

Agenda

University of West Florida Board of Trustees Meeting

Conference Center Building 22
11000 University Parkway
Pensacola, Florida

Friday, December 11, 2009

9:00 a.m. Central Time

Finance, Administration & Audit Committee
Academic & Student Affairs Committee
Executive Committee
Full Board of Trustees Meeting

The agenda will be followed in the subsequent order and items may be heard earlier than the scheduled times. There will be a brief lunch break in the Nautilus Market.

Call to Order	Mr. K.C. Clark Board Chair
Roll Call	Ms. Faye Bowers
Chair's Greetings	Chair Clark
President's Report	Dr. Judy Bense
Faculty Recognition	Dr. Chula King Provost
Staff Recognition	Dr. Hal White Executive Vice President
Student Recognition	Dr. Jim Hurd Interim Vice President, Student Affairs

A

All meetings will occur in B22/Rooms A, B & C.

Committee Reports

Finance, Administration & Audit Committee

Mr. J.T. Young
Committee Vice Chair

Action Items

1. Minutes
September 18, 2009
http://uwf.edu/trustees/Dec11_09/D_FNMN091809.pdf
2. Re-Appropriation of Public Education Capital Outlay (P.E.C.O.) Project Funding – Natatorium Phase I of II
3. FY2010/11 – 2014/15 Amended Fixed Capital Outlay Plan
4. External Audits
 - a. West Florida Historic Preservation, Inc.
 - b. UWF Foundation
5. Revised 09-10 Internal Auditing Work Plan
6. ERCCD Fees for 2010-2011
7. Student Activity and Service, Health, Athletic Fee Increase

Informational/Discussion Items

1. Update - FY 2009-10 Operating Budget Summary
2. 2008-2009 Annual Report to the State of Florida

Other Finance Items

Academic & Student Affairs Committee

Ms. Nancy A. Fetterman
Committee Chair

Action Items

1. Minutes
September 18, 2009
http://uwf.edu/trustees/Dec11_09/D_ASMN091809.pdf

Informational/Discussion Items

1. Update – School of Science & Engineering Grand Opening
2. Duplicative Courses
3. Enrollment & Quality of Students
4. Mock Trial Courtroom
5. University Work Plans and Annual Reports
6. Update - Dept. of Education Grant - Alcohol Prevention Program
7. Update - Health and Wellness Center Building
8. Update - Housing Expansion Project
9. Significant Student Recognitions and Accomplishments

Other Academic & Student Items

A

All meetings will occur in B22/Rooms A, B & C.

Executive Committee

Mr. K.C. Clark
Board Chair

- Action Items
- Informational Items
- Other Executive Items

Other Board of Trustees Items

Action Items

1. Minutes
September 18, 2009
http://uwf.edu/trustees/Dec11_09/D_FBOT091809MN.pdf
2. Resolutions in Appreciation and Recognition of Distinguished Service
3. Presidential Goals
4. Collective Bargaining Agreement with Police Benevolent Association (PBA)

Informational/Discussion Items

1. Update – Advancement
2. Update – Legislative
3. 2010-2011 Tentative Meeting Schedule
3. Strategic Items

Other Events

Tomorrow

- **Dec 12, 2009** **(SAT)** Fall Commencement PNS Civic Center
Adjusted Times 9:30 a.m. and 2:00 p.m. (lunch in between)
- Feb. 3-5, 2010 School of Science & Engineering Events
- March 5, 2010 (FRI) UWF BOT Meeting Conference Center
- May 1, 2010 (SAT) Spring Commencement PNS Civic Center
- June 3, 2010 (THU) UWF BOT Meeting Conference Center
- June 4, 2010 (FRI) UWF Joint Boards Workshop Conference Center

Adjournment

Closed Session

A

All meetings will occur in B22/Rooms A, B & C.

Agenda

University of West Florida Board of Trustees Meeting

Conference Center (A, B, & C)
11000 University Parkway
Pensacola, Florida

Friday, December 11, 2009

9:00 a.m. Central Time

Finance, Administration & Audit Committee

Call to Order

Mr. J.T. Young
Committee Vice Chair

Roll Call

Ms. Faye Bowers

Vice Chair's Greetings

Mr. Young

Action Items

1. Minutes of September 18, 2009
http://uwf.edu/trustees/Dec11_09/D_FNMN091809.pdf
2. Re-Appropriation of Public Education Capital Outlay (P.E.C.O.) Project Funding – Natatorium Phase I of II
3. FY2010/11 – 2014/15 Amended Fixed Capital Outlay Plan
4. External Audits -
 - a. West Florida Historic Preservation, Inc.
 - b. UWF Foundation
5. Revised 09-10 Internal Auditing Work Plan
6. ERCCD Fees for 2010-2011
7. Student Activity and Service, Health, Athletic Fee Increase

Informational/Discussion Items

1. Update - FY 2009-10 Operating Budget Summary
2. 2008-2009 Annual Report to the State of Florida

Adjournment

All meetings will occur in B22/Rooms B&C.

UWF Board of Trustees
Finance, Administration and Audit Committee
December 11, 2009

Issue: Re-Appropriation of Public Education Capital Outlay (P.E.C.O.)
Project Funding – Natatorium Phase I of II

Proposed action: Approve

Background information:

Due to limited Public Education Capital Outlay (P.E.C.O.) funding expected during the FY2010/2011 Legislative session, the Board of Governors offered SUS institutions the opportunity to re-appropriate monies from previously appropriated projects for other uses.

The University requests a re-appropriation of funds from the FY08-09 Natatorium Renovation, Phase I of II project. The project received a PECO appropriation of \$4.126 Million. The University has begun planning this fall semester for the next residence hall to be occupied August 1, 2012. This planned growth requires a new sanitary sewer infrastructure project to be installed during the summers of 2010 and 2011.

Therefore, we request a re-appropriation of \$1.126 Million from this Natatorium Phase I of II to supplement the University allocation for Utilities Infrastructure funding for this purpose. After completing the utility project installation, unobligated monies will be returned to the Natatorium Phase I of II project.

Recommendation: Approve

Implementation Plan: Submit to Chancellor's Office, January, 2010

Fiscal Implications: None

Supporting documents: None

Prepared by: Dr. Jim Barnett, Associate Vice President, University Affairs,
850 474 2007, jbarnett@uwf.edu

Presenter: Dr. Hal White

UWF Board of Trustees
Finance, Administration and Audit Committee
December 11, 2009

Issue: FY2010/11 – 2014/15 Amended 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 Board of Trustees approved the Plan at the June 2 meeting. Funding for these projects comes from the Public Education Capital Outlay (PECO) and Facilities Enhancement Challenge Grant Program (Alec P. Courtelis), which uses revenues generated from taxes on utilities.

