

Minutes
University of West Florida Board of Trustees Meeting
UWF Conference Center
March 6, 2009

Board Chair K.C. Clark called the meeting to order at 11:20 a.m. on March 6, 2009 welcoming those in attendance. The following trustees attended and those participating via conference call are designated with an asterisk* following their names. Trustee Honor Bell was unable to attend due to recuperating from recent surgery.

Mr. K.C. Clark
Ms. Nancy Fetterman
Mrs. Marny Gilluly*
Mrs. Jeanne Godwin
Mrs. Sharon Hess Herrick
General Chuck Horner retired
Ms. April Jardine
Mrs. Catherine Kelly
Mr. Collier Merrill
Dr. Richie Platt
Mr. Roy Smith
Mr. J.T. Young

Others attending:

Dr. Judy Bense, President
Ms. Sheila McDevitt, Chair for FL Board of Governors
Dr. Chula King, Provost, and Vice President for Academic Affairs
Dr. Hal White, Executive Vice President
Dr. Dean Van Galen, Vice President for Development
Dr. Debbie Ford, Vice President for Student Affairs
Ms. Patricia Lott, General Counsel
Dr. Jim Hurd, Associate Vice President for Student Affairs
Ms. Kimberly Sessions Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT
Dr. Michael White, ITS
Mr. Matt McKinney, UC Sound
Mr. John Macdonell, W-UWF webcast

Webcast Part 1 - [mms://streaming.uwf.edu/netcontent/archives/sotu/BOT0309-1ed.wmv](https://streaming.uwf.edu/netcontent/archives/sotu/BOT0309-1ed.wmv)

Chair's Greetings

Chair Clark expressed his appreciation to ITS, UC and WUWF for their assistance with the meeting in such quick turnaround time.

Chair Clark recognized the UWF Strings Quartet under the direction of Dr. Leonid Yanovskiy who entertained during lunch. They are: Molly Hodges – Violin, Maeanna Naffe – Violin, Alex Sullivan – Viola, Ayla Green – Cello. Thanks to Dr. Kyle Marrero who graciously arranged for this delightful entertainment.

Chair Clark announced the committee assignments as follows:

Executive Committee

- K.C. Clark, UBOT Chair
- **Roy Smith**, UBOT Vice Chair
- **Nancy A. Fetterman**, Academic & Student Affairs Chair
- **Marny Gilluly**, Finance, Administration & Audit Chair
- **Honor Bell**, At-large, immediate past Vice-Chair
- **Dr. Judith Bense**, President* (**non-voting**)

Finance, Administration & Audit Committee

- **Marny Gilluly**, Chair
- **J.T. Young**, Vice Chair
- **Sharon Hess Herrick**
- **Jeanne Godwin**
- **General Chuck Horner**, retired

Academic & Student Affairs Committee

- **Nancy A. Fetterman**, Chair
- **Catherine Kelly**, Vice Chair
- **Honor Bell**
- **Collier Merrill**
- **Dr. Richie Platt**, Faculty Senate President
- **April Jardine**, SGA President

Clark extended his thanks for their continued service, especially Trustees Smith, Hess Herrick, and Bell who he offered a token of appreciation for Smith and Hess Herrick as committee chairs and Bell as BOT vice chair.

Clark introduced Ms. Sheila McDevitt, Chair for the FL Board of Governors noting that this is a first for UWF, having the opportunity to host a BOG chair.

Special Guest Greetings

Ms. Sheila McDevitt conveyed her pleasure of visiting UWF and how fortunate UWF is to have Dr. Bense as President. McDevitt noted that she has visited all 11 public universities, touched on the economic status of Florida and how positively receptive the legislature is at the beginning of session.

Ms. McDevitt applauded the state universities for their perseverance and drive in spite of tough times. She expressed her pleasure of the legislature and the state university system working together regarding all 11 institutions rather than just the top five as well as the flexibility of tuition depending on program delivery at different universities. She said that Governor Crist's budget has included some stimulus funds and he hopes that higher education will not receive further cuts. However, she said that remains to be seen.

McDevitt hopes for enhancements to allow all universities to lift up their most prominent programs nationally. The legislature has focused on Centers for Excellence in the past few years. McDevitt also gave an update on legislative priorities and initiatives such as prepaid and bright futures.

Lastly, McDevitt stressed the importance of all state universities standing together.

President's Report

Dr. Bense addressed the Board saying: "I too want to welcome Governor McDevitt. It is really an honor that you would take the time to be with us here today." Bense then followed with her report.

