



## **AGENDA**

**THE UNIVERSITY OF WEST FLORIDA  
BOARD OF TRUSTEES MEETING  
March 25, 2015  
9:00 a.m.**

**UWF Emerald Coast Fort Walton Beach Campus  
1170 Martin Luther King Jr. Blvd., Fort Walton Beach, FL 32547**

### **APPROVAL OF MINUTES BY COMMITTEES**

**Audit and Operations Committee:**

**Susan O'Connor, Chair**

- Approve Minutes of March 3, 2015 Meeting

**Finance and Facilities Committee:**

**Mort O'Sullivan, Chair**

- Approve Minutes of March 3, 2015 Meeting

**Academic Affairs Committee:**

**Bob Jones, Chair**

- Approve Minutes of March 3, 2015 Meeting

**Student Affairs Committee:**

**Jay Patel, Chair**

- Approve Minutes of March 3, 2015 Meeting

**Metrics Ad hoc Committee:**

**Dave Cleveland, Chair**

- Approve Minutes of December 10, 2014 Meeting

**Officer Nominations Ad hoc Committee:**

**Garrett Walton**

- Approve Minutes of December 12, 2014 Meeting

**Presidential Contractual Ad hoc Committee:**

**Lewis Bear, Chair**

- Approve Minutes of February 20, 2015 Meeting
- Consider Recommendations of Compensation Subcommittee as Reflected in Minutes of March 16, 2015

## FULL BOARD

1. **Call to Order and Chair's Remarks** **Lewis Bear, Jr.**
2. **President's Report** **Dr. Judy Bense**
3. **Recognitions** **Dr. Martha Saunders**
4. **Approval of Minutes**
  - December 12, 2014 Board of Trustees Meeting
5. **Committee Reports**
  - Audit and Operations Committee – Susan O'Connor, Chair
  - Finance and Facilities Committee – Mort O'Sullivan, Chair
  - Academic Affairs Committee – Bob Jones, Chair
  - Student Affairs Committee – Jay Patel, Chair
  - Compensation Subcommittee & Presidential Contractual Ad hoc Committee – Lewis Bear, Chair
6. **Public Comment**
7. **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 UWF Internal Auditing PCard Audit Report – 2<sup>nd</sup> Quarter
  - B. Approval of Revised Work Plan for 2014/15 and 2015/16 for UWF Internal Auditing and Management Consulting
  - C. Approval of UWF Annual Financial Report for 2013-2014
  - D. Adoption of Revised UWF Human Resources Policy HR-11.03-02/15 Introduction/General Provisions Governing Personnel Matters
  - E. Adoption of Revised UWF Human Resources Policy HR-12.02-02/15 Broadband Classification and Compensation System
  - F. Approval of Amendment to UWF REG 6.0054 Competitive Solicitation Requirements
  - G. Approval of Amendment to UWF REG 5.010 Educational Research Center for Child Development
  - H. Approval of Amendment 1 to the Master Sublease Agreement between UWF and UWF BEI
  - I. Approval of Request to Offer a New Degree Program/BSBA in Supply Chain Logistics Management
  - J. Approval of Competence and Qualifications of Instructional Personnel Policy
  - K. Approval of Recommendations Regarding (i) Presidential Compensation for 2014/2015 and Bonus for 2013/2014; and (ii) Terms of Extension of Presidential Employment Agreement to December 31, 2016.

**8. Action Items**

- A. Approval of the UWF Academic Calendar 2016-2017
- B. Approval of 2015-2016 UWF BOT Meeting Calendar

**9. Information Items**

- A. Dormitory Revenue Refunding Bond Refinancing
- B. BOG Performance Funding Metrics Improvement Plan Update
- C. FSBDC Update

**10. Other Business**

Concluding Remarks and Adjournment

***Other Activities and Upcoming Events***

- **Friday, March 27, 2015 Honors Convocation @ UWF Conference Center, 11:00 a.m.**  
VIP Luncheon to follow in the Conference Center Lounge. (Please arrive by 10:30 a.m. for robing).
- **Saturday, May 2, 2015 UWF Spring Commencement @ The Pensacola Bay Center**
  - Continental Breakfast begins @ 8:30 a.m.
  - Morning commencement ceremony will begin @ 10 am (*Please arrive by 9:30 a.m.*)
  - Join us for the Platform Party Luncheon @ Jackson's following the morning ceremony – transportation will be provided
  - The afternoon commencement ceremony will begin @ 2 pm (*Please arrive by 1:30 pm*)
- **Thursday, May 21, 2015 BOT Committee Meetings @ UWF Conference Center, 9:00 a.m.**
- **Tuesday, June 23, 2015 BOT Board Meeting @ UWF Conference Center, 9:00 a.m.**
- **Tuesday, June 23, 2015 UWF Boards Appreciation Dinner @ Scenic Hills Country Club, 6:00 p.m.**

**Draft Minutes**  
**Audit & Operations Committee Meeting**  
**UWF Board of Trustees**  
**March 3, 2015**

**CALL TO ORDER**

Trustee Garrett Walton called the meeting to order on at 9:00 a.m. with committee member Garrett Walton present and Pam Dana participating by telephone. BOT Chair Lewis Bear, Jr. was also in attendance serving as an ex officio member.

Other trustees in attendance: Mort O’Sullivan, Richard Hough, Suzanne Lewis, Dave Cleveland, Jay Patel, Robert Jones, Bentina Terry. Trustee LuTimothy May participated by telephone.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Brendan Kelly, VP for University Advancement; Dr. Kevin Bailey, VP Student Affairs; Pat Lott, General Counsel, Ms. Betsy Bowers, IVP Business, Finance & Facilities; Dr. George Ellenberg, Vice Provost, Ms. Cynthia Talbert, Interim Director, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Jim Hurd, AVP for Student Affairs; Dr. Richard Podemski, AVP, Dean Graduate School; Dr. Lusharon Wiley, Senior Associate Dean of Students; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Administrative Fellow; Mr. Pat Crawford, Executive Director, WUWF Public Broadcasting, Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Mica Hughes-Harrell, Director, Wellness Services; Ms. Megan Gonzalez, Director, Public Relations; Mr. Greg Dziadon, Director, Testing and Technology Services; Mr. Keith King, Associate Director, Institutional Research; Ms. Lauren Loeffler, Director, Career Services; Ms. Cindy Faria, AVP Human Resources; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Dr. Rick Harper, Executive Director, OEDE; Mr. Peter Robinson, Director, Environmental Health & Safety; Ms. Sandra Thompson, Director, ITS; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Paul White, Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. William Healey, Director, Recreation and Sports Services; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O’Brien, AVP Business and Property Development; Ms. Lisa Berneau, Assistant General Counsel; Ms. Anita Schonberger, Deputy General Counsel; Mr. James Felder, Associate General Counsel; Ms. Colleen Asmus, AVP Financial Services; Ms. Angela Jones, Director, Procurement and Contracts; Ms. Valerie Moneyham, AVP, Business, Finance & Facilities; Dr. Claudia Stanny, Director, CUTLA; Dr. Tim O’Keefe, Dean, College of Business; Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Mr. Jeffrey Djerlek, Assistant Controller, Financial Services; Dr. Joffrey Gaymon, AVP Enrollment Affairs; Mr. Christopher Lizen, Institutional Research; Mr. David Scott, Athletic Director; Mr. Dan Bevel, Internal Auditor; Mr. Matthew Packard, Compliance Specialist; Dr. William Crawley, Dean, CEPS; Mr. John Warren, Director, Chief of Police; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist, Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist, and Susan Stephenson.

## **CHAIR'S GREETING**

Trustee Walton welcomed everyone and thanked all for being here today. He recognized President Judy Bense, Chair Lewis Bear, Jr., Trustees Richard Hough, Suzanne Lewis, Dave Cleveland, Jay Patel, Mort O'Sullivan, Bentina Terry, and Robert Jones who were in attendance. Trustee Walton announced that Chair Susan O'Connor was unable to attend the meeting and had asked that he preside over today's committee meeting.

## **ACTION ITEMS**

**1. Acceptance of Internal Auditing PCard Audit Reports for 2<sup>nd</sup> Quarter** was presented by Cindy Talbert.

Twelve (12) departments encompassing 30 cardholders were reviewed on a sample basis. Individual reports were distributed to department heads and Procurement & Contracts upon completion of the audits. Most common findings were 1) the JP Morgan bank statements were not reviewed during the reconciliation process; 2) the cardholder did not consistently sign the transaction documentation.

Management will implement corrective actions to be completed in fiscal year 2014/15. Internal Auditing will follow up to determine if adequate corrective actions occurred.

A motion was made to Recommend Acceptance of the Internal Auditing PCard Reports for the Second Quarter of Fiscal Year 2014-2015 by the full Board at the March 25, 2015 meeting.

Motion by: Trustee Pam Dana  
Seconded by: Chair Lewis Bear, Jr.  
Motion passed.

**2. Approval of Revised Work Plan for 2014/15 and 2015/16 for UWF Internal Auditing and Management Consulting** was presented by Cindy Talbert.

The proposal for a revised Work Plan is as follows:

1. Seven Audits: Subrecipient Monitoring, Performance Metrics for BOG, Athletic Eligibility (all completed), Vehicle Maintenance and Vendor Master File (both in progress), IT General Controls (Banner Student Module), Lab Safety and Security. Audits removed include: Conflict of Interest, Enrollment Affairs, Grade Integrity, and Dependent Eligibility.
2. Conduct various management advisory (consulting) services.
3. Follow up of Federal, State and internal audit findings.
4. Continued participation in the Risk & Compliance Council and the evaluation of rules, regulations, policies, and procedures.

A motion was made to Recommend Approval of the Revised Work Plan 2014/15 and 2015/16 for UWF Internal Auditing and Management Consulting by the full Board at the March 25, 2015 meeting.

Motion by: Trustee Pam Dana

Seconded by: Chair Lewis Bear, Jr.  
Motion passed.