Proposed Amendment Changes:

a. updated the FY2010/2011 Capital Renewal Infrastructure request commensurate with the B.O.G. September distribution forecast,
b. increased the Maritime Museum and Research Center, Ph. I of III state request commensurate with the updated private donations as of November 6 (will update as of December 31, 2009), and
c. identified a Maritime Museum and Research Center, Ph. III of III. The Plan aligns with the existing Campus Master Plan adopted in March, 2008. The Board of Governors will compile the list from each of the colleges and universities and present 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 January, 2010

Fiscal Implications: None

Supporting documents:

Proposed Amended Five-Year Plan, Dec.11, 2009

http://uwf.edu/trustees/Dec11_09/FY2011_14_PECO.pdf

B.O.T. Approved Five-Year Plan, June 2, 2009

http://uwf.edu/trustees/Dec11_09/BOTA_FY2011_14_PECO.pdf

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

Presenter: Dr. Hal White

University of West Florida
Five-Year Major Capital Improvement Plan (CIP-2) and Legislative Budget Request
Period: 2010-11 through 2014-15

Amendment to B.O.T. 12.11.2009

Priority	Project	2010-11	2011-12	2012-13	2013-14	2014-15	Total
1	Capital Renewal Infrastructure	1,199,688	5,383,196	3,000,000	5,500,000	5,600,000	20,682,884
		(P,C)	(P,C)	(P,C)	(P,C)	(P,C)	
2	College of Business Education Ctr.	11,650,000					11,650,000
	Ph. II of III	(P,C,E)					
3	College of Business Education Ctr.	-	7,133,000				7,133,000
	Ph. III of III		(C,E)				
4	Natatorium Renovation, Ph. II of II			3,981,000			3,981,000
				(P,C,E)			
5	Educational Development Center	1,103,000		8,682,000			9,785,000
	Renovation	(P)		(C,E)			
6	UWF/Eglin Higher Education Center	2,031,000	18,966,000				20,997,000
		(P)	(C,E)				
7	Physical Education Renovation and	1,650,000	15,483,000				17,133,000
	Performance Center Improvements	(P)	(C,E)				
8	Maritime Museum and Research Center	4,559,000					4,559,000
	Ph. I of III (Courtelis 50% Match)	(P,C,E)					
9	Maritime Museum and Research Center,		5,629,500				5,629,500
	Ph. II of III (Courtelis 50% Match)		(P,C,E)				
10	Maritime Museum and Research Center,			5,400,000			5,400,000
	Ph. III of III (Courtelis 50% Match)			(P,C,E)			
11	Amphitheater - Maritime Park	600,000					600,000
	(Courtelis 50% Match)	(P,C,E)					

Page 2		2010-11	2011-12	2012-13	2013-14	2014-15	Total
12	College of Arts and Sciences						
	Building 37 Renovation		3,461,000				3,461,000
			(P,C,E)				
13	School of Allied Health and Life Sciences			10,372,000	55,794,000		66,166,000
				(P)	(C,E)		
14	College of Arts and Sciences			1,748,000		18,341,000	20,089,000
	Building 58 Renovation			(P)		(C,E)	
15	Archaeology Auditorium and Curation Facility			769,000	5,847,000		6,616,000
				(P)	(C,E)		
16	Classroom and Tchg. Lab Upgrades			788,500	7,656,000		8,444,500
				(P)	(C,E)		
17	CFPA Acoustical and Lighting Corrections			3,400,000			3,400,000
				(P,C,E)			
18	Campus Security Facility			544,500	6,478,000		7,022,500
				(P)	(C,E)		
19	College of Professional Studies Education Building				1,607,000	20,628,500	22,235,500
					(P)	(C,E)	
20	University Honors/Living Complex				233,000	1,620,000	1,853,000
					(P)	(C,E)	
	Total: PECO and Alec P. Courtelis						246,837,884

Note: The B.O.T. approved the project priorities at the June, 2009 meeting. Project budgets were adjusted after that date for the August 1, 2009 submittal to the B.O.T.

		2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Total
13	College of Arts and Sciences				1,744,600		18,341,000	20,085,600
	Building 58 Renovation				(P)		(C,E)	
14	Archaeology Auditorium and Curation Facility				844,500	6,244,500		7,089,000
					(P)	(C,E)		
15	Classroom and Tchg. Lab Upgrades				822,000	7,663,500		8,485,500
					(P)	(C,E)		
16	CFPA Acoustical and Lighting Corrections				3,400,000			3,400,000
					(P,C,E)			
17	Campus Security Facility				615,000	7,384,500		7,999,500
					(P)	(C,E)		
18	College of Professional Studies Education Building					1,847,000	23,847,000	25,694,000
						(P)	(C,E)	
19	University Honors/Living Complex					232,000	2,016,000	2,248,000
						(P)	(C,E)	
	Total PECO & Alec P. Courtelis							254,037,494

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
December 11, 2009

Issue: Certification and Financial Audits of Direct Support Organizations

Proposed action: Acceptance

Background information:

Organizations affiliated or through the University of West Florida (aka Direct Support Organizations) must be certified annually by the University of West Florida. For UWF, the following are ready to be certified for fiscal year ending June 30, 2009:

- University of West Florida Foundation, Inc. and
- West Florida Historic Preservation, Inc.

Specifically for the WFHPI: Section 13 of the agreement between the University of West Florida and the West Florida Historic Preservation, Inc, (WFHPI), dated July 1, 2001, requires UWF shall certify on an annual basis, after consideration of the information provided by the Corporation (WFHPI) that the corporation is complying with the terms of this agreement and in a manner consistent with the goals and purposes of UWF and in the best interest of the State. Such certification shall be made annually and reported in the minutes of the meeting of the Board of Trustees of UWF.

Results: To ensure compliance with the agreement, the associate vice president for Internal Auditing and Management Consulting performed a cursory review of the documents and determined each met the requirements.

- UWF Foundation had one management letter item related to properly recording certain items, which were promptly corrected by the Foundation. They were:
 - To properly record the fair value of contribution receivables between temporarily restricted and permanently restricted.
 - To properly record restricted cash reserves for gift annuities in compliance with Florida Statute chapter 627.81.
 - To record accrued interest for Series 2009 bonds.

The Foundation has also put procedures in place guard against these oversights happening in the future.

- WFHPI: Two audit findings were contained in this report.
 - WFHPI had the repeat finding regarding segregation of duties as a significant internal control deficiency. UWF Internal Auditing met with WFHPI in October and November 2009 to discuss the existing process, and possible process enhancements, for improving segregation of duties related to receiving and disbursing cash. Internal Auditing will continue to work with WFHPI to ensure that suitable procedures are established and documented.
 - The second finding identified the lack of staff with expertise to maintain the accounting records in accordance with GAAP. ([This relates to vacancies of the WFHPI business manager position and the Pensacola Historical Society's bookkeeper position prior to the merger with the Pensacola Historical Society.](#)). WFHPI management employed the assistance of a QuickBooks expert and a CPA to temporarily remedy the situation. Unfortunately, with budget cuts the WFHPI business manager position was lost. WFHPI hired an office administrator with 25 years of university financial management experience to assume these responsibilities. Additionally, WFHPI

management agreed that engaging a CPA firm to assist with these functions might be appropriate.

Recommendation: **Acceptance of these audit reports**

Implementation Plan: Implementation of external auditors' audit recommendations will be monitored by UWF Internal Auditing and Management Consulting.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees of organizations affiliated with or through the University of West Florida.

Supporting documents:

University of West Florida Foundation, Inc. – 44 pages

http://uwf.edu/trustees/Dec11_09/UWFFND_2009_Audited_Financial_Statements_Final.pdf

UWF Foundation MGMT Letter – 3 pages

http://uwf.edu/trustees/Dec11_09/UWFF_MGMT_LTR.pdf

West Florida Historic Preservation, Inc. – 25 pages

http://uwf.edu/trustees/Dec11_09/Saltmarsh_Audit_Report_063009.pdf

Prepared by: Ms. Betsy Bowers, Associate Vice President, Internal Auditing, 850 474 2636, bbowers@uwf.edu

Presenter: Ms. Betsy Bowers

UWF Board of Trustees Conference Call Meeting

Finance, Administration & Audit Committee

December 11, 2009

Issue: Revised 2009/10-2010/11 Revised 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.”*

Internal Auditing has significant staff turnover within the past six months making it necessary to revise the 2009/10-2010/11 Work Plan. The following changes to the work plan will occur.

