



Board of Trustees
UNIVERSITY *of* WEST FLORIDA

Full Board Meeting

Thursday, September 12, 2024

UWF Conference Center

9:00 a.m. CT



Board of Trustees
UNIVERSITY of WEST FLORIDA

Full Board Meeting
Thursday, September 12, 2024
UWF Conference Center
9:00 a.m. CT

[Zoom Webinar](#) | Passcode: 041563

Agenda

- | | |
|---|------------------------|
| I. Call to Order | Suzanne Lewis, Chair |
| II. Roll Call | Anna Lochas |
| III. Greeting | Suzanne Lewis, Chair |
| IV. Public Comment | Anna Lochas |
| V. Approval of Minutes | Suzanne Lewis, Chair |
| VI. Reports | |
| a. President's Report | Dr. Martha Saunders |
| b. Provost's Metrics Report | Dr. Jaromy Kuhl |
| c. Committee Reports | |
| i. Academic Affairs Committee | Stephanie White, Chair |
| ii. Audit and Compliance Committee | Dick Baker, Chair |
| iii. Finance, Facilities, & Operations Committee | Jill Singer, Chair |
| iv. Student Affairs Committee | Alonzie Scott, Chair |
| v. PPEM Ad Hoc Committee | Jill Singer, Chair |
| d. Direct Support Organization Reports | |
| i. UWF Business Enterprises, Inc. | Dick Baker |
| ii. UWF Foundation, Inc. | Dick Baker |
| iii. UWF Historic Trust, Inc. | Suzanne Lewis |
| VII. Unfinished Business | Suzanne Lewis, Chair |
| a. Consent Agenda | |
| i. ACA-1: Approve Tenure as a Condition of Employment | |
| ii. ACA-2: Approve 2023-2024 Institutes and Centers Annual Report | |
| iii. ACA-3: Approve Textbook Affordability Annual Report | |
| iv. ACA-4: Approve General Education Course Offerings | |

- v. AUD-1: Auditor General IT Operational Audit Report
- vi. AUD-2: Internal Audit Reports
- vii. AUD-3: PCard Quarter 4 Audit Report
- viii. AUD-4: IAMC Vision, Strategic Plan, Budget, & Technology Plan
- ix. AUD-5: Office of Compliance and Ethics Annual Report
- x. AUD-6: Office of Compliance and Ethics Work Plan
- xi. FFO-1: Revisions to UWF/REG 5.003 Micromobility Devices on Campus
- xii. FFO-2: Revisions to University Policy BOT-09, Investment Policy
- xiii. STU-1: Revisions to UWF/REG 5.050 Speech, Assembly, and Public Expression on Campus

VIII. New Business

Suzanne Lewis, Chair

a. Action Items

- i. [BOT-1](#): Final FY 23-24 University Carryforward & Fixed Capital Outlay
- ii. [BOT-2](#): FY 24-25 Carryforward, Fixed Capital Outlay, & Certification
- iii. [BOT-3](#): Annual Report of Self-Supporting & Market Tuition Rate Programs
- iv. [BOT-4](#): Naming Opportunity: Master of Science in Athletic Training Program
- v. [BOT-5](#): Naming Opportunity: Wright Family Institute for Global and Population Health
- vi. [BOT-6](#): Linking Industry to Nursing Education (LINE) Fund Proposals
- vii. [BOT-7](#): Collective Bargaining Agreement between UWF and PBA
- viii. [BOT-8](#): Amendment to Internal Improvement Trust Fund Lease No. 2722
- ix. [BOT-9](#): Legislative Budget Requests
- x. [BOT-10](#): BOT Self-Evaluation
- xi. [BOT-11](#): 2023-24 Presidential Performance Evaluation & Compensation
- xii. [BOT-12](#): 2025 Employment Agreement for President Saunders

b. Information Items

- i. [INFO-1](#): FY 2023-2024 Final Operating Budget Summary Performance
- ii. [INFO-2](#): DSO Operating Budgets FY 2023/24 & DSO Resources Utilized
- iii. [INFO-3](#): UWF Bonuses Report for 2023-2024
- iv. [INFO-4](#): Review of UWF's Commitment to the NCAA Principles of Conduct

IX. Announcements

Suzanne Lewis, Chair

X. Adjournment

Suzanne Lewis, Chair

Mission: *UWF delivers a learner-focused university education that enables students from varied backgrounds to meet their career and life goals. UWF research and community partnerships advance the body of knowledge and enhance the prosperity of the region and the state.*



Board of Trustees
UNIVERSITY *of* WEST FLORIDA

Approval of Minutes

❖ June 20, 2024

**Full Board Meeting
June 20, 2024
UWF Conference Center
DRAFT Minutes**

Table of Contents

I.	Call to Order	2
II.	Roll Call	2
III.	Greeting	3
IV.	Public Comment	3
V.	Approval of Minutes	3
VI.	Reports	3
	A. President’s Report.....	3
	B. Provost’s Report.....	4
	C. Committee Reports	4
	1. Academic Affairs Committee	4
	2. Audit and Compliance Committee.....	5
	3. Finance, Facilities, and Operations Committee	6
	4. Student Affairs Committee	7
	5. Presidential Performance Evaluation and Metrics Ad Hoc Committee.....	7
	D. Direct Support Organization Reports	7
	1. UWF Business Enterprises, Inc.	7
	2. UWF Foundation, Inc.....	8
	3. UWF Historic Trust, Inc.....	8
VII.	Unfinished Business	8
	A. Consent Agenda.....	8
VIII.	New Business	9
	A. Action Items	9
	1. BOT-1: Approve Naming Opportunity.....	9
	2. BOT-2: Bestowing of an Honorary Doctorate Degree.....	9
	3. BOT-3: Approve UWF Foundation BOD New Appointments & Reappointments.....	9
	4. BOT-4: Approve UWF Historic Trust BOD New Appointments & Reappointment ...	10
	5. BOT-5: Approve FY2025/26 - 2029/30 Capital Improvement Plan	10
	6. BOT-6: Estimated FY 2024-25 Consolidated Operating Budget.....	10
	7. BOT-7: DSO Operating Budgets for FY 2024/25 and DSO Resources Utilized	10

- 8. BOT-8: Approve Tenure as a Condition of Employment 11
- 9. BOT-9: Approve General Education Course Offerings 11
- 10. BOT-10: Approve Request to Offer a New Degree Program 11
- 11. BOT-11: Revisions to UWF/REG 3.030 Student Code of Academic Conduct..... 11
- 12. BOT-12: Accept Post-Tenure Faculty Review Internal Audit Report..... 12
- 13. BOT-13: Ratify the 2023-2026 CBA 2024 Reopener between UWF and UFF 12
- 14. BOT-14: 2024-2025 Presidential Goals and Objectives 12
- 15. BOT-15: Resolution 2024.1 in Recognition of Distinguished Service..... 12
- 16. BOT-16: Resolution 2024.2 in Recognition of Distinguished Service 13
- B. Information Items: 15
 - 1. INFO-1: 2024 Legislative Session Update 15
 - 2. INFO-2: 2024 UWF Board of Trustees Self-Evaluation Effectiveness Survey 15
 - 3. INFO-3: Admission Deposit for Graduate International Students..... 15
 - 4. INFO-4: SGA Brown/Griffin Platform 15
- IX. Announcements 15**
- X. Adjournment 15**

Board Meeting

9:00 a.m.

The public was provided with information on the UWF Board of Trustees website to join this public meeting in person in the UWF Conference Center or virtually through Zoom Webinar.

I. Call to Order

A. The meeting of the UWF Board of Trustees was called to order at 9:00 a.m. by Chair Suzanne Lewis.

II. Roll Call

A. Chair Lewis asked Anna Lochas to conduct roll call. Trustees Dick Baker, Maggie Brown, Susan James, Suzanne Lewis, and Jill Singer were in attendance in person and Trustee Paul Hsu was in attendance virtually. Trustee Alonzie Scott was also in attendance virtually, joining the call at 9:45 a.m.

B. Others in attendance included:

- 1. Dr. Martha Saunders, President; Dr. Jaromy Kuhl, Provost; Howard Reddy, Vice President of University Advancement; Dr. Greg Tomso, Vice President of Academic Engagement and Student Affairs; Betsy Bowers, Vice President of Finance & Administration; Susan Woolf, General Counsel; Jamie Sprague, Associate Vice President of Human Resources; Dave Scott, Associate Vice President for Intercollegiate Athletics; Anamarie Mixson, Assistant Vice President

for the Office of the President; Cindy Talbert, Chief Auditing Executive; Matthew Packard, Chief Compliance Officer; Dr. Dallas Snider, Vice Provost; Jeffrey Djerlek, Associate Vice President of Finance and University Controller; Daniel Lucas, Associate Vice President of Advancement; Chris Martin, Assistant Vice President of Facilities Management; Katie Condon, Assistant Vice President or Enrollment Affairs; Ethan Henley, Director of Undergraduate Admissions; Dr. David Bellar, Dean of the Usha Kundu, MD College of Health; Dr. Melinda Bowers, Dean of the UWF Emerald Coast; Stephanie Clark, Dean of the University Libraries; Dr. David Earle, Interim Dean of the College of Arts, Social Sciences and Humanities; Dr. Rick Fountain, Dean of the College of Business; Dr. Mohamed Khabou, Dean of the Hal Marcus College of Science and Engineering; Dr. Mary Anderson, Associate Vice President and Dean of Students; Lauren Loeffler, Assistant Vice President of Academic Engagement and Student Affairs; Lauren Alidor, Internal Auditor; Abigail Megginson, Director of Government Relations; James Manor, Executive Director of Facilities Management; Rachel Hendrix, Executive Director of International Affairs; Robert Overton, Executive Director of the UWF Historic Trust; Michael Wyatt, Assistant General Counsel; Allen Pierce, Lead Help Desk Analyst for ITS; Baylee Schatz, Help Desk Analyst I for ITS; Angel Sedillo Program Manager for the University Commons; John Macdonell, Desktop Systems Specialist for WUWF; and Anna Lochas, BOT Liaison and Director of Public Policy Events.

III. Greeting

A. Chair Lewis welcomed everyone to the meeting.

IV. Public Comment

A. Chair Lewis opened the floor for public comment. There was none.

V. Approval of Minutes

A. Chair Lewis reminded the trustees that they had been given the opportunity ahead of time to review the minutes of the March 7, 2024, Board of Trustees Meeting. Chair Lewis asked for a motion to approve the minutes as presented if there were no changes or corrections.

1. Motion by: Trustee Baker
2. Seconded by: Trustee Singer
3. Motion passed unanimously.

VI. Reports

A. President's Report

1. Chair Lewis called on Dr. Martha Saunders to give the President's Report. Dr. Saunders presented on the University Strategic Directions.
 - a. Strategic Direction 1: Student Centered and Focused
 - b. Strategic Direction 2: Employee Success

- c. Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs
 - d. Strategic Direction 4: Community and Economic Engagement
 - e. Strategic Direction 5: Infrastructure
 - f. Strategic Direction 6: Operational Excellence
 - g. Strategic Direction 7: Culture of Inclusion and Civility
2. After her presentation Dr. Saunders informed the board that Chair Lewis was recently featured as a Florida Icon in Florida Trend magazine. Dr. Saunders then presented Chair Lewis with a framed copy of the article.

B. Provost's Report

1. Chair Lewis called on Provost Dr. Jaromy Kuhl, to give the Metrics Report. Dr. Kuhl provided an update on the ten metrics.
 - a. Metric 1: Percent of Bachelor Graduates Employed \$40,000+ and/or Continuing Education 1 Year after Graduation.
 - b. Metric 2: Median Average Full-time Wages of Undergraduates Employed 1 Year after Graduation
 - c. Metric 3: Average Cost to the Student Net tuition and Fees for Resident Undergraduates per 120 Credit Hours.
 - d. Metric 4: Four-Year Graduation Rate for First Time in College Students (Full-Time).
 - e. Metric 5: Academic Progress Rate 2nd Year Retention with GPA at 2.0 or Above.
 - f. Metric 6: Percent of Bachelor's Degrees Awarded in Programs of Strategic Emphasis.
 - g. Metric 7: University Access Rate Percent of Undergraduates with a Pell Grant.
 - h. Metric 8: Percent of Graduate Degrees Awarded in Programs of Strategic Emphasis.
 - i. Metric 9A: Florida College System AA Transfer Three-Year Graduation Rates (Full and Part-Time Students).
 - j. Metric 9B: FTIC Pell Recipients 6-Year Graduate Rate (Full and Part-Time Students).
 - k. Metric 10: Percent of Baccalaureate Graduates Completing 2+ Types of High Impact Practice.

C. Committee Reports

1. Academic Affairs Committee
 - a. Chair Lewis gave the Academic Affairs Committee Report. Chair Lewis explained that the Academic Affairs Committee met on Thursday, May 16, 2024, via Zoom Webinar. The committee had six action items and two information items on their agenda.
 - i. The action items were as follows:

- i. ACA-1: Approve Tenure, presented by Dr. Jaromy Kuhl, Provost
- ii. ACA-2: Approve Tenure as a Condition of Employment, presented by Dr. Jaromy Kuhl
- iii. ACA-3: Approve Request to Offer a New Degree Program, presented by Dr. Dallas Snider, Vice Provost
- iv. ACA-4: Approve Request to Reduce Program Hours, presented by Dr. Dallas Snider
- v. ACA-5: Review and Approve General Education Course Offerings, presented by Dr. Dallas Snider
- vi. ACA-6: Revisions to UWF/REG 3.033 Transfer of Credit, presented by Ethan Henley, Director of Undergraduate Admissions
- ii. The information items were as follows:
 - i. INFO-1: 2023-2024 Post-Tenure Review, presented by Dr. Jaromy Kuhl
 - ii. INFO-2: Review of New Academic Degree Program Proposal List, presented by Dr. Dallas Snider
- b. Chair Lewis explained that the Academic Affairs Committee recommended approval of all action items by the full Board of Trustees at the June 20, 2024, meeting.

2. Audit and Compliance Committee

- a. Chair Lewis called on Trustee Dick Baker to give the Audit and Compliance Committee Report. Trustee Baker explained that the Audit and Compliance Committee met on Thursday, May 16, 2024, via Zoom Webinar. The committee had ten action items and two information items on their agenda.
 - i. The action items were as follows:
 - i. AUD-1: Certification of IHMC, presented by Jeffrey Djerlek, Associate Vice President & University Controller
 - ii. AUD-2: UWF Audited Financial Statements, presented by Jeffrey Djerlek
 - iii. AUD-3: Financial Reporting and Federal Awards Audit Report, presented by Cindy Talbert, Chief Audit Executive
 - iv. AUD-4: Audit of Bright Futures & Florida Student Assistance Grant Programs, presented by Cindy Talbert
 - v. AUD-5: PCard Quarter 3 Audit Report, presented by Cindy Talbert
 - vi. AUD-6: Intercollegiate Athletics Audited Financial Statements, presented by Cindy Talbert

- vii. AUD-7: Internal Audit Work Plan for 2024/25 and 2025/26, presented by Cindy Talbert
 - viii. AUD-8: Revisions to BOT Audit & Compliance Committee Charter, presented by Cindy Talbert
 - ix. AUD-9: Revised IAMC Charter, presented by Cindy Talbert
 - x. AUD-10: Revised OCE Charter, presented by Matt Packard, Chief Compliance Officer
 - ii. The information items were as follows:
 - i. INFO-1: Update on Compliance and Ethics Activities, presented by Matt Packard
 - ii. INFO-2: Internal Auditing and Management Consulting Update, presented by Cindy Talbert
 - b. Trustee Baker explained that the Audit and Compliance Committee recommended approval of all action items by the full Board of Trustees at the June 20, 2024, meeting.
3. Finance, Facilities, and Operations Committee
- a. Chair Lewis called on Trustee Jill Singer to give the Finance, Facilities, and Operations Committee Report. Trustee Singer explained that the Finance, Facilities, and Operations Committee met on Thursday, May 16, 2024, via Zoom Webinar. The committee had two action items and two information items on their agenda.
 - i. The action items were as follows:
 - i. FFO-1: UWF Stadium Project Advancement and Fundraising, presented by Jeffrey Djerlek, Associate Vice President & University Controller
 - ii. FFO-2: Carryforward Spending Plan & Fixed Capital Outlay Budget, presented by Jeffrey Djerlek
 - ii. The information items were as follows:
 - i. INFO-1: Update on FY2023/24 Current Modified Operating Budget, presented by Jeffrey Djerlek
 - ii. INFO-2: Campus Deferred Maintenance Projects Update, presented by Chris Martin, Assistant Vice President of Facilities Management.
 - b. Trustee Singer explained that the Finance, Facilities, and Operations Committee recommended approval of all action items by the full Board of Trustees at the June 20, 2024, meeting.

4. Student Affairs Committee
 - a. Chair Lewis gave the Student Affairs Committee Report. Chair Lewis explained that the Student Affairs Committee met on Thursday, May 16, 2024, via Zoom Webinar. The committee had one information item on their agenda.
 - i. The information item was as follows:
 - i. INFO-1: DAESA 2022-2023 Impact Report, presented by Dr. Greg Tomso, Vice President of the Division of Academic Engagement & Student Affairs

5. Presidential Performance Evaluation and Metrics Ad Hoc Committee
 - a. Chair Lewis called on Trustee Jill Singer to give the Presidential Performance Evaluation and Metrics Ad Hoc Committee Report. Trustee Singer explained that the Presidential Performance Evaluation and Metrics Ad Hoc Committee met on Thursday, May 30, 2024, via Zoom Webinar. The committee had one action item and two information items on their agenda.
 - i. The action item was as follows:
 - i. PPEM-1: President's Self Evaluation and Presidential Goals, presented by Jill Singer, Committee Chair.
 - ii. The information items were as follows:
 - i. INFO-1: 2023-2024 Presidential Evaluation Questionnaire, presented by Jill Singer, Committee Chair
 - ii. INFO-2: President's Evaluation Timeline, presented by Jill Singer, Committee Chair
 - iii. Trustee Singer explained that the Presidential Performance Evaluation and Metrics Ad Hoc Committee recommended approval of the action item by the full Board of Trustees at the June 20, 2024, meeting.
 - b. Trustee Singer explained that the Presidential Performance Evaluation and Metrics Ad Hoc Committee also met on Wednesday, June 12, 2024, via Zoom Webinar. The committee had one action item on their agenda.
 - i. The action item was as follows:
 - i. PPEM-1: Approve the 2023-2024 Presidential Evaluation Form, presented by Jill Singer, Committee Chair

D. Direct Support Organization Reports

1. UWF Business Enterprises, Inc.
 - a. Chair Lewis called on Trustee Dick Baker to give the Business Enterprises, Inc. Report. Trustee Baker provided

an overview of BEI's finances, current activities, and plans for the organization.

2. UWF Foundation, Inc.
 - a. Chair Lewis called on Trustee Dick Baker to give the Foundation report. Trustee Baker provided updates from University Advancement and from the UWF Alumni Association. Trustee Baker reviewed recent gifts made to the University. Trustee Baker also reported on the Foundation Board and committee activities.

3. UWF Historic Trust, Inc.
 - a. Chair Lewis presented the UWF Historic Trust report to the board. Chair Lewis provided a summary of the May 20, 2024, UWF Historic Trust board meeting and provided information on the organization's events and activities.

VII. Unfinished Business

A. Consent Agenda

1. Chair Lewis noted there were fifteen items on the consent agenda.
 - a. ACA-1: Approve Tenure
 - b. ACA-4: Approve Request to Reduce Program Hours
 - c. ACA-6: Revisions to UWF/REG 3.033 Transfer of Credit
 - d. AUD-1: Certification of IHMC
 - e. AUD-2: UWF Audited Financial Statements
 - f. AUD-3: Financial Reporting and Federal Awards Audit Report
 - g. AUD-4: Audit of Bright Futures & Florida Student Assistance Grant Programs
 - h. AUD-5: PCard Quarter 3 Audit Report
 - i. AUD-6: Intercollegiate Athletics Audited Financial Statements
 - j. AUD-7: Internal Audit Work Plan for 2024/25 and 2025/26
 - k. AUD-8: Revisions to BOT Audit & Compliance Committee Charter
 - l. AUD-9: Revised IAMC Charter
 - m. AUD-10: Revised OCE Charter
 - n. FFO-1: UWF Stadium Project Advancement and Fundraising
 - o. FFO-2: Carryforward Spending Plan & Fixed Capital Outlay Budget

2. Chair Lewis informed the Trustees that they may pull any individual item from the consent agenda below for further review, if needed. Chair Lewis explained that each item was fully discussed during the committee meetings and all of the recommendations of the committees reflect the proposed action provided within the agenda. Chair Lewis asked if there were any requests to pull any consent agenda items for further discussion. There were no requests.

3. Chair Lewis asked for a motion for the Board to approve and adopt the recommendations of the Academic Affairs; Audit and Compliance; Finance, Facilities, and Operations; and Student Affairs Committees made during their meetings with respect to the matters set forth on the consent agenda?
 - a. Motion by: Trustee Baker
 - b. Seconded by: Trustee Singer
 - c. Motion passed unanimously.

VIII. New Business

A. Action Items

1. BOT-1: Approve Naming Opportunity
 - a. The first action item was presented by Howard Reddy, Vice President or University Advancement.
 - b. Chair Lewis asked for a motion to approve the recommendation of the President to name the College of Business as the Lewis Bear Jr. College of Business.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
2. BOT-2: Bestowing of an Honorary Doctorate Degree
 - a. The second action item was presented by Howard Reddy, Vice President of University Advancement.
 - b. Chair Lewis asked for motion to authorize President Martha Saunders to bestow an Honorary Doctorate of Humane Letters on Mr. Sandy C. Sansing as recommended by the Honorary Awards and Recognition Committee and approved by the President.
 - i. Motion by: Trustee Singer
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.
3. BOT-3: Approve UWF Foundation BOD New Appointments and Reappointments
 - a. The third action item was presented by Howard Reddy, Vice President of University Advancement.
 - b. Chair Lewis asked for motion to approve the new appointments and reappointments to UWF Foundation Board of Directors as presented.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously

4. BOT-4: Approve UWF Historic Trust BOD New Appointments and Reappointment
 - a. The fourth action item was presented by Howard Reddy, Vice President of University Advancement.
 - b. Chair Lewis asked for motion to approve the new board appointments and reappointment to the UWF Historic Trust Board of Directors as presented.
 - i. Motion by: Trustee Lewis
 - ii. Seconded by: Trustee Brown
 - iii. Motion passed unanimously.
5. BOT-5: Approve FY2025/26 - 2029/30 Capital Improvement Plan
 - a. The fifth action item was presented by Chris Martin, Assistant Vice President of Facilities Management.
 - b. Chair Lewis asked for motion to approve Fiscal Years 2025-2026 through 2029-2030 Capital Improvement Plan and to authorize the President to make revisions to the supporting documentation, to address the changes resulting from the Governor's vetoes, prior to submitting the documents to the Florida Board of Governors.
 - i. Motion by: Trustee Singer
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
6. BOT-6: Estimated FY 2024-25 Consolidated Operating Budget
 - a. The sixth action item was presented by Jeffrey Djerlek, Associate Vice President for Finance and University Controller.
 - b. Chair Lewis asked for motion to approve the estimated Operating Budget for the fiscal year ending June 30, 2025, for both appropriated and non-appropriated funds and to authorize the President to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Board of Governors, and other changes during the fiscal year.
 - i. Motion by: Trustee Scott
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.
7. BOT-7: DSO Operating Budgets for FY 2024/25 and DSO Resources Utilized
 - a. The seventh action item was presented by Jeffrey Djerlek, Associate Vice President for Finance and University

Controller.

- b. Chair Lewis asked for motion to approve the Direct Support Organizations' annual budgets and resources utilized for fiscal year 2024-2025.
 - i. Motion by: Trustee Singer
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.
- 8. BOT-8: Approve Tenure as a Condition of Employment
 - a. The eighth action item was presented by Jaromy Kuhl, Provost.
 - b. Chair Lewis asked for a motion to approve tenure as a condition of employment for the five faculty members presented today.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee Singer
 - iii. Motion passed unanimously.
- 9. BOT-9: Approve General Education Course Offerings
 - a. The ninth action item was presented by Dr. Dallas Snider, Vice Provost.
 - b. Chair Lewis asked for motion to approve the list of general education course offerings effective Fall 2025.
 - i. Motion by: Trustee Singer
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.
- 10. BOT-10: Approve Request to Offer a New Degree Program
 - a. The tenth action item was presented by Dr. Dallas Snider, Vice Provost.
 - b. Chair Lewis asked for motion to approve the request to offer the new degree program, the Master of Science in Behavior Analysis.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
- 11. BOT-11: Revisions to UWF/REG 3.030 Student Code of Academic Conduct
 - a. The eleventh action item was presented by Dr. Dallas Snider, Vice Provost.

- b. Chair Lewis asked for motion to approve the revisions to UWF Regulation 3.030, Student Code of Academic Conduct as presented.
 - i. Motion by: Trustee Singer
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
- 12. BOT-12: Accept Post-Tenure Faculty Review Internal Audit Report
 - a. The twelfth action item was presented by Cindy Talbert, Chief Audit Executive.
 - b. Chair Lewis asked for motion to accept the Post-Tenure Faculty Review Internal Audit Report.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
- 13. BOT-13: Ratify the 2023-2026 CBA 2024 Reopener between UWF and UFF
 - a. The thirteenth action item was presented by Jamie Sprague, Associate Vice President of Human Resources.
 - b. Chair Lewis asked for motion to Ratify the 2023-2026 Collective Bargaining Agreement 2024 Reopener between the University of West Florida and the United Faculty of Florida University of West Florida Chapter.
 - i. Motion by: Trustee Scott
 - ii. Seconded by: Trustee Singer
 - iii. Motion passed unanimously.
- 14. BOT-14: 2024-2025 Presidential Goals and Objectives
 - a. The fourteenth action item was presented by Trustee Jill Singer, Chair of the Presidential Performance Evaluation and Metrics Ad Hoc Committee.
 - b. Chair Lewis asked for motion to approve the 2024-2025 Presidential Goals and Objectives.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
- 15. BOT-15: Resolution 2024.1 in Recognition of Distinguished Service
 - a. Chair Lewis presented the fifteenth action item which was BOT Resolution 2024.1 which was presented to Ariauna Range in recognition of distinguished service.
 - b. Chair Lewis read the resolution as follows:

- i. WHEREAS, Trustee Ariauna Range has loyally served on the University of West Florida Board of Trustees since April 2023 and has served with distinction on the Board of Trustees Student Affairs Committee; and
- ii. WHEREAS, Trustee Range provided exemplary leadership to the University of West Florida Student Government Association, serving as Vice Chair of the Freshman Committee, serving as Senate Pro Tempore, and then serving as Student Body President from April 2023 to April 2024; and
- iii. WHEREAS, Trustee Range has been an active member of the UWF student community where she was involved in several student organizations including Alpha Kappa Alpha Sorority, Incorporated, the Campus Activity Board, the African American Student Association, and the Florida Student Association; and
- iv. WHEREAS, Trustee Range, was a dual-major student in the Kugelman Honors Program, graduating Summa Cum Laude, earning a Bachelor of Arts in Political Science and a Bachelor of Arts in Legal Studies; and
- v. WHEREAS, Trustee Range, has identified that her time at UWF and her involvement in SGA and other student organizations has made her a well-rounded leader, and she has stated that “she will be forever grateful for the experience”; and
- vi. NOW, THEREFORE BE IT RESOLVED that the University of West Florida Board of Trustees, at its regular meeting on this 20th day of June, the year of 2024, does hereby recognize and commend Trustee Ariauna Range for her many contributions to the University of West Florida; and
- vii. BE IT FURTHER RESOLVED that this resolution is included in the minutes of the meeting and a copy presented to Trustee Ariauna Range as a token of the Board’s appreciation and sincerest thanks.

- c. Chair Lewis asked for motion to adopt BOT Resolution 2024.1 in Recognition of Distinguished Service by Ariauna Range.
 - i. Motion by: Trustee James
 - ii. Seconded by: Trustee Brown
 - iii. Motion passed unanimously.

16. BOT-16: Resolution 2024.2 in Recognition of Distinguished Service
 - a. Chair Lewis presented the final action item which was BOT Resolution 2024.2 which was presented to Robert Sires in

recognition of distinguished service.

- b. Chair Lewis read the resolution as follows:
- i. WHEREAS, Trustee Robert Sires was appointed to the University of West Florida Board of Trustees by Governor Rick Scott, and has loyally served on the board since March 24, 2016; and
 - ii. WHEREAS, Trustee Sires served with distinction as Chair of the Finance, Facilities, and Operations Committee; as a member of the Academic Affairs Committee; as a member of the Audit and Compliance Committee; and as a member of the UWF Business Enterprises, Inc. Board of Directors; and
 - iii. WHEREAS, Trustee Sires focused his efforts as Trustee on the University's operations, maintenance, and finances to ensure "the University could deliver the best resources possible to the great students of UWF"; and
 - iv. WHEREAS, Trustee Sires is an inspiring example of leadership and entrepreneurship as founder and majority owner of several major corporations, and Trustee Sires is engaged in the community having served as a member of Governor Rick Scott's Advisory Board, and serving as advisor and key donor for The Green Beret Foundation; and
 - v. WHEREAS, Trustee Sires has enjoyed his time as Trustee noting that it has made him "happy to see how dedicated the leaders and faculty of UWF were in creating one of the top Universities not only in Florida but in the country"; and
 - vi. NOW, THEREFORE BE IT RESOLVED that the University of West Florida Board of Trustees, at its regular meeting on this 20th day of June, the year of 2024, does hereby recognize and commend Trustee Robert Sires for his many contributions to the University of West Florida, and a copy of this resolution serves as a token of the board's sincerest thanks; and
 - vii. BE IT FURTHER RESOLVED that this resolution will be included in the minutes of the June 20, 2024, Board of Trustees meeting.
- c. Chair Lewis asked for motion to adopt BOT Resolution 2024.2 in Recognition of Distinguished Service by Robert Sires.
- i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee Scott

iii. Motion passed unanimously.

B. Information Items:

1. INFO-1: 2024 Legislative Session Update
 - a. Chair Lewis called on Abigail Megginson, Director of Government Relations, to present the first information item, which was an update on the Legislative Session.
2. INFO-2: 2024 UWF Board of Trustees Self-Evaluation Effectiveness Survey
 - a. Chair Lewis presented the second information. Chair Lewis informed the board that it is time for the board to participate in their self-evaluation. Chair Lewis identified that Dr. Angela Bryan, Director of Institutional Effectiveness and SACSCOC Liaison, will be sending the Trustees a Qualtrics survey with the self-evaluation. Chair Lewis asked that all Trustees complete this self-evaluation by July 31, 2024.
3. INFO-3: Admission Deposit for Graduate International Students
 - a. Chair Lewis called on Rachel Hendrix, Director of International Affairs, to present the third information item. Rachael Hendrix informed the board about changes to the admissions deposit for Graduate International Students.
4. INFO-4: SGA Brown/Griffin Platform
 - a. Chair Lewis called on Maggie Brown, SGA President and Trustee, to present the final information item. Trustee Brown shared her plans for SGA for the upcoming year.

IX. Announcements

- A. Chair Lewis identified that all agenda items had been discussed. Chair Lewis reminded the board of the upcoming Board of Trustee meetings. Chair Lewis then asked if the board members had any additional business to discuss. No other business was discussed.

X. Adjournment

11:23 a.m.

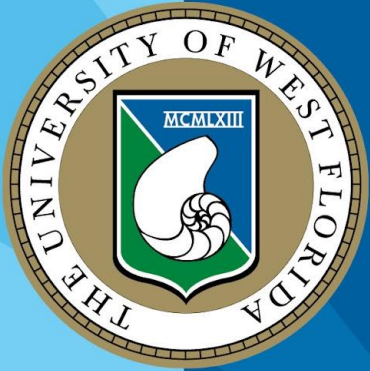
- A. Chair Lewis thanked those in attendance for their participation. With no other business to discuss, Chair Lewis adjourned the meeting at 11:23 a.m.



Board of Trustees
UNIVERSITY *of* WEST FLORIDA

Reports

- ❖ **President's Report**
- ❖ **Provost's Metrics Report**
- ❖ **Committee Reports**
- ❖ **DSO Reports**



President's Report to the Board of Trustees

MARTHA D. SAUNDERS, PH.D.
PRESIDENT

September 2024



UNIVERSITY *of* WEST FLORIDA

2022-2027 Strategic Plan

Culture of Inclusion & Civility

Community & Economic Engagement

Student-Centered & Focused

Academic Programs & Scholarship

Employee Success

Operational Excellence

Infrastructure

Strategic Direction | 1
Student Centered and Focused



Top
Scholars

Strategic Direction | 1
Student Centered and Focused



Galapagos Island Study Abroad



Dr. Scott Keller

Interim Dean
for the Lewis
Bear Jr. College
of Business

Dr. Eman
El-Sheikh
Receives
Global Award



MISSION

UWF delivers a **learner-focused university education** that enables students from **varied backgrounds** to meet their **career and life goals**. UWF research and community partnerships **advance** the body of knowledge and **enhance** the prosperity of the region and the state.



2024 State of the University

Ice Cream Social



Strategic Direction | 3

Exceptional Academic Programming and
Scholarship Aligned with State Needs

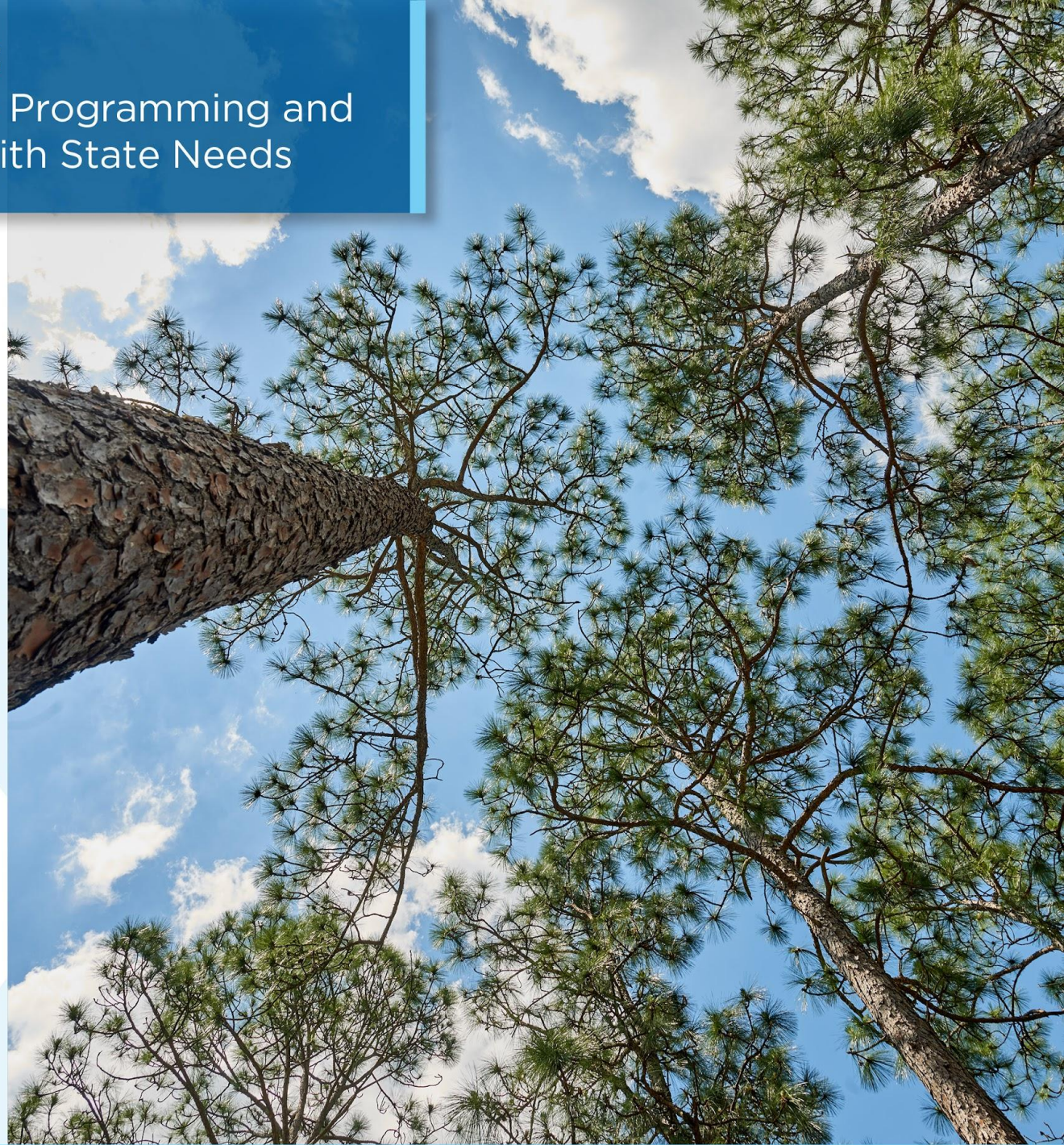
Security Clearance Pilot Program



Strategic Direction | 3

Exceptional Academic Programming and
Scholarship Aligned with State Needs

Living Lab Grant Program





Strategic Direction | 4
Community and Economic Engagement

White House Cybersecurity Roundtable

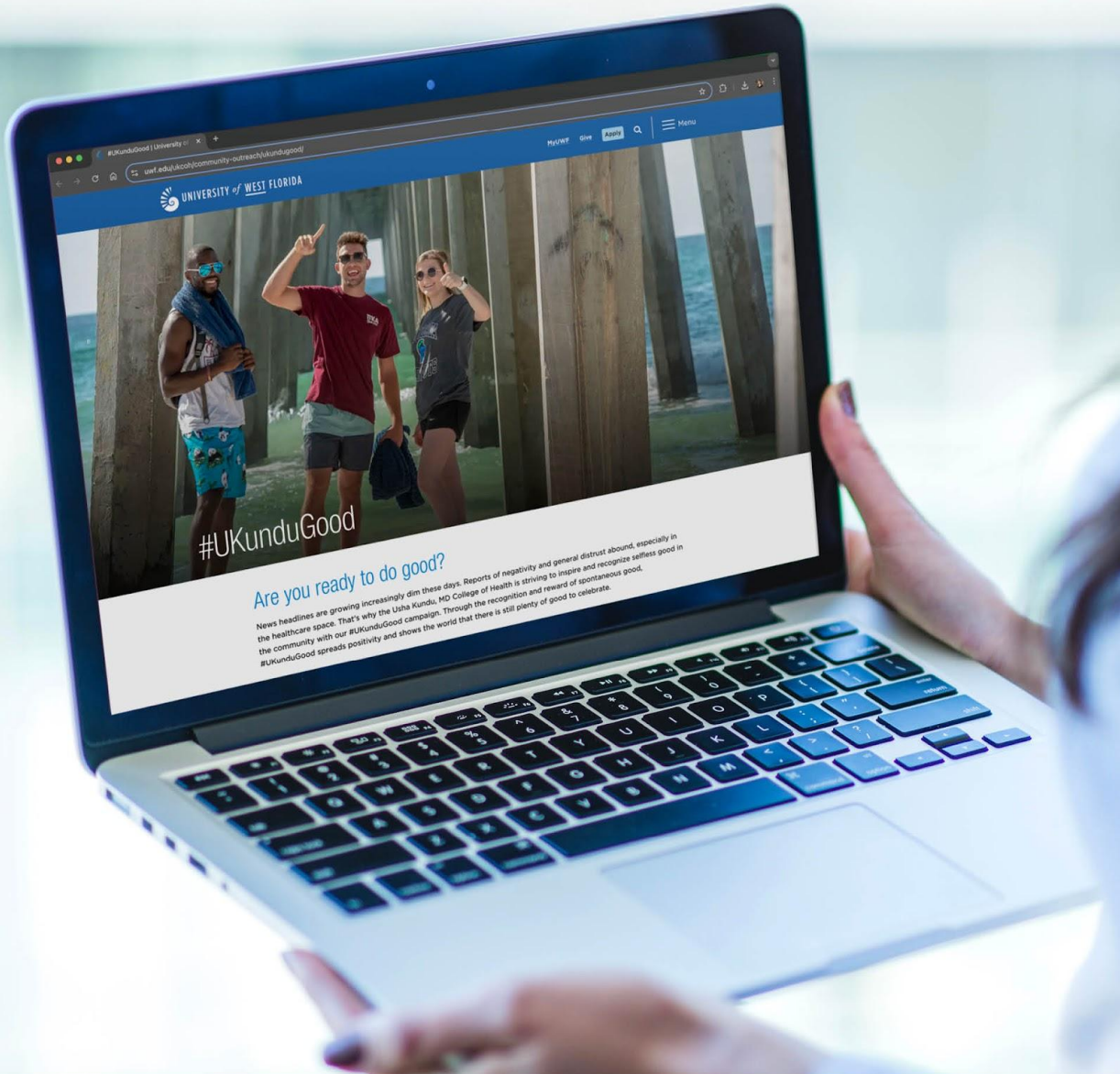


Strategic Direction | 4
Community and Economic Engagement

CompTIA Award

Strategic Direction | 4

Community and Economic Engagement



#UKunduGood Campaign

Early Voting Site

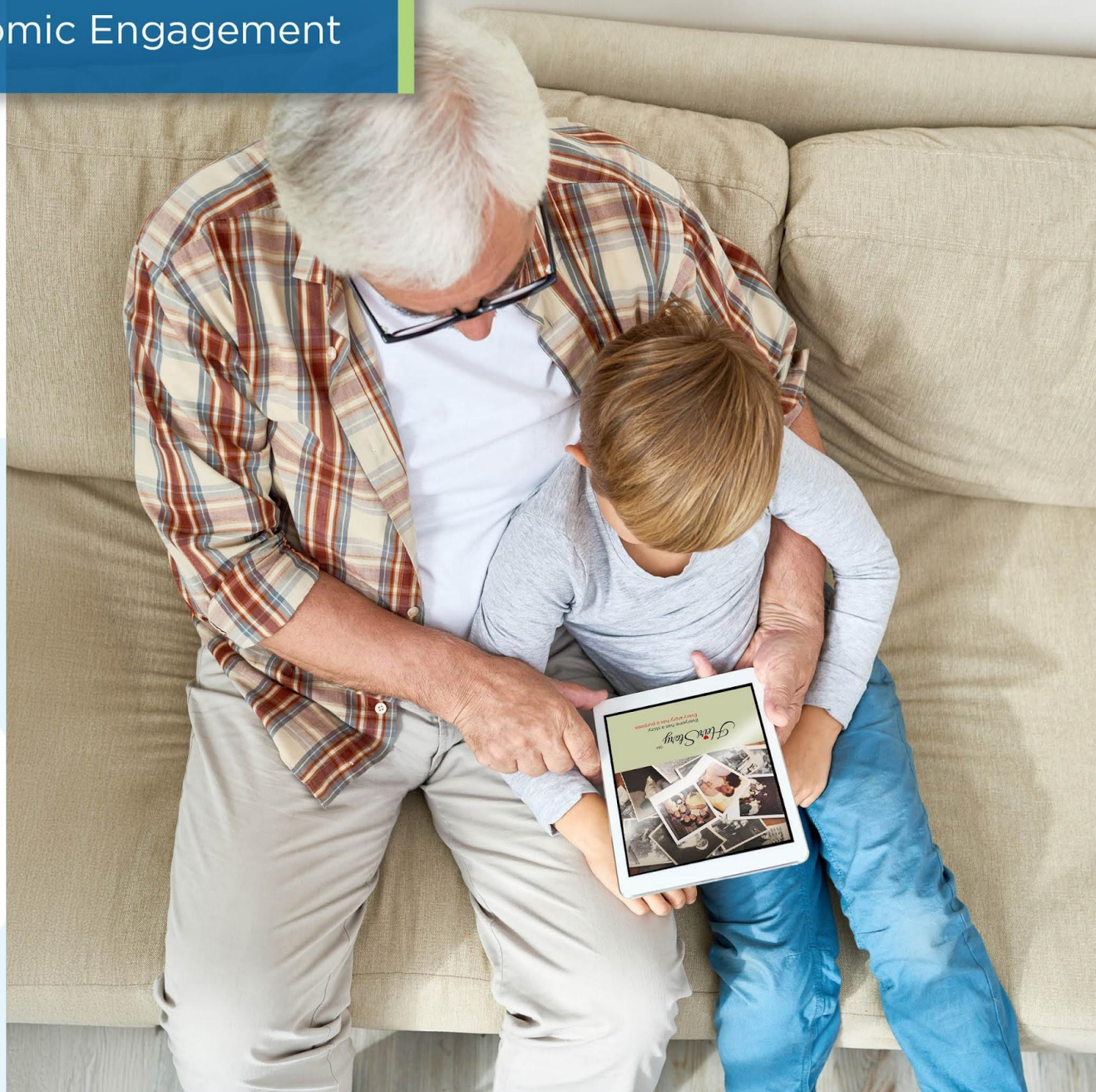


Strategic Direction | 4
Community and Economic Engagement



Leisure Learning Open House

HeirStory





Front Entrance Gateway Update



Sandy Sansing Sports Medicine Center Update



Inspiring Programs in STEM Award



UNIVERSITY *of*
WEST FLORIDA

Metrics Report

Dr. Jaromy Kuhl, Provost
September 12, 2024



Office of the Provost
UNIVERSITY *of* WEST FLORIDA

Performance-Based Funding Metric		2022-2023	2023-2024
1	Percent Employed or Re-Enrolled	10	?
2	Median Wages	10	?
3	Median Cost to Student	10	✓
6	Bachelor's Degrees in Programs of Strategic Emphasis	10	✓
7	Access Rate	8	✓
8	Graduate Degrees in Programs of Strategic Emphasis	10	✓
10	Percent Completing 2+ High-Impact Practices	10	✓
4	4-Year Graduation Rate	4	↑
5	Academic Progress Rate	7	↑
9A	Transfer 3-Year Graduate Rate	0	↑
9B	Pell 6-Year Rate	5	↓

Academic Affairs Committee Report

Committee:

- Stephanie White, Chair
- Paul Hsu
- Susan James

Meeting:

The Academic Affairs Committee met on Thursday, August 15, 2024 via Zoom Webinar.

Agenda:

The Academic Affairs Committee had four action items and one information item on their agenda.

- Action Items:
 - [ACA-1](#): Approve Tenure as a Condition of Employment
 - Presented by Dr. Jaromy Kuhl, Provost
 - [ACA-2](#): 2023-2024 Institutes and Centers Annual Report
 - Presented by Dr. Jaromy Kuhl, Provost
 - [ACA-3](#): UWF Textbook & Instructional Materials Affordability Annual Report
 - Presented by Dr. Dallas Snider, Vice Provost
 - [ACA-4](#): Approve General Education Course Offerings
 - Presented by Dr. Dallas Snider, Vice Provost
- Information Item:
 - [INFO-1](#): Summary of Degree Program Changes
 - Presented by Dr. Dallas Snider, Vice Provost

The Academic Affairs Committee recommended approval of all action items by the full Board of Trustees at the September 12, 2024 meeting.

Audit and Compliance Committee Report

Committee:

- Dick Baker, Chair
- Alonzie Scott
- Paul Hsu

Meeting:

The Audit and Compliance Committee met on Thursday, August 15, 2024 via Zoom Webinar.

Agenda:

The Audit and Compliance Committee had six action items and two information items on their agenda.

- Action Items:
 - [AUD-1](#): Auditor General IT Operational Audit Report
 - Presented by Cindy Talbert, Chief Audit Executive
 - [AUD-2](#): Internal Audit Reports
 - Presented by Cindy Talbert, Chief Audit Executive
 - [AUD-3](#): PCard 4th Quarter Audit Report 2023-2024
 - Presented by Cindy Talbert, Chief Audit Executive
 - [AUD-4](#): IAMC Vision, Strategic Plan, Budget, and Technology Plan
 - Presented by Cindy Talbert, Chief Audit Executive
 - [AUD-5](#): Office of Compliance and Ethics Annual Report
 - Presented by Matt Packard, Chief Compliance Officer
 - [AUD-6](#): Office of Compliance and Ethics Work Plan
 - Presented by Matt Packard, Chief Compliance Officer
- Information Items:
 - [INFO-1](#): Update on Compliance and Ethics Activities
 - Presented by Matt Packard, Chief Compliance Officer
 - [INFO-2](#): Internal Auditing and Management Consulting Update
 - Presented by Cindy Talbert, Chief Audit Executive

The Audit and Compliance Committee recommended approval of all action items by the full Board of Trustees at the September 12, 2024 meeting.

Finance, Facilities, and Operations Committee Report

Committee:

- Jill Singer, Chair
- Paul Hsu
- Stephanie White

Meeting:

The Finance, Facilities, and Operations Committee met on Thursday, August 15, 2024 via Zoom Webinar.

Agenda:

The Finance, Facilities, and Operations Committee had two action items and one information item on their agenda.

- Action Items:
 - [FFO-1](#): Revisions to UWF/REG 5.003 Micromobility Devices on Campus
 - Presented by Betsy Bowers, Vice President of Finance and Administration
 - [FFO-2](#): Revisions to University Policy BOT- 09, Investment Policy
 - Presented by Jeffrey Djerlek, Associate Vice President & University Controller
- Information Item:
 - [INFO-1](#): University Efficiencies
 - Presented by Betsy Bowers, Vice President of Finance and Administration

The Finance, Facilities, and Operations Committee recommended approval of all action items by the full Board of Trustees at the September 12, 2024 meeting.

Student Affairs Committee Report

Committee:

- Alonzie Scott, Chair
- Dick Baker
- Maggie Brown

Meeting:

The Student Affairs Committee met on Thursday, August 15, 2024 via Zoom Webinar.

Agenda:

The Student Affairs Committee had one action item on their agenda.

- Action Item:
 - [STU-1](#): UWF/REG 5.050 Speech, Assembly, and Public Expression
 - Presented by Dr. Greg Tomso, Vice President of the Division of Academic Engagement & Student Affairs

The Student Affairs Committee recommended approval of the action item by the full Board of Trustees at the September 12, 2024 meeting.