**3. Approval of UWF Annual Financial Report for 2013-2014** was presented by Colleen Asmus.

On November 20, 2014 the State of Florida Auditor General released the report on the audit of the financial statements of the University of West Florida for the fiscal year ending June 30, 2014. The Executive Summary included in the audit report contains the following:

Financial Statements: Audit disclosed that UWF's basic financial statements were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

Internal Controls and Compliance: Audit did not identify any deficiencies in internal control over financial reporting considered to be material weaknesses. The results of tests disclosed no instances of noncompliance.

A motion was made to Recommend Approval of the University of West Florida Annual Financial Report for 2014-2015 by the full Board at the March 25, 2015 meeting.

Motion by: Chair Lewis Bear, Jr.  
Seconded by: Trustee Pam Dana  
Motion passed.

**4. Adoption of Revised UWF Human Resources Policy HR-11.03-02/15 Introduction/General Provisions Governing Personnel Matters** was presented by Cindy Faria.

This policy was originally adopted by the UWF BOT in July, 2004. The UWF HR Department in conjunction with the General Counsel's Office is continuously reviewing and revising UWF Human Resources policies. This policy was revised and sent to campus for public review and comment from November 25, 2014 to December 25, 2014. Two comments were received. One comment resulted in textual changes.

A motion was made to Recommend Approval of the Revised UWF Human Resources Policy HR-11.03-02/15 Introduction/General Provisions Governing Personnel Matters by the full Board at the March 25, 2015 meeting.

Motion by: Chair Lewis Bear, Jr.  
Seconded by: Trustee Pam Dana  
Motion passed.

**5. Adoption of Revised UWF Human Resources Policy HR-12.02-02/15 Broadband Classification and Compensation System** was presented by Cindy Faria.

This policy was originally adopted by the UWF BOT in July, 2004. The UWF HR Department in conjunction with the General Counsel's Office is continuously reviewing and revising UWF Human Resources policies. This policy was revised and sent to campus for public review and comment from November 25, 2014 to December 25, 2014. No feedback was received through the campus review process, thus, no changes were made to the revised policy after campus review.

A motion was made to Recommend Approval of the Revised UWF Human Resources Policy HR-12.03-02/15 Broadband Classification and Compensation System by the full Board at the March 25, 2015 meeting.

Motion by: Chair Lewis Bear, Jr.

Seconded by: Trustee Pam Dana

Motion passed.

### **INFORMATION ITEMS**

1. **External Audits – Financial Statement Audit of Direct Support Organizations:WUWF-FM; Intercollegiate Athletics; and Florida Institute for Human and Machine Cognition** was presented by Cindy Talbert.

2. **Internal Auditing Update** was presented by Cindy Talbert.

### **OTHER COMMITTEE BUSINESS**

None

### **ADJOURNMENT**

With no further Audit & Operations items to discuss, the meeting was adjourned at 9:37 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary

**Draft Minutes**  
**Finance & Facilities Committee Meeting**  
**UWF Board of Trustees**  
**March 3, 2015**

Chair Mort O’Sullivan called the meeting to order at 9:52 a.m. with the following committee members present: Mort O’Sullivan, Suzanne Lewis and Dave Cleveland.

Other trustees in attendance: Garrett Walton, Richard Hough, Suzanne Lewis, Dave Cleveland, Jay Patel, Robert Jones, Bentina Terry.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Brendan Kelly, VP for University Advancement; Dr. Kevin Bailey, VP Student Affairs; Pat Lott, General Counsel, Ms. Betsy Bowers, IVP Business, Finance & Facilities; Dr. George Ellenberg, Vice Provost, Ms. Cynthia Talbert, Interim Director, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Jim Hurd, AVP for Student Affairs; Dr. Richard Podemski, AVP, Dean Graduate School; Dr. Lusharon Wiley, Senior Associate Dean of Students; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Administrative Fellow; Mr. Pat Crawford, Executive Director, WUWF Public Broadcasting, Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Mica Hughes-Harrell, Director, Wellness Services; Ms. Megan Gonzalez, Director, Public Relations; Mr. Greg Dziadon, Director, Testing and Technology Services; Mr. Keith King, Associate Director, Institutional Research; Ms. Lauren Loeffler, Director, Career Services; Ms. Cindy Faria, AVP Human Resources; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Dr. Rick Harper, Executive Director, OEDE; Mr. Peter Robinson, Director, Environmental Health & Safety; Ms. Sandra Thompson, Director, ITS; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Paul White, Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. William Healey, Director, Recreation and Sports Services; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O’Brien, AVP Business and Property Development; Ms. Lisa Berneau, Assistant General Counsel; Ms. Anita Schonberger, Deputy General Counsel; Mr. James Felder, Associate General Counsel; Ms. Colleen Asmus, AVP Financial Services; Ms. Angela Jones, Director, Procurement and Contracts; Ms. Valerie Moneyham, AVP, Business, Finance & Facilities; Dr. Claudia Stanny, Director, CUTLA; Dr. Tim O’Keefe, Dean, College of Business; Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Mr. Jeffrey Djerlek, Assistant Controller, Financial Services; Dr. Joffrey Gaymon, AVP Enrollment Affairs; Mr. Christopher Lizen, Institutional Research; Mr. David Scott, Athletic Director; Mr. Dan Bevel, Internal Auditor; Mr. Matthew Packard, Compliance Specialist; Dr. William Crawley, Dean, CEPS; Mr. John Warren, Director, Chief of Police; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist, Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist, and Susan Stephenson.



## **CHAIR'S GREETING**

Chair O'Sullivan welcomed everyone and thanked all for being here today. He recognized President Judy Bense, Chair Lewis Bear, Jr., and Trustees Jones, Hough, Terry, Walton, and Patel.

## **ACTION ITEMS**

**1. Approval of Amendment to UWF REG 6.0054 Competitive Solicitation Requirements** was presented by Angie Jones.

The proposed amendment updates the current regulation to bring the regulation into compliance with Board of Governors Regulation 18.002 by deleting the reference to the time calculation interpretation.

A motion was made to Recommend Approval of the Proposed Amendment to UWF REG 6.0054 Competitive Solicitation Requirements to bring the regulation into compliance with Board of Governors Regulations by the full Board at the March 25, 2015 meeting.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Suzanne Lewis

Motion passed unanimously.

**2. Approval of Amendment to UWF REG 5.010 Educational Research Center for Child Development** was presented by Jim Hurd.

BOG Regulation 10.004 provides that the BOT may establish or change child care and service fees for ERCCD. ERCCD child care fees were last increased in Fall 2014. These rates have been presented and approved by the ERCCD Board of Directors as required by BOG Regulation 10.004.

A motion was made to Recommend Approval of the Proposed Amendment to UWF REG 5.010 Educational Research Center for Child Development by the full Board at the March 25, 2015 meeting.

Motion by: Trustee Suzanne Lewis

Seconded by: Trustee Dave Cleveland

Motion passed unanimously.

**3. Approval of Amendment 1 to the Master Sublease Agreement between the University of West Florida and UWF Business Enterprises, Inc. (BEI)** was presented by Pat Lott.

The proposed amendment substitutes a small, specific, description of land authorized to be leased to BEI in place of the broad legal description previously authorized in the Master Sublease Agreement approved by the BOT in March, 2012. The legal description set forth in Amendment 1 is included within the spaces previously authorized to be leased to BEI, but is substantially smaller, as it encompasses only the spaces underlying the East Campus improvements. Pursuant to the Master Sublease Agreement, additional parcels may be added in the future with the approval of the BOT when new developments are identified.

A motion was made to Recommend Approval and Authorize Execution and Compilation of Amendment 1 to the Master Sublease between the University of West Florida and UWF Business Enterprises, Inc. by the full Board at the March 25, 2015 meeting.

Motion by: Trustee Dave Cleveland  
Seconded by: Trustee Suzanne Lewis  
Motion passed unanimously.

### **INFORMATION ITEMS**

1. **Fiscal Year 2014/15 Operating Budget Summary (2<sup>nd</sup> Quarter FY 2014/15)** was presented by Colleen Asmus. Dr. Joffrey Gaymon provided additional information requested by the trustees on current student enrollment, reasons for shortfall in tuition, enrollment tracking, trends and practices within the state university system.

2. **University Park Phase I** was presented by Betsy Bowers. The project began as a BEI public/private partnership. When it became clear the marketplace was not right for the development outline, the project was scaled back to be completed with internal funds. Ms. Bowers provided a revised funding plan for Phase I of University Park to the committee confirming the project will remain within budget. Regular updates will be presented to the BOT.

### **OTHER COMMITTEE BUSINESS**

None

### **ADJOURNMENT**

With no further Finance & Facilities items to discuss, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary

**Draft Minutes**  
**Academic Affairs Committee Meeting**  
**UWF Board of Trustees**  
**March 3, 2015**

Chair Robert Jones called the meeting to order at 11:03 a.m. with the following committee members present: Robert Jones, Bentina Terry, and Richard Hough. Trustee LuTimothy May joined the meeting by telephone.

Other trustees in attendance: Lewis Bear, Jr., Dave Cleveland, and Jay Patel.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Brendan Kelly, VP for University Advancement; Dr. Kevin Bailey, VP Student Affairs; Pat Lott, General Counsel, Ms. Betsy Bowers, IVP Business, Finance & Facilities; Dr. George Ellenberg, Vice Provost, Ms. Cynthia Talbert, Interim Director, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Jim Hurd, AVP for Student Affairs; Dr. Richard Podemski, AVP, Dean Graduate School; Dr. Lusharon Wiley, Senior Associate Dean of Students; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Administrative Fellow; Mr. Pat Crawford, Executive Director, WUWF Public Broadcasting, Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Mica Hughes-Harrell, Director, Wellness Services; Ms. Megan Gonzalez, Director, Public Relations; Mr. Greg Dziadon, Director, Testing and Technology Services; Mr. Keith King, Associate Director, Institutional Research; Ms. Lauren Loeffler, Director, Career Services; Ms. Cindy Faria, AVP Human Resources; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Dr. Rick Harper, Executive Director, OEDE; Mr. Peter Robinson, Director, Environmental Health & Safety; Ms. Sandra Thompson, Director, ITS; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Paul White, Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. William Healey, Director, Recreation and Sports Services; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O'Brien, AVP Business and Property Development; Ms. Lisa Berneau, Assistant General Counsel; Ms. Anita Schonberger, Deputy General Counsel; Mr. James Felder, Associate General Counsel; Ms. Colleen Asmus, AVP Financial Services; Ms. Angela Jones, Director, Procurement and Contracts; Ms. Valerie Moneyham, AVP, Business, Finance & Facilities; Dr. Claudia Stanny, Director, CUTLA; Dr. Tim O'Keefe, Dean, College of Business; Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Mr. Jeffrey Djerlek, Assistant Controller, Financial Services; Dr. Joffrey Gaymon, AVP Enrollment Affairs; Mr. Christopher Lizen, Institutional Research; Mr. David Scott, Athletic Director; Mr. Dan Bevel, Internal Auditor; Mr. Matthew Packard, Compliance Specialist; Dr. William Crawley, Dean, CEPS; Mr. John Warren, Director, Chief of Police; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist, Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist, and Susan Stephenson.

## **CHAIR'S GREETING**

Chair Jones welcomed everyone and thanked all for being here today. He recognized President Judy Bense, Chair Lewis Bear, Jr., and Trustees Cleveland, Patel, May and Terry.

## **ACTION ITEMS**

### **1. Approval of Request to Offer a New Degree Program/BSBA in Supply Chain Logistics Management** was presented by Tim O'Keefe.

At its December, 2014 meeting, the BOT approved waiver of submission of a Request to Explore and Plan the BSBA in Supply Chain Logistics Management based on factors such as the program currently being offered as a specialization, enrollment trends showing sustainability of the program, employment potential for program graduates, classification of the program as a STEM discipline, and external recognitions of the quality of the program. The proposed degree would be included in the STEM category of the BOG designated Programs of Strategic Emphasis.

Based on enrollment trends in the current specialization and the associated Supply Chain Logistics specialization in Marketing, it is expected that offering the degree will yield a net increase in undergraduate enrollment. Demand for graduates from bachelor's degree programs in Supply Chain and Logistics programs is high, and existing programs are not able to satisfy this demand as attested to in letters of support from sister institutions in Florida and Alabama and from local industry.

It is expected the Implementation of the BSBA in Supply Chain Logistics Management will occur in Fall 2015.

A motion was made to Recommend Approval of the Request to Offer a New Degree Program – BSBA in Supply Chain Logistics Management by the full Board at the March 25, 2015 meeting.

Motion by: Trustee Richard Hough

Seconded by: Trustee Bentina Terry

Motion passed unanimously.

### **2. Approval of Competence and Qualifications of Instructional Personnel Policy** was presented by Jay Clune.

The Competence and Qualifications of Instructional Personnel Policy has been enforced at UWF as an Academic Affairs policy since 2002. At the Annual Meeting of the SACSCOC December 2014, it was recommended that member institutions have a "Board of Trustees Approved Policy" for minimum qualifications for faculty. The Academic Council of the Faculty Senate approved this revised policy version on January 23, 2015. Faculty

Senate approval is anticipated prior to the UWF Board of Trustees March 25, 2015 meeting. That approval will be followed by a General Review and Comment period and Presidential approval.

A motion was made to Recommend Approval of the Competence and Qualifications of Instructional Personnel as a University Policy pending a General Review and Comment Period and Presidential Approval by the full Board at the March 25, 2015 meeting.

Motion by: Trustee Bentina Terry

Seconded by: Trustee Richard Hough

Discussion: Chair Jones asked what would happen if there were any changes made to this policy after the BOT approves. General Counsel Lott said this is a conceptual approval, but if there are any changes to be made, the policy will be brought back to the Board. Chair Jones said this policy has been the same since 2002 and he would like for the university to take more time to look at this policy even after it is approved. He asked Provost Saunders to convene a committee to review the policy following the SACSCOC visit.

Motion passed unanimously.

### **INFORMATION ITEMS**

1. **UWF's Interactive Fact Book** was presented by Martha Saunders. Dr. Saunders introduced Keith King to make the presentation to the committee.

2. **UWF's Regional Accreditation by the Southern Association of Colleges and Schools Commission on Colleges.** The preliminary schedule for the SACSCOC on-site visit to UWF was presented by Michael White.

### **OTHER COMMITTEE BUSINESS**

None

### **ADJOURNMENT**

With no further Academic Affairs items to discuss, the meeting was adjourned at 11:49 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary

**Draft Minutes**  
**Student Affairs Committee Meeting**  
**UWF Board of Trustees**  
**March 3, 2015**

Chair Jay Patel called the meeting to order at 11:50 a.m. with the following committee members present: Jay Patel and LuTimothy May. Trustee Friedland was unable to attend.

Other trustees in attendance: Lewis Bear, Jr., Dave Cleveland, Robert Jones, Bentina Terry, and Richard Hough.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Brendan Kelly, VP for University Advancement; Dr. Kevin Bailey, VP Student Affairs; Pat Lott, General Counsel, Ms. Betsy Bowers, IVP Business, Finance & Facilities; Dr. George Ellenberg, Vice Provost, Ms. Cynthia Talbert, Interim Director, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Jim Hurd, AVP for Student Affairs; Dr. Richard Podemski, AVP, Dean Graduate School; Dr. Lusharon Wiley, Senior Associate Dean of Students; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Administrative Fellow; Mr. Pat Crawford, Executive Director, WUWF Public Broadcasting, Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Ms. Mica Hughes-Harrell, Director, Wellness Services; Ms. Megan Gonzalez, Director, Public Relations; Mr. Greg Dziadon, Director, Testing and Technology Services; Mr. Keith King, Associate Director, Institutional Research; Ms. Lauren Loeffler, Director, Career Services; Ms. Cindy Faria, AVP Human Resources; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Dr. Rick Harper, Executive Director, OEDE; Mr. Peter Robinson, Director, Environmental Health & Safety; Ms. Sandra Thompson, Director, ITS; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. Paul White, Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. William Healey, Director, Recreation and Sports Services; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O'Brien, AVP Business and Property Development; Ms. Lisa Berneau, Assistant General Counsel; Ms. Anita Schonberger, Deputy General Counsel; Mr. James Felder, Associate General Counsel; Ms. Colleen Asmus, AVP Financial Services; Ms. Angela Jones, Director, Procurement and Contracts; Ms. Valerie Moneyham, AVP, Business, Finance & Facilities; Dr. Claudia Stanny, Director, CUTLA; Dr. Tim O'Keefe, Dean, College of Business; Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Mr. Jeffrey Djerlek, Assistant Controller, Financial Services; Dr. Joffrey Gaymon, AVP Enrollment Affairs; Mr. Christopher Lizen, Institutional Research; Mr. David Scott, Athletic Director; Mr. Dan Bevel, Internal Auditor; Mr. Matthew Packard, Compliance Specialist; Dr. William Crawley, Dean, CEPS; Mr. John Warren, Director, Chief of Police; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist, Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist, and Susan Stephenson.

## **CHAIR'S GREETING**

Chair Jones welcomed everyone and thanked all for being here today. He recognized President Judy Bense, Chair Lewis Bear, Jr., and Trustees Bear, Cleveland, Jones, Terry, and Hough.

## **INFORMATION ITEMS**

1. **Title IX Update** was presented by Karen Rentz and Mica Hughes-Harrell.
2. **Counseling and Psychological Services Informational Update** was presented by Rebecca Kennedy
3. **Student Conduct Statistics.** Brandon Frye shared UWF's Conduct Trends from Fall 2014.
4. **UWF REG 5.010 Educational Research Center for Child Development.** Jim Hurd offered to answer any additional questions on this topic which was presented during the Finance & Facilities Committee meeting.

## **OTHER COMMITTEE BUSINESS**

None

## **ADJOURNMENT**

With no further Academic Affairs items to discuss, the meeting was adjourned at 12:43 p.m.

Respectfully submitted,  
Becky Luntsford, recording secretary

**DRAFT Minutes  
UWF Board of Trustees  
Metrics Ad hoc Committee Meeting  
December 10, 2014**

Those in attendance included: BOT Chair Lewis Bear, Jr., Trustee Dave Cleveland, Trustee Mort O'Sullivan, Provost Martha Saunders, Dr. Dottie Minear, Dr. Michael White, Ms. Colleen Asmus, Ms. Becky Luntsford and Ms. Rebecca Sandberg.

Chair Dave Cleveland called the meeting to order at 8:12 a.m. and asked for a motion to approve the August 28, 2014 meeting minutes.

Motion by: Trustee Mort O'Sullivan  
Seconded by: Trustee Dave Cleveland  
Motion passed unanimously.

Chair Cleveland asked for clarification on the GPA issue. Dr. Saunders explained that UWF uses a weighted GPA. Florida high schools use a district GPA. Before 2013, UWF included only a student's core courses and now based on the analysis conducted by the State University System, UWF takes all courses. UWF, FCG, New College and FAU all use the district GPA.

Chair Cleveland asked Dr. Minear to please expand the scorecard to include a 5-year look at the benchmarks. Drs. Minear and White agreed.

Ms. Asmus gave an explanation to the committee on the Composite Financial Index. Trustee O'Sullivan requested an Excel spreadsheet be created showing a 5-year span. Ms. Asmus said she will provide that information in a format showing where the calculation comes from.

Chair Cleveland and Trustee O'Sullivan also asked staff to provide a code on the Presidential Scorecard showing Presidential Goals as (P) and University Goal as (U). Drs. Minear and White agreed.

Chair Cleveland asked the staff to push this 3-year trend dashboard out as a PDF document with the BOT agenda before every board meeting. He requested the information also be a portal on the BOT website and data will be updated only when new data is available. The ASPIRE team will maintain and update this information as requested by Chair Cleveland and they will provide appropriate links on the BOT website as well.

Chair Bear asked Chair Cleveland to be prepared to present the Metrics Ad Hoc Committee Report at the full BOT meeting on 12/12/15.

