



Annual Report 2020-21

Betsy Bowers, Vice President
Division of Finance & Administration

From the Vice President

I am pleased to present the UWF Finance & Administration Division's annual report for the fiscal year ended June 30, 2021. Despite the pandemic and adjusting to our new normal, this fiscal year yielded some remarkable achievements for our division.



Betsy Bowers, CIA, CFE, CGFM, CIG, CRMA, CICA
Vice President for Finance and Administration

- The Higher Education Emergency Relief Act (HEERF) provided UWF with more than \$41 million in funding from March 2020-June 2021 for student emergency aid and institutional aid. These funds provided extensive emergency support to financially vulnerable students. As of June 30, 2021, more than 7,100 students received aid totaling more than \$7.5 million. On the institutional aid side, UWF can enhance our critical infrastructure via a redundant fiber-optic line, there are more than 40 laptops available for loan to students, eClassroom updates occurred, and planned upgrades begin on HVAC systems in 46 buildings.
- University Police recognized nine officers and others for Distinguished Service because of their heroic efforts in saving some lives on campus.
- Facilities Management consistently received high satisfaction scores and has an average rating of 3.96 out of a possible 4.0!
- We saved \$214,000 by adjusting occupied and unoccupied building HVAC schedules; this reduced central plant consumption by nearly 14%.
- The university did a realignment of the budget. The state requested information on the impact to the University of the 8.5% (\$7.3M) and/or 10% (\$12.8M) reduction. An outcome of this exercise was a realignment of 8.5% or \$7.3M of the University's budget based on a prioritization with mission-critical instructional and student support activities being assigned higher priority rankings. The priorities were established based on the NACUBO Functional Classifications (instruction, research, institutional support, student support, plant and operations, etc.) and included peer comparisons based on IPEDS data. This resulted in budget reallocations to ensure mission-critical initiatives in instruction, research, and student support were maintained at appropriate levels to align with UWF's priorities and Strategic Plan.

In summary, despite this year of great volatility, we have continued to be responsive to the challenges faced by UWF.

A handwritten signature in black ink that reads "Betsy Bowers". The signature is stylized, with the first name "Betsy" written in a cursive script and "Bowers" in a more blocky, slightly cursive font.

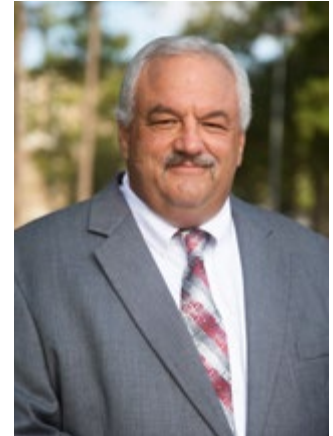
Senior Leadership



James Adams, Director,
Business and Auxiliary
Services



Dr. Melinda Bowers,
Associate Vice President
of Administration



Marc Cossich,
Chief of Police



Jeffrey Djerlek, Associate
Vice President of Financial
Services and Controller



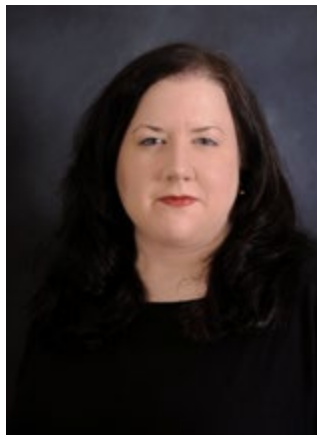
Angie Jones, Director,
Procurement and Contracts



Nicole McDonald,
Director, Environmental
Health and Safety



Tiffany Nisewonger,
Executive Assistant



Angela Wallace, Division
Budget Director

FACTS

7

DEPARTMENTS
+ DIV OFFICE

194

EMPLOYEES



DIVISION PERSONNEL
BREAKDOWN BY AREA

- Business & Auxiliary Services
- Controller's Office
- Environmental Health & Safety
- Facilities Management
- UWF Police
- Procurement
- Vice President's Office

\$14,039,019

TOTAL E&G OPERATING BUDGET (2020-21)

Big Wins

With the 2020-2021 fiscal year came an unexpected intruder into campus life. This intruder was in the form of the COVID-19 pandemic. The campus was closed and the focus was on keeping students and employees safe. The Division of Finance and Administration was at the center of preparations for re-opening campus for Fall 2020.