Presidential Performance Evaluation and Metrics Ad Hoc Committee Report

Committee:

- Jill Singer, Chair
- Alonzie Scott
- Stephanie White

Meeting:

The Presidential Performance Evaluation and Metrics Ad Hoc Committee met on Tuesday, August 13, 2024 via Zoom Webinar.

Agenda:

The Presidential Performance Evaluation and Metrics Ad Hoc Committee had two action items on their agenda.

- Action Item:
 - [PPEM-1](#): Approve Presidential Performance Evaluation Report
 - Presented by Jill Singer, Committee Chair
 - [PPEM-2](#): Approve the President's 2025 Employment Agreement
 - Presented by Jill Singer, Committee Chair



Business Enterprises, Inc. Report

BEI Overview

- BEI Net Income and Cash Balances remain strong
- The BEI Board reviewed and approved the BEI Budget for FY 2024-2025
- Dining Services revenues continue to be up with the growth in student enrollment
- Bookstore commissions continue to be down due to continued movement to online instructional materials
- Argonaut Village continues to be 100% occupied and generating positive net income and cash flow
- BEI is negotiating a lease agreement with Bagelheads which will open a coffee and eatery operation at Argo Village, as Starbucks terminates its operation at Argo Village
- BEI is in the final stages of renegotiating the renewal of the Bookstore contract and extension of the Dining Service contract which will include cash advances to BEI and funds for expansion of services and UWF facilities renovation.



Division of University Advancement Reports

FY24 How Did We Finish:

- Total New Cash, New Pledges and New Planned Gifts at end of fiscal year: **\$29,599,801 - Highest dollar amount ever raised in a single year. Largest gift by a living donor.**
- Annual Fund: **\$2,106,286 total - represents 8634 donors**
- **81** gifts over \$10k received for the year
- **572** Nautilus level donors (donors at \$1,000 or more) received for the year - **Another record!**

FY25 How Are We Doing:

- Total New Cash, New Pledges and New Planned Gifts since July 1, 2024: as reported to the Board as of September 4th - **\$1,954,348**
- Annual Fund: **\$323,289**
- **11** gifts over \$10k received
- **65** Nautilus level donors (donors at \$1,000 or more) received YTD

Some Recent Gift Highlights:

- \$1M Planned Gift for the Pensacola Museum of Art
- \$285k from DeFuniak Landmarks Inc
- \$160k from Ascension Sacred Heart for the Nursing LINE program
- \$37,800 from Santa Rosa Medical Center for the Nursing LINE program
- \$33,645 from the Helios Education Foundation
- \$32k from Margaret and Harry Stopp for the UWF Historic Trust



Foundation Report:

The UWF Foundation Board of Directors held their Investment, Audit Budget, and Executive Committee meetings on Wednesday, August 28th, 2024, and their Board meeting on September 11th at the UWF Historic Trust - J. Earle Bowden Building.

The fourth quarter investment pool performance report ended June 30, 2024. Total market value assets started the quarter at \$129,748,434 and ended the quarter at \$131,914,173.

The following action items were taken by the Investment and Audit Budget Committees and the Board heard the following chair reports:

The Investment Committee received two recommendations from CAPTRUST:

1. After an overview of real estate investing, CAPTRUST made a recommendation to the committee to make Southwest Value Partners a real estate investment manager. After discussion, the committee decided against the recommendation in favor of further

research for comparison.

2. Following a review of the rebalancer, CAPTRUST gave a recommendation to the committee to move 3 million dollars from equities into fixed income. The motion to accept the recommendation was approved.

The Audit Budget Committee heard from three external auditors from Saltmarsh, Cleaveland & Gund who reviewed the Foundation Audit Report Draft and confirmed they had no findings. Afterwards a motion to accept the audit draft as submitted was approved.

Housing reported a fall 2024 program occupancy of 1,580 beds. We are at 100% occupancy. Housing is currently undertaking a demand study as we prepare for the construction of new housing.

Board Chair Bruce Vredenburg acknowledged new board members Alex Bell, Charles Gheen (g-EE-n), Carey Griffin, Denis McKinnon, Nikki Nash, John Porter, Dr. Jacob Shively (sh-eye-vee), and Stephen Wright.



Alumni Report:

- Alumni tailgate at every home football game
- The Alumni Owned Business Directory now has over 90 entries. Visit uwf.edu/alumnibusiness to view. All business owners are mailed an “Argo Owned” window cling to display, information about UWF/the Alumni Association, the UWF specialty license plate and how to sponsor an event.
- Since August 1, 2024, the Alumni Association has mailed over 125 “An Argo Teaches Here” window clings and goodie packets to teachers and educators around the country. We have been sharing photos of teachers posing with their clings on social media.
- Still promoting UWF License Plates. Limited opportunity to get a FREE UWF License Plate- email kstanley@uwf.edu if you know anyone interested. Passed UNF and FGCU in license plate count. The specialty license plate can no longer be canceled. Legislation was passed to protect all FL public university plates from cancellation.
- Inaugural “Summer Send Off” event hosted in Bay County with undergraduate admissions was successful! Incoming freshmen and their families got to network with alumni who live in their area. The event will be hosted annually.
- Alumni Travel Program - Launched the 2025-2026 travel schedule. Trips include the Canadian Rockies, French Riviera, Ireland, Greece, and Alaska. We have 2 sold out upcoming trips - Magical Christmas Markets of Austria/Germany & Iceland. Information can be found at uwf.edu/alumnitravel.

Upcoming UWF Alumni Events:

- UWF Alumni Game Night at Bogeys Golf Suites - 9/26/24
- Alumni Tailgate @ soccer game - 9/20/24
- UWF Homecoming Breakfast - 10/11/24
- Recreation Outstanding Alumni Awards 10/11/24
- Homecoming tailgate - 10/12/24
- Alumni Tailgate @ Volleyball Game - 11/02/24



UNIVERSITY of WEST FLORIDA
HISTORIC TRUST

UWF Historic Trust Report

The UWF Historic Trust Board met on Monday July 22, 2024.

Action Items – There were three action items on the agenda:

- 1. Treasurer’s Report** –The Treasurer report included the Income Statement and Balance Sheet for June 30, 2024. The UWFHT had a monthly income over expense of \$146,573.50 and a year-to-date expense over income of \$156,755.15. This month we ended on a positive note and admissions were up. Our yearly expenses over income can largely be attributed to our state appropriations funding which we should be receiving soon. **The Treasurer’s report was approved with unanimous support.**
- 2. Board Officers** – Election of board officers was discussed with a motion made for the following slate: Mr. Collier Merrill, Chairman, Mr. Edward Tisdale, Vice Chair, Mr. Charlie Switzer, Treasurer, Dr. Lornetta Epps, Secretary. **The motion was approved with unanimous support.**
- 3. Committee Chair appointments** – Selecting chairpersons for our two standing committees was discussed Chair Merrill recommended appointing Mrs. Katrina Mougey chairman of the PoP Mural Committee and Mr. Carter Quina chairman of the Property and Collections Committee. **A motion was made to accept the Chair’s recommendation and was unanimously approved.**

Informational Items:

1. Report by the Executive Director –

- The Executive Directed reminded each board member to renew their membership as it was important to us to report on grant applications that we have 100% board giving.
- Our visitation for FY 2023-24 was 15% lower than last year. In reviewing other museums and attractions across Florida we have found that visitation is down statewide. Though overall visitation was down, ticket sales were up by 5%.
- Our Annual financial audit began the first week of August and should be completed in early September.
- We will be having a donor dedication event for the newly completed train covering on Monday September 23rd at 10:00 AM
- Our Blue Cheese and Blue Trees: A Wine and Cheese reception will be on Wednesday, November 6, 2024; add date to your calendar.

2. Committee Reports:

- **PMA Report** – PMA Board Chairman Chris Heaney shared with the board that The Pensacola Museum of Art is celebrating its 70th anniversary through a series of events designed to engage art lovers of all ages. We invite the community to join us for multiple programs, centered around the museum’s permanent collection, that will commemorate seven decades of cultural history and connections. An Art Themed Halloween Block Party on October 31 will kick off a week of free admission to the museum. This event will be followed by a special curator's tour on the evening of November 7. A ticketed fine art and dining experience on November 9 will give patrons an opportunity to support the museum’s collection and leave a legacy for future generations.

The meeting adjourned and the next meeting of the UWF Historic Trust will be on September 23rd, 2024.



Board of Trustees
UNIVERSITY *of* WEST FLORIDA

Unfinished Business

❖ Consent Agenda

Consent Agenda

Consent Agenda Items:

1. [ACA-1](#): Approve Tenure as a Condition of Employment
2. [ACA-2](#): Approve 2023-2024 Institutes and Centers Annual Report
3. [ACA-3](#): Approve Textbook Affordability Annual Report
4. [ACA-4](#): Approve General Education Course Offerings
5. [AUD-1](#): Auditor General IT Operational Audit Report
6. [AUD-2](#): Internal Audit Reports
7. [AUD-3](#): PCard Quarter 4 Audit Report
8. [AUD-4](#): IAMC Vision, Strategic Plan, Budget, & Technology Plan
9. [AUD-5](#): Office of Compliance and Ethics Annual Report
10. [AUD-6](#): Office of Compliance and Ethics Work Plan
11. [FFO-1](#): Revisions to UWF/REG 5.003 Micromobility Devices on Campus
12. [FFO-2](#): Revisions to University Policy BOT-09, Investment Policy
13. [STU-1](#): Revisions to UWF/REG 5.050 Speech, Assembly, and Public Expression on Campus

Trustees may pull any individual item from the consent agenda for further review as needed. Each item was fully discussed during the committee meetings and all recommendations of the committees reflect the proposed action provided on the agenda.



Board of Trustees
UNIVERSITY *of* WEST FLORIDA

New Business

❖ Action Items

❖ Information Items

**Board of Trustees
Full Board Meeting
September 12, 2024**

Final FY 23-24 University Carryforward & Fixed Capital Outlay

Recommended Action:

Approve the updated and final University Carryforward Spending Plan and University Fixed Capital Outlay Budget for fiscal year 2023-2024 as of June 30, 2024.

Background Information:

Section 1011.45, Florida Statutes and Board of Governors Regulation 9.007 require the Board of Trustees (BOT) and the Board of Governors (BOG) approval of carryforward expenditure plans. Board of Governors Regulation 14.003 requires the BOT and the BOG to approve the Fixed Capital Outlay (FCO) Budget. Accordingly, BOG required by October 1, that the BOTs submit approval and certification of university operating, carryforward, and fixed capital outlay budgets for FY 2023-24.

The BOT approved the original Carryforward Spending Plan and FCO Budget at their full board meeting on September 14, 2023 and authorized the President to make changes to the plan and budget accordingly. The BOT received its first update at their February 15, 2024, committee meetings for information through November 30, 2023. The BOT received its second update at their May 16, 2024, committee meetings for information through March 31, 2024. This is the last and final update for information through the end of the fiscal year June 30, 2024, with bulleted changes for approval.

Implementation Plan:

Once approved by the BOT, the university would submit the final report to the Board of Governors.

Fiscal Implications:

Fiscal oversight by the UWF BOT for a \$15.9 million in estimated spending in Carryforward Funds and more than \$77 million in estimated Fixed Capital Outlay spending.

Relevant Authority:

Section 1011.45, Florida Statutes, and BOG Regulations 9.007 State University Operating Budgets

Supports Strategic Direction(s):

Strategic Direction 5: Infrastructure and Strategic Direction 6: Operational Excellence

Supporting Documents:

1. Bulleted Changes Consolidated Narrative June 30, 2024 (2 pages)
2. 2023-24 E&G Carryforward Spending Plan as of 6.30.24 (6 pages)
3. 2023-24 University Fixed Capital Outlay Budget Plan as of 06.30.24 (3 pages)

Prepared by:

- Jeffrey A. Djerlek, Associate Vice President for Finance & University Controller, x2759, jdjerlek@uwf.edu
- Sharon Jordan, Associate Controller of Reporting, x3028, sjordan@uwf.edu
- Desmond Peters, Academic Affairs Associate Director of Budgets, x2221, dpeters@uwf.edu
- Janet Davis, President's Division Business Manager, x2021, janetmdavis@uwf.edu
- Angela Wallace, Finance & Administration Director of Budgets, x2234, awallace@uwf.edu
- Daniel Lucas, Associate Vice President of Advancement, x3380. dlucas@uwf.edu
- Pamela Cadem, Director of Budgets, DAESA, x2936, pcadem@uwf.edu

Presenter:

Jeffrey A. Djerlek, Associate Vice President for Finance and University Controller

**UWF FY 2023-24 Carryforward Spending Plan
and
UWF FY 2023-24 Fixed Capital Outlay Budget Adjustments
as of 06/30/2024**

Carryforward (CF) Spending Plan

Summary

- The total **beginning** CF balance was **\$30,504,463**, which included **\$12,465,137** as the required **7% CF Statutory Reserve** and **\$2,144,388** encumbered, leaving a balance of **\$15,894,938** of planned spending.
 - As of June 30, 2024, **\$10.7M** has been spent of the **\$15.9M** or **67%**.
 - After spending and encumbrances, the balance was **\$5.2M**, of which **\$2.5M** was restricted by appropriation, **\$2.7 M** was committed toward projects.

Details Operating Tab:

President's Division

- No changes

Advancement Division

- No material changes

Finance and Administration Division

- **Item number 48** increased by \$404K from **Central Division** for the B32 Elevator Renovation project.

Academic Engagement & Student Affairs Division

- **Items numbered 15 & 27** decreased by \$515K to establish FCO budget for Community Gardens-Tiered/Terraced project
- **Item number 18** decreased by \$231K to establish FCO budget for B73 Pool Filtration

Academic Affairs Division

- **Item number 28** decreased by \$500K due to scholarship funding in E&G
- **Item number 34** decrease of \$314K for Nursing Equipment & Tech offset by increased budget for Information Technology **items numbered 35-40**

Central & Summer Division

- No material changes

Details – Fixed Capital Outlay Tab:

- **Items numbered 2 & 3** Community Gardens and B73 Pool Filtration added as noted above.

FIXED CAPITAL OUTLAY (FCO) BUDGET PLAN

Summary

- The FY2023-24 Fixed Capital Outlay Budget was approved for \$76.0 million on 09/14/2023.
- An updated FCO Budget as of 03/31/24 for \$77.2 million was approved on 05/16/2024.
- As of 06/30/2024, the updated FCO Budget is \$78.1 million. Approximately \$24.1 million has been spent since inception, leaving a remaining balance of \$54.0 million.

Seven projects were completed by year-end (University Commons improvements Phase II; Soccer Field Draining and Improvement; University Park Field Pathway; Pen Air Field Turf Replacement & Bleachers; Pickleball Court Renovation; East Sports Complex Internet Connectivity)

University of West Florida

2023-2024 University E&G Carryforward Spending Plans - Supplemental Details (Operating Plans)

Pursuant to 1011.45, Florida Statutes

June 30, 2024

Line Item #	Division	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget						Project Timeline			Comments/Explanations
				Total Amount to be Funded from Current Year E&G Carryforward Balance	Encumbered Section C Restricted Balance as of June 30, 2024	RESTRICTED Section G Restricted Balance as of June 30, 2024	COMMITTED Section H Committed Balance as of June 30, 2024	SPENT TO DATE Section J Committed Balance as of June 30, 2024	E&G Carryforward Amount unallocated	Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1	100	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	President's Office	\$ 278,354	\$ -	\$ -	\$ 133,043	\$ 145,311	\$ 0	1	1	2024	Limited/Time Specific Employment, including leave payouts; One-time/Annual Contracts; consultant fees, performance incentives, furniture, travel, professional development.
2	100	Restricted by Appropriations	Small Business Development Center (SBDC)	\$ 392,638	\$ 9,425	\$ 116,773		\$ 266,440	\$ -	1	1	2024	Conference registrations and travel; Small Business Success Summit; SBDC Network PD conference; Professional development for State Office Personnel Florida SBDC and Florida APEX Accelerator programs are launching the Entrepreneurial Nexus. The Nexus will sew the needle and the thread through all of the Entrepreneurial assets in our state. Start-up Items: travel, targeted event registrations to build the network, and a software platform that can house the assets and be accessed by all members of the Nexus.
3	214	Student Services, Enrollment, and Retention Efforts	Div. of Advancement Student and OPS, Equipment & Materials	\$ 307,896	\$ -	\$ -	\$ -	\$ 307,896	\$ -	3	2	2025	Advancement Student OPS, Phonathon students, equipment, services, materials, software as needed.
4	214	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Brand Campaign/Marketing/Institutional Communications	\$ 130,974	\$ -	\$ -	\$ 9,139	\$ 121,835	\$ -	4	3	2024	Office of Institutional Communications Branding/Marketing, services, branding contracts, OPS, advertising media, equipment, software, materials as needed.
5	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Finance and Admin Division-Equipment and Supplies	\$ 82,111	\$ -	\$ -	\$ -	\$ 82,111	\$ -	2	2	2024	Equipment and supplies purchases for the division and for maintaining campus facilities (facility maintenance, environmental health & safety, utilities operations, etc.)
6	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Finance and Admin Division-Repairs and Maintenance	\$ 12,672	\$ -	\$ -	\$ -	\$ 12,672	\$ -	1	1	2024	Repairs & maintenance (exterior lighting)
7	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Deferred Maintenance Projects	\$ 375,543	\$ -	\$ -	\$ -	\$ 375,543	\$ -	3	3	2024	Maintenance and repair projects in progress (such as HVACs, lift station, etc.)
8	235	Campus Security and Safety Enhancements	University Police and Environmental Health & Safety-Vehicle Replacements	\$ 168,101	\$ 70,575	\$ -	\$ -	\$ 97,526	\$ -	2	1	2025	Purchase of a new vehicle and vehicle equipment for the University Police department; purchase of a new heavy duty truck for EH&S
9	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Postal Services-Vehicle Replacement	\$ 49,600	\$ 0	\$ -	\$ -	\$ 49,600	\$ -	3	3	2024	Purchase of a new van for Postal Services (partial funding)
10	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Facilities Management-Contractual Services	\$ 8,594	\$ -	\$ -	\$ -	\$ 8,594	\$ -	1	1	2024	Repairs work for Bldg. 73
11	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Facilities Management-Furniture (Expense)	\$ 10,134	\$ -	\$ -	\$ -	\$ 10,134	\$ -	1	1	2024	Classroom furniture purchase; ADA tables (Qty 12)
12	475	Student Financial Aid	DoS Emergency Scholarships	\$ 15,000	\$ -	\$ -	\$ 1,339	\$ 13,661	\$ -	1	1	2024	CF4300-Dean of Students Emergency Scholarships for students in an emergency situation
13	475	Student Services, Enrollment, and Retention Efforts	Disabled Aid Assistance	\$ 108,071	\$ -	\$ -	\$ 108,071	\$ -	\$ -	3	1	2026	CF4512 Funds carried over from E&G that is specifically identified for use on needs of the disabled, campus wide or individual needs
14	475	Student Services, Enrollment, and Retention Efforts	Divisional OPS Needs.	\$ 265,107	\$ -	\$ -	\$ 8,488	\$ 256,619	\$ -	1	1	2024	CF4665 Division wide use for all OPS not otherwise assigned to a special index.
15	475	Student Services, Enrollment, and Retention Efforts	Divisional Contract and Service Needs	\$ 38,563	\$ -	\$ -	\$ 31,925	\$ 6,638	\$ -	1	1	2024	CF4666-Division wide use for contract and service needs. Established budget for Fixed Capital Outlay project Community Garden Terraces.
16	475	Student Financial Aid	DAESA Scholarships	\$ 30,000	\$ -	\$ -	\$ 29,963	\$ 37	\$ -	1	1	2024	CF4667 Division wide use for scholarships. Moved \$25K from this scholarship to CF5280 9/29/23 J0113846, then received \$30K in from project CF5041 on 9/29/2023 J0113847.
17	475	Student Services, Enrollment, and Retention Efforts	Divisional Furniture, Equipment and Maintenance Needs	\$ 60,000	\$ -	\$ -	\$ 19,210	\$ 40,790	\$ -	1	1	2024	CF4668 Divisional use for furniture, equipment, and maintenance needs. \$15K was covered by foundation funds, so correction made to I0260494 on JV007245 on 5/16/2024
18	475	Student Services, Enrollment, and Retention Efforts	Leave Liability, Unemployment, OPS Health insurance, Bonuses, etc.	\$ 21,138	\$ -	\$ -	\$ 19,963	\$ 1,175	\$ -	1	1	2024	CF5022-Divisional use for Leave Liability, Unemployment, OPS Health insurance, Bonuses, etc. Used to Establish budget for Fixed Capital outlay project B73 Pool Filtration.
19	475	Student Services, Enrollment, and Retention Efforts	Non Recurring Salary, Fringe	\$ 99,222	\$ -	\$ -	\$ 52,132	\$ 47,090	\$ -	1	1	2024	CF5036 Division wide non-recurring salary & fringe, 9/6/23 moved \$5K to Academic Affairs to cover project bonus for K Gallup's work with the Community Garden for past 2 years see J0113593, 9/29/23 Closed out Summer with a deficit see BFY24017 negative \$13,265.63. 12/14/2023 moved balance from CF7462 \$50,554.82 to CF5036 with J0114617.

University of West Florida

2023-2024 University E&G Carryforward Spending Plans - Supplemental Details (Operating Plans)

Pursuant to 1011.45, Florida Statutes

June 30, 2024

Line Item #	Division	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget						Project Timeline			Comments/Explanations
				Total Amount to be Funded from Current Year E&G Carryforward Balance	Encumbered Section C Restricted Balance as of June 30, 2024	RESTRICTED Section G Restricted Balance as of June 30, 2024	COMMITTED Section H Committed Balance as of June 30, 2024	SPENT TO DATE Section J Committed Balance as of June 30, 2024	E&G Carryforward Amount unallocated	Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
20	475	Student Financial Aid	Retention Team Student Scholarships	\$ 160,601	\$ -	\$ -	\$ 76,087	\$ 84,514	\$ -	3	2	2025	CF5041-This was a 3 year commitment for the retention team to use as needed for scholarships. Now in year 2 of the 3 yr. commitment. Reduced the scholarships from this project to add \$30K to CF4667 see J0113847 dated 9/29/23
21	475	Information Technology (ERP, Equipment, etc.)	ITS Equipment Replacement	\$ 60,000	\$ -	\$ -	\$ 7,127	\$ 52,873	\$ -	1	1	2024	CF5081-ITS equipment replacement
22	475	Student Financial Aid	LAC Scholarships	\$ 14,300	\$ -	\$ -	\$ 9,550	\$ 4,750	\$ -	1	1	2024	CF5271-This is E&G that rolls over specifically for the LAC scholarships
23	475	Student Services, Enrollment, and Retention Efforts	International Recruitment-3rd party payments	\$ 15,879	\$ -	\$ -	\$ -	\$ 15,879	\$ -	1	1	2024	CF5284-rolls over from E&G to cover the International recruiters payments-AA will transfer funds to cover the deficit balance at a later date
24	475	Student Services, Enrollment, and Retention Efforts	International Student Recruitment transcript reviews	\$ 140,059	\$ -	\$ -	\$ 73,149	\$ 66,910	\$ -	1	1	2024	CF5285-Rolled over from E&G to be used for International Student Recruitment transcript reviews
25	475	Student Financial Aid	Transfer & Off Campus Student Scholarships	\$ 12,250	\$ -	\$ -	\$ 4,750	\$ 7,500	\$ -	1	1	2024	CF5309-balance of unspent at 6/30 that is specifically for gas scholarships for transfer students. \$4,750 balance will move back to CF4667 for FY 24-25
26	475	Faculty Research and Public Service Support and Start-Up Funding	Honors Summer Rising Junior and Rising Senior Programs	\$ 8,776	\$ -	\$ -	\$ -	\$ 8,776	\$ -	2	2	2024	CF7462-balance of 2 year commitment to be used specifically for the Honors Summer Rising Junior and Rising Senior Programs. This 2 year project has come to an end with a balance of \$50.5K. Plan to move the balance to other areas that are in need of additional funding such as CF5036 and CF7473. 12/14/2023 Moved balance \$50,554.82 from CF7462 to CF5036 as project ended.
27	475	Faculty Research and Public Service Support and Start-Up Funding	Community Garden Improvements	\$ 96,082	\$ -	\$ -	\$ 19,735	\$ 76,347	\$ -	3	2	2025	CF7473-balance of 3 year commitment to be used specifically for the Honors Educational Garden (AKA Community Garden). Currently pricing is more than was previously expected. Will need approx. an additional \$200K. Established budget for Fixed Capital Outlay project Community Garden Terraces.
28	500	Student Financial Aid	Academic Affairs Scholarships	\$ 2,500,000	\$ -	\$ 90,000	\$ -	\$ 2,410,000	\$ -	1	1	2024	Academic Scholarships and student financial aid
29	500	Student Financial Aid	Academic Affairs Scholarships Packaging for Next Term	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	2	2	2024	Packaging amounts for the next fall and spring scholarships awards. Amounts must be set aside in advance in order to send new students awards notifications.
30	500	Faculty/Staff, Instructional and Advising Support and Start-up Funding	Academic Affairs Temporary employees compensation	\$ 230,465	\$ -	\$ -	\$ 4,510	\$ 225,955	\$ (0)	1	1	2024	Salaries for temporary employees
31	500	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Strategic Initiatives, Academic Program Investments.	\$ 70,746	\$ -	\$ -	\$ 70,746	\$ -	\$ -	1	1	2024	Funding for academic programs with costly replacement technology, and new academic program analysis and development to keep in line the strategic enrollment initiative of the University's Strategic Master Plan
32	500	Student Financial Aid	Nursing Scholarships	\$ 141,402	\$ -	\$ -	\$ -	\$ 141,402	\$ -	1	1	2024	Nursing LINE scholarships Santa Rosa Medical Center and Baptist Hospital.
33	500	Student Financial Aid	Nursing Scholarships	\$ 2,500,000	\$ -	\$ 1,754,999	\$ -	\$ 745,001	\$ -	3	1	2026	Nursing scholarships to be awarded over the course of three - four years
34	500	Information Technology (ERP, Equipment, etc.)	Nursing Equipment and Technology needs	\$ 1,592,780	\$ -	\$ -	\$ 1,214,325	\$ 378,455	\$ -	1	1	2024	Nursing labs equipment and technology needs.
35	500	Information Technology (ERP, Equipment, etc.)	ITS - Network Equipment Repair/Replacement	\$ 241,682	\$ -	\$ -	\$ -	\$ 241,682	\$ 0	1	1	2024	Network Equipment Repair and/or Replacement
36	500	Information Technology (ERP, Equipment, etc.)	ITS - Contract Employment Services	\$ 229,463	\$ 52,950	\$ -	\$ -	\$ 176,513	\$ -	1	1	2024	Contract Employment Services
37	500	Information Technology (ERP, Equipment, etc.)	ITS - ERP and Production Software/ Services	\$ 596,130	\$ 162,093	\$ -	\$ -	\$ 434,037	\$ -	1	1	2024	ERP and Production Software and/or Services
38	500	Information Technology (ERP, Equipment, etc.)	ITS - Personnel Training/ Travel	\$ 35,000	\$ -	\$ -	\$ 12,795	\$ 22,205	\$ -	1	1	2024	ITS Personnel Training and/or Travel
39	500	Information Technology (ERP, Equipment, etc.)	ITS - Consulting Services	\$ 686,908	\$ 151,118	\$ -	\$ -	\$ 535,790	\$ -	1	1	2024	IT Consulting Services
40	500	Information Technology (ERP, Equipment, etc.)	ITS -- Security Services	\$ 447,674	\$ -	\$ -	\$ -	\$ 447,674	\$ -	1	1	2024	IT Security Services
41	969-9703	Information Technology (ERP, Equipment, etc.)	Oracle On-line Temp Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	1	2024	Funding for Oracle additional temp. licenses
42	969-9711	Information Technology (ERP, Equipment, etc.)	ERP Training for new employees	\$ 596	\$ -	\$ -	\$ -	\$ 596	\$ -	1	1	2024	Funding for ERP training, consultation and other services
43	969-9804	Information Technology (ERP, Equipment, etc.)	Server Equipment Replacement	\$ 4,187	\$ -	\$ -	\$ -	\$ 4,187	\$ -	1	1	2024	Funding for infrastructure equipment
44	969-9879	Information Technology (ERP, Equipment, etc.)	Security Items	\$ 30,674	\$ 14,000	\$ -	\$ 2,674	\$ 14,000	\$ -	2	2	2024	Security Awareness Training for new Staff
45	969	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Deferred Maintenance Projects	\$ 226,036	\$ -	\$ -	\$ 226,036	\$ -	\$ -	2	1	2025	Maintenance and repair projects
46	235	Campus Security and Safety Enhancements	University Police and Environmental Health & Safety-Equipment and Supplies	\$ 52,330	\$ -	\$ -	\$ -	\$ 52,330	\$ -	1	1	2024	ARMS server, internal camera system replacement, AEDs and AED supplies, etc.
47	475	Student Financial Aid	International Student Scholarships	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	1	1	2024	CF5280-This is for International Student scholarships and was newly funded on 9/29/23 J0113846. \$25K balance will be moved back to CF4667 for FY24-25
48	235	Campus Security and Safety Enhancements	B32 Elevator Renovation Project	\$ 404,051	\$ -	\$ -	\$ -	\$ 404,051	\$ (0)	2	1	2025	Elevator upgrades for two (2) elevators in the B32 Pace Library (safety improvements). Project is currently in progress.
Total as of June 30, 2024: *				\$ 13,476,789	\$ 460,161	\$ 2,461,772	\$ 2,159,757	\$ 8,395,099	\$ 0				

*Note: Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.

University of West Florida
2023-2024 University E&G Carryforward Spending Plans - Supplemental Details (Fixed Capital Outlay Project Plans)
Pursuant to Section 1011.45, Florida Statutes
June 30, 2024

Line Item #	Carryforward Spending Plan Category	Specific Project Title/Name	Project Description	Amount of June 30, 2024, E&G Carryforward Operating Balance Provided to FCO Project2	(C)	(G)	(H)	(J)	E&G Carryforward Funds Budgeted for Expenditure During FY24	Carryforward Expenditure Timeline			Comments/Explanations
					Encumbrances	Restricted	Committed	Spent to Date		Total # Years of Expenditures per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
					Encumbered Balance As of June 30, 2024	Restricted Balance As of June 30, 2024	Committed Balance As of June 30, 2024	As of June 30, 2024					
Small Carryforward Projects¹													
1	Small, < \$2M: Renovation, Repair or Maintenance	Building 70 Mock Trial Courtroom	Building 70 Mock Trial Courtroom relocation project	\$ 50,923	\$ -	\$ -	\$ -	\$ 50,923	\$ -	1	1	2024	Project is complete. This began as an E&G funded project in FY23; balance of project funding rolled to CF in FY24 (i.e., 2 year project with 1 year CF funding). Unused CF funds returned to Line Item #31.
2	Small, < \$2M: Renovation, Repair or Maintenance	Community Gardens	Community Gardens-Tiered/Terraced	\$ 515,437	\$ 515,437	\$ -	\$ -	\$ -	\$ -	2	1	2025	New project in FY 2023-24. CF Funds moved from Line Item #s 15 & 26.
3	Small, < \$2M: Renovation, Repair or Maintenance	B73 Pool Filtration Installation	B73 Pool Filtration installation project	\$ 231,350	\$ 116,926	\$ -	\$ -	\$ 114,424	\$ -	2	1	2025	New project in FY 2023-24. CF Funds moved from Line Item #18. Project temporarily funded from CF Funds for work to begin during the Summer 2024. Project will be moved 100% to CITF funding and Green Fees funding in FY 2024-25.
4				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
5				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
6				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
* Total Minor Carryforward As June 30, 2024 :				\$ 797,710	\$ 632,363	\$ -	\$ -	\$ 165,347	\$ -				
Large Carryforward Projects¹													
7	Large, > \$2M: Completion of Remodeling or Infrastructure	Building 54-Fire Mitigation	Building 54 fire mitigation retrofit project	\$ 1,100,000	\$ 646,635	\$ -	\$ 666	\$ 452,699	\$ -	4	3	2025	Funds estimated to be needed to cover additional costs for the Bldg. 54, Fire Mitigation (PECO) project. Project is not yet complete and will extend into the next fiscal year.
8	Large, > \$2M: Completion of Remodeling or Infrastructure	University Park - Ath Operations Bldg.	Building 234-Athletic Training Center Addition	\$ 1,388,920	\$ -	\$ -	\$ -	\$ 1,388,920	\$ -	5	4	2025	Funds estimated to be needed to cover additional costs for the Bldg. 234-Athletic Training Center Addition (CITF) project.
9	Large, > \$2M: Renovation, Repair or Maintenance	Campus Deferred Maintenance Projects	Building Renovations (B50)	\$ 1,200,000	\$ 405,229	\$ -	\$ 535,530	\$ 259,241	\$ (0)	4	2	2026	Funds estimated to be needed to cover additional costs for the Building Renovations B50 SFRF-DM project.
10				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
11				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
* Total Major Carryforward As June 30, 2024 :				\$ 3,688,920	\$ 1,051,864	\$ -	\$ 536,196	\$ 2,100,860	\$ (0)				
Fixed Capital Outlay Totals :				\$ 4,486,630	\$ 1,684,227	\$ -	\$ 536,196	\$ 2,266,207	\$ (0)				
* Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.													
1. As defined in Board of Governors Regulation 14.003.													
2. Amount deducted from June 30, 2024, beginning E&G Carryforward operating balance for fixed capital outlay project funding per Section 1011.45, F.S. and Board of Governors Regulation 9.007(3)(a)(4).													

University Facilities Reserves
Additional Amounts Contributed From June 30, 2024 Beginning E&G Carryforward Balance

Pursuant to s. 1001.706(12) F.S. and Board of Governors Regulation 14.002

	Specific Project/Facility Title/Number	Additional Description of Project/Facility	Amount Added to Facility Reserves From FY24 Beginning E&G Carryforward Balance
1.	Building 54-Fire Mitigation	Building 54 fire mitigation retrofit project (1% escrow)	\$ 75,909
2.			\$ -
3.			\$ -
4.			\$ -
5.			\$ -
6.			\$ -
7.			\$ -
8.			\$ -
9.			\$ -
10.			\$ -
		Total Capital Facilities Reserves as of June 30, 2024 : *	\$ 75,909

*Note: Should agree with line F on the "Summary" tab.

The University of West Florida
FIXED CAPITAL OUTLAY BUDGET for Fiscal Year 2023-24
As of June 30, 2024

(per s. 1013.61, F.S. and Board Reg. 14.003)

University Contact: Mr. James Manor jmanor@uwf.edu (850) 474-2005
[name] [email & phone]

CFSP item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	
	Education & General (E&G) Operating Projects ¹			\$369,937	E&G Operating Funds	\$369,937	\$369,937	\$0	\$0	Not Applicable		Project is complete. Bldg. 70 Mock Trial Courtroom Relocation (prior fiscal year E&G project funding); balance of funding rolled to Carryforward in FY24 (see below).
	Carryforward (CF) - Small Projects ²			\$797,710	CF	\$797,710	\$165,344	\$0	\$632,365	Refer to detail in Carryforward Spending Plan		Bldg. 70 Mock Trial Courtroom Relocation (prior fiscal year E&G project); balance of funding rolled to Carryforward in FY24) \$50,923 project is complete. Community Gardens project \$592,950 (\$515,437 CF + \$77,513 Auxiliary) funding with construction phase currently in progress. B73 Pool Filtration installation project \$231,350 temporarily funded from CF funds for work to begin during the Summer 2024. Project will be moved 100% to CITF funding and Green Fee funding in FY 2024-25.
	Carryforward (CF) - Large Projects ³			\$77,513	Auxiliary	\$77,513	\$0	\$0	\$77,513			
7	Building 54-Fire Mitigation YR22	Building 54 - Fire Mitigation to retrofit the entire building with firewalls, make adjustments to egress routes, sprinkler system installation, HVAC return air pathways, etc.	\$7,350,000	PECO/GR CF Total:	6,250,000 <u>1,100,000</u> \$7,350,000	\$6,702,113	\$0	\$647,887	7/1/2021	6/30/2025	Includes CF funds estimated to be needed to cover additional costs for the Bldg. 54 Fire Mitigation (PECO) project. Project is not yet complete and will extend into next fiscal year.	
8	University Park-Athletic Operations Bldg. YR21 & YR22	Building 234 - Athletic Training Center Addition, Phase I & Phase II	\$8,190,987	CITF CITF Foundation CF Auxiliary Reserves Total:	1,224,315 785,121 3,439,572 1,388,920 <u>1,353,059</u> \$8,190,987	\$4,389,769	\$0	\$3,801,218	7/1/2020	6/30/2025	Phase I project delays were experienced. The project is now in the construction phase. Phase II initial project activity started in the Spring of 2023. Phase II project budget includes \$9,436.22 unspent project budget balance from the Bldg. 960-Addition Phase 2, Wellness Suite Buildout CITF project. The overall project budget includes approved Foundation funding, approved Carryforward funding, and approved Auxiliary Reserves funding for additional design, permitting, construction, and FF&E costs, per revised cost estimates that include added site work (geotechnical/subsurface).	
9	Campus Deferred Maintenance Projects	Projects include HVAC upgrades, building renovations, electrical upgrades, road repairs, roof replacements, etc.; Road and Sidewalk Improvements (Campus Wide): repair and repave roadway (additional Auxiliary funding); Building Renovations B50 (additional CF funding); Roof Replacements-Phase I B85 (additional Auxiliary funding)	\$17,025,133	SFRF - DM CF Auxiliary Total:	\$15,370,831 \$1,200,000 <u>\$454,302</u> \$17,025,133	\$5,288,368 \$259,241 <u>\$445,302</u> \$5,992,911	\$0 \$0 <u>\$0</u> \$0	\$10,082,463 \$940,759 <u>\$9,000</u> \$11,032,222	7/1/2022	12/31/2026	LBC approved list of SFRF-Deferred Maintenance projects; total \$15,370,831. Additional funding \$444,549 for the Campus Dr E & Intersection Campus Dr & Univ Pkwy project. Additional \$1.2M funding for Building Renovations (B50) project. Additional \$753.13 funding for Roof Replacements-Phase I B85 project and additional \$9K funding for B40 Chiller Plant Rehab project. Projects are currently in progress.	
	Subtotal - CF Large Projects:					\$32,566,120	\$17,084,793	\$0	\$15,481,328			
	State Appropriated Projects ^{4,6}											
	Critical Fire Alarm Systems Replacements (renov.)	Project to replace the control panels for aging fire alarm systems in multiple buildings.	\$1,050,000	SFRF-PECO	\$1,050,000	\$996,272	\$0	\$53,728	7/1/2022	12/31/2026	Per FY22-23 GAA, Section 197, State Fiscal Recovery Funding "Public Education Capital Outlay."	
	Critical Roof Replacements (renov.)	Roof replacements for nine (9) campus buildings.	\$5,111,000	SFRF-PECO	\$5,111,000	\$2,129,381	\$0	\$2,981,619	7/1/2022	12/31/2026	Per FY22-23 GAA, Section 197, State Fiscal Recovery Funding "Public Education Capital Outlay."	
	Replacements of HVAC Systems and Utility Distribution Systems (renov.)	HVAC systems upgrades within three (3) buildings and upgrades to select utility distribution systems across the campus.	\$2,335,000	SFRF-PECO	\$2,335,000	\$296,955	\$0	\$2,038,045	7/1/2022	12/31/2026	Per FY22-23 GAA, Section 197, State Fiscal Recovery Funding "Public Education Capital Outlay."	

CFSP item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	
		Science and Engineering Research Wing (SF 3194)	Bldg. 4 - Science and Engineering Research Wing	\$21,122,335	PECO/GR	\$21,122,335	\$0	\$0	\$21,122,335	7/1/2023	6/30/2026	Project reduced scope is currently under review.
		Critical Infrastructure-Satellite Utilities Plant Phase I (SF 1461) (HF0361)	Critical Infrastructure-Satellite Utilities Plant Phase I	\$10,000,000	PECO/GR	\$10,000,000	\$0	\$0	\$10,000,000	7/1/2023	6/30/2026	Project solicitation is completed and the negotiation is currently in progress.
		UCSI (University Commons & Student Involvement facility) Improvements YR20	B22 Univ Commons R&R Ph2	\$810,385	CITF	\$810,385	\$810,385	\$0	\$0	7/1/2019	6/30/2024	Project is complete.
		HLS Outdoor Center YR22	Building 72 - HLS Outdoor Center Phase I	\$81,110	CITF	\$81,110	\$16,713	\$0	\$64,397	7/1/2021	6/30/2025	The design phase is complete. Fabrication, permitting, and construction of the new bouldering wall is currently in progress. Project is not yet complete and will extend into next fiscal year.
		HLS Outdoor Center YR23	Building 72 - HLS Outdoor Center Phase 2	\$103,890	CITF	\$103,890	\$27,910	\$0	\$75,980	7/1/2022	6/30/2025	The design phase is complete. Fabrication, permitting, and construction of the new bouldering wall is currently in progress. Project is not yet complete and will extend into next fiscal year.
		B22 Outdoor Patio YR23	Building 22 - Outdoor Patio	\$150,000	CITF	\$150,000	\$10,894	\$0	\$139,106	7/1/2022	6/30/2025	Design phase for the exterior plaza patio improvements is currently in progress. Project will extend into next fiscal year.
		Soccer Field Draining and Improvement YR23	Soccer Field Draining and Improvement	\$100,000	CITF	\$100,000	\$100,000	\$0	\$0	7/1/2022	6/30/2024	Project is complete.
		Soccer Field Draining and Improvement YR23	Soccer Field Draining and Improvement	\$30,157	Athletics	\$30,157	\$30,157	\$0	\$0	7/1/2022	6/30/2024	Project is complete.
		University Park Field Pathway YR23	University Park Field Pathway	\$76,270	CITF	\$76,270	\$76,270	\$0	\$0	7/1/2022	6/30/2024	Project is complete.
		Entrance and Visitor Center Redesign YR23	Entrance and Visitor Center Redesign Phase 1A	\$753,888	CITF	\$753,888	\$713,774	\$0	\$40,114	7/1/2022	6/30/2025	The initial design phase is complete. The project construction for initial Phase 1 is currently in progress.
		Entrance and Visitor Center Redesign YR24	Entrance and Visitor Center Redesign Phase 1B	\$287,967	CITF	\$287,967	\$126,062	\$0	\$161,905	7/1/2023	6/30/2025	Phase 1B project budget now includes \$41,854.90 unspent project budget balance from the Pen Air Field Turf Replacement YR24 CITF project (as approved by the BOG on 05/22/2024).
		Entrance and Visitor Center Redesign YR23 & YR24	Entrance and Visitor Center Redesign	\$996,087	Auxiliary	\$996,087	\$0	\$0	\$996,087	7/1/2023	6/30/2025	Additional funding for this project for design and construction costs.
		Pen Air Field Turf Replacement YR24	Pen Air Field Turf Replacement	\$258,145	CITF	\$258,145	\$258,145	(\$0)	\$0	7/1/2023	6/30/2024	Project is complete. The unspent project budget balance \$41,854.90 has been reallocated to the Entrance and Visitor Center Redesign Phase 1B YR24 CITF project (as approved by the BOG on 05/22/2024).
		Pickleball Court Renovation YR24	Pickleball Court Renovation	\$25,000	CITF	\$25,000	\$25,000	\$0	\$0	7/1/2023	6/30/2024	Project is complete.
		Pen Air Field Bleachers YR24	Pen Air Field Bleachers	\$626,102	CITF	\$626,102	\$626,102	\$0	\$0	7/1/2023	6/30/2024	Project is complete. Additional CITF funding allocation FY 2024-25 \$123,898.
Subtotal - State Appropriated Projects:						\$43,917,336	\$6,244,020	(\$0)	\$37,673,316			

CFSP item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	
Non-Appropriated Projects ^{5,6}												
			East Sports Complex Internet Connectivity Install fiber project (construction and equipment)	\$229,710	Auxiliary	\$229,710	\$229,710	\$0	\$0	7/1/2022	6/30/2024	Project is complete.
	Triumph Grant-B37 Renovation	Nursing & Resp Therapy #293 Renovation (B37)		\$122,573	Grant	\$122,573	\$0	\$0	\$122,573	7/1/2023	6/30/2026	Budget is established for the design phase.
Subtotal - Non-Appropriated Projects:						\$352,283	\$229,710	\$0	\$122,573			
TOTALS:				\$78,080,900		\$78,080,900	\$24,093,805	(\$0)	\$53,987,095			

Notes:

- 1) *Education & General (E&G) Operating Projects* is a consolidated line item of all FCO projects, as defined in Board reg 14.001, funded from current year E&G operating funds. No individual project funded in whole or in part shall exceed \$1M, per Board reg 9.007(3)(a)1.
- 2) *Carryforward (CF) - Small Projects* is a consolidated line item of all FCO projects with a cost up to \$2M funded in whole or in part from CF funds, pursuant to Board Reg. 14.003(2)(b). Includes replacement of facilities less than 10,000 gross sf. This is a single line item in the FCO budget. For a list of individual projects, refer to the Carryforward Spending Plans (CFSP).
- 3) *Carryforward (CF) - Large Projects* includes any FCO project funded in whole or in part from CF funds, where total individual FCO project cost exceeds \$2M, pursuant to Board reg. 14.003(2)(c) and expenditure limits described therein. May also be reflected as one of multiple funding sources under categories State Appropriate Projects and Non-Appropriated Projects.
- 4) *State Appropriated Projects* - this category includes all FCO projects utilizing funds originally appropriated as FCO funds by the State of Florida, notwithstanding criteria in Board regulation 14.001. These funds should never be included in the operating budget. Examples, PECO (including Sum-of-Digits) and CITF. Reference Board reg 14.003(12)(d). For the purpose herein, all projects \$2 million or less can be consolidated into a single line item.
- 5) *Non-Appropriated Projects* - this category includes all university FCO projects that have not directly or indirectly used funds appropriated by the State. Examples include private donations, athletic revenues, federal grants, housing/parking revenue bonds, etc. Reference Board reg 14.003(2)(e). For the purpose herein, all projects \$2 million or less can be consolidated into a single line item.
- 6) In light of the definition of "board" (s. 1013.01, F.S.), the requirements of s. 1031.61, F.S., the FCO Budget does not apply to those projects acquired, constructed, and owned by a Direct Support Organization or under a Public Private Partnership.

FCO budget Increase: \$592,950 (CF & Auxiliary funding) for the Community Gardens project; \$231,350 (CF temporary funding) for the B73 Pool Filtration project; \$122,573 (Grant funding) for the Nursing B37 renovation project; \$9K (additional Auxiliary funding) for the SFRF-DIM project B40 Chiller Plant Rehab. FCO budget decrease: \$41,854.90 (reduce the amount of additional Auxiliary funding) for the Entrance & Visitor Ctr Redesign project (funding replaced from approved reallocation of CITF funding from the completed Pen Air Field Turf Replacement project).

**Board of Trustees
Full Board Meeting
September 12, 2024**

FY24-25 University Carryforward, Fixed Capital Outlay & Certification Document

Recommended Action:

1. Approve the Estimated Fiscal Year 2024-25 University Carryforward Spending Plan; the Estimated Fiscal Year 2024-25 University Fixed Capital Outlay Plan; and the Certification Document for University Fixed Capital Outlay, Operating, and Carryforward Budgets.
2. Authorize the President to make future adjustments to the Fiscal Year 2024-25 Carryforward Spending Plan and the Fiscal Year 2024-25 Fixed Capital Outlay Plan as institutional needs warrant.

Background Information:

Pursuant to Florida Statute 1011.45(2), each university that retains a state operating fund carryforward balance above the 7 percent minimum shall submit a Carryforward Spending Plan to the Board of Governors (BOG). The Carryforward Spending Plan must have been approved by the university's Board of Trustees on or before September 30. In addition, BOG Regulation 14.003, Fixed Capital Outlay (FCO), requires each university to prepare and submit an annual FCO budget approved by the university Board of Trustees (BOT). Guidelines for these submissions are provided in BOG Regulations 9.007, State University Operating Budgets, and 14.003 FCO. The FY 2024-25 Consolidated Preliminary Operating Budget for the University of West Florida was due to the BOG on June 21, 2024, and the UWF BOT voted and approved the budget on June 20, 2024. Accordingly, the BOG Certification Form requires the Board of Trustees Chair, the University's President, and the University's Chief Financial Officer to sign a representation that the UWF Operating Budget, the Carryforward Spending Plan, and the FCO Budget provided to BOG are, per their respective fiduciary responsibilities to the university, true and materially correct to the best of their respective knowledge. Further, they agree that the funds will only be expended per the approved budget as well as all applicable Statutes, BOG Regulations, and UWF Regulations.

Implementation Plan:

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

Fiscal Implications:

A Carryforward balance of \$54.3 million, including the required 7% reserve of \$12.6 million, current encumbrances of \$1.4 million, and leaving \$40.3 million for spending as outlined in the FY24-25 Carryforward Plan. The Fixed Capital Outlay Plan totals \$93.6 million for the FY24-25 fiscal year.

Relevant Authority:

Florida Statute 1011.45(2)
BOG Regulation 14.003

Supports Strategic Direction(s):

Strategic Direction 5: Infrastructure and Strategic Direction 6: Operational Excellence

Supporting Documents:

1. Bulleted Highlights FY24-25 CF and FCO Spending Plans (2 pages)
2. Estimated FY24-25 University Carryforward Spending Plan (6 pages)
3. Estimated FY24-25 University Fixed Capital Outlay Plan (3 pages)
4. Certification Document for University Fixed Capital, Operating and Carryforward Budget (1 page)

Prepared by:

- Jeffrey A. Djerlek, Associate Vice President for Finance and University Controller, x2759, jdjerlek@uwf.edu
- Sharon Jordan, Associate Controller of Reporting, x3028, sjordan@uwf.edu
- Desmond Peters, Academic Affairs Associate Director of Budgets, x2221, dpeters@uwf.edu
- Janet Davis, President's Division Business Manager, x2021, janetmdavis@uwf.edu
- Angela Wallace, Finance & Administration Director of Budgets, x2234, awallace@uwf.edu
- Daniel Lucas, Associate Vice President of Advancement, x3380, dlucas@uwf.edu
- Pamela Cadem, Director of Budgets, DAESA, x2936, pcadem@uwf.edu

Presenter:

Jeffrey A. Djerlek, Associate Vice President for Finance and University Controller

**UWF FY 2024-25 Carryforward Spending Plan
and
UWF FY 2024-25 Fixed Capital Outlay Budget Plan
Highlights**

Carryforward (CF) Spending Plan

Summary

- The total **beginning** CF balance is **\$54,324,323**, which includes **\$12,560,286** as the required **7% CF Statutory Reserve** and **\$1,440,139** encumbered leaving a balance of **\$40,323,898** of planned spending.
 - Compared to FY24 we have increased total CF beginning cash by **\$23.7M** for **FY25**. Much of this is related to the FY23/24 state appropriation of \$21.5M for UWF Operating Enhancement
 - The **\$40.3M** to spend is comprised of **\$12.0M** restricted and **\$28.4M** committed.

