



AGENDA
THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES MEETING

December 5, 2018
9:00 a.m. CDT

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

APPROVAL OF MINUTES AND OTHER BUSINESS BY COMMITTEES

Academic Affairs Committee:

- Approve Minutes of November 1, 2018

Adrienne Collins, Chair

Audit and Compliance Committee:

- Approve Minutes of November 1, 2018

Bob Jones, Chair

Finance, Facilities & Operations Committee:

- Approve Minutes of November 1, 2018

Suzanne Lewis, Chair

Student Affairs Committee:

- Approve Minutes of November 1, 2018

Greg Britton, Chair

Officer Nominations Ad Hoc Committee:

- Approve Minutes of October 4, 2018

Lewis Bear, Jr., Chair

FULL BOARD

I. Call to Order and Chair's Remarks

Mort O'Sullivan

II. President's Report

Dr. Martha Saunders

III. Approval of Minutes

- September 27, 2018 Board of Trustees Meeting
- November 1, 2018 Special Board of Trustees Meeting

IV. Committee Reports

- Academic Affairs Committee – Adrienne Collins, Chair
- Audit and Compliance Committee – Bob Jones, Chair
- Finance, Facilities and Operations Committee – Suzanne Lewis, Chair
- Student Affairs Committee – Greg Britton, Chair
- Officer Nominations Ad Hoc Committee – Lewis Bear, Jr., Chair

V. Direct Support Organization Reports

- UWF Business Enterprises, Inc.
- UWF Foundation, Inc.
- UWF Historic Trust, Inc.

VI. Public Comment

VII. Consent

Trustees may pull any individual item from the consent agenda below for further review, if they so desire. However, each item was fully discussed during the committee meetings and all of the recommendations of the committees reflect the proposed action provided with the agenda backup documentation.

- a. Acceptance of UWF Internal Auditing Reports Issued: Affiliation Agreements
- b. Acceptance of PCard Audit Reports: Results for Quarter 1 Update (July – September 2018)
- c. Acceptance of External Audit: Auditor General IT Operational Audit
- d. Acceptance of External Audit of Financial Statements of Direct Support Organization – Business Enterprises, Inc.
- e. Acceptance of External Audit of Financial Statements of Direct Support Organization – West Florida Historic Trust, Inc.
- f. Approval of Request to Offer a New Degree Program: Doctor of Education in Instructional Design and Technology (Ed.D. in IDT)
- g. Request to Terminate Suspended Academic Degree Programs
- h. Request to Establish the Center for Behavior Analysis as a UWF Institute/Center

VIII. Action Items

1. Approval of Fiscal Year 2018-2019 Current Modified Operating Budget
2. Approval of UWF Business Enterprises, Inc. Board Vacancy and Election
3. Approval of UWF Strategic Deployment of University Carryforward
4. Approval of Board of Trustees Officer Nominations

IX. Informational Items

1. Performance Based Funding Metrics Update
2. UWF Direct Support Organizations Regulation 5.016 - Proposed Amendments
3. Investment Performance: September and October 2018
4. Center for Cybersecurity Move to Downtown Pensacola
5. 2019-2020 Board of Trustees Tentative Meeting Dates

X. Other Business

Concluding Remarks and Adjournment

Other Activities and Upcoming Events

- **December 11, 2018 @ 5:30–7:30 pm** – UWF 2018 Holidayfest, Downtown Pensacola
- **December 15, 2018** – UWF Fall Commencement, Pensacola Bay Center
- **February 6, 2019** – State University System Day in the Capitol, Tallahassee
- **February 14, 2019** – UWF BOT Committee Meetings, UWF Conference Center
- **March 20, 2019** – UWF BOT Meeting, Emerald Coast Campus
- **March 29, 2019** – UWF Honors Convocation
- **May 4, 2019** – UWF Spring Commencement, Pensacola Bay Center
- **May 15, 2019** – UWF BOT Committee Meetings, UWF Conference Center
- **June 19, 2019** – UWF BOT Meeting, UWF Conference Center

UWF Board of Trustees Meeting
December 5, 2018

Issue: FY 2018-19 Current Modified Operating Budget

Proposed action: Approve and Authorize

Background information:

The FY 2018-19 Estimated Consolidated Operating Budget for the University of West Florida was approved by the Board of Trustees and submitted to the Florida Board of Governors in August 2018.

Subsequent to the approval of the Estimated Consolidated Operating Budget, additional data becomes available that requires modification to the approved budget. This revised budget is referred to as the Current Modified Operating Budget. Although the Current Modified Operating Budget is continually refined throughout the fiscal year, the majority of significant changes occur by the end of the first quarter. Accordingly, the Current Modified Operating Budget as of September 30, 2018, is presented to the Board for review and approval. Changes subsequent to the first quarter are incorporated into the discussion of Budget to Actual presented to the Board's Finance, Facilities, and Operations Committee for the remaining quarters of the fiscal year.

Recommendations:

1. **Approve** the September 30, 2018 Current Modified Operating Budget for the fiscal year ending June 30, 2019 for both appropriated and non-appropriated funds.
2. **Authorize** the President to make subsequent changes to the budget as needed.

Implementation: N/A

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

Supporting documents:

FY 2018-19 Current Modified Operating Budget as of September 30, 2018 (7 pages)

FY 2018-19 Operating Budget Timeline (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
Consolidated BOT Approved Operating Budget Summary
First Quarter
For the Fiscal Year Ending June 30, 2019

	Education & General	Carry Forward	Auxiliaries	Athletics	Student Activity	Contracts & Grants	Financial Aid	Concessions	Technology	Board Approved Fees (Green Fee)	Total All Funds
Beginning Balance	\$0	\$58,644,751	\$30,925,366	\$1,066,384	\$1,271,209	\$8,293,655	(\$38,051)	\$395,776	\$2,218,940	\$288,835	\$103,066,865
Revenues & Transfers In:											
1. State Appropriated Funds	\$111,053,024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$111,053,024
2. Enhancement Trust Fund (Lottery)	\$8,437,288	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,437,288
3. Student Fee Trust Fund (Tuition)	\$45,798,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,798,775
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	\$1,582,443	\$245,000	\$4,100	\$0	\$0	\$0	\$0	\$0	\$1,831,543
7. Fees	\$0	\$0	\$23,938,071	\$4,977,455	\$3,340,100	\$59,601	\$2,555,000	\$0	\$1,392,276	\$177,000	\$36,439,503
8. Miscellaneous Receipts	\$0	\$0	\$3,540,836	\$797,920	\$0	\$1,156,677	\$31,686,000	\$192,573	\$0	\$0	\$37,374,006
9. Other Grants & Donations	\$0	\$0	\$10,000	\$0	\$0	\$5,162,579	\$0	\$0	\$0	\$0	\$5,172,579
10. Rent	\$0	\$0	\$401,618	\$5,550	\$900	\$0	\$0	\$0	\$0	\$0	\$408,068
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$8,757,941	\$49,673,000	\$0	\$0	\$0	\$58,430,941
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$5,244,324	\$0	\$0	\$0	\$0	\$5,244,324
13. Other Revenue	\$0	\$0	\$4,513,065	\$0	\$0	\$390,499	\$184,000	\$0	\$30,100	\$5,400	\$5,123,064
14. Total Additions to Fund Balance	\$165,289,087	\$0	\$33,986,033	\$6,025,925	\$3,345,100	\$20,771,621	\$84,098,000	\$192,573	\$1,422,376	\$182,400	\$315,313,115
15. Total Resources Available	\$165,289,087	\$58,644,751	\$64,911,399	\$7,092,309	\$4,616,309	\$29,065,276	\$84,059,949	\$588,349	\$3,641,316	\$471,235	\$418,379,980
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$103,177,444	\$7,010,000	\$8,986,979	\$2,755,005	\$1,430,160	\$6,344,202	\$0	\$0	\$0	\$0	\$129,703,790
17. Other Personal Services (OPS)	\$7,899,149	\$1,736,000	\$3,314,949	\$467,549	\$739,466	\$1,730,007	\$0	\$0	\$13,446	\$0	\$15,900,566
18. Expenses	\$51,626,231	\$10,571,000	\$15,628,545	\$3,048,721	\$550,784	\$11,425,247	\$84,540,000	\$92,573	\$885,767	\$8,170	\$178,377,038
19. Other Capital Outlay (OCO)	\$454,000	\$2,485,000	\$1,723,110	\$0	\$0	\$345,168	\$0	\$0	\$882,844	\$22,067	\$5,912,189
20. Library Resources	\$960,433	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$995,433
21. Risk Management	\$451,881	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,881
22. Financial Aid	\$719,949	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$719,949
23. Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25. Transfers	\$0	\$0	\$875,659	(\$95,350)	\$336,507	(\$430,250)	(\$786,566)	\$100,000	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$2,463,000	\$1,912,025	\$0	\$0	\$0	\$0	\$0	\$0	\$32,130	\$4,407,155
27. Total Resources Used	\$165,289,087	\$24,300,000	\$32,441,267	\$6,175,925	\$3,056,917	\$19,414,374	\$83,753,434	\$192,573	\$1,782,057	\$62,367	\$336,468,001
Net Change	\$0	(\$24,300,000)	\$1,544,766	(\$150,000)	\$288,183	\$1,357,247	\$344,566	\$0	(\$359,681)	\$120,033	(\$21,154,886)
Ending Balance	\$0	\$34,344,751	\$32,470,131	\$916,384	\$1,559,392	\$9,650,902	\$306,515	\$395,776	\$1,859,259	\$408,868	\$81,911,978

University of West Florida
Consolidated Current Modified Operating Budget Summary
First Quarter
For the Fiscal Year Ending June 30, 2019

	Education & General	Carry Forward	Auxiliaries	Athletics	Student Activity	Contracts & Grants	Financial Aid	Concessions	Technology	Board Approved Fees (Green Fee)	Total All Funds
Beginning Balance	\$0	\$40,063,770	\$29,687,597	\$704,064	\$1,398,092	\$8,346,043	\$9,203,588	\$345,203	\$2,047,225	\$319,518	\$92,115,100
Revenues & Transfers In:											
1. State Appropriated Funds	\$110,922,258	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,922,258
2. Enhancement Trust Fund (Lottery)	\$8,437,288	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,437,288
3. Student Fee Trust Fund (Tuition)	\$45,798,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,798,775
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	\$1,582,443	\$245,000	\$4,100	\$0	\$0	\$0	\$0	\$0	\$1,831,543
7. Fees	\$0	\$0	\$23,938,071	\$4,977,455	\$3,340,100	\$59,601	\$2,206,869	\$0	\$1,392,276	\$177,000	\$36,091,372
8. Miscellaneous Receipts	\$0	\$0	\$3,540,836	\$797,920	\$0	\$1,156,677	\$31,710,105	\$192,573	\$0	\$0	\$37,398,111
9. Other Grants & Donations	\$0	\$0	\$10,000	\$0	\$0	\$5,162,579	\$0	\$0	\$0	\$0	\$5,172,579
10. Rent	\$0	\$0	\$401,618	\$5,550	\$900	\$0	\$0	\$0	\$0	\$0	\$408,068
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$8,757,941	\$49,666,085	\$0	\$0	\$0	\$58,424,026
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$5,244,324	\$0	\$0	\$0	\$0	\$5,244,324
13. Other Revenue	\$0	\$0	\$4,513,065	\$0	\$0	\$390,499	\$514,941	\$0	\$30,100	\$5,400	\$5,454,005
14. Total Additions to Fund Balance	\$165,158,321	\$0	\$33,986,033	\$6,025,925	\$3,345,100	\$20,771,621	\$84,098,000	\$192,573	\$1,422,376	\$182,400	\$315,182,349
15. Total Resources Available	\$165,158,321	\$40,063,770	\$63,673,630	\$6,729,989	\$4,743,192	\$29,117,664	\$93,301,588	\$537,776	\$3,469,601	\$501,918	\$407,297,449
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$105,225,025	\$1,861,508	\$9,025,670	\$2,755,005	\$1,433,196	\$6,043,878	\$0	\$0	\$0	\$0	\$126,344,282
17. Other Personal Services (OPS)	\$8,285,608	\$339,834	\$3,115,556	\$467,549	\$752,956	\$2,031,362	\$0	\$0	\$13,446	\$0	\$15,006,311
18. Expenses	\$48,621,283	\$15,157,864	\$16,143,527	\$3,248,721	\$947,562	\$10,030,303	\$84,575,700	\$111,554	\$569,815	\$52,362	\$179,458,691
19. Other Capital Outlay (OCO)	\$382,463	\$1,978,272	\$1,888,098	\$0	\$0	\$997,717	\$0	\$0	\$875,998	\$22,067	\$6,144,615
20. Library Resources	\$1,281,148	\$140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,281,288
21. Risk Management	\$642,845	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$642,845
22. Financial Aid	\$719,949	\$3,294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$723,243
23. Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25. Transfers	\$0	\$0	\$875,659	(\$95,350)	\$336,507	\$0	(\$1,236,816)	\$100,000	\$10,000	\$10,000	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$4,959,089	\$1,912,025	\$0	\$0	\$0	\$0	\$0	\$0	\$32,130	\$6,903,244
27. Total Resources Used	\$165,158,321	\$24,300,000	\$32,960,535	\$6,375,925	\$3,470,221	\$19,103,260	\$83,338,884	\$211,554	\$1,469,259	\$116,559	\$336,504,518
Net Change	\$0	(\$24,300,000)	\$1,025,498	(\$350,000)	(\$125,121)	\$1,668,361	\$759,116	(\$18,981)	(\$46,883)	\$65,841	(\$21,322,169)
Ending Balance	\$0	\$15,763,770	\$30,713,095	\$354,064	\$1,272,971	\$10,014,404	\$9,962,704	\$326,222	\$2,000,342	\$385,359	\$70,792,931

