



AGENDA

THE UNIVERSITY OF WEST FLORIDA

BOARD OF TRUSTEES MEETING

June 23, 2015

9:00 a.m.

UWF Conference Center

11000 University Parkway, Building 22, Pensacola, Florida 32514

APPROVAL OF MINUTES BY COMMITTEES

Audit and Operations Committee:

- Approve Minutes of May 21, 2015

Susan O'Connor, Chair

Finance and Facilities Committee:

- Approve Minutes of May 21, 2015

Mort O'Sullivan, Chair

Academic Affairs Committee:

- Approve Minutes of May 21, 2015

Bob Jones, Chair

Student Affairs Committee:

- Approve Minutes of May 21, 2015

Jay Patel, Chair

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**
 - March 25, 2015 Board of Trustees Meeting
 - May 21, 2015 Special 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
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 Internal Auditing PCard Audit Reports 3rd Quarter
 - B. Acceptance of UWF Internal Audit: Vehicle Management
 - C. Approval of Internal Auditing & Management Consulting Work Plan 2015/16 and 2016/17
 - D. Acceptance of Auditor General Annual Federal Funds Audit
 - E. Approval of New Material and Supplies Fees
 - F. Approval of New Equipment Fees
 - G. Approval of Scenic Hills Loan Modification
 - H. Approval of Chartwells Lease for East Campus
 - I. Approval of FY 2015/16 Fixed Capital Outlay Plan
 - J. Approval of Amendment to UWF REG 4.008 Tuition and Fees, Fines, and Penalties
 - K. Approval of UWF REG 6.003 Prompt Payment
 - L. Approval of Amendment to UWF REG 6.004 Surplus Property
 - M. Approval of Request to Explore B. S. in Mechanical Engineering
 - N. Approval of Tenure
 - O. Approval of 2015 Florida Educational Equity Act Report
 - P. Approval of Student Government Association Internal Auditing Procedures and Recommend Delegation of Authority to the Vice President for Student Affairs to Review and Approve Subsequent Amendments to Said Operating Procedures

Action Items

1. Approval of 2015-2016 Legislative Budget Requests
 - Student Success
 - Strategic Academic Programs in STEM and Economic Development
 - Alice Hall/Robinson Farmstead Historic Preservation and Educational Site
 - Creating System-wide Efficiency and Providing Vital Student Resources through a Next-Generation Integrated Library System (ILS)
 - Promoting Increased STEM Student Services through the Enhancement of STEM Resources
2. Approval of Estimated FY 2015-2016 Consolidated Operating Budget
3. Approval of Modification of Terms of UWF Foundation 2010 Student Housing Bonds

Informational Items

1. Changes in UWF Board of Trustees Committee Structure
2. Featured Program - Engineering
3. University Park Update

Other Business

Concluding Remarks and Adjournment

Other Activities and Upcoming Events

- **This evening, June 23, 2015** - UWF Boards Appreciation Dinner, UWF Conference Center
5:30 p.m. – Social / 6:00 p.m. – Dinner
- **August 13, 2015** - UWF BOT Committee Meetings, UWF Conference Center, 9:00 a.m.
- **September 30, 2015** - UWF BOT Meeting, UWF Conference Center, 9:00 a.m.
- **November 4–5, 2015** - Board of Governors Trustee Summit, Florida International University, Miami, FL
- **November 19, 2015** - UWF BOT Committee Meetings, UWF Conference Center, 9:00 a.m.
- **December 10, 2015** - UWF BOT Meeting, UWF Conference Center, 9:00 a.m.
- **December 12, 2015** - UWF Fall Commencement, Pensacola Bay Center, 10:00 a.m. & 2:00 p.m.

CLOSED SESSION

DRAFT Minutes
Audit & Operations Committee Meeting
UWF Board of Trustees
May 21, 2015

CALL TO ORDER

Chair Susan O'Connor called the meeting to order on at 9:17 a.m. with committee member Garrett Walton present. Trustee Pam Dana was unable to attend.

Other trustees in attendance: Lewis Bear, Jr., Mort O'Sullivan, Richard Hough, Dave Cleveland, Jay Patel, Robert Jones, Bentina Terry, Daniel McBurney, and LuTimothy May.

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, Research & Sponsored Programs; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Ed Ranelli; Dr. Ruth Davison; Dr. Tom Westcott; Dr. Gentry McCurdy; Ms. Janice Gilley; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Dean, Graduate School; 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; 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; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. David O'Brien; Mr. Matt Marshall; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O'Brien, AVP Business and Property Development; 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; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer,

Executive Specialist; Eric Ingerman, Sound Specialist; Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist.

CHAIR'S GREETING

Chair O'Connor welcomed everyone and thanked all for being here today. She recognized President Judy Bense, Chair Lewis Bear, Jr., Trustees Richard Hough, Dave Cleveland, Jay Patel, Mort O'Sullivan, Bentina Terry, Daniel McBurney, LuTimothy May, and Robert Jones who were in attendance.

ACTION ITEMS

1. Acceptance of Internal Auditing PCard Audit Reports for 3rd Quarter was presented by Cindy Talbert.

Eight (8) departments encompassing 78 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 Department Head did not consistently sign and review the monthly reconciliation reports.

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 Third Quarter of Fiscal Year 2014-2015 by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Susan O'Connor
Motion passed.

2. Acceptance of Internal Auditing Report: Vehicle Management 14/15-005 was presented by Cindy Talbert.

The audit report included two findings as follow:

1. The Environmental Health & Safety Department should revise UWF Policy PC-03.01-03/11 University Owned Vehicles to standardize requirements related to the preventive maintenance of vehicles and other operational requirements designed to protect the condition of these costly assets and to ensure the safety of passengers.
2. A vehicle needs analysis should be completed for all potential purchases and on a periodic basis thereafter over the lifetime of the vehicle. These analyses should

be submitted to the Vice President for Business, Finance, and Facilities for review and approval.

Environmental Health & Safety indicated that Finding #1 will be implemented by October 9, 2015. Business, Finance, & Facilities indicated that Finding #2 will be implemented by July 15, 2015.

A motion was made to Recommend Acceptance of the Vehicle Management 14/15-005 Internal Auditing Report as presented by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Susan O'Connor
Motion passed.

3. Approval of 2015/16 and 2016/17 Work Plan for UWF Internal Auditing and Management Consulting was presented by Colleen Asmus.

A two-year work plan was presented for 2015/2016 and 2016/17. The proposal was developed as a result of an analysis of strategic, operational, financial, compliance, and reputational risks. Among other research activities, UWF senior leadership and other key personnel were surveyed and/or personally interviewed to obtain their input on risks. The resulting proposal:

- Schedule 7 audits: Performance Based Funding Metrics (required by BOG), CEPS Departmental Audit, Conflicts of Interest, Financial Aid, Grade Integrity, Housing Safety & Security, Sustainable Economic Development Initiative; and PCard audits (about 35 departments).
- Conduct various management advisory (consulting) services.
- Follow up of Federal, State, and internal audit findings.
- 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 2015/16 and 2016/17 Work Plan for UWF Internal Auditing and Management Consulting by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Susan O'Connor
Motion passed.

4. **Acceptance of Auditor General Annual Federal Funds Audit** was presented by Cindy Talbert.

On March 30, 2015 the State of Florida Auditor General released its report on the statewide audit of the Federal funds for fiscal year ended June 30, 2014, which includes the University of West Florida. **UWF had four findings in this audit report.**

1. Certain access controls protecting the institutions information technology (IT) resources needed improvement. (Finding #2014-048, page 101 of report)
 - **Recommendation:** The institution should ensure that assigned access privileges significant to determining eligibility for awarding and disbursing student financial aid enforce an appropriate separation of incompatible duties and restrict employees to only those functions necessary for their assigned job responsibilities.
 - **UWF Response:** The corrective action plan defined previously for implementation in the new Banner financial aid system is complete except for one element, which is being piloted in the Office of Financial Aid during February – April 2015 and will be put in final process form in May 2015. Details of the corrective action plan are considered sensitive and security-related, but are available for review upon request.
 - **Estimated Corrective Action Date:** All items except subpart D of the action plan are corrected as of January 30, 2015. Subpart D will be completed as of June 1, 2015.
2. Certain information technology (IT) monitoring controls protecting the institution's IT resources needed improvement. We are not disclosing specific details of the deficiencies to avoid the possibility of compromising institution student financial aid system information. However, we have notified appropriate institution personnel of the deficiencies (Finding #2014-049, page 105).
 - **Recommendation:** The institution should improve its IT monitoring controls related to student financial aid system activity to ensure the continued confidentiality, integrity, and availability of institution data and IT resources.
 - **UWF Response:** The corrective action plan defined previously for implementation in the new Banner financial aid system is complete as of January 30, 2015. Details of the corrective action plan are considered sensitive and security-related, but are available for review upon request.
 - **Corrective Action Date:** Completed as of January 30, 2015.
3. The institution's procedures were not adequate to ensure that Title IV Higher Education Opportunity Act (HEOA) funds are only distributed to students who are enrolled in courses that count towards a degree or certificate (Finding #2014-051, page 111).

- **Recommendation:** The institution should enhance its procedures to ensure that Title IV HEOA funds are disbursed to students based on courses that count toward a degree or certificate.
 - **UWF Response:** In the Fall 2014, UWF's Office of Financial Aid implemented a process to review all students with 90 or more earned credit hours and enrolled in a course identified as not applicable to the degree. Courses outside of the degree requirements are captured on the student's degree audit and referred to as fall-through courses. A Tableau report was created utilizing DegreeWorks data to identify fall-through courses. The report is available and published after each add/drop period. Once generated, academic departments review the report and review the DegreeWorks audit for each student and determined if the courses listed were applicable toward the degree. Upon the review, departments determine if the course can be used as a substitution and fulfill a degree requirement or if the fall-through course is not part of the student degree plan. The Office of Financial Aid adjusts Federal financial aid awards and returns funds to the Department of Education for all courses identified by academic departments as not meeting a degree requirement.
 - **Estimated Corrective Action Date:** May 30, 2015
4. The institution did not always timely (within 30 days) provide exit counseling materials for FDSL student loan borrowers who graduated, withdrew, or ceased to be enrolled at least half-time.
- **Recommendation:** The institution should enhance its procedures to ensure that exit counseling is performed, or exit counseling materials are provided, within 30 days of an FDSL student loan borrower ceasing at least half-time enrollment.
 - **UWF Response:** In the previous student information legacy system, providing exit counseling materials was a highly manual process which resulted in human error. With the implementation of Banner, the exit counseling process has been automated to ensure that all exit materials are provided in a timely manner. UWF students receive an email informing them of the requirement, and the Department of Education's Exit Counseling Guide is attached. The Guide is updated anytime the Department of Education releases an updated version.
 - **Estimated Corrective Action Date:** May 30, 2015

A motion was made to Recommend Acceptance of the Auditor General’s State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for Fiscal Year Ending 2014 Audit Report by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Susan O’Connor
Motion passed.

INFORMATION ITEMS

1. **Annual Internal Control Review** was presented by Cindy Talbert and Betsy Bowers.
2. **Internal Auditing Update on Activities** was presented by Cindy Talbert.

OTHER COMMITTEE BUSINESS

None

ADJOURNMENT

With no further Audit & Operations items to discuss, the meeting was adjourned at 9:51 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary

DRAFT Minutes
Finance & Facilities Committee Meeting
UWF Board of Trustees
May 21, 2015

Chair Mort O’Sullivan called the meeting to order at 9:58 a.m. with the following committee members present: Mort O’Sullivan and Dave Cleveland. Trustee Suzanne Lewis was unable to attend.

Other trustees in attendance: Lewis Bear, Jr., Susan O’Connor, Richard Hough, Garrett Walton, Jay Patel, Robert Jones, Bentina Terry, Daniel McBurney, and LuTimothy May.

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, Research & Sponsored Programs; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Ed Ranelli; Dr. Ruth Davison; Dr. Tom Westcott; Dr. Gentry McCurdy; Ms. Janice Gilley; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Dean, Graduate School; 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; 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; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. David O’Brien; Mr. Matt Marshall; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O’Brien, AVP Business and Property Development; 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; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist; Eric Ingerman, Sound Specialist; Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist.

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, O'Connor, McBurney, Terry, Walton, and Patel.

ACTION ITEMS

1. **Approval of New Material and Supplies Fees** was presented by Dr. George Ellenberg.

New/revised Material and Supply Fees are being proposed in the departments listed below. The number of courses for which fees are being requested are noted alongside the name of the department.

College of Arts, Social Sciences and Humanities

- Art (6)
- Communication Arts (3)

College of Education and Professional Studies

- Social Work (5)
- Teacher Education and Educational Leadership (2)

College of Science, Engineering and Health

- Biology (9)
- Electrical and Computer Engineering (1)
- Physics (4)

A motion was made to Recommend Approval of the Proposed New Material and Supply Fees Effective Fall 2015 as presented by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Mort O'Sullivan

Motion passed unanimously.

2. **Approval of New Equipment Fees** was presented by Dr. George Ellenberg.

New/revised equipment fees are being proposed in the departments listed below. The number of courses for which fees are being requested are noted alongside the name of the department.

College of Science, Engineering and Health

- Biology (15)
- Chemistry (3)
- Clinical Laboratory Sciences (8)
- Computer Science (24)
- Electrical and Computer Engineering (2)
- Environmental Studies (10)

A motion was made to Recommend Approval of the Proposed New Equipment Fees Effective Fall 2015 as presented by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Mort O'Sullivan

Motion passed unanimously.

3. Approval of Scenic Hills Loan Modification was presented by Pat Lott.

On May 4, 2015, UWF Business Enterprises Inc., Board of Directors approved the extension and modification of the Servis1st mortgage loan for acquisition of the Scenic Hills property. The original mortgage loan was incurred in June, 2012 and will mature June 29, 2015. The extension is for a period of five years at a fixed interest rate of 4.75%.

The Articles of Incorporation for BEI contemplate that incurrence of debt is subject to approval of the UWF Board of Trustees. Because the debt is a renewal of a conventional mortgage loan to acquire real property, Board of Governors approval is not required.

A motion was made to Recommend Approvals required by Articles of Incorporation for UWF Business Enterprises, Inc. with respect to BEI's extension and modification of mortgage loan for acquisition of Scenic Hills Property by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Mort O'Sullivan

Motion passed unanimously.

