

Agenda



University of West Florida Board of Trustees Meeting

UWF Conference Center – Building 22
11000 University Parkway, Pensacola, FL

March 25, 2011

ORDER OF BUSINESS

- 8:30 a.m.** Finance, Administration & Audit Committee
Academic & Student Affairs Committee
Executive Committee
Full Board of Trustees Meeting
Lunch Break

The agenda will be followed in the subsequent order and items may be heard earlier than the scheduled times. There will be a brief lunch break at some time.

COMMITTEES' AGENDAS

FINANCE, ADMINISTRATION & AUDIT COMMITTEE.....Mr. Mort O'Sullivan
Committee Chair

8:30 a.m.

Action Items

1. Minutes

December 10, 2010

http://uwf.edu/trustees/Mar25_11/FA12102010MN.pdf

2. Audit Reports

- a. UWF Auxiliaries Report July 1, 2008 thru February 28, 2010
- b. UWF American Recovery & Reinvestment Act of 2009 Budget & Expenditure Reporting Audit Report July 1, 2009 – June 30, 2010

3. UWF Educational Research Center for Child Development (ERCCD) Fees for 2011-2012

4. UWF REG 5.010 Educational Research Center for Child Development

5. University Housing Residence Life Rental Rates

All meetings will occur in Building 22, Rooms A, B & C UWF Conference Center according to the order listed above.

6. University of West Florida Annual Financial Report for 2009-2010

Informational/Discussion Items

Update - FY10-11 Consolidated Operating Budget

Other Finance, Administration & Audit Items

ACADEMIC & STUDENT AFFAIRS COMMITTEE.....Mr. Robert ‘Bob’ Jones
Committee Chair

Action Items

1. Minutes

December 10, 2010

http://uwf.edu/trustees/Mar25_11/AS12102010MN.pdf

2. Request to Terminate Degree Program - Bachelor of Arts in Education of the Mentally Handicapped (CIP Code 13.1006) effective Fall Semester 2011

3. Academic Calendar for 2012-2013

4. UWF REGULATIONS

- a. UWF REG 3.002 Admission to Graduate Programs & Post-Baccalaureate Professional Students
- b. UWF REG 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions
- c. UWF REG 3.004 Academic Policies
- d. UWF REG 3.031 Grading Information
- e. UWF REG 3.042 Admission of International Students

Informational/Discussion Items

1. Academic Visioning

2. New Programs – First Year Follow-up Report

3. Southern Association of Colleges & Schools Commission on Colleges (SACSCOC) 5th Year Interim Report

Other Academic & Student Affairs Items

FULL BOARD OF TRUSTEES MEETING

Call to Order.....General Charles ‘Chuck’ Horner, RET
Board Chair

Roll Call.....Ms. Faye Bowers

Chair’s Greetings.....General Horner

All meetings will occur in Building 22, Rooms A, B & C UWF Conference Center according to the order listed above.

Strategic Discussion

- 1. BOT Chair Priorities
- 2. Dashboard & Metrics
- 3. Block Tuition PPT
- 4. Market Rates
- 5. Other

Action Items

1. Minutes –

- a. December 9, 2010 (Reception & Dinner)
http://uwf.edu/trustees/Mar25_11/RD12092010MN.pdf
- b. December 10, 2010 (Regular BOT Meeting)
http://uwf.edu/trustees/Mar25_11/FBOT12102010MN.pdf
- c. January 19, 2011 (Chair & Vice Chair Orientation)
http://uwf.edu/trustees/Mar25_11/OBOT01192011MN.pdf
- d. January 19-20, 2011 (Board of Governors Meeting)
http://uwf.edu/trustees/Mar25_11/BOG0119_202011MN.pdf
- e. February 25, 2011 (Strategic Finance Workshop)
http://uwf.edu/trustees/Mar25_11/FBOT02252011MN.pdf

2. CONSENT AGENDA ITEMS FOR APPROVAL: *Trustees may pull any individual item from the consent agenda below for further review, if they so desire.*

- 1. Audit Reports
 - a. UWF Auxiliaries Report July 1, 2008 thru February 28, 2010
 - b. UWF American Recovery & Reinvestment Act of 2009 Budget & Expenditure Reporting Audit Report July 1, 2009 – June 30, 2010
- 2. UWF Educational Research Center for Child Development (ERCCD) Fees for 2011-2012
- 3. UWF REG 5.010 Educational Research Center for Child Development
- 4. University Housing Residence Life Rental Rates
- 5. University of West Florida Annual Financial Report for 2009-2010
- 6. Request to Terminate Degree Program - Bachelor of Arts in Education of the Mentally Handicapped (CIP Code 13.1006) effective Fall Semester 2011
- 7. Academic Calendar for 2012-2013
- 8. UWF REGULATIONS
 - i. UWF REG 3.002 Admission to Graduate Programs & Post-Baccalaureate Professional Students
 - ii. UWF REG 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions
 - iii. UWF REG 3.004 Academic Policies
 - iv. UWF REG 3.031 Grading Information
 - v. UWF REG 3.042 Admission of International Students

All meetings will occur in Building 22, Rooms A, B & C UWF Conference Center according to the order listed above.

3. VADM John H. Fetterman State of Florida Maritime Museum PPT
4. Naming of New Student Residence Hall
5. 2011 June BOT Meeting Dates
6. 2011-12 Meeting Schedule

Informational/Discussion Items

1. Millennium Generation PPT
2. Update – University Advancement PPT

Other Full Board Items

- | | | |
|---------------------|-------------|---|
| • Today | 2 p.m. | Groundbreaking for College of Business |
| • April 1, 2011 | 11 a.m. | Convocation (Library Entrance) B32 |
| • April 1 & 2, 2011 | (FRI & SAT) | Festival on the Green Main Campus |
| • April 30, 2011 | (SAT) | Spring Commencement PNS Civic Center |
| • June __, 2011 | (THU) | UWF BOT Meeting Conference Center |
| | | Boards' Appreciation Social TBA |
| • June __, 2011 | (FRI) | UWF Joint Boards Workshop Conference Center |

Adjournment

All meetings will occur in Building 22, Rooms A, B & C UWF Conference Center according to the order listed above.

Agenda

University of West Florida Board of Trustees Meeting

UWF Conference Center (B22)
11000 University Parkway
Pensacola, FL

March 25, 2011

8:30 a.m. Central Time

Finance, Administration & Audit Committee

Call to Order.....Mr. Mort O’Sullivan
Committee Chair

Roll Call.....Ms. Faye Bowers

Chair’s Greetings.....Mr. Mort O’Sullivan

Action Items

1. Minutes

December 10, 2010

http://uwf.edu/trustees/Mar25_11/FA12102010MN.pdf

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5. University Housing Residence Life Rental Rates

6. University of West Florida Annual Financial Report for 2009-2010

Informational/Discussion Items

Update - FY10-11 Consolidated Operating Budget

Other Finance Items

Adjournment

Minutes

UWF Board of Trustee

Finance, Administration & Audit Committee Meeting

December 10, 2010

Committee Chair Marny Gilluly called the meeting to order at 8:34 a.m. Central Time on December 10, 2010 with the trustees listed below present. She then asked if there were others joining by conference call. There were none.

Lewis Bear, Jr.

Marny Gilluly

Jeanne Godwin

Chuck Horner

Mort O'Sullivan

Bentina Terry

Other trustees present:

Mr. K.C. Clark

Ms. Nancy Fetterman

Dr. Richie Platt

Mr. Bob Jones

Mr. Josh Finley

Also present:

Dr. Judy Bense, President

Dr. Chula King, Provost

Dr. Kevin Bailey, Vice President for Student Affairs

Mr. Michael Dieckmann, Interim Vice President for University Affairs

Dr. Kyle Marrero, Vice President for University Advancement

Mrs. Patricia Lott, General Counsel

Dr. Kimberly Sessions Brown, Chief of Staff/Assistant Corporate Secretary/BOT

Ms. Patti Ross, Executive Administrative Assistant/Office of the President

Ms. Faye Bowers, Executive Specialist/ Assistant Corporate Secretary/BOT

Chair's Greeting

Chair Gilluly welcomed everyone to the Finance, Administration and Audit committee expressing her appreciation for their attendance. She reminded everyone that the meeting is being webcast thanks to the WUWF staff. She said once this committee is adjourned the Academic & Student Affairs Committee will convene. Chair Gilluly noted that we have a very long agenda so let's get started.

Action Items

1. Minutes:

September 17, 2010 - http://uwf.edu/trustees/Dec10_10/FASep17_10MN.pdf

Chair Gilluly reminded committee members that they have had the opportunity to review the minutes. If there were no corrections/changes she then called for a motion.

A motion was made to approve the minutes of September 17, 2010 as presented.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Bear

Motion passed unanimously.

2. **UWF/REG 4.010 Student Financial Aid** was presented by Ms. Cathy Brown, Director of UWF Financial Aid. Florida Board of Governors Regulation 3.009 requires the universities in the State University System to adopt a regulation relating to the administration, distribution and use of student financial aid. Regulation Adoption Procedural History: The notice of proposed regulation adoption for UWF/REG 4.010 was posted on the BOT regulation website on October 1, 2010 and comment was invited. The notice was also published in the October 4, 2010 edition of Argus Today and comment was invited. The 14 day comment period extended from October 1, 2010 through October 15, 2010. To date, no comments have been received. The required 30 day notice period for the proposed regulation ended on November 1, 2010.

[UWFREG 4.010 Student Financial Aid](http://uwf.edu/trustees/Dec10_10/FA2.pdf)

http://uwf.edu/trustees/Dec10_10/FA2.pdf

Notice of Regulation Adoption including the text of the proposed regulation 4.010 Student Financial Aid 010

http://uwf.edu/trustees/Dec10_10/NOPA_REG4.010.pdf

Florida Board of Governors Regulation 3.009

http://uwf.edu/trustees/Dec10_10/BOGREG3.009.pdf

A motion was made to adopt the regulation as set forth in the supporting documentation. This proposed regulation meets the BOG requirements. Once adopted by the BOT this regulation becomes effective immediately.

Motion by: Trustee Terry

Seconded by: Trustee O'Sullivan

Motion passed unanimously.

3. **UWF/REG 4.008 Tuition and Fees, Fines and Penalties** was presented by Ms. Colleen Asmus. The proposed amendment clarifies the rates charged by the University for the Collection of student debt and adds a provision to clarify the university's authority, through Florida Board of Governor's Regulation 7.003 and 1009.24, Florida Statutes, to charge for services provided at cost. Regulation Development History: The notice of the proposed amendment to UWF Regulation 4.008 was posted to the BOT regulation development website on November 9th, 2010. Notification to the University community of the proposed amendment was posted in the November 15th, 2010 edition of Argus Today, and public

comment was invited. The required 30-day period for posting of the notice of the proposed regulation on the BOT regulation development website ends on November 23rd, 2010.

UWFREG 4.008 Tuition and Fees Fines and Penalties

http://uwf.edu/trustees/Dec10_10/FA3.pdf

Notice of Proposed Amendment to UWF Regulation 4.008 Tuition and Fees, Fines and Penalties with text of proposed regulation amendment

http://uwf.edu/trustees/Dec10_10/NOPA_UWFREG4.008.pdf

BOG Regulation 7.003

http://uwf.edu/trustees/Dec10_10/BOGREG7.003.pdf

Florida Statute 1009.24

http://uwf.edu/trustees/Dec10_10/FL_Statute1009.24.pdf

A motion was made to approve the proposed amendment of UWF/REG 4.008 Tuition and Fees, Fines and Penalties as set forth in the attached supporting document. Once the amendment of UWF/REG 4.008 Tuition Rates, Fees, Fines and Penalties is adopted by the Board of Trustees, it will be forwarded to the Board of Governors for approval as a Select Regulation.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Terry

Motion passed unanimously.

4. Student Activity and Service, Health and Athletic Fees were presented by Dr. Tammy McGuckin. 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 2010-11 is 36.8%. 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.

New Fees will be implemented for Fall Semester 2011. 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.

Student Activity and Service Fee Athletic and Health Fee

http://uwf.edu/trustees/Dec10_10/FA4.pdf

Memo: Request Increase

http://uwf.edu/trustees/Dec10_10/Memo.pdf

Exhibit A—UWF Fee History and Comparison of SUS Fees for 2010-11

http://uwf.edu/trustees/Dec10_10/Exhibit_A.pdf

Exhibit B—Minutes of Student Fee Committee

http://uwf.edu/trustees/Dec10_10/Exhibit_B.pdf

A motion was made to approve Student Activity and Service; Athletic, and Health Fee Increases as presented with a proposed increase of \$1.76 per credit hour representing a 5.0% increase in fees. Based on the 2010-11 tuition, the proposed fee would be 38.6% of the matriculation fee.