Summary Spending Categories

Student Financial Aid \$6.7M

- **\$4.0M** restricted to scholarship commitments to current students and scholarship packaging for enrollment and retention performance initiatives.
- **\$2.6M** restricted for Nursing Pipeline scholarships to be awarded over three to four years.

Information Technology \$6.2M

- **\$3.3M** committed to nursing equipment and technology needs.
- **\$2.8M** network equipment and software licenses.

Fixed Capital Outlay Projects \$3.6M

- **\$647K** Invested towards building 54 fire mitigation retrofit.
- **\$1.5M** Building 80 Interior Build Out
- **\$941K** Building 50 Renovation
- **\$515K** Community Garden Tiered/Terrace

Student Services, Enrollment, and Retention Efforts \$1.8M

- **\$1.8M** committed towards DAESA initiatives for Student Services and Success programs and Advancement enrollment initiatives.

Other Operating Requirements and Restricted by Appropriations \$22.6M

- **\$16.7M** committed towards Academic Programs and strategic enrollment initiatives in Academic Affairs.
- **\$2.5M** restricted for the Southside Dorms Demolition Project
- **\$1.4M** committed towards deferred maintenance projects and repairs as well as replacement equipment in the Division of Finance and Administration.
- **\$1.2M** restricted for the Small Business Development Center for conference developments and other operational needs.

**UWF FY 2024-25 Carryforward Spending Plan
and
UWF FY 2024-25 Fixed Capital Outlay Budget Plan
Highlights**

Fixed Capital Outlay (FCO) Budget Plan

Summary

- The total project budget allocation of **\$93.6 million**.
 - Carry Forward large projects at **\$32.9M**.
 - **\$7.4M** for building 54 fire mitigation and retrofitting.
 - **\$8.2M** for the University Park Sandy Sansing expansion for the Sports Medicine Center.
 - **\$17.3M** for Campus Deferred Maintenance Projects.
 - State Appropriated Projects at **\$53.2 million**.
 - **\$21.1M** for Bldg4 Science & Engineering Wing.
 - **\$ 3.9M** for HVAC upgrades, building renovations, and other repairs.
 - **\$20.0M** for utility satellite plant.
 - **\$ 5.1M** for nine building roof replacements.
 - **\$ 1.1M** to replace control panels for aging fire alarm systems in various buildings.
 - **\$2.0M** towards the Grand Entrance and Visitors Center redesign.
 - Non- Appropriated Projects at **\$5.4 million**.
 - **\$ 4.0M** for Campus Stadium
 - **\$ 1.4M** for Nursing & Respiratory Therapy renovations

University of West Florida

2024-2025 University E&G Carryforward Spending Plans - Supplemental Details (Operating Plans)

Pursuant to 1011.45, Florida Statutes

July 1, 2024

				Budget				Project Timeline			
Line Item #	Division	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Total Amount to be Funded from Current Year E&G Carryforward Balance	RESTRICTED Restricted Balance as of July 1, 2024	COMMITTED Committed Balance as of July 1, 2024	E&G Carryforward Amount Budgeted for Expenditure During FY25	Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	Comments/Explanations
1	100	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	President's Office	\$ 779,626		\$ 779,626	\$ 779,626	1	1	2025	Limited/Time Specific Employment, including leave payouts; One-time/Annual Contracts; consultant fees, performance incentives, furniture, travel, professional development; Association of Governing Boards (AGB) membership; New cubicle build-out (includes walls, panels)
2	100	Restricted by Appropriations	Small Business Development Center (SBDC)	\$ 1,170,181	\$ 1,160,756		\$ 1,170,181	1	1	2025	Conference registrations and travel; Small Business Success Summit; SBDC Network PD conference; Professional development for State Office Personnel
3	214	Student Services, Enrollment, and Retention Efforts	Div. of Advancement Student and OPS, Equipment & Materials	\$ 426,222		\$ 426,222	\$ 426,222	3	3	2025	Advancement Student and staff OPS, phonathon students, equipment, services, materials, software, leave payouts as needed.
4	214	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Brand Campaign/Marketing/Institutional Communications	\$ 72,301		\$ 72,301	\$ 72,301	1	1	2025	Office of Institutional Communications Branding/Marketing, services, branding contracts, OPS, , leave payouts, advertising media, equipment, software, materials as needed.
5	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Finance and Admin Division-Equipment and Supplies	\$ 408,045	\$ 20,452	\$ 270,667	\$ 408,045	1	1	2025	Equipment and supplies purchases for the division and for maintaining campus facilities (facility maintenance, environmental health & safety, utility operations, etc.).
6	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Finance and Admin Division-Repairs and Maintenance	\$ 30,125	\$ 22,836	\$ -	\$ 30,125	1	1	2025	Chillers service/repairs, water piping repairs, pressure washing, etc.
7	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Deferred Maintenance Projects	\$ 54,967	\$ 38,467	\$ -	\$ 54,967	1	1	2025	Maintenance and repair projects in progress (e.g., HVAC repairs, etc.).
8	235	Campus Security and Safety Enhancements	University Police and Environmental Health & Safety-Vehicle Replacements and Asbestos Surveys	\$ 180,257	\$ 500	\$ 42,000	\$ 180,257	2	2	2025	Purchase of new vehicle and vehicle equipment for University Police; purchase of vehicle equipment for EH&S; asbestos surveys for campus buildings.
9	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Facility Maintenance-Vehicle Purchase	\$ 59,206	\$ -	\$ 9,669	\$ 59,206	1	1	2025	Purchase of new vehicle and vehicle equipment for Facility Maintenance.
10	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Facilities Management-Furniture (Expense)	\$ 10,000	\$ -	\$ -	\$ 10,000	1	1	2025	Classroom furniture purchase-adjustable height stools for faculty (Qty 35), which are ADA compliant, to use with the new ADA classroom podiums.
11	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Southside Dorms Demolition Project	\$ 2,469,455	\$ 2,469,455	\$ -	\$ 2,469,455	1	1	2025	Southside Dorms Demolition project to remove fourteen (14) buildings.
12	235	Campus Security and Safety Enhancements	B32 Elevator Renovation Project	\$ 308,880		\$ 308,880	\$ 308,880	2	2	2025	Elevator upgrades for two (2) elevators in the B32 Pace Library (safety improvements) project still in progress.
13	475	Student Financial Aid	DoS Emergency Scholarships	\$ 15,000		\$ 15,000	\$ 15,000	1	1	2025	Dean of Students Emergency Scholarships for students in an emergency situation
14	475	Student Services, Enrollment, and Retention Efforts	Disabled Aid Assistance	\$ 102,953		\$ 102,953	\$ 102,953	3	2	2026	Used for needs of the disabled, campus-wide or individual needs. Mainly for OPS services for students in need.
15	475	Student Services, Enrollment, and Retention Efforts	Divisional OPS Needs	\$ 355,000		\$ 355,000	\$ 355,000	1	1	2025	Division wide use for all OPS
16	475	Student Services, Enrollment, and Retention Efforts	Divisional Contract & Service Needs	\$ 92,195		\$ 92,195	\$ 92,195	1	1	2025	Contract & service needs including background checks
17	475	Student Financial Aid	DAESA Scholarships	\$ 28,958		\$ 28,958	\$ 28,958	1	1	2025	Division Scholarships
18	475	Student Services, Enrollment, and Retention Efforts	Divisional Furniture, Equipment, and Maintenance Needs	\$ 55,000		\$ 55,000	\$ 55,000	1	1	2025	Division-wide use for furniture, equipment, and maintenance needs
19	475	Student Services, Enrollment, and Retention Efforts	Divisional Misc Expenditure Needs	\$ 10,000		\$ 10,000	\$ 10,000	1	1	2025	DAESA wide misc expenditure needs
20	475	Student Services, Enrollment, and Retention Efforts	Leave Liability, Unemployment, OPS Health insurance, Bonuses, etc	\$ 273,128		\$ 273,128	\$ 273,128	1	1	2025	Leave Liability, Unemployment, OPS Health insurance, Bonuses, etc
21	475	Faculty Research and Public Service Support and Start-Up Funding	Community Garden Improvements	\$ 19,428		\$ 19,428	\$ 19,428	1	1	2025	These are HIP/QEP funds that rolled from E&G.
22	475	Student Services, Enrollment, and Retention Efforts	Non recurring salary & fringe	\$ 150,000		\$ 150,000	\$ 150,000	1	1	2025	Non-recurring salary & fringe needs
23	475	Student Services, Enrollment, and Retention Efforts	Retention Team Events, Training, & Scholarships	\$ 126,088		\$ 126,088	\$ 126,088	3	3	2025	A 3 year commitment for the retention team to use as needed for scholarships, events, and training.

University of West Florida

2024-2025 University E&G Carryforward Spending Plans - Supplemental Details (Operating Plans)

Pursuant to 1011.45, Florida Statutes

July 1, 2024

Line Item #	Division	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget			Project Timeline			Comments/Explanations	
				Total Amount to be Funded from Current Year E&G Carryforward Balance	RESTRICTED Restricted Balance as of July 1, 2024	COMMITTED Committed Balance as of July 1, 2024	E&G Carryforward Amount Budgeted for Expenditure During FY25	Total # Years of Expenditure per Project	Current Expenditure Year #		Estimated Completion Date (Fiscal Year)
24	475	Information Technology (ERP, Equipment, etc.)	ITS Equioment Replacement	\$ 60,000		\$ 60,000	\$ 60,000	1	1	2025	DAESA ITS equipment replacement based on a continuous 5 year replacement policy for computers.
25	475	Student Financial Aid	LAC Scholarships	\$ 14,800		\$ 14,800	\$ 14,800	1	1	2025	LAC scholarships
26	475	Student Services, Enrollment, and Retention Efforts	International Recruitment-3rd party payments	\$ 124,696		\$ -	\$ 124,696	1	1	2025	International recruiters payments.
27	475	Student Services, Enrollment, and Retention Efforts	International Student Recruitment transcript reviews	\$ 73,149		\$ 73,149	\$ 73,149	3	3	2025	International Student Recruitment transcript reviews. This is year 3 of 3.
28	475	Faculty Research and Public Service Support and Start-Up Funding	Community Garden Improvements	\$ 123,662		\$ 123,662	\$ 123,662	3	3	2025	The Educational & Community Garden (AKA Community Garden).
29	500	Student Financial Aid	Academic Affairs Scholarships	\$ 2,000,000	\$ 2,000,000		\$ 2,000,000	1	1	2025	Academic Scholarships and student financial aid
30	500	Student Financial Aid	Academic Affairs Scholarships Packaging for Next Term	\$ 2,000,000	\$ 2,000,000		\$ 2,000,000	2	1	2026	Packaging amounts for the next fall and spring scholarships awards. Amounts must be set aside in advance in order to send new students awards notifications.
31	500	Faculty/Staff, Instructional and Advising Support and Start-up Funding	Academic Affairs Temporary employees compensation	\$ 230,678		\$ 230,678	\$ 230,678	1	1	2025	Salaries for temporary employees
32	500	Information Technology (ERP, Equipment, etc.)	Information technology, network infrastructure, software, equipment and other mission critical needs	\$ 2,532,603		\$ 2,166,442	\$ 2,532,603	2	1	2025	Funding for Information technology, network infrastructure, software, equipment and other mission critical needs
33	500	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Strategic Initiatives, Academic Program Investments.	\$ 16,699,130		\$ 16,699,130	\$ 16,699,130	1	1	2025	Funding for academic programs with costly replacement technology, and new academic program analysis and development to keep in line the strategic enrollment initiative of the University's Strategic Master Plan
34	500	Faculty/Staff, Instructional and Advising Support and Start-up Funding	Nursing Faculty salaries and compensation	\$ 55,298		\$ 55,298	\$ 55,298	1	1	2025	Nursing Faculty summer salaries
35	500	Information Technology (ERP, Equipment, etc.)	Nursing equipment and technology needs	\$ 3,345,969		\$ 3,345,969	\$ 3,345,969	1	1	2025	Nursing labs equipment and technology needs
36	500	Student Financial Aid	Nursing Scholarships	\$ 143,876	\$ 143,876	\$ -	\$ 143,876	1	1	2025	Nursing LINE scholarships Santa Rosa Medical Center, Baptist Hospital and Ascension
37	500	Student Financial Aid	Nursing Scholarships	\$ 2,500,000	\$ 2,500,000	\$ -	\$ 2,500,000	3	1	2027	Nursing scholarships to be awarded over the course of three - four years
38	969-9703	Information Technology (ERP, Equipment, etc.)	Oracle On-line Temp Licenses	\$ 153,995		\$ 153,995	\$ 153,995	1	1	2025	Funding for Oracle additional temp. licenses
39	969-9711	Information Technology (ERP, Equipment, etc.)	ERP Training for new employees	\$ 31,131		\$ -	\$ 31,131	1	1	2025	Funding for ERP training, consultation and other services
40	969-9804	Information Technology (ERP, Equipment, etc.)	Server Equipment Replacement	\$ 29,792		\$ -	\$ 29,792	1	1	2025	Funding for infrastructure equipment
41	969-9879	Information Technology (ERP, Equipment, etc.)	Security Items	\$ 14,000		\$ -	\$ 14,000	1	1	2025	Security Awareness Training for new Staff
42	969	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Deferred Maintenance Projects	\$ 754,838	\$ -	\$ 227,914	\$ 754,838	1	1	2025	Maintenance and repair projects.
43	0						\$ -				
44	0						\$ -				
45	0						\$ -				
Total as of July 1, 2024: *				\$ 38,084,632	\$ 10,356,342	\$ 26,288,153	\$ 38,084,633				

*Note: Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.

University of West Florida

2024-2025 University E&G Carryforward Spending Plans - Supplemental Details (Fixed Capital Outlay Project Plans)

Pursuant to Section 1011.45, Florida Statutes

July 1, 2024

Line Item #	Carryforward Spending Plan Category	Specific Project Title/Name	Project Description	Amount of July 1, 2024, E&G Carryforward Operating Balance Provided to FCO Project ² (F+G)	(H)	(I)	Carryforward Expenditure Timeline			Comments/Explanations	
					Restricted	Committed	Total # Years of Expenditures per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)		
					To Restricted Balance on July 1, 2024	To Committed Balance on July 1, 2024					
Small Carryforward Projects¹											
1	Small, < \$2M: Renovation, Repair or Maintenance	Community Gardens	Community Gardens-Tiered/Terraced	\$ 515,437	\$ 515,437	\$ -	2	2	2025	New project started in FY 2023-24.	
2	Small, < \$2M: Renovation, Repair or Maintenance	Building 80-Interior Build-Out	Building 80-Interior Build-Out	\$ 1,500,000	\$ 38,690	\$ 1,461,310	1	1	2025	Estimated budget needed for the Bldg. 80 Interior Build-Out project.	
3				\$ -	\$ -	\$ -					
4				\$ -	\$ -	\$ -					
5				\$ -	\$ -	\$ -					
6				\$ -	\$ -	\$ -					
				* Total Minor Carryforward As July 1, 2024 :	\$ 2,015,437	\$ 554,127	\$ 1,461,310				
Large Carryforward Projects¹											
7	Large, > \$2M: Completion of Remodeling or Infrastructure	Building 54-Fire Mitigation	Building 54 fire mitigation retrofit project	\$ 647,299	\$ 646,635	\$ 663	4	4	2025	Funds estimated to be needed to cover additional costs for the Bldg. 54, Fire Mitigation (PECO) project.	
8	Large, > \$2M: Completion of Remodeling or Infrastructure	University Park - Ath Operations Bldg.	Building 234-Athletic Training Center Addition	\$ -	\$ -	\$ -	5	5	2025	\$1,388,920 CF funds needed to cover additional costs for the Bldg. 234-Athletic Training Center Addition (CIFT) project were spent in full in FY 2023-24.	
9	Large, > \$2M: Renovation, Repair or Maintenance	Campus Deferred Maintenance Projects	Building Renovations (B50)	\$ 940,759	\$ 405,229	\$ 535,530	4	3	2026	Funds estimated to be needed to cover additional costs for the Building Renovations B50 SFRF-DM project.	
10				\$ -	\$ -	\$ -					
11				\$ -	\$ -	\$ -					
				* Total Major Carryforward As July 1, 2024 :	\$ 1,588,058	\$ 1,051,865	\$ 536,193				
				Fixed Capital Outlay Totals :	\$ 3,603,494	\$ 1,605,991	\$ 1,997,503				
* Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.											
1. As defined in Board of Governors Regulation 14.003.											
2. Amount deducted from July 1, 2024, beginning E&G Carryforward operating balance for fixed capital outlay project funding per Section 1011.45, F.S. and Board of Governors Regulation 9.007(3)(a)(4).											

University of West Florida

University Facilities Reserves

Additional Amounts Contributed From July 1, 2024 Beginning E&G Carryforward Balance

Pursuant to s. 1001.706(12) F.S. and Board of Governors Regulation 14.002

	Specific Project/Facility Title/Number	Additional Description of Project/Facility	Amount Added to Facility Reserves From FY25 Beginning E&G Carryforward Balance
1.	Building 54-Fire Mitigation	Building 54 fire mitigation retrofit project (1% escrow)	\$ 75,909.00
2.			\$ -
3.			\$ -
4.			\$ -
5.			\$ -
6.			\$ -
7.			\$ -
8.			\$ -
9.			\$ -
10.			\$ -
		Total Capital Facilities Reserves as of July 1, 2024 : *	\$ 75,909.00

*Note: Should agree with line G on the "Summary" tab.

The University of West Florida
FIXED CAPITAL OUTLAY BUDGET for Fiscal Year 2024-25
(per s. 1013.61, F.S. and Board Reg. 14.003)

University Contact: Mr. James Manor jmanor@uwf.edu (850) 474-2005
[name] [email & phone]

CFSP item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	
Education & General (E&G) Operating Projects ¹				\$0	E&G Operating Funds	\$0	\$0	\$0	\$0			
Carryforward (CF) - Small Projects ²				\$2,015,437	CF	\$2,015,437	\$0	\$2,015,437	\$0	Refer to detail in Carryforward Spending Plan		Community Gardens project \$592,950 (\$515,437 CF + \$77,513 Auxiliary) funding with construction phase currently in progress. B80 Interior Build-Out estimated budget \$1,500,000. B73 Pool Filtration installation project moved 100% to CITF funding and Green Fee funding in FY25 (see below).
Carryforward (CF) - Large Projects ³				\$77,513	Auxiliary	\$77,513	\$0	\$77,513	\$0			
7		Building 54-Fire Mitigation YR22	Building 54 - Fire Mitigation to retrofit the entire building with firewalls, make adjustments to egress routes, sprinkler system installation, HVAC return air pathways, etc.	\$7,350,000	PECO/GR CF Total:	6,250,000 <u>1,100,000</u> \$7,350,000	\$6,702,113	\$647,887	\$0	7/1/2021	6/30/2025	Includes CF funds estimated to be needed to cover additional costs for the Bldg. 54 Fire Mitigation (PECO) project. Project is not yet complete, but the project will be finished in FY25.
8	University Park-Athletic Operations Bldg. YR21 & YR22	Building 234 - Athletic Training Center Addition, Phase I & Phase II		\$8,190,987	CITF CITF Foundation CF Auxiliary Reserves Total:	1,224,315 785,121 3,439,572 1,388,920 <u>1,353,059</u> \$8,190,987	\$4,389,769	\$3,801,218	\$0	7/1/2020	6/30/2025	Phase I project delays were experienced. The project is now in the construction phase. Phase II initial project activity started in the Spring of 2023. Phase II project budget includes \$9,436.22 unspent project budget balance from the Bldg. 960-Addition Phase 2, Wellness Suite Buildout CITF project. The overall project budget includes approved Foundation funding, approved Carryforward funding, and approved Auxiliary Reserves funding for additional design, permitting, construction, and FF&E costs, per revised cost estimates that include added site work (geotechnical/subsurface). All CF funding has been spent in full. Project will be completed in the Fall of 2024.
9		Campus Deferred Maintenance Projects	Projects include HVAC upgrades, building renovations, electrical upgrades, road repairs, roof replacements, etc.; Road and Sidewalk Improvements (Campus Wide): repair and repave roadway (additional Auxiliary funding); Building Renovations B50 (additional CF funding); Roof Replacements-Phase I B85 (additional Auxiliary funding)	\$17,324,083	SFRF - DM CF Auxiliary Total:	\$15,370,831 \$1,200,000 <u>\$753,252</u> \$17,324,083	\$5,288,368	\$7,286,858	\$2,795,605	7/1/2022	12/31/2026	LBC approved list of SFRF-Deferred Maintenance projects: total \$15,370,831. Additional Auxiliary funding \$444,549 for the Campus Dr E & Intersection Campus Dr & Univ Pkwy project. Additional Auxiliary funding \$298,950 for replace traffic mast arms project. Additional CF funding \$1.2M for Building Renovations (B50) project. Additional Auxiliary funding \$753.13 for Roof Replacements-Phase I B85 project and additional Auxiliary funding \$9K for B40 Chiller Plant Rehab project. Projects are currently in progress.
Subtotal - CF Large Projects:						\$32,865,070	\$17,084,793	\$12,900,966	\$2,879,311			
State Appropriated Projects ^{4,6}												
		Critical Fire Alarm Systems Replacements (renov.)	Project to replace the control panels for aging fire alarm systems in multiple buildings.	\$1,050,000	SFRF-PECO	\$1,050,000	\$996,272	\$53,728	\$0	7/1/2022	12/31/2026	Per FY23 GAA, Section 197, State Fiscal Recovery Funding "Public Education Capital Outlay."
		Critical Roof Replacements (renov.)	Roof replacements for nine (9) campus buildings.	\$5,111,000	SFRF-PECO	\$5,111,000	\$2,129,381	\$1,444,229	\$1,537,390	7/1/2022	12/31/2026	Per FY23 GAA, Section 197, State Fiscal Recovery Funding "Public Education Capital Outlay."
		Replacements of HVAC Systems and Utility Distribution Systems (renov.)	HVAC systems upgrades within three (3) buildings and upgrades to select utility distribution systems across the campus.	\$2,335,000	SFRF-PECO	\$2,335,000	\$296,955	\$1,085,524	\$952,521	7/1/2022	12/31/2026	Per FY23 GAA, Section 197, State Fiscal Recovery Funding "Public Education Capital Outlay."
		Science and Engineering Research Wing (SF 3194) YR24	Bldg. 4 - Science and Engineering Research Wing	\$21,122,335	PECO/GR	\$21,122,335	\$0	\$0	\$21,122,335	7/1/2023	6/30/2026	Project reduced scope is currently under review. Estimated spending for FY25 will be updated when the project commences.

CFSP item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	
		Critical Infrastructure-Satellite Utilities Plant Phase I (SF 1461) (HF0361) YR24	Critical Infrastructure-Satellite Utilities Plant Phase I	\$10,000,000	PECO/GR	\$10,000,000	\$0	\$0	\$10,000,000	7/1/2023	6/30/2026	Project solicitation is completed and the negotiation is currently in progress. Estimated spending for FY25 will be updated when the project commences.
		Critical Infrastructure-Satellite Utilities Plant Phase II (SF 1202) (HF2818) YR25	Critical Infrastructure-Satellite Utilities Plant Phase II	\$10,000,000	PECO/GR	\$10,000,000	\$0	\$0	\$10,000,000	7/1/2024	6/30/2027	Estimated spending will be updated when this phase of the project commences.
		HLS Outdoor Center YR22	Building 72 - HLS Outdoor Center Phase I	\$81,110	CITF	\$81,110	\$16,713	\$64,397	\$0	7/1/2021	6/30/2025	The design phase is complete. Installation of the new bouldering wall is currently in progress.
		HLS Outdoor Center YR23	Building 72 - HLS Outdoor Center Phase 2	\$103,890	CITF	\$103,890	\$27,910	\$75,980	\$0	7/1/2022	6/30/2025	The design phase is complete. Installation of the new bouldering wall is currently in progress.
		B22 Outdoor Patio YR23	Building 22 - Outdoor Patio	\$150,000	CITF	\$150,000	\$10,894	\$139,106	\$0	7/1/2022	6/30/2025	Design phase for the exterior plaza patio improvements is still in progress.
		University Commons Patio YR25	Building 22 - Patio Ph 1A	\$105,280	CITF	\$105,280	\$0	\$0	\$105,280	7/1/2024	6/30/2026	Estimated spending for FY25 will be updated when this phase of the project commences.
		Entrance and Visitor Center Redesign YR23	Entrance and Visitor Center Redesign Phase 1A	\$753,888	CITF	\$753,888	\$713,774	\$40,114	\$0	7/1/2022	6/30/2025	The initial design phase is complete. The project construction for initial Phase 1 is currently in progress.
		Entrance and Visitor Center Redesign YR24	Entrance and Visitor Center Redesign Phase 1B	\$287,967	CITF	\$287,967	\$126,062	\$161,905	\$0	7/1/2023	6/30/2025	Phase 1B project budget now includes \$41,854.90 unspent project budget balance from the Pen Air Field Turf Replacement YR24 CITF project (as approved by the BOG on 05/22/2024).
		Entrance and Visitor Center Redesign YR23 & YR24	Entrance and Visitor Center Redesign	\$996,087	Auxiliary	\$996,087	\$0	\$996,087	\$0	7/1/2023	6/30/2025	Additional funding for this project for design and construction costs.
		Pen Air Field Bleachers YR25	Pen Air Field Bleachers Phase 1B	\$123,898	CITF	\$123,898	\$0	\$123,898	\$0	7/1/2024	6/30/2025	Project is complete. Project costs reimbursement from CITF to be processed.
		Conference Center Magnetic Door Holders YR25	Building 22 - Conference Center Magnetic Door Holders	\$54,165	CITF	\$54,165	\$0	\$0	\$54,165	7/1/2024	6/30/2026	Estimated spending for FY25 will be updated when the project commences.
		Pool Filtration Installation YR25	Building 73 - Pool Filtration Installation	\$157,000	CITF	\$157,000	\$0	\$157,000	\$0	7/1/2024	6/30/2025	B73 Pool Filtration installation project was temporarily funded from CF funds for work to begin during the Summer of 2024. Project is now moved 100% to CITF funding and Green Fee funding in FY25.
		Pool Filtration Installation YR25	Building 73 - Pool Filtration Installation	\$117,000	Green Fee	\$117,000	\$0	\$117,000	\$0	7/1/2024	6/30/2025	B73 Pool Filtration installation project was temporarily funded from CF funds for work to begin during the Summer of 2024. Project is now moved 100% to CITF funding and Green Fee funding in FY25.
		Softball Field Lights YR25	Softball Lights - Softball Field (area E15)	\$487,000	CITF	\$487,000	\$0	\$0	\$487,000	7/1/2024	6/30/2026	Estimated spending for FY25 will be updated when the project commences.
		HLS Facility Sound System YR25	Building 72 - HLS Facility Sound System	\$213,900	CITF	\$213,900	\$0	\$0	\$213,900	7/1/2024	6/30/2026	Estimated spending for FY25 will be updated when the project commences.
				Subtotal - State Appropriated Projects:		\$53,249,520	\$4,317,961	\$4,458,968	\$44,472,591			
Non-Appropriated Projects ^{5,6}												
		B236 Campus Stadium	Campus stadium (UWF main campus) with 7,500 total seating capacity in the Phase I construction	\$4,000,000	Auxiliary	\$4,000,000	\$0	\$0	\$4,000,000	7/1/2021	6/30/2028	Estimated spending for the initial design phase will be updated when the project commences.
		B236 Campus Stadium	Campus Stadium Preliminary Phased Design to include preliminary design/master planning for on-campus stadium development with conceptual renderings and/or animations.	\$25,010	Athletics	\$25,010	\$25,010	\$0	\$0	7/1/2021	6/30/2028	Campus Stadium Preliminary Phased Design started in FY22 and was completed in FY23.
		Triumph Grant- B37 Renovation	Nursing & Resp Therapy #293 Renovation (B37)	\$1,407,473	Grant	\$1,407,473	\$0	\$938,221	\$469,252	7/1/2023	6/30/2026	The design phase is currently in progress.
				Subtotal - Non-Appropriated Projects:		\$5,432,483	\$25,010	\$938,221	\$4,469,252			
				TOTALS:		\$93,640,023	\$21,427,764	\$20,391,105	\$51,821,154			

Notes:

1) *Education & General (E&G) Operating Projects* is a consolidated line item of all FCO projects, as defined in Board reg 14.001, funded from current year E&G operating funds. No individual project funded in whole or in part shall exceed \$1M, per Board reg 9.007(3)(a)1.

2) *Carryforward (CF) - Small Projects* is a consolidated line item of all FCO projects with a cost up to \$2M funded in whole or in part from CF funds, pursuant to Board Reg. 14.003(2)(b). Includes replacement of facilities less than 10,000 gross sf. This is a single line item in the FCO budget. For a list of individual projects, refer to the Carryforward Spending Plans (CFSP).

3) *Carryforward (CF) - Large Projects* includes any FCO project funded in whole or in part from CF funds, where total individual FCO project cost exceeds \$2M, pursuant to Board reg. 14.003(2)(c) and expenditure limits described therein. May also be reflected as one of multiple funding sources under categories State Appropriate Projects and Non-Appropriated Projects.

4) *State Appropriated Projects* - this category includes all FCO projects utilizing funds originally appropriated as FCO funds by the State of Florida, notwithstanding criteria in Board regulation 14.001. These funds should never be included in the operating budget. Examples, PECO (including Sum-of-Digits) and CITF. Reference Board reg 14.003(12)(d). For the purpose herein, all projects \$2 million or less can be consolidated into a single line item.

CFSP item #	Category	Project Title/Name	Description	Total Project Budget Allocation (Total Estimated Project Cost)	Funding Source(s)		Funds Expended Since Inception	Estimated Amt of Funds to be Expended this Year	Remaining Balance	Estimated Project Timeline		Comments
					Source	Amount				Start Date	Completion Date	

5) *Non-Appropriated Projects* - this category includes all university FCO projects that have not directly or indirectly used funds appropriated by the State. Examples include private donations, athletic revenues, federal grants, housing/parking revenue bonds, etc. Reference Board reg 14.003(2)(e). For the purpose herein, all projects \$2 million or less can be consolidated into a single line item.

6) In light of the definition of "board" (s. 1013.01, F.S.), the requirements of s. 1031.61, F.S., the FCO Budget does not apply to those projects acquired, constructed, and owned by a Direct Support Organization or under a Public Private Partnership.



2024-2025 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget

University Name: The University of West Florida

2024-2025 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget Certification Representations

I hereby certify to the Board of Governors that the referenced 2024-2025 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget provided to the Board of Governors in accordance with my fiduciary responsibility to the university is true and materially correct to the best of my knowledge. I further certify that these budgets have been reviewed and approved by the Board of Trustees at its meeting held on September 12, 2024, and that funds will only be expended in accordance with the approved budget as well as all applicable Statutes, Board of Governors' Regulations, and university regulations. I understand that any unsubstantiated, false, misleading, or withheld information relating to these statements may render this certification void. My signature below acknowledges that I have read and understand these statements.

Certification: _____ Date _____
Chief Financial Officer

Certification: _____ Date _____
President

I certify that the above referenced university budgets for fiscal year 2024-2025 have been approved by the University Board of Trustees and is true and materially correct to the best of my knowledge.

Certification: _____ Date _____
Board of Trustees Chair

**Board of Trustees
Full Board Meeting
September 12, 2024**

Annual Report of Self-Supporting and Market Tuition Rate Programs

Recommended Action:

Approve the Annual Report of Self-Supporting and Market Tuition Rate Programs for Fiscal Year 2023-2024.

Background Information:

Board of Governors Regulation 8.002, "Self-Supporting and Market Tuition Rate Program and Course Offerings" requires UWF to submit an annual report on self-supporting and market tuition rate programs. The annual report has been required to be submitted to the Board of Governors pursuant to regulation 8.002 in previous years. However, a change to the regulation in November 2022 requires the annual report to be approved by the University of West Florida Board of Trustees (BOT) prior to submission to the BOG.

Implementation Plan:

Report to be approved by the UWF Board of Trustees on September 12, 2024
Report to be submitted to the Board of Governors by October 1, 2024

Fiscal Implications:

Most of these programs have been offered as self-supporting and at market tuition rate for many years. The total gross revenue for 2023-2024 is approximately \$19.2 million, which covers the cost of the programs.

Relevant Authority:

BOG Regulation 8.002, Self-Supporting and Market Tuition Rate Program and Course Offerings

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused and Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs Excellence

Supporting Documents:

1. Annual Report of Self-Supporting and Market Tuition Rate Programs for Fiscal Year 2023-2024

Prepared by:

- Shelly Blake, Associate Vice President, Academic Affairs x2227, sblake@uwf.edu
- Dacia Larin, Assistant Vice President, Academic Affairs x2024, dlarin@uwf.edu

Presenter:

Jeffrey Djerlek, Associate Vice President of Finance and University Controller

Column Definitions	
Instructions: Institutions are required to provide the information below for all non-E&G college-credit programs, including sponsored credit, certificate, and degree programs at all levels and any majors or tracks that exist under an approved degree program. Do not combine cells or alter the template in any way when reporting the data.	
CIP Code	CIP code for the approved degree program as listed in the State University System approved degree inventory. Please report the complete 6-digit CIP code in the following format: XX.XXXX.
Program Name (in inventory)	All non-E&G college-credit programs must be reported, including sponsored credit, certificate, and degree programs at all levels. Use the program name as listed in the approved State University System degree inventory for degree programs.
Program Level	Indicate whether the program is offered at the undergraduate or graduate-level.
Program Type	Select the program type for the program - select certificate, bachelor's, master's, specialist, or doctoral.
Local Program Name (if different from inventory name)	If the local program name differs from what is listed in the approved degree inventory, please provide the name used within the university.
Major or Track Name (if different)	Please list each major/track in the degree program as defined in Regulation 8.002 in a separate row.
Program Length	Total minimum number of credit hours required to complete the program.
Tuition Type	Select market rate, self-supporting, or sponsored credit (explain or provide more detail if needed in comments).
Mode of Delivery	Delivery method for program - select face-to-face, hybrid, or online
UBOT Tuition Approval Date	Date program's tuition rate was approved by the University Board of Trustees.
BOG Tuition Approval Date	Date program's tuition rate was approved by the Board of Governors, if applicable
Program Start Date	List the term and year the program began enrolling students - select fall, spring, or summer and input the year using four digits
Tuition Rate Per Credit Hour - Resident	Tuition per credit hour including fees for resident/in-state students.
Tuition Rate Per Credit Hour - Non-Resident	Tuition per credit hour including fees for non-resident/out-of-state students.
Additional Program Fees - Resident	Any required fees specific to the program not included in the tuition per credit hour rate for resident/in-state students, if applicable.
Additional Program Fees - Non-Resident	Any required fees specific to the program not included in the tuition per credit hour rate for non-resident/out-of-state students, if applicable.
Resident Enrollment	Unique headcount of resident students for the academic year most closely aligned with the fiscal year being reported.
Non-Resident Enrollment	Unique headcount of non-resident students for the academic year most closely aligned with the fiscal year being reported.
Degree/Program Completions	Degree or program completions for the academic year most closely aligned with the fiscal year to the one being reported.
Revenues	Total revenues from tuition and fees collected by each program for the fiscal year being reported. If there is any additional revenue
Expenditures	Total expenditures associated with each program for the fiscal year being reported.
Comparable E&G Program	Does the program have a comparable E&G approved program with the same CIP code (yes/no)?
Comparable E&G Program - Name	Identify the program name of the comparable E&G program, if one exists.
Comparable E&G Program - Level	Identify the Degree Level for the comparable E&G program, if one exists
Comparable E&G Program - CIP	Identify the CIP Code for the comparable E&G program, if one exists
Additional Comments	Any additional information or clarification the institution wishes to provide on a specific program.

Due date:	10/1/2024
-----------	-----------

Include the university contact name and email for the staff that completed and approved this file.	
Data provided by:	
Name:	Dacia Larin
E-Mail:	dlarin@uwf.edu
Data approved by:	
Name:	Shelly Blake
E-Mail:	sblake@uwf.edu

Date Approved by the Board of Trustees*:	
--	--

*Submit documentation of Board of Trustees approval in the DRS along with this completed file.

Fiscal Year 2023-2024 Self-Supporting and Market Tuition Rate Report

CIP Code (XX.XXXX)	Program Name (in inventory)	Program Level	Program Type	Local Program Name (if different from)	Major or Track Name (if different)	Program Length (in credit hours)	Tuition Type	Mode of Delivery	UBOT Tuition Approval Date	BOG Tuition Approval Date	Program Start Date		Tuition Rate Per Credit Hour - Resident	Tuition Rate Per Credit Hour - Non-Resident	Program Fees - Resident	Program Fees - Non-Resident	Resident Enrollment
											Term	Year					
13.0301	Curriculum & Instruction	Graduate	Doctoral		C&I Curr & Assessmnt	63	Market Rate	Online	6/17/21	11/1/13	Spring	2014	\$ 425.00	\$ 425.00			53
11.0101	Computer and Information Sciences, General	Graduate	Master's		Computer Science	30	Self-supporting	Online	6/17/21		Fall	2019	\$ 425.00	\$ 425.00			38
11.0103	Information Technology	Graduate	Master's		Information Technology	30	Self-supporting	Online	6/17/21		Fall	2019	\$ 425.00	\$ 425.00			52
11.1003	Security/Auditing/Information Assurance Computer and Information Systems	Graduate	Master's		Cybersecurity - Data Security	30	Self-supporting	Online	6/17/21		Fall	2019	\$ 425.00	\$ 425.00			19
11.1003	Security/Auditing/Information Assurance Computer and Information Systems	Graduate	Master's		Cybersecurity - National Security	30	Self-supporting	Online	6/17/21		Fall	2019	\$ 425.00	\$ 425.00			35
11.1003	Security/Auditing/Information Assurance Computer and Information Systems	Graduate	Master's		Cybersecurity - Security Mgmt	30	Self-supporting	Online	6/17/21		Fall	2019	\$ 425.00	\$ 425.00			42
11.1003	Security/Auditing/Information Assurance Computer and Information Systems	Graduate	Master's		Cybersecurity - Softw & Sys Sec	30	Self-supporting	Online	6/17/21		Fall	2019	\$ 425.00	\$ 425.00			50
13.0301	Curriculum & Instruction	Graduate	Master's		C&I - Sec Comprehensive	33	Self-supporting	Online	6/17/21		Spring	2014	\$ 416.50	\$ 416.50			23
13.0301	Curriculum & Instruction	Graduate	Master's		C&I Elem Comprehensive	33	Self-supporting	Online	6/17/21		Spring	2014	\$ 416.50	\$ 416.50			37
13.0301	Curriculum & Instruction	Graduate	Master's		C&I Mid Lvl Comprehensive	33	Self-supporting	Online	6/17/21		Spring	2014	\$ 416.50	\$ 416.50			5
13.0401	Educl. Leadership & Adm., Gen.	Graduate	Master's		Educ Leadership Cert	30	Market Rate	Online	6/17/21	11/1/13	Fall	2012	\$ 416.50	\$ 416.50			226
45.0702	Geographic Info Sci & Cart.	Graduate	Master's		Geographic Info Sys Admin	36	Self-supporting	Online	6/17/21		Fall	2016	\$ 425.00	\$ 425.00			44
51.1503	Clinical/Medical Social Work	Graduate	Master's		Social Work- Advanced Standing	30	Self-supporting	Online	6/17/21		Spring	2019	\$ 450.00	\$ 450.00			75
51.1503	Clinical/Medical Social Work	Graduate	Master's		Social Work- Traditional	60	Self-supporting	Online	6/17/21		Spring	2019	\$ 450.00	\$ 450.00			160
51.3801	Registered Nursing/Rn	Graduate	Master's		Nurse Executive	39	Self-supporting	Online	6/17/21		Spring	2014	\$ 425.00	\$ 425.00			37
51.3801	Registered Nursing/Rn	Graduate	Master's		Nursing Education	39	Self-supporting	Online	6/17/21		Spring	2014	\$ 425.00	\$ 425.00			56
51.3805	Family Nurse/Nursing	Graduate	Master's		Family Nurse Practitioner	45	Self-supporting	Online	6/17/21		Fall	2019	\$ 500.00	\$ 500.00			362
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA Accounting	36	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			21
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA Aviation Economics	36	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA Business Analytics	36	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			89
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA Entrepreneurship	36	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			26
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA Finance	36	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			33
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA General	33	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			237
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA Human Resources Mgmt	36	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			85
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA Cybersecurity Mgmt	36	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			17
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		MBA Supply Chain Logistics Mgt	36	Self-supporting	Online	6/17/21		Fall	2015	\$ 456.50	\$ 456.50			22
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's		Executive MBA	36	Self-supporting	Online	6/17/21		Fall	2023	\$ 456.50	\$ 456.50			4
11.0802	Advanced Technology - Big Data	Graduate	Certificate		Data Science Certificate	12	Self-supporting	Online	6/17/21		Spring	2021	\$ 384.60	\$ 384.60			168
11.0802	Advanced Technology - Big Data	Graduate	Certificate		Advanced Data Science	9	Self-supporting	Online	6/17/21		Fall	2023	\$ 384.60	\$ 384.60			72
11.1003	Cybersecurity	Graduate	Certificate		Cybersecurity Certificate	12	Self-supporting	Online	6/17/21		Fall	2019	\$ 425.00	\$ 425.00			5
13.0301	Curriculum & Instruction	Graduate	Certificate		TESOL Certificate	15	Self-supporting	Online	6/17/21		Spring	2014	\$ 416.50	\$ 416.50			7
13.0501	Educl./Instrc. Tech.	Graduate	Certificate		Current and Emerging Technologies Certificate	9	Self-supporting	Online	6/17/21		Fall	2016	\$ 384.60	\$ 384.60			19
13.0501	Educl./Instrc. Tech.	Graduate	Certificate		Online Teaching and Learning Certificate	9	Self-supporting	Online	6/17/21		Fall	2016	\$ 384.60	\$ 384.60			18
13.0501	Educl./Instrc. Tech.	Graduate	Certificate		Human Perf Improvement Certificate	9	Self-supporting	Online	6/17/21		Fall	2016	\$ 384.60	\$ 384.60			36
13.1001	Special Educ. & Teaching, Gen.	Graduate	Certificate		Graduate ABA Certificate	21	Self-supporting	Online	6/17/21		Fall	2023	\$ 384.60	\$ 384.60			810
45.0702	Geographic Info Sci & Cart.	Graduate	Certificate		Graduate GIS Certificate	12	Self-supporting	Online	6/17/21		Fall	2016	\$ 630.00	\$ 630.00			31
11.1003	Security/Auditing/Information Assurance Computer and Information Systems	Undergraduate	Certificate		Cyber Technologies Certificate	15	Self-supporting	Online	6/17/21		Fall	2023	\$ 218.98	\$ 218.98			29
14.1901	Mechanical Engineering	Undergraduate	Certificate		Engineering Professional Certificate	9	Self-supporting	Online	6/17/21		Fall	2023	\$ 218.98	\$ 218.98			80
27.0101	Mathematics, Gen.	Undergraduate	Certificate		Data Science Certificate	12	Self-supporting	Online	6/17/21		Fall	2023	\$ 218.98	\$ 218.98			123
40.0501	Chemistry, Gen.	Undergraduate	Certificate		Chemistry for Laboratory Health Sciences Certificate	9	Self-supporting	Online	6/17/21		Fall	2023	\$ 218.98	\$ 218.98			33
43.0104	Criminal Just/Safety Studies	Undergraduate	Certificate		Intelligence Analysis Certificate	12	Self-supporting	Online	6/17/21		Fall	2013	\$ 218.98	\$ 218.98			49
45.0901	Intl. Relations & Affairs	Undergraduate	Certificate		Japanese Language and Culture Certificate	11	Self-supporting	Online	6/17/21		Fall	2023	\$ 218.98	\$ 218.98			87
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Certificate		Technologist in Microbiology	23	Self-supporting	Online	6/17/21		Spring	2019	\$ 218.98	\$ 218.98			8
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Certificate		Technologist in Hematology	15	Self-supporting	Online	6/17/21		Spring	2019	\$ 218.98	\$ 218.98			
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Certificate		Technologist in Clinical Chemistry	14	Self-supporting	Online	6/17/21		Spring	2019	\$ 218.98	\$ 218.98			2
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Certificate		Categorical Concentration in Core Lab	25	Self-supporting	Online	6/17/21		Spring	2019	\$ 218.98	\$ 218.98			16
03.0104	Environmental Science	Undergraduate	Certificate		Geographic Information Sc	24	Self-supporting	Online	6/17/21		Spring	2008	\$ 218.98	\$ 218.98			29
51.0000	Hlth Svcs./Sci/Alld Hlth/Gen.	Undergraduate	Certificate		Undergraduate ABA Certificate	16	Self-supporting	Online	6/17/21		Fall	2023	\$ 218.98	\$ 218.98			240
51.0000	Hlth Svcs./Sci/Alld Hlth/Gen.	Undergraduate	Certificate		Special Topics in Healthcare Administration	9	Self-supporting	Online	6/17/21		Fall	2023	\$ 218.98	\$ 218.98			116
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Bachelor's		Undergraduate Certificate	39	Self-supporting	Online	6/17/21		Spring	2019	\$ 218.98	\$ 218.98			27
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's		Clinical Lab Sci MLT to MLS	32	Self-supporting	Online	6/17/21		Spring	2019	\$ 218.98	\$ 218.98			
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's		Nursing/ RN- BSN PGM	32	Self-supporting	Online	6/17/21		Spring	2014	\$ 218.98	\$ 218.98			376
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's		Accel BSN/MSN Education	32	Self-supporting	Online	6/17/21		Spring	2014	\$ 218.98	\$ 218.98			1
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's		Accel BSN/MSN Executive	32	Self-supporting	Online	6/17/21		Spring	2014	\$ 218.98	\$ 218.98			1
52.0301	Accounting	Graduate	Master's		MAcc Business Analysis and Reporting	30	Market Rate	Online	6/17/21	11/1/13	Spring	2025	\$ 456.50	\$ 456.50			N/A
52.0301	Accounting	Graduate	Master's		MAcc Taxation	30	Market Rate	Online	6/17/21	11/1/13	Spring	2025	\$ 456.50	\$ 456.50			N/A
52.0301	Accounting	Graduate	Master's		MAcc Analytics	30	Market Rate	Online	6/17/21	11/1/13	Spring	2025	\$ 456.50	\$ 456.50			N/A
52.0301	Accounting	Graduate	Master's		MAcc Information Systems and Controls	30	Market Rate	Online	6/17/21	11/1/13	Spring	2025	\$ 456.50	\$ 456.50			N/A