1. Completion of the SGA audit.
2. Increased audit and MAS activities related to auxiliary activities in Academic Affairs.
3. Delay the start of Construction (Science & Technology) until May 2009.
4. Delay the Contracted Services audit until 2010/11.
5. Continue to participate in evaluation of rules/policies and procedures and any changes needed for UWF.
6. Continue to conduct various management advisory services. To date, seven management advisory services (segregation of duties issues, state property insurance, SSN collection and compliance with new Florida Statute, workflows within departments, etc.) have been completed with several more in process.

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

Implementation Plan: Audits and management advisory services will be conducted throughout fiscal year 2009/10-2010/11.

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:

Revised work for Internal Auditing & Management Consulting

http://uwf.edu/trustees/Dec11_09/Revised_0910_IAMC_WP.pdf

Prepared by: Ms. Betsy Bowers, Associate Vice President, IAMC, 850 474 26636, bbowers@uwf.edu

Presenter: Ms. Betsy Bowers

UWF Internal Auditing & Management Consulting
REVISED Work Plan for 2009/10 - 2010/2011

Activity	PLANNED	
	2009/10	2010/11
AUDIT		
Student Government Association	X	
Auxiliaries	x	
Construction-S& Tech		X
Athletics [financial]	x	
Treasury Management	x	
Contracted Services		X
Construction- new residence hall		x
Institutes and Centers		x
Continuing Education/Academic Technology Center		x
Parking Services		x
AUDITS PLANNED	4	6
ACCOUNTABILITY ACTIVITIES		
Follow-up of Audits	x	x
MANAGEMENT ADVISORY SERVICES		
Risk Council	x	x
Evaluation of Policies/Rules/ Changes	x	x
Auxiliaries in Academic Affairs	X	
Coordinating External Audit	x	x
Miscellaneous MAS	x	x
INVESTIGATIONS:		
Campus Referred Reviews	x	x
Get Lean	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 magnitude of each. These are unpredictable areas

APPROVED:

Dr. Judy Bense, President UWF

Date

Marny Gulilly, Chairman Finance, Administration & Audit Committee
 UWF Board of Trustees

Date

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 11, 2009

Issue: UWF Educational Research Center for Child Development (ERCCD)

Proposed action: Approve the proposed fee increases effective Fall Semester, 2010

Background information: Rule 6-C7.003 (Special Fees, Fines, and Penalties) requires the Board of Trustees to establish or change child care and service fees for Educational Research Center for Child Development.

Recommendation: Approve the proposed fee increases as reflected below.

**CURRENT AND PROPOSED WEEKLY CHILD CARE FEES
FOR 2010-2011**

	Current Fees	Proposed Fees	Amt. Increase	% Increase
Infant/Toddler				
Student	\$112.00	\$115.00	\$ 3.00	2.7%
Non-Student	\$130.00	\$135.00	\$ 5.00	3.8%
Preschool I & II				
Student	\$98.00	\$100.00	\$ 2.00	2.0%
Non-Student	\$116.00	\$120.00	\$ 4.00	3.4%
School Age				
Summer Camp	\$95.00	\$100.00	\$ 5.00	5.3%

No increase to Registration fees

Implementation Plan: New fees will be implemented beginning Fall Semester 2010

Fiscal Implications: This increase is necessary to maintain the current program by:

1. Offsetting operational fees associated with the new facility.
2. Covering the increased costs of goods and services.
3. Purchasing additional equipment and supplies needed for the Center's program.
4. Bringing pricing to market rates.

Supporting documents:

Exhibit A – UWF Comparative Schedule of Current Local Child Care Rates 11/2009 – 1 page
http://uwf.edu/trustees/Dec11_09/ERCCD_ExhibitA.pdf

Prepared by: Ms. Cynthia Watson, ERCCD Director, 850 474 2195, cwatson@uwf.edu
Dr. Tammy McGuckin, Asst. VP/Interim Dean of Students, 850 474 2214,
tmcguckin@uwf.edu

Presenter: Dr. Tammy McGuckin

EXHIBIT A

**UNIVERSITY OF WEST FLORIDA COMPARATIVE SCHEDULE
CURRENT LOCAL CHILD CARE RATES (Weekly)
November 2009**

	Infants	Toddlers	2's	3's	4's	S/A
Child Care Network Reg.Fee \$45 Annual	\$150	\$135	\$125	\$120	\$115	\$110
Cokesbury Reg .Fee \$150	\$162.50	\$150	\$140	\$125	\$112.50	\$62.50
For Kids Only 1-Time Reg. Fee Per Family \$100	\$204	\$204	\$199	\$199	\$199	N/A
Kiddie Korral Reg. Fee \$50 Education Fee - Annual \$50	\$160	\$140	\$130	\$125	\$125	\$85
Kids Klub Annual Reg. Fee \$25	\$150	\$120	\$115	\$105	\$105	\$95
LaPetite Annual Reg. Fee \$95/\$125 Family	\$167	\$155	\$146	\$137	\$129	\$119
Malena's Annual Reg. Fee \$50	\$136	\$120	\$115	\$110	\$110	\$100
Kid's Place 1-Time Reg. Fee \$50.00	\$130	\$116	\$111	\$106	\$95	\$96
PJC JR (Student/Staff/Faculty)	\$110	\$100	\$95	\$90	\$90	N/A
(General Public) Reg. Fee \$50	\$130	\$125	\$120	\$115	\$115	\$90
<u>UWF ERCCD – PROPOSED WEEKLY RATES 2010-2011</u>						
	Infants	Toddlers	2's	3's	4's	S/A
UWF – ERCCD (Students)	\$115	\$115	\$115	\$100	\$100	\$100
(Other Users)	\$135	\$135	\$135	\$120	\$120	\$100

One Time Non-refundable Initial Registration \$100

(A \$25 credit on the Initial Registration will be issued to all parents who attend group New Parent Orientation.)

UWF Board of Trustees
Finance, Administration & Audit Committee
December 11, 2009

Issue: Student Activity and Service, Athletic and Health Fee Increase

Proposed action: Approve the proposed fee increases effective Fall Semester, 2010

Background information: Section 1009.24, Florida Statutes, requires each university Board of Trustees to establish separate Activity and Service, Athletic, and Health Fees. The law further provides that any increase in the fees be recommended by campus fee committees. One-half of each committee shall consist of students appointed by the student body president, with the remainder appointed by the university president. The statute further requires that the university president approve any proposed increases after consultation with the student body president with final approval by the University Board of Trustees.

The Statute limits the fees to no more than 40 percent of the matriculation fee. The UWF percentage of matriculation fees for 2009-10 is 32.4% for students newly enrolled at UWF in the Fall of 2009 and 34.6% for students enrolled prior to Fall 2009. Within the 40 percent cap, universities may not increase the aggregate sum of Activity and Service, Athletic, and Health Fees more than 5 percent per year unless specifically authorized in law or in the General Appropriations Act.

The proposed increases are \$ 1.53 per credit hour, or an increase of 5.0 percent.

Recommendation: Approve A&S, Athletic, and Health Fee Increases:

Fee	2009-2010	2010-2011	Increase	Percentage Increase
A&S	\$11.20	\$11.69	\$ 0.49	4.38%
Athletic	\$14.22	\$14.78	\$ 0.56	3.94%
Health	\$5.19	\$5.67	\$ 0.48	9.25%
Total	\$30.61	\$32.14	\$ 1.53	5.00%

Implementation Plan: New Fees will be implemented Fall Semester 2010

Fiscal Implication: Approval of these fees will meet the most critical needs of the services and programs that these fees support and will enhance programs and services essential to UWF students.

