

Minutes

University of West Florida Board of Trustees Meeting
December 15, 2006
UWF Conference Center (B22, Rooms B & C)

Board Chair K.C. Clark called the meeting to order at 12:32 p.m. welcoming those in attendance. Clark then asked Faye Bowers to call roll with the trustees listed below in attendance. Trustee Horner was unable to attend due to being overseas. Those attending via conference call are designated with an asterisk* following their names. Trustee Merrill attempted calling in from 12:25 p.m. until 1:00 p.m. but due to technical difficulties in the UWF Conference Center he was unable to hear the meeting.

Mr. Honor Bell
Mr. K.C. Clark
Mrs. Nancy Fetterman
Ms. Christina Genualdi
Mrs. Marny Gilluly
Mrs. Jeanne Godwin
Dr. Jay Gould
Mrs. Catherine Kelly
Mr. Collier Merrill*
Mr. Roy Smith
Mr. J. T. Young

Others were attending:

Dr. John C. Cavanaugh, President
Dr. Sandra Flake, Provost
Dr. Hal White, Executive Vice President
Dr. Debbie Ford, Vice President for Student Affairs
Dr. Dean Van Galen, Vice President for Development
Dr. Jim Fisher, Consultant, and Guest
Ms. Anita Schonberger, General Counsel
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Chair's Greetings

Chair Clark requested moving the Finance, Administration, and Audit Committee to the beginning of the agenda as Mrs. Hess Herrick needed to be excused at 12:33 p.m.

Committee Reports

Finance, Administration & Audit Committee

Committee Chair Sharon Hess Herrick brought the following items for ratification before the board in the form of a motion. All were approved during the Finance Committee meeting.

- Authorization to the President to Transfer Funds
- Debt Management Policy and Guidelines
- WFHPI Houses and Relocation of houses
- Regulation Amendments-Purchasing Regulations
- Certification and Financial Audits of Direct Support Organizations (UWF Foundation, Inc., West Florida Historic Preservation, Inc., and UWF Research Foundation, Inc.
- Financial Audit of WUWF-FM UWF
- 2006 Operational Audit by Auditor General with reservation of #3 and #9 which have issued to be addressed
- UWF Research Foundation Articles of Incorporation amendments
- UWF Research Foundation revised Bylaws amendments
- Florida Demonstration House to be located campus

Seconded by: Trustee Kelly
Motion passed unanimously.

Committee Chair Hess Herrick also noted that Mr. Barry Brighton, Director of University Budgets presented an update of the 2006-07 Operating Budget and that Mrs. Colleen Asmus, Controller reported that the 2005-06 Annual Financial Report to State of Florida was submitted in September as scheduled.

The full board meeting resumed to the agenda's regular schedule at 12:41 p.m.

Chair Clark welcomed Dr. James Fisher, who conducted the university review. Clark noted that there would be an update on the *Creating Great Futures* Campaign for which more than half of the trustees have made gifts or pledges. Clark thanked Athletic Director Richard Berg and everyone who volunteered for the National Collegiate Athletic Association Regional Tournament in Pensacola, noting it was comparable to staging an Olympic event. The Chair then congratulated Mrs. Melissa Webb who was named UWF December 2006 Employee of the Month through the Excellence Matters program.

President's Report

Dr. Cavanaugh welcomed **Dr. Jack Azzaretto** who joined UWF on November 1 as Dean of the Emerald Coast, reporting that Dr. Azzaretto has vast experience in Higher Education, having previously served at both The University of California Riverside and the University of Connecticut. Azzaretto holds a Bachelor's degree in Political Science, Northeastern University; an MA in Government and Politics, University of Maryland; an MPA in Public Administration, USC; and a Doctor of Public Administration, USC. We are pleased to welcome Dr. Azzaretto.

President Cavanaugh said we (UWF) are pleased to be hosting an American Council on Education (ACE) Fellow, **Dr. Jeremy Haefner**; He serves as dean of the College of Engineering and Applied Science at the University of Colorado at Colorado Springs. He will be on campus through the spring semester and will shadow the administration.

Cavanaugh noted he thought it was appropriate again, before the Board of Trustees, to thank Dr. Bob Kimball for the very generous commitment that he recently made to UWF. His pledge of \$1 million for the Scholastic Excellence Awards in the College of Business will provide wonderful support for our students, and stands as the largest gift commitment made by one of our faculty in UWF's history.

