

## AGENDA

University of West Florida  
Board of Trustees Meeting

12:30 p.m.  
September 9, 2005  
UWF Conference Center

Call to Order.....	Mr. K.C. Clark Board Chair
Roll Call.....	Faye H. Bowers
Chair's Greeting.....	Mr. K.C. Clark Board Chair
President's Report.....	Dr. John C. Cavanaugh
Student Achievements.....	Dr. Debbie Ford Vice President for Student Affairs
Faculty Recognition.....	Dr. Sandra Flake Provost
Approve Minutes of June 16, 2005 and June 17, 2005	

### Committee Reports

Finance, Administration & Audit Committee.....	Ms. Sharon Hess Herrick Committee Chair
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**8:30 a.m.**

#### Action Items

1. Approve Minutes of June 16, 2005
2. UWF Regulation – Tuition Rates, Fees, Fines and Penalties (Fall 2005)
3. Resolution – Refinance Housing Bonds by UWF Foundation

#### Informational/Discussion Items

1. Financial Review last quarter 2004-2005  
These items will be presented at the meeting.
2. Hurricane Dennis Update

#### Other Items

Academic & Student Affairs Committee.....	Mr. Roy Smith Committee Chair
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#### Action Items

1. Approve Minutes of June 16, 2005
2. Honorary Degree

#### Informational/Discussion Items

1. Tenure and Promotion Criteria and Procedures
2. Summary of Degree Program Changes Approved 7/1/04-6/30/05
3. Status of Academic Learning Compacts
4. Recruitment Plan
5. Evacuation Plan for Resident Students
6. Student Affairs Update
7. Enrollment and Degree Plan by Discipline

Other Items

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

**Prior to Full BOT meeting**

Action Items

1. Approve Minutes of August 30, 2005
2. Approve 3.6% across-the-board pay increase for President
3. Presidential Performance Evaluation

Discussion/Informational Items

Board Succession and Recruitment

Other Items

**Other BOT Items**

Action Items

Adoption of Benefits Program

Informational/Discussion Items

1. UWF Comprehensive Capital Campaign
2. Disaster Plan/Emergency Response Team
3. Follow-up – Board Development Workshop
4. Additional events today –
 

a. UWF Foundation Board meeting	3:30 p.m.	Conference Center Lounge
b. Dedication of names of new Chambered Nautilus Society Members on Library Wall (outdoors)	5:30 p.m.	John C. Pace Library entrance
c. Annual donor recognition event	6:00 p.m.	reception, Conference Center
	6:30 p.m.	dinner, Conference Center
5. Future Events
 

October 10	Trustee Orientation	8:30 a.m.	B12, Alumni Room
October 13	Disability Awareness Day	all day	ongoing events
December 3	UWF Holiday Gala	6-9 p.m.	West Florida Historic Preservation, Inc. (downtown)
December 9	Next Meeting		Conference Center
December 10	Commencement	9:00 a.m.	Pensacola Civic Center

Other Items

Adjournment

Closed Session:                      UFF Contract Update

## Draft Minutes

### University of West Florida

Board of Trustees Meeting  
New World Landing  
600 S. Palafox, Pensacola, Florida

June 16, 2005 10:00 a.m.

Board Chair K.C. Clark called the meeting to order at 10:07 a.m. with Faye Bowers calling roll. Clark noted that Trustee Chuck Horner would not be at the meeting and that Trustee JoAnn Morgan was joining via conference call. The following trustees were in attendance:

Honor Bell  
K.C. Clark  
Dr. Lornetta Epps  
Nancy Fetterman  
Marny Gilluly  
Sharon Hess Herrick  
Collier Merrill  
JoAnn Morgan\*  
Tim Roberts  
Roy Smith  
Dr. Pat Wentz  
J.T. Young

\*Conference Phone

Others in attendance were:

Dr. John Cavanaugh, President  
Dr. Sandra Flake, Provost  
Dr. Hal White, Executive Vice President  
Dr. Debbie Ford, Vice President for Student Affairs  
Dr. Dean Van Galen, Vice President for Development  
Dr. Cornelius Wooten, Vice President for Administrative Affairs  
Ms. Regina DeIulio, General Counsel/Assistant Corporate Secretary/BOT  
Ms. Kimberly Spear, Chief of Staff/Assistant Corporate Secretary/BOT  
Ms. Faye Bowers, Executive Specialist Assistant Corporate Secretary/BOT

#### Chair's Greeting

Chair Clark welcomed new trustees Nancy Fetterman and J.T. Young to their first face-to-face meeting asking if either would like to say a few words. He said he appreciated them serving on the Finance, Administration and Audit Committee, as well.

Fetterman said they were both delighted to be here. Clark then welcomed Dr. Jay Gould (who was not in attendance due to class) who will be joining the Board in July representing the Faculty/Senate. Clark said that the Board will bid farewell to Dr. Pat Wentz who has been serving on the BOT as Faculty/Senate representative.

Clark welcomed Mr. Tim Roberts who is representing the Student Government Association on the BOT as Steven Russell's term expired in May. In addition, Clark welcomed Mr. Tom Ingram, President of the Association of Governing Boards visiting from Washington, D.C. Ingram is the facilitator of the Board Development Workshop slated for the afternoon of June 16 and morning of June 17. Clark conveyed the trustees' appreciation to Tom regarding the workshop in an effort to assess where the BOT is and where it is going.

Clark welcomed Trustee JoAnn Morgan who joined by conference phone from Big Fork, Montana. Then a welcome was extended to all those present and appreciation for their participation.

Chair Clark called on Dr. John Cavanaugh for the President's Report.

## **President's Report**

Dr. Cavanaugh noted there were a few items to mention this morning. First, Cavanaugh said that our (UWF's) thoughts are with Trustee Collier Merrill on the loss of his family member.

Dr. Don Chu is our (UWF's) new Dean of the College of Professional Studies and will come on board in July.

UWF's Academic Technology Center received the world leader award for teaching learning. UWF is one of 30 colleges and universities world wide to receive this recognition and the center has only been in existence for 18 months. This is indicative of what great things are to come.

Betsy Bowers deserved a cheer because she has worked with her staff tirelessly on documenting and documenting the damage sustained from Hurricane Ivan. UWF received a check for \$70,000 and no other universities have received anything as of today.

Cavanaugh updated the meeting participants regarding the State University Presidents' Association (SUPA) and the Board of Governors (BOG), saying the Governor is still reviewing bills. He said SUPA presidents sent a letter to the legislature saying they were not happy with legislation regarding higher education. Carol Roberts and John Dasburg were re-elected to lead the BOG. Peter Rummel will work toward financial accountability at institutional levels.

The Statewide Legislative Budget Request (LBR) was presented to BOG with a number of issues for the Provosts group relating to salaries. Full enrollment growth funding, technology funding, student BOG member, matching gifts, supplement for PECO and capital outlay were targeted, as was the need for campuses to increase infrastructure. If funding occurs, universities would be in a good position to increase staffing. The bad news is that the Governor vetoed the \$225,000 archaeology center network.

Kim Spear and her staff were applauded for preparing a great BOT orientation packet.

Cavanaugh will be serving on an Institute Panel with Tom Ingram of the Association of Governing Boards (AGB). The Institute is called Governing Boards and Executive Officers.

Cavanaugh said his focus is on good working relationships and growing in same direction as well as steering (UWF) our institution in the perfect direction.

Cavanaugh, as SUPA chair, will become president of Florida Association of Colleges and Universities (FACU) next week. His role will be to keep the university presidents informed regarding private Junior Colleges (JUCO) and community colleges as well as four year colleges. FACU has not taken a position in four years on community colleges offering 4 year degrees.

## **Budget Process Review**

President Cavanaugh reported that the university has revamped its budget process, noting that when he arrived at UWF he wanted to establish a budget council (group who makes recommendations to the president). He said everyone at UWF can make a recommendation to his/her supervisor to be collected at unit level through the department. These recommendations are given to the deans, the vice presidents and the president, who sets priorities. Then the president recommends to the BOT, the BOG, our legislature and the Governor.

We (UWF) are at a point where our campus should know how the budget came together, and there is a flow chart which indicates how the process works. Through this process, we have addressed reserve funding and some structural issues.

Clark thanked the President and said he wanted to highlight that since we (BOT) hired Cavanaugh and brought in someone impressive, we will make this known throughout the state. Also, he (Cavanaugh) encourages staff and faculty as well. Clark said (UWF) the university is recognized at the state level and deserves recognition because we have someone leading and everyone benefiting as well. He said this Budget Process is off to a great start and has a long way to go, that he appreciates your (Cavanaugh) leadership and staff with proof being the respect UWF has long deserved.

Chair Clark called on Dr. Debbie Ford for Student Recognition.

## **Student Achievements**

Dr. Debbie Ford, Vice President for Student Affairs introduced Christina Genualdi who serves as VP for the Student Government Association and is a Pace Scholar. Dr. Ford noted that Christina brought the Breast Cancer Awareness Fundraiser Event to UWF and continues to chair the event yearly. She's in her 3<sup>rd</sup> year at UWF, a great asset from Plant City, Florida.

Genualdi briefly spoke to the BOT, saying she is an Environmental Policy and Pre-law student, and that the UWF Volunteer! Program made her transition from a small town easy. She looked at 33 campuses and preferred our small campus where she could get involved. "I would bring cancer awareness to UWF on a personal level" she said "and with Amanda (Crowell) it was greater than anticipated. Genualdi is a pace setter, involved in Greek Life, UWF Honors student and as a community partner; she has learned ways of life and how to work with people who might not be here tomorrow.

Chair Clark called on Dr. Sandra Flake for Faculty Recognition.

### **Faculty Recognition**

In accordance with the Board Development Plan, Dr. Sandra Flake, Provost and Vice President for Academic Affairs, noted that we (UWF) will recognize faculty contributions, and today recent projects of the College of Professional Studies (COPS) in conjunction with Escambia County schools will be presented. Dr. Janet Pilcher, the Dean of the College of Professional Studies, will introduce the faculty member who is being highlighted..

Dr. Pilcher introduced Dr. Kathleen Huebach saying one reason we selected her is that she came into UWF four years ago, when we (COPS) had no reading/mentoring programs. Dr. Huebach has put us (UWF) on the map in this program area, and we are now recognized throughout Escambia County Schools.

Dr. Heubach gave a presentation on the impact of COPS' work with children and the community through the Howard Street Tutoring Project at Spencer Bibbs Elementary School. She said she appreciated the opportunity to be involved in this project. Dr. Heubach asked that everyone recall the months following Hurricane Ivan's devastation. The area has been brought so far forward through the aid of state and federal governments, help from our community, neighbors helping neighbors and college students from other states and the importance of family and friends during the recovery. Her son even became involved by purchasing a chain saw to assist friends and neighbors. She said you're probably wondering what this has to do with reading. It is a common misunderstanding. Children are not doing worse. They are doing better with reading achievement. Just Read Florida and No Child Left Behind give districts/schools initiatives to provide support that raise reading achievement, with community and families helping children become proficient in reading.

UWF's role at Spencer Bibbs, Howard Street Volunteer Reading involved volunteer tutors of all ages, many are students and others are just people from the community. Our college students benefit greatly by using these experiences to teach. Dr. Huebach said she loves her job at UWF, as it provides her the opportunity to work with administrators, teachers and children.

Chair Clark called on Dr. Dean Van Galen, Vice President for Development.

### **Vice Presidential Report**

Dr. Dean Van Galen, Vice President for Development gave a PowerPoint presentation on the Campaign Feasibility Study. He reviewed the Summary of Gifts line items and said he was very pleased and surprised that we had a good year in spite of Ivan, with our number of donors being up 16%. Van Galen said that gifts include property from last year that is being transitioned into the Foundation.

Van Galen said we have increased focus in the Fort Walton Beach (FWB) area which is very promising. He said the Leadership Support is unique in that it assists promising students from Pensacola High School, mentoring them with the possibility of a full ride scholarship should they choose to attend UWF. He said it is really an exciting project.

Van Galen noted that Susan Story, CEO of Gulf Power, and Doug Benham will be future speakers at donor events, and that Scholarship Luncheon Donors are where students get to meet those responsible for providing their college education funding.

Dean Jane Halonen asked that the Maygarden Lecture be included in the list of future events.

Van Galen said the Campaign is scheduled to go public in 2007 and today he recommends moving forward.

A motion was made to move forward by accepting the Campaign Study and the adoption of the resolution.

Motion by: Trustee Gilluly

Seconded by: Trustee Fetterman

It passed unanimously and was followed by Trustee Gilluly and Van Galen thanking everyone who has worked so hard on the campaign project thus far.

