

DRAFT AGENDA

University of West Florida Board of Trustees Meeting UWF Conference Center

March 20, 2007

Finance, Administration and Audit Committee 10:00 a.m. (B22/Room B & C)

Academic and Student Affairs Committee 10:00 a.m. (B22/Room A)

Executive Committee 11:30 a.m. (B22/Room B & C)

Full Board of Trustees Meeting 12:30 p.m. (B22/Room B & C)

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

Roll Call.....Faye Bowers

Chair's Greeting.....Mr. K.C. Clark

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

Faculty Recognition
Dr. Barbara Lyman.....Associate Vice President for Academic Affairs

Committee Reports

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

10:00 a.m. Room B & C

Action Items

1. Approve Minutes of December 15, 2006
http://uwf.edu/trustees/Mar20_07/FADFAAMN1215.pdf
2. Approve 2007-2008 Material and Supply Fees for Academic Year
3. Approve Student Activity and Service, Athletic and Health Fee Increase
4. Approve Educational Research Center and Child Development Fees (ERCCD)
5. Approve University Housing and Residence Life Fees
6. Regulation Amendment – UWF/REG 6.004 Surplus Property – February 9, 2007
7. Intercollegiate Athletics 2006 Financial Statement
8. Naming of the *Warren and Helen Wentworth "All-Steinway School" Piano Program*

Informational/Discussion Items

1. Development Update
2. (FIHMC) Florida Institute for Human and Machine Cognition Audit Report
3. Follow up on UWF Operational Audit 2007-047
4. Update Operating Budget for 2006-2007

Other Finance Items

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

10:00 a.m. Room A

Action Items

1. Approve Minutes of December 15, 2006
http://www.uwf.edu/trustees/Mar20_07/AADAandSAMN1215.pdf
2. Master of Social Work (MSW)
3. Master of Science in Nursing (MSN)
4. Academic Learning Compact Policies and Procedures

Informational/Discussion Items

1. Follow-up on UWF Reaffirmation of Accreditation by the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC)
2. Program Changes Update

Other Academic Items

Academic and Student Affairs Issues

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

11:30 a.m. Room B & C

Action Items

1. Approve Minutes of December 15, 2006 and January 3, 18 and 24, 2007
http://uwf.edu/trustees/Mar20_07/EAEDMN121506.pdf
http://uwf.edu/trustees/Mar20_07/EAEDMN010307.pdf
http://uwf.edu/trustees/Mar20_07/EAEDMN011807.pdf
http://uwf.edu/trustees/Mar20_07/EAEDMN012407.pdf
2. Presidential Authority
3. Mission San Luis

Informational/Discussion Items

1. Compensation Committee
2. Employment Policies

Other Executive Items

Other Board of Trustee Items

12:30 p.m. Room B & C

Action Items

1. Approve minutes of December 15, 2006
http://uwf.edu/trustees/Mar20_07/121506BOTMN.pdf
2. UWF Response to Pappas Report
3. Approve 2007-08 Meeting Schedule

Informational/Discussion Items

1. Emerald Coast Campuses Update
2. UWF Strategic Plan 2007-2012
3. Association of Governing Boards Statement on Board Accountability
4. Retired Employee Association Benefits
5. AGB National Conference on Trusteeship Update
6. Meeting Survey Results
7. Meeting Evaluation for Today
8. Future Events
 - 3.30. Honors Convocation at 11:00 a.m. by John C. Pace Library Entrance
 - 3.30-31 Festival on the Green
 - 4.11. Alumni Event (evening)
 - 4.12. UWF Day at the Capitol
 - 5.4 UWF BOT Conference Call Meeting (1:30 p.m. Central Time)
 - 5.5. UWF Spring Commencement 9:00 a.m. PNS Civic Center
3:30 p.m. UWF Field House
 - 6.14. UWF BOT Meeting at UWF Conference Center
 - 6.15. UWF BOT hosts Joint Boards Strategic Planning Meeting
 - 9.25-29 40th Anniversary Celebration

Other BOT Business

Adjournment

Appendix-Supplemental Reports

1. Federal Agenda
http://uwf.edu/trustees/Mar20_07/FY8_Federal.pdf
2. University Review Matrix
http://uwf.edu/trustees/Mar20_07/Institutional_Review_Action.pdf
3. Student Affairs Update – will be provided later
4. Student Accomplishments and Recognitions –will be provided later

DRAFT AGENDA

University of West Florida Board of Trustees

Finance, Administration and Audit Committee Meeting 10:00 a.m.

