

AGENDA

University of West Florida Board of Trustees

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

- Call to Order..... Mr. K.C. Clark
Board Chair
- Roll Call.....Ms. Faye 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 September 9, 2005 and Orientation on October 10, 2005

Committee Reports

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

8:30 a.m. Roundtable Discussion in Room 272

Committee Meeting begins at 10:00 a.m.

Action Items

1. Approve Minutes of September 9, 2005
2. Certify West Florida Historic Preservation, Inc. Audit, UWF Research Foundation Audit, and UWF Foundation Audit
3. Parking and Traffic Control Regulation
4. Fundraising and Solicitation Policy
5. UWF Research Foundation Bylaws
6. Finance, Administration and Audit Committee Charter

Informational/Discussion Items

1. 2005-06 Operating Budget Update
2. Hurricanes Update
3. Development Update

Other Items

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

Committee Meeting begins at 10:00 a.m.

Action Items

1. Approve Minutes of September 9, 2005
2. Academic & Student Affairs Charter

Informational/Discussion Items

1. Honorary Awards and Recognition Policy
2. Academic Affairs Update
3. Student Affairs Update
4. Decision on UWF Reaffirmation of Accreditation
5. Changing Nature of the University Update

Other Items

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

Action Item

1. Approve Minutes of September 9, 2005
2. Presidential Contract Supplement

Discussion/Informational Items

1. New Trustees
2. Presidential Evaluation

Other Items

Other BOT Items

Action Items

1. Resolutions 2005-4 and 2005-5 in recognition of distinguished service
2. Endorsing Priorities for *Creating Great Futures* Campaign
3. Roles and Responsibilities/Travel Policies

Informational/Discussion Items

1. Legislative Preview
2. 9/9 BOT Meeting Survey Results & Technology Feedback
3. Board Reception at AGB National Conference on Trusteeship (April 2006)
4. Additional events this afternoon and evening –
 President’s Holiday Open House 5:00 – 7:00 Dorr House
5. 12/10/05 Commencement 9:00 a.m. Pensacola Civic Center
6. 12/16/05 Legislative Delegation Luncheon HLES 12-1:30
7. 3/7/06 Next Meeting Fort Walton Beach Campus
8. 3/8/06 UWF Day at the Capitol

Other Items

Update on Higher Education Issues (time permitting)
Adjournment

Closed Session: Collective Bargaining Update

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

Friday, December 9, 2005

8:30 a.m. Roundtable Discussion in Room 272

10:00 a.m.

Call to Order Chair Sharon Hess Herrick

Roll Call Faye H. Bowers

Chair's Greetings Chair Sharon Hess Herrick

Action Items

1. Approve Minutes of September 9, 2005
2. Certify West Florida Historic Preservation, Inc. Audit, UWF Foundation Audit and UWF Research Foundation Audit
3. Parking and Traffic Regulations
4. Fundraising and Solicitation Policy
5. UWF Research Foundation Bylaws
6. Committee Charter

Informational/Discussion Items

1. 2005-06 Operating Budget Update
2. Hurricanes Update
3. Development Update

Other Items

Adjournment

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
December 9, 2005

Issue: Certification and Financial Audits of Direct Support Organizations

Proposed action: Accept

Background information:

Organizations affiliated with or through the University of West Florida (aka Direct Support Organizations) must be certified annually by the University of West Florida. For UWF, the following three are ready to be certified:

- University of West Florida Foundation, Inc.
- University of West Florida Research Foundation, Inc., and
- West Florida Historic Preservation, Inc.

Specifically for the WFHPI: Section 13 of the agreement between the University of West Florida and the West Florida Historic Preservation, Inc, (WFHPI), dated July 1, 2001, requires UWF shall certify on an annual basis, after consideration of the information provided by the Corporation (WFHPI) that the corporation is complying with the terms of this agreement and in a manner consistent with the goals and purposes of UWF and in the best interest of the State. Such certification shall be made annually and reported in the minutes of the meeting of the Board of Trustees of UWF.

Additionally, section 8 of that agreement requires WFHPI to furnish the following:

- A. IRS form 990 *
- B. An executive director certification that the corporation has complied during the year with the provisions of the contract.
- C. Its audited financial statements for the preceding fiscal year.

***On March 12, 2002, the Internal Revenue Service notified WFPHI that, as a result of becoming a direct support organization of UWF, WFPHI's foundation status changed, and the IRS form 990 was no longer required.**

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

Recommendation: Accept

Implementation Plan: Implementation of external auditors audit recommendations will be monitored by UWF Internal Auditing and Management Consulting.

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

Supporting documents: http://uwf.edu/trustees/Dec9_05/uwffoundation.pdf
http://uwf.edu/trustees/Dec9_05/research_foundation.pdf
http://uwf.edu/trustees/Dec9_05/wfhpi_foundation.pdf

Prepared by: Betsy Bowers, Associate VP Internal Auditing and Management Consulting
(850) 474 2637 bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 9, 2005

Issue: UWF BOT Regulation: Parking and Traffic Control

Proposed action: Adopt

Background information:

Background on the New Regulation Promulgation Process

On July 21, 2005 the Florida Board of Governors approved a Regulation Development Procedure which replaced the *rule* making system for the universities in the SUS. The authority for the Board of Trustees to promulgate its own *regulations* derives from the Board of Governors. The Board of Governors has determined that all regulations except select regulations (those related to tuition and fees, admissions and articulation), can be approved by the UWF Board of Trustees.

