility requirements prior to the scholarship's implementation.
- (e) Should the University determine that funds are not available for the Tuition Scholarship Program for Dependents for a specific academic year, the University may suspend the program for a period of time not to exceed one academic year. Any such suspension of the program shall be noticed in writing to UFF and in-unit faculty.

26.109 Employee Assistance Programs. The University may offer an Employee Assistance Program (hereafter "EAP") for assessment, referral, follow-up consultation, short-term counseling, and other services for faculty with personal, family, job stress, or substance abuse problems. Any policies created or revised by the University in the development or operation of its EAP will be discussed in consultation with the UFF.

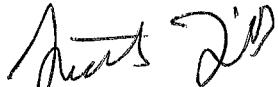
26.110 Pre-tax Benefits Program. To the extent provided by law, the Board will continue to provide a pre-tax benefits program for faculty which includes the opportunity to: (1) pay for their State insurance premiums on a pre-tax basis and (2) utilize flexible spending accounts for medical and dependent care expenses, (3) voluntary 403(b) investment plan, and (4) state provided deferred compensation plan.

[All other language of Article 26 is proposed "Status Quo"]



Michael Lefler
Chief Negotiator - UWF BOT


Date



Kurt Dill
Chief Negotiator – UFF UWF

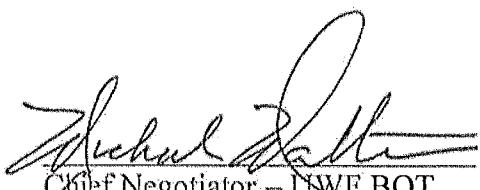

Date

MEMORANDUM OF UNDERSTANDING

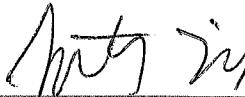
Comes Now the University of West Florida (UWF-BOT) and the United Faculty of Florida Chapter at the University of West Florida (UWF-UFF) and agrees to the following:

1. UFF-UWF and the UWF-BOT agree to resolve the following open Collective Bargaining Agreement articles as "status quo" for the 2021-2022 Reopener Agreement negotiations:

- Article 10 - Assignment of Responsibilities
- Article 20 - Inventions and Works
- Article 14 - Layoff and Recall



Michael D. Miller
Chief Negotiator – UWF BOT
October 28, 2021
Date



Amy M. Miller
Chief Negotiator – UFF UWF
10-28-21
Date

ARTICLE 21

CONFLICT OF INTEREST/OUTSIDE ACTIVITY

21.1 Policy.

(a) The University of West Florida encourages in-unit faculty to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University's mission of excellence in teaching, research, and service. An in-unit faculty's outside activities or interests must not conflict with their professional obligations to the University of West Florida.

(ab) An in-unit faculty member is bound to observe, in all official acts, the highest standards of ethics consistent with the code of ethics of the State of Florida (Chapter 112, Part III, Florida Statutes), the advisory opinions rendered with respect thereto, Board of Governors' rules, and University rules. Other provisions of State law govern obligations and responsibilities of faculty members who receive State compensation in addition to their annual salary.

(c) Conflicting Employment or Contractual Relationship. In-unit faculty may not work for or contract with a business entity or agency regulated by or doing business with the University without University approval. In-unit faculty also may not work for or have a contractual arrangement which will impede the full and faithful discharge of his or her public duties. In-unit faculty may not create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties.

(db) Nothing in this Article is intended to discourage an in-unit faculty member from engaging in outside activity in order to increase the in-unit faculty member's professional reputation, service to the community, or income, subject to the conditions stated herein.

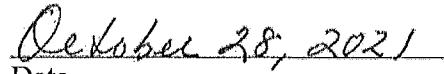
21.2 Definitions.

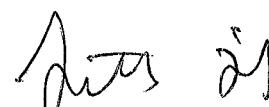
(a) "Outside activity" will mean any private practice, private consulting, additional teaching or research, or other activity, compensated or uncompensated, which is not part of the faculty member's assigned duties and for which the University has provided no compensation.

(1) The following outside activities are required to be reported by in-unit faculty:

- a. Activities identified by this Agreement, the Board of Governors, and/or Florida Statutes as requiring reporting and approval
- b. Activities related to an in-unit faculty member's professional expertise (excluding exempted activities defined in 21.2(a)(2))
- c. Employment outside of UWF
- d. Private consulting, or advising


Michael Hallinan
Chief Negotiator – UWF BOT


October 28, 2021
Date


Michael Hallinan
Chief Negotiator – UFF UWF

10 - 28 - 21
Date

- e. Teaching and/or research appointments for an entity other than UWF
- f. Seeking an elected public office
- g. Serving as an expert witness or legal consultant
- h. Practicing as a licensed professional
- i. Services on a Board of Directors
- j. Professional activities provided in a foreign country, or directing the activities of others in a foreign country
- k. Activities involving more than incidental use of UWF facilities, equipment, and services
- l. Activities requiring the waiver or assignment of the faculty member's or UWF's rights or interests to any inventions or works that may be developed during the course of or from the activity
- m. Required purchase by students of books, supplies, equipment, or instructional resources at UWF when they are created or published by the faculty member or by an entity in which the faculty member has financial interests
- n. Paid scholarly collaborations at another domestic academic or research institution including but not limited to service on thesis or dissertation committees, comprehensive exam committees, and research or data collection / analysis groups
- o. Paid editorial services for educational or professional organizations
- p. Exempted paid activities identified in 21.2(a)(2) if the payment for the exempted activity exceeds fair market value

(2) The following outside activities are not required to be reported by in-unit faculty:

- a. Unpaid or paid (not in excess of fair market value) peer review of articles, books, grant proposals, or research proposals
- b. Unpaid scholarly collaborations at another domestic academic or research institution including but not limited to service on thesis or dissertation committees, comprehensive exam committees, and research or data collection / analysis groups.
- c. Receiving an honorary degree from another domestic institution
- d. Unpaid editorial services for educational or professional organizations
- e. Conducting unpaid or paid (not in excess of fair market value) workshops for professional societies
- f. Unpaid or paid (not in excess of fair market value) musical or other creative performances and exhibitions that are consistent with the faculty member's discipline
- g. Unpaid or paid (not in excess of fair market value) service as an external evaluator, including but not limited to service on a program review team, as a competition judge, or as a fine arts jury member

(b) "Conflict of interest" will generally mean a situation in which regard for a private interest tends to lend to disregard of a public duty or interest, including but not limited to the following:


Michael Hattinore
Chief Negotiator – UWF BOT

October 28, 2021
Date


Artie D
Chief Negotiator – UFF UWF
10-28-21
Date

(1) Engaging in an outside activity that includes either a faculty member or a business entity in which the faculty member or his or her relative has a material interest doing business with the University; or

(2) A faculty member holding an employment or contractual relationship with any business entity that

- a. is subject to the regulation of or is doing business with the University, or
- b. that will create a continuing or frequently recurring conflict between the faculty member's private interests and the performance of the faculty member's duties for the University, or
- c. that would impede the full and faithful discharge of the faculty member's professional duties, institutional responsibilities or any other obligations the faculty member may have to the University.

(3) Receiving an honorarium in excess of fair market value for the time spent in preparation for the event.

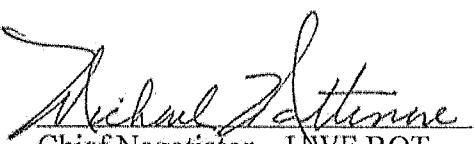
(4) any conflict between the private interests of the faculty member and the public interests of the University, the Board of Trustees, or the State of Florida, including conflicts of interest specified under Florida Statutes; or

(5) any activity which interferes with the full performance of the faculty member's professional or institutional responsibilities or obligations.

21.3 Conflicts-of-Interest Prohibited. Conflicts-of-interest, including those arising from University or outside activities, are prohibited. Faculty are responsible for resolving such conflicts-of-interest, working in conjunction with their supervisor and other University officials.

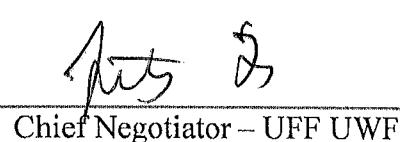
21.3 Use of University Resources. Any in-unit faculty member who wishes to request the use of University facilities, equipment, or personnel in conjunction with an outside activity or employment must submit a written request for such use using the appropriate form. Failure to submit such a request constitutes specific lack of permission to use any University resources in conjunction with an outside activity or employment. Each request will be evaluated on its own merits. The University is under no obligation to grant any such request.

21.4 Use of Textbooks. Any in-unit faculty member who wishes to require a class that the in-unit faculty member instructs to purchase a textbook or other educational material that the in-unit faculty member wrote or prepared, must complete the Textbook Authorization form. This form must be completed and approved up through the Provost prior to requiring the purchase of the textbook or other educational materials.



Michael J. Etienne
Chief Negotiator – UWF BOT

October 28, 2021
Date



Artis B
Chief Negotiator – UFF UWF
10-28-21
Date

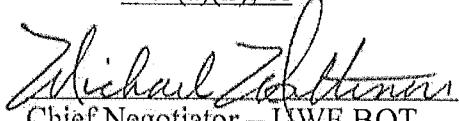
21.54 Report of Outside Activity and Conflict of Interest.

