

AGENDA

University of West Florida Board of Trustees Meeting

UWF Conference Center

March 11, 2008

Academic and Student Affairs Committee 9:00 a.m. (B22/A)
Finance, Administration and Audit Committee 9:00 a.m. (B22/B&C)
Scholarship Gift Announcement/Press Conference 11:00 a.m. (B22/B&C)
Executive Committee (B22/B&C)
Lunch
Full Board of Trustees Meeting (B22/B&C)
Groundbreaking – Science & Engineering Building

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

Call to Order.....Mr. K.C. Clark
Board Chair
Roll Call.....Ms. Faye Bowers
Chair’s Greeting.....Mr. K.C. Clark
President’s Report.....Dr. John C. Cavanaugh
Faculty Recognition.....Dr. Chula King
Interim Provost
Staff Recognition.....Dr. Hal White
Executive Vice President
Student Achievements.....Dr. Debbie Ford
Vice President for Student Affairs

Committee Reports

Finance, Administration & Audit CommitteeMrs. Sharon Hess Herrick
Committee Chair

9:00 a.m. B22/B&C)

Action Items

1. Minutes of December 14, 2007
http://uwf.edu/trustees/Mar11_08/121407FNMN.pdf
2. Financial Audit of WUWF-FM
3. NCAA Agreed Upon Procedures Intercollegiate Athletics
4. Certification and Financial Audits of Direct Support Organizations
 - a. (FIHMC) Florida Institute for Human & Machine Cognition
5. UWF Internal Auditing Department Charter Updated
6. Campus Master Plan Update
7. Grant Proposal Under State University Research Commercialization Assistance Grant Program
8. Code of Conduct for Student Loan Practices
9. Material and Supply Fees
10. Capital Improvement Fee Trust Fund
11. Educational Research Center & Child Development (ERCCD) Fees
12. University Housing & Residential Life Fees

Informational/Discussion Items

Supplemental Written Reports

1. Update - 2007-08 Operating Budget
2. Update - Housing Expansion
3. Update - Online Student Credit Hour Fee

Academic & Student Affairs CommitteeMr. Roy Smith
Committee Chair

9:00 a.m. B22/A

Action Items

Minutes of December 14, 2007
http://uwf.edu/trustees/Mar11_08/121407ASMN.pdf

Informational/Discussion Items

Living and Learning Communities PowerPoint Presentation

Supplemental Written Reports

1. Update - Quality Enhancement Program (QEP)
2. Update - Center for Teaching, Learning and Assessment (CUTLA)
3. Update - Student Accomplishments

Executive Committee.....Mr. K.C. Clark

B22/B&C

Action Items

Minutes of December 14, 2007 & February 20, 2008

http://uwf.edu/trustees/Mar11_08/121407EXMN.pdf

http://uwf.edu/trustees/Mar11_08/02202008EXMN.pdf

Informational/Discussion Items

Other Executive Items

Other Board of Trustee Items

Action Items

1. Minutes of December 14, 2007
http://uwf.edu/trustees/Mar11_08/121407FBOTMN.pdf
2. Honorary Degree
3. Enrollment Plan
4. 2008-09 Meeting Dates

Informational/Discussion Items

1. State Budget Situation
2. Update - *Creating Great Futures* Campaign and University Advancement PowerPoint Presentation
3. Meeting Survey Results 12/14/07
4. Meeting Survey for Today

Upcoming Events

- | | | | |
|----|--------------------------|-----------|---|
| 1. | 3/11/08 | 3:00 p.m. | Groundbreaking Science & Engineering Building |
| 2. | Festival on the Green | | April 4-5 |
| 3. | Commencement | | May 3 |
| 4. | BOT Meeting | | June 3 |
| 5. | Joint Strategic Planning | | June 4 |

Adjournment

AGENDA

University of West Florida Board of Trustees UWF Conference Center

Finance, Administration and Audit Committee Meeting 9:00 a.m. (B22/RB&C)

March 11, 2007

Call to Order.....Mrs. Sharon Hess Herrick
Committee Chair

Roll Call.....Faye Bowers

Chair's Greeting.....Mrs. Sharon Hess Herrick

Action Items

1. Minutes of December 14, 2007
http://uwf.edu/trustees/Mar11_08/121407FNMN.pdf
2. Financial Audit of WUWF-FM
3. National Collegiate Athletic Association (NCAA) Agreed upon Procedures
Intercollegiate Athletics
4. Certification & Financial Audits of Direct Support Organizations
 - a. FIHMC
5. UWF Internal Auditing Department Charter Updated
6. Update - Campus Master Plan
7. Grant Proposal Under State University research Commercialization Assistance
Grant Program
8. Code of Conduct for Student Loan Practices
9. Material & Supply Fees
10. Capital Improvement Fee Trust Fund
11. Educational Research Center & Child Development (ERCCD) Fees
12. University Housing & Residential Life Fees

Informational/Discussion Items

Supplemental Reports

1. Update - 2007-08 Operating Budget
2. Update – Housing Expansion
3. Update – Online Student Credit Hour Fee

Other Finance Items

Adjournment

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 14, 2008

Issue: Financial Audit of WUWF-FM

Proposed action: Acceptance

Background information:

Annually, a financial audit is conducted of the UWF WUWF-FM. This is to comply with the Corporation of Public Broadcasting grant requirements.

