

AGENDA

University of West Florida Board of Trustees Meeting

Fort Walton Beach Campus

R126

March 7, 2006

12:30 p.m.

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

Roll Call.....Faye Bowers

Chair’s Greeting.....Mr. K.C. Clark

Remarks by Special Guest.....General Jeffrey R.Riemer
Eglin Air Force Base

President’s Report.....Dr. John C. Cavanaugh

Student Achievements.....Dr. Debbie Ford
Vice President for Student Affairs

Faculty Recognition.....Dr. Sandra Flake
Provost

Dr. Don Chu, Dean for College and Professional Studies

Approval of December 9, 2005 Minutes

Committee Reports

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

Action Items

- 1. Approve Minutes of December 9, 2005
- 2. FIHMC Financial Audit, WUWF Financial Audit and UWF Intercollegiate Athletics Audit
- 3. Trolley Fees
- 4. Student Activity and Service Fees Health and Athletic Fees
- 5. University Housing and Residence Life Rental Rates

Informational/Discussion Items

- 1. 2005-06 Budget Update
- 2. “Draft” Memorandum of Understanding between UWF Foundation and UWF Board of Trustees
- 3. Development Update
- 4. Enterprise Resource Planning (ERP) Update
- 5. Hurricanes Update

Other Finance Items

Academic & Student Affairs Committee.....Mr. Roy Smith
Committee Chair

Action Items

1. Approve Minutes of December 9, 2005
2. Honorary Degree – Lech Walesa
3. Emerald Coast Identity

Informational/Discussion Items

1. Academic Affairs Update
2. Student Affairs Update/Student Accomplishments
3. Program Changes
4. UWF Quality Enhancement Plan Update

Other Academic Items

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

Action Items

1. Approve Minutes of December 9, 2005

Informational/Discussion Items

1. New Trustee appointments to committees
2. Strategic Planning May 5
3. Boards Chairs Meeting

Other Executive Items

Other BOT Items

Action Items

1. Adopt 2006-07 BOT Meeting Schedule

Informational/Discussion Items

1. Memorandum of Understanding
2. Update on FWB and W.E. Combs Facility
3. Legislative Update
4. Deferred Maintenance
5. March 8 UWF Day at the Capitol Overview
6. Meeting Survey Results
7. Other Events
 - March 31
 - Festival on the Green
 - HLES Grand Opening
 - Lech Walesa at UWF
 - April 1
 - Festival on the Green
 - UWF BOT Reception for Statewide Public University Boards of Trustees in Orlando at the Peabody
 - April 1-4 2006 AGB National Conference on Trusteeship
 - May 4 UWF BOT Meeting at UWF Conference Center
 - UWF Boards Reception at Museum of Commerce

May 5 UWF BOT Joint Strategic Planning Meeting
May 6 UWF Spring Commencement

Adjournment

Closed Session: Collective Bargaining Update

Draft Minutes

University of West Florida Board of Trustees
December 9, 2005
UWF Conference Center (B & C)
12:30 p.m.

Board Chair K.C. Clark called the meeting to order at 12:34 p.m. noting that trustees Collier Merrill and Nancy Fetterman were unable to attend. Trustee Merrill had a conflict in schedule and Trustee Fetterman went home ill following committee meetings. Clark then asked Faye Bowers to call roll with the following trustees in attendance.

Mr. Honor Bell
Mr. K.C. Clark
Dr. Loretta Epps
Mrs. Marny Gilluly
Dr. Jay Gould
Mrs. Sharon Hess Herrick
Gen. Chuck Horner, ret.
Mrs. JoAnn Morgan
Mr. Tim Roberts
Mr. Roy Smith
Mr. J. T. Young

Others 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
Ms. Anita Schonberger, Interim General Counsel/Assistant Corporate Secretary/BOT
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Chair's Greetings

Chair Clark bid good morning and welcome to everyone. He thanked the Board for agreeing on morning committee meetings and full board meetings in the afternoon. Clark said he appreciated all trustees providing feedback to the BOT Support Team for improving the meetings. He noted there would be a closed session regarding Collective Bargaining following adjournment.

Clark announced that it did his heart good during his flight from Tampa earlier this (12.9.05) morning to speak with a mom sitting across from him who was traveling to pick up her daughter from UWF. Clark said she (mom) and her daughter were quite impressed with UWF, especially with Dr. Debbie Ford, Vice President for Student Affairs and her staff for helping students move into dorms. Clark noted that probably no other university in Florida caters to students as UWF does. Clark also noted that the mom commented joyfully that UWF buildings have numbers and UWF students have names. He said the Pensacola High School (PHS) librarian, sitting a couple of seats down, complimented the UWF Argo Scholars Program, especially since PHS is a Title I school. Chair Clark said he enjoyed listening to folks brag about how UWF is making a better way for students. He said keep up the good work.

Chair Clark also indicated that the PHS librarian asked why we (UWF) don't have library science and then explained why she thought UWF needs library science. It's because 40 percent of FL librarians are in the DROP program. Clark said he promised that he would discuss this and get back to her. He said he is pleased that UWF is doing such important work which is being recognized.

Finally, Chair Clark thanked WUWF 88.1 for webcasting the BOT meeting and said he listens to WUWF via web in his Tampa office.

The President's Report

Dr. Cavanaugh thanked Chair Clark and reiterated the news of his appointment as a Southern Association of Colleges and Schools (SACS) Commissioner, noting that we (UWF) will now have a voice in setting policies. He applauded Dr. Carl Backman, Dr. Rosemary Hayes-Thomas, and Mr. Scott Marzilli for such great work over the years regarding the universities reaffirmation through SACS.

Cavanaugh confirmed that the United Faculty of Florida (UFF) and UWF agreement was ratified in October with satisfaction on both sides. He expressed his appreciation to the teams for their hard work saying this is a first local level negotiation for UWF.

The President introduced Mr. Bert Hartley, who will on January 1, 2006 become Interim Vice President for Administrative Affairs for two years. Cavanaugh said that Hartley previously served at the Florida Institute for Human and Machine Cognition (FIHMC) and at the University of South Florida, noting that he is very familiar with the State University System (SUS).

The President introduced Mr. David Mann, Director of Governmental Relations, noting that Mann is very experienced, having served at Florida Atlantic University (FAU) and Florida Gulf Coast University (FGCU). Cavanaugh said Mann knows the system, the issues, and the South Florida delegation, and that his credibility is a plus for UWF.

The President introduced Ms. Colleen Asmus as the new UWF Controller and said that we (UWF) look forward to great things as Ms. Asmus' prior service at UWF has been excellent.

Internationally, the President said he has given 3 speeches and a formal address at Nanchang University and Kinmen University in Taiwan noting both as strong partners with UWF. Cavanaugh said the Nanchang Campus is modeled on Oxford University where staff and faculty and students live on campus and all courses will be English speaking. At Kinmen, the language of instruction is English so there will be competition for international students. UWF will continue to build upon these partnerships.

On the national front, Cavanaugh said he would be traveling, following commencement, to Washington, D.C. where he was appointed by President Bush to serve as a Delegate to the 2005 National Conference for the Council on Aging. Cavanaugh reported that Medicare is being reviewed for full eligibility in 2011 and other issues regarding care-giving, long-term care being national policy issues. The National Council on Aging conferences are held once per decade and began in 1961 during the John F. Kennedy administration when Medicare was rolled out. Cavanaugh looks forward to serving as a delegate.

Regarding statewide issues, Cavanaugh, as chairman, will represent the State University Presidents' Association (SUPA) in commenting on the recommendations of the Access Task Force, since many recommendations were never vetted or discussed by the task force. In Cavanaugh's own response regarding the granting of community colleges the authority to offer the 4 year baccalaureate degree and regarding certain limitations on the authority of foundations to issue bonds, he said these are just inappropriate. There is a general agreement, Cavanaugh pointed out, that universities are held accountable for their funding and that community colleges should be held accountable as well.

Led by Cavanaugh, SUPA forwarded the legislative agenda to Board of Governors (BOG) meeting but it adjourned prior to covering all items. There will be conversations with Rich Maxey regarding legislative items so that key issues are not missed by legislators and the legislative agenda will be filed as a placeholder on BOG agenda.

President Cavanaugh will make a presentation on behalf of SUPA regarding building renovations as construction costs have dramatically increased. The universities are in the process of revising figures for construction costs with utilities being a huge issue, possibly with electric rates going 25% higher and natural gas at UWF a 100% increase.

Cavanaugh said that since there is not a guaranteed PECO percentage, that SUPA is suggesting no less than 30 percent to ensure universities are guaranteed a piece of pie. An average 30% would be set up as a floor.

SUPA is also strongly urging the revision of the formula used to compute classroom utilization. This should be updated, so that when a speaker or colloquium occurs on campus, the room used should not be viewed by the State as vacant.

Regarding performance and accountability committee measures for operational efficiency, the President said that the BOG will be working with the Council of Administrative and Financial Affairs of the SUS, which consists of administrative and financial VPs of the universities.

The Board of Governors big issue in Cavanaugh's perspective was the pitch made by Florida International University (FIU) and the University of Central Florida (UCF) for medical schools, noting that both have raised \$30 million from private contributions. Cavanaugh said it would be interesting to see what happens since some BOG members are for and some against and that he anticipated no action until January 2006.

President Cavanaugh reported that the UWF Foundation bonds refinancing has taken place and that David Mann would give a legislative briefing later in the meeting.

As for the UWF campus itself, in the State of the University Address, Cavanaugh talked about issues like the Creating Bright Futures campaign, the Making Way for Excellence campaign, and the many unsung heroes on campus. The address focused on access and affordability, and on panhandle poverty, with Escambia at 8th on the poverty level due to being an urban county. Cavanaugh said we (BOT) should be concerned about this because some students just cannot afford college.

Dr. Cavanaugh noted that the University Planning Council is looking at developing a long range plan, to be phased over several years, that will integrate strategic planning and budget planning.

The President said that, in a few weeks, Pay for Performance will be implemented and those select individuals will see an increase in 2006 salary retroactive to January 1. He reported that broadbanding and Pay for Performance have created much flexibility and real career paths for all UWF employees.

Regarding deferred maintenance, Cavanaugh said a meeting with the legislative delegation is planned since we (UWF) don't have the money to make necessary repairs. He noted that the average useful life of a building is 40 – 50 years. Cavanaugh noted that ¾ of our (UWF) campus is 40 years old with most of the physical plant reaching the end of useful life and it is all happening at once. Bear in mind, he said, that there are unique factors at UWF, and the difference in UWF and most universities that most build big and tall buildings where there are lots of small buildings at UWF. The academic village concept is a great concept but bad for efficient physical plant operations. There is higher probability of leakage, more heating and cooling systems, and problems with the envelope of buildings which compounds the maintenance problem.

The UWF Natatorium is an example of "you get what you don't pay for" and that for years the construction quality on campus was not good with large cracks on roof structures. There is no attic insulation in some buildings and when added all together we (UWF) have a serious set of issues which the President said he will present to the legislature next week. Cavanaugh said it is a unique situation to figure out and that capital money in Florida is tight for a few years.

The President thanked those who attended the trustee orientation saying that we (UWF BOT) are a model for the State, which is seeking our assistance.

The President reported a request from one trustee to post draft minutes to the web since meetings are quarterly and that this will be done in a timely fashion.

The President's final note was in regard to our campuses to the east, such as the joint campus with OWC. Ideas are being reviewed to have an umbrella term "Emerald Coast" to cover all of our service locations to the east, and this designation may be brought for formal board action during the March meeting. Cavanaugh said that by designating those areas of our campus as UWF Emerald Coast, we can call attention to our growing operations in Okaloosa, Walton and Santa Rosa counties. He asked the trustees to think about it for March discussion.

Student Achievements

Dr. Debbie Ford, Vice President for Student Affairs, introduced Ms. Sharon Kerby and Ms. Brianna Oeser who are seniors at UWF, noting that Sharon is from New Jersey and a senior elementary education major with a 3.0 Grade Point Average who will student teach in spring. Dr. Ford said Sharon and Brianna are seniors and co-captains of UWF women's soccer reporting 28 career wins and 7 shutouts. Brianna, also a senior, was due to graduate the next day (December 10). Brianna is from Niceville, co-captain of our soccer team, has a 3.75 Grade Point Average. Her major is Communication Arts. She is a Junior Achievement Intern and she scored 54 goals, 19 of those this year. In addition, Brianna was named to the 2005 All Gulf South Conference First Team.

Both Sharon and Brianna expressed their growth as individuals, and stated that at UWF it is wonderful to get to know everyone with small classes and professors that are willing to help. Speaking athletically, the girls said the team was diverse, enabling them to learn about cultures.

Dr. Ford noted that Coach Barlinski was in attendance and that his dedication and service resulted in him being named the 2005 Gulf South Conference Coach of the Year, with Women's Soccer finishing 8th in Division 2.

Faculty Recognition

Dr. Sandra Flake, Provost, introduced Dr. Ed Ranelli, Dean for the UWF College of Business (COB). Ranelli recognized the outstanding accounting faculty at UWF, noting that for three decades UWF's graduates with CPA's have won regional and national accolades. He noted that faculty accomplishments, to some extent, can be measured by examining the success of their graduates. An excellent example is BOT chair K.C. Clark, who leads a major financial services firm in Florida.

Dr. Ranelli said that the success of Mr. Doug Benham (Arby's CEO) and Mr. Mark Oken (at the helm of Bank of America) is because our (UWF) institution and faculty contributed to these individuals and that the majority of NW Florida accounting firm partners are UWF alumni.

Dr. Ranelli then introduced Dr. Chula King, COB Chair of Accounting, who brought forth two students who are joining national accounting firms following graduation from UWF. Through accomplishments, assessment and affirmation, Dr. King agreed that measuring – looking at students – exemplifies what the department is all about, noting that Jim Penman (4.0 GPA) will be joining Ernst and Young and that his father and grandparents were in the audience today. King said that Adam Bowen, with a 3.99 GPA, will be continuing accountancy in January. He is graduating tomorrow and will be joining Gulf Power in January.

Both students shared a PowerPoint presentation on perspectives of the COB departments and showed statistics regarding the number of regional accounting firms who are led by UWF alumni.

Chair Clark thanked the students.

Approve Minutes of September 9, 2005 and Orientation on October 10, 2005.

Motion by: Trustee Young

Seconded by: Trustee Gilluly

http://uwf.edu/trustees/Dec9_05/9SEP05minbot.pdf

[\\argofiler.argo.uwf.edu/facstaff/Web/trustees/Dec9_05/10OCT05min.pdf](http://argofiler.argo.uwf.edu/facstaff/Web/trustees/Dec9_05/10OCT05min.pdf)

Committee Reports

Finance, Administration & Audit Committee

Finance Committee Chair Sharon Hess Herrick thanked Chair Clark, reporting an excellent roundtable prior to the formal committee meeting. She expressed her appreciation to Dr. Lornetta Epps, who served on the Finance Committee since its inception, noting that Dr. Epps will not seek reappointment as UWF Board of Trustee member.

Action Items

On behalf of the committee, Hess Herrick proposed, in the form of a motion, the certification of the West Florida Historic Preservation, Inc. Audit, the UWF Research Foundation Audit, and the UWF Foundation Audit. Likewise, she proposed the approval of the Parking and Traffic Control Regulation (finalization of rule text to become regulation under the new BOG regulatory scheme). She also moved approval of the Fundraising and Solicitation Policy, as well as the adoption of the Finance, Administration and Audit Committee Charter, with two changes as presented by Hal White as follows: not restrict the number of members but have them appointed by the Board Chair, and add as staff liaisons the Executive Vice President, the Vice President for Development and the General Counsel.