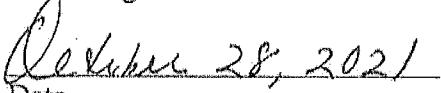
- (a) A faculty member who proposes to engage in any outside activity which the faculty member should reasonably conclude may create a conflict of interest, or in any outside compensated professional activity, will report to his or her supervisor, in writing, the details of such proposed activity prior to engaging therein.
- (b) The report, as described in section 21.4(a) will include, where applicable, the name of the employer or other recipient of services; the funding source; the location where such activity will be performed; the nature and extent of the activity; and any intended use of University facilities, equipment, or services.
- (c) A new report will be submitted for outside activity previously reported at:
- (1) the beginning of each academic year for outside activity of a continuing nature; and
 - (2) such time as there is a significant change in an activity (nature, extent, funding, etc.).
- (d) The reporting provisions of this section will not apply to activities performed wholly during a period in which the faculty member has no appointment with the University.
- (e) Any outside activity which falls under the provisions of this Article and in which the faculty member is currently engaged but has not previously reported, will be reported within sixty (60) days of the execution of this Agreement and will conform to the provisions of this Article.

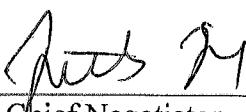
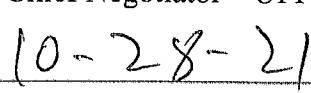
(a) Outside Activity and Conflict of Interest Form.

(1) An Outside Activity and Conflict of Interest Form (the "Form") must be submitted by all in-unit faculty as follows:

- a. Each year by August 15. The in-unit faculty member will designate on the Form either that there is an outside activity or conflict of interest to report or that there is no outside activity or conflict of interest to report. Previously approved outside activities must be resubmitted on an annual basis even if there is no substantial change to the activity (e.g. serving on a board, private consulting, etc.) In such circumstances, the faculty member may continue participating in the previously approved outside activity as the outside activity approval renewal is reviewed.
- b. Each time there is a significant change in a previously approved outside activity/conflict of interest,
- c. Each time an in-unit faculty member plans to engage in a compensated outside activity consistent with 21.2(a)(1) and excluding exempted compensated activities as defined in 21.2(a)(2), or


Michael Zeltham
Chief Negotiator – UWF BOT


October 28, 2021
Date


Fred M
Chief Negotiator – UFF UWF

10-28-21
Date

d. Where the uncompensated activity, consistent with 21.2(a)(1),:

1. Creates or reasonably appears to create a conflict of interest
2. Interferes or reasonably appears to interfere with the full performance of the in-unit faculty member's professional responsibilities or other University obligations, or
3. Interferes with the in-unit faculty member's primary commitment of time, attention and energies to the University.

(2) The Form and all related documentation must be submitted and approved prior to engaging in the activity. The approval process takes approximately 30 days, so in-unit faculty are encouraged to plan accordingly. If the faculty member has not received a determination on the status of a submitted Form following the thirty (30) days from the Form's submission, the faculty member may submit a formal query as to the Form's status. A response will be given to the in-unit faculty member who submitted the formal query within five (5) business days. The university also recognizes that some outside activity opportunities may arise that need approval on a timeline less than thirty (30) days. In such circumstance the faculty member will document this need for an expedited review of the activity when submitting the form, and the university, where practicable, will endeavor to provide a review of the form in a timely manner.

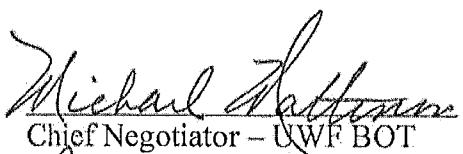
(3) Submitted Forms will be reviewed at appropriate levels of supervision. If a conflict of interest is identified, the in-unit faculty member will be notified to resolve the conflict. If the Form is pending approval, the in-unit faculty member should not pursue the outside activity.

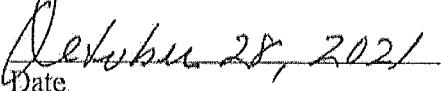
(b) University Representation. An in-unit faculty member engaging in an outside activity (regardless of whether the activity requires the submission of the Form) shall take reasonable precautions to ensure that the outside employer or other recipient of services understands that the in-unit faculty member is engaging in such outside activity as a private citizen and not as an in-unit faculty member, representative, or spokesperson of the University or on behalf of the University.

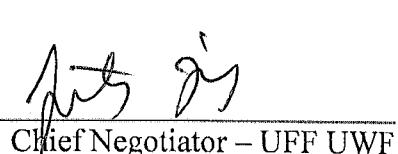
If the Form is pending approval, the in-unit faculty member should not pursue the outside activity.

(c) Failure to Report/Insufficient, Inaccurate Reporting.

(1) An in-unit faculty member's failure to fully and properly report outside activities and other interests as required by the Collective Bargaining Agreement or failure to follow any conditions imposed pursuant to the University's approval of such activities, may be grounds for disciplinary action, up to and including dismissal, as governed by Article 17: Disciplinary Action.


Michael Hattman
Chief Negotiator – UWF BOT


Date


Artie Dij
Chief Negotiator – UFF UWF


Date

(2) Where approval for an outside activity is based upon a report containing incomplete or inaccurate information provided by the in-unit faculty member, the approval is null and void.

(3) In accordance with Florida Statutes Section 1012.977, any in-unit faculty member engaged in the design, conduct, or reporting of research who failed to disclose an outside activity related to their UWF area of expertise or any financial interest shall be suspended without pay pending the outcome of an investigation which shall not exceed 60 days. Upon conclusion of the investigation, the university may terminate the contract of the in-unit faculty member. Failure by an in-unit faculty member to comply with Florida Statutes Section 1012.977 or a conflict of interest monitoring or management plan may result in disciplinary action, as governed by Article 17: Disciplinary Action, up to and including termination for just cause.

21.6 Additional Requirements for Federally Funded Research

In-unit faculty who apply for or utilize external funding to perform research activities are required to adhere to additional requirements for disclosing outside activities, relevant financial interests, and related matters as controlled by federal regulations, state statute, or University policy.

21.75 Expedited Grievance Procedure.

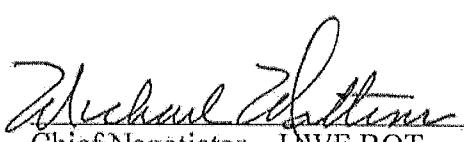
(a) In the event the proposed outside activity is determined to constitute a conflict of interest, and the faculty member disagrees with that determination, the in-unit faculty member may file a grievance under the expedited grievance procedure contained in Article 22 (Grievance Procedure and Arbitration), section 22.16.

(b) The in-unit faculty member may not engage in such outside activity pending a resolution of the matter pursuant to section 21.75(a).

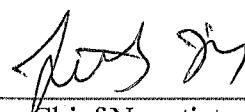
(c) If the resolution of the matter is that there is a conflict of interest, the in-unit faculty member will cease such activity immediately and may be required to turn over to the University all or part of compensation earned therefrom.

21.6 Use of University Resources. A faculty member engaging in any outside activity will not use the facilities, equipment, or services of the University in connection with such outside activity without prior approval of the President or representative. Approval for the use of University facilities, equipment, or services may be conditioned upon reimbursement for the use thereof.

21.7 No University Affiliation. A faculty member engaging in outside activity will take reasonable precautions to ensure that the outside employer or other recipient of services

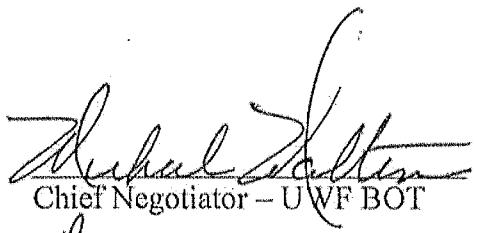

Michael D. Phillips
Chief Negotiator – UWF BOT

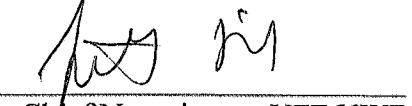
October 28, 2021
Date


Tom S. Johnson
Chief Negotiator – UFF UWF
10-28-21
Date

UFF-UWF Proposal to Resolve 10/14/21

understands that the faculty member is engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the University.


Michael Weller
Chief Negotiator – UWF BOT
October 28, 2021
Date


Amy M
Chief Negotiator – UFF UWF
10-28-21
Date

MEMORANDUM OF UNDERSTANDING: COVID-19

COME NOW the University of West Florida (UWF-BOT) and the United Faculty of Florida Chapter at the University of West Florida (UFF-UWF) and agree to the following:

WHEREAS, UFF-UWF and the UWF-BOT are committed to maintaining the productive and efficient operation of the University in a safe and healthy environment; and

WHEREAS, in an MOU signed April 20, 2020, the Parties agreed in part that faculty in "high risk" categories were permitted to "self-identify and work remotely where possible"; and

WHEREAS, the parties further agreed to revisit that arrangement upon the expiration of the state of emergency declared by Governor DeSantis on March 9, 2020; and

WHEREAS, on June 26, 2021 that state of emergency expired without renewal; and

NOW THEREFORE, the Parties agree that faculty who identify as "high risk" should consult with Human Resources to determine their eligibility for alternative work arrangements. These options are available to faculty:

Those classified as "Permanent Remote Workers" are those authorized in advance by having an Addendum B Remote Work Request Form on file with Human Resources. This form can be found in MyUWF by searching "Remote Work Request Form." Permanent Remote Workers must be approved by the Department Head, Dean, and Human Resources. This agreement expires annually.

Individuals who have an official ADA accommodation documentation on file with Human Resource. Individuals may request accommodations by contacting the ADA Coordinator, April Harvey at aharvey@uwf.edu.