4. Approval of Chartwells Lease for East Campus was presented by Pat Lott.

The Lease Agreement, between BEI as Landlord and Chartwells Division of Compass Group USA, Inc. (“Chartwells”) as Tenant, was approved by the UWF BEI Board of Directors on May 11, 2015. The Lease Agreement contemplates rentals and cost of construction requiring approval by the Board pursuant to BOT – 10.01-03/13 the “Real Property Policy”), as approved by the Board of Trustees, March 19, 2013. Accordingly, the Board of Trustees approval is requested.

It is expected that the term of the Lease Agreement will coincide with the term of the Main Campus Dining Agreement between Chartwells and BEI (currently extending until 2035), but may be continued subject to termination by either party on thirty days notice in the event the Main Campus Dining Agreement expires or is terminated. The Main Campus Dining Agreement may be terminated on 180 days notice. The Interim Vice President of Business, Finance and Facilities/CFO for the University has granted all necessary approvals of the project under the terms of Section 5.6 and 7.2 of the Real Property Policy, in that the project serves an institutional purposes, serves a demonstrated institutional need, and meets appropriate design and construction standards. Interim BEI CEO Barnett will report on the proposed rentals to be paid by Chartwells under the Lease Agreement.

A motion was made to Recommend Approvals of the lease between UWF Business Enterprises, Inc. and Chartwells of East Campus parcels for purposes of Policy BOT-10.01-03/13; and Ratify the UWF BEI Board of Directors approval of May 11, 2015 of the Lease Agreement between BEI as Landlord and Chartwells Division of Compass Group USA, Inc. (“Chartwells”) as Tenant in substantially the form presented, with such changes and modifications as may be approved by the Interim CEO with advise from the General Counsel and concurrence of the UWF Interim Vice President for Business, Finance, and Facilities by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Mort O’Sullivan

Motion passed unanimously.

5. Approval of FY 2015/16 Fixed Capital Outlay Plan was presented by Betsy Bowers & Dr. Jim Barnett.

The Board of Trustees approved the FY2015/2016-2019/2020 Amended Five Year Plan for educational and general/administrative buildings during the December 2014 meeting.

The project budgets will be modified as required prior to the July 1, 2015, submittal date. Recommended changes for this PECO Eligible Plan, as compared to the Amended Plan approved by the Board of Trustees during the December 12, 2014, meeting, are summarized below:

- Capital Renewal Infrastructure, Priority No. 1 – no change
- Laboratory Sciences Annex, Phase I of II, Priority No. 2 – no change
- Laboratory Sciences Annex, Phase II of II, Priority No. 3 – no change
- Laboratory Sciences Renovation is consolidated into one project and proposed as Priority No. 4.
- University Commons Renovation, a new project, is proposed as Priority No. 5. The budget will be identified this fall after completing an internal “Preliminary Program Document” with space planning and prior to the November 19, 2015 Board of Trustees Finance and Facilities Committee meeting.
- Educational Development Center Renovation moved to Priority No. 6.
- Science Collections Laboratory and Auditorium moved to Priority 7.
- Physical Education Building Renovation scope of work is revised and proposed as Priority No. 8.
- Natatorium Renovation, Ph. II of II moved to Priority No. 9.
- Science and Engineering Addition, a new project, is proposed as Priority No. 10.
- Campus Drive Road Extension and Modifications, Phases I and II, moved to Priority 11 and 12, respectively.
- College of Education and Professional Studies Education Building is proposed as Priority No. 13. The Multi-Cultural Center – UWF Historic Trust, previously proposed as Priority No. 13, was deleted from the proposed list considering the museum’s new Pensacola downtown location on Government Street within an UWF Historic Trust building.
- University Honors, Priority No. 14 – no change
- University Union, Priority No. 15 – no change
- Confucius Institute, Priority No. 16 – no change

A motion was made to Recommend the full Board approve the FY2015/2016 Fixed Capital Outlay Plan as presented at the June 23, 2015 meeting.

Motion by: Trustee Dave Cleveland

Seconded by: Trustee Mort O’Sullivan

Motion passed unanimously.

6. Approval of UWF REG 4.008 Tuition and Fees, Fines, and Penalties was presented by Colleen Asmus.

No changes in tuition rates are proposed this year by the University. The third time repeat fee set by the Board of Governors is increasing from \$158.84 to \$177.94. The reference to the Emerald Coast Ed.D. cohort courses in the **Tuition** section of the regulation is being deleted because those courses are not being taught any longer.

The changes are being made in the “**Other Fees**” section: the two part assignment of fees for short term loan delinquencies has been removed because fees associated with all delinquent loan collections will now be handled in the same manner, and credit card convenience fees are deleted as an example of non-academic services provided directly to students because the University no longer collects a convenience fee.

A motion was made to Recommend Approval of proposed changes to UWF/REG 4.008 Tuition and Fees, Fines and Penalties by the full Board at the June 23, 2015 meeting.

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

7. Approval of UWF REG 6.003 Prompt Payment was presented by Colleen Asmus.

The proposed regulation converts a UWF policy to a UWF Regulation to provide the campus community with consistent direction regarding the rights and responsibilities of the University regarding the inspection of commodities or services, submission of invoices, processing of invoices, processing of payment, and paying interest on late payments.

A motion was made to recommend the full Board Approve promulgation of UWF/REG 6.003 Prompt Payment as presented at the June 23, 2015 meeting.

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

8. Approval of UWF REG 6.004 Surplus Property was presented by Colleen Asmus.

The proposed amendments update the regulation to conform to language with FBOG Regulation 9.0031; update legal citations and titles of the responsible employees.

A motion was made to Recommend Approval of Amendment UWF/REG 6.004 Surplus Property as presented by the full Board at the June 23, 2015 meeting.

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

INFORMATION ITEMS

1. **Fiscal Year 2014/15 Operating Budget Summary (3rd Quarter FY 2014/15)** was presented by Colleen Asmus.
2. **Student Green Fee Update** was presented by Dr. Jim Hurd.
3. **Housing Update** was presented by Dr. Ruth Davison.

OTHER COMMITTEE BUSINESS

None

ADJOURNMENT

With no further Finance & Facilities items to discuss, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary

DRAFT Minutes
Academic Affairs Committee Meeting
UWF Board of Trustees
May 21, 2015

Chair Robert Jones called the meeting to order at 11:30 a.m. with the following committee members present: Robert Jones, Bentina Terry, and Richard Hough.

Other trustees in attendance: Lewis Bear, Jr., Mort O’Sullivan, Dave Cleveland, Jay Patel, Susan O’Connor, Garrett Walton, Daniel McBurney, and LuTimothy May.

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, Research & Sponsored Programs; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Ed Ranelli; Dr. Ruth Davison; Dr. Tom Westcott; Dr. Gentry McCurdy; Ms. Janice Gilley; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Dean, Graduate School; 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; 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; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. David O’Brien; Mr. Matt Marshall; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O’Brien, AVP Business and Property Development; 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; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist; Eric Ingerman, Sound Specialist; Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist.

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 O'Sullivan, Cleveland, Patel, O'Connor, Walton, McBurney, and May.

ACTION ITEMS

1. **Approval of Request to Explore B.S. in Mechanical Engineering** was presented by Dr. Michael Huggins.

The creation of the Bachelor of Science in Mechanical Engineering (BSME) at UWF is in direct response to the increased workforce demand for mechanical engineers in northwest Florida and consistent requests to start such a program by the local community. The BSME is envisioned to be a hands-on, high-quality program that will seek ABET accreditation as soon as it graduates its first bachelor's students or shortly thereafter. The program will be offered on both the Pensacola and Emerald Coast campuses via the same Distance Learning setting that is currently being used by the Electrical and Computer Engineering programs. The BSME program will enhance the engineering offerings at UWF and may catalyze the creation of other engineering programs that have been requested by the community.

This Request to Explore is the second phase in the process of establishing the BSME program.

To help market the BSME program, recruit students and get them ready to start taking core courses in the Fall 2016 semester when the program is scheduled to start, UWF has created a Pre-Mechanical Engineering (Pre-ME) Banner code so that students interested in the BSME program can declare this major starting Fall 2015 and begin taking prerequisites to core ME courses (see attached Pre-Mechanical Engineering curriculum).

A motion was made to Recommend Approval of the Request to Explore the Creation of the Bachelor of Science in Mechanical Engineering by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Bentina Terry

Seconded by: Trustee Richard Hough

Motion passed unanimously.

2. **Approval of Tenure** was presented by Dr. Martha Saunders.

Five individuals were nominated for tenure having fulfilled all necessary requirements.

College of Arts, Social Sciences and Humanities

Sheila Dunn, *Assistant Professor* Music

Joseph Herring, *Assistant Professor* Art

College of Business

Eric Bostwick, *Assistant Professor* Accounting & Finance

Blaine Lawlor, *Assistant Professor* Management and MIS

College of Education and Professional Studies

John Pecore, *Assistant Professor* Teacher Education and Educational Leadership

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

INFORMATION ITEM

1. **UWF's Facts & Figures Web Links Update** was presented by Dr. Martha Saunders.

OTHER COMMITTEE BUSINESS

None

ADJOURNMENT

With no further Academic Affairs items to discuss, the meeting was adjourned at 11:41 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary

DRAFT Minutes
Student Affairs Committee Meeting
UWF Board of Trustees
May 21, 2015

Chair Jay Patel called the meeting to order at 11:44 a.m. with the following committee members present: Jay Patel, LuTimothy May, and Daniel McBurney.

Other trustees in attendance: Lewis Bear, Jr., Mort O’Sullivan, Richard Hough, Dave Cleveland, Robert Jones, Bentina Terry, Susan O’Connor, and Garrett Walton.

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, Research & Sponsored Programs; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Greg Lanier, Dean, University College; Dr. Carl Backman, Interim Assoc Dean, COB; Dr. Ed Ranelli; Dr. Ruth Davison; Dr. Tom Westcott; Dr. Gentry McCurdy; Ms. Janice Gilley; Dr. Michael White, Director, Strategic Planning & IE; Dr. Jay Clune, Dean, Graduate School; 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; 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; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Mr. Paul Nelson, Network Engineer, ITS; Mr. William Coleman, ITS, Ms. Angela Wallace, Director, Business, Finance and Facilities Division; Mr. David O’Brien; Mr. Matt Marshall; Mr. Tony Nguyen, Associate Athletic Director; Mr. David O’Brien, AVP Business and Property Development; 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; Dr. Rebecca Kennedy, AVP Counseling Center; Dr. Sarah Lucyzk, Director, Student Affairs Plan; Mr. Andrew Romer, Executive Specialist; Eric Ingerman, Sound Specialist; Ms. Rebecca Sandberg, Administrative Assistant; Becky Luntsford, Executive Specialist.

CHAIR'S GREETING

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

ACTION ITEMS

1. Approval of 2015 Florida Educational Equity Act Report was presented by Karen Rentz.

The Florida Education Equity Act Report is completed annually by each Florida public university and includes information on the University's progress in implementing strategic initiatives related to equity and access in academic services, programs, and student enrollment; equity in athletics; and equity in employment as required by Regulation 2.003 Equity and Access. Each University's Florida Educational Equity Act Report is approved by the Board of Trustees and is submitted to the Board of Governors. The Student Enrollment and Employment reporting focuses on females and members of specified racial/ethnic groups. The Athletics portion of the report focuses on gender equity on the basis of Accommodation of Interests and Abilities. The 2015 Florida Education Equity Report is based on 2013-2014 data.

In 2014, a UWF Student Diversity Goals committee was formed. The purpose of this committee was to collectively set student diversity goals for the annual Florida Equity Report. The committee is composed of university employees such as the Chief Diversity Officer, the Assistant Vice President of Enrollment Affairs, and the Director of Student Retention. This Committee met several times throughout 2014. As a result, the student diversity goals were changed to three-year goals that will now cover the 2014/2015, 2015/2016, and 2016/2017 Academic Years ("AY"). The three-year goals will better correlate to the University's comprehensive Diversity Plan (2014-2017).

A motion was made to Recommend Approval of the 2015 Florida Educational Equity Act Report by the full Board at the June 23, 2015 meeting.

Motion by: Trustee Daniel McBurney

Seconded by: Trustee LuTimothy May

Motion passed unanimously.

2. Approval of SGA Internal Auditing Procedures and Recommend Delegation of Authority to Vice President for Student Affairs to Review and Approve Subsequent Amendments to Said Operating Procedures was presented by Trustee and SGA President Daniel McBurney.

University of West Florida Student Government is established pursuant to Board of Governors Regulation 6.014. The Vice President for Student Affairs or designee serves as the advisor to Student Government. The Student Government Association, as required by Board of Governors Regulation 6.014, is expected to adopt and maintain internal operating procedures (e.g., Constitution, Statutes, or Bylaws) that are to be approved by the Board of Trustees or its designee. While conducting a regular review of the University Policy on Student Organizations, staff discovered that such an approval has not been done.

Student Government has long maintained a constitution and bylaws which are both regularly amended by Student Government pursuant to the organization's established processes. The intent of this action is to comply with Board of Governors Regulation 6.014 which requires that these documents be approved by the Board of Trustees, or its designee, and to designate an appropriate University officer to review and approve future amendments to these documents.

A motion was made to Recommend Approval of SGA Internal Auditing Procedures and Recommend Delegation of Authority to Vice President for Student Affairs to Review and Approve Subsequent Amendments to Said Operating Procedures by the full Board at the June 23, 2015 meeting.

Motion by: Trustee LuTimothy May
Seconded by: Trustee Daniel McBurney
Motion passed unanimously.

INFORMATION ITEMS

1. **Housing Update** was presented by Dr. Ruth Davison.
2. **Student Green Fee Update** was presented by Dr. Jim Hurd.

OTHER COMMITTEE BUSINESS

On behalf of the UWF Board of Trustees Student Affairs Committee, Chair Patel made a special presentation to UWF Counseling and Psychological Services. He presented counseling and therapy staff members with a plaque recognizing the excellent service and outstanding support CAPS provides in helping UWF students address how to manage, cope, and grow with the stress associated with school and life.

ADJOURNMENT

With no further Academic Affairs items to discuss, the meeting was adjourned at 12:23 p.m.

Respectfully submitted,
Becky Luntsford, recording secretary

DRAFT Minutes
UWF Board of Trustees Meeting
UWF Emerald Coast Fort Walton Beach Campus
March 25, 2015

The meeting of the UWF Board of Trustees was called to order at 9:02 a.m. by Mort O'Sullivan, BOT Vice Chair.

