

**Full Board Meeting
September 18, 2025
UWF Conference Center
DRAFT Minutes**

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Board Meeting

9:02 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.

I. Call to Order

- A. The meeting of the UWF Board of Trustees was called to order at 9:02 a.m. by Chair Rebecca Matthews.

II. Roll Call

- A. Chair Matthews asked Anna Lochas to conduct roll call. Trustees Dick Baker, Trista Bennett, Paul Hsu, Adam Kissel, Rebecca Matthews, Rachel Moya, Heather Riddell, Zack Smith, and Chris Young were in attendance in person and Trustees Paul Bailey, Edward Fleming, and Ashley Ross were in attendance virtually. Trustee Alonzie Scott was absent.
- B. Others in attendance included:
 1. Manny Diaz, Jr., Interim President; Jaromy Kuhl, Senior Vice President and Provost; Howard Reddy, Vice President of University Advancement; Betsy Bowers, Vice President of Finance and Administration; Mary Anderson, Interim Vice President and Dean of Students for Academic Engagement and Student Affairs; Clifford Humphrey, Chief of Staff and Vice President of Strategic Initiatives; Dave Scott, Associate Vice President for Athletics; Jamie Sprague, Chief Human Resource Officer; Julie Sheppard, Interim General Counsel; Anamarie Mixson, Assistant Vice President for the Office of the President; Abigail Megginson, Director, Government Relations; Alex Smith, Director of External Affairs; David Bryant, Chief Audit Executive; Matt Packard, Chief Compliance Officer; Dallas Snider, Vice Provost; Dr. Ramie Gougeon, Chair of the Department of Anthropology; Nicole Grinnan, Assistant Director of the Archaeology Institute; Dr. Judy Bense, President Emeritus; Susan James, Professor in the School of Education; Jeffrey Djerlek, Senior Associate Vice President for Finance and University

Controller; Kristie Johnson, Board of Trustee Liaison; and Anna Lochas, Director of University Events.

III. Greeting

- A. Chair Matthews welcomed everyone to the meeting.

IV. Public Comment

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

V. Approval of Minutes

- A. Chair Matthews reminded the trustees that they had been given the opportunity ahead of time to review the minutes of the August 14, 2025, Special Board of Trustees Meeting and the September 8, 2025, Special Board of Trustees Meeting. Chair Matthews 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 Smith
 3. Motion passed unanimously.

VI. Reports

- A. President's Report
 1. Chair Matthews called on Interim President Manny Diaz, Jr. to give the President's Report. Mr. Diaz presented on the University Strategic Directions and recent University initiatives.
- B. Faculty Report
 1. Chair Matthews called on Trustee Heather Riddell to give the Faculty Report. Trustee Riddell presented the recent activities and accomplishments of UWF Faculty members.
- C. Student Report
 1. Chair Matthews called on Trustee Trista Bennett to give the Student Report. Trustee Bennett presented on the events and activities that took place during Argo Arrival and the first weeks of the Fall semester.
- D. Program Report
 1. Chair Matthews called on Dr. Ramie Gougeon, Chair of the Department of Anthropology, Nicole Grinnan, Assistant Director of the Archaeology Institute, and Dr. Judy Bense, President Emeritus to give the Program Report. They presented on the Archaeology and Anthropology academic programs, the Archaeology Institute, and the Florida Public Archaeology Network (FPAN) at UWF.

*Chair Matthews called for a brief recess at 10:22 a.m.
The board meeting resumed with all original attendees present at 10:27 a.m.*

E. Committee Reports

1. Academic Affairs Committee

- a. Chair Matthews called on Trustee Adam Kissel to give the Academic Affairs Committee Report. Trustee Kissel explained that the Academic Affairs Committee met on Thursday, August 14, 2025. The committee had five action items and one information item on their agenda.
 - i. The action items were as follows:
 - i. ACA-1: Tenure as a Condition of Employment, ACA-2: Academic Affairs Committee Charter Revision, and ACA-4: Institutes & Centers Annual Report presented by Dr. Jaromy Kuhl, Senior Vice President and Provost.
 - ii. ACA-3: General Education Course Offerings and ACA-5: Textbook & Instructional Materials Affordability Report presented by Dr. Dallas Snider, Vice Provost.
 - ii. The information item was as follows:
 - i. INFO-1: Summary of Program Changes presented by Dr. Dallas Snider
- b. Trustee Kissel explained that the Academic Affairs Committee recommended approval of all action items by the full Board of Trustees at the September 18, 2025, meeting.