Cavanaugh recognized the Chair of the University of West Florida Board of Trustees and UWF alumnus K.C. Clark and his wife, Lori Clark, who have committed \$100,000 to the UWF Foundation in support of the university's Archaeology Program. The funds will specifically aid the underwater archaeology program and provide resources for further program development.

National & Statewide Issues

- UWF hosted the Board of Governors (Future Structure of SUS, etc.) on Nov 15-16.
- The Southern Association of Colleges and Schools (SACS) follow-up report has been filed
- UWF's Federal Lobbyist, Mike Adcock visited campus.

Becoming the Best Regional Comprehensive University in America

- UWF hosted the National Collegiate Athletic Association (NCAA) Division II Fall Sports Festival Nov. 15-19. Cavanaugh expressed kudos to all of the staff that participated and coordinated this effort. It was really a remarkable event that really put UWF and the Northwest Florida Region on the map with more than 70 teams and 800 athletes visited the area. All were overwhelmed by our hospitality.
- UWF Men's Soccer team had another exceptional year and played in the NCAA Division II Finals.
- Nobel Prize Winning Chemist Harold Kroto kicked off the University of West Florida William D. Smart Seminar Series in Chemistry with a public lecture, "Science, Society and Sustainability" on Nov. 13.

- UWF signed an (MOU) Memorandum of Understanding agreement with the Mexican Technologico System that will provide for cooperation in student and faculty exchange primarily in the area of economic development.
- UWF hosted a visiting delegation from Taiyuan University of Technology to consider ways of strengthening our partnership.
- UWF was selected to host Fulbright Visiting Scholar Priit Reiska from Tallinn University in Tallinn, Estonia. Reiska, along with Sam Mathews, UWF associate professor of Psychology, will study the differences in knowledge structure and students' attitudes between separated and integrated science lessons.
- UWF hosted award-winning actress Tanea Stewart Oct. 20 for performances centering on the theme, "The Road is Narrow, - The Way is Dim - Achievement Against the Odds." Her performance launched the John C. Pace Jr. Symposium Series.
- UWF partnered with Workforce Escarosa, Inc. to create the "Hometown Heroes Teach" program, an initiative that will help eligible wounded/disabled veterans get their Florida teacher certification and place them in teaching positions in schools in Escambia, Santa Rosa, or Okaloosa counties. Twenty-five men and women will be selected to participate in the program during each of the two pilot years.
- UWF was recognized by the Baptist Leadership Institute publication of "Best Practices Leading the Way to Cultural Excellence".

On-Campus Successes

- UWF Accounting and Finance department recently began offering a "Certificate in Professional Accountancy." The certificate is offered online and is designed for students and accounting professionals with bachelor's degrees in accounting or the equivalent, which need the additional four courses required in sitting for the CPA examination in Florida.
- More than 260 UWF alumni, friends, faculty, staff, university departments, and the UWF National Alumni Association contributed more than \$163,000 to the First Generation Scholarship this fall. When combined with the dollar for dollar match from the State of Florida, UWF will be able to award \$1,000 scholarships to 327 students for spring semester 2007.
- UWF Procurement Services has been awarded the "Achievement of Excellence in Procurement" Award for 2006 by the National Purchasing Institute (NPI). UWF is one of only 52 organizations to receive this national award at least **five** times.
- A group of UWF retirees is joining together to create a Retirees Club. Cavanaugh said he is excited about the retiree's strong commitment to UWF and the possibility of strengthening those connections.
- UWF held the second successful Faculty Senate & Administration Joint Retreat where we explored issues of online learning.
- UWF Fall commencement is tomorrow (December 16).
- Cavanaugh gave a brief Enrollment update.

The President asked for a moment of silence in remembrance of **Christy Stillman**, office manager for the Division of Development. Christy passed away Sept. 13 after a brave battle with cancer. She served UWF for 27 years and was the Division Employee of the Year for 2006. She is greatly missed by her UWF family.

Cavanaugh noted that UWF is in the early stages of entering into Memorandum of Understanding (MOU) with West Florida Historic Preservation, Inc. (WFHPI).