Fiscal Year 2023-2024 Self-Supporting and Market Tuition Rate Report

Fiscal Year 2023-2024 Self-Supporting and Market Tuition Rate Report									Comparable E&G Program		
CIP Code (XX.XXXX)	Program Name (in inventory)	Program Level	Program Type	Non-Resident Enrollment	Degree/Program Completions	Revenues	Expenditures	Comparable E&G Program?	Program Name	Degree/Program Level	CIP Code (XX.XXXX)
13.0301	Curriculum & Instruction	Graduate	Doctoral	20	22	\$121,373	\$57,074	No			
11.0101	Computer and Information Sciences, General	Graduate	Master's	30	16	\$164,156	\$156,326	Yes	Comp Sc - Comp Sc	Masters	11.0101
11.0103	Information Technology	Graduate	Master's	23	16	\$247,095	\$218,466	Yes	Information Technology	Masters	11.0103
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Graduate	Master's	8	3	\$108,589	\$93,255	No			
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Graduate	Master's	10	11	\$180,982	\$155,425	No			
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Graduate	Master's	19	15	\$245,332	\$210,687	No			
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Graduate	Master's	14	15	\$257,397	\$221,049	No			
13.0301	Curriculum & Instruction	Graduate	Master's	6	5	\$114,454	\$122,739	No			
13.0301	Curriculum & Instruction	Graduate	Master's	9	11	\$207,167	\$194,689	No			
13.0301	Curriculum & Instruction	Graduate	Master's	2	1	\$36,020	\$29,627	No			
13.0401	Educl. Leadership & Adm., Gen.	Graduate	Master's	30	81	\$1,171,906	\$997,037	No			
45.0702	Geographic Info Sci & Cart.	Graduate	Master's	31	24	\$204,001	\$252,284	No			
51.1503	Clinical/Medical Social Work	Graduate	Master's	47	54	\$912,767	\$712,326	Yes	Social Work- Advanced Standing	Masters	51.1503
51.1503	Clinical/Medical Social Work	Graduate	Master's	55	59	\$1,608,566	\$1,255,329	Yes	Social Work- Traditional	Masters	51.1503
51.3801	Registered Nursing/Rn	Graduate	Master's	3	16	\$239,853	\$231,753	No			
51.3801	Registered Nursing/Rn	Graduate	Master's	14	10	\$279,108	\$405,568	No			
51.3805	Family Nurse/Nursing	Graduate	Master's	88	104	\$2,750,169	\$2,607,220	No			
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	3	4	\$132,145	\$76,678	Yes	MBA Accounting	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's					Yes	MBA Aviation Economics	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	23	29	\$528,045	\$357,832	Yes	MBA Business Analytics	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	5	5	\$146,879	\$99,043	Yes	MBA Entrepreneurship	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	10		\$185,812	\$137,382	Yes	MBA Finance	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	72	71	\$1,308,023	\$1,029,169	Yes	MBA General	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	13	19	\$458,912	\$313,103	Yes	MBA Human Resources Mgmt	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	3		\$89,795	\$63,899	Yes	MBA Information Security Mgmt	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	11		\$160,301	\$105,433	Yes	MBA Supply Chain Logistics Mgt	Masters	52.0201
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	1		\$7,532	\$2,389	Yes	Executive MBA	Masters	52.0201
11.0802	Advanced Technology - Big Data	Graduate	Certificate	82	165	\$500,414	\$210,757	No			
11.0802	Advanced Technology - Big Data	Graduate	Certificate	36	4	\$185,164	\$77,985	No			
11.1003	Cybersecurity	Graduate	Certificate	23	17	\$80,325	\$44,686	No			
13.0301	Curriculum & Instruction	Graduate	Certificate	7	1	\$29,988	\$43,400	No			
13.0501	Educl./Instrc. Tech.	Graduate	Certificate	5	23	\$51,344	\$41,323	No			
13.0501	Educl./Instrc. Tech.	Graduate	Certificate	5	18	\$51,921	\$41,788	No			
13.0501	Educl./Instrc. Tech.	Graduate	Certificate	8	23	\$79,311	\$63,832	No			
13.1001	Special Educ. & Teaching, Gen.	Graduate	Certificate	486	129	\$4,412,268	\$2,813,248	No			
45.0702	Geographic Info Sci & Cart.	Graduate	Certificate	18	2	\$189,755	\$97,763	No			
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Undergraduate	Certificate	3		\$21,022	\$9,095	No			
14.1901	Mechanical Engineering	Undergraduate	Certificate	5		\$63,723	\$27,571	No			
27.0101	Mathematics, Gen.	Undergraduate	Certificate	11		\$100,512	\$41,140	No			
40.0501	Chemistry, Gen.	Undergraduate	Certificate	36	1	\$74,879	\$68,055	No			
43.0104	Criminal Just/Safety Studies	Undergraduate	Certificate	7	8	\$57,811	\$25,920	No			
45.0901	Intl. Relations & Affairs	Undergraduate	Certificate	10	1	\$101,318	\$79,208	No			
51.1005	ClinLab Sci/Med Tech./Tchnst	Undergraduate	Certificate	2	3	\$21,898	\$16,536	No			
51.1005	ClinLab Sci/Med Tech./Tchnst	Undergraduate	Certificate	1	1	\$696	\$526	No			
51.1005	ClinLab Sci/Med Tech./Tchnst	Undergraduate	Certificate			\$2,026	\$1,530	No			
51.1005	ClinLab Sci/Med Tech./Tchnst	Undergraduate	Certificate	10	10	\$76,424	\$57,711	No			
03.0104	Environmental Science	Undergraduate	Certificate	5	1	\$52,993	\$27,303	No			
51.0000	Hlth Svcs./Sci/Alld Hlth/Gen.	Undergraduate	Certificate	130	18	\$505,091	\$374,381	No			
51.0000	Hlth Svcs./Sci/Alld Hlth/Gen.	Undergraduate	Certificate	12		\$87,866	\$39,208	No			
51.1005	ClinLab Sci/Med Tech./Tchnst	Undergraduate	Bachelor's	24	20	\$123,395	\$111,432	No			
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's	64	181	\$442,438	\$502,423	No			
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's	1	1	\$2,005	\$2,284	No			
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's		1	\$1,003	\$1,142	No			
52.0301	Accounting	Graduate	Master's	N/A	N/A	N/A	N/A	Yes	MAcc Business Analysis and Reporting	Masters	52.0301
52.0301	Accounting	Graduate	Master's	N/A	N/A	N/A	N/A	Yes	MAcc Taxation	Masters	52.0301
52.0301	Accounting	Graduate	Master's	N/A	N/A	N/A	N/A	Yes	MAcc Analytics	Masters	52.0301
52.0301	Accounting	Graduate	Master's	N/A	N/A	N/A	N/A	Yes	MAcc Information Systems and Controls	Masters	52.0301

Fiscal Year 2023-2024 Self-Supporting and Market Tuition Rate Report

CIP Code (XX.XXXX)	Program Name (in inventory)	Program Level	Program Type	Additional Comments (if any)
13.0301	Curriculum & Instruction	Graduate	Doctoral	
11.0101	Computer and Information Sciences, General	Graduate	Master's	
11.0103	Information Technology	Graduate	Master's	
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Graduate	Master's	
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Graduate	Master's	
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Graduate	Master's	
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Graduate	Master's	
13.0301	Curriculum & Instruction	Graduate	Master's	
13.0301	Curriculum & Instruction	Graduate	Master's	
13.0301	Curriculum & Instruction	Graduate	Master's	
13.0301	Curriculum & Instruction	Graduate	Master's	
13.0401	Educl. Leadership & Adm., Gen.	Graduate	Master's	
45.0702	Geographic Info Sci & Cart.	Graduate	Master's	
51.1503	Clinical/Medical Social Work	Graduate	Master's	
51.1503	Clinical/Medical Social Work	Graduate	Master's	
51.3801	Registered Nursing/Rn	Graduate	Master's	
51.3801	Registered Nursing/Rn	Graduate	Master's	
51.3805	Family Nurse/Nursing	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
52.0201	Business Adm. & Mangt., Gen.	Graduate	Master's	
11.0802	Advanced Technology - Big Data	Graduate	Certificate	
11.0802	Advanced Technology - Big Data	Graduate	Certificate	
11.1003	Cybersecurity	Graduate	Certificate	
13.0301	Curriculum & Instruction	Graduate	Certificate	
13.0501	Educl./Instrc. Tech.	Graduate	Certificate	
13.0501	Educl./Instrc. Tech.	Graduate	Certificate	
13.0501	Educl./Instrc. Tech.	Graduate	Certificate	
13.1001	Special Educ. & Teaching, Gen.	Graduate	Certificate	This has been offered as a verified course sequence for nearly two decades as cost recovery/self-supporting. The Behavior Analyst Certification Board (BACB) changed its requirements which were announced in fall of 2021 and made effective in March 2022. Specifically, that a university's VCS coordinator could attest that an individual student completed all of the coursework required to meet the exam requirements, rather than each applicant being reviewed by the BACB. This decision by the BACB enabled the University to begin issuing certificates of completion beginning in the 23-24 academic year.
45.0702	Geographic Info Sci & Cart.	Graduate	Certificate	
11.1003	Computer and Information Systems Security/Auditing/Information Assurance	Undergraduate	Certificate	
14.1901	Mechanical Engineering	Undergraduate	Certificate	
27.0101	Mathematics, Gen.	Undergraduate	Certificate	
40.0501	Chemistry, Gen.	Undergraduate	Certificate	
43.0104	Criminal Just/Safety Studies	Undergraduate	Certificate	
45.0901	Intl. Relations & Affairs	Undergraduate	Certificate	
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Certificate	
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Certificate	
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Certificate	
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Certificate	
03.0104	Environmental Science	Undergraduate	Certificate	
51.0000	Hlth Svcs./Sci/Alld Hlth/Gen.	Undergraduate	Certificate	
51.0000	Hlth Svcs./Sci/Alld Hlth/Gen.	Undergraduate	Certificate	
51.1005	ClinLab Sci/Med Tech./Tchngst	Undergraduate	Bachelor's	As of Fall 2023, this program is no longer run as self-supporting. Revenue/expenses shown are for Summer 2023
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's	As of Fall 2023, this program is no longer run as self-supporting. Revenue/expenses shown are for Summer 2023
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's	As of Fall 2023, this program is no longer run as self-supporting. Revenue/expenses shown are for Summer 2023
51.3801	Registered Nursing/Rn	Undergraduate	Bachelor's	As of Fall 2023, this program is no longer run as self-supporting. Revenue/expenses shown are for Summer 2023
52.0301	Accounting	Graduate	Master's	Note: Master in Accountancy was approved for Market Rate Tuition in November 2013, UWF will be implementing this program Spring 2025
52.0301	Accounting	Graduate	Master's	Note: Master in Accountancy was approved for Market Rate Tuition in November 2013, UWF will be implementing this program Spring 2025
52.0301	Accounting	Graduate	Master's	Note: Master in Accountancy was approved for Market Rate Tuition in November 2013, UWF will be implementing this program Spring 2025
52.0301	Accounting	Graduate	Master's	Note: Master in Accountancy was approved for Market Rate Tuition in November 2013, UWF will be implementing this program Spring 2025

**Board of Trustees
Full Board Meeting
September 12, 2024**

Naming Opportunity: Master of Science in Athletic Training Program

Recommended Action:

Approve the recommendation of the President to name the Master of Science in Athletic Training program within the Usha Kundu MD College of Health and supporting the Department of Intercollegiate Athletics as the Andrews Institute and Baptist Healthcare Master of Science in Athletic Training Program.

Background Information:

This naming recommendation from the President to the Board of Trustees comes before the board for approval upon certification of the UWF Foundation. A total gift commitment of \$320,000. from the Andrews Institute and Baptist Healthcare will assist MSAT students with scholarships and operational support and enhance the program's reputation regionally and nationally. The gift agreement complies with the University policy concerning naming opportunities and reflects the donors' commitment to the mission, values and traditions of the University.

Implementation Plan:

Upon Board of Trustees' approval, the naming of the Andrews Institute and Baptist Healthcare Master of Science in Athletic Training Program will be announced and prominently publicized by UWF with an event, and through communications, publications, signage, websites and other related materials.

Fiscal Implications:

N/A

Relevant Authority:

§267.062, Florida Statutes; BOG Reg. 9.005, Naming of Buildings and Facilities; BOT 08.04-02/24 Policy Concerning Naming Opportunities

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused, Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs, and Strategic Direction 6: Operational Excellence

Supporting Documents:

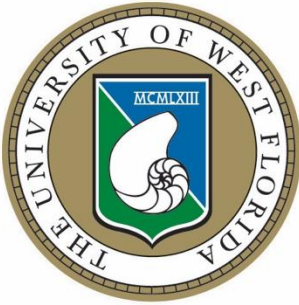
1. Signed Memo: President's Acceptance of Naming Recommendation
2. Gift Agreement
3. BOT 08.04-02/24 Policy Concerning Naming Opportunities

Prepared by:

Sarah Schmuck, Executive Specialist, University Advancement, x3306, sschmuck@uwf.edu.

Presenter:

Howard J. Reddy, Vice President of the Division of University Advancement



Office of the Vice President
of University Advancement
11000 University Parkway
Pensacola, FL 32514

MEMORANDUM

DATE: August 7, 2024

DocuSigned by:
Martha Saunders
D54A387C376848D...

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

FROM: Howard J. Reddy, Vice President for University Advancement, and
President, UWF Foundation, Inc.

DS
HR
08/12/2024

RE: Request Approval for Naming Opportunity:
***Andrews Institute and Baptist Healthcare
Master of Science in Athletic Training Program***

In compliance with the UWF Board of Trustees Policy Concerning Naming Opportunities (BOT-08.04-02/24), upon certification of the University of West Florida Foundation, Inc., the Vice President for University Advancement requests the President approve and make a naming recommendation to the UWF Board of Trustees as follows:

To name the University of West Florida's
***Andrews Institute and Baptist Healthcare Master
of Science in Athletic Training Program***

The naming of the program is in recognition of a total gift commitment of \$320,000 as stated in the Andrews Institute and Baptist Health Care, Inc. Gift Agreement attached. The UWF Foundation, Inc. has received over \$1.4 million to date from Andrews Institute and Baptist Healthcare. The gift agreement complies with the University policy concerning naming opportunities and reflects the donors' commitment to the mission, values, and traditions of the University. The implementation of the naming of the program will be commensurate with the approval of the University President and the Board of Trustees. Naming recognition is contingent on satisfaction of payment obligations.

The *Naming Opportunity Policy BOT-08.04-02/24* states that the University may grant permanent or temporary naming recognition in connection with a University Facility, college,

office 850.474.3306
fax 850.474.2714

uwf.edu

school, department, center, institute, program, or other major unit if the minimum requirements are met. The naming of these Elements requires recommendation of the President and the approval of the Board of Trustees (“BOT”). The BOT 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.

Requirements for Naming in Recognition of Financial Support (Gift-related honorary) per Naming Opportunity Policy BOT-08.04-02/24

1. Gift-related naming of a University Facility for an individual, family, corporation, foundation, or organization requires a gift of 25% or more of the total construction cost of the University Facility. In the case of a gift for a University 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.
2. A naming in recognition of financial support will be presented to the President by the Vice President for University Advancement upon certification of the University of West Florida Foundation (the “Foundation”). The President will then make a recommendation to the BOT for consideration. Naming proposals will be consistent with University policies and will not only reflect the donor’s financial support, but also the donor’s commitment to the mission, values, and traditions of the University.
3. The 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. All gift agreements shall contain language specifying that naming recognition is contingent on satisfaction of the donor’s payment obligations.
4. A named fund may be established in response to an initial gift toward a god faith pledge.

Unless a fixed term is provided for 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.



UWF Foundation, Inc.
UNIVERSITY *of* WEST FLORIDA

ANDREWS INSTITUTE - BAPTIST HEALTH CARE, INC. GIFT AGREEMENT

This gift agreement documents Baptist Health Care, Inc.'s intention to make a significant gift to the University of West Florida Foundation, Inc. ("UWF") to support the Andrews Institute and Baptist Healthcare Master of Science in Athletic Training Program. This agreement complies with the university's naming policy attached here to and incorporated herein. In the unlikely event that the program ceases to exist, the Vice President for the Division of University Advancement will work with Baptist Health Care, Inc. to consider an alternative recognition.

i. Baptist Health Care, Inc.'s primary intentions are as follows:

- Enhance the undergraduate and graduate student's personal and professional experience and transform the Andrews Institute and Baptist Healthcare Master of Science in Athletic Training program.
 - This gift would assist MSAT students with scholarship and operational support and enhance the program's reputation regionally and nationally.
- Improve and transform the student-athlete experience by supporting the Department of Intercollegiate Athletics.

ii. Recognition: The University of West Florida will proudly recognize the Baptist Health Care, Inc. in the following ways:

- Upon prior written approval of Baptist Health Care, Inc.'s marketing director's approval the Master of Science in Athletic Training program would be named after Andrews Institute and Baptist Health Care, Inc. in perpetuity.
- The naming will be announced and prominently publicized by UWF.
- The naming would be prominently featured in UWF publications and donor reports.
- Signage will be created, and the named program will appear on websites and be included in promotional materials.
- Baptist Health Care, Inc. employees will be honored guests at appropriate dedications, donor recognitions, and VIP university events.

iii. This pledge will be fulfilled in the following manner:

- A minimum gift of \$40,000 per annum for eight years from the date of last signature.
- The total gift amount is \$320,000.
- Naming recognition benefits will be conferred after requisite board approvals, Baptist Health Care, Inc's marketing director's approval, execution of this agreement, and receipt of the first payment. Naming recognition is contingent on the satisfaction of payment obligations per this agreement.
- These amounts will be awarded by and allocated 50% to Department of Intercollegiate Athletics and 50% Usha Kundu, MD College of Health.

DocuSigned by:

Julie Cardwell

4C400EECB77240A...

Julie Cardwell
Senior Vice President

7/22/2024 | 12:38 PM CDT

Date

DocuSigned by:

Howard Reddy

AC63F3D0A08A440...

Howard J. Reddy
Vice President, University Advancement
President, UWF Foundation, Inc.

7/12/2024 | 2:19 PM CDT

Date

For information contact UWF Foundation, Inc.,
11000 University Parkway, Pensacola, Florida, 32514
850.474.3118



UNIVERSITY POLICY BOT-08.04-02/24

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Naming Opportunities

RESPONSIBLE OFFICE: University Advancement

I. Purpose:

It is the intention of the University of West Florida (the “University”) to honor and recognize outstanding support of and service to the University through the naming of Elements that support the institutional mission. Naming recognition may be extended to individuals (living or deceased), corporations, foundations, and others. This policy sets forth guidelines for naming opportunities at the University.

II. Definitions:

Element – includes, but is not limited to, University Facilities, educational units, scholarships, and endowments that support the institutional mission of the University.

University Facility – has the same meaning as the definition of the term in Board of Governors (“BOG”) Regulation 9.005, Naming of Buildings and Facilities.

III. Policy:

A. General Policies

1. The University may grant permanent or temporary naming recognition in connection with a University Facility, 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 President and the approval of the Board of Trustees (“BOT”). The BOT reserves the right to deny naming rights even if minimum requirements are met.
2. 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.

3. The naming of any Element shall be in accordance with the provisions of applicable Florida statutes and BOG regulations. Endowments do not require the approval of the BOT.
4. The naming of any University Facility must be approved by the BOT as a noticed, non-consent agenda item.
5. The Foundation may set minimum gift requirements for naming opportunities. Information pertaining to minimum requirements can be obtained from the Foundation.

B. Naming in Recognition of Outstanding Service (Non-gift related honorary)

1. Non-gift related naming should be reserved for individuals who are of recognized accomplishment and character. University Elements may be named in recognition of outstanding service by someone who has distinguished themselves through significant contributions of the community, profession or the University. 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.
2. An Element may not be named on a non-gift related basis for an active member or employee of the BOG or an active trustee, employee, or student of the University.
3. Prior to recommending a naming based on outstanding service to the University, the President will seek the counsel of the Honorary Awards and Recognition Committee ("HARC").

C. Naming in Recognition of Financial Support (Gift-related honorary)

1. Gift-related naming of a University Facility for an individual, family, corporation, foundation, or organization requires a gift of 25% or more of the total construction cost of the University Facility. In the case of a gift for a University 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.
2. A naming in recognition of financial support will be presented to the President by the Vice President for University Advancement upon certification of the University of West Florida Foundation (the "Foundation"). The President will then make a recommendation to the BOT for consideration. Naming proposals will be consistent with University policies and will not only reflect the donor's financial support, but also the donor's commitment to the mission, values, and traditions of the University.
3. The 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. All gift agreements shall contain language specifying that naming recognition is contingent on satisfaction of the donor's payment obligations.

4. A named fund may be established in response to an initial gift toward a good faith pledge.

D. Additional Naming Opportunities

1. Additional naming opportunities may be approved at the sole discretion of the President or the President's designee. These opportunities shall include campus spaces such as classrooms, laboratories, seminar rooms, conference rooms, offices, and similar spaces, and other Elements such as scholarships, assistantships, fellowships, lectureships, professorships, and chairs. Prior to approving such an opportunity, the President may, but is not required to, seek the advice of the HARC.
2. 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 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.

III. Permanency of Names

Unless a fixed term is provided for 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.

A. 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 Element must be initiated by the President and approved by the BOT. As naming authority lies with the BOT, so does the authority and responsibility to remove, revoke, or rename. University representatives will make all reasonable efforts to inform the original donor/honoree 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:

1. A significant renovation or addition to a previously-named space may lead to renaming of the space in recognition of another donor. Appropriate recognition of prior donors and honorees shall be taken into consideration in recognition in nearby, adjacent, or newly redeveloped areas.

2. Any legal impropriety by a donor or honoree may result in naming revocation if disassociation is warranted and in the best interest of the University in the University's sole discretion.
3. 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.
4. Actions by a person and/or company that are no longer in alignment with the University's mission and fundamental values or that bring discredit to the University.
5. 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.
6. An individual or a corporation has a name change or is dissolved.

B. Term Naming

1. 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.
2. 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.

IV. Other Considerations

- A. The Division of University 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.
- B. The Division of University Advancement and the Foundation are responsible for the applicable donor recognition of gifts made to benefit the University.
- C. 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 guidelines and design standards relating to campus graphics and shall be coordinated through the Office of Institutional Communications.
- D. The Vice President for the Division of University Advancement, in consultation with the President, shall have the discretion to determine whether a deferred gift shall be considered in deciding to name a University Facility or part thereof.

Approved by the University of West Florida Board of Trustees on February 15, 2024.

Approved by: DocuSigned by:
Martha Saunders
D54A387C376848D...

Dr. Martha D. Saunders

Date: 02/15/2024

Authority: BOG Reg. 9.005, Naming of Buildings and Facilities
§267.062, Florida Statutes

Cross Ref.: None

History: Adopted June 2011; revised May 2014, May 2017, and February 2024.

Last Review: February 2024

**Board of Trustees
Full Board Meeting
September 12, 2024**

Naming Opportunity: Wright Family Institute for Global and Population Health

Recommended Action:

Approve the recommendation of the President to name a newly established institute within the Usha Kundu MD College of Health as the Wright Family Institute for Global and Population Health.

Background Information:

This naming recommendation from the President to the Board of Trustees comes before the board for approval upon certification of the UWF Foundation, Inc. A new total gift commitment of \$500,000 from Stephen and Mona Wright will establish a new University institute for Global and Population Health. Operational support will be provided through a dedicated endowment to assist the institute in achieving research goals set for the Usha Kundu MD College of Health and enhance the college's reputation regionally and nationally. The gift agreement complies with the University policy concerning naming opportunities and reflects the donors' commitment to the mission, values and traditions of the University.

Implementation Plan:

Upon Board of Trustees' approval, the naming of the newly established institute will be announced and prominently publicized by UWF with an event, and through communications, publications, signage, websites and other related materials.

Fiscal Implications:

N/A

Relevant Authority:

§267.062, Florida Statutes; BOG Reg. 9.005, Naming of Buildings and Facilities; BOT 08.04-02/24 Policy Concerning Naming Opportunities

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused, Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs, and Strategic Direction 6: Operational Excellence

Supporting Documents:

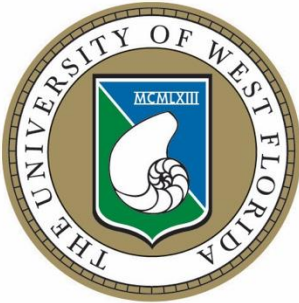
1. Signed Memo: President's Acceptance of Naming Recommendation
2. Gift Agreement
3. Institute Proposal
4. BOT 08.04-02/24 Policy Concerning Naming Opportunities

Prepared by:

Sarah Schmuck, Executive Specialist, University Advancement, x3306, sschmuck@uwf.edu.

Presenter:

Howard J. Reddy, Vice President of the Division of University Advancement



Office of the Vice President
of University Advancement
11000 University Parkway
Pensacola, FL 32514

MEMORANDUM

DATE: August 5, 2024 by: *Martha Saunders* 08/06/2024
 TO: Dr. Martha D. Saunders, University President
 Office of the President ^{DS} *HK* 08/06/2024
 FROM: Howard J. Reddy, Vice President for University Advancement, and
 President, UWF Foundation, Inc.
 RE: Request Approval for Naming Opportunity:
Wright Family Institute for Global and Population Health

In compliance with the UWF Board of Trustees Policy Concerning Naming Opportunities (BOT-08.04-02/24), upon certification of the University of West Florida Foundation, Inc., the Vice President for University Advancement requests the President approve and make a naming recommendation to the UWF Board of Trustees as follows:

To name the University of West Florida's
Wright Family Institute for Global and Population Health

The naming of the institute is in recognition of a total gift commitment of \$500,000 as stated in the Stephen and Mona Wright Gift Agreement attached. The UWF Foundation, Inc. has received over \$81,000 to date from UWF alumni Stephen and Mona Wright. The gift agreement complies with the University policy concerning naming opportunities and reflects the donors' commitment to the mission, values, and traditions of the University. The implementation of the naming of the institute will be commensurate with the approval of the University President and the Board of Trustees. Naming recognition is contingent on satisfaction of payment obligations.

The *Naming Opportunity Policy BOT-08.04-02/24* states that the University may grant permanent or temporary naming recognition in connection with a University Facility, 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

office 850.474.3306
fax 850.474.2714

uwf.edu

President and the approval of the Board of Trustees (“BOT”). The BOT 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.

Requirements for Naming in Recognition of Financial Support (Gift-related honorary) per Naming Opportunity Policy BOT-08.04-02/24

1. Gift-related naming of a University Facility for an individual, family, corporation, foundation, or organization requires a gift of 25% or more of the total construction cost of the University Facility. In the case of a gift for a University 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.
2. A naming in recognition of financial support will be presented to the President by the Vice President for University Advancement upon certification of the University of West Florida Foundation (the “Foundation”). The President will then make a recommendation to the BOT for consideration. Naming proposals will be consistent with University policies and will not only reflect the donor’s financial support, but also the donor’s commitment to the mission, values, and traditions of the University.
3. The 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. All gift agreements shall contain language specifying that naming recognition is contingent on satisfaction of the donor’s payment obligations.
4. A named fund may be established in response to an initial gift toward a god faith pledge.

Unless a fixed term is provided for 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.



STEPHEN AND MONA WRIGHT GIFT AGREEMENT

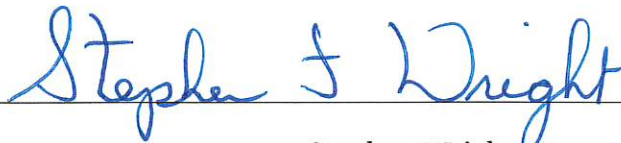
This gift agreement documents Stephen and Mona Wright's intention to make a significant gift to the University of West Florida to support the Wright Family Institute for Global and Population Health. This agreement complies with the university's naming policy. In the unlikely event that the institute ceases to exist, the Vice President for the Division of University Advancement will work with the Wright Family to consider an alternative recognition.

- i. Stephen and Mona Wright's primary intentions are as follows:**
 - Establish a dedicated operational endowment for the Wright Family Institute for Global and Population Health.
 - This endowment would assist the institute in achieving the University's research goals and enhance UWF's reputation regionally, nationally, and globally.
 - Engage in high-impact global and regional public health studies to inform policy and support collective impact to improve public health.
 - The institute should consistently maintain multiple substantial projects with active funding.
 - Demonstrate growth in educational outreach regionally and abroad.
 - Host multiple health equity public-facing functions annually.
 - The Board of the Institute would serve in a strategic capacity - involved in making high-level decisions, setting goals, and providing guidance to ensure the Institute's success.
 - The expertise and talents of the Wright family will continue to play a pivotal role in shaping the Institute's future.

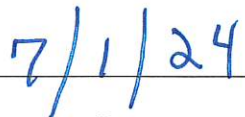
- ii. The University of West Florida will recognize Stephen and Mona Wright with the following recognitions:**
 - The institute would be named the Wright Family Institute for Global and Population Health in perpetuity.
 - The naming will be announced and prominently publicized by UWF.
 - The naming would be prominently featured in UWF publications and donor reports.
 - Signage will be created, and the named institute will appear on websites and be included in promotional materials.
 - The Wright Family will be honored guests at appropriate dedications, donor recognitions, and VIP university events.

iii. This commitment will be fulfilled in the following manner:

- The total gift amount is \$500,000.
- A pledge of \$150,000 with a minimum gift of \$10,000 per annum for 15 years from the date of this agreement.
- The balance due on this commitment will be fulfilled via Resolution Life Insurance and Policy #2007280.
- Naming recognition benefits will be conferred after requisite board approvals and execution of this agreement and receipt of the first payment. Naming recognition is contingent on the satisfaction of payment obligations per this agreement.



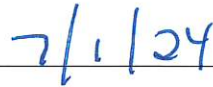
Stephen Wright



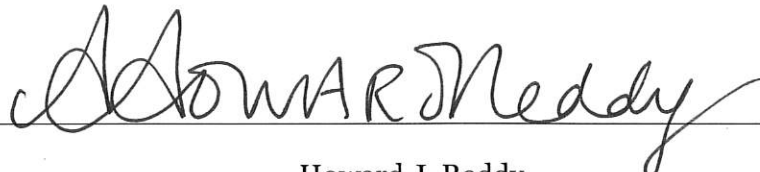
Date



Mona Wright



Date



Howard J. Reddy
*Vice President, University Advancement
President, UWF Foundation, Inc.*



Date

For information contact UWF Foundation, Inc.,
11000 University Parkway, Pensacola, Florida, 32514
850.474.3118



UNIVERSITY POLICY BOT-08.04-02/24

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Naming Opportunities

RESPONSIBLE OFFICE: University Advancement

I. Purpose:

It is the intention of the University of West Florida (the “University”) to honor and recognize outstanding support of and service to the University through the naming of Elements that support the institutional mission. Naming recognition may be extended to individuals (living or deceased), corporations, foundations, and others. This policy sets forth guidelines for naming opportunities at the University.

II. Definitions:

Element – includes, but is not limited to, University Facilities, educational units, scholarships, and endowments that support the institutional mission of the University.

University Facility – has the same meaning as the definition of the term in Board of Governors (“BOG”) Regulation 9.005, Naming of Buildings and Facilities.

III. Policy:

A. General Policies

1. The University may grant permanent or temporary naming recognition in connection with a University Facility, 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 President and the approval of the Board of Trustees (“BOT”). The BOT reserves the right to deny naming rights even if minimum requirements are met.
2. 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.

3. The naming of any Element shall be in accordance with the provisions of applicable Florida statutes and BOG regulations. Endowments do not require the approval of the BOT.
4. The naming of any University Facility must be approved by the BOT as a noticed, non-consent agenda item.
5. The Foundation may set minimum gift requirements for naming opportunities. Information pertaining to minimum requirements can be obtained from the Foundation.

B. Naming in Recognition of Outstanding Service (Non-gift related honorary)

1. Non-gift related naming should be reserved for individuals who are of recognized accomplishment and character. University Elements may be named in recognition of outstanding service by someone who has distinguished themselves through significant contributions of the community, profession or the University. 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.
2. An Element may not be named on a non-gift related basis for an active member or employee of the BOG or an active trustee, employee, or student of the University.
3. Prior to recommending a naming based on outstanding service to the University, the President will seek the counsel of the Honorary Awards and Recognition Committee ("HARC").

C. Naming in Recognition of Financial Support (Gift-related honorary)

1. Gift-related naming of a University Facility for an individual, family, corporation, foundation, or organization requires a gift of 25% or more of the total construction cost of the University Facility. In the case of a gift for a University 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.
2. A naming in recognition of financial support will be presented to the President by the Vice President for University Advancement upon certification of the University of West Florida Foundation (the "Foundation"). The President will then make a recommendation to the BOT for consideration. Naming proposals will be consistent with University policies and will not only reflect the donor's financial support, but also the donor's commitment to the mission, values, and traditions of the University.
3. The 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. All gift agreements shall contain language specifying that naming recognition is contingent on satisfaction of the donor's payment obligations.

4. A named fund may be established in response to an initial gift toward a good faith pledge.

D. Additional Naming Opportunities

1. Additional naming opportunities may be approved at the sole discretion of the President or the President's designee. These opportunities shall include campus spaces such as classrooms, laboratories, seminar rooms, conference rooms, offices, and similar spaces, and other Elements such as scholarships, assistantships, fellowships, lectureships, professorships, and chairs. Prior to approving such an opportunity, the President may, but is not required to, seek the advice of the HARC.
2. 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 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.

III. Permanency of Names

Unless a fixed term is provided for 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.

A. 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 Element must be initiated by the President and approved by the BOT. As naming authority lies with the BOT, so does the authority and responsibility to remove, revoke, or rename. University representatives will make all reasonable efforts to inform the original donor/honoree 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:

1. A significant renovation or addition to a previously-named space may lead to renaming of the space in recognition of another donor. Appropriate recognition of prior donors and honorees shall be taken into consideration in recognition in nearby, adjacent, or newly redeveloped areas.

2. Any legal impropriety by a donor or honoree may result in naming revocation if disassociation is warranted and in the best interest of the University in the University's sole discretion.
3. 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.
4. Actions by a person and/or company that are no longer in alignment with the University's mission and fundamental values or that bring discredit to the University.
5. 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.
6. An individual or a corporation has a name change or is dissolved.

B. Term Naming

1. 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.
2. 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.

IV. Other Considerations

- A. The Division of University 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.
- B. The Division of University Advancement and the Foundation are responsible for the applicable donor recognition of gifts made to benefit the University.
- C. 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 guidelines and design standards relating to campus graphics and shall be coordinated through the Office of Institutional Communications.
- D. The Vice President for the Division of University Advancement, in consultation with the President, shall have the discretion to determine whether a deferred gift shall be considered in deciding to name a University Facility or part thereof.

Approved by the University of West Florida Board of Trustees on February 15, 2024.

Approved by: DocuSigned by:
Martha Saunders
D54A387C376848D...

Dr. Martha D. Saunders

Date: 02/15/2024

Authority: BOG Reg. 9.005, Naming of Buildings and Facilities
§267.062, Florida Statutes

Cross Ref.: None

History: Adopted June 2011; revised May 2014, May 2017, and February 2024.

Last Review: February 2024

**Board of Trustees
Full Board Meeting
September 12, 2024**

Linking Industry to Nursing Education (LINE) Fund Proposals

Recommended Action:

Approve LINE Fund Proposals for Ascension Sacred Heart Hospital, Baptist Healthcare, and Santa Rosa Medical Center.

Background Information:

The Florida Legislature established the Linking Industry to Nursing Education (LINE) Fund in Senate Bill 2524. The LINE Fund is intended to incentivize collaboration between nursing education programs and healthcare partners and to meet local, regional, and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs, and increasing the number of nursing education program graduates who are prepared to enter the workforce.

Subject to available funds, for every dollar contributed to an institution by a health care partner, the LINE Fund shall provide a dollar-for-dollar match to the participating institution for approved proposals. The University of West Florida (UWF) is submitting three LINE Fund proposals to help address the current shortage of nurses in the State of Florida.

Each year, approximately 120 UWF students complete the Bachelor of Science in Nursing program. The funds from these proposals will provide scholarships and support to students in the Nursing Program to ensure that they have the financial resources to complete the program and become Nurses that support the workforce needs in our local community.

Project costs for each proposal:

- \$160,000 Ascension Sacred Heart Hospital
- \$37,500 Baptist Healthcare
- \$37,800 Santa Rosa Medical Center

Implementation Plan:

LINE Fund Proposals are due to the Board of Governors by September 4, 2024
UWF LINE Fund Proposals submitted as 'pending BOT approval'

Fiscal Implications:

None

Relevant Authority:

F.S. Section 1009.8962, BOG Reg 8.008, and UWF Reg. 5.070

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused, Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs, and Strategic Direction 4: Community and Economic Engagement

Supporting Documents:

1. LINE Fund Proposal – Ascension Sacred Health Hospital
2. LINE Fund Proposal – Baptist Healthcare
3. LINE Fund Proposal – Santa Rosa Medical Center

Prepared by:

David Bellar, Dean, Usha Kundu, MD College of Health, 850.462.5762, dbellar@uwf.edu

Presenter:

David Bellar, Dean, Usha Kundu, MD College of Health, Division of Academic Affairs



**State University System
2024-2025 Linking Industry to Nursing Education (LINE) Fund
Proposal Form**

University:	University of West Florida
Healthcare Partner:	Ascension Sacred Heart Hospital
Date Proposal Approved by University Board of Trustees:	9/12/2024 - pending BOT approval
Amount Requested:	\$160,000
University Contact (name, title, phone, & email):	David Bellar, Dean Usha Kundu MD College of Health 850-462-5762 dbellar@uwf.edu
Please check the boxes below as appropriate:	<i>All boxes must be checked in order to be eligible to participate.</i>
Healthcare partner making contribution is located in and licensed to operate in Florida?	<input checked="" type="checkbox"/> Yes
Healthcare partner making contribution is a healthcare provider as defined in Section 768.38(2), Florida Statutes?	<input checked="" type="checkbox"/> Yes
Nursing programs met or exceeded a first-time NCLEX passage rate of 70% for the prior year based on the 2023 Accountability Plan?	<input checked="" type="checkbox"/> Yes
The funds will be used for an eligible purpose per section 1009.8962, Florida Statutes?	<input checked="" type="checkbox"/> Yes

Background

The LINE Fund is intended to incentivize collaboration between nursing education programs and healthcare partners and to meet local, regional, and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs, and increasing the number of nursing education program graduates who are prepared to enter the workforce. Subject to available funds, for every

dollar contributed to an institution by a healthcare partner, the fund shall provide a dollar-for-dollar match to the participating institution for approved proposals.

Funds may be used for student scholarships, recruitment of additional faculty, equipment, and simulation centers to advance high-quality nursing education programs throughout the state. Funds may not be used for the construction of new buildings. To participate, an institution must submit a timely and complete proposal to the Board of Governors for consideration. For more details, see Board of Governors [Regulation 8.008 - Nursing Education](#).

Proposals must be submitted with a total of no more than three pages of narrative for the following sections. Proposals with more than three pages of narrative will be rejected.

Proposal Details

Provide a detailed narrative for each section below.

I. Use of Funds - *Describe in detail and with specificity how the institution plans to use the funds, including how the funds will be utilized to increase student enrollment and program completion.*

Currently, a significant shortage of nurses exists in the State of Florida, and projections suggest that the deficit will continue to increase in size in the coming decade. In particular, the Florida panhandle is one of the areas with the most significant shortage. Geographically, the School of Nursing at the University of West Florida (UWF) is well positioned to address the need in the Florida Panhandle. The BSN program at UWF is well respected in the local and regional community and consistently produces graduates who pass the NCLEX on the first attempt. With this track record, an investment in growth and retention of the BSN program student population at UWF is highly likely to impact workforce needs in regional areas.

Currently, the on-campus Bachelor of Science in Nursing program at UWF graduates approximately 120 students per year who enter the workforce. However, these students are recruited from a large area surrounding the campus, potentially limiting the pipeline of students who are entering the workforce with our local healthcare organizations. Thus, having pipeline initiatives that are designed to enhance the likelihood of students being retained in the local area is critical.

The funds from this proposal will be used to help start an initiative to increase nursing student enrollment and create and immersive, educational pipeline for Ascension Sacred Heart Hospital. The proposed program will facilitate 13 UWF bachelors of science in nursing students to complete the final 3 semesters of their education on the Ascension Sacred Heart Campus. This will include didactic education, taught onsite by UWF and also clinical and precepted experiences. These students will be immersed in the sponsors culture and day to day practices, will have enhanced ability to engage with experienced nurses and hospital administrators, and will the the potential to gain part time employment at Ascension Sacred Heart while enrolled in the nursing program. Further, the movement of these students to another location, will free up capacity in the UWF main campus to accept additional nursing students who are qualified for the

program. This will result in not only a very strong pipeline partnership between UWF and Ascension Sacred Heart, but also an increase in the enrollment in the nursing program.

Costs:

1. 13 x scholarship per semester for each student = \$308,000
2. 13 x UWorld NCLEX Test Preparation Subscription and NCLEX test waiver = \$12,000

Project Total: \$320,000

Ascension Sacred Heart has agreed to fund \$160,000 of this project. We are requesting a \$160,000 in matching funds from the Board of Governors in order to fully fund this project.

II. Onboarding & Retention of Graduates - Describe in detail and with specificity how the health care partner will onboard and retain graduates.

According to the Robert Wood Johnson Foundation, 17.5% of RN's leave their first job in the first year of employment. Healthcare organizations incur high costs due to nursing turnover. A 2020 NSI National Health Care Retention and RN Staffing Report concluded that the average cost for turning over a bedside RN is just over \$44,000. Exit survey data from a recent study¹ suggested that only 40% of Nurses leaving employment felt they had a realistic understanding of their job before onboarding. Based upon this finding and other reports in the literature, it is evident that there is a critical period in the transition between nursing students and first-year nurses. The importance of onboarding is well understood in the Human Resource literature. According to the Society for Human Resource Management, 69% of employees are more likely to stay with an organization for three years if they have had a positive onboarding experience. Additionally, hospitals that have implemented preceptor and mentor programs in the first year of employment for new nurses have seen reductions in the turnover rate of nearly 20%.

Much research has focused on the transition period after employment has already begun. While this period does warrant attention, there is an opportunity to address preparation for the transition to employment earlier when students are near completion. We are proposing to work with our healthcare Partner to provide the start of onboarding during their clinical experiences at Ascension Sacred Heart, targeting the transition to employment before the students graduate. The experience will be facilitated by the immersion with Ascension Sacred Heart on a daily basis, and greater exposure to personnel from all levels of this organization. The goal will be to provide students with a realistic understanding of the job they will have upon graduation, an understanding of the organizational culture and values, and immersive exposure to the day-to-day experiences of nurses at Ascension Sacred Heart. We believe that through this enhanced educational experience, students will be better equipped to handle the transition to nursing practice in the Ascension Sacred Heart system and will be more likely to be retained through the critical window of early career employment.

¹Kurnat-Thoma E, Ganger M, Peterson K, Channell L. Reducing Annual Hospital and Registered Nurse Staff Turnover—A 10-Element Onboarding Program Intervention. *SAGE Open Nursing*. 2017;3. doi:[10.1177/2377960817697712](https://doi.org/10.1177/2377960817697712)

III. Program Expansion - *Describe in detail and with specificity how the funds will expand the institution's nursing education programs to meet local, regional, or state workforce demands. If applicable, include advanced education nursing programs and how the funds will increase the number of faculty and clinical preceptors and planned efforts to utilize the clinical placement process established in Section 14.36, Florida Statutes.*

The funds for the program will be used to expand the UWF BSN program by allowing students to transition on scholarship to our sponsors campus, freeing up campus resources to support additional student enrollment at UWF. Further, the enhanced exposure to experienced nurses, enhanced NCLEX preparation and financial support is anticipated to increase the program graduation rate and NCLEX success.

In summary, we will produce a greater number of BSN graduates through an increased graduation rate and also enhance enrollment with additional qualified applicants through this program. Further, these students will be well prepared for a career in nursing to address workforce need overall and with our healthcare partner.



**State University System
2024-2025 Linking Industry to Nursing Education (LINE) Fund
Proposal Form**

University:	University of West Florida
Healthcare Partner:	Baptist Healthcare
Date Proposal Approved by University Board of Trustees:	9/12/2024 - pending BOT approval
Amount Requested:	\$37,500
University Contact (name, title, phone, & email):	David Bellar, Dean Usha Kundu MD College of Health 850-462-5762 dbellar@uwf.edu
Please check the boxes below as appropriate:	<i>All boxes must be checked in order to be eligible to participate.</i>
Healthcare partner making contribution is located in and licensed to operate in Florida?	<input checked="" type="checkbox"/> Yes
Healthcare partner making contribution is a healthcare provider as defined in Section 768.38(2), Florida Statutes?	<input checked="" type="checkbox"/> Yes
Nursing programs met or exceeded a first-time NCLEX passage rate of 70% for the prior year based on the 2023 Accountability Plan?	<input checked="" type="checkbox"/> Yes
The funds will be used for an eligible purpose per section 1009.8962, Florida Statutes?	<input checked="" type="checkbox"/> Yes

Background

The LINE Fund is intended to incentivize collaboration between nursing education programs and healthcare partners and to meet local, regional, and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs, and increasing the number of nursing education program graduates who are prepared to enter the workforce. Subject to available funds, for every

dollar contributed to an institution by a healthcare partner, the fund shall provide a dollar-for-dollar match to the participating institution for approved proposals.

Funds may be used for student scholarships, recruitment of additional faculty, equipment, and simulation centers to advance high-quality nursing education programs throughout the state. Funds may not be used for the construction of new buildings. To participate, an institution must submit a timely and complete proposal to the Board of Governors for consideration. For more details, see Board of Governors [Regulation 8.008 - Nursing Education](#).

Proposals must be submitted with a total of no more than three pages of narrative for the following sections. Proposals with more than three pages of narrative will be rejected.

Proposal Details

Provide a detailed narrative for each section below.

I. Use of Funds - *Describe in detail and with specificity how the institution plans to use the funds, including how the funds will be utilized to increase student enrollment and program completion.*

Currently, a significant shortage of nurses exists in the State of Florida, and projections suggest that the deficit will continue to increase in size in the coming decade. In particular, the Florida panhandle is one of the areas with the most significant shortage. Geographically, the School of Nursing at the University of West Florida (UWF) is well positioned to address the need in the Florida Panhandle. The BSN program at UWF is well respected in the local and regional community and consistently produces graduates who pass the NCLEX on the first attempt. With this track record, an investment in growth and retention of the BSN program student population at UWF is highly likely to impact workforce needs in regional areas.

Currently, the on-campus Bachelor of Science in Nursing program at UWF graduates approximately 120 students per year who enter the workforce. However, these students are recruited from a large area surrounding the campus, potentially limiting the pipeline of students who are entering the workforce with our local healthcare organizations. Thus, having pipeline initiatives that are designed to enhance the likelihood of students being retained in the local area is critical.

The funds from this proposal will build a pipeline program for the traditional BSN program into Baptist Healthcare. This local hospital system benefitted from the 24-25 LINE program, and has an increased engagement with the UWF School of Nursing. We will utilize the funds from this program to further enhance immersive clinical experiences for Nursing students in their final two semesters at Baptist Healthcare. These students will also benefit from additional experience to prepare them for the Baptist workforce both on the Baptist hospital campus and at the UWF main campus.

To increase the engagement of Baptist Healthcare with the traditional BSN program, two clinical cohort of 8 students (16 students total) will be assigned to complete their final two semesters, clinical rotations and precepted experience with our sponsor. The education of these new students

will be supported using funds from this program. Specifically, we will utilize \$16,000.00 to provide UWorld NCLEX preparation subscriptions and an NCLEX fee waiver to ensure that they have the financial resources to be able to complete the NCLEX successfully. Currently students in the program often struggle to deal with the additional costs that are often incurred by nursing students for NCLEX preparation. With additional support, these students will have opportunities to engage with Baptist Healthcare to enhance their understanding of our partners' organizational culture and practices. They will also be able to engage in additional training and experience developed in consultation with our partner to enhance their ability to be onboarded after graduation.

To ensure that these clinical students have the support to complete the BSN program and successfully onboard as nurses with our healthcare partner, we propose initiating a Funds to Finish (F2F) scholarship program along with the enhanced clinical experience. Targeting financial aid to students as a reward for their success is known to increase graduation rates, and students entering into clinicals have demonstrated their success by completing most of the BSN program. By funding scholarships for students who have completed all but the final clinical component of the BSN program, along with providing a stipend and NCLEX waiver, it is anticipated that all financial barriers will be removed for the students as they approach graduation. It is planned that 16 senior clinical students will be recipients of these F2F scholarships. The students will each receive a scholarship of to cover tuition and fees during the period of their clinical experience. Total funds allocated for F2F scholarships are \$57,000. Additionally, we will use funds from this program to provide student with a fee waiver for the NCLEX examination. This will eliminate the final financial barrier to becoming a registered nurse.

In addition to investing in the students' ability to complete the program, these students will receive an enriched clinical experience with nearly all the clinical education at Baptist Healthcare locations. Baptist Healthcare will meet with the students on location for special professional development and networking events with speakers on their main campus through funds provided by this program. Additionally Baptist Healthcare will be invited to come to the UWF main campus to provide additional encouragement and enrichment for students in the program, and to all UWF nursing students when on the main campus.

Costs:

1. 16 x scholarship per semester for each student = \$57,000
2. 4 networking/business development events on Baptist campus = \$2,000
3. 16 x NCLEX Waiver and UWorld (test prep) subscription = \$16,000

Project Total: \$75,000

Baptist Healthcare has agreed to fund \$37,500 of this project. We are requesting a \$37,500 in matching funds from the Board of Governors in order to fully fund this project.

II. Onboarding & Retention of Graduates - Describe in detail and with specificity how the health care partner will onboard and retain graduates.

According to the Robert Wood Johnson Foundation, 17.5% of RN's leave their first job in the first year of employment. Healthcare organizations incur high costs due to nursing turnover. A 2020 NSI National Health Care Retention and RN Staffing Report concluded that the average cost for turning over a bedside RN is just over \$44,000. Exit survey data from a recent study¹ suggested that only 40% of Nurses leaving employment felt they had a realistic understanding of their job before onboarding. Based upon this finding and other reports in the literature, it is evident that there is a critical period in the transition between nursing students and first-year nurses. The importance of onboarding is well understood in the Human Resource literature. According to the Society for Human Resource Management, 69% of employees are more likely to stay with an organization for three years if they have had a positive onboarding experience. Additionally, hospitals that have implemented preceptor and mentor programs in the first year of employment for new nurses have seen reductions in the turnover rate of nearly 20%.

Much research has focused on the transition period after employment has already begun. While this period does warrant attention, there is an opportunity to address preparation for the transition to employment earlier when students are near completion. We are proposing to work with our healthcare Partner to provide the start of onboarding during their clinical experiences at Baptist Healthcare, targeting the transition to employment before the students graduate. The experience will be facilitated by the professional development and networking opportunities with Baptist Healthcare. The goal will be to provide students with a realistic understanding of the job they will have upon graduation, an understanding of the organizational culture and values, and immersive exposure to the day-to-day experiences of nurses at Baptist Healthcare locations. We believe that through this enhanced clinical experience, students will be better equipped to handle the transition to nursing practice in the Baptist Healthcare system and will be more likely to be retained through the critical window of early career employment.

¹Kurnat-Thoma E, Ganger M, Peterson K, Channell L. Reducing Annual Hospital and Registered Nurse Staff Turnover—A 10-Element Onboarding Program Intervention. *SAGE Open Nursing*. 2017;3. doi:[10.1177/2377960817697712](https://doi.org/10.1177/2377960817697712)

III. Program Expansion - *Describe in detail and with specificity how the funds will expand the institution's nursing education programs to meet local, regional, or state workforce demands. If applicable, include advanced education nursing programs and how the funds will increase the number of faculty and clinical preceptors and planned efforts to utilize the clinical placement process established in Section 14.36, Florida Statutes.*

The funds for the program will be used to expand the UWF BSN program by addressing the end of the student lifecycle. Enhancing graduation rate will produce more RN's to fulfill the local workforce needs. Additionally, having students supported on scholarships will help attract more students to consider the UWF Nursing program. Over time this will help to enhance the number of students applying for the UWF BSN program, which is incredibly important in a time where nursing school applications are on the decline.

In summary, we will produce a greater number of BSN graduates through an increased graduation rate. The UWF BSN program has consistently produced very high NCLEX pass rates. Therefore, as the pipeline of new BSN students is strengthened, the educational preparation of the

students will ensure that these retained students will pass the NCLEX and become an RN. Further, these students will be well prepared for a career in nursing to address workforce need overall and with our healthcare partner.



