

**DRAFT MINUTES**  
**UWF Board of Trustees**  
**Finance, Administration and Audit Committee Meeting**  
**UWF Conference Center**

Committee Chair Sharon Hess Herrick called the Finance, Administration, and Audit Committee meeting to order at 9:38 a.m. on March 6, 2009 asking Faye Bowers to call roll. Committee members present are below. Those participating by conference call are designated so with an asterisk.

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

Also attending:

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

**Chair's Greetings**

Chair Hess Herrick welcomed everyone and thanked them for attending.

**Action Items**

**1. Minutes of December 12, 2008**

[http://uwf.edu/trustees/6Mar\\_09/Draft\\_FNMN121208.pdf](http://uwf.edu/trustees/6Mar_09/Draft_FNMN121208.pdf)

Motion by: Trustee Gilluly

Seconded by: Trustee Horner

Motion passed unanimously.

**2. Material & Supply Fees for Academic Year 2009-2010** was presented by Dr. Pete Metarko.

A motion was made to approve the 2009-10 Academic Year Material & Supply Fees.

[http://uwf.edu/academic/botagendaitems/Material and Supply Fees Yearly Comparison 2009 2010.pdf](http://uwf.edu/academic/botagendaitems/Material_and_Supply_Fees_Yearly_Comparison_2009_2010.pdf)

[http://uwf.edu/academic/botagendaitems/Material and Supply Fees Web Page Listing 2009 2010.pdf](http://uwf.edu/academic/botagendaitems/Material_and_Supply_Fees_Web_Page_Listing_2009_2010.pdf)

Motion by: Trustee Godwin

Seconded by: Trustee Gilluly

Motion passed unanimously.

3. **UWF/REG 4.002 Waiver of Tuition and Fees** was presented by Dr. Pete Metarko. A motion was made to adopt the amendment to UWF Regulation 4.002.

[http://uwf.edu/trustees/6Mar\\_09/Notice\\_UWFREG4002.pdf](http://uwf.edu/trustees/6Mar_09/Notice_UWFREG4002.pdf)

[http://uwf.edu/trustees/6Mar\\_09/Academic\\_Merit\\_Scholarship.pdf](http://uwf.edu/trustees/6Mar_09/Academic_Merit_Scholarship.pdf)

[http://uwf.edu/trustees/6Mar\\_09/Freshman\\_Leadership\\_Scholarship.pdf](http://uwf.edu/trustees/6Mar_09/Freshman_Leadership_Scholarship.pdf)

Motion by: Trustee Horner

Seconded by: Trustee Gilluly

Motion passed unanimously.

4. **UWF Educational Research Center for Child Development (ERCCD) Fees** was presented by Ms. Tulsa Morein and Dr. Tammy McGuckin. A motion was made to approve the proposed fee increases effective Fall Semester, 2009.

[http://uwf.edu/trustees/6Mar\\_09/ERCCD\\_A.pdf](http://uwf.edu/trustees/6Mar_09/ERCCD_A.pdf)

Motion by: Trustee Gilluly

Seconded by: Trustee Horner

Motion passed unanimously.

5. **University Housing & Residence Life Rental Rates** was presented by Mr. Dan Motherway. A motion was made to approve the proposed rental rate increase effective Fall, 2009.

[http://uwf.edu/trustees/6Mar\\_09/ExhibitA.pdf](http://uwf.edu/trustees/6Mar_09/ExhibitA.pdf)

[http://uwf.edu/trustees/6Mar\\_09/ExhibitB.pdf](http://uwf.edu/trustees/6Mar_09/ExhibitB.pdf)

Motion by: Trustee Godwin

Seconded by: Trustee Gilluly

Motion passed unanimously.

6. **Razing of Building 42** was presented by Dr. Hal White and Dr. Jim Barnett. A motion was made to approve the razing of B42.

[http://uwf.edu/trustees/6Mar\\_09/B42\\_razing.pdf](http://uwf.edu/trustees/6Mar_09/B42_razing.pdf)

Motion by: Trustee Horner

Seconded by: Trustee Godwin

Motion passed unanimously.

Items 7 – 10 were addressed and acted upon together as noted below.

7. **Financial Audit of Intercollegiate Athletics**

[http://uwf.edu/trustees/6Mar\\_09/Athl\\_Audt\\_Fin\\_Stm063008.pdf](http://uwf.edu/trustees/6Mar_09/Athl_Audt_Fin_Stm063008.pdf)

8. **Financial Audit of WUWF-FM**

[http://uwf.edu/trustees/6Mar\\_09/WUWF\\_FM.pdf](http://uwf.edu/trustees/6Mar_09/WUWF_FM.pdf)

9. **Financial Audit of Direct Support Organization (FIHMC)** Florida Institute for Human & Machine Cognition

[http://uwf.edu/trustees/6Mar\\_09/FIHMC.pdf](http://uwf.edu/trustees/6Mar_09/FIHMC.pdf)

**10. Review and acceptance of UWF Operational Audit #2009-109 by the Auditor General.**

[http://www.myflorida.com/audgen/pages/pdf\\_files/2009-109.pdf](http://www.myflorida.com/audgen/pages/pdf_files/2009-109.pdf)

A motion was made to accept the Financial Audit of Intercollegiate Athletics, Financial Audit of WUWF-FM, Financial Audit of Direct Support Organization (FIHMC) and review and acceptance of UWF Operational Audit #2009-109 by the Auditor General as presented by Ms. Betsy Bowers.

Motion by: Trustee Godwin

Seconded by: Trustee Young

Motion passed unanimously.

**11. Identity Theft Prevention Program** was presented by Ms. Patricia Lott. A motion was made to approve the Identity Theft Prevention Program (Red Flag Rules).

[http://uwf.edu/trustees/6Mar\\_09/Draft\\_ID\\_Theft\\_Prev\\_Prog.pdf](http://uwf.edu/trustees/6Mar_09/Draft_ID_Theft_Prev_Prog.pdf)

Motion by: Trustee Gilluly

Seconded by: Trustee Godwin

Motion passed unanimously.

**12. UWF Internal Auditing & Management Consulting – Audit Report on Research & Sponsored Programs, Billings & Collections** was presented by Ms. Betsy Bowers. A motion was made to accept the Internal Auditing Report on Research & Sponsored Programs, Billings, and Collections.

[http://uwf.edu/trustees/6Mar\\_09/RSP\\_BC.pdf](http://uwf.edu/trustees/6Mar_09/RSP_BC.pdf)

Motion by: Trustee Horner

Seconded by: Trustee Young

Motion passed unanimously.

Informational/Discussion Items

1. **PCard Audit – Quarterly Update (October – December 2008)** was presented by Ms. Betsy Bowers.
2. **UWF Internal Auditing & Management Consulting – Update on Management Advisory Services** was presented by Ms. Betsy Bowers.
  - Update - FEMA check received today
  - Update - Risk Analysis
  - Update - Scholarship Allocation criteria

**Adjournment**

With no further items to be brought before the committee a motion was made at 10:40 a.m. for adjournment.

Motion by: Trustee Young

Seconded by: Trustee Godwin

Motion carried unanimously.

Respectfully submitted,  
Recording Secretary  
Faye H. Bowers