



**Board of Trustees**  
UNIVERSITY of WEST FLORIDA

**Finance, Facilities, and Operations Committee Meeting**  
**Thursday, August 14, 2025**  
**UWF Conference Center**

[Zoom Webinar](#) | Passcode: 25205

**Agenda**

**I. Call to Order**

**II. Roll Call**

**III. Greeting**

**IV. Public Comment**

**V. Approval of Minutes**

- a. [May 8, 2025](#): Committee Meeting Minutes

**VI. New Business**

a. Action Items

- i. [FFO-1](#): Revisions to UWF Reg. 4.0031 Tuition and Fee Refunds
- ii. [FFO-2](#): Revisions to UWF Reg. 5.001 Parking and Registration
- iii. [FFO-3](#): Revisions to UWF Reg. 5.020 Trespass Warning and Access to University Property
- iv. [FFO-4](#): Revisions to UWF Reg. 5.030 Traffic Control
- v. [FFO-5](#): New UWF Reg. 6.006, Procurement Services and Repeal UWF Regs. 6.005 – 6.0058

**VII. Good of the Order**

**VIII. Adjournment**

**Finance, Facilities, and Operations Committee**  
**May 8, 2025**  
**Zoom Webinar**  
**DRAFT Minutes**

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**Committee Meeting**

**11:47 a.m.**

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees website.

**I. Call to Order**

- A. The meeting of the UWF Board of Trustees Finance, Facilities, and Operations Committee was called to order at 11:47 a.m. by Committee Chair Rachel Moya.

## II. Roll Call

- A. Chair Moya asked Anna Lochas to conduct roll call. Trustees Rachel Moya, Ashley Ross, and Alonzie Scott were in attendance.
- B. Other Trustees in attendance included:
  1. Paul Bailey, Trista Bennett, Paul Hsu, Susan James, Adam Kissel, Zack Smith, and Chris Young.
- C. Others in attendance included:
  1. Jaromy Kuhl, Provost; Gregory Tomso, Vice President of Academic Engagement & Student Affairs; Howard Reddy, Vice President of University Advancement; Betsy Bowers, Vice President of Finance and Administration; Dave Scott, Associate Vice President for Athletics; Jamie Sprague, Chief Human Resource Officer; Susan Woolf, General Counsel; Anamarie Mixson, Assistant Vice President for the Office of the President; Abigail Megginson, Director, Government Relations; Cindy Talbert, Chief Audit Executive; Matt Packard, Chief Compliance Officer; Dallas Snider, Vice Provost; Jeffrey Djerlek, Associate Vice President of Finance and Controller; Dan Lucas, Associate Vice President for Advancement; Christophe Lizen, Director of Institutional Research; Angela Bryan, SACSCOC Liaison and Director of Institutional Effectiveness; Katie Condon, Assistant Vice President of Enrollment Affairs; Brittany Sherwood, Chief Communications Officer; Patrice Moorer, Assistant Vice President; James Adams, Director of Business and Auxiliary Services; Chris Martin, Assistant Vice President for Facilities Management; James Manor, Executive Director of Facilities Management; Lauren Loeffler, Assistant Vice President of Academic Engagement; Mary Anderson, Associate Vice President and Dean of Students; David Earle, Dean of College of Arts, Social Science, and Humanities; Mohamed Khabou, Dean of Hal Marcus College of Science and Engineering; Scott Keller, Dean of Lewis Bear Jr. College of Business; Denise Soares, Dean of the School of Education; Jerry Lin, Associate Vice President of Research Administration; Michael Wyatt, Assistant General Counsel; Mike Cobb, Director of Environmental Health & Safety; Rachel Conway, Director of Financial Aid and Scholarships; Alex Smith, Director of External Affairs; Angela Hahn, Chair of the Department of Health Sciences and Administration; David Bryant, incoming Chief Audit Executive; and Anna Lochas, Board of Trustees Liaison.

## III. Greeting

- A. Chair Moya welcomed everyone to the meeting and noted that there were three action items and one information item on the Finance, Facilities and Operations Committee agenda.

#### **IV. Public Comment**

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

#### **V. Approval of Minutes**

- A. Chair Moya reminded the committee members that they had been given the opportunity ahead of time to review the minutes of the February 13, 2025, Finance, Facilities and Operations Committee Meeting. Chair Moya asked for a motion to approve the minutes as presented if there were no changes or corrections.
  - 1. Motion by: Trustee Scott
  - 2. Seconded by: Trustee Ross
  - 3. Motion passed unanimously.

#### **VI. New Business**

##### **A. Action Items**

1. FFO-1: Lease of Space at the Port of Pensacola
  - a. Provost, Dr. Jaromy Kuhl, presented the first action item on the Lease of Space at the Port of Pensacola.
  - b. Chair Moya asked for a motion approve the lease between the University of West Florida and the City of Pensacola at the Port of Pensacola and delegate all necessary authority to the President and Vice President of Finance & Administration to execute all documents necessary.
    - i. Motion by: Trustee Ross
    - ii. Seconded by: Trustee Scott
    - iii. Motion passed unanimously.
2. FFO-2: FY2026/27 - 2030/31 Capital Improvement Plan
  - a. Betsy Bowers, Vice President of Finance and Administration, presented the second action item on FY2026/27 - 2030/31 Capital Improvement Plan.
  - b. Chair Moya asked for a motion to approve the Capital Improvement Plan for fiscal years 2027 through 2031.
    - i. Motion by: Trustee Scott
    - ii. Seconded by: Trustee Ross
    - iii. Motion passed unanimously.
3. FFO-3: University Carryforward Spending Plan & Fixed Capital Outlay Budget
  - a. Jeffrey Djerlek, Associate Vice President of Finance and University Controller, presented the third action item on the University Carryforward Spending Plan & Fixed Capital

### Outlay Budget.

- b. Chair Moya asked for a motion to approve the updated University Carryforward Spending Plan and University Fixed Capital Outlay Budget for fiscal year 2024-2025 as of March 31, 2025.
  - i. Motion by: Trustee Scott
  - ii. Seconded by: Trustee Ross
  - iii. Motion passed unanimously.

### B. Information Item

- 1. INFO-1: Update on FY 2024-2025 Current Modified Operating Budget
  - a. Jeffrey Djerlek presented the information item, which was an update on the fiscal year 2024-2025 Current Modified Operating Budget.

## VII. Announcements

- A. Chair Moya identified that all agenda items had been discussed. Chair Moya asked if the committee members had any additional business to discuss. No other business was discussed.

## VIII. Adjournment

**12:12 p.m.**

- A. Chair Moya thanked those in attendance for their participation. With no other business to discuss, Chair Moya adjourned the meeting at 12:12 p.m.

**Board of Trustees  
Finance, Facilities, and Operations Committee  
August 14, 2025**

## Revisions to UWF Regulation 4.0031 Tuition and Fee Refunds

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### **Recommended Action:**

Approve the revisions to UWF Regulation 4.0031 Tuition and Fee Refunds contingent upon no substantive changes following the conclusion of the posting period.

### **Background Information:**

This regulation was last updated in July of 2005. These updates ensure UWF/REG 4.0031 remains compliant with Florida law and BOG requirements while providing students with clearly defined equitable refund procedures. The revision enhances administrative transparency and supports student needs during unforeseen life events.

Key updates to the policy include:

1. **Streamlined Language and Structure:**

- Repetitive and ambiguous language has been removed or clarified.
- Terminology was standardized (e.g., "tuition and fees" instead of "fees").

2. **Expanded Definition of Immediate Family for Death-Related Refunds:**

- "Immediate family" now expressly includes **step-relations** (e.g., stepparent, stepsibling), providing broader eligibility for a full refund in the event of a death (§§ BOG Regulation 7.002 (10)(c)2.).

3. **25% Partial Refund Policy Reaffirmed:**

- Students who **fully withdraw from all courses** by the end of the **fourth week** of a full semester (or proportionate period for shorter terms) may be eligible for a **25% refund** of refundable tuition and fees.

### **Implementation Plan:**

UWF/REG 4.0031, Tuition and Fee Refunds, will become effective upon approval by the BOT.

### **Fiscal Implications:**

The updates to UWF/REG 4.0031 are expected to have a low to moderate fiscal impact on the university. The streamlined language and standardized terminology will likely result in negligible direct costs while improving administrative clarity and efficiency. Expanding the definition of "immediate family" for death-related refunds may lead to a modest increase in full tuition and fee refunds, as more students could qualify for reimbursement under these circumstances. Additionally, reaffirming the 25% partial refund policy may increase student awareness and usage, potentially resulting in a slight rise in partial refund payouts. However, these financial effects are expected to be manageable within current budget frameworks, especially when offset by gains in policy transparency, compliance with state regulations, and reduced administrative burden.

**Relevant Authority:**

Florida BOG Regulation 7.002, Tuition and Fees Assessment, Collection, Accounting, and Remittance (10)(c)2.

**Supports Strategic Direction(s):**

Strategic Direction 1: Student Centered and Focused and Strategic Direction 6: Operational Excellence

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**Supporting Documents:**

1. UWF/REG 4.0031, Tuition and Fees Refunds (redline)
2. UWF/REG 4.0031, Tuition and Fees Refunds (clean)
3. BOG Regulation, Tuition and Fee Assessment, Collection, Accounting and Remittance (10)(c)2.

**Prepared by:**

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- Jeffrey Djerlek, Sr. Associate Vice President, [jdjerlek@uwf.edu](mailto:jdjerlek@uwf.edu)
- Betsy Bowers, Vice President for Finance and Administration, [bbowers@uwf.edu](mailto:bbowers@uwf.edu)

**Presenter:**

Betsy Bowers, Vice President of the Division of Finance and Administration



**Number:** UWF/REG 4.0031  
**Title:** Tuition and Fee Refunds  
**Responsible**  
**Department:** Controller's Office

## **I. General Statement:**

- ~~A. The University will refund a student's fees (except for fees that are indicated as nonrefundable) for those credit hour(s) affected when a student properly withdraws from a course(s) under the circumstances noted below:~~
- ~~1. Student provides notice of withdrawal from the University prior to the end of the drop/add period.~~
  - ~~2. Student drops credit hour(s) during the drop/add period.~~
  - ~~3. The University cancels the student's course(s).~~
  - ~~4. The student is called to, or enlists in, active military service. Notwithstanding anything herein to the contrary, pursuant to Section 1004.07(1), F.S., no student enrolled at the University will incur academic or financial penalties by virtue of performing military service on behalf of the United States of America. Accordingly, any student enrolled in a postsecondary course(s) at the University of West Florida who is called to, or enlists in, active military service will be permitted the option of either completing the course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees paid. If the student chooses to withdraw, the student's record will reflect that the withdrawal is due to active military service and the student will be responsible for repayment of financial aid received prior to withdrawal.~~
  - ~~5. Death of the student or member of his/her immediate family (parent, spouse, child, sibling) occurs and student/student's legal representative provides written documentation of such.~~
  - ~~6. Student illness of such severity or duration, as confirmed in writing by a physician, that student's completion of the semester is precluded.~~
  - ~~7. Exceptional circumstances upon approval of the University when:~~



- ~~a. The University is primarily responsible for the delinquency, or~~
- ~~b. Extraordinary circumstances beyond the student's control prevented registration or payment of fees.~~
- ~~B. A refund of 25% of the total fees paid (less any nonrefundable fees) is available when a student properly and completely withdraws from all courses prior to the end of the fourth (4<sup>th</sup>) week of classes for full semester course(s), or a proportionately shorter period of time for shorter term course(s).~~
- ~~C. When a student who receives financial aid subsequently changes his/her enrollment status, and that change results in a refund of fees to the student, the University will first return the appropriate share of such refund to the appropriate financial aid program before providing the refund, if any, to the student. The student is ultimately responsible for repaying to the University any financial aid received by or on behalf of the student that is required to be repaid and is not covered by such refund.~~
- A. The University of West Florida (the "University") will refund a student's tuition and fees (except for fees designated as nonrefundable) for credit hours affected when a student properly withdraws from a course under the following circumstances:
  - 1. Student provides notice of withdrawal from the University prior to the end of the drop/add period.
  - 2. Student drops credit hours during the drop/add period.
  - 3. The University cancels the student's course.
  - 4. Pursuant to Section 1004.07(1), Florida Statutes, no student enrolled at the University will incur academic or financial penalties by virtue of performing military service on behalf of the United States of America. Accordingly, any student enrolled in a postsecondary course at the University who is called to or enlists in active military service will be permitted the option of either completing the course at a later date without penalty or withdrawing from the course with a full refund of tuition and fees paid. If the student chooses to withdraw, the student's record will reflect that the withdrawal is due to active military service and the student will be responsible for repayment of financial aid received prior to withdrawal.
  - 5. Death of the student or member of their immediate family (parent, spouse, child, sibling, or grandparent, including step-relations of each) occurs and student or student's legal representative provides written documentation of such.
  - 6. Student illness of such severity or duration, as confirmed in writing by a physician, that student's completion of the semester is precluded.
  - 7. Exceptional circumstances upon approval of the University when:

- a. The University is primarily responsible for the delinquency, or
- b. Extraordinary circumstances beyond the student's control prevented registration or payment of tuition and fees.
- B. A refund of 25% of the total refundable tuition and fees paid is available when a student fully withdraws from all courses prior to the end of the fourth week of the semester.
- C. When a student who receives financial aid subsequently changes their enrollment status and that change results in a refund of tuition and fees, the University will first return the appropriate share of such refund to the financial aid program before providing a refund, if any, to the student. The student is ultimately responsible for repaying to the University any financial aid received by or on behalf of the student that is required to be repaid and is not covered by such refund.

**Effective Date:** [date]

**Authority:** Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties  
~~Florida Statutes Sections 1001.74, 1001.75,~~ 1004.07, 1009.24, and 1010.03, Fla. Stat.

**History:** Adopted November 2003; revised July 2005 and [date]

**Last review:** [date]



**Number:** UWF/REG 4.0031  
**Title:** Tuition and Fee Refunds  
**Responsible**  
**Department:** Controller's Office

## **I. General Statement:**

- A. The University of West Florida (the "University") will refund a student's tuition and fees (except for fees designated as nonrefundable) for credit hours affected when a student properly withdraws from a course under the following circumstances:
1. Student provides notice of withdrawal from the University prior to the end of the drop/add period.
  2. Student drops credit hours during the drop/add period.
  3. The University cancels the student's course.
  4. Pursuant to Section 1004.07(1), Florida Statutes, no student enrolled at the University will incur academic or financial penalties by virtue of performing military service on behalf of the United States of America. Accordingly, any student enrolled in a postsecondary course at the University who is called to or enlists in active military service will be permitted the option of either completing the course at a later date without penalty or withdrawing from the course with a full refund of tuition and fees paid. If the student chooses to withdraw, the student's record will reflect that the withdrawal is due to active military service and the student will be responsible for repayment of financial aid received prior to withdrawal.
  5. Death of the student or member of their immediate family (parent, spouse, child, sibling, or grandparent, including step-relations of each) occurs and student or student's legal representative provides written documentation of such.
  6. Student illness of such severity or duration, as confirmed in writing by a physician, that student's completion of the semester is precluded.
  7. Exceptional circumstances upon approval of the University when:
    - a. The University is primarily responsible for the delinquency, or

- b. Extraordinary circumstances beyond the student's control prevented registration or payment of tuition and fees.
- B. A refund of 25% of the total refundable tuition and fees paid is available when a student fully withdraws from all courses prior to the end of the fourth week of the semester.
- C. When a student who receives financial aid subsequently changes their enrollment status and that change results in a refund of tuition and fees, the University will first return the appropriate share of such refund to the financial aid program before providing a refund, if any, to the student. The student is ultimately responsible for repaying to the University any financial aid received by or on behalf of the student that is required to be repaid and is not covered by such refund.

**Effective Date:** [date]

**Authority:** Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties Sections 1004.07, 1009.24, and 1010.03, Fla. Stat.

**History:** Adopted November 2003; revised July 2005 and [date]

**Last review:** [date]

#### **7.002 Tuition and Fee Assessment, Collection, Accounting and Remittance.**

- (1) Each university shall establish by regulation procedures for the payment, waiver and refund of fees, fines and penalties appropriately assessed.
- (2) The university president or designee may approve deferred payment when financial aid is delayed in being transmitted to the student through circumstances beyond the control of the student or formal arrangements have been made by the student with the university for payment. Each university shall develop procedures and terms for such deferment.
- (3) For budgeting purposes, the tuition, out-of-state fee, Application Fee, a minimum of 50 percent of the Late Payment Fee, and a minimum of 50 percent of the Late Registration Fee shall be budgeted in the Student and Other Fee Trust Fund for state fundable credit hours. Fees for non-state fundable credit hours will be budgeted in the appropriate trust fund.
- (4) All proceeds from the Capital Improvement Fee, as authorized in Regulation 7.003, shall be remitted no later than the 20th of each month for the previous month's collections to the Board of Governors. Required remittance information will be provided to each university by the Chancellor or designee.
- (5) All proceeds from the student financial aid fee, as authorized in Regulation 7.003, shall be accounted for in the appropriate fund at the university. Each university may use up to 15 percent of the financial aid fees collected to pay for administrative costs associated with administration of financial aid programs.
- (6) **Course Classification.**  
Tuition and non-resident tuition shall be assessed on the basis of course classification: state fundable courses numbered through 4999 shall be assessed at the undergraduate level (all courses at New College of Florida are undergraduate and shall be assessed accordingly), state fundable courses numbered 5000-8999 shall be assessed at the graduate level, and those courses identified as medical by universities having medical programs shall be assessed as outlined in university board of trustees regulations.
- (7) Each university shall establish by regulation, procedures for the payment of tuition and associated fees. Such regulation shall provide that a student's course schedule will be canceled if payment, or appropriate arrangements for payment, has not occurred by the deadline set by each university, which shall be no later than the end of the second week of classes. Provision for reinstatement of canceled course schedules may be included in the regulation. The president or designee may extend the deadline for fee payment when payment by the student is delayed due to university actions. However, the president may choose to temporarily suspend

further academic progress in lieu of canceling a student's course schedule in those cases where the student has partially paid tuition and the university guarantees full payment from an authorized and existing fund before the submission of the final student data course file or the end of the semester, whichever is later; otherwise, the student credit hours shall not be counted for state funding purposes. Suspension of academic progress shall preclude students from receiving grades, transcripts, or a diploma and shall deny registration for future terms until the student's account has been settled in full.

- (8) All or any part of the tuition and associated fees may be waived by the university when deemed appropriate provided that provisions for such waiver are included in the regulations of the Board of Governors or university boards of trustees pursuant to Regulation 7.008.

- (9) Installment Payments.

The university president may establish a procedure for the payment of tuition and associated fees in installments. The fee shall be as authorized in Regulation 7.003 and shall be budgeted in the Student and Other Fee Trust Fund.

- (10) Tuition Refund/Release of Liability.

Each university shall establish, by regulation, procedures for the refund or release of liability of tuition and associated fees assessed and paid pursuant to this regulation. As a minimum, such regulation shall provide for the refund/charge adjustment of the following:

- (a) Refund 100 percent of the tuition and associated fees assessed, adjusted for waivers, if official withdrawal from the university occurs prior to the end of drop/add period.
- (b) Refund 25 percent of the tuition and associated fees assessed, adjusted for waivers, if official withdrawal from the university occurs after the end of drop/add period and prior to the end of the fourth week of classes, or as designated by the university for summer sessions.
- (c) 100% refund of the tuition and associated fees assessed, adjusted for waivers, if a student withdraws or drops one or more credit courses due to circumstances determined by the university to be exceptional and beyond the control of the student, including but not limited to:
  - 1. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
  - 2. Death of the student or death in the immediate family (parent, step- parents, spouse, child, sibling, or grandparents),
  - 3. Orders for active military duty in accordance with Regulation 6.013, or
  - 4. A situation in which the university is in error. The amount of a payment in excess of the adjusted assessment will be refunded.

(11) A written appeal for a refund or other appeal action must be submitted to the University within six (6) months of the close of the semester to which the refund or other appeal action is applicable.

Authority: Section 7(d), Art. IX, Fla. Const.; History: Former 6C-7.002, Adopted 4-8-74, Amended 7-19-74, Amended and Renumbered 12-17-74, Amended 6-26-75, 2-28-76, 11-1-76, 3-21-77, 9-28-81, 12-13-83, 10-2-84, Formerly 6C-7.02, Amended 4-9-87, 9-15-91, 11-9-92, 8-1-94, 10-2-94, 5-17-95, 4-16-96, 12-28-97, 8-3-00, Amended and Renumbered 9-25-08, Amended 6-21-12, 11-3-16.

**Board of Trustees  
Finance, Facilities, and Operations Committee  
August 14, 2025**

## Revisions to UWF Regulation 5.001 Parking and Registration

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**Recommended Action:**

Approve the revisions to UWF Regulation 5.001 Parking and Registration contingent upon no substantive changes following the conclusion of the posting period.

This updated regulation reflects UWF's continued efforts to streamline parking management through technology (virtual permits), enhance clarity for enforcement and appeals, support campus access needs (e.g., pregnant employees), and maintain safety and equity in campus parking practices.