UWF Conference Center (B22/R B & C)

March 20, 2007

Call to Order.....Mrs. Sharon Hess Herrick
Committee Chair

Roll Call.....Faye Bowers

Chair's Greeting.....Mrs. Sharon Hess Herrick
Committee Chair

Action Items

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6. **Regulation Amendment – UWF/REG 6.004 Surplus Property – February 9, 2007**
7. **Intercollegiate Athletics 2006 Financial Statement**
8. **Naming of the *Warren and Helen Wentworth 'All-Steinway School' Piano Program***

Informational/Discussion Items

1. **Development Update**
2. **FIHMC Audit Report**
3. **Follow up on UWF Operational Audit 2007-047 (verbal)**
4. **Update Operating Budget for 2006-2007**

Other Finance Items

Adjournment

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 20, 2007

Issue: Material and Supply Fees for 2007-08

Proposed action: Approve fees

Background information:

Florida Statutes, Chapter 1009.24(12) states:

“Each university board of trustees is authorized to establish the following fee... (g) Material and supply fees to offset the cost of materials or supplies that are consumed in the course of the student’s instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.”

The proposed material and supply fees for the Academic Year 2007-2008 are attached.

Recommendation: Approve

Implementation Plan: Academic Year 2007-2008

Fiscal Implications: None

Supporting documents:

http://uwf.edu/trustees/Mar20_07/MandS_Fees.pdf

Prepared by: Dr. Pete Metarko, Associate V.P. for Enrollment Services, 850 474-3386, pmetarko@uwf.edu

Facilitator/Presenter: Dr. Pete Metarko

UWF Board of Trustees
Finance, Administration and Audit Committee
March 20, 2007

Issue: Student Activity and Service, Athletic and Health Fee Increase

Proposed action: Approve the proposed fee increases effective Fall Semester, 2007

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

The Statute limits the fees to no more than 40 percent of the matriculation fee. The UWF percentage of matriculation fees for 2006-07 is 36%. Within the 40 percent cap, universities may not increase the aggregate sum of Activity and Service, Athletic, and Health Fees more than 5 percent per year unless specifically authorized in law or in the General Appropriations Act.

The proposed increases are \$1.32 per credit hour, or an increase of 4.99 percent.

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

Fee	2006-07	2007-08	Increase	Percent Increase
A&S	\$ 9.98	\$ 10.32	\$ 0.34	3.41%
Athletic	\$ 12.82	\$ 13.13	\$ 0.31	2.42%
Health	\$ 3.64	\$ 4.31	\$ 0.67	18.41%
TOTAL	\$ 26.44	\$ 27.76	\$ 1.32	4.99%

Implementation Plan: New Fees will be implemented Fall Semester 2007

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

Supporting documentation:

Memo Requesting Increase http://uwf.edu/trustees/Mar20_07/MEMO_unsigned.pdf

Exhibit A—UWF Fee History and Comparison of SUS Fees for 2006-07
http://uwf.edu/trustees/Mar20_07/EXHIBITA.pdf

Exhibit B—Minutes of Fee Committee Conference Sessions
http://uwf.edu/trustees/Mar20_07/EXHIBITB.pdf

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

Presenter: Deborah L. Ford

Agenda Item:

**UWF Board of Trustees
March 20, 2007**

Issue: UWF Education Research Center for Child Development (ERCCD)

Proposed action: Approve the proposed fee increases effective Fall Semester, 2007.

Background information:

Background information: Rule 6-C7.003 (Special Fees, Fines and Penalties) requires the Board of Trustees to establish or change child care and service fees for Educational Research Center for Child Development.

Recommendation: Approve the proposed fee increases as reflected below for Fall Semester 2007.
CURRENT AND PROPOSED CHILD CARE FEES FOR FALL SEMESTER, 2007

	HOURLY			WEEKLY			
	Current fees	Proposed Fees	Amt. Increase	Current fees	Proposed Fees	Amt. Increase	% Increase
Infant/ Toddler							
Student	\$4.50	\$4.75	\$0.25	\$95.00	\$100.00	\$5.00	5.3%
Non-Student	\$4.75	\$5.00	\$0.25	\$108.00	\$113.00	\$5.00	4.3%
Preschool I & II							
Student	\$4.25	\$4.50	\$0.25	\$83.00	\$86.00	\$3.00	3.6%
Non-student	\$4.50	\$4.75	\$0.25	\$96.00	\$99.00	\$3.00	3.1%
School Age							
Summer Camp	\$3.00	\$3.50	\$0.50	\$83.00	\$85.00	\$2.00	2.4%

	Current	Estimated	% Increase
Initial Registration (Non-refundable)	\$50.00	**\$100.00	100%
Non-Refundable Semester Registration Fees:			
Infant/Toddler	\$25.00	\$50.00	100%
Preschool Program	\$25.00	\$50.00	100%
School-Age Program	\$35.00	\$35.00	0%

Revenues Generated From Fees	\$265,500.00 (estimated 06/07)	\$10,620.00 (estimated)
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**\$25.00 credit issued if parents attend New Parent Orientation

Implementation Plan: New Fees will be implemented Fall Semester 2007

Fiscal implication: This increase is necessary to maintain the current program to:

1. Provide for pay increases anticipated for all staff and minimum wage increase.
 2. Cover the increased costs of goods and services.
 3. Purchase additional equipment needed for the Center's program.
-

Supporting documentation: Exhibit A—UWF Comparative Schedule of Current Local Child Care Rates 12/04/06

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

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

Facilitator/Presenter: Deborah L. Ford

UWF Board of Trustees
Finance, Administration and Audit Committee
March 20, 2007

Issue: University Housing and Residence Life Rental Rates

Proposed action: Approve the proposed rental rate increase effective fall, 2007

Background Information:

The UWF Board of Trustees has authority to approve changes to the rental rates for University Housing. The rental rate increases are necessary and sufficient to pay debt service, fund reserve requirements, and maintain operating and maintenance/custodial costs. These proposed rate increases were presented to the current residents via the Residence Housing Association, the Student Government Association (SGA), and the SGA Executive Board. As a result of the presentation to the SGA the rate increases were lowered for the Southside units. The proposed rates are as follows:

	2006-2007		2007-2008		%
	<u>Rate</u>	<u>Change</u>	<u>Rate</u>	<u>Change</u>	<u>Change</u>
Southside Village – Single Occupancy	\$2,060	\$80	\$2,140		3.88%
Southside Village – Double Occupancy	\$1,575	\$65	\$1,640		4.13%
Argo, Martin & Pace Residence Halls	\$1,875	\$110	\$1,985		5.87%
University Village - East 4-Bdrm	\$2,060	\$125	\$2,185		6.07%
University Village - East 2-Bdrm	\$2,560	\$155	\$2,715		6.05%
University Village - West 4-Bdrm	\$2,385	\$145	\$2,185		6.08%
University Village - West 2-Bdrm	\$2,925	\$175	\$3,100		5.98%

Recommendation:

The Department of Housing and Residence Life, the University Foundation Executive Director, and the Vice President for Student Affairs recommend that housing rates for 2007-08 be increased as listed.

Implementation:

The new rates will be effective for Fall 2007, Spring 2008 and Summer 2008.

Fiscal Implications:

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

Supporting documents:

Exhibit A – Public University Housing Rate Increases
http://uwf.edu/trustees/Mar20_07/ExhibitA_Comp.pdf

Exhibit B – Privately Owned Community Comparisons
http://uwf.edu/trustees/Mar20_07/ExhibitB_Private.pdf

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

Daniel Motherway, Business Manager of Housing and Residence Life,
850 474 2468, dmotherway@uwf.edu

Presented by: Deborah Ford

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 20, 2007

Issue: Regulation Amendment – Surplus Property

Proposed action: Approve

Background information:

The Financial Services department has proposed amendment to UWF/REG 6.004 Surplus Property regulation. As per the Board of Governor Regulation Promulgation procedure, notice of this amendment was posted to the Board of Trustees website for 30 days. The Notice was posted on February 9, 2007. The 14 day comment period ended on February 23, 2007 with no comments received.

Summary of Amendment:

- Added definitions for the Accountable Officer, Department Coordinator, Expert Reviewer, Property Coordinator, Surplus Property
- Updated and clarified definitions for Custodian, Exchange Property, Property Control Board (PCB)
- Added reference to Auditor General Rules
- Clarified custodians of property
- Clarified procedures for disposal of surplus property
- Removed references to Bureau of State Surplus Property
- Updated citations

Recommendation: Approve

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

UWF/REG 6.004 – http://uwf.edu/trustees/Mar20_07/Surplus_Prop_UWFREG6.004.pdf

Prepared by: Colleen Asmus, Controller, 850-474-2642, casmus@uwf.edu

Facilitator/Presenter: Colleen Asmus and Bert Hartley

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 20, 2007

Issue: Financial Audits of Intercollegiate Athletics

Proposed action: Acceptance

Background information:

Annually, a financial audit is conducted of the UWF Intercollegiate Athletics. This is to comply with NCAA Bylaws.

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

Recommendation: No action required

Implementation Plan: No external auditors audit recommendations were made nor was a management letter issued. Accordingly, no further actions are warranted.

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

Supporting documents:

Financial Statements University of West Florida Intercollegiate Athletics for fiscal year ending June 30, 2006.

http://uwf.edu/trustees/Mar20_07/Intercol_Athl6300605.pdf

Prepared by: Betsy Bowers, Associate Vice President for IAMC, 850 474 2628,
bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 20, 2007

Issue: Naming of the Warren and Helen Wentworth “All-Steinway School” Piano Program

Proposed Action: Approve

Background information:

A recent generous gift from Mrs. Helen Wentworth to the University of West Florida Foundation has enabled the Department of Music to purchase eighteen new Steinway pianos (10 grand pianos and 8 uprights), to restore and repair two Steinway D concert grand pianos, and to seed an endowment to insure the continued repair and care of all the Steinways. Thanks to this extraordinary gift, on February 3rd UWF was officially designated an “All-Steinway School” joining the ranks of prestigious music programs such as The Juilliard School, Yale University School of Music, and Oberlin College Conservatory.

