AGENDA

THE UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES MEETING

March 20, 2019
9:00 a.m.

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

APPROVAL OF MINUTES BY COMMITTEES

Academic Affairs Committee: Adrianne Collins, Chair
  • Approve Minutes of February 14, 2019

Audit and Compliance Committee: Bob Jones, Chair
  • Approve Minutes of February 14, 2019

Finance, Facilities & Operations Committee: Suzanne Lewis, Chair
  • Approve Minutes of February 14, 2019

Student Affairs Committee: Greg Britton, Chair
  • Approve Minutes of February 14, 2019
FULL BOARD

I. Call to Order and Chair’s Remarks  Mort O’Sullivan

II. Student Presentation  Melissa Parsons, UWF Emerald Coast Senior; B.A. in Interdisciplinary Social Sciences, Children and Society

III. President’s Report  Dr. Martha Saunders

IV. Approval of Minutes
   - December 5, 2018 Board of Trustees Meeting
   - February 14, 2019 Special Board of Trustees Meeting

V. Committee Reports
   - Academic Affairs Committee - Adrianne Collins, Chair
   - Audit and Compliance Committee – Bob Jones, Chair
   - Finance, Facilities and Operations Committee – Suzanne Lewis, Chair
   - Student Affairs Committee – Greg Britton, Chair

VI. Direct Support Organization Reports
   - UWF Business Enterprises, Inc.
   - UWF Foundation, Inc.
   - West Florida Historic Trust, Inc.

VII. Public Comment

VIII. Consent

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

a. Acceptance of Internal Auditing PCard Audit Reports: Quarter 2 Update (October 2018 – December 2018)
b. Acceptance of External Audit: UWF Foundation Financial Statement Audit
c. Acceptance of External Audit: WUWF-FM Financial Statement Audit for Fiscal Year Ending June 30, 2018
d. Acceptance of External Audit: Intercollegiate Athletics Financial Statement Audit
e. Acceptance of External Audit: Institute for Human and Machine Cognition Financial Statement Audit
f. Approval of UWF Direct Support Organizations Operating Budgets
g. Approval of Amendments to UWF Regulation 5.016 Direct Support Organizations
h. Approval of Repeal of University Rule 6C6-5.016 Direct Support Organizations
i. Approval of Proposed Amendment to UWF Regulation 5.010 Educational Research Center for Child Development
j. Approval of Request to Offer a New Degree Program: Bachelor of Science in Instructional Design and Technology
k. Approval of Request to Offer a New Degree Program: Master of Science in Cybersecurity
l. Approval of Request to Offer a New Degree Program: Master of Science in Engineering

IX. Action Items

1. Acceptance of Recommendation of the President to Name University Park Center Building: Darrell Gooden Center
2. Approval of Modifications to the UWF Strategic Deployment Plan to Spend University Carryforward
3. Approval of Updated Academic Calendars for 2019-20 and 2020-21
4. Approval of 2019-2020 Board of Trustees Meeting Dates

X. Informational Items

1. Performance Based Funding Metrics Update
2. UWF Board of Trustees Self-Evaluation Process
3. Legislative Update

XI. Board Engagement

Other Business

Concluding Remarks

Tour of Emerald Coast Campus Mechanical Engineering Lab

Adjournment

Other Activities and Upcoming Events

- April 13-18, 2019 – UWF Founders Week
- May 4, 2019 – UWF Spring Commencement, Pensacola Bay Center
- May 15, 2019 @ 9:00 a.m. – UWF BOT Committee Meetings, UWF Conference Center
UWF Board of Trustees  
Full Board Meeting  
March 20, 2019

Agenda Recommendation: Naming of University Park Center Building  

Proposed action: Accept Recommendation of the President to Name University Park Center Building: Darrell Gooden Center

Background information: According to the UWF BOT 08.03-5/17 Policy Concerning Naming Opportunities, gift-related naming of campuses, buildings or facilities for an individual, corporation, foundation or organization, as governed by state statute, requires a gift commitment of 25% or more of the total construction cost of the element.

The University may grant permanent or temporary naming recognition in connection with a University campus, building, facility, wing, college, school, department, center, institute, program or other major unit if the minimum requirements are met. The naming of these elements requires recommendation of the University President and the approval of the Board of Trustees as set forth in this policy. The Board of Trustees reserves the right to deny naming rights even if minimum requirements are met.

Naming proposals will be consistent with University policies and will not only reflect the donor’s appropriate financial support, but also the donor’s commitment to the mission, values and traditions of the University.

Naming recognition benefits conferred on a donor shall be provided after any requisite board approvals are obtained and no earlier than the execution of a gift agreement and receipt of first payment.