2. Audit and Compliance Committee

- a. Chair Matthews called on Trustee Chris Young to give the Audit and Compliance Committee Report. Trustee Young explained that the Audit and Compliance Committee met on Thursday, August 14, 2025. The committee had five action items and two information items on their agenda.
 - i. The action items were as follows:
 - i. AUD-1: Internal Audit Report: Third Party Vendor Risk Management, AUD-2: Internal Audit Report: International Affairs Budget, AUD-3: Internal Audit Report: Foreign Travel and Screening, presented by David Bryant, Chief Audit Executive.
 - ii. AUD-4: Office of Compliance and Ethics Annual Report and AUD-5: Office of Compliance and Ethics Work Plan presented by Matt Packard, Chief Compliance Officer.
 - ii. The information items were as follows:
 - i. INFO-1: Annual Fraud Awareness Training, presented by Betsy Bowers, Vice President for the Division of Finance & Administration.
 - ii. INFO-2: Internal Auditing and Management Consulting Update presented by David Bryant.

- b. Trustee Young explained that the Audit and Compliance Committee recommended approval of all action items by the full Board of Trustees at the September 18, 2025, meeting.
 - 3. Finance, Facilities, and Operations Committee
 - a. Chair Matthews called on Trustee Rachel Moya to give the Finance, Facilities, and Operations Committee Report. Trustee Moya explained that the Finance, Facilities, and Operations Committee met on Thursday, August 14, 2025. The committee had five action items on their agenda.
 - i. The action items were as follows:
 - i. FFO-1: Revisions to UWF Reg. 4.0031 Tuition and Fee Refunds, FFO-2: Revisions to UWF Reg. 5.001 Parking and Registration, FFO-3: Revisions to UWF Reg. 5.020 Trespass Warning and Access to University Property, FFO-4: Revisions to UWF Reg. 5.030 Traffic Control presented by Betsy Bowers, Vice President of Finance and Administration.
 - ii. FFO-5: New UWF Reg. 6.006, Procurement Services and Repeal UWF Regs. 6.005 – 6.0058 presented by Cass Boatwright, Director of Procurement and Contracts.
 - b. Trustee Moya explained that the Finance, Facilities and Operations Committee recommended approval of all action items by the full Board of Trustees at the September 18, 2025, meeting.
- F. Direct Support Organization Reports
 - 1. UWF Business Enterprises, Inc.
 - a. Chair Matthews called on Trustee Dick Baker to give the Business Enterprises, Inc. Report. Trustee Baker provided an overview of BEL's finances, current activities, and plans for the organization.
 - 2. UWF Foundation, Inc.
 - a. Chair Matthews called on Trustee Rachel Moya to give the Foundation report. Trustee Moya provided updates from University Advancement and from the UWF Alumni Association. Trustee Moya reviewed recent gifts made to the University. Trustee Moya also reported on the Foundation Board and committee activities.
 - 3. UWF Historic Trust, Inc.
 - a. Chair Matthews gave the UWF Historic Trust report. Chair Matthews provided a summary of the most recent UWF Historic Trust board meeting and provided information on the organization's events and activities.

VII. Unfinished Business

A. Consent Agenda

1. Chair Matthews noted there were thirteen items on the consent agenda.
 - a. ACA-1: Tenure as a Condition of Employment
 - b. ACA-2: Academic Affairs Committee Charter Revision
 - c. ACA-4: Institutes & Centers Annual Report
 - d. ACA-5: Textbook & Instructional Materials Affordability Report
 - e. AUD-1: Internal Audit Report: Third Party Vendor Risk Management
 - f. AUD-2: Internal Audit Report: International Affairs Budget
 - g. AUD-3: Internal Audit Report: Foreign Travel and Screening
 - h. AUD-4: Office of Compliance and Ethics Annual Report
 - i. AUD-5: Office of Compliance and Ethics Work Plan
 - j. FFO-1: Revisions to UWF Reg. 4.0031 Tuition and Fee Refunds
 - k. FFO-3: Revisions to UWF Reg. 5.020 Trespass Warning and Access to University Property
 - l. FFO-4: Revisions to UWF Reg. 5.030 Traffic Control
 - m. FFO-5: New UWF Reg. 6.006, Procurement Services and Repeal UWF Regs. 6.005 – 6.0058
2. Chair Matthews informed the Trustees that they may pull any individual item from the consent agenda for further review, if needed. Chair Matthews 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 Matthews asked if there were any requests to pull any consent agenda items for further discussion. There were no requests.
3. Chair Matthews asked for a motion for the Board to approve and adopt the recommendations of the Academic Affairs; Audit and Compliance; and Finance, Facilities, and Operations Committees made during their meetings with respect to the matters set forth on the consent agenda.
 - a. Motion by: Trustee Baker
 - b. Seconded by: Trustee Kissel
 - c. Motion passed unanimously.