Meeting adjourned at 9:16 a.m.

Respectfully submitted,  
Rebecca Luntsford, recording secretary



**DRAFT Minutes**  
**UWF Board of Trustees**  
**Officer Nominations Ad hoc Committee**  
**December 12, 2014**

Trustee Garrett Walton called the meeting to order at 8:07 a.m. with the following committee members present: Trustees Bentina Terry, Pamela Dana, and Garrett Walton.

Others attending: Rebecca Sandberg, Administrative Assistant, and Pat Lott, General Counsel.

**Discussion of BOT Officer Candidate Nominations** – Trustee Dana asked General Counsel, Pat Lott to explain the rules pertaining to back-to-back officer appointments. Ms. Lott read the UWF Board of Trustees bylaws.

Following a brief discussion, the committee decided by consensus to recommend the name of Lewis Bear, Jr. as nominee for Chair and the name of Mort O’Sullivan as nominee for Vice Chair.

The committee appointed Trustee Bentina Terry as spokesperson to provide the committee’s recommendations to the full board at the Board of Trustees meeting following the committee meeting.

Adjournment occurred at 8:15 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary

**DRAFT Minutes  
Presidential Contractual Ad hoc Committee Meeting  
February 20, 2015**

Chair Lewis Bear, Jr. called the meeting to order on February 20, 2015 at 1:30 p.m. CST with the following committee members present: Lewis Bear, Jr., Suzanne Lewis, Dr. Richard Hough, Susan O'Connor, and Ethan Friedland. Trustee Mort O'Sullivan joined by telephone.

Others in attendance: Pat Lott, General Counsel, Dr. Marie-Theresa Champagne, Dr. Doug Waggle, Dr. James Arruda, Megan Gonzalez, Becky Luntsford, Rebecca Sandberg, and Andrew Romer.

**Discussion of Presidential Evaluation and Contract**

Chair Bear stated the charge to the Committee to make recommendations to the Board of Trustees on the President's Evaluation and Contract. He reminded committee members and those present that action on these items will not be taken until the March 25, 2015 BOT meeting.

He then opened the floor to public comment. Dr. Doug Waggle addressed the committee and distributed a resolution from the Faculty Senate to the Board of Trustees.

Chair Bear asked the committee members to read the handouts that had been provided to them which included a letter from President Bense.

Following discussion and review of the President's Employment Agreement, a motion was made to Recommend to the Board of Trustees Extending the President's Contract through December 31, 2016 subject to two things:

1. To confirm the UWF Foundation has the funds, and
2. To negotiate the specifics of President Bense's current contract.

Motion by: Trustee Mort O'Sullivan

Seconded by: Trustee Suzanne Lewis

Trustee Hough voted in opposition to the motion.

Trustee Friedland abstained from the vote.

Discussion: Trustee Hough stated he was opposed to President Bense receiving a bonus.

Motion carried.

Following further discussion, a motion was made to Approve the Appointment of Trustees Suzanne Lewis, Susan O'Connor, and Mort O'Sullivan to a Compensation Subcommittee that will meet before the March 25, 2015 BOT meeting to discuss salary and bonus issues. Chair Bear will preside over the subcommittee meeting.

Motion by: Trustee Mort O'Sullivan

Seconded by: Trustee Suzanne Lewis

Motion carried.

The recommendations of the Presidential Contractual Ad hoc Committee will be presented to the full Board of Trustees at its meeting on March 25, 2015.

The meeting adjourned at 2:15 p.m.

Respectfully submitted,  
Becky Luntsford, recording secretary

**DRAFT Minutes**

**Compensation Subcommittee of the Presidential Contractual Ad hoc Committee Meeting  
March 16, 2015**

Chair Lewis Bear, Jr. called the meeting to order on March 16, 2015 at 2:10 p.m. CST with the following committee members present: Lewis Bear, Jr. and Mort O’Sullivan. Trustee Suzanne Lewis joined by telephone.

Others in attendance: Dr. Judy Bense, President; Pat Lott, General Counsel, Becky Luntsford, Executive Specialist, Dr. Raid Amin.

**Discussion of Presidential Compensation**

Chair Bear provided an overview of the charge to the Compensation Subcommittee:

1. To follow up on the full board’s discussion of the President’s compensation from last fall .
2. To make a recommendation on the extension of the President’s contract.

Trustee O’Sullivan clarified that the Presidential Contract Committee already voted to extend President Bense’s contract subject to two things:

1. To confirm the UWF Foundation approves providing funds in excess of the State cap sufficient to cover the contract; and
2. Work out the specifics of the revisions to President Bense’s current contract.

The subcommittee members were advised that General Counsel Lott had check with Dr. Kelly and understands that the UWF Foundation has the funds for the President’s current contract, but will need to identify additional funds if the amount of the contract is increased. She further advised that the Board’s practice in the past has been to take Board action subject to confirmation that the UWF Foundation approves providing additional money.

Dr. Bense reviewed with subcommittee members the revisions she would like to see in her contract extension.

Following discussion, a motion was made to recommend that no adjustment will be made to President Bense’s base compensation for 2014-2015; and no bonus will be awarded for 2013-2014 other than the 3.8% bonus which President Bense has already received.

Motion by: Trustee Mort O’Sullivan

Seconded by: Trustee Suzanne Lewis

Motion passed unanimously.

Following further discussion, a motion was made to recommend that adjustments will be made to President Bense’s contract as set forth in the *Addendum to President’s Employment Agreement* attached hereto which contemplates no adjustment to base compensation but provides adjustments dealing with her return to faculty following her term as President, along with an extension of her term to December 31, 2016.

Motion by: Trustee Mort O'Sullivan  
Seconded by: Trustee Suzanne Lewis  
Motion passed unanimously.

The recommendations of the Subcommittee will be presented to the full Presidential Contractual Ad hoc Committee at its meeting on March 25, 2015.

The meeting adjourned at 3:26 p.m.

Respectfully submitted,  
Becky Luntsford, recording secretary

## ADDENDUM TO PRESIDENT'S EMPLOYMENT AGREEMENT

This ADDENDUM TO President's Employment Agreement (the "Agreement") is entered into by the University of West Florida Board of Trustees (hereinafter referred to as the "Board" or "the Board of Trustees"), a public body corporate of the State of Florida, and Dr. Judith Bense ("Dr. Bense").

WHEREAS, the Board, acting on behalf of the University of West Florida (the "University"), has the authority to select and employ the President of the University; and

WHEREAS, the Board selected Dr. Bense to serve as President of the University effective June 30, 2008, and Dr. Bense has served with distinction since that date; and

WHEREAS, the Board and Dr. Bense are parties to the President's Employment Agreement dated December 10, 2010 (the "2010 Agreement") and have agreed that the 2010 Agreement should be amended as herein set forth;

NOW, THEREFORE, in consideration of mutual promises and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties agree to this Addendum to President's Employment Agreement as follows:

**1.0 Term.** Section 3.1 of the 2010 Agreement is amended to extend the term of the appointment to December 31, 2016.

**2.0 Tenure and Return to Faculty Appointment.** Article 5 of the 2010 Agreement is amended to read as follows:

### **5.0 Tenure and Return to Faculty Appointment**

- 5.1 If Dr. Bense is eligible pursuant to this Agreement and chooses to return to professorial duties after completion of her service as President, she shall be eligible for a sabbatical leave immediately after her service ends as President and prior to returning to the faculty. The length of this sabbatical shall be ~~(i) if commencing at any time prior to June 30, 2013, one semester; (ii) if commencing on June 30, 2013 or thereafter, one year.~~ During this sabbatical period, if taken, Dr. Bense's base salary rate shall be equal to ~~ninety percent (90%) of~~ her last base salary as President.
- 5.2 Following the sabbatical period, if taken, Dr. Bense shall be offered ~~For the first three (3) years of service as Professor (or for the remainder of the three-year period if a sabbatical is taken), if Dr. Bense is appointed to a 12 month~~ a tenured faculty assignment, at a ~~she shall earn a 12-month faculty~~ salary equal to ~~ninetyeighty-~~ percent (90%)(80%) of her last base salary as President. ~~If however she is appointed to a nine-month academic-year assignment, she shall earn 81.82% of the 12-month faculty salary.~~
- 5.3 While Dr. Bense serves as a faculty member, she will report to the Provost of the University in the same manner as other tenured faculty. She will be subject to the University's personnel policies in the same manner as other tenured faculty and will not be considered executive service. Her salary assumes a full time (twelve month) appointment. She shall be required to teach at least one course per year and will be provided with a suitable office, administrative support coverage, and a full time graduate student

assistant for research. The terms of this appointment will extend for a period of three years, renewable thereafter on mutual agreement upon mutually agreeable terms. ~~If Dr. Bense continues to serve as a full-time tenured faculty member after the expiration of this three (3) year period, her base salary shall be adjusted to the average 9-month base salary rate paid at the time to the three (3) most highly paid full-time non-clinical tenured faculty members in the assigned college. This base salary shall be adjusted accordingly in the event Dr. Bense is assigned a 12-month appointment.~~

~~5.4 If Dr. Bense chooses to retire following her service as President, the provisions of this Article 5 shall be inapplicable.~~

**3.0 Ratification of 2010 Agreement.** Except as herein set forth the terms of the 2010 Agreement shall remain in full force and effect for the period herein described. The changes set forth herein shall be effective July 1, 2015.

**4.0 Severability.** The terms of this Agreement are severable, meaning that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable to the extent possible.

THEREFORE, Dr. Judith Bense and Lewis Bear, Jr., Chair and authorized representative of the University of West Florida Board of Trustees, have executed this Addendum to President's Employment Agreement on the dates appearing below.

University of West Florida Board of Trustees

\_\_\_\_\_  
Lewis Bear, Jr.,  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Judith Bense

\_\_\_\_\_  
Date



**DRAFT Minutes**  
**UWF Board of Trustees**  
**UWF Conference Center**  
**December 12, 2014**

The meeting of the UWF Board of Trustees was called to order at 9:01 a.m. by Lewis Bear, Jr., BOT Chair.

