

Draft Minutes

University of West Florida
Board of Trustees Meeting
UWF Conference Center
Rooms B & C
May 4, 2006

Board Chair K.C. Clark called the meeting to order at 12:38 p.m. noting that trustee Marny Gilluly would be joining by conference call. Clark then asked Faye Bowers to call roll with the following trustees in attendance.

Mr. Honor Bell (arrived later)
Mr. K.C. Clark
Mrs. Nancy Fetterman
Mrs. Marny Gilluly*
Mrs. Jeanne Godwin
Dr. Jay Gould
Mrs. Sharon Hess Herrick
Gen. Chuck Horner, ret.
Mrs. Catherine Kelly
Mr. Collier Merrill
Mr. Tim Roberts
Mr. Roy Smith
Mr. J. T. Young
*Joined by Conference Call

Others attending:

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

Chair's Greetings

Chair Clark welcomed everyone to the meeting saying he appreciated their participation. Clark said we (UWF) are nearing completion of the 05/06 academic year and that he would like to thank everyone for their commitment, hard work, and support over this past year. Clark said we (UWF) have made nice strides together and had many successes and accomplishments but, we have much more to do and that he looks forward to working with everyone as UWF continues to move forward. Clark thanked WUWF for web casting the meeting, also.

Chair Clark said he knew that President Cavanaugh planned to give an update on the many accomplishments of the UWF boards at the joint board reception later that evening to be followed by Radio Live and a joint board retreat on Friday. Clark expressed his hope that the trustees would join all these occasions.

Chair Clark said that Spring Commencement is Saturday (May 6) and that UWF is honored to have a distinguished UWF alumnus as keynote speaker. Suzanne Lewis, superintendent of Yellowstone National Park, is yet another example of the success of UWF alumni, many of whom credit their

experience at UWF for their professional and personal success. Clark encouraged everyone to be at commencement to help welcome and to meet Mrs. Lewis.

Chair Clark also extended a warm welcome to Mr. Bert Hartley, Interim Vice President for Administrative Affairs as of January 1, 2006 saying that the BOT is hearing about the great things Hartley is doing and look forward to his continued leadership and success.

President's Report

Dr. Cavanaugh welcomed Bert Hartley, to his first meeting since he was out ill during the March meeting. He offered congratulations to Anita Schonberger for her appointment as General Counsel and John Warren as Chief of Police effective May 1.

In addressing national and statewide issues, the President previewed the (ACE) American Council on Education commercial ad campaign to raise awareness of the declining investment in higher education. Everyone enjoyed viewing the advertisements. UWF is the first place in the United States that these ads were made public during a press conference in March of 2006.

The President reported that he and Chancellor Mark Rosenberg recently visited Capitol Hill seeking support for the State University System and UWF. Dr. Hal White and Dr. Richard Podemski made a subsequent visit to DC last week to reiterate UWF needs.

With the State Legislative Session coming to a close on May 5, the President provided a full update later in the meeting.

Dr. Cavanaugh addressed UWF becoming the best regional comprehensive University in America by noting the UWF Marketing and Economics students placed third in the First Ohio State University Transportation and Logistics Association Case Competition. They competed against students nationwide.

Dr. Cavanaugh also reported that Susan Walch, an associate professor in the UWF Psychology Department, has accepted an appointment by the American Psychological Association to the William A. Bailey Health and Behavior Congressional Fellowship for 2006-2007. Appointment as a congressional fellow is a prestigious honor, with only six fellows appointed by the American Psychological Association from across the country each year. Walch will spend a year on Capitol Hill learning the ins and outs.

According to the President, UWF will host seventy NCAA Division II teams and more than 800 athletes to compete for national championships in six sports in Pensacola during the inaugural Fall Sports Festival scheduled Nov. 15-19, 2007. The event is expected to return between 2 to 3 million dollars to the community. Dr. Cavanaugh said this is a testimony to UWF excellent athletic department and athletes.