<u>Fee</u>	<u>2010- 2011</u>	<u>2011- 2012</u>	<u>Increase</u>	<u>Percentage Increase</u>
A&S	\$12.67	\$13.20	\$0.53	4.18%
Athletic	\$15.91	\$16.63	\$0.72	4.53%
Health	\$6.62	\$7.13	\$0.51	7.70%
Total	\$35.20	\$36.96	\$1.76	5.00%

Motion by: Trustee O’Sullivan

Seconded by: Trustee Terry

Motion passed unanimously.

5. **Student Orientation Fees** were presented by Dr. Michael Jasek. The maximum Student Orientation Fee state universities are allowed to charge has remained unchanged at \$35 per participating student since 1971. Due to increased costs of providing resource materials, orientation staffing, and other expenses, this fee is no longer sufficient to maintain the quality of the Student Orientation program, even with increased efficiencies and cost cutting measures already implemented. For this reason, it is proposed to petition the Florida Board of Governors to allow a onetime increase in the orientation program fee to \$50.00 per participating student, with the ability to increase the fee no more than 5% each year thereafter to keep pace with the increases in costs of providing services.

Based upon recent orientation program participation the additional \$15 per student will total approximately \$16,500 in additional funds for the program in the first year they are implemented. This fee increase will allow for an increase in the stipend provided to student orientation leaders, the maintenance of quality in the resource materials provided and the overall quality of the orientation programming offered.

Per the Florida Board of Governors Regulation 7.003, notification of intent to seek an increase in the Student Orientation Fee was provided prior to the Board of Governor’s last meeting of the year. With the Board of Trustees’ endorsement, and in compliance with Regulation 7.003, a proposal for an increase in the Student Orientation Fee will be submitted to the Board of

Governor's budget committee by January 15, 2011 for consideration by the committee during its February 2011 meeting.

Endorsement of intent to petition Florida Board of Governors for Student Orientation Fee increase from \$35 per participating student to \$50, with a maximum annual increase of not more than 5%.

The \$50.00 cost would be implemented in the Fall of 2011, with the first students actually impacted commencing with the January 2012 orientation sessions. The percentage increase applying to years thereafter.

Student Orientation Fees

http://uwf.edu/trustees/Dec10_10/FA5.pdf

A motion was made to endorse the intent to petition the FL BOG for Student Orientation Fee increase from \$35 per participating student to \$50 with a maximum annual increase of not more than 5%.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Terry

Motion passed unanimously.

6. UWF/REG 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants was presented by Dr. Kyle Marrero. The Florida Board of Governors Regulation 9.019 requires each state university to adopt regulations for the administration of the University Major Gifts Challenge Grant Programs. The programs for major gifts and the match challenge grants include libraries, academic programs; eminent scholar endowed chairs, and endowed scholarships.

The proposed regulation identifies the responsible parties for specific functions, provides broad guidance for endowed eminent scholar chairs and distinguished professors, outlines funding and expenditure requirements, and establishes reporting and documentation requirements.

Regulation History: The notice of proposed regulation UWF/REG 5.018 was posted on the BOT regulation development website on November 8, 2010, the notice was also published in the November 12, 2010 edition of Argus Today, and public comment was invited. One comment was received by the date this notice was prepared. The comment provided useful suggestions that will be considered for an internal policy. The required 30-day notice period for the proposed regulation amendment will end on December 8, 2010.

[UWF/REG 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants](http://uwf.edu/trustees/Dec10_10/FA6.pdf)
http://uwf.edu/trustees/Dec10_10/FA6.pdf

Proposed UWF Regulation 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants

http://uwf.edu/trustees/Dec10_10/UWFREG5.018.pdf

Florida Board of Governors Regulation 9.019

http://uwf.edu/trustees/Dec10_10/BOGREG9.019.pdf

A motion was made to adopt UWF/REG 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants which will be effective immediately upon adoption.

Motion by: Trustee Bear

Seconded by: Trustee Terry

Motion passed unanimously.

7. **Revisions to Procurement Regulations** were presented by Mr. Dave O'Brien. The University of West Florida is seeking amendments to several university regulations related to procurement and contracting. These changes are to stay abreast of changing Board of Governors rules as well as to implement continual improvement and adoption of best practices in procurement.

It was requested that the Board of Trustees approve revisions: UWF posted notice of the proposed amendments to its regulation development website on November 5, 2010, published the notice in the November 10th edition of Argus Today, and invited public comment. The 30-day notice period for the proposed regulation will end on December 5th, 2010. To date, no comments have been received.

Revisions to Procurement Regulations

http://uwf.edu/trustees/Dec10_10/FA7.pdf

Executive Summary of Proposed Revisions to Procurement Regulations

http://uwf.edu/trustees/Dec10_10/Proc_Reg_Changes.pdf

UWF/REG 6.0051 Standard of Conduct

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0051.pdf

Revisions to UWF/REG 6.0053, Authorities and Responsibilities of Board and University Procurement Services Department

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0053.pdf

Revisions to UWF/REG 6.0054, Competitive Solicitation Requirements

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0054.pdf

Revisions to UWF/REG 6.0055, Procurement Actions Not Subject to Competitive Solicitation Process

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0055.pdf

Revisions to UWF/REG 6.0057, Bond Requirements

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0057.pdf

BOG Regulations 18.001, 18.002, and 18.003

http://uwf.edu/trustees/Dec10_10/BOGREG18.001.pdf

http://uwf.edu/trustees/Dec10_10/BOGREG18.002.pdf

http://uwf.edu/trustees/Dec10_10/BOGREG18.003.pdf

A motion was made to approve the amendments/revisions to UWF REG's: 60051, 60053, 60054, 60055 and 60057 which will be effective immediately upon adoption.

Motion by: Trustee Bear

Seconded by: Trustee Terry

Motion passed unanimously.

8. **Legislative Budget Request – UWF's State of Florida Center – FL Small Business Development Center Network** was presented by Dr. Richard Podemski and Mr. Jerry Cartwright. The SBDC Program is designed to provide high quality business and economic development assistance to small businesses and prospective nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity and management improvement. The program is sponsored and partially funded by the U.S. Small Business Administration (SBA). Governed by Section 21 of the Small Business Act, 15 U.S.C. § 648, and federal regulations, 13 C.F.R. Part 130. Current federal funding is \$5.6 with a required \$1:1 matching ratio, bringing the total statewide budget to approximately \$12 million.

The University of West Florida is and has been the recipient (Lead Center) of an annual Cooperative Agreement from SBA for over 30 years to manage and operate the statewide Network of 36 Centers, bringing collaboration and economic development assistance to Florida's urban and rural communities from six Universities, eleven Community and State Colleges, four Chambers of Commerce, two County Economic Development Organizations (EDO) and other local outreach locations.

The FSBDC Network attained the designation as the State University System's only ***State of Florida Center*** in 2009, which in part, provides for the host institution of that Center to seek a separate and distinct legislative budget request for its operation, outside of the University's base E&G budget. The FSBDC Network through the University of West Florida has never received direct recurring legislative funding for its economic development mission and statutory required matching costs.

The FSBDC Network was also recognized in the 2008 Florida Legislative Session, Florida Statutes Chapter 288.001 as the state's "principal small business technical assistance provider" and again in 288.7001 and 288.7002 with the creation and implementation of the *Small Business Regulatory Improvement Act*. These latter statutes created an Advocate for the statewide small business community and a nine-member appointed Regulatory Advisory Council, both of which provides recommendations on changes to the rules and regulations that effect Florida small business, through direct advice and counsel to the Governor, Senate President and Speaker of

the House. These offices are operated and managed under the FSBDC Network umbrella at the University of West Florida.

LBR – SBDC FL Network

http://uwf.edu/trustees/Dec10_10/FA8.pdf

FSBDCN 2009 Statewide Impact

<http://www.floridasbdc.org/Impact/Impact/2009-Impact/Statewide Impact CY2009-2.pdf>

2009 Annual Report

<http://www.floridasbdc.org/News/Dividends/dividends-2010-04-Annual-Report2009.pdf>

Florida Statue 288 – Designation Language for FSBDC Network (F.S. 288.001) -

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0288/Sections/0288.001.html

Small Business Regulatory Advisory Council (F.S. 288.7001) -

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0288/Sections/0288.7001.html

Small Business Advocate (F.S. 288.7002) -

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0288/Sections/0288.7002.html

A motion was made to approve the request for funding of this initiative by the FSBDC Network for aligning technology related activities mandated by federal public law with the Chancellor's New Florida 2010 Program by providing a unified effort by the University System to the legislature for technology business development, growth and high-tech high-wage job creation. Motion by: Trustee O'Sullivan
Seconded by: Trustee Terry
Motion passed unanimously.

9. **Amended Fixed Capital Outlay Plan** was presented by Mr. Michael Dieckmann. The University annually submits a *Five-Year Fixed Capital Outlay Plan* to the Board of Governors (BOG). The Board of Trustees approved the most current plan at the June 3 meeting; this plan was submitted to the BOG on August 1. Funding for these projects comes from the Public Education Capital Outlay (PECO) fund, which uses revenues generated from taxes on utilities.

Following standard practice, all budgets for future (not in progress) projects were re-estimated to account for future cost projections. In addition, the proposed amended plan increases the budget for Priority No. 4, the "Physical Sciences Renovation and Performance Center Improvements" project, from \$18,122,000 to \$26,647,750; it also requests planning funds for this project in FY2011/2012. This budget increase is driven by changes in the programmed needs for this facility and by changes in the facility concept and design.

The Board of Governors will compile an overall priority list from each of the colleges and universities and present it to the Governor and Legislature, along with requests from community colleges and public schools. The Legislature then determines which projects are funded. This process is pursuant to Florida Statute 1013.64, and [Sections 216.0158 and 216.043](#).

[Amended Fixed Capital Outlay Plan](#)

http://uwf.edu/trustees/Dec10_10/FA9.pdf

Proposed Amended Five-Year Plan (Approval Requested)

http://uwf.edu/trustees/Dec10_10/Revised_CIP_Plan_Attach1.pdf

Five-Year Plan Approved June 3 by the Board

http://uwf.edu/trustees/Dec10_10/Revised_CIP_Plan_Attach2.pdf

A motion was made to amend the Fixed Capital Outlay Plan for FY 2011-12 – 2015-16 as presented.

Motion by: Trustee Terry

Seconded by: Trustee Bear

Motion passed unanimously.

10. **Debt Management Resolution** was presented by Mr. Michael Dieckmann. The Florida Board of Governors (BOG) requires each university Board of Trustees to adopt a debt management policy that is consistent with BOG guidelines on debt management. The UWF Board of Trustees enacted a resolution in December 2006 adopting the BOG's debt management guidelines as UWF's debt management policy.

In September 2010, the BOG updated their debt management guidelines. Because some of the changes are significant, it is recommended that the Board of Trustees examine the updated guidelines and reaffirm the adoption of the BOG's guidelines as UWF's Debt Management Policy.

Both a summary of the changes in the BOG's guidelines and a black-lined copy of the guidelines themselves, showing all revisions, are included for the Board's review.

[Debt Management Resolution](#)

http://uwf.edu/trustees/Dec10_10/FA10.pdf

Proposed Resolution on Debt Management

http://uwf.edu/trustees/Dec10_10/Prop_Resolution_DM.pdf

Summary of Changes in BOG Debt Management Guidelines

http://uwf.edu/trustees/Dec10_10/Summary_of_Changes.pdf

Black-lined copy of BOG Debt Management Guidelines adopted September 16, 2010

http://uwf.edu/trustees/Dec10_10/Blacklined_CC.pdf

A motion was made to adopt the resolution reaffirming the Board of Governors debt management guidelines as UWF's Debt Management Policy.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Terry

Motion passed unanimously.

11. **UWF Operational Audit #2011.020 by the Florida Attorney General** was presented by Ms. Betsy Bowers. Every two years an operational audit is conducted by the university's external auditors, Florida Auditor General. Our most recent audit was completed for fiscal year ending June 30, 2010. We had only one finding, which has been properly remedied.

Finding: The University did not always provide written notification to individuals when their social security numbers were collected, contrary to Section 119.071(5) (a), Florida Statutes.

UWF Response: The University reviewed its written notifications indicating the purpose for which the collection is made and added, as appropriate, the Federal or State law. Further, for online applications, which required the SSN, we modified the website to include the appropriate link giving the applicant the purpose for which the SSN collection was required.

The University instituted an information refresh program to periodically re-advise departments of obligations in this area. This reminder will be sent to campus semi-annually via our ARGUS Today. UWF will continue to monitor updates to our various forms and websites to ensure compliance with Section 119.071(5) (a), Florida Statutes.

UWF Operational Audit #2011.020 by the Florida Attorney General

http://uwf.edu/trustees/Dec10_10/FA11.pdf

UWF Operational Audit (REPORT NO 2011-20); see link on Auditor General website:

http://www.myflorida.com/audgen/pages/pdf_files/2011-020.pdf

A motion was made to accept the Auditor General's Operational Audit Report NO 2011.20 as presented.