University of West Florida
Education & General
First Quarter
For the Fiscal Year Ending June 30, 2019

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2018	Change	Notes & Comments
Beginning Balance	\$0	\$0	\$0	
Revenues & Transfers In:				
1. State Appropriated Funds	\$111,053,024	\$110,922,258	(\$130,766)	Adjust for Change in Perf Funding & Incr in Risk Mgmt Ins
2. Enhancement Trust Fund (Lottery)	\$8,437,288	\$8,437,288	\$0	
3. Student Fee Trust Fund (Tuition)	\$45,798,775	\$45,798,775	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	\$0	
7. Fees	\$0	\$0	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$165,289,087	\$165,158,321	(\$130,766)	
15. Total Resources Available	\$165,289,087	\$165,158,321	(\$130,766)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$103,177,444	\$105,225,025	\$2,047,581	51 BTs: Sev Lg BT Tranx to Alloc for PY Sal Incr for Fac & Staff
17. Other Personal Services (OPS)	\$7,899,149	\$8,285,608	\$386,459	42 BTs: Sev Lg BT Tranx to Realign for GA & Adjunct Proj Needs
18. Expenses	\$51,626,231	\$48,621,283	(\$3,004,948)	128 BTs: Sev Lg BT Tranx to Realign for Sal, OPS & Lib Purchs
19. Other Capital Outlay (OCO)	\$454,000	\$382,463	(\$71,537)	4 BTs: Funds Realign for Decr in Non-Cap Purchs
20. Library Resources	\$960,433	\$1,281,148	\$320,715	1 BT: Funds Alloc for Lib Purchs
21. Risk Management	\$451,881	\$642,845	\$190,964	1 BT: Funds Alloc Incl \$95k for Amend #4 & State Est Ins Incr Proj
22. Financial Aid	\$719,949	\$719,949	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	\$0	\$0	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$165,289,087	\$165,158,321	(\$130,766)	
Net Change	\$0	\$0	(\$261,532)	
Ending Balance	\$0	\$0	(\$261,532)	

University of West Florida
Carry Forward
First Quarter
For the Fiscal Year Ending June 30, 2019

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2018	Change	Notes & Comments
Beginning Balance	\$58,644,751	\$40,063,770	(\$18,580,981)	
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	\$0	
7. Fees	\$0	\$0	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$0	\$0	\$0	
15. Total Resources Available	\$58,644,751	\$40,063,770	(\$18,580,981)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$7,010,000	\$1,861,508	(\$5,148,492)	81 BTs: Sev Lg BT Tranx to Realign Funds to Exp & FCO; Majority Sal Pd in E&G
17. Other Personal Services (OPS)	\$1,736,000	\$339,834	(\$1,396,166)	58 BTs: Sev Lg BT Tranx to Realign Funds to Exp & FCO; Majority OPS Pd in E&G
18. Expenses	\$10,571,000	\$15,157,864	\$4,586,864	305 BTs: Sev Lg BT Tranx to Realign Funds from Sal & OPS for Non-Reoccur Exp Needs
19. Other Capital Outlay (OCO)	\$2,485,000	\$1,978,272	(\$506,728)	17 BTs: Realign Funds to FCO for Updated Est Needs
20. Library Resources	\$35,000	\$140	(\$34,860)	1 BT: Realloc to Exps Due to Adj Incr in Lib and E&G
21. Risk Management	\$0	\$0	\$0	
22. Financial Aid	\$0	\$3,294	\$3,294	Roll Over of PY Unspent Fin Aid
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	\$0	\$0	\$0	
26. Fixed Capital Outlay (FCO)	\$2,463,000	\$4,959,089	\$2,496,089	Funds Alloc for Est Switchgear Rep, RSH Ops Bldg Feasability, Lab Bld Out
27. Total Resources Used	\$24,300,000	\$24,300,000	\$0	
Net Change	(\$24,300,000)	(\$24,300,000)	(\$18,580,981)	
Ending Balance	\$34,344,751	\$15,763,770	(\$37,161,962)	

University of West Florida
Auxiliaries
First Quarter
For the Fiscal Year Ending June 30, 2019

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2018	Change	Notes & Comments
Beginning Balance	\$30,925,366	\$29,687,597	(\$1,237,769)	
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$1,582,443	\$1,582,443	\$0	
7. Fees	\$23,938,071	\$23,938,071	\$0	
8. Miscellaneous Receipts	\$3,540,836	\$3,540,836	\$0	
9. Other Grants & Donations	\$10,000	\$10,000	\$0	
10. Rent	\$401,618	\$401,618	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$4,513,065	\$4,513,065	\$0	
14. Total Additions to Fund Balance	\$33,986,033	\$33,986,033	\$0	
15. Total Resources Available	\$64,911,399	\$63,673,630	(\$1,237,769)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$8,986,979	\$9,025,670	\$38,691	13 BTs: \$22k for New Position
17. Other Personal Services (OPS)	\$3,314,949	\$3,115,556	(\$199,393)	11 BTs: \$197k Realloc for External Partner Fees
18. Expenses	\$15,628,545	\$16,143,527	\$514,982	59 BTs: \$100k Sewer Line; \$96k MBA Onl Pgm; Rem BTs to Adj to Act from Orig Est
19. Other Capital Outlay (OCO)	\$1,723,110	\$1,888,098	\$164,988	6 BTs: \$70k for ECE Equip; \$50k for Vehicle; Rem BTs for Equip Contingencies
20. Library Resources	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	\$875,659	\$875,659	\$0	
26. Fixed Capital Outlay (FCO)	\$1,912,025	\$1,912,025	\$0	
27. Total Resources Used	\$32,441,267	\$32,960,535	\$519,268	
Net Change	\$1,544,766	\$1,025,498	(\$718,501)	
Ending Balance	\$32,470,132	\$30,713,095	(\$1,956,270)	

University of West Florida
Athletics
First Quarter
For the Fiscal Year Ending June 30, 2019

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2018	Change	Notes & Comments
Beginning Balance	\$1,066,384	\$704,064	(\$362,320)	
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$245,000	\$245,000	\$0	
7. Fees	\$4,977,455	\$4,977,455	\$0	
8. Miscellaneous Receipts	\$797,920	\$797,920	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$5,550	\$5,550	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$6,025,925	\$6,025,925	\$0	
15. Total Resources Available	\$7,092,309	\$6,729,989	(\$362,320)	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$2,755,005	\$2,755,005	\$0	
17. Other Personal Services (OPS)	\$467,549	\$467,549	\$0	
18. Expenses	\$3,048,721	\$3,248,721	\$200,000	2 BTs: \$100k for Locker Rm Renov, \$100k for Football Ticket Presales
19. Other Capital Outlay (OCO)	\$0	\$0	\$0	
20. Library Resources	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	(\$95,350)	(\$95,350)	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$6,175,925	\$6,375,925	\$200,000	
Net Change	(\$150,000)	(\$350,000)	(\$162,320)	
Ending Balance	\$916,384	\$354,064	(\$524,640)	

University of West Florida
Student Activities
First Quarter
For the Fiscal Year Ending June 30, 2019

	BOT Approved FY2018-2019 Budget	Current Modified Budget as of 09-30-2018	Change	Notes & Comments
Beginning Balance	\$1,271,209	\$1,398,092	\$126,883	
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	
6. Sales of Goods & Services	\$4,100	\$4,100	\$0	
7. Fees	\$3,340,100	\$3,340,100	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	
10. Rent	\$900	\$900	\$0	
11. U.S. Grants	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$3,345,100	\$3,345,100	\$0	
15. Total Resources Available	\$4,616,309	\$4,743,192	\$126,883	
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$1,430,160	\$1,433,196	\$3,036	2 BTs: Nothing Significant
17. Other Personal Services (OPS)	\$739,466	\$752,956	\$13,490	8 BTs: Incr OPS for Campus Activity Board Prgms
18. Expenses	\$550,784	\$947,562	\$396,778	23 BTs: \$300k for Proj Waivers & \$75k Incr Proj Contingency Costs
19. Other Capital Outlay (OCO)	\$0	\$0	\$0	
20. Library Resources	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	
25. Transfers	\$336,507	\$336,507	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	
27. Total Resources Used	\$3,056,917	\$3,470,221	\$413,304	
Net Change	\$288,183	(\$125,121)	\$540,187	
Ending Balance	\$1,559,392	\$1,272,971	\$667,070	

UWF's FY 18-19 Operating Budget Timeline

Task	January	February	March	April	May	June	July	August	September
2	FY18-19 Budget Time Line set by Jan 31								
3		ITS and Budget Office update Auxiliary and Contract & Grants Financial Plans Forms for completion by Financial Managers							
4			Request sent out for Departments on campus to complete Auxiliary (approx. 330) and Contract & Grant (approx. 30) Financial Plans, due April 16th						
6			Athletics, Board Approved Fees, Concessions, Student Activities, Research & Sponsored Programs, Technology Fee, & Financial Aid and Scholarship Funds Budgets requested, due May 1st						
7				Budget Office staff reviews all fund budget submissions for reasonableness and suggests/makes changes as appropriate. Budget Office develops estimated E&G budget based on available information, generally without final numbers from the state and prepares overall university budget for BOT approval.					
8					The Draft Budget for BOT approval is submitted for inclusion in June BOT meeting agenda				
10						BOT Approves Budget as required by BOG			
11							Fiscal Year End is June 30, but the books are left open until late July to allow for year end procedures. Final results of prior year available upon final closure.		
12							BOG Sends FINAL Control Totals on E&G Budget		
13							Determination is made where E&G new budget or budget decrease is allocated. Departments review E&G allocation and Carryforward amounts and determine allocation of funds to expenditure categories. Budget transfers sent to Budget Office.		
14								Budget Office Reviews budget transfer requests and posts to ledgers	
15									Budget Office prepares Current Modified Budget for BOT approval.

Action

UWF Board of Trustees Meeting

Full Board Meeting

December 5, 2018

Issue: BEI Board Vacancy and Election

Proposed action: Approval of Appointment of BEI Board Member

Background information:

The BEI Bylaws Section 3.4 Appointment of Directors and Tenure provides that two directors are elected by the then current members of the Board of Directors. Judge Lacey Collier was elected by the Board in September 2014, to serve a four year term as one of the two Board-elected Directors. His term expires in November 2018. . Judge Collier has served only one term and is eligible for re-election by the Board. The BEI BOD approved his reappointment at the November 19, 2018, meeting. Accordingly, the UWF BOT is requested to approve the appointment of Judge Lacey Collier as a member of the BEI Board of Directors in accordance with Section 1004.28 Florida Statutes and BEI Bylaws

Implementation Plan: Upon approval, Judge Collier will continue to serve as a BEI BOD member.

Fiscal Implications: N/A

Supporting documents:

Bylaws of UWF Business Enterprises, Inc. Section 3.4 (5)

BEI Board of Directors Terms of Office matrix, dated September 17, 2018

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

Presented by: Dr. Ed Ranelli

UWF Business Enterprises, Inc. (B.E.I.)

September 17, 2018

Board of Directors Terms of Office

		Appt. by President	Appt. by V.P. F&A	Elected by BEI BOD	Appt. by BOT	Appt. Date	Term Expiration	Reappt. Date	Term Expiration
Jerry Maygarden	3	x				Nov. 2017	Nov. 2021		
C. Ray Jones, Vice Chairman	5			x		Nov. 2011	Nov. 2015	Apr. 2016	Nov. 2019
Susan O'Connor, Secretary	4		x			Dec. 2017	Nov. 2021		
Dave Cleveland, Chairman	1				x	Nov. 2017	Nov. 2021		
Chula King, Treasurer	4		x			Nov. 2017	Nov. 2021		
VACANT (President's Designee) *Former Treasurer Ranelli accepted CEO appointment on 9/1/2018	2	x				Apr. 2017	Expires with President's Term		Expires with President's Term
Judge Lacey Collier	5			x		Sept. 2014	Nov. 2018		
Brandon Malone (SGA Representative)	6					May. 2018			N/A

BEI Bylaws

SECTION 3.4 Appointment of Directors and Tenure. The directors shall be appointed in the following manner:

- (1) One director shall be appointed by the Chair of the Board of Trustees;
- (2) One director shall be the President of the University or his or her designee
- (3) One director shall be appointed by the President of the University in addition to (2) above;
- (4) Two directors shall be appointed by the Vice President for Finance and Administration.
- (5) Two additional directors shall be elected by the then current members of the Board of Directors.
- (6) One director (the "SGA Director") shall be the President of the UWF Student Government Association or his or her designee. The SGA Director position shall be ex-officio and non-voting.