**State University System
2024-2025 Linking Industry to Nursing Education (LINE) Fund
Proposal Form**

University:	University of West Florida
Healthcare Partner:	Santa Rosa Medical Center
Date Proposal Approved by University Board of Trustees:	9/12/2024 - pending BOT approval
Amount Requested:	\$37,800
University Contact (name, title, phone, & email):	David Bellar, Dean Usha Kundu, MD College of Health, (850) 462-5762, dbellar@uwf.edu
Please check the boxes below as appropriate:	<i>All boxes must be checked in order to be eligible to participate.</i>
Healthcare partner making contribution is located in and licensed to operate in Florida?	<input checked="" type="checkbox"/> Yes
Healthcare partner making contribution is a healthcare provider as defined in Section 768.38(2), Florida Statutes?	<input checked="" type="checkbox"/> Yes
Nursing programs met or exceeded a first-time NCLEX passage rate of 75% for the prior year based on the 2024 Accountability Plan?	<input checked="" type="checkbox"/> Yes
The funds will be used for an eligible purpose per section 1009.8962, Florida Statutes?	<input checked="" type="checkbox"/> Yes

Background

The LINE Fund is intended to incentivize collaboration between nursing education programs and healthcare partners and to meet local, regional, and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs, and increasing the number of nursing education program graduates who are prepared to enter the workforce. Subject to available funds, for every dollar contributed to an institution by a healthcare partner, the fund shall provide a dollar-for-dollar match to the participating institution for approved proposals.

Funds may be used for student scholarships, recruitment of additional faculty, equipment, and simulation centers to advance high-quality nursing education programs throughout the state. Funds may not be used for the construction of new buildings. To participate, an institution must submit a timely and complete proposal to the Board of Governors for consideration. For more details, see Board of Governors [Regulation 8.008 - Nursing Education](#).

Proposals must be submitted with a total of no more than three pages of narrative for the following sections. Proposals with more than three pages of narrative will be rejected.

Proposal Details

Provide a detailed narrative for each section below.

I. Use of Funds - *Describe in detail and with specificity how the institution plans to use the funds, including how the funds will be utilized to increase student enrollment and program completion.*

In 2023 the UWF School of Nursing began an direct entry to clinical practice track in our Master's of Nursing program (DEMSN). This program has proven to be very popular, starting with only one admission point per year and quickly necessitating a pivot to multiple starts per year to keep up with the qualified student demand. The students in these programs have completed a Bachelor's degree program, and are often working and supporting dependents at the time of application. As such, financial support for these students is critical to their ability to complete the program.

To create a pipeline of nursing students to meet the needs of Santa Rosa Medical Center. Santa Rosa Medical Center is a full-service, 129 bed hospital located in Milton, FL. The location of the medical center makes it accessible for all points in Santa Rosa County. Prior to COVID-19, there were plans in place for nursing students in the traditional BSN program at the University of West Florida to utilize SRMC as a clinical location. However, these plans were never finalized due to the pandemic. As with all healthcare organizations at the moment, SRMC is in need of RN's. Our goal is to establish an immersive clinical experience at SRMC for students in our DEMSN program that can both financially support students in the program, and provide high quality nurses to fill the workforce needs for this valued partner organization.

For this proposal, Santa Rosa Medical Center will contribute \$37,800 dollars and we are requesting a matching amount from the LINE fund. One hundred percent of these funds will be used to support student scholarships in the DEMSN program for students engaged in clinicals at Santa Rosa Medical Center. With the matching funds, we would award 12 students a total scholarship of \$6300 for the academic year (distributed between fall, spring and summer) to help cover the costs of attending the program.

Costs:

1. 12 x \$6300 scholarship for each student = \$75,600

Project Total: \$75,600

Santa Rosa Medical Center has agreed to fund \$37,800 of this project. We are requesting a \$37,800 in matching funds from the Board of Governors in order to fully fund this project.

II. Onboarding & Retention of Graduates - *Describe in detail and with specificity how the health care partner will onboard and retain graduates.*

The program is designed to create an immersive clinical experience at Santa Rosa Medical Center, so that the students become accustomed to their organizational culture and are exposed to their senior leaderships. This will create a unique opportunity for SRMC to cultivate a relationship with these students and increase the likelihood of retaining them for their workforce post graduation. Given the level of experience and familiarity with the SRMC systems, we anticipate that student retention with this partner will be enhanced by the nature of this program.

III. Program Expansion - *Describe in detail and with specificity how the funds will expand the institution's nursing education programs to meet local, regional, or state workforce demands. If applicable, include advanced education nursing programs and how the funds will increase the number of faculty and clinical preceptors and planned efforts to utilize the clinical placement process established in Section 14.36, Florida Statutes.*

With the nursing shortages, non-traditional pathways into the profession are a logical and necessary next step. The DEMSN program at UWF is one of these programs, and is generating strong interest to help feed non-traditional students into the healthcare workforce as RN's. However, due to the nature of these students, financial support will be a necessary component of the overall success of this program. Therefore the funds afforded by our valued partner and the LINE program will ensure the viability of the DEMSN, increase the success of the students and ensure that UWF is able to grow the number of new RN graduates for the future workforce needs of the regional area.

**Board of Trustees
Full Board Meeting
September 12, 2024**

Collective Bargaining Agreement Between UWF and PBA

Recommended Action:

Ratify the 2024-2027 Collective Bargaining Agreement between the University of West Florida and the Florida Police Benevolent Association, Inc.

Background Information:

The current Collective Bargaining Agreement between the University and the Florida Police Benevolent Association, Inc. (PBA) was effective from August 19, 2021, through August 18, 2024.

Article 32.2 of the CBA states the following:

“Negotiations for a successor Agreement shall begin no later than October 1, of the year preceding the expiration of the contract. In the event that the University and the PBA fail to secure a successor Agreement prior to the expiration date of this Agreement, the parties may agree in writing to extend this Agreement for any period of time.”

Representatives of the UWF Board of Trustees and the PBA began negotiating a successor Collective Bargaining Agreement in April 2024 at the mutual agreement of both parties. Negotiations between the parties were concluded on June 17, 2024, resulting in the following changes to the 2021-2024 Agreement (please see the supporting documentation for full details):

Article 5- Grievance Procedures

- 5.2
 - Added that the step 1 grievance can also be received via email to a uwf.edu email address
 - Added that decisions can be transmitted by personal delivery with written documentation of receipt; by certified mail, return receipt requested; or via email to a uwf.edu email address

Article 14- Workday and Workweek

- Typos were corrected
- Removal of numbers in parenthesis. For example (7).
- 14.3 Special Compensatory Leave
 - Increased the maximum amount accumulated from 120 to 240 hours
 - When the maximum amount exceeds 240 hours, payout to employee until balance is back to 240 hours
 - If the University decides to do a special pay out, the employee cannot choose to keep the hours instead of receiving the pay out
 - 14 days' notice will be given if the University decides for a special pay out
 - Special compensatory leave can be requested to be used by the supervisor in 12-hour increments vs 8-hour increments
 - Vice President can decide for special compensatory leave earned during winter break or a natural disaster to be paid out to the employee

- 14.4
 - Added if the employee attends a department authorized or required training, the time from the University to the event site will be considered time worked

Article 16- Leave

- 16.2
 - Revised language that employee is entitled to 12 hours per day instead of 8 hours per day for a holiday due to the how shifts are worked
 - When the employee works on a holiday, the employee will be credited to 12 hours of special compensatory leave instead of 8 hours
 - If the holiday falls on the employee's day off, then the employee will be credited 8 hours of special compensatory leave

Article 22- Wages

- 22.2
 - When promoted from to Law Enforcement Corporal, the employee will receive a 10% increase to base
 - The 10% increase will be to the current base salary
- 22.5
 - Changed the dates to 2204-2025
 - Removed all language related to the "Wages for 2023-2024"
 - Added the minimum starting salary for a Law Enforcement Officer will be \$52,750
 - Added the minimum starting salary for a Law Enforcement Corporal will be \$57,750

Article 25- Grooming Standards

- 25.3
 - Removed that the face will be clean shaven.....
 - The word "beard" was added.
 - The beard or goatee shall not be thicker than ¼ inch. It was ½ inch.
 - Added if the beard or goatee does not meet standards, then the command staff can direct the employee to bring the beard or goatee into compliance

Article 32- Duration

- 32.3
 - Added language to recognize that during the term of the Agreement, situations may arise which require terms and conditions not specifically and clearly set forth in the Agreement must be clarified or amended. Parties can enter into the settlement of grievance disputes or memorandum of understanding that clarifies or amends the Agreement without ratification by both parties.

All other articles were TAed.

During the last publicly noticed meeting between UWF and PBA, it was agreed that the successor Agreement would go to the full Board of Trustees September 2024 meeting.

Implementation Plan:

The Florida Police Benevolent Association, Inc. ratified the proposed changes to the Collective Bargaining Agreement on August 7, 2024, with full support. Once these articles are ratified by the BOT, they will be incorporated into the full book.

Fiscal Implications:

No initial cost as all Law Enforcement Officers and Corporals positions were filled.

Relevant Authority:

Collective Bargaining Agreement with the Florida Police Benevolent Association, Inc. (PBA)

Supports Strategic Direction(s):

Strategic Direction 2: Employee Success

Supporting Documents:

1. Agreed upon Article 5
2. Agreed upon Article 14
3. Agreed upon Article 16
4. Agreed upon Article 22
5. Agreed upon Article 25
6. Agreed upon Article 32
7. Current PBA CBA for 2021-2024.

Prepared by:

Jamie C Sprague, Associate Vice President, Human Resources, x2156, jsprague@uwf.edu

Presenter:

Jamie C Sprague, Associate Vice President, Human Resources

Article 5 GRIEVANCE PROCEDURE

5.1 Policy.

A. The University and the PBA encourage the informal resolution of employee complaints. To that end, employees should present such complaints for review and discussion as soon as possible to the University representative who has authority to address the complaint. Such review and discussion should be held with a view to reaching an understanding that will resolve the complaint in a manner satisfactory to the employee, without need for recourse to the formal grievance procedure prescribed by this Article. If the complaint is not resolved by such informal discussion, the employee may proceed to file a grievance consistent with the provisions of this Article.

B. "Grievance" means a dispute filed with the University's Management Representative using Appendix C or D, as appropriate, concerning the interpretation or application of a specific provision of this Agreement, except as exclusions are noted. All grievances must be filed within thirty (30) days of the act or omission giving rise to the grievance or the date on which the employee knew or reasonably should have known of such act or omission if that date is later.

C. "Grievant" means an employee or group of employees who has/have filed a grievance in a dispute over a provision of this Agreement which confers rights upon the employee. The PBA may file a grievance in a dispute over a provision of this Agreement that confers rights upon the PBA.

D. "Management Representative" means an individual designated to hear grievances on behalf of the University.

E. A grievant who decides to use this Grievance Procedure shall, prior to the Step 1 meeting, choose whether to be represented by the PBA. A grievant shall not be represented by a PBA representative who is in a supervisory or subordinate position to the employee in the University.

1. When the grievant has elected PBA representation, both the grievant and the PBA Representative shall be notified of the Step 1 meeting. Further, any written communication concerning the grievance or its resolution shall be sent to both the grievant and the PBA Representative, and any decision agreed to by the University and the PBA shall

be binding on the grievant.

2. If the grievant is not represented by the PBA, the Management Representative shall timely notify the PBA such that the PBA is given reasonable opportunity to be present at any meeting called for the resolution of such grievance. The processing of the grievance and any resolution will be in accordance with the terms of this Agreement.

3. The PBA shall not be bound by the decision of any grievance or arbitration in which the grievant was not represented by the PBA.

F. Except for suspensions, the filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay, or interfere with the right of the University to take the action it proposes, subject to the final disposition of the grievance. Suspensions shall not be imposed until the final disposition of the grievance, if any, except where such suspension is made pending the outcome of a criminal investigation.

G. The resolution of a grievance prior to a written decision of an arbitrator shall not establish a precedent binding on the PBA, or the University.

H. Only those acts or omissions and sections of the Agreement identified at Step 1 may be considered at subsequent steps.

I. There shall be no reprisals against any of the participants in the procedures contained herein by reason of such participation.

J. If a grievance meeting is held or requires reasonable travel time during the working hours of any required participant, such participant shall be excused without loss of pay for that purpose. Attendance at grievance meetings outside of the regular working hours shall not be deemed time worked.

K. Each grievance, request for review and arbitration notice must be submitted in writing on the appropriate form attached to this Agreement as Appendices C, D and E, respectively and shall be signed by the grievant. One Appendix C, D, and E may be filed in a grievance with more than one grievant, provided that the respective appendix bears the signatures of all grievants. Grievances shall be considered filed upon date of receipt. Except for the initial filing of the grievance, if there is difficulty in meeting any time limit, a PBA representative may sign such forms for the grievant.

5.2 Procedures.

A. Step 1

1. An employee having a grievance shall file the applicable grievance form (Appendix C) at Human Resources within thirty (30) days following the occurrence of the event giving rise to the grievance. The grievance shall set forth the complete facts on which the grievance is based, the specific provision(s) of the Agreement allegedly violated, and the relief requested. The Chief of Police or designee shall schedule a Step 1 meeting between the grievant, the grievant's designated representative, grievant's supervisor, or other appropriate individuals. The grievant shall have the right to present any evidence in support of the grievance at this meeting. If the meeting does not result in resolution of the grievance, the Chief of Police or designee will proceed with processing the grievance and issuing a written decision, stating the reasons therefore, to grievant or grievant's designated representative within thirty (30) days following the conclusion of the meeting, unless an extension has been granted. If an extension was granted, the decision shall be issued by the agreed upon date. A copy of the decision shall be sent to the grievant and to the PBA if grievant elected not to be represented by the PBA. The decision shall be transmitted by personal delivery with written documentation of receipt; ~~or~~ by certified mail, return receipt requested; or via email to a uwf.edu email address.

2. Where practicable, the University shall make available to the grievant or grievant's designated representative, documentation referenced in the Step 1 decision prior to its issuance. All documents referred to in the decision and any additional documents presented by the grievant shall be attached to the decision, together with a list of these documents. In advance of the Step 1 meeting, the grievant shall have the right, upon written request, to a copy of documents identified as relevant to the grievance.

3. In the absence of an agreement to extend the period for issuing the Step 1 decision, the grievant may proceed to Step 2 if the grievant or grievant's designated representative has not received the written decision by the end of

the thirtieth (30th) day following the conclusion of the Step 1 meeting.

B. Step 2 - Management Representative

1. If the grievance is not satisfactorily resolved at Step 1, the grievant may file a written request for review (using Appendix D form) with the Step 2 Management Representative within thirty (30) days following receipt of the Step 1 decision by grievant or grievant's designated representative. When the grievance is eligible for initiation at Step 2, the grievance form must contain the same information as a grievance filed at Step 1 above. The Step 2 Management Representative may have a meeting with the employee and/or the designated representative to discuss the grievance.

V/A The Step 2 Management Representative shall issue a written decision to the grievant or grievant's designated representative, stating the reasons therefore, within thirty (30) days following the conclusion of the meeting. The decision shall be transmitted by personal delivery with written documentation of receipt; by certified mail, return receipt requested; or via email to a uwf.edu email address.

2.

C. Step 3 - Arbitration.

1. If the grievance is not resolved at Step 2, the grievant or grievant's designated representative may appeal the Step 2 decision to Arbitration on a Notice of Arbitration form as set forth in Appendix E; this appeal shall be filed within thirty (30) days after receipt of the decision at Step 2. A grievant may appeal a grievance to Arbitration whether or not he/she was represented by the PBA at an earlier step.

2. The University and the PBA may, by written agreement, submit related grievances for hearing before the same arbitrator.

3. The arbitrator shall be one person from a panel of seven (7) permanent arbitrators, mutually selected by the University and the PBA to serve for any case or cases submitted. If agreement is not reached on one or more of the seven (7) arbitrators within sixty (60) days following the signing or effective date of this

UWF Proposed
May 21, 2024

Agreement, whichever is later, the parties may, by mutual agreement, request the Federal Mediation and Conciliation Service, American Arbitration Association, or the Florida Public Employee Relations Commission to provide a list of fifteen (15) arbitrators. The University and the PBA shall select the arbitrator(s) by alternately striking from the list until the required number of names remain. The party to strike first shall be determined by the flip of a coin.

4. Arbitrability. Issues of arbitrability shall be bifurcated from the substantive issue(s) and, whenever possible, determined by means of a hearing conducted by conference call. The arbitrator shall have ten (10) days from the hearing to render a decision on arbitrability. If the issue is judged to be arbitrable, an arbitrator shall then be selected to hear the substantive issue(s) in accordance with the provisions of Section 5.2. C.3.

5. Arbitration hearings shall be held at times and locations agreed to by the parties. Under normal circumstances, hearings will be held in Pensacola; however, selection of the site shall take into account the availability of evidence, location of witnesses, and existence of appropriate facilities.

6. The arbitrator may fashion an appropriate remedy to resolve the grievance and, provided the decision is in accordance with his/her jurisdiction and authority under this Agreement, the decision shall be final and binding on the University, the PBA, the grievant(s), and other employees. In considering a grievance, the arbitrator shall be governed by the following provisions and limitations:

- a. The arbitrator shall issue his/her decision not later than forty-five (45) days from
(45) days from the date of the closing of the hearing or the submission of briefs, whichever is later.
- b. The arbitrator's decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issue(s) submitted.
- c. The arbitrator shall have no authority to determine any other issue, and

shall refrain from issuing any statement of opinion or conclusion not essential to the determination of the issue(s) submitted.

- d. The arbitrator shall limit his/her decision strictly to the application and interpretation of the specific provisions of this Agreement.
7. The arbitrator shall be without power or authority to make any decisions:
 - a. Contrary to or inconsistent with, adding to, subtracting from, or modifying, altering, or ignoring in any way the terms of this Agreement, or the provisions of applicable law, rules, or regulations having the force and effect of law; or
 - b. Limiting or interfering in any way with the powers, duties, and responsibilities of the State under its Constitution, applicable law, rules, and regulations having the force and effect of law, except as such powers, duties, and responsibilities have been abridged, delegated, or modified by the provisions of this Agreement.
 8. The arbitrator's award may include back pay to the grievant(s); however, the following limitations shall apply to such monetary awards:
 - a. No award for back pay shall exceed the amount of pay the employee would otherwise have earned at his/her regular rate of pay, and such back pay shall not be retroactive to a date earlier than the date of the occurrence of the event giving rise to the grievance under consideration, and in no event more than thirty (30) days prior to the filing of the grievance; and
 - b. The award shall not exceed the actual loss to the grievant, and will not include punitive damages, overtime, on-call, or other speculative compensation that might have been earned, and shall be reduced by replacement compensation received by the employee during the period of time affected by the award.
 9. The reasonable fees and expenses of the arbitrator shall be borne solely by the party who fails to prevail in the hearing; however, each party shall be

responsible for compensating and paying the expenses of its own representatives, attorneys, and witnesses. If the arbitrator fashions an award in such a manner that the grievance is sustained in part and denied in part, the parties will evenly split the arbitrator's fees and expenses.

10. The PBA will not be responsible for costs of an arbitration to which it was not a party.

5.3 Time Limits.

A. Failure to initiate a grievance within the time limits specified shall be deemed a waiver of the grievance. Failure at any step of this procedure to submit a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that Step.

B. Failure at any Step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant, or the PBA where appropriate, to proceed to the next step.

C. The time limits specified in any step of this procedure may be extended, in any specific instance, by written agreement.

D. Claims of either an untimely filing or untimely appeal shall be made at the Step in question.

E. In the event that any action falls due on a Saturday, Sunday, or holiday (as referred to in Section 2.3}, the action will be considered timely if it is accomplished by 5:00 p.m. on the following business day.

5.4 Exceptions.

A. Nothing in this Article or elsewhere in this Agreement shall be construed to permit the PBA or an employee to process a grievance (1) on behalf of any employee without his/her consent, or (2) with respect to any matter which is at the same time the subject of an action which has been filed by a grievant in another forum, administrative or judicial. As an exception to this provision, a grievant may file an EEOC

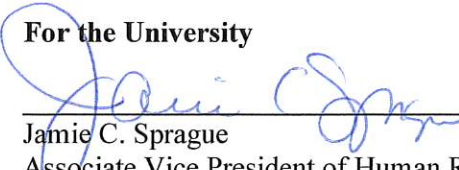
UWF Proposed
May 21, 2024

charge while a grievance is in progress when such filing becomes necessary to meet federal filing deadlines pursuant to 42, U.S. C. Section 2000et seq.

B. The University and the PBA may mutually agree to waive Steps 1 and 2 of the grievance procedures in order to expedite the processing of a grievance.

Both parties have tentatively agreed to this article.

For the University




Jamie C. Sprague
Associate Vice President of Human Resources
UWF Chief Negotiator

Date

5/21/2024

For PBA



John Kristofferson
PBA's Chief Labor Negotiator

Date

5/21/2024

Article 14 Workday and Workweek

14.1 Workweek.

A. The University and the PBA understand and agree that the ultimate decision of employee shift schedule and ~~work-day~~workday length rests with the University.

B. The normal work period for each full-time employee shall be forty ~~(40)~~ hours in a Seven ~~(7)~~ day period. The University may establish an alternate work period which shall not exceed eighty ~~(80)~~ hours in a fourteen ~~(14)~~ day work period. Prior to implementing such an alternate work period, the University shall provide the PBA with the proposed alternate work period and a list of those employees affected. The PBA may consult with the University over the proposed alternate work period. If consultation is requested, the University shall not implement the alternate work period until the parties have consulted.

C. When required hours of work exceed the approved work period (either forty ~~(40)~~ hours during a seven ~~(7)~~ day period, or eighty (80) hours during a fourteen ~~(14)~~ day pay period), the compensation for overtime worked shall be in the form of cash payment unless the employee and the supervisor agree that the employee be credited with compensatory leave.

D. An employee will be given fourteen ~~(14)~~ days' notice of a change in the employee's work period, work hours or days off, except in an official emergency or to meet unforeseen law enforcement needs.

E. An employee who rotates to a different shift shall receive a minimum of two ~~(2)~~ shifts (16 hours) off between the end of the current shift assignment and the beginning of the new shift assignment, except when an emergency situation or staffing limitation does not permit.

14.2 Workday. The University shall not require an employee to split a workday into two ~~(2)~~ or more segments without the agreement of the employee, except in an official emergency or to meet unforeseen law enforcement needs.

14.3 Special Compensatory Leave.

A. An employee may accumulate up to ~~one hundred and twenty (120) two hundred and forty~~ hours of special compensatory leave. The University may pay except that for a specified amount of unused special compensatory leave ~~may be paid for by the University~~ at any time when the employee's balance is over 240 hours. The amount of payment to the employee will only bring the employee's balance back to 240 hours. If the University decides to pay for a specified amount of unused special compensatory leave, the employee cannot request to keep the special compensatory leave instead of being paid. The University will provide fourteen days' notice when paying for the special compensatory leave as specified in this paragraph.

B. When an employee has accumulated in excess of ~~one hundred and twenty (120) hours~~ two hundred and forty hours of special compensatory leave, the supervisor may require an employee to use any part of the employee's accrued special compensatory leave in increments of ~~eight (8)~~ twelve hours or in increments equivalent to the number of hours of work in an employee's regularly scheduled workday. Normally, an employee will be given fourteen ~~(14)~~ days' notice when required to use special compensatory leave in an increment in excess of forty (40) hours, and seven (7) days' notice when required to use special compensatory leave in an increment of sixteen (16) to forty (40) hours. as specified in this paragraph.

C. If an employee is eligible to earn special compensatory leave, the Division Head may pay the employee for any or all of the employee's accrued special compensatory leave under special circumstances such as a natural disaster or winter break. When this is approved, the employee cannot elect to keep the accrued compensatory leave in lieu of payment. The Division Head will notify eligible employees in writing of this special circumstance.

14.4 Compensation for Special Duty.

A. When an employee works an event for which the Department is reimbursed at a premium rate of pay, and such event is outside the employee's

UWF Proposed
June 17, 2024

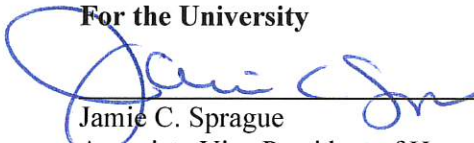
approved work period (either forty ~~(40)~~ hours during a seven ~~(7)~~ day period or eighty ~~(80)~~ hours during a fourteen ~~(14)~~ day period), and a holiday(s) ~~occurs~~occurs, or the employee uses sick leave in that work period, such employee will receive premium (time and a half) pay for working that event. However, use of annual leave, administrative leave, compensatory leave, and/or any other leave during the approved work period will result in the earning of special compensatory leave rather than premium pay. The hours for which premium pay is received shall not be counted as hours worked for the purpose of calculating overtime for the approved work period.

B. An employee reporting to a special duty event, described in Section 14.4.A, shall be guaranteed three ~~(3)~~ hours of premium pay if an event is canceled or concluded prior to the end of the three ~~(3)~~ hour period covered by the guaranteed pay provision. An employee's failure to adhere to the Department's procedures for determining the status of the event prior to reporting for such duty will cause the employee to lose eligibility for the guaranteed three ~~(3)~~ hours. If after the employee reports to work, the event is canceled or concluded prior to the end of the guaranteed three ~~(3)~~ hours, management may assign other law enforcement duties within the scope of the employee's position description during the guaranteed three (3) hour period.

C. In the event that an employee attends a department authorized or required training, the Chief of Police or designee will calculate the time from the University to the site and the employee can include that time calculated as time worked.

Both parties have tentatively agreed to this article.

For the University




Jamie C. Sprague
Associate Vice President of Human Resources
UWF Chief Negotiator

Date

6/17/2024

For PBA



John Kristofferson
PBA's Chief Labor Negotiator

Date

6/17/2024

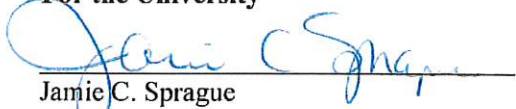
Article 16 LEAVE

- 16.1 Employees may be granted leave as provided in the University Employment policies. Bereavement leave workdays are defined as twelve (12) hours per day.
- 16.2 Employees shall be entitled ~~to the same holidays (eight [8] hours per day) as University Work Force employees, as set forth in University Rules and/or Regulations. When an employee works on a holiday, he/she will be credited with eight (8) hours special compensatory leave, regardless of the length of the shift. When a holiday falls on an employee's day off, he/she will be credited with eight (8) hours special compensatory leave, regardless of the length of the shift.~~ to holidays pursuant to actual scheduled workdays, which is twelve hours per day. When an employee works on a holiday, the employee will be credited for twelve hours of special compensatory leave. When the holiday falls on the employee's day off, the employee will be credited for eight hours of special compensatory leave.
- 16.3 Job Related Disability Leave. Paid or unpaid job-related disability leave shall be in accordance with Chapter 440. F.S.
- 16.4 Leave to Supplement Workers' Compensation Benefits and Alternate Duty.
- A. An employee is eligible to use paid leave to supplement workers' compensation benefits in accordance with UWF Employment Policies.
 - B. When an employee has been determined eligible to receive a temporary partial disability benefit or a temporary total disability benefit pursuant to the provisions of Section 440.15, F.S., and there is medical certification that the employee temporarily cannot perform the duties of the employee's regular position but can perform some type of work beneficial to the University, the employee may be returned to the payroll at his/her regular rate of pay to perform such duties as the employee is capable of performing.
 - C. If the University returns an employee to alternate duty, the University shall reassign the employee to his/her regular duties when the employee becomes medically able to perform such duties.
 - D. A complaint concerning administration of this Section may be grieved in accordance with Article 5 of this Agreement up to and including Step 2.

UWF Proposed
May 21, 2024

Both parties have tentatively agreed to this article.

For the University

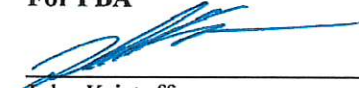


Jamie C. Sprague
Associate Vice President of Human Resources
UWF Chief Negotiator

Date

5/21/2024

For PBA



John Kristofferson
PBA's Chief Labor Negotiator

Date

5/21/2024

Article 22 WAGES

22.1 General Increases:

- A. Each eligible employee shall receive any increases appropriated for that purpose by the Florida Legislature for 202~~14~~-202~~37~~.
- B. Employees who meet the criteria for increases as set forth by the Florida Legislature and who have a current performance evaluation of "satisfactory" or better, shall be eligible for the legislatively appropriated increases.
- C. Eligible employees whose salaries are funded from a contract, grant, auxiliary, or local fund shall receive salary increases equivalent to employees whose salaries are funded from E&G sources, provided that such salary increase is permitted by the terms of the contract or grant and adequate funds are available for this purpose within the contract, grant, auxiliary, or local fund. In the event such salary increases are not permitted by the terms of the contract or grant, or in the event adequate funds are not available, the Board or its representatives shall seek to have the contract or grant modified to permit such increases.

22.2 Salary Increase Upon Promotion.

- A. An employee who is promoted from Law Enforcement Corporal shall receive an increase of ten percent to base salary.
- B. An employee temporarily promoted to an acting rank pursuant to Article 10 shall receive an increase of ten percent ~~(10%)~~ of the current base salary during the period of the temporary promotion.

22.222.3 Merit Increases for Performance. Employees may be eligible to receive a pay increase based on performance utilizing the same criteria applied to University Work Force employees.

22.322.4 Further increases will be negotiated at openers per amended article 32.

22.5 Wages for 202~~34~~-202~~45~~

~~Minimum starting salary for a Law Enforcement Officer will be \$50,000.~~

~~Minimum starting salary for a Corporal will be \$55,000.~~

~~2.9% cost of living increase from recurring resources~~

~~All in-unit staff will be eligible for a 2.9% base salary cost of living increase if the in-unit staff is in an eligible position through the agreed upon pay date. The pay date will be the second pay date after ratification. Base salary excludes administrative supplements and pay for temporary duties. This 2.9% recurring cost of living increase will be effective September 3, 2023. The in-unit employee must not have received a notice of termination or separation with advance notice prior to the effective date of the cost of living adjustment.~~

~~A. Merit based recurring increase.~~

~~B. In-unit staff who are employed as of August 8, 2021, and who are continuously employed in an eligible position through the agreed upon effective date and who received a rating of Superior on the completed 21-22 performance evaluation will receive a 4% recurring merit increase to the base salary. In-unit staff who are employed as of August 8, 2021, and who are continuously employed in an eligible position through the agreed upon effective date and who received a rating of Above on the completed 21-22 performance evaluation will receive a 3% recurring merit increase to the base salary. In-unit staff who are employed as of August 8, 2021, and who are continuously employed in an eligible position through the agreed upon effective date and who received a rating of Satisfactory on the completed 21-22 performance evaluation will receive a 2% recurring merit increase to base salary. Base salary excludes administrative supplements and pay for temporary duties. This recurring merit increase to the base salary will be effective on the first day of the second pay period after the 2.9% adjustment to base salary. In-unit staff who have received a notice of termination or separation with advance notice prior to the effective date of the recurring merit increase will not be eligible.~~

~~A. The minimum starting salary for a Law Enforcement Officer will be \$52,750.~~

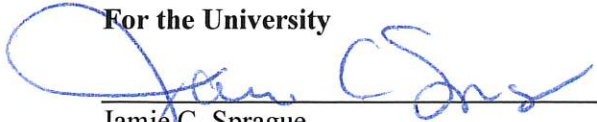
~~B. The minimum starting salary for a Law Enforcement Corporal will be \$57,750.~~

~~C. If a Law Enforcement Officer or Law Enforcement Corporal is not at the starting salary, then the base salary will be raised to the new base salary.~~

22.65 In-unit employees covered by this agreement will be eligible to receive any across the board pay adjustments or cost of living adjustment that any other University employee receives without negotiations. These across the board of pay adjustments would be those approved by the University President or any other governing body of University.

UWF Proposed
June 7, 2024

For the University

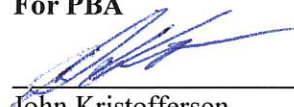


Jamie C. Sprague
Associate Vice President of Human Resources
UWF Chief Negotiator

Date

6/7/2024

For PBA



John Kristofferson
PBA's Chief Labor Negotiator

Date

6/7/2024

Article 25 GROOMING STANDARDS

25.1 Haircuts will conform to the following standards: Hair on top of the head will be neatly groomed. The length or bulk of the hair will not be excessive or present a ragged, unkempt appearance. When combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. The hair of uniformed female members may touch the shirt collar but not fall below the collar's edge and may cover a portion of the ear. Long hair must be worn up in a neat, stylish manner that permits the wearing of the hat. Conspicuous barrettes, pins, or combs will not be worn.

25.2 If an employee desires to wear sideburns, they will be neatly trimmed. The base will be a clean-shaven horizontal line. Sideburns will not extend downward beyond the lowest part of the exterior ear opening.

25.3 ~~The face will be clean shaven, except that a mustache and goatee may be worn.~~ If a beard, mustache, or goatee is worn, it must be kept neatly trimmed and tidy. The beard or goatee must have even growth (not patchy). No portion of the mustache extending beyond the corners of the mouth will fall below a line parallel with the bottom of the lower lip. Handlebar mustaches are not allowed. If a beard, ~~goatee~~ or goatee is worn, it shall be in accordance with the following:

A. The beard or goatee shall be worn with a mustache.

B. The beard or goatee shall not be thicker than 1/~~24~~ inch.

~~C. The goatee shall not exceed a 1/4 inch width beyond the corners of the mouth.~~

~~D.C.~~ D.C. The beard or goatee shall cover the chin, but not extend back more than 1/2 inch toward the throat.

~~E.D.~~ E.D. The beard or goatee and mustache shall not be colored or dyed except to match the employee's natural hair color.

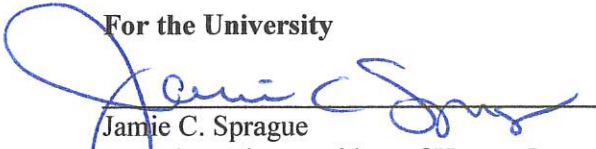
E. The beard or goatee shall be modified to accommodate Department equipment when operationally required.

F. If the beard or goatee does not meet the standards set forth in this article, command staff will direct the employee to bring the beard or goatee into compliance.

25.4 Cosmetics and Jewelry. If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual. False eyelashes are prohibited. Fingernails should be clear and trimmed so as not to extend beyond the tips of the fingers. Fingernail polish, if worn, shall be clear. Female officers may wear small post earrings. Necklaces shall not be visible when the uniform is worn.

25.5 Tattoos shall be covered if the tattoo can be seen outside the standard issued uniform. A sleeve may be worn and must be navy blue or black in color. The exception to this is the wedding band tattoo.

For the University




Jamie C. Sprague
Associate Vice President of Human Resources
UWF Chief Negotiator

Date

6/17/2024

For PBA



John Kristofferson
PBA's Chief Labor Negotiator

Date

6/17/2024

Article 32
DURATION

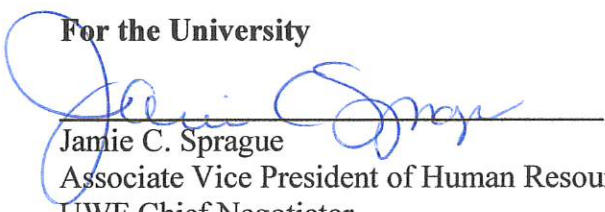
1
2
3
4
5 32.1 This Agreement shall be effective upon ratification by both parties and shall remain in full force
6 and effect for three years from that date. The following shall be subject to renegotiation on an
7 annual basis beginning on May 1, of each year:

- 8
9 A. Wages (Article 22)
10 B. Benefits (Article 23)
11 C. Up to two (2) additional articles chosen by each party.
12

13 32.2 Negotiations for a successor Agreement shall begin no later than October 1, of the year preceding
14 the expiration of the contract. In the event that the University and the PBA fail to secure a
15 successor Agreement prior to the expiration date of this Agreement, the parties may agree in
16 writing to extend this Agreement for any period of time.
17

18 32.3 The parties recognize that during the term of this Agreement situations may arise which
19 require that terms and conditions not specifically and clearly set forth in the Agreement must be
20 clarified or amended. Under such circumstances, the Association is specifically authorized by
21 bargaining unit members to enter into the settlement of grievance disputes or memorandum of
22 understanding that clarifies or amends this Agreement, without having to be ratified by
23 bargaining unit members.
24
25

For the University

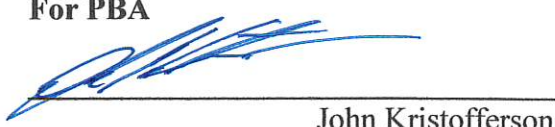


Jamie C. Sprague
Associate Vice President of Human Resources
UWF Chief Negotiator

Date

5/21/2024

For PBA



John Kristofferson
PBA's Chief Labor Negotiator

Date

5/21/2024

**Board of Trustees
Full Board Meeting
September 12, 2024**

Amendment 7 to Internal Improvement Trust Fund Lease No. 2722

Recommended Action:

Approve Amendment 7 to Lease 2722 with the Internal Improvement Trust Fund for the Pensacola campus properties and direct the Chair to take all necessary actions to effectuate this action.

Background Information:

Lease 2722 was entered into with the Internal Improvement Trust Fund (“IITF”) on January 22, 1974, for the main campus location. Lease 2722 previously has been amended on six occasions to add property to the main campus and modified once after the transition from the Board of Regents to the Board of Governors and boards of trustees for the state universities.

With respect to this Amendment 7, UWF requested that the Division of State Lands, Bureau of Public Land Administration, amend the lease to stipulate that the unimproved western parcels of the main campus as shown in Exhibit A to the Amendment be restricted to educational, recreational, and natural resource management. Development is prohibited except as specifically described in the Amendment. Improvements for purposes of providing access in accordance with the Americans with Disabilities Act are permissible. This action is consistent with the 2021-2031 Campus Master Plan designating these areas for conservation.

Pursuant to UWF Real Property Policy, this Amendment is being brought to the Board for consideration.

Implementation Plan:

Upon approval by the BOT, Amendment 7 to the lease will be executed by both parties.

Fiscal Implications:

None.

Relevant Authority:

UWF Policy BOT-10.02-06/18, Real Property Policy

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused, Strategic Direction 4: Community and Economic Engagement, and Strategic Direction 5: Infrastructure.

Supporting Documents:

1. Amendment 7 to Lease No. 2722
2. Original lease between IITF and UWF for the campus property (Lease No. 2722)

Prepared by:

- Susan A. Woolf, General Counsel, Office of the General Counsel, x3420, swoolf@uwf.edu
- Chasidy Hobbs, Instructor, Earth and Environmental Sciences, x2735, chobbs@uwf.edu

Presenter:

Chasidy Hobbs, Instructor, Earth and Environmental Sciences

This instrument prepared by:
Mandi Siegfried
Department of Environmental Protection
Bureau of Public Land Administration
Division of State Lands
3900 Commonwealth Blvd. MS 130
Tallahassee, Florida 32399-3000
Action No. 48716

ATL1

**BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT
TRUST FUND OF THE STATE OF FLORIDA**

AMENDMENT NUMBER 7 TO LEASE NUMBER 2722

THIS LEASE AMENDMENT is entered into this ____ day of _____, 20____, by and between the **BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA**, hereinafter referred to as "LESSOR" and **THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES**, hereinafter referred to as "LESSEE";

WITNESSETH:

WHEREAS, LESSOR, by virtue of Section 253.03, Florida Statutes, holds title to certain lands and property for the use and benefit of the State of Florida; and

WHEREAS, on January 22, 1974, LESSOR and LESSEE entered into Lease Number **2722** (the "lease"); and

WHEREAS, LESSOR and LESSEE desire to amend the lease to add a special condition.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

1. Lease **2722** is hereby amended to add Paragraph 11:

11. SPECIAL CONDITION:

- A. Pursuant to LESSEE'S request, the land described in Exhibit "A," attached hereto and made a part hereof, shall be restricted as follows: educational, recreational, and natural resource management purposes are permitted, which shall include without limitation any form of higher education and scientific research conducted by the University of West Florida ("UWF") or the State of Florida. Development is strictly prohibited except development that minimally disturbs the natural vegetation and surroundings in support of the following activities: (1) public access to support education and research; (2) hydrological preservation and restoration; (3) sustainable forest management; (4) exotic and invasive species maintenance and control; (5) management of cultural and historical resources; (6) imperiled species habitat maintenance, enhancement, and restoration efforts; and (7) UWF-approved resources-based recreation activities with minimal impact to the natural environment. Improvements to provide access in accordance with the Americans with Disabilities Act, as amended, are permissible.

2. It is understood and agreed by LESSOR and LESSEE that in each and every respect the terms of Lease Number 2722, except as amended, shall remain unchanged and in full force and effect and the same are hereby ratified, approved and confirmed by LESSOR and LESSEE as of the date of this amendment.

3. It is understood and agreed by LESSOR and LESSEE that this Amendment Number **7** to Lease Number **2722** is hereby binding upon the parties hereto and their successors and assigns.

4. This lease amendment may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

[Remainder of page intentionally left blank; Signature page follows]

IN WITNESS WHEREOF, the parties have caused this Lease Amendment to be executed on the day and year first above written.

“LESSOR”

“LESSEE”

**BOARD OF TRUSTEES OF THE INTERNAL
IMPROVEMENT TRUST FUND OF THE STATE
OF FLORIDA**

**THE UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES**

(SEAL)

(SEAL)

BY: _____
Brad Richardson, Chief, Bureau of Public Land
Administration, Division of State Lands, State of
Florida Department of Environmental Protection, as
agent for and on behalf of the Board of Trustees of the
Internal Improvement Trust Fund of the State of
Florida.

BY: _____
Suzanne Lewis, Chair

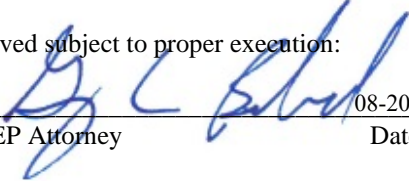
Approved subject to proper execution:
BY:  08-20-2024
DEP Attorney Date

Exhibit "A"

Lease 2722 West Campus parcel 1 (north of Pate road):

A portion of those parcels as described in OR Book 4558, Page 1460, OR Book 4584, Page 1544, OR Book 4641, Page 945, and OR Book 6736, Page 1423, Escambia County, Florida, as also described in the following Escambia County Property Appraiser abbreviated legal description:

Escambia County Property Appraiser

241N302000000000 - Legal Description

BEG AT SW COR OF SEC N 2 DEG 25 MIN 12 SEC E ALG W LI OF SEC 1403 81/100 FT TO INTERSECTION OF W LI OF SEC AND NW R/W LI OF GULF POWER COMPANY 100 FT R/W FOR POB CONT N 2 DEG 24 MIN 29 SEC E ALG W LI OF SEC 1220 90/100 FT TO INTERSECTION OF N LI OF S 1/2 OF SEC 23 AND W LI OF SEC 24 N 2 DEG 32 MIN 49 SEC E ALG W LI OF SEC 24 FOR 2295 41/100 FT TO INTERSECTION OF N LI OF S 30 ACRES OF NE 1/4 OF NE 1/4 OF SEC 23 AND W LI OF SEC 24 N 2 DEG 36 MIN 19 SEC E ALG W LI OF SEC 24 FOR 328 24/100 FT TO INTERSECTION OF N LI OF SEC 24 AND W LI OF SEC 24 INTERSECTION BEING SE COR OF CLEAR CREEK FARMS S/D PB 9 P 23 S 87 DEG 3 MIN 36 SEC E ALG N LI SEC 24 FOR 1385 43/100 FT S 8 DEG 7 MIN 0 SEC E 2743 14/100 FT TO NLY R/W LI OF GULF POWER COMPANY 100 FT RD R/W S 61 DEG 28 MIN 13 SEC W ALG NLY R/W LI 2207 12/100 FT TO POB OR 4584 P 1544 OR 4641 P 945 ALSO BEG NW COR OF SEC S 87 DEG 03 MIN 36 SEC E ALG N LI OF SEC 1385 43/100 FT FOR POB CONT SAME COURSE 793 58/100 FT S 07 DEG 52 MIN 51 SEC E 2304 65/100 FT TO NLY R/W LI OF GULF POWER (100 FT RD R/W) S 61 DEG 28 MIN 13 SEC W ALG R/W 820 92/100 FT N 08 DEG 07 MIN 00 SEC W 2743 14/100 FT TO POB OR 4641 P 945 ALSO S 30A OF NE1/4 OF NE1/4 AND SE1/4 OF NW1/4 OF NE1/4 LT 36 PLAT DB 102 P 111 S1/2 OF NE1/4 OR 4558 P 1460

BSM: 

DATE: January 5, 2024

Lease 2722 West Campus parcel 2 (south of Pate Road):

A portion of those parcels as described in OR Book 4584, Page 1544, OR Book 4641, Page 945, and OR Book 6736, Page 1423, Escambia County, Florida, as also described in the following Escambia County Property Appraiser abbreviated legal description:

Escambia County Property Appraiser

241N30200000020 – Legal Description

BEG NW COR SEC 24 T 1N R 30 S 87 DEG 03 MIN 36 SEC E ALG N LI OF SEC 24 2179 01/100 FT FOR POB S 87 DEG 03 MIN 36 SEC E 456 42/100 FT S 07 DEG 52 MIN 51 SEC E 2050 01/100 FT TO NLY R/W LI OF A GULF POWER COMPANY 100 FT R/W S 61 DEG 28 MIN 13 SEC W ALG R/W 479 08/100 FT N 07 DEG 52 MIN 51 SEC W 2304 65/100 FT TO POB ALSO BEG NE COR OF SCENIC HILLS COUNTRY CLUB S/D PB 4 P 77 WHICH BEARS S 87 DEG 55 MIN 09 SEC E 5949 65/100 FT FROM SW COR OF SEC 24 T 1N R 30 POINT BEING ON THE W LI OF UNIVERSITY OF WEST FLORIDA PROPERTY N 03 DEG 20 MIN 38 SEC E ALG W LI 50 01/100 FT TO INTER OF N R/W LI OF GREENBRIAR BLVD (100 FT R/W) N 87 DEG 54 MIN 58 SEC W ALG N R/W LI 3314 87/100 FT TO SW COR OF SCENIC HILLS NORTH S/D PB 12 P 88 N 88 DEG 07 MIN 59 SEC W ALG N R/W LI 1171 60/100 FT TO INTER E LI OF 3RD PARCEL DESC IN OR 4641 P 945 N 37 DEG 14 MIN 10 SEC E 2056 78/100 FT FOR POB N 37 DEG 14 MIN 10 SEC E ALG E LI 392 17/100 FT TO NE COR OF PARCEL N 86 DEG 39 MIN W ALG N LI OF PARCEL 1525 15/100 FT TO SLY R/W LI OF GULF POWER COMPANY 100 FT RD R/W N 61 DEG 26 MIN 56 SEC E ALG R/W 2395 94/100 FT S 03 DEG 20 MIN 19 SEC W 1266 21/100 FT S 86 DEG 38 MIN 35 SEC E 644 01/100 FT TO ELY R/W LI OF A 250 FT WIDE GULF POWER EASEMENT ALSO BEING NLY EXT OF W LI OF SCENIC HILLS NORTH S/D S 37 DEG 17 MIN 04 SEC W ALG ELY R/W LI TO AND ALG W LI OF SCENIC HILLS NORTH S/D 392 17/100 FT N 86 DEG 38 MIN 35 SEC W 1152 80/100 FT TO POB OR 6736 P 1423 ALSO BEG AT NE COR OF SCENIC HILLS COUNTRY CLUB S/D PB 4 P 77 WHICH BEARS S 87 DEG 55 MIN 14 SEC E 5949 51/100 FT FROM SW COR OF SEC (PT OF BEG IS ON W LI OF UNIVERSITY OF WEST FLORIDA PROPERTY) N 3 DEG 12 MIN 58 SEC E ALG W LI 50 1/100 FT TO INTERSECTION OF N R/W LI OF GREENBRIAR BLVD (100 FT R/W) AND W LI FOR POB N 87 DEG 55 MIN 8 SEC W ALG N R/W LI 931 49/100 FT TO SE COR OF SCENIC HILLS NORTH S/D PB 12 P 88 N 3 DEG 19 MIN 12 SEC E 1012 52/100 FT TO PT ON CIRCULAR CURVE CONCAVE TO NE RADIUS 3500 FT CENTRAL ANG 21 DEG 41 MIN 17 SEC NWLY ALG ARC OF CURVE ARC DIST 1324 85/100 FT (CH BRG N 62 DEG 26 MIN 31 SEC W CH DIST 1316 96/100 FT) N 3 DEG 22 MIN 14 SEC E

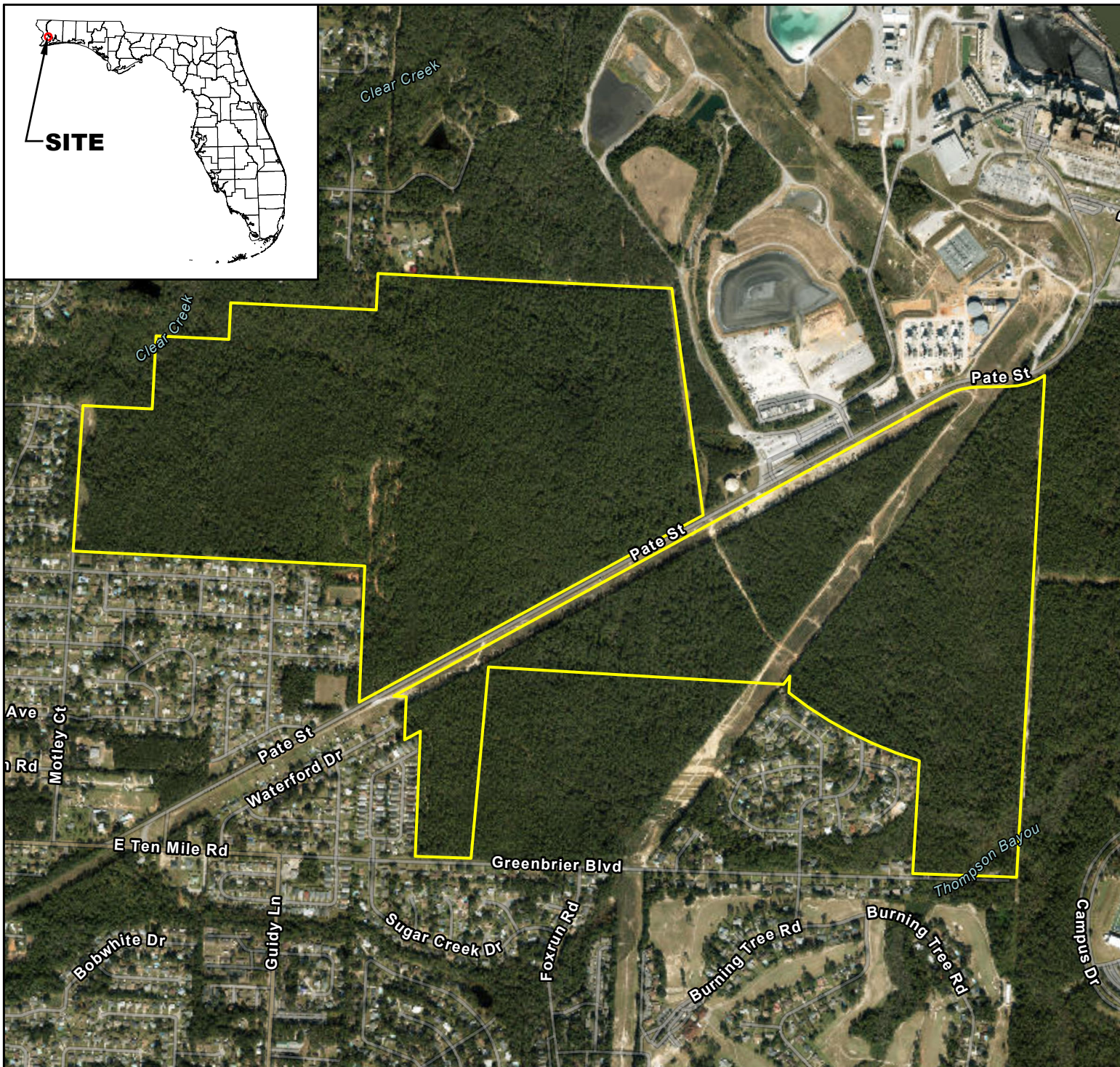
BSM: 

DATE: January 5, 2024

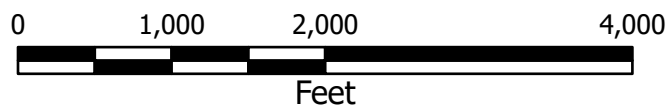
ALG NON TANGENT LI 149 65/100 FT TO E LI OF GULF POWER EASEMENT (250 FT EASEMENT) N 37 DEG 17 MIN 38 SEC E ALG E LI OF GULF POWER COMPANY EASEMENT 298 48/100 FT N 86 DEG 39 MIN 5 SEC W 644 60/100 FT N 3 DEG 20 MIN 55 SEC E 1266 FT TO SLY R/W LI OF GULF POWER COMPANY 100 FT RD R/W N 61 DEG 27 MIN 0 SEC E ALG SLY R/W LI 1693 65/100 FT N 61 DEG 0 MIN 0 SEC E 335 13/100 FT TO PC OF CIRCULAR CURVE CONCAVE TO SE RADIUS 612 70/100 FT CENTRAL ANG 27 DEG 59 MIN 0 SEC NELY ALG ARC OF CURVE ARC DIST 299 24/100 FT (CH BRG N 74 DEG 59 MIN 26 SEC E CH DIST 296 28/100 FT) TO PT OF CURVE N 88 DEG 59 MIN 14 SEC E 273 80/100 FT TO PC CIRCULAR CURVE TO N RADIUS 643 52/100 FT CENTRAL ANG 31 DEG 10 MIN 24 SEC NELY ALG ARC OF CURVE ARC DIST 350 12/100 FT (CH BRG N 73 DEG 23 MIN 16 SEC E CH DIST 345 83/100 FT) TO INTERSECT OF W LI OF UNIVERSITY OF WEST FLORIDA PROPERTY AND CIRCULAR CURVE S 3 DEG 12 MIN 53 SEC W ALG W LI 4501 70/100 FT TO POB OR 4584 P 1544 OR 4641 P 945 OR 6736 P 1423 LESS PART DESCRIBED AS PARCEL 2 IN OR 600 P 420 LESS OR 6736 P 1426 UNIV W FL

BSM: 

DATE: January 5, 2024



 Subject Parcels



Amendment 7 to Lease Number 2722

Escambia County, Florida

State of Florida
Department of Natural Resources
Division of State Lands

Document Conversion

FILE HEADER SHEET

FILE #: 2722 (1)

STATE OF FLORIDA
BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND

LEASE AGREEMENT

(1) 2722

No. 2722

WHEREAS, State of Florida Board of Trustees of the Internal Improvement Trust Fund holds title to certain lands and property being utilized by the State of Florida for public purposes, and

WHEREAS, State of Florida Board of Trustees of the Internal Improvement Trust Fund is directed and authorized in Section 253.03, Florida Statutes, to enter into leases for the use, benefit and possession of public lands by State agencies which may properly use and possess them for the benefit of the State;

NOW, THEREFORE, this agreement made between STATE OF FLORIDA BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND as LESSOR, and the FLORIDA BOARD OF REGENTS, as LESSEE,

WITNESSETH:

The parties, for and in consideration of mutual covenants and agreements hereinafter contained, hereby covenant and agree as follows:

1. The lessor does hereby lease to the lessee the following described premises in the County of Escambia, State of Florida, together with the improvements thereon:

All those certain lands known as University of West Florida properties as described in deeds from Escambia County, Florida and Santa Rosa Island Authority to the Trustees of the Internal Improvement Fund and recorded in Official Records Book 458, Pages 607-609, and from State of Florida Board of Education to the State of Florida Board of Trustees of the Internal Improvement Trust Fund and recorded in Official Records Book 528, Pages 987-989, all of the public records of Escambia County, Florida.