Motion by: Trustee Bear

Seconded by: Trustee Terry

Motion passed unanimously.

12. **Financial Statement Audit of WUWF-FM** public media was presented by Ms. Betsy Bowers, also. Annually, an external audit firm conducts a financial audit of UWF WUWF Public Media. This is to comply with the Corporation of Public Broadcasting (CPB) community service grant requirements. To ensure compliance with these requirements, the associate vice

president for Internal Auditing and Management Consulting performed a cursory review of the special purpose financial statements and determined WUWF-FM was in compliance.

Overall, WUWF-FM had a \$35,621 increase in net assets. Several factors contributed to this situation:

- Increase in Administrative and Facility Support from the University (considered in-kind);
- WUWF-FM hosted a successful community concert with a “Capital Steps” performance;
and
- Donations and memberships were up.

Financial Statement Audit of WUWF-FM

http://uwf.edu/trustees/Dec10_10/FA12.pdf

Financial Statements University of West Florida WUWF-FM for fiscal year ending June 30, 2010

http://uwf.edu/trustees/Dec10_10/WUWF_FM.pdf

A motion was made to accept the External Audit Report of WUWF-FM as presented.

Motion by: Trustee Terry

Seconded by: Trustee Horner

Motion passed unanimously.

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 25, 2011

Issue: UWF Internal Auditing & Management Consulting-Audit Reports Issued

Proposed action: Acceptance

Background information:

In accordance with the 2009/10 and 2010/11 annual work plans, Internal Auditing & Management Consulting (IAMC) completed two audits during this quarter: Auxiliaries and ARRA (American Recovery and Reinvestment Act of 2009). Below are synopses of each:

1. Auxiliaries-UWF-10/11-01

This audit was originally part of the 2009/10 internal audit work plan approved by the BOT at its June 2009 meeting. When it was not completed by June 30, 2010, the audit was carried forward to the 2010/11 fiscal year and completed. The audit period was July 1, 2008-February 28, 2010 and focused upon financial, compliance and operational issues.

Results: The audit revealed five findings. The first finding identified a need for an Auxiliary Oversight Board with the authority to develop and enforce policies related to auxiliary operations. The second finding noted the administrative overhead rate of 3.71% (charges to auxiliary activities to cover administrative systems support) had not been formally evaluated for several years. The third finding identified the need for a formal Auxiliary policy. The fourth finding recognized that mission and purpose statements for all the auxiliary accounts were not on file. The fifth finding identified several Materials and Supplies fee accounts that had cash balances extending over several fiscal years.

Management's Actions: An Auxiliary Oversight Board will be created by May 1, 2011. A review of the administrative overhead rate will be evaluated and recommendations made by June 30, 2011. An auxiliary policy will be developed and implemented by September 30, 2011. Mission and purpose statements will be obtained for all auxiliary accounts by June 30, 2011. Detailed budgets that demonstrate the spending plan for Equipment Fees and Materials and Supplies Fees will be required and the cash balances in these accounts will be monitored at the end of each fiscal year to ensure balances are not accumulating inappropriately; this new process will be used during the next fee cycle which begins in Spring 2012 for fees effective Fall 2012.

2. ARRA (American Recovery and Reinvestment Act) –UWF-10/11-02

This audit was part of the 2010/11 internal audit work plan approved by the BOT at its June 2010 meeting. The audit period was July 1, 2009-June 30, 2010. The American Recovery and Reinvestment Act of 2009, commonly referred to as "Stimulus Funding," was enacted by the federal government as part of the ongoing effort to alleviate the effects of unemployment and other financial issues resulting from a sluggish U.S. economy. Funding was distributed to each state's department of education for further distribution. Funding in the amount of \$4,548,843.36 was provided to the University of West Florida through the Florida Department of Education's "State Fiscal Stabilization Fund." Of this amount, \$294,798 was provided from the Governor's "Discretionary" funding, \$14,380 was awarded to the UWF radio station (WUWF), and \$17,945.36 was awarded to the College Reach Out Program (CROP).

Results:

The audit revealed no findings. We identified several notable strengths: documentation was orderly and thorough; an extremely qualified work team assembled to develop policies and procedures relating to ARRA; and when a weakness in internal controls was identified by the project team, they implemented improvements in the data-gathering procedures that minimized the risk of future errors.

Recommendation: Acceptance of the Internal Auditing Reports

Implementation: Management will implement corrective actions with implementation to be completed by Fall 2012. Internal Auditing will follow-up to determine if adequate corrective actions occurred.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees

Supporting document:

UWF-10/11-01 Internal Auditing Report on Auxiliaries – 19 pages

http://uwf.edu/trustees/Mar25_11/Auxiliaries_Audit_Report.pdf

UWF-10/11-02 Internal Auditing Report on ARRA (American Recovery and Reinvestment Act) – 6 pages

http://uwf.edu/trustees/Mar25_11/ARRA_Audit_Report.pdf

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

Presenter: Ms. Betsy Bowers

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
March 25, 2011

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

Proposed action: Approve the proposed fee increases effective Fall Semester, 2011

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.

**CURRENT AND PROPOSED WEEKLY CHILD CARE FEES
FOR 2011-2012**

	Current Fees	Proposed Fees	Amt. Increase	% Increase
Infant/Toddler				
Student	\$115.00	\$117.00	\$ 2.00	1.74%
Non-Student	\$135.00	\$138.00	\$ 3.00	2.23%
Preschool I & II				
Student	\$100.00	\$102.00	\$ 2.00	2.0%
Non-Student	\$120.00	\$123.00	\$ 3.00	2.5%
School Age				
Summer Camp	\$100.00	\$100.00	\$ 0	0

No increase to Registration fees

Implementation Plan: New fees will be implemented beginning Fall Semester 2011

Fiscal Implications: This increase is necessary to maintain the current program by:

1. Covering the increased costs of goods and services.
2. Purchasing additional equipment and supplies needed for the Center's program.
3. Bringing pricing to market rates.

Supporting documents:

Exhibit A – UWF Comparative Schedule of Current Local Child Care Rates 01/2011 – 1 page
http://uwf.edu/trustees/Mar25_11/Exhibit_A.pdf

Prepared by: Ms. Cynthia Watson, ERCCD Director, 474-2195, cwatson@uwf.edu
Dr. Tammy McGuckin, Assistant VP/Interim Dean of Students, 474-2214,
tmcguckin@uwf.edu

Presenter: Dr. Tammy McGuckin, Asst. VP Student Affairs

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
March 25, 2011

Issue: UWF/REG-5.010 Educational Research Center for Child Development

Proposed action: Approve amendment of UWF/REG- 5.010 Educational Research Center for Child Development

Background information:

The proposed amendment to UWF/REG-5.010 increases the fee structure for the 2011-2012 year.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 5.010 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of *Argus Today* and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

Recommendation: Approve amendment of UWF/REG-5.010 Educational Research Center for Child Development as set forth in the supporting documentation.

Implementation Plan: Effective immediately upon BOT action.

Fiscal Implications: None.

Supporting documents:

UWF/REG-5.010 Educational Research Center for Child Development, with notice – 3 pages
http://uwf.edu/trustees/Mar25_11/UWFREG5.010.pdf

Prepared by: Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474-3420, aschonberger@uwf.edu

Presenter: Dr. Tammy L. McGuckin, Assistant Vice President and Interim Dean of Students

UWF Board of Trustees
Finance, Administration & Audit Committee
March 25, 2011

Issue: University Housing and Residence Life Rental Rates, 2011-2012

Proposed action: Approve the proposed rental rate adjustment effective Fall 2011

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. Historically, University Housing has increased system rates incrementally to manage rising costs of operations and to sustain appropriate debt service ratios as required by system bond covenants. In preparing for this rate review cycle University Housing engaged nationally recognized university housing consultants Brailsford and Dunlavey to provide a rate analysis of the current rate structure. The objective of this external review was to determine whether the current rate structure was appropriate both in terms of rates by unit type and aggregate rates as compared with UWF's state and regional competition. The rate study suggested that while most unit type rates should be increased two rates should be reduced. Much of the information provided in the exhibits is from that study. These proposed rate increases were presented to the current residents via the Residence Housing Association, the Student Government Association (SGA) and the SGA President. The proposed rates are as follows:

	2010-2011		2011-2012	Percent
	<u>Rate</u>	<u>Change</u>	<u>Rate</u>	<u>Change</u>
Southside Village – Single Occupancy	\$2,495	\$250	\$2,745	10.02%
Southside Village – Double Occupancy	\$1,915	\$172	\$2,087	8.98%
Argo, Martin & Pace – Double Occupancy	\$2,320	\$200	\$2,520	8.62%
Argo, Martin & Pace – Triple Occupancy	\$1,720	\$172	\$1,892	10.00%
University Village - East 4-Bdrm	\$2,555	\$145	\$2,700	5.68%
University Village - East 2-Bdrm	\$3,170	-\$70	\$3,100	-2.21%
University Village - West 4-Bdrm	\$2,950	\$150	\$3,100	5.08%
University Village - West 2-Bdrm	\$3,620	-\$120	\$3,500	-3.31%
Heritage Hall – Double	\$2,400	\$175	\$2,575	7.29%
Heritage Hall – Single (3 per room)	\$2,650	\$160	\$2,810	<u>6.04%</u>
Average Rate Change				5.62%

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 2011-2012 be adjusted as listed above.

Implementation:

The new rates will be effective for Fall 2011, Spring 2012 and Summer 2012.

Fiscal Implications:

The increased revenue will cover the increasing costs of all operations including the escalating costs in utilities and maintenance and repairs. The rental revenues will also cover the debt payments required by bond agreements including new bonds for Heritage Hall and the next residence hall which is expected to begin construction in April 2011.

Supporting documents:

Exhibit A – Excerpts from Brailsford and Dunlavey Study – 1 page

http://uwf.edu/trustees/Mar25_11/ExhibitA.pdf

Exhibit B – Public University Housing Rates – 1 page

http://uwf.edu/trustees/Mar25_11/ExhibitB.pdf

Prepared by: Mr. Alan Brian, Executive Specialist, VPSA, 474 2214, abrian@uwf.edu

Presented by: Dr. James Hurd, Senior Associate VP for Student Affairs
Dr. Ruth Davison, Director of Housing and Residence Life

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
March 25, 2011

Issue: University of West Florida Annual Financial Report for 2009-2010

Proposed action: Approval

Background information:

On February 11, 2011, the State of Florida Auditor General released the report on the audit of the financial statements of the University of West Florida for the fiscal year ended June 30, 2010. The Executive Summary included in the audit report contains the following:

Summary of Report on Financial Statements

Our audit disclosed that the University's basic financial statements were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

Summary of Report on Internal Control and Compliance

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards issued by the Comptroller General of the United States.

Recommendation: Approve the University's audited financial statements, notes, and management's discussion and analysis as published in the Annual Financial Report.

Implementation Plan: None needed.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees for the University of West Florida

Supporting documents:

UWF Financial Audit, Report No. 2011-102 - 35 pages
http://uwf.edu/trustees/Mar25_11/UWF2011RPT.pdf

Prepared by: Ms. Colleen Asmus, Assistant VP, Financial Services, 474 2642, casmus@uwf.edu

Presenter: Ms. Colleen Asmus

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
March 25, 2011

Issue: FY 2010-11 Operating Budget Summary

Proposed action: Informational

Background information:

The FY 2010-11 Operating Budget Summary provides a report at the end of the second quarter with budget-to-actual results for each fund group.

The Life-to-Date Capital Budget shows that the university is on schedule with the current Capital plan implementation. The new Wellness Center and the renovation projects for the Aquatics Center are in various construction phases. The Building 70 renovation was completed in December. The College of Business Phase I & II (FY08/09; FY10/11) of the three-phase project is in the construction document design phase. Construction start on site is planned for March 2011 with completion in July 2012.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

FY 2010-11 Operating Budget Summary, including the Life-to-Date Capital Budget - 11 pages
http://uwf.edu/trustees/Mar25_11/Final_COBS.pdf

Prepared by: Ms. Valerie Z. Moneyham, UWF Budget Director, 850 4742041, moneyha@uwf.edu

Presenter: Dr. Susan Stephenson, Chief Budget Officer

Agenda
University of West Florida Board of Trustees Meeting
UWF Conference Center (B22)
11000 University Parkway
Pensacola, FL

Friday, March 25, 2011

Academic & Student Affairs Committee
(Immediately Follows Finance Committee)

Call to Order.....Mr. Robert' Bob' Jones
Committee Chair

Roll Call.....Ms. Faye Bowers

Chair's Greetings.....Mr. Bob Jones

Action Items

1. Minutes
December 10, 2010
http://uwf.edu/trustees/Mar25_11/AS12102010MN.pdf
2. Request to Terminate Degree Program - Bachelor of Arts in Education of the Mentally Handicapped (CIP Code 13.1006) effective Fall Semester 2011
3. Academic Calendar for 2012-2013
4. UWF REGULATIONS
 - a. UWF REG 3.001 Admissions Standards for First Time in College Student Applicants
 - b. UWF REG 3.002 Admission to Graduate Programs & Post-Baccalaureate Professional Students
 - c. UWF REG 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions
 - d. UWF REG 3.004 Academic Policies
 - e. UWF REG 3.031 Grading Information
 - f. UWF REG 3.032 Undergraduate Admission Standards for Transfer Students
 - g. UWF REG 3.042 Admission of International Students

Informational/Discussion Items

1. Academic Visioning
2. New Programs – First Year Follow-up Report
3. Southern Association of Colleges & Schools Commission on Colleges (SACSCOC) 5th Year Interim Report

Other Academic & Student Items

Adjournment

Draft Minutes
UWF Board of Trustees
Academic & Student Affairs Committee Meeting
December 10, 2010

Committee Chair Nancy Fetterman called the meeting to order at 9:09 a.m. with the members below in attendance. Chair Fetterman expressed her appreciation to everyone for their assistance while she served as a trustee. Trustee Fetterman is not seeking re-appointment to the UWF Board of Trustees.