Supporting documentation:

Memo requesting approval – 1 page

http://uwf.edu/trustees/Dec11_09/Memo.pdf

Exhibits A & B (Fee Comparison and Student Fee Committee Minutes – 3 pages

http://uwf.edu/trustees/Dec11_09/Exhibits.pdf

Prepared by: Mr. Alan Brian, Executive Specialist VPSA, 850 474-2214, abrian@uwf.edu

Presenter: Dr. Jim Hurd

MEMORANDUM

November 13, 2009

To: President Judith Bense

From: James R. Hurd
Interim Vice President, Student Affairs

Subject: Request to Increase Activity & Service, Athletic
And Health Fees for 2010-2011

I submit the attached request for increase in the Activity & Service, Athletic and Health Fees for 2010-2011 for your approval and that of the Board of Trustees at the December 11, 2009 meeting.

The Student Fee Committee met on Friday, October 30, 2009, and the meeting was facilitated by Dr. Tammy McGuckin. The committee members were provided with a variety of contextual material including the past history of each student fee since 1983, a spreadsheet illustrating how UWF is situated among the other state universities in Florida in regard to these fees, an estimate of how much each fee would need to increase to support salary projections without reducing operating costs, and a comprehensive divisional priority list of needs for these funds beyond salary maintenance.

The goal of this meeting was to recommend, based on the Committee's best judgment, the distribution of potential fee increases in a manner that appropriately addressed critical need areas. This goal was accomplished and the proposed fees are attached.

If you need additional information, please let me know.

Attachments

cc: Amanda Clonts, SGA President

EXHIBIT A

**THE UNIVERSITY OF WEST FLORIDA
ACTIVITY AND SERVICE, ATHLETIC, HEALTH FEE INFORMATION
(Student Fee History)**

<i>(All fees are per credit hour)</i>	Activity & Service Fee	Athletic Fee	Health Fee	Total Fees	Percent of Matriculation Fee
1998 to 1999	\$6.45	\$8.40	\$2.50	\$17.35	
1999 to 2000	\$7.25	\$9.65	\$3.00	\$19.90	
2000 to 2001	\$7.55	\$10.25	\$3.00	\$20.80	
2001 to 2002	\$7.55	\$10.50	\$3.00	\$21.05	
2002 to 2003	\$7.85	\$11.10	\$3.00	\$21.95	
2003 to 2004	\$8.25	\$11.60	\$3.00	\$22.85	36%
2004 to 2005	\$8.75	\$12.05	\$3.19	\$23.99	35%
2005 to 2006	\$9.65	\$12.35	\$3.19	\$25.19	35%
2006 to 2007	\$9.98	\$12.82	\$3.64	\$26.44	36%
2007 to 2008	\$10.13	\$13.13	\$4.31	\$27.76	37.7%* 35.9%*
2008 to 2009	\$10.68	\$13.65	\$4.82	\$29.15	37%
2009 to 2010	\$11.20	\$14.22	\$5.19	\$30.61	32.4%** 34.6%**

* For 2007/2008: Matriculation changed during the year.

The \$27.76 is 37.7% of fall 2007 matriculation (\$73.71/27.76) and 35.9% of spring and summer 2008 matriculation (\$77.39/27.76).

** Beginning Fall 2009, newly enrolled students pay a higher tuition per credit hour rate than previously enrolled students, resulting in these fees being 32.4% for newly enrolled students, and 34.6% for previously enrolled students.

Comparison of SUS Fees for 2009-2010

A&S		Athletic		Health		Totals	
NCF	\$16.65	FAU	\$14.30	UF	\$10.49	FAU	\$32.50
UNF	\$12.89	UWF	\$14.22	UCF	\$8.99	UCF	\$32.31
FIU	\$11.60	FIU	\$13.34	FSU	\$8.81	USF	\$31.08
FGCU	\$11.24	UCF	\$12.68	USF	\$8.60	UWF	\$30.61
UWF	\$11.20	USF	\$12.59	FAU	\$7.80	FIU	\$30.54
UF	\$10.65	FGCU	\$11.54	FGCU	\$7.59	UNF	\$30.42
UCF	\$10.64	UNF	\$11.36	UNF	\$6.17	FGCU	\$30.37
FAMU	\$10.50	FAMU	\$11.30	FIU	\$5.60	FAMU	\$26.72
FAU	\$10.40	FSU	\$6.77	UWF	\$5.19	FSU	\$25.54
FSU	\$9.96	NCF	\$3.72	FAMU	\$4.92	NCF	\$24.95
USF	\$9.89	UF	\$1.90	NCF	\$4.58	UF	\$23.04
Avg	\$11.42	Avg	\$10.34	Avg	\$7.16	Avg	\$28.92

EXHIBIT B

**Minutes from Student Fee Committee Meeting
October 30, 2009, 8:30 a.m., Building 32 Room 504
Dr. Tammy McGuckin, Chair (non-voting)**

Committee Members In attendance:

Keldrick Averhart, Student Representative
Vannee Cao-Nguyen, UWF Workforce
Ludi Cosio Lima, Faculty Representative (not present for final vote)
Josh Finley, Student Representative (not present for final vote)
Richard Glaze, Faculty Representative (not present for final vote)
Carla Green, UWF Workforce
Roger Guyette Jr., Faculty Representative
Leah Hatfield, Student Representative
John Huddleston, Student Representative
Lois Knox, UWF Workforce
Matthew Maskiewicz, Student Representative
Brian Nanney, Student Representative
Gretchen Norling Holmes, Faculty Representative
Mariana Ortega, Student Representative
Olivia Ramirez, Student Representative

Committee Members Absent:

Rick Hicks, UWF Workforce

Others in Attendance:

Tammy McGuckin, Chair	Jim Hurd
Charlotte Suarez	Dave Scott
Rebecca Kennedy	Jeff Schmidt
Ann McKinney	Robin Zimmern
Amy Robinson	
Jackie Winkleman	
Christina Gillar	
Dan Motherway	

Dr. McGuckin opened the meeting with introductions and introduced Dr. Hurd, Interim Vice President for Student Affairs, who then presented an overview of the fee committee and its evolution. He also thanked the committee for agreeing to serve and take the time necessary to complete the process. Next, Dr. McGuckin talked about the working paper that had been previously sent out to the committee.

The purpose of the Student Fee Committee is to recommend fee levels for the three mandatory fees (Activity and Service, Health, Athletic). Currently these fees are collected from all UWF students and support a variety of student activities and services, student health services, and intercollegiate athletics. By Florida statute these fees, in aggregate, may be no more than 40% of tuition and may increase no more than 5% cumulatively per year. The Student Fee Committee does not recommend or approve specific budget allocations; rather the Committee's work focuses on the broader budget policy of how the limited resources are distributed to address critical needs. While we do ask the key representatives of the departments funded by these fees to identify critical needs to guide this Committee's deliberations, other mechanisms exist to develop and approve the actual annual budget allocations for each fund. Health and Counseling Services and Intercollegiate Athletics each develop a proposed budget predicated on anticipated collections which is approved by the administration in Student Affairs and eventually the University administration. The Activity and Service Fee is more complicated. While the bulk of the fee supports the broad activities and services provided by the University Commons and Student Activities unit and the Recreation and Sports Services unit, there are also a number of other departments, student agencies, and student organizations supported by this fund. The Student Government Association (by law) is responsible for allocating the A&S fee.

