

AGENDA
(revised)

University of West Florida Board of Trustees Meeting

UWF Conference Center

June 3, 2008

Academic and Student Affairs Committee 10:00 a.m. (B22/A)

Finance, Administration and Audit Committee 10:00 a.m. (B22/B&C)

Executive Committee (B22/B&C)

Lunch

Full Board of Trustees Meeting (B22/B&C)

The agenda will be followed in the subsequent order and items may be heard earlier than the scheduled times.

Call to Order.....Mr. K.C. Clark
Board Chair

Roll Call.....Ms. Faye Bowers

Chair's Greeting.....Mr. K.C. Clark

President's Report.....Dr. John C. Cavanaugh

Faculty Recognition.....Dr. Chula King
Interim Provost

Staff Recognition.....Dr. Hal White
Executive Vice President

Student Achievements.....Dr. Debbie Ford
Vice President for Student Affairs

Other Executive Items

Other Board of Trustee Items

Action Items

1. Minutes of March 11 and May 19, 2008
http://uwf.edu/trustees/Jun3_08/031108FBOTMN.pdf
http://uwf.edu/trustees/Jun3_08/051908FBOTMN.pdf
2. Faculty Tenure
3. Resolution 2008.1
4. Resolution 2008.2

Informational/Discussion Items

1. *Creating Great Futures* and University Advancement Update - PPT
 2. Interim Transition Committee Update
 3. Compensation for Interim President
 4. Permanent President Discussion
 5. Meeting Satisfaction Results 03/11/08
http://uwf.edu/trustees/Jun3_08/031108.pdf
 6. Meeting Survey for Today
 7. Other Events
 - 2:30 p.m. Interim Presidential Committee – Nautilus Chamber
 - 3:30 – 5:00 Foundation Board - Conference Center
 - 5:30 – 7:00 UWF Boards Reception and Farewell to President Cavanaugh – Museum of Industry 200 E. Zaragoza
- June 4, 2008
- **Rescheduled Joint Boards Strategic Planning Session Will Not Occur**

Adjournment

AGENDA

**University of West Florida Board of Trustees
UWF Conference Center**

Finance, Administration and Audit Committee Meeting 10:00 a.m. (B22/RB&C)

June 3, 2008

- Call to Order.....Mrs. Sharon Hess Herrick
Committee Chair
- Roll Call.....Faye Bowers
- Chair’s Greeting.....Mrs. Sharon Hess Herrick

10:00 a.m. B22/RB&C)

Action Items

1. Minutes of March 11, 2008
http://uwf.edu/trustees/Jun3_08/031108FNMN.pdf
2. 2007 UWF Annual Financial Report
3. Authorization to Sign Checks
4. Authorization to Transfer Funds
5. 2006-07 Federal Funds Audit By Auditor General
6. 2008-09 (IAMC) Internal Auditing Work Plan
7. FY2009/2010 – 2013/2014 Fixed Capital Outlay Plan
8. 2007-08 UWF Florida Equity Report
9. Amendment: UWF/REG 4.008 – Tuition and Fees, Fines and Penalties (Spring 2008)
10. Overview of Implemented Budget Reductions
11. FY2008-09 Estimated Operating Budget
12. Naming of Baseball Field

Informational/Discussion Items
FY 2007-08 Operating Budget Update

Other Financial Items

Adjournment

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

Issue: University of West Florida Annual Financial Report for 2006-2007

Proposed action: Approval

Background information: On March 31, 2008, the State of Florida Auditor General released his report on the audit of the financial statements of the University of West Florida for the fiscal year ended June 30, 2007. The Executive Summary included in the audit report states as follows:

The audit of the financial statements of the University of West Florida for the fiscal year ended June 30, 2007, was conducted pursuant to Section 11.45, Florida Statutes, and applicable standards contained in Government Auditing Standards issued by the Comptroller General of the United States.

The scope of this audit included an examination of the financial statements of the University, a component unit of the State of Florida, and a determination as to whether management has complied with applicable laws, rules, regulations, contracts, and grant agreements and other matters that are material to the financial statements. An examination of Federal awards administered by the University is included in our State-wide audit of Federal awards administered by the State of Florida.

The following provides a summary of the findings of our audit of the University's financial statements:

- We found that the University's financial statements presented fairly, in all material respects, the financial positions of the University and its aggregate discretely presented component units as of June 30, 2007, and the respective changes in financial position and cash flows, where applicable, thereof for the fiscal year then ended.
- No significant deficiencies are noted in our report on the University's internal control over financial reporting.
- The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Worth noting is the Auditor General's issuance of an unqualified opinion on the university's financial statements as well as the absence of findings related to deficiencies in internal control, even though the recently implemented Statement on Auditing Standards (SAS) 112 lowered the bar on reportable conditions and required the auditors to be more aggressive in their examination of internal controls for this reporting period.

Recommendation: Approve the University's audited financial statements, notes, and management's discussion and analysis as published in the Annual Financial Report.

Implementation Plan: None needed.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees

Supporting documents:

UWF Financial Audit, Report No. 2008-157 (39 pages)
http://uwf.edu/trustees/Jun3_08/2008-157.pdf

Prepared by: Colleen Asmus, 850, Assistant Vice President, Financial Services, 850 474-2642,
casmus@uwf.edu

Facilitator/Presenter: Colleen Asmus

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

Issue: Authorization to Sign Checks

Proposed action: Approval

Background information: §1011.42 (7), Florida Statutes (2007), University depositories; deposits into and withdrawals from depositories, states in relevant part:

(7) The university board of trustees shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university.

Current authorized check signers are as follows:

- John C. Cavanaugh, University President
- Hal M. White, Jr., Executive Vice President
- Colleen M. Asmus, University Controller
- Doyle C. Pitts, Assistant Controller

The impending departure of John C. Cavanaugh, University President, requires his replacement as an authorized check signer of the university.