Furthermore, UWF did not have to request an extension for filing with CPB, which is attributed to the Financial Services office and the external audit firm being able to complete its work earlier.

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

Recommendation: Acceptance

Implementation Plan: No external auditors audit recommendations were made nor was a management letter issued. Accordingly, no further actions are warranted.

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

Supporting documents:

Financial Statements University of West Florida WUWF-FM for fiscal year ending June 30, 2007 (26 pages)

http://uwf.edu/trustees/Mar11_08/WUWF.pdf

Prepared by: Betsy Bowers, A V P, Internal Auditing, 850 474 2637, bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 11, 2008

Issue: NCAA Agreed Upon Procedures Intercollegiate Athletics

Proposed action: Acceptance

Background information:

Annually, a financial review is conducted of the UWF Intercollegiate Athletics; this year Agreed Upon Procedures. This is to comply with NCAA Bylaws.

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

One finding was noted and related to the timely reconciliation of ticket sales to the accounting records; however, ticket deposits recorded in the general ledger did agree to the deposit report from the ticketing system.

Recommendation: Acceptance of Report

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:

Agreed upon Procedures for University of West Florida Intercollegiate Athletics for fiscal year ending June 30, 2007 - (17 pages)

http://uwf.edu/trustees/Mar11_08/NCAA.pdf

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

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 11, 2008

Issue: Certification and Financial Audits of Direct Support Organizations

Proposed action: Certify

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 is ready to be certified: Florida Institute for Human and Machine Cognition

Per the Affiliation Agreement between UWF Board of Trustees and the FIHMC, dated April 30, 2004, Item 9 states:

9. Financial Audit. The FIHMC, at its sole expense, shall have an independent certified public accountant prepare an annual postaudit of the corporation's financial accounts and the financial accounts of any authorized and approved subsidiary. Copies of the annual audit report shall include management letters and the FIHMC shall submit to the University of West Florida Board of Trustees, the Auditor General, and the Board of Governors for Review."

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.

This report contained one significant deficiency related to segregation of duties. One person may perform both custodial and recording functions of certain assets. FIHMC management indicated intention to continue its fraud control policy.

Recommendation: Certify

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:

Financial Statement Audit Report for the Florida Institute of Human and Machine Cognition for fiscal year ending June 30, 2007 – (29 pages)

http://uwf.edu/trustees/Mar11_08/FIHMC.pdf

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

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 11, 2008

Issue: UWF Internal Auditing Department Charter Update

Proposed action: Adopt

Background information:

On June 19, 2003, the UWF Internal Auditing and Management Consulting charter was approved by the BOT Finance, Administration, and Audit Committee. The BOT Finance Administration and Audit charter was approved on November 5, 2004.

A wording difference was noted when comparing the two charters. Accordingly, the Internal Auditing charter needs to be amended to include the same verbiage from the BOT Finance, Administration, and Audit Committee charter. President Cavanaugh has reviewed and agreed with the wording changes.

The phrase: “approve the appointment, reassignment, replacement, or dismissal of the associate vice president for Internal Auditing and Management Consulting (IAMC)” needs to be inserted in the Organization, Independence, and Authority section of the Internal Audit Charter (*italics*):

“Organization, Independence, Authority

The UWF Board of Trustees Finance, Administration and Audit committee and the president approve the appointment, reassignment, replacement, or dismissal of the associate vice president for Internal Auditing and Management Consulting (IAMC) to ensure the administration of a comprehensive internal auditing program for UWF. IAMC is a critical component....”

Recommendation: Adopt the wording change in the charter for the UWF Internal Auditing and Management Consulting operation.

Implementation Plan: Immediate implementation

Fiscal Implications: Oversight of the university’s fiscal responsibilities.

Supporting documents:

Updated charter for UWF Internal Auditing and Management Consulting (2 pages)
http://uwf.edu/trustees/Mar11_08/Updated_IAMC_Charter.pdf

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

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees
Finance, Administration and Audit Committee
March 11, 2008

Issue: Campus Master Plan Update

Proposed action: Adopt

Background information:

The University Campus Master Plan (CMP) is updated every five (5) years. The Board of Trustees gave conceptual approval of the CMP Update at the June 14, 2007 meeting following a progress briefing summarizing general direction of the CMP Update by the planning consultant firm of Hanbury, Evans, Wright, and Vlattas. The proposed Campus Master Plan update aligns with the submitted FY08/09 Fixed Capital Outlay Plan.