(AGB) Association of Governing Boards has requested to use UWF materials as a national model from the Board Development Workshop last year which Kim Spear and Faye Bowers worked so hard on.

Regarding our campus successes, President Cavanaugh was pleased to report several new charitable gift commitments to UWF in support of our Creating Great Futures Campaign, including:

- A \$100,000 endowment commitment from O'Sullivan Creel, LLP. This gift is eligible for an additional \$50,000 match from the State of Florida, and the resulting \$150,000 endowment fund will support our accounting program;
- A \$25,000 endowment gift from Kerrigan, Estes, Rankin, McLeod, and Thompson for the Pensacola High School ARGO Scholars program. This gift will also be matched at the 50% level as it will be combined with the \$100,000 gift from Bank of America for ARGO Scholars;

- A \$20,000 commitment from Aerospace Integration Corporation of Fort Walton Beach, to support UWF's engineering programs, and finally,
- A \$1 million planned gift commitment from a donor, who wishes to remain anonymous.

The President said we (UWF) are grateful for these generous investments in our university's future. We (UWF) are well on our way to Creating Great Futures!! Again, Cavanaugh said this is a great testimony to our superb students, faculty, and staff.

Great things are happening in Athletics said President Cavanaugh. The UWF golf and tennis teams won the Gulf South Conference championships. All of the spring sports are in post-season play with the Women's golf regional tournament recently at Stonebrook in Pace and the Men's golf regional tournament was May 1-3 in Oklahoma. UWF Men's and Women's tennis teams will host the men's and women's regional on campus today and tomorrow and UWF Women's softball is playing in the Gulf South Conference this weekend and men's baseball may play in the GSC May 6 through 10. The President congratulates all our teams and scholar athletes.

Dr. Cavanaugh noted as Chairman Clark had mentioned that Spring Commencement was May 6 and nearly 1,500 alumni would be inducted. UWF Summer and Fall enrollments are up slightly and that is a positive sign in prefacing the 06/07 Academic Year.

Upcoming events were noted by President Cavanaugh that we (UWF) will recognize outstanding employees at the upcoming Nautilus Excellence Awards Ceremony on May 16th at 2:00 in the Center for Fine and Performing Arts. On May 18 at 2:00 p.m. Florida's First Lady Columba Bush will join the Wakayama First Lady of the Wakayama Prefecture, Mrs. Kimara to visit UWF in celebration of the 10th anniversary of the Florida-Wakayama Sister State Relationship. Former UWF President Morris Marx heads up the Florida Japan Linkage Institute.

The President announced that he would deliver his next Town Hall Meeting address on May 24th at 2:00 p.m. in the conference center at which time he will provide a legislative update to the campus. There will be an idea of what operating figures might be.

Finally, Dr. Cavanaugh said the next State of the University Address is scheduled for September 12th at 9 a.m. in the Conference Center and that he will provide an update from the THM our next BOT meeting. He said he hoped that some of the trustees would plan to attend some of these events.

Faculty Recognition

Dr. Sandra Flake, Provost announced that Dr. Jane Halonen, Dean for College of Arts and Sciences and Dr. Jay Clune, History Chair wanted to recognize someone extremely special. Dr. Clune said he is honored to speak about and honor an outstanding teacher, wonderful colleague, and friend, Dr. Mary Lou Rudd who will be retiring next year.

Dr. Clune's presentation highlighted Dr. Rudd's career and brought smiles and laughter to everyone, including Dr. Rudd. Clune touched on how Dr. Rudd compliments her family, students, colleagues, and friends. He then called upon Tim Roberts, SGA President and representative to the BOT who complimented Dr. Rudd for being an amazing teacher and the distinction between teacher and instructor. http://www.uwf.edu/trustees/May4_06/MaryLouRudd.pdf

Dr. Clune noted that the Board received a copy of the Arthurian News and said that Dr. Rudd is instinctive in the classroom which intimidates those colleagues without that instinct. Dr. Clune finished by saying that many students say "Dr. Rudd's class is the hardest class they have ever liked".

