

DRAFT Minutes

University of West Florida Board of Trustees
Executive Committee Meeting
December 15, 2006
UWF Conference Center (Room B&C)

Call to Order

Chair K.C. Clark called the meeting to order at 11:14 a.m. and asked Faye Bowers to call roll with the following trustees in attendance. The order of the agenda was reversed in order for action items to occur at 11:30 a.m. or thereafter.

Mr. K.C. Clark
Mr. Honor Bell
Mrs. Sharon Hess Herrick
Mr. Roy Smith
Mrs. Catherine Kelly

Others

Mrs. Marny Gilluly, Trustee
Mrs. Jeanne Godwin, Trustee
Mrs. Nancy Fetterman, Trustee
Dr. John Cavanaugh, President
Dr. Hal White, Executive Vice President
Ms. Anita Schonberger, General Counsel
Ms. Kimberly Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Informational/Discussion Items

First, Chair Clark announced that he has appointed Mrs. Catherine Kelly to serve on the Executive Committee.

1. Chair addressed items 1 and 2 in an update from his attendance at the Board of Governors Workshops on October 18 and October 25, 2006. Both meetings were very productive regarding legislative issues and communication between the Board of Governors and university boards of trustees and coordination of meetings. All Board chairs were able to meet with BOG.

It was suggested, in consultation with the BOG, to invite selected BOG individual members to university commencement as guest to learn more about UWF. President Cavanaugh and his staff will follow through with this project.

Chair Clark felt both meetings were of benefit to all who participated. BOG affirmed that it is responsible for managing state university boards and encouraged all trustees to attend any BOG functions when able.

Dr. Cavanaugh said from the presidents' view at BOG meetings, all presidents are required to sit at conference table and that all university presidents are pleased to see better communication steps taken.

Action Items

1. A motion was made to approve the **minutes of October 3, 2006** as presented.
Motion by: Trustee Hess Herrick
Seconded by: Trustee Kelly
Motion carried unanimously.
2. Following a discussion, a motion was made to approve the UWF **Continuity of Leadership Plan** as presented by Chair Clark who pointed out that this particular item was carried over from the September meeting being cancelled due to lack of a quorum.

UWF Continuity of Leadership Plan
Inability of President to Discharge the Powers and Duties of Office
or Death, Resignation or Removal of President

In the event of the inability of the President of the University of West Florida to discharge the powers and duties of the office of the President, or in the event of the President's death, resignation or removal from office, the Chair of the Board of Trustees, who has been delegated such authority by the full board, will select an individual to serve as Acting President. In the event that the Board Chair is not available, then authority, based upon availability, goes next to the Vice Chair, then to the Chair of the Finance, Administration and Audit Committee, then to the Chair of the Academic and Student Affairs Committee, and then to any available member of the Executive Committee. The Acting President will serve temporarily, until the President is able to resume discharging the powers and duties of his or her office or until an interim President is selected by the Board of Trustees.

If necessary, the Board of Trustees will select and appoint an individual to serve as interim President. The interim President shall be selected from individuals outside of the University. Therefore, under ordinary circumstances, no individuals who are employed at the University at the time an interim is selected shall be eligible to be selected as the interim President. The Board of Trustees has determined that, under ordinary circumstances, selecting an individual from outside the University to fill the interim appointment will assure that all senior administrators remain in their positions, allowing for the greater continuity of leadership. The Board has determined that, under ordinary circumstances, the individual serving as interim President may not apply for or be considered as a candidate for the position of President. The Board of Trustees shall determine the steps to be taken to select an interim President, the terms and conditions of the appointment and the duration of the appointment.

The Acting President role is a short term appointment until the President is able to return to duties or until an interim president is selected by the full Board. This plan applies to all executive leadership positions. It also states that no one will be removed from an executive leadership role to fill said vacancy so that disruption of current team will not occur.

Motion by Trustee Hess Herrick
Seconded by: Trustee Smith
Motion passed unanimously.

Adjournment occurred at 11:45 a.m.