The University initiated the public notification process to ensure participation and input to the updated CMP. The University conducted two (2) public hearings on the proposed CMP update. The CMP document was submitted to the Escambia County Government and applicable governmental agencies for a ninety (90) day time period for review and comment.

County Development Agreement – In addition to Board consideration of the CMP update adoption today, the University staff will prepare the County Development Agreement (CDA) with Escambia County. The CDA will be reviewed by the Board of Governors staff prior to Board of Trustees action to approve the CDA at the June 3, 2008 meeting. This process is pursuant to Florida Statute, 1013.30.

Recommendation: Adopt

Implementation Plan: Submit to Chancellor's Office August 2008

Fiscal Implications: None

Supporting documents:

Campus Master Plan
<http://uwf.edu/facservices/facilities/CMP.cfm>

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

Facilitator/Presenter: Dr. Hal White

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 11, 2008

Issue: Grant Proposal under State University Research Commercialization Assistance Grant Program

Proposed action: Ratify (i) submission by Research and Sponsored Programs of a Phase I grant proposal to the Florida Technology, Research, and Scholarship Board and (ii) authority of Research and Sponsored Programs to submit similar proposals on behalf of the University of West Florida and the Board of Trustees.

Background information: The State University Research Commercialization Assistance Grant Program was established by the 2007 Florida Legislature within the 21st Century Technology, Research, and Scholarship Enhancement Act (F.S. 1004.226, or the "Program"). The Program is designed to promote the commercialization of university research products for the purpose of enhancing the state's economy and creating a more vital link between venture capitalists, industry, and Florida's state universities. Under the Program, a state university, or a cooperative of state universities, may apply for early stage capital funding for the purpose of developing products and services resulting from university research.

The legislation contemplates that proposals for funding under the Program may be submitted to the Florida Technology, Research, and Scholarship Board by a state university with approval of its board of trustees.

Research and Sponsored Programs ("RSP"), as a division of sponsored research under Section 1004.22, Florida Statutes, regularly submits grant proposals on behalf of the University and its the Board of Trustees. Because the legislation for the Program contemplates approval by the Board of Trustees, however, General Counsel has suggested that RSP request ratification of the submission of the proposal and its authorization to submit similar proposals on behalf of the University and its Board of Trustees.

Recommendation: It is recommended that the Board of Trustees take the requested action. If the grant proposal is approved, it is estimated that the University will receive \$50,000.00 as a Phase I grant.

Implementation Plan: The grant proposal was submitted on February 11, 2008 being a date set as the deadline for submission of proposals. It is anticipated that the first round of grant awards will be announced on or about March 15, 2008.

Fiscal Implications: No funding is required in connection with this recommended action.

Supporting documents: None

Prepared by: Richard Podemski, Associate V.P. for Research, 850 473 7713, rpodemski@uwf.edu

Facilitator/Presenter: Richard Podemski

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 11, 2008

Issue: Code of Conduct Relating to Student Loan Practices

Proposed action: Approve Code of Conduct

Background information: The Attorney General for the State of New York undertook a comprehensive review of university practices related to student loans and discovered that some universities were receiving benefits from various lending institutions. Other states, including Florida, then began reviews of its student loan practices.

The Florida Board of Governors staff, together with the Florida Attorney General and university representatives drafted a Code of Conduct relating to student loan practices in Florida. The Code of Conduct that resulted from this cooperative effort was approved by the Board of Governors and the Florida Attorney General's office. It ensures that universities will take all reasonable steps to maintain the integrity of the student financial aid process, eliminate potential conflicts of interest, and provide a transparent process for students and their parents when selecting a lender. The Board of Governors has requested that the individual Boards of Trustees of the Florida state universities approve the Code of Conduct as well. A copy of that Code of Conduct is provided in the supporting documents section below.

Specifically, the Code guidelines:

- Prohibit university officers, trustees, and employees from accepting anything of more than nominal value from any lending institution in connection with student loan activities or transactions.
- Prohibit university officers, trustees, and employees who make financial aid decisions for a university from receiving any remuneration for serving as a member or participant of a student loan advisory board of a lending institution.
- Preclude a university from accepting anything of value from a lending institution in exchange for any advantage or consideration provided to the lender related to its student loan activities.
- Set forth restrictions for any university which has a preferred list of lenders for its students.

Recommendation:

It is recommended that the Board of Trustees approve the Code of Conduct in accordance with the request of the Florida Board of Governors.

Implementation Plan: Upon approval by the Board of Trustees, this plan will be in effect as a University of West Florida policy. The University's practices are already consistent with the proposed Code of Conduct.

Fiscal Implications: None.

