

## MINUTES

UWF Board of Trustees  
Finance, Administration and Audit Committee Meeting  
UWF Conference Center  
June 3, 2008

Committee Chair Sharon Hess Herrick called the Finance, Administration, and Audit Committee meeting to order at 10:09 a.m. on June 3, 2008 asking Faye Bowers to call roll. Committee members present were:

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. Chula King, Interim Provost  
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. Jim Matson, ITS  
Mr. Matt McKinney, UC Sound

### Chair's Greetings

Chair Hess Herrick welcomed everyone and thanked them for attending the meeting saying it should be very productive.

### Action Items

1. A motion was made to approve the **Minutes of March 11, 2008** as presented.  
[http://uwf.edu/trustees/Jun3\\_08/031108FNMN.pdf](http://uwf.edu/trustees/Jun3_08/031108FNMN.pdf)  
Motion by: Trustee Gilluly  
Seconded by: Trustee Godwin  
Motion carried unanimously.
2. A motion was made to accept the **2007 UWF Annual Financial Audit Report No. 2008-157** as presented by Colleen Asmus.  
*Report* - [http://uwf.edu/trustees/Jun3\\_08/2008-157.pdf](http://uwf.edu/trustees/Jun3_08/2008-157.pdf)  
Motion by: Trustee Young  
Seconded by: Trustee Fetterman  
Motion carried unanimously.
3. A motion was made to approve the following employees the **Authorization to Sign Checks**.  
Dr. Hal White, Executive Vice President  
Mr. Mike Dieckmann, Sr. Associate Vice President  
Ms. Colleen Asmus, Assistant Vice President for Finance/Controller  
Mr. Doyle Pitts, Assistant Controller

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

4. A motion was made to approve the **Authorization to Transfer Funds** as presented by Colleen Asmus.  
Motion by: Trustee Fetterman  
Seconded by: Trustee Young  
Motion carried unanimously.
5. A motion was made to accept the **2006-07 Federal Funds Audit by Auditor General No. 2008-141** as presented by Betsy Bowers. Bowers reported that the prior Audit had 6 findings; all which had been corrected. Furthermore, Bowers reported there were NO audit findings for the current audit which is a commendation to UWF Financial Services, Office of Financial Aid and Office of Research and Sponsored Programs.  
*Report* - [http://uwf.edu/trustees/Jun3\\_08/2008-141.pdf](http://uwf.edu/trustees/Jun3_08/2008-141.pdf)  
*Summary Schedule Prior Findings* – [http://uwf.edu/trustees/Jun3\\_08/2008-141Summary.pdf](http://uwf.edu/trustees/Jun3_08/2008-141Summary.pdf)  
Motion by: Trustee Young  
Seconded by: Trustee Fetterman  
Motion carried unanimously.
6. A motion was made to approve the **2008-09 (IAMC) Internal Auditing Work Plan** as presented by Betsy Bowers.  
Motion by: Trustee Gilluly  
Seconded by: Trustee Young  
Motion carried unanimously.
7. A motion was made to approve the **FY2009/2010 – 2013/2014 Fixed Capital Outlay Plan** as presented by Dr. Hal White. Dr. Jim Barnett was available for questions if needed.  
*CIP Executive Project Summary* – [http://uwf.edu/trustees/Jun3\\_08/CIP\\_FY09\\_10.pdf](http://uwf.edu/trustees/Jun3_08/CIP_FY09_10.pdf)  
Motion by: Trustee Young  
Seconded by: Trustee Gilluly  
Motion carried unanimously.
8. A motion was made to approve the **2007-08 UWF Florida Equity Report** as presented by Ms. Cindy Faria.  
*FL Ed. Equity Act Report* – [http://uwf.edu/trustees/Jun3\\_08/Equity\\_Report.pdf](http://uwf.edu/trustees/Jun3_08/Equity_Report.pdf)  
Motion by: Trustee Gilluly  
Seconded by: Trustee Fetterman  
Motion carried unanimously.
9. A motion was made to delegate authority to the UWF BOT Executive Committee for passage of **Amendment: UWF/REG 4.008 – Tuition and Fees, Fines and Penalties (Spring 2008)** as presented by Dr. Pete Metarko.  
*Proposed Amendments* – [http://uwf.edu/trustees/Jun3\\_08/UWFREG\\_4.008.pdf](http://uwf.edu/trustees/Jun3_08/UWFREG_4.008.pdf)  
*Equipment Fees* - [http://uwf.edu/trustees/Jun3\\_08/UWFREG\\_EQFees.pdf](http://uwf.edu/trustees/Jun3_08/UWFREG_EQFees.pdf)  
Motion by: Trustee Young  
Seconded by: Trustee Gilluly  
Motion carried unanimously.

10. A motion was made to accept the **Overview of Implemented Budget Reductions** as presented by:  
Dr. Chula King, *Academic Affairs* - [http://uwf.edu/trustees/Jun3\\_08/AA\\_BR.pdf](http://uwf.edu/trustees/Jun3_08/AA_BR.pdf)  
Dr. Hal White, *University Affairs* – [http://uwf.edu/trustees/Jun3\\_08/UN\\_AFF\\_BR.pdf](http://uwf.edu/trustees/Jun3_08/UN_AFF_BR.pdf)  
Dr. Dean Van Galen, *University Advancement* - [http://uwf.edu/trustees/Jun3\\_08/UN\\_ADV\\_BR.pdf](http://uwf.edu/trustees/Jun3_08/UN_ADV_BR.pdf)  
Dr. Jim Hurd for Dr. Debbie Ford, *Student Affairs* - [http://uwf.edu/trustees/Jun3\\_08/SA\\_BR.pdf](http://uwf.edu/trustees/Jun3_08/SA_BR.pdf)

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

11. A motion was made to **Approve** the estimated Operating Budget for the fiscal year ending June 30, 2009 for both appropriated and non-appropriated funds,  
*and*

**Authorize** the President or his designee to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Board of Governors by August 2008, and other changes during the fiscal year as presented by Barry Brighton.

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

*(Barry Brighton followed up with an update of the 2007-08\*\* (3<sup>rd</sup> quarter) Operating Budget.)*

12. A motion was made to approve the **Naming of UWF Baseball Field** as Spooner Field (not the park) in honor of former UWF Coach Jim Spooner as presented by President John Cavanaugh, Mr. Bill Healey, and Mr. K.C. Roberts. An endowment of \$27,000 or more has been established for Spooner Field.

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

### Adjournment

With no further items to be brought before the committee a motion was made at 12:25 p.m. for adjournment.

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

Respectfully submitted,

Faye H. Bowers  
Recording Secretary