

Draft Minutes

University of West Florida Board of Trustees Meeting

June 14, 2007

UWF Conference Center (B22, Rooms B & C)

Board Chair K.C. Clark called the meeting to order at 1:03 p.m. welcoming those in attendance. Clark then asked Faye Bowers to call roll with the trustees listed below in attendance. Those attending via conference call are designated with an asterisk* following their names.

Mr. Honor Bell
Mr. K.C. Clark
Ms. Nancy Fetterman
Mrs. Marny Gilluly
Mrs. Jeanne Godwin
Dr. Jay Gould
Mrs. Sharon Hess Herrick
General Chuck Horner, retired
Ms. April Jardine
Mrs. Catherine Kelly*
Mr. Collier Merrill
Mr. Roy Smith
Mr. J.T. Young

Others were attending:

Dr. John C. Cavanaugh, President
Dr. Hal White, Executive Vice President
Dr. Debbie Ford, Vice President for Student Affairs
Dr. Dean Van Galen, Vice President for Development
Mr. Bert Hartley, Interim Vice President for Administrative Affairs
Ms. Anita Schonberger, General Counsel
Mr. Pat Crawford*, Associate Vice President for Marketing Communications
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Chair Clark welcomed everyone. He also thanked WUWF for broadcasting the webcast. He introduced the incoming Faculty Senate President, Dr. Scott Marzilli. Dr. Marzilli will also be assuming Dr. Gould's seat at the next meeting. Chair Clark also welcomed April Jardine who is the incoming SGA President and who assumed Christina Genualdi's seat. Clark, also announced that Pat Crawford was joining via conference phone. Pat said that it was his 19th day on the road from Jacksonville, Florida to Washington, DC. at the National Public Radio Headquarters, that he has had an amazing journey and is still accepting sponsorships.

President's Report

Dr. Cavanaugh welcomed everyone to the meeting.

He recognized Dr. Jeremy Haefner, ACE Fellow who will be departing UWF on June 14. He reported that Dr. Joe Peters will be an ACE Fellow at the University of Florida and Dr.

George Ellenberg will be at Georgia College and State University. Cavanaugh announced the new ACE fellow, Paul Jones from Georgia College and State University. He, also echoed the sentiments of Chair Clark in welcoming new members Scott Marzilli and April Jardine.

National & Statewide Issues

Board of Governors Update- Dr. Cavanaugh stated that the BOG was meeting at this time and discussing the tuition issue. The Governor's veto will be addressed later but it isn't looking very good. For the Maritime Museum Update, Cavanaugh noted that the University is responsible for the construction and design of the museum, and will operate within guidelines. Miller Caldwell, along with other partners including Ray Guindroz have been awarded the design contract.

Becoming the Best Regional Comprehensive University in America

As evidenced in gifts like:

Endowment gift of \$600,000 from Blue Cross and Blue Shield of Florida (BCBSF) to the UWF Foundation. The gift will provide support for launching a Master of Science in Nursing (MSN) degree program at UWF with tracks in nursing education and nursing administration. With an anticipated match through the State of Florida's Major Gifts Challenge program, the gift will create a \$1.02 million endowment to support UWF's Nursing program. Thanks to Trustee Catherine Kelly for taking the lead.

Designation as the Emerald Coast Boosting Engineering, Science, and Technology (BEST) hub. Appreciate Trustee JT Young's leadership (\$15k from Gulf Power) UWF Hosted the competition on October 27th. Teams from middle and high schools across the region will have six weeks to design and build a remote-controlled robot to solve a problem or perform a specific function.

ERCCD Voluntary Pre Kindergarten program earned the highest Kindergarten Readiness score possible (300) from the State of Florida.

Annual CROP event coming up June 30th. CROP is funded by the Florida Department of Education to provide a pre-collegiate program that serves low income, first generation college students. The primary purpose of CROP is to prepare disadvantaged students for post-secondary education.

Twenty-six middle-school students from Gero, Pensacola's sister city in Japan, visited March 27 through April 4. This annual exchange program began in 1994 with the town of Hagiwara, Japan, which merged with three other towns and one village to form the city of Gero in 2004.

On-Campus Successes

Enrollment Update- Summer was up almost 10% due to online programs

Summer Online Program

Moving to hosting two commencements in both Fall and Spring due to successful enrollments with one service in the morning and one in the afternoon.

Employees of the month- Chat Sue (Pensacola Campus, Ester Molder and John Waldron (Emerald Coast-FWB), Festival on The Green had 19,400 visitors (Thanks to Jeff Comeau & Peter Robinson & Connie Marse-the three co-chairs.)

UWF will receive the Womens' and Mens' Gulf South Conference All-Sports Trophies at the annual meeting later this month. This is a huge accomplishment and has only happened one other time in UWF history where both trophies have been awarded to UWF in the same year. It was a banner year for UWF athletics.

Retirees Club Created and has 87 members so far.

Chair Clark also thanked and gave credit to Blue Cross and Blue Shield and Catherine Kelly. He also gave tribute to Richard Berg in relation to accomplishments in athletics.

Dr. Debbie Ford introduced the new Student Orientation leaders and staff. They are led by Keevis Lewis and Darren Campbell. She recognized Michael Jasek, Associate Dean of Students, who is the faculty member who oversees the program. She also shared her full report and introduced the new Athletic Director, Todd Davis.

Committee Reports

Finance, Administration & Audit Committee

Committee Chair Sharon Hess Herrick brought the following items for approval by the board in the form of a motion. All were approved by the board.