Approval of Parking and Traffic Control Regulation (This is not a select regulation).

At the UWF Board of Trustees meeting on June 16, 2005, the Board approved, with revisions, the adoption of Rule 6C6-5.001 Parking and Traffic Control Rule. The University is now seeking to promulgate the Parking and Traffic Control text as a *regulation* and needs the approval of this Board of Trustees to do so. The text of the regulation and the brochure incorporated by reference therein are the same text as approved by this Board, including its revisions, on June 16, 2005.

Recommendation: Adoption of UWF BOT Regulation: UWF/REG 5.001 Parking and Traffic Control.

Implementation Plan: Effective immediately upon BOT adoption for continued implementation.

Fiscal Implications: The regulation is to ensure that the amounts charged by the University for parking fees and fines are appropriately adopted in regulation form as the ability to collect such has been relied on in developing the University's budget.

Supporting documents:

1. "Regulation Development Procedure for State University Boards of Trustees"
<http://uwf.edu/trustees/procedures>
2. Rule 6C6-5.001 Parking and Traffic Control Rule and incorporated brochure
(Adopted BOT 6/16/05)
http://uwf.edu/trustees/Dec9_05/parkingbrochure.pdf
3. Proposed Regulation – UWF REG 5.001 - Parking and Traffic Control
http://uwf.edu/trustees/Dec9_05/parkingregulation.pdf

Prepared by: Anita Schonberger, Interim General Counsel 850-474-3420 aschonberger@uwf.edu
John T. Chism, Parking Director 850-474-7711 jchism@uwf.edu

Facilitator/Presenter: Anita Schonberger

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee and
Full Board of Trustees Meeting
December 9, 2005

Issue: Establishing a policy on fundraising and solicitation

Proposed Action: Approve

Background information:

Particularly in light of UWF's *Creating Great Futures Campaign*, it is important to have a clear policy on fundraising and solicitation of private support from alumni, friends, businesses, foundations, and other organizations. The implementation of an effective policy will ensure coordination of fundraising efforts, enable university leadership and development staff to effectively work with university units and related organizations, and ultimately maximize private support for fundraising priorities.

The proposed policy states that fundraising and solicitation efforts at UWF, including its DSOs, must be coordinated through the Division of Development. The policy provides special consideration for the unique role of WUWF, West Florida Historic Preservation, Inc., and the University of West Florida Libraries.

Implementation Plan: Communication to key internal offices will occur following adoption of policy.

Fiscal Implications: Will facilitate private giving to UWF.

Supporting documents: http://uwf.edu/trustees/Dec9_05/fundsolpolicy.pdf

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

Facilitator/Presenter: Dean Van Galen

Agenda Item

UWF Board of Trustees Meeting Finance, Administration and Audit Committee December 9, 2005

Issue: The role of the UWF President on the UWF Research Foundation Board.

Proposed action: Amend the UWF Research Foundation Bylaws (Article 1, Section 1. Membership and Term of Office) to include the UWF President as an ex-officio, non-voting member of the UWF Research Foundation.

Background information: The Research Foundation Board of Directors is currently reviewing the bylaws of the Board of Directors and anticipates bringing revisions to the Board of Trustees for consideration in the March, 2006 meeting. However, one action is requested at this meeting.

Under existing "sunshine law" statutes regarding open meetings in Florida, no two (or more) voting members of a public board may meet and discuss anything that could possibly come before that board. This stipulation also holds for all Direct Support Organizations (DSOs) under a recent opinion by the Attorney General. Because the university president and other members of the UWF staff, faculty, and administration were voting members of the Research Foundation Board, the university president (and others) would therefore be precluded from discussing any issue related to the conduct of research or research policy at UWF with each other. This clearly creates difficulties as it would interfere with the normal conduct of university business. The university president must be able to discuss such matters freely; therefore, the university president cannot and should not serve as a voting member of the Research Foundation/DSO. Additionally, careful analysis should be given to the constitution of the Research Foundation (DSO) board to avoid other potential difficulties relating to membership and the open meetings statutes. Specifically, careful thought should be given to whether more than one university employee should serve as a voting member, and, if so, that they be given careful and detailed information about the relevant statutes.