Individuals who have an approved Family Medical and Leave Act paperwork on file with Human Resources may work with Adrian Rowley at arowley@uwf.edu to make arrangements.


Michael Dattine
Chief Negotiator — UWF BOT
Date: August 24, 2021


Dennis M
Chief Negotiator — UFF UWF
Date: August 23, 2021

MEMORANDUM OF UNDERSTANDING: COVID-19 HEALTH EMERGENCY

Comes Now the University of West Florida (UWF-BOT) and the United Faculty of Florida Chapter at the University of West Florida (UWF-UFF) and agrees to the following:

1. During the current health emergency brought on by the coronavirus pandemic, UFF-UWF and the UWF-BOT are committed to maintaining the productive and efficient operation of the University in a safe and healthy environment. To this end, the parties agree that the terms and conditions contained herein shall be observed.
2. The collective bargaining agreement and Federal and State Intellectual Property Law shall apply to all new course content and course delivery materials created as remote instruction mandated by the Board of Governors in response to COVID-19.
3. Faculty shall be provided the option of excluding the Fall 2020 semester course evaluations from use in preparing these annual evaluations. If faculty decide to exclude teaching evaluations they should include at least one (1) additional exemplar of evidence of teaching effectiveness relevant to the Fall 2020 semester.
4. Faculty members should document the effects of the COVID-19 health emergency on their ability to conduct or present their scholarship, creative activities, and research for their 2020-2021 annual evaluations. The University shall consider these documented impacts when evaluating faculty.

2021
4/20/21

Jeffrey Dugay
April 22, 2021

5. Where faculty have made nonrefundable preparations and accommodations connected to previously approved university travel, and the conference or event of the approved travel is cancelled because of the COVID-19 health emergency, the faculty member shall use the University's established protocol pursuant to Florida Statutes 112.061 and the University of West Florida Travel Manual to seek reimbursement. In such instances, the faculty member must document a good faith effort on the faculty member's part to secure reimbursement from the entities that received the nonrefundable payments connected to the previously approved travel. The university shall consider means in which the faculty may utilize these funds in circumstances where the cancelled conference or event is rescheduled on a later date, subject to the availability of funding.

6. Faculty members should document the impacts of the mandatory closing of University research facilities for their annual evaluation, tenure, promotion, or SPE files. The University shall consider these documented impacts when evaluating faculty.

7. The university has been actively permitting faculty in "high risk" categories to self-identify and work remotely where possible. The University will continue this practice for a period of time not to exceed the effective period of Florida's March 9, 2020, declaration of a public health emergency, unless earlier revoked or extended. At the time of the expiration of the March 9, 2020 declaration the university will revisit upon request the status of those covered by this section.

8. The parties recognize that at the appropriate time, the University may transition to pre-COVID attendance on campus, prior to the Governor rescinding the declaration of the public health emergency. The parties acknowledge that faculty have a duty to perform work on campus based upon the needs of the University. When the University transitions to pre-COVID attendance on campus faculty will report back to their on-campus work assignment, as instructed. Section eight (8) of this

2021
4/20/21

Part 3
April 20, 2021

Memorandum of Understanding shall not restrict the rights of faculty as outlined in section seven (7) herein.

9. Pre-tenure faculty will have the option of extending the time clock for a tenure application by one year if they have not already exercised this option under the prior MOU signed by UFF-UWF and UWF-BOT on April 28, 2020. The University will establish a procedure and timetable for the exercise of this option. Faculty will continue to have the opportunity to request an extension of the tenure clock as set forth in the collective bargaining agreement. All other employment actions allowed by the collective bargaining agreement remain in effect.

10. Faculty scheduled for a Sustained Performance Evaluation for the 2021-2022 academic year will have the one-time option to postpone the SPE by one year if they have not already exercised this option under the prior MOU signed by UFF-UWF and UWF-BOT on April 28, 2020. This one-time postponement shall not constitute the use of the one-time postponement option of the SPE as contained in the collective bargaining agreement.

11. This Memorandum of Understanding supersedes and cancels all previous memoranda on the effects of COVID-19.

Michael Dattinne
Chief Negotiator – UWF BOT

April 20, 2021
Date

Jeffrey M
Chief Negotiator – UFF UWF
April 20, 2021
Date

Action Item

UWF Board of Trustees Meeting

December 9, 2021

Issue: Resolutions in Recognition of Distinguished Service

Proposed Action: Adoption

Background Information:

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

Recommendation: Adopt

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

The resolution will be read during the meeting and spread upon the pages of the minutes.

Prepared by: Becky Luntsford, Assistant Corporate Secretary, BOT

Presented by: Suzanne Lewis, BOT Chair

Action**UWF Board of Trustees Meeting**
December 9, 2021**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*].

On July 19, 2021, BOT Chair Suzanne Lewis appointed members to the Officer Nominations Ad Hoc Committee to nominate the next officers of the Board to serve January 1, 2022 – December 31, 2023. Chair Lewis appointed Trustee Alonzie Scott to serve as chair of the Committee and Trustee Sherry Schneider and Trustee Stephanie White to serve on the Committee.

On November 9, 2021, the Committee met, deliberated and unanimously selected Trustee Suzanne Lewis to be considered by the full board for the position of Chair. The committee unanimously selected Trustee Jill Singer to be considered for the position of Vice Chair. The Committee submitted their nominees for Chair and Vice Chair at the November 18, 2021 special meeting of the Board of Trustees.

In accordance with the UWF BOT Bylaws, the election of officers will take place at the December 9, 2021 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 Alonzie Scott, Chair, BOT Officer Nominations Ad Hoc Committee

UNIVERSITY OF WEST FLORIDA

BOARD OF TRUSTEES

BYLAWS

ARTICLE I ORGANIZATION

Section 1.1 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), Florida Statutes, for purposes of sovereign immunity. The Board shall perform all duties prescribed by the Board of Governors, applicable law and rules.

Section 1.2 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 (SGA) 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.

Section 1.3 Power 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 may serve for one additional consecutive two-year term by majority vote, and for each additional consecutive term beyond two terms, may be reelected by a two-thirds vote.

The university president shall serve as executive officer and corporate secretary of the Board of Trustees, but is not a member of the Board.

Section 1.4 – 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.

Section 1.5 Chair Vacancy During Term - a permanent vacancy of the chair shall be filled by the then-serving vice chair for the remainder of the term. A permanent vacancy of the vice chair shall be filled for the remainder of the term by election of a majority vote of the members of the Board.

Section 1.6 Vice Chair - The duty of the vice-chair is to act as chair during the absence or disability of the chair.

Section 1.7 - 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

Section 2.1 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 <https://www.uwf.edu/trustees>.

Section 2.2 Special Meetings - The Board may meet in special meetings, including hearings and workshops, at a time and place designated by the chair.

Section 2.3 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 by posting a notice at the university library and at <https://www.uwf.edu/trustees> of the time, date, place, and purpose of the meeting. 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.

Section 2.4 Notice of Meetings - All meetings of the Board and its committees shall be open to the public at all times, and no resolution, regulation, or other formal action shall be considered binding except as taken or made at such meeting in accordance with s. 286.011, Florida Statutes, unless the matter being discussed falls within the provisions of law allowing closed sessions. Whenever an emergency meeting is scheduled to be held, a notice will be posted at the university library and at <https://www.uwf.edu/trustees> of the time, date, place, and purpose of the meeting.

Section 2.5 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.

Section 2.6 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.

Section 2.7 Quorum - Nine (9) members of the Board must be in attendance to constitute a quorum for the transaction of business.

Section 2.8 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 present at the meeting in person or otherwise is required for approval. All members of the Board shall vote on all matters coming before the Board for consideration in accordance with s. 286.012, Florida Statutes. A member is authorized, but not required, to abstain from voting because of a conflict of interest under chapter 112, Part III, Florida Statutes. Members of the Board shall disclose and resolve potential conflicts of interest and ethical concerns in accordance with Chapter 112, Part III, Florida Statutes and the Board policy on conflicts of interest.

A trustee may abstain from voting only under those circumstances proscribed by law. Voting by proxy or by mail shall not be permitted.

Section 2.9 Parliamentary rules - Roberts Rules of Order, newly revised, will be followed in conducting meetings of the Board, unless otherwise provided by the Board.

Section 2.10 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.

Section 2.11 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

Section 3.1 Appointments - Trustees appointed to committees shall serve at the pleasure of the Board chair.

Section 3.2 Executive Committee - The Executive Committee shall have a minimum of six (6) members, all of whom shall be voting trustees. The chair and vice chair of the Board of Trustees, and the chairs of the standing committees of the Board, shall serve as members. 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 president or president designee shall attend all Executive Committee meetings.

Section 3.3 Other committees - 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.

Section 3.4 Quorum for committee meetings - 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

Section 5.1 Appearances - 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.

Section 5.2 Chair's Role - The chair may recognize any individual or representative of groups to address the Board.

Section 5.3 Board Policy and law - The Board will permit individuals to address the Board as required by Board policy and Florida law.

Section 5.4 Orderly Conduct - 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

Section 6.1 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

Section 7.1 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.

Section 7.2 Fiscal Year - The fiscal year of the Board shall commence on July 1 of each year and end on June 30.

Section 7.3 Sunshine Laws - Public access to Board records is governed by the provisions of the Public Records Law in Chapter 119, Florida Statutes. Board meetings are governed by the provisions of the Open Meetings Law in Chapter 286, Florida Statutes.

Section 7.4 Corporate Seal - The corporation shall have a seal on which shall be inscribed "The University of West Florida Board of Trustees."

