

DRAFT MINUTES
UWF Board of Trustees
Finance, Administration and Audit Committee Meeting
UWF Conference Center
December 14, 2007

Committee Chair Sharon Hess Herrick called the Finance, Administration, and Audit Committee meeting to order at 8:44 a.m. on Friday, December 14, 2007 and asked Faye to call roll. Trustees with an asterisk* by their names participated by conference call.

Committee Members Present:

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

Also Attending:

Dr. John Cavanaugh, President
Dr. Hal White, Executive Vice President
Dr. Dean Van Galen, Vice President for Development
Ms. Anita Schonberger, General Counsel
Ms. Faye Bowers, Executive Specialist

Chair's Greetings

Chair Hess Herrick welcomed everyone and noted there would be a short agenda.

Action Items

1. A motion was made to approve the **Minutes of September 7, 2007.**

http://uwf.edu/trustees/Dec14_07/090707_FNMN.pdf

Motion by: Trustee Young

Seconded by: Trustee Gilluly

Motion passed unanimously.

2. Regarding Tuition and Fees, a motion was made to approve the items set forth in the recommendation **below** as presented by Barry Brighton.

“Approve amendment of UWF/REG 4.008 Tuition Rates, Fees, Fines, and Penalties, to reflect the 5% increase in undergraduate tuition approved by the Board of Governors, Florida legislature, and Governor from \$73.71 to &77.39 (+3.68) per credit.

Approve a correlating increase in financial aid fees of 18 cents per credit hour and approve amendment of UWF/REG 4.008 Tuition Rates, Fees, Fines, and Penalties to reflect the increase, as follows:

Undergraduate Resident from \$3.68 to \$3.86 (+.18) per credit

Undergraduate Non-Resident from \$24.13 to \$24.31(+.18) per credit

Undergraduate Qualified Alabama Resident from \$5.68 to \$5.86 (+.18) per credit

Ratify Emergency Regulation UWF-ER-6-4.008 Tuition Rates, Fees, Fines, and Penalties (Spring 2008).”

Motion by: Trustee Fetterman

Seconded by: Trustee J.T. Young

Motion passed unanimously.

3. A motion was made to approve the FY2008-09 – 2012-13 amended Fixed Capital Outlay Plan as presented by Dr. Hal White.

Proposed Amended Five-Year Plan (1 page)

http://uwf.edu/trustees/Dec14_07/CIP2_2008_09Exec_Summary.pdf

June 14 Approved Five-Year Plan (1 page)

http://uwf.edu/trustees/Dec14_07/CIP2_2008_09Exec_Summary_June07.pdf

Motion by: Trustee Gilluly
Seconded by: Trustee Fetterman
Motion passed unanimously.

4. A motion was made to approve the Student Activity & Service Fees; Health & Athletic Fees as presented by Dr. Jim Hurd.

Memo to Increase Fees (1 page)

http://uwf.edu/trustees/Dec14_07/MEMO_Increase.pdf

Exhibit A - UWF Fee History and Comparison of SUS Fees for 2007-08 (1 page)

http://uwf.edu/trustees/Dec14_07/Exhibit A.pdf

Exhibit B - Minutes of Student Fee Committee (1 page)

http://uwf.edu/trustees/Dec14_07/Exhibit B.pdf

Motion by: Trustee Young
Seconded by: Trustee Gilluly
Motion carried unanimously.

5. A motion was made to accept the DSO Audits as presented by Ms. Betsy Bowers for:

- a. West Florida Historic Preservation, Inc.

- i. West Florida Historic Preservation, Inc. (20 pages)

- http://uwf.edu/trustees/Dec14_07/WFHPI_Audit_June2007.pdf

- WFHPI Management Letter (3 pages)

- http://uwf.edu/trustees/Dec14_07/WFHPI_Management_Letter.pdf

- b. University of West Florida Foundation

- i. University of West Florida Foundation, Inc. (35 pages)

- http://uwf.edu/trustees/Dec14_07/FND_Final06_07Audit.pdf

- ii. UWF Foundation Management Letter (3 pages)

- http://uwf.edu/trustees/Dec14_07/FND_Management_Letter.pdf

- c. University of West Florida Research Foundation, Inc.

- i. University of West Florida Research Foundation, Inc. (18 pages)

- http://uwf.edu/trustees/Dec14_07/RSCH_FND_FY2007Audit_Report.pdf

Motion by: Trustee Fetterman
Seconded by: Trustee Gilluly
Motion carried unanimously.

6. A motion was made to approve the Sales Tax Audit as presented by Ms. Betsy Bowers. The audit refunded \$19,968.12 to UWF.

Florida Department of Revenue Form DR-1215 (3 pages)
http://uwf.edu/trustees/Dec14_07/STR.pdf

Motion by: Trustee Young
Seconded by: Trustee Gilluly
Motion carried unanimously.

7. A motion was made to approve the Social Security Number Usage Operation Report as presented by Ms. Betsy Bowers.

Social Security Number Usage Report (20 pages)
http://uwf.edu/trustees/Dec14_07/SSN_Report.pdf

Motion by: Trustee Young
Seconded by: Trustee Fetterman
Motion carried unanimously.

Informational Items

1. An update of the 2007-08 Operating Budget was presented by Mr. Barry Brighton, Chief Financial Officer.
2. A briefing of the 2006-07 Annual Financial Report to the State of Florida was made by Ms. Colleen Asmus, Controller.
3. Dr. Dean Van Galen, Vice President for University Advancement gave a PowerPoint presentation update on the *Creating Great Futures* Campaign.

With no further items to be brought before the committee, Chair Hess Herrick called for adjournment at 9:30 a.m.

Respectfully submitted

Faye H. Bowers
Recording Secretary