Recommendation: Approve the amendment to the bylaws as follows:

*Bylaws
ARTICLE 1
Board of Directors*

Section 1. Membership and Term of Office. The Board of Directors shall consist of eight voting members. The Provost of The University of West Florida, the Vice President for Administrative Affairs of The University of West Florida, and the Director of Sponsored Research of The University of West Florida shall be members of the Board

of Directors. The fourth member of the Board of Directors shall be the President of The University of West Florida or designee (said Director is the designee of the President of the university in compliance with Section 240.299 (3), Florida Statutes (1988)) who shall serve as a non-voting, ex officio member. The fifth member of the Board of Directors shall be a person selected and appointed to the Board by the Chairman of the Board of Trustees in accordance with Section (240.299 (3), Florida Statutes (1988)). The sixth, seventh and eighth members of the Board of Directors shall be persons selected and appointed to the Board by the President of the University and need not be employees of the University. The Provost, the Vice President for Administrative Affairs, and the Director of Sponsored Research shall serve as Directors for such time as each respective individual continues to serve in said position with the University. The Director, who is appointed by the Chairman of the Board of Trustees, shall serve as a Director until the Chairman selects and appoints a successor. The remaining Directors shall serve a two-year term and shall be eligible for reappointment

Implementation Plan: Immediate

Fiscal Implications: None

Supporting documents: None

Prepared by: Dr. Richard S. Podemski, Executive Director, UWF Research Foundation (850) 473-7712 rpodemski@uwf.edu

Facilitator/Presenter: Richard S. Podemski

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

Issue: Finance, Administration & Audit Committee Charter

Proposed action: Adoption by full Board of Trustees

Background information:

At the February 20, 2004, Finance, Administration & Audit Committee meeting, the committee expressed the desire to have a charter describing its scope and operation. This charter was completed and approved by the Finance, Administration & Audit Committee at the November 5, 2004, meeting. The 2003/04 and 2004/05 Committee members are listed on the charter. The Finance, Administration & Audit Committee charter is now being presented to the Full Board of Trustees for formal adoption.

This committee's primary purpose will be to assist the Board in its oversight responsibilities relating to: the integrity of the University' financial reporting process, the systems of internal control, the independence and performance of the audit process and UWF's process for monitoring compliance with laws, regulations and the code of conduct.

In conjunction with UWF Administrative Affairs Vice President and IAMC Associate Vice President, the committee has prepared a charter for its continued operation. The committee's composition and required number of meetings are described within the charter.

Recommendation: Adopt the committee charter for the Finance, Administration and Audit Committee

Implementation Plan: Immediate implementation

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

Supporting documents: http://uwf.edu/trustees/Dec9_05/faacharter.pdf

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

Facilitator/Presenter: Betsy Bowers

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

Issue: 2005/2006 Operating Budget Update

Proposed action: Informational

Background information:

2005/2006 Operating Budget Update – A summary of the University’s Operating Budget is provided to reflect projected revenues and expenditures to actual through 1st QTR.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

2005-06 Capital Budget Summary http://uwf.edu/trustees/Dec9_05/Ficapbudsummary.pdf
Capital Budget Life-to-Date 9.30.05 http://uwf.edu/trustees/Dec9_05/Ficapbud93005.pdf

Prepared by: Barry Lee Brighton, Director of Budgets
(850)474-2207, bbrighton@uwf.edu
Valerie Z. Moneyham, Assistant Director of Budgets
(850) 474-2041, vmoneyha@uwf.edu

Facilitator/Presenter: Barry Lee Brighton
Valerie Z. Moneyham

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

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

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

Summary
Estimated Hurricane Expenses Not Reimbursed
 As of November 9, 2005

Hurricane	Expected Reimbursements	<i>Estimated Expenses</i>	<i>Estimated Not Reimbursed</i>
IVAN	\$8,193,665	\$10,165,724	\$1,972,059
DENNIS	608,258	844,307	236,049
KATRINA	20,390	20,390	0
Grand Total	\$8,822,313	\$11,030,421	\$2,208,108

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

Implementation Plan:

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

Fiscal Implications:

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

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

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

**HURRICANE IVAN
Financial Recovery
As of November 9, 2005**

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

Item	FEMA	State Insurance	Total
Funds Received (Jan. 21, 2005 – Nov. 9, 2005)	\$ 1,572,428	\$1,116,025	\$2,688,453
Funds Obligated @ 90%	4,619,822		4,619,822
Funds Anticipated (<i>Est. @ 21%</i>)		885,390	885,390
Subtotal— Total Expected Reimbursements	\$6,192,250	\$2,001,415	\$8,193,665
Previously calculated <i>Estimated</i> Recovery at Sept. 9, 2005	4,349,828	2,015,644	6,365,472
<i>Increase</i> -Total expected reimbursements *	\$1,842,422	\$ (14,229)	\$1,828,193

*UWF appears to be receiving \$1,828,193 more than previously reported on Sept. 9, 2005. However, FEMA expects UWF to pay the amount ultimately received from State Insurance (est. \$2,001,415) back to them.

**IVAN
Expenses and Encumbrances
As of November 9, 2005**

• Actual expenses	\$ 5,008,304
• Encumbrances outstanding	<u>2,889,420</u>
• Purchase orders (217) plus p-card expenses	\$ 7,897,724
• <i>Estimated</i> purchase orders to be issued	<u>1,500,000</u>
Total tangible damages <i>estimate</i>	\$ 9,397,724
• Intangible damages <i>estimate</i>	<u>768,000</u>
<i>Estimated</i> IVAN expenses	<u>\$10,165,724</u>

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

**HURRICANE DENNIS
Financial Recovery
As of November 9, 2005**

Financial recovery has been ongoing since July 11, 2005.

