

**MINUTES**  
UWF Board of Trustees Meeting  
UWF Conference Center  
September 9, 2005

Board Chair K.C. Clark called the meeting to order at 12:37 p.m. asking Kim Spear to call roll. The following trustees were in attendance:

Mr. Honor Bell  
Mr. K.C. Clark  
Dr. Lornetta Epps  
Mrs. Nancy Fetterman  
Mrs. Marny Gilluly  
Dr. Jay Gould  
Mrs. Sharon Hess Herrick  
Retired General Chuck Horner\*  
Mr. J. Collier Merrill  
Mrs. JoAnn Morgan\*  
Mr. Timothy Roberts  
Mr. Roy Smith  
Mr. J.T. Young

\*Conference Call

Others attending 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  
Ms. Anita Schonberger, Interim General Counsel/Assistant Corporate Secretary  
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary  
Ms. Vickie Lindsey, Administrative Specialist

**Chair's Greeting**

Chair Clark opened the meeting with a moment of silence in reverence for the victims of Hurricane Katrina. He welcomed everyone to the meeting.

Clark recognized President Cavanaugh's team for keeping him abreast of events during the hurricane and by the minute via streaming audio from WUWF. Clark praised Cavanaugh for his willingness to make decisions under pressure.

Clark congratulated President Cavanaugh for being appointed to the White House Delegation for the Conference on Aging as well as being the President of the Florida Association of Colleges and Universities in addition to Chairman of the State University President's Association.

Clark welcomed Dr. Jay Gould, President of Faculty Senate to his first BOT meeting as a trustee. Dr. Gould said he is glad to be on the board and to serve the UWF community.

**President's Report**

- o Dr. John Cavanaugh began with the introduction of new people as well as noting the departure of Gina Delulio. Cavanaugh reported that Shelly Blake will serve as Interim Controller, introduced Barry Brighton, who will serve as Director of Budgets; Dr. Barbara Lyman, Associate Vice President, Office of the Provost; Dr. Phyllis Metcalf-Turner, Associate Vice President, Office of Diversity; Dr. Richard Podemski, Associate Vice President for Research and Development and Dean of Graduate Studies; and Dr. Don Chu, Dean of the College of Professional Studies; and Dr. Dana Sally, Dean of Libraries.
- o Update on Hurricane Katrina – Cavanaugh said we (UWF) have and will reach out to students from Mississippi, Alabama and Louisiana colleges and that UWF has admitted 43 students from Louisiana

- area saying that most are from Pensacola and Alabama area. Cavanaugh said UWF is still reaching out to those affected by Hurricane Ivan. He further said we (UWF) can offer personal experiences and this puts us in a good position to help others. The University of New Orleans is receiving our help. Given the domino effects of Hurricane Katrina, UWF has launched conservation programs to work with staff on flexible work schedules and reduce use of gas on campus, raise temperatures in buildings and launch car pool website. Cavanaugh said we (UWF) will be inquiring into opening up trails in surrounding neighborhoods for bike use.
- Classes are in full swing, enrollment numbers are steady, and undergraduate enrollment is up by 4/10 of a percent. Given all that we (UWF) have been through, we have done an excellent job in recruiting.
  - Housing figures are the highest ever at well over 1400.
  - Development gifts surpassed our expectations and are well over \$2,000,000 dollars. Nautilus Society membership is up 19%. Giving numbers are up significantly despite the ripple effect storms have had on the economy.
  - UWF is recognized by Princeton Review as being one of top Universities in the Southeast.
  - Upcoming Legislative session is before us.
  - SUPA is meeting next week in Orlando and will review legislative issues and Hurricane Dennis and Wilma issues. An important issue is the resolution to a one-year moratorium on Direct Support Organizations, like our Foundation, being able to take on debt without legislative approval.
  - The UWF Foundation is refinancing bonds, which will be permitted because the refinanced bonds are for projects previously approved by the legislature, but the Foundation would be unable to engage in bond financing of new projects without advance legislative approval because of proviso language. The university will need to try and work with the legislature to either allow the proviso to expire or to change the language of the proviso to enable us to enter into new projects such as dormitories.
  - Priority with the legislative requests - Last week, the President asked for a place-holder on the Board of Governors Legislative Budget Request. On September 8, 2005, the staff put out a request for all universities in the system to include any non-reimbursable items after the hurricane season and hopefully it will be in the regular budget process which then goes to the Governor. This approach would make the budget process cleaner and clearer. Last Wednesday, the President conversed with the Governor's office and discussed waiver of out of state tuition and fees for students affected by Hurricane Katrina. By Friday the Governor's office waived out of state tuition and fees for students affected by Katrina.
  - Over the summer, UWF welcomed Chartwell's Dining Services who is making several positive changes in the food court.
  - The emergency response team has been exceptional. UWF now has 24 hour representation in Escambia and Santa Rosa counties through their Emergency Operations Centers. The UWF disaster and continuity plan is being looked at across the country and our experience in disaster response has been presented about 7 times to national conferences. Several people have made national presentations across the country and we are looked to as the go to University on how to handle disaster preparedness.
  - Excellent feedback from trustees on the BOT development workshop is appreciated.
  - In December, the BOT and the Finance and Audit Committee will look at the financial audits of the university and its affiliated and direct support organizations, and financial statements also will be submitted and reviewed. The March BOT meeting will focus on fees. The May BOT meeting will review the UWF operating budget and legislative budget request. UWF is now a model for the State on Board orientation and has been contacted by several of the universities in the state and asked to share and teach them how to implement it. The UWF Board orientation and development plan has also been recognized by a presentation to a national meeting of the Association of Governing Boards (AGB).
  - National recognition for KC Clark, who was asked to serve on the board chair council for the Association of Governing Boards. This comes from what Tom Ingram, past President of AGB, saw when here in June 2005 at the Board Development Workshop.

