

Minutes
University of West Florida Board of Trustees Meeting
UWF Conference Center
Pensacola, FL
December 11, 2009

Board Chair K.C. Clark called the meeting to order at 9:04 a.m. Central time on December 11, 2009 welcoming those in attendance. Trustee Jeanne Godwin joined by conference call which is designated by an asterisk* below. Trustees Marny Gilluly and Sharon Hess Herrick were unable to attend due to a conflict in schedule. The following trustees were present.

Mr. Honor Bell
Mr. K.C. Clark
Ms. Amanda Clonts
Ms. Nancy Fetterman
Mrs. Jeanne Godwin* (joined call at 9:33 am)
General Chuck Horner (RET)
Mr. Collier Merrill (arrived at 9:21 am)
Dr. Richie Platt
Mr. Roy Smith
Mr. J.T. Young

Others attending:

Dr. Judy Bense, President
Dr. Chula King, Provost, and Vice President for Academic Affairs
Dr. Hal White, Executive Vice President
Dr. Kyle Marrero, Interim Vice President for University Advancement
Dr. Jim Hurd, Interim Vice President for Student Affairs
Ms. Patricia Lott, General Counsel
Dr. Kimberly Sessions Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Web cast: <http://uwf.org/radiotv/webarch.shtml>
December 11, 2009 Part 1 (Full BOT thru President's Report)
December 11, 2009 Part 2 (Faculty Recognition through adjournment)

Chair's Greetings

Chair Clark welcomed everyone. He announced a minor change in today's meeting saying that all action items for committees and full Board would be addressed during the first portion of the meeting. He then called on Trustee Young, vice Chair for the **Finance, Administration and Audit Committee** to address the action items of the meeting.

1. The **minutes of September 18, 2009** were presented by vice Chair Young who asked if there were any corrections or additions. A motion was made to approve the minutes of September 18, 2009 as presented. http://uwf.edu/trustees/11Dec09/D_FN18Sep09MN.pdf
Motion by: Trustee Horner
Seconded by: Trustee Clark
Motion carried unanimously.

1. **Re-Appropriation of Public Education Capital Outlay (P.E.C.O.) Project Funding – Natatorium Phase I of II** was addressed by Dr. Hal White and then Dr. Jim Barnett. A motion was made to approve giving the president the authority, as necessary, to request the BOG to re-appropriate funds from the FY08-09 Natatorium Renovation, Phase I of II project as presented.

The project received a PECO appropriation of \$4.126 Million. The University has begun planning this fall semester for Heritage Hall, 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. The request is for 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 to the extent required by an anticipated Statewide reduction in utilities infrastructure funding. After completing the utility project installation, unobligated monies from any transfer will be returned to the Natatorium Phase I of II project.

This would be submitted to the Chancellor's Office in January 2010 if approved by the Board.

Motion by: Trustee Horner

Seconded by: Trustee Clark

Motion carried unanimously.

3. **FY2010/11 – 2014/15 Amended Fixed Capital Outlay Plan** was presented by Dr. Hal White accompanied by Dr. Jim Barnett. A motion was made to approve the Proposed Amendment Changes of the FY 2010-2011 – 2014-2015 Amended Fixed Capital Outlay Plan.

- 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.

This would be submitted to the Chancellor's Office in January 2010 if approved by the Board.

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

Motion by: Trustee Horner

Seconded by: Trustee Clark

Motion carried unanimously.

4. **External Audits** were presented by Ms. Betsy Bowers. A motion was made to accept external audits of the West Florida Historic Preservation, Inc. and the UWF Foundation. 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.

University of West Florida Foundation, Inc. Statements

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

UWF Foundation MGMT Letter

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

West Florida Historic Preservation, Inc. Statements

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

Motion by: Trustee Horner

Seconded by: Trustee Clark

Motion carried unanimously.

5. **Revised 09-10 Internal Auditing Work Plan** was, also presented by Ms. Betsy Bowers. A motion was made to approve the revised Internal Auditing and Management consulting Work Plan. Internal Auditing has had 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, and WFHPI.

3. Delay the start of Construction audit (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.

Revised work for Internal Auditing & Management Consulting

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

Motion by: Trustee Clark

Seconded by: Trustee Horner

Motion carried unanimously.

6. **ERCCD Fees for 2010-2011** was presented by Dr. Tammy McGuckin and Ms. Cindy Watson. A motion was made to approve the ERCCD Fees for 2010-2011 as reflected below. 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.

**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				

Exhibit A – UWF Comparative Schedule of Current Local Child Care Rates 11/2009

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

Motion by: Trustee Clark

Seconded by: Trustee Horner

Motion carried unanimously.