VIII. New Business

A. Action Items

1. BOT-1: Resolution 2025.7 in Recognition of Distinguished Service
 - a. Chair Matthews presented the first action item. Chair Matthews asked for Susan James to come to the podium. Chair Matthew explained that Susan James served as

President of the UWF Faculty Senate and as a member of the UWF Board of Trustees from August 2023, to August, 2025, and that the Board commends her service to UWF and the Board of Trustees with this resolution.

- b. Resolution 2025.7 – The University of West Florida Board of Trustees in Recognition and Profound Appreciation of Distinguished Service Trustee Susan James
 - i. Whereas, Trustee Susan James served with distinction on the University of West Florida Board of Trustees from August 2023 to August 2025; and
 - ii. Whereas, Trustee James served with distinction on the Board of Trustees Academic Affairs Committee and on the 2023 Officer Nominations Ad Hoc Committee; and
 - iii. Whereas, Trustee James represented the Faculty Senate, the principal governing body of the UWF faculty, during those years, serving as its President; and
 - iv. Whereas, Trustee James used her position as trustee to encourage discussion and interest in the issues affecting UWF faculty, students, and staff; and
 - v. Whereas, Trustee James is a valued Professor in the UWF Department of Teaching, Leadership, and Research, dedicated to her students, research, and service; and
 - vi. Whereas, Trustee James served with distinction as the founder and Director of the Emerald Coast National Writing Project at UWF; and
 - vii. Now, therefore be it resolved that The University of West Florida Board of Trustees, at its regular meeting on this 18th day of September, the year of 2025, does hereby recognize and commend Trustee Susan James for her many contributions to the University of West Florida, and a copy of this resolution serves as a token of the board's sincerest thanks; and;
 - viii. Be it further resolved that this resolution will be included in the minutes of the September 18, 2025, Board of Trustees meeting.
- c. Chair Matthews asked for a motion to adopt Resolution 2025.7 in Recognition of Distinguished Service to the University of West Florida by Dr. Susan James.
 - i. Motion by: Trustee Riddell
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.

- d. Chair Matthews called on Dr. Susan James to say a few words.
2. BOT-2: FY 24-25 Carryforward Spending Plan & Fixed Capital Outlay
 - a. Jeffrey Djerlek, Senior Associate Vice President for Finance and University Controller, presented the next action item on the updated and final fiscal year 2024-2025 University Carryforward Spending Plan and the University Fixed Capital Outlay Budget.
 - b. Chair Matthews asked for a motion to approve the updated and final University Carryforward Spending Plan and University Fixed Capital Outlay Budget for Fiscal Year 2024-2025 reflecting results as of June 30, 2025.
 - i. Motion by: Trustee Moya
 - ii. Seconded by: Trustee Young
 - iii. Motion passed unanimously.
3. BOT-3: FY 2025-26 Carryforward Spending, Fixed Capital Outlay, & Delegated Authority
 - a. Jeffrey Djerlek presented the next action item on the approval of fiscal year 2025-26 Carryforward Spending Plan, Fixed Capital Outlay Plan, and the delegation of Authority for Budget Adjustments.
 - b. Chair Matthews asked for a motion to approve the estimated Fiscal Year 2025-26 University Carryforward Spending Plan; the Estimated Fiscal Year 2025-26 University Fixed Capital Outlay Plan; and the Certification Document for University Fixed Capital Outlay, Operating, and Carryforward Budgets; authorize the Interim President to serve as the Board of Trustee's designee to approve future adjustments to the Carryforward Spending Plan and/or the Fixed Capital Outlay Plan as institutional needs warrant, up to \$1,000,000 per E&G funded single adjustment item and up to \$2,000,000 per Carryforward funded single adjustment item, and report the changes back to the Board of Trustees; and authorize the Board of Trustees Chair, the Interim President and the Chief Financial Officer to sign the Operating Budget, Carryforward Budget and Fixed Capital Outlay Budget Certification.
 - i. Motion by: Trustee Hsu
 - ii. Seconded by: Trustee Riddell
 - iii. Motion passed unanimously.
4. BOT-4: 24-25 Annual Report of Self-Supporting & Market Tuition Rate Programs