Dr. McGuckin then reviewed context information to prepare the committee including the history of each fee since 1983 (when UWF began accepting freshmen) and a snapshot of how UWF's fees compare among the other state universities. Dr. McGuckin also made a recommendation that the Committee begin with the assumption that each fee should increase at least enough to meet potential salary obligations for the next fiscal year. A motion to increase the fee by 5% was made by Josh Finley and was seconded by Richard Glaze. Then a motion was made by Richard Glaze to begin with the assumption that each fee should increase enough to meet potential salary obligations. This motion was seconded by Lois Knox. Next, fee priorities from the division of student affairs were presented by various key staff.

The committee discussed three models as guides to help in the process. The first involved an equal distribution of the available fee (after salaries); the second involved starting with a proportionate amount based on the ratio of fund totals to grand total for the top 10 priorities. The third was a blank to be completed by the committee. Matthew Maskiewicz described a fee model based on a ratio of the dollar value of the top priorities from each area which would most impact students. The committee discussed the implications of this model, as well as the equal distribution model. During this discussion a variation on the student impact model emerged. Roger Guyette made the motion to accept this model. Keldrick Averhart seconded the motion. The vote was 9 for, 2 opposed, 1 abstention. The fee increase, including potential salary increase, is as follows: A&S Fee \$0.49, Athletic Fee \$0.56 and Health Fee \$0.48.

The Committee adjourned at approximately 11:45 a.m.

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
December 11, 2009

Issue: FY 2009-10 Operating Budget Summary

Proposed action: Informational

Background information:

The FY 2009-10 Operating Budget Summary provides a report at the end of the first quarter with budget-to-actual results for each fund group.

The Life-to-Date Capital Budget shows that the university is on schedule with the current capital plan implementation. The Science and Technology project continues on schedule with completion in December 2009. The new building project for the Wellness Center and the renovation projects for the Aquatics Center, Women's Locker Room, Building 70 and 79 (funded as part of the Science and Technology appropriation) are in the design and award phases. The College of Business Phase I of III project programming phase began in September.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

FY 2009-10 Operating Budget Summary, including the Life-to-Date Capital Budget -11 pages
http://uwf.edu/trustees/Dec11_09/1Q_Cons_Oper_Bdgt_Summary.pdf

Prepared by: Ms. Valerie Z. Moneyham, University Budget Director, 850 474 2041,
vmoneyha@uwf.edu

Presenter: Dr. Susan Stephenson

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
December 11, 2008

Issue: 2008-2009 Annual Report to the State of Florida

Proposed action: Informational

Background information:

The University of West Florida is a component of the State of Florida. As such, UWF's 2008-2009 financial information for incorporation into the State of Florida's Comprehensive Annual Financial Report (CAFR) was due and submitted to the Florida Department of Education on September 15, 2009. While very similar to UWF's annual published financial statements, this report to the state may not include all final audit adjustments and does not contain a Statement of Cash Flows. Additionally, information contained in the footnotes to UWF's published Annual Financial Statements is reported to the state on specifically prescribed Component Unit Forms. While financial information is available separately for the university and each of its component units, this information is presented in consolidated format to the state.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications:

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

Supporting documents:

Adjustment Form – 2 pages

http://uwf.edu/trustees/Dec11_09/F89_GSB65R02_Adjusted2.pdf

CU Form – 1 page

http://uwf.edu/trustees/Dec11_09/CU_Form.pdf

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

Presenter: Ms. Colleen Asmus

University of West Florida
UNIVERSITY & COMPONENT UNITS
DEPARTMENT OF FINANCIAL SERVICES
ADJUSTMENT FORM
June 30, 2009

111	Cash on Hand	23,730.31	
112	Cash in Bank	7,006,842.66	
142	Investments with SBA	14,251.52	
143	Special Investments with State Treasury	52,060,949.50	
147	Other Investments	1,207,939.00	
148	Fair Market Value Adjustment for Treasury Investment		1,115,828.60
151	Accounts Receivable	4,516,888.68	
153	Interest and Dividends Receivable	376,767.68	
154	Loans and Notes Receivable	179,387.00	
155	Contracts and Grants Receivable	3,083,083.54	
159	Allowance for Uncollectibles		1,041,082.30
167	Due From Component Units/Primary	33,620,469.00	
172	Goods Purchased for Resale	107,184.00	
199	Other Current Assets	120,260.00	
222	Restricted Cash in Bank	33,273,375.95	
225	Restricted Investment with State Treasury	4,094,595.77	
242	Adjustment to Fair Market Value for Restricted Investments		87,214.89
247	Other Investments	46,203,777.00	
252	Deferred Charges	1,145,585.33	
254	Other Loans and Notes Receivable	2,788,144.61	
259	Allowance for Uncollectibles		101,823.57
266	Works of Art & Historical Treasures - Non-Depreciable	12,979,437.00	
267	Leasehold Improvements	59,403.35	
268	Accumulated Depreciation - Leasehold Improvements		39,750.94
271	Land and Land Improvements	12,013,182.31	
272	Buildings and Building Improvements	129,392,420.53	
273	Accumulated Depreciation - Buildings/Building Improvements		56,070,435.78
274	Infrastructure and Other Improvements	28,219,860.51	
275	Acc Depreciation - Infrastructure and Other Improvements		11,334,948.50
276	Furniture and Equipment	41,039,012.92	
277	Accumulated Depreciation - Furniture and Equipment		30,831,014.58
278	Construction Work in Progress	19,100,738.74	
282	Library Resources	30,587,963.46	
283	Accumulated Depreciation - Library Resources		25,264,297.59
284	Property Under Capital Lease	36,850,293.00	
285	Accumulated Depreciation - Property Under Capital Lease		11,462,135.50
288	Other Fixed Assets	2,413,004.67	
289	Accumulated Depreciation - Other Fixed Assets		1,943,238.35
311	Accounts Payable		3,383,588.24
313	Construction Contracts Payable		3,875,394.22
321	Accrued Salaries and Wages		4,689,879.73
331	Deposits Payable		550,461.02
357	Due to Component Units/Primary		1,120,997.22
371	Current Bonds Payable		1,363,836.66
386	Current Compensated Absences Liability		928,104.13
387	Current Capital Leases Payable		44,806.38
389	Deferred Revenues		249,002.27
461	Bonds Payable		52,962,040.92
463	Unamortized Premiums on Bonds Payable		189,637.16
464	Unamortized Discounts on Bonds Payable	280,439.35	
465	Amount Deferred on Refunding	39,175.74	
486	Compensated Absences Liability		9,706,821.14
499	Other Long-Term Liabilities		3,294,563.00
532	Prior Period Adjustment to Beginning Net Assets		142,564.00

536	Investment in Fixed Assets, Net of Debt		138,153,529.46
539	Net Assets Unrestricted		48,159,592.26
555	Restricted for Permanent Fund - Nonexpendable		42,826,051.00
559	Restricted for Other		52,030,272.44
614	Operating Grants and Contributions		32,423,600.71
621	Capital Grants and Donations		20,243,453.14
671	Charges for Services		35,350,917.05
684	Payments from the State of Florida		65,006,959.00
686	Investment Earnings	10,444,451.95	
689	Miscellaneous Revenue		11,698,973.89
698	Contributions to Permanent Funds		1,134,137.00
726	Gain/Loss on Sale of Capital Assets	104,400.88	
771	Expenses	155,473,936.68	
	GRAND TOTAL		
		-----	-----
		668,820,952.64	668,820,952.64
		=====	=====

Department of Financial Services ~ Statewide Financial Statements
Discretely Presented Component Unit ~ Form CU6 ~ Changes in Long-term Liabilities
GL 371XX, 445XX, 461XX, 463XX, 464XX, 465XX, 455XX, 456XX, 372XX, 462XX, 466XX, 467XX, 385XX,
485XX, 386XX, 486XX, 387XX, 487XX, 388XX, 488XX, 315XX, 498XX, 399XX, & 499XX
June 30, 2009

Component Unit Name University of West Florida
Component Unit Fund Number 497000-98-5-000001

Instructions: Debt acquired should be reported in the additions column, and retired debt should be reported in the deletions column. Do not net the additions and deletions. The amount due within one year (short-term portion) should also be reported.