25-29
IN
30W

2, 5, 53,
54
15
30W

LEGAL DESCRIPTION APPROVED
AND
THIS INSTRUMENT WAS PREPARED BY
JAMES T. WILLIAMS
ELLIOT BUILDING
TALLAHASSEE, FLORIDA 32304

TO HAVE AND TO HOLD the above described land for a period of Ninety-nine (99) years from the date hereof, for the purposes of developing, improving, operating, maintaining and otherwise managing said land for public purposes.

2. The lessee shall have the right to enter upon said land for all purposes necessary to the full enjoyment by said lessee of the rights herein conveyed to it.

3. The lessee shall through its agents and employees cooperate to prevent the unauthorized use of said land or any use thereof not in conformity with this lease.

4. This lease shall terminate at the sole option of the lessor, and the lessee shall surrender up the premises to the lessor, when and if said premises, including lands and improvements, shall cease to be used for public purposes. As used in this agreement, the term "public purposes" shall mean all or any of the purposes, actions or uses which the law authorizes to be done or performed by the lessee or by any of the officers, agents or employees of the lessee for and on behalf of the lessee. Any costs arising out of the enforcement of the terms of this lease agreement shall be the exclusive obligation of the lessee, payable upon demand of the lessor.

5. The lessor does not warrant or guarantee title, right or interest in the hereinabove described property.

6. The lessor or its duly authorized agents shall have the right at any time to inspect the said land and the works and operations thereon of the lessee in any matter pertaining to this agreement.

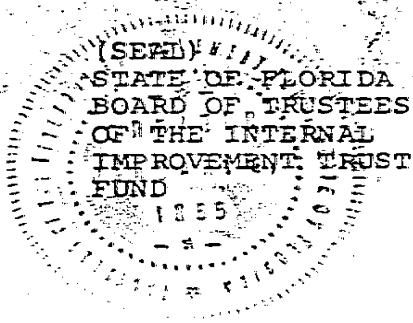
7. Any inequities that may subsequently appear in this lease shall be subject to negotiation upon written request of either party, and the parties agree to negotiate in good faith as to any such inequities.

8. This agreement is for public purposes and the lessee shall have the right to enter into further agreements or to sublease all or any part of the within land so long as the agreement and/or sublease shall effectively carry out and further the general purposes herein described after written notice to and right of rejection by the lessor.

9. The lessee hereby covenants and agrees to investigate all claims of every nature at its own expense, and to indemnify, protect, defend, hold and save harmless the State of Florida Board of Trustees of the Internal Improvement Trust Fund and the State of Florida from any and all claims, actions, law suits and demands of any kind or nature arising out of this agreement.

10. This agreement is executed in duplicate, each copy of which shall for all purposes be considered an original.

IN TESTIMONY WHEREOF, the Trustees, for and on behalf of the State of Florida Board of Trustees of the Internal Improvement Trust Fund have hereunto subscribed their names and have caused the official seal of said State of Florida Board of Trustees of the Internal Improvement Trust Fund to be hereunto affixed, in the City of Tallahassee, Florida, on this the 22nd day of January, A. D. 1974, and the Board of Regents has duly executed same and has affixed its official seal hereto this 22nd day of January, A.D., 1974.



Reubin O. Askew
Governor

Richard L. Stone
Secretary of State

Robert L. Brin
Attorney General

Frederic R. Kusz
Comptroller

Thomas W. Smalley
Treasurer

Wayne T. Christian
Commissioner of Education

Deak Conner
Commissioner of Agriculture

As and Constituting the State of Florida Board of Trustees of the Internal Improvement Trust Fund

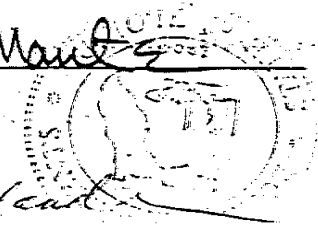
BOARD OF REGENTS

By Robert B. Mautz
Chairman

(SEAL)
BOARD OF REGENTS

ATTEST:

Heidi Cleat



Board of Trustees
Full Board Meeting
September 12, 2024

Legislative Budget Requests

Recommended Action:

Approve the proposed 2025-2026 Legislative Budget Requests as presented.

Background Information:

Both requests were due to the Board of Governors on July 31 and were agreed to be submitted pending University Board of Trustee approval at the following full Board meeting.

Research for Tomorrow: Expanding UWF's Research Infrastructure - \$5,841,000

The purpose of this Legislative Budget Request is to seek funding to expand UWF's computational and population health research capabilities, to produce industry-aligned doctoral students, and to enhance and support the Florida Panhandle's growing economy.

Office of Workforce Development and Workforce Education Partnership Program - \$3,765,000

The purpose of this Legislative Budget Request is to bridge the gap between academic preparation and employment opportunities, UWF is establishing the Office of Workforce Development (OWD) and implementing a Workforce Education Partnership Program. This initiative will address the critical need for skilled professionals in Northwest Florida, aligning with UWF's strategic priorities and Accountability Plan.

Implementation Plan:

Please refer to Legislative Budget Request documents for respective implementation strategies.

Fiscal Implications:

UWF will invest \$750,000 as a match to the LBR to demonstrate strong commitment to this workforce alignment endeavor and to ensure a successful launch and scalability.

Relevant Authority:

BOG 1.001 (6) and BOG 9.007(9)

Supports Strategic Direction(s):

Strategic Direction 1: Student Centered and Focused, Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs, and Strategic Direction 4: Community and Economic Engagement

Supporting Documents:

1. 25-26 LBR Research for Tomorrow Form I
2. 25-26-LBR-Research for Tomorrow Form II
3. 25-26-LBR-OWD Partnership Program Form I
4. 25-26-LBR-OWD Partnership Program Form II

Prepared by:

Abigail Megginson, Director, Government Relations, 850-474-2392, amegginson@uwf.edu

Presenter:

Abigail Megginson, Director, Government Relations

**State University System
Education and General
2025-2026 Legislative Budget Request
Form I**

University(s):	University of West Florida
Request Title:	Research for Tomorrow: Expanding UWF's Research Infrastructure
Date Request Approved by University Board of Trustees:	
Recurring Funds Requested:	\$5,841,000
Non-Recurring Funds Requested:	\$0
Total Funds Requested:	\$5,841,000
Please check the request type below:	
Shared Services/System-Wide Request	x <input type="checkbox"/>
Unique Request	x <input type="checkbox"/>

I. Purpose -

- 1. Describe the overall purpose of the plan, specific goal(s) and metrics, specific activities that will help achieve the goal(s), and how these goals and initiatives align with strategic priorities and accountability plan established by each university (include whether this is a new or expanded service/program). If expanded, what has been accomplished with the current service/program?*

Overall Purpose

The purpose of this Legislative Budget Request is to seek funding to expand UWF's computational and population health research capabilities, to produce industry-aligned doctoral students, and to enhance and support the Florida Panhandle's growing economy.

Support for University Research Units

The first unit we intend to support with LBR funds is the Institute for Analytics and Industry Advancement ((IA)²). We propose to use LBR funds to build (IA)² into a world-class research center of excellence focused on advanced computational research (such as Machine Learning, Deep Learning, and Cognitive Analytics) and enhanced and sustained through grants and contacts. On specialty of (IA)² is the ability to develop easy-to-understand analytics for decision-making purposes. Specifically, (IA)² transitions university data to easy-to-use student success dashboards to improve enrollment, retention, graduation rates, and overall student success. With this LBR we propose

universities in the Florida State University System receive access to a customized student success platform containing predictive models specific to individual universities. The goal in using these models is to improve performance-based metric scores.

The second unit we intend to use LBR funds to support is the Institute for Global and Population Health (IGPH). We propose to use LBR funds to develop IGPH into a world-class research institute of excellence focused on population health and enhanced and sustained through grants and contracts. Numerous challenges threaten human health regionally, nationally, and globally. These challenges involve complex topics such as aging populations, diet quality and security, pollution and environmental challenges, healthcare access, availability of medicines, water quality, and health literacy. The Florida Panhandle is a unique area where health disparities and access are a significant challenge, and rigorous study is the key to turning the tide toward a healthy population.

By developing (IA)² and IGPH into research centers of excellence, the institutes will complement one another in providing a better understanding of the issues surrounding human health and our environment from a computational and public health studies perspective.

Expansion of Doctoral Programs to Support Industry

The Intelligent Systems and Robotics (ISR) PhD program is partnered with the Institute for Human and Machine Cognition and currently produces unique students with advanced data analysis, robotics, and human augmentation skills. The growth in AI and Human Augmentation as a business sector will likely continue and become a more prominent component of the US economy. We propose to use LBR funds to increase enrollment in the ISR program by providing 10 more student assistantships.

Further, this LBR seeks to support additional students through a proposed PhD program in Health and Human Performance Analytics. This program will provide students for the workforce who are not only highly skilled in data analysis, using the latest approaches in AI and Machine Learning, but also will be skilled biomedical researchers, who are critical to support biotechnology workforce needs. We propose to use LBR funds to provide 15 student assistantships.

Metrics

Performance Metric #1: Successful award of a minimum of 6 Million Dollars (\$6,000,000) in competitively awarded research grant proposals or industry contracts focused on the broader objectives of (IA)² and IGPH by the end of year 5 of LBR funding.

Performance Metric #2: The addition of fifty-one (51) net new FTE positions by the start of year 4 of LBR funding. This includes data analysts, software engineers, research scientists, post-doctoral positions, and research assistants (PhD students). See table below.

Performance Metric #3: Increase student enrollment in Intelligent Systems and Robotics PhD to 35 students by year 3 of LBR funding (an increase of 10 students).

Performance Metric #4: Plan and submit necessary documentation for approval to begin a new PhD program in Health and Human Performance Analytics by year 2 of LBR funding.

Performance Metric #5: Increase student enrollment to 15 students in the Health and Human Performance Analytics PhD program by year 5 of LBR funding.

	Position	No.	Salary	Total (w/Benefits)
Analytics and Industry Advancement	Data Analyst	2	\$90,000	\$240,000
	Software Engineer	2	\$90,000	\$240,000
	Research Scientists	8	\$175,000	\$1,862,000
	Post Doctoral	3	\$80,000	\$320,000
Global and Health Population	Research Scientists	8	\$175,000	\$1,862,000
	Post Doctoral	3	\$80,000	\$320,000
PhD programs	Research Assistants (10 for ISR program and 15 for HHPA program)	25	\$30,000	\$997,000
Total		51		\$5,841,000

Alignment with Strategic Priorities and Accountability Plan

The performance metrics above align with the 2022-2027 UWF Strategic Plan, the Board of Governors Strategic Plan, and the UWF Accountability Plan. Specifically, from the UWF Strategic Plan, the following areas are aligned with the performance metrics:

Strategic Direction 2: Employee Success

- 2.1 Recruit and retain capable employees (research faculty) who support UWF’s mission, values, and strategic directions of service to the institution and the community.

Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs

- 3.1 Ensure excellent academic programs in areas of strategic importance to the University, region, and state.
- 3.2 Enhance student-faculty engagement

Strategic Direction 4: Community and Economic Engagement

- 4.1 Enhance the region’s educational opportunities, economic development, health, and environmental sustainability.
- 4.2 Provide specific workforce needs/credentials for regional and state businesses.

The performance metrics also align with the Board of Governors strategic goals, specifically:

- Strengthen Quality and Reputation Scholarship, Research, and Innovation

- Increase Research and Commercialization Activity
- Increase Collaboration and External Support for Research Activity

The performance metrics also align with the UWF Accountability plan, specifically on increasing total research expenditures to \$50M over the next five years and increasing total research expenditures from external sources to \$21M over the next five years.

If expanded, what has been accomplished with current service/program

(IA)² currently provides data analytics services to various offices at UWF with an emphasis on predictive modeling to provide support services to at-risk students as early as possible. Due to the services provided by (IA)², the UWF's retention and graduation rates have significantly improved. By expanding these services to the SUS, tools will be available to the SUS to help maintain the number one University system in the nation.

We are also expanding on the ISR PhD program. We are proposing to use LBR funds to expand from 25 students to 35 students.

2. Describe any projected impact on academic programs, student enrollments, and student services.

The only projected impact is the increase in the number of students in the ISR program. With the addition of research scientists and a new PhD program, the impact on overall student enrollment and student services will be very minimal.

II. Return on Investment - *Describe the outcome(s) anticipated, dashboard indicator(s) to be improved, or return on investment. Be specific. For example, if this issue focuses on improving retention rates, indicate the current retention rate and the expected increase in the retention rate. Similarly, if the issue focuses on expanding access to academic programs or student services, indicate the current and expected outcomes.*

The return on investment is three-fold. First, (IA)² and IGPH will assist in attracting renowned scientists and researchers to the University of West Florida and, in turn, more federal, state, and industry research funding to Northwest Florida. Performance metric #6 is the successful award of a minimum of 6 million dollars in competitively awarded research grant proposals or industry contracts focused on the broader objectives of (IA)² and IGPH. These research dollars will be spent in Northwest Florida, significantly adding to the local economy. Additionally, these research dollars will increase over time allowing UWF to hire more scientists and researchers, which translates to more funding for Northwest Florida.

The second return on investment, through the student success platform, is higher retention and graduation rates for the university system, which translates to more skilled employees for Florida.

The third return on investment is the production of individuals with advanced data analysis, robotics, and human augmentation skills via the ISR PhD. Additionally, through the PhD program in Health and Human Performance Analytics, will be the production of individuals who skilled is data analysts, using the latest approaches in AI and Machine Learning, but also skilled as biomedical researchers. Both PhD programs will produce individuals with skill sets industries of the future will require.

In summary, the return on investment includes:

- NEW external dollars coming into our region that would not otherwise exist; not supplanting other state or regional funds.
- This LBR investment in (IA)² and IGPH will allow UWF to hire more scientists and then enable those scientists to propose on and win additional new federal, state, industry, or foundation programs, thus increasing spending for R&D in our region.
- High wage job creation: New professionals to the area. Examples: Research Scientists, Data Analysts, and Software Engineers.
- New intellectual property and technology transfer opportunities as well as the potential for associated spin-off companies. (IA)² and IGPH will serve as a hub for new business development in a growth industry.
- Advanced defense-related partnerships/collaborations through tailored computational model design and implementation

III. Personnel – *Describe personnel hiring and retention plans, making sure to connect both plans to initiative(s) and goal(s) described in section I. State the amount of faculty FTE and staff FTE and estimated funding amounts used for retention and new hires in each category. In describing faculty hires, provide overall hiring goals, including academic area(s) of expertise and anticipated hiring level (e.g. assistant professor, associate professor, full professor). Please describe how funds used for faculty or staff retention will help the institution achieve its stated goals.*

We plan to hire according to the table below. All hires for the research scientists will be advertised at the associate or full professor levels; we wish to recruit individuals who will bring grant funding with them. We use an average 9-month salary of \$175,000 for these research positions. Other positions (data analyst, software engineer, post doc, and research assistants) have no hiring levels.

The table shows how we plan to meet performance metric #3 with the addition of fifty-one (51) net new FTE positions by the start of year 4 of LBR funding. With the addition of these faculty, UWF will meet Metric #1, the successful award of a minimum of 6 million dollars (\$6,000,000) in competitively awarded grants by the end of year 5 funding. According to the table, Metric #3 will be met by year 3 (the 10 PhD students in years 1 and 2 are for the ISR program) and Metric #5 will be met by year 5 (the remaining PhD students in years 3-5 are for the Health and Human Performance program).

The LBR request is for recurring funding. In year 4 the full the request of \$5.841M will be accounted for. The savings generated in years 1-3 will be used for startup funds, computing infrastructure, and other necessary research equipment.

	Position	Year 1	Year 2	Year 3	Year 4	No.	Salary	Total (w/Benefits)
Analytics and Industry Advancement	Data Analyst	1	1			2	\$90,000	\$240,000
	Software Engineer	1	1			2	\$90,000	\$240,000
	Research Scientists		3	2	2	8	\$175,000	\$1,862,000
	Post Doctoral		1	2		3	\$80,000	\$320,000
Global and Health Population	Research Scientists		3	2	2	8	\$175,000	\$1,862,000
	Post Doctoral		1	2		3	\$80,000	\$320,000
PhD programs	Research Assistants (10 for ISR program and 15 for HHPA program)	5	5	8	7	25	\$30,000	\$997,000
Total						51		\$5,841,000

IV. Facilities (If this issue requires an expansion or construction of a facility, please complete the following table.):

No Facilities expansion or construction.

	Facility Project Title	Fiscal Year	Amount Requested	Priority Number
1.				
2.				

2025-2026 Legislative Budget Request
Education and General
Position and Fiscal Summary
Operating Budget Form II
(to be completed for each issue)

University: University of West Florida
Issue Title: Research for Tomorrow

	<u>RECURRING</u>	<u>NON- RECURRING</u>	<u>TOTAL</u>
<u>Positions</u>			
Faculty	49.00	0.00	49.00
Other (A&P/USPS)	2.00	0.00	2.00
	-----	-----	-----
Total	51.00	0.00	51.00
	=====	=====	=====
Salaries and Benefits	\$5,841,000	\$0	\$5,841,000
Other Personal Services	\$0	\$0	\$0
Expenses	\$0	\$0	\$0
Operating Capital Outlay	\$0	\$0	\$0
Electronic Data Processing	\$0	\$0	\$0
Financial Aid	\$0	\$0	\$0
Special Category (Specific)	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	-----	-----	-----
Total All Categories	\$5,841,000	\$0	\$5,841,000
	=====	=====	=====

**State University System
Education and General
2025-2026 Legislative Budget Request
Form I**

University(s):	University of West Florida
Request Title:	Office of Workforce Development and Workforce Education Partnership Program
Date Request Approved by University Board of Trustees:	Pending approval at next BOT meeting September 12, 2024
Recurring Funds Requested:	\$3,765,000
Non-Recurring Funds Requested:	
Total Funds Requested:	\$3,765,000
Please check the request type below:	
Shared Services/System-Wide Request	<input type="checkbox"/>
Unique Request	<input checked="" type="checkbox"/>

I. Purpose -

1. *Describe the overall purpose of the plan, specific goal(s) and metrics, specific activities that will help achieve the goal(s), and how these goals and initiatives align with strategic priorities and accountability plan established by each university (include whether this is a new or expanded service/program). If expanded, what has been accomplished with the current service/program?*
2. *Describe any projected impact on academic programs, student enrollments, and student services.*

Building on our success as a top achiever in graduate employment for high-wage jobs, the University of West Florida (UWF) is ready to elevate our impact with stronger business partnerships. With a vast alumni network and record enrollment, UWF is perfectly positioned to continue supplying skilled workers to support the local economy. Our goal is to bridge the gap between education and employment in Northwest Florida (NWFL), aligning careers with economic success. This proposal outlines our bold plan to advance workforce alignment efforts through 2026 and beyond, ensuring that UWF remains a key driver of regional prosperity.

A. New UWF Office of Workforce Development

To bridge the gap between academic preparation and employment opportunities, UWF is establishing the Office of Workforce Development (OWD) and implementing a

Workforce Education Partnership Program. This initiative will address the critical need for skilled professionals in Northwest Florida, aligning with UWF's strategic priorities and Accountability Plan.

Key Objectives:

- **Liaison for Workforce Initiatives:** Connect industry needs with UWF decision-makers.
- **Identify Talent Gaps:** Conduct needs assessments, focus groups, and gap analyses.
- **Collaborate with Industry:** Respond to occupational trends and forecast hiring needs.
- **Consult on Certifications:** Work with Deans and Department Chairs regarding necessary industry certifications.
- **Partner with Workforce Alignment Entities:** Collaborate with the Chamber of Commerce, CareerSource, and regional economic development offices.
- **Align with Regional Needs:** Ensure UWF's strategic priorities meet state and regional workforce demands.
- **High-Impact Talent Pipeline:** Offer students a unique high-impact career development experience through the participation and completion of a workforce education partnership program.

B. New UWF Workforce Education Partnership Program: UWF Talent Catalyst

Partnerships established between universities and employers require stewardship, ongoing assessment, accountability, and relationships built on trust and common interests. Such partnerships take time and commitment from all parties to ensure success for students and mutually beneficial outcomes for all partners. UWF is committed to building and maintaining relationships with employers that will stand the test of time and contribute to the common good.

In response to Florida Senate Bill 240, UWF will launch a Pilot Test Workforce Education Partnership Program to be named UWF Talent Catalyst in Fall 2024. This talent pipeline in strategic partnership with major employers will include four key components:

1. Paid Workforce Experience

Goal: Create paid part-time jobs, internships, and apprenticeships with local employers, with nearly all positions being newly created.

Importance: Hands-on work integrates classroom knowledge with practical application, enhancing students' experience and professional connections. For employers, these programs serve as effective recruiting tools, allowing them to evaluate and guide potential candidates. Experiential learning is crucial as it boosts graduates' employability, wages, and job interview opportunities.

2. Essential Professional Soft Skills Course

Goal: Create a course focused on essential professional soft skills such as communication, teamwork, and problem-solving.

Importance: Over 90% of employers value soft skills as much as technical skills, with many noting a shortage. Effective soft skills training can solve hiring and retention challenges, enhance career adaptability, and promote self-directed career plans, benefiting both employers and the community.

3. Mentorship Program

Goal: Connect students with industry professionals through mentorship initiatives.

Importance: Mentorship significantly enhances students' career readiness, professional networks, and practical skills, making them more competitive in the job market. For mentors, it offers personal fulfillment and the opportunity to shape future leaders, fostering a culture of knowledge-sharing and continuous learning.

4. E-Portfolios

Goal: Facilitate the creation of e-portfolios for students to showcase their skills and experiences.

Importance: E-portfolios allow students to present their abilities dynamically, enhancing their job applications. For employers, they provide a comprehensive view of a candidate's skills, projects, and practical experience, leading to better hiring decisions and more efficient recruitment processes.

Our program aims to develop a sustainable talent pipeline through strategic business partnerships, co-curricular learning, work experience, mentoring, and professional development. This program will significantly enhance the employability of graduates and meet the needs of local and state employers.

II. Return on Investment - *Describe the outcome(s) anticipated, dashboard indicator(s) to be improved, or return on investment. Be specific. For example, if this issue focuses on improving retention rates, indicate the current retention rate and the expected increase in the retention rate. Similarly, if the issue focuses on expanding access to academic programs or student services, indicate the current and expected outcomes.*

A. UWF Goals and Metrics:

I. Increase Employment and Earnings:

- **Metric 1:** Percent of Bachelor's Graduates Employed \$40,000+ and/or Continuing their Education 1 year after graduation: Target 79.8%
- **Metric 2:** Median Average Full-Time Wages of Undergraduates Employed 1 year after graduation: Target \$53,000

II. Improve Graduation Rates:

- **Metric 4:** Four-Year Graduation Rate Full-time FTIC: Target 48.1%
- **Metric 9a:** 3-Year Graduation Rate for AA FCS Transfers: Target 52.3%

III. Enhance High-Impact Practices:

- **Metric 10:** Percent of Baccalaureate Graduates Completing 2+ Types of High-Impact Practice: Target 60.6%

B. UWF Talent Catalyst (Workforce Education Partnership Program) Participation:

Year	Number of Employers	Number of Students
1	2-3	20
2	4-6	40
3	5-10	60

It is important to note that 1) this program not only benefits students but also assists businesses in NWFL to grow, and 2) nearly all participating students will fill newly created part-time jobs.

C. Proposed Budget for the UWF Office of Workforce Development and the UWF Talent Catalyst Workforce Education Partnership Program:

Importance of Partnership Incentive Grants: Northwest Florida employers, often limited by smaller budgets and staffing, struggle to independently fund extensive workforce education programs. Financial incentives are crucial for these businesses to partner with UWF, enabling large-scale workforce development initiatives. Matching grants can help offset costs, promote program sustainability, and ensure companies can maintain new positions and apprenticeships over time. These incentives drive regional economic growth by developing a skilled workforce, covering essential costs like hiring, onboarding, technology, IT, and student salaries for the first three years, allowing employers to integrate these expenses into their operational budgets.

Importance of Student Scholarships and Tuition Waivers: Scholarships are crucial for college students in workforce education programs, providing financial support like stipends and tuition waivers for internship credits, thus increasing access to experiential learning. By covering costs such as tuition and housing amid rising living expenses, scholarships reduce student stress, enable timely graduation, and allow full engagement in education and career preparation. Ultimately, they remove financial barriers, ensuring students can achieve their academic and professional goals and contribute meaningfully to the workforce.

Item	Year 1 Cost	Year 2 Cost	Year 3 Cost	3-Year Request
Partnership Incentive Grants	\$200,000	\$400,000	\$600,000	\$1,200,000
Student Internship Stipends and Tuition Waivers	\$200,000	\$400,000	\$600,000	\$1,200,000
Program Training & Curriculum Expenses	\$50,000	\$100,000	\$150,000	\$300,000
Employer Marketing and Outreach	\$35,000	\$35,000	\$35,000	\$105,000
IT/Equipment/Utilities/Travel	\$15,000	\$15,000	\$15,000	\$45,000
	\$2,850,000			

IV. Personnel – Describe personnel hiring and retention plans, making sure to connect both plans to initiative(s) and goal(s) described in section I. State the amount of faculty FTE and staff FTE and estimated funding amounts used for retention and new hires in each category. In describing faculty hires, provide overall hiring goals, including academic area(s) of expertise and anticipated hiring level (e.g. assistant professor, associate professor, full professor). Please describe how funds used for faculty or staff retention will help the institution achieve its stated goals.

To meet the goals mentioned, the proposal includes 3 staff FTE.

- **Director/Faculty:** Focus on individuals with backgrounds in industry partnerships, career readiness, and high-impact educational practices. Faculty will teach the Essential Professional Soft Skills Course and bring expertise in critical areas, enhancing the quality and relevance of academic programs and professional skills training.
- **Staff:** Emphasis on experience in student counseling, program administration, and employer relations. Dedicated personnel will ensure the smooth operation of programs, effective partnership management, and robust student support services.

Position	Year 1	Year 2	Year 3	3-Year Total
Director/Faculty Salary +Fringe	\$145,000	\$145,000	\$145,000	\$435,000
Asst. Director Salary +Fringe	\$95,000	\$95,000	\$95,000	\$285,000
Coordinator Salary +Fringe	\$65,000	\$65,000	\$65,000	\$195,000
	\$915,000			

The University of West Florida will invest \$750,000 as a match to the Legislative Budget Request to demonstrate strong commitment to this

workforce alignment endeavor and to ensure a successful launch and scalability.

At UWF, we are committed to meeting current and emerging workforce needs by preparing the next generation of highly skilled, workforce-ready graduates to support our local, regional, and state economies.

V. Facilities *(If this issue requires an expansion or construction of a facility, please complete the following table.):*

No Facilities expansion or construction.

	Facility Project Title	Fiscal Year	Amount Requested	Priority Number
1.				
2.				

2025-2026 Legislative Budget Request
Education and General
Position and Fiscal Summary
Operating Budget Form II
(to be completed for each issue)

University:

University of West Florida

Issue Title:

**UWF Office of Workforce Development
& Education Partnership**

	<u>RECURRING</u>	<u>NON- RECURRING</u>	<u>TOTAL</u>
<u>Positions</u>			
Faculty	1.00	0.00	1.00
Other (A&P/USPS)	2.00	0.00	2.00
	-----	-----	-----
Total	3.00	0.00	3.00
	=====	=====	=====
Salaries and Benefits	\$915,000	\$0	\$915,000
Other Personal Services	\$0	\$0	\$0
Expenses	\$300,000	\$0	\$300,000
Operating Capital Outlay	\$0	\$0	\$0
Electronic Data Processing	\$0	\$0	\$0
Financial Aid - Internship Stipends and Tuition Waivers	\$1,200,000	\$0	\$1,200,000
Special Category - Partnership Incentive Grants	\$1,200,000	\$0	\$1,200,000
Marketing and Outreach	\$105,000	\$0	\$105,000
<u>IT/Equipment/Utilities/Travel</u>	<u>\$45,000</u>	<u>\$0</u>	<u>\$45,000</u>
	\$0	\$0	\$0
	-----	-----	-----
Total All Categories	\$3,765,000	\$0	\$3,765,000
	=====	=====	=====

**Board of Trustees
Full Board Meeting
September 12, 2024****2024 UWF Board of Trustees Self-Evaluation Effectiveness Survey Results**

Recommended Action:

Approve the 2024 UWF Board of Trustees Self-Evaluation Effectiveness Survey Results.

Background Information:

The UWF BOT's participation in self-evaluation is an important quality marker as part of an educational institution's annual strategic planning and evaluation process.

The UWF Board of Trustees has responsibilities as delegated by the State University System of Florida Board of Governors. On June 7, 2019, the UWF Board of Trustees identified nine areas of responsibility as most important for the self-evaluation process. The nine areas are:

1. Set Strategic Direction and Educational Mission
2. Appoint, Support, and Evaluate the University President
3. Academic program Oversight
4. Resources/Fiscal Management
5. Sound Judgment
6. Community Relations/Advocacy
7. Legislative/Governmental Affairs
8. Board of Trustees Meeting Preparation and Attendance
9. Philanthropy

Based on these nine areas of responsibility, the trustees also selected questions to be used in the 2019 survey which related directly to each of the areas of responsibility. This most recent iteration of the self-evaluation survey was opened on June 24, 2024, for the current evaluation period. The survey results have been compiled and are being presented to the Board today for review and approval as well as determination of any plans for continuous improvement into 2025.

Implementation Plan:

- September 12, 2024 – UWF BOT reviews and approves the survey results.
- 2026 – UWF BOT participates in Self-Evaluation Effectiveness Survey per BOT policy.

Fiscal Implications:

None.

Relevant Authority:

BOT-15.00-03/23 Policy on Board Self-Evaluation

Supports Strategic Direction(s):

This action item supports all seven Strategic Directions.

Supporting Documents:

1. 2024 UWF Board of Trustees Self-Evaluation Effectiveness Survey Results

Prepared by:

Angela Bryan, Director of Institutional Effectiveness & SACSCOC Liaison, x7234, abryan@uwf.edu

Presenter:

Suzanne Lewis, Chair, UWF Board of Trustees

**Board of Trustees
Full Board Meeting
September 12, 2024**

2023-2024 Presidential Performance Evaluation Report

Recommended Action:

Approve the 2023-2024 Presidential Performance Evaluation Report and compensation recommendation as presented and delegate authority to the Board of Trustees Chair to submit the report to the Board of Governors.

Background Information:

In keeping with the Presidential Evaluation Policy BOT-14.01-06/17 schedule, the BOT Presidential Performance Evaluation and Metrics (PPEM) Ad Hoc Committee provided the Trustees with the 2023-2024 Presidential Evaluation via Qualtrics. The Trustees were asked to evaluate the President on the University's seven Strategic Directions. 100% of the Trustees completed the evaluation and provided comments and observations about the President's performance.

The PPEM Ad Hoc Committee met on August 13, 2024, to review the 2023-2024 Presidential Evaluation results and finalize the 2023-2024 Presidential Performance Evaluation Report being presented to the Board of Trustees today.

Implementation Plan:

Upon approval, the 2023-2024 Presidential Performance Evaluation Report will be submitted to the BOG.

Fiscal Implications:

Any approved changes to the President's compensation.

Relevant Authority:

University Policy BOT-14-14.01-06/17 Presidential Evaluation Policy

Supports Strategic Direction(s):

This action item supports all seven Strategic Directions.

Supporting Documents:

1. 2023-2024 Presidential Performance Evaluation Report
2. 2023-2024 Evaluation Results

Prepared by:

BOT Presidential Performance Evaluation and Metrics Ad hoc Committee

Presenter:

Trustee Jill Singer, PPEM Ad Hoc Committee Chair

**Board of Trustees
Full Board Meeting
September 12, 2024**

Renewal of Employment Agreement for President Martha D. Saunders for 2025

Recommended Action:

Approve the renewal terms to the employment agreement for President Martha D. Saunders for the time period of January 1, 2025, through December 31, 2025, and authorize the Chair of the UWF BOT to execute on behalf of the BOT the renewed employment agreement.

Background Information:

The Board of Trustees is responsible for the renewal of the President's contract, which is subject to confirmation by the Board of Governors. "Each board of trustees shall provide for the establishment of the personnel program for all the employees of the university, including the president, which may include but is not limited to: compensation and other conditions of employment ..." (BOG Reg. 1.001(5)(a)).

Renewals of presidential employment contracts are limited to one-year terms and must be confirmed by the Board of Governors. (BOG Reg. 1.001(5)(c)). In a showing of state university system cooperation, it is expected that the Board of Governors will confirm the presidential reappointment by the Board of Trustees. (§1001.70(6)(a), Fla. Stat.).

President Saunders' initial employment agreement was a three-year term from January 1, 2017, through December 31, 2019. After this initial term, there have been one-year employment agreements executed each of the following years through 2024.

The Presidential Performance Evaluation and Metrics Ad Hoc Committee approved the employment agreement at its meeting on August 13, 2024, with revisions as follows: (1) an increase to the base salary of 3%, bringing it to \$536,273.00 (para. 4.1); and (2) clarification with respect to the contract the President will have if she returns to a faculty position at some point in the future (para. 11.4).

Upon the Board of Trustees' approval, approval by the UWF Foundation of its funding obligations will be obtained. Additionally, Board of Governors' approval of the reappointment of President Saunders will be sought at the Board of Governors meeting on October 29-30.

Implementation Plan:

Effective January 1, 2025, upon approval of the Board of Trustees, the UWF Foundation, and the Board of Governors.

Fiscal Implications:

It is expected that the amounts necessary to pay the compensation described in the employment agreement are available in the University budget and no more of this amount than is allowed by Florida Statutes shall be paid from public funds. Compensation beyond the cap is funded by non-state funds through the University of West Florida Foundation, Inc.

Relevant Authority:

BOG Reg. 1.001

§1001.706(6)(a), Fla. Stat.

Supports Strategic Direction(s):

This action item supports all seven Strategic Directions.

Supporting Documents:

1. Proposed Employment Agreement between the University of West Florida Board of Trustees and Dr. Martha D. Saunders, January 1, 2025, through December 31, 2025 – redlined copy
2. Proposed Employment Agreement between the University of West Florida Board of Trustees and Dr. Martha D. Saunders, January 1, 2025, through December 31, 2025 – clean copy
3. Summary of Contract Terms

Prepared by:

Susan A. Woolf, General Counsel, Office of the General Counsel, 850-474-3420, swoolf@uwf.edu

Presenter:

Suzanne Lewis, Chair, UWF Board of Trustees

Board of Trustees
Full Board Meeting
September 12, 2024FY 2023-2024 Final Operating Budget Summary Performance

Recommended Action:
Information Item**Background Information:**

Florida Board of Governors Regulations 9.007 State University Operating Budgets and Request provides guidelines for each university to present and obtain approvals for their respective annual operating budgets. The University of West Florida Board of Trustees originally approved and authorized the FY2023-2024 Estimated Operating Budget Summary at their June 15, 2023, full board meeting. This presentation provides a report at the end of the fiscal year with budget-to-actual results for each fund group.

Implementation Plan:
None.**Fiscal Implications:**

An actual \$371.2 million revenue budget from all fund sources, or \$182.9 million in Education & General. A total expense actual performance of \$339.8 million spent, or \$148.5 million spent for Education and General.

Relevant Authority:

Florida Board of Governors Regulations 9.007

Supports Strategic Direction(s):

This information item supports all seven Strategic Directions.

Supporting Documents:

1. PowerPoint of Highlights (2 pages)
2. FY 2023-2024 4th Quarter - BOT Budget to Actual Talking Points (2 Pages)
3. FY 2023-2024 Operating Budget Summary, Final Year End (18 Pages)

Prepared by:

- Jeffrey Djerlek, Associate Vice President for Finance and University Controller, x2759, jdjerlek@uwf.edu
- Sharon Jordan, Associate Controller of Reporting, (850) 474-3028, sjordan@uwf.edu
- Tony Templeton, Assistant Controller, (850) 474-2023, ttempleton@uwf.edu

Presenter:

Jeffrey Djerlek, Associate Vice President for Finance and University Controller

Education & General

- Total Revenues are up **\$4.9M**
 - **\$4.4M** in Student Fee Trust Fund related to enrollment growth
- Total Expenditures were **(\$17.3M) under** 3-yr estimated budget related to time to reinvest and higher positions
 - **(\$11.5M)** Salaries & Benefits –Salary Savings as Positions Recruit
 - **(\$5.4M)** Expenses - new appropriations held in Central until reinvested per the Strategic Plan

Carryforward

- **\$12.4M** =7% statutory carryforward cash reserve
- Expenditures were **(\$1.2M) lower** than estimated. Scholarship funding moved to E&G

Auxiliaries

- Total actual Revenues were **\$6.3M** over the estimated budget
 - **\$3.1M** Other Revenues - meal plans, books, and other services
 - **\$1.8M** Fees - higher enrollment in flat-rate programs
- Total actual Expenditures were **(\$1.7M)** under the estimated budget
 - **(\$1.1M)** Expenses – timing of encumbrances
 - **\$1.3M** Transfers – flat rate program balances
 - **(\$1.7M)** FCO – timing of projects

Athletics

- **\$951.6K** Misc. Receipts – football sponsorships and UWF Foundation funding.

FY 24 4th Qtr - BOT Budget to Actual Talking Points

- **Page 3**
 - All of the ending fund balances finished the year in the positive. Note that the **7%** Statutory Carryforward Cash Reserve is subtracted from the beginning Carryforward balance, computing an ending actual balance of **\$7.4M** in unspent Carryforward funds.

- **Pages 4/5/6 E&G**
 - Page 4
 - State Appropriations are up by **\$477.3K** due to receipt of State funding for the Programs of Strategic Emphasis waiver.
 - The budgeted Student Fee Trust Fund (SFTF) increased by \$4.4M to record the increase in enrollment growth and increased investment returns.
 - Accordingly, budgeted expenditures increased by **\$4.9M** in total. The majority of the \$12.5M in Operational Support was allocated out to divisions that directed it to salary and positions, and \$2.7M in Nonrecurring Wage Actions from expenses to salaries. These outflows were offset by the SFTF investment of enrollment growth and division allocation of Operational Support. OCO categories increased due to the anticipated purchases of university vehicles and College of Health research equipment as divisions allocate new funding.
 - Pages 5 and 6
 - Student Fee Trust Fund budgets with **\$375K in** interesting earnings in the normal balance. The amount over the **\$375K** or **\$970K** is due to increased investment returns in interest.
 - Expenditures overall show a **(\$17.3M)** underspending compared to the budgeted 3-year average, however, this is expected as the last two years we have received Operational Support Growth.

- **Pages 7/8/9 Carry Forward Funds**
 - Page 7
 - In totality, Carry Forward (CF) budgeted expenditures have remained constant. However, funds have been realigned to coincide with adjusted needs as per the CF Spending Plan.
 - Pages 8 and 9
 - Expenses were **(\$1.2M)** lower than the total estimated budget due to prior year scholarships funded in CF which are now funded in E&G. All divisional spending is in line with the CF Spending Plans.

- **Pages 10/11/12 Auxiliary Funds**
 - Page 10
 - Total budgeted expenditures are **\$3.6M** higher than prior quarter's modified budget.
 - Budgeted Salary and Benefits increased by **\$2.0M**, of which **\$1.2M** was due to certificate programs.
 - Budgeted OPS increased by **\$546.9K** all of which was due to certificate programs OPS costs.
 - The Expense line increased by **\$767.6K** with **\$543.4K** related to third-party training and education services.
 - Page 11 & 12
 - Total actual revenues as of the end of Q4 were over the 3-year estimated average by **\$6.3M**, with **\$3.1M** of the increase concentrated in Other Revenues. The Other Revenues are up due to post-

FY 24 4th Qtr - BOT Budget to Actual Talking Points

pandemic sales in meal plans, books, and other services. Fees increased by **\$1.8M** due to higher enrollment in flat-rate programs. Other Grants and Donations increased by **\$856.6K** due to UWF Foundation funding for the Darrel Gooden Center Additions.

- Total actual expenditures at the end of Q4 were **(\$2.3M)** below the 3-year estimated budgeted average. The Expense line shows us **\$1M** behind, compared to the actual encumbrances the difference is negligible. Transfers are higher due to growth in continuing education programs and the related distributions. Total FCO is down compared to averages, but FCO spending is not cyclical.

- **Page 13/14/15 Athletics Funds**

- Page 13

- Total budgeted expenditures are **\$929.4K** higher than prior quarter's modified budget.
 - The expense budget increased in Q4 by **\$630.5K**, which included **\$272.2K** in Foundation funding to cover spending among various sports.

- Page 14 & 15

- Total actual revenues as of the end of Q4 were over the 3-year estimated average by **\$1.3M**. Fee revenue is **\$309.5K** of that increase and is related to enrollment increases. Misc. Receipts for Sponsorship and Foundation funds increased by the remaining **\$951.6K**.
 - Total actual expenditures at the end of Q4 were in line with the 3-year estimated budgeted average. The expense budget was up by **\$638.6K** for medical claims, waivers, and other operating expenses, while Transfers-in were up or negative related to student support.

- **Page 16/17/18 Student Activity Funds**

- Page 16

- No major budget changes.

- Page 17 & 18

- Total actual revenues as of the end of Q4 were over the 3-year estimated average by **\$211.5K** due to increases in enrollment.
 - Total actual expenditures at the end of Q4 were in line with the 3-year estimated budgeted average.