Ms. Nancy Fetterman
Mr. Josh Finley
Mr. Robert Jones
Dr. Richie Platt

Others trustees attending:

Mr. K.C. Clark, BOT chair
Mr. Lewis Bear, Jr., vice chair
Ms. Marny Gilluly
Ms. Jeanne Godwin
General Chuck Horner (RET)
Mr. Mort O'Sullivan
Ms. Bentina Terry

Others attending:

Dr. Judy Bense, President
Dr. Chula King, Provost
Dr. Kevin Bailey, Vice President for Student Affairs
Mr. Michael Dieckmann, Interim Vice President for University Affairs
Dr. Kyle Marrero, Vice President for University Advancement
Mrs. Patricia Lott, General Counsel
Dr. Kimberly Sessions Brown, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Patti Ross, Executive Administrative Assistant/Office of the President
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Action Items

1. **Minutes:** September 17, 2010

Chair Fetterman reminded trustees that they had been given an opportunity to review the minutes, if there were corrections or changes and then called for a motion.

Minutes September 17, 2010

http://uwf.edu/trustees/Dec10_10/ASSep17_10MN.pdf

A motion was made to approve the minutes of September 17 as presented.

Motion by: Trustee Platt
Seconded by: Trustee Jones
Motion passed unanimously.

2. **2010 Board of Governors' Annual Report** was presented by Dr. George Ellenberg. During Fall 2009, the Board of Governors instituted a requirement for each state university to submit an Annual Report as the beginning point of a new Work Plan and Annual Report process. This is the second Annual Report to be submitted under the Work Plan and Annual Report process. The deadline for the 2010 Annual Report was November 12, 2010. Given the time schedule regarding the development and submission of the Annual Report, the Board of Governors instructed universities to submit their respective Annual Reports to the Board of Governors pending Board of Trustees approval.

As an informational note, the bookmarked copy of the entire SUS 2009 Annual Report (all SUS institutions combined) may be accessed at <http://www.flbog.edu/resources/publications/accountability.php>.

The UWF 2009 Annual Report, the UWF 2010 Work Plan, and the UWF 2010 Annual Report (*pending BOT approval*) are available at <http://uwf.edu/academic/sus/>.

The Annual Report calendar and due date are set by the Board of Governors. The Annual Report is a recurring item in the University's reporting cycle to the Board of Governors. The Annual Report process is linked directly to the University Work Plan.

2010 Annual Report as submitted to BOG
http://uwf.edu/trustees/Dec10_10/AA2.pdf

UWF 2010 Annual Report – Excerpts from Volume I:
http://uwf.edu/academic/botagendaitems/UWF_Volume_I_2010_11_19CORRECTION.pdf

UWF 2010 Annual Report – Excerpts from Volume II:
http://uwf.edu/academic/botagendaitems/UWF_Volume_II_2010_11_23CORRECTION.pdf

A motion was made to approve the UWF 2010 Annual Report as presented.

Motion by: Trustee Finley
Seconded by: Trustee Jones
Motion passed unanimously.

3. **UWF/REG 3.041 Religious Observances** was presented by Dr. Chula King. Florida Board of Governors Regulation 6.0115 requires the universities in the State University System to adopt a regulation which reasonably accommodates the “religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of exams and work assignments.” The regulation is required to reference a grievance procedure through

which students who believe they have been denied an educational benefit due to their religious beliefs or practices may seek redress.

Regulation Adoption Procedural History: The notice of proposed regulation for UWF/REG 3.041 was posted on the BOT regulation website on November 8, 2010, the notice was also published in the November 12, 2010 edition of *Argus Today*, and public comment was invited. The 14 day comment period extends from November 8, 2010 to November 22, 2010. To date, no comments have been received. The required 30-day notice period for the proposed regulation will end on December 8, 2010.

[UWF/REG 3.041 Religious Observances](http://uwf.edu/trustees/Dec10_10/AA3.pdf)

http://uwf.edu/trustees/Dec10_10/AA3.pdf

Regulation notice including text of proposed regulation UWF/REG 3.041

http://uwf.edu/trustees/Dec10_10/UWFREG3.041.pdf

Florida Board of Governors Regulation 6.0115

http://uwf.edu/trustees/Dec10_10/BOGREG6.0115.pdf

A motion was made to adopt UWF/REG 3.041 Religious Observances, as set forth in the supporting documentation which meets the BOG requirements.

Motion by: Trustee Finley

Seconded by: Trustee Platt

Motion passed unanimously.

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: Request to Terminate Degree Program
Bachelor of Arts in Education of the Mentally Handicapped
CIP Code 13.1006
Effective Fall Semester 2011

Proposed action: Approve

Background information: The Bachelor of Arts in Education of the Mentally Handicapped was placed in inactive status in 2004 when the full range of UWF's bachelor's degree programs in exceptional student education was revised to accommodate changes in categories for certification of teachers by the Florida Department of Education (DOE). Owing to earlier changes in certification by the Florida DOE, the last student to graduate from this program did so in 1997, and no students have been admitted to the program since that time.

The program was kept on the books, in an inactive status, with the thought that at some point there would be interest by students in a degree specializing in the education of mentally handicapped individuals. This has proven not to be the case and there is no longer need to continue the program on the books.

Recommendation: Approve

Implementation Plan: See attached Degree Program Termination Request document.

Fiscal Implications: None

Supporting documents:

Degree Program Termination Request, Bachelor of Arts, Education of the Mentally Handicapped – 3 pages
http://uwf.edu/academic/botagendaitems/Degree_Program_Term_Req_BA_Ed_Mentally_Handicapped.pdf

Prepared by: Dr. Chula King, Provost, Vice President for Academic Affairs, 474-2035, cking@uwf.edu

Presenter: Dr. Bill Evans, Director, School of Education

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: Academic Calendar for 2012-13

Proposed action: Approve Academic Calendar

Background information:

Board of Governors Regulation 8.001 requires that:

“(4) An official copy of the annual calendar adopted by each university shall be filed with the Board.”

The proposed Academic Calendar for 2012-13 is attached.

Recommendation: Approve

Implementation Plan: Academic Year 2012-13

Fiscal Implications: None

Supporting documents:

Board of Governors Regulation 8.001 – 1 page

http://uwf.edu/academic/botagendaitems/Regulation_8_001_University_Calendars.pdf

2012-13 Proposed Academic Calendar - 1 page

http://uwf.edu/academic/botagendaitems/Proposed_UWF_Academic_Calendar_2012_2013.pdf

Prepared by: Dr. Sue McKinnon, Associate V P Enrollment Management, 474-3386, smckinnon@uwf.edu ;
Ms. Ann Dziadon, Registrar, 474-3063, adziadon@uwf.edu

Presenter: Dr. Sue McKinnon

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: UWF/REG-3.002 Admission to Graduate Programs and Post-Baccalaureate Professional Students

Proposed action: Approve amendment of UWF/REG- 3.002 Admission to Graduate Programs and Post-Baccalaureate Professional Studies

Background information:

The proposed amendment to UWF Regulation 3.002 will provide additional information to student applicants regarding application procedures, bases for denial, continuous enrollment requirements and discrimination protection.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 3.002 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of *Argus Today* and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

Recommendation: Approve amendment of UWF/REG-3.002 Admission to Graduate Programs and Post-Baccalaureate Professional Students as set forth in the supporting documentation.

Implementation Plan: This regulation is a select regulation because it concerns admissions. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.

Fiscal Implications: None.

Supporting documents:

BOG REG 6.003 Admission of Graduate and Post-baccalaureate Professional Students – 1 page

http://uwf.edu/trustees/Mar25_11/BOGREG6.003.pdf

UWF/REG 3.002 Admission to Graduate Programs and Post-Baccalaureate Professional Students, with notice – 3 pages

http://uwf.edu/trustees/Mar25_11/UWFRREG3.002.pdf

Prepared by: Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474-3420, aschonberger@uwf.edu,

Presenter: Dr. Chula King, Provost and Vice President of Academic Affairs

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: UWF/REG-3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions

Proposed action: Approve amendment of UWF/REG- 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions

Background information:

The amendment to UWF Regulation 3.003 clarifies the type of conduct which is required to be disclosed by an applicant on the admission application, a student's on-going duty to disclose certain information, and the procedures that are followed when such information is disclosed.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 3.003 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of *Argus Today* and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

Recommendation: Approve amendment of UWF/REG 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions as set forth in the supporting documentation.

Implementation Plan: This regulation is a select regulation because it concerns admissions. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.

Fiscal Implications: None.

Supporting documents:

UWF/REG 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions, with notice – 4 pages

http://uwf.edu/trustees/Mar25_11/UWFRREG3.003.pdf

Prepared by: Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474-3420, aschonberger@uwf.edu

Presenter: Dr. Chula King, Provost and Vice President of Academic Affairs

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: UWF/REG-3.004 Academic Policies

Proposed action: Approve amendment of UWF/REG- 3.004 Academic Policies

Background information:

The proposed amendment to UWF Regulation 3.004 clarifies which academic policies apply to students. The proposed amendment removes grading information from this regulation and moves it to proposed UWF Regulation 3.031.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 3.004 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of *Argus Today* and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

Recommendation: Approve amendment of UWF/REG-3.004 Academic Policies as set forth in the supporting documentation.

Implementation Plan: Effective immediately upon BOT action.

Fiscal Implications: None.

Supporting documents:

UWF/REG 3.004 Academic Policies, with notice – 2 pages
http://uwf.edu/trustees/Mar25_11/UWFREG3.004.pdf

Prepared by: Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474 3420, aschonberger@uwf.edu

Presenter: Dr. Chula King, Provost and Vice President of Academic Affairs

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: UWF/REG-3.031 Grading Information

Proposed action: Approve adoption of UWF/REG- 3.031 Grading Information

Background information:

Information regarding grading was removed from UWF Regulation 3.004 and placed in proposed UWF Regulation 3.031 for purposes of clarity. The grading symbols and associated definitions were also updated.

Regulation Adoption Procedural History: The notice of proposed adoption of UWF/REG 3.031 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of *Argus Today* and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

Recommendation: Approve adoption of UWF/REG-3.031 Grading Information.

Implementation Plan: Effective immediately upon BOT action.

Fiscal Implications: None.

Supporting documents:

UWF/REG-3.031 Grading Information, with notice – 3 pages
http://uwf.edu/trustees/Mar25_11/UWFREG3.031.pdf

Prepared by: Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474-3420, aschonberger@uwf.edu

Presenter: Dr. Chula King, Provost and Vice President of Academic Affairs

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: UWF/REG-3.042 Admission of International Students

Proposed action: Approve adoption of UWF/REG- 3.042 Admission of International Students

Background information:

Board of Governors Regulation 6.009 requires each university in the state university system to adopt a regulation governing the admission of international students. This proposed regulation defines which students are considered International students, and sets forth requirements for English proficiency, transcript translation, academic achievement, medical insurance, and financial information for such students at the University of West Florida.

Regulation Adoption Procedural History: The notice of proposed adoption of UWF/REG 3.042 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of *Argus Today* and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

Recommendation: Approve adoption of UWF/REG-3.042 Admission of International Students as set forth in the supporting documentation.

Implementation Plan: This regulation is a select regulation because it concerns admissions. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.

Fiscal Implications: None.

Supporting documents:

BOG REG 6.009 Admission of International Students to SUS Institutions – 2 pages

http://uwf.edu/trustees/Mar25_11/BOGREG6.009.pdf

UWF/REG 3.042 Admission of International Students, with notice – 4 pages

http://uwf.edu/trustees/Mar25_11/UWFREG3.042.pdf

Prepared by: Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474-3420, aschonberger@uwf.edu

Presenter: Dr. Chula King, Provost and Vice President of Academic Affairs

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: Academic Visioning

Proposed Action: Informational

Earlier this year, the Provost convened an Academic Visioning Team charged with developing a vision, mission, goals and strategic priorities for Academic Affairs for the next 5 to 10 years. The assembled Team has broad representation, with faculty making up the largest constituent group. This was deliberate to ensure a true shared governance model.