Supporting documents:

Code of Conduct Relating to Student Loan Practices (4 pages)
http://uwf.edu/trustees/Mar11_08/COC_Stu_Loan_Practices.pdf

Prepared by: Patricia D. Lott, General Counsel, 850 474-3420, plot@uwf.edu

Facilitator/Presenter: Pat Lott

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 11, 2008

Issue: Material and Supply Fees for 2008-09

Proposed action: Approve Fees

Background information:

Florida Statutes, Chapter 1009.24(12) states:

“Each university board of trustees is authorized to establish the following fee...(G) Material and supply fees to offset the cost of materials or supplies that are consumed in the course of the student’s instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.”

The proposed material and supply fees for the Academic Year 2008-09 are attached.

Recommendation: Approve

Implementation Plan: Academic Year 2008-09

Fiscal Implications: None

Supporting documents:

Comparison 2008-09 (1 page)
http://uwf.edu/trustees/Mar11_08/M_S_Comparison.pdf

College of Arts and Sciences (9 pages)
http://uwf.edu/trustees/Mar11_08/CAS_M_Fees.pdf

College of Professional Studies (2 pages)
http://uwf.edu/trustees/Mar11_08/COPS_M_Fees.pdf

Prepared by: Dr. Pete Metarko, Associate V.P. Enrollment, 850 474-3386, pmetarko@uwf.edu

Facilitator/Presenter: Dr. Pete Metarko

UWF Board of Trustees Meeting
 Finance, Administration and Audit Committee
 March 11, 2008

Issue: Capital Improvement Trust Fee (CITF) Project List

Proposed action: Approval

Background information: The Board of Governors, on January 24, 2008, approved an allocation from the Capital Improvement Fee Trust Fund for inclusion in the 2008-09 Legislative Budget Request (LBR). At the meeting, the BOG expressed its desire to release funds for CITF projects on an accelerated basis. CITF projects are student-related facilities that support student life on campus. The proposed project list was recommended by an ad-hoc Committee within the Division of Student Affairs including staff and students representing critical constituencies.

Funding for these projects comes from the State University System Capital Improvement Fees, a fund consisting of both cash and bond revenues generated from a semester credit hour charge of \$4.76. The next proposed allocation is estimated at \$5.8 million and the projection is based upon institutional fee collections.

The list of projects has been submitted to meet the BOG deadline of February 29, 2008 with the understanding that approval would be sought at the next regularly scheduled meeting of the Board of Trustees. In order to issue the CITF bonds in an accelerated manner, BOT approval must be obtained no later than April 15, 2008.

Recommendation: Approval of CITF Project list below

Project Name	Total Project Cost
Health / Counseling Center	\$ 4,600,000
Multi-purpose Room Supplement	160,000
Renovation of Locker Rooms in Field House	\$400,000
Bleachers / Lighting / Press Box at Women's Softball	\$400,000
University Commons & Student Activities Building renovations	\$163,000
Challenge Course Odyssey III	\$92,439

Implementation Plan: Planning for CITF projects has begun. Design and construction will occur after release of funds.

Fiscal Implications: Failure to submit an approved plan may result in significant funding delays to the affected projects.

Supporting documents:

CITF list (1 page)

http://uwf.edu/trustees/Mar11_08/CITF_CPL.pdf

Cover Letter from BOT to Chancellor Rosenberg

http://uwf.edu/trustees/Mar11_08/CITF_BOT_Cover_Letter.pdf

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

Facilitator/Presenter: Jim Hurd , William Healey and Deborah L. Ford

UWF Board of Trustees Meeting
 Finance, Administration and Audit Committee
 March 11, 2008

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

Proposed action: Approve the proposed fee increases effective Fall Semester, 2008

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 CHILD CARE FEES FOR 2008-2009

	HOURLY			WEEKLY			
	Current Fees	Proposed Fees	Amt. Increase	Current Fees	Proposed Fees	Amt. Increase	% Increase
Infant/Toddler Student	\$4.75	\$5.00	\$0.25	\$100.00	\$105.00	\$5.00	5.0%
Non-Student	\$5.00	\$5.25	\$0.25	\$113.00	\$118.00	\$5.00	4.4%
Preschool I & II Student	\$4.50	\$4.75	\$0.25	\$86.00	\$91.00	\$5.00	5.8%
Non-Student	\$4.75	\$5.00	\$0.25	\$99.00	\$104.00	\$5.00	5.0%
School Age Summer Camp	\$3.50	\$3.75	\$0.25	\$85.00	\$88.00	\$3.00	3.5%

No increase to Registration fees.

