AGENDA

THE UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES MEETING

December 8, 2016
9:00 a.m.

UWF Conference Center
11000 University Parkway, Building 22, Pensacola, Florida 32514

APPROVAL OF MINUTES BY COMMITTEES

Audit and Compliance Committee: Dick Baker, Chair
- Approve Minutes of November 18, 2016

Finance, Facilities & Operations Committee: Mort O'Sullivan, Chair
- Approve Minutes of November 18, 2016

Academic Affairs Committee: Bentina Terry, Chair
- Approve Minutes of November 18, 2016

Student Affairs Committee: Jay Patel, Chair
- Approve Minutes of November 18, 2016

Officer Nominations Ad hoc Committee: Bentina Terry, Chair
- Approve Minutes of November 18, 2016
FULL BOARD

1. Call to Order and Chair’s Remarks
   Lewis Bear, Jr.

2. President’s Report
   Dr. Judy Bense

3. Recognitions

4. Approval of Minutes
   - September 30, 2016 Board of Trustees Meeting
   - November 18, 2016 Special Board of Trustees Meeting

5. Committee Reports
   - Audit and Compliance Committee – Dick Baker, Chair
   - Finance, Facilities and Operations Committee – Mort O’Sullivan, Chair
   - Academic Affairs Committee – Bentina Terry, Chair
   - Student Affairs Committee – Jay Patel, Chair
   - Officer Nominations Ad hoc Committee – Bentina Terry, 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. Approval of Internal Auditing Reports Issued: UWF Internal Auditing & Compliance Quality Assurance Review & Self-Assessment; the Confucius Institute; the Departmental Audit for the College of Arts, Social Sciences and Humanities Dean’s Office; the Departmental Audit for the College of Education and Professional Studies Dean’s Office
   C. Approval of External Audit: Financial Statement Audit of Direct Support Organization – University of West Florida Foundation, Inc.
   E. Approval of Internal Auditing PCard Audit Reports Quarter 1 (July 2016 – September 2016)
   F. Approval of Tenure as a Condition of Employment

8. Action Items

   1. Approval and Authorization of Specified Officers and Employees of the University to Sign Checks Effective January 1, 2017.
2. Approval of University of West Florida Code Section 401(A) Defined Contribution Retirement Plan and Trust
3. Approval of Honorary Doctorate Award
4. Approval of BOT Officer Nominations
5. Approval of Resolution for Distinguished Service

9. **Informational Items**
   1. BEI Update
   2. Board of Trustees 2017/2018 Calendar

**Other Business**

Concluding Remarks and Adjournment

**Other Activities and Upcoming Events**

- **TONIGHT: December 8, 2016 @ 5:30 - 7 p.m.** – UWF Boards Holiday Reception, Pensacola Museum of Art
- **December 10, 2016 @ 10:00 a.m. & 2:00 p.m.** - UWF Fall Commencement, Pensacola Bay Center
Issue: Authorization to Sign Checks

Proposed action: Approval

Background information:

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

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

Current authorized check signers are as follows:

• Judith A. Bense, President
• Steven D. Cunningham, Vice President, Division of Finance and Administration
• Colleen M. Asmus, Associate Vice President for Finance/Controller
• Jeffrey A. Djerlek, Associate Controller

Martha D. Saunders, incoming President, will be replacing President Bense as an authorized check signer.

Recommendation: Approval and authorization of specified officers and employees of the university to sign checks by adopting the following resolution effective January 1, 2017:

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

• Martha D. Saunders, President
• Steven D. Cunningham, Vice President, Division of Finance and Administration
• Colleen M. Asmus, Associate Vice President for Finance/Controller
• Jeffrey A. Djerlek, Associate Controller

Implementation Plan: None needed.

Fiscal Implications:
<table>
<thead>
<tr>
<th><strong>Fiscal oversight by the UWF Board of Trustees for the University of West Florida</strong></th>
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<tr>
<td><strong>Supporting documents:</strong></td>
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<td><strong>Prepared by:</strong></td>
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<td><strong>Facilitator/Presenter:</strong></td>
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Action Item

UWF Board of Trustees Meeting
December 8, 2016

Issue: University of West Florida Code Section 401(A) Defined Contribution Retirement Plan and Trust

Proposed Action: That the University of West Florida Board of Trustees adopt the attached resolution (a) designating Dr. Saunders as a participant in the Plan and (b) adopting an excess benefits arrangement as a part of the Plan.

Background:
The University of West Florida Board of Trustees has selected Dr. Martha D. Saunders, Ph.D., as the next President of the University of West Florida, effective January 1, 2017. The employment agreement between the University and Dr. Saunders (the “Presidential Contract”) was approved by the Board at its special meeting November 18, 2017. The Employment Agreement contemplates that the compensation paid to Dr. Saunders will include deferred compensation in the amount of 18.9% of her base salary.

The University of West Florida Section 401(a) Defined Contribution Retirement Plan and Trust was established July 1, 2007 and requires the adoption of a resolution designating the participants in the plan. Dr. Bense has been the named participant in the plan, but effective with the commencement of Dr. Saunders’ employment, Dr. Saunders should replace Dr. Bense as the named participant. The adoption of the attached resolution will accomplish the replacement.

Additionally, the resolution approves an excess benefits arrangement under Section 415(m) as part of the Plan so that amounts in excess of the annual limits established by the IRS from time to time for deferral under Section 401(a) will roll to the excess benefits arrangement.

Fiscal Implications:
It is expected that the amounts necessary to pay the compensation described in the Presidential Employment Agreement, including those amounts constituting deferred compensation, are available in the University budget or will be provided by the University of West Florida Foundation, Inc.

Supporting documents:
Resolution, together with Exhibits A and B thereto.

Prepared by: Patricia Lott, General Counsel, (850) 474-3420, plott@uwf.edu

Presenter: Patricia Lott, General Counsel, (850) 474-3420, plott@uwf.edu

11.30.16 UBOT action item deferred compensation resolution
A RESOLUTION OF THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEE ADOPTED IN CONNECTION WITH THE UNIVERSITY OF WEST FLORIDA CODE SECTION 401(A) DEFINED CONTRIBUTION RETIREMENT PLAN AND TRUST

WHEREAS, the University of West Florida Board of Trustees ("Board") established the University of West Florida Code Section 401(a) Defined Contribution Retirement Plan and Trust (the "Plan"), effective as of July 1, 2007, and amended from time to time thereafter; and

WHEREAS, the Board wishes to designate Martha D. Saunders, Ph.D. as a Participant in the Plan, pursuant to a revised Attachment A to the Plan, in the form attached hereto; and

WHEREAS, the Variable Annuity Life Insurance Company, Houston, Texas ("VALIC") serves as Trustee under the Plan; and

WHEREAS, the Board wishes to adopt the University of West Florida 415(m) Plan (the "415(m) Plan") as a portion of the Plan, effective January 1, 2017, in the form attached hereto;

NOW THEREFORE BE IT RESOLVED, that Martha D. Saunders, Ph.D. is hereby designated as a Participant in the Plan on the terms set forth in Exhibit A hereto, which shall hereby be made Attachment A to the Plan ("Exhibit A"), and the Chair of the Board or, in his absence, the Vice Chair, is hereby authorized to execute said Exhibit A in substantially the form attached hereto, with such modifications as may be approved by the Chair and acceptable to Dr. Saunders, with execution of Exhibit A by such authorized officers to constitute approval of such modifications.