APPROVAL OF MINUTES BY COMMITTEES

Vice Chair O'Sullivan explained that Chair Bear is unable to attend today's Board meeting due to an injury.

Vice Chair O'Sullivan welcomed Devonte Wilson who is representing the SGA at our meeting today.

Vice Chair O'Sullivan called on each committee chair to convene his/her committee for adoption of their minutes.

Audit and Operations Committee: Susan O'Connor, Audit and Operations Committee Chair called the meeting to order and asked for a motion to approve their March 3, 2015 minutes.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Susan O'Connor
Motion carried.

Finance and Facilities Committee: Mort O'Sullivan, Finance and Facilities Committee chair called the meeting to order and asked for a motion to approve their March 3, 2015 minutes.

Motion by: Trustee Dave Cleveland
Seconded by: Trustee Suzanne Lewis
Motion carried.

Academic Affairs Committee: Bob Jones, Academic Affairs Committee chair called the meeting to order and asked for a motion to approve their March 3, 2015 minutes.

Motion by: Trustee Richard Hough
Seconded by: Trustee Bob Jones
Motion carried.

Student Affairs Committee: Jay Patel, Student Affairs Committee chair called the meeting to order and asked for a motion to approve their March 3, 2015 minutes.

Motion by: Trustee Jay Patel
Seconded by: Trustee LuTimothy May
Motion carried.

Metrics Ad hoc Committee: Dave Cleveland, Metrics Ad hoc Committee chair called the meeting to order and asked for a motion to approve their December 10, 2014 minutes.

Motion by: Trustee Susan O'Connor
Seconded by: Trustee Mort O'Sullivan
Motion carried.

Officer Nominations Committee: Garrett Walton, Officer Nominations Ad hoc Committee member called the meeting to order and asked for a motion to approve their December 12, 2014 minutes.

Motion by: Trustee Bentina Terry
Seconded by: Trustee Garrett Walton
Motion carried.

Presidential Compensation Subcommittee: Mort O'Sullivan, Presidential Compensation Subcommittee member called the meeting to order and asked for a motion to approve their March 16, 2015 minutes.

Motion by: Trustee Suzanne Lewis
Seconded by: Trustee Susan O'Connor
Motion carried.

Presidential Contractual Ad hoc Committee: Mort O'Sullivan, Presidential Contractual Ad hoc Committee member called the meeting to order and asked for a motion to approve their February 20, 2015 minutes.

Motion by: Trustee Richard Hough
Seconded by: Trustee Suzanne Lewis
Motion carried.

Trustee O'Sullivan asked for a motion to approve the recommendations of the Presidential Compensation Subcommittee as recommendations of the Presidential Contractual Ad hoc Committee to the full Board of Trustees.

Motion by: Trustee Susan O'Connor
Seconded by: Trustee Suzanne Lewis
Motion carried.

Trustee O’Sullivan asked for a motion from the committee to recommend that the Full Board approve the execution of the Addendum to President’s Employment Agreement in the form attached to the minutes of the Compensation Subcommittee.

Motion by: Trustee Suzanne Lewis

Seconded by: Trustee Susan O’Connor

Motion carried.

FULL BOARD

Vice Chair O’Sullivan called the full Board meeting to order at 9:09 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Dave Cleveland; Richard Hough; Suzanne Lewis; Susan O’Connor; Mort O’Sullivan; Jay Patel; Robert Jones; LuTimothy May, and Garrett Walton. Student Representative Devonte Wilson was present and served as the SGA Representative for today’s Board meeting. Trustee Bentina Terry participated by teleconference. Trustees Lewis Bear, Jr. and Pam Dana were absent.

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. Richard Podemski, Dean Graduate School; Dr. Michael Huggins, Dean CASSH; Dr. Tim O’Keefe, Dean COB; Dr. Jim Hurd, Senior AVP Student Affairs; Dr. Brandon Frye, Dean of Students; Dr. Steve Crawley, Dean CEPS; Rebecca Sandberg, Program Assistant; and Rebecca Luntsford, Executive Specialist/Recording Secretary to BOT.

1. CALL TO ORDER AND CHAIR’S REMARKS

Vice Chair O’Sullivan thanked Susan Shaw, the faculty, staff, and students at UWF Emerald Coast Campus for giving the Board the opportunity to enjoy the beautiful campus and conduct the BOT meeting there. He thanked all involved for their hospitality. Vice Chair O’Sullivan explained the meeting is being webcasted today and he showed his appreciation for everyone’s participation. 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’ recording secretary, Becky Luntsford in advance of the public comment period.

2. PRESIDENT'S REPORT

President Bense gave her President's Report to the Board. She began by welcoming Susan Cerovsky, new Director of the UWF Center for Cybersecurity. Susan joins UWF after nearly 30 years as an officer in the U.S. Navy, and most recently held the title of commanding officer of the Center for Information Dominance at Corry Station in Pensacola. As director of the UWF Center for Cybersecurity, Susan will develop and enhance multi-disciplinary undergraduate and graduate programs, research activities and regional and national industry partnerships.

Dr. Bense announced the UWF Historic Trust hosted their grand re-opening of the 37-acre Arcadia Mill Archeological Site on Saturday, March 14th. The site grounds have been closed to the public since September 2014 for the construction of a new ADA-compliant bridge over Pond Creek and a boardwalk connecting to the nature trails. This site represents the largest 19th century water-powered industrial complex in NW Florida.

Dr. Bense gave a report on Carnegie Community Engagement Classification. UWF received the 2015 Community Engagement Classification. This classification recognizes the effort and commitment UWF has toward being a leader in our community and utilizing our resources, knowledge, and research in making a positive difference in NW Florida and beyond. Only 240 colleges and universities in the United States

President Bense then gave an Academic Affairs report.

UWF recently celebrated a transformational Clinical Laboratory Gift of \$100,000 to UWF's Clinical Lab Sciences program by Dr. Ranga Rao Krothapalli in memory of his wife, UWF Professor Emeritus, Swarna Krothapalli. The *Professor Emeritus Swarna Krothapalli Endowed Scholarship for Clinical Laboratory Sciences* will honor and pay tribute to Swarna, a distinguished faculty member who gave lifelong dedication to her students and impacted the lives of thousands of students in Clinical Lab Sciences and Medical Terminology.

Last month, UWF hosted 4th annual Northwest Florida Regional Science Olympiad. 21 groups of middle and high school students from NW Florida's public and private schools in the FL panhandle competed with up to 15 students on each team. The event was held at the UWF College of Science, Engineering and Health and members of our faculty and staff served as event supervisors and counselors for the competition. The goal of Science Olympiad is to improve the quality of science education through competitions similar to sporting events.

UWF MBA Student, David Brinson, recently earned the title of "Grand Champion" in the Best Strategy Invitational, a global competition that pits students teams against each other as they operate simulated athletic footwear companies. Brinson credited Dr. Blaine Lawlor and his experience in the UWF MBA Program, and specifically the Capstone MBA Strategy class, for providing him with the knowledge needed to win the competition.

Research & Sponsored Programs: For the period from 7/1/14 to 3/17/15, 87 Proposals were Submitted representing a value of \$24,840,471.00; and 57 Awards were Received for a total of \$11, 243, 606.00

President Bense shared a report from University Advancement.

As of this month, University Advancement is at 80% of our \$3.6 million fiscal year goal for gifts and pledges.

A cumulative value of \$1.2 million in new planned gifts were secured in the last quarter.

This quarter we have coordinated and hosted two gift announcements.

- January 29th was the naming of the College of Business Atrium in honor of a generous contribution of \$250,000 received from Brian and Kim Pennington.
- On March 2nd we honored Dr. Ranga Rao Krothapalli's gift commitment of \$100,000 to establish a scholarship endowment in memory of his late wife, Professor Emeritus Swarna Krothapalli. At this event, we announced the first student scholarship recipients of the clinical lab sciences scholarship.

UWF has received two new gifts for which we will be announcing specifics in the next quarter.

Dr. Bense went on to provide the Board with a Legislative update.

The House and Senate budgets were released last week. Both budgets will move through each chamber's appropriations committees this week with votes before each full chamber next week.

The two chambers totals are not far apart on their education budget. However, there are many unresolved issues in the Health Care budget as they are about \$5 billion apart which can still impact the entire budget as we continue to move through Session.

House budget funds UWF with \$96M from General Revenue and lottery.

- This budget keeps UWF's entire base budget whole and includes \$250k non-recurring for Veteran and Military Student Success
- The House used PECO funds to provide 8.6M for our laboratory sciences building.

Senate budget funds UWF with \$91.8M from General Revenue and lottery. Included is this number is new funding of \$250K recurring for Veteran and Military Student Success, \$1M recurring for Physician Assistant Program, and \$5M recurring for the Office of Economic Development and Engagement.

- The Senate base reductions for UWF include:
 - \$-2M Complete Florida
 - \$-1M from Operation Support

- \$-50k from FAA Certifications
- \$-150k from Haas Center School Start Times Study
- \$-1M from the Career and Education Planning System

UWF made significant improvement on this year's performance funding metrics. UWF went from a 21 last year to a 37 this year tying for 6th place with FAU. This score makes UWF eligible to be awarded funding from the performance funding pool.

The Senate budget includes an additional \$200M increasing the performance funding pool to \$400M. This will significantly increase each universities "skin in the game" as well as the one time additional funding each university receives.

The Senate also listed several metrics they want the BOG to focus on. Their selected metrics add student loan default rates and affordability to the list of metrics that the BOG already measures.

The Senate budget includes that universities in the bottom 3 or below the BOG minimum score threshold of the performance metric will lose their base funding and must submit an improvement plan.

The House budget includes \$100M in new funding and \$100M from base funding of all Universities for performance funding. Universities that received performance funding last year would keep that funding and the \$200M is an additional allocation for the current fiscal year.

The House does not change the metrics and leaves the opportunity for universities to submit a performance plan if they are not eligible for new funding and gives them an opportunity to restore their base funding if the BOG determines the university made significant progress on their submitted improvement plan.

The Governor's plan to make college more affordable will be heard on Monday March 23, 2015 during the Senate Higher Education Committee. This bill (**SB 938**), is sponsored by Senator Anitere Flores (R-Miami):

- Exempts textbooks required for a course offered by a public or nonpublic postsecondary educational institution from the sales tax
- Requires each Florida College System institution and state university to prominently post in the course registration system on its website, as early as is feasible, but at least 14 days before prior to the first day of student registration for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 90 percent of the courses and course sections offered at the institution during the upcoming term.
- Requires that a textbook or instructional material for an undergraduate course remain in use for a minimum of 3 years in that course, unless a less costly textbook or instructional material becomes available or an exception is approved by the institution's president or designee. An exception must be based upon a determination that the new

edition differs significantly and substantially from earlier versions and that there is value to the student in changing to the new edition. The institution's president or designee shall annually report to the institution's board of trustees all exceptions granted, including the rationale used to approve each exception. The annual report shall be maintained on the institution's website.

- Requires the Board of Governors and the State Board of Education to identify strategies and initiatives to reduce the cost of higher education;
- Requires each university shall publicly notice to the public and to all enrolled students any board of trustees meeting that discusses or votes on proposed increases in tuition or fees. The notice must:
 - Be posted 30 days before the board of trustees meeting takes place.
 - Include the date and time of the meeting.
 - Be clear and specifically outline the details of the original tuition or fee, the rationale for the proposed increase, and what the proposed increase will fund.
- Be posted on the institution's website homepage and issued in a press release.

The House bill has been workshopped in the Higher Education and Workforce Subcommittee but the committee has yet to release a bill.

President Bense reminded the trustees of two upcoming events:

- 2015 Honors Convocation. Fri, March 27th, in the UWF Main Campus Conference Center, 11am.
- Spring Commencement. Sat, May 2nd, The Pensacola Bay Center, 10am & 2pm .

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

3. RECOGNITIONS

Vice Chair O'Sullivan called on Executive Vice President Martha Saunders who recognized Susan Shaw, the Executive Director of the UWF Emerald Coast. Susan will remain in her role until June 30, 2015 at which time she will step down from her current position and return to her first love which is teaching. Dr. Saunders thanked Susan for her commitment, dedication, service, and leadership. Dr. Saunders introduced Malinda Bowers who will succeed Susan as Director of the Emerald Coast campus effective July 1, 2015. Susan thanked the Board for allowing her to serve in her role as Director.

4. APPROVAL OF MINUTES

Vice Chair O'Sullivan reminded the trustees they had been given the opportunity ahead of time, to review the minutes of the December 12, 2014 Board of Trustees Meeting. He asked for a motion to approve if there were no changes or corrections.

Motion by: Trustee Garrett Walton

Seconded by: Trustee Richard Hough

Motion carried.

5. COMMITTEE REPORTS

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

The Audit & Operations Committee had five action items and two information items presented.

Action items

1. **Acceptance of the Internal Auditing PCard Audit Reports (2st quarter) FY 2014/15.**

Presented by Cindy Talbert, Interim Internal Audit Director. Twelve 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; and 2) the cardholder did not consistently sign the transaction documentation. 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.

2. **Approval of Revised Work Plan for 2014/15 and 2015/16 for UWF Internal Auditing and Management Consulting.** *BACKGROUND:* The IAMC Work Plan for 2014/15 and 2015/16 was presented and approved by the BOT in May, 2014. In November 2014, Betsy Bowers became the interim Vice President for Business, Finance, and Facilities.

A nationwide search for a permanent Vice President for Administrative Services has begun and it is estimated that Betsy will not be able to return to her position in IAMC until that time. This change left the department with only one full-time auditor. In addition, three of the scheduled audits should be postponed due to conflicts with current activities, and the topic of the fourth audit now seems unnecessary.

Cindy Talbert, who accepted the position of Interim Audit Director presented the proposal for the revised IAMC Work Plan to our committee as follows:

- 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.
- Conduct various management advisory (consulting) services.
- Follow up of Federal, State, and internal audit findings.