Federal Update

- In early February I visited with our congressional delegation in Washington DC to deliver UWF's priorities for federal funding. Our initiatives were very well received and we have already received word that two of our programs from last year are in the President's Omnibus bill and are in line for funding. \$100k for SBDC and \$333k for Hometown Heroes teach.
- Also, we have all been watching the news in regards to the federal stimulus package. At present, as I understand it Florida stands to receive just over \$12b in stimulus funding. Of that about \$2.7 is expected for Education. In the Governor's budget which came out on Feb 20th he used \$1.1b for education. Of that \$900m was for K-12, \$131m for SUS and \$71m for community colleges. These funds will be allocated via the Board of Governor's normal distribution formula.
- (NIH) National Institute for Health Grant announced yesterday and UWF will be applying as they are science, technology, engineering related.

State News

Bense said, I've just returned from Tallahassee where session opened on Tuesday. There is a sense of kindness and cordiality at the Capitol. As I mentioned the Governor released his budget last Friday Feb 20th. He proposed:

\$66 Billion budget

- \$21.5 B – Education
- \$131m in stimulus for the SUS, to be allocated by the BOG normal methodology. He included this as part of the base operating budget, not facilities, not **PECO**.
- A base tuition increase of 5%. An additional 10% tuition differential could be implemented if legislation is passed.

- Governor allocated \$89m for PECO. This is \$55m less than the BOG approved in January which was also significantly down from last year (was \$425m in 08/09). Under the January approved BOG plan UWF would get \$2.5 for infrastructure/maintenance/repairs and \$3.5 for the COB. Just to give perspective UWF requested \$14m for COB.
- Governor swept up \$55m of unused previously allocated capital outlay projects and put that money back into operating. Fortunately, UWF didn't have a project on that list.
- PECO funding for minor repair projects (PECO formula funds) is funded at the BOG approved amount of \$33,136,880.
- No funding is recommended for the Alec P. Courtelis Facilities Enhancement Challenge Grant Program.

The legislature has some issues with the Governor's budget. For instance:

- Crist used November revenue estimation conference numbers
- Crist proposes using the stimulus funds on recurring operational items. (non-recurring funds)
- Many don't agree with expanded gambling and will not vote for it.
- So, the legislature is focused on 10% and 15% reduction models.
- Considering amending Bright Futures
- Cigarette Tax
- Some talk about internet sales tax and sales tax exemptions
- Suggest using federal stimulus on non-recurring facilities, etc.
- Their budget will come out after the March 20th Revenue estimation conference.
- The current speculation is that the gap to fill will be between \$6-8b.

UWF Budget Approach from Last Year

- All the reductions were across the board. Every division took an equal percentage. We had several rounds of reductions but overall we have taken nearly 10% which equates to about \$9m for UWF.
- I was able to cover the additional 4% January cut from the divisional holdback reserve along with some funds from the central reserve. Thanks to President Cavanaugh and the administration for this.
- Now, we are anticipating another reduction of 2% this fiscal year. If that happens we will be prepared to fund that temporarily from the central reserve but will have to look at taking it next year.

UWF This Year's Philosophy

- We will not do an across the board cut.
- We will work to protect our core of instruction, direct support to instruction, student services, and critical support.
- This doesn't mean they won't have to take a cut. They will. Everyone will. However, they will likely take less of a cut than in other areas. We will make our cuts strategically. Our strategic plan which you have a copy of will guide the process. Dr. King and her staff have developed this plan.

- Last Friday we held a budget retreat to get input from faculty and staff about how to best minimize the impact to UWF. About 120 people showed up and we got some great input...587 ideas. Dr. Hurd and Dr. Healey monitored the retreat quite well.
- Now the VPs are working to model 7 and 12% reduction plans and from there we will look strategically on how we go forward.
- I am not giving up hope that the cut will be much less. But, regardless we can't be caught off guard. We must prepare. We want to increase our revenue.