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

Item	FEMA	State Insurance	Total
Funds Received (July 11, 2005 – Nov. 9, 2005)	\$ 144,229	\$0	\$144,229
Funds Obligated @ 75%*	464,029		464,029
Funds Anticipated (<i>Est. @ 0%</i> *)		0	0
Subtotal— Total Expected Reimbursements	\$608,258	\$0	\$608,258
Previously calculated <i>Estimated</i> Recovery at Sept. 9, 2005	450,000	100,000	550,000
Increase -Total expected reimbursements *	\$158,258	\$ (100,000)	\$58,258

*The rules imposed by FEMA for Hurricane Dennis recovery changed significantly from those imposed on Hurricane IVAN. Payments are based on a 75% recovery rate applied to FEMA Obligated funds. Hurricane IVAN rate is 90%. Also, FEMA has deducted the “anticipated” state insurance recovery from the project calculations before Obligating FEMA funds. Therefore, the Obligated amounts may be adjusted by FEMA in accordance with state insurance payments received by FEMA on behalf of UWF-Hurricane Dennis.

**DENNIS
Expenses and Encumbrances
As of November 9, 2005**

• Actual expenses	\$ 369,667
• Encumbrances outstanding	<u>174,640</u>
• Purchase orders (27) plus p-card expenses	\$ 544,307
• <i>Estimated</i> purchase orders to be issued	<u>300,000</u>
Total tangible damages <i>estimate</i>	\$ 844,307
• Intangible damages <i>estimate</i>	<u>0</u>
<i>Estimated</i> DENNIS expenses	<u>\$ 844,307</u>

**HURRICANE KATRINA
Financial Recovery
As of November 9, 2005**

All NOL's have been filed with State Risk Insurance.
Currently, no project worksheets have been filed with FEMA.

Item	FEMA	State Insurance	Total
Funds Received (Sept. 1, 2005 – Nov. 9, 2005)	0	0	0
Funds Obligated @ 100% *	0		0
Funds Anticipated (<i>Est. @ 0%</i>) *	\$20,390	0	\$20,390
Subtotal— Total Expected Reimbursements	\$20,390	\$0	\$20,390
Previously calculated <i>Estimated</i> Recovery at Sept. 9, 2005	20,000	0	20,000
<i>Increase</i> -Total expected reimbursements *	\$390	\$0	\$390

* It is anticipated that 100% of Katrina expenses will be recovered from FEMA.

**KATRINA
Expenses and Encumbrances
As of November 9, 2005**

• Actual expenses	\$	5,140
• Encumbrances outstanding		<u>1,250</u>
• Purchase orders (4) plus p-card expenses	\$	6,390
• <i>Estimated</i> purchase orders to be issued		<u>14,000</u>
Total tangible damages <i>estimate</i>	\$	20,390
• Intangible damages <i>estimate</i>		<u>0</u>
<i>Estimated</i> KATRINA expenses	\$	<u>20,390</u>

Informational Item

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 9, 2005

Issue: Development Update

Proposed Action: Informational

Background information:

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

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: None

Prepared by: Dr. Dean Van Galen

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

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

Friday, December 9, 2005

10:00 a.m.

Call to Order Chair Roy Smith

Roll Call

Chair's Greetings Chair Roy Smith

Action Items

1. Approve Minutes of September 9, 2005
2. Academic & Student Affairs Committee Charter Chair Roy Smith

Informational/Discussion Items

1. Honorary Awards and Recognition Policy Dr. Sandra Flake
2. Academic Affairs Update Dr. Sandra Flake
3. Student Affairs Update Dr. Debbie Ford
4. Decision on UWF Reaffirmation of Accreditation Dr. Barbara Lyman
5. Changing Nature of University Update Dr. Sandra Flake

Other Items

Adjournment

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

Issue: Academic and Student Affairs Committee Charter

Proposed action: Adopt

Background information:

As part of the implementation of the BOT development plan the Academic and Student Affairs Committee has drafted a charter for adoption. The charter defines the purpose of the committee, identifies members, and outlines duties and responsibilities of members.

Recommendation: Adopt

Implementation Plan: Immediately.

Fiscal Implications: None

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

Prepared by: Deborah Ford, Vice President for Student Affairs, 474-2214 dford@uwf.edu
Sandra Flake, Provost, 474-2035, sflake@uwf.edu

Facilitator/Presenter: Committee Chair Roy Smith

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

Issue: Honorary Awards and Recognitions Policy

Proposed action: Informational

Background information: Chair Smith requested a review of the Policy to ensure that it is sufficiently inclusive to provide for recognition of persons of national or international contributions

Recommendation: No action necessary.

Implementation Plan: The policy has been implemented.