### **Approval of Minutes**

Chair Clark asked the Board if there were any corrections or additions before a motion for **Approval of Minutes** was made. A motion was made to approve the minutes of the May 20, 2005 Board of Trustees meeting with Gilluly reporting grammatical errors to be corrected. She suggested using attachments rather than merging all documents to decrease the agenda size.

Motion by: Trustee Epps

Seconded: Trustee Gilluly

It passed unanimously

### **Committee Reports**

For the UWF BOT Committee Reports, Chair Clark called first on Trustee Sharon Hess Herrick, **Finance, Administration and Audit Committee Chair**, who presented action items in the form of a motion as follows: Each item was discussed and approved at the committee level to be brought before the full BOT for approval.

1. A motion was made to approve the UWF Legislative Budget Requests for 2006-07.
2. A motion was made to approve the FY2005-06 Estimated Operating Budget for UWF.
3. A motion was made to approve the FY2006/2007 – 2010/2011 UWF Fixed Capital Outlay Plan to include the Maritime Museum with a potential donor commitment.
4. A motion was made to approve the revision of the UWF Tuition and Fees with changes submitted by Gina DeJulio.
5. A motion was made to approve the revision of the UWF Parking Rule with changes submitted by Gina DeJulio.
6. A motion was made to approve the UWF Equity Act Accountability Report.
7. A motion was made to accept the Old Christ Church property.
8. A motion was made to approve the UWF Campus Development Agreement with Escambia County.
9. A motion was made to approve the 2005/06-2006/07 Work Plan for UWF Internal Auditing and Management Consulting.
10. A motion was made to approve the 2001 UWF Educational Plant Survey for 2005.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Merrill

It passed unanimously followed by Chair Clark commenting that Old Christ Church is a premier piece of Downtown Pensacola property and said he is delighted with the Old Christ Church Foundation's decision to donate it to WFHPI.

### **Informational/Discussion Items**

Hess Herrick reported that Cornelius Wooten continues to update the Finance Committee on the university's financial matters.

At this time, Chair Clark called on Trustee Roy Smith, Chair for the **Academic & Student Affairs Committee**. Trustee Smith presented the following action items in the form of a motion. Each item was discussed and approved at the committee level to be brought before the full BOT for approval.

1. & 2. A motion was made for the Implementation of a BS in Electrical Engineering and BS in Computer Engineering:

Smith reminded the BOT that these degrees had previously been available through an agreement with the University of Florida but will soon proceed to a UWF Degree and become a free standing program in 2009 with faculty in place.

Seconded: Trustee Wentz

It passed unanimously.

3. A motion was made for Authorization by the Board of Trustees to the University President for University Institutes and Centers which included criteria of establishments as well.

Seconded by: Trustee Fetterman

It passed unanimously.

4. & 5. A motion was made for approval of the UWF Enrollment and Degree Plan as well as the BOG Accountability Measures for UWF.

Seconded by: Trustee Roberts

It passed unanimously.

Smith reported that the Delegation of Tenure may not be done, per legal counsel and said that Sandra Flake will present in September how the system works as well as a better understanding for all. Smith then called on Flake who said regarding retirement and recruitment, over the past 3 years approximately 15% of the structured faculty retired, and that it is anticipated to be a comparable rate in the following years. Flake said she would provide the BOT with a table of documentation.

Flake continued that 13 lines and redistribution of faculty was necessary for program enhancement, saying there will be a greater need for growth in faculty lines. The university has been attempting to ensure faculty salaries are competitive through the use of Cooper Salary Surveys for establishment and that progress is being made to address market equity.

Chair Clark reported that the Executive Committee would convene immediately following adjournment to address the items below.

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

Action Items

1. Minutes of February 25, 2005
2. Presidential Evaluation
3. Presidential Compensation
4. MOU between boards

**FULL BOT**

1. UWF Campaign Feasibility Study and Resolution were addressed earlier in the meeting.
2. A motion was made to approve tenure as a condition of employment for the following candidates:

CAS	Department	Gender	Race
Houghton, Charles	Theatre	M	W
Marrero, Kyle	Music	M	H
Yeager, Robert	English	M	W
COPS			
Kramer, Thomas	Graduate Education	M	W
Smykla, John	Criminal Justice & Legal Studies	M	W

Chu, Don	Health, Leisure & Exercise Science	M	A-A
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Motion by: Trustee Bell  
 Seconded by: Trustee Smith  
 It passed unanimously.

3. Chair Clark read Resolution 2005.2 in the form of a motion to adopt the resolution for Dr. Pat Wentz, in appreciation and recognition of her distinguished service as a trustee. Clark presented a gift to Dr. Wentz on behalf of the BOT and the university saying that Wentz brought much wisdom and insight to the Board.

Seconded by: Hess Herrick  
 It passed unanimously.

Dr. Wentz expressed her sincere appreciation to the BOT and UWF for the opportunity to serve as a trustee.

5. Due to the unavailability of the State of Florida Capitol Rotunda for March 15, 2006, the BOT meeting schedule is being revised. Chair Clark made the motion to approve the revision of the 05-06 BOT meeting schedule to meet at FWB on March 7, 2006 and convene in Tallahassee on March 8, 2006.

Seconded by: Trustee Bell  
 It passed unanimously.

Clark reminded trustees that Radio Live will be on May 4, 2006 and encouraged everyone to attend. He has attended prior Radio Live events and said they were a pleasure.

Chair Clark then asked President Cavanaugh to share with the Board a PowerPoint presentation regarding the State designation of the Maritime Museum. Cavanaugh said the proposal has been through 50 public meetings before being presented to the Pensacola City Council who is crunching the numbers. On June 23<sup>rd</sup>, the City Council will hold another public hearing on the project, and it hopes to move forward.

Cavanaugh noted that the Maritime Museum doesn't require action to become the State of Florida Maritime Museum as there is only one State of Florida museum that has statutes to back it up.

The President encouraged everyone to express their feelings at the City Council Public Hearing on 6/23 and he provided documentation verifying that it is Courtelis eligible. Regarding classroom space, UWF will lease space as we do elsewhere saying that UWF has made a commitment to partner.

Clark said this will be a great opportunity to re-vitalize downtown and encouraged everyone's support.

Ms. Amanda Crowell, Director of Volunteer UWF! shared a PowerPoint presentation on student volunteer service. The trustees applauded Ms. Crowell's work. Crowell said she was honored to share what the students are doing out in the community as part of the UWF Student Mission being a part of service learning.

Other Business taken up on 6/17/05

A motion by Chair K.C. Clark was made and approved for drafting a letter from the UWF BOT to the editor of the Pensacola News Journal expressing the UWF Board of Trustees support of the Community Maritime Park.

Seconded: Trustee Merrill  
 It passed unanimously.

A motion by Chair K.C. Clark was made for approving changes to the UWF Foundation, Inc. bylaws which is attached in PDF format.

Announcements

Chair Clark invited everyone for lunch following adjournment.

Clark also noted that following lunch, the Board will begin the AGB Board Development Workshops facilitated by Tom Ingram, President of Association of Governing Boards. The afternoon workshops will be followed by a reception in honor of all UWF Boards tonight at 6:00 p.m. in the Museum of Commerce.

Clark further stated that the Board Development Workshop for trustees would continue tomorrow at 8:15 a.m. Lastly, Clark said he would like to remind everyone that the next UWF BOT meeting is scheduled for Friday, September 9, 2005 in the UWF Conference Center. He asked them to remember that the BOT is moving to quarterly meetings but they will last longer, with committees starting at 8:30 a.m. and the Full Board meeting following lunch.

Adjournment occurred.

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

Friday, September 9, 2005

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. Approval of June 16, 2005 Minutes
2. UWF Regulation – Tuition Rates, Fees, Fines and Penalties (Fall 2005)
3. Resolution-Refinance Housing Bonds by UWF Foundation

Informational/Discussion Items

1. Financial Review last quarter 2004-05
2. Hurricane Dennis Update

Other Items

Adjournment

**Draft Minutes**  
**UWF Board of Trustees**  
Finance, Administration & Audit Committee  
New World Landing  
June 16, 2005

Committee Chair Sharon Hess Herrick called the meeting to order at 8:34 a.m. asking Faye Bowers to call roll. The following committee members were present:

Honor Bell  
Lornetta Epps  
Nancy Fetterman  
Marny Gilluly  
Sharon Hess Herrick  
J.T. Young

Chair Hess Herrick welcomed everyone to the Finance, Administration and Audit Committee meeting. She announced that today was the first committee meeting for Trustees Nancy Fetterman and J.T. Young, saying that the Board of Trustees was delighted to have them as members as well as working with them on this committee. Also, Hess Herrick reported there was a full agenda and not a lot of time.

**1. Approve Minutes of February 25, 2005**

Chair Hess Herrick asked for a motion to approve the minutes of February 25, 2005 and advised the trustees to respond if there were any corrections to be noted. A motion to approve the minutes of February 25, 2005 was made.

Motion by: Trustee Epps  
Seconded by: Trustee Gilluly  
It passed unanimously.

**2. Budget Process Review**

Chair Hess Herrick said that the Budget Process Review was not an action item and called on President Cavanaugh, who explained the budget process. The President noted that the process begins with the employees and proceeds up to the cabinet, who meets and makes recommendations to the president. At that point, trustees authorize the President and his cabinet to act and make recommendations to the Board of Governors. Cavanaugh said that every university employee had the opportunity for input in budgeting.

**3. Legislative Budget Requests for 2006-07**

President Cavanaugh addressed the trustees regarding the Legislative Budget Requests (LBR) for 2006-07 and suggested they view the materials provided. Cavanaugh highlighted items being submitted to the Legislature for approval, noting that with the possible BRAC realignment, several thousand individuals will be moving into the Eglin Air Force Base area, and UWF must be prepared to meet their educational needs. He said a Memorandum of Understanding is being prepared for this effort.

In addition, Cavanaugh said as part of the Board of Governors' strategic plan, UWF would be providing technology infrastructure in Eglin and FWB areas through the National Lambda Rail and Florida Rail with high bandwidth, putting the university in a very good position.

Regarding meeting of the statewide workforce needs, Florida universities will add the following areas to the list. Teacher education in special education is an education enhancement

that No Child Left Behind requires certification in reading and that alternative certification meets the needs of those wanting to transfer into teaching field. Other areas to develop would be Student Learning Centers, and UWF leads Florida in Academic Learning Compacts and we will facilitate this development.

Expansion of the downtown campus and the waterfront property falls under the Board of Governors, as does transferring of the Arcadia Mill from the Foundation to the UWF Board of Trustees, the Partnership with Florida Small Business Development Center (SBDC) and the local SBDC Haas Center, as well as Hurricane Litigation. Cavanaugh said he would be happy to answer any questions, repeating that as of last year, if an item is not on this initial LBR list, the legislature does not want to receive it, thus the reason for the length of the list.

A motion to approve the UWF Legislative Budget Requests for 2006-2007 was made.

Motion by: Trustee Gilluly

Seconded by: Trustee Young

It passed unanimously.

#### 4. **FY2005-06 Operating Budget**

Chair Hess Herrick called on Dr. Cornelius Wooten, Vice President for Administrative Affairs who discussed some of the items causing the budget increase. Wooten noted that much of the increase was due to health insurance. Hess Herrick emphasized that the enrollment growth and tuition increase are pending. A motion was made to approve the estimated FY 2005-06 Operating Budget for the fiscal year July 1, 2005 – June 30, 2006 for appropriated and non-appropriated funds. The motion would also authorize the president to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Department of Education – Division of Colleges and Universities by August 2005, as well as other changes during the fiscal year.

Motion by: Trustee Epps

Seconded by: Trustee Gilluly

It passed unanimously.

#### 5. **FY2006-2007 - - 2010-2011 Fixed Capital Outlay Plan**

Chair Hess Herrick called on Dr. Cornelius Wooten, Vice President for Administrative Affairs who reminded the trustees that each university is required to present a 5 Year Plan. He said that the university's needs have been prioritized.

President Cavanaugh asked authorization to make one adjustment regarding the downtown project. As the result of a donor, UWF will be owning and operating the Maritime Museum, and this needs to be included on the Fixed Capital Outlay Plan. August 1<sup>st</sup> is the deadline. A motion was made to approve the FY 2006-2007 – 2010-2011 Fixed Capital Outlay Plan.