The Team, co-chaired by Dr. Mike Huggins and Dr. Stacie Whinnery is hard at work developing a process for Academic Visioning that will allow for input from all stakeholders (faculty, staff, students, alumni, and the community), be transparent, and allow for the completion of its work by October 1, 2011.

Academic Visioning is a critical first step in framing UWF's future. It will serve as an essential part of several key initiatives in the coming years. These key initiatives include the revision of the UWF Campus Master Plan, the development of the next UWF Strategic Plan, the visioning process used for the West Campus development, and the 2015 reaffirmation of SACS accreditation.

Recommendation: Information item; no action required.

Implementation Plan: None

Fiscal Implications: None

Supporting documents: None

Prepared by: Dr. Chula King, Provost, Academic Affairs, 474-2035, cking@uwf.edu

Presenter: Dr. Chula King

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: New Programs—First-Year Follow-up Report

Proposed action: Information Item

Background information: The following programs were approved by the Board of Trustees with implementation date as noted:

- Bachelor of Science in Electrical Engineering, Spring 2009
- Bachelor of Science in Computer Engineering, Spring 2009
- Bachelor of Music Education, Fall 2009
- Master of Criminal Justice, Fall 2009
- Master of Social Work, Fall 2009

Each of these programs completed its first full year of implementation during the 2009-2010 academic year. Noted below are the upper division headcount and FTE enrollment data for each of the bachelor's degree programs and the graduate headcount and FTE enrollment data for each of the master's degrees for the Fall Semester 2009 and Fall Semester 2010.

Program/Implementation	Fall 2009		Fall 2010	
	Headcount	FTE*	Headcount	FTE*
Bachelor's Degrees				
Electrical Engineering/Spring 2009 ¹	100	81.1	115	88.2
Computer Engineering/Spring 2009 ²	24	17.7	27	22.3
Music Education/Fall 2009 ³	33	35.9	31	29.9
General Business/Fall 2009 ⁴	21	26.8	95	103.5
Master's Degrees				
Criminal Justice/Fall 2009 ⁵	35	17.3	28	14.0
Social Work/Fall 2009 ⁶	49	45.0	93	78.3

Data source: Institutional Research

*FTE includes lower- and upper-division credits.

Notes:

1. Prior to Spring 2009, Electrical Engineering was offered as a University of Florida degree taught by UWF faculty. Enrollment has increased about 15% as a UWF compared to when the degree was offered by UF.
2. Prior to Spring 2009, Electrical Engineering was offered as a University of Florida degree taught by UWF faculty. Enrollment has persisted at the same levels as a UWF degree as was the case when offered by UF.
3. Prior to Fall 2009, Music Education had been offered as a Performance/Teaching specialization within the Bachelor of Music degree. As expected, headcount enrollment has persisted at the same levels as a free-standing degree.
4. The BSBA was introduced as a new degree in Fall 2009. Enrollment has exceeded expectations.

5. Prior to Fall 2009, Criminal Justice was offered as a specialization in the Master of Science in Administration (MSA) program. The Fall 2009 data include 10 students who elected to complete their programs under the MSA. In Fall 2008, there were 20 students in the MSA Criminal Justice program. Removing the 10 MSA students from the Fall 2009 data would then show a progressive increase in Criminal Justice headcount enrollment as follows: Fall 2008, 20; Fall 2009, 25; and Fall 2020, 28.
6. The Master of Social Work was introduced as a new degree in Fall 2009. Enrollment has exceeded expectations.

Recommendation: Not Applicable; Information Item

Implementation Plan: Not Applicable

Fiscal Implications: Increasing enrollments in the BSBA in General Business and the Master of Social Work programs may require review of resources allocated to the programs.

Supporting documents: None

Prepared by: Dr. Carl Backman, Assistant to the Provost, Academic Affairs, 474-2035, cbackman@uwf.edu

Presenter: Dr. George Ellenberg, Vice Provost

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
March 25, 2011

Issue: SACS Fifth-Year Interim Report

Proposed Action: Informational

Background information:

The University of West Florida has submitted its Fifth-Year Interim Report to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states, including Florida.

SACSCOC reviewers will begin reviewing the report shortly, and will submit a response to the University upon completion of the review.

Recommendation: Information item; no action required.

Implementation Plan: None

Fiscal Implications: None

Supporting documents: None

Prepared by: Dr. Chula King, Provost and Vice President for Academic Affairs, 474-2035
cking@uwf.edu

Presenter: Dr. George Ellenberg, Vice Provost

UWF Board of Trustees Meeting
March 25, 2011

Issue: Board Chair Priorities

Proposed action: Informational

Background information: The Board of Trustees chair suggested that UWF trustees can aid the institution in the areas of strategic finance, metrics, and fundraising. This agenda item is a placeholder for any discussion.

Recommendation: Chairman leads discussion

Implementation Plan: Unknown

Fiscal Implications: Unknown

Supporting documents:

Feb 2011 Letter to Trustees – 3 pages
http://uwf.edu/trustees/Mar25_11/LTR.pdf

AGB Trusteeship Article, *Making Metrics Matter* – 7 pages
http://uwf.edu/trustees/Mar25_11/Making_Metrics_Matter.pdf

Prepared by: Dr. Kimberly Brown, Chief of Staff, 474-2200, kimbrown@uwf.edu

Presenter: General Chuck Horner, RET, Chair UWF Board of Trustees

UWF Board of Trustees Meeting

March 25, 2011

Issue: Dashboard and Metrics

Proposed action: Informational

Background information: The BOT has asked the university to set specific goals and measure our progress toward those goals. The BOG requires specific measures as part of our annual report. Additionally, the Association of Governing Board's Trusteeship magazine recently published an article, *Making Metrics Matter*, which outlines many of the most common dashboards that universities around the country provide to their BOT. We reviewed their list of common dashboards and conducted a review of our data systems to determine which are currently feasible for UWF to provide. These things serve as a starting place to the BOT's discussion and determination of the dashboards and metrics to be developed to monitor the university's progress and condition of the institution.

Recommendation: Discuss strategy for implementing a reporting model of appropriate dashboards and metrics for UWF

Implementation Plan: Senior leadership to work with national consultant to refine benchmarks, aspirants, dashboard and metrics, and targets for each indicator for the trustees. The proposed model will be presented to BOT in June

Fiscal Implications: Unknown at present

Supporting documents:

2010 Annual Report V1 – 23 pages

http://uwf.edu/trustees/Mar25_11/2010Annual_Report_V1.pdf

2010 Annual Report V2 – 24 pages

http://uwf.edu/trustees/Mar25_11/2010Annual_Report_V2.pdf

Review of current feasibility of Making Metrics Matter Dashboards – 10 pages

http://uwf.edu/trustees/Mar25_11/Metrics_Analysis.pdf

Making Metrics Matter Article – 7 pages

http://uwf.edu/trustees/Mar25_11/Making_Metrics_Matter.pdf

Prepared by: Dr. Kim Brown, Chief of Staff, 474-2200, kimbrown@uwf.edu

Presenter: Dr. Judy Bense, President

UWF Board of Trustees Meeting
March 25, 2011

Issue: Provide an overview of the block tuition option

Proposed action: Informational.

Background information:

In keeping with Florida statute 1009.24, at its January 20, 2011 meeting, the Board of Governors Amended Board Regulations 7.001 Tuition and Associated Fees to include language addressing Market Rate Tuition and Block Tuition. This presentation is intended to provide a history of the legislative activity related to the use of block tuition in the State of Florida, provide an overview of the required steps to request block tuition, and a look at next steps for the University of West Florida.

Recommendation: NA

Implementation Plan: NA

Fiscal Implications: NA

Supporting documents:

PowerPoint Presentation – 10 slides

http://uwf.edu/trustees/Mar25_11/OVR_Block_Tuition_Options.ppt

Prepared by: Mrs. Janice Gilley, Director Government Relations, 474 2218, jgilley@uwf.edu;
Dr. Sue McKinnon, Associate V P for Enrollment Management, 474 3387,
smckinnon@uwf.edu;
Dr. Susan Stephenson, Chief Budget Officer, 474 2487, sstephenson@uwf.edu

Presenter: Mrs. Janice Gilley, Dr. Sue McKinnon and Dr. Susan Stephenson

UWF Board of Trustees Meeting
March 25, 2011

Issue: Provide an overview of the market rate tuition option

Proposed action: Informational.

Background information: In keeping with Florida statute 1009.24, at its January 20, 2011 meeting, the Board of Governors Amended Board Regulations 7.001 Tuition and Associated Fees to include language addressing Market Rate Tuition. This presentation is intended to provide an overview of the regulation and the next steps for the University of West Florida.

Recommendation: NA

Implementation Plan: NA

Fiscal Implications: NA

Supporting documents:

None

Prepared by: Dr. Susan Stephenson, Chief Budget Officer, 474-2487, sstephenson@uwf.edu

Presenter: Dr. Chula King, Provost

**UWF BOT Holiday Reception Dinner December 9, 2010 - 201 E. Zaragoza St. Pensacola, FL
Museum of Commerce**

Members of the UWF Board of Trustees, UWF Foundation Board of Directors, West Florida Historic Preservation, Inc. Board of Directors, Pensacola State College, Northwest Florida State College, Chipola College, Gulf Coast Community College and Tallahassee Community College, University Presidents and former UWF Trustees gathered for a holiday reception and dinner. No formal business was conducted.

Name	Spouse or Guest
Ed Meadows	Kitty
Martin Gonzalez	
Gael Frazer	Angela McCorvey
Sandy Cesaretti Ray	
MaryEllen Roy	
Jason Hurst	Alisa
Athena Amos	
Erin Spicer	
Patrice Whitten	
John L. O'Connor	Susan
Edward Moore	Ginger
Monsignor Luke Hunt	
Marjorie T. Moore	Alan
Dona Usry	Milton
Herb Woll	Ann
Deidre Young	J.T.
Ty Handy	Kim
Sandy Sims	
Marijo Strauss	Bob
Judy Bense	
K.C. Clark	Lori
Nancy Fetterman	
Josh Finley	Guest
Marny Gilluly	
Jeanne Godwin	
Gen. Chuck Horner, RET	Mary Jo
Bob Jones	June
Collier Merrill	Cate
Mort O'Sullivan	Nancy
Richie Platt	Mary
Chula King	Chris
Michael Dieckmann	Ginger
Kevin Bailey	
Kyle Marrero	Jane Redding
Pat Lott	
Jack Azzaretto	
Janice Gilley	Ron
Kim Brown	Greg

**UWF BOT Holiday Reception Dinner December 9, 2010 - 201 E. Zaragoza St. Pensacola, FL
Museum of Commerce**

Richard Podemski	Clare
Greg Lanier	
Ed Ranelli	
Susan Stephenson	
Hal White	Andrea Dove
Savannah Lewis	Guest
Richard Brosnaham	Brenda
Sheri Pope	
Jeffery Djerlek	
Michelle Anchors	
Laverne Baker	Dick
Dave Cleveland	Wife
Patricia Denkler	
Tim Haag	
Ray Jones	Hilda
Richard Peterson	Janet
Wayne Williams	
Brian Wyer	Harriett
Tim Roberts	Ashley
Klaus Meyer-Arendt	Michele
Pat Wentz	Charlie
J.T. Young	Diedre
Keith Goldschmidt	Karen
Dr. and Mrs. E. W. Hopkins, Jr.	Jan
Ann Belleau	Guest
K. C. Etheredge	
Paul Pratofiorito	
Stacie Brown Whinnery	Keith
Elizabeth Benchley	
Morris Marx	
Carter Quina	
Lucy Rentz	
Alesia Ross	
Kismet Rideau	
Dwayne Manuel	
Gordon Sprague	Bette Sprague
Patti Ross	
Faye Bowers	
John Blackie	
UWF Student Ambassadors (6)	

Respectfully submitted,
Faye H. Bowers, recording secretary

At 9:16 a.m. Chair Clark moved to the Evaluation and Compensation ad hoc Committee for which he is the chair.

UWF Board of Trustees
Evaluation and Compensation ad hoc Committee Meeting
December 10, 2010

Chair K.C. Clark reminded members that they have had the opportunity to review the minutes. If there were no corrections/changes, Chair Clark asked for a motion.

September 17, 2010

http://uwf.edu/trustees/Dec10_10/MNSep17_10ACCCMN.pdf

October 8, 2010

http://uwf.edu/trustees/Dec10_10/MNOct8_10ACCCMN.pdf

October 20, 2010

http://uwf.edu/trustees/Dec10_10/MNOct20_10ACCCMN.pdf

A motion was made to approve the minutes of September 17, October 8 and 20, 2010 as presented.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Gilluly

Motion passed unanimously.

Chair Clark reported that the committee met twice by conference call since the September 17 BOT meeting at which they discussed the President's goals and contract. He said he would provide more information later in the meeting.