Hess Herrick said the committee also approved an amendment to the UWF Foundation Bylaws to remove the Vice President for Development and the Executive Director of the UWF Foundation from membership on the Foundation board.

http://uwf.edu/trustees/Dec9_05/uwffoundation.pdf

http://uwf.edu/trustees/Dec9_05/research_foundation.pdf

http://uwf.edu/trustees/Dec9_05/wfhpi_foundation.pdf

Motion for ratification by: Trustee Hess Herrick

Seconded by: Trustee Bell

Motion passed unanimously

Removed Item #5 UWF Research Foundation Bylaws which was not discussed or acted upon.

Informational/Discussion Items

Hess Herrick reported that through the Committee Roundtable and the Finance, Administration and Audit Committee meeting that Mr. Barry Brighton, Director of Budgets, presented an update on the budget and that Ms. Betsy Bowers, Associate Vice President for Internal Auditing and Management Consulting, gave a hurricane follow-up report to the committee. In addition, the committee was given a Development update by Dr. Dean Van Galen.

Academic & Student Affairs Committee

Committee Chair Roy Smith thanked Chair Clark. Smith noted his appreciation for the service of Mrs. JoAnn Morgan, who will not seek re-appointment as a UWF trustee upon expiration of her term in January.

Action Items

Smith asked approval in the form of a motion of the Academic and Student Affairs Committee Charter with revisions cited here: modify to emphasize enrollment management and retention and to emphasize student diversity, to state that that the committee will be regularly reviewing data relating to these issues, and to omit the number of trustees on the committee in favor of having the members appointed by the chair of the BOT.

Motion for ratification by: Trustee Smith

Seconded by: Trustee Morgan

Motion passed unanimously

http://uwf.edu/trustees/Dec9_05/academiccharter.pdf

Chair Smith reported that the committee discussed the Honorary Awards and Recognition Policy's flexibility of selection and that Provost Sandra Flake gave an Academic Affairs update regarding student retention at UWF and graduation rates as well.

Chair Smith said that Dr. Debbie Ford gave the Student Affairs update and Dr. Barbara Lyman informed the committee on the decision on UWF Reaffirmation of Accreditation by SACS. Smith congratulated the

group of individuals committed to SACS accreditation. Dr. Flake and Dr. Ford addressed the committee on the changing nature of the university. Smith said it was a good session to learn more about the university.

Executive Committee

Action Item

Board Chair K.C. Clark, also chair of the Executive Committee, brought before the board, in the form of a motion, a request to approve a Presidential Contract Supplement relating to the president's housing allowance, the presidential car allowance, spousal travel, and the ratification of a requirement that the president reside in the Dorr House on the downtown Pensacola campus. Clark said that adjustments are made consistent with those of the contract of former UWF President Morris Marx.

Motion by: Trustee Clark
Seconded by: Trustee Smith

Motion passed unanimously

Discussion/Informational Items

1. Regarding new trustees, Chair Clark said that he is torn because two of our trustees terms expire in January 2006 and neither has elected to seek reappointment. They are Dr. Lornetta Epps and Mrs. JoAnn Morgan. Clark noted that he has truly enjoyed their advice and counsel as the UWF Board was being shaped, saying both are extraordinarily valuable.

Clark said that we (BOT) will continue to build a pool of potential applicants and asked trustees to communicate prospects to President Cavanaugh.

2. Presidential Evaluation

Clark noted the committee had approved the Presidential Evaluation at the previous meeting and said the written evaluation will be forwarded to the BOG. Clark said we (BOT) must develop a more comprehensive evaluation process for the president at appropriate intervals, and that the Board had discussed with the AGB the probability of doing so every 4 or 5 years. Clark said it is very important to have a more up to date contract in place, and he noted that President Cavanaugh is the only state university president who doesn't have a long-term contract in place. Clark said that we (BOT) certainly value his (Cavanaugh's) leadership.

http://uwf.edu/trustees/Mar7_06/EvalJCCavanaugh_signed9DEC05.pdf

Other BOT Items

Action Items

1. Resolutions 2005-4 and 2005-5 for Dr. Lornetta Epps and Mrs. JoAnn Morgan in recognition of distinguished service. These were read aloud by Board Chair Clark following a motion to approve. Clark announced that Trustee Morgan has also been inducted into the Florida Women's Hall of Fame in the State Capitol Rotunda.

http://uwf.edu/trustees/Mar7_06/R20054Lepps.pdf

http://uwf.edu/trustees/Mar7_06/R20055Jmorgan.pdf

Motion by: Trustee Bell
Seconded by: Trustee Smith

Motion passed unanimously

2. Endorsing Priorities for *Creating Great Futures* Campaign

Chair Clark called on Dr. Dean Van Galen, Vice President for Development, who first informed the Board that good progress is being made on the Memorandum of Understanding (MOU) developed between the UWF Foundation Board and UWF Board of Trustees. In June 2005, campaign priorities were brought

before the board and the selection of priorities was based on a feasibility study. Van Galen said these priorities are brought formally today to the Board for consideration, noting that tomorrow (December 10) 200 of the UWF graduates were assisted by the UWF Foundation.

Trustee Gilluly addressed the Board, commenting about the campaign, by asking board members to consider supporting financially. Gilluly said that, as leaders of the university, it is important for the Board to have a 100% participation rate in contributing at whatever level is appropriate. Clark said that he asked the Foundation to provide suggestions on how he could best help the university, such as in Archaeology. He noted that it is imperative that we show total support for the campaign.

Motion by: Trustee Gilluly
Seconded by: Hess Herrick

Motion passed unanimously

3. Roles and Responsibilities/Travel Policies

Dr. Cavanaugh noted that for sometime issues for Board Development have been discussed. We developed these guidelines and policies on the roles and responsibilities of trustees and trustee travel with the assistance of the Association of Governing Boards, and that after time for discussion at the last meeting and time for comment on the drafts since the last meeting, that he was proposing endorsement of these. Clark asked if there were questions.

http://uwf.edu/trustees/Dec9_05/botnr.pdf

http://uwf.edu/trustees/Dec9_05/botravel.pdf

Motion by: Trustee Young
Seconded by: Trustee Gilluly

Motion passed unanimously

Informational/Discussion Items

1. Legislative Preview

David Mann said this is an update and preview because the special session concluded yesterday (December 8) in Tallahassee. He addressed the board saying that Medicaid reform was passed, tax on slots, lobbying reform was passed effective January 1, 2006 (lobbyists cannot buy anything for legislators or staff) and that it received overwhelming support from both chambers.

System-wide assistance from the legislature did not pass for cost overages on construction and utility expenses. According to Mann, the budget outlook, partly because economic activity related to hurricanes and a hot real estate market, is for a large amount of non-recurring money to be available. He indicated that this could result in PECO funding being doubled and that there is talk that \$1.4 billion for Capitol Outlay across the education sector has not been distributed or allocated yet.

Mann noted that the legislators are encouraged for an early allocation. President Cavanaugh said he would build on that and that Chancellor Rosenberg sent an email that the Board of Governors will be taking requests from universities for updated numbers for PECO allocations during a conference call December 19. He said we (SUPA) are putting our place holder in now.

Mann followed with very good news that General Revenue is estimated at \$3.2 billion and will be split \$1.7 billion this Fiscal Year and \$1.5 billion next Fiscal Year. Mann said that he and President Cavanaugh encourage all of the Board to contact legislators to spend wisely. He followed with one additional issue regarding Arcadia Mill, which may require legislation for transferring its title from the UWF Foundation to UWF and that he will keep the BOT posted.

2. September 9 BOT Meeting Survey Results & Technology Feedback

Clark said basically the survey gave feedback about meeting technology and he thought it was clear that we needed to continue work on the technology, but that one of the biggest problems was solved by putting the conference phone in front of the loudspeaker.

3. Board Reception at AGB National Conference on Trusteeship (April 2006)

Chair Clark said he had the pleasure of attending the 2005 Association of Governing Boards' National Conference on Trusteeship. It was extraordinarily educational and a great opportunity to learn from trustees around the country. Florida has the most stringent laws regarding trustees and the Sunshine law making life very tough.

Clark said he would like for the UWF BOT to host a reception in Orlando for other state universities' boards of trustees, since there has never been a formal gathering of all boards. He has been invited to a meeting of all SUS BOT chairs at FAU. He would like to invite all boards so we (BOT) will know who we are dealing with, share some common stories, successes, and open lines of communication.

Trustee Morgan said that Governor Bush promised a periodic bringing together of the boards. She suggested that Chair Clark or President Cavanaugh take to the BOG and the Governor's Office, a reminder of a commitment they made that has not been followed up on...After 5 years, Morgan said the Governor needs to be reminded.

Additional events this afternoon and evening –

President's Holiday Open House 5:00 – 7:00 Dorr House

Future Events

12/10/05 Commencement 9:00 a.m. at Pensacola Civic Center

12/16/05 Legislative Delegation Luncheon HLES 12-1:30

3/7/06 Next Meeting Fort Walton Beach Campus

3/8/06 UWF Day at the Capitol

This is an excellent opportunity to meet the legislative delegation, learn about UWF through students, staff, and faculty. This will preview why we (UWF) is the shining star of North West Florida.

Other Items

President Cavanaugh made a special thank you to the UWF students "Argo Aid" for raising \$10,000 dollars for Katrina relief. This is indicative of what an outstanding group of students we have.

Lech Walesa, Polish solidarity leader who later became President of Poland, will be at UWF on March 31st.

The University hopes to host the Board of Governors in September.

The President said there will be a higher education issue update in March since it is still pending in Congress and it will be interesting.

Vice chair Honor Bell expressed appreciation to UWF and Dr. Athena Dupre for hosting the community project dinner for non-profit organizations. Bell said that UWF students made him quite proud in their representation of the whole university.

With no further announcements, Chair Clark adjourned the meeting at 2:20 p.m.

The Board then went into closed session for a collective bargaining update.

Academic & Student Affairs Committee.....Mr. Roy Smith
Committee Chair

Action Items

1. Approve Minutes of December 9, 2005
2. Honorary Degree – Lech Walesa
3. Emerald Coast Identity

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Other Academic Items

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

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Other Executive Items

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 - UWF Boards Reception at Museum of Commerce

May 5 UWF BOT Joint Strategic Planning Meeting
May 6 UWF Spring Commencement

Adjournment

Closed Session: Collective Bargaining Update

AGENDA
UWF Board of Trustees
Finance, Administration and Audit Committee Meeting
UWF/OWC Campus Room 126

Tuesday, March 7, 2006

8:30 a.m.

Call to Order	Chair Sharon Hess Herrick
Roll Call	Faye H. Bowers
Chair's Greetings	Chair Sharon Hess Herrick

Action Items

1. Minutes of December 9, 2005
2. Financial Audits for Florida Institute for Human and Machine Cognition, WUWF and UWF Intercollegiate Athletics
3. Trolley Fees
4. Student Activity and Service Fees; Health and Athletic Fees
5. University Housing Rental Rates

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3. Development Update
4. Enterprise Resource Planning Update
5. Hurricanes Update

Other Items

Adjournment

Draft Minutes
UWF Board of Trustees
Finance, Administration and Audit Committee Meeting
UWF Conference Center Room B & C

Friday, December 9, 2005

Committee Chair Sharon Hess Herrick called the meeting to order at 10:05 a.m. She asked Faye Bowers to call roll.

The following trustees attended:

Dr. Lornetta Epps
Mrs. Marny Gilluly
Mrs. Nancy Fetterman
Mrs. Sharon Hess Herrick
Mr. J.T. Young

Others attending:

Dr. John Cavanaugh, President
Dr. Hal White, Executive Vice President
Dr. Dean Van Galen, Vice President for Development
Mr. K.C. Clark, Board Chair
Ms. Anita Schonberger, Interim General Counsel
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT
Ms. Vickie Lindsey, Administrative Specialist

Chair's Greetings

Chair Hess Herrick thanked everyone for their attendance at the meeting as well as the Roundtable Discussion earlier, saying it was very beneficial and helpful to all. She thanked Mr. Barry Brighton, Budget Director for his preparedness and due diligence for making the discussion very productive.

Chair Hess Herrick thanked those who might be making presentations today for their hard work. Chair Hess Herrick then noted that today is Dr. Lornetta Epps final committee meeting saying that she will be sorely missed and that Dr. Epps has been a great asset to UWF during her five years of service.

Chair Hess Herrick, also, reported that the UWF Foundation closed on refinancing of housing bonds on December 8, 2005. This item was addressed at the September 9, 2005 BOT meeting.

Action Items

1. Approve Minutes of September 9, 2005 as presented by Chair Hess Herrick.
Motion: Trustee Epps
Second: Trustee Fetterman

2. Certify West Florida Historic Preservation, Inc. Audit, UWF Foundation Audit and UWF Research Foundation Audit as presented by Betsy Bowers. Ms. Bowers reported findings which have been addressed. She noted that only one management letter was received from the UWF Foundation. These items were certified in one motion.
UWF Foundation http://uwf.edu/trustees/Dec9_05/uwffoundation.pdf
UWF Research Foundation http://uwf.edu/trustees/Dec9_05/research_foundation.pdf
West Florida Historic Preservation, Inc. http://uwf.edu/trustees/Dec9_05/wfhpi_foundation.pdf

Motion: Trustee Gilluly
Second: Trustee Epps

3. Approve Parking and Traffic Regulations as presented by Anita Schonberger saying that this was just merely a housekeeping issue. The text was approved at June 16, 2005 BOT meeting and now it is needed to be approved as a regulation.

Rule 6C6-5.001 http://uwf.edu/trustees/Dec9_05/parkingbrochure.pdf
Proposed Regulation <http://uwf.edu/trustees/procedures>

Motion: Trustee Epps
Second: Trustee Gilluly

4. Approve Fundraising and Solicitation Policy as presented by Dr. Dean Van Galen who said the policy has gone through the proper channels on campus regarding policy review and that we want everyone to be on the same page. Special initiatives follow:
 - o WUWF can conduct on-air pledge drives, underwriting, sponsorship, and events fundraising without going through formal process.
 - o WFHPI has a special issue conducting membership drives and accepting historical properties and artifacts without going through the formal process.
 - o UWF Libraries can accept personal and historical papers and artifacts without going through the formal process.Fundraising Policy http://uwf.edu/trustees/Dec9_05/fundsolpolicy.pdf

Motion: Trustee Fetterman
Second: Trustee Gilluly

5. Remove UWF Research Foundation Bylaws from the agenda per Ms. Anita Schonberger, Interim General Counsel due to vote on December 8, 2005 by the UWF Research Foundation Board requesting delay.

6. Finance, Administration & Audit Committee Charter

Committee Charter as presented by Chair Hess Herrick noting it was approved by Committee in November 2004 when K.C. Clark was chair. It was not carried to the full Board at that time. Adoption of charter will complete another phase of Board Development Plan.

Executive Vice President Hal White suggested changes, including that the committee be constituted by appointment by the chair of board and that there not be a designated number of trustees on the committee. He reported that staff liaison should include the Executive Vice President, the Vice President for Development, and the General Counsel in addition to the Vice President for Administrative Affairs.