Recognition for Dr. Athena DuPre's LEAD class received applause for raising \$45,000 in a 3 month period to purchase a van for the Ronald McDonald House. The President said these are quality students working together.

Lastly, the President said word has been received from the Florida Department of Education regarding a 1.5 million dollar grant for UWF and Escambia Schools. An additional supplemental grant of 1.2 million dollars may be received in early 2007 which is the largest single grant at the state level.

Faculty Recognition:

Provost Sandra Flake recognized the academic leadership fellows and asked them to stand. She then introduced Dr. Ed Ranelli, Dean for the College of Business, who prefaced his introduction of Dr. Nestor Arguea, saying the College of Business has young faculty members and noting Dr. Scott Keller as one of the most prolific scholars.

Dr. Nestor Arguea stated that Dr. Scott Keller has made extremely significant contributions to the COB and that Keller received his Ph.D. from the University of Arkansas. Keller is currently an Associate Professor of Marketing and Logistics (Department of Marketing and Economics).

Some of Dr. Keller's accomplishments:

- Leading role of logistics supervision in large scale distribution center operations
- Top 2% all time published researcher in the four leading logistics journals
- 8th all time developer of multi-item survey research measurement scales published in logistics journals
- Developed the UWF certification in Supply Chain Logistics (10 have been awarded)
- Faculty advisor for UWF Logistics Business Case Teams

Prior to his PowerPoint presentation, Dr. Keller thanked everyone. He then addressed the State of Logistics regarding supply chains where students are afforded more opportunities than imagined.

Dr. Flake commended Keller and program advancements. She then expressed her appreciation for the opportunities she has experienced at UWF as she will be transitioning to Chico State in CA in March 2007.

Student Achievements:

Dr. Debbie Ford, Vice President for Student Affairs introduced Ms. Laura Weant, Nursing Student President of Student Nurses Association. Dr. Ford commended Ms. Wendt and the Student Nurses Association for exemplary work.

Ms. Wendt noted some activities in which she participated for communities through UWF that the SNA carried out in the Biloxi mission trip following Hurricane Katrina. The SNA secured, loaded and accompanied the 18 wheelers carrying supplies. The students were junior and senior nursing students, and they worked with firefighters experiencing the hurricane devastation as well as photographing the trips. Upon the return to PNS, Ms. Wendt said the student nurses wanted to do more. They created a calendar of victims of Hurricane Katrina and provided 2 scholarships of \$550.00 for two New Orleans nursing students. Ms. Wendt said she thoroughly enjoyed her experience at UWF but it was sadly limited because most nursing facilities are at Pensacola Junior College instead of UWF.

1. The 2006-07 Operating Budget update was presented by Mr. Barry Brighton, Director of University Budgets who reported that he, Controller Asmus and Chair Hess Herrick met regarding the finalization of 2005-06 earlier in the year. He said the Fiscal Year 07 plan is on target.
2. An overview of the 2005-06 Annual Financial Report to State of Florida was presented by Mrs. Colleen Asmus, Controller who noted this item was carried forward due to prior scheduled meeting being cancelled. The September 15 deadline to the State was made and Field Work will be concluded by January.

Academic & Student Affairs Committee

Chair Roy Smith expressed best wishes to Dr. Flake and said she would be greatly missed as Provost at the University of West Florida.

Action Items

1. A motion was made to confer an Honorary Degree (Doctorate of Science) for Dr. Alexa Canady speaker at UWF Commencement. Dr. Canady is currently on the pediatric staff of Sacred Heart Hospital in Pensacola.

http://uwf.edu/trustees/Dec15_06/HACM113006.pdf
http://uwf.edu/trustees/Dec15_06/Alexa_Canady.pdf
http://uwf.edu/trustees/Dec15_06/Biography.pdf

Motion passed unanimously

Chair Clark thanked Trustee Smith for his report.

Executive Committee

1. Chair Clark announced the Continuity of Leadership Plan which was adopted unanimously by the Executive Committee. Following discussion, a motion was made to approve the UWF **Continuity of Leadership Plan** as presented by Chair Clark, who pointed out that this particular item was carried over from the September meeting being cancelled due to lack of a quorum.