Recommendation: Approval and authorization of specified officers and employees of the university to sign checks by adopting the following resolution:

BE IT RESOLVED THAT, the following officers and employees of the University are authorized to sign checks for the purpose of paying legal obligations of the University from accounts held at Bank of Pensacola, P.O. Box 12966, Pensacola, Florida 32591 as long as the expenditures are authorized by all applicable University policies and State Regulations:

- Hal M. White, Jr., Executive Vice President
- Michael F. Dieckmann, Senior Associate Vice President
- Colleen M. Asmus, Assistant Vice President for Finance/Controller
- Doyle C. Pitts, Assistant Controller

Implementation Plan: None needed.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees for the University of West Florida.

Supporting documents: None

Prepared by: Colleen Asmus, Assistant Vice President, 850 474 2642, casmus@uwf.edu

Facilitator/Presenter: Colleen Asmus

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

Issue: Authorization for Transfer of Funds

Proposed action: Approval

Background information: At its December 15, 2006, meeting, the Board of Trustees adopted the following resolution in accordance with §1011.42 (6), Florida Statutes (2006), University depositories; deposits into and withdrawals from depositories:

BE IT RESOLVED THAT, the President or his designee may transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes and may transfer funds in a similar manner when the transfer does not represent an expenditure, advance, or reduction of cash assets.

A change in the 2007 statutes clarifies the university's authority to move forward on electronic funds transfer to its customers and suppliers.

§1011.42 (6), Florida Statutes (2007), University depositories; deposits into and withdrawals from depositories include language specifically authorizing the transfer of funds for the payment of expenses, expenditures, and other disbursements, as follows:

(6) The university president or his or her designee, after having been specifically authorized by the university board of trustees, may transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes and *may transfer funds to pay expenses, expenditures, or other disbursements, evidenced by an invoice or other appropriate documentation.* [Emphasis added]

Recommendation: Approval and authorization to transfer funds by adopting the following resolution:

BE IT RESOLVED THAT, the President or his designee may transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes and may transfer funds to pay expenses, expenditures, or other disbursements, evidenced by an invoice or other appropriate documentation.

Implementation Plan: None needed.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees for the University of West Florida.

Supporting documents: None

Prepared by: Colleen Asmus, Assistant Vice President, 850 474 2642, casmus@uwf.edu

Facilitator/Presenter: Colleen Asmus

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

Issue: State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for FY 2006/07 Audit Report
[Annual Federal Funds Audit by Auditor General]

Proposed action: Approval

Background information:

On March 24, 2008, the State of Florida Auditor General released his report on the statewide audit of the Federal funds for fiscal year ended June 30, 2007, which includes the University of West Florida. The report includes the results of the audit of the State of Florida's financial statements with regard to compliance and internal control over financial reporting and their audit of the State's Federal awards programs. The audit pertains to State agencies, universities, and community colleges and was conducted in accordance with applicable professional standards and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. A printed copy of the audit report and Summary Schedule of Prior Audit Findings was provided to each State Agency Inspector General, State University Inspector General (e.g. UWF AVP Internal Auditing) or designated audit liaison, and Florida Community College President.

There were no audit findings for UWF in this report.

PRIOR AUDIT FINDINGS/CURRENT STATUS (as included in the AG Report): Six findings had been included in the FY 2006 report. All had been corrected and cleared.

Recommendation:

Approve the University's State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for FY 2007/08 Audit Report.

Implementation Plan: None needed.

Fiscal Implications:

Fiscal oversight by the UWF Board of Trustees for the University of West Florida

Supporting documents:

UWF Financial Audit (REPORT NO. 2008-141) (325 pages)
http://uwf.edu/trustees/Jun3_08/2008-141.pdf

Summary Schedule Prior Findings (145 pages)
http://uwf.edu/trustees/Jun3_08/2008-141Summary.pdf

Prepared by: Betsy Bowers, Associate Vice President, IAMC, 850-474-2636, bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

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

Issue: 2008/09-2009/10 Work Plan for UWF Internal Auditing & Management Consulting

Proposed action: Approval

Background information:

The International Standards for the Practice of Internal Auditing (Standard #2020) states: "*The chief audit executive should communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and to the board for review and approval. The chief audit executive should also communicate the impact of resource limitations.*"

To comply with this standard, attached is the proposed work plan for UWF Internal Auditing & Management Consulting for the 2008/09-09/10 fiscal years. This two-year work plan was developed using risk assessment as an integral component.

Based upon meetings with key UWF managers and assessment of current operations, the following key items to the work plan have been incorporated.

1. Scheduled audits of Auxiliaries, Treasury Management, and Student Government Association in 2008/09;
2. Completion of the Construction Audit in 2008/09;
3. Scheduled audits of Accounts Payable, Contracting Authority and Contracted Services; and
4. Continued participation in the evaluation of rules/policies and procedures and any changes needed for UWF.
5. Perform a transition audit related to the departure of President Cavanaugh.

This work plan is a living document, which may be revisited at any point during the two-year period, and modified accordingly.

Recommendation: Approval of Work Plan for Internal Auditing & Management Consulting

Implementation Plan: Audits and management advisory services will be conducted throughout fiscal years 2008/09-2009/10.

Fiscal Implications: Fiduciary responsibility and oversight of the UWF Board of Trustees will be enhanced by the audits and other activities of the UWF Internal Auditing & Management Consulting.

