

**Full Board Meeting
September 12, 2024
UWF Conference Center
DRAFT Minutes**

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Board Meeting

9:00 a.m.

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

I. Call to Order

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

II. Roll Call

A. Chair Lewis asked Anna Lochas to conduct roll call. Trustees Dick Baker, Maggie Brown, Susan James, Suzanne Lewis, Alonzie Scott, and Stephanie White were in attendance in person and Trustee Jill Singer was in attendance virtually. Trustee Paul Hsu was absent.

B. Others in attendance included:

Dr. Martha Saunders, President; Dr. Jaromy Kuhl, Provost; Howard Reddy, Vice President of University Advancement; Dr. Greg Tomso, Vice President of Academic Engagement and Student Affairs; Betsy Bowers, Vice President of Finance & Administration; Susan Woolf, General Counsel; Jamie Sprague, Associate Vice President of Human Resources; Dave Scott, Associate Vice President for Intercollegiate Athletics; Anamarie Mixson, Assistant Vice President for the Office of the President; Dr. Dallas Snider, Vice Provost; Patrice Moore, Assistant Vice President of Academic Advocacy and Graduation Success; Katie Condon, Assistant Vice President or Enrollment Affairs; Angela Bryan, SACSCOC Liaison and Director of Institutional Effectiveness; Christophe Lizen, Director of Institutional Research; Dr. David Bellar, Dean of the Usha Kundu, MD College of Health; Dr. David Earle, Dean of the College of Arts, Social Sciences and Humanities; Dr. Mohamed Khabou, Dean of

the Hal Marcus College of Science and Engineering; Dr. Scott Keller, Interim Dean of the Lewis Bear, Jr. College of Business; Karen Evans, Interim Dean, School of Education; Stephanie Clark, Dean of the University Libraries; Melissa Webb, Assistant Dean, Graduate School; Jeffrey Djerlek, Associate Vice President of Finance and University Controller; Chris Martin, Assistant Vice President of Facilities Management; Ed Ranelli, CEO, UWF Business Enterprises, Inc.; Cindy Talbert, Chief Auditing Executive; Matthew Packard, Chief Compliance Officer; Lauren Alidor, Internal Auditor; Michael Wyatt, Assistant General Counsel; Daniel Lucas, Associate Vice President of Advancement; Dr. Mary Anderson, Associate Vice President and Dean of Students; Lauren Loeffler, Assistant Vice President of Academic Engagement and Student Affairs; Brittany Sherwood, Chief Communications Officer; Chasidy Hobbs, Director of Conservation; Dr. Sherry Hartnett, Director of the Office of Workforce Development; Sandra Thompson, Director, Information Technology Services; Allen Pierce, Lead Help Desk Analyst for ITS; Baylee Schatz, Help Desk Analyst I for ITS; Angel Sedillo Program Manager for the University Commons; John Macdonell, Desktop Systems Specialist for WUWF; and Anna Lochas, BOT Liaison and Director of Public Policy Events.

III. Greeting

A. Chair Lewis welcomed everyone to the meeting.

IV. Public Comment

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

V. Approval of Minutes

A. Chair Lewis reminded the trustees that they had been given the opportunity ahead of time to review the minutes of the June 20, 2024, Board of Trustees Meeting. Chair Lewis asked for a motion to approve the minutes as presented if there were no changes or corrections.

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

VI. Reports

A. President's Report

1. Chair Lewis called on Dr. Martha Saunders to give the President's Report. Dr. Saunders presented on the University Strategic Directions.
 - a. Strategic Direction 1: Student Centered and Focused
 - b. Strategic Direction 2: Employee Success
 - c. Strategic Direction 3: Exceptional Academic Programming and Scholarship Aligned with State Needs
 - d. Strategic Direction 4: Community and Economic Engagement

- e. Strategic Direction 5: Infrastructure
- f. Strategic Direction 6: Operational Excellence
- g. Strategic Direction 7: Culture of Inclusion and Civility

B. Provost's Report

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

C. Committee Reports

1. Academic Affairs Committee
 - a. Chair Lewis called on Trustee Stephanie White to give the Academic Affairs Committee Report. Trustee White explained that the Academic Affairs Committee met on Thursday, August 15, 2024, via Zoom Webinar. The committee had four action items and one information item on their agenda.
 - i. The action items were as follows:
 - i. ACA-1: Approve Tenure as a Condition of Employment, presented by Dr. Jaromy Kuhl, Provost
 - ii. ACA-2: 2023-2024 Institutes and Centers Annual Report, presented by Dr. Jaromy Kuhl
 - iii. ACA-3: UWF Textbook & Instructional Materials Affordability Annual Report, presented by Dr. Dallas Snider, Vice Provost