Motion by: Trustee Gilluly

Seconded by: Trustee Epps

It passed unanimously after questions posed by Nancy Fetterman "Is that opposite the property discussed?" and J.T. Young "Is it in there for 2007-2008?" The President responded that it is only needed once.

#### 6. **Tuition and Fees**

Following discussion led by Gina DeJulio, General Counsel, a motion was made to approve the proposed Rule 6C6-4.008 Tuition Rates, Fees, Fines and Penalties (a) as an emergency rule, and (b) as a permanent rule.

***(Proposed Rule 6C6-4.008 Tuition Rates, Fees, Fines and Penalties. Proposed revisions to the rules are necessary in order:***

1. *to change the tuition and out-of-state fees in accordance with 2005 legislation\*.*
2. *to reflect a proportional increase in the financial aid fee based on the tuition and out-of-state fee increases (the UWF BOT is authorized to charge an amount not to exceed 5% of the tuition and out-of-state fee. These increases would reflect a desire to continue to exercise such authority to the maximum permitted.)*
3. *to update the rule to reflect increases in the Activity and Service Fee, and Athletic Fee; such increases were approved by the UWF BOT at its February 25, 2005 meeting. Athletic Fee per SCH- \$.29 increase, and Activity and Service Fee per SCH- \$.90 increase*
4. *to reflect the increase in the Third Time Repeat fee; this figure is calculated and provided to universities by Tallahassee on an annual basis.*
5. *Transportation Fee per SCH (as reflected in parking brochure) increase of \$.51 per SCH.*
6. *Increase charge for transcripts to \$10.00.*
7. *Increase Late Payment Fee to \$100.00.*
8. *Delete the credit card convenience fee.*
9. *to delete references to the parking brochure, as the brochure is now incorporated by reference into the Parking rule.*

Motion by: Trustee Young

Seconded by: Trustee Gilluly

It passed unanimously.

## **7. Parking Rule**

Gina DeJulio reminded the trustees that the parking brochure is changed from the fee rule to the Parking Rule and changes to the parking fee structure, and that all employees will be charged the same fee.

### ***MAJOR CHANGES TO THE 2005 PARKING REGULATIONS BROCHURE:***

1. *References to building 90 are changed to building 95.*
2. *All references to painted curbs have been removed and replaced with posted signage.*
3. *A section stating that a ten (\$10) dollar fine will be added to tickets not paid within ten (10) days of a final decision by the Appeals Board has been added.*
4. *The fees have been increased in accordance with the increases approved by this Board at the February 25, 2005 meeting.*
5. *The term “permit” has been used in place of the terms: “decal” and “hangtag”.*
6. *We are switching from a number based system of designating parking lots to an alpha based system and in many instances the new regulations reflect that change.*
7. *Changed the parking permit fee charged faculty to be equal to that charged the other employees.*

Hess Herrick noted that this has been an ongoing item and will be a very positive and good change for the university. Trustee Gilluly noted many grammatical errors. DeJulio stated that this brochure is not the actual brochure, which has been edited. A motion was made to approve the revision to the parking rule and revisions to the incorporated brochure.

Motion by: Trustee Fetterman

Seconded by: Trustee Gilluly

It passed unanimously.

## **8. Educational Equity Act Update**

Sherell Hendrickson, Associate VP for Human Resources reported that a “Draft” was submitted in April and this final update will go to the Department of Education through a collaborate effort between several university departments. A motion was made to review and approve the 2004-05 UWF Florida Educational Equity Act Update.

Motion by: Trustee Gilluly

Seconded by: Trustee Epps

## **9. Acceptance of Old Christ Church**

The Old Christ Church Foundation Attorney, Richard Sherell and Richard Brosnaham, Interim Director of the WFHPI were available to answer questions. Executive Vice President, Dr. Hal White said that John Daniels, deceased and former Executive Director of WFHPI felt that Old Christ Church (OCC) was the key project in WFHPI.

DeIulio said that we (the university) must get approval from the Board of Governors and we need preliminary approval from the trustees due to a building on said property. UWF has had a lease with OCC Foundation since 2000.

Hess Herrick asked if the university would be responsible for improvements and day-to-day uses. Brosnaham responded that OCC is used as a tour facility, series of concerts, lectures and rental for weddings are its primary uses. Attorney Sherell said the agreement would be flexible for educational purposes of UWF and said that an endowment from Betty Rainwater will provide for upkeep of Old Christ Church.

Young asked that in taking ownership of this property, has a title search been done and were there any financial obligations for which the university would be responsible. Attorney Sherell said the site was free and clear and that the title would be to WFHPI or UWF.

Fetterman thanked the Direct Support Organization (DSO) for supporting the OCC project all these years. She further said it was a fabulous opportunity that the President has to restore the village.

A motion was made to approve the acceptance of Old Christ Church by the University of West Florida or one of its Direct Support Organizations.

Motion by: Trustee Fetterman

Seconded by: Trustee Gilluly

It passed unanimously.

## **10. Campus Development Agreement with Escambia County**

Jim Barnett reported that this is a continuing saga:

- o on 11/22/02 the UWF BOT approved 01-02 plan;
- o the BOG then required the BOT adopt the plan on 2/21/03 Campus Master Plan formally adopted;
- o on 8/22/04, BOT approved amendment to Campus Master Plan that adjusted the growth plan and slowed down implementation; and
- o on 6/16/05 approving Campus Development Agreement with Escambia County and UWF Board of Trustees

Barnett said the purpose is a very unique approval adoption process and that he wanted the Board of Trustees to know that Facilities has worked with Department of Education (DOE). The purpose is to identify the scope of our Campus Master Plan, what the University wants to do and then assess the impact (monetary) that Escambia County will have to endure for transportation purposes. He said that each year the University will send to the Board of Governors the high-dollar value. As the plan is implemented, dollars will change and will come from concurrency trust fund as in tax on motor fuel on automobiles. The term is 10 years. Lastly, he said as we (UWF) implement this plan and deal with impact to Escambia County, the University is in continuous communication with the Department of

Education, always updating the plan and asking for funds and that we (UWF) are just now approving and getting ready to start over.

A motion was made to approve the Campus Development Agreement with Escambia County.

Motion by: Trustee Gilluly

Seconded by: Trustees Young & Epps

It passed unanimously.

Hess Herrick complimented Barnett and his team for putting so much effort into this project and enabling the university to put things into perspective.

**11. 2005-06 - - 2006-07 Work Plan for Internal Auditing and Management Consulting (IAMC)**

Betsy Bowers, Associate Vice President for Internal Auditing and Management Control (IAMC) noted that the University did not complete the work plan, which was set aside during Hurricane Ivan. She said this is a living document and may be brought back to the BOT in December for adjustments, during the time the 06-07 Work Plan will be discussed.

Dr. Hal White commended Betsy Bowers and her staff for turning out tremendous work, saying their workload is unbelievable. Trustee Gilluly congratulated the IAMC team for their service and made a motion to approve the proposed Work Plan for the internal auditing operations.

Motion by: Trustee Gilluly

Seconded by: Trustee Fetterman

It passed unanimously.

**12. UWF Educational Plant Review**

Before Jim Barnett addressed the Plant Review, he thanked Richard Brosnaham for working continuously on the Old Christ Church, saying it (OCC) and WFHPI is what John Daniels has done for this community. Richard Brosnaham and his staff are carrying out John's wishes.

Regarding the Educational Plant Survey, Barnett said that the Department of Colleges and Universities visits Florida campuses to view a snapshot at that time for justification of where universities were in line with the review and validate progress. The team goes through the campus, making sure the university is using funds appropriately.

Barnett noted the process of planned growth is part of CDA and looks at students and FTE's, anticipated growth and space utilization which has hurt us (the university) in the past. The document that you are approving is in regard to a historical event back in 01-02, just confirming what has happened step by step.

A motion was made to approve the 2001 UWF Educational Plant Survey Report for FY 2006-07 projected needs.

Motion by: Trustee Gilluly

Seconded by: Trustee Young

It passed unanimously, following these comments.

President Cavanaugh said that the wheels keep turning through Department of Education, Board of Governors and State University System to continue this process. Young questioned if UWF is the only university having to follow this procedure. Cavanaugh responded that four more universities must comply as well. He further said that it is difficult to project what buildings will cost in 8 years, but the university will be asked these same questions.

Dave Luttrell noted that the Survey is a long and ongoing process with the receipt of forms from agencies, drafts going back and forth to meet approval. Hal White said that with the devolution of the Board of Regents, now the Department of Colleges and Universities oversees the projects.

Young asked whether the Board of Trustees arranges the survey every 5 years, with Cavanaugh saying the letter received is out of date and that all discussion comes from emails, phone calls and hard copies due to agencies changing hands and staffing changes.

Hess Herrick thanked Barnett and Luttrell for their services to the university.

**Informational Items**

An Administrative Affairs Divisional Initiatives Update was presented by Dr. Cornelius Wooten, Vice President.

Chair Hess Herrick asked if there were further items to be brought before the committee. There were none, and the meeting was adjourned at 9:45 a.m.

**UWF Board of Trustees Meeting**  
Finance, Administration & Audit Committee  
September 9, 2005

**Issue:** Emergency regulation and permanent regulation on Tuition and Fees, Fines and Penalties (Fall 2005) and designating General Counsel as person to certify UWF Regulations.

**Proposed action:** Ratify emergency regulation, and approve permanent regulation on Tuition and Fees, Fines and Penalties (Fall 2005)

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**Background information:**

On June 16, 2005, this Board approved rule 6C6- 4.008 Tuition and Fees, Fines and Penalties as both an emergency rule and permanent rule. Prior to the rule being finalized through the process under the Administrative Procedures Act, the Florida Board of Governors adopted a "Regulation Development Procedure" (effective July 21, 2005) to be followed by all Universities which replaces the process under the Administrative Procedures Act. Pursuant to the new Regulation Development Procedure, only those rules that had been completely processed under the Administrative Procedures Act process on or before July 21, 2005 would continue to be recognized as valid under the new process. Therefore, the Board needs to "re-approve" the text as a UWF BOT Regulation.

In addition, because of the need to have the regulation effective immediately, the regulation was processed as an emergency regulation (vs. as an emergency rule, as was approved by the Board in the June 16, 2005 meeting) and in an abundance of caution, the Board needs to ratify the action of processing the text as an emergency regulation.

Note, the text in the new regulation and the emergency regulation is the same as the text in the previously approved rule.

Also, under the Administrative Procedures Act process, this Board designated the UWF General Counsel as the person to certify the rules. Under the BOG Regulation Development Procedure, the Board needs to delegate the authority to certify the regulations.

**Recommendation:**

Approve UWF Reg 4.008 Tuition and Fees, Fines and Penalties (Fall 2005).  
Ratify the Emergency Regulation: UWF ER 2005-1 Tuition and Fees, Fines and Penalties (Fall 2005).  
Designate the General Counsel as the person authorized to certify the regulations under the new Regulation Development Procedure.

**Implementation Plan:** Has been implemented as of Fall 2005.

**Fiscal Implications:** None

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**Supporting documents:** <http://uwf.edu/trustees/procedures/>

**Prepared by:** Regina Delulio

**Facilitator/Presenter:** Anita Schonberger (850) 474 3420 [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu)

**UWF Board of Trustees Meeting**  
Finance, Administration & Audit Committee  
September 9, 2005

**Issue:** Refinancing Housing Bonds by UWF Foundation

**Proposed action:** Resolution to approve refinancing of Housing Bonds

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**Background Information:** The UWF Foundation has acted as owner and borrower for the three series of bonds that were issued to finance the UWF housing system. The system is owned by the UWF Foundation and is operated by the University of West Florida. With the short term rates rising faster than the long term rates, UWF Foundation has the potential to reap considerable savings over the life of the housing bonds as well as ease and clarify some of our bond covenants. Refinancing and clarifying the language of our 98, 99, and 2002 bond series at a fixed rate allows the UWF Foundation and the University housing system to capture greater savings and divest ourselves of the variable rate interest portion of our current debt. The refinancing will not extend the life of the debt, except to the extent that the 2002 issue, which is a floating rate, short term financing, will be set to a fixed rate on the same maturity schedule as the combined 98 and 99 issues. This action captures the greatest savings while preserving future financing flexibility.

Upon the recommendation of President Cavanaugh and the Executive Committee of the UWF Foundation Board of Directors in August of 2005, the attached resolution is presented for your consideration.

**Recommendation:** Authorize the refinancing of the housing bonds by adopting the attached resolution.

**Implementation Plan:** University Housing and UWF Foundation staff will work with Pat Lott (Bond Attorney) to move expeditiously to secure refinancing and capture the greatest possible savings, while maintaining optimum flexibility in future financing options.