Chair Clark thanked Dr. Rudd for being a shining example for the students of experience at UWF.

Nancy Fetterman noted that Dr. Ruud had been her mentor when she returned to UWF and that the history department gave her a whole new world.

Student Recognition

Dr. Debbie Ford, Vice President for Student Affairs introduced Martin Kate an accomplished pianist who graduated May 6 and has been playing more than 17 years. He began playing in church, accompanist for school and UWF choirs and Gulf Coast Chorale and Pensacola Children's Chorus and will begin at Michigan State School of Music. Martin attended UWF on scholarship.

Martin addressed the group saying his experience at UWF was marvelous. His teachers have prepared him well. UWF Music School has enabled him to soar to new horizons especially his wonderful professors.

Martin played a piece by Frédéric François Chopin to which the room applauded.

http://www.uwf.edu/trustees/May4_06/Student_Accomplishments.pdf

Approve Minutes of March 7 and 8, 2006

Chair Clark called for a motion to approve the minutes of March 7, 2006 and March 8, 2006. A motion was made to approve the minutes as presented by Chair Clark. Trustee Gilluly will email Faye Bowers with editorial changes.

Trustee Gould requested the following clarification regarding the Trolley Service listed under the Finance Committee March 7, 2006 presentation of action items to the full Board for approval:

Action Items

On behalf of the committee, Trustee Clark reported on behalf of Hess Herrick, who went home ill and asked for a motion on the certification of the Florida Institute for Human and Machine Cognition (FIHMC), WUWF and Intercollegiate Athletics audits, and to approve the trolley Fees, approval Student Activity and Service, Athletic and Health fee increase, s well as the approval of University Housing and Residence Life Rental Rates increase. Data was compared during the committee meeting indicating that UWF has the lowest rates of Florida Colleges. "Trustee Gould asked whether the board was aware the Faculty Senate voted to end the trolley service. The answer was no. The vote was called without further discussion."

<i>Motion for ratification by:</i>	<i>Trustee Gilluly</i>
<i>Seconded by:</i>	<i>Trustee Fetterman</i>
<i>Action:</i>	<i>Motion approved</i>
<i>Opposed Trolley Fees</i>	<i>Trustee Gould</i>

Motion by: Trustee Fetterman

Seconded by: Trustee Gilluly

Motion approved unanimously.

Committee Reports

Finance, Administration & Audit Committee Report

Chair Clark called on Trustee. Sharon Hess Herrick, Finance Committee Chair for presenting 7 action items for approval: Trustee Hess Herrick made a motion to ratify the following action items:

Action Items

Material and Supply Fees for 06-07 included 24 additions, 26 changes, and 81 deletions.

http://www.uwf.edu/trustees/May4_06/MandSfees_yearlycomparison_0607.pdf

http://www.uwf.edu/trustees/May4_06/MandSfees_2006_cops.pdf

http://www.uwf.edu/trustees/May4_06/MandSfees_2006_cas.pdf

Tuition Benefit Plan for Faculty and Staff

The University of West Florida Board of Trustees adopted an employee tuition waiver program. This program applies to full-time University employees who are not covered by a bargaining unit and to those who are covered by a bargaining unit that negotiated this benefit with the University. Eligible employees will now be permitted to take up to six credit hours of course work at UWF per term (Fall, spring, summer) without payment of tuition or mandatory fees. Employees may also assign all or part of their six credit hours to their dependents. Employees can take graduate and undergraduate courses, dependents can take up to three credits per semester in graduate courses. This benefit will be effective Fall, 2006.

http://www.uwf.edu/trustees/May4_06/2005_06_Appropriations_Act_page44.pdf

Parking and Traffic Control clarification to indicate reserved parking spaces can be purchased by any employee http://uwf.edu/trustees/May4_06/Notice_req_park_traffic_control_2007.pdf