**Background Information:**

This regulation was last updated in December of 2021. The revised UWF Regulation 5.001 modernizes and clarifies the University's parking policies to reflect operational updates, improve clarity, and streamline enforcement. Major updates and notable provisions are summarized below:

**Key Changes and Enhancements**

- **Transition to Virtual Permits:**
  - Physical decals and hangtags have been replaced with *virtual permits*, using vehicle license plates for verification.
  - One permit may cover up to three vehicles (but only one can be on campus at a time).
- **Permit Access and Fee Structure:**
  - Permit types and fees remain the same (e.g., Faculty/Staff: \$145; Commuter: \$114; Resident: \$145).
  - Permits are available online via the Parking Portal through MyUWF.
  - Satellite and off-campus students must purchase permits if attending classes on the main campus.
- **Updated Parking Designations:**
  - Business hours defined as 7:00 a.m. to 5:30 p.m., Monday–Friday.
  - Permit restrictions are enforced during business hours; after hours, most lots open to all permit holders (with exceptions for Resident, Visitor, and Reserved spaces).
  - Resident lots are restricted 24/7 to valid resident permits.
- **Expanded Temporary Permit Use:**
  - Temporary virtual permits are available for visitors, borrowed vehicles, satellite campus students, off-campus employees, and retired staff.
- **Enhanced Regulation of License Plate Visibility:**
  - Plates must be visible to the travel lane; back-in parking is prohibited unless the plate is front-mounted.
- **New Parking Designation: Pregnant Employee Permit:**
  - Introduced in compliance with the *Pregnant Workers Fairness Act*.
  - Employees may request temporary parking accommodation through Human Resources.



## Enforcement and Fines

- **Citation and Appeals Process:**
  - Two-level appeal system: Level One (Parking Services), Level Two (Parking Violations Appeal Board).
  - Certain appeal reasons (e.g., “couldn’t find a space” or “late for class”) are explicitly invalid.
- **Fines and Penalties:**
  - Fines updated and clarified; maximum fines include \$100 for unauthorized use of handicap or fire lane spaces.
  - Failure to display plate to travel lane now explicitly fined (\$25).
  - Parking in new Pregnant Employee spaces without authorization incurs a \$100 fine.
- **Immobilization and Towing:**
  - Escalating immobilization fees for repeat offenders (\$50 → \$100 → \$150 with loss of privileges).
  - Towing costs are charged to the permit holder or vehicle owner.

## Visitor Access and Public Transportation

- Visitors continue to receive free temporary permits and must park in designated areas.
- Trolley service encouraged as a parking alternative; transportation access fees remain (\$8/credit hour for students; \$6.50/year for employees).

## Implementation Plan:

UWF/Reg. 5.001 Parking and Registration, will become effective upon approval by the UWF BOT.

## Fiscal Implications:

### Fiscal Impact Statement: Parking Regulation Update & Virtual Permitting Implementation

The update to UWF’s parking and registration regulation and the transition to a virtual license plate recognition (LPR) system are designed to enhance operational efficiency, reduce administrative overhead, and improve the user experience. The transition to virtual parking permits represents a strategic modernization of campus operations.

While the University will incur one-time implementation costs of approximately \$110,000—including cameras, software, system integration, and training—the shift is expected to be cost-neutral within 3 to 5 years.

Ongoing operating costs are estimated at \$20,000 annually for system maintenance and cloud services. However, these are offset by projected annual savings of \$25,000 due to the elimination of expenses related to physical permits (e.g., printing, mailing, and inventory management).

Overall, this change enhances efficiency, improves the user’s experience, and aligns with sustainable practices, all with minimal long-term financial impact.

## Relevant Authority:

Sections 1006.66, 1009.24, and 1009.26, Florida Statutes  
BOG Regulation 7.003 (11), Fees, Fines and Penalties

## Supports Strategic Direction(s):

Strategic Direction 6: Operational Excellence

**Supporting Documents:**

1. UWF/REG 5.001 Parking and Registration-redline
2. UWF/REG 5.001 Parking and Registration-clean
3. BOG Regulation 7.003 (11) Fees, Fines and Penalties

**Prepared by:**

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- Betsy Bowers, Vice President, Finance & Administration, [bbowers@uwf.edu](mailto:bbowers@uwf.edu)

**Presenter:**

Betsy Bowers, Vice President of the Division of Finance and Administration



**Number:** UWF/REG 5.001  
**Title:** Parking and Registration **2021**  
**Responsible**  
**Department:** Parking and Transportation Services

## **~~I. General Statement:~~**

### **~~A. General Information~~**

~~The University of West Florida strives to provide a safe environment for employees, students and visitors and to provide facilities required for personal safety and health. Parking a vehicle on any of the University of West Florida's campuses is a privilege that may be granted and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in the vehicles. The text of this rule is on the web page at <http://uwf.edu/generalcounsel>~~

### **~~B. Registration~~**

~~All University employees, students and others, with the exclusion of visitors, using automobiles and other mechanical conveyances on campus must be registered with Parking Services the first day the vehicle is on campus. For registration to be considered valid, the permit, if it is a decal, must be properly affixed to the lower left corner of the rear windshield or, if it is a hang tag, must be in the designated place and upright;~~

### **~~C. Permits~~**

- ~~1. By parking on campus, employees, students and others are agreeing to abide by and follow all provisions contained in this rule.~~
- ~~2. Permits may be purchased online by logging into my.uwf.edu, and searching "parking." Fort Walton Beach campus permits are invalid on the University of West Florida's Pensacola campus. The fees for permits are set forth below:~~

### **ANNUAL PERMIT FEES**

Reserved/Admin	\$363
Faculty/Staff	\$145
Resident	\$145
Commuter	\$114
Motorcycle	\$73

~~Semester permits are 1/2 the annual permit price. Permit price includes applicable Florida Sales tax.~~

- ~~3. Permits are issued for an academic year or semester. Permits or temporary permits must be immediately placed on the vehicle according to the instructions on the back of the permit.~~
- ~~4. Purchasing a permit does not guarantee a parking space.~~
- ~~5. Vehicle registration expiration dates appear on each issued permit.~~
- ~~6. Expired permits must be removed from the vehicle. Only one permit is allowed per vehicle.~~
- ~~7. Permit holders will be held responsible for violations that are committed by other persons using the permit of the permit holder.~~
- ~~8. Permits will not be issued to or renewed for individuals with any delinquent parking citations. All fines must be paid before a permit will be issued.~~
- ~~9. Each vehicle must display a valid parking permit at all times.~~
- ~~10. Upon sale or disposal of a registered vehicle, the permit must be destroyed.~~
- ~~11. Replacement permits are issued for a fee in the following cases:~~
  - ~~a. When a registered vehicle is no longer being used on campus and/or is replaced by a different vehicle (proof of registration must be furnished); or~~
  - ~~b. When the permit of a registered vehicle is lost, stolen or defaced and an appropriate complaint is filed with the police (proof of prior registration must be furnished).~~

#### ~~D. Permits~~

~~Each vehicle parking on campus must display a parking permit at all times. Hang tags are transferrable to another vehicle owned by and registered to the same individual. However, no permit is transferable to another individual. Hang tags must be hung from the rearview mirror so that they are visible. Placing the hangtag on the dash or console will be~~

~~considered an improper display. The color of the permit will designate the specific parking areas allowed.~~

#### ~~E. Permit Designations~~

##### ~~1. Residential~~

~~Resident students are required to display the appropriate University resident permit. The permit must be displayed at all times the vehicle is on campus. Resident students must park in appropriate parking areas at all times the vehicle is parked on campus. Between the hours of 7:00 a.m. and 4:30 p.m., Resident students must park in blue or black lots in accordance with the color of their permit. Between the hours of 4:30 p.m. and 7:00 a.m. Resident students may also park in commuter and faculty and staff areas. After 5:30 p.m. all vehicles, including those of Resident students, with valid parking permits may park in any numbered reserved space. Resident students moving from one residence hall to another must purchase the appropriate permit and return the old permit to parking services in bldg. 20W.~~

##### ~~2. Visitor~~

~~Visitors may pick up parking permits free of charge at Parking Services, Bldg. 20W; the University Police Department, Bldg. 94; or the Visitor's Center, Bldg. 81. Visitors are allowed to use designated visitor or commuter parking spaces or areas. Failure to obtain a permit may result in a citation being issued to a visitor's vehicle. Visitors may clear their first citation for "lack of permit" or "parking in a restricted area" by bringing the ticket to Parking Services. Visitors with valid state issued special needs permits can park in visitor parking spaces without a visitor's pass. Current employees and students who are also members of the Alumni Association are not eligible for visitor passes and are not entitled to park in visitor parking areas through their membership in the Alumni Association.~~

##### ~~3. Disability~~

~~Parking permits for people with disabilities are available through the State of Florida's local tag office in accordance with Florida state statute, Section 316.1964. The University requires that the State issued disability parking permits or license plates are displayed on the vehicles parked in special needs spaces. Holders of such parking permits or license plates are not required to purchase a University of West Florida parking permit and may park in non-reserved spaces if designated disabled spaces are not available. Further information regarding special parking accommodations can be found online at [www.uef.edu/parking](http://www.uef.edu/parking).~~

##### ~~4. Temporary and Special~~

~~Temporary and special permits are issued at Parking Services, Bldg. 20W the University Police Department, Bldg. 94; or the Visitor's Center, Bldg. 81 for special circumstances such as daily visitors, vendors, business consultants, borrowed vehicles, temporary and volunteer workers, and special user needs.~~

~~a. Different Vehicle~~

~~Permit holders temporarily driving an unregistered vehicle must obtain a temporary parking permit *prior* to parking on campus. One temporary permit is valid for up to two weeks will be issued free of charge.~~

~~b. Off-Campus Students~~

~~Students who enroll at the Fort Walton Beach campus must obtain parking permits if their vehicles are parked on the University of West Florida's main campus. One-day permits can be obtained from the Visitor's Center or Parking Services at no cost. If any course work is to be completed on the University's main campus, the student must purchase a permit and the appropriate permit fee schedule will apply.~~

~~c. Off-Campus Employees~~

~~University employees who are permanently assigned to work at off-campus locations may obtain a parking permit by contacting the Parking and Transportation Services Office.~~

~~d. Retired Employees~~

~~Retired University of West Florida employees, who are no longer employed at the University, or the spouses of deceased retired employees are eligible to receive one free non-expiring parking hangtag upon request to the Director of Parking and Transportation Services. Retired Employee Hangtags can be used on up to three vehicles.~~

~~e. Alumni~~

~~Current Sustaining Members of The Alumni Association may pick up Alumni Parking Hangtags in the Parking and Transportation Office in bldg. 20W. Alumni Parking Hangtags can be registered for up to three vehicles. Alumni Hangtags become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.~~

~~F. Parking Restrictions~~

~~It is the responsibility of all University of West Florida employees and students to know the University's parking regulations. Employees and students must follow all parking restrictions.~~

#### ~~1. Parking Requirements for All Vehicles~~

- ~~a. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.~~
- ~~b. Vehicles that create a hazard or constitute a nuisance will be towed away immediately at the owner's expense.~~
- ~~c. Overnight parking of any vehicle other than a vehicle with a resident student permit displayed or a guest of a resident student with a temporary permit displayed is prohibited.~~
- ~~d. Residing or sleeping overnight in vehicles parked on campus is prohibited.~~
- ~~e. Lack of parking spaces will not be considered a valid excuse for violation of parking regulations.~~
- ~~f. Parking overtime in time limited spaces is prohibited.~~

#### ~~2. Regulated Parking~~

~~Regulated Parking lots/spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week unless otherwise specified. Regulated spaces are spaces designated for certain vehicles and include the following:~~

##### ~~a. Numbered Reserved Parking~~

~~Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.~~

##### ~~b. Administrative Parking~~

~~Administrative lots/spaces are reserved for those with Administrative Permits. Those with an Administrative permit may park anywhere except in numbered reserved spaces.~~

##### ~~c. Loading Zone~~

~~The period of use for loading or unloading purposes will be restricted to 30 minutes. Prior permission from Parking Services to park in a Loading Zone is required. Parking regulations in Loading Zones will be enforced at all times.~~

~~d. Visitor Parking~~

~~Visitors with a temporary visitor permit are allowed to use commuter parking spaces, or designated visitor parking spaces only. Visitor permits can be obtained at the Visitor's Center, Bldg. 81; Parking Services, Bldg. 20W; or the University Police Department, Bldg. 94.~~

~~e. Other Parking~~

~~Other spaces on campus are restricted for designated functions such as Special permit, State Vehicles, Police and Service Vehicles and are marked accordingly.~~

~~3. Resident Student Parking~~

~~Resident student parking lots/spaces are marked by posted signage with colors that correspond to the permit color. Those lots are restricted 24 hours a day, 7 days a week. Notification of when the restrictions on Resident Student lots/spaces are lifted will be posted on the University website. For more information regarding resident parking on campus click the resident tab at [www.uwf.edu/parking](http://www.uwf.edu/parking).~~

~~4. Commuter Student Parking~~

~~Commuter students must park in spaces designated as commuter student parking by posted signage between the hours of 7:00 a.m. and 4:30 p.m. Between the hours of 4:30 p.m. and 7:00 a.m., commuter students may park in any space on campus except restricted spaces, which include visitor, fire lanes, police, reserved, resident, disabled, service and state spaces. After 5:30 p.m. all vehicles. Including those of Commuter students, with valid parking permits may park in any numbered reserved space. However, overnight parking is not permitted by anyone other than those with valid and current Resident permits and their guests with appropriate temporary permits.~~

~~5. Faculty and Staff Parking~~

~~Faculty and staff lots/spaces are restricted to faculty and staff permit holders from 7:00 a.m. to 4:30 p.m. After those hours, any vehicle with a valid permit may park in faculty and staff lots/spaces except those spaces where posted signage or painted marking indicate that the space is restricted or reserved. Number reserved spaces become available for use to faculty and staff between the hours of 5:30 p.m. to 7:00 a.m. Faculty and staff may park in commuter lots for overflow parking.~~



## ~~6. Motorcycle Parking~~

~~Motorcycles must park in designated motorcycle spaces only. This is a 24 hour restriction.~~

## ~~G. Immobilization and Towing~~

### ~~1. Immobilization~~

~~Persons with three or more unpaid parking citations are subject to vehicle immobilization and an administrative fee. Vehicles parked in a number reserved space without the appropriate permit are subject to immediate immobilization and/or towing.~~

### ~~2. Immobilization Fees~~

~~First Immobilization: \$50.00 Second Immobilization: \$100.00 Third Immobilization: \$150.00 and loss of parking privileges.~~

### ~~3. Towing of Immobilized Vehicles~~

~~Arrangements must be made within 24 hours of immobilization to pay accrued fines and administrative fees or the vehicle is subject to towing.~~

### ~~4. Responsibility for Costs~~

~~The fees and costs of immobilization and/or towing will be charged to the following persons:~~

- ~~a. The permit holder for the vehicle is responsible for the towing fee administrative fee regardless of whether the permit holder is the owner of the vehicle or not. If the owner is not a permit holder and the vehicle is not registered with the University, then~~
- ~~b. The owner registered with the state will be responsible for towing and administrative fees.~~

## ~~H. The Parking Violations Appeal Board~~

~~The Parking Violations Appeals Board (PVAB) is established under the authority of the President of the University of West Florida to adjudicate appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict and restore driving privileges on campus, and impose and remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding the Uniform Traffic Citations issued under the authority of Chapters 316 or 318, Florida Statutes, which govern the violations of traffic laws.~~

## ~~1. Membership~~

~~The PVAB is comprised of six members nominated as follows:~~

- ~~a. One faculty member from the Faculty Senate;~~
- ~~b. One staff member from the Staff Senate;~~
- ~~c. Two students: one resident and one commuter, chosen by the Student Government Association;~~
- ~~d. A representative from Human Resources; and~~
- ~~e. The Parking Services Manager, who shall serve as a non-voting, ex-official member.~~

## ~~2. Operating Procedures~~

- ~~a. The chairperson will be elected annually by the members and have full voting rights.~~
- ~~b. The PVAB will meet as required to discharge their responsibilities.~~
- ~~c. A quorum will consist of at least three members. A simple majority of Board members voting will be required to render decisions and take action.~~

## ~~I. Parking Services Appeals Procedure~~

~~Parking citations may be appealed through two levels.~~

### ~~1. Level One~~

~~All appeals must be filed online via the parking portal. Verbal appeals will not be accepted. Appeals must be filed within 7 days of the issuance of the citation. To file an appeal log into my.uwf.edu and search "parking." Appeals must be filed within seven calendar days of issuance of the citation. After seven calendar days the right to appeal is forfeited. At this level appeals go to the Parking Services Manager's office. The Parking Services Manager, or his designee, makes all decisions regarding level one appeals. Level One decisions will be emailed to the individual appealing the citation. Appeals taking the following forms will not be considered valid and will be denied at the first level:~~

- ~~a. Being late for an appointment or class~~

- ~~b. Unaware permit was expired~~
- ~~c. Disagreement with the Parking Rules and Regulations~~
- ~~d. Someone else used the vehicle and parked the vehicle~~
- ~~e. Unable to find a parking space~~
- ~~f. Inability to pay the fine~~
- ~~g. Unaware of the Parking Rules and Regulations~~
- ~~h. Parked illegally in the same area previously without being cited~~
- ~~i. Perception that designated area is unsafe~~

## ~~2. Level Two~~

~~The second level of appeal is through the Parking Violations Appeal Board (PVAB). Appeals denied at the first level will be advanced to the second level only by official request. Requests for advancement to the second level must be made within 7 days of the first level decision. Requests for advancement to the second level must be made via email. Instructions for appealing to Level Two will be provided in the Level One response email. The date, time and location of PVAB meetings at which the appeals are heard will be displayed on the Parking Portal. Individuals appealing a citation will be afforded an opportunity to appear before the PVAB to present their appeals in person. If the individual fails to appear, the appeal will continue in the individual's absence. Level Two decisions will be emailed to the individual appealing the citation. The PVAB's decision is final and binding.~~

## ~~J. Payment of Fines~~

~~Violators of parking regulations are subject to citations resulting in the assessment of fines. Individuals receiving a University of West Florida parking citation can pay the citation online by logging into myuwf and putting "parking in the search box." A hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.~~

## ~~K. Schedule of Fines~~

### ~~1. Vehicle Registration Fines~~

<del>Violation</del>	<del>Fines</del>
<del>Improper display of permit</del>	<del>\$15.00</del>
<del>Attaching a permit to a vehicle not listed on the registration form</del>	<del>\$15.00</del>
<del>Taping or temporarily affixing permit to vehicle unless otherwise directed by Parking Services</del>	<del>\$15.00</del>
<del>Display of expired permit</del>	<del>\$20.00</del>
<del>Altering or defacing a permit</del>	<del>\$25.00</del>
<del>Failure to register vehicle</del>	<del>\$50.00</del>
<del>Registration obtained through falsehood, misrepresentation, or incomplete information on the vehicle registration form</del>	<del>\$100.00</del>

## ~~2. Parking Violation Fines~~

<b>Violation</b>	<b>Fines</b>
Overtime parking	\$10.00
Parking over the line	\$15.00
Parking on curb, grass, or sidewalks	\$25.00
Parking overnight	\$25.00
Parking out of permit designation	\$25.00
Parking that obstructs traffic	\$25.00
Parking in a service area	\$25.00
Parking in a no parking zone	\$25.00
Parking in resident space	\$50.00
Parking in reserved space	\$100.00
Parking while suspended	\$50.00
Parking in handicap spaces illegally	\$100.00
Parking in fire lane	\$100.00
Blocking handicap ramp	\$100.00

## ~~L. Alternatives to Parking on Campus~~

~~Trolleys provide a valuable and convenient alternative to finding parking, particularly when faculty, staff and nonresident student lots are congested. Convenient pickup and drop-off service is available at numerous sites around campus. The University of West Florida provides trolley routes to meet most transportation needs of students, faculty and staff. The transportation access fee for students is \$8.00 per credit hour. The transportation access fee charged to employees is \$6.50 per year. This fee is charged at the time of purchase of each employee parking permit.~~

## I. General Statement:

### A. General Information

The University of West Florida (the “University”) strives to provide a safe environment for employees, students, and visitors. Parking a vehicle on any of the University’s campuses is a privilege that may be granted or and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in vehicles. By parking on campus, employees, students and others agree to abide by and follow all provisions contained herein. Fort Walton Beach campus permits are invalid on the Pensacola campus. For the purposes of this Regulation, “business hours” means 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding days when the University is closed for business (such as holidays).

## B. Registration

1. All automobiles and motorcycles on campus during business hours must be registered with the Parking and Transportation Services department (“Parking Services”) the first day the vehicle is on campus.
2. Temporary parking permits are available for visitors, guests, vendors, business consultants, registered individuals driving borrowed vehicles, temporary or volunteer workers, and similarly-situated individuals.
3. Services for parking registration are available at the following locations:
  - a. Online by accessing the Parking Transaction Portal through [my.uwf.edu](http://my.uwf.edu);
  - b. Parking Services;
  - c. University Police Department, Building 94;
  - d. Visitor’s Center, Building 81 (visitors, guests, vendors, business consultants, borrowed vehicles, temporary and volunteer workers); and
  - e. Visitors and Guests may also register their vehicle and obtain a virtual permit through the Parking Portal. Visitors and Guests will need to create a Guest Account in order to obtain their virtual permit. The portal may be accessed through MyUWF or through the Parking Website: [www.uwf.edu/parking](http://www.uwf.edu/parking).

## C. Permits

1. The fees for annual permits are:

<u>Reserved/Admin</u>	<u>\$363</u>
<u>Faculty/Staff</u>	<u>\$145</u>
<u>Resident</u>	<u>\$145</u>
<u>Commuter</u>	<u>\$114</u>
<u>Motorcycle</u>	<u>\$ 73</u>

Permits are issued for an academic year or semester. Semester permits are one-half the annual permit price. Permit prices include applicable Florida sales tax.