- Continued participation in the Risk & Compliance Council and the evaluation of rules, regulations, policies, and procedures.
3. **Approval of UWF Annual Financial Report for 2013-2014.** The financial report was presented by Associate Vice President/Controller Colleen Asmus. Colleen reported that 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 contained the following:
- Financial Statements: The 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: The 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.
4. **Adoption of Revised UWF Human Resources Policy HR-11.03-02/15**
Introduction/General Provisions Governing Personnel Matters. This presentation was made by Cindy Faria Associate Vice President, Human Resources. She explained this policy was originally adopted by the UWF BOT in July 2004. The UWF Human Resources 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.
5. **Adoption of Revised UWF Human Resources Policy HR-12.02-02/15.** This presentation was also made by Cindy Faria. This policy was originally adopted by the UWF BOT in July 2004. The UWF Human Resources 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

Information Items

1. Three **External Audits: WUWF-FM; Intercollegiate Athletics; and Florida Institute for Human and Machine Cognition** were all presented by Cindy Talbert. All three of these audit reports were very positive and contained no instances of non-compliance or other matters required to be reported.
2. **Internal Auditing Update:** was presented by Cindy Talbert, who provided the committee with the status of audits in process, advisory/consulting activities, external

audits being performed by outside parties, compliance operation and other activities of the IAMC office.

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

The Finance & Facilities Committee had three action items and two informational items

Action Items

- 1. Approval of Amendment to UWF REG 6.0054 *Competitive Solicitation Requirements*** was presented by Angie Jones, Director Procurement and Contracts.

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. The notice of proposed amendment to this regulation was posted to the BOT website on February 16, 2015 and comments were invited. The notice was also published in the February 15, 2015 edition of @UWF and comment was invited. No comments have been received. The required 30 day notice period of the proposed regulation ended on March 18, 2015.
- 2. Approval of Amendment to UWF REG 5.010 Educational Research Center for Child Development** was presented by Jim Hurd, Senior Associate Vice President, Student Affairs. 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. Child care fees are proposed to increase by 1.63% to 4.03% depending on the age group. Market rate analysis is still very favorable, especially for our student parents. On average, students are saving more than 18% over local market costs for child care. Additionally, Pell-eligible students and students with military affiliation receive substantially reduced out-of-pocket child care costs due to a federal grant program. These rates have been presented and approved by the ERCCD Board of Directors as required by BOG Regulation 10.004.
- 3. Approval of Amendment 1 to the Master Sublease Agreement between the University of West Florida and UWF Business Enterprises, Inc. (BEI).** This presentation was made by Pat Lott, General Counsel. 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 Board 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. This amendment is recommended as a housekeeping measure.

Information Items

1. **Fiscal Year 2014/15 Operating Budget Summary (2st Quarter, FY 2014/15) and the Life-to-Date Capital Budget** was presented by Colleen Asmus, Associate Vice President/Controller. Colleen reviewed budget summary and gave a report for the end of the second quarter showing budget-to-actual results for each fund group. She also shared that the College of Business Education Center Renovation project is on schedule. Joffrey Gaymon, AVP of Enrollment Affairs, provided the committee with additional information on the year-to-date shortfall in student fees and student enrollment for FY2014/15. She answered questions from committee members on enrollment tracking, trends, and practices in place at UWF and within the state university system.
2. Betsy Bowers, Interim Vice President provided an update on **University Park Phase I**. University Park began as a BEI project in a public/private partnership with Balfour Beatty Campus Solutions. After it became clear that the marketplace was not right for that development outline, the project was scaled back and needed to be completed with internal funds. Betsy explained that UWF will only pursue the portions of the project that have solidly identified funding. At this point, it will include site work, infrastructure, and competition field, which is identified as Phase 1A. Phase 1B will include construction of the athletic facility. Betsy provided a handout to the committee of an overview of the revised funding plan for Phase 1A of University Park. She explained the project will remain within the established budget and she will provide regular updates to the BOT as the project progresses.

Student Affairs – Jay Patel, Chair

The Student Affairs Committee had four information items presented.

Information Items

1. **Title IX Update** was presented by Karen Rentz, Equal Opportunity and Compliance and Mica Hughes-Harrell, Director Health and Wellness made a Powerpoint presentation to the committee including a Title IX administrative update, a review of the UWF “Resource Guides”, sexual and gender violence data, “It’s on Us” Campaign, and the proposed revised Title IX Policy.
2. **Counseling and Psychological Services Informational Update** was given by Dr. Rebecca Kennedy, Assistant Vice President, UWF Counseling Center. She explained the Board of Governors is taking a renewed interest in campus safety

across the State University System. Earlier this year, BOG sent out a survey to counseling center directors regarding counseling services provided across the SUS. In addition, Dr. Kennedy provided an update of counseling services offered at UWF and a comparison of the BOG survey responses from students served at UWF and other SUS universities.

3. **Student Conduct Statistics.** Dr. Brandon Frye, Dean of Students made a presentation on UWF's Conduct Trends from Fall 2014.
4. **UWF REG 4.010 Educational Research Center for Child Development.** Dr. Jim Hurd, Senior Associate Vice President, Student Affairs offered to answer any additional questions on this topic which was presented during the Finance & Facilities Committee meeting earlier in the morning.

Academic Affairs Committee – Bob Jones, Committee Chair

The Academic Affairs Committee had two action items for approval and two information items were presented.

Action Items

1. **Approval of Request to offer a New Degree Program / BSBA in Supply Chain Logistics Management** 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. **Approval of Competence and Qualifications of Instructional Personnel Policy** 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.

Information Items

1. **UWF's Interactive Fact Book** was presented by Keith King, Associate Director Institutional Research. Keith provided the committee with an overview of the current data available in this online interactive fact book. More data modules will be available in the future.
2. **UWF's Regional Accreditation by the Southern Association of Colleges and Schools Commission on Colleges** implementation plan and preliminary itinerary for their on-site visit which occurred last week was presented by Dr. Michael White, Director, Institutional Effectiveness.

Presidential Compensation Subcommittee & Presidential Contractual Ad hoc Committee – Mort O'Sullivan, Committee Member

The Presidential Contractual Ad hoc Committee met on February 20, 2015.

After committee members reviewed and discussed 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: i) To confirm the UWF Foundation Board has the funds to support the amount of funds over the statutory limit; and ii) To negotiate the specifics of President Bense's current contract.** The 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 would meet before the March 25, 2015 BOT meeting to discuss salary and bonus issues.** The motion carried.

The Presidential Compensation Subcommittee met on March 16, 2015.

Chair Bear gave the charge to the subcommittee as follows:

- i) To follow up on the full Board's discussion of the President's compensation from last fall; and
- ii) To make a recommendation on the extension of the President's contract.

Following discussion, a motion was made to **Recommend 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.**

The motion carried.

Following further discussion, a motion was made to **Recommend adjustments will be made to President Bense's contract as set forth in the Addendum to President's Employment Agreement 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. The motion carried.

Trustee O'Sullivan reiterated that the Presidential Contractual Ad hoc Committee adopted the recommendations of the Presidential Compensation Subcommittee and recommends that the full Board approve the Addendum to President's Employment Agreement in the form attached to the minutes of the Presidential Compensation Subcommittee.

6. PUBLIC COMMENT

Vice Chair O'Sullivan asked Becky Luntsford if anyone had submitted a request to address the Board.

She had received no requests.

7. CONSENT AGENDA ITEMS FOR APPROVAL

Vice Chair O'Sullivan noted there were eleven 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. Vice Chair O'Sullivan asked if anyone wishes to pull any item from the consent agenda for further discussion.

Trustee Robert Jones asked that consent agenda Item 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* be pulled.

Vice Chair O'Sullivan stated since a request has been made to deal with the recommendations of the Presidential Contractual Ad hoc Committee outside of the consent agenda, the Board will take up that item along with the action items later in the Board meeting.

Vice Chair O'Sullivan asked if there are no requests to discuss any additional consent agenda items, for a motion that 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 Auditing PCard Audit Report – 2nd Quarter
- B. Approval of Revised Work Plan for 2014/2015 and 2015/2016 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

Motion by: Trustee Garrett Walton

Seconded by: Trustee Bentina Terry

Motion carried.

ACTION ITEMS

- 8. Vice Chair O'Sullivan asked for a motion to **Approve the UWF Academic Calendar 2016-2017 as presented and set forth in the documentation presented to the Board.**

Motion by: Trustee Garrett Walton

Seconded by: Trustee Richard Hough

Motion carried.

- 9. Vice Chair O'Sullivan asked for a motion to **Approve the 2015-2016 UWF BOT Meeting Calendar.**

Motion by: Trustee Suzanne Lewis

Seconded by: Trustee Jay Patel

Motion carried.

Vice Chair O'Sullivan asked for a motion to **Approve the 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.**

Vice Chair O'Sullivan reminded the Trustees that the recommendations to the Board were:

1. 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.
2. Recommend that adjustments will be made to President Bense's contract as set forth in the Addendum to President's Employment Agreement 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 as President to December 31, 2016; and
3. Recommend that the full Board approve the Addendum to President's Employment Agreement in the form attached to the minutes of the Presidential Compensation Subcommittee meeting.

Motion by: Trustee Garrett Walton
Seconded by: Trustee Jay Patel

Discussion:

Trustee Robert Jones stated that he appreciates Dr. Bense's accomplishments at the University of West Florida and he appreciates the kindness and consideration she has shown him over the past five years. For the past five years, he has been honored of serve on this board and supporting the great majority of the initiatives that Dr. Bense has developed. Trustee Jones said he believes the Board of Trustees, acting in harmony with the President, produces the best results for our students and our community. He added, "However, I feel I must express my concerns when I believe an action warrants concern."

Under Dr. Bense's current contract when her term expires, the provisions of Article 5 of that contract state If Dr. Bense decides to return to the faculty (a normal occurrence for presidential and other executive positions), she would return as a tenured professor.

Trustee Jones stated that Dr. Bense, under the current terms of her contract, will receive more than \$527,000 in compensation for the 3-year period after her contract expires - more than the average full professor receives for that same 3-year period of time at UWF.

Trustee Jones added, the new proposed contract extension with its revised Article 5 provision will add an additional \$275,000 compensation over and above the compensation paid to a full professor at an average salary at UWF for the 4 years that this amended contract will cover. That's an estimated total compensation of over \$800,000 more than the average professor would receive during a 4-year term covered by the amended contract. Trustee Jones said the average professor at UWF teaches six courses a year and Dr. Bense will be required to only teach one course per year.

Trustee Jones said he believes in reasonable and fair and adequate compensation for our president. In some circumstances when someone leaves a secure position to enter into a president's proposition with the risk of an uncertain future, provisions for after contract time are reasonable. But that is not the case here at UWF. Dr. Bense has been president for seven years and Trustee Jones stated he believes she has received adequate and fair compensation for those seven years.

Trustee Jones added, "We charged by the State Constitution as Trustees to be cost effective in the policies we approve and the actions we take. We are expected to be good stewards of our scarce financial resources. We are expected to make wise decisions." He went on to paraphrase something that Dr. Bense has said, "always asking ourselves, is it good for the university?" Trustee Jones concluded his comments by stating he supports Dr. Bense in her presidency and he supports her continuing in her term as president, but he cannot support the extension of this contract as it is written. He said the contract, as it is amended and recommended, is not cost effective and is not good stewardship of the University's resources and tuition. He said "I don't think it's good for the university. Therefore I cannot support it."

He shared his appreciation to the Trustees for their consideration and for listening to his feelings and comments.

Trustee Hough said it is appropriate to say how fortunate he and the others are to be trustees of the University of West Florida. He went on to explain that part of our responsibility is to understand the essential components of a university - the students and the scholars who guide them. He said, "As professors and trustees, we are expected to teach our students critical thinking skills and the ability to analyze complex, interactive situations so we can do no less in looking at our colleagues who are administrators who guide the institution."

Trustee Hough continued by stating the faculty's examinations of the processes of this university are no less than robust. Faculty members have serious concerns and it was their responsibility to raise those issues and seek answers. He stated appreciation for the opportunity to do so. He went on to state that we are all very proud of metrics improvements and reaccreditation. We respect the role of the trustees and look forward to turning the next page of the book we are all writing together.

Trustee Hough said he was concerned that members of the greater public think that UWF faculty does not support football and that is not true. He said faculty has been portrayed as a group of malcontent – which is unfortunate. Trustee Hough admonished Chair Bear and the other trustees in making these statements which are not true which damages this institution. The faculty is not cavalier. They want to work all together to move this university forward.

Trustee Hough thanked the trustees.

Vice chair O'Sullivan said the committee sought information for comparable arrangements for compensation. We feel comfortable that we are acting in line with practices that are common within our state. I will liken it to my private world of experience, when someone takes a leadership role, it is expected they will step down before the last minute at the institution and upon stepping down protective measures are put in place so they will be compensated at a fair rate. I do not see these terms dissimilar to what I've seen in the private sector.

Trustees Robert Jones and Richard Hough voted "nay".

Motion carried.

9. INFORMATION ITEMS

1. **Dormitory Revenue Refunding Bond Refinancing** report was given by Dr. Brendan Kelly, Vice President for University Advancement.
2. **BOG Performance Funding Metrics Improvement Plan Update** was provided by Dr. Martha Saunders, Provost and EVP.
3. **Florida Small Business Development Center.** Trustee Susan O'Connor serves on the Small Business Development Center Network State Advisory Board. She introduced Mike Myhre, Florida SBDC Network State Director, who gave an in depth presentation to the Board.

10. OTHER BUSINESS

Vice Chair O'Sullivan congratulated Trustee Bentina Terry on her reappointment by the Board of Governors to the UWF Board of Trustees last week. He said we are looking forward to her confirmation by the Florida Senate very soon.

OTHER ACTIVITIES

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.

Vice Chair O'Sullivan asked everyone present to please join the Board for lunch in the Student Center and he wished everyone safe travels on their return trips to home and work.

Vice Chair O'Sullivan stated if there is no further business to consider, this meeting is adjourned.

The meeting adjourned at 11:18 a.m.

Respectfully submitted,
Becky Luntsford, recording secretary

DRAFT Minutes
UWF Special Board of Trustees Meeting
UWF Conference Center
May 21, 2015

FULL BOARD

Chair Bear called the Special Full Board meeting to order at 9:00 a.m.

Becky Luntsford called roll with the following trustees present as noted here: Mr. Lewis Bear, Jr.; Dave Cleveland; Dr. Richard Hough; Mr. Robert Jones; Rev. LuTimothy Ma; Mr. Daniel McBurney; Ms. Susan O'Connor; Mr. Mort O'Sullivan; Mr. Jay Patel; 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; Andrew Romer, Executive Specialist; and Rebecca Luntsford, Executive Specialist.

1. CALL TO ORDER AND CHAIR'S REMARKS

Chair Bear welcomed everyone and gave a special welcome to newest trustee, Daniel McBurney, SGA President. Chairman Bear 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' recording secretary, Becky Luntsford in advance of the public comment period.