Anticipated (07/08) Revenue Generated From Fees = \$274,317 (including Summer Camp - less than 8% of the revenue)

Average Proposed Increase for (08/09) - Infant/Toddler & Preschool I/II = 5.1% (does not include Summer Camp increase)

Estimated Increase in Revenues Generated From Fees (08/09) => \$274,317 x 5.1% = \$13,990

Implementation Plan: New fees will be implemented beginning Fall Semester 2008

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

1. Providing for pay increases anticipated for staff related to minimum wage increase.
2. Covering the increased costs of goods and services.
3. Purchasing additional equipment and supplies needed for the Center's program.

Supporting documents:

Exhibit A – UWF Comparative Schedule of Current Local Child Care Rates 2/12/2008 (1 page)
http://uwf.edu/trustees/Mar11_08/ERCCD_Exhibit_A.pdf

Prepared by: Tulsa Morein, ERCCD Director, 850 474-2195, tmorein@uwf.edu
 Tammy McGuckin, Asst. VP Student Affairs, 850 474-2214, tmcguckin@uwf.edu

Facilitator/Presenter: Tulsa Morein, Jim Hurd, and Deborah Ford

UWF Board of Trustees
Finance, Administration and Audit Committee
March 11, 2008

Issue: University Housing and Residence Life Rental Rates

Proposed action: Approve the proposed rental rate increase effective fall, 2008

Background Information:

The UWF Board of Trustees has authority to approve changes to the rental rates for University Housing. The rental rate increases are necessary and sufficient to pay debt service, fund reserve requirements, and maintain operating and maintenance/custodial costs. These proposed rate increases were presented to the current residents via the Residence Housing Association, the Student Government Association (SGA), and the SGA Executive Board. The proposed rates are as follows:

	2007-2008		2008-2009		% Change
	Rate	Change	Rate	Change	
Southside Village – Single Occupancy	\$2,140	\$105	\$2,245		4.91%
Southside Village – Double Occupancy	\$1,640	\$80	\$1,720		4.88%
Argo, Martin & Pace – Double Occupancy	\$1,985	\$100	\$2,085		5.04%
Argo, Martin & Pace – Triple Occupancy	\$1,500	\$75	\$1,575		5.00%
University Village - East 4-Bdrm	\$2,185	\$110	\$2,295		5.03%
University Village - East 2-Bdrm	\$2,715	\$135	\$2,850		4.97%
University Village - West 4-Bdrm	\$2,530	\$125	\$2,655		4.94%
University Village - West 2-Bdrm	\$3,100	\$155	\$3,255		5.00%

Recommendation:

The Department of Housing and Residence Life, the University Foundation Executive Director, and the Vice President for Student Affairs recommend that housing rates for 2008-098 be increased as listed.

Implementation: The new rates will be effective for Fall 2008, Spring 2009 and Summer 2009.

Fiscal Implications:

The increased revenue from the rental rate increase will cover the increasing costs of in all operations including the escalating costs in utilities and maintenance and repairs. The rental revenues will also cover the debt payments required by the bond agreement.

Supporting documents:

Exhibit A – Public University Housing Rate Increases

http://uwf.edu/trustees/Mar11_08/Housing_Exhibit_A.pdf

Exhibit B – Privately Owned Community Comparisons

http://uwf.edu/trustees/Mar11_08/Housing_Exhibit_B.pdf

Prepared by: Dr. Deborah Ford, Vice President for Student Affairs, 850 474 2214,
dford@uwf.edu
Daniel Motherway, Business Manager of Housing and Residence Life, 850 474
2468, dmotherway@uwf.edu

Presenter: Deborah Ford

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 11, 2008

Issue: 2007/2008 Operating Budget Update

Proposed action: Informational

Background information:

- 1) 2007/2008 Operating Budget Update – A summary of the University’s consolidated Operating Budget as of the second quarter is provided to show budget to actual numbers by fund group. At this point in the fiscal year, all indications show a balanced budget at the fiscal close.
- 2) Life-to-Date Capital Budget – This document shows that the university is making excellent progress on its current capital plan. The Science and Technology Building Groundbreaking is today at 3:30 with construction to begin April 1. The new Child Care Center construction began in February. The Campus Master Plan update is on schedule with BOT adoption today and County Development Agreement approval scheduled for the June 4 Board meeting.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

2007/2008 Operating Budget Summary (9 pages)
http://uwf.edu/trustees/Mar11_08/FY08_2_Qtr_COBudget.pdf

Life-to-Date Capital Budget as of December 31, 2007 (1 page)
http://uwf.edu/trustees/Mar11_08/LTD_Budget.pdf

Prepared by: Valerie Z. Moneyham, Associate Director of Budgets, 850 474-2041,
vmoneyha@uwf.edu

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 11, 2008

Issue: Housing Expansion Update

Proposed action: Informational

Background information:

In January, a task force formed to discuss the next residence hall building project for UWF. The primary goal for the group is to consider the scope of this project and brainstorm the possibilities of co-locating a health center, UWF Police, and dining facility into this facility. The task force includes representatives from various departments across campus, including Housing and Residence Life, the UWF Foundation, Architectural and Engineering Services, Campus Police, Campus Health Services and Auxiliary Services. Various work groups have been formed to explore the specific needs for each area: Housing, health center, UWF Police and dining. Another subgroup is assessing various funding models for a future building project.