Charles Darrell Gooden, a Pensacola native, graduated from UWF in 1973 with a degree in accounting. His commitment to UWF’s mission, values and traditions is evidenced by his cash gifts, pledges and a planned gift for the following purposes: to establish a named athletic scholarship endowment; to establish a named accounting scholarship endowment; to provide support for University Park Center, athletics facilities, athletics sports medicine center; and to provide funds for UWF First Choice Excellence Scholarships in the College of Business. He also currently serves on the Sword and Shield Council, is a UWF Football Founders Platinum Donor, and a Heritage Club member.

Mr. Gooden has made a gift commitment of $2.2 million to name the University Park Center Building the Darrell Gooden Center. We have already received $400,000 and the balance of $1.8 million will be paid within an eight-year period. This gift commitment meets the requirements for the naming of a building.
In accordance with UWF BOT 08.03-5/17 Policy Concerning Naming Opportunities upon recommendation from President Saunders, this item is coming before the UWF Board of Trustees for approval.

**Recommendation:** Approve the naming of the University of West Florida’s University Park Center Building as the *Darrell Gooden Center*.

**Implementation Plan:** Implementation of the naming of this program will be immediate upon BOT Board approval as required. Appropriate websites and other related materials to be updated with new program name.

**Fiscal Implications:** No additional funding is required for this implementation at this time.

**Supporting documents:** BOT 08.03-5/17 Policy Concerning Naming Opportunities; Memo: President’s Acceptance of Naming Recommendation

**Prepared by:** Germaine Battist, Executive Specialist, Office of the Vice President for University Advancement, 474-3306; gbattist@uwf.edu

**Presenter:** Howard J. Reddy, Vice President for Advancement; President, UWF Foundation, Inc.
MEMORANDUM

TO: Dr. Martha D. Saunders, University President
   Office of the President

FROM: Howard J. Reddy, Vice President for University Advancement

RE: Request Approval for Naming Opportunity:
    Darrell Gooden Center

DATE: February 18, 2019

In compliance with the UWF Board of Trustees Policy Concerning Naming Opportunities (BOT-08.03-5/17), the Vice President for Advancement would like to request the President to approve and make a naming recommendation to the UWF Board of Trustees as follows:

Darrell Gooden has made a gift commitment to name the University Park Center Building the
Darrell Gooden Center.

Mr. Gooden has made a gift commitment of $2.2 million towards the naming of the building. He has already made cash gifts of $400,000 and has a pledge of $1.8 million.

The implementation of the naming of this facility will be commensurate with the approval of the University President and the Board of Trustees.

Requirements for Naming (Ref: Naming Opportunity Policy BOT-08.03-5/17):

Gift-related naming of campuses, buildings or facilities for an individual, corporation, foundation or organization, as governed by state statute, requires a gift of 25% or more of the total construction cost of the element.

The University may grant permanent or temporary naming recognition in connection with a University campus, building, facility, wing, college, school, department, center, institute, program or other major unit if the minimum requirements are met. The naming of these elements requires recommendation of the University President and the approval of the Board of Trustees as set forth in this policy. The Board of Trustees reserves the right to deny naming rights even if minimum requirements are met.

Naming proposals will be consistent with University policies and will not only reflect the donor's appropriate financial support, but also the donor's commitment to the mission, values and traditions of the University.
Naming recognition benefits conferred on a donor shall be provided after any requisite board approvals are obtained and no earlier than the execution of a gift agreement and receipt of first payment.

In appropriate instances, a naming may be granted for a predetermined fixed term, usually 3-10 years. At the end of the term, the naming recognition shall expire but may be renewed with the same or new name. The accompanying gift agreement should clearly specify the period of time for which the element will be named.
Board of Trustees Policy  BOT-08.03-05/17

Policy Title:  Policy Concerning Naming Opportunities

Originator:  The University of West Florida Board of Trustees

Responsible Office:  University Advancement

Reason for Policy/Purpose:

It is the intention of the University of West Florida (the "University") to honor and recognize outstanding support of and/or service to the University through the naming of elements, including but not limited to facilities, units, scholarships, and endowments that support the institutional mission. Naming recognition may be extended to individuals (living or deceased), corporations, foundations, and others. Accordingly, the Board of Trustees of the University of West Florida (the "Board of Trustees") has adopted this policy to set forth guidelines for naming opportunities at the University.

Policy Statement:

Guidelines

Upon recommendation of the University President, it is the responsibility of the Board of Trustees to consider the approval of certain naming opportunities that are presented for approval as per policy. Information will be presented by the Vice President for University Advancement to the University President and certified by the University of West Florida Foundation, Inc. (the "Foundation") Board of Directors regarding naming in recognition of financial support prior to consideration by the Board of Trustees.

Relationship to Florida Statutes

- The naming of any University element shall be in accordance with the provisions of Florida Law and applicable rules and regulations of the Board of Governors of the State University System. Accordingly, no building, facility or other element may be named on an honorary basis for any active State University System member, including but not limited to, staff, faculty, students or trustees. Additionally, the naming of any University facility must be approved by the Board of Trustees as a noticed, non-consent agenda item.