- To deliver high quality and affordable products and services to the campus community;
- To raise and manage private resources supporting the mission and priorities of the University as determined by the President and the Board of Trustees of the University;
- To develop revenue streams to provide opportunities for students and a margin of institutional excellence unavailable with present resources;
- To assist the University in managing auxiliary services, grants administration, and land and facilities development through joint ventures or partnerships with the University and the wider community; and
- To acquire and develop property and facilities for highest and best use to serve the needs of the University.

SECTION 3.2 Reserved Powers. The President of the University or his or her designee shall have the following specific powers and duties with regard to this Corporation:

- (a) To monitor and control the use of the University's resources by this Corporation;
- (b) To control the use of the University name by this Corporation;
- (c) To monitor compliance of this Corporation with federal and state laws;
- (d) To recommend an annual budget to the Board of Directors of this Corporation; and
- (e) To review and approve quarterly expenditure plans of this Corporation.

SECTION 3.3 Number. The Board of Directors of the Corporation shall consist of eight directors.

SECTION 3.4 Appointment of Directors and Tenure. The directors of the Corporation shall be appointed in the following manner:

- (1) One director shall be appointed by the Chair of the Board of Trustees;
- (2) One director shall be the President of the University or his or her designee;
- (3) One director shall be appointed by the President of the University (in addition to (2) above);
- (4) Two directors shall be appointed by the Vice President for the Division of Finance and Administration of the University; and

- (5) Two additional directors shall be elected by the then current members of the Board of Directors.
- (6) One director (the "SGA Director") shall be the President of the UWF Student Government Association or his or her designee. The SGA Director position shall be ex-officio and non-voting.
- (7) The Chief Executive Officer of the Corporation and the Vice President for the Division of Finance and Administration shall serve as staff to the Board (non-voting).

All directors shall be approved by the University of West Florida Board of Trustees, with the exception of the President of the University or his/her designee and the appointment made by the Chair of the Board of Trustees.

Terms of office of the members of the Board of Directors, other than those members serving by virtue of their positions with the University, shall be four years in length. Notwithstanding the foregoing, two members of the Board of Directors appointed in November, 2011, shall serve an initial term of six years. A director shall not be eligible to serve more than two consecutive terms. A director who has served two terms consecutively may be reappointed or re-elected to the Board of Directors after the expiration of one year following the end of his or her last previous term and will have the status of a new member. Only full 4-year (or 6-year, as applicable) terms will be counted toward term limits. In the event that a vacancy is filled before the expiration of a term, the remainder of that term shall not count against the term limits imposed by these Bylaws. Notwithstanding the foregoing, the President of the University or his or her designee described in (2) above, shall serve until the earlier of his or her resignation, removal from office or inability to serve.

The Chair of the Board of Trustees, Vice President for the Division of Finance and Administration, and the President of the University shall designate replacements for the directors appointed by them. However, the appointment by the Vice President for the Division of Finance and Administration must be approved by the University of West Florida Board of Trustees. If a director is appointed to fill an expiring term before the end of the term of their predecessor, such director shall serve for the remainder of the term of the director being replaced if approved by the University of West Florida Board of Trustees. If no director is appointed to fill an expiring term before the end of such term, he or she shall continue to serve with the full emoluments of such position until his or her replacement is appointed and agrees to serve.

SECTION 3.5 Removal of Directors. A director may resign at any time by submitting a

UWF Board of Trustees Meeting

Full Board Meeting

December 5, 2018

Issue: UWF Strategic Deployment of University Carryforward

Proposed action: Approve the Strategic Deployment Plan to Spend University Carryforward

Background information

Prior to 1985, universities, like other state agencies did not have the ability to carryforward unexpended funds. In 1985, Section 240.272 F.S. Carryforward of Unexpended Funds was created allowing any unexpended funds in the current budget year to be carried forward; this carryforward should not exceed 5% of the total operating budget. In 1994 this statute was revised to provide greater flexibility (e.g. escrow account for major equipment purchases; scientific, technical or other equipment; matching challenge grant programs; library resources; minor repairs, renovations or maintenance; major studies or planning processes; maintain access to course offerings in the event of a revenue shortfall; and/or expanding access to course offerings approved by the Board of Regents.

In 2002, as part of the educational reorganization, the statute was changed to Section 1011.45, End of Year Balance of Funds, eliminating the 5% limit. Additionally, Section 1011.40(2) placed a 5% floor on unencumbered balances and if a university's unencumbered balance of education and general fund goes below 5%, the president shall provide written notification to the Board of Governors.

Current Status

As of August 2018, the SUS had \$814 million in carryforward funds. UWF had \$24.8 million with \$8.3 million as the 5% Statutory Reserve Requirement and \$13,663,057 that was restricted or contractual obligations. This left \$10,516,612 unencumbered balance of education and general monies.

Accordingly, the Board of Governors asked each university to develop expenditure plans that would be directed toward the following strategic priorities:

- Critical Deferred Maintenance
- Critical Campus Infrastructure
- Campus Safety and Security
- Student Welfare, including opportunities identified by the Board's Special Committee
- Student Financial Aid
- Academic and Student Affairs

- Information Technology
- Board adopted SUS operating Legislative Budget Requests

On October 16, 2018, UWF requested \$8 million for deferred maintenance (roof repairs/replacements) as the University's Legislative Budget Request (LBR). This item did not make the BOG's LBR listing; however, BOG plans to ask the Legislature to permit UWF to use \$8 million in carryforward toward roof repairs/replacements and other university needs. This is part of BOG's Legislative Authorization Request (LAR).

New Development from BOG

On November 28, 2018, BOG sent a memorandum to the SUS presidents, governmental relations personnel and CAFA (VPs for Finance and Administration) giving each university an opportunity to recommend changes to the LAR. The change can be an addition, deletion or modification. Any requests must be received at BOG by December 7, 2018. These requests must be approved by the BOT Chair and a memo from the Chair must contain:

1. The specific change requested;
2. The date the request will be considered by the full Board of Trustees (e.g. 12/5/18);
3. A commitment to report the results of the BOT vote; and
4. A contact person for any questions.

Accordingly, UWF is requesting the \$8 million in university carryforward for deferred maintenance/roofs and university needs. We also are asking the addition of up to \$3.2 million to use carryforward for the switchgear.

Switchgear Background

UWF requested PECO funding during the 2018 legislative session to replace the switchgear and construct the building necessary to house the equipment. The item was not funded. UWF continues in good faith to seek other legislative remedies to fund this vital piece of equipment including a legislative authorization request and a meeting with the Legislative Budget Committee. UWF must move forward in a constructive way to prevent catastrophic failure of our electrical system. Currently, our only available funding is carryforward monies that are being used to plan and design a new switchgear and structure required to house the equipment. UWF in good faith desires to be compliant with statutory guidelines related to the use of carryforward funding and we are hopeful a legislative remedy will be forthcoming.

Within our Strategic Deployment Plan of Carryforward, we seek to use carryforward to fund the new the switchgear (UWF's #1 legislative budget request for FY 2017/18, unfunded).

UWF's central power source, the switchgear, is a critical piece of equipment that serves the entire campus. After an independent consulting firm and expert electrical services company ("experts") performed critical maintenance and evaluated the equipment in 2016 they noted the equipment in its then current state had substantial deficiencies, notably:

- Imminent failure of the switchgear is a strong possibility and

- The switchgear is dangerous.

Even though critical maintenance was undertaken, the experts opined that the “conditions which caused the problems still exist” and that “catastrophic failure of this equipment would have been extremely dangerous to any personnel in the vicinity of the switchgear, adjacent mechanical and electrical equipment and caused a prolonged outage to the University.” After analyzing the maintenance report, the age of the equipment, and code and safety considerations the experts concluded, “It is our opinion and strong recommendation that the switchgear should be replaced at the earliest opportunity.”

We have developed a short-term backup solution with a parallel power connection to the area utility provider. This backup plan will only keep the campus operable for a few weeks and without air conditioning or heating. A new switchgear will enable UWF to provide power distribution, heating and cooling for another 40-50 years.

Recommendation: Approve two specific uses of carryforward monies:

- \$8 million to be used toward deferred maintenance/roofs and university needs and
- Up to \$3.2 million in carryforward to construct and implement a new switchgear.

- Finally, approve the UWF Strategic Deployment Plan of Carryforward and authorize the President to make future adjustments to the spending plan as institutional needs warrant.

Implementation Plan: Once approved by the BOT, the university would implement spending according to the strategic priorities of the Board. Follow-up reporting would be made to the Board of Trustees and the Board of Governors.

Fiscal Implications: \$10,516,612

Supporting documents:

- Strategic Deployment Plan of UWF Carryforward
- Florida Board of Governors November 27, 2018, memo Optional Modification of Board of Governors Fixed Capital Outlay LBR Items
- Florida Board of Governors Facilities Committee November 8, 2018, Legislative Authorization Requests

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

Presenter: Betsy Bowers

**UWF Carry Forward Funds
Strategic Deployment Expenditure Plan
Balance as of 8/21/218**

Academic and Student Affairs		\$2,475,000
New Academic Programming	\$1,052,000	
Education Advisory Board		
<i>Student Success Collaborative</i>	\$206,000	
Cybersecurity Equipment	\$630,000	
Student Recruitment		
<i>Zeemee Inc.</i>	\$84,000	
<i>Mindpower</i>	\$450,000	
<i>Admit Hub</i>	\$53,000	
Information Technology		\$ 1,100,000
Critical Campus Infrastructure		\$ 2,410,000
Utilities Reserve	\$1,550,000	
<i>(emergency repairs, utility cost fluctuations, etc.)</i>		
Campus Network Infrastructure	\$120,000	
Lab Sciences Annex Infrastructure	\$740,000	
Critical Deferred Maintenance of Existing Facilities		\$ 4,531,000
Switchgear	\$3,070,000	⚠
Deferred Maintenance Projects	\$1,461,000	
<i>(roof replacements, building renovations, repairs, maintenance, improvements, etc.)</i>		
TOTAL		<u>\$ 10,516,000</u>

⚠ UWF’s central power source, the switchgear, is a critical piece of equipment that serves the entire campus. After an independent consulting firm and expert electrical services company (“experts”) performed critical maintenance and evaluated the equipment in 2016 they noted the equipment in its then current state had substantial deficiencies, notably:

- ▶ imminent failure of the switchgear is a strong possibility
- ▶ the switchgear is dangerous

Even though critical maintenance was undertaken, the experts opined that the “conditions which caused the problems still exist” and that “catastrophic failure of this equipment would have been extremely dangerous to any personnel in the vicinity of the switchgear, adjacent mechanical and electrical equipment and caused a prolonged outage to the University.” After analyzing the maintenance report, the age of the equipment, and code and safety considerations the experts concluded, **“It is our opinion and strong recommendation that the switchgear should be replaced at the earliest opportunity.”**

UWF requested PECO funding during the 2018 legislative session to replace the switchgear and construct the building necessary to house the equipment. The item was not funded. UWF continues in good faith to seek other legislative remedies to fund this vital piece of equipment including a legislative authorization request and a meeting with the Legislative Budget Committee. UWF must move forward in a constructive way to prevent catastrophic failure of our electrical system. Currently, our only available funding is carryforward monies that are being used to plan and design a new switchgear and structure required to house the equipment. UWF in good faith desires to be compliant with statutory guidelines related to the use of carryforward funding and we are hopeful a legislative remedy will be forthcoming.

We have developed a short-term backup solution with a parallel power connection to the area utility provider. This backup plan will only keep the campus operable for a few weeks and without air conditioning or heating. A new switchgear will enable UWF to provide power distribution, heating and cooling for another 40-50 years.