- iv. ACA-4: Approve General Education Course Offerings, presented by Dr. Dallas Snider
 - ii. The information items were as follows:
 - i. INFO-1: Summary of Degree Program Changes, presented by Dr. Dallas Snider
 - b. Trustee White explained that the Academic Affairs Committee recommended approval of all action items by the full Board of Trustees at the September 12, 2024, meeting.
2. Audit and Compliance Committee
- a. Chair Lewis called on Trustee Dick Baker to give the Audit and Compliance Committee Report. Trustee Baker explained that the Audit and Compliance Committee met on Thursday, August 15, 2024, via Zoom Webinar. The committee had six action items and two information items on their agenda.
 - i. The action items were as follows:
 - i. AUD-1: Auditor General IT Operational Audit Report, presented by Cindy Talbert, Chief Audit Executive
 - ii. AUD-2: Internal Audit Reports, presented by Cindy Talbert
 - iii. AUD-3: PCard 4th Quarter Audit Report 2023-2024, presented by Cindy Talbert
 - iv. AUD-4: IAMC Vision, Strategic Plan, Budget, and Technology Plan, presented by Cindy Talbert
 - v. AUD-5: Office of Compliance and Ethics Annual Report, presented by Matt Packard, Chief Compliance Officer
 - vi. AUD-6: Office of Compliance and Ethics Work Plan, presented by Matt Packard
 - ii. The information items were as follows:
 - i. INFO-1: Update on Compliance and Ethics Activities, presented by Matt Packard
 - ii. INFO-2: Internal Auditing and Management Consulting Update, presented by Cindy Talbert
 - b. Trustee Baker explained that the Audit and Compliance Committee recommended approval of all action items by the full Board of Trustees at the September 12, 2024, meeting.
3. Finance, Facilities, and Operations Committee
- a. Chair Lewis called on Trustee Jill Singer to give the Finance, Facilities, and Operations Committee Report. Trustee Singer explained that the Finance, Facilities, and Operations Committee met on Thursday, August 15, 2024, via Zoom Webinar. The committee had two action items and one information item on their agenda.
 - i. The action items were as follows:

- i. FFO-1: Revisions to UWF/REG 5.003 Micromobility Devices on Campus, presented by Betsy Bowers, Vice President of Finance and Administration
 - ii. FFO-2: Revisions to University Policy BOT- 09, Investment Policy, presented by Betsy Bowers
 - ii. The information items were as follows:
 - i. INFO-1: University Efficiencies, presented by Betsy Bowers
 - b. Trustee Singer explained that the Finance, Facilities, and Operations Committee recommended approval of all action items by the full Board of Trustees at the September 12, 2024, meeting.
4. Student Affairs Committee
 - a. Chair Lewis called on Trustee Alonzie Scott to give the Student Affairs Committee Report. Trustee Scott explained that the Student Affairs Committee met on Thursday, August 15, 2024, via Zoom Webinar. The committee had one action item.
 - i. The action item was as follows:
 - i. STU-1: UWF/REG 5.050 Speech, Assembly, and Public Expression, presented by Dr. Greg Tomso, Vice President of the Division of Academic Engagement & Student Affairs
 - b. Trustee Scott explained that the Student Affairs Committee recommended approval of the action item by the full Board of Trustees at the September 12, 2024, meeting.
5. Presidential Performance Evaluation and Metrics Ad Hoc Committee
 - a. Chair Lewis called on Trustee Jill Singer to give the Presidential Performance Evaluation and Metrics Ad Hoc Committee Report. Trustee Singer explained that the Presidential Performance Evaluation and Metrics Ad Hoc Committee met on Tuesday, August 13, 2024, via Zoom Webinar. The committee had two action items on their agenda.
 - i. The action items were as follows:
 - i. PPEM-1: Approve Presidential Performance Evaluation Report, presented by Jill Singer, Committee Chair.
 - ii. PPEM-2: Approve the President's 2025 Employment Agreement, presented by Jill Singer
 - ii. Trustee Singer explained that the Presidential Performance Evaluation and Metrics Ad Hoc

Committee would present these items to the board at their September 12, 2024, meeting.

D. Direct Support Organization Reports

1. UWF Business Enterprises, Inc.
 - a. Chair Lewis called on Trustee Dick Baker to give the Business Enterprises, Inc. Report. Trustee Baker provided an overview of BEI's finances, current activities, and plans for the organization.
2. UWF Foundation, Inc.
 - a. Chair Lewis called on Trustee Dick Baker to give the Foundation report. Trustee Baker provided updates from University Advancement and from the UWF Alumni Association. Trustee Baker reviewed recent gifts made to the University. Trustee Baker also reported on the Foundation Board and committee activities.
3. UWF Historic Trust, Inc.
 - a. Chair Lewis presented the UWF Historic Trust report to the board. Chair Lewis provided a summary of the July 22, 2024, UWF Historic Trust board meeting and provided information on the organization's events and activities.