Five Year (PECO) Public Education Capital Outlay Improvement Plan

http://www.uwf.edu/trustees/May4_06/CIP0712sum_spreadsheet32706.pdf

UWF Financial Statements Audit Report FY 2004-05

http://www.uwf.edu/trustees/May4_06/UWF_financial_statements_audit_report_fy2004_05.pdf

UWF 2005 Federal Funds Audit with 5 findings and corrective action is being taken although the items center around the agreement of UWF and IHMC.

http://www.uwf.edu/trustees/May4_06/AG_report_fy_200405_2006_152.pdf

Lease Modification Agreement indicates UWF land is listed as Board of Regents and in January 2003 BOG changed this to UWF. This modification indicates UWF today.

http://www.uwf.edu/trustees/May4_06/Campus_Lease_Modification_Agreement.pdf

Campus Lease agreement #2722

http://www.uwf.edu/trustees/May4_06/Campus_Lease_Agreement_2722.pdf

Motion for ratification by: Trustee Hess Herrick

Seconded by: Trustee Gilluly

Motion approved unanimously.

Informational/Discussion Items

Chair Clark called on Mr. Barry Brighton, Director of Budgets to review the 2006-07 Operating Budget with the Board. Brighton said because the June meeting will be by teleconference, he wanted to familiarize the Board with the forms that will be verbalized in June. As of May 4 there was not enough information as the legislative session had not ended. He asked the Board to approve the proposed budget in the June meeting and authorize President Cavanaugh to make subsequent changes.

President Cavanaugh added that the \$4.9 million dollars UWF received was a one-time hurricane non-reimbursable. All state universities must front the cash to pay for repairs and FEMA is very slow in making reimbursements.

Academic & Student Affairs Committee Report

Chair Clark called on Trustee Roy Smith, Chair of the Academic & Student Affairs Committee to address the Board regarding the following informational/discussion items as there were no action items to be brought before the full Board.

Trustee Smith noted there were no action items requiring full Board approval. The committee has had excellent presentations on the following:

Nursing Accreditation Program –There were 156 applications for 40 openings. Increasing the number of openings requires approval. With three large hospitals in this area, there is a great need. First class passed with 97 % for licensing exam.

Electrical and Computer Engineering Program Accreditation – UWF is moving into a UWF degree for the engineering programs rather than being in conjunction with UF.

Student Affairs Update - http://www.uwf.edu/trustees/May4_06/Student_Accomplishments.pdf

Student Affairs Strategic Plan Update – The comprehensive program is excellent. We must attract students and hold their interest while attending college.

Code of Conduct Revision Update – Behavioral conduct to ensure there are no problems.

Executive Committee Report

Chair Clark then reported on the Executive Committee meeting that:

Leadership Continuity Planning - Chair Clark charged Dr. Cavanaugh to appoint a Task Force to which Chair Clark will be a member with faculty and cabinet to develop a leadership continuity plan to follow for disastrous circumstances as in hurricanes. The plan would also be for cabinet members. Clark asked for a report at the September meeting

Presidential Performance Assessment – Discussed the possibility of bringing in a consultant for an effective assessment and plan. A motion was made to authorize the Executive Committee to hire a firm to perform an unbiased presidential performance assessment.

Trustee Kelly - Clarify what the Executive committee would envision the Boards role in the performance assessment.

Clark - Conduct a series of interviews not just with the BOT but campus community and community leaders as in performing a 360 review with measurement tools for future use.

Young - Information from other universities

Clark - Communicate with other universities, the results and are they pleased.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Fetterman

Motion approved unanimously.

Presidential Compensation Consideration – For historical purposes, Clark said the legislature granted a 3.6% raise to employees. UWF faculty received 5% raise and eligible for Pay for Performance. The legislature is calling for a 3 % raise and Clark noted that we (UWF) would like to continue the President's efforts into moving his salary into the higher end as his current compensation is \$219,140 per year. To comply with Statutes, the executive committee is recommending granting a raise sufficient to move the President's salary within reach of other state universities. A motion was made to approve compensation from 219 to 225 effective 7/1/06 as well as seek approval that the UWF Foundation to adjust deferred compensation to maintain with the existing formula.