**APPROVAL OF MINUTES BY COMMITTEES**

Chairman Bear called on each committee chair to convene his/her committee for adoption of their minutes.

**Audit and Operations:** Susan O'Connor, Audit and Operations Committee chair called the meeting to order and asked for a motion to approve their November 18, 2014 minutes.

- *November 18, 2014 Audit & Operations Minutes*
- *November 18, 2014 Audit & Operations Agenda*

Motion by: Trustee Garrett Walton

Seconded by: Trustee Pam Dana

Motion passed.

**Finance and Facilities:** Mort O'Sullivan, Finance and Facilities Committee chair called the meeting to order and asked for a motion to approve their November 18, 2014 minutes.

- *November 18, 2014 Finance & Facilities Committee Minutes*
- *November 18, 2014 Finance & Facilities Committee Agenda*

Motion by: Trustee Suzanne Lewis

Seconded by: Trustee David Cleveland

Motion passed.

**Student Affairs:** Jay Patel, Student Affairs Committee chair called the meeting to order and asked for a motion to approve their November 18, 2014 minutes.

- *November 18, 2014 Executive Committee Minutes*
- *November 18, 2014 Executive Committee Agenda*

**Academic Affairs:** Bob Jones, Academic Affairs Committee chair called the meeting to order and asked for a motion to approve their November 18, 2014 minutes.

- *November 18, 2014 Audit & Operations Minutes*
- *November 18, 2014 Audit & Operations Agenda*

Motion by: Trustee Richard Hough

Seconded by: Trustee Bentina Terry

Motion passed.

**Executive Committee:** Lewis Bear, Jr., Executive Committee chair called the meeting to order and asked for a motion to approve their November 18, 2014 minutes.

- November 18, 2014 Executive Committee Minutes
- November 18, 2014 Executive Committee Agenda

Motion by: Trustee Jay Patel

Seconded by: Trustee Mort O'Sullivan

Motion passed.

## **FULL BOARD**

Chair Bear called the full Board meeting to order at 9:08 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Mr. Lewis Bear, Jr.; Dave Cleveland; Mr. Ethan Friedland; Dr. Richard Hough; Ms. Suzanne Lewis; Ms. Susan O'Connor; Mr. Mort O'Sullivan; Mr. Jay Patel; Dr. Pam Dana; Mr. Robert Jones; Rev. LuTimothy May, Ms. Bentina Terry, and Mr. Garrett Walton.

Others attending:

Dr. Judy Bense, President; Dr. Martha Saunders, Provost & EVP for Academic Affairs; Dr. Kevin Bailey, VP Student Affairs; Ms. Betsy Bowers, IVP for Business, Finance & Facilities; Dr. Brendan Kelly, VP University Advancement; Ms. Pat Lott, General Counsel; Dr. George Ellenberg, Vice Provost; Dr. Dottie Minear, Sr. Associate VP; Rebecca Sandberg, Program Assistant; Andrew Romer, Executive Specialist; and Rebecca Luntsford, Executive Specialist.

### **1. CALL TO ORDER AND CHAIR'S REMARKS**

Chair Bear explained the meeting is being webcasted today then he welcomed everyone and stated his appreciation to the trustees for their attendance. He reminded those present that time has been set aside during the meeting today to allow public comment on matters coming before the Board. He instructed anyone wanting to speak on an item on today's agenda, to complete a *Request to Address the UWF Board of Trustees* form as required. The forms are available on a table in the back of the room and should be provided to the Board of Trustees' administrative assistant, Becky Luntsford in advance of the public comment period.

### **2. PRESIDENT'S REPORT**

Dr. Bense gave her President's Report to the Board.

- She congratulated Vice President Kevin Bailey on his recent recognition as a 2015 Pillar of the Profession by the National Association of Student Personnel Administrators Foundation. This distinguished award is designed to recognize and honor individuals who have sustained professional distinction in the higher education field; served in leadership roles in NASPA; are recognized by their colleagues, students or student organizations for extraordinary service; and have made significant lifetime contributions to the field of higher education. Bailey serves on the NASPA Foundation Board and has held a variety of roles within the organization. Bailey also co-authored a chapter in the NASPA publication, *Beginning your journey: A Guide for New Professionals in Student Affairs*. Bailey has provided leadership and oversight to countless individuals within the realm of student affairs for more than 20 years. Congratulations Bailey!!!
- President Bense announced UWF junior, Joseph Smith, was recently named the recipient of the prestigious Benjamin A. Gilman International Scholarship, which awarded him \$5,000 to study abroad. During the Spring 2015 semester, Joseph will study in Morocco through the International Studies Abroad program. A first-generation student and international studies and finance major, Joseph plans to pursue a career in public international law, working for an organization such as the United Nations, NATO, International Monetary Fund, or World Bank Group.
- She explained that UWF alumna and current graduate student, Talia Smith, experienced the opportunity of a lifetime when she spent the summer participating in the NASA DEVELOP Program at Goddard Space Flight Center. Talia, who is currently pursuing a master's degree in environmental science, was part of a team that worked on the "Argentina Oceans" project, using NASA's Earth Observing System to map threats to the Southern Right Whale. In addition to gaining firsthand experience in addressing environmental issues, Talia was also able to attend lectures on topics such as global climate research through NASA. Talia credits UWF's extensive environmental science program for giving her the knowledge and experience needed to succeed in the NASA DEVELOP Program.

#### **Academic Affairs**

- Dr. Bense reported that UWF Master of Public Health Program recently achieved re-accreditation from the Council on Education for Public Health through 2021. By being approved for re-accreditation, the program will maintain its stature among other CEPH-accredited public health schools and programs. It also ensures that our graduates will be able to sit for the National Board of Public Health Examiners certification. This program has been fully offered online since 2006 and has been ranked among the top online public health programs by GraduatePrograms.com, GetEducated.com, and TheBestSchools.org.
- She explained that UWF was recently ranked No. 35 out of the Top 100 Four-Year Colleges in the "Best for Vets: Colleges 2015" list by Military Times. This list is

developed using a detailed questionnaire with more than 100 questions that analyze each school's complete offerings for veterans. It serves as a tool for service men and women to determine the school and degree program that will most effectively benefit them. The rankings factor in service member enrollment, percentage of tuition covered by the GI Bill and availability of specific programs to help service members. Our UWF Military and Veterans Resource Center assists military and veteran students as they transition from a military environment to campus life.

- Dr. Bense reported that in October, UWF Department of Nursing hosted the grand opening of their Nursing Skills and Simulation Learning Center. The center includes a Department of Nursing Informatics, or DONi Computer Lab, as well as a simulation room, debriefing room, and open lab spaces designed to provide nursing students with immersive learning experiences. The DONi Computer lab is designed for student and faculty training and development of knowledge and skills necessary to implement clinical informatics, such as electronic health records.
- She added, in October, UWF and Florida State University College of Law announced a partnership to offer a 3+3 Accelerated Law Program, allowing aspiring attorneys to reduce the time they spend working toward a law degree. The 3+3 program allows students to earn their bachelor's and juris doctor degrees in 6 years rather than the traditional 7 years, saving a year of time and money. Students will spend 3 years at UWF and 3 years at FSU College of Law.
- During this Fall semester, Dr. Bense explained, Pen Air Federal Credit Union and the University of West Florida Executive Mentor Program hosted the inaugural "Financial Boot Camp" in the College of Business. The Boot Camp hosted financial professionals as guest lecturers who presented topics such as "Understanding Credit", and "How to Budget your Finances After College". These lectures were designed to prepare students with the essential financial literacy they require prior to accepting their first professional position after graduation. The Boot Camp was established through a recent gift commitment made by Pen Air Federal Credit Union in support of UWF College of Business students.
- Dr. Bense remarked that UWF's Department of Computer Science hosted two student teams from Pine Forest High School for the online state rounds of the CyberPatriot National Youth Cyber Defense Competition last week. Pine Forest is the first high school in the Escambia County School District to compete in the national cybersecurity competition. With support from the UWF Innovation Institute, Center for Cybersecurity and the school district, more than 2,150 middle and high school student teams were registered for the national competition this year. Earlier this year, UWF established a mentor relationship with Pine Forest High, which is home to the school district's only Cyber Academy. The collaboration is part of the UWF Center for Cybersecurity's efforts to gain Center for Academic Excellence designation from the National Security Agency and Department of Homeland Security.

- She shared that this fall, UWF welcomed an incoming class of freshmen students, 13 of whom are the recipients of the University's most prestigious scholarships. The scholarships were awarded as part of the inaugural President's Scholarship Competition. 141 high school seniors vied for the scholarships. Students were invited to participate based on their high school GPA and ACT/SAT scores. Scholarships awarded for this academic year include 7 Pace Presidential scholarships (totaling more than \$50,000) and 6 John C. Pace, Jr. Honors scholarships that cover the students' tuition and fees, room and board in Pace Hall, and funding for an off-campus educational experience. 133 additional scholarships ranging from \$12,000-\$20,000 were awarded to students in this year's freshman class.
- She reported that from July 1, 2014 to December 3, 2014, Research & Sponsored Programs has submitted 53 Proposals for a total of \$11,811,178; and has received 34 Awards for a total of \$3,280,908.