UWF Continuity of Leadership Plan Inability of President to Discharge the Powers and Duties of Office or Death, Resignation or Removal of President

In the event of the inability of the President of the University of West Florida to discharge the powers and duties of the office of the President, or in the event of the President's death, resignation or removal from office, the Chair of the Board of Trustees, who has been delegated such authority by the full board, will select an individual to serve as Acting President. In the event that the Board Chair is not available, then authority, based upon availability, goes next to the Vice Chair, then to the Chair of the Finance, Administration and Audit Committee, then to the Chair of the Academic and Student Affairs Committee, and then to any available member of the Executive Committee. The Acting President will serve temporarily, until the President is able to resume discharging the powers and duties of his or her office or until an interim President is selected by the Board of Trustees.

If necessary, the Board of Trustees will select and appoint an individual to serve as interim President. The interim President shall be selected from individuals outside of the University. Therefore, under ordinary circumstances, no individuals who are employed at the University at the time an interim is selected shall be eligible to be selected as the interim President. The Board of Trustees has determined that, under ordinary circumstances, selecting an individual from outside the University to fill the interim appointment will assure that all senior administrators remain in their positions, allowing for the greater continuity of leadership. The Board has determined that, under ordinary circumstances, the individual serving as interim President may not apply for or be considered as a candidate for the position of President. The Board of Trustees shall determine the steps to be taken to select an interim President, the terms and conditions of the appointment and the duration of the appointment.

Amendment to the motion to include:

The proposal includes that the Board delegate to the Chair the authority to select an Acting President. In the event that the Board Chair is not available, then authority, based upon availability, goes next to the Vice Chair, then to the Chair of the Finance, Administration and Audit Committee, then to the Chair of the Academic and Student Affairs Committee, and then to any available member of the Executive Committee.

The Acting President role is a short term appointment until the President is able to return to duties or until an interim president is selected by the full Board. This plan applies to all executive leadership positions. It also states that no one will be removed from an executive leadership role to fill said vacancy so that disruption of current team will not occur.

Amended motion passed unanimously

Informational/Discussion Items

1. Chair Clark reported from Board of Governors Workshops that efforts to improve communication between the Board of Governors and Boards of Trustees will occur in the future. Clark said he was overall pleased with the workshops.

Other Executive Items

Other BOT Meeting Items

Action Items

1. A motion was made to approve the draft minutes of June 26, 2006.
http://uwf.edu/trustees/Dec15_06/62606DraftMinutes.pdf

Motion by: Trustee Gould
Seconded by: Trustee Gilluly
Motion passed unanimously.

2. Following Dr. Jim Fisher's address to the Board of Trustees regarding the Presidential Evaluation /University Review, a motion was made to approve the review which will be forwarded to the Board of Governors.

Chair Clark commended Drs. Fisher and Koch on conducting a very comprehensive review regarding management of the University of West Florida. The chair reassured all that the faculty and student representatives on the Board are received well and taken seriously. He further said that he was pleased with the report.

The Chair then introduced Dr. Fisher, who addressed the board. Following Dr. Fisher's comments, the floor was opened for questions from the board and audience. There was a lengthy question and answer period from the trustees.

- a. Public Comment – Dr. Rosemary Hayes – Thomas, President of the United Faculty of Florida addressed the board, noting that she felt section 5 of report regarding faculty was slightly incorrect. http://uwf.edu/trustees/UBOT/UFF_President_Speech121506.pdf

There was a motion to charge President Cavanaugh with the responsibility of returning and addressing the board on specific issues and how recommendations are being implemented.

Motion by: Trustee Gilluly
Seconded by: Trustee Fetterman
Motion carried unanimously.

3. **Election of Officers** – Chair Clark presided over the election of chair and vice chair for the board of trustees. Following nominations for these offices, a motion was made to approve chair and vice chair for a two year term.

The nomination for K.C. Clark to continue as chair for a second term was made by Marny Gilluly. Gilluly noted that Clark has excellent leadership and governance skills, excellent communication skills and is an alumnus of UWF.

Seconded by: Trustee Young

The nomination for Honor Bell to continue as vice chair for a second term was made by Roy Smith.

Seconded by: Trustee Fetterman
Motion carried unanimously.

4. Chair Clark announced that the **March 20, 2007 BOT Meeting** conflicts with UWF Spring Break which was changed after the BOT meeting schedule was approved in March of 2006. The meeting will stay as scheduled, and Chair Clark asked for trustees to let staff know if it is a problem.