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At 9:20 a.m. Chair Clark called on Dr. Richie Platt to convene the BOT ad hoc Officer Nominations Committee

UWF Board of Trustees

Trustee Nominations ad hoc Committee Meeting

December 10, 2010

Dr. Richie Platt, committee chair reminded members that they have had the opportunity to review the minutes. If there were no corrections/changes, Dr. Platt then asked for a motion noting the November 2nd meeting was rescheduled to November 9.

Minutes -

October 13, 2010

http://uwf.edu/trustees/Dec10_10/MNOct13_10ONCCMN.pdf

November 2, 2010 POSTPONED to November 9

November 9, 2010

http://uwf.edu/trustees/Dec10_10/MNNov9_10ONCCMN.pdf

A motion was made to approve the minutes of October 13 and November 9, 2010 as presented.

Motion by: Trustee Godwin

Seconded by: Trustee Platt

Motion passed unanimously.

Draft Minutes

UWF Board of Trustees

December 10, 2010

Chair Clark addressed the Board noting that all action items would be addressed first for all committees and the full Board. Then, the informational items would follow to enable some trustees to excuse themselves for a Community Maritime Park Association meeting scheduled for 1 p.m. in the afternoon.

Web cast: December 10, 2010 <http://uwf.org/radiotv/webarch.shtml>

Finance, Administration & Audit Committee

Committee Chair Marny Gilluly called the meeting to order at 8:34 a.m. Central Time on December 10, 2010 with the trustees listed below present. She then asked if there were others joining by conference call. There were none.

Lewis Bear, Jr.
Marny Gilluly
Jeanne Godwin
Chuck Horner
Mort O'Sullivan
Bentina Terry

Other trustees present:

Mr. K.C. Clark
Ms. Nancy Fetterman
Dr. Richie Platt
Mr. Bob Jones
Mr. Josh Finley

Also present:

Dr. Judy Bense, President
Dr. Chula King, Provost
Dr. Kevin Bailey, Vice President for Student Affairs
Mr. Michael Dieckmann, Interim Vice President for University Affairs
Dr. Kyle Marrero, Vice President for University Advancement
Mrs. Patricia Lott, General Counsel

Dr. Kimberly Sessions Brown, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Patti Ross, Executive Administrative Assistant/Office of the President
Ms. Faye Bowers, Executive Specialist/ Assistant Corporate Secretary/BOT

Chair's Greeting

Chair Gilluly welcomed everyone to the Finance, Administration and Audit committee expressing her appreciation for their attendance. She reminded everyone that the meeting is being webcast thanks to the WUWF staff. She said once this committee is adjourned the Academic & Student Affairs Committee will convene. Chair Gilluly noted that we have a very long agenda so let's get started.

Action Items

1. **Minutes:**

September 17, 2010 - http://uwf.edu/trustees/Dec10_10/FAsep17_10MN.pdf

Chair Gilluly reminded committee members that they have had the opportunity to review the minutes. If there were no corrections/changes she then called for a motion.

A motion was made to approve the minutes of September 17, 2010 as presented.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Bear

Motion passed unanimously.

2. **UWF/REG 4.010 Student Financial Aid** was presented by Ms. Cathy Brown, Director of UWF Financial Aid. Florida Board of Governors Regulation 3.009 requires the universities in the State University System to adopt a regulation relating to the administration, distribution and use of student financial aid. Regulation Adoption Procedural History: The notice of proposed regulation adoption for UWF/REG 4.010 was posted on the BOT regulation website on October 1, 2010 and comment was invited. The notice was also published in the October 4, 2010 edition of Argus Today and comment was invited. The 14 day comment period extended from October 1, 2010 through October 15, 2010. To date, no comments have been received. The required 30 day notice period for the proposed regulation ended on November 1, 2010.

UWFREG 4.010 Student Financial Aid

http://uwf.edu/trustees/Dec10_10/FA2.pdf

Notice of Regulation Adoption including the text of the proposed regulation 4.010 Student Financial Aid 010

http://uwf.edu/trustees/Dec10_10/NOPA_REG4.010.pdf

Florida Board of Governors Regulation 3.009

http://uwf.edu/trustees/Dec10_10/BOGREG3.009.pdf

A motion was made to adopt the regulation as set forth in the supporting documentation. This proposed regulation meets the BOG requirements. Once adopted by the BOT this regulation becomes effective immediately.

Motion by: Trustee Terry
Seconded by: Trustee O'Sullivan
Motion passed unanimously.

3. **UWF/REG 4.008 Tuition and Fees, Fines and Penalties** was presented by Ms. Colleen Asmus. The proposed amendment clarifies the rates charged by the University for the Collection of student debt and adds a provision to clarify the university's authority, through Florida Board of Governor's Regulation 7.003 and 1009.24, Florida Statutes, to charge for services provided at cost. Regulation Development History: The notice of the proposed amendment to UWF Regulation 4.008 was posted to the BOT regulation development website on November 9th, 2010. Notification to the University community of the proposed amendment was posted in the November 15th, 2010 edition of Argus Today, and public comment was invited. The required 30-day period for posting of the notice of the proposed regulation on the BOT regulation development website ends on November 23rd, 2010.

UWFREG 4.008 Tuition and Fees Fines and Penalties
http://uwf.edu/trustees/Dec10_10/FA3.pdf

Notice of Proposed Amendment to UWF Regulation 4.008 Tuition and Fees, Fines and Penalties with text of proposed regulation amendment
http://uwf.edu/trustees/Dec10_10/NOPA_UWFREG4.008.pdf

BOG Regulation 7.003
http://uwf.edu/trustees/Dec10_10/BOGREG7.003.pdf

Florida Statute 1009.24
http://uwf.edu/trustees/Dec10_10/FL_Statute1009.24.pdf

A motion was made to approve the proposed amendment of UWF/REG 4.008 Tuition and Fees, Fines and Penalties as set forth in the attached supporting document. Once the amendment of UWF/REG 4.008 Tuition Rates, Fees, Fines and Penalties is adopted by the Board of Trustees, it will be forwarded to the Board of Governors for approval as a Select Regulation.

Motion by: Trustee O'Sullivan
Seconded by: Trustee Terry
Motion passed unanimously.

4. **Student Activity and Service, Health and Athletic Fees** were presented by Dr. Tammy McGuckin. 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 2010-11 is 36.8%. 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.

New Fees will be implemented for Fall Semester 2011. 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.

Student Activity and Service Fee Athletic and Health Fee

http://uwf.edu/trustees/Dec10_10/FA4.pdf

Memo: Request Increase

http://uwf.edu/trustees/Dec10_10/Memo.pdf

Exhibit A—UWF Fee History and Comparison of SUS Fees for 2010-11

http://uwf.edu/trustees/Dec10_10/Exhibit_A.pdf

Exhibit B—Minutes of Student Fee Committee

http://uwf.edu/trustees/Dec10_10/Exhibit_B.pdf

A motion was made to approve Student Activity and Service; Athletic, and Health Fee Increases as presented with a proposed increase of \$1.76 per credit hour representing a 5.0% increase in fees. Based on the 2010-11 tuition, the proposed fee would be 38.6% of the matriculation fee.

<u>Fee</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>Increase</u>	<u>Percentage Increase</u>
A&S	\$12.67	\$13.20	\$0.53	4.18%
Athletic	\$15.91	\$16.63	\$0.72	4.53%
Health	\$6.62	\$7.13	\$0.51	7.70%
Total	\$35.20	\$36.96	\$1.76	5.00%

Motion by: Trustee O’Sullivan

Seconded by: Trustee Terry

Motion passed unanimously.

5. **Student Orientation Fees** were presented by Dr. Michael Jasek. The maximum Student Orientation Fee state universities are allowed to charge has remained unchanged at \$35 per participating student since 1971. Due to increased costs of providing resource materials, orientation staffing, and other expenses, this fee is no longer sufficient to maintain the quality of the Student Orientation program, even with increased efficiencies and cost cutting measures already implemented. For this reason, it is proposed to petition the Florida Board of Governors to allow a

onetime increase in the orientation program fee to \$50.00 per participating student, with the ability to increase the fee no more than 5% each year thereafter to keep pace with the increases in costs of providing services.

Based upon recent orientation program participation the additional \$15 per student will total approximately \$16,500 in additional funds for the program in the first year they are implemented. This fee increase will allow for an increase in the stipend provided to student orientation leaders, the maintenance of quality in the resource materials provided and the overall quality of the orientation programming offered.

Per the Florida Board of Governors Regulation 7.003, notification of intent to seek an increase in the Student Orientation Fee was provided prior to the Board of Governor's last meeting of the year. With the Board of Trustees' endorsement, and in compliance with Regulation 7.003, a proposal for an increase in the Student Orientation Fee will be submitted to the Board of Governor's budget committee by January 15, 2011 for consideration by the committee during its February 2011 meeting.

Endorsement of intent to petition Florida Board of Governors for Student Orientation Fee increase from \$35 per participating student to \$50, with a maximum annual increase of not more than 5%.

The \$50.00 cost would be implemented in the Fall of 2011, with the first students actually impacted commencing with the January 2012 orientation sessions. The percentage increase applying to years thereafter.

Student Orientation Fees

http://uwf.edu/trustees/Dec10_10/FA5.pdf

A motion was made to endorse the intent to petition the FL BOG for Student Orientation Fee increase from \$35 per participating student to \$50 with a maximum annual increase of not more than 5%.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Terry

Motion passed unanimously.

6. **UWF/REG 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants** was presented by Dr. Kyle Marrero. The Florida Board of Governors Regulation 9.019 requires each state university to adopt regulations for the administration of the University Major Gifts Challenge Grant Programs. The programs for major gifts and the match challenge grants include libraries, academic programs; eminent scholar endowed chairs, and endowed scholarships.

The proposed regulation identifies the responsible parties for specific functions, provides broad guidance for endowed eminent scholar chairs and distinguished professors, outlines funding and expenditure requirements, and establishes reporting and documentation requirements.

Regulation History: The notice of proposed regulation UWF/REG 5.018 was posted on the BOT regulation development website on November 8, 2010, the notice was also published in the

1Page 5 of 30

November 12, 2010 edition of Argus Today, and public comment was invited. One comment was received by the date this notice was prepared. The comment provided useful suggestions that will be considered for an internal policy. The required 30-day notice period for the proposed regulation amendment will end on December 8, 2010.

UWF/REG 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants

http://uwf.edu/trustees/Dec10_10/FA6.pdf

Proposed UWF Regulation 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants

http://uwf.edu/trustees/Dec10_10/UWFREG5.018.pdf

Florida Board of Governors Regulation 9.019

http://uwf.edu/trustees/Dec10_10/BOGREG9.019.pdf

A motion was made to adopt UWF/REG 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants which will be effective immediately upon adoption.

Motion by: Trustee Bear

Seconded by: Trustee Terry

Motion passed unanimously.

- 7. Revisions to Procurement Regulations** were presented by Mr. Dave O'Brien. The University of West Florida is seeking amendments to several university regulations related to procurement and contracting. These changes are to stay abreast of changing Board of Governors rules as well as to implement continual improvement and adoption of best practices in procurement.

It was requested that the Board of Trustees approve revisions: UWF posted notice of the proposed amendments to its regulation development website on November 5, 2010, published the notice in the November 10th edition of Argus Today, and invited public comment. The 30-day notice period for the proposed regulation will end on December 5th, 2010. To date, no comments have been received.

Revisions to Procurement Regulations

http://uwf.edu/trustees/Dec10_10/FA7.pdf

Executive Summary of Proposed Revisions to Procurement Regulations

http://uwf.edu/trustees/Dec10_10/Proc_Reg_Changes.pdf

UWF/REG 6.0051 Standard of Conduct

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0051.pdf

Revisions to UWF/REG 6.0053, Authorities and Responsibilities of Board and University Procurement Services Department

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0053.pdf

Revisions to UWF/REG 6.0054, Competitive Solicitation Requirements

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0054.pdf

Revisions to UWF/REG 6.0055, Procurement Actions Not Subject to Competitive Solicitation Process

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0055.pdf

Revisions to UWF/REG 6.0057, Bond Requirements

http://uwf.edu/trustees/Dec10_10/NOPA_REG6.0057.pdf

BOG Regulations 18.001, 18.002, and 18.003

http://uwf.edu/trustees/Dec10_10/BOGREG18.001.pdf

http://uwf.edu/trustees/Dec10_10/BOGREG18.002.pdf

http://uwf.edu/trustees/Dec10_10/BOGREG18.003.pdf

A motion was made to approve the amendments/revisions to UWF REG's: 60051, 60053, 60054, 60055 and 60057 which will be effective immediately upon adoption.

Motion by: Trustee Bear

Seconded by: Trustee Terry

Motion passed unanimously.