STATE UNIVERSITY SYSTEM OF FLORIDA
Education and General
2018-19 Operating Budget Carryforward Fund Balance Composition
August 2018

	UF	UF-IFAS	UF-HSC	FSU	FSU-MS	FAMU/FSU Engineering	FAMU	Total USF E&G Non-Medical	USF-Tampa	USF-St. Pete	USF-Sar/Man	USF-MC
A. Beginning E&G Carryforward Fund Balance - July 1, 2018 :												
Cash	\$ 1,016,235	\$ 140,814	\$ 79,798	\$ (146,669)	\$ 112,495	\$ 81,503	\$ 31,800,000	\$ 40,735,967	\$ 32,868,729	\$ 5,046,026	\$ 2,821,212	\$ 15,282,392
Investments	\$ 246,845,900	\$ 34,204,169	\$ 19,383,021	\$ 156,274,716	\$ 13,096,931	\$ 2,910,674	\$ -	\$ 156,099,357	\$ 130,174,979	\$ 14,528,169	\$ 11,396,209	\$ 47,596,996
Accounts Receivable	\$ 49,047	\$ 5,708	\$ 526	\$ 9,685,575	\$ 291,420	\$ 335	\$ 17,100,000	\$ 11,642,123	\$ 9,952,688	\$ 1,166,919	\$ 522,516	\$ 1,021,963
Less: Accounts Payable	\$ 6,983,835	\$ 3,405,008	\$ 2,461,533	\$ 5,075,295	\$ 995,552	\$ 148,022	\$ 10,000,000	\$ 23,302,541	\$ 22,713,096	\$ 520,219	\$ 69,226	\$ 10,283,860
Less: Deferred Fees	\$ 26,030,196	\$ -	\$ -	\$ 22,669,270	\$ 2,977,517	\$ -	\$ -	\$ 25,857,460	\$ 20,461,186	\$ 3,661,283	\$ 1,734,991	\$ 10,745,715
Beginning E&G Fund Balance Before Encumbrances :	\$ 214,897,151	\$ 30,945,683	\$ 17,001,812	\$ 138,069,057	\$ 9,527,777	\$ 2,844,490	\$ 38,900,000	\$ 159,317,446	\$ 129,822,114	\$ 16,559,612	\$ 12,935,720	\$ 42,871,776
B. Expenditures to Date :	\$ 15,465,086	\$ 2,437,291	\$ 1,598,523	\$ 19,142,239	\$ 809,330	\$ 886,263	\$ 1,777,747	\$ 8,229,777	\$ 5,768,318	\$ 2,215,067	\$ 246,392	\$ 5,185,633
C. Encumbrances to Date :	\$ 34,934,325	\$ 6,181,221	\$ 2,123,637	\$ 52,612,272	\$ 2,266,433	\$ 384,168	\$ 2,921,525	\$ 32,494,932	\$ 25,086,889	\$ 2,851,990	\$ 4,556,053	\$ 6,882,199
D. E&G Carryforward Fund Balance - as of August 21, 2018 :	\$ 164,497,740	\$ 22,327,171	\$ 13,279,652	\$ 66,314,546	\$ 6,452,014	\$ 1,574,059	\$ 34,200,728	\$ 118,592,737	\$ 98,966,907	\$ 11,492,555	\$ 8,133,275	\$ 30,803,944
E. Restricted / Contractual Obligations												
5% Statutory Reserve Requirement	\$ 40,499,864	\$ 8,328,117	\$ 7,435,593	\$ 32,271,131	\$ 2,406,498	\$ 720,966	\$ 8,869,385	\$ 28,939,105	\$ 24,807,806	\$ 2,877,598	\$ 1,253,701	\$ 7,280,551
Restricted by Appropriations	\$ 64,837,570	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,211,045	\$ 4,609,942	\$ 601,103	\$ -	\$ 2,826,982
University Board of Trustees Reserve Requirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,869,385	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted by Contractual Obligations :												
Compliance Program Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Program Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Campus Security and Safety Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Services, Enrollment, and Retention Efforts	\$ -	\$ -	\$ -	\$ 230,000	\$ -	\$ -	\$ -	\$ 725,679	\$ -	\$ 725,679	\$ -	\$ 2,601,577
Student Financial Aid	\$ -	\$ -	\$ -	\$ 8,300,000	\$ -	\$ -	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ 2,619,513	\$ 623,754	\$ -	\$ 21,577,865	\$ 3,076,000	\$ -	\$ -	\$ 6,568,712	\$ 6,568,712	\$ -	\$ -	\$ 3,352,119
Faculty Research and Public Service Support and Start-Up Funding	\$ 4,805,807	\$ 9,236,297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,797,736	\$ 15,520,138	\$ 277,598	\$ -	\$ 4,544,923
Library Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000
Infrastructure, Capital Renewal, Roofs, Renovation, Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,118,897	\$ 2,118,897	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology (ERP, Equipment, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ 2,106,495
Other Facilities Requirements (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,108,000	\$ -	\$ 2,108,000	\$ -	\$ -
USF St. Pete Restricted Reserv-USC Funding Guarantec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,680,000	\$ -	\$ 2,680,000	\$ -	\$ -
Total Restricted Funds :	\$ 112,762,754	\$ 18,188,168	\$ 7,435,593	\$ 62,378,996	\$ 5,482,498	\$ 720,966	\$ 21,738,770	\$ 64,349,174	\$ 53,825,495	\$ 9,269,978	\$ 1,253,701	\$ 23,162,647
F. Commitments												
Compliance, Audit, and Security												
Compliance Program Enhancements	\$ 592,238	\$ -	\$ 7,504	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Program Enhancements	\$ 508,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
Campus Security and Safety Enhancements	\$ 252,020	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000	\$ 526,547	\$ -	\$ 100,000	\$ 426,547	\$ -
Academic and Student Affairs												
Student Services, Enrollment, and Retention Efforts	\$ 1,146,982	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ 500,000	\$ 3,694,497	\$ 3,500,000	\$ -	\$ 194,497	\$ -
Student Financial Aid	\$ -	\$ -	\$ -	\$ 480,000	\$ -	\$ -	\$ 1,500,000	\$ 3,000,000	\$ 3,000,000	\$ -	\$ -	\$ -
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ 11,411,005	\$ 178,573	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,144,099	\$ 5,456,250	\$ -	\$ 2,687,849	\$ 3,787,229
Faculty Research and Public Service Support and Start-Up Funding	\$ 14,664,230	\$ 2,644,245	\$ 1,702,104	\$ -	\$ -	\$ -	\$ -	\$ 11,644,076	\$ 11,294,076	\$ -	\$ 350,000	\$ 1,279,569
Library Resources	\$ 182,347	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 938,045	\$ 70,000	\$ -	\$ 868,045	\$ -
Facilities, Infrastructure, and Information Technology												
Infrastructure, Capital Renewal, Roofs, Renovation, Repair	\$ 9,319,454	\$ 945,181	\$ 1,033,514	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 18,697,363	\$ 14,721,085	\$ 2,022,577	\$ 1,953,701	\$ 2,574,499
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -
Information Technology (ERP, Equipment, etc.)	\$ 2,201,507	\$ 177,758	\$ 90,747	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 7,498,936	\$ 7,100,001	\$ 100,000	\$ 298,935	\$ -
Total Commitments :	\$ 40,278,682	\$ 3,945,757	\$ 2,833,869	\$ 2,240,000	\$ -	\$ -	\$ 12,300,000	\$ 54,243,563	\$ 45,141,412	\$ 2,222,577	\$ 6,879,574	\$ 7,641,297
G. Available E&G Carryforward Balance as of August 21, 2018 :	\$ 11,456,304	\$ 193,246	\$ 3,010,190	\$ 1,695,550	\$ 969,516	\$ 853,093	\$ 161,958	\$ -	\$ -	\$ -	\$ -	\$ -

Board of Governors Proposal Strategic Deployment of University Carryforward

Historical Perspective:

- Prior to 1985, universities, like other state agencies, did not have the ability to carryforward unexpended funds.
- In 1985, Section 240.272 F.S. Carryforward of Unexpended Funds, was created which allowed:

Any unexpended funds in the current year budget shall be carried forward by the university to which the funds were allocated. (1) Such carryforward shall not exceed 5 percent of the total operating budget of the university. Funds carried forward pursuant to this section shall be expended for nonrecurring expenses as approved by the Board of Regents. (2) No university shall be penalized in the allocation of subsequent funds as a result of the carryforward of an unexpended balance.

- In 1994, Section 240.272 was revised to provide greater flexibility:

Building an escrow account for major equipment purchases; scientific, technical, or other equipment; matching challenge grant programs; library resources; minor repairs, renovations, or maintenance; major studies or planning processes; maintaining access to course offerings in the event of a revenue shortfall; expanding access to course offerings approved by the Board of Regents.

- In 2002, as a part of the educational reorganization, the statute was changed to Section 1011.45, End of Year Balance of Funds, eliminating the 5 percent limit.

Unexpended amounts in any fund in a university current year operating budget shall be carried forward and included as the balance forward for that fund in the following year.

- Additionally, Section 1011.40(2) placed a 5 percent floor on unencumbered balances:

If at any time the unencumbered balance in the education and general fund of the university board of trustees approved operating budget goes below 5 percent, the president shall provide written notification to the Board of Governors.

Current Situation:

- As of August 2018 there was \$814 million in carryforward funds.
 - \$246 million is allocated for the 5 percent reserve.
 - \$290 million (less \$20 million identified as BOT reserves) has been identified as “Restricted/Contractual Obligations”. These funds are supported via contractual obligation, legislative appropriation, or other binding document.
 - That leaves \$289 million identified as “Commitments” and \$26 million in unallocated funds. These “Commitments” are identified as follows:

UBOT Reserve Requirement	\$ 20,347,466
Compliance Program Enhancements	\$ 3,975,431
Audit Program Enhancements	\$ 842,400
Campus Security and Safety Enhancements	\$ 11,620,862
Student Services, Enrollment, Retention Efforts	\$ 11,627,440
Student Financial Aid	\$ 10,745,124
Faculty/Staff, Instructional & Advising Support & Start-up Funding	\$ 54,717,212
Faculty Research & Public Service Support & Start-Up Funding	\$ 58,977,027
Library Resources	\$ 2,939,235
Infrastructure, Capital Renewal, Roofs, Renovations, Repairs	\$ 49,992,257
Utilities	\$ 4,901,845
Information Technology (ERP, Equipment, etc.)	\$ 20,006,491
UCF Restoration	\$ 38,000,000
	<hr/>
	\$ 288,692,790
Uncommitted	\$ 26,463,497

Proposal:

Carryforward funds totaling \$315 million (\$289 million plus \$26 million) would be directed towards the following strategic priorities¹:

- Critical Deferred Maintenance of Existing Facilities
- Critical Campus Infrastructure
- Campus Safety and Security
- Student Welfare, including opportunities identified by the Board's Special Committee
- Student Financial Aid
- Academic and Student Affairs
- Information Technology
- Board adopted SUS operating Legislative Budget Request issues

The expenditure of funds would be approved by the University Board of Trustees and Board of Governors (earliest approval at the January 30-31 board meeting). Expenditure plans would be submitted to the Board office by January 4, 2019.

The Board would consider each university plan based on its own merits and how it addresses strategic priorities listed above. Follow-up reporting will be required.

¹ Board Regulation 1.001(6) Financial Management delegates to the Boards of Trustees the responsibility for fiscal management of their university. This proposal will supersede that regulation when it comes to the use of certain carryforward funds.

Data Request: Strategic Deployment of University Carryforward

SUS-Submissions <SUS-Submissions@flbog.edu>

Tue, Nov 13, 2018 at 7:42 AM

To: #SUS Data Administrators <SUS_DataAdministrators@fldoe.org>

Cc: #SUS Council for Admin/Fin Affairs <SUS_CAFA@fldoe.org>, #SUS Controllers <SUS_Controllers@fldoe.org>, #SUS Budget Officers <SUSBudgetOfficers@fldoe.org>, "Bradley, Dale" <Dale.Bradley@flbog.edu>, "Jones, Tim" <Tim.Jones@flbog.edu>, "Jones, Jason" <Jason.Jones@flbog.edu>, SUS-Submissions <SUS-Submissions@flbog.edu>



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

MEMORANDUM

TO: SUS Data Administrators

FROM: Tim Jones
Vice Chancellor, Finance and Administration

THROUGH: Jason Jones,
Chief Data Officer, Office of Data & Analytics

DATE: November 13, 2018

SUBJECT: Strategic Deployment of University Carryforward

DUE DATE: January 4, 2019

At the November 8, 2018 Board of Governors meeting, a plan was approved that would require the expenditure of certain carryforward funds to be approved by University Board of Trustees, if they haven't already, and then the Board of Governors. Here is a link to the plan approved by the Board of Governors.

https://www.flbog.edu/documents_meetings/0275_1166_8882_7.5.4%20BUD%2005d%20-%20University%20Carryforward%20proposal%20%2010-19-18.pdf

A conference call was held with the CAFA on October 22 to discuss the details. These expenditure plans should track back to the August 2018 fund balance composition reports submitted to our office. https://www.flbog.edu/documents_meetings/0275_1166_8882_7.5.3a%20BUD%2005b%20-%202018-19%20E&G%20Beg%20CFWD%20Comp_System_Two%20Page%20Print_Final%2009-05-18.pdf

Mr. Dale Bradley and I will be coordinating this effort and will be able to address any questions or concerns you may have. You may contact Dale at (850) 245-9392, Dale.Bradley@flbog.edu or me at (850) 245-9397, Tim.Jones@flbog.edu.