- a. Jeffrey Djerlek presented the next action item on the 2024-2025 Annual Report of Self-Supporting and Market Tuition Rate Programs.
 - b. Chair Matthews asked for a motion to approve the Annual Report of Self-Supporting and Market Tuition Rate Programs for Fiscal Year 2024-2025.
 - i. Motion by: Trustee Young
 - ii. Seconded by: Trustee Riddell
 - iii. Motion passed unanimously.
5. BOT-5: Institutional Neutrality Statement
- a. Jaromy Kuhl, Senior Vice President and Provost, presented the next action item on the Institutional Neutrality Statement.
 - b. Chair Matthews explained that the Board is reviewing the language in the statement at today's meeting. If the statement is approved by the Board, Dr. Kuhl and the General Counsel's Office will create a draft policy that will go through the standard review process and public posting process. They will then bring the policy back to the Board for final approval.
 - c. Chair Matthews asked for a motion to approve the Institutional Neutrality Statement, as presented.
 - i. Motion by: Trustee Young
 - ii. Seconded by: Trustee Hsu
 - i. Chair Matthews asked if there was any discussion.
 - ii. Trustee Kissel moved to amend the motion to approve the Institutional Neutrality Statement, with an edit to the final paragraph. Trustee Kissel identified that the final paragraph would be changed to the following: "As a public university, UWF may advocate on issues directly related to its educational mission and operational capacity. The university reserves the right to take positions when its core functions of teaching, research, and service are directly threatened." Kissel explained that this is an edit suggested by faculty senate, however, he thinks the final paragraph should end at the word "threatened," excluding the remainder of the paragraph suggested by faculty senate.
 - iii. Seconded by: Trustee Moya
 - 1. Vote on motion to amend:
 - a. Trustee Paul Bailey: Aye

- b. Trustee Dick Baker: Aye
 - c. Trustee Trista Bennett: Aye
 - d. Trustee Edward Fleming: Aye
 - e. Trustee Paul Hsu: Aye
 - f. Trustee Adam Kissel: Aye
 - g. Trustee Rebecca Matthews: Aye
 - h. Trustee Rachel Moya: Aye
 - i. Trustee Heather Riddell: Nay
 - j. Trustee Ashley Ross: Aye
 - k. Trustee Zack Smith: Aye
 - l. Trustee Chris Young: Aye
 - 2. Motion to Amend passed.
 - iv. Vote on the amended motion:
 - 1. Trustee Paul Bailey: Aye
 - 2. Trustee Dick Baker: Aye
 - 3. Trustee Trista Bennett: Aye
 - 4. Trustee Edward Fleming: Aye
 - 5. Trustee Paul Hsu: Aye
 - 6. Trustee Adam Kissel: Aye
 - 7. Trustee Rebecca Matthews: Aye
 - 8. Trustee Rachel Moya: Aye
 - 9. Trustee Heather Riddell: Nay
 - 10. Trustee Ashley Ross: Aye
 - 11. Trustee Zack Smith: Aye
 - 12. Trustee Chris Young: Aye
 - v. Motion passed.
6. BOT-6: Rescission of University Policies BOT-03 and BOT-04
- a. Julie Sheppard, Interim General Counsel, presented the next action item on the rescission of University Policies BOT-03, National Student Exchange Waiver, and BOT-04, Distance Learning Waiver.
 - b. Chair Matthews asked for a motion to approve the rescission of University Policies BOT-03, National Student Exchange Waiver, and BOT-04, Distance Learning Waiver, as presented.
 - i. Motion by: Trustee Baker
 - ii. Seconded by: Trustee Hsu
 - iii. Motion passed unanimously.
7. BOT-7: Approval to Seek New Institutional Accreditor
- a. Dr. Dallas Snider, Vice Provost, presented the next action item on the request to seek accreditation with the Higher Learning Commission (HLC).

- b. Chair Matthews asked for a motion to approve the request to seek accreditation with the Higher Learning Commission (HLC).
 - i. Motion by: Trustee Kissel
 - ii. Seconded by: Trustee Smith
 - iii. Motion passed unanimously.
- 8. BOT-8: Revisions to UWF Regulation 5.001 Parking & Registration
 - a. Betsy Bowers, Vice President of the Division of Finance and Administration, presented the next action item on the revisions to UWF Regulation 5.001 Parking and Registration.
 - b. Chair Matthews asked for a motion to approve the revisions to UWF Regulation 5.001 Parking and Registration contingent upon no substantive changes following the conclusion of the posting period.
 - i. Motion by: Trustee Young
 - ii. Seconded by: Trustee Riddell
 - iii. Motion passed unanimously.

Interim President Manny Diaz, Jr. left the meeting.