Now for some better news Bense said:

- **Spanish Royalty Visit** – King Juan Carlos I and Queen Sofia met with archaeology students for a private audience with the Royalty in the T.T. Wentworth Museum where the King addressed Pensacolians.
- **New Athletic Director** – Dave Scott who has done an exceedingly fine job at UWF is now the new athletic director as a result of an internal search.
- **Athletic Visioning Team** – meetings continue and an update will be provided at a future BOT meeting. A consultant has been hired to assess the feasibility.
- **U. S. Military Friendly School** – UWF was designated Military Friendly in December 2008. We are one of 60 recognized out of a possible 2,000.
- UWF received \$302k plus **WIRED** Grant for software engineering for 25 individuals. There were more than 100 applicants.
- **Special Recognition** - Dr. Dean Van Galen, Vice President for University Affairs has accepted a position with UW-River Falls. Bense said 'we are deeply saddened to see Dean go but wish him well. Dean is a wonderful vice president for UWF has done an outstanding job and led the Creating Great Futures campaign to reach its goal of \$35m almost 2 years prior to plans.' Farewell events will occur later in the Spring.

President Bense then said, Mr. Chair that concludes my report.

Adjournment for lunch occurred at 12:12 p.m.

Chair Clark called the meeting to order at 1:07 p.m.

Webcast Part II- <mms://streaming.uwf.edu/netcontent/archives/sotu/bot309P2ed.wmv>

Faculty Recognition

Provost Chula King recognized Dr. Pam Northrup, Associate Provost for her outstanding leadership and dedication to UWF especially in the Academic Technology Center. Dr. Northrup and her colleagues continue to work with the Department of Defense to develop programs for military personnel throughout the world. Chair Clark said that UWF is fortunate to have Dr. Northrup as a leader with such recognition.

Staff Recognition

Dr. Hal White, Executive Vice President recognized several individuals who gave of much time and talent regarding the proposed Student Housing Project. Mr. David O'Brien, Dr. Jim Barnett, Dr. Susan Stephenson, Mrs. Elaine Smith, Dr. Ruth Davison, Dr. Jim Hurd, Dr. Debbie Ford, and Ms. Pat Lott were recognized as the Student Housing Expansion Sr. Leadership Team. In addition, Dr. White recognized Mr. Jeffrey Djerlek, Mr. Alan Brian, and Mr. Dan Motherway for their timeless preparation for and service to the Housing Expansion Teams meetings.

Housing Project Staff - http://uwf.edu/trustees/6Mar_09/Housing_Project_Staff.pdf

Chair Clark expressed his appreciation for the information compiled and received in such a short timeframe.

Student Recognition

Dr. Jim Hurd, Associate Vice President for Student Affairs recognized the Counseling & Wellness Services' Peer Educators Program participants who shared some of their roles and responsibilities. They are: Gili Halperin (spokesperson at BOT presentation), Milo Burdine, John Rodrigues, and Jon Moore. They were accompanied by Assistant Director, Health Promotion Services, Counseling and Wellness Services; Lindsey Greeson, Graduate Assistant and Peer Education Advisor, Counseling and Wellness Services.

Committee Reports

Finance, Administration & Audit Committee

Committee Chair Sharon Hess Herrick brought before the Board items listed below for ratification through a motion seconded by Trustee Young. Motion passed unanimously.

Action Items

1. **Material & Supply Fees for Academic Year 2009-2010**

http://uwf.edu/academic/botagendaitems/Material_and_Supply_Fees_Yearly_Comparison_2009_2010.pdf

http://uwf.edu/academic/botagendaitems/Material_and_Supply_Fees_Web_Page_Listing_2009_2010.pdf

2. **UWF/REG 4.002 Waiver of Tuition and Fees**

http://uwf.edu/trustees/6Mar_09/Notice_UWFREG4002.pdf

http://uwf.edu/trustees/6Mar_09/Academic_Merit_Scholarship.pdf

http://uwf.edu/trustees/6Mar_09/Freshman_Leadership_Scholarship.pdf

3. **UWF Educational Research Center for Child Development (ERCCD) Fees**

http://uwf.edu/trustees/6Mar_09/ERCCD_A.pdf

4. **University Housing & Residence Life Rental Rates**

http://uwf.edu/trustees/6Mar_09/ExhibitA.pdf

http://uwf.edu/trustees/6Mar_09/ExhibitB.pdf

5. **Razing of Building 42**

http://uwf.edu/trustees/6Mar_09/B42_razing.pdf

6. **Financial Audit of Intercollegiate Athletics**
http://uwf.edu/trustees/6Mar_09/Athl_Audt_Fin_Stm063008.pdf
7. **Financial Audit of WUWF-FM**
http://uwf.edu/trustees/6Mar_09/WUWF_FM.pdf
8. **Financial Audit of Direct Support Organization (FIHMC) Florida Institute for Human & Machine Cognition**
http://uwf.edu/trustees/6Mar_09/FIHMC.pdf
9. **Review and acceptance of UWF Operational Audit #2009-109 by the Auditor General.**
http://www.myflorida.com/audgen/pages/pdf_files/2009-109.pdf
10. **Identity Theft Prevention Program**
http://uwf.edu/trustees/6Mar_09/Draft_ID_Theft_Prev_Prog.pdf
11. **UWF Internal Auditing & Management Consulting – Audit Report on Research & Sponsored Programs, Billings & Collections** was presented by Ms. Betsy Bowers.
http://uwf.edu/trustees/6Mar_09/RSP_BC.pdf