2. All vehicles parked on campus during business hours must be registered with Parking Services and must have a virtual permit. A virtual permit is not a physical permit. Instead, the vehicle license plate is used to determine whether or not the vehicle is properly registered. Up to three vehicles may be registered under a single virtual

permit. However, only one of the registered vehicles may be parked on campus at any one time.

3. Permit holders must park in designated parking areas for the type of permit they hold. Instructions and detailed maps can be found on the Parking webpage: [www.uwf.edu/parking](http://www.uwf.edu/parking). Maps are also available in the Parking Services office.
4. Purchasing a permit does not guarantee a parking space. Purchasing a permit does not entitle the holder to a parking space at events outside of business hours.
5. Each permit contains an expiration date and is no longer valid after that date. Expiration dates are disclosed at the time of purchase, on the receipt for the virtual permit, and under the user profile on the Parking Portal.
6. Only one permit is allowed per vehicle. Expired permits must be removed from display.
7. Virtual permits may not be transferred to another individual; however, virtual permits may be transferred to a different car owned by the same permit holder. Permit holders are responsible for violations committed by any person using their registered permit.
8. Individuals with outstanding parking citations or fines are not eligible for issuance or renewal of a virtual permit.
9. Upon sale or disposal of a registered vehicle, the permit must be transferred to a new vehicle owned by the same registered individual or terminated.

#### D. Permit Designations and Restrictions

##### 1. Resident Students

During business hours, resident students may park only in areas marked as Resident or Open to All Permits. Resident students moving from one residence hall to another must contact Parking Services to update their registration. Resident lots are always restricted to vehicles with Resident permits, even outside of business hours.

##### 2. Commuter Students

During business hours, commuter students may park only in areas marked as Commuter or Open to All Permits. Commuters may not park in spaces marked for residents. Commuter spaces are not restricted to Commuter permits outside of business hours.

##### 3. Faculty and Staff

During business hours, faculty and staff may park in areas marked as Faculty and Staff or Open to All Permits. Faculty and Staff spaces are not restricted to Faculty and Staff permits outside of business hours.

#### 4. Visitor

Visitor permits are temporary and required during business hours. Vehicles with a Visitor permit may park only in areas marked Commuter, Visitor, or Open to All Permits.

Visitors may obtain a parking permit free of charge. Failure to obtain a permit may result in a citation being issued. Current employees and students are ineligible for a Visitor permit and are not entitled to park in visitor parking areas, including spaces designated for the UWF Alumni Association, and must obtain an appropriate permit.

#### 5. Disabled Persons

Disabled person parking permits are available through the State of Florida in accordance with Section 316.1964, Florida Statutes. Such permits must be displayed on vehicles when parked on campus. Holders of such parking permits are not required to purchase a parking permit and may park in non-reserved spaces if designated spaces for disabled person parking are not available.

#### 6. Temporary

Temporary permits may be issued in special circumstances including, but not limited to, the following:

##### a. Different Vehicle

Permit holders temporarily driving a different vehicle must obtain a temporary virtual permit *prior* to parking on campus. One temporary virtual permit, valid for up to two weeks per individual per semester, will be issued at no cost.

##### b. Satellite Campus Students

Students who enroll at the Fort Walton Beach campus or any other satellite campus must obtain a parking permit for the main campus when parking on the main campus. A one-day permit is available at no cost. An appropriate virtual permit must be purchased at any time courses are attended on the main campus.

##### c. Off-Campus Employees

University employees who are permanently assigned to work at off-campus locations may obtain a temporary virtual permit at no charge by contacting Parking Services.

d. Retired Employees

Retired University employees and the spouses of deceased retired employees may be issued one free non-expiring virtual permit upon request to the Director of Parking and Transportation Services. Such permits may be registered for up to three vehicles. Retired employee permits become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

e. Alumni

Current Sustaining Members of the Alumni Association may obtain an Alumni permit from Parking Services. Alumni permits may be registered for up to three vehicles. Alumni permits become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

E. Parking Restrictions

It is the responsibility of all University employees and students and visitors to know the University's parking regulations. Employees and students must follow all parking restrictions.

1. Parking Requirements for all vehicles

- a. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.
- b. The University may tow any vehicle that is parked in such a way that it restricts the normal operation of business, blocks or impedes traffic, hinders the operations of an emergency vehicle, or is parked in a designated tow-away zone.
- c. Overnight parking of any vehicle other than a vehicle with a resident student permit or a guest of a resident student with a temporary permit is prohibited.
- d. Residing or sleeping overnight in vehicles parked on campus is prohibited.
- e. Unavailability of parking spaces is not considered a valid excuse for violation of parking regulations.



f. Parking overtime in time-limited spaces is prohibited.

g. License plates must be visible to the travel lane through a parking lot or, if parking on a road, to the travel lane of the roadway. It is prohibited to fail to display a license plate to the travel lane; to back into or pull through a parking space so that the license plate is not visible from the travel lane; and to remove a plate or obscuring a plate so that it cannot be read from the travel lane.

## 2. Regulated Parking

Regulated parking lots and spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week, unless otherwise specified. Regulated spaces are designated for certain vehicles including the following:

### a. Numbered Reserved Parking

Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday, excluding University closures. Outside of those hours, anyone may park in a numbered reserved space.

### b. Administrative Parking

Administrative lots and spaces are reserved for those with administrative permits. Individuals with an administrative permit may park anywhere except in numbered reserved spaces.

### c. Loading Zone

Advance permission from Parking Services is required to park in a loading zone. Loading zones may be utilized for a maximum of 30 minutes.

### d. Visitor Parking

Visitor parking spaces are reserved at all times for individuals with appropriate visitor permits.

### e. Other Parking

Other spaces on campus may be restricted for designated functions such as special permits, state vehicles, police, and service vehicles. Those spaces are marked accordingly.

## 3. Motorcycle Parking

Motorcycles must park in designated motorcycle spaces only at all times.

#### 4. Special Event Parking

During special events, parking in selected areas may be limited and subject to an additional special parking fee for the event.

#### F. Pregnant Employee Parking

1. Employees who have a limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions may be eligible for a Pregnant Employee Parking Permit.
2. Employees are responsible for communicating such a limitation to the University by contacting their supervisor or Human Resources and requesting the accommodation. After making the request, the University will engage with the employee in an interactive process, which may include a request for supporting documentation from the employee only when it is reasonable to do so under the circumstances.

#### G. Immobilization and Towing

##### 1. Immobilization

Three or more unpaid parking citations may result in vehicle immobilization and a corresponding administrative fee. Vehicles parked in a reserved space without the appropriate credentials are subject to immediate immobilization. Arrangements must be made within 24 hours of immobilization to pay accrued parking fines and fees or the vehicle is subject to towing.

##### 2. Immobilization Fees

First Immobilization: \$50.00

Second Immobilization: \$100.00

Third Immobilization: \$150.00 and loss of parking privileges.

##### 3. Responsibility for Costs

The permit holder for the vehicle is responsible for assessed towing and administrative fees regardless of whether the permit holder is the owner of the vehicle. If the vehicle is not registered with the University, then the owner registered with the applicable state will be responsible for towing and administrative fees.

## H. The Parking Violations Appeal Board

The Parking Violations Appeals Board (PVAB) adjudicates appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict or restore campus driving privileges, and impose or remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding Uniform Traffic Citations issued by the University Police Department or local law enforcement.

### 1. Membership

The PVAB is composed of six members as follows:

- a. One faculty member appointed by the Faculty Senate;
- b. One staff member appointed by the Staff Senate;
- c. One resident student designated by the Student Government Association;
- d. One commuter student designated by the Student Government Association;
- e. A representative appointed by Human Resources; and
- f. The Parking Services Manager, who shall serve as a non-voting, ex-officio member.

### 2. Operating Procedures

- a. The chairperson will be elected annually by the members of the PVAB and have full voting rights.
- b. The PVAB will meet as required to discharge their responsibilities. Meetings may be held remotely.
- c. A quorum will consist of at least three voting members. A simple majority of members voting will be required to render decisions and take action. If the vote results in a tie, the decision under appeal will stand.

## I. Parking Services Appeals

Parking citations issued by the University may be appealed through two levels.

### 1. Level One

All appeals must be filed online via the parking portal within seven days of the issuance of the citation. Verbal appeals will not be accepted. The parking portal can be accessed by logging in to my.uwf.edu and searching for “parking.” Appeals will be reviewed by the Director of Parking Services or their designee. The individual who filed the appeal will be notified by email of the result.

Appeals on the following grounds will automatically be denied:

- a. Being late for an appointment or class;
- b. Unaware permit was expired;
- c. Disagreement with the parking rules and regulations;
- d. Someone else used the vehicle and parked the vehicle;
- e. Unable to find a parking space;
- f. Inability to pay the fine;
- g. Unaware of the Parking Rules and Regulations;
- h. Parked previously in the same area without being cited;
- i. Perception that the designated area is unsafe;
- j. Failure to see posted signage; or
- k. Direction by someone else to park in the space.

## 2. Level Two

If the appellant is not satisfied with the outcome of the appeal to the Parking Service Manager, they may further appeal to the Parking Violations Appeal Board (PVAB) by written request within 7 days of the first level decision. Instructions for appealing to the PVAB will be provided in the Level One response email.

The date, time, and location of PVAB meetings at which the appeals are heard will be displayed on the parking portal. Individuals appealing a citation will be afforded an opportunity to present their appeals before the PVAB. If the meeting is held in person, the appellant may present in person or virtually. If the appellant fails to appear, the appeal will continue in the appellant’s absence. The decision of the PVAB will be emailed to the appellant and will be final.

## J. Payment of Fines

Violators of parking regulations are subject to citations resulting in the assessment of fines. Fines may be paid online by logging in to my.uwf.edu and searching for “parking.” A diploma hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.

## K. Schedule of Fines

### 1. Vehicle Registration Fines

<u>Violation</u>	<u>Fines</u>
<u>Display of expired permit</u>	<u>\$20.00</u>
<u>Failure to register vehicle with Parking Services</u>	<u>\$50.00</u>
<u>Registration obtained through falsehood, misrepresentation, or incomplete information</u>	<u>\$100.00</u>

### 2. Parking Violation Fines

<u>Violation</u>	<u>Fines</u>
<u>Overtime parking</u>	<u>\$10.00</u>
<u>Parking over the line</u>	<u>\$15.00</u>
<u>Parking on curb, grass, or sidewalks</u>	<u>\$25.00</u>
<u>Parking overnight</u>	<u>\$25.00</u>
<u>Parking out of permit designation</u>	<u>\$25.00</u>
<u>Parking that obstructs traffic</u>	<u>\$25.00</u>
<u>Parking in a service area</u>	<u>\$25.00</u>
<u>Parking in a no parking zone</u>	<u>\$25.00</u>
<u>Parking in a resident space</u>	<u>\$50.00</u>
<u>Parking in a reserved space</u>	<u>\$100.00</u>
<u>Parking while suspended</u>	<u>\$50.00</u>
<u>Parking in a disabled space without a disabled person parking permit</u>	<u>\$100.00</u>
<u>Parking in a fire lane</u>	<u>\$100.00</u>
<u>Blocking a ramp</u>	<u>\$100.00</u>
<u>Parking in a pregnant employee space</u>	<u>\$100.00</u>
<u>Failing to display a license plate to the travel lane</u>	<u>\$25.00</u>

**Effective Date:** [date]

**Authority:** Sections 1006.66, 1009.24, and 1009.26, Florida Statutes  
The Pregnant Workers Fairness Act and implementing regulations: 42 U.S.C.  
2000gg; 29 U.S.C. Part 1636.

**History:** Adopted as Rule 6C6-5.01 October 1978; amended October 1979, October 1980, August 1981, February 1986, May 1990, May 1995, May 2005, August 2005; converted to regulation July 2005; amended December 2005, May 2006, June 2011, June 2012, June 2014, December 2021, and [date]

**Last review:** [date]

**Effective Date:** [date]

**Authority:** Sections 1006.66, 1009.24, and 1009.26, Florida Statutes

**History:** Adopted as Rule 6C6 5.01 October 1978; amended October 1979, October 1980, August 1981, February 1986, May 1990, May 1995, May 2005, August 2005; converted to regulation July 2005; amended December 2005, May 2006, June 2011, June 2012, June 2014, December 2021, and [date]

**Last review:** [date]



**Number: UWF/REG 5.001**  
**Title: Parking and Registration**  
**Responsible**  
**Department: Parking and Transportation Services**

## **I. General Statement:**

### **A. General Information**

The University of West Florida (the “University”) strives to provide a safe environment for employees, students, and visitors. Parking a vehicle on any of the University’s campuses is a privilege that may be granted or and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in vehicles. By parking on campus, employees, students and others agree to abide by and follow all provisions contained herein. Fort Walton Beach campus permits are invalid on the Pensacola campus. For the purposes of this Regulation, “business hours” means 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding days when the University is closed for business (such as holidays).

### **B. Registration**

1. All automobiles and motorcycles on campus during business hours must be registered with the Parking and Transportation Services department (“Parking Services”) the first day the vehicle is on campus.
2. Temporary parking permits are available for visitors, guests, vendors, business consultants, registered individuals driving borrowed vehicles, temporary or volunteer workers, and similarly-situated individuals.
3. Services for parking registration are available at the following locations:
  - a. Online by accessing the Parking Transaction Portal through [my.uwf.edu](http://my.uwf.edu);
  - b. Parking Services;
  - c. University Police Department, Building 94;

- d. Visitor's Center, Building 81 (visitors, guests, vendors, business consultants, borrowed vehicles, temporary and volunteer workers); and
- e. Visitors and Guests may also register their vehicle and obtain a virtual permit through the Parking Portal. Visitors and Guests will need to create a Guest Account in order to obtain their virtual permit. The portal may be accessed through MyUWF or through the Parking Website: [www.uwf.edu/parking](http://www.uwf.edu/parking).

### C. Permits

1. The fees for annual permits are:

Reserved/Admin	\$363
Faculty/Staff	\$145
Resident	\$145
Commuter	\$114
Motorcycle	\$ 73

Permits are issued for an academic year or semester. Semester permits are one-half the annual permit price. Permit prices include applicable Florida sales tax.

2. All vehicles parked on campus during business hours must be registered with Parking Services and must have a virtual permit. A virtual permit is not a physical permit. Instead, the vehicle license plate is used to determine whether or not the vehicle is properly registered. Up to three vehicles may be registered under a single virtual permit. However, only one of the registered vehicles may be parked on campus at any one time.
3. Permit holders must park in designated parking areas for the type of permit they hold. Instructions and detailed maps can be found on the Parking webpage: [www.uwf.edu/parking](http://www.uwf.edu/parking). Maps are also available in the Parking Services office.
4. Purchasing a permit does not guarantee a parking space. Purchasing a permit does not entitle the holder to a parking space at events outside of business hours.
5. Each permit contains an expiration date and is no longer valid after that date. Expiration dates are disclosed at the time of purchase, on the receipt for the virtual permit, and under the user profile on the Parking Portal.
6. Only one permit is allowed per vehicle. Expired permits must be removed from display.
7. Virtual permits may not be transferred to another individual; however, virtual permits may be transferred to a different car owned by the same permit holder. Permit holders are responsible for violations committed by any person using their registered permit.



8. Individuals with outstanding parking citations or fines are not eligible for issuance or renewal of a virtual permit.
9. Upon sale or disposal of a registered vehicle, the permit must be transferred to a new vehicle owned by the same registered individual or terminated.

#### D. Permit Designations and Restrictions

##### 1. Resident Students

During business hours, resident students may park only in areas marked as Resident or Open to All Permits. Resident students moving from one residence hall to another must contact Parking Services to update their registration. Resident lots are always restricted to vehicles with Resident permits, even outside of business hours.

##### 2. Commuter Students

During business hours, commuter students may park only in areas marked as Commuter or Open to All Permits. Commuters may not park in spaces marked for residents. Commuter spaces are not restricted to Commuter permits outside of business hours.

##### 3. Faculty and Staff

During business hours, faculty and staff may park in areas marked as Faculty and Staff or Open to All Permits. Faculty and Staff spaces are not restricted to Faculty and Staff permits outside of business hours.

##### 4. Visitor

Visitor permits are temporary and required during business hours. Vehicles with a Visitor permit may park only in areas marked Commuter, Visitor, or Open to All Permits.

Visitors may obtain a parking permit free of charge. Failure to obtain a permit may result in a citation being issued. Current employees and students are ineligible for a Visitor permit and are not entitled to park in visitor parking areas, including spaces designated for the UWF Alumni Association, and must obtain an appropriate permit.

##### 5. Disabled Persons

Disabled person parking permits are available through the State of Florida in accordance with Section 316.1964, Florida Statutes. Such permits must be displayed on vehicles when parked on campus. Holders of such parking permits are not required to purchase a parking permit and may park in non-reserved spaces if designated spaces for disabled person parking are not available.

## 6. Temporary

Temporary permits may be issued in special circumstances including, but not limited to, the following:

### a. Different Vehicle

Permit holders temporarily driving a different vehicle must obtain a temporary virtual permit *prior* to parking on campus. One temporary virtual permit, valid for up to two weeks per individual per semester, will be issued at no cost.

### b. Satellite Campus Students

Students who enroll at the Fort Walton Beach campus or any other satellite campus must obtain a parking permit for the main campus when parking on the main campus. A one-day permit is available at no cost. An appropriate virtual permit must be purchased at any time courses are attended on the main campus.

### c. Off-Campus Employees

University employees who are permanently assigned to work at off-campus locations may obtain a temporary virtual permit at no charge by contacting Parking Services.

### d. Retired Employees

Retired University employees and the spouses of deceased retired employees may be issued one free non-expiring virtual permit upon request to the Director of Parking and Transportation Services. Such permits may be registered for up to three vehicles. Retired employee permits become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

### e. Alumni

Current Sustaining Members of the Alumni Association may obtain an Alumni permit from Parking Services. Alumni permits may be registered for up to three vehicles. Alumni permits become invalid if the recipient registers for coursework

or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

## E. Parking Restrictions

It is the responsibility of all University employees and students and visitors to know the University's parking regulations. Employees and students must follow all parking restrictions.

### 1. Parking Requirements for all vehicles

- a. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.
- b. The University may tow any vehicle that is parked in such a way that it restricts the normal operation of business, blocks or impedes traffic, hinders the operations of an emergency vehicle, or is parked in a designated tow-away zone.
- c. Overnight parking of any vehicle other than a vehicle with a resident student permit or a guest of a resident student with a temporary permit is prohibited.
- d. Residing or sleeping overnight in vehicles parked on campus is prohibited.
- e. Unavailability of parking spaces is not considered a valid excuse for violation of parking regulations.
- f. Parking overtime in time-limited spaces is prohibited.
- g. License plates must be visible to the travel lane through a parking lot or, if parking on a road, to the travel lane of the roadway. It is prohibited to fail to display a license plate to the travel lane; to back into or pull through a parking space so that the license plate is not visible from the travel lane; and to remove a plate or obscuring a plate so that it cannot be read from the travel lane.

### 2. Regulated Parking

Regulated parking lots and spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week, unless otherwise specified. Regulated spaces are designated for certain vehicles including the following:

- a. Numbered Reserved Parking

Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday, excluding University closures. Outside of those hours, anyone may park in a numbered reserved space.

b. Administrative Parking

Administrative lots and spaces are reserved for those with administrative permits. Individuals with an administrative permit may park anywhere except in numbered reserved spaces.

c. Loading Zone

Advance permission from Parking Services is required to park in a loading zone. Loading zones may be utilized for a maximum of 30 minutes.

d. Visitor Parking

Visitor parking spaces are reserved at all times for individuals with appropriate visitor permits.

e. Other Parking

Other spaces on campus may be restricted for designated functions such as special permits, state vehicles, police, and service vehicles. Those spaces are marked accordingly.

3. Motorcycle Parking

Motorcycles must park in designated motorcycle spaces only at all times.

4. Special Event Parking

During special events, parking in selected areas may be limited and subject to an additional special parking fee for the event.

F. Pregnant Employee Parking

1. Employees who have a limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions may be eligible for a Pregnant Employee Parking Permit.
2. Employees are responsible for communicating such a limitation to the University by contacting their supervisor or Human Resources and requesting the accommodation. After making the request, the University will engage with the employee in an

interactive process, which may include a request for supporting documentation from the employee only when it is reasonable to do so under the circumstances.

## G. Immobilization and Towing

### 1. Immobilization

Three or more unpaid parking citations may result in vehicle immobilization and a corresponding administrative fee. Vehicles parked in a reserved space without the appropriate credentials are subject to immediate immobilization. Arrangements must be made within 24 hours of immobilization to pay accrued parking fines and fees or the vehicle is subject to towing.

### 2. Immobilization Fees

First Immobilization: \$50.00

Second Immobilization: \$100.00

Third Immobilization: \$150.00 and loss of parking privileges.

### 3. Responsibility for Costs

The permit holder for the vehicle is responsible for assessed towing and administrative fees regardless of whether the permit holder is the owner of the vehicle. If the vehicle is not registered with the University, then the owner registered with the applicable state will be responsible for towing and administrative fees.

## H. The Parking Violations Appeal Board

The Parking Violations Appeals Board (PVAB) adjudicates appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict or restore campus driving privileges, and impose or remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding Uniform Traffic Citations issued by the University Police Department or local law enforcement.