- Gift-related naming of campuses, buildings or facilities for an individual, corporation, foundation or organization, as governed by state statute, requires a gift of 25% or more of the total construction cost of the element.

General Policies

- The University may grant permanent or temporary naming recognition in connection with a University campus, building, facility, wing, college, school, department, center, institute, program or other major unit if the minimum requirements are met. The naming of these elements requires recommendation of the University President and the approval of the Board of Trustees as set
forth in this policy. The Board of Trustees reserves the right to deny naming rights even if minimum requirements are met.

- Any name recommended for consideration under these guidelines must be one that would bring distinction and honor to the University and must be consistent with the mission, values and traditions of the University.

Naming in Recognition of Outstanding Service
- University elements may be named in recognition of outstanding service by someone who has distinguished him/herself through significant contributions to the community, profession and/or the University. Non-gift related naming should be reserved for individuals who are of recognized accomplishment and character.

- Because of the public visibility and significance associated with such prestigious recognition, the University should only recognize those who have attained achievements of distinction and who are held in high esteem for their integrity and ethical standards as determined in the University’s sole discretion.

- Prior to recommending a naming based on outstanding service to the University, the University President will seek the counsel of the Honorary Awards and Recognition Committee (HARC) when considering nominations for this recognition.

Naming in Recognition of Financial Support
- Naming proposals will be consistent with University policies and will not only reflect the donor’s appropriate financial support, but also the donor’s commitment to the mission, values, and traditions of the University.

- Naming recognition benefits conferred on a donor shall be provided after any requisite board approvals are obtained and no earlier than the execution of a gift agreement and receipt of first payment.

- In the case of a gift for a building or facility that is to be named with funds required for construction or renovation, naming rights may be requested once a charitable gift of sufficient magnitude has been received to commence the project.

Additional Naming Opportunities
- Additional naming opportunities may be approved at the sole discretion of the University President. These opportunities shall include campus spaces, such as classrooms, laboratories, seminar rooms, conference rooms, offices and other similar spaces. Prior to approving such an opportunity, the University President may, but is not required to, seek the advice of the Honorary Awards and Recognition Committee.

- The University President or the appropriate designee also has the sole discretion to approve other naming opportunities, including but not limited to scholarships, assistantships, fellowships, lectureships, professorships and chairs.

- A named fund may be established in response to an initial gift toward a good faith pledge.
• Naming of benches, fountains, gardens, walkways, theatre seats, and other such structures and spaces shall be addressed, developed and implemented on a case-by-case basis by staff with the approval of the President or his/her designee. The appropriate minimum gift level will be calculated based on a variety of factors, including but not limited to location, structure, scale and function.

• UWF Foundation shall have the latitude to approve a multi-year payment plan for the establishment of an endowment at the major gift level, as determined by the Foundation and the University, provided the full payment is received within a reasonable period of time from the execution of the gift agreement. All gift agreements shall contain language specifying that naming recognition is contingent on satisfaction of the donor’s payment obligations.

Permanency of Names
At the University of West Florida, unless a fixed term is provided for by the gift agreement, every name assigned to a facility, activity or program is intended to be enduring. However, it is foreseeable that situations may arise whereby the University determines that the naming period has concluded.

Removal, Revocation or Renaming
The duration of a donor’s or honoree’s name ordinarily continues for as long as the campus element is in use in the same manner and for the same purpose for which the naming occurred. A recommendation to change or alter in any way the name of a previously named facility, activity or program must be initiated by the President and approved by the Board of Trustees. As naming authority lies with the Board of Trustees, so does the authority and responsibility to remove, revoke or rename. University representatives will make all reasonable efforts to inform the original donor/honoree and/or their designee(s) in advance of any changes of this nature.

Circumstances that may lead to consideration of a name removal, revocation or renaming may include, but shall not be limited to:

• Significant renovation or addition to a previously named space -- the replaced or renovated structure may be renamed in recognition of another donor. Appropriate recognition of prior donors and/or honorees shall be taken into consideration for recognition in nearby, adjacent or newly redeveloped areas.

• Significant repair or rehabilitation to a previously named structure that has been determined to necessitate the need for a new name.

• Any legal impropriety may result in naming revocation if disassociation is warranted and in the best interest of the University.

• A donor’s inability to fulfill financial obligations associated with a gift for a named element will make the naming subject to reconsideration by the Foundation and the University.

• Actions by a person and/or company that are no longer in alignment with the University’s mission and fundamental values and/or brings discredit to the University.

• If the University determines the named element has exceeded its useful life or the continued use has become impossible or impractical, demolition or the discontinuation of a program or activity may result.

• A corporation or individual has a name change.