Motion: Trustee Young
Second: Trustee Epps

Informational/Discussion Items

1. 2005-06 Operating Budget Update was presented by Barry Brighton during the Roundtable Discussion at 8:30 a.m. Chair Hess Herrick asked for questions to be addressed by Barry Brighton.
2005-06 Operating Budget Summary http://uwf.edu/trustees/Dec9_05/Ficapbudsummary.pdf
Capital Budget Life-to-Date 9.30.05 http://uwf.edu/trustees/Dec9_05/Ficapbud93005.pdf
2. Hurricanes Update as presented by Betsy Bowers saying we (UWF) are in recovery process. Everything has been filed for Ivan and Dennis and most everything for Katrina and much is related to Deferred Maintenance and may be out-of-pocket expenses for the University to bring buildings back up to code. Many of these will just be out of pocket expenses for UWF. Any funds received from the state that were reimbursed by FEMA will be returned to FEMA.

3. Development Update as presented by Dr. Dean Van Galen.

Creating Great Futures Campaign

- Board of Trustees asked to formally approve six campaign priorities as follows:

Representative Projects for *Creating Great Futures Campaign*

CAMPAIGN PRIORITY	REPRESENTATIVE PROJECTS (NOT AN EXHAUSTIVE LIST)
Endowed Scholarships	<ul style="list-style-type: none"> • Need- and merit-based scholarships for students in all academic programs, including student athletes • ARGO Scholars program with Pensacola High School
Health Care	<ul style="list-style-type: none"> • Faculty and student support to increase enrollment of BSN program and begin MSN program • Facilities
Business and Economic Development	<ul style="list-style-type: none"> • Center for Entrepreneurship • Naming of College of Business and/or units within the College
Science, Engineering and Technology	<ul style="list-style-type: none"> • Equipment • Research support • Combs School partnership, including scholarships
Public History and Archaeology	<ul style="list-style-type: none"> • Endowed professorship or chair in archaeology • Maritime Museum • Support of public history graduate students to live and learn in Historic Pensacola Village
Arts	<ul style="list-style-type: none"> • Upgrades for public venues in Center for Fine and Performing Arts • Visiting artists and performing arts series

Campaign Steering Committee to convene in January, 2006

Recent Major Gifts

ARGO Scholars/Pensacola High School Program

Ø Bank of America

Robert Rosasco Family

William (Bill) and Mary Smart for the *William D. Smart Seminar Series in Chemistry*

National Defense Industry Association (NDIA) for Engineering Scholarships (FWB area)

State of Florida Matches received September, 2005:

Ø Seligman Endowed Scholarship

Ø Switzer Brothers' Professorship

Ø Blue Cross and Blue Shield of Florida Endowed Nursing Scholarship

Ø Gulf Power Electrical Engineering Endowment

Other Action Items

Approve amendment to UWF Foundation Bylaws made on December 8, 2005 to remove Vice President of Development and Executive Director of Foundation from membership of the Foundation board.

Motion by: Trustee Gilluly

Seconded by: Trustee Young

It passed unanimously.

Chair Hess Herrick encouraged those attending to sit in on Academic and Student Affairs Committee, which continues with discussion on SACS Accreditation.

Adjournment occurred at 10:47 a.m.

DRAFT Minutes
UWF Board of Trustees
Finance, Administration and Audit Committee
Roundtable Discussion

December 9, 2005
8:30 a.m.
UWF Conference Center Room 265

Committee Chair Sharon Hess Herrick called the Roundtable Discussion to order at 8:30 a.m. She asked Faye Bowers to call roll and the following trustees were in attendance. Committee members J.T. Young and Nancy Fetterman were unable to attend the discussion.

Dr. Loretta Epps
Mrs. Marny Gilluly
Mrs. Sharon Hess Herrick

Others were attending:

Dr. John Cavanaugh, President
Dr. Hal White, Executive Vice President
Dr. Dean Van Galen, Vice President for Development
Mr. Barry Brighton, Director of Budgets
Mr. K.C. Clark, BOT Chair
Mr. Honor Bell, BOT vice Chair
Mrs. JoAnn Morgan, Trustee
Mr. Tim Roberts, Trustee
Mr. Roy Smith, Trustee
Ms. Anita Schonberger, Interim General Counsel
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT
Ms. Vickie Lindsey, Sr. Executive Secretary
Ms. Valerie Moneyham, Assistant Director, Budget Office

Chair Hess Herrick conveyed that the roundtable discussion was held in an effort to create an environment which is free and open to discuss the 2005-06 Operating Budget. She noted that Mr. Brighton would lead the discussion through the budget updates, first quarter actual numbers and she welcomed the committee to respond and ask questions.

Mr. Brighton provided handouts and went through the comprehensive budget for the university to give an idea of the magnitude of operations university-wide.

- o E&G Operating Budget and revenue, tuition is exactly where it should be
- o Housing money is not a line item on the budget, categorized as a debt on Foundation books
- o Lottery funds are at the discretion of the State

Trustee Smith - What is the basis for allocating the lottery money among universities?

President Cavanaugh responded that a formula is used as a basis for capital.

- o Auxiliary – Ancillary support units of the University, which are largely entrepreneurial and self-supporting. Some auxiliary reserves were expended on hurricane repairs prior to receipt of hurricane reimbursement money. No red flags or concerns

Trustee Clark - Are book store employees contracted? Brighton responded yes.

Trustee Morgan - Is there a variance in income and reserves? Brighton responded that there is, from year to year.

- o Contracts and Grants – Brighton reported this supports research and training, if receipts are up and expenses are up then there is a balance---nothing in this fund that gives cause for concern. On this occasion, the numbers were presented broken into two approaches, one which excludes IHMC grants

and contracts from the budget and one which shows the budget with IHMC included. (IHMC at present accounts for 22% on actual and 12% on expenses in the combined approach.) In future, contracts and grants will be reported without the IHMC grants included. The dual approach this time is so that people can see that the university generated grants are not down, as might otherwise appear to be the case, with IHMC removed.

Trustee Smith - What are the total additions for a fund balance? Brighton responded that these are receipt of funds from the agencies—money received from various fund agencies – sum of lines 1-12 indicated on the spreadsheet.

Ms. Valerie Moneyham noted that miscellaneous receipts are some auxiliary items that don't fall in the main classifications, things just under services, that don't have a main title. She gave an example of non credit revenue, rental income, misc. revenue, which are items that don't fall in a major category, federal funds transferred in, and indirect costs.

President Cavanaugh also noted that a workshop for Microsoft – is an example of non-credit income.

Chair Hess Herrick - Why are lottery and tuition on this as well? Brighton said it keeps things consistent with state categories and how UWF receives its monies.

Trustee Morgan asked if licenses and royalties were in this category. Brighton noted that they were in auxiliaries.

- Athletics is a self-contained fund, ticket sales and nothing that would cause a red-flag
- Student activities is generated by the student activity, student government, cultural events, self-contained funds, no red flags
- Financial Aid is a self-contained fund, federal financial aid that comes in that the university is responsible for as stewards with some things to address- such as line 6 fees, but the university has collected fees – the financial aid fee that the students pay
- Concessions - Vending machine receipts, source of discretionary money, making way for excellence, may be used more flexibly than other fund monies
- Utilities – 1.6 million – this year should be 1.5 million, increased consumption and increased costs, expecting 100% increase in costs of natural gas (bought on the open market) 11% increase just yesterday ---something that is pressuring the budget, may cause an overage.

President Cavanaugh reported that this came up in SUPA meeting and BOG is making this an issue in the legislative agenda – University President's have joined forces with BOG and optimistic that the legislature will assist

- Other item – deferred maintenance – where it appears, will give a cyclical designation, no standard method of accounting for it, not standardized, and the President will be speaking about it later

Trustee Smith – What monies are allowed to be used for deferred maintenance? Brighton responded that operating money and capital money, 2 kinds of capital, PECO and FCO – highly variable from year-to-year, come from the taxes on utilities, those revenues have increased but have not kept up with costs, so the state is in a fix for the next 5 years there will be no new money. There will be a freeze on construction projects and turn around is 10-11 years and UWF gets a fraction of what is needed and is formula-driven.

Chair Hess Herrick – Can you address how some of the hurricane proceeds helped with some of that? Brighton replied that the money received from FEMA will give you enough money to get back to the way it was before but no improvements. FEMA will not help with buildings where there was no insulation which will be UWF's expense.

Trustee Morgan – Is there any help from the state? Brighton said it will be put on the table with turn around time of 10 years and that we (UWF) are now going back to re-compute the new construction project with increased building costs.

Trustee Smith – Are we (UWF) making any progress in reducing deferred maintenance costs? Brighton replied no, it is getting worse due to not enough funding.

President Cavanaugh said that deferred maintenance also includes historic properties, but they are eligible for grants and the campus is not. However, on the flip-side, because historic properties are managed by a university, they are not eligible for some grants.

- Life-to-date Capital Budget – Brighton explained the PECO projects saying this money is a life-to-date budget and is drawn down and that UWF has received \$4.2 million this year. He said the formula fund – remodeling, minor repairs throughout campus, received rounding up about one million dollars.

President Cavanaugh said the legislature decides how money is spent and still has veto power over the projects.

Trustee Morgan - Is the BOG going to address that in any way?

President Cavanaugh replied there's not much that can be done.

Chair Hess Herrick– What is the % of fee per credit hour– about \$2, does SGA vote on these?

President Cavanaugh replied that the SUS Concurrency Trust Fund – Master-planning upgrades, have received the money and has an ad-hoc committee studying it.

Q&A

Trustee Morgan – What about the big picture? Have you looked at how the budget has evolved? What is the 5-year plan?

Brighton said we (Budget Office) are undertaking that exercise right now by pulling data at this time.

President Cavanaugh reported that we (UWF) started implementing new leadership in the financial team, with a new Budget Director and a new Controller, and noted his agreement that one-year-at-a-time budget planning is inadequate. We (UWF) are looking at creating a 3 and 5 year budget plan.

Trustee Smith regarding State appropriated E & G - Are we (UWF) being paid for our student growth?

Executive Vice President White said yes and no; qualitatively (UWF) is being paid, but not adequately. There is discussion in the legislature regarding monies for growth.

Chair Hess Herrick noted that (UWF) added 40% new faculty in the last 5 years and have more to add saying we (UWF) need to look at benefits packages and searches.

With no further questions, the meeting was adjourned 9:26 a.m.

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 7, 2006

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.

Recommendation: Accept certification

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 Statements and Management Letter for the Florida Institute of Human and Machine Cognition

http://uwf.edu/trustees/Mar7_06/fihmc2005financials.pdf

http://uwf.edu/trustees/Mar7_06/fihmc_mgmt_letter.pdf

Prepared by: Betsy Bowers, bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers, bbowers@uwf.edu

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 7, 2006

Issue: Financial Audit of WUWF-FM

Proposed action: Certify

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.

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: Certify

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, 2005. http://uwf.edu/trustees/Mar7_06/WUWFRadio63004financials.pdf

Prepared by: Betsy Bowers, Associate Vice President, Internal Auditing & Management
(850) 474 2636 bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 7, 2006

Issue: Financial Audit of Intercollegiate Athletics

Proposed action: Certify

Background information:

Annually, a financial audit is conducted of the UWF Intercollegiate Athletics. 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.

Recommendation: Certify

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 Intercollegiate Athletics for fiscal year ending June 30, 2005. http://uwf.edu/trustees/Mar7_06/intercollegiate2005_2004financials.pdf

Prepared by: Betsy Bowers, Associate Vice President, Internal Auditing & Management
(850)474 2636 bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
March 7, 2006

Issue: Trolley Fee Increase to be effective Fall Semester 2006.

Proposed action: Approve

Background information: The University has a three-year Memorandum of Agreement with Escambia County Area Transit (ECAT) to operate the campus trolley. This agreement has been extended through September 30, 2006. The University is currently in the fourth year of trolley operation and the first year of a full cost funded trolley service. Students, faculty, and staff are charged user fees to support the trolley service operation.

Recommendation: The University is proposing the second year of full cost funding for the trolley service using the existing ECAT contractor, equipment, and scope of services for the period from October 1, 2006 to September 30, 2007. The proposed trolley fee increase is not sufficient to cover the full cost of the trolley service. Therefore, the University will fund approximately \$58,000 from other sources to cover the shortfall.

Supporting documents: See Table on page 2 reflecting current and proposed fees.

Prepared by: Mr. Bert Hartley, Interim Vice President for Administrative Affairs
(850) 474 2208, bhartley@uwf.edu
Dr. Jim Barnett, Associate Vice President for Facilities Services
(850)474 2005, jbarnett@uwf.edu
Mr. Chip Chism, Manager, Parking and, Transportation Services
(850) 474 7711, jchism@uwf.edu

Facilitator/Presenter: Mr. Bert Hartley

**Proposed Trolley Fee Increase
For October 1, 2006 to September 30, 2007**

<u>Classification Increase</u>	<u>Current Fees</u>	<u>Proposed Fee</u>	<u>Percentage</u>
Student – per semester credit hour	\$1.51	\$1.80	19 Percent
Employee – annual	\$5.48	\$6.50	19 Percent

**UWF Board of Trustees Meeting
Finance, Administration and Audit Committee**

March 7, 2006

Issue: Student Activity and Service, Athletic and Health Fee increase.

Proposed action: Approve the proposed fee increases effective Fall, 2006.

Background information:

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

The Statute limits the fees to no more than 40 percent of the matriculation fee. 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 \$1.25 per credit hour, or an increase of 4.96 percent.

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

Implementation Plan: New Fees will be implemented Fall Semester 2006

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

Supporting documentation: Memorandum of Request follows:

- Exhibit A—Schedule of Current and Proposed Fee Increases
http://uwf.edu/trustees/Mar7_06/SAFees_EXHIBITA.pdf
- Exhibit B—Minutes of Fee Committee Conference Session
http://uwf.edu/trustees/Mar7_06/SAFees_EXHIBITB.pdf
- Exhibit C—UWF Fee History
http://uwf.edu/trustees/Mar7_06/SAFees_EXHIBITC.pdf
- Exhibit D—Comparison of SUS Fees for 2005-2006
<http://uwf.edu/StudentAffairs/BOTinfo/index.html>

Prepared by: Deborah L. Ford, Vice President for Student Affairs,
(850) 474-2214 dford@uwf.edu

Facilitator/Presenter: Deborah L. Ford

MEMORANDUM

February 6, 2006

To: President John Cavanaugh

From: Deborah L. Ford
Vice President, Student Affairs

Subject: Request to Increase Activity & Service, Athletic
And Health Fees for 2006-2007

I submit the attached request for increase in the Activity & Service, Athletic and Health Fees for 2006-2007 for your approval and that of the Board of Trustees at the March 7, 2006 meeting.

If you need additional information, please let me know.

Attachments

cc: Tim Roberts, SGA President

UWF Board of Trustees Meeting
Finance Administration & Audit Committee
March 7, 2006

Issue: University Housing and Residence Life Rental Rates

Proposed action: Approve the proposed rental rate increase effective fall, 2006

Background Information:

The University of West Florida offers 1500 on-campus living spaces in three residence halls, 15 small community halls, and two apartment complexes. Currently, just fewer than 1400 students reside in campus housing. The continuing goal is to have 100% occupancy in campus housing.

The housing administrative costs, bond indebtedness, residence life program costs, utilities, and repair and replacement costs are funded solely from rental revenues.

At the time of posting, this information has been shared with the SGA Executive Committee and before the Board of Trustees meeting will have been shared with the SGA Senate, Residence Life Student Leaders, and Residence Housing Association.

The Board of Trustees is delegated authority to approve Department of Housing and Residence Life Rental Rates effective for Fall Semester, 2006.

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 2006-07 be increased between 5.03 - 5.37%.

Implementation:

The new rates will be effective for Fall 2006, Spring 2007 and Summer 2007.