Fiscal Implications: NA

Supporting documents: Honorary Awards and Recognitions Policy
<https://nautical.uwf.edu/Data/data.cfm?pub=379>

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

Facilitator/Presenter: Sandra Flake

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

Issue: Academic Affairs Update

Proposed action: Informational

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

Recommendation: Provost Flake will provide an update on student retention data and Academic Affairs Goals

Implementation Plan: Goals are being implemented.

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

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

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

Facilitator/Presenter: Sandra Flake, Provost

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

Issue: Significant Student Accomplishments and Recognitions

Proposed action: Informational

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

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

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

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

Facilitator: Debbie Ford

UWF Board of Trustees Meeting
Academic and Student Affairs Committee and/or Board of Trustees
December 9, 2005

Issue: Decision on UWF Reaffirmation of Accreditation by the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC)

Proposed action: Informational

Background information: On Tuesday, December 6, 2005, at the Third General Session and College Delegate Assembly Business Meeting of its annual meeting in Atlanta, the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC) will issue a report of accreditation and reaffirmation actions by the COC. The decision on UWF's reaffirmation of accreditation will be a part of this report.

Recommendation: No action necessary.

Implementation Plan: UWF will follow up with any institutional reports that may be due to the COC after reaffirmation.

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

Supporting documents:

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

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

Facilitator/Presenter: Barbara G. Lyman

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

Issue: The Changing Nature of the Public University Symposium

Proposed action: Informational

Background information: During the June 2005 BOT development workshop several members discussed the need to learn more about the changing nature of higher education today, particularly the changes occurring for regional comprehensive institutions. It was agreed that the UWF administration would like to solicit further dialogue from the trustees regarding the symposium topics and featured speakers.

Recommendation: Provide comments about topics for the symposium.

Implementation Plan: Host symposium in September 2006 before or after Board of Governor's meeting to be hosted at UWF. A planning committee will be appointed in December 2005.

Fiscal Implications: Budget to be completed during planning process

Supporting documents: N/A

Prepared by: Sandra Flake, Ph.D. Provost, (850) 474 3085 sflake@uwf.edu
Debbie Ford, Ed.D., Vice President of Student Affairs (850) 474 2214
dford@uwf.edu

Facilitator/Presenter: Sandra Flake and Debbie Ford

AGENDA
UWF Board of Trustees
Executive Committee Meeting
UWF Conference Center Room A

Friday, December 9, 2005

11:30 a.m.

Call to Order	Chair K.C. Clark
Roll Call	Faye H. Bowers
Chair's Greetings	Chair K.C. Clark

Action Items

1. Approval of September 9, 2005 Minutes
2. Presidential Contract Amendment

Informational/Discussion Items

1. New Trustees
2. Presidential Evaluation

Other Items

Adjournment

UWF Board of Trustees Meeting
Executive Committee and Full BOT
December 9, 2005

Issue: Presidential Contract Supplement

Proposed action: Approve

Background information:

Unlike the other University Presidents in the SUS, President Cavanaugh does not have an employment contract which fully details the terms of his employment with the University. Rather, the terms of his service were broadly outlined in a minimal way in a form contract in July 2002. Since that time, a number of changes have taken place involving items funded by the University of West Florida Foundation. However, the form contract was never modified to reflect these changes. We are seeking ratification from the Board of Trustees for the changes which have taken place since July 2002.

Recommendation:

We are seeking ratification from the Board of Trustees for the changes in President Cavanaugh's contract that have occurred since his initial hire in July 2002.

Implementation Plan:

The changes are already in affect.

Fiscal Implications:

The UWF Foundation provides funds for the changes.

Supporting documents: President Cavanaugh's Contract Supplement

Prepared by: Anita Schonberger, Interim General Counsel (850) 474 3419 aschonberger@uwf.edu
Hal White, Executive Vice President (850) 474 2200 hwhite@uwf.edu
Kim Spear, Chief of Staff (850) 474 2473 kspear@uwf.edu

Facilitator/Presenter: KC Clark, Chair UWF Board of Trustees

Unlike the other University Presidents in the SUS, President Cavanaugh does not have an employment contract which fully details the terms of his employment with the University. Rather, the terms of his service were broadly outlined in a minimal way in a form contract in July 2002. Since that time, a number of changes have taken place involving items funded by the University of West Florida Foundation. However, the form contract was never modified to reflect these changes. We are seeking ratification from the Board of Trustees for the changes which have taken place since July, 2002, as follows:

1. Housing

- **July 2002 Contract** provides for the President to receive a housing allowance in the amount of \$20,000 per year.
- **Proposed Ratification and Revision:** In furtherance of its goal to increase the presence of the University in the downtown Pensacola area, the Board determined that it was essential that the President reside on the University of West Florida's downtown campus in the University's Dorr House historic property. President Cavanaugh has been residing in the Dorr House since February, 2005 in conformity with the Board's requirement. He understands that it is a condition of his employment to continue to do so. All appropriate IRS rules, pertaining to this matter will be applied.