**Fiscal Implications:** Interest savings over the life of the debt is expected to total more than \$500,000 and will allow for greater flexibility in housing operations.

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**Supporting documents:** Resolution 2005-3 attached.

**Prepared by:** Dr. Susan Stephenson, 850-474-2487, [sstephenson@uwf.edu](mailto:sstephenson@uwf.edu)

**Facilitator/Presenter:** Dr. Susan Stephenson, 850-474-2487, [sstephenson@uwf.edu](mailto:sstephenson@uwf.edu)

RESOLUTION

A RESOLUTION OF THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES APPROVING THE REFINANCING OF THE COST OF HOUSING FACILITIES LOCATED ON THE CAMPUS OF THE UNIVERSITY OF WEST FLORIDA BY THE UNIVERSITY OF WEST FLORIDA FOUNDATION, INC., A UNIVERSITY DIRECT SUPPORT ORGANIZATION; THROUGH THE ISSUANCE OF REVENUE BONDS BY THE ESCAMBIA COUNTY HOUSING FINANCE AUTHORITY AND AUTHORIZING THE EXECUTION AND DELIVERY BY THE BOARD OF TRUSTEES OF THE DOCUMENTS REQUIRED FOR THE ISSUANCE AND SALE OF SUCH BONDS IN AN AMOUNT NOT EXCEEDING \$35,000,000; AUTHORIZING THE PRESIDENT AND STAFF TO TAKE FURTHER ACTIONS CONSISTENT WITH THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

The undersigned, being the duly acting and appointed University of West Florida Board of Trustees (the "Board") at a meeting duly held pursuant to notice and a quorum being present, do hereby make the following resolutions:

**BE IT RESOLVED:**

**Section 1. Findings.**

The Board hereby finds as follows:

(a) The Board is responsible for the governance of the University of West Florida (the "University"), a constituent institution of the State University System of Florida.

(b) Pursuant to the provisions of Section 1004.28, Florida Statutes, a direct support organization may issue its obligations to finance, design and construct facilities necessary and desirable to serve the needs and purposes of the University.

(c) Pursuant to the provisions of Section 1013.171, Florida Statutes, the University is authorized to enter into agreements to lease land under its jurisdiction to a direct support organization to be used to construct thereon facilities necessary and desirable to serve the needs and purposes of the University.

(d) The University of West Florida Foundation, Inc., a Florida not-for-profit

corporation (the "Foundation") was created for the purpose of providing direct support to the University of West Florida (the "University"), and has been designated as a "University Direct Support Organization" as defined in Section 1004.28, Florida Statutes, and continues to be so designated.

(e) The Foundation proposes to refinance some or all of the Dormitory Revenue Bonds, Series 1998 (University of West Florida Foundation, Inc. Project) (the "1998 Bonds") issued by the Escambia County Housing Finance Authority (the "Authority"), the Dormitory Revenue Bonds, Series 1999 (University of West Florida Foundation, Inc. Project) (the "1999 Bonds") issued by the Authority, and a Housing System Revenue Note, Series 2002 (the "2002 Note") issued by the Foundation pursuant to a loan agreement with the City of Gulf Breeze, Florida (all or the portion of the 1998 Bonds, the 1999 Bonds, and the 2002 Note to be refinanced as described herein being herein collectively referred to as the "Refunded Bonds") the proceeds of which were used to finance the construction of certain housing facilities for students of the University on land leased to the Foundation by the Florida Board of Regents (the "Student Housing System").

(f) The Foundation proposes to accomplish the refinancing herein described by requesting the issuance of not exceeding \$35,000,000 revenue bonds (the "2005 Bonds") by the Escambia County Housing Finance Authority (the "Authority").

(g) Each component of the Student Housing System was approved by the Legislature prior to the issuance of the applicable series of Refunded Bonds.

**Section 2. Approval of the Refinancing and Issuance of 2005 Bonds.**

The Board hereby approves the refinancing of the Refunded Bonds and further approves the issuance of the 2005 Bonds as herein set forth.

**Section 3. Authorization of Necessary Amendments to Sublease Agreement and Assignment Thereof.**

The Student Housing System is located on land leased to the Foundation pursuant to the terms of the existing Sublease Agreement between the Board and the Foundation dated September 1, 1998, as amended by that certain First Amendment to Sublease Agreement dated October 1, 1999, as further amended by a Second Amendment to Sublease Agreement dated August 1, 2002 (collectively, the "Sublease Agreement"). Amendments to such Sublease Agreement as may be necessary to accomplish the refinancing herein described in form approved by the President of the University are hereby approved by the Board. The Foundation is specifically authorized to assign or mortgage its interest in the Sublease Agreement, as amended, as security for the 2005 Bonds.

**Section 4. Approval of 2005 Bonds.**

The Board hereby approves issuance of the 2005 Bonds by the Authority in an amount not to exceed \$35,000,000, having a final maturity not to exceed 32 years from the date thereof and at an interest rate or rates acceptable to the Foundation, for the purposes designated elsewhere in this Resolution and the Exhibits thereto and reaffirms its approval of the existence and purposes of the Foundation. This approval is subject to the understanding that the 2005 Bonds do not create any obligation of the Board, the State of Florida, or any political subdivision, department, or agency thereof, to pay any part of the principal or premium, if any, or interest on the 2005 Bonds, or to levy ad valorem taxation or any other form of taxation to repay the same, but rather such 2005 Bonds shall be solely the non-recourse obligation of the Foundation, to be repayable solely from Student Housing System Revenues.

**Section 5. Authorization of Further Actions Consistent Herewith.**

The President of the University, attorneys, engineers or other agents or employees of the University and the Board are hereby authorized and directed to do all acts and things required of them by this resolution, or desirable or consistent with the requirements thereof, for the full, punctual, and complete performance of all the terms, covenants and agreements contained in the Sublease Agreement, as amended, and this Resolution, including execution of such documents, certificates, contracts, and legal opinions, and other material delivered in connection with the refunding of the Refunded Bonds and the sale of the 2005 Bonds.

**Section 6. Repealing Clause.**

All resolutions of the Board, or parts thereof, in conflict with the provisions herein contained, to the extent they conflict herewith, are, to the extent of such conflict, hereby superseded and repealed.

**UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES**

By: \_\_\_\_\_  
Chairman

**CERTIFICATE OF THE CORPORATE SECRETARY**

The undersigned President of the University of West Florida and Corporate Secretary of the University of West Florida Board of Trustees, does hereby certify that the attached resolution relating to the issuance of the 2005 Bonds by the University of West Florida Foundation, Inc. is a true and accurate copy as adopted by the University of West Florida Board of Trustees on \_\_\_\_\_, 2005, as such resolution appears in the official records of the Board of Trustees.

IN WITNESS WHEREOF, I hereunto set my hand and the official seal of the University of West Florida Board of Trustees this \_\_ day of \_\_\_\_\_, 2005.

**UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES**

By: \_\_\_\_\_  
President, ex-officio Secretary

**Agenda informational item: 2**

**UWF Board of Trustees Meeting**  
 Finance, Administration & Audit Committee  
 September 9, 2005

**Issue:** Financial Recovery from Hurricanes (Ivan & Dennis)

**Proposed action:** Informational

**Background information:**

Financial recovery from Hurricane Ivan has been ongoing since September 15, 2004.

Item	FEMA	State Insurance	Total
Funds Received (as of Aug 17, 2005)	\$ 295,303	\$1,116,025	\$1,411,328
Funds Anticipated	3,759,546	899,619	4,659,165
Remaining to file (8 bldgs; 2 contents)	294,977		294,977
<b>Subtotal— Total expected reimbursements</b>	<b>\$4,349,828</b>	<b>\$2,015,644</b>	<b>\$6,365,470</b>
Estimated recovery previously provided at May 20, 2005 Board of Trustees meeting	\$5,834,456	\$1,084,176	\$6,918,632
Difference from previous report (May 5, 2005) *	(\$1,484,628)	\$ 931,468	(\$553,162)

\* Although UWF appears to be receiving \$553,162 less than anticipated, true actual costs in some cases were lower than the initial estimates. However, the "Difference" is primarily attributed to the following:

- ❖ FEMA reimbursing at 90% of anticipated recovery amounts, along with deducting any State insurance payments UWF received for those structures.
- ❖ The State is reimbursing UWF at approximately 54% of actual costs vs. our initial estimate of 20%.

**Expenses and Encumbrances (as of August 17, 2005)**

a. Actual expenses	\$ 4,083,595
b. Encumbrances outstanding	<u>4,219,518</u>
c. 190 Purchase orders and p-card expenses	\$ 8,303,113
d. Estimated purchase orders to be issued	<u>1,900,000</u>
Total tangible damages estimate	\$10,203,113
e. Intangible damages estimate	<u>768,000</u>
Estimated expenses	\$10,971,113

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.

For Hurricane Dennis financial recovery process began on July 11, 2005.

Topic	Amount
Estimated Damages (does not include any intangible losses)	\$2,000,000
Number of Buildings with damage	55
Anticipated recovery from FEMA	\$600,000
Anticipated recovery from State Insurance	\$800,000
<b>Subtotal— Total expected reimbursements</b>	<b>\$1,400,000</b>
<b>Estimate of expenses that will not be reimbursed by FEMA or State</b>	<b>\$ 600,000</b>

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

**Implementation Plan:** University personnel continue documenting and submitting claims as follows:

Ivan—Complete by September 1, 2005

Dennis –Complete by November 15, 2005

**Fiscal Implications:**

Full recovery of actual out of pocket expenses is not anticipated. As we close out Hurricane Ivan claims, UWF will have more precise figures of out-of-pocket expenses that were not reimbursed by FEMA, State Insurance or the Special Appropriation.

For Hurricane Dennis, our initial estimate of expenses that will not be reimbursed is \$600,000; however, as claims are filed and processed, we will be able to provide more accurate estimate to the Board.

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**Supporting documents:** none

**Prepared by:** Betsy Bowers, Associate Vice President, Internal Auditing [bbowers@uwf.edu](mailto:bbowers@uwf.edu); 474-2636

**Facilitator/Presenter:** Betsy Bowers, Associate Vice President, Internal Auditing [bbowers@uwf.edu](mailto:bbowers@uwf.edu); 474-2636

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

Friday, September 9, 2005

8:30 a.m.

Call to Order Chair Roy Smith

Roll Call

Chair's Greetings Chair Roy Smith

Action Items

1. Approval of June 16, 2005 Minutes
2. Honorary Degree

Informational/Discussion Items

1. Tenure and Promotion Criteria and Procedures
2. Summary of Degree Program Changes Approved 7/1/04-6/30/05
3. Status of Academic Learning Compacts
4. Recruitment Plan
5. Evacuation Plan for Resident Students
6. Student Recognition and Accomplishments
7. Projected Enrollments and Degrees Conferred by Discipline for the Years 2005-06 through 2015-16

Other Items

Adjournment

## Draft Minutes

### UWF Board of Trustees Academic & Student Services Committee Meeting

Committee Chair Roy Smith called the meeting to order at 8:40 a.m. on Thursday, June 16, 2005 in the American Room at the New World Landing in Downtown Pensacola.

Committee members present:

Pat Wentz  
Timothy Roberts  
Honor Bell

Minute taker – Vicki Knaack was present.

Also attending:

Dr. Debbie Ford  
Dr. Sandra Flake  
Dr. Carl Backman  
Dr. Ed Ranelli  
Dr. Jane Halonen  
Dr. Jerry Norris  
Ms. Anita Schonberger

#### Approve Minutes of February 25, 2005

Motion by Pat Wentz  
Second by Timothy Roberts  
It carried unanimously.

Trustee Smith introduced the new SGA president student member, Timothy Roberts.

There was miscellaneous discussion of the number required for a quorum. Anita Schonberger, Associate General Counsel, left the group to check on the Bylaws. Trustee Smith indicates that if they do not have a quorum, they can do a consensus and make recommendations to the full board.

Honor Bell joins the committee.

**Action items 2 and 3:           B.S. in Electrical Engineering and  
  B.S. in Computer Engineering  
  Dr. Backman**

Dr. Flake invites Dr. Backman to talk about these programs. Dr. Backman states these two programs currently are offered under cooperative agreement between the University of Florida and UWF for UF's B.S. degrees. The agreement will expire end of calendar year 2008 and this opens the opportunity to have the degree offered by UWF. It is unusual to ask so far out, but

because of the upcoming accreditation review in 2006 and the need to notify students in the four year timeline, we are doing it now. Faculty for Electrical Engineering and Computer Engineering are UWF employees, so that has been in place for some time. There has been one UF employee, but we have paid him, so the resources are in place. We will be taking the current UF program as it stands and make it a UWF program with one or two minor changes with regard to UWF general education requirements, since it will be UWF's program.