7. **Student Activity and Service, Health, Athletic Fee Increase** was, also, presented by Dr. McGuckin. A motion was made to approve the proposed Student Activity and Service, Health, Athletic fee increases effective Fall Semester, 2010. 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.**

Fee	<u>2009-2010</u>	<u>2010-2011</u>	<u>Increase</u>	<u>Percentage Increase</u>
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%

Memo Requesting Approval

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

Exhibits A & B (Fee Comparison and Student Fee Committee Minutes

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

Motion by: Trustee Clark

Seconded by: Trustee Horner

Motion carried unanimously.

Then Chair Clark called on Trustee Fetterman, Chair for the **Academic & Student Affairs Committee.**

- Minutes of September 18, 2009** was presented by Trustee Fetterman who asked for corrections and/or additions. A motion was made to approve the minutes of September 18, 2009 as presented.

http://uwf.edu/trustees/Dec11_09/ASMN091809.pdf

Motion: Trustee Platt

Seconded: Trustee Clonts

Motion passed unanimously.

Then Chair Clark moved to full Board of Trustees agenda action items, Chair's Greetings. He conveyed his appreciation to the WUWF staff, University Commons' staff and ITS staff for producing the live meeting. He continued saying:

- I appreciate everyone's participation today. Thank you for coming out today. We appreciate your patience.
- I would like bring everyone up-to-speed on our trustee appointments. As you know Bentina Terry and Steve Riggs were recently appointed by the BOG. However, shortly after the appointments we learned that Steve Riggs served on another statewide board which constituted dual office-holding, which makes him ineligible for service on our board. He would make an excellent trustee and conveyed his willingness to apply, again, should we have a vacancy after he completes service on the State Board of Accountancy. We are very grateful for his commitment.

- At our last meeting we, also, agreed to approach Mr. Buzz Ritchie as a prospective trusteeship. Unfortunately, he has declined, due to time commitments but remains committed to helping UWF in all appropriate ways.
- So, that leaves us with one Board of Governor appointment and three additional vacancies which are Governor appointment's to fill Sharon Hess Herrick, Honor Bell, and the vacancy of Catherine Kelly's positions. We are working with the Governor's Office on the timeline and anticipate the process will conclude around the end of the year.

Chair Clark then reported the UWF College of Business for its students have excelled, for the fourth time, in the top 15% in a field test among 132,000 nationwide in more than 600 universities.

Action Items

1. The **minutes of September 18, 2009** were presented by Chair Clark who asked if there were corrections and/or additions. A motion was made to approve the minutes of September 18, 2009 as presented.
http://uwf.edu/trustees/Dec11_09/FBOT091809MN.pdf
 Motion : Trustee Smith
 Seconded: Trustee Fetterman
 Motion passed unanimously.
2. **Resolutions in Appreciation and Recognition of Distinguished Service** – Chair Clark said this is a historical time for this board. This is the last time that we will all be gathered together as board members. Many of us have served since the inception of the board and I would just like to say that it has been an honor and privilege to serve with this group. The next time we meet (March 2010) we will have five new faces around the table. We are losing a great deal of institutional knowledge and wisdom and while new and fresh ideas are always appreciated I wanted to just stop here and say thank you for your service. In specific, today we will honor Trustee Young, Hess Herrick, Bell, and Smith. A motion was made to approve and include Resolutions 2009.3, 2009.4, 2009.5, and 2009.6 in the minutes of today's meeting. Chair Clark read aloud each resolution and presented the trustees with a token of the university's appreciation. Trustees Honor Bell, Sharon Hess Herrick and Roy Smith have served as charter members of the Board of trustees since 2001 and are no longer eligible to serve. Trustee J.T. Young has served one term from 2005 – 2009 and is not seeking re-appointment. This is an opportunity to recognize and commend them for service to the students, staff, and faculty at UWF. General Counsel Lott reported that these outgoing trustees are still on the board until the Board of Governors and Governor Crist have appointed new trustees.
http://uwf.edu/trustees/Dec11_09/2009.3.pdf
http://uwf.edu/trustees/Dec11_09/2009.4.pdf
http://uwf.edu/trustees/Dec11_09/2009.5.pdf
http://uwf.edu/trustees/Dec11_09/2009.6.pdf
 Motion: Trustee Platt
 Seconded: Trustee Merrill
 Motion passed unanimously.
3. **Presidential Goals.** Chairman Clark said you (BOT) will recall that President Bense submitted draft goals for 2009-2010 as part of her self evaluation during the September BOT meeting. I asked everyone to review the goals and to come prepared to comment and adopt today. Before we open the floor for discussion President Bense wanted to briefly review the goals with us.