History: revisions 2/25/05, revisions 9/18/09; revision 12/09/11; revisions 6/15/16; revisions 04/20.

Informational Item

UWF Board of Trustees Meeting
Full Board
December 9, 2021

Issue/Agenda Recommendation: Performance Based Funding Metrics Update

Proposed Action: Informational

Background Information:

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

Implementation Plan: None

Fiscal Implications: None

Supporting documents: PowerPoint

Prepared by: George Ellenberg, Provost and Senior Vice President
gellenberg@uwf.edu, 850.474.2035

Presenter: George Ellenberg, Provost and Senior Vice President



UNIVERSITY *of*
WEST FLORIDA

Metrics Update

Dr. George Ellenberg

Provost and Senior Vice President

December 9, 2021

Aligning Metrics to meet State University System (SUS) 2025 Strategic Plan

- **Metric 1** – Percent of Bachelor's Graduates Employed or Enrolled 1 Year after Graduation
- **Metric 4** – Four-Year Graduation Rate (Full-Time FTIC)
- Adjustments deferred for one year due to COVID, but now in place for the 2022 Accountability Plan

Current Metric 1: Percent of Bachelor's Graduates Enrolled or Employed (\$25,000+) One Year After Graduation

- **New Threshold** – Increase earnings threshold to \$30,000+ to align with 2025 SUS Strategic Plan
- **New Benchmark** – Raise 10 Excellence Points benchmark from 72.8% to 80.0% with an increment point increase from 2.3% to 3% to gain additional Excellence Points

Most Recent Data Available (2021 AP)

Most Recent Data for both the \$25,000 and \$30,000 thresholds:

	FAMU	FAU	FGCU	FIU	FPU	FSU	NCF	UCF	UF	UNF	USF	UWF	SUS
\$25,000	69.1	70.6	70.7	72.3	74.1	70.2	51.4	69.1	75.2	72.7	71.8	79.1	71.7
\$30,000	61.9	65.8	64.6	68.3	72.4	65.7	48.1	63.6	71.8	67.0	66.5	74.7	66.9
Difference	-7.2	-4.8	-6.1	-4.0	-1.7	-4.5	-3.3	-5.5	-3.4	-5.7	-5.3	-4.4	-4.8

Excellence Benchmark:

	10	9	8	7	6	5	4	3	2	1
CURRENT increments of 2.3%	72.8	70.5	68.3	66.0	63.7	61.4	59.2	56.9	54.6	52.3
PROPOSED increments of 3%	80	77	74	71	68	65	62	59	56	53

Points Change Comparison



	Metric 1 – 2022 with new \$30,000 threshold											
	FAMU	FAU	FGCU	FIU	FLPOLY	FSU	NCF	UCF	UF	UNF	USF	UWF
	61.9%	65.8%	64.6%	68.3%	72.4%	65.7%	48.1%	63.6%	71.8%	67.0%	66.5%	74.7%
% Change	-7.2%	-4.8%	-6.1%	-4.0%	-1.7%	-4.5%	-3.3%	-5.5%	-3.4%	-5.7%	-5.3%	-4.4%
Metric 1 Points	3	5	4	6	7	5	0	4	7	5	5	8
Difference	-5	-4	-5	-3	-3	-3	0	-4	-3	-4	-4	-2

(2021 AP data used for comparison impact)

Current Metric 4: Four-Year First Time in College (FTIC) Graduation Rate

- Increase 10 Excellence Points threshold from 50% to 65%
- Benchmark incremental change from 1.2 / 1.3% to 3% to gain additional Excellence Points

Benchmark Change

Current Benchmark 50% – 10 points equals the old Strategic Plan Goal

Points	10	9	8	7	6	5	4	3	2	1
increments of 1.2/1.3%	50%	48.8%	47.5%	46.3%	45%	43.8%	42.5%	41.3%	40%	38.8%

New Approved 65% Benchmark – 10 points equals Strategic Plan Goal

Points	10	9	8	7	6	5	4	3	2	1
increments of 3%	65%	62%	59%	56%	53%	50%	47%	44%	41%	38%



Metric 4 – Estimated Impact Comparison

No Benchmark Change – Seven Excellence Points

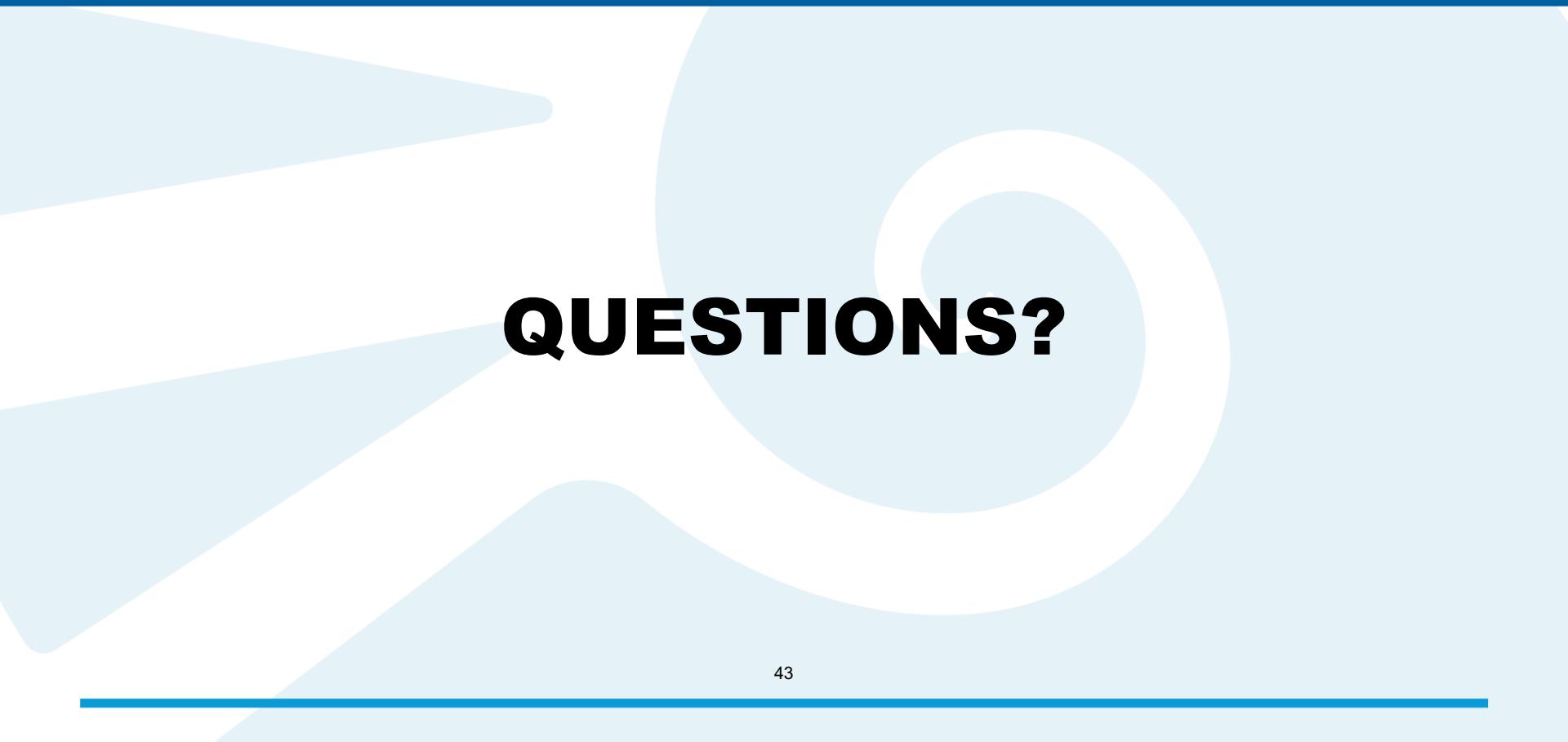
NO CHANGE	POINTS	10	9	8	7	6	5	4	3	2	1	Final 2021 AP	Projected 2022 AP	SCORE
Four Year Graduation Rate <i>Full-time FTIC</i>	EXCELLENCE	50.0%	48.7%	47.5%	46.2%	45.0%	43.7%	42.5%	41.2%	40.0%	38.7%	36.4%	47.3%	7
	IMPROVEMENT	41.40%	40.90%	40.40%	39.90%	39.40%	38.90%	38.40%	37.90%	37.40%	36.90%			10

Benchmark Change – Four Excellence Points

CHANGED BENCHMARK	POINTS	10	9	8	7	6	5	4	3	2	1	Final 2021 AP	Projected 2022 AP	SCORE
Four Year Graduation Rate <i>Full-time FTIC</i>	EXCELLENCE	65.0%	62.0%	59.0%	56.0%	53.0%	50.0%	47.0%	44.0%	41.0%	38.0%	36.4%	47.3%	4
	IMPROVEMENT	41.40%	40.90%	40.40%	39.90%	39.40%	38.90%	38.40%	37.90%	37.40%	36.90%			10

(UWF's 11% point increase provides 10 Improvement Points)

Questions and Thank You



QUESTIONS?

UWF Board of Trustees Meeting

Full Board

December 9, 2021

Issue: Preliminary University 2021 Annual Financial Reports

Proposed Action: Informational

Background Information:

Florida Statute 1010.01 (3) requires as follows.

Each state university shall annually file with the Board of Governors financial statements prepared in conformity with accounting principles accepted by the United States and the uniform classifications of accounts prescribed by the Board of Governors. The Board of Governors' rules shall prescribe the filing deadline for the financial statements.