Complete the following schedule of changes in long term debt.

		Audited Balance 6/30/08	Additions	Deletions	Balance 6/30/09	Amount Due Within 1 Year 6/30/09
371XX, 445XX, 461XX, 463XX, 464XX, 465XX	Bonds payable	49,168,567.39	17,677,896.60	12,650,564.34	54,195,899.65	* 1,363,836.66
455XX	Long-term due to other govt. unit					
456XX	Due to federal govt. - arbitrage					
372XX & 462XX, 466XX, 467XX	Certificates of Participation					
385XX & 485XX	Installment purchase contracts					
386XX & 486XX	Compensated absences liability	10,482,420.49	1,094,018.80	941,514.02	10,634,925.27	928,104.13
387XX & 487XX	Capital leases liability	88,103.98		43,297.60	44,806.38	44,806.38
388XX & 488XX	Unearned revenue					
315XX & 498XX	Claims payable					
399XX & 499XX	Other long-term liabilities	976,736.00	2,341,370.00	23,543.00	3,294,563.00	

* Must equal Net Principal on
Form CU7 for Bonds Payable

NOTE: The ending balance for each category must foot across and must agree to the amounts recorded in the corresponding general ledger codes of the FLAIR trial balance.

Agenda
University of West Florida Board of Trustees Meeting
Conference Center (A, B, & C)
11000 University Parkway
Pensacola, Florida

Friday, December 11, 2009

Academic & Student Affairs Committee

Call to Order.....Ms. Nancy Fetterman
Committee Chair

Roll Call.....Ms. Faye Bowers

Chair’s Greetings.....Ms. Fetterman

Action Items

1. Minutes of September 18, 2009
http://uwf.edu/trustees/Dec11_09/D_ASMN091809.pdf

Informational/Discussion Items

1. Update – School of Science & Engineering Grand Opening
2. Duplicative Courses
3. Enrollment & Quality of Students (PPT)
4. Mock Trial Courtroom (PPT)
5. University Work Plans and Annual Reports
6. Update - Dept. of Education Grant - Alcohol Prevention Program (PPT)
7. Update - Health and Wellness Center Building
8. Update - Housing Expansion Project
9. Significant Student Recognitions and Accomplishments

Other Academic & Student Items

Adjournment

All meetings will occur in B22/Rooms A, B&C

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 11, 2009

Issue: School of Science and Engineering Grand Opening

Proposed Action: Informational

Background information: In the Spring 2010 semester, classes and labs will be held for the first time in the newly constructed School of Science and Engineering building. With a cost in excess of \$30 Million, the new building will house 11 classrooms, 22 laboratories, three seminar rooms, three conference rooms, 55 offices for faculty and staff, an atrium with a café, and spaces for student organizations, tutoring, and studying. The state of the art laboratory space will allow for research related to such things as robotics and artificial intelligence, laser and spectroscopy, cyber security, and 3-D visualization.

Grand opening festivities are scheduled for February 3-5, 2010, and include the following:

- Wednesday, February 3, 2010
 - Prospective student reception
- Thursday, February 4, 2010
 - Ribbon cutting ceremony
 - Building tours
 - Technology expo
 - Breakout sessions with UWF alumni and industry experts
 - Alumni reception
 - Engineers week banquet
- Friday, February 5, 2010
 - Breakfast and tour for Northwest Florida education leaders
 - Featured speaker Peter Diamandis, founder of the X Prize Foundation
 - Donor and VIP reception

Recommendation: Information item; no action required.

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

UWF SSE Grand Opening Brochure – 4 pages
http://uwf.edu/trustees/Dec11_09/SSE_Brochure.pdf

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

Presenter: Dr. Leonard Ter Haar & Ms. Gretchen VanValkenberg

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 11, 2009

Issue: Duplicative Courses Survey

Proposed action: Informational

Background information: The BOT passed a motion at the September 4, 2008 meeting charging the President and Provost to “develop and implement a transparent and equitable process to review the proliferation of duplicative courses and programs and to facilitate changes identified by that review.” At the December 12, 2008 BOT meeting of the Academic and Student Affairs Committee, the Provost reported on progress made by the committee jointly charged by Office of the Provost and the Faculty Senate to carry out the Faculty Senate directive. Since that time, the Provost’s Office has worked with the college deans to compile a list of possibly duplicative courses.

Actions to be taken regarding the list of duplicative courses:

1. Per the recommendation of the committee, the listing of courses will be made available to all departments/divisions within Academic Affairs.
2. The respective College Curriculum Committees and Academic Council of the Faculty Senate will apply added scrutiny for courses or programs identified in #1 above needing modification through the CCR process to ensure that duplicative courses and programs are minimized.
3. During regularly scheduled program reviews, CCRs must be submitted for courses in which the current CCR either does not include student learning outcomes (SLOs) or includes SLOs that have changed.

Recommendation: Information item; no action required

Implementation Plan: See actions listed above.

Fiscal Implications: None

Supporting documents:

Duplicative Courses Summary – 4 pages

http://uwf.edu/trustees/Dec11_09/Duplicative_Courses_Summary.pdf

Prepared by: Dr. George Ellenberg, Interim Assoc. Vice Provost, Academic Affairs, 850 474 2035,
gellenberg@uwf.edu

Presenter: Dr. George Ellenberg

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 11, 2009

Issue: Enrollment and Quality of Students

Proposed action: Informational

Background information:

Brief history of enrollments and of quality of students

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: PowerPoint Presentation

Prepared by: Dr. Pete Metarko, Associate Vice President, 850 474 3386, pmetarko@uwf.edu

Presenter: Dr. Pete Metarko

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 11, 2009

Issue: Mock Trial Courtroom

Proposed Action: Informational

Background information: The mock trial courtroom project began as an idea proposed at a Department of Criminal Justice and Legal Studies faculty retreat over 5 years ago. Professor Kimberly Tatum proposed the idea of creating a courtroom on campus. The idea was well-received by faculty, and was put on the short list of 5-year goals for the department. The Dean of the College of Professional Studies at that time was Dr. Janet Pilcher who supported the project initially and offered to donate office space in Building 86 to be converted. Dr. Don Chu later became dean. He continued to support the project fully, and eventually pledged the use of a large classroom to be used for the courtroom project. Dr. John Smykla, who later became chair of the Department, supported the project fully and completely. Dr. Smykla committed his personal time to the huge fundraising efforts, and allowed his faculty members, including Professor Tatum and then-Professor Goodman, to have time to work on the project. At the end of the fundraising efforts, the faculty of the Department of Criminal Justice and Legal Studies were successful in raising \$200,000 in private donations, faculty donations, and grants.

There are numerous ideas on how to best utilize this mock trial courtroom. For example, it will be used to train the UWF Mock Trial Team, which has existed at UWF for 9 years. Additionally, the room will be used for teaching classes related to the legal system; training expert witnesses for trial; training police officers for trial; and partnering with local law firms for mock trials.

Recommendation: Information item; no action required.

Implementation Plan: None

Fiscal Implications: None

Supporting documents: PowerPoint Presentation

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

Presenter: Dr. Glenn Rohrer and Kimberly Tatum

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 11, 2009

Issue: University Work Plans and Annual Reports

Proposed Action: Informational

Background information: The Board of Governors has adopted Regulation Number 2.002 University Work Plans and Annual Reports. This regulation institutes a planning and performance monitoring system that includes the submission of university work plans and annual reports. This monitoring system is designed to inform strategic planning, budgeting, and other policy decisions for the State University System. The work plan and annual report will reflect the university's distinctive mission and focus on core institutional strengths within the context of the SUS goals, as well as regional and statewide needs.