Supporting documents: Work Plan for Internal Auditing & Management Consulting follows

Prepared by: Betsy Bowers, Associate Vice President, IAMC, 850 474-2636, bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

**UWF Internal Auditing & Management Consulting
Work Plan for 2008/09-2009/10**

Activity	2008/09	2009/10
AUDIT:		
Transition Audit of Presidency	X	
Auxiliaries	X	
P-Card Department Reviews (approximately 50 depts./year)	X	X
Carryover: Construction	X	
Treasury Management [financial, operational, & compliance]	X	
Student Government Association [operational & compliance]	X	
Accounts Payable [financial, operational and compliance]		X
Contracting Authority [operational]		X
Contracted Services [financial & compliance]		x
Audit Planned	6	4
ACCOUNTABILITY ACTIVITIES:		
Follow-Up Activities	X	X
MANAGEMENT ADVISORY SERVICES:		
Delegation of Authority-Department levels	X	
Evaluation of Institutional Rules/Policies/Changes	X	X
Effort Reporting: Activity Reporting System	X	
Planning: Budgets, Facilities, etc.		X
Miscellaneous Management Advisory Service projects	X	X
INVESTIGATIONS:		
Campus Referred Reviews	X	X
Whistleblower	X	X

NOTE: No total is given for Management Advisory Services and Investigations because they are not quantifiable as to the volume or the magnitude of each. These are unpredictable areas.

APPROVED:

John C. Cavanaugh, President UWF

Sharon Hess-Herrick, Chairman Finance, Administration & Audit Committee
UWF Board of Trustees

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

Issue: FY2009/2010 – 2013/2014 Fixed Capital Outlay Plan

Proposed action: Approve

Background information:

The University annually submits a Five-Year Fixed Capital Outlay plan to the Board of Governors. The Plan was recommended by the Facilities Planning Committee on April 9. The proposed Plan aligns with the Campus Master Plan adopted by the Board at the March 11 meeting. The Plan will require fiscal year modification depending upon final outcomes of the Legislative recommendation and Governor's approval process. Unfunded proposed project budget cost estimates will be updated. Funding for these projects comes from the Public Education Capital Outlay (PECO) fund, which uses revenues generated from taxes on utilities. The Board of Governors compiles the lists from each of the colleges and universities and presents it to the Governor and Legislature, along with requests from community colleges and public schools. The Legislature then determines which projects are funded. This process is pursuant to Florida Statute 1013.64, and Sections 216.0158 and 216.043.

Recommendation: Approve

Implementation Plan: Submit to Chancellor's Office August 2008

Fiscal Implications: None

Supporting documents:

CIP Executive Project Summary – 2 pages
http://uwf.edu/trustees/Jun3_08/CIP_FY09_10.pdf

Prepared by: Dr. Jim Barnett, Associate V.P. University Affairs,
850 474 2005, jbarnett@uwf.edu

Facilitator/Presenter: Dr. Hal White, Executive Vice President

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

Issue: 2007-2008 UWF Florida Equity Reports
Enrollment, Gender Equity in Athletics, and Employment

Proposed action: Review and approve

Background information: Beginning in 2003-2004, the Florida Educational Equity reporting combined requirements of the Florida Educational Equity Act, Gender Equity in Athletics, and Equity Accountability Plan. The 2007-2008 report, now called Florida Equity Report, is due on July 1, 2008 with BOT approval.

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. This report focuses on Females and members of the four race/ethnic protected classes: Black (non-Hispanic), Hispanic, Asian/Pacific Islander, and American Indian/Alaskan native.

The University of West Florida excels regarding Female representation in student enrollment. The national standard in colleges and universities is 60% Female representation. At UWF, Females comprised 64% (up from 62% last year) of all Bachelor's degrees, 67% (up from 66% last year) of all Master's degrees, and 79% (up from 77% from last year) of doctoral degrees awarded in 2006-2007. The university has set one-year and three-year goals to increase minority representation in student enrollment and developed a Student Retention Task Force focused on addressing student retention and success in all categories.

The University of West Florida's gender equity in athletics program is effective. For example, the Title IX committee, a sub-committee of the Intercollegiate Athletic Advisory Committee, meets monthly and, this year, focused on fully funding all of the sports currently offered. The 2006 Sports Participation Survey will be conducted again in 2010. There are currently six Male sports and eight Female sports. The gender equity assessment noted one area for improvement last year; that was that there was a need to provide separate locker rooms for the women's basketball and volleyball teams. Construction will begin soon after the October 2008 release of the UWF Capital Investment Trust Fund; this renovation converts the visitors' locker room into a new locker room for the women's volleyball team.

The University of West Florida's employment representation for the 2002-2007 period accounts for successes in Tenured Faculty in the following underrepresented classes: Black increased by 20%, American Indian/Alaskan Native by 100%, Hispanic by 100% and Female representation increased by 4.9%. For the same five year period, Tenure-Track Faculty representation increased in the following classes: Asian/Pacific Islander (350%) and Female (90%). During the last two years, Black representation in Tenure-Track Faculty increased by 33%; and in 2007, Females represented 50% of the new hires in Tenure-Track Faculty positions. During the 2002-2007 periods, there was an increase of 25% in Hispanic representation in Non-Tenure-Earning Faculty; 70% of the new hires in 2007 were Female. In Executive/Administrative/Managerial existing staff during the past five years, there was a 100% increase in Black representation and 33% increase in Female representation. There were no new hires in the Executive/Administrative/Managerial category and no vacancies are anticipated this year; however, should there be, the university will actively recruit representation in Black, Asian/Pacific

Islander, or Hispanic. There was a 100% increase in Hispanic representation from 2006 to 2007 in Executive/Administrative/Managerial.