### **Student Achievements/Accomplishments**

Dr. Debbie Ford, Vice President of Student Affairs, noted that there is information on many student achievements including the Women's Soccer team ranked 7<sup>th</sup> in the USA and for the 11<sup>th</sup> year in a row the Student Athlete GPA was higher than the overall Student Body GPA in Division II under the direction of Rich

Berg, Athletic Director. Paulius Jerkenas who plays Men's Tennis gave a brief summary of how UWF has given him such a bright future. Men and Women's Tennis Coach Derrick Racine presented the Division II Championship trophy to the BOT, noting that CBS aired highlights of the championship. For further information <http://uwf.edu/StudentAffairs/BOTinfo/index.html>.

### **Faculty Recognition**

Dr. Sandra Flake, Provost, noted that this is the second in a series of Faculty Recognitions. Dr. Flake introduced Dr. Jane Halonen, Dean for College of the Arts and Sciences. Dr. Halonen presented Bruce Swain of Communication Arts to explain the intern program, its success, and hiring rates. Student, John Beale spoke briefly about his positive experiences at UWF.

#### **Approve Minutes June 16 & 17, 2005.**

A motion was made to approve the minutes of June 16, 2005 and June 17, 2005.

Motion by: Trustee Smith

Seconded by: Trustee Epps

It passed unanimously.

### **Committee Reports**

#### **Finance, Administration and Audit Committee**

1. Committee chair Hess Herrick presented in the form of a motion to approve UWF Regulation Tuition Rates, Fees, Fines, and Penalties (Fall 2005).

Motion by: Trustee Hess Herrick

Seconded by: Trustee Epps

2. A motion was made to adopt UWF BOT Resolution 2005 a resolution – Refinance Housing Bonds by UWF Foundation which has a potential savings of \$1,500,000. Dr. Susan Stephenson and her team gave a brief summary of the proposal.

Trustee Collier Merrill inquired to what the fixed rate is. Dr. Stephenson noted that it depends on when it is locked in. Trustee Smith asked the strategy of financing the next UWF residence hall.

President Cavanaugh replied that the university cannot do so without the legislature being involved.

Attorney Lott reported that the current legislature enacted a proviso prohibiting the issuance of bond financing of new debt without advance legislative permission that is in effect for one year, but that universities are making their voices heard regarding the importance of flexibility in future years.

Trustee Young requested clarification on the 1998 bond series for which the request for refinance was being made, and which would result in a 1.5 million dollar savings through the life of the bonds.

It was explained that this refinanced was exempt from the legislative proviso.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Gilluly

It passed unanimously.

#### **Informational/Discussion Items**

1. UWF Financial Review last quarter 2004-2005

Following the introduction of Mr. Barry Brighton, UWF Director of Budgets, Mr. Brighton presented a brief overview for several different ways which financial information may be presented to the board.

2. Hurricane Dennis Update

Ms. Betsy Bowers, Associate Vice President of UWF Internal Auditing and Management Consulting, distributed hard copies of funds received and outstanding from damages due to recent hurricanes.

President Cavanaugh followed up with further comments regarding the status of recouped funds.

Chair Clark noted and offered congratulations to Ms. Bowers on her appointment as president of the Association of College and University Auditors.

#### **Academic and Student Affairs Committee**

Action Items to be approved by BOT from committee

1. Committee chair Roy Smith presented in the form of a motion to approve the awarding of an Honorary Doctoral Degree to Mr. Peter King, based on bios, works and his resume.

<http://peterkingceramics.com>

A UWF BOT Honorary Awards Policy was approved.

<http://uwf.edu/trustees/meetings/agendas/2002/a020522.doc> ;

Motion by: Trustee Smith

Seconded by: Trustee Hess Herrick

It passed unanimously.