Fiscal Implications:

The increased revenue from rental rates will cover the escalating costs of utilities and maintenance and repairs. The rental revenues will also cover the debt payments required by the bond agreement.

Supporting documents: <http://uwf.edu/StudentAffairs/BOTinfo/index.html>.

Prepared by: Dr. Debbie Ford, Vice President for Student Affairs, (850) 474 2214
dford@uwf.edu

Ms. Kay-lynn S. Taylor, Director of Housing, and Residence Life

Ms. Laurie Jones, Assistant Director of Housing and Residence Life

Facilitator: Dr. Debbie Ford

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee or Full BOT
March 7, 2006

Issue: 2005/2006 Operating Budget Update

Proposed action: Informational

Background information:

2005/2006 Operating Budget Update – A summary of the University’s Operating Budget is provided to reflect projected revenues and actual expenditures through 2nd QTR.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

2005/2006 Operating Budget Summary List

http://uwf.edu/trustees/Mar7_06/CapBudget31dec05.pdf

http://uwf.edu/trustees/Mar7_06/2q2005FY06consoperbudgetsummary.pdf

Prepared by: Barry Lee Brighton, (850)474-2207, bbrighton@uwf.edu
Valerie Z. Moneyham, (850)474-2041, vmoneyham@uwf.edu

Facilitator/Presenter: Barry Lee Brighton
Valerie Z. Moneyham

Informational/Discussion Item

UWF Board of Trustees Meeting Finance, Administration and Audit Committee

March 7, 2006

Issue: Memorandum of Understanding between UWF Board of Trustees and UWF Foundation, Inc. Board of Directors

Proposed Action: Discussion/Comment

Background information:

At its June, 2005 retreat, the UWF Board of Trustees requested that staff develop a draft Memorandum of Understanding (MOU) between the Board of Trustees and the UWF Foundation Board of Directors. The purpose of the MOU is to build upon the positive relationship between the Boards by formalizing certain roles and responsibilities, especially with respect to the relationship between the University and the Foundation.

Using the sample MOU provided by the Association of Governing Boards as a starting point, University and Foundation staff and legal counsel developed a draft MOU. This draft also incorporated provisions of State of Florida law relating to Direct Support Organizations (DSOs) of Florida public universities. The draft MOU has been reviewed by President Cavanaugh, Board of Trustees Chair K.C. Clark, and Foundation Board President Britt Landrum.

This month, the draft MOU is being brought to both Boards for review and comment. It is anticipated that a final version will be brought to both Boards as an action item at their next full Board meeting (May 4th for the Board of Trustees, and June 6th for the Foundation Board of Directors).

Implementation Plan: The UWF Board of Trustees and UWF Foundation Board of Directors will be asked to approve a final version of the MOU at their next meeting.

Fiscal Implications: No new fiscal implications are anticipated.

Supporting documents:

Draft Memorandum of Understanding
http://uwf.edu/trustees/Mar7_06/MOU_Draft.pdf

Prepared by: Dean Van Galen, Vice President for Development,
(850)474-3306 dvangalen@uwf.edu

Facilitator/Presenter: Dean Van Galen

Informational Item

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 7, 2006

Issue: Development Update

Proposed Action: Informational

Background information:

A brief update will be presented on the University's development efforts.

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: None

Prepared by: Dean Van Galen, Vice President for Development,
(850)474-3306 dvangalen@uwf.edu

Facilitator/Presenter: Dean Van Galen

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
March 7, 2006

Issue: Enterprise Resource Planning System

Proposed action: Informational

Background information:

- In 2002, the Florida Legislature mandated that all state universities would migrate from the state's financial and personnel systems (SAMAS/FLAIR) to their own local systems. (2002 Florida Statutes 1011.4105.) The mandated deadline for completing this migration was July 1, 2004, for financial systems, and January 1, 2005, for personnel/payroll systems.
- This *unfunded* mandate by the state required UWF and other state universities to assume the responsibilities and costs of running their own financial information systems as well as processes such as payroll processing, requiring the state university system to assume multiple millions of dollars of increased operational costs.
- In January 2003, the UWF Board of Trustees approved a plan to implement the SCT Banner enterprise resource planning (ERP) system for UWF's finance and human resources solution. At that time, we estimated a project budget to include \$5.7 million of initial implementation costs, and approximately \$1 million average yearly operational costs for the first five years of the project, for a combined five-year total of \$10.4 million. Ongoing operational costs after 2008 were estimated at approximately \$1.5 million per year. The major project costs are comprised of software licensing and maintenance; infrastructure; implementation costs (consulting, training, documentation, etc.), and personnel. Accordingly, the project plan was approved by the Board in January 2003. Actual funding of the project consists of a \$3.7 million dollar loan from the Bank of Pensacola, some recurring and non-recurring divisional and administrative assessments, non-recurring carry forward funds and auxiliary interest earnings.
- In the project budget, UWF estimated \$1 million *per year* for operating costs; however, actual operating costs have been less. UWF has been able to save on infrastructure and networking costs and the budgeted contingency funds have not been needed to date. Furthermore, the extra SCT programming and consulting services were not necessary, and some staff vacancies have reduced personnel costs. Accordingly, the project is significantly under the anticipated expense budget because of the lower actual operating costs. **Therefore, necessary funding for the project appears to be significantly less than initially anticipated. However, since this was an *unfunded* mandate there will not be any cash savings that can be redirected to other areas of the university.**
- The initial Banner system project included Banner's finance and human resources modules, and included the operational departments of Financial and Accounting Services, Procurement and Contracts, Human Resources, Budgeting, and Sponsored Research. Project oversight was provided by the department of Internal Auditing and Management Consulting, and technical concerns were handled by Information Technology Services.

Recommendation: None; informational purposes only.

Implementation Plan: Continue processing within the Banner system and servicing the debt.

Fiscal Implications: Servicing of the remaining debt of the \$1.8 million loan will continue with scheduled pay out date of June 30, 2008. Terms of the loan call for 60 monthly payments of \$65,590, which includes interest of 2.44%. As of February 1, 2006, UWF has paid \$1,854,719.00 in principal and \$178,599.80 in interest, leaving \$1,845,281 and \$56,814.60 in principal and interest, respectively to be paid over the term of the loan.

Supporting documents:

Prepared by: Betsy Bowers, Associate Vice President, Internal Auditing, bbowers@uwf.edu and 850-474-2636
Michael Dieckmann, Associate Vice President for Information Technology, MichaelDieckmann@uwf.edu and 850-474-2558
Coleen Asmus, Controller, casmus@uwf.edu or 850-474-2642
Barry L. Brighton, Budget Director, bbrighton@uwf.edu or 850-474-2207

Facilitator/Presenter: Betsy Bowers, Associate Vice President, Internal Auditing, bbowers@uwf.edu and 850-474-2636

Project Goals

- The overriding goal of this project was to meet the state-mandated deadlines for the conversion to local systems, while preserving university operations and with minimal negative disruption to those operations. Considering that the goal was to effect this massive change in only eighteen months – a timeframe unheard of in standard ERP implementations – this was an ambitious undertaking.
- Choosing to seize this state mandate as an opportunity for improvement, UWF also established these secondary goals for the project:
 - Examine business processes and implement process improvements, as much as feasible, without jeopardizing the project timeline.
 - Migrate processes from paper-based to electronic workflows.
 - Make information more accessible.
 - Put in place a foundation platform for enabling future improvements and efficiencies.
- However, UWF understood that the overarching goal of the first phase of Banner was to meet the mandated state deadlines, with no financial support from the state, and so many planned improvements would await future phases of the system.

Accomplishments to Date

- It is fair to say that UWF's ERP system implementation was among the most successful within the state university system. Unlike universities that have seen as much as 200% cost overruns, UWF's project has stayed within or under budget. All deadlines mandated by the state were met. Payroll processing continued without a single disruption, both during the conversion and through subsequent events such as Hurricane Ivan.
- Banner has provided a platform to move away from paper-bound, inefficient processes. Examples include:
 - Online time and leave entry via the web.
 - Employee self service implementation.
 - Mass update capabilities (e.g. payroll pay increases, budgeted funds, pay ranges, and benefits).
 - Electronic/paperless purchase requisition and purchase order processing.
 - Many reports are now in electronic format.
 - During the Banner implementation and using funding from the project, UWF also implemented the related PeopleAdmin web-based advertising and hiring system. This has revolutionized hiring and search processes.
 - On Sponsored Research, established unique set of categories and line items to provide for flexibility in grants budgeting, accounting, and reporting.
 - Automated billing system for sponsored research.
- Previously paper-based financial and budget reports are now available through the web or through direct download to Excel spreadsheets.
- More importantly, the foundation of Banner and its integrated, relational database will be the base for implementing more process improvements and electronic workflows.
- Data Security - Banner allows data access to be controlled by person, as well as organization. This safeguards employee data by allowing access to employee data only to the department where the employee works. Forms within the Banner system are also controlled through a security process which can allow users access to either view or update data in the Banner system itself. This is a vast improvement for data security over past systems where access granted gave blanket view of all employee data rather than linkage to departmental affiliation.

Challenges Remain

- We are only in the earliest phases of using Banner to improve budgeting and financial reporting processes; a large-scale effort is now underway to address those improvements.
- Banner will yield its best benefits when accompanied by complementary technologies such as document imaging and data warehouse systems; these were not part of the initial phase of Banner.

Next Steps and Directions

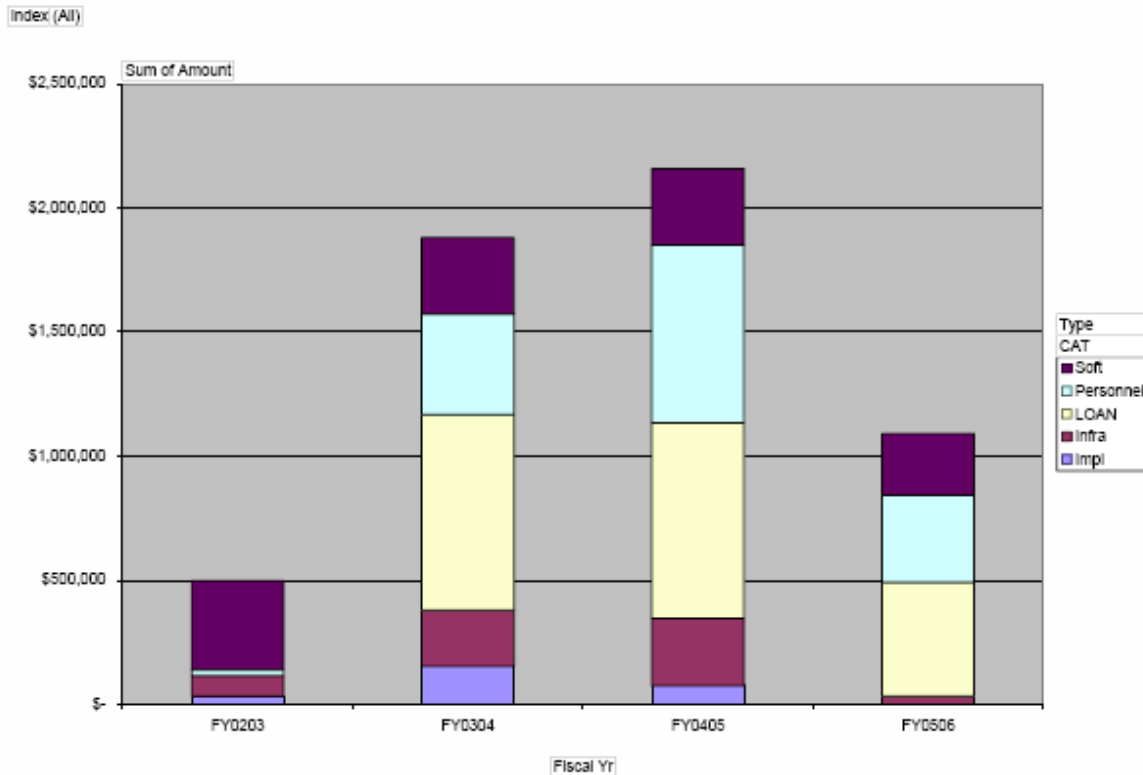
- Like any commercial system, Banner is subject to regular updates, and we are in the midst of a major upgrade to Banner version 7. This upgrade is scheduled to be completed by the end of May.
- In areas such as Enrollment Services and many sections of Administrative Affairs, we are planning further workflow and process improvements, and through document imaging and electronic workflow technologies we plan to make many functions more effective and efficient.
- Under the leadership of our new Director of University Budgets, we are developing new electronic reports and processes to improve budget planning and reporting.
- Having now almost two years of experience running Banner, we are making several technical infrastructure changes to enable more cost-effective operation of the system.

Financial Overview

The initial implementation phase of Banner came to a close in January 2006, as we completed our first full year of processing payroll through Banner.

The Banner software licensing and implementation services purchased from Sunguard SCT cost a total \$3.7 million. This cost was financed through a five-year loan from the Bank of Pensacola. Loan payments are \$787,074 per fiscal year, and extend through the 2007-08 fiscal year. Total interest on the loan is \$235,375 – making the entire cost of this up-front purchase \$3,935,374.

From the inception of the project through January 2006, UWF has spent \$5.625 million on the ERP project, including loan repayments. The project plan approved by the Board in January 2003 included \$10.287 million of costs for this four-fiscal-year period¹.



¹ The University of West Florida is servicing the debt of the \$3.7 million. As of February 1, 2006, UWF has paid \$1,854,719 principal and \$178,600 (2.44%) bringing the total paid to \$2,033,279.

UWF Board of Trustees Meeting
 Finance, Administration & Audit Committee
 March 7, 2006

Issue: Financial Recovery from Hurricanes (*Ivan, Dennis, Katrina*)
Proposed action: Informational

Background information: Three hurricanes have affected UWF; they are summarized below as an informational item for the Board of Trustees.

Summary
Estimated Hurricane Reimbursements & Expenses
 As of January 31, 2006

Hurricane	Expected Reimbursements	Estimated Expenses	Estimated Not Reimbursed
IVAN	\$8,276,045	\$10,165,724	\$1,889,679
DENNIS	734,904	844,307	109,403
KATRINA	15,608	20,390	4,782
All	0	2,000,000*	2,000,000
Grand Total	\$9,026,557	\$13,030,421	\$4,003,864

* This includes losses not approved by FEMA/State insurance, previously unreported losses, and hazard mitigation costs all of which were out-of-pocket expenses. Currently, a detailed reconciliation of each account is ongoing and will be reported at the June 2006 Board of Trustees meeting.

Recommendation: Continue to seek monies from external agencies (FEMA and State Insurance).

Implementation Plan:

- University personnel continue to apply for FEMA payments on large projects as they are completed.
- University personnel continue to monitor Hurricane recovery and Hurricane expenses for matching and accuracy.

Fiscal Implications:

Full recovery of actual out of pocket expenses is not anticipated. As we close out Hurricane claims, UWF will have more precise figures of out-of-pocket expenses that were not reimbursed by FEMA, State Insurance or the Special Appropriation. Additionally, we expect to have to reimburse the State of Florida Insurance program for any monies received from FEMA. However, this repayment may not occur during the current fiscal year.

Supporting documents: Detail schedules for Hurricane Ivan, Hurricane Dennis and Hurricane Katrina

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

Facilitator/Presenter: Betsy Bowers

HURRICANE IVAN Financial Recovery As of January 31, 2006

Financial recovery has been ongoing since September 15, 2004.
As of September 30, 2005, all project worksheets were completed and filed.