The UWF Foundation has given the Department of Housing and Residence Life approval to begin the planning phase for future housing expansion.

Recommendation: Informational update.

Implementation Plan: Will be presented for Board of Trustees approval at future meeting.

Fiscal Implications: Will be presented for Board of Trustee approval at future meeting

Supporting documents: None

Prepared by: Dr. Ruth Davison, Dir. Housing/Residence Life, 850 474-2463, rdavison@uwf.edu

UWF Board of Trustees Meeting
Finance, Administration, and Audit Committee
March 11, 2008

Issue: Online Student Credit Fee

Proposed action: Informational

Background information:

On June 17, 2004, the Board of Trustees approved a policy that enables the University to differentially price its online programs to be competitive nationally. Since inception of the policy, online student credit hour (sch) production has increased by 193.8% (*supporting documents*). Chart 2 of the *supporting document* shows the sch production per college during that period.

The policy also authorizes the University to assess an off campus fee to help defray the cost of online course delivery. Effective Summer 2008, the off campus fee for online courses will be changed from \$10 per sch to \$15 per sch.

Chart 3 (*supporting document*) shows the projected fees for FY 08/09 based on last year's online student credit hour generation and the approved fee distribution based on cost center. The revised fee of \$15 enables the Colleges and the Library to recover a portion of the cost for online instruction in their respective areas.

Recommendation: No action necessary.

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

Online Student Credit Hours / Online Campus Fee (Projected FY2008/09 Collections):
http://uwf.edu/academic/botagendaitems/Online_Courses_and_Online_Campus_Fee.pdf (PDF)

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

AGENDA

University of West Florida Board of Trustees
UWF Conference Center

Academic and Student Affairs Committee Meeting 9:00 a.m. (B22/RA)

March 11, 2008

- Call to Order..... Mr. Roy Smith
Committee Chair
- Roll Call..... Mrs. Irene Patti
- Chair’s Greeting.....Mr. Roy Smith

Action Items

Minutes of December 14, 2007

http://uwf.edu/trustees/Mar11_08/121407ASMN.pdf

Informational/Discussion Items

Living & Learning Communities PowerPoint Presentation

Other Academic Items

Supplemental Reports

1. Update – Quality Enhancement Program (QEP)
2. Update – Center for Teaching, Learning & Assessment (CUTLA)
3. Update – Student Accomplishments

Adjournment

UWF Board of Trustees Meeting
Academic & Student Affairs Committee
March 11, 2008

Issue: Living and Learning Communities

Proposed action: Informational

Background information: The Division of Student Affairs is collaborating with Academic Affairs, specifically the College of Arts and Sciences, to implement the First-Year Experience, Living, and Learning Community (FYELLC). The FYELLC will integrate residence life, student transition programs, enrollment services, and general education courses to create a high impact learning opportunity for students. As noted in the NSSE 2007:

“Make it possible for every student to participate in at least two high impact activities, one in the first year, and one later related to their major field.”

and,

“High impact activities...place students in circumstances that essentially demand they interact with faculty and peers about substantive matters. Educationally effective institutions recognize this and create incentives to induce purposeful behavior towards these ends” (National Survey of Student Engagement Executive Snapshot, 2007)

A brief presentation will provide an overview of the FYELLC and the current status of planning.

Recommendation: Information and Endorsement

Implementation Plan: FYELLC will open in August 2008.

Fiscal Implications: Existing resources will be allocated to support the development of the FYELLC.

Supporting documents: Power Point

Prepared by: Michael Jasek, Assistant Dean of Students, 850-474-2384, mjasek@uwf.edu

Facilitator/Presenter: Michael Jasek & Deborah Ford

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 11, 2008

Issue: Update on the UWF Quality Enhancement Plan (QEP)

Proposed action: Informational

Background information: At the December 9, 2005, meeting of the Academic and Student Affairs Committee of the BOT, UWF informed the committee that the university's institutional accreditation by SACS (Southern Association of Colleges and Schools) had been reaffirmed through 2015. Leading to reaffirmation and based on the review of the SACS Visiting Committee, the UWF Quality Enhancement Plan (QEP) underwent a revision that was completed on September 26, 2005. The revised QEP implemented at UWF has the theme of "Creating Communities of Learners through Active Learning and Student Engagement: Focus on Project Management."

The QEP is now in the third year of implementation. An interim formative evaluation of the impact of the QEP was initiated in fall 2007 and will be completed in spring 2008. A report on the impact of the QEP will be part of the 5-year mini-compliance report due to SACS in 2010.