2. PUBLIC COMMENT

There were no requests to address the Board.

3. ACTION ITEMS

Dr. Michael White provided a presentation on the 2015-2016 Update to the University Work Plan.

Chair Bear asked for a motion to **Approve the 2015-2016 Update to the University Work Plan** for submission to the Florida Board of Governors by June 7, 2015.

Motion by: Trustee Mort O'Sullivan

Seconded by: Trustee Richard Hough

Motion passed.

4. INFORMATION ITEM

1. Request from Trustee Robert L. Jones

Chair Bear explained this item will be address at the June BOT Meeting during a closed session.

5. OTHER BUSINESS

Chair Bear congratulated Dr. Martha Saunders on being selected for the distinguished Fulbright International Education Administrators Program. The Fulbright program is part of an educational exchange between the United States and France. Dr. Saunders will participate in the program in October.

Chair Bear announced the next Board of Trustees meeting is scheduled for Tuesday, June 23, 2015 in the UWF Conference Center at 9:00 a.m.

Chair Bear reminded trustees that the location has changed for the UWF Joint Boards Appreciation Dinner on June 23rd. The dinner will be held in the UWF Conference Center, not at Scenic Hills Country Club. The social will begin at 5:30 p.m. and dinner will be served at 6:00 p.m. Invitations will be mailed in the next few weeks.

The meeting adjourned at 9:16 a.m.

Respectfully submitted,

Becky Luntsford, recording secretary

UWF Board of Trustees Meeting

Full Board

Tuesday, June 23, 2015

Issue/Agenda Recommendation: Approve

Proposed Action: Approval of 2016-2017 Legislative Budget Requests (LBR)

Background Information:

On March 19th, 2015, the Board of Governors (Board) approved the 2016-2017 LBR guidelines for both the (1) operating and (2) fixed capital outlay budget sections of the State University System (SUS). The Board will meet on September 3rd to approve the initial LBR for **both** sections with an estimated submission date to the Governor and Legislature of around September 15th.

Operating Budget Submission

While the Board of Governors primary focus for the 2016-2017 Operating LBR is continued support and resources for the Board's performance funding initiative, the Board is also requesting operating budget submissions for unique university issues. UWF is proposing the following five operating budget submissions including two statewide/shared resources issues.

- **Student Success.** The University has launched a series of innovative initiatives aimed at creating a clear and visible path for students to graduate and achieve their ultimate career goals. Many of these initiatives were initiated as part of UWF's 2014-2015 performance funding improvement plan without the assistance of any additional resources. The successful completion and sustainability of these projects is dependent in large part on the allocation of new resources.
- **Strategic Academic Programs in STEM and Economic Development.** This LBR is for the creation of the B.S. in Civil Engineering (CvE) at UWF and is in direct response to the increased workforce demand for civil engineers in northwest Florida and southern Alabama and the persistent requests to start such a program by the local community.
- **Alice Hall/Robinson Farmstead Historic Preservation and Educational Site.** The University of West Florida is being offered a circa 1860's historic farmstead as a donation. UWF wishes to restore the farmstead and use it as a hands-on educational site. The historic site will be used as a historic exhibit and an agriculture learning center. The site will provide the following services: Development of a Historic Orchard, Living History Program, Interpretive Nature Trail, and Educational School Tours.
- **STATEWIDE ISSUE - Creating System-wide Efficiency and Providing Vital Student Resources through a Next-Generation Integrated Library System (ILS).** The Complete Florida Plus Program (CFPP)/Florida Academic Library Services Cooperative (FALSC) is statutorily required to provide "an integrated library

management system and its associated services that all public postsecondary education institution academic libraries shall use for purposes of acquiring, cataloging, circulating, and tracking library material.” Currently, both the colleges and universities are using an outdated legacy system (Aleph) supported by FLVC/CFPP. Implementation of a next-generation system will integrate the multiple platforms that must currently be maintained

- **STATEWIDE ISSUE - Promoting Increased STEM Student Services through the Enhancement of STEM Resources.** This request addresses the need for a robust set of STEM (Science, Technology, Engineering, and Mathematics) electronic resources, and high quality educational videos and multimedia resources, to be made available to all undergraduate and graduate students in the public college and university systems in Florida.

Implementation Plan: LBRs must be submitted to the BOG by 24 July 2015 and approved by the BOT by 1 September 2015.

Fiscal Implications: No costs associated with the LBR submission.

Supporting documents:

- Student Success LBR
- Strategic Academic Programs in STEM and Economic Development LBR
- Alice Hall/Robinson Farmstead Historic Preservation and Educational Site
- Creating System-wide Efficiency and Providing Vital Student Resources through a Next-Generation Integrated Library System (ILS) LBR
- Promoting Increased STEM Student Services through the Enhancement of STEM Resources

Prepared by: Janice Gilley, Assistant Vice President for Government and Community Relations, 850-474-2200, jgilley@uwf.edu

Facilitator/Presenter: Dr. Martha Saunders, Executive Vice President and Provost, 850-474-2666, msaunders@uwf.edu

State University System (SUS)
Florida Board of Governors
2016-2017 Legislative Budget Request Instructions
Forms I and II

The main objective of Form I and Form II is to align the university's budget issues and dollar values with the goals and objectives of the strategic priorities and the 2015 University Work Plan established by each university.

For FY 2016-2017, each university should submit one Form I and Form II for each budget issue and any system-wide issue identified as a critical system-wide need. Any issues unique to a branch campus or a special unit (e.g., IFAS Workload Initiative) should not be rolled into the main campus request, but reflected separately by use of the forms provided.

For system-wide issues, consideration will be given to issues that allow for greater efficiencies through shared system resources or identified as a system-wide need. If requesting funds as such, please list all university participants of the initiative and check the box "Shared Services/System-Wide Issue".

If a university received non-recurring funds in 2015-2016 for a unique issue, and that issue is a university priority for continued funding in 2016-2017, please check the box "2015-2016 Non-Recurring Issue".

For new issues identified by a university as a priority issue for 2016-2017, please check the box "New Issue for 2016-2017".

Please keep in mind that all issues submitted for consideration by the Board should align with the goals and objectives of the strategic priorities and work plan established by each university.

**State University System
Education and General
2016-2017 Legislative Budget Request
Form I**

University(s):	University of West Florida
Issue Title:	Student Success
Priority Number	
Recurring Funds Requested:	\$2,000,000
Non-Recurring Funds Requested:	
Total Funds Requested:	\$2,000,000
Please check the issue type below:	
Shared Services/System-Wide Issue	<input type="checkbox"/>
2015-2016 Non-Recurring Issue	<input type="checkbox"/>
New Issue for 2016-2017	<input checked="" type="checkbox"/>

I. Description -

Student Success Initiatives

Student success is our top priority. UWF is a comprehensive, regional University that serves a large number of First Generation Students who experience a multitude of unique challenges and obstacles on their way to successful degree completion. We are dedicated to helping students excel in their studies, save money, graduate on time and move on to fulfilling careers. The University has launched a series of innovative initiatives aimed at creating a clear and visible path for students to graduate and achieve their ultimate career goals. However, every good idea and program that has a significant impact on student success comes with considerable costs. UWF's budget constraints are limiting the scale and effectiveness by which these initiatives can be deployed. In order to ensure that these initiatives have the greatest impact for our students, funding is needed.

Many of these initiatives were initiated as part of UWF's 2014-2015 performance funding improvement plan without the assistance of any additional resources. The successful completion and sustainability of these projects is dependent in large part on the allocation of new resources.

Initiatives that Create Pathways for Student Success

- Continue providing a Financial Literacy Program to help students understand the complex landscape of options and requirements that often accompany paying for a university education.
- Implement effective Progress to Degree benchmarks to enable students to realize measurable success at various stages in their degree program.
- Enhance *DegreeWorks* to provide UWF students with the ability to explore different degree plans and fully understand remaining degree requirements to include continued support of the *DegreeWorks Student Planner* which will enhance the advising experience by providing advisors a platform to create and track a long-range academic plan for students.
- Maintain support and continue training faculty and staff in the use of *College Scheduler*, a separate web-based schedule-planning tool that provides students with scheduling options to ensure they register for the maximum number of credit hours, therefore decreasing their time to degree.
- Continue administering the Student Strengths Inventory© through Beacon software which is an early warning assessment tool that is administered to incoming FTIC students at UWF during summer orientation and identifies individuals who might be at risk based on non-cognitive factors. The results provide predictive models needed to develop and suggest programs, plan interventions and offer assistance to specific targeted students.
- Enhance the Supplemental Instruction Program which emphasizes the development of organizational skills, questioning techniques, and test preparation strategies in an effort to increase retention and improve grades in historically difficult courses. Supplemental instruction will be a “free service” offered to all students in a targeted course. Supplemental instruction is a non-remedial approach to learning as the program targets high-risk courses rather than high-risk students.
- Further increase communication with students regarding the Excess Hours Policy to ensure UWF faculty, staff and students are fully informed of all aspects related to excess hour requirements.
- Increase participation in the freshman collaborative experiences including culturally-sensitive services that address the specific needs of first generation students and include programs that create opportunities for students to form relationships with faculty and advisors.
- Continued enhancement of professional readiness and career services by enhancing advising systems, practices and resources that ensure students are equipped to make good decisions regarding choice of major and career.
- Further expand mentoring programs to foster the development of early relationship building between students and potential employers by expanding industry partnerships and internships.

II. Return on Investment -

This program is directly linked to student success and removing barriers to degree completion. These initiatives have a significant impact on UWF's six year graduation rates, second year retention rates, and rate degrees awarded with excess credit hours.

- This funding will help us achieve our target 6-year Graduation Rate of 55% in 2019 up from 51% in 2015.
- This funding will help us achieve our target Academic Progress Rate of 72% up from 65% in 2015.
- This funding will help us achieve our target rate for students graduating with a bachelor's degree without excess hours of 68% in 2019.

Funding for these initiatives will significantly increase our ability to better serve our students and provide the necessary tools they need to graduate and move into successful careers.

III. Facilities *(If this issue requires an expansion or construction of a facility, please complete the following table.):*

	Facility Project Title	Fiscal Year	Amount Requested	Priority Number
1.				
2.				

2016-2017 Legislative Budget Request
Education and General
Position and Fiscal Summary
Operating Budget Form II
 (to be completed for each issue)

University: University of West Florida
Issue Title: Student Success Initiatives

	<u>RECURRING</u>	<u>NON- RECURRING</u>	<u>TOTAL</u>
<u>Positions</u>			
Faculty	0.00	0.00	0.00
Other (A&P/USPS)	0.00	0.00	0.00
	-----	-----	-----
Total	0.00	0.00	0.00
	=====	=====	=====
<u>Salary Rate (for all positions noted above)</u>			
Faculty	\$0	\$0	\$0
Other (A&P/USPS)	\$0	\$0	\$0
	-----	-----	-----
Total	\$0	\$0	\$0
	=====	=====	=====
Salaries and Benefits	\$0	\$0	\$0
Other Personal Services	\$0	\$0	\$0
Expenses	\$0	\$0	\$0
Operating Capital Outlay	\$0	\$0	\$0
Electronic Data Processing	\$0	\$0	\$0
Special Category (Specific)	\$0	\$0	\$0
<u>Student Success Initiatives</u>	\$2,000,000	\$0	\$2,000,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	-----	-----	-----
Total All Categories	\$2,000,000	\$0	\$2,000,000
	=====	=====	=====

State University System (SUS)
Florida Board of Governors
2016-2017 Legislative Budget Request Instructions
Forms I and II

The main objective of Form I and Form II is to align the university's budget issues and dollar values with the goals and objectives of the strategic priorities and the 2015 University Work Plan established by each university.

For FY 2016-2017, each university should submit one Form I and Form II for each budget issue and any system-wide issue identified as a critical system-wide need. Any issues unique to a branch campus or a special unit (e.g., IFAS Workload Initiative) should not be rolled into the main campus request, but reflected separately by use of the forms provided.

For system-wide issues, consideration will be given to issues that allow for greater efficiencies through shared system resources or identified as a system-wide need. If requesting funds as such, please list all university participants of the initiative and check the box "Shared Services/System-Wide Issue".

If a university received non-recurring funds in 2015-2016 for a unique issue, and that issue is a university priority for continued funding in 2016-2017, please check the box "2015-2016 Non-Recurring Issue".

For new issues identified by a university as a priority issue for 2016-2017, please check the box "New Issue for 2016-2017".

Please keep in mind that all issues submitted for consideration by the Board should align with the goals and objectives of the strategic priorities and work plan established by each university.

**State University System
Education and General
2016-2017 Legislative Budget Request
Form I**

University(s):	University of West Florida
Issue Title:	STEM-Strategic Academic Programs- Civil Engineering
Priority Number	
Recurring Funds Requested:	\$1,250,000
Non-Recurring Funds Requested:	
Total Funds Requested:	\$1,250,000
Please check the issue type below:	
Shared Services/System-Wide Issue	<input type="checkbox"/>
2015-2016 Non-Recurring Issue	<input type="checkbox"/>
New Issue for 2016-2017	<input checked="" type="checkbox"/>

I. Description - STEM Strategic Academic Programs

B.S. Civil Engineering - new degree in area of strategic emphasis

The creation of the B.S. in Civil Engineering (CvE) at UWF is in direct response to the increased workforce demand for civil engineers in northwest Florida and southern Alabama and the persistent requests to start such a program by the local community. According to Bureau of Labor Statistics, the U.S. is expected to see a 20% increase in the number of available employment opportunities for civil engineers during the 2012-2022 period. This growth rate is faster than national average for all occupations and equates to an additional 53,700 new positions for graduates with a BS in civil engineering

Currently, UWF offers BS degrees in Electrical Engineering (EE) and Computer Engineering (CE). We will begin offering a BS in Mechanical Engineering (ME) in fall, 2016. The addition of Civil Engineering fits with our strategic plan to continue expanding STEM degrees.

II. Return on Investment –

These strategic programs will help with the following performance metrics:

- Median Average Full-time Wages of Undergraduates Employed in FL 1 year after Graduation
- Percent Bachelor’s Graduates Employed and/or Continuing Education Further 1 year after Graduation
- Bachelor’s Degrees Awarded in Areas of Strategic Emphasis (Includes STEM)

The new program aligns well with the Board of Governors (BOG) priority to increase the number of degrees awarded in areas of strategic emphasis (including science, technology, engineering, and mathematics (STEM)).