### **Advancement**

- Dr. Bense said UWF Historic Trust is proud to house the "Voices of Pensacola." This multicultural center highlights Pensacola's diverse history. Through a \$605,000 gift from Gulf Power Company and Southern Company, the UWF Historic Trust was able to transform one of its downtown properties, previously known as the Beacon Building, into Voices of Pensacola. In addition to the multicultural exhibits displayed, a digital recording station is available to record the oral histories of residents, visitors, and others who have greatly impacted this region.
- Dr. Bense gave the board Development Highlights:
  - A gift of \$770,000 was made by the Trust of John Thayer & Joan Ames Burr to support the UWF Athletics Program and Undergraduate Research Endowment.
  - On November 18, we experienced a record-breaking attendance of over 200 guests at our annual Donor Recognition Dinner.
  - At the dinner, a video was shown recognizing The Lewis Bear Family Foundation for their phenomenal contribution to the University.
  - Ann Belleau was awarded the Presidential Medal of Honor recognizing her dedicated service and contribution to the University and the community.
  - Nancy Fetterman was named UWF Foundation Fellow, acknowledging her dedicated service as a board member to the UWF Board of Trustees and the UWF Foundation Board.
- She explained that UWF has seen an increase of over 300% in alumni engagement and affinity through alumni attendance at special University events such as: Blue Wahoos, Workplace Lunches, Speaker Series, Homecoming Week, Research Conference, Graduation Celebration Cookout and the Pen Air Grand Opening.
- She said currently UWF has a membership of 31 for the UWF Football Founders. UWF Football continues to attract renewed interest in UWF, as well as new donors. Currently 97 out of 100 football uniforms have been funded.
- She gave some highlights of recent major gifts that included:

- \$ 100,000 from Joe Ambersley for Men's Basketball and Athletics
- \$ 36,000 from the Art Culture and Entertainment, Inc. for the Dept. of Art and Center for Fine and Performing Arts
- \$ 25,000 from Ranga R. Krothapalli for the Professor Emeritus Swarna Krothapalli Endowment
- \$ 20,000 from Sandy Sansing towards Need Based Athletic Scholarship
- The 2014 -2015 fundraising goal is \$3.6 million. Over the last six months, we have received \$1.76 million in gifts putting us near 50% in achieving our goal.

### **Government Relations**

- Dr. Bense reported that the State Legislature is all set and ready to go starting in January. They will decide how much state funding we will receive, how much tuition will costs, they will decide how much financial aid and scholarships that will be going to students and universities, and they will have an impact on the way we do things with policy legislation. How the next few months play out will have an enormous impact on what resources UWF will have next fiscal and school year.
- In order to get ahead and make sure UWF's needs are well known in the legislature. Dr. Bense has already begun meeting with our local delegation along with several board members. Chair Bear, Janice Gilley and Dr. Bense will be working with our local delegations and leadership in the legislature to persuade them to continue to support UWF. This is a team effort, and the board's support in the legislature will have a meaningful impact as to whether we receive funding for these programs or not.
- Dr. Bense will be presenting UWF's requests to the Escambia County Delegation meeting on Monday, December 15th. She also has several meetings scheduled next week with legislators and the following week Chair Bear and will meet with former Senate President Don Gaetz, who will be the Chairman for the Senate Appropriations Subcommittee on Education.
- Priority #1 - In these meetings Dr. Bense will be stressing to them how important it is for UWF to keep all the funding we received last year. She will thank the legislators for supporting UWF's legislative agenda and encourage new leadership in the House and Senate to support UWF as well. She will go over UWF's current legislative asks with them, in great detail. These programs will have a very meaningful effect on the university and will help immensely with raising the university's performance metrics scores.
- UWF is requesting \$2.5 million to create and sustain programs in Mechanical Engineering, Supply Chain Logistics and Advanced Health Professions. These are top priority academic programs and are needed to address professional workforce demands in our region.
- UWF is asking for \$2.5 million for a new student success program. This will allow UWF to launch a series of initiatives aimed at creating a clear and visible path for students to

graduate and achieve their career goals. We are focused and dedicated to helping students excel.

- UWF has a very successful Military Veterans Resource Center, run by Marc Churchwell on a shoestring budget. We know he can do so much more with additional resources. So, we are asking the legislature for \$250,000 to expand their retention program. The mentoring and counseling program closely monitors our veteran students' academic progress to quickly identify any student who is in jeopardy of being placed on probation due to poor academic progress.
- These programs along with the renovation of our Laboratory Sciences building are essential to the continued success of UWF.
- Dr. Bense mentioned that several of our outstanding local legislators have received some very important leadership and committee assignments:
  - Rep. Clay Ingram is now Chairman of the House Transportation and Economic Development Appropriations Subcommittee. This is a significant appropriations appointment and he will also be serving on the full appropriations committee as well as Education.
  - Sen. Greg Evers is Chairman of the Senate Criminal Justice Committee.
  - Sen. Gaetz is Chairman of Senate Education Appropriations and his son, Rep. Matt Gaetz is Chairman of the House Finance and Tax committee.
  - Rep. Doug Broxson is Vice Chair of the Health Innovation subcommittee and a member of the House Veterans and Military Affairs Subcommittee.
  - Rep. Mike Hill was appointed to be Vice Chair of the Civil Justice Committee and is a member of the powerful House Rules Committee.

### **Upcoming Events**

- Fall Commencement. Tomorrow at the Pensacola Bay Center. Morning ceremony begins at 10:00 a.m.; afternoon ceremony at 2:00 p.m.
- UWF Winter Break. The University will be officially closed from December 22 – January 1. Offices will reopen January 2 and classes will resume on Tuesday, January 6.
- Happy Holidays to everyone.

Dr. Bense said with that Mr. Chair, I conclude my report.

### **3. RECOGNITIONS**

Chair Bear called on Dr. Martha Saunders to present recognitions. Dr. Saunders invited Dr. Greg Lanier to introduce and recognize UWF Honors Program senior, Ms. Jeni Curry. Ms. Curry was selected as the National Collegiate Honors Council's Student of the Year.

Dr. Saunders continued her recognitions and introduced the UWF 2014 Distinguished University Professorship Recipients, Dr. Athena DuPre, Dr. Raid Amin, and Dr. Bill Huth.

4. Dr. Saunders recognized Dr. Dottie Minear, Senior Associate Vice President, ASPIRE who is retiring the end of December. Dr. Saunders thanked Dr. Minear for her dedication and accomplishments in preparing UWF for the SACS COC reaffirmation. **ROVAL OF MINUTES**

Chair Bear reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the September 9, 2014 Board of Trustees Meeting, September 15, 2014 Emergency Board of Trustees Meeting, September 17, 2014 UWF BOT and Board of Governors Dinner, and September 18, 2014 UWF BOT & State University System BOTs Dinner . Chair Bear asked for a motion to approve if there were no changes or corrections.

- September 15, 2014 UWF Board of Trustees Meeting
- September 15, 2014 UWF Emergency Board of Trustees Meeting
- September 17, 2014 UWF BOT and Board of Governors Dinner
- September 18, 2014 UWF BOT and State University System BOTs Dinner

Motion by: Trustee

Seconded by: Trustee

Motion passed unanimously.

## 5. COMMITTEE REPORTS

### Audit and Operations Committee - Susan O'Connor, Committee Chair

The Audit & Operations Committee had three action items and one informational item presented.

#### Action items:

1. **Acceptance of UWF Internal Audits: UWF 14/15-001 Subrecipient Monitoring; and UWF 14/15-002 Athletic Eligibility.** Ms. Cindy Talbert provided a clear overview of these two internal audits and highlighted results and corrective actions.
2. **Board of Governors Required Internal Audit on Performance Metrics Processes.** Ms. Cindy Talbert provided the committee with a synopsis of this audit report. The report included one finding: With UWF's recent transition from a legacy data system to Banner, not all of the key policies and procedures related to the submission of required SUS data files had been updated and formalized in writing, to align with the new data system.
3. **Internal Auditing PCard Audit Reports (1<sup>st</sup> quarter) FY 2014/15.** Presented by Cindy Talbert. Seven departments encompassing 26 cardholders were examined within the



1<sup>st</sup> Quarter report. Management will implement corrective actions to be completed in fiscal year 2014/15 and Internal Auditing will follow up to determine if adequate corrective actions occurred.

**Informational items:**

1. **External Audits of Direct Support Organizations: UWF Foundation, West Florida Historic Preservation, and UWF BEI.** This report was given by Cindy Talbert.

**Finance and Facilities Committee – Mort O’Sullivan, Committee Chair**

The Finance & Facilities Committee had three action items and one informational item presented. The Committee recommended approval of all action items.

**Action items:**

1. Presentation was made by Dr. Jim Barnett recommending **Approval of the FY2015/2016-2019 Amended Fixed Capital Outlay Plan** re-appropriating \$11.0 Million of FY2014/2015 Legislative funding and updating a 31-month fund reversion to begin July 1, 2015 and appropriating additional \$8.671 Million of FY2015/2016 Legislative funding.
2. **Adoption of the proposed revised University of West Florida Investment Policy and Addendum** was presented by Ms. Colleen Asmus.

It is expected that the adoption of the UWF Investment Policy will allow university staff to better fulfill its fiduciary responsibility by expanding the range of investment opportunities available to the University and thereby increasing interest returns. In accordance with 218.415 Florida Statutes, protection of principal and liquidity will remain the primary focus, with investment returns taking a secondary role.

3. **Adoption of the proposed Resolution Approving the Issuance of Refunding Debt by the University of West Florida Foundation, Inc.** was presented by Dr. Jim Hurd.

This resolution approves the issuance by the Foundation of up to \$16M in debt to be used to refund the Foundation’s outstanding Dormitory Revenue Refunding Bonds (UWF Foundation Project), Series 2005 (the “Refunded Bonds”) in the event that debt service savings can be obtained without extension of the remaining life of the Refunding Bonds. Current market analysis indicates that the debt service savings accomplished by the refunding would be over 7% of refunding principal, net of issuance and escrow costs%. It is expected that the debt will be issued in March 2015, or such later date as market conditions may indicate.

### **Informational Item:**

1. **Fiscal Year 2014/15 Operating Budget Summary (1<sup>st</sup> Quarter, FY 2014/15)** and the Life-To-Date Capital Budget was presented by Betsy Bowers. Ms. Bowers provided a report for the first quarter with budget-to-actual results and reported that our campus building and renovation projects are on schedule.

### **Student Affairs – Jay Patel, Chair**

The Student Affairs Committee met on November 18, 2014. In addition to one action item approving minutes from the September 2, 2014 Student Affairs Committee Meeting, the committee had three information items presented.

### **Informational Items:**

1. **Campus Safety Update** was presented by Police Chief John Warren.
2. **Ebola Update** was given by Dr. Rebecca Kennedy. She gave an in depth overview of the Centers for Disease Control's guidelines for colleges and universities and the actions UWF is taking to stay abreast of and monitor Ebola incidents.
3. Dr. Sarah Luczyk shared the **Results of the 2014 Graduating Student Survey** through a power point presentation.