The update will review the status of the formative assessment, the impact of ongoing budget cuts on the implementation of the QEP, the relevance of the QEP for continued accreditation with SACS, and plans for preparation of the impending 5-year QEP impact report as part of the mini-compliance report due to SACS in 2010.

Recommendation: No action necessary.

Implementation Plan: QEP goals are being implemented.

Fiscal Implications: Recurring funding has been committed to implementation of the Quality Enhancement Plan developed to enhance student learning at UWF.

Supporting documents:

Executive Summary (2 pages)
http://uwf.edu/trustees/Mar11_08/QEP.pdf

Preparer: Claudia J. Stanny, Director, Center for University Teaching, Learning, and Assessment, 850-857-6355, cstanny@uwf.edu

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 11, 2008

Issue: Update on Center for University Teaching, Learning, and Assessment Activities in Support of Faculty Training Regarding Assessment of Student Learning, ALCs and ALPs, and Development of Instructional Strategies

Proposed action: Informational

Background information: The Center for University Teaching, Learning, and Assessment (CUTLA) provides support to faculty for the development of expertise in teaching and use of engaging instructional strategies, assessment of student learning, and other professional needs related to an academic career. CUTLA is also provides administrative support for the Quality Enhancement Plan (QEP) and assists the Provost Office in the preparation of reports to SACS and the Board of Governors on the status of work related to assessment and Academic Learning Compacts (ALCs).

This update provides information on the activities of CUTLA related to this mission.

Recommendation: Information item; no action required.

Implementation Plan: CUTLA will continue the activities described related to the support of faculty development, implementation of the QEP, and promotion of quality work on the assessment of student learning at UWF.

Fiscal Implications: Fiscal implications of maintaining this support for faculty development, the QEP, and support for assessment in the face of current budget limitations to be determined.

Supporting document:

Executive Summary (2 pages)

http://uwf.edu/trustees/Mar11_08/CUTLA.pdf

Prepared by: Claudia J. Stanny, Director, Center for University Teaching, Learning and Assessment
850-857-6355 cstanny@uwf.edu

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 11, 2008

Issue: Significant Student Accomplishments and Recognitions

Proposed action: Informational

Background information: The Vice President for Student Affairs will provide an informational update for each Academic and Student Affairs Committee Meeting about significant student accomplishments and recognitions of excellence. This information is provided by department chairs, deans, and directors.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

Listing of Student Accomplishments will be included in committee minutes.

Prepared by: Tammy McGuckin, Asst. VP Student Affairs, 850 474-6275, tmcguckin@uwf.edu

AGENDA

University of West Florida Board of Trustees
UWF Conference Center

Executive Committee Meeting (B22/R B&C)

March 11, 2008

- Call to Order..... Mr. K. C. Clark
Committee Chair
- Roll Call.....Ms. Faye Bowers
- Chair's Greeting.....Mr. K. C. Clark

Action Items

Minutes of December 14, 2007 & February 20, 2008
http://uwf.edu/trustees/Mar11_08/121407EXMN.pdf
http://uwf.edu/trustees/Mar11_08/02202008EXMN.pdf

Informational Items

Other Executive Items

Adjournment

UWF Board of Trustees Meeting
March 11, 2008

Issue: Honorary Degree to Terry Jones

Proposed action: Approve honorary doctoral to be conferred at UWF 2008 Spring Commencement

Background information:

The UWF Honorary Awards and Recognition Committee met on November 13, 2007 to discuss the nomination of Terry Jones (Terence Graham Parry Jones) for an honorary Doctorate of Humanities. Jones, most notably known as a charter member of the *Monty Python comedy team*, is a guest lecturer at UWF on occasion and immensely involves the students with whom he engages. In addition, Jones is an actor, author, film director, political commentator, children's author, and TV documentary host.

President John Cavanaugh reviewed Jones' eligibility criteria and his accomplishments with committee members during the meeting. Discussion ensued regarding the candidate. A motion in favor of President Cavanaugh presenting data of Terry Jones before the Board of Trustees to confer the degree was made, seconded, and passed unanimously.

Recommendation: Approve

Implementation Plan: To be conferred on May 3, 2008 UWF Spring Commencement.

Fiscal Implications: None

Supporting documents:

Minutes of Honorary Awards Committee Meeting - (1 page)
http://uwf.edu/trustees/Mar11_08/HARC_111307MN_T_Jones.pdf

Biography
<http://www.terry-jones.net/biogmain.htm>
<http://www.terry-jones.net/>

Partial Listing of Jones' Works
http://en.wikipedia.org/wiki/Terry_Jones

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

Facilitator/Presenter: Dr. John Cavanaugh, President

UWF Board of Trustees Meeting

March 11, 2008

Issue: BOG Request for Enrollment Realignment

Proposed action: Approve

Background information: In response to legislative budget cuts, Chancellor Rosenberg requested each university on February 6, 2008 to submit plans to either reduce their funded enrollment plan for 2008-09 by approximately 5.8% in order to align with reduced state funding; or, to provide an alternative plan that maintains quality in spite of revenue reductions.