Enrollment Projections:

	Year 1	Year 2	Year 3	Year 4	Year 5
Students	50	65	85	110	143
Degrees Award	0	10	15	20	25

Enrollments in the two engineering programs (Electrical and Computer engineering) offered at UWF have continued to grow at a steady pace since 2008--the year UWF ended its joint program with UF (see table below). Many of these students choose to attend UWF because of family and job constraints (a big percentage of our student body have family care obligations and/or have full-time jobs to support themselves and/or families) or because they are stationed at one of the military bases in UWF’s vicinity. The portion of students with military obligations is highest around Eglin Air Force Base (EAFB) in Fort Walton Beach (FWB) where the ECE department is successfully offering its programs via a state-of-the-art distance learning (DL) setting. The presence of high-tech companies and research labs that cater to the military establishments around FWB will provide a steady stream of potential students

Program-Name	Degree Type	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	1 yr % change	5 yr % change
COMPUTER ENGINEERING	Bachelor	4	10	3	8	15	87.5	275.0
ELECTRICAL ENGINEERING	Bachelor	33	29	33	45	50	11.1	51.5
Total		37	39	36	53	65	22.6	75.7

Although CvE is currently being offered at other State University System (SUS) institutions, the local business and military community have consistently asked for the creation of the CvE program at UWF. Currently, most UWF electrical and computer engineering graduates are employed by local companies. For example, ECE employment statistics indicate that approximately 56 percent of UWF ECE graduates end up working with tech companies around Eglin Air Force Base (EAFB), with the majority of the rest scattered around Florida and the surrounding states (mainly Alabama).

The University expects this employment trend to extend to CvE graduates, which will have a direct impact on the local, regional, and state economy. Similar to ECE, civil engineering graduates enjoy some of the highest average starting salaries of any 4-year degree graduates.

According to the Bureau of Labor Statistics, civil engineers earned a median salary of \$80,770 in 2013, the most recent year with available data. For the Pensacola metro area, the mean average wage for civil engineers is even higher at \$98,490.

Finally, the addition of a civil program would align UWF with other SUS institutions that provide an entire suite of engineering programs for the benefit of their student bodies and their local and regional economies.

III. Facilities *(If this issue requires an expansion or construction of a facility, please complete the following table.):*

	Facility Project Title	Fiscal Year	Amount Requested	Priority Number
1.				
2.				

**2016-2017 Legislative Budget Request
 Education and General
 Position and Fiscal Summary
 Operating Budget Form II
 (to be completed for each issue)**

University: University of West Florida
Issue Title: STEM-Strategic Academic Programs- Civil Engineering

	<u>RECURRING</u>	<u>NON- RECURRING</u>	<u>TOTAL</u>
<u>Positions</u>			
Faculty	0.00	0.00	0.00
Other (A&P/USPS)	1.00	0.00	1.00
	-----	-----	-----
Total	1.00	0.00	1.00
	=====	=====	=====
<u>Salary Rate (for all positions noted above)</u>			
Faculty	\$0	\$0	\$0
Other (A&P/USPS)	\$35,000	\$0	\$35,000
	-----	-----	-----
Total	\$35,000	\$0	\$35,000
	=====	=====	=====
Salaries and Benefits	\$45,000	\$0	\$45,000
Other Personal Services	\$100,000	\$0	\$100,000
Expenses	\$0	\$205,000	\$205,000
Operating Capital Outlay	\$0	\$900,000	\$900,000
Electronic Data Processing	\$0	\$0	\$0
Special Category (Specific)	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	-----	-----	-----
Total All Categories	\$145,000	\$1,105,000	\$1,250,000
	=====	=====	=====



**State University System (SUS)
Florida Board of Governors
Instructions for Completing the
Operating Budget (OB) Forms I and II**

Each university should submit one OB Form I and II for each recurring and/or non-recurring budget issue and any system-wide issue identified as a critical system-wide need. Any issues unique to a branch campus or a special unit (e.g., IFAS, health science center) should not be rolled into the main campus request, but reflected separately by use of the forms provided.

The main objective of this exercise is to align the university's budget issues with the goals and objectives of the strategic priorities and the 2015 University Work Plan established by each institution.

For system-wide issues, consideration will be given to issues that allow for greater efficiencies through shared system resources or identified as a system-wide need. If requesting funds as such, please ensure that all universities are listed on the reporting template as participants of the initiative.

If a university received non-recurring funds in 2015-2016 for a unique issue, and that issue is a university priority for continued funding in 2015-2016, then the university may submit the issue for consideration by the Board.

Other unique university issues identified by the university as a priority issue for 2016-2017 should be included as well.

Please keep in mind that all issues submitted for consideration by the Board should align with the goals and objectives of the strategic priorities and work plan established by each university.

**State University System
Education and General
2016-2017 Legislative Operating Budget Issue
Form I**

University(s):	University of West Florida
Work Plan Issue Title:	Alice Hall/Robinson Farmstead Historic Preservation and Educational Site
Priority Number	
Recurring Funds Requested:	
Non-Recurring Funds Requested:	\$500,000
Total Funds Requested:	\$500,000
Please check the issue type below:	
Shared Services/System-Wide Issue	<input type="checkbox"/>
2015-2016 Non-Recurring Issue	<input type="checkbox"/>
New Issue for 2016-2017	<input checked="" type="checkbox"/>

I. Description

The University of West Florida is being offered a circa 1860's historic farmstead as a donation. UWF wishes to restore the farmstead and use it as a hands-on educational site. UWF will need \$500,000 to begin restoring the house and site, as well as, conduct a statutorily mandated archeological survey.

Archaeological Survey	70,000
Architectural Services	15,000
House Restoration	190,000
Site Restoration	225,000

Site Restoration

The site has a significant amount of overgrowth that will have to be removed in order to restore it back to a farm. The heavily wooded area to the north would be maintained as a buffer, but thinned out for access and the site of a future nature trail. The northern edge of the property, around eight acres, is recommended to be surplus. The vegetation around the house would also be thinned for better access and to create vistas for visitors to view

the site. The orchard (current open field) will be restored back to a working orchard and the few remaining trees would be preserved. If the timber can be removed, the southern section of the site would be restored to open fields for future interpretive and programming uses. The main approach and access to the site would be shifted from the current east driveway to a new road on the south border connecting to the adjacent park. This road would lead visitors through the southern part of the site to a parking area west of the house.

House Restoration

The period that the house will be interpreted as will play an important role in determining the cost and scope of work associated with this restoration. Option one for restoring the house would be to bring it back to how it looked in the 1920's, since the exterior and interior changes were done at that time. The kitchen, bathroom, and closets would have to be removed and the fireplace, foundation, rear porch, and roof would have to be modified. Option two for the restoration would be to restore the house to the believed 1860's period, requiring a major restoration on the verge of reconstruction. The siding, windows, doors, roof, porches, chimney, foundation, kitchen, bathroom, and closets would all have to be modified. Unless there is a collection of photographs or descriptions of the house at this time period, much of the work will be based on research of similar houses of this period.

1920's Restoration: \$150,000 - \$200,000

Exterior: New wood shake roof, lead paint abatement, window repair, door repair, siding repair, painting, chimney rebuilding, foundation work, new porch decking, rear porch removal, stair removal, new ADA ramp, and reroute main electrical service.

Interior: Asbestos and lead paint abatement, kitchen demolition, bathroom demolition, closet demolition, relocation of HVAC and electrical equipment, repair ceilings, refinish floors, repair walls, paint, lighting, security system, and door hardware restoration.

1860's Restoration: \$250,000 - \$325,000

Exterior: Same as 1920's restoration with added changes: new siding, new windows, new doors, new chimney, foundation pier reconstruction, demolition, and reopening of rear porch, and reconstruction of front porch.

Interior: Same as 1920's restoration with added changes: hide electrical and HVAC systems, replace doors and hardware, and restore or reconstruct ceiling.

Archaeological Survey

The University of West Florida and UWF Historic Trust are subject to Florida Statutes Chapter 267.061, which mandates that all state agencies consider the effect of undertakings on any historic property that is included in, or eligible for inclusion in, the National Register of Historic Places. Prior to any ground disturbing activity on state-owned land, an archaeological investigation must be conducted that conforms to Rule 1A-32, Florida Administrative Code.

It's assumed that the Alice Hall/Robinson Farmstead has not been archaeologically investigated previously; therefore, the entire site is considered un-surveyed and will require consultation with the Florida Division of Historical Resources (DHR). A Cultural Resources Assessment Survey (CRAS) of the entire site would be beneficial in order to identify discrete areas of archaeological and historical significance.

II. Return on Investment

The University of West Florida is supported by the UWF Historic Trust (DSO), which makes a key contribution to enhancing tourism revenues in the *cultural heritage tourism* space in Northwest Florida. The mission of the UWF Historic Trust is to preserve and interpret the history of Northwest Florida. The farmstead fits directly into that mission as a critical component of an already well-established "living history" program. The farmstead will enhance those assets and serve as a key experiential learning site for students, regional communities, and visitors to Northwest Florida. The site would serve as a historic educational site that provides visitors an opportunity to experience and learn about agricultural traditions of the 19th century and ensure that that history is preserved in a meaningful way.

The farmstead creates an opportunity to better achieve the mission of the UWF Historic Trust by providing a platform to create a compelling experience related to the rich agricultural history of the region, directly aligned with the public education mission of the university. The enhanced assets will make a key contribution to UWF's attempts to enhance the regional economy by continuing to develop, in collaboration with a myriad of partners, the cultural heritage tourism market.

The historic site will be used as a historic exhibit and an agriculture learning center. The site will provide the following services.

Historic Orchard

UWF will develop a historic fruit/nut orchard featuring pear and pecan trees, which were historically grown in Santa Rosa County. Other fruit trees capable of being sustained in Northwest Florida and any fruit trees that grew on the farm will be added. Interpretation of an orchard will play a significant role in preserving cultural landscapes and creating stewardship amongst visitors and the community. Once the trees are grown, the site could host a once a month "workday" where volunteers of the community may come and help maintain the orchard. Interpretation of the orchard would be done by on-site living history interpreters.

Living History

Programming will consist of a living example of farming lifestyle. Student/staff workers will be dressed in period appropriate costuming and will interpret Santa Rosa County farming chores and agriculture in 3rd person. Examples of immediate programming are as follows: Tallow and candle making, wine making, gardening: vegetable and herb, dyeing cloth, an interpretive program on living off the land and uses of herbs and plants for medicinal and cooking purposes, rope making, daily barn chores, interpreting farming tools and uses (woodworking), interpretation on the role of men, women, and children on

a farm: differentiating duties, chores, and responsibilities. All programming will offer visitors hands on experiences and is historically appropriate. Site wide scavenger hunts will be developed for “self-guiding.”

Interpretive Nature Trail

A nature trail would interpret indigenous and evasive trees, plants, and flowers. Very few interpretive signs can be placed along the way with text as well as QR codes so visitors can interact with Next Exit History, allowing the visitor to experience the nature trail organically, or with technology, either way providing a positive educational experience. Visitors can explore the area, and gain a greater appreciation and pride in local cultural heritage. Living history programming could also take place on the trail.

Educational School Tours

All school tour curriculums will be backed by Florida State Standards, and will be modeled off of the downtown campus tour system. School tours will be immersed in “life on a farm” and all tours will involve living history, agriculture, history, and science. Visitors will experience hands on learning about Santa Rosa County and tours can be tailored to site programming.

III. Facilities *(If this issue requires an expansion or construction of a facility and is on the Capital Improvement List complete the following table.):*

	Facility Project Title	Fiscal Year	Amount Requested	Priority Number
1.				
2.				

2016-2017 Legislative Budget Request
Education and General
Position and Fiscal Summary
Operating Budget Form II
(to be completed for each issue)

University: University of West Florida
Issue Title: Alice Hall/Robinson Farmstead Historic Preservation and Educational Site

	<u>NON- RECURRING</u>	<u>RECURRING</u>	<u>TOTAL</u>
<u>Positions</u>			
Faculty	0.00	0.00	0.00
Other (A&P/USPS)	0.00	0.00	0.00
	-----	-----	-----
Total	0.00	0.00	0.00
	=====	=====	=====
<u>Salary Rate (for all positions noted above)</u>			
Faculty	\$0	\$0	\$0
Other (A&P/USPS)	\$0	\$0	\$0
	-----	-----	-----
Total	\$0	\$0	\$0
	=====	=====	=====
Salaries and Benefits	\$0	\$0	\$0
Other Personal Services	\$0	\$0	\$0
Expenses	\$0	\$70,000	\$70,000
Operating Capital Outlay	\$0	\$430,000	\$430,000
Electronic Data Processing	\$0	\$0	\$0
Special Category (Specific)	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	-----	-----	-----
Total All Categories	\$0	\$500,000	\$500,000
	=====	=====	=====



**State University System (SUS)
Florida Board of Governors
Instructions for Completing the
Operating Budget (OB) Forms I and II**

Each university should submit one OB Form I and II for each recurring and/or non-recurring budget issue and any system-wide issue identified as a critical system-wide need. Any issues unique to a branch campus or a special unit (e.g., IFAS, health science center) should not be rolled into the main campus request, but reflected separately by use of the forms provided.

The main objective of this exercise is to align the university's budget issues with the goals and objectives of the strategic priorities and the 2015 University Work Plan established by each institution.

For system-wide issues, consideration will be given to issues that allow for greater efficiencies through shared system resources or identified as a system-wide need. If requesting funds as such, please ensure that all universities are listed on the reporting template as participants of the initiative.

If a university received non-recurring funds in 2015-2016 for a unique issue, and that issue is a university priority for continued funding in 2015-2016, then the university may submit the issue for consideration by the Board.

Other unique university issues identified by the university as a priority issue for 2016-2017 should be included as well.

Please keep in mind that all issues submitted for consideration by the Board should align with the goals and objectives of the strategic priorities and work plan established by each university.