President Bense thanked the Board for the opportunity to serve and provided a list of her goals and progress to date.

A motion was made to approve the following goals for President Bense 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.*

Motion: Trustee Bell

Seconded: Trustee Smith

Motion passed unanimously.

10:20 a.m. Chair Clark called for a 10 minute break.

10:30 a.m. Chair Clark reconvened the meeting.

- 4. Collective Bargaining Agreement with Police Benevolent Association (PBA)** was presented by Ms. Anita Schonberger and Chief John Warren. 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. **A motion was made that the Board ratify the UWF-PBA Collective Bargaining Agreement as set forth in the items below and will become effective upon ratification.**

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.

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.

Article 32 – Duration (This portion was handed out to the trustees during the meeting.)

32.1 This Agreement shall be effective upon ratification by both parties and shall remain in full force and effect through the thirtieth day of June, ~~2009~~ 2012 with the exception that the following shall be subject to renegotiation for the ~~2007-2008~~ 2010-2011 and 2011-2012 ~~year~~ years.

- A. Wages (Article 22)
- B. Benefits (Article 23)
- C. Up to two (2) additional articles chosen by each party.

Such renegotiations shall begin no later than March 1, ~~2007~~ 2010 and 2011, respectively.

32.2 Negotiations for a successor Agreement shall begin no later than October 1, ~~2008~~ 2011. In the event that the University and the PBA fail to secure a successor Agreement prior to the expiration date of this Agreement, the parties may agree in writing to extend this Agreement for any period of time.

Motion: Trustee Fetterman

Second: Trustee Smith

Motion passed unanimously.

Chair Clark announced that all action items had been addressed.

Clark, then, called on Dr. Hal White to clarify the engineering of the position of UWF relating to the VADM John H. Fetterman State of Florida Maritime Museum unanimously taken by the Board on December 9. Dr. White addressed the current UWF lease proposal relating to prior proposals as well as to the Master Developer's most recent proposal, which the Board had rejected during the conference call on December 9. Dr. White noted that all the features of the Maritime Museum and Research Center, including the Marine Services Center Component, would not fit on the original lease parcel known as "Site A" without not only completely eliminating the proposed commercial facility north of the Maritime Museum, as endorsed by the Board on December 9, but also without extending the footprint somewhat south of the original southern limits of Site A into what had previously been the green space of the park, albeit less of an encroachment into that green space than that proposed by the Master Developer in his most recent offer. After further discussion, the Board remained firm and unanimous with its original decision in choosing to locate entirely on Site A as a counterproposal to the Master Developer's most recent proposal.

Chair Clark moved to the **Finance, Administration and Audit Committee**.

Chair Clark called on Trustee J.T. Young who brought forth by motion the following **action items for ratification** by the full Board. Trustee Bell seconded the motion which passed unanimously.

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

The chair called on Dr. Hal White to clarify bid selection/committee procedure. Dr. White reminded the Board that UWF is required by Florida Statutes to adhere to Sunshine Laws for this process.

Chair Clark then moved to the **Finance, Administration & Audit Committee**.

Informational/Discussion Items

1. **An Update on FY 09-10 Operating Budget Summary** was presented by Dr. Susan Stephenson, Director of University Budgets. 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.

1st Qtr – Final - http://uwf.edu/trustees/Dec11_09/1Q_Cons_Oper_Bdgt_Summary.pdf

2. **2008-2009 Annual Report to the State of Florida** was presented by Ms. Colleen Asmus. 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.

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

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

Staff Recognition

Chair Clark called on Dr. Hal White, Executive Vice President who recognized the following staff teams for their exemplary work.

The *UWF Postal Service* team, under the direction of Mr. Jack Broach, was recognized for its outstanding service for all campuses and being able to maintain a US Postal Office at UWF in spite of the recent announcement of 15,000 closures nationwide. Mr. Broach applauded the National Association of College and University Mail Services, especially Mr. Richard Boudrero from Utah State University who assisted in the renewal of the Post Office Contract.

- Dora Thomley, Sam Gibbs, Connie Gainer, Ron Robinson, Diana Jenkins, David Rowland

The '*No Run Around*' team (brainchild of Mr. Mike Dieckmann) under the direction of Ms. Sylvia Maxwell was recognized for service and assistance at UWF Welcome Week as well as for outstanding volunteer services.