Trustee Smith asked who appoints the chair. Dr. Backman states that has not been discussed yet. Currently that person has been appointed by the University of Florida, but once the program is ours, we would have the right to appoint our own. Trustee Smith asked about current students under UF getting their degree from UF and Dr. Backman stated the last UF degree would be in the last semester of the Fall of 2008. Starting Spring of 2009, the degrees would be UWF. So students starting next year would be notified if they start by a certain date their degree will be from UWF. They would have the option of getting their degree from the University of Florida, but the last official semester for UF would be Fall of 2008. The accreditation in 2006 will be separate and will be on our campus. This is another reason for taking this action so things will be in place for the transfer. Technically in 2006 it will still be UF, but we will work with the accreditors at that time to make it UWF's. Jane Halonen stated some students had expressed a qualm that what they were hoping was going to be the University of Florida will become the University of West Florida. But the department is working on trying to help students take greater pride in what they are getting out of UWF, being very proactive about making that transition, and doing great preparation for the accreditation process. Dr. Backman indicates there is a tremendous overlap between the Electrical Engineering and Computer Engineering, that it is very difficult to separate them out. The budget element is the same, lots of the faculty teach the same core courses, both would be accredited the same. Honor Bell asked about the through-put number of students and Dr. Halonen stated normally it is 10-15 graduates per graduation. We anticipate a bit of a downturn when transition takes place, but that will be offset by the pipeline that is being set up at the High School level by the program set up at Choctaw which is in astounding growth. Dr. Flake stated that the department sees growth in the Fort Walton Beach area. Honor Bell mentioned his excitement for the Escambia/West Florida Tech High School program which should produce particularly with computers.

With no further discussion Trustee Smith calls for a motion to recommend for full board approval the transition of the two B.S. Degree Programs in Electrical Engineering and Computer Engineering from UF to UWF.

Motion by Pat Wentz  
Second by Honor Bell  
It carried unanimously.

**Action Item 4: Authorization for University Institutes and Centers  
Dr. Flake**

Dr. Flake explains that the State University System has revised their policy on institutes and centers and if it is based at a university and the focus is on the university's mission, the Board of Trustees may designate the president as the authorizing official and that is the recommendation. If the president is designated, then the president can delegate the development and

implementation of institutes and centers. UWF is in the process of beginning to develop internal policies and procedures for institutes and centers for the UWF campus, but we need the designation of the president as authority before moving on. It can be the president or the provost, but we believe the president should be designee. This will allow us to move rapidly in the formation of institutes and centers for things such as collaboration in areas of research.

The discussion included questions about whether there would be a program of review in the system and Dr. Flake stated there was a template in the agenda items that addresses that and they will develop the policy guideline. Internally they will update their policies and procedures and work with the deans, faculty and the senate. We need a clear policy so centers can't just spring up without knowing the origins or rationale behind them. This action is consistent with other universities. As policies and procedures are developed, they will bring them back to the committee as informational for comment. There will be built in a review process like the five year review program now. Honor Bell expresses his excitement about the process; with the guidelines it will make it easier to take care of the university's needs.

This will need to go to the full board.

With no further discussion, Trustee Smith calls for a motion to recommend for full board approval presidential authorization of University Institutes and Centers.

Motion by Pat Wentz  
Second by Timothy Roberts  
It carried unanimously.

*NOTE: Anita Schonberger, Associate General Counsel interrupts to clarify that the bylaws give no guidance for committee quorum, but Honor Bell joined the group and it is advisable to take all actions to the full board for approval.*

**Action Item 5: UWF Enrollment and Degree Plan Submission  
Dr. Jerry Norris**

Dr. Norris explains that part of the SUS Strategic Planning Process at the University and the Board of Governors and part of the legislative budget process is that we develop projected enrollments. Part of that is we also develop projected degrees to be conferred and we are working on those projects right now. We will bring those back to you at the correct time, we have a bit of a deferment on that. What we need today is to look at this document that projects overall enrollment for the university by level and by site through years 2015-2016. Also have to look at what these projections say to the public, the board of governors and the legislature. The first page shows FTE's. Those are ones we need for you to approve today, because what happens is the chancellor and staff puts together a package for the board of governors to approve and eventually goes to the legislative budget request. In fact they have already done that, so we need your approval so Dr. Norris can relay that to them. This builds the LBR issue as far as enrollment growth in the next years.

Trustee Smith asked if this set corridors for our enrollment issues. Dr. Norris clarifies that it sets the enrollment plan and then when the plan is established, the legislature will react with enrollment growth issues. The critical year is the next year – 3 ½ % increase this year, then 4 ½% next years to about 6 % at the 2015-2016 year. We want to say 3 ½% increase each year and move it up a little bit as we continue to grow. This sends the message that we are in a growth mode and we anticipate being in a growth mode. And it confirms what we are asking for – some 19 issues in LBR. We are very conscious of our growth in Fort Walton Beach and this recognizes that. This converts into dollars for programs. We update this every year and will bring it back to this committee to discuss. This will be negotiated with BOG staff. FTE's is what we are funded for and if we accomplish 95% of that, then we are OK. It is advantageous for us to be as accurate as possible – the most optimistic under this accuracy. We are asking you approve that line only, the enrollment plan, the 2005-2006 at 3 ½ then 4 ½ to out in 2015-2016 6%. We gave you a five year history and will come back and go over it again. FTE is the funding in Florida. All this is for enrollment growth to the BOG, for LBR, and it is subject to BOG approval. We have submitted this to BOG pending your approval. Part of the original request submission included enrollment plan by discipline and so we also look at degrees to be conferred, but the Chancellor has given us a reprieve on that to work on for a few more weeks. That won't affect this part in any way. We will bring that part back to you at a later date.

With no more discussion, Trustee Smith called for motion to recommend to the full board approval of the UWF Enrollment Plan.

Motion by Pat Wentz  
Second by Timothy Roberts  
It carried unanimously.

**Action Item 6: Board of Governor's Accountability Measures-  
UWF Targets for 2012-2013  
Dr. Jerry Norris**

Dr. Norris explains that the BOG has established seven measures to accomplish the four strategic goals. UWF's strategic goals are well aligned with the Bog's and the Legislative Goal's. The BOG Committee has established these measures to measure our success in accomplishing their goals. The data is collected at the board level. The BOG wants us to use our graduation rates, minority Baccalaureates production, licensure pass rates on teacher certifications, and world-class academic and research programs – number of patents approved, research expenditures average number of dollars generated by our tenured faculty – as measures. We are in our 2<sup>nd</sup> year of collecting data and we are here today to ask you to approve the concept. We put out some targets for 2007 and 2009-2013. This is the beginning of the collection process. In about two years when it is finalized, we will be ready to make 5 year projected targets. These targets go the chancellor on Monday to see if it hits targets in the system. The BOG will look at our accountability measures in the next years and we eventually are headed for some of our funding to be performance based. We are asking today to approve these concepts and also approve these preliminary targets that the Chancellor and BOG will start to process. Each year we will come back to you. Targets are based on our history. Programs we are implementing now will have impact. Honor Bell asked how we compare with other institutions in Florida and are projections

in the range of what BOG is looking for. Dr. Norris confirms we are well in line with other intuitions and we don't like to be like the others, we are different by design – we sent in 19 issues this time and that is very unusual. The potential for UWF to be big is there.

There is miscellaneous discussion of retention rates and effect academic standards cause increase in classes – programs offered and support services all enhance that graduation rate. Dr. Ford shares that they are focusing on that first year experience. There is a real partnership going on – a team effort. The earlier we can get a freshman student identified with an academic family, the better retention rate. The key is student life matched with academic life. There is miscellaneous discussion of the affect of transfer students or part time students on the accountability measures. Dr. Norris clarifies that the BOG let us set the targets so the comparison should meet and exceed. In comparing us with peer institutions, we get to choose our peers and we are leaders in our peer group.

With no further discussion, Trustee Smith calls for a motion to recommend for full board approval of the concept and UWF targets for 2012-2013 to the four accountability measures for submission to the BOG.

Motion by Pat Wentz  
Second by Timothy Roberts  
It carried unanimously.

**Informational Item 1: Delegation of Tenure  
Dr. Sandra Flake**

Dr. Flake explains that at the last Board meeting, the Board requested follow-up on whether the Board could delegate to the President the authority to approve tenure. By BOG Rule, faculty tenure has to follow 6C-5.940 as it reads in the agenda. It is impossible to delegate authority to approve tenure to the president as it would result in the president making the recommendation and then approving his own recommendation. Since it will be necessary for the Board to approve tenure, Dr. Flake will bring to the September meeting some examples of tenure packages with policies and procedures and criteria as it would all be useful for the Board to see in gaining a full understanding of the tenure review process. Honor Bell asked when the policies and procedures on tenure were last reviewed. It appears it may be as far back as the 80's and Dr. Flake states it is something that should be done periodically and would help new hires to be successful in that process. The system in place is rigorous, but could be improved. Trustee Wentz added that Dr. Flake worked with the Faculty Senate and agreed to work with rigor and make it productive to help new faculty get into the process and develop and the faculty appreciate you looking into that. Trustee Smith points out how we develop faculty is so important, development is key in the business world. It is good to be looking at the system and seeing how to improve it.

**Informational Item 2: Academic Affairs Goals – Follow-up Reports  
Dr. Sandra Flake  
(Handout)**

Dr. Flake has her “The University of West Florida Overview of Faculty Positions June 16, 2005” report distributed to everyone. It includes faculty retirements and faculty recruitment and level of compensation tables. Most retirements are in the College of Arts and Science. Appendix 1 shows how the lines are used and new lines are used. We have reallocated lines internally to meet demands. Of the 13 new lines allocated, 6 are in Fort Walton Beach. We are indeed investing new resources and reinvesting as per growth in programs. Tables II and III show faculty salary ranges for peer institutions. The president developed the Faculty Blue Ribbon commission and thru that process we have good success, but we do have a challenge with compression and inversion. We are progressing to overcome that. We are doing a better job of hiring appropriately so we are not compounding the problem. A similar issue is in staff salaries. Appendix II reflects some enrollment data.

Trustee Smith thanks Dr. Flake and notes that there is still the compression problem with entry level with the history of cost of living, so some established faculty still fall below. Dr. Flake concurs stating we have made progress as evidenced in Table II, we are not at the bottom, but some disciplines are further away than others. Trustee Smith also notes there was a 15% enrollment increase and only a 5% increase in positions. Dr. Flake adds that there are additional costs such as technical support needs, travel, a whole range of costs. It is important to maintain quality while we grow. Trustee Smith asked about the statistics on faculty retention. Do we lose them because of dollars or environment? Dr. Flake states we do lose some over compensation, particularly newer faculty in the research institution/comprehensive institution – we can’t match that – we have to match our peers. By large we do a good job of faculty retention and it isn’t bad to have some turn over as it needs to be a good match. Trustee Smith asked if in the allocation of faculty to disciplines, we look at the individual courses to see if there is sufficient demand. Or if it’s a loss leader? Dr. Halonen states they diminish loss leaders as much as possible. We are strategic about when courses are offered, but pedagogically it may be OK to have smaller class. It is a complex problem. The goal is to maximize efficiency, it’s a balancing act. Dr. Flake predicts if we maintain investment in market equity, we should be able to catch up in 3 to 5 years. Honor Bell thinks they deserve more – is cost of living here really less? There is various other miscellaneous discussion of facility size, class size, adjuncts. It is noted that Dr. Norris’s projections will have a serious affect and require additional resources. With more campuses we will need more resources.

### **Other Business – None**

**Adjournment:** Adjourned at 10:05 a.m.

Respectfully submitted,  
Vicki Knaack  
Coordinator

**UWF Board of Trustees Meeting**  
Academic & Student Affairs Committee and Full BOT  
September 9, 2005

**Issue:** Honorary Degree to Peter King

**Proposed action:** Awarding honorary doctoral at UWF 2005 Fall Commencement

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**Background information:**

As an alumnus of UWF, internationally renowned artist, and distinguished member of the community, Mr. Peter King clearly exceeds the criteria for being a recipient of an honorary degree. He is a native Floridian, graduated Cum Laude in 1973 with a dual degree in Philosophy and Religion, was co-chair of the UWF Socratic Society and a Danforth Fellowship Nominee in 1973. In addition, Mr. King received the Distinguished Alumnus Award in 1993 from the UWF National Alumni Association.