8. **Legislative Budget Request – UWF's State of Florida Center – FL Small Business Development Center Network** was presented by Dr. Richard Podemski and Mr. Jerry Cartwright. The SBDC Program is designed to provide high quality business and economic development assistance to small businesses and prospective nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity and management improvement. The program is sponsored and partially funded by the U.S. Small Business Administration (SBA). Governed by Section 21 of the Small Business Act, 15 U.S.C. § 648, and federal regulations, 13 C.F.R. Part 130. Current federal funding is \$5.6 with a required \$1:1 matching ratio, bringing the total statewide budget to approximately \$12 million.

The University of West Florida is and has been the recipient (Lead Center) of an annual Cooperative Agreement from SBA for over 30 years to manage and operate the statewide Network of 36 Centers, bringing collaboration and economic development assistance to Florida's urban and rural communities from six Universities, eleven Community and State Colleges, four Chambers of Commerce, two County Economic Development Organizations (EDO) and other local outreach locations.

The FSBDC Network attained the designation as the State University System's only **State of Florida Center** in 2009, which in part, provides for the host institution of that Center to seek a separate and distinct legislative budget request for its operation, outside of the University's base E&G budget. The

FSBDC Network through the University of West Florida has never received direct recurring legislative funding for its economic development mission and statutory required matching costs.

The FSBDC Network was also recognized in the 2008 Florida Legislative Session, Florida Statutes Chapter 288.001 as the state's "principal small business technical assistance provider" and again in 288.7001 and 288.7002 with the creation and implementation of the *Small Business Regulatory Improvement Act*. These latter statutes created an Advocate for the statewide small business community and a nine-member appointed Regulatory Advisory Council, both of which provides recommendations on changes to the rules and regulations that effect Florida small business, through direct advice and counsel to the Governor, Senate President and Speaker of the House. These offices are operated and managed under the FSBDC Network umbrella at the University of West Florida.

LBR – SBDC FL Network

http://uwf.edu/trustees/Dec10_10/FA8.pdf

FSBDCN 2009 Statewide Impact

<http://www.floridasbdc.org/Impact/Impact/2009-Impact/Statewide Impact CY2009-2.pdf>

2009 Annual Report

<http://www.floridasbdc.org/News/Dividends/dividends-2010-04-Annual-Report2009.pdf>

Florida Statue 288 – Designation Language for FSBDC Network (F.S. 288.001) -

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0288/Sections/0288.001.html

Small Business Regulatory Advisory Council (F.S. 288.7001) -

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0288/Sections/0288.7001.html

Small Business Advocate (F.S. 288.7002) -

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0288/Sections/0288.7002.html

A motion was made to approve the request for funding of this initiative by the FSBDC Network for aligning technology related activities mandated by federal public law with the Chancellor's New Florida 2010 Program by providing a unified effort by the University System to the legislature for technology business development, growth and high-tech high-wage job creation.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Terry

Motion passed unanimously.

9. **Amended Fixed Capital Outlay Plan** was presented by Mr. Michael Dieckmann. The University annually submits a *Five-Year Fixed Capital Outlay Plan* to the Board of Governors (BOG). The Board of Trustees approved the most current plan at the June 3 meeting; this plan was submitted

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to the BOG on August 1. Funding for these projects comes from the Public Education Capital Outlay (PECO) fund, which uses revenues generated from taxes on utilities.

Following standard practice, all budgets for future (not in progress) projects were re-estimated to account for future cost projections. In addition, the proposed amended plan increases the budget for Priority No. 4, the “Physical Sciences Renovation and Performance Center Improvements” project, from \$18,122,000 to \$26,647,750; it also requests planning funds for this project in FY2011/2012. This budget increase is driven by changes in the programmed needs for this facility and by changes in the facility concept and design.

The Board of Governors will compile an overall priority list from each of the colleges and universities and present it to the Governor and Legislature, along with requests from community colleges and public schools. The Legislature then determines which projects are funded. This process is pursuant to Florida Statute 1013.64, and [Sections 216.0158 and 216.043](#).

Amended Fixed Capital Outlay Plan

http://uwf.edu/trustees/Dec10_10/FA9.pdf

Proposed Amended Five-Year Plan (Approval Requested)

http://uwf.edu/trustees/Dec10_10/Revised_CIP_Plan_Attach1.pdf

Five-Year Plan Approved June 3 by the Board

http://uwf.edu/trustees/Dec10_10/Revised_CIP_Plan_Attach2.pdf

A motion was made to amend the Fixed Capital Outlay Plan for FY 2011-12 – 2015-16 as presented.

Motion by: Trustee Terry

Seconded by: Trustee Bear

Motion passed unanimously.

10. **Debt Management Resolution** was presented by Mr. Michael Dieckmann. The Florida Board of Governors (BOG) requires each university Board of Trustees to adopt a debt management policy that is consistent with BOG guidelines on debt management. The UWF Board of Trustees enacted a resolution in December 2006 adopting the BOG’s debt management guidelines as UWF’s debt management policy.

In September 2010, the BOG updated their debt management guidelines. Because some of the changes are significant, it is recommended that the Board of Trustees examine the updated guidelines and reaffirm the adoption of the BOG’s guidelines as UWF’s Debt Management Policy.

Both a summary of the changes in the BOG’s guidelines and a black-lined copy of the guidelines themselves, showing all revisions, are included for the Board’s review.

Debt Management Resolution

http://uwf.edu/trustees/Dec10_10/FA10.pdf

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Proposed Resolution on Debt Management
http://uwf.edu/trustees/Dec10_10/Prop_Resolution_DM.pdf

Summary of Changes in BOG Debt Management Guidelines
http://uwf.edu/trustees/Dec10_10/Summary_of_Changes.pdf

Black-lined copy of BOG Debt Management Guidelines adopted September 16, 2010
http://uwf.edu/trustees/Dec10_10/Blacklined_CC.pdf

A motion was made to adopt the resolution reaffirming the Board of Governors debt management guidelines as UWF's Debt Management Policy.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Terry

Motion passed unanimously.

11. **UWF Operational Audit #2011.020 by the Florida Attorney General** was presented by Ms. Betsy Bowers. Every two years an operational audit is conducted by the university's external auditors, Florida Auditor General. Our most recent audit was completed for fiscal year ending June 30, 2010. We had only one finding, which has been properly remedied.

Finding: The University did not always provide written notification to individuals when their social security numbers were collected, contrary to Section 119.071(5) (a), Florida Statutes.

UWF Response: The University reviewed its written notifications indicating the purpose for which the collection is made and added, as appropriate, the Federal or State law. Further, for online applications, which required the SSN, we modified the website to include the appropriate link giving the applicant the purpose for which the SSN collection was required.

The University instituted an information refresh program to periodically re-advise departments of obligations in this area. This reminder will be sent to campus semi-annually via our ARGUS Today. UWF will continue to monitor updates to our various forms and websites to ensure compliance with Section 119.071(5) (a), Florida Statutes.

UWF Operational Audit #2011.020 by the Florida Attorney General
http://uwf.edu/trustees/Dec10_10/FA11.pdf

UWF Operational Audit (REPORT NO 2011-20); see link on Auditor General website:
http://www.myflorida.com/audgen/pages/pdf_files/2011-020.pdf

A motion was made to accept the Auditor General's Operational Audit Report NO 2011.20 as presented.

Motion by: Trustee Bear

Seconded by: Trustee Terry

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Motion passed unanimously.

12. **Financial Statement Audit of WUWF-FM** public media was presented by Ms. Betsy Bowers, also. Annually, an external audit firm conducts a financial audit of UWF WUWF Public Media. This is to comply with the Corporation of Public Broadcasting (CPB) community service grant requirements. To ensure compliance with these requirements, the associate vice president for Internal Auditing and Management Consulting performed a cursory review of the special purpose financial statements and determined WUWF-FM was in compliance.

Overall, WUWF-FM had a \$35,621 increase in net assets. Several factors contributed to this situation:

- Increase in Administrative and Facility Support from the University (considered in-kind);
- WUWF-FM hosted a successful community concert with a “Capital Steps” performance; and
- Donations and memberships were up.

Financial Statement Audit of WUWF-FM

http://uwf.edu/trustees/Dec10_10/FA12.pdf

Financial Statements University of West Florida WUWF-FM for fiscal year ending June 30, 2010

http://uwf.edu/trustees/Dec10_10/WUWF_FM.pdf

A motion was made to accept the External Audit Report of WUWF-FM as presented.

Motion by: Trustee Terry

Seconded by: Trustee Horner

Motion passed unanimously.

At 9:08 a.m. the Academic and Student Affairs Committee met to address action items only.

Committee Chair Nancy Fetterman called the meeting to order at 9:09 a.m. with the members below in attendance. Chair Fetterman expressed her appreciation to everyone for their assistance while she served as a trustee. Trustee Fetterman is not seeking re-appointment to the UWF Board of Trustees.

Ms. Nancy Fetterman

Mr. Josh Finley

Mr. Robert Jones

Dr. Richie Platt

Others trustees attending:

Mr. K.C. Clark, BOT chair

Mr. Lewis Bear, Jr., vice chair

Ms. Marny Gilluly

Ms. Jeanne Godwin

General Chuck Horner (RET)

Mr. Mort O'Sullivan
Ms. Bentina Terry

Others attending:

Dr. Judy Bense, President
Dr. Chula King, Provost
Dr. Kevin Bailey, Vice President for Student Affairs
Mr. Michael Dieckmann, Interim Vice President for University Affairs
Dr. Kyle Marrero, Vice President for University Advancement
Mrs. Patricia Lott, General Counsel
Dr. Kimberly Sessions Brown, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Patti Ross, Executive Administrative Assistant/Office of the President
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Action Items

1. **Minutes:** September 17, 2010

Chair Fetterman reminded trustees that they had been given an opportunity to review the minutes, if there were corrections or changes and then called for a motion.

Minutes September 17, 2010

http://uwf.edu/trustees/Dec10_10/ASSep17_10MN.pdf

A motion was made to approve the minutes of September 17 as presented.

Motion by: Trustee Platt

Seconded by: Trustee Jones

Motion passed unanimously.

2. **2010 Board of Governors' Annual Report** was presented by Dr. George Ellenberg. During Fall 2009, the Board of Governors instituted a requirement for each state university to submit an Annual Report as the beginning point of a new Work Plan and Annual Report process. This is the second Annual Report to be submitted under the Work Plan and Annual Report process. The deadline for the 2010 Annual Report was November 12, 2010. Given the time schedule regarding the development and submission of the Annual Report, the Board of Governors instructed universities to submit their respective Annual Reports to the Board of Governors pending Board of Trustees approval.

As an informational note, the bookmarked copy of the entire SUS 2009 Annual Report (all SUS institutions combined) may be accessed at

<http://www.flbog.edu/resources/publications/accountability.php>.

The UWF 2009 Annual Report, the UWF 2010 Work Plan, and the UWF 2010 Annual Report (*pending BOT approval*) are available at <http://uwf.edu/academic/sus/>.

The Annual Report calendar and due date are set by the Board of Governors. The Annual Report is a recurring item in the University's reporting cycle to the Board of Governors. The Annual Report process is linked directly to the University Work Plan.

2010 Annual Report as submitted to BOG

http://uwf.edu/trustees/Dec10_10/AA2.pdf

UWF 2010 Annual Report – Excerpts from Volume I:

http://uwf.edu/academic/botagendaitems/UWF_Volume_I_2010_11_19CORRECTION.pdf

UWF 2010 Annual Report – Excerpts from Volume II:

http://uwf.edu/academic/botagendaitems/UWF_Volume_II_2010_11_23CORRECTION.pdf

A motion was made to approve the UWF 2010 Annual Report as presented.

Motion by: Trustee Finley

Seconded by: Trustee Jones

Motion passed unanimously.

3. **UWF/REG 3.041 Religious Observances** was presented by Dr. Chula King. Florida Board of Governors Regulation 6.0115 requires the universities in the State University System to adopt a regulation which reasonably accommodates the “religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of exams and work assignments.” The regulation is required to reference a grievance procedure through which students who believe they have been denied an educational benefit due to their religious beliefs or practices may seek redress.

Regulation Adoption Procedural History: The notice of proposed regulation for UWF/REG 3.041 was posted on the BOT regulation website on November 8, 2010, the notice was also published in the November 12, 2010 edition of *Argus Today*, and public comment was invited. The 14 day comment period extends from November 8, 2010 to November 22, 2010. To date, no comments have been received. The required 30-day notice period for the proposed regulation will end on December 8, 2010.

UWF/REG 3.041 Religious Observances

http://uwf.edu/trustees/Dec10_10/AA3.pdf

Regulation notice including text of proposed regulation UWF/REG 3.041

http://uwf.edu/trustees/Dec10_10/UWFREG3.041.pdf

Florida Board of Governors Regulation 6.0115

http://uwf.edu/trustees/Dec10_10/BOGREG6.0115.pdf

A motion was made to adopt UWF/REG 3.041 Religious Observances, as set forth in the supporting documentation which meets the BOG requirements.