### 1. Membership

The PVAB is composed of six members as follows:

- a. One faculty member appointed by the Faculty Senate;
- b. One staff member appointed by the Staff Senate;

- c. One resident student designated by the Student Government Association;
- d. One commuter student designated by the Student Government Association;
- e. A representative appointed by Human Resources; and
- f. The Parking Services Manager, who shall serve as a non-voting, ex-officio member.

## 2. Operating Procedures

- a. The chairperson will be elected annually by the members of the PVAB and have full voting rights.
- b. The PVAB will meet as required to discharge their responsibilities. Meetings may be held remotely.
- c. A quorum will consist of at least three voting members. A simple majority of members voting will be required to render decisions and take action. If the vote results in a tie, the decision under appeal will stand.

## I. Parking Services Appeals

Parking citations issued by the University may be appealed through two levels.

### 1. Level One

All appeals must be filed online via the parking portal within seven days of the issuance of the citation. Verbal appeals will not be accepted. The parking portal can be accessed by logging in to [my.uwf.edu](http://my.uwf.edu) and searching for “parking.” Appeals will be reviewed by the Director of Parking Services or their designee. The individual who filed the appeal will be notified by email of the result.

Appeals on the following grounds will automatically be denied:

- a. Being late for an appointment or class;
- b. Unaware permit was expired;
- c. Disagreement with the parking rules and regulations;
- d. Someone else used the vehicle and parked the vehicle;

- e. Unable to find a parking space;
- f. Inability to pay the fine;
- g. Unaware of the Parking Rules and Regulations;
- h. Parked previously in the same area without being cited;
- i. Perception that the designated area is unsafe;
- j. Failure to see posted signage; or
- k. Direction by someone else to park in the space.

## 2. Level Two

If the appellant is not satisfied with the outcome of the appeal to the Parking Service Manager, they may further appeal to the Parking Violations Appeal Board (PVAB) by written request within 7 days of the first level decision. Instructions for appealing to the PVAB will be provided in the Level One response email.

The date, time, and location of PVAB meetings at which the appeals are heard will be displayed on the parking portal. Individuals appealing a citation will be afforded an opportunity to present their appeals before the PVAB. If the meeting is held in person, the appellant may present in person or virtually. If the appellant fails to appear, the appeal will continue in the appellant's absence. The decision of the PVAB will be emailed to the appellant and will be final.

## J. Payment of Fines

Violators of parking regulations are subject to citations resulting in the assessment of fines. Fines may be paid online by logging in to my.uwf.edu and searching for "parking." A diploma hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.

## K. Schedule of Fines

### 1. Vehicle Registration Fines

<b>Violation</b>	<b>Fines</b>
Display of expired permit	\$20.00
Failure to register vehicle with Parking Services	\$50.00
Registration obtained through falsehood, misrepresentation, or incomplete information	\$100.00

## 2. Parking Violation Fines

<b>Violation</b>	<b>Fines</b>
Overtime parking	\$10.00
Parking over the line	\$15.00
Parking on curb, grass, or sidewalks	\$25.00
Parking overnight	\$25.00
Parking out of permit designation	\$25.00
Parking that obstructs traffic	\$25.00
Parking in a service area	\$25.00
Parking in a no parking zone	\$25.00
Parking in a resident space	\$50.00
Parking in a reserved space	\$100.00
Parking while suspended	\$50.00
Parking in a disabled space without a disabled person parking permit	\$100.00
Parking in a fire lane	\$100.00
Blocking a ramp	\$100.00
Parking in a pregnant employee space	\$100.00
Failing to display a license plate to the travel lane	\$25.00

**Effective Date:** [date]

**Authority:** Sections 1006.66, 1009.24, and 1009.26, Florida Statutes  
The Pregnant Workers Fairness Act and implementing regulations: 42 U.S.C.  
2000gg; 29 U.S.C. Part 1636.

**History:** Adopted as Rule 6C6-5.01 October 1978; amended October 1979, October 1980,  
August 1981, February 1986, May 1990, May 1995, May 2005, August 2005;  
converted to regulation July 2005; amended December 2005, May 2006, June 2011,  
June 2012, June 2014, December 2021, and [date]

**Last review:** [date]



### **7.003 Fees, Fines and Penalties.**

(1) The Board of Governors must authorize all fees assessed to students. Accordingly, the specific fees listed in this section, and the tuition and associated fees defined in Regulation 7.001, are the only fees that may be charged for state fundable credit hours without the specific approval of the board, except as authorized in Regulation 8.002. For purposes of clarification, the term "at cost" or "cost" as used in this regulation includes those increased costs that are directly related to the delivery of the goods, services, or programs.

(2) All tuition and fees described in this section, and any proposed changes to such tuition and fees, must be prominently posted on the state university's website in an area that is transparent and easily accessible. Each state university shall publicly notice and notify all enrolled students of any proposal to change tuition or fees at least 28 days before its consideration for a vote taken at a board of trustees meeting. The notice must:

- (a) Include the date and time of the meeting at which the proposal will be considered.
- (b) Specifically outline the details of existing tuition and fees, including how such tuition and fees are expended, the rationale and necessity for the proposed change, and how the funds from the proposed change will be used.
- (c) Be posted on the university's website and issued in a press release, which must also be enclosed in an e-mail sent to all enrolled students.

(3) Pursuant to section 7(e), Article IX of the State Constitution, any proposal or action of a constituent university to raise, impose, or authorize any fee, as authorized by law, except for tuition, must be approved by at least 9 affirmative votes of the members of the board of trustees of the constituent university, if approval by the board of trustees is required by law, and at least 12 affirmative votes of the members of the Board of Governors, if approval by the Board of Governors is required by law, in order to take effect.

(4) Each university board of trustees is authorized to assess the following fees at the statutory amounts listed:

- (a) Security / Access / Identification Card, Duplicate Security / Access / Identification Card, Fee Card, or Passbook:
  - 1. Annual – cost up to \$10.00.
  - 2. All duplicates – cost up to \$15.00
- (b) Orientation Fee – up to \$35.00.
  - 1. Effective fall 2011, the board of trustees of the University of West Florida may assess a \$50 Orientation Fee.
- (c) Admissions Deposit – Up to \$200. The admissions deposit shall be imposed at the time of an applicant's acceptance to the university and shall be applied toward tuition upon registration and budgeted in the Student and Other Fee Trust Fund. In the event the applicant does not enroll in the university, the admissions deposit shall be budgeted in an

auxiliary account of the university and used to expand financial assistance, scholarships, student academic and career counseling services, and admission services at the university.

- (d) Transcript Fee – per item; up to \$10.00.
- (e) Diploma Replacement Fee – per item; up to \$10.00.
- (f) Service Charge – up to \$15.00 for the payment of tuition and fees in installments.
- (g) Audit Registration Fees -- Audit registration assures a course space for the student; however, no grade is awarded. This fee is the same as the tuition and associated fees provided in Regulation 7.001. Budgeting of fee proceeds shall be in the Student and Other Fee Trust Fund.
- (h) Registration of Zero Hours -- Such registration provides for examinations, graduations, use of facilities, etc., when deemed appropriate by the institution. The student is assessed tuition and associated fees for one credit hour. The Zero Credit Fee shall be budgeted in the Student and Other Fee Trust Fund.
- (i) Application Fee -- Individuals who make application for admission to universities within the State University System shall pay a non-refundable application fee of not more than \$30.00. The fee shall be budgeted in the Student and Other Fee Trust Fund. Provisions may be made to waive the application fee as specified by the university.
- (j) Late Registration Fee -- Universities shall assess a Late Registration Fee to students who fail to register before the end of the regular registration period. This fee may also be assessed to students reinstated after their course schedules were cancelled due to non-payment of fees. The fee shall be not less than \$50 nor more than \$100 with a minimum of 50 percent budgeted to the Student and Other Fee Trust Funds and the balance budgeted in an Auxiliary Trust Fund. Provisions may be made to waive the Late Registration Fee as specified by the university.
- (k) Late Payment Fee -- Universities may assess a Late Payment Fee to students who fail to pay, or make appropriate arrangements for payment (installment payment, deferment, or third-party billing), of tuition and associated fees by the deadline set by each university. The fee shall be not less than \$50 nor more than \$100 with a minimum of 50 percent budgeted to the Student and Other Fee Trust Fund and the balance budgeted in an Auxiliary Trust Fund. Provisions may be made to waive the Late Payment Fee as specified by the university.

(5) Before the board's last meeting of each calendar year, the university board of trustees shall notify the board of any potential increases in fees outlined in subparagraph (4). A university board of trustees may then submit a proposal for an increase in that fee to the Board of Governors' budget committee for consideration by the committee during a June meeting.

- (a) The proposal shall be submitted in a format designated by the chancellor and include at a minimum:

- 1. The current and proposed increase to the fee and a description of the

process used to determine the need for the increase, including any student involvement.

2. The service or operation currently being funded by the fee.
  3. An analysis of whether the service or operation can be performed more efficiently to alleviate the need for any increase.
  4. The additional or enhanced service or operation to be implemented.
  5. Identification of other resources that could be used to meet this need.
  6. The financial impact on students, including those with financial need.
  7. The current revenue collected and expenditures from the current fee.
  8. The estimated revenue to be collected and expenditures for the fee increase.
- (b) The board will act upon the budget committee recommendation at the next scheduled meeting.
- (c) An increase in these fees can only be implemented with the fall term.

Every five years the university board of trustees shall review the fee increase to determine if the fee has met its intended outcomes and whether the fee should be increased, decreased or discontinued. The university board of trustees shall submit its findings to the board. Any subsequent decreases or continuation in these fees are delegated to the university board of trustees, with notification to the chancellor.

(6) Each university board of trustees is authorized to establish separate activity and service, health, and athletic fees on the main campus, branch campus, or center.

- (a) The fees shall be retained by the university and paid into the separate activity and service, health, and athletic funds. A university may transfer revenues derived from the fees authorized pursuant to this section to a university direct-support organization of the university to be used only for the purpose of paying and securing debt on projects approved pursuant to section 1010.62, Florida Statutes and pursuant to a written agreement approved by the Board of Governors. The amount transferred may not exceed the amount authorized for annual debt service pursuant to section 1010.62, Florida Statutes.
- (b) The sum of the activity and service, health, and athletic fees a student is required to pay to register for a course shall not exceed 40 percent of the tuition. Within the 40 percent cap, universities may not increase the aggregate sum of activity and service, health, and athletic fees more than 5 percent per year or the same percentage increase in tuition, whichever is higher.
- (c) A university may increase its athletic fee to defray the costs associated with changing National Collegiate Athletic Association divisions. Any such increase in the athletic fee may exceed both the 40 percent cap and the 5 percent cap imposed by this subsection. Any such increase must be approved by the athletic fee committee in the process outlined in subparagraph (4)(d) and cannot exceed \$2 per credit hour.
- (d) Increases in the health, athletic, and activity and service fee must be recommended by a fee committee, at least one-half of whom are students

appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, and approval by the university board of trustees. An increase in these fees may occur only once each fiscal year and must be implemented beginning with the fall term.

The student activity and service fee shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fee may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fees shall be determined by the student government association of the university, except that the president of the university may veto any line item or portion thereof within the budget when submitted by the student government association legislative body. The university president shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item or portion thereof within the budget is vetoed, the student government association legislative body shall within 15 school days make new budget recommendations for expenditure of the vetoed portion of the fees. If the university president vetoes any line item or portion thereof within the new budget revisions, the university president may reallocate by line item that vetoed portion to bond obligations guaranteed by activity and service fees.

- (e) Unexpended fees and undisbursed fees remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.

(7) Technology Fee – Each university board of trustees may establish a technology fee to be paid by all students. The fee may be up to 5 percent of the tuition charged per credit hour. The revenue from this fee shall be used to enhance instructional technology resources for students and faculty. The revenue and expenditures shall be budgeted in the Local Fund budget entity.

(8) Off-Campus Educational Activities - As used herein, "off-campus" refers to locations other than state-funded main campuses, branch campuses, or centers. Each university board of trustees is authorized to establish fees for state fundable off-campus course offerings when the location results in specific, identifiable increased costs to the university. These fees will be in addition to the tuition and associated fees charged to students enrolling in these courses on-campus. The additional fees charged are for the purpose of recovering the increased costs

resulting from off-campus vis-à-vis on-campus offerings. The university shall budget the fees collected for these courses to the Student and Other Fee Trust Funds. Each university shall use the additional fees collected to cover the increased cost of these courses and reimburse the appropriate Educational and General fund, or other appropriate fund if the costs are incurred in other than Educational and General funds.

(9) Material and Supply Fees - Each university board of trustees is authorized to assess Material and Supply Fees not to exceed the amount necessary to offset the cost of materials or supply items which are consumed in the course of the student's instructional activities, excluding the cost of equipment and equipment repairs and maintenance. Revenues from such fees shall be budgeted in the Auxiliary Trust Fund.

(10) Housing Rental Rates - Basic rates for housing rental shall be set by each university board of trustees. In addition, the university board of trustees is authorized to establish miscellaneous housing charges for services provided by the university at the request of the students.

(11) Parking Fines, Permits and Decals -- Each university board of trustees shall establish charges for parking decals, permits and parking fines.

(12) Transportation Access Fee - Each university board of trustees is authorized to establish a transportation access fee, with appropriate input from students, to support the university's transportation infrastructure and to increase student access to transportation services.

(13) Returned Check Fee -- Each university board of trustees shall assess a service charge for unpaid checks returned to the university.

(14) Collection costs -- Each university board of trustees is authorized to assess a charge representing reasonable cost of collection efforts to effect payment for overdue accounts. Amounts received for collection costs shall be retained by the university.

(15) Service Charge -- Each university board of trustees is authorized to assess a service charge on university loans in lieu of interest and administrative handling.

(16) Educational Research Center for Child Development Fee -- Each university board of trustees is authorized to assess child care and service fees.

(17) Transient Student Fee - Each university board of trustees is authorized to assess a fee not to exceed \$5.00 per course for accepting a transient student and processing the student's admissions application pursuant to Section 1006.73.

(18) Capital Improvement Fee - This fee may be used to fund any project or real property acquisition that meets the requirements of Chapter 1013. Each university board of trustees shall assess \$4.76 per credit hour per semester. Any

increase in the fee beyond \$4.76 must be first recommended by a fee committee, at least half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, and approval by the university board of trustees. An increase in these fees may occur only once each fiscal year and must be implemented beginning with the fall term. The fee may not exceed 10 percent of the tuition for resident students or 10 percent of the sum of tuition and out-of-state fees for nonresident students. The fee for resident students shall be limited to an increase of \$2 per credit hour over the prior year, and any proposed fee increases or decreases must be approved by the Board of Governors. No project proposed by a university which is to be funded by this fee shall be submitted to the Board of Governors for approval without prior consultation with the student government association of that university.

(19) Student Financial Aid Fee – Each university board of trustees is authorized to collect for financial aid purposes an amount not to exceed 5 percent of the tuition and out-of-state fee. The revenues from fees are to remain at each university. A minimum of 75 percent of funds from the student financial aid fee shall be used to provide financial aid based on demonstrated financial need. Each university shall report annually to the Board of Governors on the revenue collected pursuant to this subsection, the amount carried forward, the criteria used to make awards, the amount and number of awards for each criterion, and a delineation of the distribution of such awards. The report shall include an assessment by category of the financial need of every student who receives an award, regardless of the purpose for which the award is received. Awards which are based on financial need shall be distributed in accordance with the federal methodology for determining need. An award for academic merit shall require a minimum overall grade point average of 3.0 on a 4.0 scale or the equivalent for both initial receipt of the award and renewal of the award.

(20) Each university board of trustees is authorized to assess the following fees which will have varied amounts:

- (a) Development Research School Fees – activity fees which shall be discretionary with each university.
- (b) Library Fines – per book or unit, per day; the funds shall be budgeted to the Student and Other Fee Trust Fund.
- (c) Overdue Reserve Library books – per book, per library hour; the funds shall be budgeted to the Student and Other Fee Trust Fund.
- (d) Late Equipment Fee, Physical Education – per item, per day.
- (e) Fees and fines relating to the use, late return, and loss and damage of facilities and equipment.
- (f) Distance Learning Fee - Universities may assess a distance learning fee to any student enrolled in a course listed in the distance learning catalog. The average distance learning fee amount assessed by a state university may not exceed \$30 per credit hour.

(21) Each university board of trustees is authorized to assess reasonable fees for incidental non-academic services provided directly to individuals. This could include, but not be limited to, fees for duplicating, lost keys, copyright material, breakage, standardized tests, library loans.

(22) Each university board of trustees is authorized to assess an international student service fee to cover the university costs associated with reporting requirements of the Student and Exchange Visitor Information System administered by the Department of Homeland Security for F-Visa and J-Visa degree seeking students.

(23) Excess Hour Fee –This fee shall be budgeted in the Student and Other Fee Trust Fund.

- (a) State universities shall require a student to pay an excess hour surcharge for each credit hour in excess of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. Each university must calculate an excess hour threshold for each student based on the number of credit hours required for the degree. For any student who changes degree programs, the excess hour threshold must be adjusted only if the number of credit hours required to complete the new degree program exceeds that of the original degree program.
- (b) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2009 or thereafter and prior to fall 2011 shall pay an excess hour fee equal to 50 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (c) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2011 and prior to fall 2012 shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2012 through the 2019 spring term shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. For the 2019 summer term and thereafter, an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 120 percent shall

be paid. Effective July 1, 2018 each university shall refund the excess hour surcharge assessed for up to 12 credit hours to any first-time-in-college student who completes a baccalaureate degree program within four years after their initial enrollment in a university.

(d) Each university shall implement a process for notifying students of this fee upon a student's initial enrollment. A second notice must be provided to the student when the student has attempted the number of credit hours needed to complete the baccalaureate degree program in which the student is enrolled. The second notice must include a recommendation that each student who intends to earn credit hours at the university in excess of the credit hours required for the baccalaureate degree program in which the student is enrolled meet with the student's academic advisor. The excess hours' determination shall be based on the baccalaureate degree program in which the student is enrolled. If a student changes degree programs, the excess hours' threshold shall be adjusted to the new program's required hours. Pursuant to Regulation 7.002(1), the university shall establish regulation procedures for the implementation of this section.

(e) All credit hours for courses taken at the university from which the student is seeking a baccalaureate degree shall be included when calculating the number of hours taken by a student, including:

1. Failed courses.
2. Courses dropped or withdrawn from after the university's advertised last day of the drop and add period, except as provided for in subparagraph (21)(f).
3. Repeated courses, except repeated courses for which the student has paid the full cost of instruction as provided in Regulation 7.001(12).
4. All credit hours earned at another institution and accepted for transfer by the university and applied toward the student's baccalaureate degree program.

(f) All credit hours earned under the following circumstances shall not be calculated as hours required to earn a baccalaureate degree:

1. College credits earned through an articulated accelerated mechanism.
2. Credit hours earned through internship programs.
3. Credit hours required for certification, recertification, or certificate programs.
4. Credit hours in courses from which a student must withdraw due to reasons of medical or personal hardship.
5. Credit hours taken by active-duty military personnel.
6. Credit hours required to achieve a dual major taken while pursuing a baccalaureate degree.
7. Remedial and English as a Second Language credit hours.



8. Credit hours earned in military science courses that are part of the Reserve Officers' Training Corps program.
9. Credit hours earned or taken for the civics literacy competency requirement.

(24) Convenience fee – Each university board of trustees may establish a convenience fee when accepting payments by credit cards, charge cards, and debit cards. The fee shall not be greater than the cost of providing the service. The fee is not refundable to the payor.

(25) A university board of trustees may submit a proposal for a new fee not currently authorized in board regulation or statute to the Board of Governors' budget committee for consideration by the committee during a June meeting. The deadline for submission of a proposal shall be determined by the Board Office.

- (a) The proposal shall be submitted in a format designated by the chancellor, and include at a minimum:
  1. The purpose to be served or accomplished with the fee.
  2. The demonstrable student-based need for the fee that is currently not being met through existing university services, operations or another fee.
  3. The process used to assure substantial student input or involvement.
  4. Any proposed restrictions, limitations, or conditions to be placed on the fee.
  5. The financial impact of the fee on students, including those with financial need.
  6. The estimated revenue to be collected and proposed expenditures for the new fee.
  7. The outcome measures that will be implemented to determine when the purpose of the fee will be accomplished.
- (b) The aggregate sum of any fees approved by the board that a student is required to pay to register for a course shall not exceed 10 percent of tuition. All other fees shall be based on cost.
- (c) The fee can only be implemented in the fall term.
- (d) The revenue generated by this fee may not be transferred to an auxiliary enterprise or a direct-support organization and may not be used to pay or secure debt.
- (e) The university shall account for the revenue and detailed expenditures of this fee in the Annual Report.
- (f) The fee cannot be an extension of, or cover the same services, as an existing statutory fee.
- (g) The fee cannot be utilized to create additional bonding capacity in an existing fee.

- (h) The fee should support a new service or activity that is not currently supported or should be supported with education and general funds (state and tuition).
- (i) The fee shall not supplant revenue from other sources that are currently used or have been used to support a service or activity.
- (j) The fee should support a service or activity in which a majority of students is able to participate or from which derive a benefit.
- (k) Once the board approves a fee under this section, a university fee committee shall be established similar to other existing fee committees.
- (l) The board will act upon the budget committee recommendation at the next scheduled meeting.
- (m) Every five years the university board of trustees shall review the fee to determine if the fee has met its intended outcomes and whether the fee should be increased, decreased or discontinued. The university board of trustees shall submit its findings to the board. Any subsequent decreases or continuation in these fees are delegated to the university board of trustees, with notification to the chancellor.
- (n) If a university board of trustees' proposal is denied, within five calendar days the university board of trustees may request reconsideration by the board's Tuition Appeals Committee, which shall consist of the chair of the board and the chair of each board committee. The Tuition Appeals Committee will meet within ten calendar days after the Board of Governors denial to consider a university board of trustees request for reconsideration.