An area noted for improvement is in new hires in Tenure-Track Faculty. Should there be an opportunity to hire a Tenure Track Faculty member next year; efforts will be made to recruit in the category of either Black or Asian/Pacific Islander. This year, the university hired one Female as Tenured Faculty. Additionally, more than 50% of the new hires in Tenure-Track Faculty were in underrepresented categories. In Non-Tenure-Earning Faculty, 90% of the new hires this year were in underrepresented categories of Black and Female. Efforts over the next year will focus on either Asian/Pacific Islander or Hispanic hires. In the Executive/Administrative/Managerial category, there were no new hires this year. Given the current budget situation, it is anticipated that will again be no new hires this year; thereby, no new goals in this category.

The university's overall goal in employment is to further increase Black and Asian/Pacific Islander representation in new hires in Tenure-Track since that will ultimately increase Tenured Faculty in Black and Asian/Pacific Islander representation. Another primary goal is to continue to increase Female and minority representation in all new hires.

The University of West Florida's strategies for achieving goals include the following action-oriented programs: using an online recruitment and hiring process to increase university visibility to applicants for employment; advertising in minority newspapers or periodicals and discipline-specific journals; extending application deadlines on a case-by-case basis for searches where there is not a representative pool; advertising all position vacancies internally first before advertising outside the university; instituting additional outreach programs to recruit Females and minorities for faculty and administrative vacancies, such as job fairs targeted to specific classes; identifying essential functions of positions and the skills and knowledge needed to carry out those functions before interviewing for positions; controlling bias in employment processes by requiring screening committee's make-up to include gender and racial diversity; monitoring selection procedures and applicant pool representation to ensure diversity in employment searches; approaching recruiting in a sensitive manner if a minority candidate declines a nomination or offer (e.g., by telephoning the candidate to determine if his/her reasons for declining may be addressed and resolved); continuing to fund the John C. Pace Symposium series for outstanding diverse scholars to provide seminars and lectures at UWF; utilizing professional development programs such as the LEAD program to facilitate upward mobility of Female and minority employees; utilizing auxiliary aids and services in the recruitment/selection process (e.g., interpreters, audiotapes, assistive listening devices, etc.); announcing, posting, and advertising student employment positions; complying with the requirements of the Office of Federal Contract Compliance Program's Uniform Guidelines on Employee Selection Procedures; considering access, equal opportunity and diversity factors in the strategic planning process of the university; and utilizing Female and minority administrators as part-time faculty.

Further, the university will continue our commitment to recruit Females and minorities for all positions and to continue to refine programs targeted to enhance employee leadership and professional development, such as providing the annual President's Diversity Leadership Awards to faculty, staff, and students; making the Grant-in-Aid Awards available for faculty and staff employees seeking degrees in underrepresented areas, Professional Development Leave, Educational Leave with Pay, textbook scholarship awards, and providing a tuition fee waiver program for employees to seek higher education.

Strategies such as maintaining budgetary incentive plans to recognize demonstrated leadership in diversity, providing educational scholarship assistance to underrepresented classes, and all of our other action-oriented programs serve the university's goal of increased visibility to minority and Female applicants and in having a culturally diverse campus.

Recommendation: Approve

Implementation Plan: NA

Fiscal Implications: NA

Supporting documents:

FL Educational Equity Act Report (66 pages)

http://uwf.edu/trustees/Jun3_08/Equity_Report.pdf

Prepared by: Cindy Faria, Employee Relations Manager, 850 474-2602, cfaria@uwf.edu

Sherell Hendrickson, Associate Vice President for HR, 850 474-2116,
shendric@uwf.edu

Facilitator/Presenter: Cindy Faria

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
June 3, 2008

Issue: Amendment of **UWF Regulation 4.008 Tuition Rates, Fees, Fines, and Penalties**

Proposed action:

Delegate to the BOT Executive Committee the authority to approve proposed amendments to **UWF Regulation 4.008 Tuition Rates, Fees, Fines, and Penalties**

Background information:

The Florida legislature and the Board of Governors have approved a 6% increase in undergraduate tuition effective Fall, 2008. Governor Christ has announced his intention to approve of this increase. It is expected that by the date of this meeting, more information will be available.

The Florida legislature has recently approved the creation of a Distance Learning Fee and it is proposed that such a fee category be added to **UWF Regulation 4.008 Tuition Rates, Fees, Fines, and Penalties** (Tuition Regulation). Until now, UWF and most of the other state universities in Florida have been charging a distance learning or on-line course fee within another fee category approved by the Florida legislature. This fee is currently \$15.00. We are now seeking approval for inclusion of the new category created by the legislature into the Tuition Regulation but do not seek an increase in the \$15.00 rate.

Changes Reflected in the Amendments to this Regulation

- 1) An increase of 6% in undergraduate tuition as approved by the Florida legislature and Board of Governors.
- 2) An increase in the undergraduate financial aid fees which are a percentage of tuition.
- 3) Edits to the Health, Athletic, and Activity and Service fees to reflect increases which were approved by the Board of Trustees at the December 14, 2007 meeting.
- 4) A decrease in the third time repeat fee.
- 5) An increase in the late registration fee.
- 6) The inclusion of categories for a) Distance Learning User Fees and b) Equipment and Facilities Fees and Fines.
- 7) Edits in language and reformatting of the information to improve clarity.

Delegation of Approval to the Executive Committee of the Board of Trustees

The Board of Governors Regulation Development Procedure requires that proposed amendments to regulations be posted on the Board of Trustees website for 30 days before the amendments can be adopted by the Board of Trustees. The proposed amendments to the Tuition Regulation were posted to the Board of Trustees website on May 15, 2008. Therefore, the BOT cannot approve of this regulation before June 15, 2008. For that reason, it is requested that the BOT delegate to the BOT Executive Committee the authority to approve the proposed amendments to the regulation. The Executive committee will be asked to consider this regulation and any comments made during the 14 day comment period, at a meeting convened at some time after June 15, 2008.