BE IT FURTHER RESOLVED, that the 415(m) Plan attached hereto as Exhibit B ("Exhibit B") is hereby approved as a portion of the Plan and the Chair of the Board or, in his absence, the Vice Chair, is hereby authorized to execute said Exhibit B in substantially the form attached hereto, with such modifications as may be approved by the Chair and acceptable to Dr. Saunders, with execution of Exhibit B by such authorized officers to constitute approval of such modifications.

2016 Contract/deferred compensation
Resolution Designating Saunders 11.30.16
BE IT FURTHER RESOLVED, that the University's Benefits Manager is hereby authorized and directed to execute necessary and appropriate service agreements with VALIC in connection with the provisions hereof.

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting this the ____ day of _____, 2016.

UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES

By:_____________________________

Chair
## Exhibit A

<table>
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<tr>
<th>Participant Name</th>
<th>Participation Date</th>
<th>Vesting Schedule</th>
<th>Annual Contribution Amount</th>
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<tbody>
<tr>
<td>Martha D. Saunders</td>
<td>January 1, 2017</td>
<td>100% at all times</td>
<td>18.9% of base salary during each year of service as President, subject to the limits under Internal Revenue Code Section 415(c), with any portion of the annual contribution amount that cannot be contributed to the Plan due to the applicable limits to be contributed instead to the University of West Florida 415(m) Plan, established as a portion of this Plan.</td>
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**UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES**

By: ________________________________

Chair
UWF Board of Trustees Meeting
December 8, 2016

Issue: Election of Officers

Proposed action: Elect Chair and Vice Chair

Background information:

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

Powers and Duties of Officers

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

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

Chairman Bear asked Trustee Bentina Terry to chair the Officer Nominations Ad hoc Committee and Trustees Jay Patel and Dick Baker to serve on the committee. The committee was charged with submitting nominees for Chair and Vice Chair at the December 8, 2016 BOT meeting.

Chairman Bear will also take nominations from the floor during the BOT meeting.

Recommendation: Elect Chair and Vice Chair

Implementation Plan: Upon election

Fiscal Implications: None

Supporting documents:
BOT Bylaws (See Powers and Duties of Officers)

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

Presenter: Lewis Bear, Jr., Chair, UWF Board of Trustees
Agenda Recommendation: Honorary Doctorate Award

Proposed Action: Approval

Background Information: As stated in UNIVERSITY POLICY 01.02-09/12 (Attached) the University of West Florida Board of Trustees, by majority vote, can authorize the university president to confer awards and recognitions, such as honorary degrees, naming of facilities, and such other awards as it may wish to create.

The criteria for an honorary degree or other personal recognition are the following: Excellent character; Extraordinary achievement or distinction in the arts and sciences, the fine arts, education, the professions, public service, or private enterprise; A connection with or a history of support of the University; or a record of distinguished contributions to the area served by the University; or distinction on a national or international level.

The recommendation for an honorary award or recognition requires an affirmative vote of the Honorary Awards and Recognition Committee. On November 28, 2016, the Honorary Awards and Recognition Committee met to consider the nomination of John Appleyard for an Honorary Doctorate of Humane Letters. The committee reviewed the written nomination as presented by Dr. Brendan Kelly including biographical information, professional affiliations/accomplishments, educational background, service to the community and connection/service to the University of West Florida along with three letters of recommendation. The committee recommended the awarding of the degree. Dr. Judith Bense, President of the University of West Florida, submits the recommendation on behalf of the committee to the University of West Florida Board of Trustees.

Presentation of honorary degrees normally occurs at a university public gathering such as Commencement or the Honors Convocation. Pending approval by the Board of Trustees, the Honorary Doctorate of Human Letters will be presented to awardee at the appropriate Undergraduate Ceremony at Commencement on Dec. 10, 2016.

Implementation Plan: Awardee will be present at the Dec. 10, 2016 Commencement. The Honorary Doctorate of Humane Letters will be presented to awardee at the appropriate Undergraduate Ceremony (CASSH).

Fiscal Implications: Estimated cost of framed diploma and hood is $500.

Supporting documents: UNIVERSITY POLICY BOT-01.02-09/12 (8 pages)
Nomination Support Documentation as presented to the Honorary Awards & Recognition Committee

Prepared by: Geri Battist, Executive Specialist for Vice President for University Advancement, 850-474-3306, gbattist@uwf.edu

Facilitator/Presenter: Dr. Brendan B. Kelly, Vice President for University Advancement, President, UWF Foundation, Inc. 850-474-3306, bkelly@uwf.edu
University Policy BOT-01.02-09/12

TO: The University of West Florida Community
FROM: Honorary Awards and Recognitions Committee
SUBJECT: Improving the Process of Bestowing Honorary Awards and Recognitions
Responsible Office/Executive: Board of Trustees

Historical Significance/Statement of Problem:

The University of West Florida has an opportunity to enhance the status of the university and build its relationships with community partners and constituents through conferring special university-level recognitions. However, recently the process for bestowing honorary awards and recognition has been dormant. For example, according to previous policy, honorary doctorate conferral candidates were supposed to have been vetted with the Honorary Awards and Recognition Committee (HARC) and approved by the Board of Trustees. In the past five years (with the exception of P.J. O'Rourke’s recent nomination), no substantive honorary doctorate nominations have been forthcoming to the HARC, which meant the committee had little to do in its old configuration; consequently, the BOT had no names to approve.

This document proposes an improved process to intensify UWF efforts to confer appropriate recognitions; to develop and implement procedures that are clear, transparent, and accessible for all stakeholders at UWF; and to ensure appropriate responsibility for this important function.