The final published audited financial statements are normally received from the Florida Auditor General in February or March of each year, in the interim we are presenting unaudited comparative data for the three most recent fiscal years from the information that was submitted to the Auditor General.

The financial information provided as supporting documentation include:

- A. Three-Year Comparable Statement of Net Position
- B. Three-Year Comparable Statement of Revenues, Expenses and Changes in Net Position

The information provided explains the trends over three years, and the narrative comments help call attention to the material events that have impacted the numbers.

Implementation Plan: N/A

Fiscal Implications: \$81.9 Million in Net Position

Supporting Document:

FY21 Three-Year Comparable Financial Statements (Net Position and Statement of Revenues, expenses and Changes in Net Position) for the UWF BOT

Prepared by: Jeffrey A. Djerlek, Associate Vice President/Controller, 850-474-2759,
jdjerlek@uwf.edu

William Pollard, Senior Associate Controller, 850-474-3025, wpollard@uwf.edu

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

UWF FY21 Three Year Comparable Financial Statement Numbers

Condensed Statement of Net Position at June 30

	(In Thousands)		
	<u>2021</u>	<u>2020</u>	<u>2019</u>
Assets			
Current Assets	\$ 115,146	\$ 112,528	\$ 121,405
Capital Assets, Net	172,160	180,294	179,025
Other Noncurrent Assets	<u>2,038</u>	<u>1,064</u>	<u>2,621</u>
Total Assets	<u>289,344</u>	<u>293,886</u>	<u>303,051</u>
Deferred Outflows of Resources	<u>57,868</u>	<u>54,856</u>	<u>33,832</u>
Liabilities			
Current Liabilities	19,797	14,136	16,587
Noncurrent Liabilities	<u>200,482</u>	<u>203,368</u>	<u>166,291</u>
Total Liabilities	<u>220,279</u>	<u>217,504</u>	<u>182,878</u>
Deferred Inflows of Resources	<u>45,036</u>	<u>23,400</u>	<u>22,122</u>
Net Position			
Net Investment in Capital Assets	172,160	180,294	179,025
Restricted	(1,026)	3,315	6,705
Unrestricted	<u>(89,237)</u>	<u>(75,771)</u>	<u>(53,847)</u>
Total Net Position	<u>\$ 81,897</u>	<u>\$ 107,838</u>	<u>\$ 131,883</u>

Current assets decreased when comparing FY19 to FY20 as cash and investments were being used for operational support, and funds due from the State were consumed for construction projects. However, from FY20 to FY21 that trend reversed as the University conserved funds for a state appropriation holdback that was released by year-end. Capital Assets, Net and Net Investment in Capital Assets decreased primarily due to the transition of the CFPP program and operations moving to FSU. Deferred Outflows of Resources, Noncurrent Liabilities, Deferred Inflows of Resources, and Unrestricted Net Position are all heavily impacted by the Pension Liability and the Other Post-Employment Benefits adjustment from year to year. The \$3 million and \$21.0 million increase in deferred outflow/inflow of resources from FY20 to FY 21 and FY19 to FY20, respectively, are directly attributable to entries required in accounting for pensions under GASB Statement No. 68 and other post-employment benefits under GASB Statement No. 75 and were the primary contributor to the \$30 million decreases in unrestricted net position for FY20 and \$13.4 million decreases in FY21.

UWF FY21 Three Year Comparable Financial Statement Numbers

Deficit Unrestricted Net Position Restated for Adjustments at June 30

(In Thousands)

<u>Description</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Total Unrestricted Net Position Before Recognition of Long-term Liabilities, Deferred Outflows of Resources, & Deferred Inflows of Resources	\$ 89,620	\$ 89,472	\$ 94,087
Amount Expected to be Financed in Future Years:			
Compensated Absences Payable	(\$15,787)	(\$16,650)	(\$15,795)
Other Post Employ. Benefits Payable & Related Deferred Outflows of Resources & Deferred Inflows of Resources	(108,377)	(103,387)	(96,762)
Net Pension Liability & Related Deferred Outflows of Resources & Deferred Inflows of Resources	(54,693)	(45,206)	(35,377)
Total Amount Expected to be Financed in Future Years	<u>(\$178,857)</u>	<u>(\$165,243)</u>	<u>(\$147,934)</u>
Total Unrestricted Net Position	\$ (89,237)	\$ (75,771)	\$ (53,847)

Unrestricted Net Position

The University reported an unrestricted net position which included a deficit in the current funds. As shown in the above schedule, this deficit can be attributed to the full recognition of long-term liabilities (i.e. compensated absences payable, OPEB payable, and net pension liabilities) in the current unrestricted funds ***that are expected to be paid over time and financed by future appropriations:***

The deficit in total Unrestricted Net Position shows what the Universities' Unrestricted Net Position would be without the compensated absences payable, OPEB, and net pension. That number would have a small increase of \$148 thousand from FY20 to FY21, and a decrease of \$4.6 million from FY19 to FY 20. The \$148 thousand increase is comprised of a decrease in compensated absences related to the CFPP employees and their leave liability moving to FSU, an increase in credit hours and associated tuition, and a decrease in spending related to possible appropriations holdbacks.

UWF FY21 Three Year Comparable Financial Statement Numbers

Condensed Statement of Revenues, Expenses, and Changes in Net Position For the Fiscal Years

	(In Thousands)	<u>2020-21</u>	<u>2019-20</u>	<u>2018-19</u>
Operating Revenues		\$ 84,893	\$ 79,622	\$ 79,929
Less, Operating Expenses		<u>243,802</u>	<u>268,877</u>	<u>257,217</u>
Operating Income (Loss)		(158,909)	(189,255)	(177,288)
Net Nonoperating Revenues		<u>131,516</u>	<u>162,764</u>	<u>160,594</u>
Income (Loss) Before Other Revenues, Expenses, Gains, or Losses		(27,393)	(26,491)	(16,694)
Other Revenues, Expenses, Gains, or Losses		<u>1,452</u>	<u>2,446</u>	<u>5,447</u>
Net Increase (Decrease) In Net Position		(25,941)	(24,045)	(11,247)
Net Position, Beginning of Year		<u>107,838</u>	<u>131,883</u>	<u>143,130</u>
Net Position, End of Year		\$ 81,897	\$ 107,838	\$ 131,883

Operating Revenues

Total operating revenues have increased by \$5.2 million from FY20 at \$79.6 million to FY21 at \$84.8. Half of that increase is related to student tuition and the related credit hour increases, and the other half is related to federal grants and contracts increases for HEERF Institutional Aid.

Operating Expenses

Total operating expense decreased by \$25 million from FY20 at \$268.8 million to FY21 at \$243.8 million. Most of that decrease is related to the transition of the CFPP program and operations to FSU at \$30 million, which included \$12.5 million of compensation and employee benefits and operations \$17.5 or services and supplies. This \$30 million decrease related to CFPP operations was offset by an increase of \$4.9 million in scholarship, fellowship, and waiver spending corresponding to the uptick in tuition and fees.

Nonoperating Revenues

Total non-operating revenues decreased by \$31.2 million from FY20 to FY21. That decrease was mainly comprised of a \$30 million decrease in state appropriation related to the CFPP operations moving to FSU, a \$3.8 million decrease in investment income due to a reduction in the fair value factor for investments with the State Treasurer, coupled with a decrease in total returns due to reduced appropriations, and a \$2.8 million decrease in other non-operating expenses related to HEERF Institutional Funds. Those decreases were offset with a \$6.5 million increase in Federal and State student financial aid resulting from HEERF Student Aid awards and Bright Futures., and a \$3 million increase in other nonoperating revenue related to insurance recoveries for damaged buildings and historical landmarks related to Hurricane Sally damage.

Other Revenues, Expenses, Gaines, or Losses

Total other revenues, expenses, gains, or losses decreased by \$1 million as a result of a decrease in capital donations from the University's direct-support organizations compared to prior year dining and retail improvements donated by Business Enterprises, Inc. (BEI).

UWF Board of Trustees Meeting

Full Board

December 09, 2021

Issue: FY 2021-22 Current Modified Operating Budget as of September 30, 2021**Proposed action:** Informational**Background Information:**

Florida Board of Governors Regulations 9.007 *State University Operating Budgets and Request* provides guidelines for each university to present and obtain approvals for their respective annual operating budgets. The FY 2021-22 Estimated Consolidated Operating Budget for UWF was approved by the Board of Trustees and submitted to the Florida Board of Governors in June 2021.

After 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, 2021, is presented to the Board for review and approval. Changes after 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.

Implementation: None**Fiscal Implications:**

Fiscal oversight by the UWF BOT for a \$313.4 million estimated revenue budget from all fund sources, or \$129.7 million Education & General revenue budget and a \$311.9 million estimated expense budget from all sources, or a \$129.7 million Education & General expense budget.