Term Naming
Term or temporary naming of physical structures or other campus elements may be considered based on the length of period of naming and an assessment of market value associated with the element.
In appropriate instances, a naming may be granted for a predetermined fixed term, usually 3-10 years. At the end of the term, the naming recognition shall expire but may be renewed with the same or new name. The accompanying gift agreement should clearly specify the period of time for which the element will be named.

Other Considerations

- The University's Division of Advancement will work with the Foundation to ensure that naming related actions will be copied to University Archives for proper retention and preservation for archival and research purposes.

- The University of West Florida (UWF) Advancement Division and the UWF Foundation are responsible for the applicable donor recognition of gifts made to benefit the University.

- Each naming opportunity should take into consideration a sufficient budget to allow for fabrication and installation of lettering, signage, map updates and other appropriate designations. New signage, plaques or markers should conform to University policy and design standards relating to campus graphics and shall be coordinated through the University's Marketing and Creative Services.

The Vice President for University Advancement, in consultation with the University President, shall have the discretion to determine whether a deferred gift shall be considered in making a determination to name a building, facility or part thereof.

Approved:  
Dr. Martha D. Saunders, President  
Date: 6.13.17

UWF Board of Trustees Meeting
Full Board Meeting
March 20, 2019

Issue: Modifications to the UWF Strategic Deployment of University Carryforward Plan

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

Background information

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 December 5, 2018, the UWF Strategic Deployment of University Carryforward Plan was presented to and approved by the Board of Trustees.

New Developments

Due to construction constraints in our region, two fixed capital outlay projects (Lab Science Annex and Switchgear) are taking longer than originally expected. Accordingly, approval for the following changes to the UWF Strategic Deployment of University Carryforward Plan is requested:

1. Remove the Lab Science Annex Infrastructure of $740,000 from the Critical Campus Infrastructure category, with the assurance that funding will be available for this
purpose in the fiscal year 2019-2020 as we have a signed contract and have earmarked current year funding to roll into this project.

2. Reduce the encumbrance for switchgear by $1,060,000 in the Critical Deferred Maintenance of Existing Facilities category, with the assurance that funding will be available for this purpose in the fiscal year 2019-2020. At this time we plan to use Utilities E&G residual funds to replenish the switchgear funding.

**Recommendation:** Approve modifications to the UWF Strategic Deployment of University Carryforward Plan

**Implementation Plan:** Once approved by the BOT, the university would implement modifications in spending of university carryforward. We would place the $740,000 in the Critical Deferred Maintenance and use the $1,060,000 to move from analog to digital radios for police, facilities and EHS to enhance Campus Safety and Security. Follow-up reporting would be made to the Board of Trustees and the Board of Governors.

**Fiscal Implications:** $ 1.8 million

**Supporting documents:**
- Modified Strategic Deployment of UWF Carryforward Plan

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

**Presenter:** Betsy Bowers
### 2017-18 Operating Budget - Beginning Carryforward Fund Balance Composition

**02/28/2019**

#### A. Beginning E&G Carryforward Fund Balance - July 1, 2018:

<table>
<thead>
<tr>
<th>Description</th>
<th>2/28/2019</th>
<th>1/31/2019</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Investments</td>
<td>40,063,770</td>
<td>40,063,770</td>
<td>-</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>5,143</td>
<td>5,143</td>
<td>-</td>
</tr>
<tr>
<td>Less: Accounts Payable</td>
<td>835,435</td>
<td>835,435</td>
<td>-</td>
</tr>
<tr>
<td>Less: Deferred Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Beginning E&amp;G Fund Balance Before Encumbrances:</strong></td>
<td>39,233,478</td>
<td>39,233,478</td>
<td>-</td>
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#### B. Expenditures to Date:

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<tr>
<th>Description</th>
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<th>Difference</th>
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<tr>
<td></td>
<td>13,954,291</td>
<td>12,294,305</td>
<td>1,659,986</td>
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#### C. Encumbrances to Date:

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<tbody>
<tr>
<td></td>
<td>10,713,229</td>
<td>11,796,081</td>
<td>(1,082,852)</td>
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#### D. E&G Carryforward Fund Balance - as of XXX 2018:

<table>
<thead>
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<th>Description</th>
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<th>1/31/2019</th>
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<tbody>
<tr>
<td></td>
<td>14,565,958</td>
<td>15,143,092</td>
<td>(577,134)</td>
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#### E. Restricted / Contractual Obligations:

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<tr>
<td>5% Statutory Reserve Requirement</td>
<td>8,253,142</td>
<td>8,253,142</td>
<td>-</td>
</tr>
<tr>
<td>Restricted By Appropriations</td>
<td>5,090,959</td>
<td>5,260,122</td>
<td>(169,163)</td>
</tr>
<tr>
<td>University Board of Trustees Reserve Requirement</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Restricted by Contractual Obligations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Compliance Program Enhancements</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Audit Program Enhancements</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Campus Security and Safety Enhancements</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student Services, Enrollment, and Retention Efforts</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Faculty / Staff Instructional and Advising Support and</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Start-Up Funding</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Faculty Research and Public Service Support and Start-Up</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Funding</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Library Resources</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Infrastructure, Capital Renewal, Roots</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Utilities</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Information Technology (ERP, Equipment, etc.)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Restricted Funds</td>
<td>13,344,101</td>
<td>13,513,264</td>
<td>(169,163)</td>
</tr>
</tbody>
</table>