(26) Pursuant to subparagraph (24), the university boards of trustees designated below are authorized to assess the following fees:

(a) Green Fee – This fee may be assessed to establish or improve the use of renewable energy technologies or energy efficiencies that lower the university's greenhouse emissions.

1. University of South Florida: up to \$1.00 per credit hour
2. New College of Florida: up to \$1.00 per credit hour
3. University of West Florida: up to \$1.00 per credit hour

(b) Test Preparation Fee – at cost. This fee may be assessed to increase accessibility to test preparation courses in programs where students are expected to obtain specific preparation for a practice-based examination.

1. Florida International University
2. Florida A&M University – (bar test preparation)

(c) Student Life and Services Fee – This fee may be assessed to expand student participation in transformational learning opportunities that build new and enhances ongoing activities which connect students to the institution.

1. University of North Florida: not to exceed 5 percent of tuition.

Authority: Section 7(d), Art. IX, Fla. Const.; History—Formerly BOR Rule 6C-7.003. Derived from 6C-2.74 and 6C-2.76, Amended and Renumbered 12-17-74, Amended 2-22-76, 6-22-76, 6-28-76, 11-1-76, 9-8-77, 2-14-79, 9-28-81, 12-7-82, 12-13-83, 10-2-84, Formerly 6C-7.03, Amended 1-8-86, 8-11-86, 12-25-86, 6-2-87, 10-17-89, 4-10-90, 1-7-91, 7-2-91, 9-15-91, 8-4-92, 11-9-92, 4-12-93, 5-30-93, 9-23-93, 8-1-94, 1-24-96, 4-16-96, 12-15-97, 8-28-00, 8-12-01, Amended and Renumbered as 7.003 9-25-08, Amended 12-10-09, 11-4-10, 9-15-11, 6-21-12, 11-08-12, 11-21-13, 9-22-16, 11-8-18, 10-30-2019, 9-1-2021, 8-26-22.

**Board of Trustees**  
**Finance, Facilities, and Operations Committee**  
**August 14, 2025**

## Revisions to UWF Reg. 5.020 Trespass Warning and Access to University Property

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**Recommended Action:**

Approve the revisions to UWF Regulation 5.020, Trespass Warning and Access to University Property contingent upon no substantive changes following the conclusion of the posting period.

**Background Information:**

This regulation was last updated in June of 2014. Key updates to the policy include:

- **Clarified Authority:** Designates the UWF Police Department as the primary authority to issue and enforce trespass warnings on all UWF-owned, leased, or controlled properties.
- **Expanded Definitions:** Provides updated definitions for key terms, including “University Persons,” “Non-University Persons,” “Common Areas,” and “University Property,” to align with current practices and ensure consistency.
- **Refined Access Rules:** Clarifies when and how students, employees, and the public may access different campus spaces, including academic buildings, athletic facilities, and residence halls.
- **Detailed Grounds for Trespass:** Lists specific behaviors and conditions under which individuals may be removed from campus or issued a trespass warning (e.g., loitering, threats, obstruction, inappropriate facility use).
- **Updated Appeals Process:** Expands the appeal process to include two levels—first to the Chief of Police, then to the Vice President for Finance & Administration—ensuring procedural clarity and due process.

**Implementation Plan:**

UWF Regulation 5.020, Trespass Warning and Access to University Property, will become effective upon approval by the UWF BOT.

**Fiscal Implications:**

Minimal to None: Regulation formalizes existing practices and clarifies procedures already in use by the UWF Police Department. No new staffing, systems, or physical resources are required. Overall, the updates enhance safety and compliance without imposing notable financial costs on the university.

**Relevant Authority:**

Section 1012.97, Florida Statutes, University Police

**Supports Strategic Direction(s):**

Strategic Direction 5: Infrastructure and Strategic Direction 7: Culture of Respect and Civility

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**Supporting Documents:**

1. UWF/REG 5.020 Trespass Warning and Access to University Property (redline)
2. UWF/REG 5.020 Trespass Warning and Access to University Property (clean)
3. Section 1012.97, Florida Statutes, University Police

**Prepared by:**

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**Presenter:**

Betsy Bowers, Vice President of the Division of Finance and Administration



**Number:** UWF/REG 5.020  
**Title:** Trespass and Access to University Property  
**Responsible**  
**Department:** University Police Department

## I. General Statement

~~To designate the University of West Florida's Police Department to enforce trespass warnings and arrests on University of West Florida properties and to provide a clear process for the issuance and appeal of trespass warnings.~~

The University of West Florida (the "University") is committed to providing an orderly and safe environment for its faculty, staff, students, and visitors. Visitors and guests are welcome on ~~the University of West Florida campus Property~~ as authorized by this regulation. The University ~~of West Florida's~~ Police Department and its officers are authorized to communicate a ~~trespass~~ warning.

## II. Definitions

Authorized University Business – activity ~~which that~~ furthers the mission and purpose of the University and ~~which that~~ has been approved by the appropriate University officials.

Common Areas – University ~~p~~Property generally open to non-University persons including, but not limited to, the library, food service areas, bookstore/retail areas, theater, and specific sports areas. These areas are considered ~~e~~Common Areas only at the times they are open to the public.

~~Outside University Community~~ ("Non-University Persons") – all ~~other~~ persons who are not classified ~~above~~ as University ~~s~~Students or University ~~community members~~ Persons including, but not limited to, admitted but not enrolled students, visitors, invited guests, job applicants, students of other institutions, ~~and~~ employees of other entities, ~~and~~ persons who have applied but have not been admitted to the University, and anyone else not meeting the definition of University ~~Community Members~~ Persons.

Trespass Warning – a document issued by a designated University authority providing notice against entering or remaining in or on University ~~p~~Property.

~~Community Members~~ ("University Persons") – ~~those persons~~ community members who are faculty, staff, other employees, volunteers or agents of the University, and persons on University

pProperty fulfilling contractual obligations with the University or authorized members of registered University organizations.

University Property – all campuses and centers operated by the University, including all buildings and grounds of such campuses and centers; and all locations, buildings, or grounds utilized by the University for aAuthorized University bBusiness, whether owned, leased, or controlled by the University.

University Students – all persons enrolled at the University of West Florida, either full-time or part-time, degree seeking or non-degree seeking.

### III. General

- A. Non-University pPersons are allowed to use the eCommon aAreas of the University during normal business hours and are allowed to attend lectures, plays and other activities on University pProperty when such attendance is permitted by the sponsoring organization. Non-University pPersons are permitted in non-eCommon aAreas of the University, including offices and administrative areas only when expressly invited or on aAuthorized University bBusiness.
- B. University sStudents may access all eCommon aAreas of the University and other University pProperty open and available to students for aAuthorized University bBusiness. Only University sStudents registered for a class may attend that class unless express permission of the instructor is granted.
- C. University pPersons may access all eCommon aAreas of the University and other campus areas open and available to University pPersons for aAuthorized University bBusiness.
- D. Except as otherwise noted ~~below herein~~, athletic, intramural and recreational facilities are for the use of University sStudents, University pPersons, and their authorized invited guests. Identification may be ~~requested~~ required for the use of these facilities. If a guest is not accompanied by the University sStudent or University pPerson, ~~he/she~~ the guest may be asked to leave. Refusal to do so may result in a tTrespass ~~w~~ Warning.
- E. University tennis courts, outdoor track, and cross-country trails are open for public use when not in use for intercollegiate athletics, intramural programming, or academic instruction. Non-~~u~~University pPersons may be asked to leave to accommodate priority use of these facilities. Refusal to do so may result in a tTrespass ~~w~~ Warning.
- F. No person is permitted in a residence hall except authorized University pPersons, resident University sStudents, and resident University sStudents' invited guests in accordance with University Housing visitation and guest policies. Identification may be ~~requested~~ required for entry to and use of these facilities. Resident University sStudents must accompany their guests at all times. If a guest is left unaccompanied, he or she will be asked to leave. A guest's refusal to leave may result in a tTrespass ~~w~~ Warning.

G. Any person on University ~~p~~Property who, in the sole discretion of the President, the President's designee, or the University Police Department, may be directed to leave the property and/or issued a Trespass Warning by the University if that person is doing one or more of the following:

1. ~~is v~~Violating ~~or has violated~~ the law.;
2. ~~is v~~Violating ~~or has violated~~ any University regulation or policy, including, ~~the~~ UWF/REG 3.010, Student Code of Conduct, or HR-22-00 ~~2004/07~~, Employee Standards of Conduct.;
3. ~~w~~Whose continued presence may adversely affect the health, safety, and welfare of the University Community.;
4. ~~, or who is p~~Prowling or loitering.;
5. ~~n~~Not using University facilities in an appropriate manner.;
6. ~~e~~Obstructing traffic or impeding entry or exit.;
7. ~~d~~Damaging property.;
8. ~~e~~Creating hazardous or unsafe conditions.;
9. ~~d~~Disrupting University operations.;
10. ~~m~~Making threats toward any person or University ~~p~~Property, whether expressed or implied ~~or express~~.;
11. Engaging in conduct that creates an atmosphere not conducive to the use of University facilities by others, except where such conduct constitutes constitutionally protected speech or assembly under the United States or Florida Constitutions.
  - a. Threats or acts of violence, including physical assault, credible threats of harm, or brandishing a weapon in a threatening manner.
  - b. Harassment or stalking that substantially interferes with another's ability to access or use University facilities.
  - c. Destruction, defacement, or damage to University or personal property.
  - d. Disruption of operations, such as blocking entrances or exits, creating excessive noise that disrupts instruction or study, or initiating false alarms.
  - e. Tampering with safety equipment, introducing hazardous materials without authorization, or engaging in conduct creating a risk of injury.
  - f. Unauthorized entry into restricted areas or refusal to leave when lawfully directed to depart.
  - g. Engaging in illegal activity, including possession, use, or distribution of controlled substances, or theft of University or personal property.



~~12. who is cCreating an atmosphere not conducive to the use of such University facilities by others, may be directed to leave the property and/or issued a trespass waring by the University.~~

~~12. Camping, staying in a tent, or sleeping outdoors overnight unless it is part of a University-sanctioned event. See also UWF/REG 5.050, Speech, Assembly, and Public Expression on Campus.~~

~~G.H.~~ Violation of a ~~t~~Trespass ~~w~~Warning may result in arrest and appropriate criminal prosecution.

#### IV. Appeals

- A. A ~~t~~Trespass ~~w~~Warning may be appealed. An individual wishing to appeal the warning must file a written appeal with the University Police Department within ~~(14) fourteen~~ calendar days of the date of issuance of the ~~t~~Trespass ~~w~~Warning. The written appeal should include: the name of the person appealing, the reason for ~~the~~ person's presence on campus, the reason the person was issued the warning, the reason the person believes the warning was issued in error and the name of the issuing employee. The ~~t~~Trespass ~~w~~Warning will remain in effect during the course of the appeal process. The appeal will be reviewed by the Chief of Police or ~~the Chief's~~ designee. The decision of the Chief of Police or ~~the Chief's~~ designee will be provided to the person appealing within ~~(14) fourteen~~ calendar days after the submission of the written appeal.
- B. Individuals not satisfied with the result of the appeal to the Chief of Police, may proceed to the next level by filing a written appeal with the Vice President for ~~Student Affairs~~ Finance and Administration ("Vice President-F&A"); within ~~fourteen~~ 14 calendar days of being informed of the decision of the Chief of Police. The person appealing should submit a detailed written statement of the basis for the appeal explaining why the decision of the Chief of Police was in error, and provide any relevant documents, photos, witness statements, data, or other items to be considered.
- C. After receiving the written appeal, the Vice President ~~-F&A for Student Affairs,~~ or ~~their~~ designee may: 1) request additional information or documentation from any involved party for further consideration; 2) schedule a meeting with the parties involved; or 3) uphold or reverse the issuance of the notice or ~~t~~Trespass ~~w~~Warning based on the information received.
- D. The ~~t~~Trespass ~~w~~Warning shall only be invalidated or modified by the reviewing official if, in ~~his/her~~ the official's sole discretion, the requesting individual has shown, by clear and convincing evidence, that the underlying reason for the ~~t~~Trespass ~~w~~Warning did not occur or does not warrant the ~~t~~Trespass ~~w~~Warning as it was issued.

- E. The Vice President-~~F&A for Student Affairs~~ or their designee will notify the person appealing of his/her decision within ~~(14) fourteen~~ calendar days. The decision of the Vice President-~~F&A for Student Affairs~~ or their designee is the final decision of the University and may not be appealed.

## V. Reconsideration

A ~~t~~Trespass ~~w~~Warning may remain in full force and effect for ~~up to one year~~an indefinite period or for a defined period indicated in writing on the Trespass Warning document. A request for reconsideration may be made in writing no more than once every six months from the first issuance. The ~~t~~Trespass ~~w~~Warning may only be lifted after reconsideration by the Chief of Police, or the Chief's designee. Persons subject to ~~t~~Trespass ~~w~~Warnings shall direct reconsideration requests to the Chief of Police. Reconsideration shall only be granted by the reviewing official if, in ~~his/her~~the official's sole discretion, the requesting individual has shown, by clear and convincing evidence, that the underlying reason for the ~~t~~Trespass ~~w~~Warning is no longer a concern and no other reasons exist to keep the ~~t~~Trespass ~~w~~Warning in force. The passage of time, in and of itself, shall not serve as the basis for revoking the ~~t~~Trespass ~~w~~Warning.

## VI. Statutory Authority

Nothing in the foregoing shall preclude or be interpreted to preclude or otherwise diminish the exercise of the statutory authority of University Police officers to arrest in accordance with the laws of this state any person for violation of state law or applicable county or city ordinances when such violations occur on any property or facilities ~~which-that~~ are under the jurisdiction of the University Police.

**Effective Date:** [date]

**Authority:** Board of Governors Regulation 1.001  
§1012.97, Florida Statute

**History:** Adopted June 2014; revised [date]

**Last review:** [date]



**Number: UWF/REG 5.020**

**Title: Trespass and Access to University Property**

**Responsible**

**Department: University Police Department**

## **I. General Statement**

The University of West Florida (the “University”) is committed to providing an orderly and safe environment for its faculty, staff, students, and visitors. Visitors and guests are welcome on University Property as authorized by this regulation. The University Police Department and its officers are authorized to communicate a Trespass Warning.

## **II. Definitions**

Authorized University Business – activity that furthers the mission and purpose of the University and that has been approved by the appropriate University officials.

Common Areas – University Property generally open to non-University persons including, but not limited to, the library, food service areas, bookstore/retail areas, theater, and specific sports areas. These areas are considered Common Areas only at the times they are open to the public.

“Non-University Persons” – all persons who are not classified as University Students or University Persons including, but not limited to, admitted but not enrolled students, visitors, invited guests, job applicants, students of other institutions, employees of other entities, persons who have applied but have not been admitted to the University, and anyone else not meeting the definition of University Persons.

Trespass Warning – a document issued by a designated University authority providing notice against entering or remaining in or on University Property.

University Persons – community members who are faculty, staff, other employees, volunteers or agents of the University, and persons on University Property fulfilling contractual obligations with the University or authorized members of registered University organizations.

University Property – all campuses and centers operated by the University, including all buildings and grounds of such campuses and centers, and all locations, buildings, or grounds utilized by the University for Authorized University Business, whether owned, leased, or controlled by the University.

University Students – all persons enrolled at the University of West Florida, either full-time or part-time, degree seeking or non-degree seeking.

### **III. General**

- A. Non-University Persons are allowed to use the Common Areas of the University during normal business hours and are allowed to attend lectures, plays and other activities on University Property when such attendance is permitted by the sponsoring organization. Non-University Persons are permitted in non-Common Areas of the University, including offices and administrative areas only when expressly invited or on Authorized University Business.
- B. University Students may access all Common Areas of the University and other University Property open and available to students for Authorized University Business. Only University Students registered for a class may attend that class unless express permission of the instructor is granted.
- C. University Persons may access all Common Areas of the University and other campus areas open and available to University Persons for Authorized University Business.
- D. Except as otherwise noted herein, athletic, intramural and recreational facilities are for the use of University Students, University Persons, and their authorized invited guests. Identification may be required for the use of these facilities. If a guest is not accompanied by the University Student or University Person, the guest may be asked to leave. Refusal to do so may result in a Trespass Warning.
- E. University tennis courts, outdoor track, and cross-country trails are open for public use when not in use for intercollegiate athletics, intramural programming, or academic instruction. Non-University Persons may be asked to leave to accommodate priority use of these facilities. Refusal to do so may result in a Trespass Warning.
- F. No person is permitted in a residence hall except authorized University Persons, resident University Students, and resident University Students' invited guests in accordance with University Housing visitation and guest policies. Identification may be required for entry to and use of these facilities. Resident University Students must accompany their guests at all times. If a guest is left unaccompanied, he or she will be asked to leave. A guest's refusal to leave may result in a Trespass Warning.
- G. Any person on University Property who, in the sole discretion of the President, the President's designee, or the University Police Department, may be directed to leave the property and/or issued a Trespass Warning by the University if that person is doing one or more of the following:
  - 1. Violating the law.

2. Violating any University regulation or policy, including, UWF/REG 3.010, Student Code of Conduct, or HR-22, Employee Standards of Conduct.
3. Whose continued presence may adversely affect the health, safety, and welfare of the University Community.
4. Prowling or loitering.
5. Not using University facilities in an appropriate manner.
6. Obstructing traffic or impeding entry or exit.
7. Damaging property.
8. Creating hazardous or unsafe conditions.
9. Disrupting University operations.
10. Making threats toward any person or University Property, whether expressed or implied.
11. Engaging in conduct that creates an atmosphere not conducive to the use of University facilities by others, except where such conduct constitutes constitutionally protected speech or assembly under the United States or Florida Constitutions.
  - a. Threats or acts of violence, including physical assault, credible threats of harm, or brandishing a weapon in a threatening manner.
  - b. Harassment or stalking that substantially interferes with another's ability to access or use University facilities.
  - c. Destruction, defacement, or damage to University or personal property.
  - d. Disruption of operations, such as blocking entrances or exits, creating excessive noise that disrupts instruction or study, or initiating false alarms.
  - e. Tampering with safety equipment, introducing hazardous materials without authorization, or engaging in conduct creating a risk of injury.
  - f. Unauthorized entry into restricted areas or refusal to leave when lawfully directed to depart.
  - g. Engaging in illegal activity, including possession, use, or distribution of controlled substances, or theft of University or personal property.
12. Camping, staying in a tent, or sleeping outdoors overnight unless it is part of a University-sanctioned event. *See also* UWF/REG 5.050, Speech, Assembly, and Public Expression on Campus.

H. Violation of a Trespass Warning may result in arrest and appropriate criminal prosecution.

#### **IV. Appeals**

- A. A Trespass Warning may be appealed. An individual wishing to appeal the warning must file a written appeal with the University Police Department within 14 calendar days of the date of issuance of the Trespass Warning. The written appeal should include: the name of the person appealing, the reason for the person's presence on campus, the reason the person was issued the warning, the reason the person believes the warning was issued in error and the name of the issuing employee. The Trespass Warning will remain in effect during the course of the appeal process. The appeal will be reviewed by the Chief of Police or the Chief's designee. The decision of the Chief of Police or the Chief's designee will be provided to the person appealing within 14 calendar days after the submission of the written appeal.
- B. Individuals not satisfied with the result of the appeal to the Chief of Police may proceed to the next level by filing a written appeal with the Vice President for Finance and Administration ("Vice President-F&A") within 14 calendar days of being informed of the decision of the Chief of Police. The person appealing should submit a detailed written statement of the basis for the appeal explaining why the decision of the Chief of Police was in error, and provide any relevant documents, photos, witness statements, data, or other items to be considered.
- C. After receiving the written appeal, the Vice President-F&A or their designee may: 1) request additional information or documentation from any involved party for further consideration; 2) schedule a meeting with the parties involved; or 3) uphold or reverse the issuance of the notice or Trespass Warning based on the information received.
- D. The Trespass Warning shall only be invalidated or modified by the reviewing official if, in the official's sole discretion, the requesting individual has shown by clear and convincing evidence that the underlying reason for the Trespass Warning did not occur or does not warrant the Trespass Warning as it was issued.
- E. The Vice President-F&A or their designee will notify the person appealing of his/her decision within 14 calendar days. The decision of the Vice President-F&A or their designee is the final decision of the University and may not be appealed.

#### **V. Reconsideration**

A Trespass Warning may remain in full force and effect for an indefinite period or for a defined period indicated in writing on the Trespass Warning document. A request for reconsideration may be made in writing no more than once every six months from the first issuance. The Trespass Warning may only be lifted after reconsideration by the Chief of Police or the Chief's designee. Persons subject to Trespass Warnings shall direct reconsideration requests to the Chief of Police. Reconsideration shall only be granted by the reviewing official if, in the official's sole discretion, the requesting individual has shown by clear and convincing evidence that the underlying reason for the Trespass Warning is no longer a concern and no other reasons exist to keep the Trespass Warning in force. The passage of time, in and of itself, shall not serve as the basis for revoking the

Trespass Warning.

## **VI. Statutory Authority**

Nothing in the foregoing shall preclude or be interpreted to preclude or otherwise diminish the exercise of the statutory authority of University Police officers to arrest in accordance with the laws of this state any person for violation of state law or applicable county or city ordinances when such violations occur on any property or facilities that are under the jurisdiction of the University Police.