Not only is Mr. King's work commissioned internationally it is featured in scholarly work both architecture and ceramics. He has given of himself to educating the Gulf Coast communities, generously supported UWF, his beloved Alma Mater, thus earning distinction reserved for such a recipient.

**Recommendation:**

The UWF Honorary Awards and Recognition Committee met on September 1, 2005 to discuss the nomination of Peter W. King for an honorary doctorate appropriately named Doctorate of Fine Arts. President Cavanaugh reviewed the eligibility criteria and summarized the accomplishments of the nominee. Discussion ensued as to the candidate's record. A motion in favor of awarding the degree was made, seconded, and passed unanimously.

**Implementation Plan:** To be conferred on December 10, 2005 UWF Fall Commencement

**Fiscal Implications:** None

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**Supporting documents:**

UWF BOT Honorary Awards Policy Approved <http://uwf.edu/trustees/meetings/agendas/2002/a020522.doc> ;  
Peter King's bio, works, photographs <http://peterkingceramics.com>

**Prepared by:** Faye H. Bowers (850) 474 2009 [fbowers@uwf.edu](mailto:fbowers@uwf.edu)

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 9, 2005

**Issue:** Tenure and Promotion Criteria and Procedures

**Proposed action:** Informational

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**Background information:** At the May Board meeting a question was raised about the process and criteria for granting tenure. The Board has the responsibility for making all tenure decisions and needs to be familiar with the process through which the recommendations for tenure are made. Tenure and promotion are separate processes at UWF. However, they rely on similar criteria, and frequently, a recommendation for tenure is accompanied by a recommendation for promotion. Therefore, the provost indicated that she would be prepared to make a presentation of the current criteria and procedures for tenure and promotion to the Board 's Academic and Student Affairs Committee at the September meeting.

**Recommendation:** The University has adopted general criteria that apply to promotion, tenure, and reappointment. In addition, each College and each Department/Division adopts criteria for promotion and for tenure that fall within the University's criteria, but that are more specific to the mission of the College and of the Department/Division. The University, Colleges, and Departments/Divisions have also developed procedures for conducting tenure and promotion reviews, and the procedures require annual evaluations for tenure-earning faculty that comment on the faculty member's progress towards tenure.

Faculty members under consideration for tenure and/or promotion prepare a dossier demonstrating their performance on the criteria for tenure and/or promotion. Each application for tenure and/or promotion includes Department/Division and peer evaluation and comment, Department/Division Chair's evaluation and recommendation, College Faculty Personnel Committee's recommendation, Dean's recommendation, University Faculty Personnel Committee's recommendation, Provost's recommendation, and President's recommendation before Board of Trustees action.

**Implementation Plan:** The calendar for action on tenure and promotion is included in the supporting materials.

**Fiscal Implications:** Funding for promotion is part of the regular budget process.

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**Supporting documents:** <http://uwf.edu/academic/pte/packet.htm>

Supporting documents are all available at the Academic Affairs website. They include the University's Criteria and Procedures Information Packet for 05-06, and College and Department/Division procedures and criteria. In cases where, the information provided at the College and Department/Division level is contained within the bylaws of the College and Department/Division, the information regarding promotion and tenure is highlighted within those bylaws.

**Prepared by:** Sandra M. Flake, Provost 850-474-2035 [sflake@uwf.edu](mailto:sflake@uwf.edu)

**Facilitator/Presenter:** Sandra M. Flake, Provost 850-474-2035 [sflake@uwf.edu](mailto:sflake@uwf.edu)

**UWF Board of Trustees Meeting**  
 Academic and Student Affairs Committee  
 September 9, 2005

**Issue:** Summary of Degree Program Changes Approved during the Period July 1, 2004, through June 30, 2005

**Proposed action:** Informational

**Background information:** At its June 2005 meeting, the Board requested a summary of degree program changes approved through the University governance process during the period July 1, 2004, through June 30, 2005. The Provost's staff has prepared a summary shown immediately below. A more detailed matrix is available through the hyperlink in the Supporting Documents section.

2004-2005 degree program changes were as follows.

Actions requiring Board review and approval

- A. New programs (3 during the period)
  - 1. Health Science bachelor's (CAS)
  - 2. Public Health master's (CAS)
  - 3. Economics bachelor's (COB)
- B. Deleted programs (1 during the period)
  - 1. Public Administration master's (COPS)
- C. Modified programs (1 during the period)
  - 1. HLES/Athletic Training bachelor's (COPS)

Actions not requiring Board review and approval

- D. New specializations within existing degree programs (8 during the period)
  - 1. Anthropology/Biological Anthropology (CAS)
  - 2. Political Science/Public Administration (CAS)
  - 3. Educational Leadership/Comprehensive Specialization (COPS)
  - 4. Comprehensive Program in Exceptional Student Education/Mathematics (COPS)
  - 5. Comprehensive Program in Exceptional Student Education/Science (COPS)
  - 6. Comprehensive Program in Exceptional Student Education/Social Science (COPS)
  - 7. Comprehensive Program in Exceptional Student Education/English (COPS)
  - 8. Comprehensive Program in Exceptional Student Education/Reading (COPS)
- E. Deleted specializations within existing degree programs (6 during the period)
  - 1. Music Performance/Accompanying (CAS)
  - 2. Music Performance/Sacred Music (CAS)
  - 3. Public Administration/Administrative Leadership (COPS)
  - 4. Public Administration/Non-profit Management (COPS)
  - 5. Public Administration/Criminal Justice Administration (COPS)
  - 6. Public Administration/Healthcare Administration (COPS)
- F. New minors (1 during the period)
  - 1. Information Technology (CAS)
- G. Deleted minors (0 during the period)

**Recommendation:** Information item; no action required.

**Implementation Plan:** UWF follows established timelines and policies of the University governance process, Board of Trustees, and Board of Governors regarding academic program development.

**Fiscal Implications:** Addressed at time of approval.

**Supporting documents:**

- 1. NEW AND DELETED PROGRAMS: Faculty Senate Actions 2004-2005  
<http://uwf.edu/academic/Programs/FacultySenateAction20042005.doc>

**Prepared by:** Barbara G. Lyman Associate Vice President for Academic Affairs 850-474-2035 blyman@uwf.edu

**Facilitator/Presenter:** Barbara G. Lyman Associate Vice President for Academic Affairs

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 9, 2005

**Issue:** Status of Academic Learning Compacts (ALCs)

**Proposed action:** Informational

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**Background information:**

On January 7, 2003, the Florida Board of Governors adopted Administrative Code 6C-3.001 – System wide Uniform Procedures, promulgating the policy that “All universities, through their Boards of Trustees, shall adopt **Academic Learning Compacts** for their baccalaureate degree programs.”

On November 5, 2004, the University of West Florida Board of Trustees approved the University of West Florida’s **Action Plan for Developing Academic Learning Compacts**, required during the initial phase of implementing the Academic Learning Compacts. The plan includes

- A proposed timeline for developing policies and implementing procedures as well as making the Academic Learning Compacts readily available to students
- A description of how university personnel will certify
  - that each baccalaureate program graduate has completed a program with clearly articulated core student learning expectations in
    - content/discipline knowledge and skills
    - communication skills and
    - critical thinking skills and
  - that corresponding robust and effective assessment mechanisms have been used to ensure that graduates have met the criteria of the Compacts.

Further, the University must develop clearly defined policies and procedures (aligned with System policies and including elements required in policy guidelines) for developing, implementing and reviewing Academic Learning Compacts and associated activities.

Progress reports regarding key action items must be submitted to the Board of Governors Office

- May 2, 2005 – Status: Submitted
- September 1, 2005 – Status: In preparation
- December 30, 2005

Overall status of ALC development is as follows:

- Note: UWF added three domains to the core student learning expectations delineated by the Board of Governors
  - Integrity/Values
  - Project Management
  - Discipline-specific, discipline-selected outcomes (optional)
- All departments have constructed ALCs for baccalaureate programs
- Curriculum audits support selected ALCs
- Assessment plans target one direct and one indirect measure
- Assessment data collection begins this fall
- Faculty are giving positive reviews to linked proposal for General Education assessment

**Recommendation:** Information item; no action required.

**Implementation Plan:** UWF is following the timeline established in its Action Plan and deadlines given by the Board of Governors.

**Fiscal Implications:** Potential fiscal implications in tracking and managing ALC reporting to be determined.

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**Supporting documents:** <http://uwf.edu/academic/assessment/assessment.htm>

1. Academic Learning Compacts – Status Report 2 (dated August 17, 2005; to be submitted September 1, 2005)
2. Example of Academic Learning Compact

**Prepared by:**

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**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 9, 2005

**Issue:** Undergraduate student recruitment

**Proposed action:** Informational

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**Background information:** The University's enrollment has been on a growth trend for the last nine years, with the goal that the enrollment headcount would be at least 10,000 for the Fall Semester, 2005. The goal was attainable until the four hurricanes visited Florida during the fall of 2004. In addition, another hurricane directly hit the Pensacola area during the summer of 2005. Prior to Hurricane Ivan, the Fall 2004 student headcount was approximately 9950. By the end of the semester over 300 students had withdrawn and the enrollment was 9610. The impact of the hurricanes on recruitment and enrollment, trends in freshman and transfer enrollments, and the recruitment plan for the next year will be discussed.

**Recommendation:** Discussion of enrollment trends and the current recruitment plan can be used for short-time and long range planning goals for enrollment.

**Implementation Plan:** The recruitment plan for freshmen and transfers will be presented.

**Fiscal Implications:** Enrollment and FTEs have major impacts on current and future University budgets.

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**Supporting documents:** Supporting information can be found on the Admissions' web site at <http://uwf.edu/admissions/>

PowerPoint 2003 presentation

**Prepared by:** Pete Metarko 850-474-3387 pmentarko@uwf.edu

**Facilitator/Presenter:** Pete Metarko 850-474-3387 pmetarko@uwf.edu

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 9, 2005

**Issue:** Preparedness for Dangerous Weather for residential students

**Proposed action:** Informational

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**Background information:** Annually, the department of housing and residence life and the dean of students' office review the plans related to preparing for dangerous weather. With experience from two major hurricanes in ten months our plans and response to hurricane pre-planning and post-action have been tested. Following each experience we review the plan and modify as needed.

In addition, all campus residents receive a copy of the attached brochure when they move into campus housing. In the event of approaching dangerous weather, the residence life staff reviews the informational brochures and procedures with residents.

Preparing and responding to dangerous weather are also aspects of the residence life training program for all new and continuing staff.

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

**Prepared by:** Debbie Ford, Ed.D. 850 474 2214 [dford@uwf.edu](mailto:dford@uwf.edu)  
Vice President of Student Affairs

**Facilitator/Presenter:** Debbie Ford, Ed.D.

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee and Full BOT  
September 9, 2005

**Issue:** Student Affairs Significant Accomplishments and Recognitions  
**Proposed action:** Informational

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**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.

Significant Accomplishments for Spring and Summer 2005

**Career Services**

- Hosted 1<sup>st</sup> Annual Employer Workshop with 22 employees
- Launched a quarterly newsletter for employers and a separate quarterly newsletter for faculty.
- CoOp students worked 52,762 hours during the 2004-2005 school year and earned over \$739,700.
- UWF students and Alumni used JasonQuest to view a job posting or volunteer opportunity 23,141 times during the 2004-2005 school year.

**Dean of Students**

- Launched the pilot program of “Voyages: The UWF Student Leadership Program” during the Spring 2005 academic term.

**Educational Research Center for Child Development**

- CCAMPIS Federal grant provided \$19,000 in reduced childcare fees for approximately 32 University Pell Grant recipients.
- ERCCD completed the National Association for the Education of Young Children’s self-study and submitted the ERCCD program description. A validation visit will be scheduled by NAEYC for early in fall semester.

**Greek Affairs**

- Successfully started an Order of Omega chapter on campus. Order of Omega is a Greek Leadership honorary that recognizes outstanding leadership and academic accomplishment in the Greek community.

**Health Center**

- Provided medical care and health teaching to over 8,246 students and 174 faculty, staff, and student dependants. Over 500 immunizations were given and over 12,000 immunization records were processed.

**Office of Student Life**

- AVPSA led the development of a new planning and assessment model (to be implemented 2005-2006) for the division of student affairs. This model is intended to better align student affairs planning with the educational mission of UWF.