#### F. Commitments:

- **Compliance, Audit, and Security**
  - Compliance Program Enhancements
  - Audit Program Enhancements
  - Campus security and Safety Enhancements

- **Academic and Student Affairs**
  - Student Services, Enrollment, and Retention Efforts
  - Student Financial Aid
  - Faculty / Staff Instructional and Advising Support and Start-Up Funding

- **Facilities, Infrastructure, and Information Technology**
  - Infrastructure, Capital Renewal, Roots, Renovation, Repair
  - Utilities
  - Information Technology (ERP, Equipment, etc.)

<table>
<thead>
<tr>
<th>Description</th>
<th>2/28/2019</th>
<th>1/31/2019</th>
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<tbody>
<tr>
<td></td>
<td>33,204</td>
<td>45,914</td>
<td>(12,710)</td>
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#### G. Available E&G Carryforward Balance as of XXX 2018:

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<th>1/31/2019</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(0)</td>
<td>(0)</td>
<td>(0)</td>
</tr>
</tbody>
</table>

*Please provide details of earmark reserve balances (specific issue name, appropriation year, amount).*

**Disclosure Notes:**
University of West Florida
2018-2019 Beginning E&G Fund Balance Composition Schedule
for the Operating Budget (OB) File
02/28/2019

E. **Legislatively Earmarked Funds (provide list):**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>2/28/2019</th>
<th>1/31/2019</th>
<th>Difference</th>
</tr>
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<tbody>
<tr>
<td>Tuition Differential</td>
<td>$638,199</td>
<td>$638,199</td>
<td>$0</td>
</tr>
<tr>
<td>FL Public Archeology Centers Ntwk (Rec'd 06-07)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Archaeology Institute (Rec'd 06-07)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>DPT Joint Program(Rec'd 12-13)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>DNP Joint Program (Rec'd 13-14)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Complete Florida (Rec'd 13-14)</td>
<td>$55,641</td>
<td>$51,414</td>
<td>$4,227</td>
</tr>
<tr>
<td>Hurricane Ivan (Rec'd 05-06)</td>
<td>$1,329,387</td>
<td>$1,329,387</td>
<td>$0</td>
</tr>
<tr>
<td>FAA Certification (Rec'd 14-15)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Mechanical Engineering (Rec'd 14-15)</td>
<td>$26,922</td>
<td>$0</td>
<td>$26,922</td>
</tr>
<tr>
<td>Physicians Assistance Program (Rec'd 14-15)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Office of Eco. Dev. &amp; Eng. (Rec'd 14-15)</td>
<td>$1,230,653</td>
<td>$1,396,718</td>
<td>($166,065)</td>
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<tr>
<td>Florida Virtual Campus(Rec'd 14-15)</td>
<td>$307,102</td>
<td>$344,404</td>
<td>($37,302)</td>
</tr>
<tr>
<td>Veteran &amp; Military Student Support (Rec'd 15-16)</td>
<td>$1,138</td>
<td>$0</td>
<td>$1,138</td>
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<td>Integrated Library System N/R (Rec'd 16-17)</td>
<td>$1,500,000</td>
<td>$1,500,000</td>
<td>$0</td>
</tr>
<tr>
<td>ADV Manufacturing Lab (Rec'd 17-18)</td>
<td>$1,917</td>
<td>$0</td>
<td>$1,917</td>
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<tr>
<td></td>
<td>$5,090,959</td>
<td>$5,260,122</td>
<td>($169,163)</td>
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</table>