**State University System
Education and General
2016-2017 Legislative Operating Budget Issue
Form I**

University(s):	University of West Florida - Complete Florida Plus Program (CFPP) - ALL SUS & FCS - Systemwide
Work Plan Issue Title:	Creating System-wide Efficiency and Providing Vital Student Resources through a Next-Generation Integrated Library System (ILS)
Priority Number	
Recurring Funds Requested:	
Non-Recurring Funds Requested:	\$1,500,000
Total Funds Requested:	\$1,500,000
Please check the issue type below:	
Shared Services/System-Wide Issue	<input checked="" type="checkbox"/>
2015-2016 Non-Recurring Issue	<input type="checkbox"/>
New Issue for 2016-2017	<input checked="" type="checkbox"/>

I. Description

For Florida's post-secondary students to have access to the necessary and relevant library resources in the most efficient manner possible, it is imperative that a consolidated system be implemented. The Complete Florida Plus Program (CFPP)/Florida Academic Library Services Cooperative (FALSC), the successor of the Florida Virtual Campus (FLVC), is legislatively required in 1006.73 F.S to provide "an integrated library management system and its associated services that all public postsecondary education institution academic libraries shall use for purposes of acquiring, cataloging, circulating, and tracking library material." Currently, both the colleges and universities are using an outdated legacy system (Aleph) supported by FLVC/CFPP. Implementation of a next-generation system

will integrate the multiple platforms that must currently be maintained separately, and will consolidate and streamline workflows across those platforms. A full consolidation to a single system and shared database will create efficiencies and need to take place as part of a larger transition to a next-generation integrated library system (ILS).

Characteristics of a next-generation system include:

- Consolidates and streamlines multiple student-facing services such as e-resources discovery, authentication, and access
- Flexible configuration that facilitates cooperation among all libraries, vendors, and other consortium partners
- Supports through its design the complex needs of a large consortium
- Integrates print, electronic, and digital resource management
- Workflows that streamline tasks and reduce staff work time
- Unified dashboard that improves the user experience for library personnel
- Employs an agile development process that is responsive to user input, supporting libraries in the delivery of a streamlined, student-centered user model
- Includes an extensible platform that allows customization by the support organization and individual institutions
- Incorporates recent developments in software and hardware technologies
- Offers in-depth, integrated, and customizable analytics tools that reflect an understanding of library reporting needs
- Accepts metadata formats other than MARC (the traditional, print bibliographic information in machine-readable form)
- Delivers as many services as possible in real-time (e.g., cash transactions with the institutional bursar's office, order data, vendor claiming, circulation data)
- Provides services such as managed knowledge bases and authority control

After a robust Invitation to Negotiate (ITN) and evaluation process, the Next-Gen ILS Evaluation Team recommended that CFPP move forward with negotiations with Innovative Interfaces, Inc. for the new library management platform for the 40 college and university libraries. The successful proposal included Sierra for back-end library management functionality, the Encore discovery interface, and a central e-resources index provided by EBSCO.

That negotiation process is contingent upon adequate funds being available to acquire the new system. The Next-Gen ILS Evaluation Team recommended a two-year implementation plan with many details to be worked out during the negotiation process. While there will be some costs in the first year (FY2015-16), it is anticipated that those costs will be absorbed in the CFPP base budget. There

will be an overlap year (FY2016-17) where both the new and legacy systems are under license, and \$1,500,000 will be required in one-time funds to cover that overlap year. Moving forward into FY2018-19 and beyond, no new recurring funds should be required.

II. Return on Investment

Creating system efficiencies through enhanced shared resources is a major goal of the Legislature, Florida College System and the Board of Governors. Since a SaaS (Software as a Service) solution was selected, the support organization will be able to reduce the number of staff used to support the system. Changes in institutional workflows also offer the possibility to reduce staff time and effort. All the while, student services for the delivery and access to resources will be heightened and support student retention and graduation.

III. Facilities *(If this issue requires an expansion or construction of a facility and is on the Capital Improvement List complete the following table.):*

	Facility Project Title	Fiscal Year	Amount Requested	Priority Number
1.	NA			
2.				

2016-2017 Legislative Budget Request
Education and General
Position and Fiscal Summary
Operating Budget Form II
 (to be completed for each issue)

University: UWF All SUS & FCS - Systemwide CFPP
Issue Title: Efficient Integrated Library System

	<u>RECURRING</u>	<u>NON-RECURRING</u>	<u>TOTAL</u>
<u>Positions</u>			
Faculty	0.00	0.00	0.00
Other (A&P/USPS)	0.00	0.00	0.00
	-----	-----	-----
Total	0.00	0.00	0.00
	=====	=====	=====
<u>Salary Rate (for all positions noted above)</u>			
Faculty	\$0	\$0	\$0
Other (A&P/USPS)	\$0	\$0	\$0
	-----	-----	-----
Total	\$0	\$0	\$0
	=====	=====	=====
Salaries and Benefits	\$0	\$0	\$0
Other Personal Services	\$0	\$0	\$0
Expenses	\$0	\$0	\$0
Operating Capital Outlay	\$0	\$0	\$0
Electronic Data Processing	\$0	\$0	\$0
Special Category (Specific)	\$0	\$0	\$0
<u>Next-Gen ILS implementation</u>	\$0	\$1,500,000	\$1,500,000
	\$0	\$0	\$0
	-----	-----	-----
Total All Categories	\$0	\$1,500,000	\$1,500,000
	=====	=====	=====



**State University System (SUS)
Florida Board of Governors
Instructions for Completing the
Operating Budget (OB) Forms I and II**

Each university should submit one OB Form I and II for each recurring and/or non-recurring budget issue and any system-wide issue identified as a critical system-wide need. Any issues unique to a branch campus or a special unit (e.g., IFAS, health science center) should not be rolled into the main campus request, but reflected separately by use of the forms provided.

The main objective of this exercise is to align the university's budget issues with the goals and objectives of the strategic priorities and the 2015 University Work Plan established by each institution.

For system-wide issues, consideration will be given to issues that allow for greater efficiencies through shared system resources or identified as a system-wide need. If requesting funds as such, please ensure that all universities are listed on the reporting template as participants of the initiative.

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Other unique university issues identified by the university as a priority issue for 2016-2017 should be included as well.

Please keep in mind that all issues submitted for consideration by the Board should align with the goals and objectives of the strategic priorities and work plan established by each university.

**State University System
Education and General
2016-2017 Legislative Operating Budget Issue
Form I**

University(s):	University of West Florida Complete Florida Plus Program (CFPP) - All SUS & FCS - Systemwide
Work Plan Issue Title:	Promoting Increased STEM Student Services through the Enhancement of STEM Resources
Priority Number	
Recurring Funds Requested:	\$2,250,000
Non-Recurring Funds Requested:	
Total Funds Requested:	\$2,250,000
Please check the issue type below:	
Shared Services/System-Wide Issue	<input checked="" type="checkbox"/>
2015-2016 Non-Recurring Issue	<input type="checkbox"/>
New Issue for 2016-2017	<input checked="" type="checkbox"/>

I. Description

This request addresses the need for a robust set of STEM (Science, Technology, Engineering, and Mathematics) electronic resources, and high quality educational videos and multimedia resources , to be made available to all students in the public college and university systems in Florida.

It is imperative that Florida improve the recruitment, retention and graduation of undergraduate students in the STEM fields. The State of Florida has recognized the need to address the growing deficiency in science and mathematics education, in F.S. 1001.03 (17), which calls for a “Unified State Plan for Science, Technology, Engineering, and Mathematics (STEM).” The Complete Florida Plus Program (CFPP), successor to the Florida Virtual Campus (FLVC), is legislatively required to license e-resources for the public postsecondary

libraries in the Florida college and university systems. CFPP requests new funds to acquire a robust portfolio of common STEM e-resources for college and university libraries to support undergraduate and graduate students across the state.

While the current statewide allocation to FLVC for the purchase of electronic resources for the State University System and the Florida College System does allow for a number of interdisciplinary and subject-specific resources, it does not provide for a consistent level of access to STEM resources available to undergraduate and graduate students enrolled in state-funded post-secondary education in Florida, nor does it allow for the smaller universities and colleges to provide a broader range of research-intensive STEM resources. STEM resources can be expensive; two critical engineering databases currently licensed by CFPP for the SUS, Inspec and Compendex, cost over \$450,000 for annual subscriptions. The SUS annual subscription to Complete Cambridge Scientific Abstracts costs \$310,000. In order to retain these and other valuable STEM products, while creating a central collection available to postsecondary students, additional funding is necessary. Total funding requested for STEM resources is \$1,050,000.

This request also includes the needs of the 12th university, Florida Polytechnic University, to the SUS. Florida Poly greatly increases the need to provide access to the most current and up-to-date STEM resources, which will increase the cost to the system. For example, it requires an additional \$40,000 annually to provide Florida Poly access to Compendex and Inspec. While FLVC has successfully limited the costs of providing access to e-resources for Florida Poly in 2014 (by negotiating free trial access) these costs rose in 2015 and are expected to rise again in 2016 as vendors expect full payment. It is anticipated that the costs to add Florida Poly to the existing e-resources that FLVC provides to the SUS would be an additional \$250,000 recurring.

Finally, the majority of Florida undergraduate students do not have access to the high quality educational videos and multimedia resources that are so critical in the online educational environment. Funding for a collection of multimedia resources that broadly support the core undergraduate curriculum would support the educational mission of the state. FLVC currently offers the Films On Demand Master Academic Collection for the FCS; extending that license to include the SUS would cost an additional \$200,000. Additional essential multimedia resources are produced by Alexander Street Press, with subject coverage ranging from STEM and Health Sciences to the Arts and Humanities. These resources would be incorporated into local institutional learning management systems, course management systems, and alternate textbooks, reducing the overall cost of course materials to students. Total funding requested for these resources is \$950,000.

The additional statewide funding for STEM and multimedia e-resources would ensure consistent access to resources critical to support programs for Florida's undergraduate students.

Return on Investment

Florida’s post-secondary institutions are striving to provide graduates for the knowledge economy who will work not only in Florida, but in the global marketplace. To meet the dynamic BOG Strategic Plan goal of 22,500 STEM undergraduates system-wide by 2025, the acquisition and enhancement of STEM and multi-media resources is imperative. By providing this critical support and access to resources for students and their programs, it will facilitate increased knowledge, encourage retention, and reduce time to graduation, especially in the key STEM fields.

III. Facilities *(If this issue requires an expansion or construction of a facility and is on the Capital Improvement List complete the following table.):*

	Facility Project Title	Fiscal Year	Amount Requested	Priority Number
1.	NA			
2.				

DRAFT

2016-2017 Legislative Budget Request
Education and General
Position and Fiscal Summary
Operating Budget Form II
 (to be completed for each issue)

University: UWF CFPP SUS & FCS - Systemwide
Issue Title: Enhanced STEM Resources

	<u>RECURRING</u>	<u>NON-RECURRING</u>	<u>TOTAL</u>
<u>Positions</u>			
Faculty	0.00	0.00	0.00
Other (A&P/USPS)	0.00	0.00	0.00
	-----	-----	-----
Total	0.00	0.00	0.00
	=====	=====	=====
<u>Salary Rate (for all positions noted above)</u>			
Faculty	\$0	\$0	\$0
Other (A&P/USPS)	\$0	\$0	\$0
	-----	-----	-----
Total	\$0	\$0	\$0
	=====	=====	=====
Salaries and Benefits	\$0	\$0	\$0
Other Personal Services	\$0	\$0	\$0
Expenses	\$0	\$0	\$0
Operating Capital Outlay	\$0	\$0	\$0
Electronic Data Processing	\$0	\$0	\$0
Special Category (Specific)	\$0	\$0	\$0
<u>E-Resources Licenses</u>	\$2,250,000	\$0	\$2,250,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	-----	-----	-----
Total All Categories	\$2,250,000	\$0	\$2,250,000
	=====	=====	=====

UWF Board of Trustees Meeting

June 23, 2015

Issue: Estimated FY 2015-16 Consolidated Operating Budget

Proposed action: Approve and Authorize

Background information:

The FY 2015-16 Consolidated Operating Budget for the University of West Florida is due to the Florida Board of Governors in August 2015. The UWF budget incorporates state budget reductions as well as local revenue growth, and overall reflects the strategic plans of the university. It contains the following fund groups: Education and General, Auxiliaries, Contracts and Grants, Athletics, Student Activity, Financial Aid, Concessions, Technology, and Board Approved Fees (Green Fee).

As a member of the State University System of Florida, UWF operates within the policies and rules of the Legislature, the Florida Board of Governors, and the UWF Board of Trustees. The budget and funds allocated in the UWF FY 2015-16 Consolidated Operating Budget are within the authority provided by the 2015 General Appropriations Act and by Florida Statutes.

Recommendations:

1. **Approve** the estimated Operating Budget for the fiscal year ending June 30, 2016 for both appropriated and non-appropriated funds.
2. **Authorize** the President to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Board of Governors by August 2015, and other changes during the fiscal year.