Informational/Discussion Items

Committee chair Roy Smith brought these items to the full Board:

1. Tenure and Promotion Criteria and Procedures <http://uwf.edu/academic/pte/packet.htm>
2. Summary of Degree Program Changes Approved 7/1/04 – 6/30/05  
<http://uwf.edu/academic/Programs/FacultySenateAction20042005.doc>
3. Status of Academic Learning Compacts  
<http://uwf.edu/academic/assessment/assessment.htm>  
BOT Chair Clark stated that this is a great opportunity and effort by the administration.
4. Recruitment Plan was an opportunity to discuss the positive plans for recruitment and retention as well as faculty involvement and student recruitment. <http://uwf.edu/admissions/>
5. Evacuation Plan for Resident Students  
<http://uwf.edu/StudentAffairs/BOTinfo/index.html>
6. Student Affairs Update  
<http://uwf.edu/StudentAffairs/BOTinfo/index.html>
7. Enrollment and Degree Plan by Discipline  
[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](#)

**Executive Committee**

Action Items to be approved by BOT from committee

1. A motion was made to approve a 3.6% across-the-board pay increase for the President retro active to August 1, 2005 on the basis of a legislatively approved and funded salary increase for all university employees in good standing in the same amount.

Motion by: Chair Clark

Seconded: Trustee Epps

Motion passed unanimously

2. A motion was made to accept and approve the Presidential Performance Evaluation for Dr. Cavanaugh which will be forwarded to the Board of Governors and will be circulated to trustees in written format before submittal.

Motion by: Chair Clark

Seconded: Trustee Gilluly

Motion passed unanimously

Discussion/Informational Items

Board Succession and Recruitment

**Other Full BOT Items**

Action Items

1. Adoption of Benefits Program

Jeff Comeau of UWF Human Resources presented a Resolution for Department of Management Services regarding the adoption of children and Adoption of Benefits Program noting that funds come directly from

DMS and applications are filed during open enrollment for benefits. This program is for individuals who adopted special needs children after 2002 with amounts of \$5000 for normal adoption and \$10,000 for special needs adoption. UWF would process the paperwork onsite and be obligated to provide accompanying materials for promoting this program as well as encouraging others to sign up during open enrollment.

Trustee Bell asked how many people were we talking about. Mr. Comeau said probably no more than 5 per year. Trustee Young inquired whether this is a one time offering. Mr. Comeau noted it is a one-time grant.

[http://www.state.fl.us/dms/hrm/benefits/adopt/adopt\\_home.html](http://www.state.fl.us/dms/hrm/benefits/adopt/adopt_home.html)

Motion by: Trustee Smith

Seconded: Trustee Hess Herrick

Motion passed unanimously

#### Informational/Discussion Items

##### 1. UWF Comprehensive Capital Campaign

Dr. Dean Van Galen, Vice President for Development, presented the plans for the UWF Comprehensive Campaign, noting that it may last for 5 to 6 years. Dr. Van Galen complimented Lynn Gould who designed the draft for the Case Statement Key Points which will be reproduced on campus as a portion of larger packets with other priorities. "Creating Great Futures" will be the campaign logo covering all aspects. Dr. Van Galen followed up with a Power Point presentation for the Board that demonstrated the six priorities of the campaign.

##### 2. Disaster Plan/Emergency Response Team

President Cavanaugh reviewed how the university deals with student safety in disaster situations. Florida Statutes require a plan with constant revisions. Mr. Peter Robinson is the UWF Interim Director, Department of Environmental Health and Safety and is the go to man right now. Mr. Robinson views and gives much attention to data that is fed into the National Weather Service. UWF is becoming a national leader in disaster preparedness.

##### 3. Follow-up – Board Development Workshop

President Cavanaugh noted that the BOT support team is seeking assistance in providing feedback by December for furthering the Board Development Plan. Cavanaugh asked for action items to be submitted to Kim Spear including travel policies, reimbursement policies, etc. He asked the BOT to help in continuing to improve and streamline processes for the Board.

Chair Clark asked trustees to complete meeting evaluation forms and return to Kim Spear. Clark also asked all trustees to review travel guidelines and submit feedback.

##### 4. Additional Events Today

UWF Foundation Board Meeting, dedication of Library Wall new donors, Foundation reception, and annual Donor Dinner to follow.

Chair Clark gave a special recognition and commendation to Kim Spear, Assistant Secretary to the Board and Chief of Staff to the President, for her dedication and effort put forth in service to the university and to the Board of Trustees. He gave special recognition for her role in the development and implementation of the Board Development Plan and the Board Orientation Plan. He also announced that Bill Healey would offer tours of the new Health, Leisure, and Science Building.

#### **Other Full BOT Action**

1. A motion was made to delegate authority to KC Clark to ratify the UFF contract on behalf of the Board of Trustees contingent on prior ratification by the faculty. The Board reconvened following the closed session to take this action.

Motion by: Trustee Merrill

Seconded by: Trustees Fetterman and Bell

Motion passed unanimously

Adjournment occurred at 3:15 p.m.  
Motion by: Chair Clark  
Seconded by: Vice Chair Bell  
Motion passed unanimously