**Effective Date:** [date]

**Authority:** Board of Governors Regulation 1.001  
§1012.97, Florida Statute

**History:** Adopted June 2014; revised [date]

**Last review:** [date]

# The Florida Senate

## 2023 Florida Statutes (Including 2023C)

<u>Title XLVIII</u> EARLY LEARNING-20 EDUCATION CODE	<u>Chapter 1012</u> PERSONNEL  <a href="#">Entire Chapter</a>	<b>SECTION 97</b> <b>University police.</b>
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### **1012.97 University police. —**

(1) Each university is empowered and directed to provide for police officers for the university, and such police officers shall hereafter be known and designated as the “university police.”

(2) The university police are declared to be law enforcement officers of the state and conservators of the peace and have the right to arrest, in accordance with the laws of this state, any person for violation of state law or applicable county or city ordinances when such violations occur on or within 1,000 feet of any property or facilities that are under the guidance, supervision, regulation, or control of the state university, a direct-support organization of such university, or any other organization controlled by the state university, or when such violations occur within a specified jurisdictional area as agreed upon in a mutual aid agreement entered into with a law enforcement agency pursuant to s. [23.1225](#)(1). Arrest may be made off campus when hot pursuit originates on or within 1,000 feet of any such property or facilities, or as agreed upon in accordance with the mutual aid agreement. Such officers have full authority to bear arms in the performance of their duties and to execute search warrants within their territorial jurisdiction. University police, when requested by the sheriff or local police authority, may serve subpoenas or other legal process and may make arrest of any person against whom a warrant has been issued or any charge has been made of violation of federal or state laws or county or city ordinances.

(3) University police shall promptly deliver all persons arrested and charged with a felony to the sheriff of the county within which the university is located, and all persons arrested and charged with misdemeanors shall be delivered to the applicable authority as may be provided by law, but otherwise to the sheriff of the county in which the university is located.

(4) University police must meet the minimum standards established by the Criminal Justice Standards and Training Commission and chapter 943. Each police officer shall, before entering into the performance of his or her duties, take the oath of office as established by the university; and the university may obtain and approve a bond on each officer, payable to the Governor and his or her successors in office, conditioned on the faithful performance of the duties of such university police officer. The university may determine the amount of the bond. In determining the amount of the bond, the university may consider the amount of money or property likely to be in the custody of the officer at any one time. The university shall provide a uniform set of identification credentials for each university police officer.

(5) In performance of any of the powers, duties, and functions authorized by law or this section, university police shall have the same rights, protections, and immunities afforded other peace or law enforcement officers.

(6) The university, in concurrence with the Department of Law Enforcement, shall adopt rules, including, but not limited to, the appointment, employment, and removal of university police and, further, establish in writing a policy manual, including, but not limited to, routine and emergency law enforcement situations. A policy manual shall be furnished to each university police officer.

**History.**—s. 787, ch. 2002-387; s. 3, ch. 2009-216.

Disclaimer: The information on this system is unverified. The journals or printed bills of the respective chambers should be consulted for official purposes.



**Board of Trustees**  
**Finance, Facilities, and Operations Committee**  
**August 14, 2025**

## Revisions to UWF Regulation 5.030, Traffic Control

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**Recommended Action:**

Approve the revisions to UWF Regulation 5.030, Traffic Control contingent upon no substantive changes following the conclusion of the posting period.

**Background Information:**

This regulation was adopted in June 2014.

- **Law Applicability:** Clarifies that Florida traffic laws (chapter 316) and local ordinances apply on campus unless inconsistent with UWF rules.
- **Enforcement:** Confirms 24/7 enforcement of traffic regulations, including holidays.
- **Speed Limits:** Sets main campus speed limit at 35 MPH (unless posted) and 15 MPH in parking lots.
- **Pedestrian and Mobility Rules:**
  - Motorists must yield to pedestrians in crosswalks.
  - Skateboarding restricted to sidewalks only (see Reg. 5.003)-Micromobility Devices.
  - Bicycles follow traffic direction; joggers/walkers go against traffic.
- **Prohibited Driving Areas:** Driving on sidewalks or grass is prohibited, except for authorized University or vendor vehicles.
- **Traffic Flow:** No stopping on roads or in lots except to park or obey traffic rules.
- **Citations:**
  - Uniform Traffic Citations (UTCs) issued by UPD; fines handled by Escambia County Clerk of Court.
  - Parking enforcement remains under Parking and Transportation Services and UPD (see Reg. 5.001-Parking and Traffic Control).

These changes reinforce safety, clarify enforcement roles, and align UWF policy with state and local laws

**Implementation Plan:**

UWF Regulation 5.030, Traffic Control, will become effective upon approval by the UWF BOT.

**Fiscal Implications:**

Negligible fiscal impact. The Regulation formalizes and clarifies existing enforcement practices already in place. No additional personnel, equipment, or systems are required. Any minor updates to signage or communications materials are expected to be absorbed within existing departmental budgets.

**Relevant Authority:**

1012.97, Florida Statute, Regulation of traffic at universities

**Supports Strategic Direction(s):**

Strategic Direction 6: Operational Excellence and Strategic Direction 7: Culture of Respect and Civility

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**Supporting Documents:**

1. UWF/REG 5.030, Traffic Control (redline)
2. UWF/REG 5.030, Traffic Control (clean)
3. 1006.66, Florida Statute, Regulation of traffic at universities

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**Presenter:**

Betsy Bowers, Vice President of the Division of Finance and Administration



**Number:** UWF/REG 5.030  
**Title:** Traffic Control  
**Responsible**  
**Department:** UWF Police Department

## **I. General Statement:**

- A. All of ~~those the~~ laws contained in Chapter 316, Florida Statutes, and all applicable county or city ordinances ~~of the adjacent municipality and/or county~~ related to traffic ~~which that~~ are not in conflict or inconsistent with the University of West Florida's (the "University") rules are applicable on University property and will be enforced on the University of West Florida campus. At the University of West Florida.
1. Traffic regulations ~~will beare~~ enforced 24 hours daily a day, seven days a week including holidays.
  2. The ~~campus posted~~ speed limits on the main campus range from 20 miles per hour to 35 miles per hour is 30 MPH unless otherwise posted. The speed limit in parking lots is 15 MPH miles per hour.
  3. Motorists will yield the right-of-way to pedestrians using crosswalks.
  4. Skateboarding is permitted only on the sidewalks. Skateboarding in University parking lots or on University roadways is prohibited. See UWF Regulation 5.003, Micromobility Devices on Campus.
  5. Bicycle traffic should proceed in the same direction as vehicular traffic.
  6. Joggers and walkers should proceed against vehicular traffic.
  7. Driving on sidewalks, paths, or grass is prohibited; however, University vehicles and vendor or contractor vehicles are permitted to drive on service roads, sidewalks, and paths if necessary to access buildings for maintenance, construction, and similar services or to make deliveries. At no time is it permissible to obstruct or block a sidewalk, ramp to a building, ingress/egress point to a building, or handicap parking space.

8. Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with traffic regulations.

B. All state traffic statutes are enforced by the University Police Department (“UPD”) by issuance of a Uniform Traffic Citation (“UTC”). UTC’s can be criminal or non-criminal traffic violations and may or may not require a court appearance. The fines associated with UTC’s are set by the State of Florida and collected by the Escambia County Clerk of the Court. For more information concerning payment, visit [www.pay.escambiaclerk.com](http://www.pay.escambiaclerk.com). Traffic citations issued by University police officers for violations occurring on campus are answerable to the County Traffic Court of Escambia County, Florida. Fines for State Uniform Traffic Citations are established by the State of Florida and are payable through the appropriate court of jurisdiction.

B.C. Parking is enforced by Parking and Transportation Services and UPD. For more information, see UWF Regulation 5.001, Parking and Transportation Services, or visit [www.uwf.edu/parking](http://www.uwf.edu/parking).

**Effective Date:** [date]

**Authority:** Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties §1006.66, Florida Statutes

**History:** Adopted June 2012; revised [date]

**Last review:** [date]



**Number:** UWF/REG 5.030  
**Title:** Traffic Control  
**Responsible**  
**Department:** UWF Police Department

## **I. General Statement:**

- A. All of the laws contained in Chapter 316, Florida Statutes, and all applicable county or city ordinances related to traffic that are not in conflict or inconsistent with the University of West Florida's (the "University") rules are applicable on University property.
1. Traffic regulations are enforced 24 hours a day, seven days a week including holidays.
  2. The posted speed limits on the main campus range from 20 miles per hour to 35 miles per hour unless otherwise posted. The speed limit in parking lots is 15 miles per hour.
  3. Motorists will yield the right-of-way to pedestrians using crosswalks.
  4. Skateboarding is permitted only on the sidewalks. Skateboarding in University parking lots or on University roadways is prohibited. See UWF Regulation 5.003, Micromobility Devices on Campus.
  5. Bicycle traffic should proceed in the same direction as vehicular traffic.
  6. Joggers and walkers should proceed against vehicular traffic.
  7. Driving on sidewalks, paths, or grass is prohibited; *however*, University vehicles and vendor or contractor vehicles are permitted to drive on service roads, sidewalks, and paths if necessary to access buildings for maintenance, construction, and similar services or to make deliveries. At no time is it permissible to obstruct or block a sidewalk, ramp to a building, ingress/egress point to a building, or handicap parking space.
  8. Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with traffic regulations.

- B. All state traffic statutes are enforced by the University Police Department (“UPD”) by issuance of a Uniform Traffic Citation (“UTC”). UTC’s can be criminal or non-criminal traffic violations and may or may not require a court appearance. The fines associated with UTC’s are set by the State of Florida and collected by the Escambia County Clerk of the Court. For more information concerning payment, visit [www.pay.escambiaclerk.com](http://www.pay.escambiaclerk.com).
- C. Parking is enforced by Parking and Transportation Services and UPD. For more information, see UWF Regulation 5.001, Parking and Transportation Services, or visit [www.uwf.edu/parking](http://www.uwf.edu/parking).

**Effective Date:** [date]

**Authority:** Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties §1006.66, Florida Statutes

**History:** Adopted June 2012; revised [date]

**Last review:** [date]

## The 2024 Florida Statutes (including 2025 Special Session C)

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[Title XLVIII](#)

EARLY LEARNING-20 EDUCATION CODE

[Chapter 1006](#)

SUPPORT FOR LEARNING

[View Entire Chapter](#)

**1006.66 Regulation of traffic at universities.—**

(1) As defined under this section:

(a) “Traffic,” when used as a noun, means the use or occupancy of, and the movement in, on, or over, streets, ways, walks, roads, alleys, and parking areas by vehicles, pedestrians, or ridden or herded animals.

(b) “Adjacent municipality” means a municipality which is contiguous or adjacent to, or which contains within its boundaries all or part of the grounds of, a university; except that, if the grounds of a university are not within or contiguous to a municipality, “adjacent municipality” means the county seat of the county which contains within its boundaries all or part of the grounds of the university.

(c) “Grounds” includes all of the campus and grounds of the university, whether it be the campus proper or outlying or noncontiguous land of the university within the county.

(d) “Law enforcement officers” include municipal police, patrol officers, traffic officers, sheriffs, deputies, highway patrol officers, and county traffic officers assigned to duty on the grounds of the university; campus police, traffic officers, guards, parking patrollers, and other noncommissioned personnel designated for traffic purposes by the university; and other law enforcement officers as defined in s. [943.10\(1\)](#).

(e) “University traffic infraction” means a noncriminal violation of university parking and traffic rules which is not included under s. [318.14](#) or s. [318.17](#) or any municipal ordinance, which is not punishable by incarceration, and for which there is no right to trial by jury or to court-appointed counsel.

(f) “Traffic authority” means an individual or a group of individuals at each university, authorized and appointed by the president of the university to adjudicate university traffic infractions.

(2) Each university board of trustees shall adopt rules that govern traffic on the grounds of the university; that provide penalties for the infraction of such traffic rules; and that the university finds necessary, convenient, or advisable for the safety or welfare of the students, faculty members, or other persons. Copies of the rules shall be posted at the university on public bulletin boards where notices are customarily posted, filed with the city clerk or corresponding municipal or county officer, and made available to any person requesting same. When adopted, the rules shall be enforceable as herein provided. All ordinances of the adjacent municipality relating to traffic that are not in conflict or inconsistent with the traffic rules adopted by the individual university shall extend and be applicable to the grounds of the university. The provisions of chapter 316 shall extend and be applicable to the grounds of the university, and the rules adopted by the individual university shall not conflict with any section of that chapter.

(3) Any person who violates any of those rules adopted by the individual institution shall be deemed to have committed a university traffic infraction and shall be fined or penalized as provided by the rules adopted by the institution. Any person who violates any traffic regulation enumerated in chapter 316 shall be charged, and the cause shall proceed, in accordance with chapters 316 and 318.

(4) A person charged with a university traffic infraction shall elect the option prescribed in paragraph (a) or the option prescribed in paragraph (b). If neither option is exercised within the prescribed time by the person charged with a university traffic infraction, an additional fine or penalty may be assessed, and shall be payable, in accordance with the rules of the university.

(a) The person charged may pay the applicable infraction fine, either by mail or in person, within the time period specified in the rules of the individual university. A schedule of infraction fines applicable to each university shall be adopted by the university.

(b) The person charged may elect to appear before the university traffic authority for administrative determination pursuant to procedures enumerated in the rules of such university.

(5) Each university is authorized to approve the establishment of a university traffic authority to hear violations of traffic rules. In such cases as come before the authority, the university traffic authority shall determine whether the person is guilty or not guilty of the charge. In the case of a finding of guilt, the authority shall, in its discretion, impose an appropriate penalty pursuant to subsection (3).

(6) This section shall provide the exclusive procedures for the adjudication of university traffic infractions.

(7) Moneys collected from parking assessments and infraction fines shall be deposited in appropriate funds and shall be used to defray the administrative and operating costs of the traffic and parking program at the institution, to provide for additional parking facilities on campus, or for student loan purposes.

**History.**—s. 336, ch. 2002-387.



**Board of Trustees  
Finance, Facilities, and Operations Committee  
August 14, 2025**

**New UWF Regulation 6.006, Procurement Services, and Repeal Purchasing Regulations 6.005 – 6.0058**

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**Recommended Action:**

Approve new UWF Regulation 6.006, Procurement Services, contingent upon no substantive changes following the conclusion of the posting period; and to approve the repeal of the following UWF Regulations:

- UWF Regulation 6.005 – *Statement of Intent*
- UWF Regulation 6.0051 – *Standard of Conduct*
- UWF Regulation 6.0052 – *Definitions*
- UWF Regulation 6.0053 – *Authorities and Responsibilities of the Board and University Procurement and Contracts Office*
- UWF Regulation 6.0054 – *Competitive Solicitation Requirements*
- UWF Regulation 6.0055 – *Purchasing Actions Not Subject to Competitive Solicitation Process*
- UWF Regulation 6.0056 – *Minority Business Commitment*
- UWF Regulation 6.0057 – *Bond Requirements*
- UWF Regulation 6.0058 – *Contracts*

*The repealed regulations 6.005 through 6.0055 and 6.0057 through 6.0058 will be consolidated into the new Regulation 6.006. Regulation 6.0056 will be completely repealed.*

**Background Information:**

As part of the University's ongoing efforts to streamline and modernize its regulatory framework, the Division of Finance and Administration is recommending action on several procurement-related regulations. This proposal supports increased clarity, operational efficiency, and compliance with current best practices and applicable regulations.

The proposed action includes the following components:

**1. Adoption of New Regulation:**

The University recommends adoption of **UWF Regulation 6.006 – Procurement Services**, a comprehensive regulation that consolidates multiple existing procurement-related regulations into a single, coherent framework. Regulation 6.006 addresses procurement standards of conduct, definitions, authorities and responsibilities, competitive solicitation requirements, exemptions, bond requirements, and contracting processes. The new regulation is designed to enhance usability and consistency across the University's procurement practices.

**2. Repeal of Existing Regulations to be Consolidated:**

The following regulations will be repealed in their entirety and incorporated into the new Regulation 6.006:

- UWF Regulation 6.005 – *Statement of Intent*
- UWF Regulation 6.0051 – *Standard of Conduct*
- UWF Regulation 6.0052 – *Definitions*
- UWF Regulation 6.0053 – *Authorities and Responsibilities of the Board and University Procurement and Contracts Office*
- UWF Regulation 6.0054 – *Competitive Solicitation Requirements*
- UWF Regulation 6.0055: *Purchasing Actions Not Subject to Competitive Solicitation Process*

- UWF Regulation 6.0057 – *Bond Requirements*
- UWF Regulation 6.0058 – *Contracts*

### 3. **Complete Repeal of UWF Regulation 6.0056:**

UWF Regulation 6.0056 – *Minority Business Commitment* will be **repealed in full** and will **not be incorporated** into the new Regulation 6.006.

### **Implementation Plan:**

UWF Reg. 6.006, Procurement Services, will become effective upon approval by the UWF BOT.

### **Fiscal Implications:**

The proposed action to adopt **UWF Regulation 6.006 – Procurement Services**, repeal outdated regulations (6.005, 6.0051–6.0055, 6.0057–6.0058), and fully eliminate Regulation 6.0056 is not expected to have a **negative financial impact** on the University. On the contrary, the action is expected to generate **long-term operational efficiencies** and support enhanced financial stewardship. We envision cost savings through consolidation and streamlining; improved internal controls and risk mitigation; minimal implementation costs; and elimination of obsolete regulatory content.

### **Relevant Authority:**

- Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties
- Florida BOG Regulation 18.001, Procurement Regulation
- Florida BOG Regulation 18.002, Notice and Protest Procedures for Protest Related to a University's Contract Procurement Process
- Florida BOG Regulation 18.003, Bonding Requirements
- Florida BOG Regulation 14.007, Public Announcement Requirements
- Florida BOG Regulation 14.008, Competitive Selection and Negotiation

### **Supports Strategic Direction(s):**

Strategic Direction 6: Operational Excellence

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### **Supporting Documents:**

1. UWF/REG 6.006, Procurement Services (clean)
2. UWF/REG 6.006, Procurement Services (redline)
3. UWF Regulation 6.005 – Statement of Intent
4. UWF Regulation 6.0051 – Standard of Conduct
5. UWF Regulation 6.0052 – Definitions
6. UWF Regulation 6.0053 – Authorities and Responsibilities of the Board and University Procurement and Contracts Office
7. UWF Regulation 6.0054 – Competitive Solicitation Requirements
8. UWF Regulation 6.0055 – Purchasing Actions Not Subject to Competitive Solicitation Process
9. UWF Regulation 6.0056 – Minority Business Commitment
10. UWF Regulation 6.0057 – Bond Requirements
11. UWF Regulation 6.0058 – Contracts

### **Prepared by:**

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### **Presenter:**

Cass Boatwright, Procurement and Contracts Director



**Number:** UWF/REG 6.006  
**Title:** Procurement Services  
**Responsible**  
**Department:** Procurement and Contracts

## **I. Statement of Intent**

It is the intent of the University of West Florida (the “University”) to acquire quality goods and services within reasonable or required time frames, while promoting fair and open competition in the public procurement process. Responsible procurement officials shall be protected from improper pressures of external political or business interests. The process shall reduce the appearance of and opportunity for favoritism, ensure that contracts are awarded equitably and economically, and establish effective management oversight in the acquisition of commodities and contractual services in order to preserve the integrity of public purchasing and contracting.

## **II. Definitions**

Definitions provided in Section 287.012, Florida Statutes, or the Florida Board of Governors (“BOG”) Regulation 18.001, Procurement Regulation, shall have those meanings ascribed to those terms whenever used in this Regulation, and are hereby incorporated by reference. Additional terms are defined below:

Contractor or Vendor – a person or firm who contracts to sell commodities or contractual services to the University. The terms “contractor” and “vendor” may be used interchangeably in this Regulation.

President – the chief executive officer of the University. This term includes a person serving as Interim President or Acting President and the President’s designee.

Procurement – the UWF Office of Procurement and Contracts

Public Entity Crime – a violation of any state or federal law by a person in the transaction of business with any public entity of any state or with the United States government involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

## **III. Authority and Responsibility**

The University Board of Trustees has the authority to establish regulations, policies, and procedures for acquisition of acquiring commodities and contractual services as provided in BOG

Regulation 18.001, Procurement Regulation, as it may be amended. Accordingly, Procurement is responsible for:

- A. Developing procedures for acquiring commodities and contractual services.
- B. Removing any contractor from the University's competitive vendor list that fails to fulfill any of its duties specified in a contract with the University and to reinstate any such contractor when satisfied that further instances of default will not occur.
- C. Planning and coordinating purchases in volume and negotiating and executing agreements and contracts for commodities and contractual services under which the University may make purchases.
- D. Where practical and available, implementing the use of existing State University System Shared Initiatives contracts unless the Director of Procurement or designee documents that such use is not in the best interest of the University.
- E. Evaluating, approving, and utilizing contracts that are entered into after a public and open competitive solicitation by any State of Florida agency, department, Florida state college or university, the Federal Government, other states, political subdivisions, cooperatives or consortia, or any independent college or university for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University to make purchases under contracts let by such entities. The University will maintain appropriate justification for the use of such contract adoption. The University shall review existing consortia and cooperative contracts to identify potential savings and, if there is the potential for savings, enter into new consortia and cooperative contracts to achieve the savings with the goal of achieving a five percent savings on existing contract prices.
- F. Awarding contracts for commodities and contractual services to multiple suppliers if it is determined to be in the best interest of the University. Such awards may be on a university, regional, or State University System-wide basis, and the contracts may be for multiple years.
- G. Rejecting any or all competitive responses or canceling a competitive solicitation when determined to be in the best interest of the University.
- H. Barring any vendor from doing business with the University for demonstrated cause, including previous unsatisfactory performance.
- I. Prohibiting University employees and University direct support organization employees participating on a procurement selection committee for commodities or contractual services from soliciting donations from responding vendors during the selection process, except for donations or other benefits expressly stated in the procurement document.