Trustee Young – By increasing the President's salary where will this place him with other university presidents' salaries?

Chair Clark – The increase will still keep the President's salary as one of the lowest in the state.

Trustee Bell – Highly support and would like to see the state cap removed.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Gilluly

Motion approved unanimously.

Executive Committee Future Meeting Schedule – The executive committee agreed to meet more frequently, via conference call, to take up items such as presidential assessment and compensation, as needed. Everyone is invited to attend.

Report on AGB National Conference on Trusteeship – Exceptional educational program for trustees. This year, Dr. Cavanaugh served on a Disaster Planning panel while Kim Spear served on a panel regarding Board technology. No one in the country is doing what UWF is doing. The panel was attended by a standing room only crowd.

Trustee Hess Herrick – AGB is using our Board as a model as a result of Kim Spear's leadership.

Other Executive Items

Other Full Board Items

Then Chair Clark brought the following action items for the full Board for consideration and approval.

1. Chair Clark called on Dr. Dean Van Galen, Vice President for Development to address the Board regarding the **(MOU) Memorandum of Understanding between UWF Foundation and UWF Board of Trustees**. Van Galen reminded the Board that this was brought as an informational item during the March 7, 2006 BOT meeting, requesting input for the MOU to be approved at this time. A motion to approve the MOU between the UWF Foundation and UWF Board of Trustees was made. Van Galen expressed his appreciation to Kim Spear, Hal White, Susan Stephenson, and Anita Schonberger for their work.

http://www.uwf.edu/trustees/May4_06/MOU_without_markup.pdf

Motion by: Trustee Fetterman

Seconded by: Trustee Godwin

Motion approved unanimously.

2. Chair Clark called on Dr. Sandra Flake, Provost to present **Tenure**. A motion was made to approve tenure for these faculty members.

Employee	College	Department	Gender	Race
Behan, Kristina	Arts & Sciences	Biology	F	W
Pomory, Christopher	Arts & Sciences	Biology	M	W
Haraway, William	Professional Studies	Graduate Education	M	W

Motion by: Trustee Fetterman

Seconded by: Trustee Hess Herrick

Motion approved unanimously.

3. Chair Clark called Trustee Tim Roberts, Student Government President to the floor and read Resolution 2006-1. Clark asked for a motion to approve Resolution 2006-1. A motion was made to approve Resolution 2006-1. Roberts expressed his appreciation for the Board of Trustees acknowledging his presence as a member. *(Faye Link it)*

Motion by: Trustee Merrill

Seconded by: Trustee Smith

Motion carried unanimously.

Informational/Discussion Items

1. Legislative Update

Chair Clark called upon President Cavanaugh for the Legislative Update –

Dr. Cavanaugh acknowledged David Mann and Kelly Horton as the UWF eyes and ears during the legislative session. He expressed his appreciation to the trustees who made the trip to Tallahassee for UWF Day at the Capitol as well as trustees who called various members of house and senate.

Dr. Cavanaugh praised a coalition of community groups who worked on behalf of UWF as the Pensacola Chamber, Gulf Coast Chamber, Economic Development in Okaloosa, and the Chair of Work Force Board in Okaloosa who forwarded UWF's agenda in addition to a number of alumni and others. He said this indicates support from all walks of life including members of our military advisory council contributed.

The President reported that he spent a lot of time in Tallahassee and that the University is making progress, especially in the last couple of years. One can see UWF is on the right path in being acknowledged by the legislature Cavanaugh said.

As chair for (SUPA) State University President's Association a second year, the President led the group in supporting salaries as the number one issue with a 3.6% increase last year and 3% increase on October 1, 2006. In terms of tuition proposals, 3% increase on resident undergraduate but the BOT has flexibility for graduate and out of state as follows:

All enrolled prior to Fall 2006 – not to exceed 5% increase

All enrolled after the Fall 2006 – up to 10% increase

The President said he would bring back a proposal at June 26 conference call meeting.