2. Automobile

- **July 2002 Contract** provides for the President to receive an automobile allowance in the amount of \$8,400.
- **Proposed Ratification and Revision:** The Foundation has provided the President with an automobile for his use since December, 2002. The University Board of Trustees ratifies the provision of an automobile and authorizes the University of West Florida Foundation to continue to provide President Cavanaugh with an automobile for his use as long as he shall remain President. The Board also ratifies and authorizes the Foundation's payment of insurance, maintenance and fuel for the automobile. As per current IRS rules, personal use of the automobile shall be considered taxable income to President Cavanaugh.

3. Spouse Travel

- **July 2002 Contract** does not specifically provide a travel allowance for the President's spouse. However, President Cavanaugh has remarried since then. President Marx's employment contract contained a clause providing a travel allowance of \$4000 for his spouse.
- **Proposed Ratification and Revision:** The University Board of Trustees authorizes the University of West Florida Foundation to provide a travel allowance of up to \$4000 for reasonable expenses to the President's spouse, Dr. Christine K. Cavanaugh, when traveling on University business related to University development, alumni relations and professional development activities. Travel payments will be authorized when her presence is reasonably appropriate or necessary to further the interests of the University.

UWF Board of Trustees Meeting
Executive Committee
December 9, 2005

Issue: New Trustees

Proposed Action: Informational

Background Information: Trustees Epps and Morgan's terms expire on January 6, 2006 and they have elected not to seek reappointment. Therefore the executive committee is seeking new appointments. One potential trustee from the South Florida area has submitted paperwork to the Governor's office. Discussions are ongoing with additional potential trustees. However, Trustee Epps and Morgan can remain in their positions, if desired, until successors are named and approved by the Governor.

Recommendation: Continue seeking possible trustee candidates for the future.

Implementation Plan: Continue to work through the appointments process with the individuals seeking trusteeship and the Governor's Appointments Office.

Fiscal Implications: None

Supporting Documents: None

Prepared by: Kim Spear, Chief of Staff (850) 474 2473 kspear@uwf.edu

Presentation by: KC Clark, Chair UWF Board of Trustees

UWF Board of Trustees Meeting
Executive Committee
December 9, 2005

Issue: Presidential Evaluation

Proposed Action: Informational

Background Information: The Executive Committee discussed the president's evaluation at their September 9, 2005 meeting. Chair Clark gave an oral overview of the comments received by each of the executive committee members.

Recommendation: Chair Clark will give an update regarding President Cavanaugh's evaluation.

Implementation Plan: File final evaluation with Board of Governors.

Fiscal Implications: None

Supporting Documents: None

Prepared by: Kim Spear, Chief of Staff (850) 474 2473 kspear@uwf.edu

Presented by: K.C. Clark, Chair, Board of Trustees

UWF Board of Trustees Meeting
Full Board
December 9, 2005

Issue: Resolution in recognition of distinguished service

Proposed action: Adopt

Background information: Dr. Lornetta Epps has served on the UWF BOT since its inception in 2001. She has served on the Executive Committee as well as the Finance, Administration and Audit Committee. Dr. Epps has elected not to seek reappointment at the expiration of her term 1/6/2006.

Recommendation: This is an opportunity to recognize and commend Dr. Epps for her loyalty, dedication and service to the University of West Florida.

Implementation Plan: The trustees' appointment ends on January 6, 2006 but Florida Statute allows the trustee to continue to serve until a successor is named.

Fiscal Implications: None

Supporting documents: Resolution 2005-4

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

Facilitator/Presenter: K.C. Clark (850) 866 586 0586 KC.Clark@Heritagefunds.com

In Recognition and Profound Appreciation of Distinguished Service

Dr. Lornetta T. Epps

WHEREAS, Dr. Lornetta Epps has served as a member of the University of West Florida Board of Trustees since July, 2001, dutifully on the Executive Committee and Finance, Administration and Audit Committee, and

WHEREAS, Dr. Epps, serves lovingly as a wife, mother, mentor, and

WHEREAS, Dr. Epps proudly served in the United States Navy, Medical Corps and Reserves from 1973-1987, respectfully resigning her Commission in 1988, and

WHEREAS, Dr. Epps received her Bachelor of Science Degree in 1973 from George Peabody College in Nashville, Tennessee, and

WHEREAS, Dr. Epps received her Doctorate of Medicine in 1978 from Meharry Medical College, and

WHEREAS, Dr. Epps serves our community as a dedicated physician through FirstPhysicians/Baptist Health Care, and

WHEREAS, Dr. Epps has been a member of the board for the UWF Foundation, WSRE-TV Foundation, Pensacola Junior College, Bank of Pensacola and Baptist Hospital, and

WHEREAS, Dr. Epps is affiliated with The Links, Inc., she is a Fellow of the American College of Obstetrics/Gynecology and is a Diplomate for the American Board of Obstetrics/Gynecology, and

NOW, THEREFORE, BE IT RESOLVED, that the University of West Florida Board of Trustees at its regular meeting on the 9th day of December, 2005 does hereby recognize and commend Dr. Lornetta Epps for her unending contributions to the University, and

BE IT FURTHER RESOLVED, that this resolution be included in the minutes of this meeting and an original be presented to Dr. Epps as a token of the Board's appreciation and sincere thanks.