Revision of the Charter for the HARC

Attached to this document is a proposal for minor changes in the charter for the HARC. The changes include

- removal of reference to a now defunct entity, the "A&P Council"
- removal of president as chair of the committee in favor of an appointed chair from existing committee members
- inclusion of the name of current president

General Criteria for Personal Recognition by UWF:

The criteria for personal recognition in the awards in HARC purview include the following characteristics:

- Excellent character exemplifying at least one of the UWF values; including Caring, Collaboration, Distinctiveness, Inclusiveness, Innovation, Quality, Relevance, Integrity, & Stewardship
• Extraordinary achievement or distinction in the arts and sciences, education, the professions, public service, philanthropy, or private enterprise;

• And one of the following:

  - Distinction on a national or international level

  - A history of support of UWF; -or-

  - A record of distinguished contributions to the area served by UWF.

**General Description of Nomination Process for Honorary Degrees/ Personal Recognition**

Any UWF stakeholder, including UWF faculty, staff, alumni, and students as well as Board of Trustee or advisory group members, may submit a nomination to the HARC for consideration. Nominations from the external community should be channeled through a UWF stakeholder. Nominations forms are available on the HARC link on the President’s website and incorporate critical background information, including a biographical sketch or resume, a description of how effectively the candidate meets the respective criteria, and specified supporting documents.

All complete nomination packets must be submitted to the President's Office in digital format to facilitate distribution and review to the HARC. The President will seek the advice and counsel of the HARC and may also consult with past recipients of awards to help in the determination. Nomination forms for HARC recognition may be found on the HARC link on the President's website.

After due consideration, the HARC may endorse a different level of recognition than the nominator recommended when the committee members deem a different award to be a better fit for the accomplishments and contributions apparent in the nomination materials. In such cases, the HARC Chair will provide a written rationale for this change in honor.

**Types of Honorary Awards and Recognitions:**

The Honorary Doctorate Degree:

The honorary doctorate degree is a standard means by which universities recognize distinguished performance. The honorary doctorate is routinely regarded as the highest form of recognition a university can bestow. Typically, candidates will participate in the commencement ceremony where the degree will be conferred. Candidates may be asked to serve as a commencement speaker; however, that performance request is not a requirement for conferring the degree. The nomination packet will require some declaration about fitness to perform in this important capacity for the speaking role to be considered.
Honorary degree candidates may be recognized in one of the following degree options that have emerged as standard designations in higher education for this important honor:

LLD: Doctor of Laws  LittD: Doctor of Letters  LHD: Doctor of Humane Letters
ScD: Doctor of Science  PedD: Doctor of Pedagogy  DD: Doctor of Divinity

Honorary degree candidates do not receive compensation for the honor. They do receive an appropriately designated UWF diploma and are entitled to keep their doctoral hoods. UWF provides rental expense for robes used in graduation ceremonies and will reimburse for expenses incurred if the honoree resides outside the Pensacola area.

Nominations should consist of a nomination cover sheet, a nomination application, supporting documentation (including a curriculum vitae), evidence of endorsement from an appropriate UWF academic unit, and three additional letters of support. Further instructions for the development of complete and persuasive nominations can be found on the HARC link of the President’s website.

The Founder’s Medallion:

This proposal provides only minor change from the original policy enacted in 2006. The HARC sharpened the focus of the Founder’s Medallion in this proposal to emphasize distinguished contributions to the university, consistent with the vision enacted by the University of West Florida’s founders.

The Founder’s Medallion was established in 2006 to coincide with the celebration of the University of West Florida’s 40th anniversary in honor of those University of West Florida faculty, staff, and community visionaries who were leaders in establishing the University. The Medallion symbolizes the founding ideals and vision of the University and is awarded to those who have exemplified those ideals. The Founder’s Medallion may be awarded at Commencement or at another appropriate time and venue. Nominations for the Founders’ Medallion are welcomed from any member of the UWF community (faculty, administrators, staff, students, alumni, members of UWF Boards and Advisory groups).

The Founder’s Medallion recipients are individuals of accomplishment who

1. Recognize the transforming power of education;

2. Have records of substantial and sustained service and/or leadership to the University and leave a distinct and positive impact on the University;

3. Embody UWF’s values of caring, collaboration, distinctiveness, inclusiveness, innovation, integrity, quality, relevance, and stewardship; and

4. Value the worth of the individual and relationships.
Nominations should consist of a nomination cover sheet, a letter of nomination, appropriate supporting documentation of achievement (such as a curriculum vitae), and two letters of support. Further instructions for the development of complete and persuasive nominations can be found on the HARC link of the President's website.

The awarding of the Founder's Medal may take place at UWF Commencement or at any other appropriate time and venue. The Founder's Medallion may be awarded posthumously.

The Presidential Medal of Honor:

In preparation for the 50th Anniversary of the University of West Florida, President Judith Bense would like to establish the Presidential Medal of Honor. The President will award the medal to individuals who have distinguished themselves by their actions and have contributed in some manner to the wellbeing of the University and the geographical region. This award emphasizes contributions primarily through public service and philanthropy.

The design on the front of the medal features the sculpted Chambered Nautilus within the Presidential Seal of the University of West Florida. The Chambered Nautilus has been recognized as the official university emblem since ground was broken on April 16, 1965 with the first class of students starting in the fall of 1967.

The Presidential Medal of Honor recipients are individuals of accomplishment who

1. Have advanced education, research, or outreach mission of the University for the benefit of the region;

2. Have records of substantial and sustained service and/or leadership through public service or philanthropy to the University and the region;

3. Leave a distinct and positive impact on the University and community;

4. Embody UWF's values of caring, collaboration, distinctiveness, inclusiveness, innovation, integrity, quality, relevance, and stewardship; and

5. Have made substantial impacts in their chosen professions.

Nominations should consist of a nomination cover sheet, a letter of nomination, appropriate supporting documentation of achievement (such as a curriculum vitae), and two letters of support. Further instructions for the development of complete and persuasive nominations can be found on the HARC link of the President's website.

The awarding of the Presidential Medal of Honor may take place at UWF Commencement or at any other appropriate time and venue. The Founder's Medallion may be awarded posthumously.

BOT-01.02-09/12 Improving the Process of Bestowing Honorary Awards and Recognitions
HARC Connection to Other Award Recognition Activities:

Commencement Speaker Selection:

The HARC will recommend honorary candidates for the role of Commencement speaker based on a favorable review of the application materials from honorary degree candidates. Recipients of the honorary degree are often asked to serve as speaker in conjunction with the awarding of the honorary degree at Commencement, but it is not a requirement for the granting of the honorary degree. The president may also consult with HARC on the selection of graduation speakers in cases where the speaker is not receiving an honorary award.