Informational/Discussion Items

1. PCard Audit – Quarterly Update
2. UWF Internal Auditing & Management Consulting – Update on Management Advisory Service

Academic and Student Affairs Committee

Committee Chair Nancy Fetterman brought before the Board items below for ratification through a motion seconded by Trustee Smith which passed unanimously. Fetterman said

Action Items

1. **UWF/REG 3.017 Release of Student Educational Records**
http://uwf.edu/trustees/6Mar_09/UWFReg3_017.pdf
<http://www.leg.state.fl.us/Statutes>
2. **UWF/REG 3.021 Alcoholic Beverages** was presented by Dr. Debbie Ford.
http://uwf.edu/trustees/6Mar_09/UWFREG3_021.pdf
3. **UWF/REG 5.017 Alcoholic Beverages on Campus**
http://uwf.edu/trustees/6Mar_09/UWFREG5_017.pdf
4. **Request to Offer a New Degree Program, Bachelor of Music Education (CIP Code 13.1312.) effective Fall Semester 2009**

http://uwf.edu/trustees/6Mar_09/RTO_BME.pdf

5. **Request to Offer a New Degree Program, Bachelor of Science in Business Administration, General Business (CIP Code 52.0101) effective Fall Semester 2009**
http://uwf.edu/trustees/6Mar_09/RTO_BSBA.pdf

Informational/Discussion Items

1. Duplicative Courses & Programs
2. Announcement of FL Great NW Workforce WIRED Initiation II Post-Secondary Grant Award
3. UWF Graduate Admissions Policy
4. Tenure and Promotion Revision
5. Student Affairs Strategic Goals for 2008-2013
6. Significant Student Accomplishments & Recognitions – *Chair Clark said that he would like to publicly acknowledge and recognize all significant student accomplishments during the full Board meetings in the future.*

Full Board Items

Action Items

1. Minutes of December 12, 2008, February 23 & 24, 2009.

A motion was made to **approve the minutes of December 12, 2008 and workshops of February 23 & 24, 2009.**

http://uwf.edu/trustees/6Mar_09/Draft_FBOTMN121208.pdf

http://uwf.edu/trustees/6Mar_09/D_FBOTCC022309MN.pdf

http://uwf.edu/trustees/6Mar_09/D_FBOTCC022409MN.pdf

Motion by: Trustee Fetterman

Seconded by: Trustee Hess Herrick

Motion passed unanimously.

2. Housing Expansion Project 2010

Chair Clark recognized the project team for all of their work in a very short timeline yet maintaining quality. He then called on Dr. Hal White to address the meeting.

Dr. White thanked the Board for participating in the workshops on February 23 and 24 and reminded them of the request in December for tentative approval of new student residence hall, and the completion of the following steps:

- March 2007 Housing Study
- Academic Year Legal & Facilities Review
- Fall 2008 B & D Conducted Marketing Survey/Inventory Study

- Fall 2008 Foundation secured PFM Advertising Firm/Examine Debt Capacity
- RFP for Design Build Model/Invitation to Negotiate Fully Private or Public Developer Model
- UWF Foundation Board approved seeking UBOT & BOG approval two action items which are consistent with CMP, March 2008

White said recommendations were that both consultants were favorable of the two action items, with the design build model deemed preferable, and the results of the RFP generated a prioritized list of prime contractors. Two questions were asked by the Board.

1. Dr. Susan Stephenson – **Was the RFP for bank loans extended to local community?** Extended for an additional week in PNJ and on website with an invitation to respond specifically extended to local banks that handle those kinds of transactions. RFP closed on 3/5/09 and PFM is currently evaluating the responses. 3 responses on initial RFP / 5 responses at end of second.