Supporting documents:

FY 2021-22 Q1 - BOT Budget Talking Points (2 pages)

FY 2021-22 Current Modified Operating Budget as of September 30, 2021 (7 pages)

UWF Budget BOT Handout (2 pages)

Prepared by:Jeremy Ochoa, Assistant Controller, 850-474-2023, jochoa@uwf.edu,Amie D. Bennett, Associate Controller, 850-474-3028, abennett@uwf.edu, andJeffrey 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

FY 22 1st Quarter – BOT Budget to Actual Talking Points

- **Page 1**
 - The BOT approved budget for FY 21/22, note that this must be approved by the BOT typically before final BOG Budget Control Totals.
- **Page 2**
 - Current Modified budget: Change in beginning balances reflects changes between the time of preparation of BOT approved estimated budget, of which the data is prepared February through May, and the final approved state numbers by end of June or early July.
 - Note that all ending balances are positive, even though for some funds the net change is negative.
- **Page 3 E&G**
 - State Appropriated Funds decreased by **\$1.1M**, due to an approximate **\$1M** performance funding reduction by the Board of Governors, as well as a **\$91k** reduction in risk management insurance.
 - UWF budgets to spend all incoming revenues. Net change is always zero.
 - Overall net decline in expenditures is due to the performance funding reduction and risk management insurance reduction. All other changes are a realignment of funds to meet specific expenditure needs.
 - Division budgeted amounts for Salary & Fringes, as well as Other Personnel Services (OPS), were realigned to Expenses in Central at approximately **\$4.3M** and **\$1.8M**, respectively. This realignment represents the **8.5%** reduction exercise as now being implemented by management regularly. The Central inflow, however, was offset by the **\$1M** performance funding reduction as legislated by the Board of Governors.
 - Other notable changes to the budget include an increase of **\$100k** to Library Resources for the Library Textbook Project and books, as well as a reduction in Risk Management funds by **\$91k** per the Board of Governors.
- **Page 4 Carryforward Funds (CF)**
 - The CF column will always show a negative net change as this fund has no revenue source. This budget is funded from the prior year's unspent E&G appropriations that roll over to the beginning balance.
 - The BOT approved budget is based on average numbers, but this information changes substantially once the year closes and the divisions have time to execute their respective Carryforward plans for BOT approval at their September meeting.
 - A good example of the difference between BOT approval and 1st quarter information after CF spending plans submitted is funds totaling **\$1.9M** were realigned from Expenses to Fixed Capital Outlay, of which **\$800k** was for the Well #2 Replacement and **\$1.1M** for the Building 54 Fire Mitigation.
- **Page 5 Auxiliary Funds**
 - Budgeted Salaries & Fringe were increased by approximately **\$265k** to establish HEERF fund lost revenue budgets, with the largest increases for the Kugelman Honors Auxiliary and University Commons and Event Services.
 - Budgeted OPS increased by **\$105k**, of which **\$91k** of the increase was to cover student assistant staff with the Education Research Center for Child Development (ERCCD).
 - The expense budget was increased by **\$692k** during the quarter, consisting primarily of a **\$607k** increase to establish funding for Phase III of the B54 HVAC Replacement Project.

FY 22 1st Quarter – BOT Budget to Actual Talking Points

- Other notable increases in the budget include increases in Other Capital Outlay (OCO), comprising of a **\$26k** increase in Biology for a Steam Sterilizer, a **\$14k** increase in UWF Career Events for a golf cart, and a **\$10k** increase in CASSH Marine Services Center Boat Auxiliary for a boat motor.
- **Page 6 Athletics Funds**
 - Budgeted funds of **\$30K** were realigned from Expense to OCO to purchase a vehicle for Athletics training usage.
- **Page 7 Student Activity Funds**
 - OPS budget was increased from the BOT approved amount by about **\$212k** to cover student worker costs increase with the return to normal operations for the Fall 2021 semester.
 - Budgeted expenses were increased from the BOT approved amounts by **\$255k** to cover waiver costs. All remaining increases in expenses are to cover projected campus costs, which the largest concentrations being in Student Involvement Support for **\$51k** and Campus Activity Board (CAB) programs for **\$46k** as the campus returns to a more normal operation with in-person attendance.

University of West Florida
Consolidated BOT Approved Operating Budget Summary
First Quarter
For the Fiscal Year Ending June 30, 2022

	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	\$26,317,770	\$38,292,703	\$514,297	\$2,018,744	\$8,290,934	\$1,774,457	\$345,580	\$2,741,365	\$351,676	\$80,647,526
Revenues & Transfers In:											
1. State Appropriated Funds	\$74,222,497	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,222,497
2. Enhancement Trust Fund (Lottery)	\$14,313,794	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,313,794
3. Student Fee Trust Fund (Tuition)	\$42,298,775	\$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
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	\$1,755,542	\$277,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,032,542
7. Fees	\$0	\$0	\$22,986,345	\$4,960,000	\$3,269,873	\$11,284	\$1,405,000	\$0	\$1,358,760	\$177,000	\$34,168,262
8. Miscellaneous Receipts	\$0	\$0	\$4,007,531	\$909,000	\$0	\$1,086,602	\$43,034,000	\$139,776	\$0	\$0	\$49,176,909
9. Other Grants & Donations	\$0	\$0	\$0	\$0	\$0	\$4,450,310	\$0	\$0	\$0	\$0	\$4,450,310
10. Rent	\$0	\$0	\$286,053	\$5,550	\$0	\$0	\$0	\$0	\$0	\$0	\$291,603
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$35,603,071	\$52,944,000	\$0	\$0	\$0	\$88,547,071
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$539,983	\$0	\$0	\$0	\$0	\$539,983
13. Other Revenue	\$0	\$0	\$4,076,206	\$0	\$0	\$225,184	\$137,000	\$0	\$41,100	\$7,400	\$4,486,890
14. Total Additions to Fund Balance	\$130,835,066	\$0	\$33,111,677	\$6,151,550	\$3,269,873	\$41,916,434	\$97,520,000	\$139,776	\$1,399,860	\$184,400	\$314,528,636
15. Total Resources Available	\$130,835,066	\$26,317,770	\$71,404,380	\$6,665,847	\$5,288,617	\$50,207,368	\$99,294,457	\$485,356	\$4,141,225	\$536,076	\$395,176,162
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$96,599,017	\$861,623	\$10,148,081	\$2,978,644	\$1,516,116	\$7,568,800	\$0	\$0	\$0	\$0	\$119,672,281
17. Other Personal Services (OPS)	\$7,636,769	\$228,693	\$2,868,995	\$399,706	\$800,283	\$1,844,777	\$0	\$0	\$0	\$4,032	\$13,783,255
18. Expenses	\$25,189,753	\$15,077,053	\$13,299,905	\$3,122,750	\$543,273	\$30,772,916	\$98,720,000	\$33,276	\$626,868	\$193,698	\$187,579,492
19. Other Capital Outlay (OCO)	\$192,907	\$965,506	\$87,319	\$0	\$0	\$1,166,569	\$0	\$0	\$722,193	\$6,000	\$3,140,494
20. Library Resources	\$0	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500
21. Risk Management	\$496,671	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$496,671
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	\$1,366,025	(\$198,350)	\$346,249	\$0	(\$1,620,424)	\$106,500	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$17,940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,940
27. Total Resources Used	\$130,835,066	\$17,159,315	\$27,770,325	\$6,302,750	\$3,205,921	\$41,353,062	\$97,099,576	\$139,776	\$1,353,093	\$199,698	\$325,418,582
Net Change	\$0	(\$17,159,315)	\$5,341,352	(\$151,200)	\$63,952	\$563,372	\$420,424	\$0	\$46,767	(\$15,298)	(\$10,889,946)
Statutory Carryforward Cash Reserve	\$0	(\$9,158,455)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$9,158,455)
Ending Balance	\$0	\$0	\$43,634,055	\$363,097	\$2,082,696	\$8,854,306	\$2,194,881	\$345,580	\$2,788,132	\$336,378	\$60,599,125

University of West Florida
Consolidated Current Modified Operating Budget Summary
First Quarter
For the Fiscal Year Ending June 30, 2022

	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	\$21,284,232	\$40,615,139	\$831,417	\$2,215,421	\$6,955,298	\$2,418,992	\$396,422	\$2,632,088	\$411,469	\$77,760,478
Revenues & Transfers In:											
1. State Appropriated Funds	\$73,072,388	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73,072,388
2. Enhancement Trust Fund (Lottery)	\$14,313,794	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,313,794
3. Student Fee Trust Fund (Tuition)	\$42,298,775	\$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
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	\$1,755,542	\$277,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,032,542
7. Fees	\$0	\$0	\$22,986,345	\$4,960,000	\$3,269,873	\$11,284	\$1,073,031	\$0	\$1,358,760	\$177,000	\$33,836,293
8. Miscellaneous Receipts	\$0	\$0	\$4,007,531	\$909,000	\$0	\$1,086,602	\$54,013,700	\$139,776	\$0	\$0	\$60,156,609
9. Other Grants & Donations	\$0	\$0	\$0	\$0	\$0	\$4,450,310	\$0	\$0	\$0	\$0	\$4,450,310
10. Rent	\$0	\$0	\$286,053	\$5,550	\$0	\$0	\$0	\$0	\$0	\$0	\$291,603
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$35,603,071	\$42,322,269	\$0	\$0	\$0	\$77,925,340
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$539,983	\$0	\$0	\$0	\$0	\$539,983
13. Other Revenue	\$0	\$0	\$4,076,206	\$0	\$0	\$225,184	\$111,000	\$0	\$41,100	\$7,400	\$4,460,890
14. Total Additions to Fund Balance	\$129,684,957	\$0	\$33,111,677	\$6,151,550	\$3,269,873	\$41,916,434	\$97,520,000	\$139,776	\$1,399,860	\$184,400	\$313,378,527
15. Total Resources Available	\$129,684,957	\$21,284,232	\$73,726,816	\$6,982,967	\$5,485,294	\$48,871,732	\$99,938,992	\$536,198	\$4,031,948	\$595,869	\$391,139,005
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$92,269,932	\$514,447	\$10,413,574	\$2,978,644	\$1,516,116	\$8,267,841	\$0	\$0	\$0	\$0	\$115,960,554
17. Other Personal Services (OPS)	\$5,827,948	\$273,069	\$2,974,149	\$399,706	\$1,011,933	\$1,970,083	\$0	\$0	\$4,032	\$0	\$12,460,920
18. Expenses	\$30,176,441	\$8,738,059	\$13,991,957	\$3,092,750	\$963,302	\$20,664,489	\$98,744,477	\$115,841	\$595,346	\$334,611	\$177,417,273
19. Other Capital Outlay (OCO)	\$175,176	\$743,000	\$148,059	\$30,000	\$0	\$1,022,005	\$0	\$0	\$722,193	\$66,000	\$2,906,433
20. Library Resources	\$110,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,000
21. Risk Management	\$405,511	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$405,511
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	\$1,366,025	(\$198,350)	\$346,249	\$3,020,000	(\$4,640,424)	\$106,500	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$1,937,710	\$0	\$0	\$0	\$6,293	\$0	\$0	\$0	\$0	\$1,944,003
27. Total Resources Used	\$129,684,957	\$12,206,285	\$28,893,764	\$6,302,750	\$3,837,600	\$34,950,711	\$94,104,053	\$222,341	\$1,321,571	\$400,611	\$311,924,643
Net Change	\$0	(\$12,206,285)	\$4,217,913	(\$151,200)	(\$567,727)	\$6,965,723	\$3,415,947	(\$82,565)	\$78,289	(\$216,211)	\$1,453,884
Statutory Carryforward Cash Reserve	\$0	(\$9,077,947)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$9,077,947)
Ending Balance	\$0	\$0	\$44,833,052	\$680,217	\$1,647,694	\$13,921,021	\$5,834,939	\$313,857	\$2,710,377	\$195,258	\$70,136,415