Naming Rights

Advancement forwards proposals to the HARC for review involving "in honor of" naming rights. Philanthropic-based naming rights remain under the purview of Advancement. Although this approval process may be similar to other forms of personal recognition, the levels of review and confirmation serve to protect the institution. Details regarding naming rights requests can be reviewed at this website:

http://uwf.edu/foundation/Policies/NamingGuidelines.cfm

Emeritus Designation for Faculty

The honorary title of "Emeritus" is reserved only for retired UWF employees who have terminated full-time employment. As such, the University Personnel Committee serves as the reviewing body for these honorary decisions rather than the HARC. Details are available at this website:

uwf.edu/academic/awards/emeritus/emeritus.cfm

General Description of Proposed Honorary Awards Review Process:

The process involves two official levels of consideration: formal recommendation by the UWF Honorary Award and Recognition Committee (HARC) followed by official confirmation from the Board of Trustees upon request of the UWF President.

All involved parties in the process should exercise discretion about speaking with nominated individuals prior to an official notification being issued by the President's Office. Typically, the nominee should learn about the conferral of the award through correspondence issued by the President's Office on completion of the levels of review. A waiver of this requirement can be allowed with permission of the UWF president. Waivers may be required in conjunction with negotiating availability of candidates to participate in the Commencement ceremony.

No college or other subunit can award honorary degrees, name facilities, or confer university-level awards.

BOT-01.02-09/12 Improving the Process of Bestowing Honorary Awards and Recognitions
The Role of the Honorary Awards and Recognition Committee

The ten-member HARC is a standing committee whose responsibility is to oversee the granting of university-level recognition to worthy individuals. The HARC consists of several types of individuals to ensure broad representation across the university. Nine members of HARC, including the Chair, are eligible to vote.

• Four voting faculty members, serving staggered three year terms, are recommended by the Provost and appointed by the University President in consultation with the Faculty Senate Executive Committee. The College of Business and the College of Professional Studies are represented by one member each. The College of Arts and Sciences has two members, one from Arts/Humanities/Social Science and one from Natural, Physical, or Computational Sciences.

• One voting UWF Workforce member, serving a three-year term, is recommended by the Staff Senate to the Vice President for Administrative Affairs and appointed by the University President.

• Provost/Vice President for Academic Affairs, voting

• Vice President for Advancement, voting

• Student Government Association President, voting

• University Archivist, voting

• President, nonvoting except in cases of a tie

The President shall designate a Chair for the Committee from among the appointed members. The President may also designate consultants to the process as deemed necessary.

The following outlines HARC rights and responsibilities:

• Formal recommendation by HARC represents a majority vote of the committee members. If HARC members are unable to participate in meetings at which votes are cast, they can provide a proxy to another active HARC member. In cases of a tie, the president shall cast the deciding vote.

• Although the HARC is responsible for reviewing all university level honorary recognitions, their primary responsibility is the identification of an honorary degree candidate in relation to the winter and spring Commencement ceremonies. HARC may designate more than one honorary degree candidate for each commencement ceremony.

• The HARC will review completed nomination packets on behalf of the university. In addition, the members may independently gather additional information to enrich the review and discussion of each candidate.
• HARC members may actively pursue nominations for their own candidates for honorary awards recognition; however, if an individual moves a candidate's name forward for consideration, the nominator must recuse him or herself from the formal voting on the proposed candidate.

The Role of the President

The university president is responsible for appointing the HARC chair and presenting candidates recommended by HARC to the Board of Trustees along with supporting documentation. The president may also suggest a nomination, working with the HARC members to develop the appropriate submission of materials for the HARC review process.

The Role of the HARC Chair:

The HARC Chair will enact the following obligations.

1. Receive nomination protocols. The chair will be notified by the President’s Office that a nomination has been received. The chair will acknowledge receipt of the nominations that have been received, advising nominators regarding the anticipated timeline for deliberation and decision. The chair will also advise nominators if the nominations are not complete or have other challenges associated with the timing of the submission.

2. Monitor and maintain an appropriate pool of nominees. Especially with regard to the honorary degree candidates, the chair will issue an open call twice per year for nominations from UWF’s constituents, including faculty, staff, students, and BOT members. The open call notice will contain directions for the preparation of a complete nomination application to the President’s Office.

3. Coordinate materials and meeting details for candidate reviews. The chair will forward only complete nomination applications to the committee members two weeks prior to scheduled meetings. They will also arrange for the time and location of meetings.

4. Prepare formal request for BOT action. The chair will draft materials necessary for objective review and approval by BOT members in the next regularly scheduled meeting. Although conference calls may need to be scheduled for voting purposes, the HARC chair will facilitate the committee’s work far in advance that voting can take place in regular meetings as a general rule. The President or president’s designee will be responsible for presenting the HARC recommendations to the Board of Trustees for confirmation.

5. Issue calls for nominations. Twice per year the Chair will post a call for nominations, directing stakeholders to the website to help them prepare successful nominations. The Chair will promote continuity in the awards process by developing a pool of qualified nominees.

6. Maintain/revise nomination protocols. Protocols from the HARC will be posted on the web in conjunction with the President’s website. The HARC will review the protocols at the first
meeting of the academic year to determine if any changes are in order. If changes transpire to
the protocol, the HARC Chair will be responsible for disseminating those changes, including
ensuring that website descriptors are complete and up-to-date.

7. Provide a written rationale to the nominator if the HARC redirects the award. The rationale
will link the HARC decision explicitly to selection criteria.

The Role of the Board of Trustees

By majority vote, the University of West Florida Board of Trustees can authorize the university president
to confer awards and recognitions following a recommendation by the HARC. The Board of Trustees
may gather additional information on the nominee beyond the materials submitted for consideration.

Preferred Timeline for Selection of Honors Related to Commencement Presentations:

Fall Meeting of the HARC

The fall standing meeting should happen in August so that results can be presented to the Board in their
scheduled September meeting; successful candidates during the fall process would be feted at the
spring graduation. The Coordinators will need to be active in recruiting nominees during the preceding
spring to accommodate the necessary time needed for a BOT September review.

Spring Meeting of the HARC

The spring standing meeting should take place in January to prepare and forward nominations for the
February BOT meeting; successful candidates would be prepared for the subsequent fall ceremony. The
Coordinators will need to be active in recruiting nominees during the preceding fall semester to
accommodate the time needed for a February BOT review.

APPROVED:

Dr. Judith A. Bense, President

Date: 11/4/14

History:

BOT-01.01-06/03 Bestowing Honorary Awards and Recognitions, adopted May 2002 and amended
February 2003; revised hereby.