In honor and appreciation of this gift, the Board of Trustees is asked to approve the establishment of **The Warren and Helen Wentworth “All-Steinway School” Piano Program**. The name of the program would be identified on Department of Music informational/marketing materials and on a plaque that would be placed in the lobby of the Center for Fine and Performing Arts.

Board approval of this naming is required based on the “Guidelines for Naming Opportunities” approved by the Board of Trustees on February 20, 2004. Note that the gift from Mrs. Wentworth far exceeds the \$250,000 required for the naming of a university program.

Recommendation: Approve

Implementation Plan: The Department of Music and the Development Office will work together to arrange for a recognition plaque to be mounted in the lobby of the Center for Fine and Performing Arts.

Fiscal Implications: Minimal (plaque).

Supporting documents: None

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

Facilitator/Presenter: Dean Van Galen

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 20, 2007

Issue: Development Update

Proposed Action: Informational

Background information:

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

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: ---

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

Facilitator/Presenter: Dean Van Galen

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 20, 2007

Issue: Certification and Financial Audits of Direct Support Organizations

Proposed action: Informational

Background information:

Organizations affiliated or through the University of West Florida (aka Direct Support Organizations) must be certified annually by the University of West Florida. For UWF, the following is ready to be certified: Florida Institute for Human and Machine Cognition

Per the Affiliation Agreement between UWF Board of Trustees and the FIHMC, dated April 30, 2004, Item 9 states:

*9. **Financial Audit.** The FIHMC, at its sole expense, shall have an independent certified public accountant prepare an annual postaudit of the corporation's financial accounts and the financial accounts of any authorized and approved subsidiary. Copies of the annual audit report shall include management letters and the FIHMC shall submit to the University of West Florida Board of Trustees, the Auditor General and the Board of Governors for Review."*

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

Recommendation: No action required

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

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

Supporting documents:

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

http://uwf.edu/trustees/Mar20_07/FIHMC.pdf

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

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

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
March 20, 2007

Issue: 2006/2007 Operating Budget Update

Proposed action: Informational

Background information:

- 1) 2006/2007 Operating Budget Update. This document provides an in-year forecast of the 2006/2007 financial plan for the University of West Florida, as of the second quarter of this fiscal year. The university's overall operating plan is expected to remain on target.
- 2) Life-to-Date Capital Budget. This document shows that the university is making good progress on its current capital plan. The two largest projects, the new Science and Technology Building and the new Child Care Center are both underway in the programming pre-design phase. The Campus Master Plan update is on schedule with completion planned for Fall 2007.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

- 1) 2006/2007 Operating Budget Summary as of December 31, 2006
http://uwf.edu/trustees/Mar20_07/FI1OperatingBudget.pdf
- 2) Life-to-Date Capital Budget as of December 31, 2006
http://uwf.edu/trustees/Mar20_07/FI2LifetoDate.pdf

Prepared by: Valerie Z. Moneyham, Associate Director of Budgets, 850 474-2041,
vmoneyham@uwf.edu

Facilitator/Presenter: Barry Lee Brighton

DRAFT AGENDA

University of West Florida Board of Trustees

Academic and Student Affairs Committee Meeting 10:00 a.m.

UWF Conference Center B22/RA

March 20, 2007

Call to Order..... Mr. Roy Smith
Committee Chair

Roll Call..... Mrs. Irene Patti

Chair's Greeting.....Mr. Roy Smith
Committee Chair

Action Items

1. **Approve Minutes of December 15, 2006**
http://www.uwf.edu/trustees/Mar20_07/AADAandSAMN1215.pdf
2. **Master of Social Work (MSW)**
3. **Master of Science in Nursing (MSN)**
4. **Academic Learning Compact Policies and Procedures**

Informational/Discussion Items

1. **Follow-up on UWF Reaffirmation of Accreditation by the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC)**
2. **Program Changes Update**

Other Academic Items

Academic and Student Affairs Issues

Adjournment

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 20, 2007

Issue: Master of Social Work (MSW)

Proposed action: Approve Request to Offer a New Degree Program—Master of Social Work (MSW)

Background information: Faculty in the College of Professional Studies have proposed the offering of a new degree program—Master of Social Work—and request approval to offer the program beginning Fall Semester 2007.

The Academic and Student Affairs Committee approved a Request to Explore and Plan a New Academic Program, a Master of Social Work (MSW), at its meeting of June 17, 2004. Subsequent to this approval, faculty in the College of Professional Studies prepared the appropriate program and course Curriculum Change Requests and Board of Trustees Request to Implement/Offer a New Academic Program forms. The proposed program has been reviewed and approved by the Academic Council and Faculty Senate.