- Linda Howard, Financial Services, Joyce Hughes, Nautilus Card Office, Kay Larson, Human Resources, Tiffany Nisewonger, University Affairs Office, Mark Pursell, Building Services

President's Report

Dr. Bense thanked Chair Clark. She reported that:

National News

- signed an exchange agreement with the University of Veracruz in Mexico for faculty and student exchange

Legislative News

- On Tuesday of this week I presented in Tallahassee to both Senate and House Committees. This was a wonderful opportunity to address the legislature.
- General Revenue Estimation conference last Friday. Increased current year revenue \$338.4 million. No current year reductions will be necessary.
- However, for the Fiscal Year 2010-11, expected revenues were increased by \$312.6 million to \$21.4 billion. Although not a significant increase, it does signal stable revenue collections. However, this

slight up-tick in revenue collections will still be insufficient to cover the state's potential \$1-\$2.5 billion potential deficit for next year. This could mean a cut in next year's budget. It is too early to say and we are watching closely.

- The Governor will now use these numbers to put out his proposed budget. If you will remember last year the Governor didn't recommend cuts to higher education however his budget was based on December revenue projections while the legislature bases their budget on March projections. We will likely see the same dichotomy this year.
- Janice Gilley will be giving more detail of legislative happenings later in the board meeting. She has quite a lot of influence in Tallahassee and we appreciate having her back with UWF.

On Campus News

- Spring headcount is about 3% above and FTEs are about 4% above the corresponding time of last year's registration information. All things indicate that this trend should continue for the remainder of the registration period.
- Commencement tomorrow. 500 undergraduate students participating in the morning ceremony and 165 graduates in the afternoon, including 13 doctoral students being hooded. We will also be graduating our first cohort of students from the Executive Master's in Software Engineering made possible by the grant from FGNW.
- Very excited about the new Science and Engineering Facility that will open in the Spring. We have scheduled a tour and reception for you in the building immediately following the BOT meeting.
- We are preparing to conduct a national search for the Vice President of Student Affairs beginning in the Fall. As many of you will remember we conducted a national search (though failed) for the VP for Advancement but we didn't do that for Student Affairs.
- We are in favor of the Nursing program development with PJC as there are several colleges in addition to the two of us which are interested as well. We will meet our needs as well as PJC and other colleges.
In addition, we are working with PJC regarding bachelors programs. Dr. Ed. Meadows is a great leader to work with.
- I am looking at developing an appropriate and sustainable model for the Emerald Coast. We put out a RFI in early Fall and gathered input. Now we have an RFP out and are expecting proposals in early January for a consultant to help us define an appropriate model. The HAAS Center is also supporting the effort by conducting a programmatic needs assessment for the area.
- I have begun the process of creating a strategic, integrated, and transparent approach where planning drives the budget at UWF. In the past we've had a University Planning Council and a Budget Council. It is now time to move UWF to the next level in strategic planning, budgeting, and assessment. I am putting together a small research team to develop several models for discussion and hope to have a new model setup to begin in Fall 2010. Dr. Susan Stephenson and Dr. George Ellenberg are heading up this team.
- I recently wrote a viewpoint for the PNJ to discuss the quality of UWF students and to further the idea of UWF's strategic role in the economy of NWFL which was in the PNJ this morning.
- Our Spring sports teams won 3 GSC titles; Men's & Women's Soccer and Volleyball. We are especially proud of our Women's Soccer Team who was ranked #1 all season and lost during overtime penalty kicks in the NCAA Final Four in Tampa last week. *Chair Clark applauded the maturity and grace with which the ladies handled the loss. They were champions.*
- We have made some progress with the Athletic Team recommendations. I have moved forward to have the Athletic Director report to me. I've added out-of-state waivers and given authorization for them to hire a marketing/development position for Athletics.

- These are a few of the exciting things happening on campus. It is an amazing time to be a part of The University of West Florida. So, with that Mr. Chair I am happy to entertain questions.

12:04 p.m. Chair Clark adjourned for lunch.

12:57 p.m. Chair Clark called the meeting back to order.

Faculty Recognition

Chair Clark called on Provost Chula King who introduced Dr. Mike Huggins, Chair of Chemistry Department. Dr. Pamela Vaughn was recognized for her outstanding work in the department with undergraduate students. She expressed her joy in working with students at UWF.

Student Recognition

Chair Clark, then called on Dr. Jim Hurd, Interim Vice President for Student Affairs to introduce and recognize the student co-chairs of the Department of Housing and Residence Life, who will host, for the first time, the Florida Resident Assistant Symposium (FRAS) in January 2010. Dr. Ruth Davison welcomed Stephen Trimble (Junior majoring in Communications), Liberty Preston (Junior majoring in Elementary Education), Eddie Murray (Senior majoring in Advertising) and Carla Finkle Green (Advisor to FRAS) to provide an overview of their preparation for the upcoming FRAS event.