Approved by the University of West Florida Board of Trustees September 2012.
UWF Honorary Degree Nomination
Formal Endorsement from Relevant UWF Entity

An appropriate academic unit (e.g., program, school, department, college, center, or institute) must review and endorse a nomination for an honorary degree for the nomination to go forward.

Name of Nominee: John Appleyard
Name of Nominator: Dick Baker
Date Requested: November 1, 2016
Requesting Endorsement from UWF Entity: CASSH

Feedback on the Nomination: Date Completed:

___ x ___ Endorsed  _____ Not Endorsed

If endorsed, recommending for which degree?

___ LLD: Doctor of Laws  ___ ScD: Doctor of Science
___ LittD: Doctor of Letters  ___ PedD: Doctor of Pedagogy
___ x ___ LHD: Doctor of Humane Letters  ___ DD: Doctor of Divinity

Feedback from Reviewer or Attach Letter of Support (Optional)
Documentation will be reviewed to establish that the candidate satisfies the following selection criteria:

A. Meets standards for excellent character, exemplifying some dimension(s) of UWF values, including:
   - Caring
   - Collaboration
   - Distinctiveness
   - Inclusiveness
   - Innovation
   - Integrity
   - Quality
   - Relevance
   - Stewardship

B. Demonstrated extraordinary achievement or distinction in at least one of the following:
   - Arts and sciences
   - Education
   - Professional Life
   - Public Service
   - Philanthropy
   - Private Enterprise

C. Achieved one or more of the following:
   - Distinction on a national or international level
   - A significant connection with or history of support of UWF
   - A record of distinguished contributions to the area served by UWF
November 26, 2016

Mr. Lewis Bear, Jr., Chair
Board or Trustees
University of West Florida

Dear Chairman Bear and Board Members,

I have been asked to provide, on behalf of the College of Arts, Social Sciences and Humanities, an endorsement for the nomination of Mr. John Appleyard to receive the honorary degree Doctor of Humane Letters. Without question, the college fully and enthusiastically endorses this nomination, and I am deeply honored to have the opportunity to write in support of the nomination. Based upon my own knowledge of Mr. Appleyard’s contributions to the region, as well as the abundant detail shared by many who have lived in Pensacola far longer than I, it is hard for me to imagine anyone more thoroughly qualified for such an award.

Mr. Appleyard’s extraordinary efforts demonstrate a level of inclusiveness and relevance that may be found only in someone who has spent decades experiencing and documenting the uniqueness of a region. His work detailing histories of organizations that form the fiber of our community provides an enduring resource. Not content to simply narrate this history Mr. Appleyard has been actively involved in the life of the Florida Panhandle. His participation in an extraordinary array of community activities establishes a standard that few of us will ever be able to meet.

Within the field of education, Mr. Appleyard’s contributions are widely recognized and highly regarded. He has served as an adjunct instructor at both Pensacola State College and the University of West Florida, and has enlightened students and community patrons alike concerning the history, culture and economic nature of Pensacola and Escambia County.

Our region is sometimes viewed only through the lens of tourism. Through his work, Mr. Appleyard reminds us of the qualities and values that have defined the panhandle for more than a century. He supplies a basis and context through which we may understand ourselves and our past. In so doing, Mr. Appleyard helps define a sustainable, healthy future.

It is a deep joy and sincere privilege for the College of Arts, Social Sciences and Humanities to offer our wholehearted and strong endorsement to the nomination of Mr. John Appleyard to receive an honorary Doctorate of Humane Letters.

Respectfully,

Steven F. Brown, Dean
UWF Honorary Degree Candidate Nomination Cover Sheet

Name of Nominator: Richard Baker

Nominator’s Affiliation with UWF:

___ Staff  ___ Student  ___ Faculty  ___ Alumni  x BOT Member  ___ Advisory Group Member

Nominator’s Contact Info: Phone: 850.554.0600 Email: dbaker@heronsforest.com

Name of Nominee: John Appleyard

Nominee’s Contact Info: Phone: 850.494.0168 Email:

Degree conferral proposed for which grad ceremony? December 10, 2016 featuring CASSH

Preferred Designation for Honorary Degree:

___ LLD: Doctor of Laws  ___ ScD: Doctor of Science
___ LittD: Doctor of Letters  ___ PedD: Doctor of Pedagogy
x LHD: Doctor of Humane Letters  ___ DD: Doctor of Divinity

The candidate currently does not:

x Serve current employee at UWF.
x Serve currently in political office.
x Have achievements that rest solely on philanthropic support of UWF.

Formal Endorsement by a Corresponding Academic Unit:

Please specify:

x Academic Program, Department, School, or College:

x Institute or Center:

The unit may use the endorsement form provided on the HARC link at the president’s website or the unit may simply submit a letter of endorsement.
Please provide a one-page justification for the nomination that addresses the following criteria:

- Excellent character exemplifying some dimension of the UWF values; including Caring, Collaboration, Distinctiveness, Inclusiveness, Innovation, Quality, Relevance, Integrity, & Stewardship
- Extraordinary achievement or distinction in the arts and sciences, education, the professions, public service, philanthropy, or private enterprise;
- And one of the following:
  - Distinction on a national or international level
  - A connection with or a history of support of UWF; -or-
  - A record of distinguished contributions to the area served by UWF.

Note: The text may be used in public relations materials and/or commencement program text.

Do you recommend service as commencement speaker?  ___ Yes  ___ No

Explain (May attach additional sheet):

Is there any risk associated with the nomination and conferral?  ___ Yes  ___ No

Explain (May attach additional sheet):

Has the nomination been discussed directly with the candidate?  ___ Yes  ___ No

Note: BOT policy discourages notification of candidates about the nomination until an official decision has been reached. Notification should come directly from the UWF President’s Office.

Attachments: Optional.

Letters of support can be submitted but are not required.

The HARC encourages no more than three letters for each nomination.

Completion and submission of the form indicates that if the nomination is successful, the nominator assumes responsibility in working with the President’s Office to:

- secure a PDF image that can be used for promotion purposes
- make arrangements for addressing accommodations for out-of-town honorees
To: The College of Arts, Social Sciences and Humanities

John Appleyard is totally qualified to be awarded an Honorary Doctorate by the College of Arts, Social Sciences and Humanities. He highly exemplifies the values of the University of West Florida, and perhaps most exceptionally the values of Innovation and Stewardship.