Item	FEMA	State Insurance	Total
Funds Received (Jan. 21, 2005 – January 31, 2006)	\$ 1,769,252	\$1,115,275	\$2,884,527
Funds Obligated @ 90%	4,506,031		4,506,031
Funds Anticipated (<i>Est. @ 21%</i>)		885,487	885,487
Subtotal— Total Expected Reimbursements	\$6,275,283	\$2,000,762	\$8,276,045
Previously calculated <i>Estimated</i> Recovery at Dec. 9, 2005 BOT meeting	6,192,250	2,001,415	8,193,665
<i>Increase</i> -Total expected reimbursements *	\$83,033	\$ (653)	\$82,380

- State Insurance reimbursement is estimated at 21%.
- State Insurance (RISK) expects UWF to repay any duplication of payments from FEMA. It is not expected to occur during this fiscal year.

IVAN Expenses and Encumbrances As of January 31, 2006

• Actual expenses	\$ 6,900,477
• Encumbrances outstanding	<u>1,155,632</u>
• Purchase orders (217) plus p-card expenses	\$ 8,056,109
• <i>Estimated</i> purchase orders to be issued	<u>1,341,616</u>
• Total tangible damages <i>estimate</i>	\$ 9,397,724
• Intangible damages <i>estimate</i>	<u>768,000</u>
<i>Estimated</i> IVAN expenses	<u>\$10,165,724</u>

With the repairs being made to the university structures, each facility being repaired is being brought up to code. Accordingly, a good portion of the Legislative Special Appropriation of the \$4.9 million will be used toward these out-of-pocket expenses.

HURRICANE DENNIS

Financial Recovery
As of January 31, 2006

Financial recovery has been ongoing since July 11, 2005.

As of September 30, 2005, all project worksheets were completed and filed. (55 buildings)

Item	FEMA	State Insurance	Total
Funds Received (July 11, 2005 – January 31, 2006)	\$ 144,229	\$0	\$144,229
Funds Obligated @ 75%*	464,029		464,029
Funds Anticipated (<i>Est. @ 15%</i> *)		126,646	126,646
Subtotal— Total Expected Reimbursements	\$608,258	\$126,646	\$734,904
Previously calculated <i>Estimated</i> Recovery at Dec 9, 2005	608,258	0	608,258
Increase -Total expected reimbursements *	\$0	\$ 126,646	\$126,646

* Hurricane Dennis is being reimbursed at FEMA standard rate of 75%. Payments are based on a 75% recovery rate applied to FEMA Obligated funds. [Hurricane IVAN rate is 90%.] Also, FEMA deducts the “anticipated” state insurance recovery funds from the project calculations before issuing payments. Therefore, the payment amounts have been adjusted by FEMA in accordance with anticipated insurance payments received by the University on behalf of Hurricane Dennis. Currently, the adjustment = \$36,733.

DENNIS

Expenses and Encumbrances
As of January 31, 2006

• Actual expenses	\$ 493,404
• Encumbrances outstanding	<u>92,341</u>
• Purchase orders (27) plus p-card expenses	\$ 586,745
• <i>Estimated</i> purchase orders to be issued	<u>257,562</u>
Total tangible damages <i>estimate</i>	\$ 844,307
• Intangible damages <i>estimate</i>	<u>0</u>
<i>Estimated</i> DENNIS expenses	<u>\$ 844,307</u>

HURRICANE KATRINA

Financial Recovery
As of January 31, 2006

All Notice of Loss (NOLs) have been filed with State Risk Insurance.
All project worksheets have been filed with FEMA.

Item	FEMA	State Insurance	Total
Funds Received (Sept. 1, 2005 – January 31, 2006)	0	0	0
Funds Obligated 100% *	8,101	0	8,101
Funds Anticipated (<i>Est. @ 75%</i>) *	7,507	0	7,507
Subtotal— Total Expected Reimbursements	\$15,608	\$0	\$15,608
Previously calculated <i>Estimated</i> Recovery at Dec. 9, 2005	20,390	0	20,390
<i>Increase</i> -Total expected reimbursements *	\$(4,782)	\$0	\$(4,782)

- First 72 hours = 100% recovery from FEMA
- After 72 hours= 75% recovery from FEMA
- No recovery anticipated from State Insurance

KATRINA

Expenses and Encumbrances
As of January 31, 2006

• Actual expenses	\$	6,390
• Encumbrances outstanding		0
• Purchase orders (4) plus p-card expenses	\$	6,390
• <i>Estimated</i> purchase orders to be issued		<u>14,000</u>
Total tangible damages <i>estimate</i>	\$	20,390
• Intangible damages <i>estimate</i>		<u>0</u>
<i>Estimated</i> KATRINA expenses	\$	<u>20,390</u>

AGENDA
UWF Board of Trustees
Academic & Student Affairs Committee Meeting
Fort Walton Beach Campus
Room 704

Tuesday, March 7, 2006

8:30 a.m.

Call to Order Chair Roy Smith

Roll Call

Chair's Greetings Chair Roy Smith

Action Items

1. Minutes of December 9, 2005
2. Honorary Degree for Lech Walesa
3. Emerald Coast Identity

Informational/Discussion Items

1. Academic Affairs Update
2. Student Affairs Update/Student Accomplishments
3. Program Changes
4. UWF Quality Enhancement Plan Update

Other Items

Adjournment

Draft Minutes
UWF Board of Trustees
Academic & Student Affairs Committee Meeting
UWF Conference Center Room A

Friday, December 9, 2005

10:00 a.m.

Committee Chair Roy Smith called the meeting to order at 10:05 a.m. on Friday, December 9, 2005, in Room A, UWF Conference Center.

Committee members present:

Mr. Roy Smith
Dr. Jay Gould
Retired General Chuck Horner
Ms. Jo Ann Morgan
Mr. Tim Roberts

Also attending:

Mr. Honor Bell, BOT Member
Dr. John Cavanaugh, President
Mr. K. C. Clark, BOT Chair
Dr. Sandra Flake, Provost
Dr. Debbie Ford, Vice President for Student Affairs
Ms. Marie Glass, Coordinator for Administrative Affairs
Dr. Barbara Lyman, Associate Vice President for Academic Affairs

Chair's Greetings

Chair Smith welcomed everyone to the meeting. He stated that Collier Merrill had a previous commitment and would be unable to attend the meeting. Chair Smith stated that this would be Trustee Morgan's last committee meeting. She has elected not to seek reappointment for the UWF Board of Trustees upon expiration of her term on January 6, 2006. Chair Smith stated appreciation to Ms. Morgan for her service to the students, faculty, and staff at UWF and wished her well in her future endeavors.

Action Items

Approve Minutes of September 9, 2005:

1. Approve Minutes of September 9, 2005:
http://uwf.edu/trustees/Dec9_05/AA9SEP05min.pdf

Chair Smith asked for a motion to approve the minutes of September 9, 2005." Dr. Gould asked that a correction be made to page 4, second paragraph, to include "mosques and other institutions. The corrected statement would be, "Dr. Gould asked if synagogues, mosques, and other institutions would be included with churches and other groups." Chair Smith asked the changes be reflected within the minutes and asked for a motion to approve the minutes with changes. Motion was made by Jay Gould and seconded by Tim Roberts. It carried unanimously.

2. Adopt Academic & Student Affairs Committee Charter as presented by Chair Smith, Dr. Sandra Flake and Dr. Debbie Ford
Academic & Student Affairs Draft Charter
http://uwf.edu/trustees/Dec9_05/academiccharter.pdf

Chair Smith stated the next action item was to adopt the Academic and Student Affairs Committee Charter. He called for a discussion.

Ms. Morgan stated that she had two suggestions: 1) within the bulleted section of the purpose, she would like to include verbiage regarding UWF's diversity/population/demographics, and 2) she would like to articulate that the university is "data-driven". She stated that it is noted within the text that the university is "monitoring" the data; however, it should be noted that the university is a "data-driven" organization and the term 'data' should be used in decisions. Dr. Gould requested a reorder of the major sections so that responsibilities and duties follow the purpose. Dr. Ford suggested that the composition not specify the number of members; instead specify that the committee include faculty, students, and trustees. A brief discussion ensued as to having a minimum of four members present for the meeting, at least two trustees, one faculty, and one student. Chair Smith stated that the charter could continue to be edited and improved and sought approval to adopt the charter with the suggestions to add diversity and data to principles, edit terms of sequence, and specify minimum membership requirements. Ms. Morgan made the motion. Mr. Roberts seconded the motion.

Informational/Discussion Items

1. Honorary Awards and Recognition Policy as presented by Dr. Sandra Flake.
Policy: <https://nautical.uwf.edu/Data/data.cfm?pub=379>

Chair Smith previously requested a review of the policy to ensure that it was sufficiently inclusive to provide for recognition of persons of national or international contributions. Dr. Flake read aloud the policy statement and stated that they believe the current policy allows flexibility and that no action was needed. Chair Smith asked President Cavanaugh for comments. Dr. Cavanaugh responded that conversation regarding such would be held after the first of the year.

2. Academic Affairs Update as presented by Dr. Sandra Flake
Academic Affairs Annual Report <http://uwf.edu/academic/Planning/planning.html>

Chair Smith asked Dr. Flake for the Academic Affairs update. Dr. Flake stated that at the last meeting, Dr. Metarko talked about Admissions and the recruitment policies. A question was raised as to retention - how to get the students back for the second year. Dr. Flake gave a PowerPoint presentation of the Retention and Graduation Data for students in 4, 5, and 6-year cohorts. Dr. Flake noted that between 2003/04 and 2004/05, the university retained almost 75% of the first year students despite having a major hurricane. She considers the work done by Admissions as very successful. She stated that demographics for diversity had been studied and felt that the university has been successful in retaining student diversity as well. Trustee Horner asked if data had been reviewed between local students versus students who travel. Dr. Flake responded that it had not, that diversity had been addressed, but they could certainly look into his request. He responded there was no need to pursue further. Trustee Clark asked about sample sizes for variance of students. Dr. Flake referenced the chart and stated that of the 917 first-year college students, the university retained 676 of those students last year. She stated that copies of the chart were available. Chair Smith asked if there any benchmarks to compare to other universities. Dr. Flake confirmed there were and that the university was within the ballpark in comparison to other universities. However, she stated that she would like to have UWF up to 80% to achieve goals and that they are working on goals across all groups. Chair Smith inquired of any exit data on causes, such as academic, family, or financial. Dr. Flake responded that there was a wide range of causes that covered all those areas. She addressed the importance of getting the students involved in university life and helping students find a balance in school and social life. Trustee Horner asked if students were asked why they stay or leave. Dr. Flake responded that students stay or leave for a variety of reasons. Mr. Roberts asked if students fill out any forms when they leave to state the reason why they leave. Dr. Flake responded yes. Dr. Gould asked were there were any significant differences noted. Dr. Flake stated that there may be possible differences within the Hispanics group, that they have very few international students. She again stressed that fact that they retained most freshmen despite the area suffering from a major hurricane.

Trustee Morgan asked if there was anything being done related to admitting freshmen students that may add to the retention rate, possibly with admissions standards. Dr. Flake stated the higher the admissions standards, the higher the rate of retention for first and second year students. Trustee Morgan asked if students leave UWF to go to other universities. Dr. Flake responded yes. Chair Smith stated it would be significant to see how many students drop out. He stated that he noticed in Dr. Cavanaugh's access committee material that they suggested early declaration of major. President Cavanaugh asked to speak in

terms of migration. He stated that it is possible to track students to public sectors but not to private sectors. He said that there is no action to force students to declare majors, in that more than half the students change their major. Trustee Bell stated that the university is doing much in terms of retention. He asked what was being done to recruit minority students in high schools, locally and away, and asked if we were being compared to other schools, such as FAMU. Dr. Flake replied that she has no data regarding percentages from local schools, but that our data is very positive and most of our growth over the last several years has been in students of color. President Cavanaugh stated that our number one competitor for minority students was FAMU, otherwise, we compared very well to other institutions in the state and the southeast. Trustee Bell stated that he would like to see the percentage rates of minority graduating high school seniors and what percentage of those minorities are coming to UWF. President Cavanaugh noted that, within our area, a good percentage of students attend community college first, so we could also look at AA transfer patterns. Trustee Bell stated that there has always been a stigma associated with UWF by the minority community. He stressed the need for the university to show data that we are recruiting them as well. President Cavanaugh referenced the retention data as showing that our percentage is high overall.

Chair Smith asked if anything had been learned from the data to increase our retention rate. Dr. Flake responded that both she and Dr. Ford could report on that. She cited having a support structure to enable students to achieve student success, on finding a balance in their personal life, and to assist the students in their ability to establish goals and work towards them. Dr. Ford stated one area that Student Affairs focused on was the freshmen year experience. They appointed Michael Jasek, as Assistant Dean of Students, to focus on transition programs; they have improved the orientation program for student and parents and transfer students; and, they recently purchased a communications product, Goalquest, which is used for prospective students and for retention. For instance, the program e-mails information to the students. The information helps students know where to go to for assistance and how to get involved on campus. A parallel program is used for the "helicopter" parents (parents who 'hover' over their child), which, in turn, gives information to parents to help their sons or daughters get involved on campus. Student Affairs wants to make this process simple, streamlined, and transparent for all involved. Dr. Flake stated that the university has an Advising Center, tutoring support, Goalquest, and a number of other activities. Dr. Ford stated that they also have an elective course call the Freshmen Year Experience, which includes student learning outcomes, textbooks, and e-learning. They have learned the intangibles help them to meet their student learning outcomes. An assessment of this program will be shared, possibly, in the spring semester. Trustee Horner stated that he hopes this effort to provide services and motivation to the students would not endorse interest in retention for students who cannot meet the academic standards. Dr. Flake stated that our goal is to assist our students in achieving their standards.

President Cavanaugh stated that within the retention data, it has become apparent that cultural attitudes on financing have a major impact on retention data. Latinos, as a group, seem to be debt adverse, and as a result, Latino students tend step out of school instead of taking out loans. Therefore, the concept of 4- or 6-year degree may or may not mesh with the different kinds of attitudes towards financing. We need to keep this in mind when considering the impact this make on the retention data. Chair Smith stated that Trustee Horner made a good point in that we are not trying to keep students who are not academically prepared.

Dr. Flake moved on to graduate data from 1997, which showed that 34% of our students, who started in their freshman year, completed their baccalaureate degrees within a six-year period. Our retention rates for students of color are comparable to those of all students. However, they would like to increase the rate, so they will begin some new initiatives. Dr. Flake continued the discussion of the graduation data, noting that the lowest retention rate was for the Hispanic students within six years. Chair Smith asked if the data included transfer students. Dr. Flake responded that it only included first year students but shows that the university is moving in the right direction. The overall trend is for students to stay in school for five years or longer. This is due to students having to work while attending school and being involved in other activities. Chair Smith asked the findings of students who transferred in from community college. President Cavanaugh stated that they had looked at the system level and found that the junior and senior levels of graduation were higher because the weed-out had already happened at the junior college level. Dr. Ford stated they would to look at changes that have occurred on campus since 1997, especially in the housing areas, which has helped to increase the enrollment of freshmen. She stressed the importance of monitoring the trends of the freshmen class. Dr. Flake stated any changes that we make show up incrementally.

Chair Smith referenced back to Dr. Cavanaugh's point, our statistics would appear better in terms of graduation via transfer students who had been screened out. President Cavanaugh stated that one of the erroneous arguments made at the state level is that if students' starts at community colleges, their odds are greater to graduate. However, that is only looking at the completion rates of an Associate Degree and how many of those complete the baccalaureate degree and not looking at dropout rates in community college. Dr. Cavanaugh also pointed out that students who live on campus are much more likely to graduate because housing seems to provide some sort of comradeship.

