

Minutes
Joint BOT / UWF Administration Retreat
UWF Conference Center Lounge
9:00 a.m. Saturday August 23, 2008

Chair K.C. Clark welcomed everyone and expressed his appreciation to all for giving up their weekend to benefit the students, faculty, and staff of UWF. He explained that moving the retreat from Arcadia Mill was in anticipation of Tropical Storm Fay drenching the area with rainfall. Trustees Jeanne Godwin and Collier Merrill were unable to attend due to a conflict in schedules.

Interim President Bense thanked everyone for coming together and sharing their thoughts, ideas, and concerns.

Trustees attending:

Mr. Honor Bell

Mr. K.C. Clark

Ms. Nancy Fetterman

Mrs. Marny Gilluly

Mrs. Sharon Hess Herrick

General Chuck Horner retired

Ms. April Jardine

Mrs. Catherine Kelly*

Dr. Richie Platt

Mr. Roy Smith

Mr. J.T. Young

- Attended by conference call

Others attending:

Dr. Judy Bense, Interim President

Dr. Chula King, Provost

Dr. Hal White, Executive Vice President

Dr. Debbie Ford, Vice President for Student Affairs

Dr. Dean Van Galen, Vice President for University Advancement

Dr. Ed Ranelli, Dean for College of Business

Dr. Don Chu, Dean for College of Professional Studies

Dr. Jane Halonen, Dean for College of Arts & Sciences

Dr. Jack Azzaretto, Dean for Emerald Coast

Dr. Richard Podemski, Dean for Graduate Studies/Research & Development

Mrs. Patricia Lott, General Counsel

Ms. Colleen Asmus, Assistant VP for Financial Affairs

Ms. Kimberly Sessions Spear, Chief of Staff/Assistant Corporate Secretary/BOT

Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

The agenda consisted of the following items which were discussed at length.

1. Strategic Plan

The discussion centered on draft documents submitted by the Provost at the meeting. The first discussion was on the meaning of a “regional comprehensive” university. The consensus was that the term is not widely understood. The board and administration discussed the elements of a regional comprehensive university, what makes UWF unique, as well as how we want to be perceived and position ourselves in our community and beyond.

The outcome was five goals that were to be further refined and edited by the administration. Each goal will also have appropriate metrics for measurement and assessment. These goals, once completed (which the board requested be very expeditiously) will guide us in telling our story to our community and beyond.

Further, the BOT would like to entertain a motion to undertake a process to review course proliferation to ensure that what the University of West Florida offers meet the strategic needs of the institution and region. This will receive further discussion at the September 4, 2008 BOT meeting.

2. Budget Discussion

Ms. Colleen Asmus gave an overview of UWF’s sources of revenue. A report of the foundation revenue was also distributed. Ms. Asmus reviewed the reductions that were taken in the 07/08 fiscal year, and highlighted the current 08/09 picture. She also provided a summary of UWF’s recurring and non-recurring reserves. There was discussion regarding the reserves and how much should be held in reserve. The BOT Chairman said he would hold the President and Administration responsible for determining how much money should be held in reserve, as well as, for what purposes such money should be used.

Interim President Bense discussed her philosophy on budget reductions. She reported that she has requested that the Provost and Vice President for Student Affairs work together to come up with a budget reduction plan for the 08/09 year. This is necessary because of the current 4% Governor holdback, as well as, possible additional reductions. Once these two divisions come forward with their plans, which will be by September 30, 2008, the other divisions will begin their processes.

3. BOT Composition

Chairman Clark said that the BOT currently does not have a process for considering or inviting potential new board members for service on the board, when a vacancy occurs. The Governor and Board of Governors are the appointing authorities; however the university can encourage qualified candidates to apply. The trustees discussed the traits they thought should be representative on the board. Those traits are: Political, Financial, Media, Higher Education, Community Leverage, Philanthropic, STEM, and be an Alumni. The trustees decided to each come up with a name under each category for submission to the chair. Further discussion will occur at the September 4, 2008 BOT meeting in regards to process.

Additionally, the chairman announced that it is time for the BOT to elect officers. Sharon Hess Herrick said she would like to suggest that Chairman Clark remain chair while our President is serving in an interim capacity. The General Counsel said that the Board of Governors is considering adopting a regulation that will provide that although a Chair generally may only serve two consecutive terms, a Chair may serve for an additional term in unusual circumstances. Staff for the Board of Governors has indicated to Ms. Lott that the Board of Governors would likely approve a request for Chair Clark to serve an additional term in light of the circumstances the BOT faces at this time. In addition, after researching the matter, the General Counsel said that because the BOT's bylaws say that a Chair may only serve two consecutive terms, if the Board wants to ask Chair Clark to serve for an additional term, the Board will either have to amend its bylaws (which takes notice and a majority vote) or vote to suspend its bylaws in this matter (which takes the affirmative vote of at least nine members). The BOT asked the General Counsel to explore this option with the BOG and to review the bylaws for any appropriate action. This matter will be on the BOT agenda September 4, 2008.

4. Presidential Updates

Interim President Bense reported on some organizational changes to include appointing Dr. Chula King as Provost (rather than interim), moving Enrollment Services back to Academic Affairs (it was temporarily located in Student Affairs), and moving the General Counsel to report to the President, with a dotted line report to the Executive Vice President.

She spoke about her approach to ensuring strategic issues are included on the BOT meeting agendas and also mentioned getting the UWF BOT together with the PJC board in December.

At the conclusion of her remarks Chairman Clark said he would like to discuss using the title "President" for Dr. Bense rather than "Interim President." He said this does not change any process or decisions previously made by the BOT. It simply indicates that she is serving in the role as "President" for an interim period. He said that the title "Interim President" does not receive the same respect and cooperation. The BOT members agreed that her working title should be "President."

Lastly the BOT directed that we schedule a joint BOT/Administration retreat annually.

With no other business before the BOT, the retreat ended at 4:25 p.m.

Respectfully submitted,

Faye H. Bowers, recording secretary