He arrived in the Pensacola area about six decades ago and soon founded his most successful public relations firm, but his passion soon became the rich history of this area. No one has ever researched or published that history more than Mr. Appleyard. Well beyond just writing, he has continuously found creative ways to bring that history to life and capture the imaginations and appreciation of many thousands of us. One unique feature is over 100 mysteries of two early 1900’s policemen, weaving the real history and times into an engaging fictional story. Another innovation is hundreds of radio historical minutes enacted by him as a reporter on the scene of the Pensacola event.

His contributions to the area have been noted by many organizations. He was recognized as the Pioneer Businessman of the Year and four different civic clubs awarded him their Man of the Year. All of the area’s historical organizations have given him their highest commendations.

Mr. Appleyard supports all efforts to further this community and has donated thousands of his publications and proceeds from them to local charities such as the United Way. One of his richest contributions is this year’s Appleyard Storytelling Cottage, which will provide life for generations to many of Pensacola’s historical periods and moments.

An Honorary Doctorate by west Florida’s university would probably be regarded as his highest achievement by the 94-year old historian, and it would be a proud moment to all of our community.

Sincerely,

Dick Baker
November 15, 2016

To Whom It May Concern:

Please accept this letter as my official nomination of Mr. John Appleyard to receive the honor of Doctor of Humane Letters at the upcoming December commencement. I cannot think of another individual more deserving than Mr. Appleyard; his service to the Pensacola community speaks volumes to his character.

An avid historian, Mr. Appleyard has researched and published dozens of books about Pensacola’s heritage. In addition, he was named Director of the Florida Quadricentennial Celebration in 1958 and has been involved in extensive preservation efforts since. His most recent project was the initiation and fundraising for the World War II and Korean memorials located in Pensacola’s Memorial Park.

Mr. Appleyard founded the John Appleyard Agency in 1959 and retired from active work in 1992 after building one of the area’s most successful marketing firms. He continues to support many community endeavors and has earned several distinguished awards including the 1986 Pioneer Leader of the Year Award, 1996 Pensacola Kiwanis Club Citizen of the Year Award, and 1989 Downtown Rotary Club Man of the Year Award, to name a few.

John Appleyard is an inspiration to all who have the privilege and pleasure of knowing him. It is my hope that we can honor one of our own who clearly helps to make this community a better place to live and work for all.

Sincerely,

Sandy Sansing
President, Sandy Sansing Dealerships
(850) 748-9025
November 21, 2016

Dr. Judy Bense  
President  
University of West Florida  
11000 University Parkway  
Pensacola, FL 32514

Dear Dr. Bense:

It is my honor to recommend Mr. John Appleyard to be awarded an Honorary Doctor of Humane Letters. The University and the community of Pensacola have been forever touched by Mr. Appleyard’s service as a business man, community leader, and historian.

As a researcher, Mr. Appleyard has uncovered historical facts that shaped every aspect of Pensacola’s culture and heritage. As a dynamic storyteller, he has written and published the history of Pensacola in many books, journals, news articles, and eloquently delivered them to hundreds of groups and audiences. Mr. Appleyard’s work has been recognized by the Florida Historical Society and has set him aside as the preeminent historian of the Pensacola area. The story of Pensacola as America’s first settlement by Tristan de Luna in 1559 has been shared nationally, mostly due to the work of Mr. Appleyard in collaboration with the University.

Mr. Appleyard has demonstrated extraordinary achievement in his professional life and philanthropy. At his direction, the advertising agency he founded and retired from has always been a major supporter in many ways to all types of community endeavors. The community served by the University has been enriched by Mr. Appleyard’s compassion, integrity, and selfless leadership. Most recently I experienced Mr. Appleyard’s influence as he educated the consultants for the UWF Presidential Search on the history of the first four University Presidents in terms of their backgrounds, connection to the community and overall effectiveness in a way that only Mr. Appleyard could deliver.

I could continue to share for pages my sincere support for this highest honor to be awarded Mr. John Appleyard, however I am confident you equally agree with my assessment. If there are any questions you have, please call me at 850-341-3971 or my email is jcrawford@retinalscreenings.com.

My best regards,

Jason D. Crawford  
Chief Executive Officer

www.retinalscreenings.com 418 West Garden Street  
Pensacola, FL 32502  
(888) 535-2574
November 18, 2016

University of West Florida
Honorary Awards and Recognition Committee
11000 University Pkwy.
Pensacola, FL 32514

Re: Letter of Recommendation for Mr. John Appleyard

Dear Committee Members:

Thank you for your work and dedication to the University of West Florida. The prestige of the Honorary Doctorate Degree program is one of the many attributes that makes our university truly great. It is my honor to recommend Mr. John Appleyard as a recipient of the Honorary Doctor of Humane Letters.

Mr. Appleyard has been the prominent historian of the Pensacola Bay area for many decades. I have never seen anyone with as much passion for Pensacola’s heritage. His desire to share and educate others is contagious – it would be difficult to find a topic that Mr. Appleyard has not either researched or published. Mr. Appleyard undoubtedly has gained a lot of knowledge from serving on various community boards and volunteering his time to a multitude of causes. I frequently recall his integral role in the fundraising and introduction to the World War II and Korean War memorials at Veterans Memorial Park. Aside from public service, Mr. Appleyard founded Pensacola’s premier advertising agency, which he has instilled a culture of giving back to the community. The Appleyard Agency is repeatedly one of Northwest Florida’s top donors when it comes to assorted civic endeavors. I know that Mr. Appleyard would be thrilled to be awarded this esteemed honor. To me, he encompasses many standards of excellent character in which we look for in UWF students and faculty: integrity, stewardship, and collaboration to name a few. Anyone who knows Mr. Appleyard would assuredly agree that he has demonstrated remarkable achievement in both his professional life and public service.

With no reservations, I believe that Mr. John Appleyard is an ideal candidate to receive the honorary Doctor of Humane Letters. As an inaugural member of the UWF Board of Trustees, and having been present for many graduation ceremonies since 2000, I can tell you that there is nobody more deserving of this award than John Appleyard. He is the consummate representation of the University of West Florida and the incredible history of our community. Should you have any questions, please contact me at (850) 438-0955. Thank you for your time and consideration.

Sincerely,

J. Collier Merrill
President
Merrill Land Company
John Appleyard, *Founder & Author*
John Appleyard attended Northwestern University School of Journalism, Oxford University, and the University of Delaware where he earned a Bachelor’s degree, graduating with honors in 1947. After college, he worked for Armstrong World Industries and was a partner in the public relations firm of Justin Weddell & Associates. In 1958, he served as State Director for the Florida Quadricentennial Commission.

In 1959, he and his wife Eleanor founded the John Appleyard Agency, Inc. and served as CEO until 1993 when his son, Dick, took the reins. He also served as president and CEO of Healthcare Research & Development Institute from 1967-1992, when Diane Appleyard became president.