Recommendation: Approve as requested.

Implementation Plan: New students will enroll beginning Fall Semester 2007.

Fiscal Implications: Resources allocated to the program will be sufficient to support the existing BSW and the addition of the new MSW.

Supporting documents: http://uwf.edu/trustees/Mar20_07/MSW_New.pdf

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

Facilitator/Presenter: Barbara G. Lyman and Donald Chu

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 20, 2007

Issue: Master of Science in Nursing (MSN)

Proposed action: Approve Request to Implement a New Degree Program—Master of Science in Nursing (MSN)

Background information: Faculty in the Arts and Sciences have proposed the offering of a new degree program—Master of Science in Nursing—and request approval to implement the program with the goal of offering the program beginning Fall Semester 2007.

Faculty in the College of Arts and Sciences prepared the appropriate

- program and course Curriculum Change Requests
- Board of Trustees Request to Explore/Plan a New Academic Program forms
- Board of Trustees Request to Offer/Implement a New Academic Program forms

The requests have been reviewed and approved by the Academic Council and Faculty Senate.

Recommendation: Approve as requested.

Implementation Plan: New students will enroll beginning in Fall Semester 2007.

Fiscal Implications: Resources allocated to the program will be sufficient to support the existing BSN and the addition of the new MSN.

Supporting documents:

1. Master of Science in Nursing (MSN) http://uwf.edu/trustees/Mar20_07/R_to_E_Plan_MSN.pdf
2. Master of Science in Nursing (MSN) http://uwf.edu/trustees/Mar20_07/R_to_IMSN.pdf

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

Facilitator/Presenter: Barbara G. Lyman and Jane S. Halonen

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 20, 2007

Issue: Academic Learning Compact Policies and Procedures

Proposed Action: Approve

Background Information:

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

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

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

UWF **Academic Learning Compact Policies and Procedures** have been approved by the Academic Council and the Faculty Senate.

Recommendation: Approve

Implementation Plan: Formal implementation of the Academic Learning Compact will follow approval by the Board.

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

Supporting Documents: http://uwf.edu/trustees/Mar20_07/ALC_PandP.pdf

http://uwf.edu/trustees/Mar20_07/ALC_PG.pdf

Prepared by:

Barbara G. Lyman, Associate Vice President, Academic Affairs, 850-474-2035,
blyman@uwf.edu
Claudia Stanny, Interim Director, Center for University Teaching, Learning, and
Assessment, 850-474-7435 cstanny@uwf.edu

Facilitator/Presenter: Barbara G. Lyman and Claudia Stanny

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 20, 2007

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

Proposed action: Informational

Background information: In a January 2007 letter responding to UWF's October 2006 First Monitoring Report following reaffirmation of accreditation, the SACS Commission indicated, as expected, that two of four remaining concerns had been successfully addressed. The Commission requested that UWF submit a Second Monitoring Report in September 2007 addressing the two remaining concerns.

Reasons and expectations for the Second Monitoring Report are quoted below:

CS 3.4.1 (All Educational Programs), Recommendation 5

The institution has not yet demonstrated compliance because, according to its Monitoring Report, 91 percent of the undergraduate programs submitted assessment plans and reports and, of those, only 59 percent are considered complete by the university (p.67). Similarly, the report says that 78 percent of graduate programs have submitted their assessment plans and, of those, only 71 percent are considered complete (p.71).

A further report is requested and should include the following: documentation that all departments/units participate in the planning/assessment system, and demonstration through a full cycle that the institution evaluates program and learning outcomes.

CS 3.5.1 (Undergraduate Programs), Recommendation 6

The institution has not yet demonstrated that a fully formed general education assessment system is in place with participation across all units. The institutions own report (p. 81) states, "Plans are underway to assist remaining departments with the identification of two appropriate learning outcomes for their courses, and the development of appropriate direct measures based on these assessments".

A further report is requested that shows that all departments have identified college-level competencies and that provides evidence that graduates have attained those competencies.

Recommendation: No action necessary.

Implementation Plan: Since the submission of the First Monitoring Report, UWF has been implementing action plans addressing the remaining concerns. The Second Monitoring Report will describe UWF's compliance with the above recommendations.