### **Academic Affairs Committee – Bob Jones, Committee Chair**

The Academic Affairs Committee had three action items for approval. The Committee recommended approval of all action items.

### **Action Items:**

1. **Approval of Amendment to UWF/Regulation 3.0142, Admission of International Students** was presented by Ms. Rachel Errington.  
  
Board of Governors Regulation 6.009 requires each university in the state university system to adopt a regulation governing the admission of international students. This proposed regulation defines which students are considered International Students, and sets forth requirements for English proficiency, transcript translation, academic achievement, medical insurance, and financial information for such students at UWF.
2. **Tenure as a Condition of Employment** was presented by Dr. George Ellenberg.

Dr. William Crawley, Dean, College of Education and Professional Studies began his appointment on September 15, 2014; Dr. Jerry Johnson, Chair, Teacher Education and Educational Leadership began his appointment on August 8, 2014; and Dr. Lisa Assante, Chair, Hospitality, Recreation and Resort Management began her appointment on July 1, 2014. These faculty are being considered for tenure as a condition of their employment with UWF.

3. **Request to Waiver Request to Explore and Plan a New Degree Program – BSBA in Supply Chain Logistics Management** was presented by Dr. Tim O’Keefe.

The College of Business wishes to convert the current Supply Chain Logistics specialization in its BSBA in Marketing to a stand-alone BSBA in Supply Chain Logistics Management. The College respectfully requests a waiver of the requirement to submit a Request to Explore and Plan a New Degree Program and, thus, permission to proceed directly to preparing and submitting a Request to Implement a New Degree Program.

#### **Executive Committee Report – Lewis Bear, Chair**

The Executive Committee met on November 18, 2014 and had two information items presented.

#### **Information Items:**

1. Dr. Dottie Minear gave the committee a **BOG Performance Funding Metrics Improvement Plan Update** and Trustee Dave Cleveland provided an **Update on the Metrics Ad hoc Committee’s Progress**.
2. The Executive Committee approved the **Appointment of Trustee Mort O’Sullivan as Chair Lewis Bear’s designee to the Institute for Human and Machine Cognition (IHMC) Board of Directors**.

#### **6. PUBLIC COMMENT**

Chair Bear stated that two requests to address the Board had been submitted by John Platt and Mr. Gregory S. Brown.

Chair Bear invited Dr. Platt to the podium.

Dr. Platt commented on the recently signed contract UWF Board of Trustees and UFF UWF chapter. He stated that we are pleased with the contract but we have a significant amount of ground to address to move the university forward and encouraged the Board to consider the importance of faculty in their future decisions. He said that the faculty had gone without raises for a significant time period prior to the new contract

Chair Bear invited Mr. Brown to the podium.

Mr. Brown stated that the Board should consider the integrity of the process included in the decision to approve the proposed collective bargaining contract. He indicated that the Board's action to approve the contract would improperly indicate that the process included integrity and transparency.

Chair Bear asked Becky Luntsford if anyone else had submitted a request to address the Board. She had received no additional requests.

## **7. CONSENT AGENDA ITEMS FOR APPROVAL**

Chair Bear noted there were nine items on the consent agenda. Trustees may pull any individual item from the consent agenda below for further review, if they 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. Chair Bear asked if anyone wishes to pull any item from the consent agenda for further discussion. No requests were made.

Chair Bear asked if there are no requests to discuss any consent agenda items, for a motion to the Board approve and adopt the recommendations of the Finance & Facilities, Audit & Operations, Student Affairs and Academic Affairs Committees made during their meetings with respect to the matters set forth on the consent agenda.

- A. Acceptance of UWF Internal Audits: UWF 14/15-001 Subrecipient Monitoring; and UWF 14/15-002 Athletic Eligibility
- B. Acceptance of UWF Internal Audit: UWF 14/15-004 Performance Metrics
- C. Acceptance of Internal Auditing PCard Reports (July 2014 – September 2014)
- D. Approval of FY2015/2016-2019 Amended Fixed Capital Outlay Plan
- E. Approval of Proposed Revised University of West Florida Investment Policy and Addendum
- F. Adoption of Resolution Approving Issuance of Refunding Debt by UWF Foundation, Inc.
- G. Approval of UWF REG 3.042 Admission of International Students
- H. Approval of Tenure as a Condition of Employment: Dr. William Crawley, Dr. Jerry Johnson, and Dr. Lisa Assante

- I. Approval of Request to Waive Request to Explore and Plan a New Degree Program:  
BSBA in Supply Chain Logistics Management

Motion by: Trustee Bentina Terry

Seconded by: Trustee Pam Dana

Motion passed.

#### **ACTION ITEMS**

8. Chair Bear asked for a motion to **Approve the Ratification of the 2014-2017 UWF-UFF Collective Bargaining Agreement as set forth in the documentation presented to the board.**

Motion by: Trustee Richard Hough

Seconded by: Trustee Mort O'Sullivan

Motion passed.

9. Chair Bear asked for a motion to **Approve UWF 2013-14 Annual Accountability Report for Submission to the Board of Governors.**

Motion by: Trustee Mort O'Sullivan

Seconded by: Trustee Bentina Terry

Motion passed.

10. Chair Bear asked for a motion to **Approve the Presidential Scorecard and Proposed Metric Dashboard for Regular Monitoring by the Board of Trustees.**

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Mort O'Sullivan

Motion passed.

11. Chair Bear explained to the Board that President Bense's contract expires June 30, 2015. In the past, matters relating to the Presidential contract have been referred to committee. Chair Bear requested the Board proceed with the appointment of a committee that will be charged with reviewing contractual issues and making appropriate recommendations. The committee will take into account the President's performance and goals, and the best interests of the University. Chair Bear stated he would like to appoint Ethan Friedland, Richard Hough, Suzanne Lewis, Susan O'Connor, and Mort O'Sullivan to this committee. Chair Bear will also serve on the committee.

Chair Bear asked for a motion to **Approve the Creation of the Presidential Contractual Ad hoc Committee;** the appointment of Trustees Bear, Friedland, Hough, Lewis,

O'Connor, and O'Sullivan to serve on the committee; and request the Committee to bring forward its recommendations at the March 25, 2015 Board of Trustees meeting.

Motion by: Trustee Mort O'Sullivan

Seconded by: Trustee Dave Cleveland

Motion passed.

12. Chair Bear called on Trustee Bentina Terry to present the report from the Nominating Committee on the Election of Officers for 2015-2016.

Trustee Terry stated the Nominating Committee met on December 12, 2014 prior to the board meeting. Trustees Garrett Walton, Pam Dana, and Bentina Terry were in attendance. Trustee Terry said based on the committee's desire to have continuity with the board and due to the great work the Chair and Vice Chair have done with the board, the committee nominates Lewis Bear as Chair and Mort O'Sullivan as Vice Chair.

Chair Bear asked for nominations from the floor. There were none.

Chair Bear asked for a motion to **Close Nominations, Approve the Slate of Officers Presented by the Nominations Committee, and Approve the Election of Lewis Bear, Jr. as Chair and Mort O'Sullivan as Vice Chair of the University of West Florida Board of Trustees to serve two-year terms that will begin on January 1, 2015.**

Motion by: Trustee Suzanne Lewis

Seconded by: Trustee Dave Cleveland

Motion passed.

## **9. INFORMATION ITEMS**

### **1. 2015-16 Proposed UWF BOT Meeting Dates/Calendar**

Chair Bear asked the trustees to please review these dates with their calendars and advise the support staff of any problems or conflicts. Trustees will be asked to approve these dates at the March 2015 meeting.

## **10. OTHER BUSINESS**

Trustee O'Connor serves on the Small Business Development Center Network State Advisory Board. She asked the Board for permission to invite the Director of the Florida Small Business Development Center to provide an update on the Center's activities at the next BOT meeting March 25, 2015. Everyone was in agreement.

President Bense welcomed Betsy Bowers to the board table. Ms. Bowers has agreed to serve in an interim role as VP of Business, Finance & Facilities. President Bense thanked Ms. Bowers for her leadership and willingness to serve in this capacity.

Chair Bear reminded trustees to stay for the “meet and greet” luncheon immediately following the board meeting. The Board is hosting UWF’s newest deans, Distinguished University Professorship Recipients, and Jini Curry, UWF’s National Collegiate Honors Council’s Student of the Year.

## **OTHER ACTIVITIES**

December 12, 2014	This afternoon, 3:30 p.m., Commencement Rehearsal – Argo Club
December 13, 2014	UWF Fall Commencement – Pensacola Bay Center <ul style="list-style-type: none"><li>• Morning commencement ceremony begins at 10 am</li><li>• Platform party luncheon at Jackson’s following the morning ceremony -transportation provided</li><li>• Afternoon commencement ceremony begins at 2 pm</li></ul>
December 22- January 1	UWF Winter Break
January 6	Classes Resume

Chair Bear asked trustees to please complete and submit your meeting evaluations to Becky. Then he stated if there is no further business to consider, this meeting is adjourned.

The meeting adjourned at 11:11 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary

**UWF Board of Trustees Meeting**  
**Full Board**  
March 25, 2015

**Issue:** Academic Calendar 2016-17

**Proposed action:** Approve

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**Background information:**

Board of Governors Regulation 8.001 requires that:

*“(4) An official copy of the annual calendar adopted by each university shall be filed with the Board.”*

The proposed Academic Calendar 2016-17 is attached.

