

## MINUTES

UWF Board of Trustees  
Finance, Administration and Audit Committee Meeting  
UWF Conference Center  
March 11, 2008

Committee Chair Sharon Hess Herrick called the Finance, Administration, and Audit Committee meeting to order at 9:06 a.m. on Tuesday, March 11, 2008 asking Faye Bowers to call roll. Trustees with an asterisk\* by their names designates participation by conference call and/or Elluminate.

Committee members Present:

Ms. Sharon Hess Herrick  
Ms. Nancy Fetterman  
Mrs. Marny Gilluly\*  
Ms. Jeanne Godwin\*  
Mr. J.T. Young

Also attending:

Mr. K.C. Clark, BOT Chair  
Mr. Honor Bell, BOT vice Chair  
Dr. John Cavanaugh, President  
Dr. Hal White, Executive Vice President  
Dr. Dean Van Galen, Vice President for Development  
Mrs. Patricia Lott, General Counsel  
Ms. Kimberly Spear, Chief of Staff/Assistant Corporate Secretary/BOT  
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT  
Mr. Michael White, Director, ITS instructional Technology

### Chair's Greetings

Chair Hess Herrick welcomed everyone and thanked them for attending today's meeting.

### Action Items

1. **Minutes** - A motion was made to approve the Minutes of December 14, 2007 as presented.  
[http://uwf.edu/trustees/Mar11\\_08/121407FNMN.pdf](http://uwf.edu/trustees/Mar11_08/121407FNMN.pdf)

Motion by: Trustee Nancy Fetterman

Seconded by: Trustee Jeanne Godwin

Motion passed unanimously.

2. **Financial Audit of WUWF-FM** - A motion was made to accept the Financial Audit of WUWF-FM as presented by Ms. Betsy Bowers, Associate Vice President for IAMC and Mr. Pat Crawford, Executive Director for WUWF.

Motion by: Trustee Fetterman

Seconded by: Trustee Godwin

Motion passed unanimously.

3. **NCAA Audit** – A motion was made to accept the NCAA Agreed upon Procedures Intercollegiate Athletics Audit as presented by Ms. Betsy Bowers, Associate Vice President for IAMC.

Motion by: Trustee Fetterman

Seconded by: Trustee J.T. Young

Motion passed unanimously.

**4. Certification and Financial Audits of Direct Support Organizations**

(FIHMC) Florida Institute for Human & Machine Cognition - A motion was made to accept the financial audit of FIHMC as presented.

Motion by: Trustee Fetterman

Seconded by: Trustee Young

Motion passed unanimously.

- 5. UWF Internal Auditing Department Charter Updated** – Following a thorough discussion, a motion was made to accept a wording change in the charter for (IAMC) Internal Auditing & Management Consulting as presented by Ms. Betsy Bowers, Associate Vice President for IAMC.

Motion by: Trustee Fetterman

Seconded by: Trustee Young

Motion passed unanimously.

- 6. Campus Master Plan Update** – Following a report by Dr. Hal White, Executive Vice President, and Dr. Jim Barnett, Associate Vice President, Facilities, a motion was made to adopt the UWF Campus Master Plan update.

Motion by: Trustee Fetterman

Seconded by: Trustee Young

Motion passed unanimously.

- 7. Grant Proposal Under State University Research Commercialization Assistance Grant Program** – A motion was made to approve the Grant Proposal as presented by Dr. Richard Podemski, Associate Vice President for Research and Dean for Graduate Studies and to ratify the authority of Research and Sponsored Programs to submit similar proposals on behalf of the University and the Board of Trustees in the future.

Motion by: Trustee Young

Seconded by: Trustee Fetterman

Motion passed unanimously.

- 8. Code of Conduct for Student Loan Practices** – Following a discussion led by General Counsel Pat Lott, a motion was made to adopt the guidelines set forth by the Florida Board of Governors regarding the Code of Conduct relating to Student Loan Practices. General Counsel Lott noted that UWF goes above and beyond to remain in compliance due to practices already established.

Motion by: Trustee Young

Seconded by: Trustee Fetterman

Motion passed unanimously.

- 9. Material & Supply Fees** – A motion was made to approve the 2008-09 Material & Supply fees as presented by Dr. Pete Metarko, Associate Vice President for Enrollment Services.

Motion by: Trustee Young

Seconded by: Trustee Fetterman

Motion passed unanimously.

- 10. Capital Improvement Trust Fund Fee** – A motion was made to approve the Project List for the Capital Improvement Trust Fund Fees as presented by Dr. Jim Hurd, Associate Vice President for Student Affairs and Mr. William Healey, Executive Director for Student Affairs.

Motion by: Trustee Young

Seconded by: Trustee Fetterman

Motion passed unanimously.

11. **Educational Research Center & Child Development (ERCCD) Fees** – Following a discussion a motion was made to approve the ERCCD Fees for 2008-09 as presented by Dr. Jim Hurd and Mrs. Tulsa Morein, Director for ERCCD.

Motion by: Trustee Fetterman

Seconded by: Trustee Young

Motion passed unanimously.

12. **University Housing & Residential Life Fees** – A motion was made to approve the 2008-09 University Housing and Residential Life Fees as presented by Mr. Dan Motherway, Business Manager for Student Affairs.

Motion by: Trustee Young

Seconded by: Trustee Fetterman

Motion passed unanimously.

#### **Informational Items/Supplemental Reports**

1. **Update - 2007-08 Operating Budget** – Dr. Barry Brighton, Chief Financial Officer reported that current figures are exactly where they should be at this time.
2. **Update – Housing Expansion** – Dr. Debbie Ford reported that planning is currently underway for a new residence hall possibly in 2011.
3. **Update – Online Student Credit Hour Fee** – Dr. Pam Northrup, Associate Provost reported that the Online Student Credit Hour fee will be increased from \$10 to \$15 in the Fall of 2008.

With no further items to be brought before the committee at 10:12 a.m. Chair Hess Herrick called for adjournment. She reminded all of the 11:00 a.m. Johnson Scholarship Foundation Gift Announcement/Press Conference.

Respectfully submitted

Faye H. Bowers

Recording Secretary