VII. Unfinished Business

A. Consent Agenda

1. Chair Lewis noted there were thirteen items on the consent agenda.
 - a. ACA-1: Approve Tenure as a Condition of Employment
 - b. ACA-2: Approve 2023-2024 Institutes and Centers Annual Report
 - c. ACA-3: Approve Textbook Affordability Annual Report
 - d. ACA-4: Approve General Education Course Offerings
 - e. AUD-1: Auditor General IT Operational Audit Report
 - f. AUD-2: Internal Audit Reports
 - g. AUD-3: PCard Quarter 4 Audit Report
 - h. AUD-4: IAMC Vision, Strategic Plan, Budget, & Technology Plan
 - i. AUD-5: Office of Compliance and Ethics Annual Report
 - j. AUD-6: Office of Compliance and Ethics Work Plan
 - k. FFO-1: Revisions to UWF/REG 5.003 Micromobility Devices on Campus
 - l. FFO-2: Revisions to University Policy BOT-09, Investment Policy
 - m. STU-1: Revisions to UWF/REG 5.050 Speech, Assembly, and Public Expression on Campus

2. Chair Lewis informed the Trustees that they may pull any individual item from the consent agenda below for further review, if needed. Chair Lewis explained that each item was fully discussed during the committee meetings and all of the recommendations of the committees reflect the proposed action provided within the agenda. Chair Lewis asked if there were any requests to pull any consent agenda items for further discussion. There were no requests.
3. Chair Lewis asked for a motion for the Board to approve and adopt the recommendations of the Academic Affairs; Audit and Compliance; Finance, Facilities, and Operations; and Student Affairs Committees made during their meetings with respect to the matters set forth on the consent agenda?
 - a. Motion by: Trustee White
 - b. Seconded by: Trustee Scott
 - c. Motion passed unanimously.

Chair Lewis called for a brief recess at 9:40 a.m. The board meeting resumed with all original attendees present at 9:50 a.m.

VIII. New Business

A. Action Items

1. BOT-1: Final FY 23-24 University Carryforward & Fixed Capital Outlay
 - a. The first action item was presented by Jeffrey Djerlek, Associate Vice President for Finance and University Controller.
 - b. Chair Lewis asked for a motion to approve the updated and final University Carryforward Spending Plan and University Fixed Capital Outlay Budget for fiscal year 2023-2024 as of June 30, 2024.
 - i. Motion by: Trustee Brown
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.
2. BOT-2: FY24-25 University Carryforward, Fixed Capital Outlay & Certification Document
 - a. The second action item was presented by Jeffrey Djerlek, Associate Vice President for Finance and University Controller.
 - b. Chair Lewis asked for motion to approve the Estimated Fiscal Year 2024-25 University Carryforward Spending Plan; the Estimated Fiscal Year 2024-25 University Fixed Capital Outlay Plan; and the Certification Document for University Fixed Capital Outlay, Operating, and Carryforward Budgets.

- i. Motion by: Trustee Scott
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.
 - c. Chair Lewis asked for motion to authorize the President to make future adjustments to the Fiscal Year 2024-25 Carryforward Spending Plan and the Fiscal Year 2024-25 Fixed Capital Outlay Plan as institutional needs warrant.
 - i. Motion by: Trustee Brown
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
3. BOT-3: Annual Report of Self-Supporting and Market Tuition Rate Programs
- a. The third action item was presented by Jeffrey Djerlek, Associate Vice President for Finance and University Controller.
 - b. Chair Lewis asked for motion to approve the Annual Report of Self-Supporting and Market Tuition Rate Programs for Fiscal Year 2023-2024.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee White
 - iii. Motion passed unanimously
4. BOT-4: Naming Opportunity: Master of Science in Athletic Training Program
- a. The fourth action item was presented by Howard Reddy, Vice President of University Advancement.
 - b. Chair Lewis asked for motion to approve the recommendation of the President to name the Master of Science in Athletic Training program within the Usha Kundu MD College of Health and supporting the Department of Intercollegiate Athletics as the Andrews Institute and Baptist Healthcare Master of Science in Athletic Training program.
 - i. Motion by: Trustee James
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
5. BOT-5: Naming Opportunity: Wright Family Institute for Global and Population Health
- a. The fifth action item was presented by Howard Reddy, Vice President of University Advancement.
 - b. Chair Lewis asked for motion to approve the recommendation of the President to name a newly established institute within the Usha Kundu MD College of

Health as the Wright Family Institute for Global and Population Health.

- i. Motion by: Trustee White
- ii. Seconded by: Trustee Scott
- iii. Motion passed unanimously.