- 9. BOT-9: Presidential Search: Position Criteria
 - a. Zack Smith, UWF Presidential Search Committee Chair, presented the next action item on the Presidential position criteria.
 - b. Chair Matthews asked for a motion to approve the Presidential position criteria, as presented.
 - i. Motion by: Trustee Fleming
 - ii. Seconded by: Trustee Moya
 - i. Chair Matthews asked if there was any discussion.
 - ii. Trustee Riddell moved to amend the motion to approve the Presidential Positions Criteria, with the edits that a terminal degree is preferred, but not required, and a relevant graduate degree is required.
 - iii. Seconded by: Trustee Bennett
 - 1. Vote on motion to amend:
 - a. Trustee Paul Bailey: Nay
 - b. Trustee Dick Baker: Nay
 - c. Trustee Trista Bennett: Aye
 - d. Trustee Edward Fleming: Nay
 - e. Trustee Paul Hsu: Nay
 - f. Trustee Adam Kissel: Nay
 - g. Trustee Rebecca Matthews: Nay
 - h. Trustee Rachel Moya: Nay

- i. Trustee Heather Riddell: Aye
 - j. Trustee Ashley Ross: Nay
 - k. Trustee Zack Smith: Nay
 - l. Trustee Chris Young: Nay
 - 2. Motion to amend fails.
- iv. Vote on the original motion without the amendment:
 - 1. Trustee Paul Bailey: Aye
 - 2. Trustee Dick Baker: Aye
 - 3. Trustee Trista Bennett: Aye
 - 4. Trustee Edward Fleming: Aye
 - 5. Trustee Paul Hsu: Aye
 - 6. Trustee Adam Kissel: Aye
 - 7. Trustee Rebecca Matthews: Aye
 - 8. Trustee Rachel Moya: Aye
 - 9. Trustee Heather Riddell: Nay
 - 10. Trustee Ashley Ross: Aye
 - 11. Trustee Zack Smith: Aye
 - 12. Trustee Chris Young: Aye
- v. Motion passed.

10. BOT-10: Presidential Search: Compensation

- a. Zack Smith, UWF Presidential Search Committee Chair, presented the next action item on the Presidential compensation.
- b. Chair Matthews asked for a motion to approve recommended compensation range of \$800,000 to \$1.2 million and to delegate authority to the UWF Board of Trustees Chair to negotiate the employment contract with the final presidential candidate.
 - i. Motion by: Trustee Smith
 - ii. Seconded by: Trustee Baker
 - iii. Motion passed unanimously.

B. Information Items

- 1. INFO-1: Presidential Search Committee Marketing Plan
 - a. Chair Matthews called on Zack Smith, UWF Presidential Search Committee Chair, to present the first information item on the Presidential Search Marketing Plan.

Interim President Manny Diaz, Jr. returned to the meeting.

- 2. INFO-2: 2025 UWF Bonus Report
 - a. Chair Matthews called on Jamie Sprague, Senior Associate Vice President of Human Resources, to present the next information item on the bonuses given at UWF for the 2024-

2025 fiscal year.

3. INFO-3: FY 24-25 Final Operating Budget Summary Performance
 - a. Chair Matthews called on Jeffrey Djerlek to present the next information item on the fiscal year 2024-2025 Final Operating Budget Summary Performance.
4. INFO-4: FY 24-25 DSO Operating Budgets, Resources, & Certifications
 - a. Chair Matthews called on Jeffrey Djerlek to present the final information item on the Direct Support Organizations (DSO) Operating Budgets and Resources for fiscal year 2024-2025 and the certifications.

IX. Good of the Order

- A. Chair Matthews identified that all agenda items had been discussed. Chair Matthews asked if the board members had any additional business to discuss.
- B. Trustee Hsu stated that he was honored to serve on the UWF Board of Trustees for the past five year. He identified that his term ends in January 2026 and he will not be seeking reappointment.
- C. Chair Matthews identified that the Board of Trustees has their Committee Meetings on Thursday, November 13, 2025, which will be virtual. The full Board of Trustee will meet in person on Thursday, December 11, 2025.
- D. Chair Matthews identified that work will be done on the UWF Strategic Plan soon to align UWF's plan with the new Board of Governors Strategic Plan. Chair Matthews explained that more information will be shared with the Trustees soon.
- E. Trustee Kissel gave an update on programmatic accreditation and the recent announcement from the Council on Social Work Education.
- F. Trustee Smith thanked Betsy Bowers and Chip Chism for their help is resolving an issue RTOC Faculty were experiencing with parking on campus.
- G. No other business was discussed.

X. Adjournment

11:48 a.m.

- A. Chair Matthews thanked those in attendance for their participation. With no other business to discuss, Chair Matthews adjourned the meeting at 11:48 a.m.