
The University of West Florida Board of Trustees Purpose, Authorities, Roles & Responsibilities

Statement of Purpose

The University of West Florida Board of Trustees is responsible for the effective governance of the University of West Florida.

Board of Trustees Collective Responsibilities

1. Responsibilities as listed in FL State Statutes (Summary below)
2. Set the institution's strategic mission and purpose
3. Appoint and compensate the president
4. Support and monitor the performance of the president
5. Assess board performance
6. Set the direction for and approve the University's strategic plan
7. Ensure academic programs meet the needs of the region
8. Ensure adequate resources and prudent fiscal management
9. Ensure effective management
10. Preserve institutional independence
11. Ensure proper community integration through relationships with other social, educational, and business enterprises
12. Be an advocate for the institution by interpreting it to its publics
13. Participate as appropriate in legislative and governmental affairs
14. Ensure an exemplary board reputation
15. Lead by example in institutional philanthropic efforts
16. Abide by open meeting laws

Board of Trustees Individual Responsibilities

The Association of Governing Boards (AGB) training materials (cited below) that were either used or cited in our Board Development Workshop note that individual trustees have no special authority in their individual capacities.

The authority of the Board is a collective authority, except to the extent specifically delegated to an individual (such as the chair) or to a committee. In addition, in Florida, when an individual trustee or group of trustees are acting pursuant to such a delegation, they may be subject to the open meetings and other provisions of the sunshine law.

The AGB points out that individual trustees should avoid requesting special privileges of the institution or of its personnel. Likewise, personnel contacting BOT members should be directed to their appropriate supervisor or Vice President in accordance with procedures to be designated by the President/Corporate Secretary who is responsible for institutional communications with the Board and for the implementation of Board actions and requests.

1. Familiarization with BOT agenda items and topics of concern
2. Meeting attendance (four meetings annually, one strategic planning session, and one UWF day at the capitol annually)
3. Committee participation
4. Asking relevant questions and bringing issues of concern and expertise to the boardroom
5. Knowledge of the institution
6. Accepting majority opinion and collective consensus
7. Participating in campus functions as appropriate
8. Promoting the institution in all appropriate circles
9. Exercising sound judgment
10. Referring requests for information to the board chair or president
11. Supporting the president and reporting concerns to him/her
12. Defending the institutions' and board's autonomy
13. Leading our philanthropy efforts with an annual gift and with a contribution to our capital campaigns
14. Avoiding even the appearance of conflicts of interest

BOT Chair responsibilities

FS 1001.71(3) The duties of the chair shall include presiding at all meetings of the board of trustees, calling special meetings of the board of trustees, and attesting actions of the board of trustees.

1. Be knowledgeable about the institution and all its complexities
2. Be the board's most effective advocate
3. Conduct good board meetings and ensure the BOT deals with governance issues and delegates management issues
4. Continue progress on board development
5. Act as spokesperson for the BOT
6. Develop the BOT agenda in consultation with the Corporate Secretary (president)
7. Appoint trustees to BOT committees
8. Serve or appoints a representative to serve on DSO boards
9. Serve as ex-officio on BOT committees
10. Attend functions on behalf of the BOT

BOT Vice Chair responsibilities

FS 1001.71(3) The duty of the vice chair is to act as chair during the absence of the chair or the inability of the chair to perform his/her duties.

BOT Faculty Trustee Responsibilities

Same as individual trustee responsibilities with the following exceptions/additions:

1. Serve as a liaison to the faculty senate in raising awareness in the faculty of board of trustee decisions and concerns

2. Assist the board in understanding the intricacies and complexities of academia by reflecting and raising awareness of the BOT regarding faculty concerns and opinion
3. AGB materials note that ex officio board members, such as the faculty trustee, do not technically "represent" the faculty, but rather serve in a capacity of broad public trust with a fiduciary responsibility to the university as a whole

BOT Student Trustee Responsibilities

Same as individual trustee responsibilities with the following exceptions/additions:

1. Serve as a liaison to the SGA in raising awareness in the SGA of board of trustee decisions and concerns
2. Assist the board in understanding the intricacies and complexities of student life, by reflecting and raising awareness of the BOT regarding student concerns and opinion
3. AGB materials note that ex officio board members, such as the student trustee, do not technically "represent" the students, rather they serve in a capacity of broad public trust with a fiduciary responsibility to the university as a whole

Expertise needed on BOT

1. Board diversity is essential along several dimensions including but not limited to, , ethnicity, geography, ideas, opinions, and talents
2. An affinity for the University of West Florida is essential for Board membership
3. Sufficient knowledge and understanding of the complexities of a large higher education organization
4. Ability to strengthen public confidence and trust in the organization and in higher education
5. A record of interest in higher education that demonstrates an understanding of its place in our diverse society
6. Intelligence, wisdom, breadth of vision, and a record of independent judgment
7. An inquiring mind and attitude of fairness in judgment
8. Sufficient time and energy to be an informed and active member
9. Understanding of the importance and role of philanthropy in a university

BOT Authorities and Responsibilities as listed in the Florida Statutes

1001.72(1) Power to adopt a corporate seal, to contract and be contracted with, to sue and be sued, to plead and be impleaded in all courts of law or equity, and to give and receive donations.