2. Dr. Ruth Davison – **How low could occupancy go within housing system and still maintain 1.2 debt coverage covenant?**
Two variations –
 1. Addition of 250 beds & debt – modest/ temporary reductions/services, the occupancy could go to 91% & 1.2 debt coverage covenant can be met.
 2. We could make more significant cuts by closing buildings and reducing programs could and go to 82% & still meet 1.2 debt coverage.
 - Historical occupancy data indicates one instance where we fell below 82% in 1999 when Village East opened and system went from 754 to 1,100 beds increasing occupancy capacity by 54%
 - Proposed project will be 16% increase.
 - Today housing is at more than 100% capacity as in past three years. And anticipate at more than 100% this Fall.
 - Fell under 91% one other time when facility opened in Spring rather than Fall.
 - **Hurricane Ivan**
 - Affected occupancy as follows:
 - Occupancy the Fall before Ivan – 99.3%
 - Occupancy in the Fall after Ivan – 95%
 - No buildings were damaged to the point where they were uninhabitable.

Dr. White called on Pat Lott to provide wording for the motions below.

- a. A motion was made for the Board of Trustees to approve the form of the attached Third Amendment to Sublease Agreement between the Board and the Foundation adding the proposed site of the new student housing facilities to the sublease of University land upon which the student housing system is located; and authorize execution by the Board's authorized officers, with such revisions as may be approved by the Chair prior to execution thereof and,

http://uwf.edu/trustees/6Mar_09/2009Subl_20909clean.pdf

Motion by: Trustee Young

Seconded by: Trustee Smith

Motion passed.

- b. adopt the attached resolution approving the issuance of not exceeding \$15,000,000 principal amount of debt by the University of West Florida Foundation, Inc. to finance additional student housing facilities on the campus of the University and requesting the Board of Governors to approve the issuance of such debt.

http://uwf.edu/trustees/6Mar_09/ModelUnivBOTRES021009.pdf

Motion by: Trustee Smith

Seconded by: Trustee Kelly

Motion passed unanimously.

3. 2009-2010 Meeting Schedule

A motion was made to approve the following dates for **2009-10 Board meetings**. Trustees were asked to contact Faye Bowers ASAP if there are conflicts.

Friday, September 18, 2009 (changed from Sept 11 to accommodate F/S meeting already scheduled)

Friday, December 11, 2009

Friday, March 5, 2010

Thursday, June 3, 2010

Friday, June 4, 2010

Motion by: Trustee Fetterman

Seconded by: Trustee Hess Herrick

Motion passed unanimously.

Informational/Discussion Items

1. An **Update on FY08-09 Operating Budget Summary** was presented by Ms. Colleen Asmus. Asmus noted a decline in rate of spending in E & G probably as a result of the current economic situation.
2. An **Update on University Advancement** was presented by Dr. Dean Van Galen. This included a PowerPoint presentation regarding events, fundraising and the April 9 the Scholarship Appreciation Reception in Argo Athletic Club. Dr. Van Galen provided a video clip which will be distributed locally and South Florida to target potential students.

Following the report, Dr. Van Galen expressed his appreciation to the Board and UWF. Chair Clark commended Van Galen on his work.

3. The **Strategic Priorities and Measurable Achievements** was presented by Dr. Judy Bense who said UWF has been refining the SP for some time. Last Fall the BOT charged the Administration to develop measureable achievements under broad strategic priorities.

Dr. Bense commended Provost King for leadership and timeliness in developing those measureable achievements.

Chair Clark asked that Dr. Bense provide a bi-annual report to the Board unless requested otherwise. Several trustees suggested a feedback mechanism, a baseline and/or annual assessment indicative goals, and/or achievements.

Other

Dr. Bense noted that much will occur between now and our next meeting.

- Ground will be broken for a new housing facility.
- Budget adjustments will be made.
- Dr. Van Galen will be gone.
- We will be embarking on a new frontier.

Other Events

- After Meeting Tour New Child Care Center Main Campus
- March 7, 2009 Arcadia Mill Open House Milton Historic Archaeological Site
- March 25 Medal of Honor Event UWF Conference Center
- April 3 & 4 Festival on the Green Main Campus
- May 2 Spring Commencement Pensacola Civic Center
 - 9:00 a.m.
 - 3:00 p.m.
- June 2 UWF BOT Meeting Conference Center
- After Meeting Tour School of Science & Engineering Main Campus
- June 3 Joint Strategic Planning Conference Center

Adjournment occurred at 2:38 p.m.

Respectfully submitted,
Faye H. Bowers
Recording Secretary