University of West Florida
Consolidated BOT Approved Operating Budget Summary
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	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	\$34,107,235	\$49,302,747	\$116,093	\$2,280,324	\$3,713,336	\$2,667,481	\$417,255	\$3,748,276	\$258,877	\$96,611,624
Revenues & Transfers In:											
1. State Appropriated Funds	\$113,803,238	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$113,803,238
2. Enhancement Trust Fund (Lottery)	\$20,368,966	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,368,966
3. Student Fee Trust Fund (Tuition)	\$43,048,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,048,775
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	\$1,645,816	\$280,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,925,816
7. Fees	\$0	\$0	\$28,675,886	\$4,995,000	\$3,282,882	\$19,101	\$1,741,000	\$0	\$1,326,495	\$177,500	\$40,217,863
8. Miscellaneous Receipts	\$0	\$0	\$4,511,749	\$959,000	\$0	\$1,067,108	\$36,802,730	\$213,600	\$0	\$0	\$43,554,187
9. Other Grants & Donations	\$0	\$0	\$70,000	\$0	\$0	\$7,062,799	\$0	\$0	\$0	\$0	\$7,132,799
10. Rent	\$0	\$0	\$414,679	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$422,679
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$19,995,127	\$42,932,962	\$0	\$0	\$0	\$62,928,089
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$846,405	\$0	\$0	\$0	\$0	\$846,405
13. Other Revenue	\$0	\$0	\$2,170,341	\$0	\$0	\$128,094	\$123,932	\$0	\$53,200	\$5,400	\$2,480,967
14. Total Additions to Fund Balance	\$177,220,979	\$0	\$37,488,471	\$6,242,000	\$3,282,882	\$29,118,634	\$81,600,624	\$213,600	\$1,379,695	\$182,900	\$336,729,784
15. Total Resources Available	\$177,220,979	\$34,107,235	\$86,791,218	\$6,358,093	\$5,563,206	\$32,831,970	\$84,268,105	\$630,855	\$5,127,970	\$441,777	\$433,341,409
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$98,245,347	\$570,968	\$12,032,160	\$2,905,737	\$1,598,520	\$8,791,464	\$0	\$0	\$0	\$0	\$124,144,196
17. Other Personal Services (OPS)	\$9,325,166	\$567,453	\$3,952,755	\$520,197	\$1,224,008	\$1,932,154	\$0	\$0	\$0	\$0	\$17,521,733
18. Expenses	\$67,684,943	\$18,258,631	\$22,778,267	\$3,338,800	\$608,695	\$15,980,107	\$84,159,000	\$101,600	\$1,044,602	\$132,645	\$214,087,290
19. Other Capital Outlay (OCO)	\$200,726	\$394,860	\$804,960	\$0	\$0	\$955,199	\$0	\$0	\$277,632	\$20,708	\$2,654,085
20. Library Resources	\$125,544	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,544
21. Risk Management	\$469,305	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$469,305
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	\$821,135	(\$417,350)	\$310,227	(\$305,404)	(\$520,608)	\$112,000	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$450,000	\$1,909,855	\$4,048,296	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,408,150
27. Total Resources Used	\$177,220,979	\$21,701,766	\$44,437,573	\$6,347,384	\$3,741,450	\$27,353,520	\$83,638,392	\$213,600	\$1,322,234	\$153,353	\$366,130,251
Net Change	\$0	(\$21,701,766)	(\$6,949,102)	(\$105,384)	(\$458,568)	\$1,765,114	(\$2,037,768)	\$0	\$57,461	\$29,547	(\$29,400,467)
Statutory Carryforward Cash Reserve	\$0	(\$12,405,469)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$12,405,469)
Ending Balance	\$0	\$0	\$42,353,645	\$10,709	\$1,821,756	\$5,478,450	\$629,713	\$417,255	\$3,805,736	\$288,424	\$54,805,688

University of West Florida
Consolidated Current Modified Operating Budget Summary
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	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	\$30,502,028	\$49,965,263	(\$39,929)	\$2,168,792	\$8,026,166	\$3,755,799	\$418,304	\$3,282,712	\$360,395	\$98,439,530
Revenues & Transfers In:											
1. State Appropriated Funds	\$115,102,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115,102,970
2. Enhancement Trust Fund (Lottery)	\$20,368,966	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,368,966
3. Student Fee Trust Fund (Tuition)	\$47,464,969	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,464,969
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	\$1,645,817	\$280,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,925,817
7. Fees	\$0	\$0	\$28,675,888	\$4,995,000	\$3,282,882	\$19,101	\$1,741,000	\$0	\$1,326,495	\$177,500	\$40,217,866
8. Miscellaneous Receipts	\$0	\$0	\$4,511,749	\$959,000	\$0	\$1,067,108	\$36,802,730	\$213,600	\$0	\$0	\$43,554,187
9. Other Grants & Donations	\$0	\$0	\$70,000	\$0	\$0	\$7,062,799	\$0	\$0	\$0	\$0	\$7,132,799
10. Rent	\$0	\$0	\$414,677	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$422,677
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$19,995,127	\$42,932,962	\$0	\$0	\$0	\$62,928,089
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$846,405	\$0	\$0	\$0	\$0	\$846,405
13. Other Revenue	\$0	\$0	\$2,170,342	\$0	\$0	\$128,094	\$123,932	\$0	\$53,200	\$5,400	\$2,480,968
14. Total Additions to Fund Balance	\$182,936,905	\$0	\$37,488,473	\$6,242,000	\$3,282,882	\$29,118,634	\$81,600,624	\$213,600	\$1,379,695	\$182,900	\$342,445,713
15. Total Resources Available	\$182,936,905	\$30,502,028	\$87,453,736	\$6,202,071	\$5,451,674	\$37,144,800	\$85,356,423	\$631,904	\$4,662,407	\$543,295	\$440,885,243
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$120,324,186	\$790,957	\$14,361,189	\$3,000,370	\$1,610,505	\$9,786,141	\$0	\$0	\$0	\$0	\$149,873,348
17. Other Personal Services (OPS)	\$9,797,628	\$374,873	\$5,770,047	\$500,222	\$1,140,942	\$1,871,307	\$0	\$0	\$0	\$0	\$19,455,019
18. Expenses	\$50,336,012	\$10,561,238	\$26,954,823	\$4,069,641	\$1,259,228	\$26,649,260	\$84,194,000	\$151,969	\$1,379,885	\$265,865	\$205,821,921
19. Other Capital Outlay (OCO)	\$1,146,033	\$1,874,240	\$1,167,012	\$31,840	\$2,037	\$1,048,234	\$0	\$0	\$1,420,648	\$20,708	\$6,710,752
20. Library Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21. Risk Management	\$592,462	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$592,462
22. Financial Aid	\$740,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$740,584
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	\$1,340,000	(\$206,561)	\$360,000	(\$340,000)	(\$1,259,939)	\$106,500	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$4,486,629	\$6,397,752	\$17,175	\$0	\$127,573	\$0	\$0	\$0	\$0	\$11,029,129
27. Total Resources Used	\$182,936,905	\$18,087,937	\$55,990,823	\$7,412,687	\$4,372,712	\$39,142,515	\$82,934,061	\$258,469	\$2,800,533	\$286,573	\$394,223,215
Net Change	\$0	(\$18,087,937)	(\$18,502,350)	(\$1,170,687)	(\$1,089,830)	(\$10,023,881)	(\$1,333,437)	(\$44,869)	(\$1,420,838)	(\$103,673)	(\$51,777,502)
Statutory Carryforward Cash Reserve	\$0	(\$12,414,091)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$12,414,091)
Ending Balance	\$0	\$0	\$31,462,913	(\$1,210,616)	\$1,078,962	(\$1,997,715)	\$2,422,362	\$373,435	\$1,861,874	\$256,722	\$34,247,937

University of West Florida
Consolidated Operating Actual Summary
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	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	\$30,502,028	\$49,965,263	(\$39,929)	\$2,168,792	\$8,026,166	\$3,755,799	\$418,304	\$3,282,712	\$360,395	\$98,439,530
Revenues & Transfers In:											
1. State Appropriated Funds	\$115,102,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115,102,970
2. Enhancement Trust Fund (Lottery)	\$20,368,966	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,368,966
3. Student Fee Trust Fund (Tuition)	\$46,494,865	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,494,865
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	\$1,792,821	\$194,391	\$0	\$27,977	\$0	\$0	\$0	\$0	\$2,015,189
7. Fees	\$0	\$0	\$33,789,696	\$5,309,899	\$3,424,843	\$73,103	\$985,509	\$0	\$1,437,195	\$188,852	\$45,209,097
8. Miscellaneous Receipts	\$0	\$0	\$3,861,845	\$1,620,361	\$0	\$1,493,645	\$43,211,043	\$224,430	\$0	\$0	\$50,411,324
9. Other Grants & Donations	\$0	\$0	\$890,362	\$0	\$0	\$6,909,274	\$0	\$0	\$0	\$0	\$7,799,636
10. Rent	\$0	\$0	\$306,838	\$12,834	\$0	\$0	\$0	\$0	\$0	\$0	\$319,672
11. U.S. Grants	\$0	\$0	\$0	\$0	\$0	\$16,951,074	\$53,056,233	\$0	\$0	\$0	\$70,007,307
12. City, County & State Grants	\$0	\$0	\$0	\$0	\$0	\$5,810,070	\$0	\$0	\$0	\$0	\$5,810,070
13. Other Revenue	\$970,104	\$0	\$5,988,225	\$545	\$0	\$291,855	\$271,439	\$0	\$91,607	\$9,209	\$7,622,984
14. Total Additions to Fund Balance	\$182,936,905	\$0	\$46,629,787	\$7,138,030	\$3,424,843	\$31,556,998	\$97,524,224	\$224,430	\$1,528,802	\$198,061	\$371,162,080
15. Total Resources Available	\$182,936,905	\$30,502,028	\$96,595,050	\$7,098,101	\$5,593,635	\$39,583,164	\$101,280,023	\$642,734	\$4,811,514	\$558,456	\$469,601,610
Expenditures & Transfers Out:											
16. Salaries & Benefits	\$105,265,407	\$516,356	\$12,914,813	\$2,993,619	\$1,434,617	\$9,785,588	\$0	\$0	\$67,723	\$0	\$132,978,123
17. Other Personal Services (OPS)	\$10,061,064	\$611,064	\$5,117,254	\$484,318	\$961,738	\$1,867,525	\$0	\$0	\$0	\$0	\$19,102,963
18. Expenses	\$31,168,676	\$6,706,293	\$18,187,411	\$3,962,108	\$789,322	\$19,529,390	\$98,135,567	\$126,477	\$831,067	\$205,142	\$179,641,453
19. Other Capital Outlay (OCO)	\$621,831	\$561,385	\$266,501	\$21,833	\$2,037	\$541,741	\$0	\$0	\$807,293	\$6,708	\$2,829,329
20. Library Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21. Risk Management	\$592,462	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$592,462
22. Financial Aid	\$746,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$746,300
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	\$1,336,763	(\$648,342)	\$353,892	(\$333,979)	(\$808,334)	\$100,000	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$2,266,206	\$1,636,058	\$17,175	\$0	\$0	\$0	\$0	\$0	\$0	\$3,919,439
27. Total Resources Used	\$148,455,740	\$10,661,304	\$39,458,800	\$6,830,711	\$3,541,606	\$31,390,265	\$97,327,233	\$226,477	\$1,706,083	\$211,850	\$339,810,069
Net Change	\$34,481,165	(\$10,661,304)	\$7,170,987	\$307,319	(\$116,763)	\$166,733	\$196,991	(\$2,047)	(\$177,281)	(\$13,789)	\$31,352,011
Statutory Carryforward Cash Reserve	\$0	(\$12,414,091)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$12,414,091)
Ending Balance	\$34,481,165	\$7,426,633	\$57,136,250	\$267,390	\$2,052,029	\$8,192,899	\$3,952,790	\$416,257	\$3,105,431	\$346,606	\$117,377,450

University of West Florida
Education & General
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Prior Quarter Modified Budget as of 06-30- 2024	Current Modified Budget as of 06-30-2024	Change	Notes & Comments
Beginning Balance	\$0	\$0	\$0	\$0	
Revenues & Transfers In:					
1. State Appropriated Funds	\$113,803,238	\$114,655,645	\$115,102,970	\$447,325	1 BT State Funded POSE Wvrs
2. Enhancement Trust Fund (Lottery)	\$20,368,966	\$20,368,966	\$20,368,966	\$0	
3. Student Fee Trust Fund (Tuition)	\$43,048,775	\$43,048,775	\$47,464,969	\$4,416,194	Incr due NACUBO Recur Reinvest, Summer Distr
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	\$0	\$0	
7. Fees	\$0	\$0	\$0	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	\$0	
10. Rent	\$0	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$177,220,979	\$178,073,386	\$182,936,905	\$4,863,519	
15. Total Resources Available	\$177,220,979	\$178,073,386	\$182,936,905	\$4,863,519	
Expenditures & Transfers Out:					
16. Salaries & Benefits	\$98,245,347	\$104,561,596	\$120,324,186	\$15,762,590	205 BTs \$12.5M Perf Based Funding, \$2.7M Nonrecur Wage Act, \$628.0K Sum Sal Savings
17. Other Personal Services (OPS)	\$9,325,166	\$9,875,415	\$9,797,628	(\$77,787)	127 BTs Not Material
18. Expenses	\$67,684,943	\$61,687,069	\$50,336,012	(\$11,351,057)	256 BTs \$12.5M Perf Based Funding, \$2.9M Nonrecur Wage Act, Offset \$4.4M SFTF Gains
19. Other Capital Outlay (OCO)	\$200,726	\$573,256	\$1,146,033	\$572,777	14 BTs \$177.9K Vehicle Purch, \$369.8K COH Research Equip
20. Library Resources	\$125,544	\$37,288	\$0	(\$37,288)	2 BTs Not Material
21. Risk Management	\$469,305	\$592,462	\$592,462	\$0	
22. Financial Aid	\$719,949	\$746,300	\$740,584	(\$5,716)	1 BT Not Material
23. Debt Service	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0	
25. Transfers	\$0	\$0	\$0	\$0	
26. Fixed Capital Outlay (FCO)	\$450,000	\$0	\$0	\$0	
27. Total Resources Used	\$177,220,979	\$178,073,386	\$182,936,905	\$4,863,519	
Net Change	\$0	\$0	\$0	\$9,727,038	
Ending Balance	\$0	\$0	\$0	\$9,727,038	

University of West Florida
Education & General
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Current Modified Budget as of 06-30-2024	3 Yr Historical Avg % of Budget	Y-T-D Estimated Budget Based On a 3 Year Average	Actuals as of 06-30-2024	Over /(Under) Estimated Budget	Encumbrances as of 03-31-2024	Notes & Comments
Beginning Balance	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
Revenues & Transfers In:								
1. State Appropriated Funds	\$113,803,238	\$115,102,970	100.00%	\$115,102,970	\$115,102,970	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$20,368,966	\$20,368,966	100.00%	\$20,368,966	\$20,368,966	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$43,048,775	\$47,464,969	100.00%	\$47,464,969	\$46,494,865	(\$970,104)	\$0	Int Income Shifted to Other Rev
4. Federal Grants Trust Fund (Education)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
7. Fees	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
8. Miscellaneous Receipts	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
10. Rent	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	0.00%	\$0	\$970,104	\$970,104	\$0	Int Income (1st \$375,000 is recorded in Student Fee Trust Fund**)
14. Total Additions to Fund Balance	\$177,220,979	\$182,936,905		\$182,936,905	\$182,936,905	\$0	\$0	
15. Total Resources Available	\$177,220,979	\$182,936,905		\$182,936,905	\$182,936,905	\$0	\$0	
Expenditures & Transfers Out:								
16. Salaries & Benefits	\$98,245,347	\$120,324,186	97.06%	\$116,786,648	\$105,265,407	(\$11,521,241)	\$0	Act Lower than Est Bud 3 Yr Avg due to Salary Savings
17. Other Personal Services (OPS)	\$9,325,166	\$9,797,628	109.69%	\$10,747,223	\$10,061,064	(\$686,159)	\$0	Act Lower than Est Bud 3 Yr Avg due to Savings
18. Expenses	\$67,684,943	\$50,336,012	72.66%	\$36,572,700	\$31,168,676	(\$5,404,024)	\$1,802,996	Incr in CY Appropriations Held Central until Admin Re-invest by Strategic Plan
19. Other Capital Outlay (OCO)	\$200,726	\$1,146,033	32.88%	\$376,828	\$621,831	\$245,003	\$609,473	
20. Library Resources	\$125,544	\$0	57.84%	\$0	\$0	\$0	\$0	
21. Risk Management	\$469,305	\$592,462	100.00%	\$592,462	\$592,462	\$0	\$0	
22. Financial Aid	\$719,949	\$740,584	95.89%	\$710,170	\$746,300	\$36,130	\$0	
23. Debt Service	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
25. Transfers	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
26. Fixed Capital Outlay (FCO)	\$450,000	\$0	27.40%	\$0	\$0	\$0	\$0	
27. Total Resources Used	\$177,220,979	\$182,936,905		\$165,786,031	\$148,455,740	(\$17,330,291)	\$2,412,469	
Net Change	\$0	\$0		\$17,150,874	\$34,481,165			
Ending Balance	\$0	\$0		\$17,150,874	\$34,481,165			

**University of West Florida
Education & General
Fourth Quarter
For the Fiscal Year Ending June 30, 2024**

	Actuals as of 06-30-2021	Actuals as of 06-30-2022	Actuals as of 06-30-2023	Actuals as of 06-30-2024
Beginning Balance	\$0	\$0	\$0	\$0
Revenues & Transfers In:				
1. State Appropriated Funds	\$74,853,080	\$73,177,364	\$81,068,007	\$115,102,970
2. Enhancement Trust Fund (Lottery)	\$12,055,846	\$14,313,794	\$17,781,190	\$20,368,966
3. Student Fee Trust Fund (Tuition)	\$43,342,865	\$42,752,002	\$42,972,814	\$46,494,865
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	\$0	\$0
7. Fees	\$0	\$0	\$0	\$0
8. Miscellaneous Receipts	\$0	\$0	\$0	\$0
9. Other Grants & Donations	\$0	\$0	\$0	\$0
10. Rent	\$0	\$0	\$0	\$0
11. U.S. Grants	\$0	\$0	\$0	\$0
12. City, County & State Grants	\$0	\$0	\$0	\$0
13. Other Revenue	\$0	\$0	\$0	\$970,104
14. Total Additions to Fund Balance	\$130,251,791	\$130,243,160	\$141,822,011	\$182,936,905
15. Total Resources Available	\$130,251,791	\$130,243,160	\$141,822,011	\$182,936,905
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$92,342,807	\$87,450,557	\$92,336,963	\$105,265,407
17. Other Personal Services (OPS)	\$7,624,307	\$7,961,884	\$9,006,283	\$10,061,064
18. Expenses	\$19,716,604	\$23,151,145	\$24,600,096	\$31,168,676
19. Other Capital Outlay (OCO)	\$99,049	\$230,280	\$171,146	\$621,831
20. Library Resources	\$0	\$48,698	\$55,544	\$0
21. Risk Management	\$496,671	\$405,511	\$469,305	\$592,462
22. Financial Aid	\$719,949	\$719,949	\$719,949	\$746,300
23. Debt Service	\$0	\$0	\$0	\$0
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0
25. Transfers	\$0	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$369,937	\$0
27. Total Resources Used	\$120,999,387	\$119,968,024	\$127,729,223	\$148,455,740
Net Change	\$9,252,404	\$10,275,136	\$14,092,788	\$34,481,165
Ending Balance	\$9,252,404	\$10,275,136	\$14,092,788	\$34,481,165

University of West Florida
 Carry Forward
 Fourth Quarter
 For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Prior Quarter Modified Budget as of 06-30- 2024	Current Modified Budget as of 06-30-2024	Change	Notes & Comments
Beginning Balance	\$34,107,235	\$30,502,028	\$30,502,028	\$0	
Revenues & Transfers In:					
1. State Appropriated Funds	\$0	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	\$0	\$0	
7. Fees	\$0	\$0	\$0	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	\$0	
10. Rent	\$0	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$0	\$0	\$0	\$0	
15. Total Resources Available	\$34,107,235	\$30,502,028	\$30,502,028	\$0	
Expenditures & Transfers Out:					
16. Salaries & Benefits	\$570,968	\$694,313	\$790,957	\$96,644	5 BTs Not Material
17. Other Personal Services (OPS)	\$567,453	\$341,395	\$374,873	\$33,478	4 BTs Not Material
18. Expenses	\$18,258,631	\$11,734,006	\$10,561,238	(\$1,172,768)	38 BTs \$356.5K Nurs Pipe, \$515.4K Terraces, \$231.4K UWF Aqua Cntr Pool Filtr Moved to FCO
19. Other Capital Outlay (OCO)	\$394,860	\$1,527,334	\$1,874,240	\$346,906	6 BTs \$356.5K Nurs Pipe Reinvest
20. Library Resources	\$0	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0	
25. Transfers	\$0	\$0	\$0	\$0	
26. Fixed Capital Outlay (FCO)	\$1,909,855	\$3,739,843	\$4,486,629	\$746,786	2 BTs \$515.4K Comm Garden Prj, \$231.4K Bldg 73 WF Aquatic Cntr Pool Filtr Sys
27. Total Resources Used	\$21,701,766	\$18,036,891	\$18,087,937	\$51,046	
Net Change	(\$21,701,766)	(\$18,036,891)	(\$18,087,937)	\$51,046	
Statutory Carryforward Cash Reserve	(\$12,405,469)	(\$12,414,091)	(\$12,414,091)	\$0	
Ending Balance	\$0	\$51,046	\$0	\$51,046	

University of West Florida
Carry Forward
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Current Modified Budget as of 06-30-2024	3 Yr Historical Avg % of Budget	Y-T-D Estimated Budget Based On a 3 Year Average	Actuals as of 06-30-2024	Over /(Under) Estimated Budget	Encumbrances as of 03-31-2024	Notes & Comments
Beginning Balance	\$34,107,235	\$30,502,028	100.00%	\$0	\$30,502,028	\$0	\$0	
Revenues & Transfers In:								
1. State Appropriated Funds	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
7. Fees	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
8. Miscellaneous Receipts	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
10. Rent	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$0	\$0		\$0	\$0	\$0	\$0	
15. Total Resources Available	\$34,107,235	\$30,502,028		\$0	\$30,502,028	\$0	\$0	
Expenditures & Transfers Out:								
16. Salaries & Benefits	\$570,968	\$790,957	79.18%	\$626,312	\$516,356	(\$109,956)	\$0	
17. Other Personal Services (OPS)	\$567,453	\$374,873	43.81%	\$164,224	\$611,064	\$446,840	\$0	Incr in Stud Support Svcs inline with CF Plans
18. Expenses	\$18,258,631	\$10,561,238	74.92%	\$7,912,699	\$6,706,293	(\$1,206,406)	\$395,320	PY Schps Funded in CF now in E&G, all Divisions Spng with CF Plans
19. Other Capital Outlay (OCO)	\$394,860	\$1,874,240	34.35%	\$643,881	\$561,385	(\$82,496)	\$64,840	
20. Library Resources	\$0	\$0	33.33%	\$0	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
25. Transfers	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
26. Fixed Capital Outlay (FCO)	\$1,909,855	\$4,486,629	39.37%	\$1,766,513	\$2,266,206	\$499,693	\$1,684,228	Actual and Encumbrances are Larger than Est, but in keeping with Spndg Plans
27. Total Resources Used	\$21,701,766	\$18,087,937		\$11,113,629	\$10,661,304	(\$452,325)	\$2,144,388	
Net Change	(\$21,701,766)	(\$18,087,937)		(\$11,113,629)	(\$10,661,304)			
Statutory Carryforward Cash Reserve	(\$12,405,469)	(\$12,414,091)		\$0	(\$12,414,091)	\$0	\$0	
Ending Balance	\$0	\$0		(\$11,113,629)	\$7,426,633			

University of West Florida
Carry Forward
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	Actuals as of 06-30-2021	Actuals as of 06-30-2022	Actuals as of 06-30-2023	Actuals as of 06-30-2024
Beginning Balance	\$29,337,793	\$21,284,232	\$24,863,612	\$30,502,028
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	\$0
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	\$0	\$0
7. Fees	\$0	\$0	\$0	\$0
8. Miscellaneous Receipts	\$0	\$0	\$0	\$0
9. Other Grants & Donations	\$0	\$0	\$0	\$0
10. Rent	\$0	\$0	\$0	\$0
11. U.S. Grants	\$0	\$0	\$0	\$0
12. City, County & State Grants	\$0	\$0	\$0	\$0
13. Other Revenue	\$0	\$0	\$0	\$0
14. Total Additions to Fund Balance	\$0	\$0	\$0	\$0
15. Total Resources Available	\$29,337,793	\$21,284,232	\$24,863,612	\$30,502,028
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$4,511,983	\$270,553	\$418,223	\$516,356
17. Other Personal Services (OPS)	\$318,189	\$63,370	\$412,916	\$611,064
18. Expenses	\$10,940,719	\$6,200,281	\$6,322,518	\$6,706,293
19. Other Capital Outlay (OCO)	\$806,836	\$162,245	\$287,847	\$561,385
20. Library Resources	\$8,545	\$0	\$0	\$0
21. Risk Management	\$0	\$0	\$0	\$0
22. Financial Aid	\$0	\$0	\$0	\$0
23. Debt Service	\$0	\$0	\$0	\$0
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0
25. Transfers	\$0	\$0	\$0	\$0
26. Fixed Capital Outlay (FCO)	\$606,401	\$0	\$784,815	\$2,266,206
27. Total Resources Used	\$17,192,673	\$6,696,449	\$8,226,319	\$10,661,304
Net Change	(\$17,192,673)	(\$6,696,449)	(\$8,226,319)	(\$10,661,304)
Statutory Carryforward Cash Reserve	\$0	\$0	(\$8,996,954)	(\$12,414,091)
Ending Balance	\$12,145,120	\$14,587,783	\$7,640,339	\$7,426,633

University of West Florida
Auxiliaries
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Prior Quarter Modified Budget as of 06-30- 2024	Current Modified Budget as of 06-30-2024	Change	Notes & Comments
Beginning Balance	\$49,302,747	\$49,965,263	\$49,965,263	\$0	
Revenues & Transfers In:					
1. State Appropriated Funds	\$0	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$1,645,816	\$1,645,817	\$1,645,817	\$0	
7. Fees	\$28,675,886	\$28,675,888	\$28,675,888	\$0	
8. Miscellaneous Receipts	\$4,511,749	\$4,511,749	\$4,511,749	\$0	
9. Other Grants & Donations	\$70,000	\$70,000	\$70,000	\$0	
10. Rent	\$414,679	\$414,677	\$414,677	\$0	
11. U.S. Grants	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	\$0	
13. Other Revenue	\$2,170,341	\$2,170,342	\$2,170,342	\$0	
14. Total Additions to Fund Balance	\$37,488,471	\$37,488,473	\$37,488,473	\$0	
15. Total Resources Available	\$86,791,218	\$87,453,736	\$87,453,736	\$0	
Expenditures & Transfers Out:					
16. Salaries & Benefits	\$12,032,160	\$12,334,998	\$14,361,189	\$2,026,191	89 BTs \$1.2M Cont Ed Prgms, \$252.1K CEPS, & \$110.8K Std Health Svcs
17. Other Personal Services (OPS)	\$3,952,755	\$5,187,324	\$5,770,047	\$582,723	72 BTs \$546.9K Cont Ed Prgms
18. Expenses	\$22,778,267	\$26,187,199	\$26,954,823	\$767,624	176 BTs \$543.4K CyberSec/Flight Trng & Other CE Prog, \$256.0K Southside Dorm Bldg 29
19. Other Capital Outlay (OCO)	\$804,960	\$1,056,335	\$1,167,012	\$110,677	6 BTs Not Material
20. Library Resources	\$0	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0	
25. Transfers	\$821,135	\$1,300,000	\$1,340,000	\$40,000	106 BTs Not Material
26. Fixed Capital Outlay (FCO)	\$4,048,296	\$6,353,093	\$6,397,752	\$44,659	4 BT Not Material
27. Total Resources Used	\$44,437,573	\$52,418,949	\$55,990,823	\$3,571,874	
Net Change	(\$6,949,102)	(\$14,930,476)	(\$18,502,350)	\$3,571,874	
Ending Balance	\$42,353,645	\$35,034,787	\$31,462,913	\$3,571,874	

University of West Florida
Auxiliaries
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Current Modified Budget as of 06-30-2024	3 Yr Historical Avg % of Budget	Y-T-D Estimated Budget Based On a 3 Year Average	Actuals as of 06-30-2024	Over /(Under) Estimated Budget	Encumbrances as of 03-31-2024	Notes & Comments
Beginning Balance	\$49,302,747	\$49,965,263	100.00%	\$49,965,263	\$49,965,263	\$0	\$0	
Revenues & Transfers In:								
1. State Appropriated Funds	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$1,645,816	\$1,645,817	90.09%	\$1,482,664	\$1,792,821	\$310,157	\$0	
7. Fees	\$28,675,886	\$28,675,888	111.46%	\$31,961,879	\$33,789,696	\$1,827,817	\$0	Increase in Enrollment in Flat Rate Prgms
8. Miscellaneous Receipts	\$4,511,749	\$4,511,749	78.47%	\$3,540,226	\$3,861,845	\$321,619	\$0	
9. Other Grants & Donations	\$70,000	\$70,000	48.22%	\$33,756	\$890,362	\$856,606	\$0	Incr Due to Foundation Donation for Darrel Gooden Cntr Additions Bldg 234
10. Rent	\$414,679	\$414,677	99.75%	\$413,650	\$306,838	(\$106,812)	\$0	FY24 Actuals are inline with Prior 3 Yr Actual Trend
11. U.S. Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
13. Other Revenue	\$2,170,341	\$2,170,342	132.89%	\$2,884,244	\$5,988,225	\$3,103,981	\$0	Post Pandemic Sales in Food/Books/& Other Services
14. Total Additions to Fund Balance	\$37,488,471	\$37,488,473		\$40,316,419	\$46,629,787	\$6,313,368	\$0	
15. Total Resources Available	\$86,791,218	\$87,453,736		\$90,281,682	\$96,595,050	\$6,313,368	\$0	
Expenditures & Transfers Out:								
16. Salaries & Benefits	\$12,032,160	\$14,361,189	92.85%	\$13,334,188	\$12,914,813	(\$419,375)	\$0	Act Lower than Est Bud 3 Yr Avg due to Salary Savings
17. Other Personal Services (OPS)	\$3,952,755	\$5,770,047	89.59%	\$5,169,536	\$5,117,254	(\$52,282)	\$0	
18. Expenses	\$22,778,267	\$26,954,823	71.40%	\$19,245,229	\$18,187,411	(\$1,057,818)	\$1,417,713	Actual with Enc is Inline W/ Est Budg
19. Other Capital Outlay (OCO)	\$804,960	\$1,167,012	49.41%	\$576,641	\$266,501	(\$310,140)	\$183,614	
20. Library Resources	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
25. Transfers	\$821,135	\$1,340,000	3.56%	\$47,702	\$1,336,763	\$1,289,061	\$0	Increase in Cont Ed Program Exps
26. Fixed Capital Outlay (FCO)	\$4,048,296	\$6,397,752	52.52%	\$3,359,974	\$1,636,058	(\$1,723,916)	\$3,810,518	Incr in spending for Bldg 234 UWF Darrell Gooden Center
27. Total Resources Used	\$44,437,573	\$55,990,823		\$41,733,270	\$39,458,800	(\$2,274,470)	\$5,411,845	
Net Change	(\$6,949,102)	(\$18,502,350)		(\$1,416,851)	\$7,170,987			
Ending Balance	\$42,353,645	\$31,462,913		\$48,548,412	\$57,136,250			

**University of West Florida
Auxiliaries
Fourth Quarter
For the Fiscal Year Ending June 30, 2024**

	Actuals as of 06-30-2021	Actuals as of 06-30-2022	Actuals as of 06-30-2023	Actuals as of 06-30-2024
Beginning Balance	\$35,440,127	\$40,615,139	\$49,981,020	\$49,965,263
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	\$0
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$1,023,875	\$1,592,322	\$1,640,406	\$1,792,821
7. Fees	\$24,050,763	\$27,200,185	\$28,647,176	\$33,789,696
8. Miscellaneous Receipts	\$2,731,546	\$2,643,853	\$3,199,297	\$3,861,845
9. Other Grants & Donations	\$46,011	\$70,861	\$89,086	\$890,362
10. Rent	\$250,225	\$383,283	\$354,034	\$306,838
11. U.S. Grants	\$0	\$0	\$0	\$0
12. City, County & State Grants	\$0	\$0	\$0	\$0
13. Other Revenue	\$6,004,269	\$4,556,998	\$4,434,765	\$5,988,225
14. Total Additions to Fund Balance	\$34,106,689	\$36,447,502	\$38,364,764	\$46,629,787
15. Total Resources Available	\$69,546,816	\$77,062,641	\$88,345,784	\$96,595,050
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$10,243,553	\$11,815,936	\$12,000,102	\$12,914,813
17. Other Personal Services (OPS)	\$3,036,381	\$4,076,204	\$4,076,149	\$5,117,254
18. Expenses	\$15,403,626	\$12,130,358	\$18,871,948	\$18,187,411
19. Other Capital Outlay (OCO)	\$131,416	\$53,953	\$1,652,253	\$266,501
20. Library Resources	\$0	\$0	\$0	\$0
21. Risk Management	\$0	\$0	\$0	\$0
22. Financial Aid	\$0	\$0	\$0	\$0
23. Debt Service	\$0	\$0	\$0	\$0
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0
25. Transfers	\$62,193	(\$1,277,095)	\$1,285,746	\$1,336,763
26. Fixed Capital Outlay (FCO)	\$54,507	\$282,266	\$494,321	\$1,636,058
27. Total Resources Used	\$28,931,676	\$27,081,622	\$38,380,519	\$39,458,800
Net Change	\$5,175,013	\$9,365,880	(\$15,755)	\$7,170,987
Ending Balance	\$40,615,140	\$49,981,019	\$49,965,265	\$57,136,250

University of West Florida
Athletics
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Prior Quarter Modified Budget as of 06-30- 2024	Current Modified Budget as of 06-30-2024	Change	Notes & Comments
Beginning Balance	\$116,093	(\$39,929)	(\$39,929)	\$0	
Revenues & Transfers In:					
1. State Appropriated Funds	\$0	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$280,000	\$280,000	\$280,000	\$0	
7. Fees	\$4,995,000	\$4,995,000	\$4,995,000	\$0	
8. Miscellaneous Receipts	\$959,000	\$959,000	\$959,000	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	\$0	
10. Rent	\$8,000	\$8,000	\$8,000	\$0	
11. U.S. Grants	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$6,242,000	\$6,242,000	\$6,242,000	\$0	
15. Total Resources Available	\$6,358,093	\$6,202,071	\$6,202,071	\$0	
Expenditures & Transfers Out:					
16. Salaries & Benefits	\$2,905,737	\$2,907,747	\$3,000,370	\$92,623	24 BTs Not Material
17. Other Personal Services (OPS)	\$520,197	\$522,888	\$500,222	(\$22,666)	28 BTs Not Material
18. Expenses	\$3,338,800	\$3,439,107	\$4,069,641	\$630,534	61 BTs \$272.2K Foundation Trnsfrs & \$111.1K Trnf of Available Cash
19. Other Capital Outlay (OCO)	\$0	\$13,689	\$31,840	\$18,151	1 BT Not Material
20. Library Resources	\$0	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0	
25. Transfers	(\$417,350)	(\$417,350)	(\$206,561)	\$210,789	1 BT Not Material
26. Fixed Capital Outlay (FCO)	\$0	\$17,175	\$17,175	\$0	
27. Total Resources Used	\$6,347,384	\$6,483,256	\$7,412,687	\$929,431	
Net Change	(\$105,384)	(\$241,256)	(\$1,170,687)	\$929,431	
Ending Balance	\$10,709	(\$281,185)	(\$1,210,616)	\$929,431	

University of West Florida
Athletics
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Current Modified Budget as of 06-30-2024	3 Yr Historical Avg % of Budget	Y-T-D Estimated Budget Based On a 3 Year Average	Actuals as of 06-30-2024	Over /(Under) Estimated Budget	Encumbrances as of 03-31-2024	Notes & Comments
Beginning Balance	\$116,093	(\$39,929)	100.00%	(\$39,929)	(\$39,929)	\$0	\$0	
Revenues & Transfers In:								
1. State Appropriated Funds	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$280,000	\$280,000	54.38%	\$152,254	\$194,391	\$42,137	\$0	
7. Fees	\$4,995,000	\$4,995,000	100.11%	\$5,000,379	\$5,309,899	\$309,520	\$0	Incr Fees due to Enrollment
8. Miscellaneous Receipts	\$959,000	\$959,000	69.74%	\$668,760	\$1,620,361	\$951,601	\$0	Rev up from Football Sponsorships & Foundation Receipts
9. Other Grants & Donations	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
10. Rent	\$8,000	\$8,000	64.73%	\$5,178	\$12,834	\$7,656	\$0	
11. U.S. Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	0.00%	\$0	\$545	\$545	\$0	
14. Total Additions to Fund Balance	\$6,242,000	\$6,242,000		\$5,826,571	\$7,138,030	\$1,311,459	\$0	
15. Total Resources Available	\$6,358,093	\$6,202,071		\$5,786,642	\$7,098,101	\$1,311,459	\$0	
Expenditures & Transfers Out:								
16. Salaries & Benefits	\$2,905,737	\$3,000,370	98.92%	\$2,967,906	\$2,993,619	\$25,713	\$0	
17. Other Personal Services (OPS)	\$520,197	\$500,222	89.57%	\$448,053	\$484,318	\$36,265	\$0	
18. Expenses	\$3,338,800	\$4,069,641	81.67%	\$3,323,474	\$3,962,108	\$638,634	\$53,274	Exps up for Medical Claims, Waivers, & Other Operating Exps
19. Other Capital Outlay (OCO)	\$0	\$31,840	43.27%	\$13,778	\$21,833	\$8,055	\$8,144	
20. Library Resources	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
25. Transfers	(\$417,350)	(\$206,561)	-46.45%	\$95,939	(\$648,342)	(\$744,281)	\$0	Incr Foundation Funding for Exps
26. Fixed Capital Outlay (FCO)	\$0	\$17,175	12.51%	\$2,148	\$17,175	\$15,027	\$0	
27. Total Resources Used	\$6,347,384	\$7,412,687		\$6,851,298	\$6,830,711	(\$20,587)	\$61,418	
Net Change	(\$105,384)	(\$1,170,687)		(\$1,024,727)	\$307,319			
Ending Balance	\$10,709	(\$1,210,616)		(\$1,064,656)	\$267,390			

**University of West Florida
Athletics
Fourth Quarter
For the Fiscal Year Ending June 30, 2024**

	Actuals as of 06-30-2021	Actuals as of 06-30-2022	Actuals as of 06-30-2023	Actuals as of 06-30-2024
Beginning Balance	\$508,283	\$831,417	\$331,978	(\$39,929)
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	\$0
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$18,939	\$18,939	\$413,989	\$194,391
7. Fees	\$5,001,509	\$5,001,509	\$4,790,095	\$5,309,899
8. Miscellaneous Receipts	\$361,016	\$361,016	\$1,300,325	\$1,620,361
9. Other Grants & Donations	\$7,199	\$7,199	\$0	\$0
10. Rent	\$0	\$0	\$10,777	\$12,834
11. U.S. Grants	\$0	\$0	\$0	\$0
12. City, County & State Grants	\$0	\$0	\$0	\$0
13. Other Revenue	\$6,223	\$6,223	\$862	\$545
14. Total Additions to Fund Balance	\$5,394,886	\$5,394,886	\$6,516,048	\$7,138,030
15. Total Resources Available	\$5,903,169	\$6,226,303	\$6,848,026	\$7,098,101
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$2,817,016	\$2,817,016	\$3,036,908	\$2,993,619
17. Other Personal Services (OPS)	\$291,178	\$291,178	\$454,070	\$484,318
18. Expenses	\$2,168,149	\$2,168,149	\$3,907,253	\$3,962,108
19. Other Capital Outlay (OCO)	\$69,753	\$69,753	\$0	\$21,833
20. Library Resources	\$0	\$0	\$0	\$0
21. Risk Management	\$0	\$0	\$0	\$0
22. Financial Aid	\$0	\$0	\$0	\$0
23. Debt Service	\$0	\$0	\$0	\$0
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0
25. Transfers	(\$274,344)	(\$274,344)	(\$523,652)	(\$648,342)
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$13,377	\$17,175
27. Total Resources Used	\$5,071,752	\$5,071,752	\$6,887,956	\$6,830,711
Net Change	\$323,134	\$323,134	(\$371,908)	\$307,319
Ending Balance	\$831,417	\$1,154,551	(\$39,930)	\$267,390

University of West Florida
Student Activities
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Prior Quarter Modified Budget as of 06-30- 2024	Current Modified Budget as of 06-30-2024	Change	Notes & Comments
Beginning Balance	\$2,280,324	\$2,168,792	\$2,168,792	\$0	
Revenues & Transfers In:					
1. State Appropriated Funds	\$0	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	\$0	\$0	
7. Fees	\$3,282,882	\$3,282,882	\$3,282,882	\$0	
8. Miscellaneous Receipts	\$0	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	\$0	\$0	
10. Rent	\$0	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$3,282,882	\$3,282,882	\$3,282,882	\$0	
15. Total Resources Available	\$5,563,206	\$5,451,674	\$5,451,674	\$0	
Expenditures & Transfers Out:					
16. Salaries & Benefits	\$1,598,520	\$1,557,321	\$1,610,505	\$53,184	6 BTs Not Material
17. Other Personal Services (OPS)	\$1,224,008	\$1,193,390	\$1,140,942	(\$52,448)	9 BTs Not Material
18. Expenses	\$608,695	\$1,193,260	\$1,259,228	\$65,968	9 BTs Not Material
19. Other Capital Outlay (OCO)	\$0	\$2,037	\$2,037	\$0	
20. Library Resources	\$0	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0	
25. Transfers	\$310,227	\$279,087	\$360,000	\$80,913	8 BTs Not Material
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	\$0	
27. Total Resources Used	\$3,741,450	\$4,225,095	\$4,372,712	\$147,617	
Net Change	(\$458,568)	(\$942,213)	(\$1,089,830)	\$147,617	
Ending Balance	\$1,821,756	\$1,226,579	\$1,078,962	\$147,617	

University of West Florida
Student Activities
Fourth Quarter
For the Fiscal Year Ending June 30, 2024

	BOT Approved FY2023-2024 Budget	Current Modified Budget as of 06-30-2024	3 Yr Historical Avg % of Budget	Y-T-D Estimated Budget Based On a 3 Year Average	Actuals as of 06-30-2024	Over/(Under) Estimated Budget	Encumbrances as of 03-31-2024	Notes & Comments
Beginning Balance	\$2,280,324	\$2,168,792	100.00%	\$2,168,792	\$2,168,792	\$0	\$0	
Revenues & Transfers In:								
1. State Appropriated Funds	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
2. Enhancement Trust Fund (Lottery)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
3. Student Fee Trust Fund (Tuition)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
4. Federal Grants Trust Fund (Education)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
6. Sales of Goods & Services	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
7. Fees	\$3,282,882	\$3,282,882	97.88%	\$3,213,299	\$3,424,843	\$211,544	\$0	Increase Fees due to Enrollment
8. Miscellaneous Receipts	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
9. Other Grants & Donations	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
10. Rent	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
11. U.S. Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
12. City, County & State Grants	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
13. Other Revenue	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
14. Total Additions to Fund Balance	\$3,282,882	\$3,282,882		\$3,213,299	\$3,424,843	\$211,544	\$0	
15. Total Resources Available	\$5,563,206	\$5,451,674		\$5,382,091	\$5,593,635	\$211,544	\$0	
Expenditures & Transfers Out:								
16. Salaries & Benefits	\$1,598,520	\$1,610,505	90.82%	\$1,462,729	\$1,434,617	(\$28,112)	\$0	
17. Other Personal Services (OPS)	\$1,224,008	\$1,140,942	109.11%	\$1,244,871	\$961,738	(\$283,133)	\$0	Act Lower than Est Bud 3 Yr Avg due to Salary Savings
18. Expenses	\$608,695	\$1,259,228	44.24%	\$557,030	\$789,322	\$232,292	\$8,000	Increase Spndg for Beg. Balance Growth
19. Other Capital Outlay (OCO)	\$0	\$2,037	100.96%	\$2,056	\$2,037	(\$19)	\$0	
20. Library Resources	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
21. Risk Management	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
22. Financial Aid	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
23. Debt Service	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
24. Expenditures From Carry Forward	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
25. Transfers	\$310,227	\$360,000	94.73%	\$341,026	\$353,892	\$12,866	\$0	
26. Fixed Capital Outlay (FCO)	\$0	\$0	0.00%	\$0	\$0	\$0	\$0	
27. Total Resources Used	\$3,741,450	\$4,372,712		\$3,607,712	\$3,541,606	(\$66,106)	\$8,000	
Net Change	(\$458,568)	(\$1,089,830)		(\$394,413)	(\$116,763)			
Ending Balance	\$1,821,756	\$1,078,962		\$1,774,379	\$2,052,029			

**University of West Florida
Student Activities
Fourth Quarter
For the Fiscal Year Ending June 30, 2024**

	Actuals as of 06-30-2021	Actuals as of 06-30-2022	Actuals as of 06-30-2023	Actuals as of 06-30-2024
Beginning Balance	\$1,852,466	\$2,215,421	\$2,614,533	\$2,168,792
Revenues & Transfers In:				
1. State Appropriated Funds	\$0	\$0	\$0	\$0
2. Enhancement Trust Fund (Lottery)	\$0	\$0	\$0	\$0
3. Student Fee Trust Fund (Tuition)	\$0	\$0	\$0	\$0
4. Federal Grants Trust Fund (Education)	\$0	\$0	\$0	\$0
5. Federal Grants Trust Fund (Discretionary)	\$0	\$0	\$0	\$0
6. Sales of Goods & Services	\$0	\$0	(\$1,617)	\$0
7. Fees	\$3,239,564	\$3,239,564	\$3,115,411	\$3,424,843
8. Miscellaneous Receipts	\$0	\$0	(\$20)	\$0
9. Other Grants & Donations	\$0	\$0	\$0	\$0
10. Rent	\$0	\$0	\$0	\$0
11. U.S. Grants	\$0	\$0	\$0	\$0
12. City, County & State Grants	\$0	\$0	\$0	\$0
13. Other Revenue	\$0	\$0	\$0	\$0
14. Total Additions to Fund Balance	\$3,239,564	\$3,239,564	\$3,113,774	\$3,424,843
15. Total Resources Available	\$5,092,030	\$5,454,985	\$5,728,307	\$5,593,635
Expenditures & Transfers Out:				
16. Salaries & Benefits	\$1,452,254	\$1,452,254	\$1,530,756	\$1,434,617
17. Other Personal Services (OPS)	\$609,469	\$609,469	\$823,363	\$961,738
18. Expenses	\$408,244	\$408,244	\$893,301	\$789,322
19. Other Capital Outlay (OCO)	\$10,000	\$10,000	\$41,700	\$2,037
20. Library Resources	\$0	\$0	\$0	\$0
21. Risk Management	\$0	\$0	\$0	\$0
22. Financial Aid	\$0	\$0	\$0	\$0
23. Debt Service	\$0	\$0	\$0	\$0
24. Expenditures From Carry Forward	\$0	\$0	\$0	\$0
25. Transfers	\$396,641	\$396,641	\$270,396	\$353,892
26. Fixed Capital Outlay (FCO)	\$0	\$0	\$0	\$0
27. Total Resources Used	\$2,876,608	\$2,876,608	\$3,559,516	\$3,541,606
Net Change	\$362,956	\$362,956	(\$445,742)	(\$116,763)
Ending Balance	\$2,215,422	\$2,578,377	\$2,168,791	\$2,052,029

**Board of Trustees
Full Board Meeting
September 12, 2024****DSO Operating Budgets FY 2023/24 and DSO Resources Utilized**

Recommended Action:

Information Item

Background Information:

BOG Regulation 9.011 University Direct Support Organizations (DSOs) & Health Services Support Organizations, states in Section (4): 'Operating budgets of support organizations shall be prepared at least annually and approved by the organization's governing board and the board of trustees.'

Additionally, UWF's March 2020 Operational Audit, Report No. 2020-152, recommend in Finding #2: "The University document the Trustees' consideration and approval of the DSO anticipated use of university resources, at least on an annual basis, before the use occurs. To enhance government transparency, Trustees-approved documentation should identify the positions of the employees who will provide personal services, the square footage of the areas in university buildings that will be used by the respective DSOs, and the value of such use."

UWF has three DSOs: UWF Foundation, Inc., UWF Historic Trust, Inc., and UWF Business Enterprises, Inc. Each submitted their FY23-24 Operating Budget and Resource Utilization Plans to the BOT for approval at its June 15, 2023, meeting. We hereby present each DSO's certification of its use of resources, as requested by the DSO's Memorandum of Understanding.

Implementation Plan:

None

Fiscal Implications:

Combined \$24.8 million estimated revenue budget and \$2.7 million in estimated university resources utilized.

Relevant Authority:

BOG REG 9.011 University Direct Support Organizations & Health Services Support Organizations

Supports Strategic Direction(s):

Strategic Direction 5: Infrastructure and Strategic Direction 6: Operational Excellence

Supporting Documents:

1. UWFF 2024 DSO Budget Certificate
2. UWFHT 2024 DSO Budget Certificate
3. UWF BEI 2024 DSO Budget Certificate

Prepared by:

- Howard Reddy, CEO UWF Historic Trust & CEO UWF Foundation, hreddy@uwf.edu
- Dan Lucas, Chief Financial Officer, University Advancement, dlucas@uwf.edu
- Robert Overton, Executive Director of UWFHT, roverton@uwf.edu
- Dr. Ed Ranelli, Chief Executive Officer, UWF Business Enterprises, Inc., eraneli@uwf.edu

Presenter:

Jeffrey A. Djerlek, Associate Vice President for Finance and University Controller



UWF Foundation, Inc.
11000 University Parkway
Building 12
Pensacola, FL 32514

July 18, 2024

Anna Lochas, Board of Trustees Liaison
c/o University of West Florida Board of Trustees
President's Office, Building 10 RM 234
11000 University Parkway
Pensacola, FL 32514

RE: UNIVERSITY RESOURCE ALLOCATION CERTIFICATION

Dear University of West Florida Board of Trustees:

The University of West Florida Foundation, Inc. hereby certifies that all University resources allocated in the fiscal year ending June 30, 2024, were used only for the purposes approved by the Board of Trustees.

This certification is made pursuant to the Memorandum of Understanding approved on September 16, 2021, and entered into between University of West Florida ("the University"), acting for and on behalf of the University of West Florida Board of Trustees ("the Board of Trustees") and the University of West Florida Foundation, Inc. ("UWF Foundation" or "the Foundation"), acting on behalf of the University of West Florida Foundation, Inc. Board of Directors ("Foundation Board of Directors" or "the Foundation Board").

Respectfully,

DocuSigned by:
Howard Reddy
AC63F3D0A08A440...

Howard J. Reddy, CEO & President
UWF Foundation, Inc.

DocuSigned by:
Daniel Lucas
B4AECDBD618545F...

Daniel Lucas, CFO
UWF Foundation, Inc.

cc: Dr. Martha Saunders, UWF President
Betsy Bowers, Vice President, Finance and Administration
Jeffrey Djerlek, Associate Vice President of Finance/Controller
Susan Woolf, UWF General Counsel Office
Office - UWF Foundation, Inc.
Jessica Scholl, Moore, Hill, & Westmoreland, PA

office 850.474.3118
fax 850.474.2714
foundation@uwf.edu
uwf.edu/foundation



August 5, 2024

University of West Florida Board of Trustees
11000 University Parkway,
Building 10 RM 102
Pensacola, FL 32514

RE: UNIVERSITY RESOURCE ALLOCATION CERTIFICATION

Dear University of West Florida Board of Trustees:

The University of West Florida Historic Trust hereby certifies that all University resources allocated in the fiscal year ending June 30, 2024, were used only for the purposes approved by the Board of Trustees. We also certify that the UWFHT is complying with the terms of the agreement and in a manner consistent with the goals, including historic preservation goals, and purposes of the University and in the best interest of the State

This certification is made pursuant to the Memorandum of Understanding approved on July 26, 2021, and entered into between University of West Florida ("the University"), acting for and on behalf of the University of West Florida Board of Trustees ("the Board of Trustees") and the University of West Florida Historic Trust ("Historic Trust"), acting on behalf of the University of West Florida Historic Trust Board of Directors ("Historic Trust Board of Directors").