1001.73(1) Power, capacity and authority to convey, transfer, mortgage, or pledge such property held in trust and to contract and execute all other documents relating to said trust property

1001.73(2) Power to execute deeds, mortgages, leases, and other contracts of the university relating to real property

1001.74(1) Responsible for cost-effective policy decisions appropriate to the university's mission, the implementation and maintenance of high quality education programs., measurement of performance, reporting of information, provision of input regarding state policy, budgeting, and education standards.

1001.74(2) Vested with the authority to govern its university, as necessary to provide proper governance and improvement of the university

1001.74(3) Power to take action without a recommendation from the president and the power to require the president to deliver all data and information required by the board in the performance of its duties

1001.74(5) Authority to acquire real and personal property and contract for the sale and disposal of same and approve and execute contracts for the purchase, sale, lease, license, or acquisition of commodities, goods, equipment, contractual services, leases of real and personal property and construction.

1001.74(6) Responsibility for the use, maintenance, protection, and control of university-owned or university controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the university.

1001.74(7) Responsibility for establishment and discontinuance of degree programs up to and including the master's degree level

1001.74(8) Authorized to create divisions of sponsored research

1001.74(9) Responsible for ensuring that students have access to general education courses as identified in rule and requiring no more than 120 semester hours of coursework for baccalaureate degree programs

1001.74(10) Responsibility for policies related to students, enrollment of students, student activities and organizations, financial assistance, and other student services.

1001.74(11) Responsibility for establishing fees

1001.74(12) Responsible to submit an institutional budget request, including a request for fixed capital outlay, and an operating budget

1001.74(13) Responsible for accounting for expenditures of all state, local, federal, and other funds

1001.74((14) Responsible for the strategic plan specifying institutional goals

1001.74(15) Responsible for development of an accountability plan

- 1001.74(16) Responsible for maintaining an effective information system
- 1001.74(17) Authorized to secure comprehensive general liability insurance
- 1001.74(18) May provide payment for the cost of civil actions against officers, employees, or agents of the board
- 1001.74(19) Responsible to establish the personnel program for all employees of the university, including the president
- 1001.74(20) Authority to consider the past action of any person applying for employment and may deny employment to a person because of misconduct
- 1001.74(21) Authority to appoint a presidential search committee to make recommendations to the full Board of Trustees
- 1001.74(22) Responsible for conducting an annual evaluation of the president
- 1001.74(23) Contracting agent of the university
- 1001.74(24) Authority to enter into agreements for, and accept, credit card payments as compensations for goods, services, tuition, and fees.
- 1001.74(25) Authority to establish educational research centers for child development
- 1001.74(26) Authority to develop and produce work products relating to educational endeavors that are subject to trademark, copyright, or patent statutes
- 1001.74(27) Responsible for submitting, for approval, all new campuses and instructional centers
- 1001.74(28) Responsible for administering a program for the maintenance and construction of facilities
- 1001.74(29) Responsible for ensuring compliance for procurement and construction compliance
- 1001.74(30) Authority to exercise right of eminent domain
- 1001.74(31) Authority to sell, convey, transfer, exchange, trade, or purchase real property and related improvements necessary and desirable to serve the needs of the university
- 1001.74(32) Responsible for adopting a campus master plan

1001.74(33) Responsible for preparing, adopting, and executing a campus development plan

1001.74(34) Responsible for compliance with state and federal laws, rules, regulations, and requirements

1001.74(35) Authority to govern traffic on the grounds of the campus

1001.74(36) Responsibility for supervising faculty practice plans and academic health science centers

1001.74(37) Responsible for prescribing conditions for the direct-support organization and university health services support organizations to be certified and to use university property services

1001.74(38) Responsible for implementing a plan for working on a regular basis with other university board of trustees, representatives from the community college board of trustees, and representatives of the district school boards to achieve the goals of the seamless education system

1001.74(39) Authority to rent or lease parking facilities provided that such facilities are funded through parking fees or parking fines imposed by the university

1001.74(40) Authority to adopt rules and procedures related to data and technology including information systems, communication systems, computer hardware and software, and networks

1001.74(41) Authority for other duties as are provided by law or rule

References

Ingram, Richard, T.; New Trustee Orientation, Association of Governing Boards of Universities and Colleges, 2003.

Ingram, Richard, T.; Effective Trusteeship, Association of Governing Board of University and Colleges, 2004.

Ingram, Richard, T.; The Board Chair's Responsibilities, Association of Governing Board of University and Colleges, 2002.

The University of West Florida Board of Trustee Bylaws

The Association of Governing Board's Board of Trustees' Survey completed in June 2005

Florida State Statutes