

Minutes – Special UWF Board of Trustees Meeting
UWF Conference Center, Bldg. 22
University of West Florida
February 21, 2017

Chair Mort O’Sullivan called the special meeting of the UWF Board of Trustees to order at 10:01 a.m.

Becky Luntsford called roll with the following trustees present as noted here. Mort O’Sullivan; Dick Baker; Lewis Bear, Jr.; Greg Britton; Dave Cleveland; Ted Fox; Jake Hebert; Bob Jones; Suzanne Lewis; Jay Patel and LuTimothy May. Trustee Robert Sires participated by conference call.

Others in attendance: Dr. Martha Saunders, President; Dr. George Ellenberg, Interim Provost; Dr. Kevin Bailey, VP Student Affairs; Dr. Steven Cunningham, VP Finance & Administration; Dr. Meredith Brunen, Interim VP University Advancement; James Felder, Interim General Counsel; Ms. Betsy Bowers, AVP Internal Auditing; Dr. Jay Clune, Vice Provost; Dr. Kim LeDuff, AVP, Dean, University College; Dr. Joffery Gaymon, AVP Enrollment Affairs; Ms. Cynthia Talbert, Internal Auditor III, Internal Auditing; Mr. Dan Bevil, Internal Auditor II, Internal Auditing; Mr. Matt Packard, Compliance Officer, Compliance; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Michael Huggins, Dean, CSE; Dr. Ed Ranelli Senior Advisor and Consultant, COB; Dr. Steve Brown, Dean, CASSH; Dr. William Crawley, Dean, CEPS; Dr. Ermalynn Kiehl, Dean, COH; Dr. Tim O’Keefe, Dean, COB; Dr. Vanee Cao-Nguyen, Director SDRC; Dr. Bob Dugan, Dean of Libraries ; Dr. Brandon Frye, AVP, Dean of Students; Ms. Megan Gonzalez, Executive Director, University Marketing and Communications; Chief John Warren, University Police; Dr. Vannee Cao Nguyen, Executive Director, Office for Equal Opportunity and Accessibility; Ms. Kelley Brundage, University Registrar; Dr. Brice Harris, AVP, Haas Center; Dr. Rebecca Kennedy, Director, Health, Counseling and Wellness Center; Mr. Billy Pollard, Senior Associate Controller, Financial Services; Mr. Chip Chism, Director, Parking & Transportation Services; Ms. Karen Rentz, Director, Title IX and Equal Opportunity Programs; Ms. Robin Zimmern, Associate Dean, Student Affairs; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Executive Director and CTO, ITS; Dr. Jenae Burkart, Faculty Technology Support Specialist, ITS; Mr. William Coleman, Lead Classroom Technology Engineer, ITS; Mr. Pat Crawford, Executive Director, WUWF Public Media; Mr. David Scott, Athletic Director; Mr. Tony Nguyen, Associate Athletic Director; Ms. Lisa Berneau, Assistant General Counsel; Ms. Lauren Loeffler, Director Career Services; Ms. Jamie Sprague, Assoc. Director, Human Resources; Ms. Angela Jones, Director, Procurement and Contracts; Dr. Claudia Stanny, Director, CUTLA; Mr. Daniel Lucas, Assistant Vice President, University Advancement; Eric Ingerman, Production and Tech. Services Coordinator, University Commons; and Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees.

CHAIR’S GREETING

Chair O’Sullivan welcomed everyone and shared his appreciation for everyone’s attendance.

PUBLIC COMMENT

Chair O’Sullivan reminded those present that time has been set aside during the meeting to allow public comment on matters coming before the Board. He instructed anyone wanting to speak on an agenda item to complete a *Request to Address the UWF Board of Trustees* form as required. The forms were available on a table in the rear of the room and were to be provided to the Board of Trustees’ recording secretary, Becky Luntsford.

There were no requests submitted.

ACTION ITEM

1. Acceptance of the BOG Required Audit Performance Funding Data Integrity Report – 2016 and Data Integrity Certification Form

Chair O’Sullivan asked Ms. Betsy Bowers, Associate Vice President Internal Auditing to present the agenda items.

Ms. Bowers explained that on June 23, 2016, Board of Governors Chair, Tom Kuntz sent a letter to the Chairs of the University Boards of Trustees and University Presidents asking them to have the internal audit function audit the Performance Based Funding-related controls, processes, and data submissions. UWF Internal Auditing & Compliance audited UWF’s processes that ensure the completeness, accuracy, and timeliness of data submissions, which included testing of data that supports the performance funding metrics. The audit was performed in accordance with the current *International Standards for the Professional Practice of Internal Auditing* as published by the Institute of Internal Auditors, Inc. As was presented in the Audit & Compliance Committee meeting held February 21, 2017, the required audit was completed and accepted by the Committee. The results of the audit shall be provided to the Board of Governors after being accepted by the University’s Board of Trustees.

Another requirement in Chairman Kuntz’s letter is that each University President complete a Data Integrity Certification form. This audit’s results do support the President’s certification form such that the representations may be affirmed. These efforts will allow the BOT Chairs and University President to confidently certify data submissions to the Board of Governors and enhance public trust and confidence in this process. This Data Integrity Certification form is to be submitted to the Office of Inspector General and Director of Compliance at the Board of Governors.

Ms. Bowers explained that the BOT Audit & Compliance Committee met prior to the Board meeting and voted unanimously to recommend approval of this item by the Full Board.

Following Ms. Bowers presentation, Chair O’Sullivan asked for a motion to Accept the BOG Required Performance Metrics Data Integrity Audit-2016 and the Data Integrity Certification Form.

Motion by: Trustee Dick Baker
Seconded by: Trustee Jake Hebert
Chair Mort O’Sullivan Aye

Vice Chair Dave Cleveland Aye
Trustee Dick Baker Aye
Trustee Lewis Bear, Jr. Aye
Trustee Greg Britton Aye
Trustee Ted Fox Aye
Trustee Jake Hebert Aye
Trustee Bob Jones Aye
Trustee Suzanne Lewis Aye
Trustee LuTimothy May Aye
Trustee Jay Patel Aye
Trustee Bob Sires Aye
Motion passed unanimously.

OTHER BUSINESS

Chair O’Sullivan announced to the Board that Bentina Terry officially resigned from her position on the UWF Board of Trustees effective February 6, 2017. Ms. Terry was appointed by the Board of Governors, so the university is awaiting word from the BOG on whether a new trustee is being considered and when we may expect that individual to be appointed to the Board.

Chair O’Sullivan thanked the trustees for completing the 2017 Trustee Survey. He explained that trustee input will assist him in making committee appointments and reassignments and will serve as a guide to make the Board as effective as possible as the Board moves the university forward.

Chair O’Sullivan encouraged the trustees to attend as many of the upcoming Presidential Inauguration events as they can.

With no other business to come before the board, Chair O’Sullivan adjourned the meeting at 10:16 a.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary