

**Full Board Meeting  
December 5, 2024  
UWF Conference Center  
DRAFT Minutes**

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**Board Meeting****10:00 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 10:00 a.m. by Chair Suzanne Lewis.

**II. Roll Call**

- A. Chair Lewis asked Anna Lochas to conduct roll call. Trustees Dick Baker, Maggie Brown, Paul Hsu, Susan James, Suzanne Lewis, Jill Singer, and Stephanie White were in attendance in person. Trustee Alonzie Scott 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; Abigail Megginson, Director, Government Relations; 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; 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; Nicole Gislason, Executive Director of the

Haas Center; Marc Cossich, Chief of Police; 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 September 12, 2024, Board of Trustees Meeting and the November 14, 2024, Special Full Board Meeting. Chair Lewis asked for a motion to approve the minutes of both the September 12, 2024, and November 14, 2024, board meetings as presented if there were no changes or corrections.

1. Motion by: Trustee Hsu
2. Seconded by: Trustee James
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, November 14, 2024, via Zoom Webinar. The committee had two action items and three information items on their agenda.
  - i. The action items were as follows:
    - i. ACA-1: Approve Academic Affairs Committee Charter Revisions, presented by Dr. Jaromy Kuhl, Provost
    - ii. ACA-2: Approve Tenure as a Condition of Employment, presented by Dr. Jaromy Kuhl
  - ii. The information items were as follows:
    - i. INFO-1: Academic Program Reviews for 2024-2025, presented by Dr. Dallas Snider
    - ii. INFO-2: Update on Anticipated New Academic Programs for 2024-2025, presented by Dr. Dallas Snider
    - iii. INFO-3: Comparison of Textbook Affordability Efforts, 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 December 5, 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, November 14, 2024, via Zoom Webinar. The committee had

four action items and three information items on their agenda.

- i. The action items were as follows:
  - i. AUD-1: PCard 1st Quarter Audit Report 2024-2025, presented by Cindy Talbert, Chief Audit Executive
  - ii. AUD-2: Internal Audit Report, presented by Cindy Talbert
  - iii. AUD-3: UWF Foundation Audited Financial Statements, presented by Cindy Talbert
  - iv. AUD-4: BEI, Inc. Audited Financial Statements, presented by Cindy Talbert
- ii. The information items were as follows:
  - i. INFO-1: Internal Auditing and Management Consulting Update, presented by Cindy Talbert
  - ii. INFO-2: IAMC QAR Self-Assessment, presented by Cindy Talbert
  - iii. INFO-3: Purchasing Card Program 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 December 5, 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, November 14, 2024, via Zoom Webinar. The committee had one action item and two information items on their agenda.
  - i. The action item was as follows:
    - i. FFO-1: FY 2024-25 University Fixed Capital Outlay Budget Amendment, presented by Jeffrey Djerlek, Associate Vice President & University Controller
  - ii. The information items were as follows:
    - i. INFO-1: Update on FY 2024-2025 Current Modified Operating Budget, presented by Jeffrey Djerlek
    - ii. INFO-2: Update Preliminary FY2024 UWF Financial Reports, presented by Jeffrey Djerlek
- 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 November 14, 2024, special meeting.

### 4. Student Affairs Committee

- a. Chair Lewis gave the Student Affairs Committee Report. Chair Lewis explained that the Student Affairs Committee met on Thursday, November 14, 2024, via Zoom Webinar. The committee had two action items.
  - i. The action item was as follows:
    - i. STU-1: Student Affairs Committee Charter Revisions, presented by Dr. Greg Tomso, Vice President of the Division of Academic Engagement & Student Affairs
    - ii. STU-1: Endorsement of the SUS Statement of Free Expression, presented by Aurora Osborn, Senior Director of the Office of Campus Culture and Access
- b. Chair Lewis explained that the Student Affairs Committee recommended approval of all action items by the full Board of Trustees at the December 5, 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 November 25, 2024, UWF Historic Trust board meeting and provided information on the organization's events and activities.

Chair Lewis called for a brief recess at 10:45 a.m. The board meeting resumed with all original attendees present at 11:00 a.m.

## VII. Unfinished Business

### A. Consent Agenda

- 1. Chair Lewis noted there were eight items on the consent agenda.
  - a. ACA-1: Approve Academic Affairs Committee Charter Revisions
  - b. ACA-2: Approve Tenure as a Condition of Employment
  - c. AUD-1: PCard 1st Quarter Audit Report 2024-2025

- d. AUD-2: Internal Audit Reports
  - e. AUD-3: UWF Foundation Audited Financial Statements
  - f. AUD-4: BEI, Inc. Audited Financial Statements
  - g. STU-1: Student Affairs Committee Charter Revisions
  - h. STU-2: Endorsement of the SUS Statement of Free Expression
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; and Student Affairs Committees made during their meetings with respect to the matters set forth on the consent agenda?
    - a. Motion by: Trustee Hsu
    - b. Seconded by: Trustee Singer
    - c. Motion passed unanimously.

## VIII. New Business

### A. Action Item

1. BOT-1: Amendment to the President's 2024-25 Goals
  - a. The action item was presented by Susan Woolf, General Counsel.
  - b. Chair Lewis asked for a motion to approve the amendment to the President's 2024-25 goals to add a goal for achievement of gender equity goals as described in BOG Regulation 2.003(4).
    - i. Motion by: Trustee Hsu
    - ii. Seconded by: Trustee White
    - iii. Motion passed unanimously.

### B. Information Items

1. INFO-1: Performance Ratings on Employees Who Annually Make \$200,000 or More
  - a. Chair Lewis called on Jamie Sprague, Associate Vice President of Human Resources, to present the first information item on the Performance Ratings on Employees Who Annually Make \$200,000 or More.



2. INFO-2: Overview of the Haas Center for Business Research and Economic Development
  - a. Chair Lewis called on Nicole Gislason, Executive Director of the Haas Center, to present the second information item which was an overview of the Haas Center for Business Research and Economic Development.
3. INFO-3: University of West Florida Police Department Update
  - a. Chair Lewis called on Marc Cossich, Chief of Police, to present an update on the University of West Florida Police Department.
4. INFO-4: Review the Proposed UWF BOT Meeting Dates 2025-2026
  - a. Chair Lewis presented the final information which was a review of the proposed UWF BOT meeting dates for 2025-2026.

## 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.
- B. Chair Lewis briefly discussed that the Florida Board of Governors is working on an updated strategic plan. Chair Lewis identified that this plan should be ready and approved by the Board of Governors in the spring of 2025.
- C. Chair Lewis announced that Dr. David Bellar, Dean of the Usha Kundo M.D. College of Health, and students from the college would be joining the Trustees for lunch. Chair Lewis asked Dr. Bellar to briefly introduce the college and the students. Dr. Bellar gave a brief overview to the college highlighting their programs and initiatives. Dr. Bellar then introduced students Hannah Faircloth, Nympha Hixon, Toni Koehler, Bridgett Thomason, Abi Worsnop, Katalina Pho, Elizabeth Black, Mathew Harris, and Mia Derosa.
- D. Chair Lewis then asked if the board members had any additional business to discuss. No other business was discussed.

## X. Adjournment

**12:10 p.m.**

- A. Chair Lewis thanked those in attendance for their participation. With no other business to discuss, Chair Lewis adjourned the meeting at 12:10 p.m.