

DRAFT MINUTES
UWF Board of Trustees
Finance, Administration and Audit Committee Meeting
UWF Conference Center
June 2, 2009

Committee Chair Marny Gilluly called the Finance, Administration, and Audit Committee meeting to order at 9:31 a.m. on June 2, 2009 asking Faye Bowers to call roll. Committee members present were:

Mrs. Marny Gilluly
Ms. Jeanne Godwin
Mrs. Sharon Hess Herrick
General Chuck Horner (RET)
Mr. J.T. Young

Also attending:

Mr. K.C. Clark, BOT Chair
Mr. Roy Smith, BOT vice Chair
Dr. Judy Bense, President
Dr. Hal White, Executive Vice President
Mrs. Patricia Lott, General Counsel
Dr. Kimberly Sessions Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT
Dr. Michael White, ITS
Mr. Matt McKinney, UC Sound

Chair's Greetings

Chair Gilluly welcomed everyone and thanked them for attending. She expressed her appreciation to Trustee Hess Herrick who formerly served as committee chair.

Action Items

1. Minutes of March 6, 2009

A motion was made to approve the minutes of March 6, 2009 as presented.

http://uwf.edu/trustees/2Jun_09/FNMN030609.pdf

Motion by: Trustee Godwin

Seconded by: Trustee Young

Motion carried unanimously.

2. FY2010-14 PECO Fixed Capital Outlay 5 Yr. Plan was presented by Dr. Hal White. A motion was made to approve the **FY2010-14 PECO Fixed Capital Outlay 5 Yr. Plan.**

http://uwf.edu/trustees/2Jun_09/FY2010_14_PECO_5yr_Plan.pdf

Motion by: Trustee Young

Seconded by: Trustee Horner

Motion carried unanimously.

- 3. Amendment to UWF/REG 5.010 (ERCCD) Educational Research Center for Child Development** was presented by Dr. Tammy McGuckin. The purpose and effect of the amendment is to update the regulation to reflect recent changes in the relevant Florida Board of Governors' regulation which requires the university to adopt regulations for the operation of ERCCD. A motion was made to approve the **Amendment to UWF/REG 5.010 (ERCCD)**.

http://uwf.edu/trusteese/2Jun_09/NOA5.010ERCCD.pdf

Motion by: Trustee Hess Herrick

Seconded by: Trustee Young

Motion carried unanimously.

- 4. UWF Annual Financial Report for 2007-08 #2009.126** was presented by Ms. Colleen Asmus. A motion was made to approve the University's audited financial statement, notes and management's discussion and analysis as published in the **UWF Annual Financial Report for 2007-08 #2009.126** which had no findings.

http://uwf.edu/trustees/2Jun_09/UWF_FSFY2008.pdf

Motion by: Trustee Young

Seconded by: Trustee Godwin

Motion carried unanimously.

- 5. Amended Guidelines for Naming Opportunities** was presented by Ms. Martha Lee Blodgett. A motion was made to approve the **Amended Guidelines for Naming Opportunities**, *specifically the addition of Section IV, Renaming Policies, provides guidance in the event of an unlikely and unforeseen situation in which a name change or removal must be contemplated*. The Executive Committee of the UWF Foundation Board of Directors is supportive of this addition to the policy.

http://uwf.edu/trustees/2Jun_09/G_lines_Naming.pdf

Motion by: Trustee Hess Herrick

Seconded by: Trustee Young

Motion carried unanimously.

- 6. Lease of Pensacola Historical Society Buildings** was presented by Mr. Richard Brosnaham.

A motion was made to (i) approve form of lease agreement between the University of West Florida, for and on behalf of the University of West Florida Board of Trustees and West Florida Historic Preservation, Inc. relating to the Pensacola Historical Society properties and (ii) authorize execution of the lease agreement by President Bense in substantially the form attached, with such modifications and amendments as may be approved by the President and General Counsel prior to execution.

http://uwf.edu/trustees/2Jun_09/Lease_PHS_Bldgs_UWF.pdf

Motion by: Trustee Hess Herrick

Seconded by: Trustee Horner

Motion carried unanimously.