**Recommendation:** Approve

**Implementation Plan:** Academic Year 2016-17

**Fiscal Implications:** None

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**Supporting documents:**

**Board of Governors Regulation 8.001**

[http://uwf.edu/aadocs/bot/Regulation 8 001 University Calendars.pdf](http://uwf.edu/aadocs/bot/Regulation_8_001_University_Calendars.pdf)

**Academic Calendar 2016 – 2017, as submitted to the BOG (pending BOT approval)**

[http://uwf.edu/aadocs/bot/Academic Calendar 2016-17.pdf](http://uwf.edu/aadocs/bot/Academic_Calendar_2016-17.pdf)

**Prepared by:** George Ellenberg, Vice Provost, [gellenberg@uwf.edu](mailto:gellenberg@uwf.edu), 474-2077

**Facilitator/Presenter:** Joffery Gaymon, Assistant Vice President Enrollment Affairs



#### 8.001 University Calendars.

- (1) Each university shall operate on a year-round calendar which provides two hundred twenty (220) days of classroom instruction including examinations, or two hundred ten (210) days of instruction excluding examinations. Upon request by the university, exceptions to this requirement may be approved by the Board of Governors and may include, but shall not be limited to, such matters as experimentation, innovation, research, energy conservation or more efficient utilization of resources.
- (2) Unless an exception is granted by the Board of Governors, as appropriate, three (3) common entry periods shall be established so that the first day of classes will fall within each of the three (3) periods listed below:
  - (a) The first three (3) weekdays after August 22;
  - (b) The first three (3) weekdays after January 4;
  - (c) The first three (3) weekdays after May 5.
- (3) Each calendar shall also include the following:
  - (a) Pre-established dates for issuing either certificates, diplomas, or degrees which will permit students to utilize the entry period which minimizes loss of time to students in completing the transfer between programs of institutions;
  - (b) A summer program for teachers, school personnel and other students scheduled to begin no earlier than June 15 and close no later than August 15;
  - (c) Additional periods throughout the fiscal year in which a student can begin a program.
- (4) An official copy of the annual calendar adopted by each university shall be filed with the Board of Governors in a manner prescribed by the Chancellor.
- (5) Due to its special structuring of terms, New College of Florida is exempted from the Spring term common entry period specified in Regulation 8.001(2)(b). The institution is to continue to meet other regulation expectations and to continue to work towards smooth transition for new or transfer students.

Authority: Section 7(d), Art. IX, Fla. Const.; History:--Former BOR Rule 6C-2.56, and 6C-8.01, 11-18-70, 12-17-74, 6-25-80, 8-11-85, 6-14-07.

**DIRECTIONS:** Each university shall operate on a year-round calendar which provides 220 days of classroom instruction including examinations, or 210 days of instruction excluding examinations. Exceptions may be approved by the Board of Governors. Unless an exception is granted, the first day of classes will fall within each of the following three periods of time: a) The first three (3) weekdays after August 22; b) The first three (3) weekdays after January 4; and c) The first three (3) weekdays after May 5. Each calendar shall minimize time lost to students in completing the transfer between programs or institutions. A summer program for teachers, school personnel and other students shall begin no earlier than June 15 and close no later than August 15.

*If the university's calendar does not meet the above requirements, please submit a request for an exception.*

**2016-2017 Academic Calendars for State Universities**

University	Term One - Fall 2016 - Start	Term One - Fall 2016 - No Classes (i.e. holidays/breaks)	Term One - Fall 2016 - Last Day of Classes	Term Two - Spring 2017 - Start	Term Two - Spring 2017 - Last Day of Classes	Term Three - Summer A 2017 - Start	Term Three - Summer A 2017 - No Classes	Term Three - Summer A 2017 - Last Day of Class	Term Four - Summer B 2017 - Start	Term Four - Summer B 2017 - No Classes	Term Four - Summer B 2017 - Last day of Class	Term Five - Summer C 2017 - Start	Term Five - Summer C 2017 - No Classes	Term Five - Summer C 2017 - Last day of Class	Term Five - Summer D 2017 - Start	Term Five - Summer D 2017 - No Classes	Term Five - Summer D 2017 - Last day of Class	Commencement Date(s): 2016-2017	
FAMU																			
FAU																			
FGCU																			
FIU																			
FPU																			
FSU																			
NCF																			
UCF																			
UF																			
UNF																			
USF																			
UWF	8/22/16	9/5/2016; 11/11/16; 11/24- 25/16	12/2/16	1/9/17	1/16/17; 3/13- 17/17	4/28/17	5/15/2017	5/29/17; 7/4/17	8/11/17	5/15/17	5/29/17	6/27/17	6/29/17	7/4/17	8/11/17	6/14/17	7/4/17	8/11/17	12/10/17; 5/6/17; 8/11/17 ( no ceremony for summer commencement)

## UWF Board of Trustees Meeting

March 25, 2015

**Issue:** 2015-16 Board of Trustees Meeting Dates

**Proposed action:** Approval

**Background:** The UWF Board of trustees is scheduled to meet four (4) times annually in 2015-2016. The meeting schedule below is in line with the Board of Governors' meetings and Foundation Board of Directors meetings. Conference calls and emergency meetings will be scheduled as needed. Committee meetings are scheduled three-four weeks prior to full Board meetings when possible.

**Recommendation:** Approval

### **AUGUST 2015**

**13** **Board of Trustees COMMITTEES** @ UWF Conference Center

### **SEPTEMBER 2015**

**30** **Board of Trustees MEETING** @ UWF Conference Center  
*BOG @ Florida Gulf Coast University – Ft. Myers*

*16 & 17*

### **NOVEMBER 2015**

*4 & 5* *BOG @ Florida International University - Miami*

**19** **Board of Trustees COMMITTEES** @ UWF Conference Center

### **DECEMBER 2015**

**10** **Board of Trustees MEETING** @ UWF Conference Center  
*Fall Commencement*

*12*

### **JANUARY 2016**

*20 & 21* *BOG @ University of Florida - Gainesville*

### **FEBRUARY 2016**

*18* *BOG @ Florida Polytechnic University – Lakeland (if in person)*

**25** **Board of Trustees COMMITTEES** @ UWF Conference Center

### **MARCH 2016**

*16 & 17* *BOG @ University of West Florida - Pensacola*

**24** **Board of Trustees MEETING** @ UWF Fort Walton Beach Campus

### **APRIL 2016**

*30* *Spring Commencement*

### **MAY 2016**

*12* *BOG Conference Call*

**19** **Board of Trustees COMMITTEES** @ UWF Conference Center

### **JUNE 2016**

*14 - 16* *BOG @ University of Central Florida - Orlando*

**23** **Board of Trustees MEETING** @ UWF Conference Center

**23** Joint Boards' Appreciation Dinner

**Fiscal Implications:** None

**Supporting documents:** None

**Prepared by:** Becky Luntsford, Recording Secretary, Board of Trustees, 850-474-2449, [rluntsford@uwf.edu](mailto:rluntsford@uwf.edu)

**Presenter:** Lewis Bear, Jr., Chair, UWF Board of Trustees

**UWF Board of Trustees Meeting**

Full Board Meeting

March 25, 2015

**Issue/Agenda Item:** UWF 2015 Refunding Bonds Issued

**Proposed Action:** Informational

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**Background Information:** At the Board of Trustees meeting on December 12, 2014, the trustees approved refinancing of the 2005 Bonds in light of potentially favorable market conditions.

Refunding was finalized on March 10, 2015, and accomplished a gross savings of \$2,169,264.83 being a net present value of \$1,661,625.79 or 11.6% of the outstanding 2005 debt.

2015 Bonds were issued as a private placement purchased in whole by BBVA Compass at a favorable fixed 3.10% interest rate for a 16-year term.

**Recommendation:** Informational Item; no action required.

**Implementation Plan:** N/A

**Fiscal Implications:** N/A

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**Supporting documents:** None

**Prepared by:** Dan Lucas, CFO, UWF Foundation, Inc., 474-3380,  
dlucas@uwf.edu

**Facilitator/Presenter:** Brendan Kelly, VP University Advancement and President, UWF Foundation, Inc.

**UWF Board of Trustees Meeting**  
**Full Board**  
March 25, 2015

**Issue/Agenda Item:** **BOG Performance Funding Metrics Improvement Plan Update**

**Proposed Action:** **Informational**

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**Background Information:**

Provost and Executive Vice President Martha Saunders will provide an update on the BOG Performance Funding Metrics Improvement Plan.

**Recommendation:** N/A

**Implementation Plan:** N/A

**Fiscal Implications:** N/A

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**Supporting documents:**

**PowerPoint**

**Prepared by:** Martha Saunders, 474-2035, [msaunders@uwf.edu](mailto:msaunders@uwf.edu)

**Presented by:** Martha Saunders, Provost and Executive Vice President

**UWF Board of Trustees Meeting  
Full Board  
March 25, 2015**

**Issue/Agenda Item:** To provide an overview of the Florida SBDC Network’s history, accomplishments, and role in Florida’s economic development system.

**Proposed Action:** Information Only

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**Background Information:** In 2016, the Florida SBDC Network will celebrate its 40<sup>th</sup> anniversary. Network State Director Michael Myhre will provide an overview of the Florida SBDC’s history, accomplishments, and role in Florida’s economic development system.

Since 1976, the Florida SBDC Network has nourished a statewide partnership between higher education and economic development to provide emerging and established business owners with management and technical assistance, enabling overall growth, increased profitability, and economic prosperity for the state.

In 2013, the initiatives of the Florida SBDC Network resulted in 39,536 jobs created, retained and saved; \$5.5 billion in sales growth; \$197.3 million in capital accessed; \$602.2 million in government contract awards; and 685 new businesses started.

A statewide network of over 40 centers, the Florida SBDC is funded in part by the U.S. Small Business Administration, Defense Logistics Agency, State of Florida and other private and public partners, with the University of West Florida serving as the Network's designated lead host institution. The Florida SBDC Network is state designated as Florida's principal provider of business assistance and is nationally accredited by the Association of SBDCs.

**Recommendation:** Information Only

**Implementation Plan:** None

**Fiscal Implications:** None

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**Supporting documents:** *Florida SBDC Network Power Point  
2014 Annual Report*

**Prepared by:** Dianne Gross, Communications Specialist, Florida SBDC Network State Office, 473-7809, [dgross@uwf.edu](mailto:dgross@uwf.edu)

**Facilitator/Presenter:** Michael Myhre, Florida SBDC Network State Director