Fall 2020

- **Business and Auxiliary Services**

(1) Produced signage for the Division as well as floor decals.

(2) Began talks with the Pharmabox company regarding the placement of an automated retail vending machine for health, personal care, and PPE (Personal Protective Equipment) products.

(3) Free-standing plexiglass customer service windows were purchased for reception desks, Point-of-Sale terminals, and similar areas, where employees come in direct contact with students, other employees, or visitors.

(4) Dining Services did a rebrand of the old Bistro Blue food truck, which now is named “Argo2Go.” They used this truck for ‘Surprise and Delight’ pop-ups around campus where food was given away to students who were on campus, while the Dining facilities were closed.

(5) UWF Bookstore began offering masks, face shields, glasses/goggles, gloves, hand sanitizer, and thermometers.

(6) Vending machines included face masks in their variety.

(7) The Nautilus Card office offered the OneTouch Nautilus Card Payment app as a means of contactless payment at Dining facilities on campus.



- **Environmental Health and Safety** ordered and supplied the campus with hand sanitizer, antibacterial hand wipes, and freestanding sanitizer and wipe stations in most buildings, and provided updates on what UWF should be doing to remain safe.



- **Facilities**

(1) Building Services increased its scheduled custodial cleaning of facilities on campus and took extra measures to disinfect frequently touched areas like doorknobs, stair rails, elevator buttons, and other surfaces (such as exercise equipment and classroom AV equipment).

(2) Furniture and equipment was rearranged or closed off to ensure proper social distancing.

(3) Hours of operation for buildings with reduced hours were adjusted monthly, per established guidelines.

Spring 2021

- **Business and Auxiliary Services**

(1) A Pharmabox vending machine was installed in the Argo Galley area of the Commons.

(2) UWF Postal Services began processing passport applications as an official Passport Application Facility.



- **Controller's Office**

(1) Successfully implemented new Lease Software for Accounting Changes and Tracking.

(2) WUWF and WF Historic Trust PPP SBA Loans were submitted and funded.

(3) Held a meeting with Ellucian for Banner System process improvements.

(4) UWF Financial Audit Report 2021-164 was issued with a clean opinion.

(5) COOP & Hurricane Plans were updated.

(6) Travel department created on-demand videos on how to update Concur Profiles.

(7) Several employees, who are also students, made both the Dean's and President's Academic Lists.

(8) Payroll department processed the bonuses in May for the non-unit faculty/staff.



- **Environmental Health and Safety** coordinated with the Florida Department of Health, UWF administration, and departmental contacts for UWF's on campus Vaccination Day.

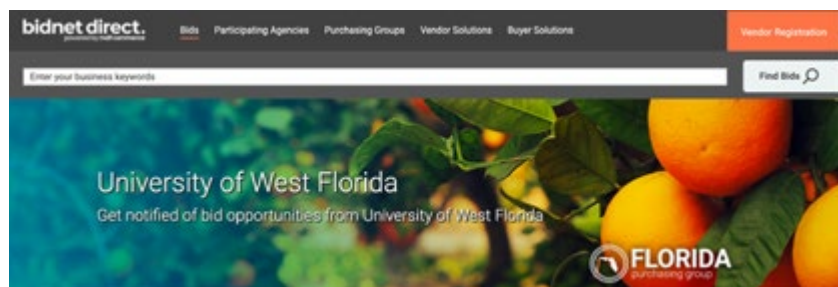


- **Facilities** purchased and began training employees to use the Space Inventory and Allocation System (SPIN).

- **Procurement**

(1) Implemented BidNet in February 2021, where vendor registration, formal bid notification, and bid submissions are part of the Florida Purchasing Group, a statewide presence versus hosted only on the UWF website.

(2) Raised PCard limits to \$2,500 for a single transaction and the monthly/cycle limit to \$5,000.



(3) Instituted a Request for Quotation (RFQ) change that ceases the need for formal RFQs for transactions \$50,000 to \$74,999 (unless requested by the end-user) and implements the end-user/department obtaining two or more written quotes from two or more vendors for transactions costing \$20,000-\$74,999.



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