- J. Permitting the extension of a contract entered into as a result of a competitive solicitation for up to 12 months or until completion of the competitive solicitation and award or protest, whichever is longer.
- K. Permitting the renewal of a contract entered into as a result of a competitive solicitation for a renewal period that may not exceed 5 years or twice the term of the original contract, whichever is longer, consistent with BOG Regulation 18.001(1).
- L. Making exceptional purchases of commodities or contractual services as provided in BOG Regulation 18.001(4).
- M. Developing an annual certification list to serve as a waiver of the competitive solicitation requirement for commodities and contractual services.
- N. Authorizing the payment of deposits or advance payments for a commodity or contractual service when the Director of Procurement and Contracts or the Director's designee determines that it is in the best interest of the University.
- O. Coordinating with University Facilities Management on the administration of construction services, which services shall be administered pursuant to Chapter 14 of the BOG Regulations and University construction services policies.

#### **IV. Competitive Solicitations**

##### **A. General.**

- 1. The opportunity to bid on a University contract is a privilege, not a right.
- 2. All contracts for the purchase of commodities and/or contractual services exceeding the dollar amount established by BOG Regulation 18.001, Procurement Regulation ("Bid Threshold") shall be awarded pursuant to a competitive solicitation unless otherwise authorized herein.
- 3. The purchase of commodities and contractual services shall not be divided to avoid the requirement of competitive solicitation.
- 4. If less than two responsive bids, proposals, or replies for commodity or contractual service purchases are received, the University may negotiate on the best terms and conditions or resolicit.
- 5. When multiple responses are received to a competitive solicitation exceeding the competitive solicitation threshold for personal property or printing, a preference shall be provided to vendors with a principal place of business in Florida as set forth in BOG Regulation 18.001(3).

6. The intended award shall be publicly posted by the Procurement department for 72 hours, excluding Saturdays, Sundays, and state or University holidays.
  7. All competitive solicitations shall be advertised on Procurement's website, which can be linked to a third-party site. The Procurement Director or designee shall determine if any additional advertising or the direct solicitation of relevant vendors should be used based on the characteristics of the solicitation.
  8. The contents of competitive solicitations and negotiations shall be kept confidential by the University only to the extent required by Florida public records law.
  9. In the case of extension errors, the unit price stated in the vendor's response will take precedence when determining the extended price.
- B. Purchasing actions and purchases of commodities and contractual services that are not subject to the competitive solicitation process are:
1. Purchases made pursuant to the University's owner direct purchase. Commodities to be incorporated into any public work (as that term is defined in Rule 12A-1.094, F.A.C.) that are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation; and
  2. Exceptions provided in BOG Regulation 18.001(6).

## **V. Bond Requirements**

The University may require bonds as follows:

- A. The University will require payment of a bid bond as a condition for participating in a competitive solicitation when Procurement determines that it is necessary based on the size or scope of the project. The payment of the security must be in the form of a certified cashier's or treasurer's check, bank draft, bank official check, or bid bond.
- B. Prior to the issuance of a contract, the University may require a contractor providing commodities or contractual services to furnish a payment and performance bond with good and sufficient securities. The bond or security must be in an amount equal to 100% of the response submitted to the competitive solicitation.
- C. An action of protest to a competitive solicitation must be filed pursuant to BOG Regulation 18.002, Notice and Protest Procedures for Protest Related to a University's Contract Procurement Process, and the filer shall post a bond prescribed by BOG Regulation 18.003, Bonding Requirements.

## **VI. Contracts**

- A. Contracts for commodities or contractual services shall consist of a purchase order or an agreement signed by the President or designee prior to the purchase of the commodities or the rendering of the contractual services. This provision does not limit the purchase of commodities or contractual services through purchasing cards or direct payments.
- B. Any contract for the purchase of commodities or contractual services for a period in excess of one fiscal year shall include the following or substantially similar language: "The University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Florida Legislature."
- C. Contract extensions, renewals, amendments, and modifications to terms, conditions, or scope shall be permitted, shall be in writing, and, where applicable, are subject to annual appropriations by the Florida Legislature. The extension of a contract entered into as a result of a competitive solicitation shall be permitted for up to 12 months or until completion of the competitive solicitation and award or protest, whichever is longer. The renewal of a contract entered into as a result of a competitive solicitation shall be permitted for a period that may not exceed five years or twice the term of the original contract, whichever is longer.
- D. Consolidated financing of deferred payment purchases made by or on behalf of the University must be handled in accordance with Section 287.064, Florida Statutes. No agreement shall establish a debt of the State or shall be a pledge of the faith and credit of the State, nor shall any agreement be a liability or obligation of the State except from appropriated funds.
- E. Contracts entered into by the University that limit the liability of the vendor shall be bound by Section 672.719, Florida Statutes.
- F. The total value of a contract shall be defined as the initial cost or revenue to the University for the maximum term of the contract plus the cost or revenue of all options, extensions, and renewals.

## **VII. Protest Procedures**

Protests arising from all University contract procurement processes for the purchase of commodities or contractual services, leases, and construction-related competitive solicitations shall be handled in accordance with BOG Regulation 18.002, Notice and Protest Procedures for Protest Related to a University's Contract Procurement Process.

## **VIII. Standards of Conduct and Limitation on Participation**

- A. All individuals participating in the procurement process are bound by the State of Florida Code of Ethics for Public Employees, Chapter 112, Part III, Florida Statutes, and UWF



Policy HR-23, Outside Activities and Conflicts of Interest, as well as any other applicable laws, regulations, and policies.

- B. It shall be a breach of ethical standards for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind, form, or type in connection with any contract for commodities or contractual services. Current and potential contractors and vendors are prohibited from offering an employee of the University a gratuity of any kind, form, or type to influence the development of a contract or potential contract for commodities or contractual services.
- C. All individuals taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall be independent of, and have no conflict of interest in, the entities evaluated and selected. University employees and University direct support organization employees participating on a procurement selection committee for commodities or services are prohibited from soliciting donations from responding vendors during the selection process, except for donations or other benefits expressly stated in the procurement document.
- D. The University shall not accept a competitive solicitation from, or purchase commodities or contractual services from, a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.
- E. Contractors that participate in the development or drafting of a competitive solicitation, including specifications, requirements, a scope of work to be included in a solicitation, or development of a program for future implementation, shall be excluded from competing for such procurements.

Effective Date: [date]

Authority: Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties  
Florida BOG Regulations 18.001, 18.002, 18.003  
Florida BOG Regulations 14.007, 14.008

History: Created [date] (consolidated UWF Regulations 6.005, 6.0051-6.0055, and 6.0057-6.0058; Regulation 6.0056 was repealed)





**Number:** UWF/REG 6.006  
**Title:** Procurement Services  
**Responsible**  
**Department:** Procurement and Contracts

## **I. Statement of Intent**

It is the intent of the University of West Florida (the “University”) to acquire quality goods and services within reasonable or required time frames, while promoting fair and open competition in the public procurement process. Responsible procurement officials shall be protected from improper pressures of external political or business interests. The process shall reduce the appearance of and opportunity for favoritism, ensure that contracts are awarded equitably and economically, and establish effective management oversight in the acquisition of commodities and contractual services in order to preserve the integrity of public purchasing and contracting.

## **II. Definitions**

Definitions provided in Section 287.012, Florida Statutes, or the Florida Board of Governors (“BOG”) Regulation 18.001, Procurement Regulation, shall have those meanings ascribed to those terms whenever used in this Regulation, and are hereby incorporated by reference. Additional terms are defined below:

**Contractor or Vendor** – a person or firm who contracts to sell commodities or contractual services to the University. The terms “contractor” and “vendor” may be used interchangeably in this Regulation.

**President** – the chief executive officer of the University. This term includes a person serving as Interim President or Acting President and the President’s designee.

**Procurement** – the UWF Office of Procurement and Contracts

**Public Entity Crime** – a violation of any state or federal law by a person in the transaction of business with any public entity of any state or with the United States government involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

## **III. Authority and Responsibility**

The University Board of Trustees has the authority to establish regulations, policies, and procedures for acquisition of acquiring commodities and contractual services as provided in BOG

Regulation 18.001, Procurement Regulation, as it may be amended. Accordingly, Procurement is responsible for:

- A. Developing procedures for acquiring commodities and contractual services.
- B. Removing any contractor from the University's competitive vendor list that fails to fulfill any of its duties specified in a contract with the University and to reinstate any such contractor when satisfied that further instances of default will not occur.
- C. Planning and coordinating purchases in volume and negotiating and executing agreements and contracts for commodities and contractual services under which the University may make purchases.
- D. Where practical and available, implementing the use of existing State University System Shared Initiatives contracts unless the Director of Procurement or designee documents that such use is not in the best interest of the University.
- E. Evaluating, approving, and utilizing contracts that are entered into after a public and open competitive solicitation by any State of Florida agency, department, Florida state college or university, the Federal Government, other states, political subdivisions, cooperatives or consortia, or any independent college or university for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University to make purchases under contracts let by such entities. The University will maintain appropriate justification for the use of such contract adoption. The University shall review existing consortia and cooperative contracts to identify potential savings and, if there is the potential for savings, enter into new consortia and cooperative contracts to achieve the savings with the goal of achieving a five percent savings on existing contract prices.
- F. Awarding contracts for commodities and contractual services to multiple suppliers if it is determined to be in the best interest of the University. Such awards may be on a university, regional, or State University System-wide basis, and the contracts may be for multiple years.
- G. Rejecting any or all competitive responses or canceling a competitive solicitation when determined to be in the best interest of the University.
- H. Barring any vendor from doing business with the University for demonstrated cause, including previous unsatisfactory performance.
- I. Prohibiting University employees and University direct support organization employees participating on a procurement selection committee for commodities or contractual services from soliciting donations from responding vendors during the selection process, except for donations or other benefits expressly stated in the procurement document.

- J. Permitting the extension of a contract entered into as a result of a competitive solicitation for up to 12 months or until completion of the competitive solicitation and award or protest, whichever is longer.
- K. Permitting the renewal of a contract entered into as a result of a competitive solicitation for a renewal period that may not exceed 5 years or twice the term of the original contract, whichever is longer, consistent with BOG Regulation 18.001(1).
- L. Making exceptional purchases of commodities or contractual services as provided in BOG Regulation 18.001(4).
- M. Developing an annual certification list to serve as a waiver of the competitive solicitation requirement for commodities and contractual services.
- N. Authorizing the payment of deposits or advance payments for a commodity or contractual service when the Director of Procurement and Contracts or the Director's designee determines that it is in the best interest of the University.
- O. Coordinating with University Facilities Management on the administration of construction services, which services shall be administered pursuant to Chapter 14 of the BOG Regulations and University construction services policies.

#### **IV. Competitive Solicitations**

##### **A. General.**

1. The opportunity to bid on a University contract is a privilege, not a right.
2. All contracts for the purchase of commodities and/or contractual services exceeding the dollar amount established by BOG Regulation 18.001, Procurement Regulation ("Bid Threshold") shall be awarded pursuant to a competitive solicitation unless otherwise authorized herein.
3. The purchase of commodities and contractual services shall not be divided to avoid the requirement of competitive solicitation.
4. If less than two responsive bids, proposals, or replies for commodity or contractual service purchases are received, the University may negotiate on the best terms and conditions or resolicit.
5. When multiple responses are received to a competitive solicitation exceeding the competitive solicitation threshold for personal property or printing, a preference shall be provided to vendors with a principal place of business in Florida as set forth in BOG Regulation 18.001(3).

6. The intended award shall be publicly posted by the Procurement department for 72 hours, excluding Saturdays, Sundays, and state or University holidays.
  7. All competitive solicitations shall be advertised on Procurement's website, which can be linked to a third-party site. The Procurement Director or designee shall determine if any additional advertising or the direct solicitation of relevant vendors should be used based on the characteristics of the solicitation.
  8. The contents of competitive solicitations and negotiations shall be kept confidential by the University only to the extent required by Florida public records law.
  9. In the case of extension errors, the unit price stated in the vendor's response will take precedence when determining the extended price.
- B. Purchasing actions and purchases of commodities and contractual services that are not subject to the competitive solicitation process are:
1. Purchases made pursuant to the University's owner direct purchase. Commodities to be incorporated into any public work (as that term is defined in Rule 12A-1.094, F.A.C.) that are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation; and
  2. Exceptions provided in BOG Regulation 18.001(6).

## **V. Bond Requirements**

The University may require bonds as follows:

- A. The University will require payment of a bid bond as a condition for participating in a competitive solicitation when Procurement determines that it is necessary based on the size or scope of the project. The payment of the security must be in the form of a certified cashier's or treasurer's check, bank draft, bank official check, or bid bond.
- B. Prior to the issuance of a contract, the University may require a contractor providing commodities or contractual services to furnish a payment and performance bond with good and sufficient securities. The bond or security must be in an amount equal to 100% of the response submitted to the competitive solicitation.
- C. An action of protest to a competitive solicitation must be filed pursuant to BOG Regulation 18.002, Notice and Protest Procedures for Protest Related to a University's Contract Procurement Process, and the filer shall post a bond prescribed by BOG Regulation 18.003, Bonding Requirements.

## **VI. Contracts**

- A. Contracts for commodities or contractual services shall consist of a purchase order or an agreement signed by the President or designee prior to the purchase of the commodities or the rendering of the contractual services. This provision does not limit the purchase of commodities or contractual services through purchasing cards or direct payments.
- B. Any contract for the purchase of commodities or contractual services for a period in excess of one fiscal year shall include the following or substantially similar language: "The University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Florida Legislature."
- C. Contract extensions, renewals, amendments, and modifications to terms, conditions, or scope shall be permitted, shall be in writing, and, where applicable, are subject to annual appropriations by the Florida Legislature. The extension of a contract entered into as a result of a competitive solicitation shall be permitted for up to 12 months or until completion of the competitive solicitation and award or protest, whichever is longer. The renewal of a contract entered into as a result of a competitive solicitation shall be permitted for a period that may not exceed five years or twice the term of the original contract, whichever is longer.
- D. Consolidated financing of deferred payment purchases made by or on behalf of the University must be handled in accordance with Section 287.064, Florida Statutes. No agreement shall establish a debt of the State or shall be a pledge of the faith and credit of the State, nor shall any agreement be a liability or obligation of the State except from appropriated funds.
- E. Contracts entered into by the University that limit the liability of the vendor shall be bound by Section 672.719, Florida Statutes.
- F. The total value of a contract shall be defined as the initial cost or revenue to the University for the maximum term of the contract plus the cost or revenue of all options, extensions, and renewals.

## **VII. Protest Procedures**

Protests arising from all University contract procurement processes for the purchase of commodities or contractual services, leases, and construction-related competitive solicitations shall be handled in accordance with BOG Regulation 18.002, Notice and Protest Procedures for Protest Related to a University's Contract Procurement Process.

## **VIII. Standards of Conduct and Limitation on Participation**

- A. All individuals participating in the procurement process are bound by the State of Florida Code of Ethics for Public Employees, Chapter 112, Part III, Florida Statutes, and UWF

Policy HR-23, Outside Activities and Conflicts of Interest, as well as any other applicable laws, regulations, and policies.

- B. It shall be a breach of ethical standards for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind, form, or type in connection with any contract for commodities or contractual services. Current and potential contractors and vendors are prohibited from offering an employee of the University a gratuity of any kind, form, or type to influence the development of a contract or potential contract for commodities or contractual services.
- C. All individuals taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall be independent of, and have no conflict of interest in, the entities evaluated and selected. University employees and University direct support organization employees participating on a procurement selection committee for commodities or services are prohibited from soliciting donations from responding vendors during the selection process, except for donations or other benefits expressly stated in the procurement document.
- D. The University shall not accept a competitive solicitation from, or purchase commodities or contractual services from, a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.
- E. Contractors that participate in the development or drafting of a competitive solicitation, including specifications, requirements, a scope of work to be included in a solicitation, or development of a program for future implementation, shall be excluded from competing for such procurements.

Effective Date: [date]

Authority: Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties  
Florida BOG Regulations 18.001, 18.002, 18.003  
Florida BOG Regulations 14.007, 14.008

History: Created [date] (consolidated UWF Regulations 6.005, 6.0051-6.0055, and 6.0057-6.0058; Regulation 6.0056 was repealed)

**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.005 Statement of Intent

**PURPOSE AND EFFECT:** This regulation will be repealed and consolidated into a new regulation for procurement services.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or [gcfrofrontdesk@uwf.edu](mailto:gcfrofrontdesk@uwf.edu)

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>

## ~~University of West Florida Regulations~~

### ~~UWF/REG-6.005 Statement of Intent~~

~~In order to meet the University's mission, it is the intent of the Office of Procurement and Contracts to acquire quality goods and services within reasonable or required time frames, while promoting fair and open competition in the public procurement process. Responsible procurement officials shall be protected from improper pressures of external political or business interests. The process shall reduce the appearance and opportunity for favoritism, ensure that contracts are awarded equitably and economically, and establish effective management oversight in the acquisition of commodities and contractual services, in order to preserve the integrity of public procurement and contracting. The opportunity to bid on University contracts is a privilege, not a right.~~

~~Specific Authority 1001.74(4), 1010.04(2) FS. Law Implemented 1001.74(5) FS. History New 7-1-03.  
Formerly 6C6-6.005. Converted to Regulation UWF/REG-6.005 7/21/05. Amended 1/5/07, 09/30/15.~~



**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.0051 Standard of Conduct (Purchasing)

**PURPOSE AND EFFECT:** This regulation will be repealed and consolidated into a new regulation for procurement services.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or [gcfrofrontdesk@uwf.edu](mailto:gcfrofrontdesk@uwf.edu)

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>

**University of West Florida Regulation**  
**UWF/REG-6.0051 Standard of Conduct**

~~(1) University employees shall give first consideration to the objectives and policies of the University, adhere to all legal and regulatory requirements, and strive to avoid the appearance of unethical or compromising practice in relationships, actions, and communications. Procurement activities shall be conducted in a professional, fair, and impartial manner granting equal consideration to all eligible competitive suppliers.~~

~~(2) It shall be a breach of ethical standards for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. Further, no employee shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for the University from any business entity in which the employee or the employee's spouse or child has a material interest.~~

~~(3) Participants in Project Development.~~

~~(a) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statement of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements.~~

~~(b) Participants in the procurement development process, selection of criteria for evaluation, the evaluation process, or the contract award process in any purchase shall abide by all relevant portions of the State of Florida Code of Ethics for Public Employees, Chapter 112, F.S.~~

~~Authority: §1010.04(2), Florida Statutes; BOG Regulation 18.001;~~

~~History: New 7-1-03. Formerly 6C6-6.0051. Converted to UWF/REG 6.0051 - 7/21/05. Amended 1/5/07, 12/10/10.~~

**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.0052 Definitions

**PURPOSE AND EFFECT:** This regulation will be repealed and consolidated into a new regulation for procurement services.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or [gcfrendesk@uwf.edu](mailto:gcfrendesk@uwf.edu)

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>

## ~~University of West Florida Regulations~~

### ~~UWF/REG-6.0052 Definitions:~~

- ~~(1) Artistic Services — Services provided by an individual or group of individuals who profess and practice a skill in the area of music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic arts, web design, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio or tape and sound recording or in any other related field.~~
- ~~(2) Bid/Proposal Response — The response submitted to an Invitation to Bid, Invitation to Negotiate, or a Request for Proposal by responsive and qualified bidders or respondents.~~
- ~~(3) Commodity — Any of the various supplies, materials, goods, merchandise, food, equipment, software, or other personal property, including a mobile home, trailer or other portable structure, which are purchased, leased, lease-purchased or otherwise contracted for by the University. "Commodity" also includes interest on deferred payment contracts entered into by the University for the purchase of other commodities. Printing of publications shall be considered a "commodity" when let upon contract in accordance with Section 283.33, F.S. Software to be used pursuant to license agreements shall be considered a "commodity."~~
- ~~(4) Contractor/Vendor — A person or firm who contracts to sell commodities, contractual or construction services to the University.~~
- ~~(5) Contractual Service — An activity which consists primarily of the performance by an independent contractor of its time and effort rather than the furnishing of specific commodities. "Contractual service" does not include labor or materials or selection of professional services for the construction, renovation, repair or demolition of facilities.~~
- ~~(6) Independent Contractor — A person or firm who provides a service to the University, but does not have any employment or other relationship or connection with the University, except as provided in Section 112.313, F.S.~~
- ~~(7) Invitation to Bid — A published solicitation for competitive bids with the title, date, and hour of the public bid opening designated and the commodity, group of commodities or services specified, for which bids are sought.~~
- ~~(8) Invitation to Negotiate — A formal invitation extended to prospective contractors by the University in order to obtain the best value for the required goods or services.~~
- ~~(9) Minority Business Enterprise — A business concern as defined in Section 288.703(2), F.S.~~
- ~~(10) Negotiation — The establishment of a contract through deliberation, discussion and agreement.~~
- ~~(11) President — The chief executive officer of the University.~~
- ~~(12) Public Entity Crime — A violation of any state or federal law by a person in the transaction of business with any public entity of any state or with the United States government involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.~~
- ~~(13) Purchase — An acquisition of commodities or services obtained by any legal manner.~~
- ~~(14) Purchases for Resale — The purchase of commodities or contractual services acquired for the purpose of selling them for the benefit of the University.~~
- ~~(15) Qualified Respondent — An individual or firm determined by the University to meet the standards of competence, reputation, financial ability and product or service quality.~~
- ~~(16) Request for Proposal — A published solicitation for competitive proposals for commodities or contractual services with the title, date, and hour of the public opening designated. The request for proposal may be used when considered in the best interest of the University.~~
- ~~(17) Responsible Bidder or Respondent — Bidder or Respondent who has the capability in all respects to perform in full the contract requirements.~~
- ~~(18) Responsive Bidder or Respondent — Person or firm who submitted a bid or proposal that conforms in all aspects to solicitation.~~
- ~~(19) Term Contract — An indefinite quantity contract for the purchase of commodities or contractual services during a prescribed period of time.~~