*Notes a cell where the Amount has increased instead of decreasing
**Note I showed the small $1K changes on some indexes, but those can be reduce to zero if requested.*
<table>
<thead>
<tr>
<th>Index</th>
<th>11/30/2018</th>
<th>12/31/2018</th>
<th>1/31/2019</th>
<th>as of 02/28/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Avail</td>
<td>Avail</td>
<td>Avail</td>
<td>Sub Totals</td>
</tr>
<tr>
<td>Academic and Student Affairs</td>
<td>$2,475,000</td>
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<td>$(568,173)</td>
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<td>New Academic Program(s) Startup</td>
<td>$1,052,000</td>
<td>(206,000)</td>
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<tr>
<td>Education Advisory Board</td>
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<tr>
<td>Student Success Collaborative</td>
<td>$206,000</td>
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<td>(206,000)</td>
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<tr>
<td>Cybersecurity Equipment</td>
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<td>(200,826)</td>
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<tr>
<td>Student Recruitment</td>
<td></td>
<td></td>
<td>(395,970)</td>
<td>33,204</td>
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<tr>
<td>Zeeemee Inc.</td>
<td>$84,000</td>
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<td>(84,000)</td>
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<tr>
<td>Mindpower</td>
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<td>(419,990)</td>
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<td>Admit Hub</td>
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<td>Index Information Technology</td>
<td>$1,100,000</td>
<td>$803,808</td>
<td>$750,515</td>
<td>$558,134 $603,629</td>
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<td>ERP System &amp; Other Software (Banner)</td>
<td>$93,822</td>
<td>(6,498)</td>
<td>(33,824)</td>
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<td>Banner Student System - Ellucian</td>
<td>$230,969</td>
<td>(172,888)</td>
<td>(44,893)</td>
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<tr>
<td>Network Infrastructure</td>
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<td>(39,592)</td>
<td>(2,581)</td>
<td>77,827</td>
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<td>Data Center Infrastructure</td>
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<tr>
<td>University Software</td>
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<td>Security</td>
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<tr>
<td>ITS Operations Reserve</td>
<td>$259,339</td>
<td>(130,360)</td>
<td>(40,852)</td>
<td>88,627</td>
</tr>
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<td>Index Campus Security and Safety Enhancements</td>
<td>$1,060,000</td>
<td></td>
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<tr>
<td>Motorola Radio Update for Security</td>
<td>$1,060,000</td>
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<td>(1,060,000) 0</td>
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<td>Index Critical Campus Infrastructure</td>
<td>$1,670,000</td>
<td>$1,811,430</td>
<td>$1,012,496</td>
<td>$1,025,779 $585,024</td>
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<tr>
<td>Utilities Reserve</td>
<td>$1,510,000</td>
<td>(448,655)</td>
<td>(796,321)</td>
<td>585,024</td>
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<tr>
<td>(emergency repairs, utility cost fluctuations, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Network Infrastructure</td>
<td>$120,000</td>
<td>(120,000)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Index Critical Deferred Maintenance of Existing Facilities</td>
<td>$4,212,000</td>
<td>$3,977,259</td>
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</tr>
<tr>
<td>Switchgear</td>
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<td>(2,045,000)</td>
<td>0</td>
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<td>Deferred Maintenance Projects</td>
<td>$2,166,000</td>
<td>(1,403,294)</td>
<td>(762,706)</td>
<td>0</td>
</tr>
<tr>
<td>(roof replacements, building renovations, repairs, maintenance, improvements, etc.)</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>TOTAL</td>
<td>$10,516,000</td>
<td>$8,218,986</td>
<td>$1,804,468</td>
<td>$1,629,827 $3,873,313 $5,720,830 $1,221,857 $1,221,857</td>
</tr>
</tbody>
</table>
**UWF Board of Trustees Meeting**  
Full Board  
March 20, 2019

**Issue:** Updates to approved Academic Calendars for 2019-20 and 2020-21

**Proposed Action:** Approved Updated Academic Calendars

---

**Background Information:**

The academic calendars for 2019-20 and 2020-21 were previously approved by the Board of Trustees. Since then, adjustments were made to some of the dates to better align with academic calendaring rules.

Board of Governors Regulation 8.001 requires that: “(4) An official copy of the annual calendar adopted by each university shall be filed with the Board.” The updated academic calendars for 2019-20 and 2020-21 are attached with changes noted in red.

**Recommendation:** Approval of updated academic calendars.

**Implementation:**

- Academic Year 2019-20
- Academic Year 2020-21

**Fiscal Implications:** None

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**Supporting documents:**

- Updated Academic Calendars for 2019-20 and 2020-21  

- Board of Governors Regulation 8.001  
  [http://pages.uwf.edu/aadocs/bot/Regulation_8_001_University_Calendars.pdf](http://pages.uwf.edu/aadocs/bot/Regulation_8_001_University_Calendars.pdf)

**Prepared by:** Ms. Kelley Brundage, University Registrar  
474-2244, kbrundage@uwf.edu

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

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

| University | Term One - Fall 2019 - Start | Term One - Fall 2019 - No Classes (i.e. holidays/breaks) | Term One - Fall 2019 - Last Day of Classes | Term Two - Spring 2020 - Start | Term Two - Spring 2020 - Last Day of Classes | Term Three - Summer A 2020 - Start | Term Three - Summer A 2020 - Last Day of Class | Term Four - Summer B 2020 - Start | Term Four - Summer B 2020 - Last Day of Class | Term Five - Summer C 2020 - Start | Term Five - Summer C 2020 - Last Day of Class | Term Five - Summer D 2020 - Start | Term Five - Summer D 2020 - Last Day of Class | Commencement Date(s): Fall 2019 - Summer 2020 |
|------------|-----------------------------|------------------------------------------------------|---------------------------------|-----------------------------|----------------------------------------|---------------------------------|----------------------------------------|---------------------------------|----------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| AU         |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| UCF        |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| FSU        |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| FGCU       |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| FAMU       |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| FIU        |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| NCF        |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| UWF        |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| USF        |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |
| UNF        |                             |                                                      |                                 |                             |                                        |                                 |                                        |                                 |                                        |                                 |                                 |                                 |                                 |                                 |                                 |