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

Supporting documents:

1. http://uwf.edu/trustees/Mar20_07/SACSCOC_response.pdf
2. http://uwf.edu/trustees/Mar20_07/UWF_Accred_Status.pdf

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

Presenters: Barbara G. Lyman and Claudia Stanny

UWF Board of Trustees Meeting
 Academic and Student Affairs Committee
 March 20, 2007

Issue: Program Change Information

Proposed action: Informational

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

Program	Nature of Change
Health Education, B.S.	The name of the Bachelor of Science (B.S.) degree in Health Education was changed to Community Health Education to more clearly reflect the nature of the curriculum and the profession practiced by graduates. This change does not represent the creation of a new program.
Music, B.A.	The title of the degree awarded was changed from Bachelor of Arts (B.A.) to Bachelor of Music (B.M.) to reflect the professional stature of the degree. The change is based on the Department of Music's accreditation onsite visit and subsequent commission report of June 30, 2006. No additional resources are required. This change does not represent the creation of a new program.
Special Education, B.A.	The name of the Bachelor of Arts (B.A.) degree in Special Education was changed to Exceptional Student Education to reflect current terminology in the field. No additional resources are required. This change does not represent the creation of a new program.
Health Education, M.S.	The name of the Master of Science (M.S.) degree in Health Education was changed to Community Health Education to more clearly reflect the nature of the curriculum and the profession practiced by graduates. This change does not represent the creation of a new program.
Special Education, M.A.	The name of the Master of Arts (M.A.) degree in Special Education was changed to Exceptional Student Education to reflect current terminology in the field. No additional resources are required. This change does not represent the creation of a new program.

Recommendation: No action necessary.

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

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

Supporting Documents:

Health Education, B.S.

http://uwf.edu/academic/botagendaitems/Health_Ed_BS_CCR1.pdf (PDF LINK)

Music, B.A.

http://uwf.edu/academic/botagendaitems/Music_BA_CCR1.pdf (PDF LINK)

http://uwf.edu/academic/botagendaitems/Music_BA_CCR2.pdf (PDF LINK)

http://uwf.edu/academic/botagendaitems/Music_BA_CCR3.pdf (PDF LINK)

Special Education, B.A.

http://uwf.edu/academic/botagendaitems/Spec_Ed_BA_CCR1.pdf (PDF LINK)

Health Education, M.S.

http://uwf.edu/academic/botagendaitems/Health_Ed_MS_CCR1.pdf (PDF LINK)

http://uwf.edu/academic/botagendaitems/Health_Ed_MS_CCR2.pdf (PDF LINK)

http://uwf.edu/academic/botagendaitems/Health_Ed_MS_CCR3.pdf (PDF LINK)

Special Education, M.A.

http://uwf.edu/academic/botagendaitems/Spec_Ed_MA_CCR1.pdf (PDF LINK)

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

DRAFT AGENDA

University of West Florida Board of Trustees
Executive Committee Meeting at 11:30 a.m.

UWF Conference Center (B22/R B&C)

March 20, 2007

- Call to Order..... Mr. K. C. Clark
Committee Chair
- Roll Call.....Faye Bowers
- Chair's Greeting.....Mr. K. C. Clark
Committee Chair

Action Items

1. Minutes of December 15, 2006, January 3, 18, 24, 2007
http://uwf.edu/trustees/Mar20_07/EAEDMN121506.pdf
http://uwf.edu/trustees/Mar20_07/EAEDMN010307.pdf
http://uwf.edu/trustees/Mar20_07/EAEDMN011807.pdf
http://uwf.edu/trustees/Mar20_07/EAEDMN012407.pdf
2. Presidential Authority
3. Mission San Luis

Informational/Discussion Items

1. Compensation Committee
2. Employment Policies

Other Executive Items

Adjournment

**UWF Board of Trustees Meeting
Executive Committee**

March 20, 2007

Issue: Mission San Luis

Proposed action: Endorsement of legislative request and BOG support

Background information: Mission San Luis is the only Spanish mission still existing in Florida. Tracing its roots to 1539, the first permanent mission at San Luis was established in 1633. The current Mission consists of several historic sites, Franciscan church, Council House, Hispanic village, Friary complex, and several education programs. Currently, responsibility for the Mission rests with the Department of State. As a result of several conversations with former Governor Bush, staff in Governor Crist's office, and the Secretary of State and his staff, there is interest in moving oversight of the Mission to UWF. This transfer would be similar to that which brought Historic Pensacola Village to UWF. As envisioned by UWF, this transfer would include the current approximately \$2.3 million operating budget, staff, and endowment, and would create a new Direct Support Organization at UWF.

Provided the current budget is transferred permanently or a permanent source of funding is identified, the Board of Trustees is asked to endorse the transfer, to ask the Board of Governors for a similar endorsement, and to support the necessary steps to be taken in the current session of the Florida legislature to affect the transfer.

Supporting documents: None

Prepared by: John C. Cavanaugh, President, 850-474-2200, jcavanaugh@uwf.edu

Facilitator/Presenter: John C. Cavanaugh

UWF Board of Trustees Meeting
Executive Committee
March 20, 2007

Issue: Delegation of Authority to President to Operate the University
Proposed action: Approve

Background information:

On February 28, 2007, in a case filed by Floridians for Constitutional Integrity, Inc. against the State Board of Education and the Board of Governors, the judge declared 10 Florida statutes unconstitutional. One of the statutes declared unconstitutional was section 1001.75, Florida Statutes which provides powers and duties of university presidents. The Board of Trustees has the authority, as is explained below, to delegate authority to the University President to operate and administer the University.