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

Then Dr. Hurd called Mr. Dave Scott, Athletic Director to present trophies to President Bense and Chair Clark. Coaches Melissa Wolter and Jim Bartelinski assisted with the presentation.

Chair Clark moved to the **Academic & Student Affairs Committee**.

Informational/Discussion Items

1. Update – School of Science & Engineering Grand Opening was presented by Dr. Leo TerHaar and Ms. Gretchen VanValkenburg.

In the Spring 2010 semester, classes and labs will be held for the first time in the newly constructed School of Science and Engineering facility. 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

- *UWF SSE Grand Opening Brochure*
http://uwf.edu/trustees/Dec11_09/SSE_Brochure.pdf

2. **Duplicative Courses** was presented by Dr. George Ellenberg. 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.

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

3. **Enrollment & Quality of Students** was presented by Dr. Pete Metarko through PowerPoint. He provided a breakdown of figures from 1995 to fall of 2009 as well as a comparison of SAT and ACT scores. He also reviewed figures on entering Transfer and Graduate students, noting the diverse student population.
Enrollment & Quality of Students - http://uwf.edu/trustees/Dec11_09/Enrollment_Quality_Statistics.pptx
4. **Mock Trial Courtroom** was presented by Dr. Glenn Rohrer and Ms. Kimberly Tatum through PowerPoint. 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.
Mock Trial http://uwf.edu/trustees/Dec11_09/Mock_Trial_Classroom.pptx
5. **University Work Plans and Annual Reports** were presented by Dr. Chula King. 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.

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

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

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

2:41 p.m. Chair Clark called for a 10 minute break.

2:50 p.m. Chair Clark reconvened the meeting.

The Honorable Larry Cretul, Speaker of the Florida House of Representatives addressed the Board briefly. He expressed his appreciation for the invitation to visit UWF. He recognized Janice Gilley's contributions to his office. He complimented Representative Dave Murzin and the delegation which represents UWF in Tallahassee.

6. **Update - Dept. of Education Grant - Alcohol Prevention Program** was presented by Dr. Debra Vinci and Ms. Mica Harrell through PowerPoint. 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 was provided.

DOE Grant http://uwf.edu/trustees/Dec11_09/DOE_Grant.pptx.

7. **Update - Health and Wellness Center Building** was presented by Dr. Rebecca Kennedy through PowerPoint. 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.

Health & Wellness http://uwf.edu/trustees/Dec11_09/Health_Wellness.pptm

8. **Update - Housing Expansion Project** was presented by Dr. Ruth Davison. 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.

OTHER BOARD OF TRUSTEES ITEMS

Informational/Discussion Items

1. **Update – Advancement** was presented by Dr. Kyle Marrero through PowerPoint who reported that the UWF Campaign has passed the \$40 million dollar mark.

http://uwf.edu/trustees/Dec11_09/Advancement.ppt

2. **Update – Legislative** was addressed by Ms. Janice Gilley who expressed that Dr. Bense hit a home run during her legislative presentation the week prior. She applauded Dr. Richard Podemski for his work on UWF receiving Federal funds. Ms. Gilley reported that she would submit her remaining update via email.

3. **2010-2011 Tentative Meeting Schedule** was presented by Chair Clark who asked the Board to review their calendars and reply to Faye Bowers will concerns and/or conflicts notice that the schedule may be approved at the March 2010 meeting.

Day	Date	Location
• 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**

4. **Strategic Issues** brought up at previous BOT meetings were addressed by President Bense.

- **Presidential Leadership Courses suggested by BOT**
 - Harvard School for New Presidents or
 - AASCU
- **Achievement of strategic priorities –**

- Internal group to map this beginning in January
- **Presidential assessment**
 - Gathering other models for review by the BOT
- **Student Quality**
 - Addressing currently
- **Leadership Institute**
 - On track

Trustee Platt recommended all new trustees attend AGB National Conference on Trusteeship (new trustee orientation).

Trustee Young suggested the BOT consider some areas of organization for the Presidential goals

- Student Success
- Fiscal Stability
- Faculty & Staff Proficiency
- Community Engagement
- State & Legislative Cooperation

Other Events

Immediately following the closed session Dr. Ter Haar will lead the Board on a tour and reception of the S.S.E. facility.

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 occurred at 4:15 p.m.

Closed Session began immediately following adjournment.

Respectfully submitted,

Faye H. Bowers, recording secretary