University of West Florida
Education & General
First Quarter
For the Fiscal Year Ending June 30, 2022

	BOT Approved FY2021-2022 Budget	Current Modified Budget as of 09-30-2021	Change	Notes & Comments
Beginning Balance	\$0	\$0	\$0	
Revenues & Transfers In:				
1. State Appropriated Funds	\$74,222,497	\$73,072,388	(\$1,150,109)	Performance Funding Rdcd by BOG for \$1.06M, Risk Mgmt Rdcd by BOG for \$91k
2. Enhancement Trust Fund (Lottery)	\$14,313,794	\$14,313,794	\$0	
3. Student Fee Trust Fund (Tuition)	\$42,298,775	\$42,298,775	\$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	\$130,835,066	\$129,684,957	(\$1,150,109)	
15. Total Resources Available	\$130,835,066	\$129,684,957	(\$1,150,109)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$96,599,017	\$92,269,932	(\$4,329,085)	38 BTs: Multiple Budget Adjs for Realignment Exercise Implemented on Recurring Basis
17. Other Personal Services (OPS)	\$7,636,769	\$5,827,948	(\$1,808,821)	47 BTs: Multiple Budget Adjs for Realignment Exercise Implemented on Recurring Basis
18. Expenses	\$25,189,753	\$30,176,441	\$4,986,688	65 BTs: \$6.1M Realignment Exercise frm Sal & OPS; Offset by \$1M Perform Fund Reduction
19. Other Capital Outlay (OCO)	\$192,907	\$175,176	(\$17,731)	7 BTs: Multiple BTs to Adjust to Encumbrances
20. Library Resources	\$0	\$110,000	\$110,000	1 BT: Budget Increase for Library Textbook Project & Books
21. Risk Management	\$496,671	\$405,511	(\$91,160)	Final Risk Mgmt Allocation Reduced by BOG for \$91k
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	\$130,835,066	\$129,684,957	(\$1,150,109)	
Net Change	\$0	\$0	(\$2,300,218)	
Ending Balance	\$0	\$0	(\$2,300,218)	

University of West Florida
Carry Forward
First Quarter
For the Fiscal Year Ending June 30, 2022

	BOT Approved FY2021-2022 Budget	Current Modified Budget as of 09-30-2021	Change	Notes & Comments
Beginning Balance	\$26,317,770	\$21,284,232	((\$5,033,538))	
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	\$26,317,770	\$21,284,232	((\$5,033,538))	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$861,623	\$514,447	(\$347,176)	9 BTs: \$578k Decr to Align with CF Spnd Plns; Offset by \$200k for Time Lmt & Payout
17. Other Personal Services (OPS)	\$228,693	\$273,069	\$44,376	7 BTs: \$14k Decr to Align with CF Spnd Plns; Offset by \$58k to Clr Sum Advance Spnd
18. Expenses	\$15,077,053	\$8,738,059	(\$6,338,994)	12 BTs: \$800k to FCO for Well #2; \$1.1M to FCO for Bldg 54; Rem Chg to Align w/ CF Plans
19. Other Capital Outlay (OCO)	\$965,506	\$743,000	(\$222,506)	Budg Fund Changes per Depts to Align with CF Spending Plans
20. Library Resources	\$8,500	\$0	(\$8,500)	Budg Fund Changes per Depts to Align with CF Spending Plans
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)	\$17,940	\$1,937,710	\$1,919,770	2 BTs: \$800k frm Exp for Well #2 Replacement; \$1.1M frm Exp for Bldg 54 Fire Mitigation
27. Total Resources Used	\$17,159,315	\$12,206,285	((\$4,953,030))	
Net Change	((\$17,159,315))	((\$12,206,285))	((\$9,986,568))	
Statutory Carryforward Cash Reserve	(\$9,158,455)	(\$9,077,947)		
Ending Balance	\$0	\$0	(\$15,020,106)	

University of West Florida
Auxiliaries
First Quarter
For the Fiscal Year Ending June 30, 2022

	BOT Approved FY2021-2022 Budget	Current Modified Budget as of 09-30-2021	Change	Notes & Comments
Beginning Balance	\$38,292,703	\$40,615,139	\$2,322,436	
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	\$1,755,542	\$1,755,542	\$0	
7. Fees	\$22,986,345	\$22,986,345	\$0	
8. Miscellaneous Receipts	\$4,007,531	\$4,007,531	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$286,053	\$286,053	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$4,076,206	\$4,076,206	\$0	
14. Total Additions to Fund Balance	\$33,111,677	\$33,111,677	\$0	
15. Total Resources Available	\$71,404,380	\$73,726,816	\$2,322,436	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$10,148,081	\$10,413,574	\$265,493	24 BTs: Multiple Increases in DAESA to Establish HEERF Fund Budgets
17. Other Personal Services (OPS)	\$2,868,995	\$2,974,149	\$105,154	21 BTs: \$91k Increase to Cvr ERCCD Student Assistant Staff
18. Expenses	\$13,299,905	\$13,991,957	\$692,052	40 BTs: \$607k to Estab Budg for B54 HVAC Replacement Phase 3; Rem to Cvr Proj Costs
19. Other Capital Outlay (OCO)	\$87,319	\$148,059	\$60,740	6 BTs: \$26k Incr for Biology Steam Sterilizer; \$14k for Golf Cart; \$10k for Boat Motor
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	\$1,366,025	\$1,366,025	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$27,770,325	\$28,893,764	\$1,123,439	
Net Change	\$5,341,352	\$4,217,913	\$3,445,875	
Ending Balance	\$43,634,055	\$44,833,052	\$5,768,311	

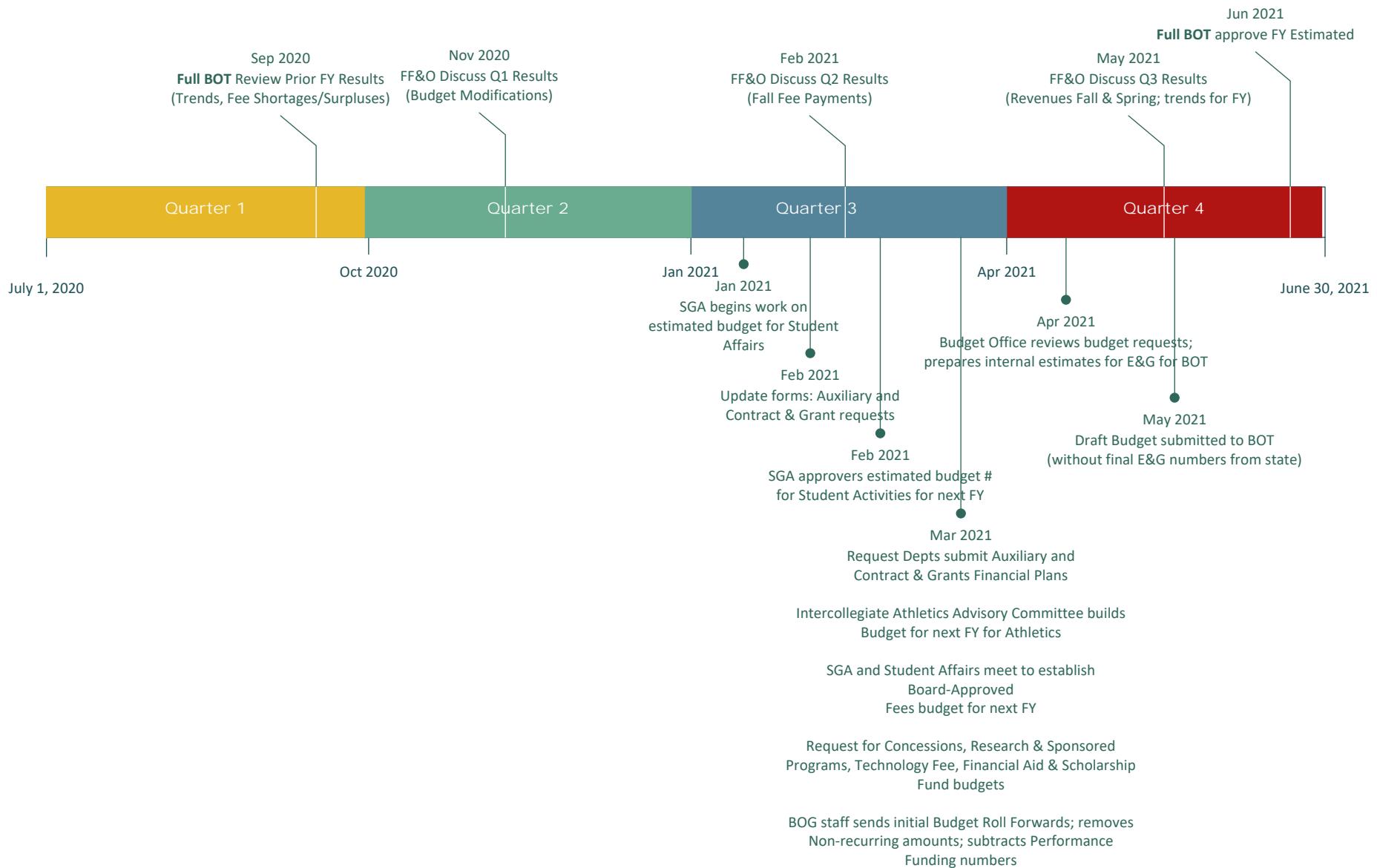
University of West Florida
Athletics
First Quarter
For the Fiscal Year Ending June 30, 2022