6. BOT-6: Linking Industry to Nursing Education (LINE) Fund Proposals
 - a. The sixth action item was presented by Dr. David Bellar, Dean of the Usha Kundu MD College of Health.
 - b. Chair Lewis asked for motion to approve LINE Fund Proposals for Ascension Sacred Heart Hospital, Baptist Healthcare, and Santa Rosa Medical Center.
 - i. Motion by: Trustee Scott
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.
7. BOT-7: Collective Bargaining Agreement Between UWF and PBA
 - a. The seventh action item was presented by Jamie Sprague, Associate Vice President of Human Resources.
 - b. Chair Lewis asked for motion to ratify the 2024-2027 Collective Bargaining Agreement between the University of West Florida and the Florida Police Benevolent Association, Inc.
 - i. Motion by: Trustee White
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
8. BOT-8: Amendment 7 to Internal Improvement Trust Fund Lease No. 2722
 - a. The eighth action item was presented by Chasidy Hobbs, Director of Conservation.
 - b. Chair Lewis asked for a motion to approve Amendment 7 to Lease 2722 with the Internal Improvement Trust Fund for the Pensacola campus properties and direct the Chair to take all necessary actions to effectuate this action.
 - i. Motion by: Trustee Brown
 - ii. Seconded by: Trustee Scott
 - iii. Motion passed unanimously.
9. BOT-9: Legislative Budget Requests
 - a. The ninth action item was presented by President Martha Saunders.

- b. Chair Lewis asked for motion to approve the proposed 2025-2026 Legislative Budget Requests as presented.
 - i. Motion by: Trustee Scott
 - ii. Seconded by: Trustee Brown
 - iii. Motion passed unanimously.
- 10. BOT-10: 2024 UWF Board of Trustees Self-Evaluation Effectiveness Survey Results
 - a. The tenth action item was presented by Chair Suzanne Lewis.
 - b. Chair Lewis asked for motion to approve the 2024 UWF Board of Trustees Self-Evaluation Effectiveness Survey Results.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee White
 - iii. Motion passed unanimously.
- 11. BOT-11: 2023-2024 Presidential Performance Evaluation Report
 - a. The eleventh action item was presented by Vice Chair Jill Singer.
 - b. Chair Lewis asked for motion to approve the 2023-2024 Presidential Performance Evaluation Report and compensation recommendation as presented and delegate authority to the Board of Trustees Chair to submit the report to the Board of Governors.
 - i. Motion by: Trustee Scott
 - ii. Seconded by: Trustee James
 - iii. Motion passed unanimously.
- 12. BOT-12: Renewal of Employment Agreement for President Martha D. Saunders for 2025
 - a. The twelfth action item was presented by Chair Suzanne Lewis.
 - b. Chair Lewis asked for motion to approve the renewal terms to the employment agreement for President Martha D. Saunders for the time period of January 1, 2025, through December 31, 2025, and authorize the Chair of the UWF BOT to execute on behalf of the BOT the renewed employment agreement.
 - i. Motion by: Trustee Scott
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.

B. Information Items

1. INFO-1: FY 2023-2024 Final Operating Budget Summary Performance
 - a. Chair Lewis called on Jeffrey Djerlek to present the Fiscal Year 2023-2024 Final Operating Budget Summary Performance.
2. INFO-2: DSO Operating Budgets FY 2023-2024 and DSO Resources Utilized
 - a. Chair Lewis called on Jeffrey Djerlek to present the DSO Operating Budgets for fiscal year 2023-2024 and DSO Resources Utilized for fiscal year 2023-2024.
3. INFO-3: UWF Bonuses Report for 2023-2024
 - a. Chair Lewis called on Jamie Sprague to present the UWF Bonuses report for 2023-2024.
4. INFO-4: Review of UWF's Commitment to the NCAA Principles of Conduct
 - a. Chair Lewis called on David Scott, Associate Vice President for Intercollegiate Athletics to present the final information item on UWF's Commitment to the NCAA Principles of Conduct.

IX. Announcements

- A. Chair Lewis identified that all agenda items had been discussed. Chair Lewis reminded the board of the upcoming Board of Trustee meetings. Chair Lewis then called on Dr. David Earle, Dean of the College of Arts, Social Sciences and Humanities to give a brief overview of the college and introduce the students from the College that would be joining the board for lunch.
- B. Dr. David Earle gave a brief introduction to the College of Arts, Social Sciences and Humanities highlighting their upcoming programs and events. He then introduced students Jenna Zydlo, Addysen Kimball, and Maggie Brown. He identified that these students would join the board for lunch today.
- C. Chair Lewis then asked if the board members had any additional business to discuss. No other business was discussed.

X. Adjournment

11:18 a.m.

- A. Chair Lewis thanked those in attendance for their participation. With no other business to discuss, Chair Lewis adjourned the meeting at 11:18 a.m.