* Request for exception to fall start date to start on a Monday and not delay end of term processes.
** Request exception to Summer start date to allow time for end of term processing.
**DIRECTIONS:** Each university shall operate on a year-round calendar which provides 220 days of classroom instruction including examinations, or 210 days of instruction excluding examinations. Exceptions may be approved by the Board of Governors. Unless an exception is granted, the first day of classes will fall within each of the following three periods of time: a) The first three (3) weekdays after August 22; b) The first three (3) weekdays after January 4; and c) The first three (3) weekdays after May 5. Each calendar shall minimize time lost to students in completing the transfer between programs or institutions. A summer program for teachers, school personnel and other students shall begin no earlier than June 15 and close no later than August 15.

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

<table>
<thead>
<tr>
<th>University</th>
<th>Term One: Fall 2020 - Start</th>
<th>Term One: Fall 2020 - No Classes (i.e. Holidays)</th>
<th>Term One: Fall 2020 - Last Day of Classes</th>
<th>Term Two: Spring 2021 - Start</th>
<th>Term Two: Spring 2021 - No Classes</th>
<th>Term Two: Spring 2021 - Last Day of Classes</th>
<th>Term Three: Summer A 2021 - Start</th>
<th>Term Three: Summer A 2021 - No Classes</th>
<th>Term Three: Summer A 2021 - Last Day of Class</th>
<th>Term Four: Summer B 2021 - Start</th>
<th>Term Four: Summer B 2021 - No Classes</th>
<th>Term Four: Summer B 2021 - Last Day of Class</th>
<th>Term Five: Summer C 2021 - Start</th>
<th>Term Five: Summer C 2021 - No Classes</th>
<th>Term Five: Summer C 2021 - Last Day of Class</th>
<th>Term Five: Summer D 2021 - Start</th>
<th>Term Five: Summer D 2021 - No Classes</th>
<th>Term Five: Summer D 2021 - Last Day of Class</th>
<th>Commencement Date(s): 2020-2021</th>
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<tbody>
<tr>
<td>TAMU</td>
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<td>CSU</td>
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</tbody>
</table>

* Request for exception to Fall start date to start on a Monday and not delay end of term processes.
* Request exception to start the summer semester one day earlier to ensure that summer end of term and time in between summer and fall can be properly closed out and aligned as well as ensure that grading takes place in a timely manner.
8.001 University Calendars.

(1) Each university shall operate on a year-round calendar which provides two hundred twenty (220) days of classroom instruction including examinations, or two hundred ten (210) days of instruction excluding examinations. Upon request by the university, exceptions to this requirement may be approved by the Board of Governors and may include, but shall not be limited to, such matters as experimentation, innovation, research, energy conservation or more efficient utilization of resources.

(2) Unless an exception is granted by the Board of Governors, as appropriate, three (3) common entry periods shall be established so that the first day of classes will fall within each of the three (3) periods listed below:
   (a) The first three (3) weekdays after August 22;
   (b) The first three (3) weekdays after January 4;
   (c) The first three (3) weekdays after May 5.

(3) Each calendar shall also include the following:
   (a) Pre-established dates for issuing either certificates, diplomas, or degrees which will permit students to utilize the entry period which minimizes loss of time to students in completing the transfer between programs of institutions;
   (b) A summer program for teachers, school personnel and other students scheduled to begin no earlier than June 15 and close no later than August 15;
   (c) Additional periods throughout the fiscal year in which a student can begin a program.

(4) An official copy of the annual calendar adopted by each university shall be filed with the Board of Governors in a manner prescribed by the Chancellor.

(5) Due to its special structuring of terms, New College of Florida is exempted from the Spring term common entry period specified in Regulation 8.001(2)(b). The institution is to continue to meet other regulation expectations and to continue to work towards smooth transition for new or transfer students.

Authority: Section 7(d), Art. IX, Fla. Const.; History:--Former BOR Rule 6C-2.56, and 6C-8.01, 11-18-70, 12-17-74, 6-25-80, 8-11-85, 6-14-07.
UWF Board of Trustees Meeting
March 20, 2019

Issue: 2019-2020 Board of Trustees Meeting Dates

Proposed action: Approve

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’ and UWF Foundation Board of Directors meeting dates in mind. BOT conference calls, special meetings and emergency meetings will be scheduled as needed.