Implementation: N/A

Fiscal Implications: N/A

Supporting documents:

Estimated FY 2015-16 Consolidated Operating Budget (1 page)

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

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

University of West Florida
Estimated Consolidated Operating Budget Summary
For the Fiscal Year Ending June 30, 2016

	Education & General	Auxiliaries	Contracts & Grants	Athletics	Student Activity	Financial Aid	Concessions	Technology	Board Approved Fees	Total All Funds
Beginning Balance	\$50,275,849	\$13,024,848	\$8,434,916	\$3,090,910	\$1,558,959	\$5,691,891	\$194,022	\$193,067	\$258,793	\$82,723,255
Revenues & Transfers In:										
1. State Appropriated Funds	\$87,067,990	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,067,990
2. Enhancement Trust Fund (Lottery)	\$8,138,968	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,138,968
3. Student Fee Trust Fund (Tuition)	\$45,798,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,798,775
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$1,481,873	\$0	\$13,000	\$215,161	\$0	\$0	\$0	\$0	\$1,710,034
7. Fees	\$0	\$13,010,046	\$87,696	\$5,313,360	\$3,426,674	\$1,903,000	\$0	\$1,521,246	\$198,000	\$25,460,022
8. Miscellaneous Receipts	\$0	\$4,642,951	\$1,493,568	\$598,318	\$61,739	\$27,500,000	\$90,910	\$0	\$0	\$34,387,486
9. Other Grants & Donations	\$0	\$0	\$4,810,728	\$0	\$0	\$0	\$0	\$0	\$0	\$4,810,728
10. Rent	\$0	\$246,617	\$0	\$5,550	\$0	\$0	\$0	\$0	\$0	\$252,167
11. U.S. Grants	\$0	\$0	\$11,585,142	\$0	\$0	\$51,500,000	\$0	\$0	\$0	\$63,085,142
12. City, County & State Grants	\$0	\$0	\$4,799,870	\$0	\$0	\$0	\$0	\$0	\$0	\$4,799,870
13. Other Revenue	\$0	\$3,789,517	\$299,873	\$0	\$0	\$100,000	\$0	\$14,000	\$2,000	\$4,205,390
14. Total Additions to Fund Balance	\$141,005,733	\$23,171,004	\$23,076,877	\$5,930,228	\$3,703,574	\$81,003,000	\$90,910	\$1,535,246	\$200,000	\$279,716,572
15. Total Resources Available	\$191,281,582	\$36,195,853	\$31,511,793	\$9,021,138	\$5,262,533	\$86,694,891	\$284,932	\$1,728,313	\$458,793	\$362,439,827
Expenditures & Transfers Out:										
16. Salaries & Benefits	\$88,426,575	\$6,751,359	\$5,816,440	\$2,308,594	\$1,571,568	\$0	\$0	\$0	\$0	\$104,874,536
17. Other Personal Services (OPS)	\$7,505,998	\$2,726,784	\$2,949,465	\$342,593	\$776,002	\$0	\$0	\$34,727	\$0	\$14,335,569
18. Expenses	\$42,701,794	\$12,892,746	\$15,137,279	\$2,063,781	\$828,603	\$79,000,000	\$90,910	\$598,128	\$0	\$153,313,241
19. Other Capital Outlay (OCO)	\$164,500	\$47,000	\$22,161	\$0	\$0	\$0	\$0	\$667,626	\$188,000	\$1,089,287
20. Library Resources	\$869,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$869,400
21. Risk Management	\$594,566	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$594,566
22. Financial Aid	\$742,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$742,900
23. Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24. Expenditures from Carry Forward	\$10,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000,000
25. Transfers	\$0	(\$187,151)	(\$540,000)	\$1,818,098	\$270,788	(\$1,361,735)	\$0	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$5,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,200,000
27. Total Resources Used	\$151,005,733	\$27,430,738	\$23,385,345	\$6,533,066	\$3,446,961	\$77,638,265	\$90,910	\$1,300,481	\$188,000	\$291,019,499
Ending Balance	\$40,275,849	\$8,765,115	\$8,126,448	\$2,488,072	\$1,815,572	\$9,056,626	\$194,022	\$427,832	\$270,793	\$71,420,328

**UWF Board of Trustees
Board of Trustees Meeting
June 23, 2015**

Issue: Approval of modification of terms of UWF Foundation 2010 Student Housing Bonds

Proposed action: That the University of West Florida Board of Trustees adopt the attached resolution approving the refunding of the Escambia County Housing Finance Authority Dormitory Refunding Revenue Bonds (University of West Florida Foundation, Inc. Project), Series 2010.

Background:

The University of West Florida Foundation, Inc. is the borrower for the debt used to finance the University's housing system. Presently, outstanding debt includes the 2009 Bonds, 2010 Bonds, 2011 Bonds and 2014 Bonds. Foundation staff monitors interest rates for possible market savings through refunding outstanding debt. The 2010 Bonds are presently outstanding at 3.95% per annum and are callable December 1, 2015 at a 1% prepayment premium. The Foundation's CFO has advised that the holder of the 2010 Bonds has agreed to a modification of the terms of the 2010 Bonds by lowering the interest rate to a fixed rate of 2.77% for the remaining thirteen year term and waiving the prepayment premium in return for a new period of call protection. This will result in a savings of a little over \$700,000 over the remaining term of the 2010 bonds, for an approximately 6.5% present value savings.

The attached resolution approves the refinancing of the 2010 Bonds through modification of the terms of the existing loan, which is held by BB&T. The Foundation's CFO will present information concerning the interest rate and repayment provisions.

Fiscal Implications:

It is expected that the planned refinancing will result in a savings of a little over \$700,000 over the remaining term of the 2010 bonds, for an approximately 6.5% present value savings.

Supporting documents:

Resolution approving refinancing and refunding numbers prepared by financial advisor to Foundation.

Prepared by: Patricia Lott, General Counsel, 850-474-3419, plot@uwf.edu.

Presenters: Patricia Lott, General Counsel and Dan Lucas, Foundation CFO.

SOURCES AND USES OF FUNDS

Escambia County Housing Finance Authority
Series 2015 Refunding 2010

BB&T Proposed Rate: 2.77%

Sources:

Bond Proceeds:	
Par Amount	9,270,000.00
Other Sources of Funds:	
Fund Release	60,737.83
	<hr/>
	9,330,737.83

Uses:

Refunding Escrow Deposits:	
Cash Deposit	9,226,000.00
Delivery Date Expenses:	
Cost of Issuance	100,000.00
Other Uses of Funds:	
Additional Proceeds	4,737.83
	<hr/>
	9,330,737.83

BOND SUMMARY STATISTICS

Escambia County Housing Finance Authority
Series 2015 Refunding 2010

BB&T Proposed Rate: 2.77%

Dated Date	08/01/2015
Delivery Date	08/01/2015
First Coupon	12/01/2015
Last Maturity	06/01/2028
Arbitrage Yield	2.770329%
True Interest Cost (TIC)	2.770329%
Net Interest Cost (NIC)	2.770000%
All-In TIC	2.940608%
Average Coupon	2.770000%
Average Life (years)	7.264
Duration of Issue (years)	6.472
Par Amount	9,270,000.00
Bond Proceeds	9,270,000.00
Total Interest	1,865,179.50
Net Interest	1,865,179.50
Total Debt Service	11,135,179.50
Maximum Annual Debt Service	868,142.00
Average Annual Debt Service	867,676.32
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	9,270,000.00	100.000	2.770%	7.264	5,885.10
	9,270,000.00			7.264	5,885.10

	TIC	All-In TIC	Arbitrage Yield
Par Value	9,270,000.00	9,270,000.00	9,270,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-100,000.00	
- Other Amounts			
Target Value	9,270,000.00	9,170,000.00	9,270,000.00
Target Date	08/01/2015	08/01/2015	08/01/2015
Yield	2.770329%	2.940608%	2.770329%

SUMMARY OF REFUNDING RESULTS

Escambia County Housing Finance Authority
Series 2015 Refunding 2010

BB&T Proposed Rate: 2.77%

Dated Date	08/01/2015
Delivery Date	08/01/2015
Arbitrage yield	2.770329%
Escrow yield	0.000000%
Value of Negative Arbitrage	
Bond Par Amount	9,270,000.00
True Interest Cost	2.770329%
Net Interest Cost	2.770000%
Average Coupon	2.770000%
Average Life	7.264
Par amount of refunded bonds	9,226,000.00
Average coupon of refunded bonds	3.950000%
Average life of refunded bonds	7.374
PV of prior debt to 08/01/2015 @ 2.770329%	9,930,222.57
Net PV Savings	604,222.57
Percentage savings of refunded bonds	6.549128%
Percentage savings of refunding bonds	6.518043%

SAVINGS

Escambia County Housing Finance Authority
Series 2015 Refunding 2010

BB&T Proposed Rate: 2.77%

Date	Prior Debt Service	Prior Receipts	Prior Net Cash Flow	Refunding Debt Service	Savings	Present Value to 08/01/2015 @ 2.7703288%
06/01/2016	857,689.17	60,737.83	796,951.34	748,982.50	47,968.84	45,436.09
06/01/2017	922,544.00		922,544.00	866,959.50	55,584.50	53,512.67
06/01/2018	920,634.00		920,634.00	864,647.00	55,987.00	52,396.89
06/01/2019	921,894.50		921,894.50	866,919.00	54,975.50	50,027.22
06/01/2020	922,167.50		922,167.50	863,637.00	58,530.50	51,742.84
06/01/2021	921,453.00		921,453.00	864,939.50	56,513.50	48,579.31
06/01/2022	919,751.00		919,751.00	865,688.00	54,063.00	45,187.70
06/01/2023	922,061.50		922,061.50	865,882.50	56,179.00	45,623.13
06/01/2024	921,187.00		921,187.00	865,523.00	55,664.00	43,934.86
06/01/2025	920,206.50		920,206.50	864,609.50	55,597.00	42,643.52
06/01/2026	922,080.50		922,080.50	868,142.00	53,938.50	40,205.57
06/01/2027	921,651.00		921,651.00	865,982.00	55,669.00	40,312.73
06/01/2028	919,957.50		919,957.50	863,268.00	56,689.50	39,882.21
	11,913,277.17	60,737.83	11,852,539.34	11,135,179.50	717,359.84	599,484.74

Savings Summary

PV of savings from cash flow	599,484.74
Plus: Refunding funds on hand	4,737.83
Net PV Savings	604,222.57

A RESOLUTION AUTHORIZING THE ISSUANCE OF DEBT AND REQUESTING THE BOARD OF TRUSTEES OF THE UNIVERSITY OF WEST FLORIDA TO APPROVE THE ISSUANCE OF SUCH DEBT TO PAY THE COST OF REFUNDING CERTAIN DEBT INCURRED TO FINANCE THE CONSTRUCTION OF STUDENT HOUSING FACILITIES ON THE CAMPUS OF THE UNIVERSITY OF WEST FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE UNIVERSITY OF WEST FLORIDA FOUNDATION, INC.

Section 1. The Board of Directors (the “Board of Directors”) of The University of West Florida Foundation, Inc. (the “Foundation”) a direct support organization of the University of West Florida (the “University”) hereby authorizes the issuance of debt by the Foundation and requests the Board of Trustees of the University to approve the issuance of debt in an amount not exceeding \$10,000,000 (ten million dollars) (the “Debt”) for the purpose of refinancing on a current basis the outstanding Escambia County Housing Finance Authority Dormitory Refunding Revenue Bonds (University of West Florida Foundation, Inc. Project), Series 2010 (the “Refunded Bonds”) in the event that debt service savings can be obtained without extension of the remaining life of the Refunded Bonds.

Section 2. No proceeds of the Debt will be used to finance operating expenses of the University or the Foundation.

Section 3. The Debt is to be secured by a lien upon the net revenues of the student housing system of the University. The University is legally authorized to secure the Debt with the revenues to be pledged pursuant to Section 1010.62, Florida Statutes.

Section 4. The Debt will mature on June 1, 2028, a date that is not more than 30 (thirty) years after issuance, including any extensions or renewals thereof. The facilities financed with the proceeds of the Refunded Bonds have a remaining estimated useful life that extends longer than the anticipated final maturity of the Debt. The Debt will bear interest at a fixed interest rate.

Section 5. It is anticipated that the Foundation will arrange for the sale of the Debt

through a modification of the terms of the Refunded Bonds with the existing owner of the Refunded Bonds. Otherwise, the sale of the Debt will be through negotiated public sale or competitive private placement.

Section 6. The Board of Directors will comply, and will require the Foundation to comply, with all requirements of federal and state law relating to the Debt, including but not limited to, laws relating to maintaining the exemption from taxation of interest payments on the Debt and continuing secondary market disclosure of information regarding the Debt.

Section 7. The President, Vice President, Chief Financial Officer and other authorized representatives of the Foundation, are hereby authorized to take all actions and steps, to execute all instruments, documents, and contracts, and to take all other actions as they may deem necessary or desirable, in connection with the execution, sale and delivery of the Debt.

Section 8. In making the determination to approve the refunding of the Refunded Bonds, the Board of Directors has reviewed the information described in the attached Appendix A.

Section 9. This Resolution shall take effect immediately upon its adoption.

Adopted this ____ day of _____, 2015.

UNIVERSITY OF WEST FLORIDA
FOUNDATION, INC.
BOARD OF DIRECTORS

By: _____
President

CERTIFICATE OF THE SECRETARY

The undersigned Secretary of the University of West Florida Foundation, Inc. does hereby certify that the attached resolution is a true and accurate copy as adopted by the Board of Directors of the Foundation on _____, 2015, as such resolution appears in the official records of the Foundation.

IN WITNESS WHEREOF, I hereunto set my hand and the official seal of the Foundation this ___ day of _____ 2015.

Secretary

Appendix A

The following documents have been reviewed by the Board of Directors prior to the execution of this Resolution:

- a. sources and uses of funds for the project;
- b. an estimated debt service schedule;
- c. a schedule showing expected savings to be accomplished by the Refunding Debt transaction

University Park Foundation Refunding Bond resolution 8.14.14

Debt Issues-2014 Traditional Track

UWF Board of Trustees
Full Board Meeting
June 23, 2015

Issue: Changes in UWF Board of Trustees Committee Structure

Proposed Action: Informational

Background Information:

Bylaws of the UWF Board of Trustees ARTICLE I ORGANIZATION states, "The Chair shall appoint trustees to standing and ad hoc committees"; and ARTICLE III COMMITTEES states "Trustees appointed to committees shall serve at the pleasure of the Board Chair."

At the June 23, 2015 Board meeting, Chairman Bear will announce changes to be made in the UWF Board of Trustees committee structure.

Recommendation: None

Implementation Plan: Changes to take effect immediately.

Fiscal Implications: None

Prepared by: Becky Luntsford, Executive Secretary, Recording Secretary, UWF Board of Trustees, 850-474-2449, rluntsford@uwf.edu

Facilitator/Presenter: Lewis Bear, Jr., Chairman, UWF Board of Trustees

UWF Board of Trustees
Full Board Meeting
June 23, 2015

Issue: Featured Program – Engineering

Proposed Action: Informational

Background Information:

The Department of Electrical and Computer Engineering offers a Bachelor's and Minor in Computer Engineering as well as Electrical Engineering. Both degree programs are accredited by the Engineering Accreditation Commission of ABET, Inc.

Additional information about the program, and its faculty, will be shared at the Full Board Meeting.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

None

Prepared by: Mike Huggins, Dean, College of Science, Engineering and Health
474-2688, mhuggins@uwf.edu

Presented by: Mike Huggins

**UWF Board of Trustees
Full Board Meeting
June 23, 2015**

Issue: University Park Update

Proposed Action: Informational

Background Information:

University Park began as a Business Enterprise Inc. (BEI) project in a public/private partnership with Balfour Beatty Campus Solutions. After it became clear that the marketplace was not right for that development outline, the project was scaled back and needed to be completed with internal funds.

UWF will only pursue the portions of the project that have solidly identified funding. At this point, it will include site work, infrastructure, and competition field.

This update is to provide the Board with an overview of activities related to the University Park Phase IA, which is the competition field, site work, and infrastructure.

Recommendation: None

Implementation Plan: None

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees

Prepared by: Betsy Bowers, Interim Vice President, Business Finance and Facilities,
bbowers@uwf.edu, 850-474-2210

Facilitator/Presenter: Betsy Bowers, Interim Vice President, Business Finance and Facilities,
bbowers@uwf.edu, 850-474-2210