	BOT Approved FY2021-2022 Budget	Current Modified Budget as of 09-30-2021	Change	Notes & Comments
Beginning Balance	\$514,297	\$831,417	\$317,120	
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	\$4,960,000	\$4,960,000	\$0	
8. Miscellaneous Receipts	\$909,000	\$909,000	\$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	\$6,151,550	\$6,151,550	\$0	
15. Total Resources Available	\$6,665,847	\$6,982,967	\$317,120	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$2,978,644	\$2,978,644	\$0	
17. Other Personal Services (OPS)	\$399,706	\$399,706	\$0	
18. Expenses	\$3,122,750	\$3,092,750	(\$30,000)	1 BT: \$30k Reallocate to OCO to Purchase Vehicle for Athletic Training Usage
19. Other Capital Outlay (OCO)	\$0	\$30,000	\$30,000	1 BT: \$30k Reallocate from Expense to Purchase Vehicle for Athletic Training Usage
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	(\$198,350)	(\$198,350)	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$6,302,750	\$6,302,750	\$0	
Net Change	(\$151,200)	(\$151,200)	\$317,120	
Ending Balance	\$363,097	\$680,217	\$634,240	

University of West Florida
Student Activities
First Quarter
For the Fiscal Year Ending June 30, 2022

	BOT Approved FY2021-2022 Budget	Current Modified Budget as of 09-30-2021	Change	Notes & Comments
Beginning Balance	\$2,018,744	\$2,215,421	\$196,677	
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	\$3,269,873	\$3,269,873	\$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	\$3,269,873	\$3,269,873	\$0	
15. Total Resources Available	\$5,288,617	\$5,485,294	\$196,677	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$1,516,116	\$1,516,116	\$0	
17. Other Personal Services (OPS)	\$800,283	\$1,011,933	\$211,650	6 BTs: Multiple Increases to Cover Student Worker Costs
18. Expenses	\$543,273	\$963,302	\$420,029	27 BTs: \$255k Incr to Cover Waiver Costs; Multiple Incr to Cover Proj Campus Act Costs
19. Other Capital Outlay (OCO)	\$0	\$0	\$0	
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	\$346,249	\$346,249	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$3,205,921	\$3,837,600	\$631,679	
Net Change	\$63,952	(\$567,727)	\$828,356	
Ending Balance	\$2,082,696	\$1,647,694	\$1,025,033	

UWF Budget Overview for BOT



UWF Budgeted Funds Background

Fund Type	# Indexes in that type	Background/Context/Managed	Web Links
Education & General (E&G)	1113	Managed by accounting software Rule Codes setup to enforce the BOG guidelines and regulations. Amounts are set by the BOG annually. After the UWF Central Budget Office confirms the total by UWF Division for the year, each UWF Division budgets to the lower levels.	https://www.flbog.edu/wp-content/uploads/9.007Amended_FINAL_10-30-19.pdf
Carry Forward (CF)	1056	Managed by accounting software Rule Codes setup to enforce the BOG guidelines and regulations. Funds are derived from each Division's prior year's unspent E&G amounts. Those unspent amounts are now part of the UWF CF Spending Plan submitted by each Division, reviewed by the Cabinet and subsequently approved by the UWF BOT and the BOG.	https://www.flbog.edu/wp-content/uploads/9.007Amended_FINAL_10-30-19.pdf
Auxiliary Funds	385	Managed by each Indexes' Mission Statement and Rule Codes . Budgeted by Financial Plans submitted by each operational area controlling the index.	https://ufw.edu/finance-and-administration/departments/controllers-office/departmental-areas/reporting/
Athletics	60	Managed by the Director of Athletics; it is based on IAAC Budget estimates. Each year an overall plan is submitted for approval by the IAAC, Administration, and the President.	https://nautical.ufw.edu/org/DispOrg.cfm?OrgUnitID=IAAC
Student Activities	262	Managed by SGA ; it is an estimated annual revenue number, once Administrative Costs are paid. The SGA seeks requests for proposals to use the funds from their estimated net revenue. The SGA approves the budgets for each operational function as well as student groups receiving Student Activities monies from SGA.	https://ufw.edu/academic-engagement-and-student-affairs/departments/student-government-association/resources/as-fee-information/
Unrestricted Contract & Grants	411	Managed by the Research Administration & Engagement (RAE Office); RAE relies on policies and rules established for the Unrestricted C&G funds. Most of the Unrestricted funds are disbursements for general faculty research and is derived from a share of the indirect cost from the Restricted Grants .	https://ufw.edu/research-and-strategic-innovation/departments/research-administration-engagement/principal-investigator-grant-handbook/proposal-development/rae-responsibilities/
Restricted Contract & Grant Funds	275	35 of these Indexes are managed and budgeted by Financial Plans submitted by each operational area controlling the index. The rest of the indexes are managed by the RAE Office and the grantor's instructions on how to expend the funds.	https://ufw.edu/research-and-strategic-innovation/departments/research-administration-engagement/principal-investigator-grant-handbook/proposal-development/rae-responsibilities/
Financial Aid & Scholarship Fun	543	Managed by Student Accounts & Financial Aid. Budgeted by estimates of prior funding sources and internal department supplied numbers.	N/A
Concession Funds	50	Managed by the Concession policy and each Division's Budget Manager. The estimated revenue budget is prepared by Auxiliary Services, and the allocation amounts are established by the President's Office for each division's expense budget.	https://confluence.ufw.edu/display/UP/Concessions+Policy
Technology Fee Fund	31	Managed by Systemic Projects and Instructional Technology Enhancement Projects (ITEP). The Systemic Projects are proposed by the various operational units in the University, and the ITEP is proposed by an individual or small team for benefit of the students and faculty. The estimated budget is prepared by the Provost Office Budget Staff.	https://ufw.edu/academic-affairs/resources/technology-fee/
Board Approved Fees Fund	13	Managed by the Division of Academic Engagement & Student Affairs as approved by the SGA. Projects are proposed each year and the SGA votes on approved projects.	N/A
Agency Funds	62	An Agency Fund is an index that holds funds for another third-party agency. An Example is the BEI Agency Fund has dollars on deposit at UWF to be used for BEI's use of services at Argo Village. THESE FUNDS ARE NOT BUDGETED NOR ARE THEY REPORTED TO THE BOG, THEY ONLY SHOW UP ON THE UNIVERSITIES FINANCIAL STATEMENTS	
Property & Construction Funds	32	These are funds that are set up for CITF and PECO funded projects. These budgets are established by the State and are approved on a case-by-case bases.	

Total Accounts 4293

*Count Updated 11/5/21

Definitions of Common terms:

- 1 An [Index](#) is an account that holds money by type of funds for a specific purpose. Examples and E&G Index for the College of Business Dean's Office Operations, an Auxiliary for Summer Camps, etc.
- 2 A [Rule Code](#) is a logic setup in the Accounting Software that tells the system what type of accounts can be associated with the types of Funds. As an example, all but Facilities Indexes in E&G are restricted against a Fixed Capital Outlay budget, and all FCO request get routed to the Budget Office in a special queue for approval and scrutiny.
- 3 [IAAC](#) is the Intercollegiate Athletics Advisory Committee
- 4 [SGA](#) is the Student Government Association.
- 5 A [Financial Plan](#) is a budget plan by each index managed by a Department. They submit these plans annually projecting their annual revenue and expense needs. These plans must end with positive balances unless there is a timing difference.
- 6 [CITF](#) is the Capital Improvement Trust Fund Fee that is funded by student fees to support student-related projects. Funds are collected by the university and are transmitted to the State to pay for debt service on projects.

BOG Glossary of Budget & Finance Terms

<https://www.flbog.edu/finance/university-budget-information/glossary-of-budget-and-finance-terms-terms/>