Mr. K.C. Clark, Chair
UWF Board of Trustees

Dr. John C. Cavanaugh, UWF President &
Corporate Secretary for UWF Board of Trustees

UWF Board of Trustees Meeting
Full Board
December 9, 2005

Issue: Resolution in recognition of distinguished service

Proposed action: Adopt

Background information: Mrs. JoAnn Morgan has served on the UWF BOT since its inception in 2001. She has served on the Academic and Student Affairs Committee. Mrs. Morgan has elected not to seek reappointment at the expiration of her term 1/6/2006.

Recommendation: This is an opportunity to recognize and commend Mrs. Morgan for her commitment, dedication, and contributions to the furtherance of the mission, vision and goals of UWF.

Implementation Plan: The Trustees' appointment ends on January 6, 2006 but Florida Statute allows the trustee to continue to serve until a successor is named.

Fiscal Implications: None

Supporting documents: Resolution 2005-5

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

Facilitator/Presenter: K.C. Clark, BOT Chair (866) 586 0586 bot@uwf.edu

In Recognition and Profound Appreciation of Distinguished Service

Mrs. JoAnn H. Morgan

WHEREAS, Mrs. JoAnn Morgan has served as a member of the University of West Florida Board of Trustees since July, 2001, dutifully on the Academic and Student Affairs Committee, and

WHEREAS, Mrs. Morgan, now retired, serves lovingly as a wife, friend and daughter, and

WHEREAS, Mrs. Morgan was certified in Mathematics, Science & English at the University of Florida, then received a B. A. in Mathematics from Jacksonville State University and received a Masters of Science in Engineering Management from Stanford University, and

WHEREAS, Mrs. Morgan, served as Director of External Relations and Business Development for the National Aeronautics and Space Administration for 38 years, and

WHEREAS, Mrs. Morgan was recognized in 1998 as a Distinguished Executive of the Federal Government and 1999 as a Meritorious Executive of the Federal Government, and

WHEREAS, Mrs. Morgan was recipient of the NASA Outstanding Leadership Medal and received 4 NASA Exceptional Service Medals, and was honored with the Society of Women Engineers National Award for Management Excellence, and

WHEREAS, Mrs. Morgan is in affiliation with the Florida Space Business Roundtable, National Space Club, American Institute for Aeronautics & Astronautics, Senior Executive Service Association and Stanford Graduate School of Business Alumni Association, so

NOW, THEREFORE, BE IT RESOLVED, that the University of West Florida Board of Trustees at its regular meeting on the 9th day of December, 2005 does hereby recognize and commend Mrs. JoAnn Morgan for her unending contributions to the University, and

BE IT FURTHER RESOLVED, that this resolution be included in the minutes of this meeting and an original be presented to Mrs. Morgan as a token of the Board's appreciation and sincere thanks.

Mr. K.C. Clark, Chair
UWF Board of Trustees

Dr. John C. Cavanaugh, UWF President &
Corporate Secretary for UWF Board of Trustees

UWF Board of Trustees Meeting

Full BOT

December 9, 2005

Issue: Endorsing Priorities for *Creating Great Futures* Campaign

Proposed Action: Approve

Background information:

It is important for UWF's *Creating Great Futures* Campaign to have a small set of funding priorities that articulate university needs and aspirations, and that have a high likelihood of charitable support. Six proposed campaign priorities were presented at the June, 2005 meetings of the UWF Board of Trustees and Foundation Board of Directors. These six priorities are based on internal identification of campus needs, and on feedback obtained through the campaign feasibility study. It is understood that donors ultimately decide the designation of their gifts, and that some gifts to the Campaign will be made to other areas. The Board of Trustees is asked to formally endorse these six priorities for the Campaign.

Implementation Plan: Campaign communication and fundraising efforts will emphasize the six priority areas.

Fiscal Implications: Will support the *Creating Great Futures* Campaign.

Supporting documents: Table of Representative Projects

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

Facilitator/Presenter: Dean Van Galen

Proposed Resolution:

Upon the recommendation of President John C. Cavanaugh, the University of West Florida Board of Trustees endorses and supports the following six fundraising priorities for the *Creating Great Futures* Campaign:

- Endowed Scholarships
- Health Care
- Business and Economic Development
- Science, Engineering and Technology
- Public History and Archaeology
- Arts

Representative Projects for *Creating Great Futures* Campaign

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

UWF Board of Trustees Meeting
December 9, 2005

Issue: Roles and Responsibilities of BOT members & Travel practices for BOT members

Proposed action: Adopt

Background information:

The BOT support team brought a draft of the BOT statement of purpose; roles and responsibilities of UWF trustees individually, collectively, special responsibilities of student and faculty trustees, board chair and vice-chair duties; and board succession and recruitment skillset at the September 9, 2005 meeting. This is in accordance with the BOT development plan and in response to the board's direction from their June Board Development workshop.

It was also recommended that standardized travel practices be developed for trustees. This document defines appropriate expenditures, as well as, those that are not reimbursable. This document was also presented in draft form on September 9, 2005.