~~Specific Authority 1001.74(4), 1010.04(2) FS. Law Implemented 1001.74(5) FS. History New 7-1-03. Formerly 6C6-6.0052. Converted to UWF/REG-6.0052-7/21/05.~~

**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.0053 Authorities and Responsibilities of Board and University Procurement and Contracts Office

**PURPOSE AND EFFECT:** This regulation will be repealed and consolidated into a new regulation for procurement services.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

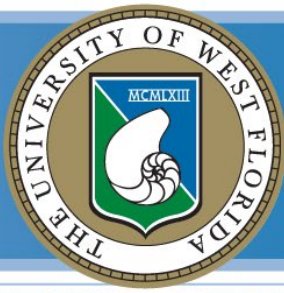
**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or [gcfrofrontdesk@uwf.edu](mailto:gcfrofrontdesk@uwf.edu)

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



# Regulations

**Number:** ~~UWF/REG 6.0053~~

**Title:** ~~Authorities and Responsibilities of Board and University Procurement and Contracts Office~~

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## **~~I. Authority~~**

~~In accordance with Florida Board of Governors Regulations 1.001 and 18.001, the following Regulation applies to all University offices, departments, divisions, institutes and centers.~~

~~The University Board of Trustees has authority to establish a system of coordinated procurement policies, procedures, and practices to be used in acquiring commodities and contractual service required by the University.~~

## **~~II. Statement of Regulation~~**

~~In order to meet the University of West Florida's mission, Procurement and Contracts administers and establishes basic criteria related to procurement, including procedures and practices to be used in acquiring commodities and contractual services. Responsible Purchasing officials shall be protected from improper pressures of external political or business interests while carrying out their duties. Procurement and Contracts administers and provides management and oversight for this UWF Regulation.~~

## **~~III. The Procurement and Contracts Office is Responsible for:~~**

- ~~A.~~** ~~Obtaining and providing commodities and services for the University, through any legal manner and business instrument.~~
- ~~B.~~** ~~Planning, coordinating and maintaining appropriate justification for purchases in volume and negotiating and executing contracts for commodities and contractual services under which the University may make purchases.~~
- ~~C.~~** ~~Denying or barring any contractor future University business if the contractor (including any processors) failed to perform any duties specified in a contract with the University. The Chief Procurement Officer shall also have the authority to reinstate any such contractor when satisfied that further instances of default will not occur.~~
- ~~D.~~** ~~Where practical and available, implementing the use of existing State~~

- ~~University System shared initiative contracts; unless the Chief Procurement Officer or designee documents that such use is not in the best interest of the University.~~
- ~~E. Evaluating, approving, and utilizing for University use, contracts let by any State of Florida college, university, and agency, or any other, federal or state, governmental entities, and political subdivisions when it is determined to be in the best interest of the University.~~
- ~~F. Evaluating, approving, and utilizing for University use, contracts that are entered into after a public and open competitive solicitation let by cooperatives or consortia and any other college or university entities when it is determined to be in the best interest of the University. The University will maintain appropriate justification for the use of services contract adoption. Procurement and Contracts shall review existing consortia and cooperative contracts to identify potential savings and, if there is the potential for savings, enter into new consortia and cooperative contracts to achieve the savings, with the goal of achieving a five percent savings on existing contract prices~~
- ~~G. The Chief Procurement Officer shall refer to the President any written notice of intent to protest. In accordance with University Regulation 6.0054 Competitive Solicitation, the President may elect to proceed with a bid solicitation or contract award process when it is set forth, in writing, that the particular facts and circumstances which demonstrate that the delay due to staying the solicitation or contract award process would be detrimental to the interests of the University.~~
- ~~H. Prohibiting University employees and University direct support organization employees participating on a procurement selection committee for commodities or services from soliciting donations from responding vendors during the selection process.~~
- ~~I. Awarding contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University.~~
- ~~J. Rejecting or canceling any or all competitive solicitations.~~
- ~~K. Barring any vendor from doing business with the University for demonstrated cause, including previous unsatisfactory performance.~~
- ~~L. Authorizing the payment of deposits or advance payments for a commodity or contractual service when the Chief Procurement Officer or designee determines that it is in the best interest of the University.~~
- ~~M. Recommending exceptions to contractual requirements set forth in UWF Reg. 6.0058 for approval by the Vice President for the Division requesting~~

~~the exception upon a determination that the exception is in the best interest of the University considering the risk involved and the benefit to be obtained.~~

- ~~N. Ensuring that items that are of a personal nature or for personal convenience of employees shall not be purchased. Examples are: fans, heaters, coffee pots, mugs, refrigerators, microwaves, picture frames, wall hangings, smoke/air filters and various decorative items.~~

~~Authority §1010.04(2) FS.; BOG Regulation 18.002.~~

~~History New 7-1-03. Formerly 6C6- 6.0053. Converted to UWF/REG 6.0053 - 7/21/05.~~

~~Amended 1/5/07, 12/10/10, 9/26/11, 12/10/2020.~~



**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.0054 Competitive Solicitation Requirements

**PURPOSE AND EFFECT:** This regulation will be repealed and consolidated into a new regulation for procurement services.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or [gcfrofrontdesk@uwf.edu](mailto:gcfrofrontdesk@uwf.edu)

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



**Number:** ~~UWF/REG-6.0054~~  
**Title:** ~~Competitive Solicitation Requirements~~  
**Responsible**  
**Department:** ~~Procurement and Contracts~~

## **~~I. General Statement:~~**

~~Florida law and Board of Governors (“BOG”) regulations require state universities to engage in competitive solicitation for obtaining goods and services under certain circumstances. This University of West Florida (“University”) regulation provides additional requirements for competitive solicitations.~~

## **~~II. Competitive Solicitation Requirements~~**

### **~~A. Threshold~~**

~~All contracts for the purchase of commodities or contractual services greater than \$150,000 shall be awarded pursuant to a competitive solicitation unless otherwise authorized herein. Beginning in January 2024, the competitive solicitation threshold will be reviewed by the BOG every three years using the Consumer Price Index for All Urban Consumers (CPI-U) to determine if an adjustment should be recommended to the threshold.~~

- ~~1. When only one response is received to a competitive solicitation for commodities or contractual services exceeding the threshold amount defined in section (A) above, the University may review the solicitation response and circumstances surrounding the solicitation to determine if a second call for a competitive solicitation is in the best interest of the University. If it is determined that a second call would not be in the best interest of the University, the University will proceed with the acquisition.~~
- ~~2. The purchase of commodities and contractual services shall not be divided with the intent to avoid the requirement of a competitive solicitation.~~

### **~~B. Receipt of Responses~~**

~~Competitive solicitation responses shall be delivered as directed in the competitive solicitation to the Procurement and Contracts Office (unless otherwise directed) at or prior to the date and time specified in the competitive solicitation. Responses that are not delivered to the specified location by the deadline shall not be considered.~~

#### ~~C. Preference for Florida-Based Vendors~~

~~When multiple responses are received to a competitive solicitation pursuant to section II.A., above, for personal property or printing, the University shall provide a preference to responses from vendors with a principal place of business in Florida as set forth in BOG Reg. 18.001(3), Procurement Regulation. Printing is not subject to Chapter 283, Fla. Stat.~~

#### ~~D. Advertisement – Public Notice~~

~~The notice of intent to award shall be electronically posted to the public by the Procurement and Contracts Office in accordance with BOG Reg. 18.002(3), Notice and Protest Procedures for Protests Related to a University's Contract Procurement Process.~~

#### ~~E. Confidentiality~~

~~Responses to competitive solicitations shall remain confidential until such time as the University has provided a notice of intent to award or until 30 days after opening the bid, proposal, or reply, whichever is earlier, in accordance with Section 119.071(1)(b), Fla. Stat.~~

#### ~~F. Extension Errors~~

~~As a general rule, in the case of extension (mathematical) errors in a bid response or proposal, the unit price will prevail. However, the University reserves the right to disqualify bid responses for lack of clarity.~~

#### ~~G. Modifications to a Bid or Proposal Response~~

~~A bidder or respondent may amend its bid or proposal, including revocation, in writing up until the due date and time of responses.~~

#### ~~H. Withdrawal of a Bid or Proposal Response~~

~~A bidder or respondent may revoke its bid or proposal in writing up until the due date and time of responses.~~

#### ~~I. Withdrawal of a Solicitation by Bidders After Opening~~

~~Should a bidder withdraw its bid after the bid opening, the University reserves the right to collect on the vendor or contractor's bid bond.~~

#### ~~J. Rejection or Cancellation~~

~~The University has the authority to reject or cancel any or all competitive solicitations when determined to be in the best interest of the University.~~

## ~~K. Protest Procedures~~

~~Protests arising from all University contract procurement processes for the purchase of goods and services, leases, and construction-related competitive solicitations shall be handled in accordance with BOG Reg, 18.002, Procurement Regulation.~~

~~**Effective Date:** September 14, 2023~~

~~**Authority:** § 1010.04(4), Fla. Stat.  
§ 1001.706, Fla. Stat.  
§ 287.057, Fla. Stat.  
BOG Regulation 14.008, Competitive Selection and Negotiation  
BOG Regulation 18.001, Procurement Regulation  
BOG Regulation 18.002, Notice and Protest Procedures for Protest Related to a  
University's Contract Procurement Process~~

~~**History:** Adopted as Rule 6C6-6.0054 July 2003; Converted to UWF/REG 6.0054 July 2005; Amended January 2007, December 2008, March 2010, December 2010, June 2014, March 2015, and September 2023~~

~~**Last review:** September 2023~~

**THE UNIVERSITY OF WEST FLORIDA**  
**NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.0055 Purchasing Actions Not Subject to Competitive Solicitation Process

**PURPOSE AND EFFECT:** This regulation will be repealed and consolidated into a new regulation for procurement services.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

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**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



# Regulations

**Number:** ~~UWF/REG 6.0055~~

**Title:** ~~Procurement Actions Not Subject to Competitive Solicitation Process~~

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## **~~I. Statement of Regulation~~**

~~In order to meet the University of West Florida's mission, Procurement and Contracts administers and provides management and oversight of the competitive solicitation requirements and contracting process necessary to acquire quality commodities and contractual services that is free from favoritism, promotes fair and open competition, and preserves the integrity of public purchasing and contracting. Responsible Purchasing officials shall be protected from improper pressures of external political or business interests while carrying out their duties. Procurement and Contracts administers and provides management and oversight for this UWF Regulation.~~

## **~~H. Authority~~**

~~In accordance with Florida Board of Governors Regulations 1.001 and 18.001, the following Regulation applies to all University offices, departments, divisions, institutes and centers.~~

## **~~III. Procurement Actions Not Subject to the Competitive Solicitation Process~~**

- ~~A. All procurement actions are subject to the competitive solicitation requirements in accordance with Florida Board of Governors Regulations 1.001, 18.001 and UWF Regulation 6.0054, except the following:~~
- ~~1. Emergency Purchases. When the President or designee determines in writing, that the delay due to the competitive solicitation process poses an immediate danger to the public health or safety or the welfare of the University, the University may proceed with the procurement of commodities or contractual services without a competitive solicitation.~~
  - ~~2. Sole Source Purchases. Commodities or contractual services available from a single source shall be exempted from the competitive solicitation process. The sole source exemption form will be publicly posted in accordance with Florida Board of Governor's Regulation 18.002.~~
  - ~~3. Purchases from contracts and negotiated annual price agreements established by the State of Florida, other governmental entities, other universities in the State University System, or other independent colleges and universities and that are entered into after a public and open competitive solicitation are not subject to further competitive solicitation when it is determined to be cost-effective and~~

~~in the best interest of the University.~~

- ~~4. Construction Direct Purchase Program. Commodities to be incorporated into any public work, which are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation.~~
- ~~5. Extension of a contract, entered into as a result of a competitive solicitation, shall be for a period not to exceed 12 months or until completion of the competitive solicitation and award or protest, whichever is longer, shall be in writing, shall be signed by both parties prior to the expiration date, and shall be subject to the same terms and conditions set forth in the initial contract. There shall be only one extension of a contract permitted.~~
- ~~6. A contract may be renewed if the commodity or contractual service is purchased as a result of a competitive solicitation, for a period that may not exceed 5 years or twice the term of the original contract, whichever is longer. The cost of any contemplated renewal must be included in the competitive solicitation. All contract renewals are subject to sufficient annual appropriations, and a renewal shall be signed by both parties prior to the expiration of the initial contract.~~
- ~~7. Types of commodities and contractual services that are not subject to the competitive solicitation process include:~~
  - ~~(a) Artistic services;~~
  - ~~(b) Academic reviews;~~
  - ~~(c) Lectures;~~
  - ~~(d) Auditing services, including those services needed to address audit, financial, and fraud-related compliance, controls, and investigative matters, or such other related services;~~
  - ~~(e) Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services;~~
  - ~~(f) Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration. Prescriptive assistive devices for medical, developmental or vocational rehabilitation including, but not limited to prosthetics, orthotics, wheelchairs and other related equipment and supplies, provided they are purchased on the basis of an established fee schedule or by a method that ensures the best price, taking into consideration the needs of the client;~~
  - ~~(g) Services provided to persons with mental or physical disabilities by not-for-profit corporations organized under the provisions of s. 501(c)(3) of the Internal Revenue Code or services governed by the provisions of the Office of Management and Budget Circular A-122;~~
  - ~~(h) Medicaid services delivered to an eligible Medicaid recipient by a health care provider who has not previously applied for and received a Medicaid provider number from the Department of Children and Family Services. This exception will be valid for a period not to exceed 90 days after the~~

- ~~date of delivery to the Medicaid recipient and shall not be renewed;~~
- ~~(i) Family placement services;~~
  - ~~(j) Training and education services;~~
  - ~~(k) Advertising, except for media placement services;~~
  - ~~(l) Services or commodities provided by governmental agencies, another University in the State University System, direct support organizations of the university, political subdivisions or other independent colleges and universities;~~
  - ~~(m) Programs, conferences, workshops, continuing education events or other university programs that are offered to the general public for which fees are collected to pay all expenses associated with the event or program;~~
  - ~~(n) Purchases from firms or individuals that are prescribed by state or federal law or specified by a granting agency;~~
  - ~~(o) Regulated utilities and government franchised services;~~
  - ~~(p) Regulated public communications, except long distance telecommunication services or facilities;~~
  - ~~(q) Purchases from an Annual Certification List developed by the University.~~
  - ~~(r) Purchases for resale;~~
  - ~~(s) Accounting services;~~
  - ~~(t) Contracts or services provided by not-for-profit support and affiliate organizations of the University, direct support organizations, health support organizations and faculty practice plans;~~
  - ~~(u) Implementation/programming/training services available from owner of copyrighted software or its contracted vendor; or~~
  - ~~(v) Purchases of materials, supplies, equipment, or services for instructional or research purposes when a director of sponsored research or designee certifies that, in a particular instance, it is necessary for the efficient or expeditious prosecution of a research project in accordance with sponsored research procedures or to attain the instructional objective;~~
  - ~~(aa) Any other goods or services exempted by Florida Board of Governors Regulation 18.001.~~

~~Authority BOG Regulations 14.007; 18.001.~~

~~**History:** New 9-23-03. Formerly 6C6-6.0055. Converted to UWF/REG-6.0055-7/21/05.  
Amended 1/5/07, 12/10/10, 6/13/14, 6/29/2017; Amended June 2019, December 10, 2020.~~



**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.0056 Minority Business Commitment

**PURPOSE AND EFFECT:** This regulation will be repealed.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

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**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>

## ~~University of West Florida Regulations~~

### ~~UWF/REG-6.0056 Minority Business Commitment.~~

~~Purchases from Minority Business Enterprises. The University is committed to providing competitive business opportunities to state certified minority and woman owned businesses. This commitment includes establishment of a minority business program to lead efforts to identify certified, or potentially certifiable, MBEs and to encourage and assist MBEs in doing business with the University and its general or prime contractors and in responding to competitive solicitations.~~

~~Specific Authority 1001.74(4), 1010.04(2) FS. Law Implemented 1001.74(5) FS. History New 7-1-03. Formerly 6C6-6.0056. Converted to UWF/REG 6.0056 - 7/21/05. Amended 1/5/07.~~

**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.0057 Bond Requirements

**PURPOSE AND EFFECT:** This regulation will be repealed and consolidated into a new regulation for procurement services.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

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# Regulations

**Number:** ~~UWF/REG 6.0057~~  
**Title:** ~~Bond Requirements~~

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~~(1) **Solicitation Security.** A certified, cashier's or treasurer's check, bank draft, bank official check or bid bond may be required as a condition of participating in a competitive solicitation offered by the University of West Florida ("University").~~

~~(2) **Payment and Performance Bonds.**~~

~~(a) Any contractor contracting with the University to provide commodities, services or commodities which include installation, may be required to furnish a payment and performance bond, with good and sufficient securities, to the University prior to the issuance of the contract.~~

~~(b) The bond or security must be in an amount equal to 100% of the amount of the response submitted to the competitive solicitation.~~

~~(3) **Solicitation Protest Bond.** Any entity filing an action protesting a decision or intended decision of the University pertaining to a competitive solicitation shall, at the time of filing of the formal protest, post with the University a bond payable to the University in an amount equal to: 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term: \$10,000.00; or whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the entity filing the protest action. In lieu of a bond, the University may accept a cashier's check or money order in the amount of the bond. Failure of the protesting entity to file the required bond, cashier's check, bank official check or money order at the time of filing the formal protest shall result in a dismissal of the protest.~~

**History:** ~~Authority \$1010.04(2), \$1010.07(2)(b), \$255.0516, Florida Statutes; BOC Regulation 18.003. History New 9-23-03. Formerly 6C6-6.0057. Converted to UWF/REG 6.0057 7/21/05. Amended 1/5/07; 3/8/10; 12/10/10; 06/18/2018.~~

**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REPEAL OF REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 6.0058 Contracts

**PURPOSE AND EFFECT:** This regulation will be repealed and consolidated into a new regulation for procurement services.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

**AUTHORITY TO AMEND THE REGULATION:** Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Accounting/CFO

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## ~~University of West Florida Regulations~~

### ~~UWF/REG-6.0058 Contracts.~~

- ~~(1) Contracts for commodities or contractual services or licenses shall consist of a purchase order or bilateral agreement signed by the University officials designated by Presidential authority prior to the goods or services being rendered by the contractor.~~
- ~~(2) Any contract for the purchase of services or tangible personal property for a period in excess of one fiscal year shall include the following statement: "The State of Florida's and University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature."~~
- ~~(3) Extension of a contract without an expressed renewal option shall be in writing, shall be signed by both parties, and shall be subject to the approval of the Chief Procurement Officer and shall be subject to the same terms and conditions set forth in the initial contract.~~
- ~~(4) A contract may contain provisions for renewal. The total value of the contract shall be the sum of the purchase price for the initial term plus all renewal costs. All contract renewals are subject to sufficient annual appropriations and a renewal shall be signed by both parties prior to the expiration of the initial contract.~~
- ~~(5) The University may enter into deferred payment agreements utilizing the State of Florida Controller's Consolidated Equipment Financing Program or other financing program when deemed in the best interest of the University.~~
- ~~(6) In order to promote cost effective procurement of commodities, contractual services or licenses the University has the authority to enter into contracts that limit the liability of a vendor consistent with Section 672.719, F.S.~~
- ~~(7) All bilateral agreements for services shall be written and:~~
  - ~~(a) Provide dates of services;~~
  - ~~(b) Provide payment terms;~~
  - ~~(c) Indicate the University's ability to unilaterally cancel the contract;~~
  - ~~(d) Provide renewal terms, if any;~~
  - ~~(e) Reference the Travel statute in Chapter 112, F.S., if applicable;~~
  - ~~(f) Provide units of deliverables;~~
  - ~~(g) Require contractor to submit invoices in sufficient detail to allow for a proper pre-audit and post-audit;~~
  - ~~(h) Provide that the University does not indemnify any person, party or entity; and~~
  - ~~(i) Contain the signature of the President or designee and contractor.~~
- ~~(8) In lieu of a written bilateral agreement for services, when the relationship of the parties is not complex and thereby necessitating a detailed contract, the University has the option to issue a purchase order that includes the above items (a) (h).~~

~~Specific Authority 1001.74(4) FS. Law Implemented 1001.75(5), 1010.04(2) FS. History New 9-23-03. Formerly 6C6-6.0058. Converted to UWF/REG-6.0058 - 7/21/05. Amended 1/5/07.~~