**Author/Historian**
One of the region’s foremost storytellers, John Appleyard has published more than 100 books, including histories of prominent local families, novels and non-fiction works detailing the area’s rich history, and a series of more than 100 mysteries involving two 1900s-era Pensacola policemen. He has authored histories and produced films for local businesses such as Baptist Hospital, First United Methodist Church, the Medical Center Clinic, the Lewis Bear Company, the T.R. Miller Company, Pensacola Junior College, the Pensacola YMCA, the Escambia County School System and First Presbyterian Church. He also wrote the plays The Second Great Document and The Third Great Document and numerous radio enactments and plays dealing with local and regional history. He and his clients were recipients of over 100 Freedom Foundation medals and awards for patriotic presentations. Sales of John’s books benefit numerous local charities and causes such as WEAR-TV’s Community Caring at Christmas, the United Way, and the Arthritis Foundation. With the help of sponsors, John has also donated thousands of books to local public schools. His latest works include a series of reader-coloring books prepared for public school fourth grade students.

**Community Service**
- City of Pensacola, Constitutional Bicentennial Commission, Member
- Downtown Rotary Club, Former President, Paul Harris Fellow
- First Presbyterian Church, Elder, Teacher
- Home Builders Association of West Florida, Former Executive Director
- Junior Achievement, Former Director
- LIONS Club, Former Director
- Pensacola Junior College, Adjunct Professor
- Pensacola Junior College Foundation, Former President, Fellow
- Pensacola Historical Society, Former President
- United Way of Escambia County, Former Board Member
- United Way Foundation, Board Member
- University of West Florida, Adjunct Professor
- Wachovia Bank Advisory Board, Member, Former Chairman
- West Florida Regional Medical Center Board, Former Chairman, Board Member
- WWII Memorial Committee, Korean War Memorial Committee, Secretary

**Awards**
- Pensacola Kiwanis Club, Citizen of the Year, 1996
- Ad Club, Silver Medal, 1989
- Rotary Club, Man of the Year, 1989
- Civitan Club, Citizen of the Year, 1989
- Cordova Rotary Club, Honorary Member, 1989
- Warrington Kiwanis Club, Honorary Member, 1989
- Grover Robinson Award, 1989
- Rotary Club, Citizenship Medal, 1989
- Pensacola Historical Society, Heritage Award, 1988
- Rotary Club, Paul Harris Fellow, 1988
- Escambia-Santa Rosa Bar Association, Liberty Bell Award, 1988
- Chamber of Commerce-News Journal, Pioneer Businessman of the Year, 1986
- Jaycees Northwest Florida, Young Man of the Year, 1955

**Service Citations**
- Boy Scouts of America
- City of Pensacola, Constitutional Bicentennial Commission
- Escambia County
- Homebuilders Association of West Florida
- Junior Achievement
- Pensacola Junior College
- Pensacola LIONS Club
- University of West Florida
- YMCA

**Literary/Lecture Series**
- Civic Programs, Lecturer
- Lois & Mike Show, BLAB, Daily Historical Briefs
- Pensacola Junior College, Elderhostel Series Lecturer
- University of West Florida, Community Lecture Series
- University of West Florida, Heritage Foundation Lecture Series
- WBSR Radio, Daily Historical Briefs
- WCOA Radio, Pensacola History Series
Issue: Resolution in Recognition of Distinguished Service

Proposed Action: Adoption

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

Recommendation: Adopt

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:
Resolution will be read during the meeting and spread upon the pages of the minutes.

Prepared by: Becky Luntsford, Assistant Corporate Secretary, BOT

Presented by: Lewis Bear, Jr., BOT Chair
WHEREAS, President Judith A. Bense has given 36 years of unwaivering service to the University of West Florida; and

WHEREAS, long before being named the Fifth President of UWF, Judith Bense was a vital force in the growth and progress of the university; and

WHEREAS, since arriving at UWF on December 31, 1979, President Bense has served with distinction in numerous leadership roles, including becoming the first academic department chair of the Department of Anthropology & Archaeology, founder of the Archaeology Institute and founder of the Florida Public Archeology Network; and

WHEREAS, President Bense, as UWF’s chief executive officer since July 1, 2008, has provided exceptional leadership to the university, raising it to unprecedented levels of accomplishment in all of its missions — teaching, research, service, growth, community engagement, economic enhancement, state and national recognition, improving student life — and touching the lives of countless individuals served by the institution; and

WHEREAS, in addition to her responsibilities as president, Judith Bense was actively involved in the greater Pensacola chamber board of directors, Florida’s Council of 100, the president’s coalition of Northwest Florida, and the downtown rotary of Pensacola. She is an active member of higher education organizations, including the Florida Association of Colleges and Universities, the Gulf South Conference, the American Association of State Colleges and Universities, and the National Collegiate Athletic Association; and

WHEREAS, as a result of President Bense’s vision, drive, hard work and leadership, the UWF Argos kicked off their first football season in the Blue Wahoos Stadium on September 10, 2016, within a sea of blue and green, UWF students, faculty, staff and community members witnessed history in the making; and

WHEREAS, under the guidance of President Bense, major gifts and endowments to the university increased significantly and UWF’s 50th anniversary capital campaign will officially kick off with two thirds of the goal already met; and

WHEREAS, in recognition of her academic and research achievements, President Bense has received numerous awards and honors, including induction into the Order Isabella de Catholica by King Juan Carlos of Spain, the Harrington lifetime achievement award for historical archaeology, the Libery Bell Award from the Pensacola chapter of Freedoms Foundation at Valley Forge; and

WHEREAS, President Bense was recognized as emerging leader of the year from the Pensacola business journal, woman of the year from the Santa Rosa County Chamber of Commerce, sportsman of the year from the Pensacola sports association and number one in the 2012 Pensacola power list from the Independent News; and
THEREFORE, BE IT RESOLVED That the Board of Trustees for the University of West Florida, meeting this day, December 8, 2016, hereby extends its utmost appreciation to Judith A. Bense for her leadership and outstanding service to the University of West Florida, and extends its sincere and heartfelt best wishes for much happiness and success to her as she embarks upon the next chapter of her life; and be it further

RESOLVED That the Board of Trustees confers upon Judith A. Bense the title, President Emeritus of the University of West Florida, with all the privileges pertaining thereto, effective January 1, 2017.