Thank you for your cooperation and assistance.

c: Council for Administrative & Financial Affairs
University Budget Officers
University Controllers

Jason Jones

Chief Data Officer

Office of Data & Analytics

State University System of Florida

Board of Governors

Phone: (850) 245-5150

Visit us online at www.flbog.edu



Data Request: Optional Modification of Board of Governors Fixed Capital Outlay LBR Items

SUS-Submissions <SUS-Submissions@flbog.edu>

Tue, Nov 27, 2018 at 4:26 PM

To: #SUS Data Administrators <SUS_DataAdministrators@fldoe.org>

Cc: SUS-Submissions <SUS-Submissions@flbog.edu>, "Saunders, Martha" <msaunders@uwf.edu>, "Thrasher, John" <jthrasher@fsu.edu>, "Avent, Randy" <ravent@floridapoly.edu>, "Kelly, John" <jkelly@fau.edu>, "O'Shea, Donal" <doshea@ncf.edu>, "Robinson, Larry" <larry.robinson@famu.edu>, "Mike Martin (mvmartin@fgcu.edu)" <mvmartin@fgcu.edu>, "Mark B. Rosenberg (mark.rosenberg@fiu.edu)" <mark.rosenberg@fiu.edu>, "Genshaft, Judy" <jgensha@admin.usf.edu>, "Fuchs, Kent" <kent.fuchs@ufl.edu>, "Szymanski, David" <david.szymanski@unf.edu>, "Whittaker, Dale" <Dale.Whittaker@ucf.edu>, #SUS Council for Admin/Fin Affairs <SUS_CAFA@fldoe.org>, #SUS Governmental Relations <SUSGovernmentalRelations@fldoe.org>, "Ogletree, Kenneth" <Kenneth.Ogletree@flbog.edu>, "Pichard, Kevin" <Kevin.Pichard@flbog.edu>



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

MEMORANDUM

TO: SUS Data Administrators

FROM: Tim Jones
Vice Chancellor, Finance and Administration

THROUGH: Jason Jones
Chief Data Officer, Office of Data & Analytics

DATE: November 27, 2018

SUBJECT: Optional Modification of Board of Governors Fixed Capital Outlay LBR Items

Due Date: December 7, 2018

The Board of Governors included several requests for Legislative Authorization of Fixed Capital Outlay projects in the Legislative Budget Request approved on November 11, 2018.

Each university now has the opportunity to recommend changes to the approved list; the change can be an addition, deletion or modification. Priority consideration will be given to requests received by December 7, 2018.

All requests must be approved by the Trustee Chair. The memo from the Chair should indicate:

1. The specific change requested
2. The date the request will be considered by the full Board of Trustees
3. A commitment to report the results of the Board of Trustees vote
4. A contact person for any questions

Information should be submitted through the SUDS Portal system. Please contact Chris Kinsley at Chris.Kinsley@flbog.edu or (850) 245-9607 if you have any questions or need technical assistance with this submission.

Thank you for your cooperation and assistance.

Attachments

Cc: Presidents
Council for Administrative & Financial Affairs
Governmental Relations
Ken Ogletree
Kevin Pichard

Jason Jones

Chief Data Officer
Office of Data & Analytics
State University System of Florida
Board of Governors
Phone: (850) 245-5150
Visit us online at www.flbog.edu



STATE UNIVERSITY
SYSTEM of FLORIDA
Board of Governors

UWF Board of Trustees Meeting

December 5, 2018

Issue: Election of Officers

Proposed action: Elect Chair and Vice Chair

Background information:

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

Powers and Duties of Officers

The officers of the Board of Trustees are the chair, vice-chair, executive officer and corporate secretary. The chair and vice-chair shall be selected from the members appointed by the Governor or the Board of Governors by the Board of Trustees at the last regularly scheduled meeting of the calendar year for a two- year term to begin January 1. The university president shall serve as executive officer and corporate secretary of the Board of Trustees.

[Powers and Duties of Officers; Article I Organization; Bylaws of UWF Board of Trustees Revision Adopted 6/15/16]

Chairman Mort O’Sullivan asked Trustee Lewis Bear, Jr. to chair the Officer Nominations Ad hoc Committee and Trustees Dick Baker and Adrienne Collins to serve on the committee. The committee was charged with submitting nominees for Chair and Vice Chair at the December 5, 2018 BOT meeting.

Chairman O’Sullivan 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:

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

Presenter: Lewis Bear, Jr., Chair, BOT Officer Nominations Ad Hoc Committee

UWF Board of Trustees Meeting

Full Board

December 5, 2018

Issue/Agenda Recommendation: Performance Based Funding Metrics Update

Proposed Action: Informational

Background Information:

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

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

None

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

Presented by: George Ellenberg, Provost and Senior Vice President

UWF Board of Trustees Meeting

December 5, 2018

Issue/Agenda Item: UWF DSO Regulation 5.016 – proposed amendments

Proposed Action: Informational

Background Information: UWF Regulation 5.016 must be amended to align with changes in Section 1004.28, Florida Statutes and Florida Board of Governors Regulation 9.011. UWF staff are in the process of reviewing UWF Regulation 5.016 to determine the necessary changes. At a minimum, 5.016 will need to be amended to establish: i) thresholds for purchases of good and services, acquisition of real property, and/or construction or renovation of facilities; ii) prohibit contributions to a political committee; iii) impose salary restrictions for staff that is consonant with Section 1012.976, Florida Statutes (remuneration limit of \$200K); iv) prohibit use of state funds for travel expenses; and v) require BOT approval for all DSO board appointments except for the Chair's appointment and President or designee. Staff will be ready to make final recommendations to the BOT Finance, Facilities and Operations Committee at the February committee meetings followed by a full board vote at the March 2019 BOT meeting. A current draft is attached for review, but subject to change.

Fiscal Implications: None

Documentation: Florida Statute § 1004.28
Florida BOG Regulation 9.011
UWF DSO Regulation 5.016 with current analysis for amendments

Prepared By: Betsy Bowers, VP Finance & Administration
Bowers@uwf.edu, 1.850.474.2210
Howard Reddy, VP Advancement
Hreddy@uwf.edu, 1850.474.3306
Pamela E. Langham, General Counsel
Plangham@uwf.edu, 1.850.474.3420

Facilitators: Betsy Bowers, VP Finance & Administration
Howard Reddy, VP Advancement



Regulations

Number: UWF/REG – 5.016
Title: Direct Support Organizations

I. Certification of a University DSO

- A. A UWF Direct Support Organization is an organization seeking to receive, hold, invest and administer property and to make expenditures to, or for, the benefit of the University of West Florida as provided in Section 1004.28, Florida Statutes.
- B. The President shall recommend to the University of West Florida Board of Trustees that an organization **operating to serve the best interests or missions of the University, in a manner consistent with the goals of the University** and meeting the requirements of Section 1004.28, Florida Statutes, be certified as a University of West Florida Direct Support Organization (“DSO”).
- C. **To obtain certification as a DSO, the organization must be approved by the Board.** To be considered for certification, the Articles of Incorporation and Bylaws of the proposed DSO together must provide:
 - 1. **The operating procedures and specific individual responsibilities of the Board of Directors, committees and officers of the organization;**
 - 2. The DSO is a Florida not for profit corporation under the provisions of Chapter 617, Florida Statutes, or the DSO will, upon certification by the UWF Board of Trustees, file for such incorporating with the Department of State.
 - 3. Any person employed by the DSO shall not be considered to be an employee of the University by virtue of employment by the DSO.
 - 4. The Chief Executive Officer of the DSO shall be selected by the President and shall report to the President or a designee reporting directly to the President.

5. Any amendments to the Articles of Incorporation or Bylaws shall be submitted by the President to the UWF Board of Trustees for approval prior to becoming effective.
6. If the DSO is decertified, all assets revert to the University.
7. The President or designee shall have the following authority and duties:
 - (a) Monitor and control the use of University resources by the DSO.
 - (b) Establish fundraising priorities that are consistent with the University's mission and ensure coordination of fundraising activities among all DSO's.
 - (c) Monitor and control the use of the University name by the DSO.
 - (d) Monitor compliance of the DSO with federal and state laws and rules and regulations of the Board of Trustees and the Board of Governors, as applicable;
 - (e) Recommend to the governing board of the DSO an annual budget.
 - (f) Review and approve quarterly expenditure plans.
 - (g) Approve contributions of funds or supplements to support intercollegiate athletics.
 - (h) Approve salary supplements and other compensation or benefits pay to the University faculty and staff from organization assets.

II. Authorization to use Property of University

Upon approval by the UWF Board of Trustees, a DSO is certified and authorized to use the property, facilities and personnel services of UWF, to receive, hold, invest or administer assets or property and to make expenditures for the benefit of the University **to the extent permissible by applicable law, the conditions prescribed by regulations and internal management memoranda of UWF.**

III. Chief Executive Officer

The Chief Executive Officer of the organization shall be selected and appointed by the President of the University. The Chief Executive Officer shall report to the President of the University or the President's designee.

IV. Board Appointments

- A. The Chair of the Board of Trustees shall appoint at least one representative to the governing board and executive committee of the organization, and the President of the University or his/her designee ~~will~~ shall serve on the governing board and executive committee of the organization.
- B. The Board of Trustees shall approve all appointments to any DSO board other than the chair's representative(s) or the president or president's designee, including without limitation appointments through election by the organization's board to any DSO's board. The Chair's designee may not be the President of the University; nor may the Chair and President appoint the same person to represent both the Chair and the President on any one DSO board. The appointments of the Chair and the President shall be effective immediately upon written notice to the DSO's board chair. All other appointments including any re-appointments, shall not be effective, and no person may assume or retain any position on a DSO board, until approved by the Board of Trustees.

V. Finances

- A. Expenditure plan. Each DSO shall prepare and submit to the President or designee no later than the first day of each quarter of the DSO's fiscal year a quarterly expenditure plan that delineates planned actions which would cause a commitment of University resources or represent a significant commitment of the resources of the DSO, including, but not limited to:
 - 1. Major fund raising events and campaigns and their purpose.
 - 2. Compensation and benefits to University employees and employees of the DSO.
 - 3. Capital projects, including land acquisition, construction, renovation or repair.
- B. Budget. A DSO shall prepare, at least annually, a budget to be reviewed and approved by the organization's governing board, and presented by the President to the Board of Trustees for review and approval.
- C. Audit. Each DSO shall conduct its financial operation observing a fiscal year ending on June 30 of each year and shall cause a financial audit of its accounts and records to be conducted by an independent certified public accountant within 180 days of the close of each fiscal year as follows:

1. Audits shall be conducted pursuant to Section 1004.28, Florida Statutes and in accordance with rules adopted by the Auditor General pursuant to Section 11.45, Florida Statutes.
2. The President of the University shall submit the annual audit report to the UWF Board of Trustees and the Auditor General within nine months after the end of the fiscal year.
3. The Chair of the Board of Trustees and the President of the University may require and receive any records or data relative to the operations of a DSO from the organization or from its independent auditors, which must be made available upon request.

D. Thresholds. Any purchase of good and services, acquisition of real property, and/or construction or renovation of facilities by a DSO in excess of _____ (collectively, “DSO Threshold Transactions”) shall require the approval of the Board of Trustees; provided, however, that such approval is not required for DSO Threshold Transactions solely between a DSO and the University or between two or more DSO’s of the University. A University DSO must also comply with UWF Board of Trustee Real Property Policy 10.02-06/18 for acquisition of real property.

E. Issuance of Debt. Upon approval by the UWF Board of Trustees, a DSO is ~~further~~ authorized to issue revenue bonds or other forms of indebtedness in accordance with Section 1010.602 Florida Statutes, and to enter into agreements to finance, design and construct, lease, lease-purchase, purchase, or operate facilities necessary and desirable to serve the needs and purposes of the University. Any debt issued by a DSO is subject to the State University System Debt Management Guidelines and all public-private partnership transactions involving a Direct Support Organization are subject to the State University System Public-Private Partnership Guidelines.

VI. Decertification

A. The President of the University shall recommend to the UWF Board of Trustees that a DSO be decertified if the President determines that the organization is no longer serving the best interests of the University. In the event that a DSO is decertified, all assets shall revert to the University. The recommendation for decertification shall include a plan for disposition of the organization’s assets and liabilities and the return of all University property and facilities as requested by the University.

VII. Miscellaneous

A. University personal services used by a DSO are subject to the remuneration requirements set forth in Section 1012.976, Florida Statutes.

- B. A DSO is prohibited from using state funds for travel expenses incurred by the DSO.
- C. A Direct Support Organization is prohibited from giving, either directly, or indirectly, any gift to a political committee as defined in Section 106.011, Florida Statutes, for any purpose.
- D. The organization shall comply with all other obligations required by law, including but not limited to those required by Section 1004.28, Florida Statutes, and Board of Governors Regulation 9.011.

VIII. University of West Florida Historical Preservation, Inc.

- A. The University of West Florida Historical Preservation, Inc. is also governed by Florida Statute Sections 267.173 & 267.1732. To the extent the requirements **in this regulation** are in conflict with such statutes, the West Florida Historical Preservation, Inc. is exempt from complying with those requirements.
- B. In accordance with Florida Statute Section 267.1732, provisions governing direct-support organizations in section 1004.28 and not provided in section 267.1732 shall apply to the University of West Florida Historical Preservation, Inc.

Specific Authority: Art. IX, Sec. 7, Fla. Constitution; BOG Regulations 1.001 and 9.011; Florida Statute § 1004.28. New 03-08-04; converted to UWF/REG 5.01607/21/05. Amended December 2018.