The Board of Governors has constitutional authority over the state universities through the state constitution. By resolution dated January 7, 2003, the Board of Governors delegated to the Boards of Trustees of each university the authority to govern the university in accordance with law and the rules/regulations of the Board of Governors. The University West Florida Board of Trustees has delegated various specific duties and powers to the President of the University from time to time to augment those authorities provided to the President through section 1001.75, F.S. There has been no express broad delegation of authority from the Board of Trustees to the University President to operate the University. In the absence of section 1001.75, Florida Statutes, such delegation is now necessary.

Therefore, the following language, delegating such authority to the University of West Florida President is proposed:

The University of West Florida Board of Trustees hereby delegates to the President of the University of West Florida the authority to operate and administer the University in accordance with applicable law, and with the resolutions, regulations, and policies of the Board of Governors and of the University of West Florida Board of Trustees.

Recommendation: Approve delegation of authority to President to operate and administer the University
Implementation Plan: N/A
Fiscal Implications: N/A

Supporting documents: None

Prepared by: Anita Schonberger, General Counsel, 850 474-3420, aschonberger@uwf.edu

Facilitator/Presenter: Anita Schonberger

UWF Board of Trustees Meeting
Executive Committee
March 20, 2007

Issue: Employment Policies

Proposed action: Review

Background information: UWF's discrimination policies and procedures are under revision due to changes in the names of administrative offices and changes in administrative structures, especially with regards to investigation of claims against faculty. A progress report of these revisions will be provided along with a timeline by which the policy revisions will be submitted in the UWF online policy review system.

Supporting documents: None

Prepared by: John C. Cavanaugh, President, (850)-474-2200), jcavanaugh@uwf.edu

Facilitator/Presenter: John C. Cavanaugh

UWF Board of Trustees Meeting
March 20, 2007

Issue: UWF Response to the *Pappas Report*

Proposed action: Adoption of formal UWF response to the *Report*

Background information: In order to help the Board of Governors orient the State University System for long-term growth and improvement, the Board of Governors (BOG) Foundation in the Fall 2006 hired the Pappas Consulting Group to evaluate the current structure of the system and make recommendations for the future. The final report, *Proposing a Blueprint for Higher Education in Florida: Outlining the Way to a Long-term Master Plan for Higher Education in Florida* (see link below) was presented to the board on January 24, 2007. The BOG is in the process of gathering responses from the public and from SUS institutions about the report.

President Cavanaugh has developed an institutional response to the *Report* (also linked below) that provides a UWF view on the key aspects of it.

Supporting documents:

<http://www.flbog.org/ForwardByDesign/>

Home Page of Board of Governors will not be accessible during the BOT meeting.

Pappas Report

http://uwf.edu/trustees/Mar20_07/Pappas_Report.pdf

UWF Response to the *Pappas Report*

http://uwf.edu/trustees/Mar20_07/UWF_Response_Pappas_Report.pdf

Prepared by: John C. Cavanaugh, President (jcavanaugh@uwf.edu; (850)-474-2200)

Facilitator/Presenter: Same

UWF Board of Trustees Meeting
March 20, 2007

Issue: 2007-2008 Meeting Dates

Proposed action: Action

Background information: The UWF Board of Trustees will be scheduled to meet five (5) times annually in 2007-2008 including one trip to Tallahassee to meet with legislative and governmental leaders. The proposed meeting schedule is in line with the Board Development Plan adopted in August 2004. Conference Call meetings will be scheduled as needed.

A quorum of 9 trustees is required for action to be taken at the meetings.

Recommendation: Approve proposed meeting dates, contingent upon reservation of the Capitol Rotunda for UWF Day. Some dates are in conjunction with other UWF events*.

Implementation Plan:

September 7, 2007	BOT Meeting
December 14, 2007	BOT Meeting at UWF Conference Center
March 14, 2008	BOT Meeting at Emerald Coast Campus (FWB)
To Be Announced	BOT at UWF Day at the Capitol in Tallahassee
June 12, 2008	BOT Meeting at UWF Conference Center
June 13, 2008	BOT Joint Strategic Planning at UWF Conference Center

*Spring or Fall Commencement

Fiscal Implications: None

Supporting documents: None

Prepared by: Faye H. Bowers, Executive Specialist, 850 474-2009, fbowers@uwf.edu

Facilitator/Presenter: K.C. Clark, Board Chair

UWF Board of Trustees Meeting
March 7, 2007

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

Proposed action: Informational

Background information:

Dr. Jack Azzaretto, Dean of Emerald Coast Campuses will present a brief (10 minute) update on plans for the Fort Walton Beach area and the W. E. Combs Facility renovation and funding request.