**Recreation and Sports Services**

- Recreation and Sports Services had to relocate all services for 2004-05 as a result of Hurricane Ivan. Several University Departments and student staff assisted in replacing programs, services, and offices in temporary locations for the year since the Field House and Natatorium were closed. All Programs were back in operation when campus was re-opened for fall semester.

**Student Transition Programs**

- 932 freshmen and about 700 parents and family members attended orientation programs this summer
- 279 transfer students attended new student orientation
- UWF is launching The Athenian for new freshmen and The Guardian for parents. These new programs are web-based tools to enhance communication with students and parents.

#### **University Commons and Student Activities**

- UCSA professional staff and graduate assistants presented educational sessions on student leadership transition, risk management, and team building at the 18<sup>th</sup> Annual Leadership Conference sponsored by Loyola University New Orleans.
- The facility staff supported approximately 2,560 bookings for student organizations and university departments for meetings and special events requiring more than 675 production service orders fulfilled by UCSA staff (fulltime and students).

#### **Volunteer UWF!**

- Held Service-Learning Workshop (focusing on local service-learning successes) for Faculty and Community Agencies which gave faculty and staff a professional development opportunity to learn about Service-Learning and how to integrate it into their curriculum.
- Improved Alternative Spring Break program by sending 8 students to West Virginia to help build a house for a family in need.
- Students contributed over 50,000 of service to the community.
- Collaborated with Teacher Education on Florida Campus Compact Service-Learning Grant and hosted 2005 Service Learning in Teacher Education Institute at Pensacola Beach.
- Developed Community Partner Model to hold our agencies to a high standard for the type of service experience that they will offer our students.

#### **Recognitions for Spring and Summer 2005**

- Derrick Racine, Men's Tennis Coach was recognized as the Division II Coach of the Year
- K.C. Clark, Chair, UWF Board of Trustees, and Executive Vice-President and Chief Operating Officer of Heritage Asset Management, Inc. was recognized as the Outstanding Recreation and Sports Services Alumni for 2005 at the National Intramural-Recreational Sports Association National Conference in Orlando, FL.
- Lynn Hansen and Laura Sommers received UWF Excellence awards

#### **Student accomplishments for Spring and Summer 2005**

- Dale Lewis was awarded the UWF Outstanding Graduate Student Leadership Award.
- Undergraduate student staff placed in graduate programs with positions as student staff in campus recreation at the following universities: Bryan Otto – University of Southern Illinois – Edwardsville, Danielle Behm and Jackie Matthews – University of West Florida, Ryan McAfee (Intern) Southeast Missouri State University, and Adam Morgan – University of Southern Mississippi.
- Joanna Burns (Facilities Graduate Assistant) accepted the position of Assistant Director for Student Development for Campus Recreation at DePaul University and Dale Lewis (Intramural Sports Graduate Assistant) accepted the position of Intramural Sports Coordinator at University of Wisconsin-Lacrosse.
- Two UCSA graduate assistants enrolled in the College of Student Personnel Administration Program (CSPA) participated in the National Association of Student Personnel Administrator's Master Case Study Competition.
- A CSPA graduate assistant, who served as a member of the Campus Activity Board (CAB), was selected for the Board of Directors of the National Association of Campus Activities (NACA), and CAB representatives were named Outstanding Delegation at the NACA regional Conference.

**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
September 9, 2005

**Issue:** Projected Enrollments and Degrees Conferred by Discipline For the Years 2005-2006 through 2015-2016

**Proposed action:** Informational

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**Background information:** The UWF Board of Trustees adopted the UWF overall enrollment plan at its June 16, 2005, meeting, and the overall enrollment plan was submitted to the Chancellor on June 20, 2005 (see [UWF Enrollment Plan](#)). In addition to the overall enrollment plan, each year we provide to the Chancellor detail projections of enrollments and degrees to be conferred by discipline. This year the Chancellor requested projections through the year 2015-2016 (see [Projected Enrollment/Degrees by Discipline](#)). The projections are used by the Chancellor and her staff in matters related to enrollment planning, targeted programs, accountability measures, program mix, funding plans, etc. The projections are based on historical trend-lines and on the potential impacts of strategic planning issues and activities. The initial projections are prepared by the Office of University Planning and then reviewed and updated by the Provost and the College Deans.

**Summary:** These enrollment plans project a steadily increasing annual rate of growth from about 3% the first year to about 6% the eleventh year. Members of the BOT may recall that in 1999 one of our “Partnership Strategic Plan” goals was to reach the enrollment of 10,000 students by 2005. We may well reach that goal on time this Fall Term. Our projections indicate a growth to almost 13,000 by 2010, and 17,000 by 2015. These levels of enrollment are well within our reach and, if accomplished, will reflect the results of our dynamic strategic planning approach and the fact that we are working hard toward accomplishing our vision to become the best regional comprehensive university in American (and beyond!).

Although we’ve had “spurts” of growth as well as “leveling-off” periods, for planning purposes it is best to project steadily increasing rates of growth. The steady growth approach is most beneficial since we must plan for facilities, staffing, and funding levels several years in advance. Our enrollment estimates are used by the Chancellor to develop five-year enrollment plans, facilities plans, funding plans, and other important issues to include in the annual Legislative Budget Requests. The “out-year” degrees projections are used to set targets for accountability measures and to support other strategic planning issues.

Each year, as we gain another year of actual enrollment and degrees conferred history, we adjust our projections and extend an additional year. This approach has worked well for UWF and for the State University System. The projections keep us focused on the accomplishment of our potential enrollments and keep us unified in our planning efforts.

**Recommendation:** This issue and documentation are presented to the Board of Trustees for information and for future reference as we discuss issues related to enrollment, degree production, accountability measures, etc. No action is required at this time.

**Implementation Plan:** The documentation of projected enrollments and degrees conferred will be submitted to the Chancellor prior to the deadline of October 3, 2005, based on specifications included in the official data request. The enrollment and degree projections will be posted for campus-wide access in the University Planning Information Center (UPIC), and distributed throughout the campus to provide the basis for strategic and operational planning activities such as student recruiting, activities planning, facilities planning, product mix planning, marketing communications, etc.

**Fiscal Implications:** No direct fiscal implications.

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**Supporting documents:** [UWF Enrollment Plan \(overall\) \(Approved by BOT 6-16-2005\)](#)  
[Projected Enrollments and Degrees Conferred by Discipline](#)

[For the Years 2005-2006 through 2015-2016](#)

**Prepared by: Jerry Norris, campus phone 474-2211, [jnorris@uwf.edu](mailto:jnorris@uwf.edu)**

**Facilitator/Presenter: Jerry Norris, campus phone 474-2211, [jnorris@uwf.edu](mailto:jnorris@uwf.edu)**

AGENDA  
UWF Board of Trustees  
Executive Committee Meeting  
UWF Conference Center

Friday, September 9, 2005  
Following all other committee meetings

Call to Order	Chair K.C. Clark
Roll Call	Faye H. Bowers
Chair's Welcome/Introduction of Items	Chair K.C. Clark
Action Items	
1. Approval of August 30, 2005 Minutes	
2. Presidential 3.6% across-the-board salary increase	
3. Presidential Performance Evaluation	
Informational/Discussion Items	
Board succession and recruitment	
Other	
Adjournment	

**Draft Minutes**  
**UWF Board of Trustees**  
Executive Committee Conference Call Meeting  
B10 Conference Room

Tuesday, August 30, 2005

Chair K.C. Clark called the Executive Committee Meeting to order at 2:05 p.m. Central Time asking Faye Bowers to call roll. The following were in attendance.

K.C. Clark  
Lornetta Epps  
Sharon Hess Herrick  
Roy Smith

Others in attendance:

Dr. John Cavanaugh, President  
Dr. Hal White, Executive Vice President  
Ms. Kimberly Spear, Chief of Staff/Assistant Corporate Secretary/BOT  
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

A motion to approve the minutes of the June 16, 2005 Executive Committee meeting was made.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Epps

It passed unanimously.

Chair Clark conveyed thanks to everyone who was able to attend the conference call meeting. He said the meeting would be brief and asked President Cavanaugh for an update on the campus in the aftermath of Hurricane Katrina and whether UWF had offered assistance to nearby universities in Alabama, Mississippi and Louisiana.

Dr. Cavanaugh reported that UWF has offered assistance to neighboring universities hit by Hurricane Katrina. He said that the roof in Building 36 (Communication Arts) has damage and that there were limbs and a few trees reported down on campus. Cavanaugh said that students remained in residence halls and that it worked very well. Also, he said that the campus was not closed and that UWF electricity came on last night (8/29).

Dr. Hal White reported that all buildings remained locked during the storm and aftermath.

President Cavanaugh applauds his staff and noted that the decision on Friday (8/26) to close UWF on Monday was in consideration of safety for students, faculty and staff since the landfall of Katrina had not been determined at that time. He further said that the decision on Sunday to close on Monday was for continued safety of students and employees. Again, Cavanaugh said he had a great staff, a great Campus Emergency Operation Center, and was pleased with our presence at the Santa Rosa and Escambia EOCs.

Chair Clark said we are learning though each experience and congratulated Cavanaugh and WUWF Radio online for keeping him abreast of the hurricane status since he does not reside locally.

## **Action Item**

### **Approve 3.6% across-the-board salary increase for President**

Chair Clark noted that Governor Bush approved (May 26, 2005) a 3.6% across-the-board increase for state and university personnel including the President. He said that the BOT has authority to set presidential compensation and recommended that the BOT consider approval but pointed out that the full board has to take action. He also noted that the UWF Foundation would be responsible for funding the President's deferred compensation increase.

Dr. Hal White added that the state increase is retroactive to 8/1/2005.

Trustee Roy Smith asked if all other universities were in agreement for the raise for their presidents.

Cavanaugh said that when legislation mandates such an increase it is automatic in most presidents' contracts.

A motion was made to present to the full BOT for approving the 3.6% salary increase for the president.

Motion by: Trustee Smith

Seconded by: Trustee Epps

It passed unanimously.

## **Informational/Discussion Items**

### **1. Board Succession/Recruitment**

Chair Clark announced that he and President Cavanaugh had spoken and that trustees JoAnn Morgan and Dr. Lornetta Epps had decided not to seek re-appointment to the UWF BOT upon expiration of their terms 1/6/2006. Discussion ensued about the areas lacking in Board expertise and the eligibility of several individuals. Clark asked for all trustees to submit prospective BOT candidates to the BOT support team for further handling.

### **2. Presidential Performance Evaluation**

Chair Clark reminded all committee members that they should have and/or will receive President Cavanaugh's update on his 2004-2005 goals today and asked each Executive Committee member to forward comments to Faye Bowers by September 7. Chair Clark indicated that in the future the format of goals will change to reflect fewer, but more measurable goals. Discussion ensued about specific aspects of the President's accomplishments in the past year.

With no further items, Clark asked for a motion of adjournment at 3:03 p.m. Central Time.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Smith

**UWF Board of Trustees Conference Call Meeting**  
Executive Committee  
September 9, 2005

**Issue:** President's 3.6% across-the-board salary increase

**Proposed action:** Approve

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**Background information:**

Governor Jeb Bush signed into law on May 26, 2005 the 2005-2006 Budget, which includes a **3.6 percent pay raise**, authorization for monetary awards for recognition of service, and new options for health insurance coverage." The Department of Management Services budget for Fiscal Year 2005-06 is more than \$524 million and includes a 3.6 percent pay increase for state and university employees.

**Recommendation:** The Board of Trustees has authority for presidential compensation. It is recommended that the BOT consider approval of this across-the-board increase for the University President.

**Implementation Plan:** University employee increases were effective August 1, 2005.

**Fiscal Implications:** Increases President's base rate of pay by 3.6%. The State of Florida appropriated funds for all across-the-board-increases and matching requirements in the 2005-2006 budget, and thus there is no fiscal impact to the university. However, the President's Deferred compensation package is based on a percentage of his base salary, thus, those funds, appropriated by the university foundation would also need to increase by 3.6%.

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**Supporting documents:**

**Prepared by:** Kim Spear, Assistant Corporate Secretary, 474-2473; kspear@uwf.edu

**UWF Board of Trustees Meeting**  
Executive Committee  
September 9, 2005

**Issue:** Presidential Performance Evaluation

**Proposed action:** Approve

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**Background information:** *Florida Statutes TITLE XLVIII Education Code 1001.74 (22) Each board of trustees shall conduct an annual evaluation of the president in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. The evaluation must address the achievement of the performance goals established by the accountability process implemented pursuant to s. 1008.46 and the performance of the president in achieving the annual and long-term goals and objectives established in the institution's employment equity accountability program implemented pursuant to s. 1012.95.*

**University of West Florida**  
**Presidential performance evaluation policy**

The Board of Trustees annually will conduct a formal evaluation of the performance of the president. The trustees on the Executive Committee will develop a detailed recommendation for the Board to consider at the meeting preceding the anniversary of the president's appointment. They will use the following expectations as a basis for developing that recommendation. As part of the yearly evaluation procedure, the Board and president will establish target goals and objectives for the next year. Those goals and objectives will be used as part of the next evaluation.