Recommendation: Approval

AUGUST 14, 2019 UWF Board of Trustees COMMITTEES @ UWF Conference Center
SEPTEMBER 19, 2019 UWF Board of Trustees MEETING @ UWF Conference Center
OCTOBER 29, 2019 Board of Governors Trustee Summit @ the University of Florida
NOVEMBER 6, 2019 UWF Board of Trustees COMMITTEES @ UWF Conference Center
DECEMBER 5, 2019 UWF Board of Trustees MEETING @ UWF Conference Center
FEBRUARY 13, 2020 UWF Board of Trustees COMMITTEES @ UWF Conference Center
MARCH 18, 2020 UWF Board of Trustees MEETING @ UWF Emerald Coast Campus
MAY 13, 2020 UWF Board of Trustees COMMITTEES @ UWF Conference Center
JUNE 18, 2020 UWF Board of Trustees MEETING @ UWF Conference Center

Fiscal Implications: None

Supporting documents: None

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

Presenter: Mort O’Sullivan, Chair, UWF Board of Trustees
UWF Board of Trustees Meeting
Full Board
March 20, 2019

Issue: Performance Based Funding Metrics Update

Proposed Action: Informational

Background Information:

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

Recommendation: Informational item; no action required.

Implementation: None

Fiscal Implications: None

Supporting documents: None

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

Presenter: George Ellenberg, Provost and Senior Vice President
UWF Board of Trustees Meeting
Full Board
March 20, 2019

Issue: UWF Board of Trustees Self-Evaluation Process

Proposed action: Informational

Background information:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) encourages Board of Trustees participation in self-evaluation as part of an educational institution’s strategic planning process. At its December 2017 annual meeting, the College Delegate Assembly adopted newly revised SACSCOC Principles of Accreditation: Foundation for Quality Enhancement that included a new principle on governing board self-evaluation. Section 4.2g states, “The governing board defines and regularly evaluates its responsibilities and expectations.”

As the body that holds in trust the fundamental autonomy and ultimate well-being of the institution, the governing board of the institution is a critical element in the success of the institution. The most effective governing boards typically model the practices they encourage in their institutions by participating in the systematic self-evaluation process. The goal of this self-evaluation process is to answer questions such as, “How are we doing? What are we doing? Are we as effective a board as we can be?”

The process of institutional improvement underlies the SACSCOC Principles of Accreditation. While the means by which a governing board participates in that process may be different in scope, tone, and detail than that of the rest of the institution, it is still a necessary element in institutional leadership.

Process to Implement a Board of Trustees self-evaluation:

- Review Section 4.2g of the SACSCOC 2018 Principles of Accreditation regarding Board Governance.
- Create samples of the Board Self-Evaluation Effectiveness Survey.
- Administer the Board Self-Evaluation Effectiveness Survey.
- After implementation of the survey, the Board of Trustees will meet to review and discuss the results.
- If there are specific changes identified, later Board meetings will document that the recommended changes were implemented.
Multiple cycles of the process will properly document the Board self-evaluation as a continuous process.

To complete the planning process, the Board of Trustees will:
- review and approve the institution’s mission as a result of the planning process; and
- review and approve the institution’s strategic plan that resulted from the review process.

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

**Implementation:**

**Timeline to Consider:**

- **March 20, 2019 (BOT Meeting):** Process presented to the Board as information item.
- **April, 2019:** University staff to draft three sample versions of BOT Effectiveness Survey.
- **Late April or Early May, 2019:** BOT Executive Committee to meet, review and approve BOT Effectiveness Survey and Process.
- **May 15, 2019 (BOT Meeting):** BOT Executive Committee gives report to full Board and provides BOT Effectiveness Survey to Board members. Board members are instructed to complete and bring to BOT Retreat for discussion, revision and finalization.
- **Early June, 2019:** Board members to discuss, revise and finalize survey at BOT Retreat.
- **June 19, 2019 (BOT Meeting):** Revised BOT Duties & Responsibilities to be presented to the Board as an action item (Board Self-Evaluation Process added to BOT Duties & Responsibilities).
- **September 19 or 20, 2019 (BOT Meeting):** Board approves final Board Self-Evaluation Process & Timeline.
- **January, 2020:** Survey to be sent to the Board (Evaluation of calendar year 1/2019 – 12/2019).
- **March, 2020 (BOT Meeting):** Board approves Self-Evaluation.

**Fiscal Implications:** None

**Supporting documents:** None

**Prepared by:** Kimberly D. McCorkle, Vice Provost 474-2035, kmccorkle@uwf.edu

**Presenter:** Kimberly D. McCorkle
UWF Board of Trustees Meeting
Full Board
March 20, 2019

Issue/Agenda Recommendation: Legislative Update

Proposed Action: Informational

Background Information: Update on the 2019 Florida Legislative Session

Supporting documents: None

Prepared by: Andrew Romer, Senior Executive Specialist, Governmental Relations, aromer@uwf.edu, 850-474-2200

Facilitator/Presenter: Andrew Romer