The other priorities from the June BOT development workshop are listed below along with associated progress toward each goal:

The top six priorities identified were:

- Procedure and policy for presidential evaluation

Evaluation complete and discussions underway regarding future year evaluations

- Presidential compensation & contract

The Executive Committee met on August 30, 2005 to discuss a procedure and practice for Presidential evaluation and presidential compensation. A contract amendment is included in this agenda packet.

- Symposium recognizing the changing nature of the academic presidency

The Provost and Vice President for Student Affairs are organizing efforts for a fall symposium to be hosted concurrently with the Board of Governor's meeting at UWF.

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

A draft MOU is now receiving legal review between the BOT and Foundation board. It will soon be forwarded to the president and board chairs for review.

- Board succession and recruitment

A checklist for the skill set of individual trustees is attached and is recommended for adoption. The executive committee is also 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 and is recommended for adoption.

Recommendation: Adopt BOT statement of Purpose; BOT roles and responsibilities; BOT Succession and Recruitment Skillset; and BOT travel practices

Financial implications: Current recommendations for adoption have no financial impact

Supporting documents:

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

Roles and Responsibilities http://uwf.edu/trustees/dec9_05/botrnr.pdf

Travel Policies http://uwf.edu/trustees/dec9_05/bottravel.pdf

Prepared by: Kim Spear (850) 474-2200 kspear@uwf.edu

Facilitator/Presenter: John C. Cavanaugh, President, (850) 474-2200 jcavanaugh@uwf.edu

UWF Board of Trustees Meeting
Full BOT
December 9, 2005

Issue: Legislative Update

Proposed action: Informational

Background information: Summary of issues to be considered by the legislature during the 2006 legislative session

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents: None

Prepared by: David Mann, Director of Governmental Relations
(850) 473-7287, dmann@uwf.edu

Presenter: David Mann

UWF Board of Trustees Meeting
Full BOT
December 9, 2005

Issue: Survey Results of September 9, 2005 Meeting

Proposed action: Informational

Background information:

In order to provide excellent services for the BOT meetings, the BOT support team implemented a Meeting Evaluation on September 9, 2005. Your level of satisfaction is indicated as below. All trustees did not rate every item. However, the meeting was rated "above" Satisfactory and received high scores overall.

Degree to which this meeting successfully addressed strategic issues.

Eight trustees were more than satisfied.

Quality/significance of discussion.

Eight trustees were more than satisfied.

Agenda/Information provided

Nine trustees were more than satisfied.

Committee meetings/time allotment/significance of issues.

Eight trustees were more than satisfied.

Technology

Five trustees were more than satisfied.

Food

Seven trustees were more than satisfied.

Meeting site(s)/setup

Eight trustees were more than satisfied.

Board Meeting in general

Nine trustees were more than satisfied.

Some trustees expressed an interest for the following at future meetings.

- Skill/experience of potential BOT candidates needed

Some trustees provided the following comments and feedback:

- Still need to work on technology (if we intend to use it). Generally, great job.
- Number the pages and provide a Table of Contents
- Technology is appreciated. Lunch was tasty.
- Meeting moved at a good pace. No complaints.
- Excellent
- Excellent – Agenda much easier to follow.

Recommendation: The BOT support team seeks feedback and comments from the Board and appreciates the opportunity to serve in this capacity. In particular we would like to know how we can improve technology at the BOT meetings.

Implementation Plan: Already in progress effective September 9, 2005

Fiscal Implications: That varies from meeting to meeting depending on the number of trustees who attend in person, via conference call; the number of employees, faculty, students, or guests who attend determines the costs of meals. Graciously, the SAIL Lab provides laptops and technology support; the University Commons Reservations/Events sets up and provides sound and WUWF webcasts, etc. Through a collaborative effort, a great number of UWF employees pull the meeting together.

Supporting documents: None

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

Facilitator/Presenter: John C. Cavanaugh, President

University of West Florida
Full Board
December 9, 2005

Issue: Florida Board of Trustees Reception

Proposed Action: Informational

Background Information:

Vice Chair Honor Bell suggested that it would be productive to get all of the Florida Board of Trustees together to meet and greet one another and discuss common issues. This year the Association of Governing Boards, who hosted our June 2005 Board Development Workshop, is hosting its national convention in Orlando. We are planning to host an evening reception for all of the Florida BOT's on Saturday April 1, 2006 prior to the opening of AGB's conference on Sunday April 2, 2006.

Recommendation: The dates of the reception and conference are April 1, 2006 through April 4, 2006. The cost per trustee (including lodging, meals, flight, and registration) is approximately \$1,632.00. Therefore, UWF can only afford to send a limited number of trustees. If you are interested in attending please email Faye Bowers.

Implementation Plan: The board development staff will finalize the reception details and share with all.

Fiscal Implications: Cost per trustee to attend conference is approximately \$1632.00. Cost for reception depends on rsvp.

Supporting Documents: None

Prepared by: Kim Spear, Chief of Staff (850) 474 2473 kspear@uwf.edu

Presentation by: KC Clark, Chair UWF Board of Trustees