Recommendations:

Delegate to the Executive Committee the authority to approve the proposed amendment of **UWF/REG 4.008 Tuition Rates, Fees, Fines, and Penalties** as set forth in the attached supporting document after it has been posted for 30 days.

Implementation Plan: This regulation governs tuition and is therefore a select regulation. Select regulations must be forwarded to the Board of Governors for approval. The Board of Governors has 60 days to approve of select regulations.

Fiscal Implications: The regulation amendment is to ensure that the amounts charged by the University for tuition, fees, fines, and penalties are appropriately adopted in regulation form as the ability to collect such has been relied on in developing the University's budget.

Supporting documents:

Proposed Amendments to UWF Regulation 4.008 Tuition Rates, Fee, Fines, and Penalties (3 pages)
http://uwf.edu/trustees/Jun3_08/UWFREG_4.008.pdf

Equipment Fees (10 pages)
http://uwf.edu/trustees/Jun3_08/UWFREG_EQFees.pdf

Prepared by: Anita Schonberger, Deputy General Counsel, 850 474-3420, aschonberger@uwf.edu
Dr. Peter Metarko, Associate Vice President, 850 474-3386 pmetarko@uwf.edu

Facilitator/Presenters: Dr. Peter Metarko

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

Issue: Overview of Implemented Budget Reductions

Proposed action: Endorse the budget cuts implemented for FY08 and those reductions and actions proposed for FY09

Background information:

Due to the State of Florida budget reductions and sagging economy, which has gouged deeply into the State University System, the divisional vice presidents and deans of colleges will present a brief overview of the budget reductions that have been implemented for FY08 and those that are proposed for FY09.

Recommendation: None

Implementation Plan: Already in occurrence.

Fiscal Implications: The fiscal implications of the budget reductions have already been realized for FY08. The plan for FY09 is proposed given what is known at the present time. This plan will be subject to modification should the situation warrant it.

Supporting documents:

Prepared by: Dr. John C. Cavanaugh, President

Facilitator/Presenter: Dr. Chula King, Interim Provost, and Vice President for Academic Affairs
Dr. Hal White, Executive Vice President
Dr. Dean Van Galen, Vice President for University Advancement
Dr. Debbie Ford, Vice President for Student Affairs
Dr. Jane Halonen, Dean for College of Arts & Sciences
Dr. Ed Ranelli, Dean for College of Business
Dr. Don Chu, Dean for College of Professional Studies

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
June 3, 2008

Issue: Estimated FY 2008-09 Consolidated Operating Budget

Proposed action: Approve and Authorize

Background information:

The FY 2008-09 Consolidated Operating Budget for the University of West Florida is due to the Florida Board of Governors in August 2008. The UWF budget incorporates State budget reductions as well as local revenue growth, and overall reflects the strategic plans of the university. It contains the following fund groups: Educational and General, Auxiliary Enterprises, Contract and Grants, Athletics, Student Activity, Financial Aid, and Concessions.

As a member of the State University System of Florida, UWF operates within the policies and rules of the Legislature, the Division of Colleges and Universities, and the UWF Board of Trustees. The budget and funds allocated in the UWF FY 2008-09 Consolidated Operating Budget are within the authority provided by the 2008 General Appropriations Act and by Florida Statutes.

Recommendations:

1. **Approve** the estimated Operating Budget for the fiscal year ending June 30, 2009 for both appropriated and non-appropriated funds.
2. **Authorize** the President 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.

Implementation: N/A

Fiscal Implications: N/A

Supporting documents:

Estimated FY 2008-09 Consolidated Operating Budget (8 pages)
http://uwf.edu/trustees/Jun3_08/FY2008_2009.pdf

Prepared by: Valerie Z. Moneyham, Director, 850 4742041, vmoneyham@uwf.edu

Facilitator/Presenter: Barry Lee Brighton

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
June 3, 2008

Issue: FY 2007-08 Operating Budget Update

Proposed action: Informational

Background information:

This report provides an in-year summary of the FY2007-08 Financial Operating Plan for the University of West Florida, with third quarter budget-to-actual results for each fund group. The university's overall operating plan is expected to close the fiscal year on target. The Life-to-Date Capital Budget shows that the university is making good progress on its current capital plan. The two largest projects, the new Child Care Center and Science and Engineering Building are both underway in the construction and Guaranteed Maximum Price negotiation respectively. The Campus Master Plan update was adopted in March, 2008. The County Development Agreement negotiations are in progress with Board action planned for Fall 2008.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

FY 2007-08 Operating Budget Summary, including the Life-to-Date Capital Budget as of May 2, 2008 (10 pages)

http://uwf.edu/trustees/Jun3_08/FY08_3Q_Cons_Oper_Budget_Summary_LTD.pdf

Prepared by: Valerie Z. Moneyham, Director, 850 474-2041, vmoneyham@uwf.edu

Facilitator/Presenter: Barry Lee Brighton

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

Issue: Naming of Baseball Field

Proposed action: Approve

Background information: Jim Spooner was the long time baseball coach at UWF who not only had many winning seasons but more important was a strong positive influence on his student-athletes. Several former players and supporters have requested that the baseball field be named in his honor. A fundraising effort has already begun to create an endowment. There is precedent for this type of action (e.g., a wing housing the music department in the Center for Fine and Performing Arts was named in honor of Grier Williams).

Recommendation: Because a fundraising effort is underway, there will eventually be an endowment for the field. Although such facilities can only be named once, there is strong support for doing so at this time.

Implementation Plan: Immediate

Fiscal Implications: None. As indicated, a fundraising effort is already underway to create an endowment.