Dr. Gould ask how the military service impacted graduation rates, whether students or spouses of military personnel. President Cavanaugh stated that was one of his arguments to the Board of Governors, that these numbers do not really mean anything. At the university, if an active duty military person is deployed, that individual and possibly that individual's partner leaves the university, which means that we may lose two students. The transfers out are held against the university's graduation rates, which is unfair. Dr. Flake said it may be interesting to look at our juniors as compared to the community college transfers and could provide that information at the next Board meeting to see the wider range of our population. President Cavanaugh stated they are looking at the high demand of military majors, and what can be done online to assist those students who are deployed to continue their education to obtain their degree.

Dr. Flake briefly covered the Academic Affairs Goals in the course of the year and what can be accomplished over the next five years. The goals can be found on their website: <http://uwf.edu/academic/Planning/planning.html>. The various assessment measures that will be used to evaluate their successes are listed on the website as well. Four goals are related to faculty recruitment, development, and advancement. During the spring semester, a review of all faculty development programs will be reviewed. Also, during the spring semester, and with the assistance from the Associate Vice President for Diversity and the deans, they will continue to work on recruitment plans to increase diversity. Dr. Flake pointed out a number of goals under Undergraduate Enrollment and Student Support that speak to some of the data that has been looked at, and the continuing collaboration between Student and Academic Affairs. They will continue to work on orientation, retention, and learning opportunities as they focus on reaching those rates. They hope to increase the enrollment at the new campuses by 15%. They are also looking at a recruitment plan with particular attention to underrepresented groups and how we can develop to meet the varied kinds of education. The first office of Graduate Studies opened recently and will oversee the graduate programs. For Research and Grants, they will have to establish a baseline data to increase the number of grant applications by 15% and the total of awards by 10%. Other areas that Dr. Flake briefly discussed included the joint Academic and Student Affairs Task Force that was recently initiated. In the area of accountability, the university is completing program reviews in several areas and implementing the first cycle of Academic Learning Compacts in undergraduate majors, and beginning the phase-in of General Studies and Graduate Program Assessment for this year. They will also conduct a benchmarking study of Enrollment Services. They will continue with the necessary steps to achieve continued accreditation from SACS. Dr. Flake stated that she should be able to provide an update on their achievements for the June or September Board meeting.

3. Student Affairs Update as presented by Dr. Debbie Ford.

Student Accomplishments <http://uwf.edu/StudentAffairs/BOTinfo/index.html>

Dr. Ford noted the student accomplishments from the fall semester, attached to the agenda, had been collected from deans, department chairs, faculty, and staff. Dr. Ford gave a brief overview of the accomplishments. She noted that UWF students continue to excel at state, regional, and national levels. The areas of accomplishments spanned many areas, including criminal justice, English, honors program, writing lab, music, theatre, athletics, and ROTC. Panhellenic organizations are expanding, which should encourage student involvement in activities. The Health, Leisure and Exercise Science (HLS) Building recently opened, which has resulted in increased participation. A grand opening of HLS will be done in conjunction with this year's Festival on the Green. Student housing is at an all time high. The housing bond refinancing was recently completed. The Child Development Center recently completed their national accreditation process. Student Affairs will continue to work with Business and Auxiliary Services on the Chartwell's food service transition. They will be implementing a mandatory meal plan for all freshmen who live on campus starting in the fall of 2006. Student Affairs will participate in national surveys regarding drug, alcohol, and health issues and will share the data later. She noted that this is part of our Choices Grant (\$30,000) for a three-year period. Trustee Morgan asked if a database was used for

faculty and students to enter their own achievements. Dr. Ford stated the data has been collected in a Word document but would look into a database system. Dr. Flake stated that faculty achievements are recorded through the annual reporting process, which is accessible on the website. These are collected from the department, college, and Academic Affairs levels. The departments and colleges also collect the student achievements as part of that process. Dr. Ford noted that they also produce a document, Argo Applaud, which is a web-based document that they use as part of recruitment purposes.

Dr. Gould asked Dr. Ford if the mandatory meal plan met the dietary requirements of the students. Dr. Ford stated that there is a wide range of options, including vegetarian options.

Trustee Bell asked Dr. Ford to recognize the ArgoAid accomplishment. He stated that he was impressed to read that the students had raised \$10,000 for this relief effort. Dr. Ford stated that the initiative started under the leadership guidance of the SGA and asked that Mr. Roberts recognize their accomplishments. Mr. Roberts stated that Dr. Ford had approached SGA after the Katrina Hurricane to spearhead a student led effort to help the victims of the hurricane and start collective efforts through Red Cross. Even though SGA started the program, the program grew large enough to separate itself from SGA, though SGA continued to offer support. The program is now geared to any type of relief effort, and was thus named ArgoAid. All money raised came from students, faculty, and staff, was turned over to the Red Cross. Dr. Flake noted that at the Red Cross ceremony, a breakdown of how Red Cross resources were used was given and proved to be very valuable experience.

4. Decision on UWF Reaffirmation of Accreditation as presented by Dr. Barbara Lyman

a) The Response Report to the SACS Visiting Committee is posted to the On-Site Review page (see https://nautical.uwf.edu/accreditation/main.cfm?fuseaction=uwf_onsite).

b) The revised Quality Enhancement Plan is posted to both the Quality Enhancement Plan page (see https://nautical.uwf.edu/accreditation/main.cfm?fuseaction=uwf_qep) and to the On-Site Review page (see https://nautical.uwf.edu/accreditation/main.cfm?fuseaction=uwf_onsite)

Dr. Lyman briefly spoke on the status of the accreditation. She stated that that university learned within the past week at the SACS annual meeting in Atlanta that UWF was among the institutions to have their accreditation reaffirmed for a ten-year period, 2005-2015. Reaffirmation means that the university is making significant efforts and progress in approving institutional effectiveness, particularly centered on improvement of student learning. She commented that many people deserved thanks for this effort, notably Carl Backman. Dr. Backman, recently retired, spearheaded the formal preparation period, which dealt with the certification of compliance, development of the quality enhancement plan, and reviews by off-site, as well as on-site teams. President Cavanaugh stated that he was very appreciative of all who were involved with the SACS accreditation during the three-year process. Dr. Cavanaugh explained that since he was a member of the commission, he was not allowed to participate in the reaffirmation for the university. He stated that we would continue to provide data to the SACS and on the student learning assessment process, and how we use those data to improve our academic programs. He extended his deep appreciation, again, for all those who worked so diligently on the SACS accreditation process. Dr. Lyman also mentioned the press release regarding the reaffirmation.

5. Changing Nature of University Update as presented by Dr. Sandra Flake

Dr. Flake stated during the development workshop that the Board of Trustees participated in last June, there were a number of discussions about the changing nature of higher education, especially as it affects regional comprehensive universities. Drs. Flake and Ford asked to hear more from the board about suggestions for potential symposium topics and kinds of speakers as part of the symposium. The initial thought was to hold a symposium in the spring but because the university will be hosting the BOG meeting in September, they would like to hold the symposium either before or after the BOG meeting so that other universities in the state could be engaged in the process. They will be appointing a planning committee by the beginning of the spring semester.

They are aware of a number of ways in which universities are changing, such as changing faculty roles, changing faculty responsibilities. Dr. Flake noted that "Change" magazine has a number of articles pertaining to these changes and she will be presenting these topics in some of her Brown Bag series.

Other changes noted were within the service areas and technology, online programs, part-time and transfer students, as well as adult learners, and the global education environment. Dr. Ford added the changing nature of students based upon retention data, enrollment trends, and all of the responsibilities that students have today outside of school, and the changing nature of parents of traditional students.

Chair Smith noted that at previous meetings that the university has already had a 40% turnover of faculty members, with more to come with retiring members. He stated that he would be interested to see what the future market place holds for faculty recruitment. Dr. Flake stated that they are replacing faculty members with faculty along the same areas of interest, albeit they are dealing with different pedagogies, different learning issues as they come in, as well as looking at different needs within the unit or moving positions across the units.

One of the challenges they are beginning to see in hiring new faculty is the impact of the news about the weather across the country, particularly the impact of the constant television coverage in New Orleans, which served as an automatic equation along the Gulf Coast. This will be a Florida issue, not just a UWF issue, and the impact of external forces on public education, things that can be controlled and things that cannot be controlled. She stated that she could provide some information at the next meeting in regards to patterns in enrollment.

Dr. Gould asked for information regarding compression of salaries and conversion salaries. Dr. Flake responded that they are working through the collective bargaining process in setting salaries. She agreed that the whole issue of compression and conversion is one that could be looked at more openly as a topic and how we take different approaches to addressing that in higher education.

Trustee Bell asked if there was room in the symposium for declaration of leadership development problems for faculty. Dr. Flake responded certainly. She also added that there is a changing way in which universities are funded. Universities are seeing increases in student tuition payments, decreases in state funding in various cases, and increased emphasis in external funding programs in research, and the impact development has on fund raising on the role that the president has in working with the Legislature and other entities.

Ms. Morgan agreed that this is a national trend and could set a context for the symposium for the speaker. Dr. Flake stated that there might be a possibility of hosting an annual symposium, doing an overview of 2-3 key areas for elaboration, and bringing in a keynote speaker.

Other Items – Chair Smith asked if there were further items to be brought before the committee. There were none.

Adjournment: The meeting was adjourned at 11:15 a.m.

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 7, 2006

Issue: Honorary Degree for Lech Walesa

Proposed action: Award a Doctorate of Public Service

Background information: An excerpt from Time Magazine reads “*Without Lech Walesa, the occupation strike of the Lenin Shipyard might never have taken off. Without him, Solidarity might never have been born. Without him, it might not have survived martial law and came back triumphantly to negotiate the transition from communism to democracy...*”

Walesa, a man of great courage and determination, and Nobel laureate became the first democratically elected President of Poland. He is considered a champion of democracy and the leader of the solidarity movement. His Humanitarian efforts in leading a country in its fight for freedom and democracy is worthy of recognition.

President Walesa will present a public lecture titled “Democracy: A Never Ending Battle” at 7:30p.m. on March 31, 2006 in the UWF Field house. The lecture is free and open to the public.

Recommendation: The Honorary Awards and Recognition Committee unanimously recommended to the President of UWF that an honorary doctorate be bestowed upon President Walesa. This is a rare and unique opportunity and President Cavanaugh endorses this recommendation.

Implementation Plan: Confer a degree upon President Walesa on March 31, 2006 during his visit to the University of West Florida.

Fiscal Implications: None.

Supporting documents:

Bio and information Lech Walesa

http://uwf.edu/trustees/Mar7_06/HonAwardsLech_Walesa_info.pdf

Honorary Awards and Recognition Committee Meeting Minutes

http://uwf.edu/trustees/Mar7_06/Hon_awards_cmte121605.pdf

http://uwf.edu/trustees/Mar7_06/HonAwardsCmte012706.pdf

Prepared by: Faye Bowers (850) 474 2009 fbowers@uwf.edu

Facilitator/Presenter: Dr. Sandra Flake, Provost

Action Item

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 7, 2006

Issue: Establish the name, The University of West Florida-Emerald Coast, for UWF locations east of Escambia and Santa Rosa Counties

Proposed action: Approval

Background information: The regional growth area for the University of West Florida has steadily moved east of Escambia and Santa Rosa counties. Additionally, the University's service region includes a disproportionate number of non-traditional students, including active duty military, retired military, DOD dependents, and civilian workers. Currently, UWF provides educational outreach programs on numerous branch campus sites including Fort Walton Beach, Eglin Air Force Base, Hurlburt Field, Niceville, Chipola, and NAS programs in the Pensacola area. In order to better articulate UWF's wide-range of outreach efforts, it is proposed that all extended learning sites along the Gulf coast be included under the name, The University of West Florida-Emerald Coast. The alignment of these sites under one common name should more clearly communicate UWF's commitment to meeting the needs of the region's non-traditional students. Additionally, establishing one common name for these outreach efforts should strengthen student and faculty recruiting, marketing, and program development and should enhance communication between extended learning sites and the Pensacola sites.

Recommendation: Approve the name, The University of West Florida-Emerald Coast, to identify UWF locations at UWF at Fort Walton Beach, Eglin AFB; Hurlburt Field; UWF at Okaloosa-Walton College, Niceville; UWF at Chipola College, Marianna; W.E. Combs Campus; Common Campus; and Bay County cohort group, as well as any future sites in Okaloosa, Walton, Jackson, and Bay Counties.

Implementation Plan: Immediate implementation of new name and an Emerald Coast logo in all new publications and communication. Immediate press release.

Fiscal Implications: Some organizational restructuring may be necessary.

Supporting documents: None

Prepared by: Wesley J. Little, 850-863-0740, wlittle@uwf.edu

Facilitator/Presenter: Sandra Flake; Wesley J. Little

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 7, 2006

Issue: Academic Affairs Update

Proposed action: Informational

Background information: Periodically, the provost provides updates on Academic Affairs to the Board of Trustees.

Recommendation: Provost Flake will provide a follow-up update on student retention data from 3rd-4th year and graduation, a progress report on Academic Affairs 05-06 Goals and a brief presentation on Academic Affairs Goals for 2006-2010.

Implementation Plan: Goals are being implemented.

Fiscal Implications: Funding will be requested as necessary through the Budget Council process and, as appropriate, through the process of setting the priorities for the Legislative Budget Request.

Supporting documents: <http://uwf.edu/academic/Planning/planning.html>

Prepared by: Dr. Sandra Flake, Provost, (850)474-2035, sflake@uwf.edu

Facilitator/Presenter: Sandra Flake

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 7, 2006

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 accomplishments and recognitions of excellence. This information is provided by department chairs, deans, and directors.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting Documentation: <http://uwf.edu/StudentAffairs/BOTinfo/index.html>.

Prepared by: Debbie Ford, Vice President of Student Affairs dford@uwf.edu
(850) 474-2214

Facilitator: Debbie Ford

UWF Board of Trustees Meeting
 Academic and Student Affairs Committee
 March 7, 2006

Issue: Program Change Information

Proposed action: Informational

Background Information: To give the Board of Trustees important program change information in a timely manner, UWF calls the Board's attention to the following items:

1. Program Approval Authority

At its January 26, 2006, meeting the Board of Governors gave authority for approval and termination of advanced non-doctoral degrees to the University Boards of Trustees. Thus, any future requests to offer such degrees as the Specialist degree will follow the process for requesting bachelor's or master's degrees.

2. Program Changes

Program	Nature of Change
Associate of Arts, A.A.	To the existing A.A. (Associate of Arts) degree, a new specialization in Pre-pharmacy has been added to support students transitioning to the D. Pharm (Doctor of Pharmacy) at the University of Florida (UF). This A.A. degree track uses existing courses and requires no new resources.
Interdisciplinary Sciences, B.S.	To the existing B.S. in Interdisciplinary Sciences, a new specialization in Pre-pharmacy has been added to support students transitioning to the D. Pharm (Doctor of Pharmacy) at the University of Florida (UF). This new track uses existing courses and requires no new resources.
Medical Technology, B.S.	The name of the B.S. (Bachelor of Science) degree in Medical Technology has been changed to the B.S. in Clinical Laboratory Sciences to reflect a national change in terminology for such programs. This does not represent the creation of a new program.
Health Education/Nutrition & Fitness, M.S.	The specialization has been changed to Health Promotion and Worksite Wellness to reflect changes in the field and to permit graduates to sit for the Certified Health Education Specialist Exam.