Select Year:

The 2018 Florida Statutes

[Title XLVIII](#)

K-20 EDUCATION CODE

[Chapter 1004](#)

PUBLIC POSTSECONDARY EDUCATION

[View Entire Chapter](#)**1004.28 Direct-support organizations; use of property; board of directors; activities; audit; facilities.—**

(1) DEFINITIONS.—For the purposes of this section:

(a) “University direct-support organization” means an organization which is:

1. A Florida corporation not for profit incorporated under the provisions of chapter 617 and approved by the Department of State.

2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a state university in Florida or for the benefit of a research and development park or research and development authority affiliated with a state university and organized under part V of chapter 159.

3. An organization that a state university board of trustees, after review, has certified to be operating in a manner consistent with the goals of the university and in the best interest of the state. Any organization that is denied certification by the board of trustees shall not use the name of the university that it serves.

(b) “Personal services” includes full-time or part-time personnel as well as payroll processing.

(c) “Property” does not include student fee revenues collected pursuant to s. [1009.24](#).

(2) USE OF PROPERTY.—

(a) Each state university board of trustees is authorized to permit the use of property, facilities, and personal services at any state university by any university direct-support organization, and, subject to the provisions of this section, direct-support organizations may establish accounts with the State Board of Administration for investment of funds pursuant to part IV of chapter 218.

(b) The board of trustees, in accordance with regulations and guidelines of the Board of Governors, shall prescribe by regulation conditions with which a university direct-support organization must comply in order to use property, facilities, or personal services at any state university, including that personal services must comply with s. [1012.976](#). Such regulations shall provide for budget and audit review and oversight by the board of trustees, including thresholds for approval of purchases, acquisitions, projects, and issuance of debt. No later than July 1, 2019, the transfer of a state appropriation by the board of trustees to any direct-support organization may only include funds pledged for capital projects. Beginning July 1, 2019, and annually thereafter, each university board of trustees shall report to the Legislature the amount of state appropriations transferred to any direct-support organization during the previous fiscal year, the purpose for which the funds were transferred, and the remaining balance of any funds transferred.

(c) The board of trustees may not transfer any funds to and shall not permit the use of property, facilities, or personal services at any state university by any university direct-support organization that does not provide equal employment opportunities to all persons regardless of race, color, religion, gender, age, or national origin.

(d) The board of trustees may not permit the use of state funds for travel expenses by any university direct-support organization.

(3) BOARD OF DIRECTORS.—The chair of the university board of trustees shall appoint at least one representative to the board of directors and the executive committee of any direct-support organization established under this section. The president of the university for which the direct-support organization is established, or his or her designee, shall also serve on the board of directors and the executive committee of any

direct-support organization established to benefit that university. The university board of trustees shall approve all appointments to any direct-support organization not authorized by this subsection.

(4) **ACTIVITIES; RESTRICTION.**—A university direct-support organization is prohibited from giving, either directly or indirectly, any gift to a political committee as defined in s. [106.011](#) for any purpose.

(5) **ANNUAL AUDIT; PUBLIC RECORDS EXEMPTION; PUBLIC MEETINGS EXEMPTION.**—

(a) Each direct-support organization shall provide for an annual financial audit of its accounts and records to be conducted by an independent certified public accountant in accordance with rules adopted by the Auditor General pursuant to s. [11.45\(8\)](#) and by the university board of trustees. The annual audit report shall be submitted, within 9 months after the end of the fiscal year, to the Auditor General and the Board of Governors for review. The Board of Governors, the university board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall have the authority to require and receive from the organization or from its independent auditor any records relative to the operation of the organization. The identity of donors who desire to remain anonymous shall be protected, and that anonymity shall be maintained in the auditor's report.

(b) Other than the auditor's report, management letter, any records related to the expenditure of state funds, and any financial records related to the expenditure of private funds for travel, all records of the organization and any supplemental data requested by the Board of Governors, the university board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall be confidential and exempt from s. [119.07\(1\)](#).

(c) Any portion of a meeting of the board of directors of the organization, or of the executive committee or other committees of such board, at which any proposal seeking research funding from the organization or a plan or program for either initiating or supporting research is discussed is exempt from s. [286.011](#) and s. 24(b), Art. I of the State Constitution. This paragraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2019, unless reviewed and saved from repeal through reenactment by the Legislature.

(6) **FACILITIES.**—Each direct-support organization is authorized to enter into agreements to finance, design and construct, lease, lease-purchase, purchase, or operate facilities necessary and desirable to serve the needs and purposes of the university, as determined by the systemwide strategic plan adopted by the Board of Governors. Such agreements are subject to the provisions of ss. [1010.62](#) and [1013.171](#).

(7) **ANNUAL BUDGETS AND REPORTS.**—Each direct-support organization shall submit to the university president and the Board of Governors its federal Internal Revenue Service Application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990).

History.—s. 172, ch. 2002-387; s. 173, ch. 2007-5; s. 89, ch. 2007-217; s. 31, ch. 2013-37; s. 1, ch. 2014-27; s. 7, ch. 2018-4.

**FLORIDA BOARD OF GOVERNORS
NOTICE OF PROPOSED AMENDED REGULATION**

DATE: September 14, 2018

REGULATION NUMBER AND TITLE: Regulation 9.011 University Direct Support Organizations and Health Services Support Organizations

SUMMARY:

This regulation is being amended to incorporate changes to direct support organizations (DSO) as approved in Senate Bill 4 during the 2018 session.

1. Requires Boards of Trustees to set thresholds for approval of purchases, acquisitions, projects, and issuance of debt.
2. Effective July 1, 2019, only funds pledged for capital outlay can be transferred to a DSO.
3. Effective July 1, 2019, and annually thereafter, each university shall report to the Legislature the amount of state appropriations transferred to any DSO.
4. State funds cannot be used for DSO travel expenses.
5. The Chair of the Board of Trustees shall appoint at least one representative to the DSO board.
6. Personal services used by the DSO are subject to the \$200,000 remuneration cap in section 1012.976, Florida Statutes.

FULL TEXT OF THE REGULATION IS INCLUDED WITH THIS NOTICE.

AUTHORITY TO PROPOSE REGULATION(S): Section 7(d), Art. IX, Fla. Const.; BOG Regulation Development Procedure dated March 23, 2006.

THE BOARD OF GOVERNORS' OFFICIAL INITIATING THE PROPOSED REGULATION: Tim Jones, Vice Chancellor Finance and Administration

COMMENTS REGARDING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation on which you are commenting:

General Counsel, Board of Governors, State University System, 325 W. Gaines Street, Suite 1614, Tallahassee, Florida 32399, (850) 245-0466 (phone), (850) 245-9685 (fax), or generalcounsel@flbog.edu

9.011 University Direct Support Organizations and Health Services Support Organizations

(1) University boards of trustees may establish direct support organizations (“DSO”) and health services support organizations and certify them to use university property, facilities and personal services. Such support organizations shall be organized and operated to serve the best interests or missions of the university, including a university’s research, education and service missions, and may receive, hold, invest, and administer property and make expenditures to or for the benefit of the university or for the benefit of a research and development park or research and development authority affiliated with a university.

(2) Each board of trustees shall establish by regulation conditions with which a support organization must comply in order to use university property, facilities, or personal services and such additional conditions, controls, and requirements for support organizations as each board deems appropriate to provide for budget and audit review and oversight. In addition, the regulation must include the following conditions:

- (a) The establishment of appropriate thresholds that delineate when approval by the board of trustees is required for the purchase of goods and services by a DSO.
- (b) All debt issued by a DSO is subject to the State University System Debt Management Guidelines and all public-private partnership transactions involving a DSO are subject to the State University System Public-Private Partnership Guidelines.
- (c) The establishment of appropriate thresholds that delineate when approval is required by the board of trustees for the acquisition of real property and the construction or renovation of facilities by a DSO.
- (d) University personal services used by a DSO are subject to the remuneration requirements set forth in section 1012.976, Florida Statutes.
- (e) A DSO is prohibited from using state funds for travel expenses incurred by the DSO.
- (f) A DSO is prohibited from giving, either directly, or indirectly, any gift to a political committee as defined in section. 106.011, Florida Statutes, for any purpose.

(23) The Director or Chief ~~Executive~~ Operating Officer of the support organization shall report to the University President or designee.

(34) Operating budgets of support organizations shall be prepared at least annually, and approved by the organization’s governing board and the university board of trustees ~~or designee~~. Significant changes in planned expenditures in the approved budget must be reported to the university board of trustees ~~or designee~~ as soon as practicable but no later than the deadline established by a board of trustees.

(45) Support organizations shall provide for an annual audit conducted pursuant to university regulations or policies. The annual audit report shall be submitted to the university board of trustees for review. The ~~approved~~ audit report shall be submitted to the Board of Governors, and the Auditor General. The university board of trustees or designee, the Board of Governors, the Auditor General, and the Office of Program and Policy Analysis and Government Accountability may require and receive any records relative to the operation of a support organization from the organization or its independent auditors.

(56) Each support organization shall submit its federal Internal Revenue Service application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990) to the university board of trustees or designee at the times required by the applicable regulation or policy of the board of trustees. Copies of such forms shall be provided by each university to the Board of Governors.

(7) As of July 1, 2019, any transfer of a state appropriation to a DSO is limited to funds pledged for capital projects.

- (a) This regulation does not prohibit the transfer of non-state funds between university DSOs, or the transfer of non-state funds to the DSO, as long as the original source of funding was not a state appropriation.
- (b) A DSO may transfer funds and provide the use of DSO property, facilities or personal services without any charge to the university.
- (c) Effective for fiscal 2018-2019, and annually thereafter, each university will report to the Legislature and the Board of Governors all transfers of state funds to each university DSO, using the format and instructions specified by the Chancellor.

(8) A support organization shall provide equal employment opportunities to all persons, regardless of race, color, national origin, sex, religion, age, disability, marital status, veteran status, or any other basis protected by law.

(89) The chair of the university board of trustees shall appoint at least one representative to each DSO board of directors and executive committee (if any). The university president or designee shall also serve on the board of directors and executive committee of each DSO. The university board of trustees shall approve all appointments to any DSO board other than the chair's representative(s) or the president or president's designee. The chair's designee may not be the university president; nor may the chair and president appoint the same person to represent both the chair and the president on any one DSO board.

(610) University boards of trustees shall decertify a support organization if the university board of trustees or designee determines that the organization is no longer serving the best interest or mission of the university and decertification is appropriate.

In decertifying a support organization, the board of trustees shall require an accounting of the organization's assets and liabilities and take such reasonable action as necessary to secure the return of all university property and facilities as requested by the university.

Authority: Section 7(d), Art. IX, Fla. Const., History – Formerly 6C-3.12, 11-18-70, Amended and Renumber 12-17-74, Amended 4-14-76, 6-25-80, 8-11-85, Formerly 6C-9.11, Amended 9-28-86, 2-13-89, 4-10-90, 12-9-91, 8-1-94, 4-16-96, Amended and Renumbered 8-6-09, Amended XX-XX-XX.

UWF Board of Trustees Meeting

Full Board Meeting

December 5, 2018

Issue: Investment Performance September and October 2018

Proposed action: Informational

Background information:

As reported at the November 1, 2018, BOT Committee meeting, the UWF Investment Committee met on Wednesday, August 29, 2018, to discuss investment performance as of June 30, 2018 and the update as of July 31, 2018. It was noted that all managers and investments were within UWF policy range. The analysis provided by investment consultant ACG showed that the investment pool had grown to over \$27,207,805 at June 30, 2018 and grew by another \$219,117 in July for a total of \$27,426,922 at July 31, 2018. The pool returned a 2.67% growth inception to date and has consistently returned a performance in excess of the balanced index at 2.52% and SPIA + 1% at 2.51%, the targets agreed upon with the investment consultant. The investment committee will be performing a review and update of the Investment Policy for presentation to BOT in early 2019.

BOT requested an update for September and October 2018. A scorecard/dashboard for each month is attached. As of 9.30.18, UWF's value was \$27,635,091 with an inception to date return of 2.76%. As of 10.31.18, UWF's value was \$27,020,659 with an inception to date return of 2.06%.

Due to the university's directive to place primary emphasis on safety and liquidity, the university's investments are heavily weighted towards A quality bonds with a very conservative equity portfolio. As a result, recent downturns in the equity market have had minimal impact on the fair value of the university's overall investment portfolio.