Supporting documents: None

Prepared by: John C. Cavanaugh, President

Facilitator/Presenter: John C. Cavanaugh

AGENDA

**University of West Florida Board of Trustees
UWF Conference Center**

Academic and Student Affairs Committee Meeting 10:00 a.m. (B22/RA)

June 3, 2008

- Call to Order.....Mrs. Catherine Kelly
Committee Vice Chair
- Roll Call..... Mrs. Irene Patti
- Chair’s Greeting.....Mrs. Catherine Kelly

10:00 a.m. B22/RA

Action Items

- 1. Minutes of March 11, 2008
http://uwf.edu/trustees/Jun3_08/031108ASMN.pdf
- 2. Graduate Programs in Teacher Ed (removed from agenda)
- 3. Request for Waiver to “Explore/Plan” for the New Degree Title of Bachelor of Music Education
- 4. Policies and Procedures on Other Academic Programs

Informational/Discussion Items

- 1. Update on Association to Advance Collegiate Schools of Business Maintenance of Accreditation
- 2. Student Accomplishments/Achievements

Other Academic Items

Adjournment

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 3, 2008

Issue: Request for Waiver of BOT Approval to “Explore/Plan” for the New Degree Bachelor of Music Education

Proposed Action: Approve

Background information: UWF has had a long history of preparing music educators. A Bachelor of Arts in Music Education (B.A.M.E.) was among the original degrees authorized in 1966 at the founding of the University. In 1975, the Faculty Senate and UWF administration approved deleting the stand-alone B.A.M.E. and replacing it with a Teaching specialization within the Bachelor of Arts in Music (B.A.M.). However, the B.A.M.E. was not officially removed from UWF’s degree inventory until 1990. At that time, the then Board of Regents conducted a system-wide review of all low-enrolled/low productivity degree programs. Because UWF’s music education students were enrolled in the Teaching specialization in the B.A.M., the B.A.M.E. showed up as a program with no enrollment and no degree completions. Although the B.A.M.E. (CIP 13.1312) was deleted from UWF’s inventory, the Teaching specialization in the B.A.M. continued as a viable program.

In 1996, the Teaching specialization was revised to conform to legislative requirements restricting the number of credit hours in bachelor’s degree programs to 120 sh. In 1997, the Teaching specialization was again revised to reflect Board of Regents approval for music education programs to require up to 134 sh for degree completion. With the introduction of alternative routes to teacher certification by the Florida DOE, the program was revised as an alternative certification program and the number of credits required for degree completion was reduced to 120 sh in 2003.

From its inception until 2003, the Teaching specialization in the B.A.M. (CIP 50.0903) carried Florida DOE approved program status for certification-eligibility upon completion of degree program. In 2003, the DOE status changed to approval as an alternative certification program.

The National Association of Schools of Music (NASM), through its recent onsite and written evaluation process, has strongly recommended changing the title of the current Bachelor of Music Performance/Teaching degree to Bachelor of Music Education. NASM is recommending this change in degree title to match the curriculum that is currently being offered. David Stout and Laura Tissington in the Division of Teacher Education are aware of this request and support the proposal. Changes to the program would involve increasing the number of credits from 120 to 134 for consistency with other music education programs in the state. These additional hours are in coursework that is already offered for other teacher education degree programs at UWF. It would also move the program from the alternative certification model to a fully approved Department of Education certification-eligible upon degree completion program. In addition to BOT approval, the proposed degree program would eventually need DOE approval. Ultimately, this degree would then be part of the NCATE review in 2010. Both NASM and NCATE have a reciprocal agreement in reference to music education degrees, so there should be no problems in that review process.

Approximately half of the current majors in the Music Performance (CIP 50.0903) degree program are in the Teaching specialization (38 – 40 students). These students would convert to the Bachelor of Music Education (B.M.E., CIP 13.1312). The enrollment history suggests that the B.M.E. will be a viable program.

In sum, waiver of the requirement to submit a Request to Explore/Plan a New Degree Program is requested with the understanding that there will be a subsequent submission through the normal review process of a Request to Implement a New Degree Program for a Bachelor of Music Education (CIP 13.1312).

Recommendation: Approve

Implementation Plan: NA

Fiscal Implications: None

Supporting documents: None

Prepared by: Dr. Chula King, Interim Provost, Academic Affairs, 850-474-2035, cking@uwf.edu

Facilitator/Presenter: Richard Glaze

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 3, 2008

Issue: Policies and Procedures on other Academic Programs

Proposed action: Approve

Background information: The Board of Governors has given each university board of trustees the responsibility and authority to promulgate policies for the approval and implementation of academic programs other than degree programs. Programs that fall into this category include program majors, minors, specializations, concentrations, and areas of emphasis, tracks, and certificate programs. The University of West Florida (UWF) has developed criteria and guidelines for other academic program approval relating to program majors, minors, specializations, concentrations, areas of emphasis, tracks, and certificate programs. These programs represent any organized curriculum that is offered as part of an individual student's degree plan and which enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals. In the case of certificates, these also represent distinct areas of study leading to specific educational or occupational goals, and for which the university awards a certificate or diploma upon completion. UWF's guidelines adhere to BOG Regulation 6C-8.011(2).

On November 7, 2003, the UWF Board of Trustees approved the *Procedures for Academic Programs Inventory Updates* also termed the *Procedures for Developing New Academic Programs and for Revising or Deleting Existing Academic Programs*. This document delineates the process for approving new academic degree programs or majors. Development of minors and specializations is carried out through the faculty governance system supported by the UWF Curriculum Change Request online system.

The requested action contained herein relates to policies and procedures for new and existing certificates. It provides that new certificates be developed by sponsoring academic departments with the assistance of Continuing Education, and establishes procedures related to the request for approval of the new certificate, the processing of the request, student admission into the certificate program, completion of the certificate program, record keeping, and program review. It allows departments that currently offer undergraduate for-credit certificate programs the option of either transferring responsibility for all aspects of the program to Continuing Education, or retaining departmental control over the undergraduate for-credit certificate program. Departments that elect to retain control will be bound by all requirements assumed by Continuing Education.