Recommendation: No action necessary.

Implementation Plan: Any needed follow-up will adhere to relevant policies and procedures.

Fiscal Implications: The above changes have no substantive fiscal implications.

Supporting Documents:

1. Approval of advanced non-doctorate degree programs
http://uwf.edu/academic/Programs/Documents/Memo_on_Specialist_Degrees_02062006.pdf
2. Pre-pharmacy A.A. <http://ccr.enroll.uwf.edu/ccr/programview.cfm?ccrid=6191>
3. Pre-pharmacy B.S. <http://ccr.enroll.uwf.edu/ccr/programview.cfm?ccrid=6075>
4. Med Tech B.S. <http://ccr.enroll.uwf.edu/ccr/programview.cfm?ccrid=6050>
5. Health Ed/N&F, M.S. <http://ccr.enroll.uwf.edu/ccr/programview.cfm?ccrid=6100>

Preparer/Presenter: Barbara G. Lyman, Associate Vice President for Academic Affairs
(850) 474-2035 blyman@uwf.edu

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 7, 2006

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 was able to inform 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 QEP retained its theme of "Creating Communities of Learners through Active Learning and Student Engagement." However, the QEP was refocused around a) three goals instead of the original five and b) the learning domain of Project Management instead of the original six. In refocusing the QEP, UWF charted the milestones it intends to reach each year from 2005-2006 through 2009-2010. The update will review the goals of the QEP and indicate progress to this point in 2005-2006, the first year of implementation.

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:

[Revised Quality Enhancement Plan \(September 26, 2005\)](#)

[Revised QEP Executive Summary](#)

Preparer/Presenter: Barbara G. Lyman, Associate Vice President for Academic Affairs
850-474-2035 blyman@uwf.edu

AGENDA
UWF Board of Trustees
Executive Committee Meeting
Fort Walton Beach Campus
Room 126

Tuesday, March 7, 2006

11:30 a.m.

Call to Order

Chair K.C. Clark

Roll Call

Faye H. Bowers

Chair's Greetings

Chair K.C. Clark

Action Items

1. December 9, 2005 Minutes
- 2.

Informational/Discussion Items

1. New Trustees appointments
2. Strategic Planning May 5
3. Boards Chairs Meeting

Other Executive Items

Adjournment

DRAFT Minutes
University of West Florida Board of Trustees
Executive Committee Meeting
UWF Conference Center

Friday, December 9, 2005

11:30 a.m.

Chair K.C. Clark called the UWF BOT Executive Committee meeting to order at 11:29 a.m. in Room B&C. Faye Bowers called roll with the following trustees in attendance.

Mr. Honor Bell
Mr. K.C. Clark
Dr. Lornetta Epps
Mr. Sharon Hess Herrick
Mr. Roy Smith

Others attending:

Dr. John C. Cavanaugh, President
Dr. Hal White, Executive Vice President
Ms. Anita Schonberger, Interim General Counsel
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Action Items

1. Approval of September 9, 2005 Minutes as presented.

http://uwf.edu/trustees/Dec9_05/EA9SEP05min.pdf

Motion by: Trustee Hess Herrick

Seconded by: Trustee Epps

2. Approving the Presidential Contract Amendment for President John C. Cavanaugh was addressed by Chair Clark saying the genesis of this is that unlike all other presidents of Florida universities, Dr. Cavanaugh does not have a full employment contract that lays out all the terms of his contract. Clark introduced a couple of modifications to the contract as follows:

Ratify changes to contract that include

- o Rather than having a housing allowance as in the initial Presidential Contract for July 2002, ratify the requirement that Dr. Cavanaugh reside in Dorr House in downtown Pensacola starting in 2005.
- o Automobile allowance, because the UWF Foundation provides the President with a car, modify the contract to indicate that.
- o Spousal travel in the original contract did not provide such. However, former president, Dr. Morris Marx's spouse was provided travel for \$4,000. Therefore, the UWF Board will modify the Presidential contract to provide spousal travel for university business.

Motion by: Trustee Bell

Seconded by: Trustee Gilluly

Informational/Discussion Items

1. New trustees were addressed by Chair Clark saying we (BOT) will continue discussions in seeking out candidates for future trusteeship. Dr. Lornetta Epps and Mrs. JoAnn Morgan have elected not to seek reappointment. We (BOT) have sent one prospect to the Governor's Office from Blue Cross Blue Shield in Jacksonville. Previously, one other candidate had also been considered but was already serving as a Governor's appointee to another statewide board, and the law prohibits two such appointments. Clark encouraged trustees to continue to chat with President Cavanaugh regarding potential candidates being well represented throughout Florida.

President Cavanaugh said that we (UWF) need geographical representation who will also be a strong supporter of UWF and where possible had served on another UWF Board as well.

Clark asked the President what the timing of appointments might be. Dr. Cavanaugh said that by state statute, individuals who are board trustees continue until new trustees are appointed by the Governor. He encouraged all trustees to make sure their paperwork has been submitted to the Governor's Office on time and by return receipt requested.

2. Regarding the Presidential Evaluation, Chair Clark noted that the trustees were given a copy of the evaluation this morning. . He asked the committee to review it for finalization. He would like for himself and the President to sign and forward to the Board of Governors immediately. At the next BOT meeting there may be a set of new goals Clark said, as well as, working toward longer term contract and compensation but separating them for consideration.
- 3.

Motion by: Trustee Smith
Seconded by: Trustee Hess Herrick

Other Items

Trustee Bell - Will we have an opportunity to acknowledge organizations at UWF? Clark responded yes, during the full meeting.

Adjournment occurred at 11:45 a.m.

Draft Minutes

University of West Florida Board of Trustees
December 9, 2005
UWF Conference Center (B & C)
12:30 p.m.

Board Chair K.C. Clark called the meeting to order at 12:34 p.m. noting that trustees Collier Merrill and Nancy Fetterman were unable to attend. Trustee Merrill had a conflict in schedule and Trustee Fetterman went home ill following committee meetings. Clark then asked Faye Bowers to call roll with the following trustees in attendance.

Mr. Honor Bell
Mr. K.C. Clark
Dr. Lornetta Epps
Mrs. Marny Gilluly
Dr. Jay Gould
Mrs. Sharon Hess Herrick
Gen. Chuck Horner, ret.
Mrs. JoAnn Morgan
Mr. Tim Roberts
Mr. Roy Smith
Mr. J. T. Young

Others 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
Ms. Anita Schonberger, Interim General Counsel/Assistant Corporate Secretary/BOT
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Chair's Greetings

Chair Clark bid good morning and welcome to everyone. He thanked the Board for agreeing on morning committee meetings and full board meetings in the afternoon. Clark said he appreciated all trustees providing feedback to the BOT Support Team for improving the meetings. He noted there would be a closed session regarding Collective Bargaining following adjournment.

Clark announced that it did his heart good during his flight from Tampa earlier this (12.9.05) morning to speak with a mom sitting across from him who was traveling to pick up her daughter from UWF. Clark said she (mom) and her daughter were quite impressed with UWF, especially with Dr. Debbie Ford, Vice President for Student Affairs and her staff for helping students move into dorms. Clark noted that probably no other university in Florida caters to students as UWF does. Clark also noted that the mom commented joyfully that UWF buildings have numbers and UWF students have names. He said the Pensacola High School (PHS) librarian, sitting a couple of seats down, complimented the UWF Argo Scholars Program, especially since PHS is a Title I school. Chair Clark said he enjoyed listening to folks brag about how UWF is making a better way for students. He said keep up the good work.

Chair Clark also indicated that the PHS librarian asked why we (UWF) don't have library science and then explained why she thought UWF needs library science. It's because 40 percent of FL librarians are in the DROP program. Clark said he promised that he would discuss this and get back to her. He said he is pleased that UWF is doing such important work which is being recognized.

Finally, Chair Clark thanked WUWF 88.1 for webcasting the BOT meeting and said he listens to WUWF via web in his Tampa office.

The President's Report

Dr. Cavanaugh thanked Chair Clark and reiterated the news of his appointment as a Southern Association of Colleges and Schools (SACS) Commissioner, noting that we (UWF) will now have a voice in setting policies. He applauded Dr. Carl Backman, Dr. Rosemary Hayes-Thomas, and Mr. Scott Marzilli for such great work over the years regarding the universities reaffirmation through SACS.

Cavanaugh confirmed that the United Faculty of Florida (UFF) and UWF agreement was ratified in October with satisfaction on both sides. He expressed his appreciation to the teams for their hard work saying this is a first local level negotiation for UWF.

The President introduced Mr. Bert Hartley, who will on January 1, 2006 become Interim Vice President for Administrative Affairs for two years. Cavanaugh said that Hartley previously served at the Florida Institute for Human and Machine Cognition (FIHMC) and at the University of South Florida, noting that he is very familiar with the State University System (SUS).

The President introduced Mr. David Mann, Director of Governmental Relations, noting that Mann is very experienced, having served at Florida Atlantic University (FAU) and Florida Gulf Coast University (FGCU). Cavanaugh said Mann knows the system, the issues, and the South Florida delegation, and that his credibility is a plus for UWF.

The President introduced Ms. Colleen Asmus as the new UWF Controller and said that we (UWF) look forward to great things as Ms. Asmus' prior service at UWF has been excellent.

Internationally, the President said he has given 3 speeches and a formal address at Nanchang University and Kinmen University in Taiwan noting both as strong partners with UWF. Cavanaugh said the Nanchang Campus is modeled on Oxford University where staff and faculty and students live on campus and all courses will be English speaking. At Kinmen, the language of instruction is English so there will be competition for international students. UWF will continue to build upon these partnerships.

On the national front, Cavanaugh said he would be traveling, following commencement, to Washington, D.C. where he was appointed by President Bush to serve as a Delegate to the 2005 National Conference for the Council on Aging. Cavanaugh reported that Medicare is being reviewed for full eligibility in 2011 and other issues regarding care-giving, long-term care being national policy issues. The National Council on Aging conferences are held once per decade and began in 1961 during the John F. Kennedy administration when Medicare was rolled out. Cavanaugh looks forward to serving as a delegate.

Regarding statewide issues, Cavanaugh, as chairman, will represent the State University Presidents' Association (SUPA) in commenting on the recommendations of the Access Task Force, since many recommendations were never vetted or discussed by the task force. In Cavanaugh's own response regarding the granting of community colleges the authority to offer the 4 year baccalaureate degree and regarding certain limitations on the authority of foundations to issue bonds, he said these are just inappropriate. There is a general agreement, Cavanaugh pointed out, that universities are held accountable for their funding and that community colleges should be held accountable as well.

Led by Cavanaugh, SUPA forwarded the legislative agenda to Board of Governors (BOG) meeting but it adjourned prior to covering all items. There will be conversations with Rich Maxey regarding legislative items so that key issues are not missed by legislators and the legislative agenda will be filed as a placeholder on BOG agenda.

President Cavanaugh will make a presentation on behalf of SUPA regarding building renovations as construction costs have dramatically increased. The universities are in the process of revising figures for construction costs with utilities being a huge issue, possibly with electric rates going 25% higher and natural gas at UWF a 100% increase.

Cavanaugh said that since there is not a guaranteed PECO percentage, that SUPA is suggesting no less than 30 percent to ensure universities are guaranteed a piece of pie. An average 30% would be set up as a floor.

SUPA is also strongly urging the revision of the formula used to compute classroom utilization. This should be updated, so that when a speaker or colloquium occurs on campus, the room used should not be viewed by the State as vacant.

Regarding performance and accountability committee measures for operational efficiency, the President said that the BOG will be working with the Council of Administrative and Financial Affairs of the SUS, which consists of administrative and financial VPs of the universities.

The Board of Governors big issue in Cavanaugh's perspective was the pitch made by Florida International University (FIU) and the University of Central Florida (UCF) for medical schools, noting that both have raised \$30 million from private contributions. Cavanaugh said it would be interesting to see what happens since some BOG members are for and some against and that he anticipated no action until January 2006.

President Cavanaugh reported that the UWF Foundation bonds refinancing has taken place and that David Mann would give a legislative briefing later in the meeting.

As for the UWF campus itself, in the State of the University Address, Cavanaugh talked about issues like the Creating Bright Futures campaign, the Making Way for Excellence campaign, and the many unsung heroes on campus. The address focused on access and affordability, and on panhandle poverty, with Escambia at 8th on the poverty level due to being an urban county. Cavanaugh said we (BOT) should be concerned about this because some students just cannot afford college.

Dr. Cavanaugh noted that the University Planning Council is looking at developing a long range plan, to be phased over several years, that will integrate strategic planning and budget planning.

The President said that, in a few weeks, Pay for Performance will be implemented and those select individuals will see an increase in 2006 salary retroactive to January 1. He reported that broadbanding and Pay for Performance have created much flexibility and real career paths for all UWF employees.

Regarding deferred maintenance, Cavanaugh said a meeting with the legislative delegation is planned since we (UWF) don't have the money to make necessary repairs. He noted that the average useful life of a building is 40 – 50 years. Cavanaugh noted that ¾ of our (UWF) campus is 40 years old with most of the physical plant reaching the end of useful life and it is all happening at once. Bear in mind, he said, that there are unique factors at UWF, and the difference in UWF and most universities that most build big and tall buildings where there are lots of small buildings at UWF. The academic village concept is a great concept but bad for efficient physical plant operations. There is higher probability of leakage, more heating and cooling systems, and problems with the envelope of buildings which compounds the maintenance problem.

The UWF Natatorium is an example of "you get what you don't pay for" and that for years the construction quality on campus was not good with large cracks on roof structures. There is no attic insulation in some buildings and when added all together we (UWF) have a serious set of issues which the President said he will present to the legislature next week. Cavanaugh said it is a unique situation to figure out and that capital money in Florida is tight for a few years.

The President thanked those who attended the trustee orientation saying that we (UWF BOT) are a model for the State, which is seeking our assistance.

The President reported a request from one trustee to post draft minutes to the web since meetings are quarterly and that this will be done in a timely fashion.

The President's final note was in regard to our campuses to the east, such as the joint campus with OWC. Ideas are being reviewed to have an umbrella term "Emerald Coast" to cover all of our service locations to the east, and this designation may be brought for formal board action during the March meeting. Cavanaugh said that by designating those areas of our campus as UWF Emerald Coast, we can call attention to our growing operations in Okaloosa, Walton and Santa Rosa counties. He asked the trustees to think about it for March discussion.

Student Achievements

Dr. Debbie Ford, Vice President for Student Affairs, introduced Ms. Sharon Kerby and Ms. Brianna Oeser who are seniors at UWF, noting that Sharon is from New Jersey and a senior elementary education major with a 3.0 Grade Point Average who will student teach in spring. Dr. Ford said Sharon and Brianna are seniors and co-captains of UWF women's soccer reporting 28 career wins and 7 shutouts. Brianna, also a senior, was due to graduate the next day (December 10). Brianna is from Niceville, co-captain of our soccer team, has a 3.75 Grade Point Average. Her major is Communication Arts. She is a Junior Achievement Intern and she scored 54 goals, 19 of those this year. In addition, Brianna was named to the 2005 All Gulf South Conference First Team.

Both Sharon and Brianna expressed their growth as individuals, and stated that at UWF it is wonderful to get to know everyone with small classes and professors that are willing to help. Speaking athletically, the girls said the team was diverse, enabling them to learn about cultures.