**Recommendation:** Since the Florida Statutes requires a copy of the annual evaluation of the university president be forwarded to the Board of Governors through the Office of the Chancellor, it is deemed very necessary to process an evaluation at our earliest convenience to remain in compliance.

**Deadline to submit evaluations to Faye Bowers is September 7, 2005.**

**Implementation Plan:** Annual evaluations already occur. However, with the restructuring of the yearly meetings, evaluation will be due in May rather than June.

**Fiscal Implications:**

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**Supporting documents:** Statutes <http://www.flsenate.gov/Statutes/index.cfm>  
UWF BOT Adoption of Policy on Presidential Evaluation  
<https://nautical.uwf.edu/org/dispdata.cfm?Dated=1&UniqID=3313&OrgUnitID=TRUSTEXEC>

\*To view supporting documentation place cursor on line item and touch control key.

**Prepared by:** Faye Bowers (850) 474 2009 [fbowers@uwf.edu](mailto:fbowers@uwf.edu)

**Agenda informational item:**

**UWF Board of Trustees Meeting**  
Executive Committee  
September 9, 2005

**Issue:** Board Succession

**Proposed action:** Discussion

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**Background information:** When a trustee elects not to seek reappointment upon the expiration of his/her term of appointment or when a trustee resigns, the UWF BOT executive committee will foster the “plan of invitation to new trustees”. However, all trustees are encouraged to recruit individuals who meet criteria for board of trustees.

Trustees JoAnn Morgan and Dr. Lornetta Epps have opted not to seek reappointment when their terms expire in January 2006.

**Recommendation:** Begin immediate and ongoing cultivation of prospective candidates who are willing and able to give of their time and financial support in service on the UWF Board of Trustees. **All trustees are asked to submit prospective BOT candidates to the BOT support team for further handling.**

**Implementation Plan:** Invite new members and complete requisite paperwork.

**Fiscal Implications:** None

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**Supporting documents:** None

**Prepared by:** Faye Bowers (850) 474 2009 [fbowers@uwf.edu](mailto:fbowers@uwf.edu)

**Agenda action item:**

**UWF Board of Trustees Meeting**

September 9, 2005

**Issue:** Adoption Benefit Program offered to University of West Florida Employees

**Proposed action:** Resolution to approve and sign the Attached Agency Agreement with DMS

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**Background information:**

**Section 110.152, Florida Statutes, provides authority to establish a monetary benefit for State and University employees who adopt a child.**

**Who Administers the Adoption Benefit?**

**The Department of Management Services, Division of Human Resource Management.**

**Who is an Eligible Applicant?**

**A full-time or part-time employee, who is paid from regular salary appropriations**

**Recommendation:** In order for the University of West Florida to offer this benefit to our employees we would have to agree to the following:

- The university would not bare any financial responsibility for this program.
- The university would sign an agreement with the Department of Management Services and make all information regarding the State Adoptions Program available to employees.
- The University would agree to receive awarded funds quarterly and disburse them to affected employees. The university also would agree to return any undisbursed fees where an employee terminated employment prior to disbursement.
- The Human Resources office would provide internet links to related sites, forms, and brochures in accordance with DMS request to facilitate employee access to this benefit.

**Implementation Plan:** Once the agreement is signed and forwarded to the Florida Department of Management Services, Human Resources would provide an information campaign and several workshops for all interested employees. Open enrollment for this benefit is April 1 through May 31, 2006.

**Fiscal Implications:** No Funding required

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**Supporting documents:** Hard Copy of Agreement  
DMS rule - [fnc.state.fl.us/dms/hrm/rules/rules.html](http://fnc.state.fl.us/dms/hrm/rules/rules.html)  
DMS materials link - [http://www.state.fl.us/dms/hrm/benefits/adopt/adopt\\_home.html](http://www.state.fl.us/dms/hrm/benefits/adopt/adopt_home.html)

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## ADOPTIONS PROGRAM AGREEMENT

WHEREAS, the University of West Florida Board of Trustees (the "Board") and the Department of Management Services ("DMS") has entered into an agreement regarding the Board's participation in the State Adoptions Program on (December 1, 2005).

WHEREAS, the task force on the Devolution of Universities from State Agency Status issued a report on September 15, 2004, which provided that if a university enters into an agreement with DMS for adoption benefits for it employees, DMS will transfer funds to the university for the university to process the benefit payments through its own payroll system;

WHEREAS, the Board desires to offer Adoption Benefits to the employees of the University of West Florida;

NOW THEREFORE, the Parties agree that DMS shall provide the employees of the University of West Florida with access to the Adoption Benefits Program in accordance with s. 110.152, Florida Statutes, and Rule 60L-32.005, F.A.C.

DMS will transfer funds quarterly to the University of West Florida to be disbursed to affected employee(s). If an employee terminates employment with the State entity during the quarter any remaining funds will be returned to DMS within 30 days of the employee's termination.

IN WITNESS WHEREOF, the parties have duly executed this Addendum to Agreement effective December 1, 2005.

Department of Management Services

University of West Florida  
Board of Trustees

By \_\_\_\_\_  
*(Signature)*

By \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date)*

Approved as to legality and form

\_\_\_\_\_  
Office of the General Counsel

**Agenda informational item: 1**

**UWF Board of Trustees Meeting**  
Full BOT  
September 9, 2005

**Issue:** UWF Campaign

**Proposed action:** Information and Discussion

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**Background Information:** Upon the recommendation of President Cavanaugh and the UWF Foundation Board of Directors, in June of 2005 the UWF Board of Trustees approved moving forward with a major fundraising campaign. The Board of Trustees also requested that a campaign case statement, including a list of key projects, be presented to the Board later in 2005.

Based on feedback from the campaign feasibility study and campus leadership, a draft campaign theme, case statement, and six areas of focus have been developed. These ideas will be presented to the Board of Trustees, and the Board is invited to react to the presentation.

**Recommendation:** Provide feedback on information that is presented.

**Implementation Plan:** A campaign theme, case statement, and the areas of focus will be finalized in late September. Minor changes may be made during the course of the campaign.

**Fiscal Implications:** Costs associated with the development and printing of campaign materials will be funded through the UWF Foundation. A comprehensive plan for campaign funding is being developed.

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**Supporting documents:** None

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**UWF Board of Trustees Meeting**  
September 9, 2005

**Issue:** Disaster Plan/Emergency Response Team

**Proposed action:** Informational

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**Background information:** The University of West Florida has a (COOP) Continuity of Operations Plan which is mandated by State Government (F.S. 2523.365) and defines appropriate action when continuing mission essential operations is threatened. The COOP, exempt from Sunshine Laws, is directed through the Florida Department of Community Affairs and the Division of Emergency Management.

Additionally, the University has a (CMP) Crisis Management Plan that provides the tactical details for implementation of the COOP throughout the campus. Shortly after President Cavanaugh arrived in 2002 he asked that the CMP be expanded to deal with all types of emergencies; whereas the previous plan only incorporated weather related threats. Three levels of threats were identified and appropriate responses were defined and documented. These include:

- Level one--Disaster which affects the entire campus such as hurricanes, tornados, floods, and wildfires.
- Level two-Crisis which impacts the institution such as structural fires, bomb threats, and personal violence.
- Level three- Critical Incident which impacts sections of the campus such as a vehicle accident, poisoning, and drug overdose.

The CMP plan and team has gained much experience and seasoning due to Hurricane Ivan and Dennis. As a result the plan has been updated and refined. The president wishes to commend the team for their excellent work in response to these disasters.

**Recommendation:** None, information only

**Implementation Plan:** None, information only

**Fiscal Implications:** Varies due to circumstance of emergency

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**Supporting documents:** <http://uwf.edu/envhs/hurricane.cfm>; <http://uwf.edu/envhs/programs.cfm>  
COOP (Exhibit A) Crisis Management Plan (Exhibit B) COOP org chart (Exhibit C)

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**UWF Board of Trustees Meeting**  
September 9, 2005

**Issue:** Follow-up – Board Development Workshop

**Proposed action:** Informational

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**Background information:** The BOT support team is working diligently to implement the suggestions and priorities identified by the Board of Trustees at their June 2005 workshop. The top six priorities identified were:

- Procedure and policy for presidential evaluation
- Presidential compensation & contract

The Executive Committee met on August 30, 2005 to discuss a procedure and practice for presidential evaluation and presidential compensation.

- Symposium recognizing the changing nature of the academic presidency

The Provost and Vice President for Student Affairs are organizing efforts for a spring symposium.

- Memorandum of Understanding (MOU) between the BOT and our Direct Support Organizations (Foundation, West Florida Historic Preservation Inc, etc)

With the support the Chair of the BOT, the concept of an MOU between the University and UWF Foundation was presented to the Foundation's executive committee by Vice President Van Galen on August 12. At that meeting, the "sample" MOU developed by AGB was distributed to all members of the executive committee. Several members voiced support for the wisdom of such an agreement. The committee suggested that staff develop a draft MOU that the Board could review.

- October: Working group develops draft MOU for initial review by President. President provides feedback.
  - November: Review by counsel for University and Foundation (to ensure compliance with state law, DSO statute, etc.) and provide suggested revisions.
  - December: Draft finalized, approved by President, and sent to K.C. Clark and Britt Landrum for review/reaction.
  - December-March: Revisions made, present for approval at BOT and FB meetings.
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- Board succession and recruitment

A checklist for the skill set of individual trustees is attached. The executive committee is considering ideas and best practices for board succession and recruitment.

- Development of the BOT collective and individual responsibilities

A document outlining BOT responsibilities and authorities is attached for your review and discussion.

In addition to these priorities the BOT adopted a board development plan in June 2004 with a subsequent revision in March 2005. Many of the plan elements are complete or in progress (40 out of 46 items); however, the remaining items along with all additional suggestions from the June 2005 workshop are listed below with a recommended timeline for implementation.

#### Remaining Actions from BOT Development Plan

Report on strategic plan, dashboard indicators  
Create and finalize committee charters  
Appoint a liaison to the University Planning Council  
Develop a policy regarding trustee emeritus  
Consider links between BOT and DSO websites  
Host lunches on campus for BOT to meet with faculty/students

#### Additional Suggestions from BOT June 2005 Workshop

##### **Implemented at September 9, 2005 BOT Meeting**

Streamline, consolidate, and provide relevant information on BOT agendas  
Define Governance versus management  
Meeting evaluations  
Provide executive summary of agenda items  
Provide a matrix/schedule of recurring agenda items  
Develop a BOT orientation  
Develop travel policy and guidelines

##### **Expected Implementation at December 2005 BOT Meeting**

Executive committee to provide feedback post meeting  
Establish budget and process for BOT professional development  
Use consent agendas  
Provide lawsuit briefs to BOT periodically

##### **Ongoing Implementation**

Provide workshops following BOT meetings  
Trustee involvement in comprehensive capital campaign  
Show impact of decisions including financial, enrollment, recruitment, facility issues, etc.  
Build a shared vision and mission  
Build relationships with other BOT's

##### **Recommendation:**

Review the remaining actions from the BOT Development Plan and prioritize for implementation.

Review the suggestions and implementation timeline from the June 2005 workshop as listed above and make suggestions or revisions.

Review the BOT statement of purpose; BOT responsibilities; and BOT Succession and Recruitment skill set for possible adoption at the December 2005 BOT meeting.

Provide feedback on BOT travel policies, meeting evaluation, and recurring agenda item documents.

**Implementation Plan:** The BOT support team will work to implement the remaining suggestions on a timeline recommended by the BOT.

**Fiscal Implications:** Appropriate funding for the presidential compensation package; BOT support staff resource time: funding for BOT professional development; funding for BOT workshops, lunches, and symposium.

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**Supporting documents: (These will be forwarded to you on Tuesday.)**

Board Development Plan

BOT Statement of Purpose; BOT Legal Authorities; BOT Collective, Individual, Chair, Vice-Chair, Faculty, and Student Responsibilities; BOT Succession and Recruitment Skillset

BOT Recurring Agenda items & meeting themes

BOT Travel policies

BOT Meeting Evaluation

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