Lewis Bear, Jr., Chair
Board of Trustees
University of West Florida

Mort O’Sullivan, Vice Chair
Board of Trustees
University of West Florida
UWF Board of Trustees Meeting
December 8, 2016

Issue: UWF Business Enterprises, Inc. Update

Proposed Action: Informational

Background Information:

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

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: N/A

Prepared by: Dr. Steve Cunningham, UWF BEI Chief Executive Officer, scunningham1@uwf.edu, 850-474-2210

Facilitator/Presenter: Dr. Steve Cunningham, UWF BEI Chief Executive Officer, scunningham1@uwf.edu, 850-474-2210
UWF/BEI Mission

• Entrepreneurial ideas that enhance the University mission.
• Research, educational and employment opportunities for UWF students
• Develop resources and partnerships to further UWF strategic priorities
• Each project is considered with due diligence and recommendations made by the BEI Board to the UWF President and the Board of Trustees.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 2011</td>
<td>UWF BOT established BEI as a not-for-profit Direct Support Organization</td>
</tr>
<tr>
<td>April 2012</td>
<td>Approved Master Sublease Agreement for development of Argonaut Village</td>
</tr>
<tr>
<td>May 2012</td>
<td>Approved purchase of Scenic Hills Golf Club and bank financing (Servis 1st).</td>
</tr>
<tr>
<td>June 2012</td>
<td>Dining and Event Services Agreement executed between BEI and Compass Group USA, Inc. for Scenic Hills</td>
</tr>
<tr>
<td>October 2012</td>
<td>Assignment of Dining Services to UWF BEI.</td>
</tr>
<tr>
<td>June 2013</td>
<td>Assignment of Bookstore Services to UWF BEI.</td>
</tr>
<tr>
<td>May 2014</td>
<td>Assignment of Parking and Transportation Services to UWF BEI.</td>
</tr>
<tr>
<td>November 2015</td>
<td>Execution of Campus Dining Services Amended and Restated Agreement between BEI and Chartwells</td>
</tr>
<tr>
<td>November 2015</td>
<td>ITN seeking proposals to provide long term contractual agreements for management and operations of the Scenic Hills Golf Club</td>
</tr>
</tbody>
</table>
• December 2013  Focus Groups with Students, Faculty/Staff, Cabinet, and Public to discuss the interests of the campus and outside community and exploring possible retail operations at Argonaut Village.

• May 2015  Building Shell Completed
• June 2015  Starbucks
• December 2015  Boneheads
• June 2016  Subway
• September 2016  Herbal Nails & Spa
• March 2017  Tentative Opening for Argo Fan Shop
• 1960  Opening of Scenic Hills Country Club, 18-hole, 6,730 yard semi-private championship course; Jerry Pate design, 150 acres
• 1969  Scenic Hill hosted the U.S. Women’s Open
• 2006  A full golf course renovation was completed with state-of-the-art champion Bermuda greens and tee boxes. Installation of continuous cart paths.
• 2012  BEI purchased SHCC: $2.2 million with $1.1 million Chartwells Dining Service signing bonus and $1.1 million bank loan refinanced in 2015 with a 17 year amortization and June 30, 2020 balloon. Current balance $941,823
• 2015  The appraised value of SHCC was confirmed at $2.2 million in 2015
The Scenic Hills Golf Course Workgroup met on September 14, 2015 to finalize recommendations to the BEI Board, adopted at their meeting on September 21, 2015:

1. BEI staff should proceed immediately to develop a request for proposals for leasing or other long-term management of the golf course, with consideration of an option to purchase or right of first refusal if appropriate.
2. BEI should continue and expand efforts to integrate the golf course into the academic and facilities components of the University.
3. BEI should continue and expand efforts to develop partnerships with local organizations and constituencies to expand use of the golf course in community based recreation and education.
4. BEI should pursue the possibility of grant funding and investment from Escambia County in improvements to drainage and storm water systems serving the golf course and the surrounding residential community.
5. BEI should request the University to provide property, facilities, and personal services, within the meaning of Section 1004.28, Florida Statutes, to assist BEI in marketing and membership efforts to preserve and enhance the golf course asset.
**UWF Board of Trustees Meeting**  
December 8, 2016

**Issue:** 2017-18 Board of Trustees TENTATIVE Meeting Dates

**Proposed action:** Review and Advise the BOT Support Staff of Problems and/or Conflicts

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**Background information:** The UWF Board of Trustees is scheduled to meet four (4) times annually during FY2017/2018. BOT committee meetings are scheduled two-three weeks prior to full Board meetings when possible. The dates below have been chosen with the Board of Governors’ and UWF Foundation Board of Directors meeting dates in mind. BOT conference calls and emergency meetings will be scheduled as needed.

**Recommendation:** Check the dates against your calendar and schedule and advise the UWF BOT support staff of any problems or conflicts. Trustees will be asked to approve these dates at the March 23, 2017 meeting.

### AUGUST 2017
- **17 or 18**  
  UWF Board of Trustees COMMITTEES @ UWF Conference Center  
  BOG @ Florida Gulf Coast – Ft. Myers

### SEPTEMBER 2017
- **26 or 27**  
  UWF Board of Trustees MEETING @ UWF Conference Center

### OCTOBER 2017
- **3**  
  BOG Facilities/Budget & Finance Committee Workshops @ UCF - Orlando

### NOVEMBER 2017
- **8 & 9**  
  BOG @ University of Florida – Gainesville
- **16 or 17**  
  UWF Board of Trustees COMMITTEES @ UWF Conference Center

### DECEMBER 2017
- **14 or 15**  
  UWF Board of Trustees MEETING @ UWF Conference Center
- **16**  
  UWF Fall Commencement

### JANUARY 2018
- **24 & 25**  
  BOG @ FSU - Tallahassee

### FEBRUARY 2018
- **15 or 16**  
  UWF Board of Trustees COMMITTEES @ UWF Conference Center
- **22**  
  BOG Conference Call

### MARCH 2018
- **22 or 23**  
  UWF Board of Trustees MEETING @ UWF Emerald Coast Campus
- **28 & 29**  
  BOG @ UNF - Jacksonville

### MAY 2018
- **5**  
  UWF Spring Commencement
- **8**  
  BOG Conference Call
- **24 or 25**  
  UWF Board of Trustees COMMITTEES @ UWF Conference Center

### JUNE 2018
- **19 & 20**  
  BOG @ UCF - Orlando
- **28 or 29**  
  UWF Board of Trustees MEETING @ UWF Conference Center
- **28 or 29**  
  UWF Joint Boards’ Appreciation Dinner @ UWF Conference Center

**Fiscal Implications:** None

**Supporting documents:** None

**Prepared by:** Becky Luntsford, Executive Specialist, 850-474-2449, rluntsford@uwf.edu

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