Dr. Ford noted that Coach Barlinski was in attendance and that his dedication and service resulted in him being named the 2005 Gulf South Conference Coach of the Year, with Women's Soccer finishing 8th in Division 2.

Faculty Recognition

Dr. Sandra Flake, Provost, introduced Dr. Ed Ranelli, Dean for the UWF College of Business (COB). Ranelli recognized the outstanding accounting faculty at UWF, noting that for three decades UWF's graduates with CPA's have won regional and national accolades. He noted that faculty accomplishments, to some extent, can be measured by examining the success of their graduates. An excellent example is BOT chair K.C. Clark, who leads a major financial services firm in Florida.

Dr. Ranelli said that the success of Mr. Doug Benham (Arby's CEO) and Mr. Mark Oken (at the helm of Bank of America) is because our (UWF) institution and faculty contributed to these individuals and that the majority of NW Florida accounting firm partners are UWF alumni.

Dr. Ranelli then introduced Dr. Chula King, COB Chair of Accounting, who brought forth two students who are joining national accounting firms following graduation from UWF. Through accomplishments, assessment and affirmation, Dr. King agreed that measuring – looking at students – exemplifies what the department is all about, noting that Jim Penman (4.0 GPA) will be joining Ernst and Young and that his father and grandparents were in the audience today. King said that Adam Bowen, with a 3.99 GPA, will be continuing accountancy in January. He is graduating tomorrow and will be joining Gulf Power in January.

Both students shared a PowerPoint presentation on perspectives of the COB departments and showed statistics regarding the number of regional accounting firms who are led by UWF alumni.

Chair Clark thanked the students.

Approve Minutes of September 9, 2005 and Orientation on October 10, 2005.

Motion by: Trustee Young

Seconded by: Trustee Gilluly

http://uwf.edu/trustees/Dec9_05/9SEP05minbot.pdf

[\\argofiler.argo.uwf.edu/facstaff/Web/trustees/Dec9_05/10OCT05min.pdf](http://argofiler.argo.uwf.edu/facstaff/Web/trustees/Dec9_05/10OCT05min.pdf)

Committee Reports

Finance, Administration & Audit Committee

Finance Committee Chair Sharon Hess Herrick thanked Chair Clark, reporting an excellent roundtable prior to the formal committee meeting. She expressed her appreciation to Dr. Lornetta Epps, who served on the Finance Committee since its inception, noting that Dr. Epps will not seek reappointment as UWF Board of Trustee member.

Action Items

On behalf of the committee, Hess Herrick proposed, in the form of a motion, the certification of the West Florida Historic Preservation, Inc. Audit, the UWF Research Foundation Audit, and the UWF Foundation Audit. Likewise, she proposed the approval of the Parking and Traffic Control Regulation (finalization of rule text to become regulation under the new BOG regulatory scheme). She also moved approval of the Fundraising and Solicitation Policy, as well as the adoption of the Finance, Administration and Audit Committee Charter, with two changes as presented by Hal White as follows: not restrict the number of members but have them appointed by the Board Chair, and add as staff liaisons the Executive Vice President, the Vice President for Development and the General Counsel.

Hess Herrick said the committee also approved an amendment to the UWF Foundation Bylaws to remove the Vice President for Development and the Executive Director of the UWF Foundation from membership on the Foundation board.

http://uwf.edu/trustees/Dec9_05/uwffoundation.pdf

http://uwf.edu/trustees/Dec9_05/research_foundation.pdf

http://uwf.edu/trustees/Dec9_05/wfhpi_foundation.pdf

Motion for ratification by: Trustee Hess Herrick

Seconded by: Trustee Bell

Motion passed unanimously

Removed Item #5 UWF Research Foundation Bylaws which was not discussed or acted upon.

Informational/Discussion Items

Hess Herrick reported that through the Committee Roundtable and the Finance, Administration and Audit Committee meeting that Mr. Barry Brighton, Director of Budgets, presented an update on the budget and that Ms. Betsy Bowers, Associate Vice President for Internal Auditing and Management Consulting, gave a hurricane follow-up report to the committee. In addition, the committee was given a Development update by Dr. Dean Van Galen.

Academic & Student Affairs Committee

Committee Chair Roy Smith thanked Chair Clark. Smith noted his appreciation for the service of Mrs. JoAnn Morgan, who will not seek re-appointment as a UWF trustee upon expiration of her term in January.

Action Items

Smith asked approval in the form of a motion of the Academic and Student Affairs Committee Charter with revisions cited here: modify to emphasize enrollment management and retention and to emphasize student diversity, to state that that the committee will be regularly reviewing data relating to these issues, and to omit the number of trustees on the committee in favor of having the members appointed by the chair of the BOT.

Motion for ratification by: Trustee Smith

Seconded by: Trustee Morgan

Motion passed unanimously

http://uwf.edu/trustees/Dec9_05/academiccharter.pdf

Chair Smith reported that the committee discussed the Honorary Awards and Recognition Policy's flexibility of selection and that Provost Sandra Flake gave an Academic Affairs update regarding student retention at UWF and graduation rates as well.

Chair Smith said that Dr. Debbie Ford gave the Student Affairs update and Dr. Barbara Lyman informed the committee on the decision on UWF Reaffirmation of Accreditation by SACS. Smith congratulated the

group of individuals committed to SACS accreditation. Dr. Flake and Dr. Ford addressed the committee on the changing nature of the university. Smith said it was a good session to learn more about the university.

Executive Committee

Action Item

Board Chair K.C. Clark, also chair of the Executive Committee, brought before the board, in the form of a motion, a request to approve a Presidential Contract Supplement relating to the president's housing allowance, the presidential car allowance, spousal travel, and the ratification of a requirement that the president reside in the Dorr House on the downtown Pensacola campus. Clark said that adjustments are made consistent with those of the contract of former UWF President Morris Marx.

Motion by: Trustee Clark
Seconded by: Trustee Smith

Motion passed unanimously

Discussion/Informational Items

1. Regarding new trustees, Chair Clark said that he is torn because two of our trustees terms expire in January 2006 and neither has elected to seek reappointment. They are Dr. Lornetta Epps and Mrs. JoAnn Morgan. Clark noted that he has truly enjoyed their advice and counsel as the UWF Board was being shaped, saying both are extraordinarily valuable.

Clark said that we (BOT) will continue to build a pool of potential applicants and asked trustees to communicate prospects to President Cavanaugh.

2. Presidential Evaluation

Clark noted the committee had approved the Presidential Evaluation at the previous meeting and said the written evaluation will be forwarded to the BOG. Clark said we (BOT) must develop a more comprehensive evaluation process for the president at appropriate intervals, and that the Board had discussed with the AGB the probability of doing so every 4 or 5 years. Clark said it is very important to have a more up to date contract in place, and he noted that President Cavanaugh is the only state university president who doesn't have a long-term contract in place. Clark said that we (BOT) certainly value his (Cavanaugh's) leadership.

http://uwf.edu/trustees/Mar7_06/EvalJCCavanaugh_signed9DEC05.pdf

Other BOT Items

Action Items

1. Resolutions 2005-4 and 2005-5 for Dr. Lornetta Epps and Mrs. JoAnn Morgan in recognition of distinguished service. These were read aloud by Board Chair Clark following a motion to approve. Clark announced that Trustee Morgan has also been inducted into the Florida Women's Hall of Fame in the State Capitol Rotunda.

http://uwf.edu/trustees/Mar7_06/R20054Lepps.pdf

http://uwf.edu/trustees/Mar7_06/R20055Jmorgan.pdf

Motion by: Trustee Bell
Seconded by: Trustee Smith

Motion passed unanimously

2. Endorsing Priorities for *Creating Great Futures* Campaign

Chair Clark called on Dr. Dean Van Galen, Vice President for Development, who first informed the Board that good progress is being made on the Memorandum of Understanding (MOU) developed between the UWF Foundation Board and UWF Board of Trustees. In June 2005, campaign priorities were brought

before the board and the selection of priorities was based on a feasibility study. Van Galen said these priorities are brought formally today to the Board for consideration, noting that tomorrow (December 10) 200 of the UWF graduates were assisted by the UWF Foundation.

Trustee Gilluly addressed the Board, commenting about the campaign, by asking board members to consider supporting financially. Gilluly said that, as leaders of the university, it is important for the Board to have a 100% participation rate in contributing at whatever level is appropriate. Clark said that he asked the Foundation to provide suggestions on how he could best help the university, such as in Archaeology. He noted that it is imperative that we show total support for the campaign.

Motion by: Trustee Gilluly
Seconded by: Hess Herrick

Motion passed unanimously

3. Roles and Responsibilities/Travel Policies

Dr. Cavanaugh noted that for sometime issues for Board Development have been discussed. We developed these guidelines and policies on the roles and responsibilities of trustees and trustee travel with the assistance of the Association of Governing Boards, and that after time for discussion at the last meeting and time for comment on the drafts since the last meeting, that he was proposing endorsement of these. Clark asked if there were questions.

http://uwf.edu/trustees/Dec9_05/botnr.pdf

http://uwf.edu/trustees/Dec9_05/botravel.pdf

Motion by: Trustee Young
Seconded by: Trustee Gilluly

Motion passed unanimously

Informational/Discussion Items

1. Legislative Preview

David Mann said this is an update and preview because the special session concluded yesterday (December 8) in Tallahassee. He addressed the board saying that Medicaid reform was passed, tax on slots, lobbying reform was passed effective January 1, 2006 (lobbyists cannot buy anything for legislators or staff) and that it received overwhelming support from both chambers.

System-wide assistance from the legislature did not pass for cost overages on construction and utility expenses. According to Mann, the budget outlook, partly because economic activity related to hurricanes and a hot real estate market, is for a large amount of non-recurring money to be available. He indicated that this could result in PECO funding being doubled and that there is talk that \$1.4 billion for Capitol Outlay across the education sector has not been distributed or allocated yet.

Mann noted that the legislators are encouraged for an early allocation. President Cavanaugh said he would build on that and that Chancellor Rosenberg sent an email that the Board of Governors will be taking requests from universities for updated numbers for PECO allocations during a conference call December 19. He said we (SUPA) are putting our place holder in now.

Mann followed with very good news that General Revenue is estimated at \$3.2 billion and will be split \$1.7 billion this Fiscal Year and \$1.5 billion next Fiscal Year. Mann said that he and President Cavanaugh encourage all of the Board to contact legislators to spend wisely. He followed with one additional issue regarding Arcadia Mill, which may require legislation for transferring its title from the UWF Foundation to UWF and that he will keep the BOT posted.

2. September 9 BOT Meeting Survey Results & Technology Feedback

Clark said basically the survey gave feedback about meeting technology and he thought it was clear that we needed to continue work on the technology, but that one of the biggest problems was solved by putting the conference phone in front of the loudspeaker.

3. Board Reception at AGB National Conference on Trusteeship (April 2006)

Chair Clark said he had the pleasure of attending the 2005 Association of Governing Boards' National Conference on Trusteeship. It was extraordinarily educational and a great opportunity to learn from trustees around the country. Florida has the most stringent laws regarding trustees and the Sunshine law making life very tough.

Clark said he would like for the UWF BOT to host a reception in Orlando for other state universities' boards of trustees, since there has never been a formal gathering of all boards. He has been invited to a meeting of all SUS BOT chairs at FAU. He would like to invite all boards so we (BOT) will know who we are dealing with, share some common stories, successes, and open lines of communication.

Trustee Morgan said that Governor Bush promised a periodic bringing together of the boards. She suggested that Chair Clark or President Cavanaugh take to the BOG and the Governor's Office, a reminder of a commitment they made that has not been followed up on...After 5 years, Morgan said the Governor needs to be reminded.

Additional events this afternoon and evening –

President's Holiday Open House 5:00 – 7:00 Dorr House

Future Events

12/10/05 Commencement 9:00 a.m. at Pensacola Civic Center

12/16/05 Legislative Delegation Luncheon HLES 12-1:30

3/7/06 Next Meeting Fort Walton Beach Campus

3/8/06 UWF Day at the Capitol

This is an excellent opportunity to meet the legislative delegation, learn about UWF through students, staff, and faculty. This will preview why we (UWF) is the shining star of North West Florida.

Other Items

President Cavanaugh made a special thank you to the UWF students "Argo Aid" for raising \$10,000 dollars for Katrina relief. This is indicative of what an outstanding group of students we have.

Lech Walesa, Polish solidarity leader who later became President of Poland, will be at UWF on March 31st.

The University hopes to host the Board of Governors in September.

The President said there will be a higher education issue update in March since it is still pending in Congress and it will be interesting.

Vice chair Honor Bell expressed appreciation to UWF and Dr. Athena Dupre for hosting the community project dinner for non-profit organizations. Bell said that UWF students made him quite proud in their representation of the whole university.

With no further announcements, Chair Clark adjourned the meeting at 2:20 p.m.

The Board then went into closed session for a collective bargaining update.

UWF Board of Trustees Meeting

March 7, 2006

Issue: 2006-07 Meeting Schedule

Proposed action: Approve

Background information: The UWF Board of Trustees, in 2006-07 is scheduled to meet five times annually, including one trip to Tallahassee to meet with legislative and governmental leaders. The proposed meeting schedule is in line with the Board Development Plan adopted in August 2004. Conference Call meetings will be scheduled as needed.

Recommendation: It is recommended that the Board of Trustees approve the proposed meeting schedule below contingent** upon reservation of the Capitol Rotunda for UWF Day. Some dates are in conjunction with other UWF events*.

Implementation Plan:

September 22, 2006	BOT Meeting at UWF Conference Center
December 15, 2006	BOT Meeting at UWF Conference Center
March 20, 2007**	BOT Meeting at Fort Walton Beach Campus
March 21, 2007**	UWF Day at the Capitol in Tallahassee
June 14, 2007	BOT Meeting at UWF Conference Center
June 15, 2007	BOT Strategic Planning at UWF Conference Center

*September 20, 2006	State University Presidents Association at TBA
*September 21, 2006	Florida Board of Governors at UWF Conference Center
*December 16, 2006	UWF Fall Commencement at Pensacola Civic Center

Fiscal Implications: Travel expenses for out-of-town trustees to attend regular meetings. Travel expenses for trustees who attend UWF Day at the Capitol, as well as, the (AGB) Association for Governing Boards National Conference on Trusteeship.

Supporting documents: None

Prepared by: Faye Bowers (850) 474 2009 fbowers@uwf.edu

Facilitator/Presenter: K.C. Clark, Board Chair (866)586 0586 KC.Clark@Heritagefunds.com

UWF Board of Trustees Meeting
Full Board
March 7, 2006

Issue: Update on Fort Walton Beach Area and W. E. Combs Facility in Fort Walton Beach

Proposed action: Informational

Background information: Dr. Wesley Little, Vice Provost for Outreach Education, will present a brief (10 minute) update on plans for the Fort Walton Beach area and the W. E. Combs Facility renovation and funding request.

Recommendation: NA

Implementation Plan: As outlined in presentation

Fiscal Implications: Dependent on funding request included in the Board of Governors legislative request.

Supporting documents:

Prepared by: Paula Wilson, 850-863-0735 pwilson1@uwf.edu,

Facilitator/Presenter: Dr. Wesley J. Little, Vice-Provost for Educational Outreach
(850)863-0740, wlittle@uwf.edu

UWF Board of Trustees Meeting
Full BOT
March 7, 2006

Issue: Legislative Update

Proposed action: Informational

Background information: The President will summarize issues to be considered by the legislature during the 2006 legislative session.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents: None

Prepared by: David Mann, Director of Governmental Relations
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Presenter: John Cavanaugh, President