Recommendation: Approve

Implementation Plan:

- A. The proposed policy has been shared with the Faculty Senate. At the March 14, 2008 meeting, the Academic Council recommended approval of the policy. This recommendation was defeated with 11 opposed, 4 in favor, and 2 abstentions. The main area of contention related to existing undergraduate for-credit certificate programs, with several departments

wanting to retain control over these programs. The policy was modified to address these concerns and others raised by members of the Faculty Senate and others. The modified policy was approved by the Provost on April 30, with communication to the Faculty Senate.

- B. Departments that currently offer for-credit undergraduate certificate programs will have until September 5, 2008 to elect to retain control over these programs.
- C. Continuing Education will begin its oversight activities in the fall 2008 semester.

Fiscal Implications: Students will be charged a nominal fee for admission into certificate programs to cover marginal costs to Continuing Education for its administration of the programs.

Supporting documents:

UWF Curriculum Change Request online system

<http://ccr.enroll.uwf.edu/search.cfm>

Other Academic Program Approval – Proposed Policies and Procedures – 5 pages

[http://uwf.edu/academic/botagendaitems/Certificate Policies and Procedures 06 03 08.pdf](http://uwf.edu/academic/botagendaitems/Certificate_Policies_and_Procedures_06_03_08.pdf)
(PDF)

Prepared by: Dr. Chula King, Interim Provost, Academic Affairs, 850 474-2035,
cking@uwf.edu

Facilitator/Presenter: Chula King

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 3, 2008

Issue: Update on AACSB Maintenance of Accreditation

Proposed Action: Informational

Background information: In February of 2008, the College of Business hosted a site visit by the AACSB Peer Review Team for the maintenance of accreditation of its degree programs. This was the culmination of a five-year process of documenting compliance with the requirements of AACSB. The Peer Review Team recommended that accreditation of the business degree programs be extended.

The College of Business was notified on April 3, 2008, that the Peer Review Team's recommendation to extend accreditation of the business degree programs that it offered had been concurred with by AACSB's Maintenance of Accreditation Committee and ratified by the Board of Directors. This achievement was also be recognized at the AACSB International Conference and Annual meeting held in April in Hawaii.

Recommendation: Information item; no action required.

Implementation Plan:

- A. The maintenance of accreditation is good for five years. It involves an ongoing process to document continuous improvement and adherence to the maintenance of accreditation standards of AACSB.

Fiscal Implications: None

Supporting documents:

Team Visit Report – Maintenance of Accreditation Review (7) pages
http://uwf.edu/academic/botagendaitems/Final_Accreditation_Report_2008.pdf (PDF)

Best Practices Report Accreditation Review (1 page)
http://uwf.edu/academic/botagendaitems/Best_Practices_2008.pdf (PDF).

Prepared by: Dr. Chula King, Interim Provost, Academic Affairs, 850 474-2035,
cking@uwf.edu

Facilitator/Presenter: Ed Ranelli

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 3, 2008

Issue: Significant Student Accomplishments and Recognitions

Proposed action: Informational

Background information: The Vice President for Student Affairs will provide an informational update showcasing the significant student accomplishments for the Spring 2008 semester. Faculty members, academic chairs, directors, and deans provide information about students who have excelled in the classroom and in co-curricular activities.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents: Listing of Student Accomplishments will be included in committee minutes

Prepared by: Alan Brian, Executive Specialist VP for Student Affairs, abrian@uwf.edu
850 474-2214

Facilitator/Presenter: Deborah Ford

UWF Board of Trustees Meeting
June 3, 2008

Issue: Tenure

Proposed action: Approve

Background information: Ten individuals are nominated for tenure having fulfilled all necessary requirements. All eligible tenure candidates were nominated for approval in accordance with the following procedure adopted by the Board of Trustees in May 2003:

BOT Tenure Approval Procedure

- The University of West Florida Board of Trustees considers all nominations for tenure at the June meeting. Tenure nominations as a condition of employment will be considered as needed.
- The University President submits to the BOT a list of such faculty nominated for tenure for approval by the BOT. The President's transmittal certifies that each nominee has met the requirements necessary to be granted tenure and will continue to contribute to the university. Any request for tenure as a condition of employment also includes a statement justifying the special circumstances including a brief summary of the nominee's academic credentials.
- During the June 15, 2005 BOT meeting the General Counsel reported that pursuant to **Florida Administrative Code Rule 6C-6.940 Tenure and Promotion Status**, a Board of Governors Rule. The pertinent part follows:
 - i.) *The recommendation of an employee for tenure shall signify that the Chief Administrative Officer is satisfied the employee will continue to make significant professional contributions to the university and the academic community. Upon recommendation by the Chief Administrative Officer and approval by the Board, tenure shall be awarded.*
 - J.) *With sufficient justification, tenure may also be recommended by the Chief Administrative Officer and approved by the Board at the time of initial appointment or prior to the sixth year of tenure-earning service.*

Note, under the Rule, the President, as Chief Administrative Officer, acts as the person recommending tenure and signifying that he/she is satisfied with the qualification of the individuals and the Board of Governors then must approve the recommendation. When the boards of trustees (BOT) replaced the BOG as the employer, that duty to approve the tenure was devolved from the BOG to the BOT. The BOT cannot delegate the authority to the President as the President would then be both making the recommendation and approving his own recommendation. The UWF Board of Trustees in its role as the employer shall be approving the recommendation.