The Regulation will require the Board of Trustees to prepare an initial work plan to be submitted to the BOG during the spring 2010 semester with submission of annual updates thereafter. The work plan will outline the university's top priorities, strategic directions, and specific actions and financial plans for achieving those priorities, as well as performance expectations and outcomes on institutional and System-wide goals. The components of the work plan include the following:

- Mission statement;
- Listing of new academic programs proposed for the next three years;
- Tuition differential proposal as outlined in BOG Regulation 7.001(13);
- University projected contributions on metrics related to specific strategic System-wide strategic goals identified by the BOG;
- A minimum of three additional institution-specific goals on which university effort will be focused within the next three years, with proposed strategy for achieving those goals, the metrics that will be used to measure success in achieving those goals, and any assumptions upon which the projected outcomes are predicated;
- Unique opportunities that have presented themselves that have not been included in prior plans; and
- Any additional information requested by the BOG.

The regulation also requires the Board of Trustees to submit a university annual report that describes progress against articulated goals in the work plan and summarizes other key data. The components of the annual report include the following:

- Executive summary;
- Mission and values;

- Summary information on budgets, enrollments and other core resources;
- Reports on undergraduate education, graduate education, and research and economic development;
- Any additional information required by the BOG.

The BOG will compile the information from the individual annual reports into a System-wide annual report for submission to the Governor, the President of the Senate and the Speaker of the House of Representatives.

To begin this process, the BOG is requiring each university to submit its initial annual report in December.

Recommendation: Information item; no action required.

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

University of West Florida Annual Report – 23 pages

http://uwf.edu/trustees/Dec11_09/UWF_Annual_Report.pdf

Annual Report Definitions – 9 pages

http://uwf.edu/trustees/Dec11_09/Annual_Report_Definitions.pdf

University Work Plan Template

http://uwf.edu/trustees/Dec11_09/UWork_Plan_Template.pdf

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

Presenter: Dr. Chula King

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 11, 2009

Issue: Dept. of Education Grant for “Model Alcohol Abuse Prevention Program”

Proposed Action: Informational

Background information:

The University of West Florida “You Have Choices!” campus alcohol prevention program was selected as one of five universities across the nation to receive a grant award for \$134,000 from the United States Department of Education as a Model of Alcohol or Other Drug Abuse Prevention Program on a College Campus. A review of “You Have Choices!” along with relevant background information will be provided.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: PowerPoint

Prepared by: Mr. Alan Brian, Executive Specialist VP SA, 850 474 2214, abrian@ufw.edu

Presenters: Ms. Mica Hughes-Harrell
Dr. Debra Vinci

UWF Board of Trustees Meeting
Academic & Student Affairs Committee
December 11, 2009

Issue: Health and Wellness Center Building Update

Proposed action: Informational

Background information: Rebecca Kennedy, Director of Counseling and Wellness Services will present an update on the UWF Counseling and Wellness Services Center building project.

Project Update: The Student Health, Counseling and Wellness Center is well on its way. UWF awarded the professional services contract for design on April 2, 2009 to Hernandez Calhoun Design International. The bid for construction services will begin in December 2009 and be awarded by January 2010. Construction will begin in February 2010 with substantial completion in mid-December and final completion by the end of January 2011.

Recommendation: Informational Update

Fiscal Implications: No additional implications

Supporting documents: PowerPoint

Prepared by: Mr. Alan Brian, Executive Specialist VPSA, 850 474 2214, abrian@uwf.edu

Presenter: Dr. Rebecca Kennedy

UWF Board of Trustees Meeting
Academic & Student Affairs Committee
December 11, 2009

Issue: Housing Expansion Update

Proposed action: Informational

Background information: Dr. Ruth Davison, Director of Housing and Residence Life will present an update on the UWF Housing Expansion 2012 project.

Project Update: Heritage Hall construction is underway with tunnel forming now commencing. All elements of this first phase of residential housing expansion are currently on target for occupancy by August 2010. Planning has begun on Phase II, with a target of occupancy by August 2012 based upon current enrollment and occupancy projections.

Recommendation: Informational Update

Implementation Plan: Construction began in summer 2009 and Heritage Hall will open in August 2010 for 252 residents. Planning for Phase II for 2012 is underway.

Fiscal Implications: No additional implications

Supporting documents: None

Prepared by: Alan Brian, Executive Specialist VPSA, 850-474-2214, abrian@uwf.edu

Presenter: Dr. Ruth L. Davison

UWF Board of Trustees Meeting
Academic & Student Affairs Committee
December 11, 2009

Issue: Significant Student Accomplishments and Recognitions

Proposed action: Informational

Background information: The Vice President for Student Affairs will provide an informational update about significant student accomplishments and recognitions of excellence.

Recommendation: Informational item; no action required

Implementation Plan: Informational

Fiscal Implications: None

Supporting documents:

Exhibit A: Listing of Student Accomplishments – 3 pages

http://uwf.edu/trustees/Dec11_09/Students.pdf

Prepared by: Mr. Alan Brian, Executive Specialist VPSA, 850 474 2214, abrian@uwf.edu

Presenter: Dr. James R. Hurd

Agenda

University of West Florida Board of Trustees Meeting

Conference Center
11000 University Parkway
Pensacola, Florida

Friday, December 11, 2009

Executive Committee Meeting

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

Roll Call.....Ms. Faye Bowers

Chair’s Greeting.....Chair Clark

Action Items
Informational Items
Other Executive Items

Adjournment

All meetings will occur in B22/R B&C.

UWF Board of Trustees Meeting

December 11, 2009

Issue: Resolutions in Recognition of Distinguished Service

Proposed action: Adopt

Background information: Trustees Honor Bell, Sharon Hess Herrick and Roy Smith have served as charter members of the Board of trustees since 2001. Trustee J.T. Young has served one term from 2005 - 2009.

Trustee Bell served as Vice Chair from January 2006 – December 2008. Trustee Bell currently serves as a member of the Academic & Student Affairs Committee and as an At-Large member of the Executive Committee.

Trustee Hess Herrick served as Vice Chair and Chair for the Finance, Administration and Audit Committee from 2001 – December 2008 as well as a member of the Executive Committee from January 2006 – December 2008 and is currently a member of the Finance, Administration & Audit Committee.

Trustee Smith served as Chair for the Academic and Student Affairs Committee from 2003 – through December of 2008 and currently is serving as Vice Chair for the Board.

Trustee Young serves as the Vice Chair for the Finance, Administration & Audit Committee.

This is an opportunity to recognize and commend them for service to the students, staff, and faculty at UWF.

Recommendation: Adopt

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documentation:

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

Presenter: Mr. K.C. Clark

UWF Board of Trustees Meeting
December 11, 2009

Issue: Presidential Goals

Proposed action: Approve

Background information:

At the September 18, 2009 Board of Trustees meeting Dr. Judy Bense presented draft presidential goals for the 09/10 year. Chairman Clark asked that each of the trustees review the goals closely and come prepared with any comments, suggestions, or modifications at the December BOT meeting.