Respectfully,

DocuSigned by:
Howard Reddy
AC63F3D0A08A440
Howard J. Reddy, CEO
UWF Historic Trust

DocuSigned by:
Robert Overton
11E4FF8E2C124D0
Robert Overton, Jr.
UWF Historic Trust

cc: Dr. Martha Saunders, UWF President
Betsy Bowers, Vice President, Finance and Administration
Susan Woolf, UWF General Counsel Office
Jessica Scholl at Moore, Hill & Westmoreland, P.A.



July 31, 2024

University of West Florida Board of Trustees
11000 University Parkway, Building 10 RM 102
Pensacola, FL 32514

RE: UNIVERSITY RESOURCE ALLOCATION CERTIFICATION

Dear University of West Florida Board of Trustees:

The University of West Florida Business Enterprises, Inc. hereby certifies that all University resources allocated in the fiscal year ending June 30, 2024, were used only for the purposes approved by the Board of Trustees.

This certification is made pursuant to the Memorandum of Understanding approved on July 6, 2021, and entered into between University of West Florida ("the University"), acting for and on behalf of the University of West Florida Board of Trustees ("the Board of Trustees") and the University of West Florida Business Enterprises, Inc. ("UWF Business Enterprise" or "BEI"), acting on behalf of the University of West Florida Business Enterprises, Inc. Board of Directors ("BEI Board of Directors" or "the BEI Board").

Respectfully,

DocuSigned by:

Ed Ranelli

6128705D427B454
Edward Ranelli, CEO

UWF Business Enterprises, Inc.

CC: Dr. Martha Saunders, UWF President
Betsy Bowers, Vice President, Finance and Administration
Susan Woolf, UWF General Counsel

**Board of Trustees
Full Board Meeting
September 12, 2024**

UWF Bonuses Report for 2023-2024

Recommended Action:

Report bonuses given at UWF for the 2023-2024 fiscal year.

Background Information:

Florida Board of Governors (BOG) adopted BOG Regulation 9.015, University Bonus Plan, on November 4, 2021. On March 18, 2022, the University of West Florida (UWF) Board of Trustees (BOT) approved HR-24.00-4/22, Bonuses, which was signed by President Saunders on April 12, 2022.

HR-24.00-4/22, Bonuses, policy section II E, reporting to the UWF BOT, states that each year at the Fall BOT meeting, the President shall submit a report to the BOT certifying that the bonuses paid in the prior fiscal year were in accordance with the UWF policy and within the University's budget.

Pursuant to section 1012.978, Florida Statutes and Board of Governors Regulation 9.015, this report is now required to be submitted to the Board of Governors on an annual basis. This year, the report must be submitted by September 27, 2024.

Implementation Plan:

None

Fiscal Implications:

The total cost of bonuses paid in FY23-24 was \$956,055.

Relevant Authority:

F.S. 1012.978, BOG Regulation 9.015, University Bonus Plan, HR-14.01-3/23, Compensation, HR-24.00-4/22, Bonuses

Supports Strategic Direction(s):

Strategic Direction 2: Employee Success

Supporting Documents:

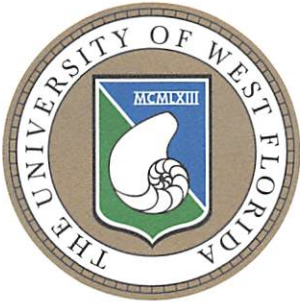
1. Dr. Martha Saunders Certification Letter
2. 23-24 Bonus Expenditures Spreadsheet
3. F.S. 1012.978
4. HR-24.00-4/22, Bonuses
5. HR-14.01-3/23, Compensation

Prepared by:

Jamie Sprague, Associate Vice President, Human Resources, jsprague@uwf.edu

Presenter:

Jamie Sprague, Associate Vice President, Human Resources



August 20, 2024

University of West Florida
Board of Trustees
11000 University Parkway
Pensacola, FL 32514

University of West Florida Board of Trustees:

Pursuant to the Florida Board of Governors (BOG) regulation 9.015, University Bonus Plan, and the University of West Florida (UWF) policy, HR-24.00-4/22, Bonuses, UWF is to report all bonuses paid in the prior fiscal year.

The following is a report of the bonuses paid in fiscal year 2023-2024:

- A total of 279 bonuses were paid to employees.
- The total dollar amount was \$956,055
- Type of Bonuses received:
 - Awards = 64
 - Additional Duties When Time Not Known = 18
 - Completion of a Special Project = 161
 - Retention-Specified by a grant received by ERCCD = 8
 - Superior Performance Evaluation = 28
- Type of Employees who received a bonus:
 - Executive Service = 6
 - Faculty 12 Month = 20
 - Faculty 3 Month = 9
 - Faculty 9/10 Month = 20
 - OPS = 2
 - Students = 9
 - University Work Force = 213

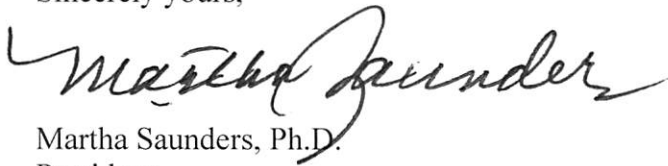
Please see the attached 23-24 Bonus Expenditure spreadsheet for additional detail.

This equates to 22% of line employees who received a bonus and .54% of the 2023-2024 UWF Operating Budget.

Delegation was given to the Associate Vice President of Human Resources to oversee the day-to-day review and approval of personnel action forms and supporting documentation for all bonuses received in 2023-2024.

Through this letter, I certify that all bonuses were paid in accordance with the BOG regulation, the UWF policy, and the UWF budget.

Sincerely yours,

A handwritten signature in black ink that reads "Martha Saunders". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Martha Saunders, Ph.D.
President

UWF Bonuses for the 2023-2024 FY

FY	Employee Class	Title	Type	Amount	Date	Comments
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$700	9/22/2023	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Business Manager	Bonus	\$2,000	5/17/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Executive Director	Bonus	\$2,000	5/17/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Program Manager	Bonus	\$2,000	5/17/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Director	Bonus	\$1,500	9/22/2023	Additional Duties When Time Not Known
2024	University Work Force NE FT	Sr. Administrative Specialist	Bonus	\$2,000	5/17/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$700	9/22/2023	Additional Duties When Time Not Known
2024	University Work Force NE FT	Office Administrator	Bonus	\$2,500	12/1/2023	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$700	9/22/2023	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$2,000	5/31/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$2,000	5/31/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Business Manager	Bonus	\$5,000	5/3/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$700	9/22/2023	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$2,000	5/31/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$700	9/22/2023	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$2,000	5/31/2024	Additional Duties When Time Not Known
2024	University Work Force NE FT	Sr. Administrative Specialist	Bonus	\$2,000	5/17/2024	Additional Duties When Time Not Known
2024	University Work Force NE FT	Administrative Specialist	Bonus	\$2,000	5/17/2024	Additional Duties When Time Not Known
2024	University Work Force Ex FT	Teacher, Child Development	Bonus	\$2,475	4/11/2024	Completion of a Special Project
2024	University Work Force NE FT	Office Administrator	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force NE FT	Office Administrator	Bonus	\$1,500	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Software Applications Engineer	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Director	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$1,750	11/17/2023	Completion of a Special Project
2024	University Work Force Ex FT	Assoc. Dir., Child Development	Bonus	\$4,750	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assoc. Dir., Child Development	Bonus	\$250	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$2,132	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$2,132	12/15/2023	Completion of a Special Project
2024	Faculty 3 Month	Lecturer	Bonus	\$500	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$750	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$225	11/17/2023	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex FT	Senior Buyer	Bonus	\$1,500	3/22/2024	Completion of a Special Project
2024	Faculty 3 Month	Chairperson	Bonus	\$500	6/14/2024	Completion of a Special Project
2024	Faculty 9/10 Month	Chairperson	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Editor	Bonus	\$3,344	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Senior Coordinator	Bonus	\$1,000	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$225	11/17/2023	Completion of a Special Project
2024	University Work Force Ex FT	Procurement Manager	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$2,750	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	University Registrar	Bonus	\$5,000	10/6/2023	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$225	11/17/2023	Completion of a Special Project
2024	University Work Force Ex FT	Teacher, Child Development	Bonus	\$2,475	4/11/2024	Completion of a Special Project
2024	Faculty 12 Month	Chairperson	Bonus	\$3,500	6/28/2024	Completion of a Special Project
2024	Faculty 12 Month	Chairperson	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	Faculty 12 Month	Associate Dean	Bonus	\$500	6/14/2024	Completion of a Special Project

2024	University Work Force Ex FT	Director	Bonus	\$1,500	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Vice President	Bonus	\$10,000	10/6/2023	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$5,000	10/6/2023	Completion of a Special Project
2024	University Work Force Ex FT	Teacher, Child Development	Bonus	\$3,250	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Teacher, Child Development	Bonus	\$2,475	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$3,750	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Director	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Vice President	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Vice President	Bonus	\$6,183	12/29/2023	Completion of a Special Project
2024	University Work Force Ex FT	Instruct. Designer/Developer	Bonus	\$1,500	10/20/2023	Completion of a Special Project
2024	University Work Force Ex FT	Instruct. Designer/Developer	Bonus	\$1,500	11/17/2023	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$500	10/6/2023	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Director	Bonus	\$6,550	5/31/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$3,500	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$750	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$1,500	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Lead Teacher, Child Developmnt	Bonus	\$3,000	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Maintenance Superintendent	Bonus	\$3,500	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Program Manager	Bonus	\$5,000	10/6/2023	Completion of a Special Project
2024	Faculty 9/10 Month	Instructor	Bonus	\$500	9/22/2023	Completion of a Special Project
2024	Faculty 3 Month	Associate Professor	Bonus	\$1,350	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$3,000	6/28/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$3,000	5/3/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$1,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$5,500	5/17/2024	Completion of a Special Project
2024	Faculty 12 Month	Research Associate	Bonus	\$5,000	8/25/2023	Completion of a Special Project
2024	Student Hourly	Student Assistant	Bonus	\$1,200	9/8/2023	Completion of a Special Project
2024	Faculty 3 Month	Chairperson	Bonus	\$500	6/14/2024	Completion of a Special Project
2024	Faculty 12 Month	Chairperson	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	University Work Force NE FT	Administrative Specialist	Bonus	\$500	10/6/2023	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$2,132	12/15/2023	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$2,132	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$5,850	5/31/2024	Completion of a Special Project
2024	University Work Force Ex FT	Business Process Analyst	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$5,000	5/3/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator I	Bonus	\$2,000	5/31/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$1,000	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Full Stack Developer	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$750	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Controller	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex FT	Data Analyst	Bonus	\$1,500	2/23/2024	Completion of a Special Project
2024	University Work Force Ex FT	Program Manager	Bonus	\$1,500	10/20/2023	Completion of a Special Project
2024	University Work Force Ex FT	Program Manager	Bonus	\$1,500	11/17/2023	Completion of a Special Project
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$1,500	4/11/2024	Completion of a Special Project
2024	Faculty 12 Month	Dean	Bonus	\$10,000	10/6/2023	Completion of a Special Project
2024	University Work Force NE FT	Office Administrator	Bonus	\$500	10/6/2023	Completion of a Special Project

2024	Faculty 12 Month	Professor	Bonus	\$10,000	10/6/2023	Completion of a Special Project
2024	Executive Service	Provost	Bonus	\$30,000	10/20/2023	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$15,000	10/6/2023	Completion of a Special Project
2024	University Work Force Ex FT	Associate Vice President	Bonus	\$5,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Director	Bonus	\$250	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Business Process Analyst	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex FT	Full Stack Developer	Bonus	\$5,000	12/15/2023	Completion of a Special Project
2024	University Work Force Ex FT	Executive Director	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Vice President	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	Faculty 12 Month	Director	Bonus	\$4,000	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$6,868	5/17/2024	Completion of a Special Project
2024	Faculty 12 Month	Chairperson	Bonus	\$5,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Executive Director	Bonus	\$15,000	10/6/2023	Completion of a Special Project
2024	University Work Force Ex FT	Business Manager	Bonus	\$2,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$2,132	12/15/2023	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$2,132	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator I	Bonus	\$500	5/31/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Vice President	Bonus	\$5,000	5/17/2024	Completion of a Special Project
2024	Faculty 3 Month	Chairperson	Bonus	\$10,000	6/28/2024	Completion of a Special Project
2024	University Work Force Ex FT	Lead Teacher, Child Development	Bonus	\$3,250	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Lead Teacher, Child Development	Bonus	\$250	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Lead Teacher, Child Development	Bonus	\$2,475	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$2,750	4/11/2024	Completion of a Special Project
2024	University Work Force NE FT	Coordinator II	Bonus	\$2,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Teacher, Child Development	Bonus	\$3,250	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Teacher, Child Development	Bonus	\$250	4/11/2024	Completion of a Special Project
2024	Faculty 9/10 Month	Assist Prof of Prof/Clin Pract	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Project Manager	Bonus	\$3,500	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$3,500	3/22/2024	Completion of a Special Project
2024	Faculty 12 Month	Director	Bonus	\$10,000	12/15/2023	Completion of a Special Project
2024	Faculty 12 Month	Director	Bonus	\$5,000	10/9/2023	Completion of a Special Project
2024	University Work Force Ex FT	Sr. Engineering Tech./Designer	Bonus	\$1,500	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$3,500	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Controller	Bonus	\$5,000	10/25/2023	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Controller	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force NE FT	Office Administrator	Bonus	\$1,500	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Director	Bonus	\$5,500	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Assistant Director	Bonus	\$6,000	12/29/2023	Completion of a Special Project
2024	University Work Force Ex FT	Lead Help Desk Analyst	Bonus	\$1,066	12/15/2023	Completion of a Special Project
2024	University Work Force Ex FT	Lead Help Desk Analyst	Bonus	\$1,066	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Lead Help Desk Analyst	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex FT	Project Manager	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$750	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$960	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$2,500	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Server System Administrator	Bonus	\$1,000	2/23/2024	Completion of a Special Project
2024	Faculty 3 Month	Lecturer	Bonus	\$500	6/14/2024	Completion of a Special Project

2024	University Work Force Ex FT	Lead Teacher, Child Developmnt	Bonus	\$2,750	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$500	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate University Registrar	Bonus	\$3,000	6/28/2024	Completion of a Special Project
2024	University Work Force NE FT	Desktop Systems Specialist	Bonus	\$1,500	10/20/2023	Completion of a Special Project
2024	University Work Force NE FT	Desktop Systems Specialist	Bonus	\$1,500	11/17/2023	Completion of a Special Project
2024	University Work Force NE FT	HVAC Specialist	Bonus	\$2,598	2/9/2024	Completion of a Special Project
2024	University Work Force NE FT	Administrative Specialist	Bonus	\$1,500	4/11/2024	Completion of a Special Project
2024	University Work Force NE FT	Office Administrator	Bonus	\$500	10/6/2023	Completion of a Special Project
2024	University Work Force Ex FT	Help Desk Analyst	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex PT	Director	Bonus	\$1,350	6/14/2024	Completion of a Special Project
2024	University Work Force NE FT	Accountant	Bonus	\$2,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator I	Bonus	\$500	5/31/2024	Completion of a Special Project
2024	Faculty 3 Month	Associate Professor	Bonus	\$500	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$2,600	5/31/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$5,200	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Data Analyst	Bonus	\$1,500	2/23/2024	Completion of a Special Project
2024	University Work Force Ex FT	Coordinator II	Bonus	\$1,500	3/22/2024	Completion of a Special Project
2024	Faculty 12 Month	Chairperson	Bonus	\$225	11/17/2023	Completion of a Special Project
2024	Faculty 9/10 Month	Director	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	Faculty 3 Month	Director	Bonus	\$15,000	6/14/2024	Completion of a Special Project
2024	Faculty 12 Month	Professor	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	University Work Force Ex FT	Server System Administrator	Bonus	\$1,500	10/20/2023	Completion of a Special Project
2024	University Work Force Ex FT	Server System Administrator	Bonus	\$1,500	11/17/2023	Completion of a Special Project
2024	University Work Force Ex FT	Senior Coordinator	Bonus	\$225	11/17/2023	Completion of a Special Project
2024	University Work Force Ex FT	Senior Coordinator	Bonus	\$3,000	6/28/2024	Completion of a Special Project
2024	University Work Force Ex FT	IT Security Administrator	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$8,476	5/31/2024	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$4,000	6/14/2024	Completion of a Special Project
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$1,500	4/11/2024	Completion of a Special Project
2024	University Work Force Ex FT	Academic Advisor	Bonus	\$700	9/22/2023	Completion of a Special Project
2024	University Work Force Ex FT	Associate Director	Bonus	\$1,000	7/14/2023	Completion of a Special Project
2024	University Work Force Ex FT	Director	Bonus	\$3,000	3/22/2024	Completion of a Special Project
2024	University Work Force NE FT	Accountant	Bonus	\$2,000	3/22/2024	Completion of a Special Project
2024	University Work Force Ex FT	Senior Accountant	Bonus	\$750	6/30/2024	Completion of a Special Project
2024	University Work Force Ex FT	Executive Specialist	Bonus	\$5,000	8/11/2023	Completion of a Special Project
2024	Faculty 12 Month	Chairperson	Bonus	\$2,000	5/17/2024	Completion of a Special Project
2024	Student Hourly	Student Assistant	Bonus	\$1,200	9/8/2023	Retention-Specified by a grant received by ERCCD
2024	Student Hourly	Student Assistant	Bonus	\$1,200	9/8/2023	Retention-Specified by a grant received by ERCCD
2024	Student Hourly	Student Assistant	Bonus	\$1,200	9/8/2023	Retention-Specified by a grant received by ERCCD
2024	Student Hourly	Student Assistant	Bonus	\$1,200	9/8/2023	Retention-Specified by a grant received by ERCCD
2024	Student Hourly	Student Assistant	Bonus	\$1,200	9/8/2023	Retention-Specified by a grant received by ERCCD
2024	Student Hourly	Student Assistant	Bonus	\$1,200	9/8/2023	Retention-Specified by a grant received by ERCCD
2024	Student Hourly	Student Assistant	Bonus	\$1,200	9/8/2023	Retention-Specified by a grant received by ERCCD
2024	University Work Force NE FT	Office Administrator	Bonus	\$3,000	10/6/2023	Position Orientatoin Year Superior Performance Evaluation
2024	University Work Force Ex FT	Human Resources Specialist	Bonus	\$3,000	10/6/2023	Position Orientatoin Year Superior Performance Evaluation

2024	Faculty 9/10 Month	Lecturer	Award	\$1,000	3/8/2024	President's Award for Exemplary Teaching
2024	University Work Force Ex FT	Associate Vice President	Bonus	\$10,000	10/20/2023	Superior on 22-23 Performance Evaluation
2024	Faculty 12 Month	Dean	Bonus	\$19,551	2/9/2024	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Associate Vice President	Bonus	\$15,000	10/6/2023	Superior on 22-23 Performance Evaluation
2024	Executive Service	Vice President, Admin Services	Bonus	\$38,223	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Director	Bonus	\$4,000	10/6/2023	Superior on 22-23 Performance Evaluation
2024	Faculty 9/10 Month	Dean	Bonus	\$10,000	3/8/2024	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Associate Director	Bonus	\$4,000	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Executive Director	Bonus	\$5,000	4/11/2024	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Head Athletic Coach	Bonus	\$2,500	7/28/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Coordinator II	Bonus	\$3,000	3/8/2024	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Human Resources Specialist	Bonus	\$2,500	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Associate Director	Bonus	\$3,000	10/20/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Assistant Vice President	Bonus	\$8,000	4/11/2024	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Assistant Vice President	Bonus	\$12,500	10/6/2023	Superior on 22-23 Performance Evaluation
2024	Executive Service	Vice President	Bonus	\$32,314	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Director	Bonus	\$3,000	2/23/2024	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Human Resources Specialist	Bonus	\$2,500	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Senior Coordinator	Bonus	\$2,500	10/6/2023	Superior on 22-23 Performance Evaluation
2024	Executive Service	University President	Bonus	\$89,143	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Associate Vice President	Bonus	\$12,500	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Associate Vice President	Bonus	\$12,450	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Associate Vice President	Bonus	\$2,550	10/6/2023	Superior on 22-23 Performance Evaluation
2024	Executive Service	Vice President	Bonus	\$33,569	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Director	Bonus	\$12,500	10/6/2023	Superior on 22-23 Performance Evaluation
2024	Executive Service	General Counsel	Bonus	\$12,500	10/6/2023	Superior on 22-23 Performance Evaluation
2024	University Work Force Ex FT	Assistant Director	Bonus	\$3,500	10/6/2023	Superior on 22-23 Performance Evaluation
2024	Faculty 12 Month	Assist Prof of Prof/Clin Pract	Award	\$2,000	4/5/2024	Faculty Excellence in Teaching Award
2024	Faculty 9/10 Month	Professor	Award	\$250	12/15/2023	Faculty Service Award (COH)
2024	Faculty 9/10 Month	Lecturer	Award	\$1,125	4/5/2024	OUR Award
2024	University Work Force Ex FT	Executive Director	Award	\$500	4/19/2024	Gabor Award
2024	University Work Force NE FT	Program Specialist	Award	\$150	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	Faculty 3 Month	Assistant Chairperson	Award	\$1,066	5/31/2024	Best of Strictly Business Award (COB)
2024	University Work Force Ex FT	Associate Director	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force NE FT	Sr. Administrative Specialist	Award	\$1,066	5/31/2024	Extraordinary Service Award (COB)
2024	Faculty 9/10 Month	Associate Professor	Award	\$2,000	4/5/2024	Faculty Excellence in Teaching Award
2024	University Work Force Ex FT	Assistant Director	Award	\$450	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	University Work Force Ex FT	Coordinator II	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Desktop Systems Administrator	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Coordinator II	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Coordinator II	Award	\$450	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	University Work Force Ex FT	Director	Award	\$150	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	Faculty 9/10 Month	Professor	Award	\$2,000	4/5/2024	Distinguished Faculty Service Award
2024	University Work Force Ex FT	Assistant Director	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Assistant Director	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	Faculty 12 Month	Director	Award	\$2,000	4/19/2024	Marion Vicars Award
2024	University Work Force Ex FT	Maintenance Superintendent	Award	\$2,000	4/19/2024	State Fiscal REcovery Funds Fixed Capital Outlay
2024	University Work Force Ex FT	Director	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner

2024	University Work Force Ex FT	Coordinator II	Award	\$300	12/15/2023	Ricky Hicks Hearbeat Award (COH)
2024	University Work Force NE FT	Law Enforcement Sergeant	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Business Manager	Award	\$1,066	5/31/2024	Extraordinary Service Award (COB)
2024	Faculty 9/10 Month	Professor	Award	\$1,125	4/5/2024	OUR Award
2024	University Work Force Ex FT	Assistant Director	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	Faculty 12 Month	Chairperson	Award	\$1,066	5/31/2024	Dean's Choice Award (COB)
2024	University Work Force NE FT	Material Mgmt/EventsSupervisor	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Database Administrator	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Data Analyst	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	Faculty 9/10 Month	Professor	Award	\$250	12/15/2023	Faculty Scholarly and Creative Award Winner (COH)
2024	Faculty 9/10 Month	Instructor	Award	\$500	4/19/2024	President's Award for Inclusion and Belonging
2024	Faculty 12 Month	Professor	Award	\$1,066	6/6/2024	Best of Strictly Business Award (COB)
2024	University Work Force Ex FT	Marketing Representative	Award	\$225	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	Faculty 12 Month	Director	Award	\$1,066	5/31/2024	Extraordinary Service Award (COB)
2024	OPS Hourly	Clerical and Secretarial	Award	\$500	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Assistant Director	Award	\$225	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	University Work Force Ex FT	Coordinator II	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Associate Director	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Coordinator II	Award	\$450	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	University Work Force Ex FT	Project Manager	Award	\$2,000	4/19/2024	State Fiscal REcovery Funds Fixed Capital Outlay
2024	Faculty 9/10 Month	Professor	Award	\$2,000	4/5/2024	Faculty Excellence in Teaching Award
2024	University Work Force Ex FT	Associate Director	Award	\$5,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Senior Coordinator	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	Senior Coordinator	Award	\$250	12/15/2023	Adjunct Faculty Teaching Award (COH)
2024	University Work Force Ex FT	Coordinator I	Award	\$150	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	University Work Force Ex FT	Coordinator II	Award	\$150	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	Faculty 9/10 Month	Professor	Award	\$500	4/19/2024	Gabor Award
2024	OPS Hourly	Other Support Staff	Award	\$1,414	5/3/2024	Hal Crosby Award (CASSH)
2024	University Work Force Ex FT	Assistant Director	Award	\$500	4/19/2024	President's Award for Inclusion and Belonging
2024	University Work Force NE FT	Office Administrator	Award	\$750	3/22/2024	Educational Incentive Award
2024	Faculty 9/10 Month	Associate Professor	Award	\$1,125	4/5/2024	OUR Award
2024	Faculty 9/10 Month	Associate Professor	Award	\$2,000	4/5/2024	Faculty Excellence in Teaching Award
2024	University Work Force Ex FT	Associate Director	Award	\$1,066	5/31/2024	Best of Strictly Business Award (COB)
2024	Faculty 9/10 Month	Associate Professor	Award	\$2,000	4/5/2024	Faculty Excellence in Teaching Award
2024	University Work Force Ex FT	Senior Coordinator	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	University Work Force Ex FT	IT Security Administrator	Award	\$2,000	4/19/2024	Nautilus Excellence Award Winner
2024	Faculty 9/10 Month	Professor	Award	\$1,125	4/5/2024	OUR Award
2024	University Work Force NE FT	Administrative Specialist	Award	\$200	12/15/2023	UKCOH MVP Award (COH)
2024	University Work Force Ex FT	Director	Award	\$450	12/15/2023	Division of University Advancement (DUA) Award of Distinction
2024	Faculty 9/10 Month	Professor	Award	\$250	12/15/2023	Faculty Teaching Award (COH)
2024	University Work Force NE FT	Accountant	Award	\$2,000	4/19/2024	State Fiscal REcovery Funds Fixed Capital Outlay
2024	University Work Force Ex FT	Executive Director	Award	\$500	4/19/2024	Community Service Award

Select Year:

The 2024 Florida Statutes

[Title XLVIII](#)
EARLY LEARNING-20 EDUCATION CODE

[Chapter 1012](#)
PERSONNEL

[View Entire Chapter](#)

CHAPTER 1012
PERSONNEL

PART I
GENERAL PROVISIONS
(s. 1012.01)

PART II
PERSONNEL ISSUES
(ss. 1012.05-1012.07)

PART III
PUBLIC SCHOOLS; PERSONNEL
(ss. 1012.21-1012.799)

PART IV
**PUBLIC POSTSECONDARY EDUCATIONAL INSTITUTIONS;
PERSONNEL**
(ss. 1012.80-1012.978)

PART V
PROFESSIONAL DEVELOPMENT
(ss. 1012.98-1012.986)

PART VI
**INTERSTATE COMPACT ON QUALIFICATIONS OF EDUCATIONAL
PERSONNEL**
(ss. 1012.99-1012.9931)

PART I
GENERAL PROVISIONS

1012.01 Definitions.

1012.01 Definitions.—As used in this chapter, the following terms have the following meanings:

(1) **SCHOOL OFFICERS.**—The officers of the state system of public K-12 and Florida College System institution education shall be the Commissioner of Education and the members of the State Board of Education; for each district school system, the officers shall be the district school superintendent and members of the district school board; and for each Florida College System institution, the officers shall be the Florida College System institution president and members of the Florida College System institution board of trustees.

conclusion of the investigation, the university or entity may terminate the contract of the employee.

History.—s. 18, ch. 2020-117.

1012.978 Bonuses for state university system employees.—Notwithstanding s. 215.425(3), a university board of trustees may implement a bonus scheme based on awards for work performance or employee recruitment and retention. The board of trustees must submit an annual report to the Board of Governors when awarding bonuses. The Board of Governors shall develop a regulation to ensure consistency in the implementation of this section.

History.—s. 5, ch. 2021-160; s. 5, ch. 2023-95.

PART V PROFESSIONAL DEVELOPMENT

1012.98 School Community Professional Learning Act.

1012.985 Regional professional learning academies.

1012.986 William Cecil Golden Professional Learning Program for School Leaders.

1012.98 School Community Professional Learning Act.—

(1) The Department of Education, public postsecondary educational institutions, public school districts, public schools, state education foundations, consortia, and professional organizations in this state shall work collaboratively to establish a coordinated system of professional learning. For the purposes of this section, the term “professional learning” means learning that is aligned to the state’s standards for effective professional learning, educator practices, and leadership practices; incorporates active learning; is collaborative; provides models; and is sustained and continuous. The purpose of the professional learning system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education and the workforce. The system of professional learning must align to the standards adopted by the state. Routine informational meetings may not be considered professional learning and are not eligible for inservice points.

(2) The school community includes students and parents, administrative personnel, managers, instructional personnel, support personnel, members of district school boards, members of school advisory councils, business partners, and personnel that provide health and social services to students.

(3) Professional learning activities linked to student learning and professional growth for instructional and administrative staff meet the following criteria:

- (a) For instructional personnel, utilize materials aligned to the state’s academic standards.
- (b) For school administrators, utilize materials aligned to the state’s educational leadership standards.
- (c) Have clear, defined, and measurable outcomes for both individual inservice activities and multiple day sessions.
- (d) Employ multiple measurement tools for data on teacher growth, participants’ use of new knowledge and skills, student learning outcomes, instructional growth outcomes, and leadership growth outcomes, as applicable.
- (e) Utilize active learning and engage participants directly in designing and trying out strategies, providing participants with the opportunity to engage in authentic teaching and leadership experiences.
- (f) Utilize artifacts, interactive activities, and other strategies to provide deeply embedded and highly contextualized professional learning.
- (g) Create opportunities for collaboration.
- (h) Utilize coaching and expert support to involve the sharing of expertise about content and evidence-based practices, focused directly on instructional personnel and school administrator needs.
- (i) Provide opportunities for instructional personnel and school administrators to think about, receive input on, and make changes to practice by facilitating reflection and providing feedback.
- (j) Provide sustained duration with followup for instructional personnel and school administrators to have adequate time to learn, practice, implement, and reflect upon new strategies that facilitate changes in practice.



UNIVERSITY POLICY HR-24.01-01/24

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Bonuses

RESPONSIBLE OFFICE: President and Human Resources

I. Purpose:

The University of West Florida (UWF or University) bonus plan is designed to comply with Sections 110.131(3), 215.425(3) and 1012.978, Florida Statutes, and the Florida Board of Governors Regulation 9.015. The University shall provide incentive bonuses based on work performance as well as addressing recruitment and retention needs. A bonus is a one-time monetary award given to an employee that is not added to the employee's base salary.

II. Policy:

A. Work Performance Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses include, but are not limited to, documented work performance involving increased duties/responsibilities, successful completion of a special project, attainment of established goals, superior performance, or specific achievements or assignments of significance.

1. Performance-Based Bonus

The Performance-Based Bonus is to recognize an employee who has demonstrated continuous outstanding performance or who has made a significant contribution to the University's mission as well as departmental objectives. To be eligible to receive this bonus, the employee must have the highest rating on a current performance evaluation on file. The employee must not have had any disciplinary action in the past twelve months.

2. Project-Based Bonus

The Project-Based Bonus is to recognize an employee upon the successful completion of a special project with pre-determined goals or performance levels in addition to the employee's regularly assigned duties. The special project must have a specified start

date and an end date. The employee must not have had any disciplinary action in the past twelve months.

3. Additional Duties Bonus

The Additional Duties Bonus is to recognize an employee who has assumed additional duties. This would be in lieu of a temporary pay increase for the additional duties when the length of time was not known at the onset of the temporary duties.

4. Variable Compensation Plan Award

The Variable Compensation Plan (VCP) Award is a pre-approved plan that provides for a bonus based on successful attainment of established goals. A VCP establishes a method for recognizing the employee's contribution to departmental objectives, which typically include revenue generation and specific targets to be achieved with a pay-out schedule based on achieving the stated goals within the fiscal year. The VCP may also recognize an employee that implements a plan or a program that saves the University money. In both cases, a plan outlining the specific goals, a timeline for completion, and a review of goal attainment must be in writing and approved by the Division Head and the Associate Vice President of Human Resources prior to receiving the bonus. The employee must not have had any disciplinary action in the past twelve months.

5. Recognition Awards

Recognition Awards serve to recognize an employee for superior performance or specific achievements in designated categories. The University community gathers each year to honor and recognize employees for their outstanding achievements and years of service through the Service and Recognition Awards program. Select University Work Force and Other Personal Services employees are recognized with the Nautilus Excellence Award for significant achievements within the University, Department, or Community. Various faculty excellence awards are presented during the annual Honors Convocation ceremony.

B. Recruitment (Sign-On) Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses include, but is not limited to, identification of external candidates with desirable specialized skills and exceptional experience, or where market conditions or departmental structure merit such an award.

C. Retention Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses include, but is not limited to, circumstances to address verified offers of competing employment, address market conditions that are significantly higher than the current salary, ameliorate salary compression or inversion, or acknowledge successful completion of career development, training, or certification programs that are in the best interests of the University or support the mission of the University. There must be a current performance evaluation on file for

the employee to be eligible for this bonus. An employee may only receive one retention bonus in each category listed below. The employee must be in their current eligible position for at least one year prior to receiving bonus and must not have had any disciplinary action in the past twelve months.

1. One-Time Payment in Lieu of Salary Increase

A one-time payment in lieu of a salary increase may be made to an employee where the University’s budget cannot reasonably support recurring salary increases but can support one-time payments using non-recurring funds. Such one-time payments enhance retention of the valuable employee and avoid the cost to the University of replacing an individual who may leave to seek an increase in salary elsewhere.

2. Educational Incentive Awards

Educational Incentive Awards are given to encourage an employee to acquire a degree, a professional license, or a professional certification from an accredited institution or professional organization. The course of study should be relevant to the position and/or department needs. Educational Incentive Awards are not available for degrees, professional certifications, or licenses that are a current job requirement.

D. Delegations of Authority

The University of West Florida Board of Trustees (UWF BOT) delegates authority to the President or the President’s designee to establish procedures to implement this bonus plan, including levels of approvals and compensation for specific bonuses described in this bonus plan. The University’s bonus plan shall be overseen by the Associate Vice President of Human Resources for all out of unit faculty and out of unit University Work Force staff members.

E. Reporting to the UWF BOT

The Florida Board of Governors requires that bonuses paid pursuant to this plan be reported to the UWF BOT on a schedule to be set by the Board. Starting with the UWF BOT meeting of the Fall 2022 semester and each year thereafter, the President shall submit a report to the UWF BOT that certifies any bonuses paid during the prior fiscal year complied with the criteria in this bonus plan and that the bonuses were within the University’s budget as approved by the UWF BOT. The total amount of funds paid for performance, recruitment, and retention bonuses shall be included in the report. Once the report has been approved by the UWF BOT, the Associate Vice President of Human Resources or the President’s other designee will submit the report to the Board of Governors as required by BOG Reg. 9.015.

DocuSigned by:
Martha Saunders
D54A387C376848D
Approved by: _____
Dr. Martha D. Saunders

Date: 01/16/2024 _____

Authority: §110.131, Florida Statutes
§215.425, Florida Statutes
§1012.978, Florida Statutes
Board of Governors Regulation 9.015
Relevant UWF Collective Bargaining Agreements

Cross Ref.: None

History: Approved April 2022; revised January 2024

Last Review: January 2024



UNIVERSITY POLICY HR-14.02-9/23

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Compensation

RESPONSIBLE OFFICE: Human Resources

I. Purpose:

Pay issues shall be resolved in accordance with appropriate Florida Statutes, Board of Governors Regulations, University regulations, policies, and procedures, and relevant collective bargaining agreements. The University and Human Resources shall address pay issues in a fair and equitable manner.

II. Policy:

A. Pay Upon Original Appointment

1. Employees will be compensated relative to the market level for the job classification. Consideration may be given to substantial directly-related experience and comparable internal salaries, which may include factors such as job performance and level of responsibility.
2. Trainee and Provisional – University Work Force (UWF) Employees – These appointments are made in accordance with an approved training, hiring, and compensation plan developed by the appointing department and Human Resources.

B. Pay Increases

1. General Information
 - a. All pay increases are subject to the availability of funding.
 - b. A pay increase will not become effective until all documentation has been received and approved by Human Resources.
 - c. Employees must be in pay status in order to receive a pay increase of any kind.

- d. Employees paid from contracts and grants, auxiliaries, or local funds shall be eligible for pay increases provided such increases are permitted and funded by the funding entity.
 - e. Retroactive effective dates for pay actions are not permitted. An exception can be requested of the Associate Vice President of Human Resources. If an exception is approved, the effective date of the pay increase will not cross over calendar years.
 - f. Employees returning from an unpaid leave shall receive mandatory pay increases granted during the period of unpaid leave, unless pay implementation instructions provide otherwise. In addition, an employee returning from unpaid leave may be considered for discretionary and merit increases.
 - g. Pay increases are not automatic. A change in job responsibility or job classification may or may not result in an increase. Increases in pay will be made with appropriate administrative approval and consultation with Human Resources.
2. Categories of Pay Increases – University Work Force (UWF) Employees
- a. Position Orientation Year Increase – Upon successful completion of the initial orientation year, an employee may be eligible for a pay increase. The amount of the increase may vary depending on such factors as performance, internal equity, and budget appropriations. A Position Orientation Performance Evaluation must be completed and a rating of Above or higher must have been received before the orientation year increase is approved. A Position Orientation Year Increase may only be requested up to sixty days past the employee’s one-year anniversary date.
 - b. Annual Pay Increase – The University may grant annual pay increases based on legislative action, Board of Trustees’ Approval, or at the direction of the President.
 - c. Pay for Performance/Superior Performance Increase – Employees may be eligible to receive a pay increase based on performance if they meet both of the following criteria:
 - i. Employee must have a superior performance rating on the annual evaluation with supporting documentation of the specific ways the employee excelled in the accomplishment of assigned duties; and
 - ii. Employee may not have had any disciplinary actions (oral or written reprimand, or suspension) within the past five calendar years.
 - d. Permanent Duty/Job Change Increase – A pay increase may be given with proper administrative approval to an employee with a significant increase in the level or nature of assigned duties which are to continue on a permanent basis. Rationale for these increases includes changes in level of responsibility, skills, or knowledge within the current position and changes to classification.

- e. Temporary Duty Increase – A temporary pay increase may be given with proper administrative approval to an employee serving in an interim position. Increases should not be given for assigned interim periods of less than thirty days. An employee may also be given a temporary duty increase for taking on documented additional duties over a specified time period. Employees may not retain the temporary increase after the expiration of the temporary duty.
 - f. Internal Equity Increase – An equity increase is intended to mitigate an internal pay inequity. Factors generally considered include relevant experience, job performance, and level of responsibility. The Associate Vice President of Human Resources must be consulted prior to the approval of the internal equity increase.
 - g. Market Increase – A market increase is intended to mitigate a documented external pay inequity using industry recognized applicable market data. Market increase proposals must consider University internal equity. The Associate Vice President of Human Resources must be consulted prior to the approval of the market equity increase.
3. Faculty Pay Increases – Subject to the provisions of the UFF Collective Bargaining Agreement, legislative action, Board of Trustees’ approval, or at the discretion of the President, as appropriate.

C. Supplemental Pay Occurrences

- 1. On-call/Call Back/Shift Differential
 - a. On-Call pay – pay made available to employees who are available to return to work to perform duties outside of the normal working hours.
 - b. Call back pay – pay made available to employees who are required to return to work to perform duties outside of the normal working hours.
 - c. Shift differential pay – pay made available to employees who are required to work alternate shifts.
- 2. Asbestos-Related and Lead Abatement Activities
 - a. Small-Scale Infrequent and Significant/On-Going Asbestos-Related and Lead Abatement Activities
 - i. Asbestos-related and lead abatement duties must be included in the employee’s current position description and the employee must have satisfactorily passed the required training.
 - ii. The employee shall receive an additional 15% per hour for only those hours actually spent in asbestos-related or lead abatement activities or a minimum

of two hours, whichever is greater. If asbestos or lead activity is recognized in an employee's hiring rate, the employee is not entitled to additional supplemental pay.

- iii. Any asbestos-related or lead abatement supplemental pay that occurs during the time that an employee is in overtime status shall be included in the regular rate of pay for overtime calculation.

D. Additional/Extra Compensation

1. Pay for appointments up to the available established full-time employee (FTE) for the position shall be from funds designated as Salaries.
2. Pay for the portion of an appointment in excess of the available established FTE for the position and for activities of limited duration where no FTE is assigned shall be from funds designated as OPS.
3. Non-exempt University Work Force (UWF) employees who perform additional work outside of their current classification may be eligible for additional/extra compensation. Compensation for these additional services, which are not an extension of their current job description and therefore not eligible for overtime, should take into consideration the complexity of the additional assignment and the employee's qualifications.
4. Appropriate compensation for qualified employees to teach credit and non-credit courses/workshops and preparation related to such courses/workshops shall be determined by the appropriate Dean and the Provost.

E. Presidential Designated Pay

1. Cost of Living Adjustment (recurring) – the President may elect to give a recurring cost of living adjustment.
2. Cost of Living Adjustment (non-recurring) – the President may elect to give a non-recurring cost of living adjustment.
3. Eligibility requirements for either the recurring or non-recurring cost of living adjustment will be outlined in a communication from the President.

F. Miscellaneous

1. Moving Expenses – Moving expenses may be provided as part of a recruitment package with approval by the Division Head.
2. Health or Safety Equipment – When the University requires an employee to use or wear health or safety equipment, such equipment shall be provided by the University at no cost to the employee.

G. Compensation Maximums

1. The University President may not receive more than \$250,000 in remuneration from public funds. The University may, itself or through a component unit, provide cash or cash-equivalent compensation from funds that are not public funds in excess of the \$250,000 limit.
 - a. Remuneration includes salary, bonuses, and cash-equivalent compensation paid to the President by the University for work performed, excluding health insurance and retirement benefits.
 - b. Public funds are defined as funds appropriated from general revenue, state trust funds, including the student and other fees trust funds, educational enhancement trust fund, phosphate research trust fund, or any funds from a state university trust fund regardless of repository.
 - c. Cash-equivalent compensation means any benefit that may be assigned an equivalent cash value.

2. A University employee may not receive more than \$250,000 in remunerations from public funds. The University may, itself or through a component unit, provide cash-equivalent compensation from funds that are not public funds to a University employee in excess of the \$250,000 limit.
 - a. Remuneration includes salary, bonuses, and cash-equivalent compensation paid to an employee by the University for work performed, excluding health insurance and retirement benefits.
 - b. Public funds are defined as funds appropriated from general revenue, state trust funds, including the student and other fees trust funds, educational enhancement trust fund, phosphate research trust fund, or any funds from a state university trust fund regardless of repository.
 - c. Cash-equivalent compensation means any benefit that may be assigned an equivalent cash value.

3. University teaching faculty in instructional programs as listed in Florida Board of Governors Regulation 9.006, University Personnel Definitions and Compensation, are excluded from the \$250,000 limit.

DocuSigned by:
Martha Saunders
D54A387C376848D...
Approved by: _____
Dr. Martha D. Saunders

Date: 09/12/2023

Authority: Section 1001.74, Florida Statutes
Relevant Collective Bargaining Agreements

Cross Ref.: University Policy HR-24, Bonuses
BOG Reg. 9.006, University Personnel Definitions and Compensation

History: Created July 2004; amended March 2023 and September 2023

Last Review: September 2023

**Board of Trustees
Full Board Meeting
September 12, 2024**

Review of UWF's Commitment to the NCAA Principles of Conduct

Recommended Action:

Review UWF's Commitment to the NCAA Principles of Conduct of Intercollegiate Athletics

Background Information:

NCAA requires governing boards to be informed of the institution's commitment to the Principles of Conduct of Intercollegiate Athletics as stated in Constitution 2.

Principles of Conduct handout for information and review to be placed at each Trustee's seat or posted during the meeting if meeting is held virtually. Dave will give a brief description of why the Principles of Conduct is being presented. The presentation is brief- approximately 1 minute.

Implementation Plan:

N/A

Fiscal Implications:

N/A

Relevant Authority:

NCAA Regulations

Supports Strategic Direction(s):

Strategic Direction 6: Operational Excellence

Supporting Documents:

1. NCAA Principles of Conduct

Prepared by:

Karen Emmons, Athletics Coordinator, kemmons@uwf.edu

Presenter:

David Scott, Associate Vice President, Intercollegiate Athletics

NCAA Institutional Control/Principles of Conduct

The Athletic Department is committed to principles for conduct of Intercollegiate Athletics. It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. The institution's president or chancellor is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

Principles of Conduct

1. The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution.
2. Intercollegiate athletics programs shall be conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes.
3. It is the responsibility of each member institution to establish and maintain an environment in which a student-athlete's activities are conducted as an integral part of the student-athlete's educational experience.
4. It is the responsibility of each member institution to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff.
5. It is the responsibility of each member institution to protect the health of and provide a safe environment for each of its participating student-athletes.
6. It is the responsibility of each member institution to establish and maintain an environment that fosters a positive relationship between the student-athlete and coach.
7. It is the responsibility of each member institution to ensure that coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes.
8. It is the responsibility of each member institution to involve student-athletes in matters that affect their lives.
9. It is the responsibility of each member institution to comply with federal and state laws regarding gender equity.
10. The Association should not adopt legislation that would prevent member institutions from complying with applicable gender-equity laws, and should adopt legislation to enhance member institutions' compliance with applicable gender-equity laws.
11. The activities of the Association should be conducted in a manner free of gender bias.

12. For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to:
 - (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and
 - (b) Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a).
13. Intercollegiate athletics programs shall be maintained as a vital component of the educational program, and student-athletes shall be an integral part of the student body. The admission, academic standing and academic progress of student-athletes shall be consistent with the policies and standards adopted by the institution for the student body in general.
14. The Association shall promote an atmosphere of respect for and sensitivity to the dignity of every person. It is the policy of the Association to refrain from discrimination with respect to its governance policies, educational programs, activities and employment policies, including on the basis of age, color, disability, gender, national origin, race, religion, creed or sexual orientation. It is the responsibility of each member institution to determine independently its own policy regarding nondiscrimination.
15. The Association shall promote diversity of representation within its various divisional governance structures and substructures. Each divisional governing body must assure gender and ethnic diversity among the membership of the bodies in the division's administrative structure.
16. Each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions. Members of an institution's staff, student-athletes, and other individuals and groups representing the institution's athletics interests shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance.
17. The Association shall assist the institution in its efforts to achieve full compliance with all rules and regulations and shall afford the institution, its staff and student-athletes fair procedures in the consideration of an identified or alleged failure in compliance.
18. An institution found to have violated the Association's rules shall be subject to such disciplinary and corrective actions as may be determined by the Association.

19. Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprises.
20. The structure and programs of the Association and the activities of its members shall promote opportunity for equity in competition to assure that individual student-athletes and institutions will not be prevented unfairly from achieving the benefits inherent in participation in intercollegiate athletics.
21. The recruiting process involves a balancing of the interests of prospective student-athletes, their educational institutions and the Association's member institutions. Recruiting regulations shall be designed to promote equity among member institutions in their recruiting of prospective student-athletes and to shield them from undue pressures that may interfere with the scholastic or athletics interests of the prospective student-athletes or their educational institutions.
22. Eligibility requirements shall be designed to assure proper emphasis on educational objectives, to promote competitive equity among institutions and to prevent exploitation of student-athletes.
23. A student-athlete may receive athletically related financial aid administered by the institution without violating the principle of amateurism, provided the amount does not exceed the cost of education authorized by the Association; however, such aid as defined by the Association shall not exceed the cost of attendance as published by each institution. Any other financial assistance, except that received from one upon whom the student-athlete is naturally or legally dependent, shall be prohibited unless specifically authorized by the Association.
24. The time required of student-athletes for participation in intercollegiate athletics shall be regulated to minimize interference with their opportunities for acquiring a quality education in a manner consistent with that afforded the general student body.
25. The conditions under which postseason competition occurs shall be controlled to assure that the benefits inherent in such competition flow fairly to all participants, to prevent unjustified intrusion on the time student-athletes devote to their academic programs, and to protect student-athletes from exploitation by professional and commercial enterprises.

Intercollegiate athletics programs shall be administered in keeping with prudent management and fiscal practices to assure the financial stability necessary for providing student-athletes with adequate opportunities for athletics competition as an integral part of a quality educational experience



Board of Trustees
UNIVERSITY *of* WEST FLORIDA

Announcements

2024 – 2025 Meetings and Events

August 15, 2024 Committee Meetings @ 9:00 a.m. via Zoom

September 12, 2024 Full Board Meeting @ 9:00 a.m. at the Conference Center

November 14, 2024 Committee Meetings @ 9:00 a.m. via Zoom

December 5, 2024 Full Board Meeting @ 9:00 a.m. at the Conference Center

February 13, 2025 Committee Meetings @ 9:00 a.m. via Zoom

March 20, 2025 Full Board Meeting @ 9:00 a.m. at the Emerald Coast Campus

May 8, 2025 Committee Meetings @ 9:00 a.m. via Zoom

June 12, 2025 Full Board Meeting @ 9:00 a.m. at the Conference Center

UWF Events: Save the Date

August 16, 2024 New Student Convocation
September 26, 2024 State of the University
December 4, 2024 UWF Holidayfest
December 7, 2024 Fall Commencement
March 28, 2025 Honors Convocation
April 12-18, 2025 Founders Week
May 3, 2025 Spring Commencement

Board of Governors Meetings

September 18, 2024 @ USF
October 29-30, 2024 @ FIU
January 29-30, 2025 @ UNF
February 20, 2025 Zoom
March 25-26, 2025 @ FAMU
May 15, 2025 Zoom
June 19-20, 2025 @ FAU

Associations of Governing Boards's National Conference on Trusteeship

April 1 and 2, 2025 in Chicago, IL