- 7. Property Exchange between West Florida Historic Preservation, Inc. and the FL Institute**

for Human and Machine Cognition was presented by Mr. Richard Brosnaham. A motion was made to (i) Approve concept of property exchange between West Florida Historic Preservation, Inc. (WFHPI) and the Florida Institute for Human and Machine Cognition (FIHMC) and (ii) authorize WFHPI, with the concurrence of the UWF general counsel, to execute a property exchange with the FIHMC as directed by the Florida Department of Environmental Protection (FDEP) and the Trustees of the Internal Improvement Trust Fund (TIITF).

Motion by: Trustee Hess Herrick

Seconded by: Trustee Godwin

Motion carried unanimously.

8. **Proposed Amendment to UWF Code Section 401(A) Defined Contribution Retirement Plan & Trust** was presented by Ms. Patricia Lott. A motion was made to (i) Approve attached amendment to University 401(a) Defined Contribution Retirement Plan and Trust including revisions required by recent amendments to federal law; and (ii) authorize execution of the amendment by Chair Clark in substantially the form attached, with such modifications and amendments as may be approved by Chair Clark and General Counsel prior to execution.

http://uwf.edu/trustees/2Jun_09/INDY2328993_v1_UWF_Amend_One401.pdf

Motion by: Trustee Young

Seconded by: Trustee Horner

Motion carried unanimously.

9. **UWF FL Equity Reports** was presented by Ms. Sherell Hendrickson. The University of West Florida submits the Florida Equity Report that encompasses student enrollment, gender equity in athletics, and employment and that identifies measures and enhances our progress toward appropriate representation. A motion was made to approve the 2008-09 UWF Florida Equity Reports; Enrollment, Gender Equity in Athletics and Employment.

http://uwf.edu/trustees/2Jun_09/FL_Equity_RPT.pdf

Motion by: Trustee Hess Herrick

Seconded by: Trustee Young

Motion carried unanimously.

10. **2009/10-2010/11 (IAMC) Internal Auditing & Management Consulting Work Plan** was presented by Ms. Betsy Bowers. A motion was made to approve the 2009/10 – 2010/11 Work Plan for UWF Internal Auditing & Management Consulting.

http://uwf.edu/trustees/2Jun_09/IAMC_WP.pdf

Motion by: Trustee Godwin

Seconded by: Trustee Hess Herrick

Motion carried unanimously.

11. **FY2007/08 UWF Bright Futures Scholarship Program Audit** was also presented by Ms. Betsy Bowers. A motion was made to accept the FY2007/08 UWF Bright Futures Scholarship Program Audit by the Auditor General.

http://uwf.edu/trustees/2Jun_09/FL_Br_F2009_206.pdf

Motion by: Trustee Young

Seconded by: Trustee Hess Herrick
Motion carried unanimously.

12. Updated Equipment Fees for 2009-2010 was presented by Dr. Pete Metarko. **Florida Statutes, Chapter 1009.24 (13) states:** *“Each university board of trustees is authorized to establish the following fee...(n) Fees and fines relating to the use, late return, and loss and damage of facilities and equipment.”* A motion was made to approve the updated Equipment Fees for 2009-10.

http://uwf.edu/trustees/2Jun_09/EQ_Fee_Summary_Rpt.pdf

http://uwf.edu/trustees/2Jun_09/EQ_Fees.pdf

Motion by: Trustee Hess Herrick
Seconded by: Trustee Young
Motion carried unanimously.

Informational/Discussion Items

- 1. An Update on P-Card Audits Quarterly (Jan-Mar 09)** was presented by Ms. Betsy Bowers.
- 2. An Update on FY 08-09 Operating Budget Summary** was presented by Dr. Susan Stephenson.

http://uwf.edu/trustees/2Jun_09/FY09_3Qtr_Final.pdf

Adjournment occurred at 10:29 a.m.

Respectfully submitted,
Faye H. Bowers, Recording secretary