As calculated by the BOG, to match state funding the UWF funded enrollment plan would need to shrink by 356 FTE (148 at Lower Division; 155 at Upper Division; 42 at Grad I; and, 11 at Grad II). This would take the University approximately back to 2004-05 funded enrollment levels severely limiting access at all levels.

The University wishes to meet the BOG request by reducing our enrollment where possible. However, as the only public university in Northwest Florida, UWF cannot limit access to the extent suggested by the BOG. We propose an alternate plan to be presented to the BOT. This plan proposes to reduce UWF Upper Division enrollment over time by requiring transfer students to have completed their Associates Degree before entering UWF and by limiting other discretionary transfers (defined as transfer students from other four-year institutions). We will continue to honor in full our commitment to our community college partners to accept all transfer students who have completed their AA degree and will continue to honor our commitment to serve the Military in our region.

Recommendation: Approve revised enrollment plan

Implementation Plan: Will be presented on 3/11/08.

Fiscal Implications: Will be presented on 3/11/08.

Supporting documents: Will follow

Prepared by: Barry Brighton, JD/MBA, Chief Financial Officer, 850 474-2207, bbrighton@uwf.edu

Facilitator/Presenter: Debbie Ford, Barry Brighton & Pete Metarko

UWF Board of Trustees Meeting
March 11, 2008

Issue: 2008-09 Tentative Meeting Dates

Proposed action: Adopt

Background information: The UWF Board of Trustees will be scheduled to meet four (4) times annually in 2008-09. 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 call meetings will be scheduled as needed. Some dates* are in conjunction with other UWF events.

Recommendation: Adopt meeting schedule.

Implementation Plan:

Day	Date		Location
Thursday,	September 4, 2008	(BOT Meeting)	Emerald Coast - FWB
Friday,	December 12, 2008	(BOT Meeting)	UWF Conf. Ctr.
Tuesday,	March 3, 2009	(BOT Meeting)	UWF Conf. Ctr.
Tuesday,	June 2, 2009	(BOT Meeting)	UWF Conf. Ctr.
Wednesday,	June 3, 2009	(Joint Strategic Planning)	UWF Conf. Ctr.

* December 13, 2008 Fall Commencement

Fiscal Implications: N/A

Supporting documents: None

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

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

UWF Board of Trustees Meeting
March 11, 2008

Issue: State Budget Situation

Proposed action: Informational

Background information:

The President will give an overview of the state fiscal situation's impact on UWF.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

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

Facilitator/Presenter: Dr. John Cavanaugh, President

UWF Board of Trustees Meeting
March 11, 2008

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

Proposed Action: Informational

Background information:

An update on university advancement will be presented including a progress report on the University's *Creating Great Futures* Campaign.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: PowerPoint Presentation

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

Facilitator/Presenter: Dean Van Galen,

Evaluation Results of the December 14, 2007 UWF Board of Trustees Meeting

Eight of 13 trustees completed the meeting evaluation and the results are below.

- 5 of 13 Trustees gave the degree to which this meeting successfully addressed strategic issues a "Very Satisfied" rating
 - 2 "Satisfied"
 - 1 "Not Satisfied"
- 5 of 13 Trustees gave the quality/significance of discussions a 'Very Satisfied' rating
 - 1 "Satisfied"
 - 2 'Not Satisfied"
- 6 of 13 Trustees gave the agenda/information a 'Very Satisfied' rating
 - 2 "Satisfied"
- 5 of 13 Trustees gave the committee meetings/time allotment/significance of issues a 'Very Satisfied' rating
 - 1 "Satisfied"
 - 2 "Not Satisfied"
- 7 of 13 Trustees gave technology a 'Very Satisfied' rating
 - 1 "Satisfied"
- 4 of 13 Trustees gave the catering/meals a 'Very Satisfied' rating
 - 4 "Satisfied"
- 7 of 13 Trustees gave the meeting site(s) setup a 'Very Satisfied' rating
 - 1 "Satisfactory"
 -
- 6 of 13 Trustees gave the Board Meeting in general a 'Very Satisfied' rating'
 - 2 "Satisfactory"

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

- Give brief overview of Elluminate
- BOG Compacts , if timely

Comments or suggestions:

- Adjust committee meetings start time to minimize gap between meetings. (Modify Notice of Public Meeting/Advertisement)
- Great job!
- Timing – We started committee meeting at 0830 and took 3 hours to cover 30 minutes of work. A better start time would have been 1000. The discussions during the committee were excellent!
- Good job! Thank IT for their work.