Recommendation: NA

Implementation Plan: As outlined in presentation

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

Supporting documents:

http://uwf.edu/academic/botagendaitems/Emerald_Coast_Brochure.pdf

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

Facilitator/Presenter: Jack Azzaretto

UWF Board of Trustees Meeting
March 20, 2007

Issue: Update on Development of UWF Strategic Plan 2007-2012

Proposed action: Informational

Background information:

The UWF Strategic Plan Facilitation Team has been working on the development of a new UWF Strategic Plan for 2007-2012. The entire campus (faculty, staff, students, alumni, and many Friends of UWF) has been involved in the development process via listening sessions and online surveys. The Facilitation Team would like to update the Board of Trustees on the status of the process and on plans for finalization and implementation of a new strategic plan.

Recommendation:

The attached written update is provided by the Strategic Plan Facilitation Team to keep the BOT informed about our progress. The BOT is requested to continue to participate in the finalization and implementation of the UWF Strategic Plan 2007-2012.

Implementation Plan:

A Strategic Plan Writing Team and Editorial Team will proceed with the development of the UWF Strategic Plan based on the recommendations of the campus community, including members of the BOT. The Facilitation Team will present a final draft of the strategic plan to the BOT for affirmation at the June BOT meeting.

Fiscal Implications:

The development and approval of the UWF Strategic Plan 2007-2012 have no direct fiscal implications.

Supporting documents: UWF Strategic Plan 2007-2012 Update
http://uwf.edu/trustees/Mar20_07/BOT_S_Plan_UPD.pdf

Prepared by: **UWF Strategic Plan Facilitation Team:** Raid Amin, Barry Brighton, Chris Cavanaugh, Jim Hurd, Barbara Lyman, Jerry Norris, and Bill Silhan

Facilitators/Presenters: None (written report only)

UWF Board of Trustees Meeting

March 20, 2007

Issue: Retired Employees Association Benefits

Proposed action: Information

Background information: In January 2005, an initial luncheon meeting was held by the parties interested in forming a group of retired employees of the University of West Florida. The group's mission is to help the university – they want to usher at cultural events, work at commencement, volunteer for festival on the green, and generally provide assistance to the University. The group's by-laws were approved in March 2006; they held their first official meeting of the approved UWF Retired Employees Association in January 2007. The organization currently has approximately 80 dues paying members, five of which are spouses of deceased retirees.

Recently, the UWF Retired Employees Association requested an update and expansion of the benefits available to UWF retirees. University departments submitted information to be included in the comprehensive list of retiree benefits.

Recommendation: The enclosed list of benefits was developed by contacting all departments for suggestions/verification. Upon review of the attachment, you will see a section addressing all current benefits, a few suggested new benefits, and some benefits which we can not provide due to external restrictions. Most of the benefits offered represent little or no cost to the University and have already been provided to retirees based upon existing policy and collective bargaining agreement. The proposed new benefits would not cost the University anything (the retiree would take advantage of a price reduction from the Bookstore or Dining Services which are both contracted out functions) or they would be paying for other services for which regular employees also pay.

Implementation Plan: April 1, 2007

Fiscal Implications: Little or none.

Supporting documents:

Retired Employees Association Current Benefits and Proposed Benefits

http://uwf.edu/trustees/Mar20_07/Retired_Employee_Benefits.pdf

Prepared by: Bert Hartley, Interim Vice President for Administrative Affairs, 850 474 2209,
bhartley@uwf.edu

Facilitator/Presenter: Sherell Hendrickson

EVALUATION Results of the December 15, 2006 UWF Board Meeting

Seven of nine trustees completed the meeting evaluation and the results are below:

- 6 of 7 trustees agreed that the degree to which this meeting successfully addressed strategic issues received a 'High' rating
- 6 of 7 trustees agreed that the quality/significance of discussions received a 'High' rating
- 7 of 7 trustees agreed that the agenda/information provided received a 'High' rating
- 7 of 7 trustees agreed that the committee meetings/time allotment/significance of issues received a 'High' rating
- 6 of 7 trustees agreed that the technology received a 'High' rating
- 5 of 7 trustees agreed that the food received a 'High' rating
- 7 of 7 trustees agreed that the meeting site(s)/setup received a 'High' rating
- 7 of 7 trustees agreed that the board meeting in general received a 'High' rating.

Issues that might be discussed at the next meeting – Subsequent meeting topics

Increasing funding for UWF Keystone programs such as nursing so they have their own space and feel a part of the institution.

Comments or suggestions:

1. If possible, less time between committee and general board meeting. Schedule a brief (5 minutes) break during general meeting.
2. Thanks for Diet Coke – especially decaf!
3. I have a dairy allergy and almost all food items had cream or heavy mayonnaise. Please consider including a non-dairy item.
4. Excellent meeting.