Recommendation: Approve the following:

College	Name	Department		Gender	Ethnicity
COPS	John Todorovich	Health, Leisure and Exercise Science	Assistant Professor	M	W
COPS	Diane Scott	Social Work	Assistant Professor	F	W
COPS	Kathleen Heubach	Teacher Education	Assistant Professor	F	W
COPS	Charlotte Boling	Teacher Education	Assistant Professor	F	W
COB	June Wei	Management & MIS	Assistant Professor	F	A
COB	Doug Waggle	Accounting and Finance	Assistant Professor	M	X
COB	Scott Keller	Marketing and Economics	Associate Professor	M	W
CAS	Barbara Larson	Art	Associate Professor	F	W
CAS	Steve Belko	History	Assistant Professor	M	W
CAS	Sikha Bagui	Computer Science	Assistant Professor	F	A

Implementation Plan: Fall of 2008

Fiscal Implications: None

Supporting documents: None

Prepared by: Faye H. Bowers, Executive Specialist, 850 474-2009, fbowers@uwf.edu

Facilitator/Presenter: Dr. John C. Cavanaugh, President

UWF Board of Trustees Meeting
June 3, 2008

Issue: Resolution in Recognition and Appreciation of Distinguished Service

Proposed action: Adopt

Background information:

Dr. John C. Cavanaugh has served as President of the University of West Florida since July 2002. With his acceptance to become Chancellor of Pennsylvania State System of Higher Education he will be departing UWF on June 30, 2008.

Recommendation: This is an opportunity for the Board to recognize and commend President Cavanaugh for his dedication, leadership, service, and contributions to the furtherance of the mission, vision, and goals of the University of West Florida.

Implementation Plan: June 3, 2008

Fiscal Implications: None

Supporting documents:

Cavanaugh Resolution 2008.1

Prepared by: Ms. Faye Bowers, Executive Specialist, 850 474 2009, fbowers@uwf.edu

Facilitator/Presenter: Mr. K.C. Clark, Board Chair

UWF Board of Trustees Meeting
June 3, 2008

Issue: Resolution in Recognition of Distinguished Service

Proposed action: Adopt

Background information:

Dr. T. Scott Marzilli has served on the UWF BOT for the Academic and Student Affairs Committee representing the UWF Faculty Senate as its President for the last year. However, Dr. Marzilli has accepted a position with the University of Texas at Tyler and will be leaving UWF.

Recommendation: This is an opportunity to recognize and commend Dr. Marzilli for his service, dedication, leadership, and contributions to the furtherance of the mission, vision, and goals of the University of West Florida.

Implementation Plan: June 3, 2008

Fiscal Implications: None

Supporting documents:

Marzilli Resolution 2008.1 (1 page)
http://uwf.edu/trustees/Jun3_08/R2008.2.pdf

Prepared by: Ms. Faye Bowers, Executive Specialist, 850 474-2009, fbowers@uwf.edu

Facilitator/Presenter: Mr. K.C. Clark, Board Chair

UWF Board of Trustees Meeting

June 3, 2008

Issue: *Creating Great Futures* Campaign and University Advancement Update

Proposed Action: Informational

Background information:

The Vice President for Advancement will provide an update on university advancement including a progress report on the University's *Creating Great Futures* Campaign.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: PowerPoint Presentation

Prepared by: Dr. Dean Van Galen, Vice President for University Advancement, (850) 474-3306, dvangalen@uwf.edu

Presenter: Dean Van Galen

UWF Board of Trustees Meeting

June 3, 2008

Issue: Interim President Compensation

Proposed action: Informational

Background information: The BOT chair will lead a discussion regarding compensation for the incoming interim president.

Recommendation: None

Implementation Plan: None

Fiscal Implications: Not yet determined.

Supporting documents: None

Prepared by: Kim Spear, Chief of Staff & Assistant Corporate Secretary to the BOT, 850 474-2200, kspear@uwf.edu

Facilitator/Presenter: K.C. Clark, Chair UWF Board of Trustees

UWF Board of Trustees Meeting
June 3, 2008

Issue: Interim Presidential Committee Update

Proposed action: Informational

Background information: The chair of the committee charged with making a recommendation to the BOT for an UWF interim president will provide an update.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None, informational only.

Supporting documents: None

Prepared by: Kim Spear, Chief of Staff & Assistant Corporate Secretary to the BOT,
850 474-2200, kspear@uwf.edu;

Facilitator/Presenter: Collier Merrill, trustee, and chair of interim presidential committee

Evaluation Results of the March 11, 2008 UWF Board of Trustees Meeting

Six of 10 trustees completed the March 11, 2008 meeting evaluation and the results are below.

- 4 of 6 Trustees gave the degree to which this meeting successfully addressed strategic issues a "Very Satisfied" rating
 - 2 "Satisfied"
- 4 of 6 Trustees gave the quality/significance of discussions a 'Very Satisfied' rating
 - 2 "Satisfied"
- 3 of 6 Trustees gave the agenda/information a 'Very Satisfied' rating
 - 3 "Satisfied"
- 4 of 6 Trustees gave the committee meetings/time allotment/significance of issues a 'Very Satisfied' rating
 - 2 "Satisfied"
- 5 of 6 Trustees gave technology a 'Very Satisfied' rating
 - 1 "Satisfied"
- 4 of 6 Trustees gave the catering/meals a 'Very Satisfied' rating
 - 2 "Satisfied"
- 5 of 6 Trustees gave the meeting site(s) setup a 'Very Satisfied' rating
 - 1 "Satisfactory"
- 4 of 6 Trustees gave the Board Meeting in general a 'Very Satisfied' rating'
 - 2 "Satisfactory"

Issues that might be discussed at the next meeting or subsequent meetings:

- Follow-up on legislative action

Comments or suggestions:

- Always well-done!
- Ought to use Elluminate for all call-ins for clarity and cost, much clearer and effective
- Thanks, good job today.
- Great job! It was a crazy day!
- On agenda and Information provided – at times a little late!
- On agenda and Information provided – time issues