Enrollment funds – System level –proposed \$54.5 million state funds and BOG requested \$8.1 million; Utility bill – system proposed \$21 million, thirty three million ratio of instate and out of state students; Legislature will fully fund all gifts through Feb 1, 2006; funding for Masters and Ph. D in Nursing and UWF will partner with PJC in applying for succeed grant

How the above plays out for UWF:

\$2.2 or \$2.3 million dollars new money

LBR – rolled up by BOG into system wide requests

Targeted degree programs – not funded by legislature

Specifics – \$1.1 million for archaeology and related programs (\$300,000 for educational programs at Arcadia Site in Milton which is our only site in Santa Rosa County), archaeological excavation.

Expanding Emerald Coast site \$2.2 million as non-recurring funds (First Step) if the budget passes and President Cavanaugh is willing to make commitments based on the First Step play out BRAC issues ramp up next year and it is not in UWF's best interest to wait until next year. We must work with our delegation this summer to transfer and move funds into recurring column for the future

In previous years, appropriations did easily not happen at UWF. The base budget reduction included a \$1.2 million transfer to IHMC and the legislature added \$330,000. However, the institute leadership would like to work with UWF on joint activities as a team next year. Dr. Cavanaugh is pleased that the institute is acting in good faith in spirit of the addendum.

Next year, in the legislature there will be all new leadership in Governors Office, House, Senate and UWF will have much educating to do. Dr. Cavanaugh said he does not like to lose but looks forward to making continued efforts next year and thanked the BOT as everyone has been a huge support for UWF.

Chair Clark commended President Cavanaugh, David Mann, and Kelly Horton for their work in Tallahassee this year. He said UWF had a good year and next year will be better!

Regarding PECO funding for usual maintenance, the President said there will be funding for science engineering/technology building with a great deal over debate for PECO for university.

2. 3.7.06 Meeting Evaluation Results – Clark reminded trustees that Faye and Kim provide evaluations and BOT should complete and return. Food was better this time.
Map of Emerald Coast handed out.

Request for computer access to UWF website during meetings

BOT chair should attend Faculty Senate meeting – Clark said he would get a copy of the Faculty Senate schedule and would like to attend a couple of meetings per year.

Deferred Maintenance was covered in Academic Affairs committee

3. 5.4.06 Meeting Evaluation for completion – Chair Clark reminded the trustees of the need to complete the evaluation.

Then Chair Clark reminded the Board of the following events later that evening

At 5:00 p.m. the UWF Boards Reception will be at the Museum of Industry followed at 6:00 p.m. with Radio Live at Museum of Commerce. Then on May 5 at 9:00 a.m. the Joint Strategic Planning Retreat of all UWF related Boards will be at the UWF Conference Center followed by lunch and a Reception for Ed. D. recipients at 2:30 p.m. in the B12 Alumni Room

Chair Clark reminded trustees that Saturday, May 6 at 9:00 a.m. the UWF Spring Commencement would take place at the Pensacola Civic Center. He followed saying there will be a UWF BOT conference call meeting on Monday, June 26 at 9:00 a.m. Central Time in the Alumni Room. This would be an important meeting as the BOT will be asked to approve the 2006-07 operating budget and several other items.

Trustee Roy Smith said that Debbie Ford provided the Academic and Student Affairs committee with information regarding Resident Housing for incoming freshmen and out of state students. Dr. Ford has researched issues on optional funding for more residence halls as well as alternatives for accommodating incoming freshmen and out of state students. Trustee Smith reported that Dr. Ford has done an excellent job in compiling the information.

Adjournment

With no further items to be brought before the Board, Chair Clark asked for a motion to adjourn the meeting at 2:19 p.m. noting that there would not be a Closed Session following.

Motion by: Trustee Merrill

Seconded by: Trustee Fetterman

Motion approved unanimously.