Recommendation: Approve

Implementation Plan:

Fiscal Implications:

Supporting documents:

Draft Presidential Goals

http://uwf.edu/trustees/Dec11_09/Draft_Presidential_Goals_2009-10.pdf

Prepared by: Dr. Kim Spear, Chief of Staff, 850 474 2473, kspear@uwf.edu

Presenter: Chairman Clark

Draft Presidential Goals for the 2009-10 year

1. Continue to focus on visibility, recruitment, retention, and partnerships.
2. Make progress on strategic priorities and gather data on measurable objectives to aid in decision making.
3. Work collaboratively with the SUS to increase funding.
4. Improve faculty and staff morale.
5. Solidify the UWF leadership team.
6. Work to meet more of the community program needs, especially in the STEM fields. Continue and strengthen regional partnerships.
7. Strengthen higher education coalition partnerships and secure opportunities, especially to the East.
8. Build a workable and accepted model for Emerald Coast.
9. Finalize the plans for the Maritime Museum.
10. Develop a 10 year Athletic Plan and begin its implementation.
11. Bring facilities projects to fruition (Housing, SSE, begin West Campus).
12. Orient new trustees.
13. Oversee successful Creating Great Futures Campaign.

UWF Board of Trustees Meeting
December 11, 2009

Issue: Collective Bargaining Agreement with the Police Benevolent Association

Proposed action: Ratification of the 2009-2012 Collective Bargaining Agreement with the PBA

Background information:

The current Collective Bargaining Agreement between the Police Benevolent Association (“PBA”) and the UWF Board of Trustees (2006-2009) expired on June 30, 2009. The 2006-2009 agreement remains in effect as the status quo until a successor agreement is ratified by both parties.

Representatives of the PBA and the UWF Board of Trustees began negotiating a successor collective bargaining agreement in June 2009. Negotiations between the parties were concluded on October 7, 2009. The parties agreed upon the following changes to the 2006-2009 Agreement (please see supporting documentation):

Article 12- Health and Safety, by adding section 12.6 which restricts the use of tobacco products by law enforcement officers.

Article 14- Workday and Workweek, by increasing the minimum number of hours of premium pay guaranteed from 2 to 3 for special duty assignments.

Article 25- Grooming Standards, by adding language which permits officers to wear goatee beards

Article 32 – Duration, changing the effective dates of the new Agreement from the ratification date until June 30, 2012.

The PBA membership ratified these changes on October 15, 2009. In order for the Agreement to be effective, it must also be ratified by the UWF Board of Trustees, as the public employer. If the Agreement is ratified by the UWF Board of Trustees, the Agreement will be in effect from the date of ratification June 30, 2012.

Recommendation: That the Board ratifies the UWF-PBA Collective Bargaining Agreement as set forth in the attachment.

Implementation Plan: The Collective Bargaining Agreement will be effective upon ratification by the UWF Board of Trustees.

Fiscal Implications: To be determined.

Supporting documents:

Proposed UWF-PBA Collective Bargaining Agreement – 3 page

http://uwf.edu/trustees/Dec11_09/PBA_CBA.pdf

Prepared by: Ms. Anita Schonberger, Deputy General Counsel, 850 474 3420, aschonberger@uwf.edu

Presenter: Ms. Anita Schonberger

12.6 Use of Tobacco

- A. The Surgeon General of the United States has determined that smoking tobacco contributes to the development of a number of heart and lung diseases.
- B. The University will not hire as law enforcement employees any individuals who smoke. After this agreement has been ratified, employees shall not smoke for the duration of their employment.
- C. The University will not hire individuals who use smokeless tobacco products. After this agreement has been ratified, employees shall not use smokeless tobacco products for the duration of their employment.
- D. Bargaining unit employees who were hired prior to the ratification of this agreement will not be affected by the smokeless tobacco use ban; the ban will apply only to individuals hired after the date of ratification of this agreement.

14.4 Compensation for Special Duty

B. An employee reporting to a special duty event, described in Section 14.4 A. shall be guaranteed ~~two (2)~~ three (3) hours of premium pay if an event is canceled or concluded prior to the end of the ~~two (2)~~ three (3) hour period covered by the guaranteed pay provision. An employee's failure to adhere to the Department's procedures for determining the status of the event prior to reporting for such duty will cause the employee to lose eligibility for the guaranteed ~~two (2)~~ three (3) hours. If, after the employee reports to work, the event is canceled or concluded prior to the end of the guaranteed ~~two (2)~~ three (3) hours, management may assign other law enforcement duties within the scope of the employee's position description during the guaranteed ~~two (2)~~ three (3) hour period.

Article 25

GROOMING STANDARDS

25.3 The face will be clean shaven, except that ~~if~~ a mustache and goatee may be worn. If a mustache or goatee is worn, it must be kept neatly trimmed and tidy. No portion of the mustache extending beyond the corners of the mouth will fall below a line parallel with the bottom of the lower lip. Handlebar mustaches are not allowed. If a goatee is worn, it shall be in accordance with the following:

- A. The goatee shall be worn with a mustache.
- B. The goatee shall not be thicker than ½ inch.
- C. The goatee shall not exceed a ¼ inch width beyond the corners of the mouth.
- D. The goatee shall cover the chin, but not extend back more than ½ inch toward the throat.
- E. The goatee and mustache shall not be colored or dyed except to match the employee's natural hair color.
- F. The goatee shall be modified to accommodate department equipment when operationally required.

UWF Board of Trustees Meeting

December 11, 2009

Issue: University Advancement/Campaign Update

Proposed action: Informational

Background information:

The Interim Vice President for University Advancement will provide an update on university advancement including a progress report on the University's *Creating Great Futures* Campaign and the university's major institutional marketing and communications activities.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: PowerPoint Presentation

Prepared by: Dr. Kyle Marrero, Interim Vice President for University Advancement,
850 474-3306, kmarrero@uwf.edu

Presenter: Dr. Kyle Marrero

UWF Board of Trustees Meeting
December 11, 2009

Issue: Legislative Affairs Update

Proposed action: None

Background information: As the governing body of the University of West Florida it is imperative that the Board of Trustees be kept abreast of the affairs of government on the state and federal level. Information will be presented to the Board regarding, the state's economic outlook, pending and future legislation, legislative action, and reports of interest from Tallahassee and D.C.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: None

Prepared by: Ms. Janice Gilley, Director of Governmental Relations, 850 474 2218, jgilley@uwf.edu

Presenter: Ms. Janice Gilley

UWF Board of Trustees Meeting
December 11, 2009

Issue: 2010-2011 Tentative Meeting Dates

Proposed action: Informational

Background information: The UWF Board of trustees will be scheduled to meet four (4) times annually in 2010-11. The proposed meeting schedule is in line with the Board Development Plan adopted in August 2004, as well as, the Board of Governors’ meetings. Conference calls and emergency meetings will be scheduled as needed. Some dates* are in conjunction with other University events.

Recommendation: Review your calendars, provide feedback to support staff and plan to adopt at the March 5, 2010 meeting.

Implementation Plan:

<u>Day</u>	<u>Date</u>	<u>Location</u>
Friday	Sept. 17, 2010	Emerald Coast – Fort Walton Beach
Friday	Dec. 10, 2010	Conference Center
Friday	March 4, 2011	Conference Center
Thursday	June 2, 2011	Conference Center
Friday	June 3, 2011	Conference Center Joint Boards Strategic Planning

***December 11, 2010 Fall Commencement**

Fiscal Implications: None

Supporting documents: None

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

Presenter: Mr. K.C. Clark

UWF Board of Trustees Meeting

December 11, 2009

Issue: Strategic Issues

Proposed action: Discussion

Background information:

It is important that the trustees be granted open forum time to discuss or ask about issues of strategic importance. This is an opportunity for the administration to receive feedback on any items that the trustees would like to provide or see on future agendas.

Recommendation: Open discussion.

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: None

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

Facilitator: Dr. Judy Bense, UWF President