Implementation Plan: N/A

Fiscal Implications: N/A

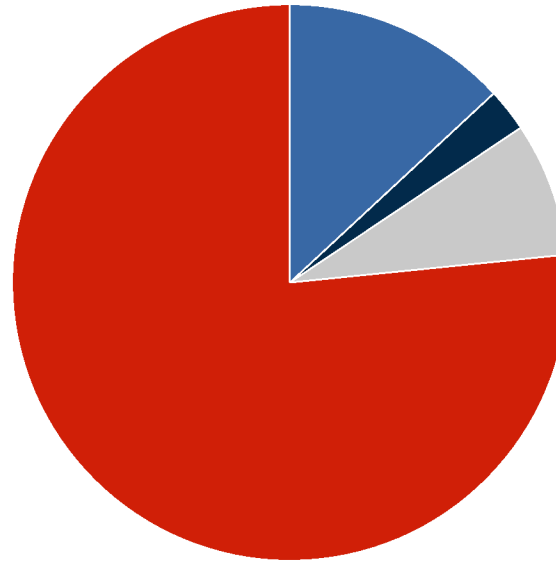
Supporting documents:

University Investment Scorecard, September 2018

University Investment Scorecard, October 2018

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

Presenter: Jeffrey Djerlek



	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Stock Large	\$3,536,984	13.09%	10.00%	5.00% - 15.00%	3.09%	Yes
Vanguard 500 Index Admiral	\$3,536,984	13.09%				
US Stock Small	\$669,177	2.48%	2.50%	0.00% - 5.00%	-0.02%	Yes
Delaware Small Cap Core Fund	\$669,177	2.48%				
International	\$2,117,707	7.84%	7.50%	5.00% - 10.00%	0.34%	Yes
WCM Focused International Growth Instl	\$1,184,800	4.38%				
Dodge & Cox International Stock	\$932,907	3.45%				
US Fixed Income	\$20,696,298	76.59%	80.00%	70.00% - 90.00%	-3.41%	Yes
Longfellow	\$10,354,068	38.32%				
Merganser Fixed	\$10,342,230	38.28%				
Cash	\$493	0.00%	0.00%	0.00% - 0.00%	0.00%	No
Cash	\$412	0.00%				
Cash	\$82	0.00%				
Total	\$27,020,659	100.00%	100.00%			

As of October 31, 2018

Fiscal Year End: June

	Manager Status	Market Value (\$)	% of Portfolio	1 Mo (%)	QTD (%)	Fiscal YTD (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	Inception (%)	Inception Date
University		27,020,659	100.00	-2.22	-2.22	-0.69	-0.23	0.28	2.67	2.44	2.06	Mar-15
Balanced Index				-1.84	-1.84	-0.52	-0.40	0.26	2.63	2.38	1.98	Mar-15
US Stock Large		3,536,984	13.09									
Vanguard 500 Index Admiral		3,536,984	13.09	-6.84	-6.84	0.33	2.97	7.30	15.16	11.48	10.16	Mar-15
S&P 500				-6.84	-6.84	0.35	3.01	7.35	15.20	11.52	10.09	Mar-15
US Stock Small		669,177	2.48									
Delaware Small Cap Core Fund		669,177	2.48	-10.73	-10.73	-7.37	0.04	--	--	--	3.17	Nov-17
Russell 2000				-10.86	-10.86	-7.67	-0.60	1.85	14.11	10.68	3.63	Nov-17
International		2,117,707	7.84									
WCM Focused International Growth Instl		1,184,800	4.38	-9.91	-9.91	-7.18	-4.70	-2.52	10.20	8.09	6.76	Mar-15
MSCI ACWI ex USA				-8.13	-8.13	-7.49	-10.97	-8.24	6.51	4.37	2.14	Mar-15
Dodge & Cox International Stock	Caution 2Q18	932,907	3.45	-6.11	-6.11	-5.35	-12.11	-10.80	5.27	3.34	-0.14	Mar-15
MSCI ACWI ex USA				-8.13	-8.13	-7.49	-10.97	-8.24	6.51	4.37	2.14	Mar-15
US Fixed Income		20,696,298	76.59									
Longfellow		10,354,068	38.32	-0.51	-0.51	-0.20	-0.20	-0.31	0.13	0.73	0.82	Mar-15
BBgBarc US Govt/Credit 1-5 Yr A+				0.09	0.09	0.27	-0.04	-0.32	0.02	0.60	0.64	Mar-15
Merganser Fixed		10,342,230	38.28	-0.29	-0.29	0.19	0.43	0.34	0.56	0.84	0.80	Mar-15
BBgBarc US Govt/Credit 1-3 Yr. TR				0.11	0.11	0.44	0.52	0.34	0.51	0.77	0.76	Mar-15
Cash		493	0.00									
Cash		412	0.00									
Cash		82	0.00									

- Balanced Index = Weighted Average of S&P 500 / Russell 2000 / MSCI ACWI ex USA / BBgBarc US Govt/Credit 1-5 Yr A+ / BBgBarc US Govt/Credit 1-3 Yr. TR / FTSE T-Bill 1 Month TR

Market Highlights

- Large cap US equities posted gains in September, resulting in third quarter performance of 7.71% and year-to-date performance of 10.56%.

- Within the S&P 500, the telecommunications sector was a large positive outlier with healthcare, energy, and industrials all posting gains over 2% during the month. Real estate, financials, and materials all lost more than 2% during the month.

- Growth continues to outperform value across large, mid, and small cap indices. Year-to-date, the Russell 1000 Growth Index has outperformed the Russell 1000 Value Index by more than 13%.

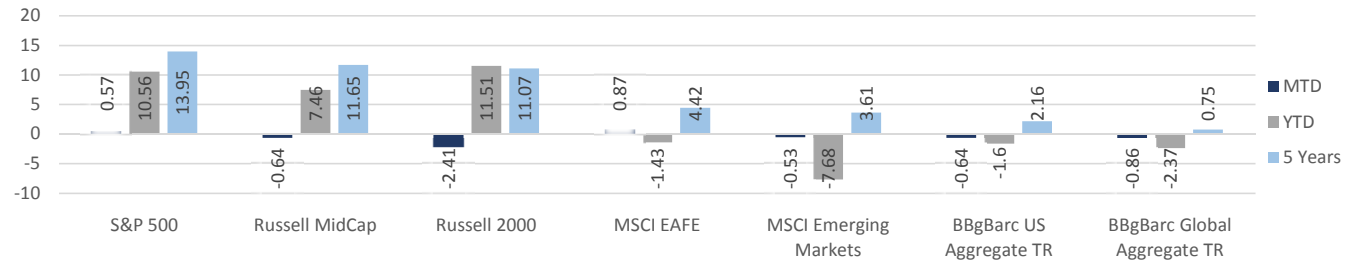
- International equities had mixed performance during the quarter as developed markets fared better than emerging markets. International equities continue to underperform US markets year-to-date.

- Fixed income was negative in September with the exception of US high yield. Year-to-date, international fixed income has underperformed the US.

- During September, MLPs gave back some gains from earlier in the quarter, but are still positive year-to-date.

Source(s): Morningstar, MSCI

Index Returns (%)



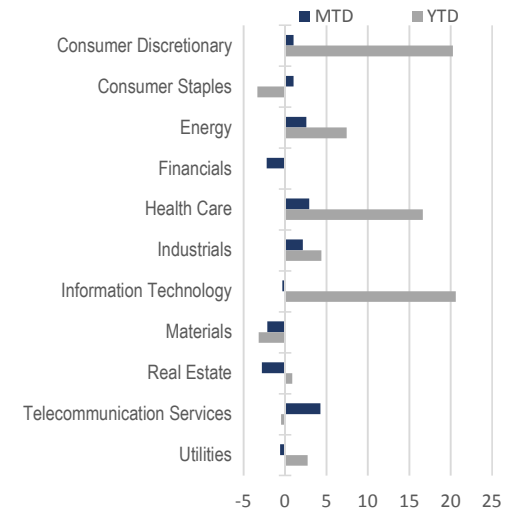
Equity Returns (%)	MTD	YTD	1 Yr	3 Yr	5 Yr
S&P 500	0.57	10.56	17.91	17.31	13.95
Russell 1000	0.38	10.49	17.76	17.07	13.67
Russell MidCap	-0.64	7.46	13.98	14.52	11.65
Russell 2000	-2.41	11.51	15.24	17.12	11.07
Russell 3000	0.17	10.57	17.58	17.07	13.46
NASDAQ Composite TR	-0.70	17.48	25.17	21.70	17.72

Fixed Income Returns (%)	MTD	YTD	1 Yr	3 Yr	5 Yr
BBgBarc US Aggregate TR	-0.64	-1.60	-1.22	1.31	2.16
BBgBarc Global Aggregate TR	-0.86	-2.37	-1.32	1.97	0.75
BBgBarc US Credit TR	-0.34	-2.12	-1.10	2.98	3.40
BBgBarc US Govt TR	-0.91	-1.62	-1.57	0.26	1.34
BBgBarc US High Yield TR	0.56	2.57	3.05	8.15	5.54
BBgBarc US Municipal TR	-0.65	-0.40	0.35	2.24	3.54
FTSE WGBI	-1.02	-2.55	-1.54	1.68	0.20

International Equity Returns (%)	MTD	YTD	1 Yr	3 Yr	5 Yr
MSCI ACWI ex USA	0.46	-3.09	1.76	9.97	4.12
MSCI EAFE	0.87	-1.43	2.74	9.23	4.42
MSCI Emerging Markets	-0.53	-7.68	-0.81	12.36	3.61

Other Index Returns (%)	MTD	YTD	1 Yr	3 Yr	5 Yr
HFRI Fund of Funds Composite Index	-0.02	1.16	3.25	3.35	3.21
Wilshire Liquid Alternative TR USD	0.11	-0.68	0.83	1.86	1.34
FTSE EPRA/NAREIT Developed NR USD	-2.06	0.06	3.66	6.19	5.43
Alerian MLP TR USD	-1.57	5.90	4.89	4.43	-2.72
Bloomberg Commodity Index TR USD	1.92	-2.03	2.59	-0.11	-7.18

S&P Sector Returns (%)



Russell Style Returns (%) - MTD

	Value	Core	Growth
Large	0.20	0.38	0.56
Mid	-0.79	-0.64	-0.43
Small	-2.48	-2.41	-2.34

Russell Style Returns (%) - YTD

	Value	Core	Growth
Large	3.92	10.49	17.09
Mid	3.13	7.46	13.38
Small	7.14	11.51	15.76

Market Indices	MTD	QTD	YTD	1 Year	3 Years	5 Years	10 Years
S&P 500	0.57	7.71	10.56	17.91	17.31	13.95	11.97
Dow Jones Industrial Average	1.97	9.63	8.83	20.76	20.49	14.57	12.22
NASDAQ Composite TR	-0.70	7.41	17.48	25.17	21.70	17.72	15.72
MSCI EAFE	0.87	1.35	-1.43	2.74	9.23	4.42	5.38
Russell 2000	-2.41	3.58	11.51	15.24	17.12	11.07	11.11
Dow Jones U.S. Total Stock Market	0.16	7.11	10.58	17.58	17.05	13.42	12.05

Russell Indices	MTD	QTD	YTD	1 Year	3 Years	5 Years	10 Years
Russell 1000	0.38	7.42	10.49	17.76	17.07	13.67	12.09
Russell 1000 Growth	0.56	9.17	17.09	26.30	20.55	16.58	14.31
Russell 1000 Value	0.20	5.70	3.92	9.45	13.55	10.72	9.79
Russell MidCap	-0.64	5.00	7.46	13.98	14.52	11.65	12.31
Russell MidCap Growth	-0.43	7.57	13.38	21.10	16.65	13.00	13.46
Russell MidCap Value	-0.79	3.30	3.13	8.81	13.09	10.72	11.29
Russell 2000 Growth	-2.34	5.52	15.76	21.06	17.98	12.14	12.65
Russell 2000 Value	-2.48	1.60	7.14	9.33	16.12	9.92	9.52

Sector Indices	MTD	QTD	YTD	1 Year	3 Years	5 Years	10 Years
S&P 500 Materials	-2.09	0.36	-2.73	4.01	15.53	8.79	8.47
S&P 500 Consumer Discretionary	1.04	8.18	20.64	32.54	18.50	16.05	17.40
S&P 500 Consumer Staples	1.04	5.70	-3.34	2.93	7.56	9.20	10.03
S&P 500 Energy	2.59	0.61	7.46	13.94	10.73	1.32	3.93
S&P 500 Financials	-2.22	4.36	0.09	8.73	16.75	13.45	7.43
S&P 500 Health Care	2.93	14.53	16.63	18.35	14.81	15.91	14.48
S&P 500 Industrials	2.19	10.00	4.84	11.18	17.66	12.88	11.75
S&P 500 Information Technology	-0.33	8.80	20.62	31.49	27.68	22.40	17.10
S&P 500 Real Estate	-2.65	0.86	1.67	4.95	--	--	--
S&P 500 Telecommunication Services	4.26	9.94	0.75	4.39	9.75	6.65	8.89
S&P 500 Utilities	-0.60	2.39	2.72	2.93	10.61	11.06	9.04