5. Dr. Dean Van Galen addressed the **UWF Founders Medallion**, whose purpose would be to award a founding faculty member in appreciation and recognition for exceptional contribution/service to UWF through the Honorary Awards and Recognition Committee.

A motion was then made to approve the UWF Founders Medallion.

Founders' Medallion

Vision for the Founders' Medallion

The Founder's Medallion is established in honor of those University of West Florida faculty, staff, and community visionaries who were leaders in establishing the University. The Medallion symbolizes the founding ideals and vision of the University and is awarded to those who have exemplified those ideals. The Founders' Medallion may be awarded at Commencement or at another appropriate time and venue. The Founders' Medallion will first be

awarded in 2007 to coincide with the celebration of the University of West Florida's 40th anniversary. A group of founding faculty and staff will be included in developing recommendations for the President, including: Criteria that uniquely reflect the founding ideals and principles of the University of West Florida; Design options for the Founders' Medallion (UWF staff will assist with this process). Nominations for the Founders' Medallion are welcomed from any member of the UWF community (faculty, administrators, staff, students, members of UWF Boards and advisory groups). Nominations should consist of a letter of nomination and may include supporting documentation such as vitae and additional letters of support. Nominations are submitted through the President's Office to the Honorary Awards and Recognition Committee. The President will seek the advice and counsel of the University's Honorary Awards and Recognition Committee and may also consult with past recipients and faculty and staff who are among the University's founders. A group of founding faculty and staff will be asked to help develop criteria and a medallion design. The first award may be made in 2007.

Motion by: Trustee Fetterman

Seconded by: Trustee Young

Motion passed unanimously

Informational/Discussion Items

1. **Committee Appointments**

Chair Clark reported that bylaws enable him to direct the assignment of Dr. Jay Gould to serve as Vice Chair of the Academic and Student Affairs Committee until his term as President of the UWF Faculty Senate expires; Catherine Kelly to the Executive Committee and Nancy Fetterman as Vice Chair of the Finance, Administration and Audit Committee.

2. The **Development and Creating Great Futures Campaign** update was presented by Dr. Dean Van Galen, who introduced the presentation for the Admiral John H. Fetterman State of Florida Museum and Resource Center. Following the presentation, Trustee Gilluly commended President Cavanaugh, Dr. Van Galen, Lauren Smith, and all other staff for their work on this project
3. The **Fall 2006 Tuition Waiver** report was presented by Controller Colleen Asmus regarding the employees who were enrolled and in classes.
4. The **Rules to Regulations** report was presented by Ms. Anita Schonberger, General Counsel.
5. Chair Clark briefed the trustees on the **2007-08 BOT meeting schedule** which will be adopted at the March 2007 meeting.
6. Meeting Survey Results of 5/4/06
7. Meeting Evaluation for Today
8. Future Events
 - o 12.16.06 UWF Fall Commencement @ 8:30 a.m. Pensacola Civic Center
 - o 3.3-6.2007 Association of Governing Boards National Conference on Trusteeship in Phoenix
 - o 3.20.2007 UWF BOT Meeting @ Emerald Coast Campus
 - o 3.30-31.07 Festival on the Green
 - o 4.11.07 UWF Alumni Event (evening)- Tallahassee
 - o 4.12.07 UWF Day at the Capitol – Tallahassee
 - o 5.5.06 UWF Spring Commencement – PNS Civic Center
 - o 6.14.07 UWF BOT Meeting @ Conference Center
 - o 6.15.07 UWF BOT hosts Joint Strategic Planning Meeting @ Conference Center

Clark concluded by recognizing Dr. Judy Bense on her recent publication of *Unearthing Pensacola*. Clark will send copies to the national co-chairs of the Fetterman Maritime Museum. Dr. Bense was on hand to present books to BOT and VP's, and she addressed the board briefly.

Other business:

Clark requested the authority for the Executive Committee to undertake contract negotiations with Dr. Cavanaugh in conjunction with the UWF Foundation. Clark praised the President and said he would go to endless efforts to keep Cavanaugh here to continue the work he has begun.

There was a motion to delegate authority to the Executive Committee.

Motion by: Trustee Gould

Seconded by: Trustee Gilluly

It passed unanimously.

Chair Clark called for adjournment at 3:24 p.m.