- Delegation of Authority for University Property
- Regulation Amendment- UWF/REG 6.004 Surplus Property
- Approval of Tuition and Fee increase, Regulation Amendment- UWF/ER0502007 (emergency regulation); Tuition, Fees, Fines, and Penalties 2007 and UWF REG4.008, delegation of authority to executive committee for regulation approval and to consider increase in undergraduate matriculation fees if reauthorized.
- Regulation Amendment- UWF/REG 5.001 Parking and Traffic Control 2007
- 2006 Educational Plant Survey
- Housing Rates for Triple Occupancy- \$1500 for triple occupancy, renovations will be about \$5200
- Health Fee Collection Practices- Health Fee will be imposed on **all** students. Appeal process is available.
- Legislative Budget Request
- Five Year (PECO) Public Education Capital Outlay Improvement Plan
- (IAMC) Internal Auditing Work Plan 2007/08
- 2006 UWF Annual Financial Audit 2007.155
- Internal Auditing Report on (SES) Supplemental Education Services
- State of Florida Compliance and Internal Controls Over Financial Reporting and Federal Awards for FY 2005/2006 Audit Report
- 2006-07 UWF Florida Equity Report
- Proposal for Pensacola Historical Society to join WFHPI
- Proposal for Alger-Sullivan Historical Society, Inc to join WFHPI- conceptual

Academic and Student Affairs Committee

Committee Chair Roy Smith brought the following action items for approval by the board.

- The Academic Misconduct Code (UWF/REG 3.030) was updated with the major change being in centralizing records. The code was reviewed by the Faculty Senate and the Student Government.
- The update of the Student Code of Conduct (UWF/REG 3.010).

Executive Committee

Chair Clark reported that there were no action items for the Executive Committee. There was a clarification of the University employment policy which sets forth the Executive Service Pay Plan.

Full Board Items

A motion for approval of minutes from March 20, April 12, and May 4 was made.

Motioned: Trustee Gilluly

Seconded by: Trustee Merrill

Motion passed unanimously.

Dr. Cavanaugh presented regarding the approval of tenure. There is a very rigorous process that faculty must go through.

Motioned by: Trustee Merrill

Seconded by: Trustee Gould

Motion passed unanimously.

Dr. Cavanaugh presented the Strategic Plan. This has been a year long process which included surveys and responses. He thanked the facilitation team, writing board, the editorial board, and many others. There have been five new priorities that they have distilled. These priorities will be handed off to each division for making action plans with goals and outcomes and how they will be measured.

Motioned by: Trustee Merrill

Seconded by: Trustee Young

Motion passed unanimously.

Dr. Barry Brighton presented the Consolidated Operating Budget. This was also presented to the Finance Committee on June 4, 2007. The budget has grown in revenue by 2.98%. The ENG budget was conservative. Our overall numbers will look much better due to enrollment. The legislature also plans to provide each employee a \$1000 lump sum on November 1st. He asked for the approval of the board for the resolution granting the President to make subsequent changes to this budget.

Motioned by: Trustee Fetterman

Seconded by: Trustee Young

Motion passed unanimously.

Approval of revised meeting dates for 2007-08 due to conflict with BOG meetings. March and June meetings specifically.

Motioned by: Trustee Godwin
Seconded by: Trustee Gilluly
Motion passed unanimously.

The next item included the resolutions in recognition of distinguished service regarding Jay Gould and Christina Genualdi. Chair Clark thanked them both for their service with the BOT.
http://uwf.edu/trustees/Sept7_07/Gould_R20072.pdf (1 page)

http://uwf.edu/trustees/Sept7_07/Genualdi_R20073.pdf (1 page)

Motioned by: Trustee Merrill
Seconded by: Trustee Gilluly
Motion passed unanimously.

Informational/Discussion Items

Dr. Jim Barnett presented the 2006 Campus Master Plan Update. The plan is updated every five years. There were five subcommittees that focused on the specific topics. There will be a 2/3 mile roadway extension on the campus to provide a perimeter route around the campus. There will also be fourteen additional buildings which will represent 500,000 square feet. The final report is due to BOG in August. He was asking for conceptual approval. In December, the plan will be brought back to the board for adoption. Steve Gift also gave a presentation on the evolution and development of the plan.

Hal White, Executive Vice President, provided an update regarding Separation with Advanced Notice (SWAN). He reminded the Board that SWAN was originally adopted by the Board in 2004. He explained that all University Work Force employees are covered by the policy. He further explained that the Office of Human Resources has reviewed requests by supervisors to separate employees through the SWAN process. As a result of its review, since July 2004, the Office of Human Resources has prevented 5 potential SWAN notices out of a total of 9 potential SWAN notices. Only 4 out of the 9 potential SWAN notices were issued. There were 9 potential SWAN notices in all categories of University Work Force employees since July 2004, not just employees who were formerly in the USPS classification.

Ted Pye (representative of Florida AFSCME) requested and received permission to address the Board. He stated that the workers and the Union are not in favor of SWAN. They have been working to get a contract. Chair Clark reminded Mr. Pye that the decision regarding SWAN was made by the Board at its last meeting (March 20, 2007) and that today's discussion was related to the administration's response to the board's request for additional information regarding SWAN.

Survey results from last meeting. Chair Clark addressed the concern for discussing or voting on action items. He also encouraged everyone to fill out the meeting evaluation for today.

Future events were discussed.

Motion for adjournment was made at 3:02 p.m.

Motioned by: Trustee Merrill
Seconded by: Trustee Bell

Respectfully submitted,

Faye Bowers
Recording Secretary