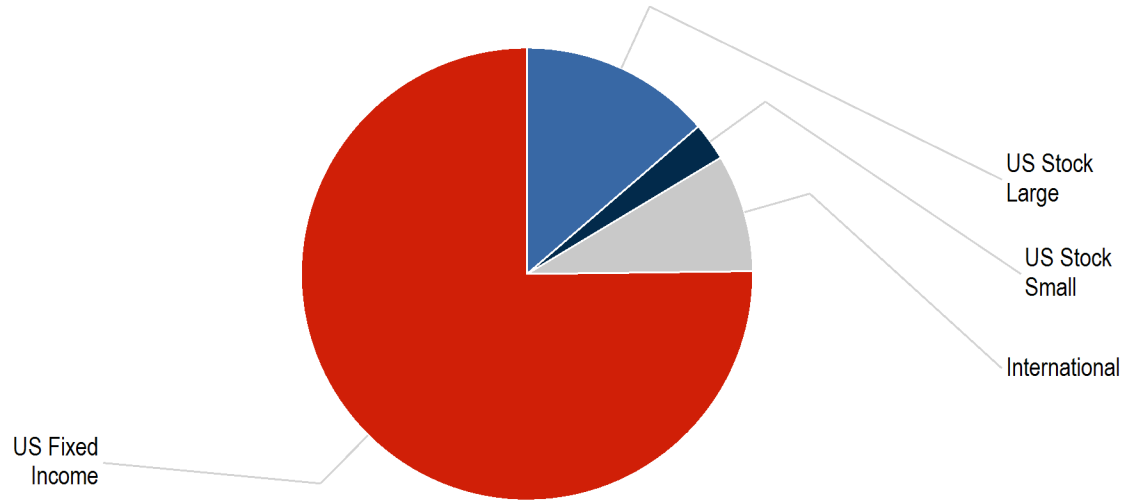
International Indices	MTD	QTD	YTD	1 Year	3 Years	5 Years	10 Years
MSCI Emerging Markets	-0.53	-1.09	-7.68	-0.81	12.36	3.61	5.40
MSCI Europe	0.36	0.80	-2.46	-0.30	7.71	3.70	4.85
MSCI Pacific	1.81	2.28	0.21	8.22	12.35	5.77	6.55
MSCI ACWI ex USA	0.46	0.71	-3.09	1.76	9.97	4.12	5.18
MSCI EAFE Small Cap	-0.72	-0.88	-2.19	3.73	12.39	7.96	9.68
MSCI Frontier Markets	-0.05	-1.98	-12.63	-7.73	5.32	2.87	-0.15

Bond Indices	MTD	QTD	YTD	1 Year	3 Years	5 Years	10 Years
FTSE 3mth Treasury Bill	0.17	0.50	1.29	1.57	0.80	0.49	0.32
BBgBarc US Municipal TR	-0.65	-0.15	-0.40	0.35	2.24	3.54	4.75
BBgBarc US Aggregate TR	-0.64	0.02	-1.60	-1.22	1.31	2.16	3.77
BBgBarc US Govt/Credit TR	-0.67	0.06	-1.85	-1.37	1.45	2.23	3.95
BBgBarc US Govt/Credit Int TR	-0.40	0.21	-0.76	-0.96	0.91	1.52	3.22
BBgBarc US Corporate High Yield TR	0.56	2.40	2.57	3.05	8.15	5.54	9.46
BBgBarc Global Aggregate TR	-0.86	-0.92	-2.37	-1.32	1.97	0.75	2.89
FTSE WGBI	-1.02	-1.62	-2.55	-1.54	1.68	0.20	2.21

Other Indices	MTD	QTD	YTD	1 Year	3 Years	5 Years	10 Years
HFRI FOF: Diversified Index	-0.07	0.49	1.27	3.35	2.96	3.13	2.60
HFRI FOF: Conservative Index	0.55	0.98	2.65	3.84	2.88	2.97	2.21
HFRI FOF: Strategic Index	-0.05	0.22	0.59	3.09	4.31	3.56	2.94
Wilshire Liquid Alternative TR USD	0.11	0.95	-0.68	0.83	1.86	1.34	1.88
FTSE EPRA/NAREIT Global TR USD	-2.35	-0.78	-0.79	2.95	7.77	6.17	6.71
Alerian MLP TR USD	-1.57	6.57	5.90	4.89	4.43	-2.72	9.18
Bloomberg Commodity Index TR USD	1.92	-2.02	-2.03	2.59	-0.11	-7.18	-6.24

Returns include dividends; 3-year, 5-year, and 10-year returns are annualized. Indices are unmanaged. You cannot invest directly into an index. Past performance is not indicative of future results.

As of September 30, 2018



	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Stock Large	\$3,796,741	13.74%	10.00%	5.00% - 15.00%	3.74%	Yes
Vanguard 500 Index Admiral	\$3,796,741	13.74%				
US Stock Small	\$749,633	2.71%	2.50%	0.00% - 5.00%	0.21%	Yes
Delaware Small Cap Core Fund	\$749,633	2.71%				
International	\$2,308,762	8.35%	7.50%	5.00% - 10.00%	0.85%	Yes
WCM Focused International Growth Instl	\$1,315,128	4.76%				
Dodge & Cox International Stock	\$993,634	3.60%				
US Fixed Income	\$20,779,461	75.19%	80.00%	70.00% - 90.00%	-4.81%	Yes
Longfellow	\$10,407,643	37.66%				
Merganser Fixed	\$10,371,818	37.53%				
Cash	\$493	0.00%	0.00%	0.00% - 0.00%	0.00%	No
Cash	\$412	0.00%				
Cash	\$82	0.00%				
Total	\$27,635,091	100.00%	100.00%			

University

As of September 30, 2018

Fiscal Year End: June

	Manager Status	Market Value (\$)	% of Portfolio	1 Mo (%)	QTD (%)	YTD (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	Inception (%)	Inception Date
University		27,635,091	100.00	-0.03	1.57	2.04	3.03	3.63	3.69	2.76	Mar-15
Balanced Index				-0.07	1.35	1.46	2.59	3.34	3.49	2.57	Mar-15
SPIA plus 1%				0.24	0.72	2.05	2.74	2.58	2.57	2.53	Mar-15
US Stock Large		3,796,741	13.74								
Vanguard 500 Index Admiral		3,796,741	13.74	0.57	7.70	10.53	17.87	18.21	17.27	12.68	Mar-15
S&P 500				0.57	7.71	10.56	17.91	18.26	17.31	12.59	Mar-15
US Stock Small		749,633	2.71								
Delaware Small Cap Core Fund		749,633	2.71	-2.56	3.76	12.07	--	--	--	15.58	Nov-17
Russell 2000				-2.41	3.58	11.51	15.24	17.96	17.12	16.26	Nov-17
International		2,308,762	8.35								
WCM Focused International Growth Instl		1,315,128	4.76	0.06	3.03	5.78	11.23	13.66	14.05	10.16	Mar-15
MSCI ACWI ex USA				0.46	0.71	-3.09	1.76	10.33	9.97	4.69	Mar-15
Dodge & Cox International Stock	Caution 2Q18	993,634	3.60	0.32	0.81	-6.39	-5.26	9.51	8.20	1.68	Mar-15
MSCI ACWI ex USA				0.46	0.71	-3.09	1.76	10.33	9.97	4.69	Mar-15
US Fixed Income		20,779,461	75.19								
Longfellow		10,407,643	37.66	-0.14	0.31	0.32	0.27	0.37	0.88	0.99	Mar-15
BBgBarc US Govt/Credit 1-5 Yr A+				-0.24	0.18	-0.13	-0.48	-0.12	0.52	0.63	Mar-15
Merganser Fixed		10,371,818	37.53	-0.01	0.48	0.71	0.66	0.70	0.94	0.90	Mar-15
BBgBarc US Govt/Credit 1-3 Yr. TR				-0.07	0.33	0.41	0.20	0.43	0.73	0.74	Mar-15
Cash		493	0.00								
Cash		412	0.00								
Cash		82	0.00								

- Balanced Index = Weighted Average of S&P 500 / Russell 2000 / MSCI ACWI ex USA / BBgBarc US Govt/Credit 1-5 Yr A+ / BBgBarc US Govt/Credit 1-3 Yr. TR / FTSE T-Bill 1 Month TR

UWF Board of Trustees Meeting

Full Board

December 5, 2018

Issue/Agenda Recommendation: Center for Cybersecurity move to downtown Pensacola

Proposed Action: Informational

Background Information:

UWF is relocating its Center for Cybersecurity (Center) to downtown Pensacola. The Board of Governors recently approved the PhD in Intelligent Systems and Robotics degree program. The Director and faculty for Intelligent Systems and Robotics will be housed in the same downtown facility. Both the Center and PhD program faculty are working on joint research endeavors with the Florida Institute for Human and Machine Cognition (FIHMC). The Center currently has a joint faculty appointment with FIHMC and a national search is underway for the Director of the PhD degree program, which will also be a joint appointment with FIHMC.

UWF emerged as a national leader in cybersecurity in 2016 when the National Security Agency (NSA) and U.S. Department of Homeland Security (DHS) designated it a National Center of Academic Excellence (CAE) in Cyber Defense Education. In 2017, UWF was designated as the Center of Academic Excellence Regional Resource Center for the Southeast. UWF serves as one of nine hubs nationally and provides leadership to advance cyber defense education among colleges and universities in Florida, Alabama, Georgia, Mississippi, Puerto Rico and South Carolina.

The Cybersecurity for All program was launched this year to provide innovative, modular, and customizable education and training for business, government and the military. The program is designed to significantly enhance workforce development and increase the number of qualified cybersecurity professionals for public and private partners. In addition, the Florida Cyber Range was launched to provide a cutting edge virtual environment for education, research, and training.

In its new downtown location, the Center for Cybersecurity will provide greater access to workforce development, research, and training opportunities. Last year, the Center had federal and state research activity of \$1.4 million and new research opportunities are being pursued by the Center and jointly with FIHMC. In addition, since March 2018, the Center generated \$468,000 in revenues from training contracts.

Moving the location downtown will provide the Center and Pensacola with greater outreach opportunities and visibility. The UWF Center for Cybersecurity will host the CAE Executive

Leadership Forum in Pensacola on April 24-25, 2019, in partnership with the NSA and DHS. The forum will bring up to 400 executive leaders from academia, industry and government together to advance cybersecurity. Executive leaders will tour the new UWF Center for Cybersecurity facilities and have an opportunity to explore Pensacola.

Implementation:

- March 2, 2018, UWF advertised for competitive bids using an Invitation to Negotiate (ITN). The ITN required a lease in downtown Pensacola and customization of space to house the Center for Cybersecurity.
- Stirling Properties, LLC was the only landlord that responded to the ITN proposing a lease at the SunTrust Building (220 West Garden Street, Pensacola).
- After negotiations, UWF executed a three-year lease with (2) three-year optional renewals. This facility will house the UWF Center for Cybersecurity and the UWF PhD in Intelligent Systems and Robotics degree program.
- Tenant improvements are expected to be completed with an anticipated occupancy date in February 2019.

Fiscal Implications:

The financial terms of the lease include 9,948 sq. ft. on the 2nd floor of the SunTrust building at a first year lease rate of \$15.00/sq. ft. increasing to \$16.75/sq. ft. in year two and \$18.50/sq. ft. in year three for a cumulative total of \$499,887. UWF also received a tenant improvement allowance of \$180,000. The total cost of tenant improvements to construct a cutting edge cybersecurity space, after subtracting the improvement allowance, is a net total of \$1.3 million.

The annual cost of the lease, and \$300,000 of the tenant improvements, will be paid from revenues generated from the Center's training contracts. Up to \$1 million of the tenant improvements will be paid from carry forward funds.

Supporting documents: None

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Presented by: Dr. George Ellenberg, Dr. Eman El-Sheikh, and Dr. Ed Ranelli

UWF Board of Trustees Meeting

December 5, 2018

Issue: 2019-2020 Board of Trustees TENTATIVE Meeting Dates**Proposed action:** Review and Advise the UWF BOT Staff of Problems and/or Conflicts

Background information: The UWF Board of Trustees is scheduled to meet four (4) times annually during FY2019/2020. 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', UWF BEI and Foundation Board of Directors meeting dates in mind. BOT conference calls and emergency meetings will be scheduled as needed.

Recommendation: Trustees are asked to check the dates against their calendars and schedules and advise the UWF BOT support staff of any problems or conflicts. Trustees will be asked to approve these dates at the March 20, 2019 meeting.

AUGUST 2019**14 or 15****UWF Board of Trustees COMMITTEES** @ UWF Conference Center

28-29

*Florida BOG Meeting @ FGCU, Ft. Myers***SEPTEMBER 2019****19 or 20****UWF Board of Trustees MEETING** @ UWF Conference Center**OCTOBER 2019**

2-3

Florida BOG Facilities and Budget & Finance Committees Workshops @ UCF, Orlando

29-30

*Florida BOG Meeting @ UF, Gainesville***NOVEMBER 2019****5 or 6****UWF Board of Trustees COMMITTEES** @ UWF Conference Center**DECEMBER 2019****4 or 5****UWF Board of Trustees MEETING** @ UWF Conference Center**FEBRUARY 2020****12 or 13****UWF Board of Trustees COMMITTEES** @ UWF Conference Center**MARCH 2020****18 or 19****UWF Board of Trustees MEETING** @ UWF Emerald Coast Campus**MAY 2020****13 or 14****UWF Board of Trustees COMMITTEES** @ UWF Conference Center**JUNE 2020****17 or 18****UWF Board of Trustees MEETING** @ UWF Conference Center**Fiscal Implications:** None**Supporting documents:** None**Prepared by:** Becky Luntsford, BOT Assistant Corporate Secretary, 850-474-2449, rluntsford@uwf.edu**Presenter:** Mort O'Sullivan, Chair, UWF Board of Trustees