Motion by: Trustee Finley

Seconded by: Trustee Platt
Motion passed unanimously.

At 9:16 a.m. Chair Clark moved to the Evaluation and Compensation ad hoc Committee for which he is the chair.

Chair K.C. Clark reminded members that they have had the opportunity to review the minutes. If there were no corrections/changes, Chair Clark asked for a motion.

September 17, 2010

http://uwf.edu/trustees/Dec10_10/MNSep17_10ACCCMN.pdf

October 8, 2010

http://uwf.edu/trustees/Dec10_10/MNOct8_10ACCCMN.pdf

October 20, 2010

http://uwf.edu/trustees/Dec10_10/MNOct20_10ACCCMN.pdf

A motion was made to approve the minutes of September 17, October 8 and 20, 2010 as presented.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Gilluly

Motion passed unanimously.

Chair Clark reported that the committee met twice by conference call since the September 17 BOT meeting at which they discussed the President's goals and contract. He said he would provide more information later in the meeting.

At 9:20 a.m. Chair Clark called on Dr. Richie Platt to convene the BOT ad hoc Officer Nominations Committee.

Minutes -

Dr. Richie Platt, committee chair reminded members that they have had the opportunity to review the minutes. If there were no corrections/changes, Dr. Platt then asked for a motion noting the November 2nd meeting was rescheduled to November 9.

October 13, 2010

http://uwf.edu/trustees/Dec10_10/MNOct13_10ONCCMN.pdf

November 2, 2010 POSTPONED to November 9

November 9, 2010

http://uwf.edu/trustees/Dec10_10/MNNov9_10ONCCMN.pdf

A motion was made to approve the minutes of October 13 and November 9, 2010 as presented.

Motion by: Trustee Godwin

Seconded by: Trustee Platt

Motion passed unanimously.

At 9:23 a.m. Chair Clark called for a 10 minute break before convening the Full Board meeting to address action items.

**UWF Board of Trustees Meeting
December 10, 2010**

Chair K.C. Clark called the UWF BOT Meeting to order at 9:38 a.m. on December 10, 2010 in Building 22, UWF Conference Center in Pensacola, Florida.

The following trustees were present.

Mr. Lewis Bear, Jr.
Mr. K.C. Clark
Ms. Nancy Fetterman
Mr. Josh Finley
Ms. Marny Gilluly
Ms. Jeanne Godwin
General Chuck Horner (RET)
Mr. Bob Jones
Mr. Collier Merrill
Mr. Mort O'Sullivan
Dr. Richie Platt
Ms. Bentina Terry

Others attending:

Dr. Judy Bense, President
Dr. Chula King, Provost, and Vice President for Academic Affairs
Dr. Kyle Marrero, Vice President for University Advancement
Dr. Kevin Bailey, Vice President for Student Affairs
Mr. Michael Dieckmann, Interim Vice President for University Affairs
Ms. Patricia Lott, General Counsel
Dr. Kimberly Sessions Brown, Chief of Staff & Assistant Corporate Secretary for BOT
Ms. Patti Ross, Executive Administrative Assistant, Office of the President
Ms. Faye Bowers, Executive Specialist & Assistant Corporate Secretary for BOT

Chair's Greeting

Chair Clark welcomed everyone and expressed the Board's appreciation to be web-casting the meeting, thanks to the staff of WUWF, University Commons and ITS.

In Memoriam – Chair Clark said we have lost several members of the UWF community since our last BOT meeting. Let us take a Moment of Silence regarding the loss of the following students, staff and special friends, Dodi Barnett wife of Dr. Jim Barnett and Mr. Dick Ihns, longtime university friend and founder.

- ❖ Student – John Byler Nuckolls
- ❖ Student – Jaleeza McCorvey
- ❖ Student – Christian Thomas Saxen

- ❖ Staff/Voyager – Ron Besser
- ❖ Staff/WFHPI - Cheryl Smith
- ❖ Staff/Bookstore – Kerrie Jordan

- Clark took a moment to comment on the Heritage Hall Ribbon Cutting/Grand Opening. The facility is beautiful and he extended congratulations to the team who worked so hard to get it built and filled in record time. It is truly remarkable. Congratulations!
- Also, the UWF Boards' reception and NW Florida President's Coalition dinner last evening were special events. Thanks to everyone who worked on these events and all who attended. It was nice to be able to meet many of the board members from the institutions in our region. He commended President Bense and her staff.

He then called on Dr. Bense for the President's report.

President's Report

FEDERAL

- Dr. Bense said, we all know there are big changes in DC and we will have a better picture in the Spring as to how those changes will impact UWF and some of our special appropriations like the Hometown Heroes Veterans training program.
- However, Bense attended a special event at the Florida House thanks to an invitation by Trustee Godwin in which UWF was recognized as a major contributor in the oil spill recovery effort - UWF was the only university recognized and the entire FL congressional delegation including new members and our 2 Senators were present. It was a wonderful opportunity to visit with the delegation members and discuss UWF's continued contribution to the State of Florida. Thanks to Collier Merrill, Jim Shirley and The Fish House for the outstanding event. Kudos again to Trustee Godwin for the invitation.

STATE NEWS –

- On the State front, as you know, there is a super majority in the House and Senate of Republican legislators as well as the entire Cabinet. The incoming Governor is continuing to reach out to University presidents and the chancellor for advice on how to move Florida forward and we look for his education proposals to be positive for higher education.
- The State's unemployment rate remains in the double digits and the budget continues to decline below revenue estimates - as of this week the decline is projected to be about \$225 million and the deficit for the state is expected to grow beyond \$2.5 Billion. We are hoping for a strong holiday spending season and an increase in home sales to turn the budget in the right direction.

- However, it will be the Spring before we have a better idea as to what the deficits mean to UWF. The Chancellor is continuing to push the NEW Florida plan and the Florida universities as driving forces behind economic recovery for our state through research, commercialization and economic development initiatives. We are actively engaged in those discussions as well.

ON CAMPUS NEWS

1. **Division renamed** - In November, the Division of University Affairs was renamed to the *Division of Administrative Services*, to provide a more commonly recognized name for this unit of the university. The role, mission, and organization of the division remain unchanged.
2. **West campus land exchange agreement** is still awaiting consideration and approval by the board of trustees of the Florida Internal Improvement Trust Fund. The earliest possible action on this agreement is January.
3. **Controlled Burns** - We are starting a series of prescribed burns on our west campus to make our property safer. The burns are being conducted by the Division of Forestry. This will be a multi-year project and we will burn in 20 acre segments.
4. **Family Weekend** - We hosted our first ever family weekend in late September. 285 families participated. There were three days of activities planned for them and overall it was a huge success.
5. **SSE Gold LEED** - Our new Science and Engineering Building achieved U.S. Green Building Council's LEED Gold Certification, surpassing its original goal of Silver Certification. This is our first facility to receive the designation.
6. **Pep Band** - UWF has started our first pep band comprised of 30 students. I was excited to meet with the students when they recently gathered. They will begin performing at athletic events in January.
7. **NWFL Career Portal Launch** - The president's coalition launched the NWFL Career Portal last week. This website will help potential students find high-wage, high-skill, mostly STEM careers in this area and will show them what educational pursuits they need to endeavor in order to succeed.
8. **Extreme Makeover Home Edition** will air nationwide this Sunday at 7pm central. I know Collier is hosting a 'watch party' at the Fish House. We were pleased to give tuition waivers to the family and look forward to seeing them on our campus soon.
9. **Heritage Hall I Grand Opening yesterday** - I was especially pleased to dedicate the new Heritage Hall yesterday. The newest residence hall is a signal that UWF is growing and on the move. When we soon break ground on Heritage Hall 2, and the COB. In January we will have

the re-grand opening of the remodeled building 70 and this spring we will open the new Health and Wellness Center. Indeed, we are on the move!

EVENTS

1. We will be hosting the **Board of Governors' Meeting** January 19 and 20 here on campus. I encourage all trustees, especially local trustees, to attend.
2. **BOT Workshop on Strategic Finance** will be on Friday, February 25th from 9-12. We've asked Jane Wellman to be the facilitator. She is the executive director of the Delta Project on Postsecondary Costs, Productivity and Accountability, a research and policy organization with a mission to improve productivity in higher education through more effective management of resources without compromising student access or quality.
3. December 11 is Fall Commencement. And, while we have many items upon which to report this is the most important. This is what we do. Tomorrow 800 students will receive degrees and their lives will be forever changed.

And with that said, Dr. Bense said she would be happy to entertain questions.

With that said, Chair Clark moved to address the full Board action items.

Webcast Clock 84:35

Action Items

1. Minutes:

Chair Clark reminded the trustees they had been given the opportunity to review the minutes. He asked if there were changes and/or corrections and then called for a motion.

September 17, 2010 – Full BOT Meeting

http://uwf.edu/trustees/Dec10_10/FBOTSep17_10MN.pdf

October 27, 2010 - Full BOT Conference Call

http://uwf.edu/trustees/Dec10_10/FBOTOct27_10CCMN.pdf

Webcast Clock 85:33

A motion was made to approve the minutes of September 17 and October 27 as presented.

Motion by: Trustee Bear

Seconded by: Trustee Terry

Motion passed unanimously.

2. **CONSENT AGENDA ITEMS FOR APPROVAL:**

Chair Clark noted that the Board is using a new '*consent agenda*' in order to move meetings along smoothly. He said there were (13) thirteen items on the consent agenda today and that all were fully discussed during the committee meetings. He then asked if any trustees wished to pull any item from the consent agenda for additional discussion.

- a. UWF/REG 4.010 Student Financial Aid

http://uwf.edu/trustees/Dec10_10/FA2.pdf

- b. UWF/REG 4.008 Tuition and Fees, Fines and Penalties
http://uwf.edu/trustees/Dec10_10/FA3.pdf
- c. Student Activity and Service, Health and Athletic Fees
http://uwf.edu/trustees/Dec10_10/FA4.pdf
- d. Student Orientation Fees
http://uwf.edu/trustees/Dec10_10/FA5.pdf
- e. UWF/REG 5.018 Florida Endowment Trust Funds for University Major Gifts Challenge Grants
http://uwf.edu/trustees/Dec10_10/FA6.pdf
- f. Revisions to Procurement Regulations - http://uwf.edu/trustees/Dec10_10/FA7.pdf
 - i. UWF/REG 6.0051 Standard of Conduct
 - ii. UWF/REG 6.0053 Authorities and Responsibilities of Boards and University Procurement Services Department
 - iii. UWF/REG 6.0054 Competitive Solicitation Requirements
 - iv. UWF/REG 6.0055 Procurement Actions Not Subject to Competitive Solicitation Process
 - v. UWF/REG 6.0057 Bond Requirements
- g. Legislative Budget Request – UWF’s State of Florida Center – FL Small Business Development Center Network
http://uwf.edu/trustees/Dec10_10/FA8.pdf
- h. Amended Fixed Capital Outlay Plan
http://uwf.edu/trustees/Dec10_10/FA9.pdf
- i. Debt Management Resolution
http://uwf.edu/trustees/Dec10_10/FA10.pdf
- j. UWF Operational Audit #2011.020
http://uwf.edu/trustees/Dec10_10/FA11.pdf
- k. Financial Statement Audit of WUWF-FM
http://uwf.edu/trustees/Dec10_10/FA12.pdf
- l. 2010 Board of Governors’ Annual Report
http://uwf.edu/trustees/Dec10_10/AA2.pdf
- m. UWF/REG 3.041 Religious Observances
http://uwf.edu/trustees/Dec10_10/AA3.pdf

Webcast Clock 86.22

A motion was made that the Board approve and adopt the recommendations of the Finance, Administration and Audit Committee and the Academic and Student Affairs Committee made at their meetings this morning with respect to the matters set forth on the Consent Agenda.

Motion by: Trustee Fetterman

Seconded by: Trustee Bear

Motion passed unanimously.

3. **Athletics Facilities Master Plan Adoption in Principle** - A PowerPoint presentation was delivered by Athletic Director Dave Scott and Mr. Warren Emo saying that the firm of EMO/ARCHITECTS, INC. (EMO) was engaged by the University of West Florida on May 17, 2010 to conduct a comprehensive assessment of the current and future needs of the University’s athletic program and facilities and to prepare an Athletic Facilities Master Plan. The assessment included

evaluation of the existing athletic facilities to ascertain the condition of those facilities in consideration of the University's objectives to remain competitive by strengthening the existing athletic program and to position for future athletic program expansion. EMO employed a 6-step process to develop the Athletic Facilities Master Plan. In brief, the 6-steps were as follows:

- 1) An analysis was conducted on the condition of the University's athletic facilities.
- 2) An athletic facilities questionnaire was distributed to community and University stakeholders. Subsequent to receiving the results of the questionnaire EMO conducted several Interviews and Interactive Workshops with community and University stakeholders including students, faculty, and staff to discuss several Master Plan alternatives.
- 3) A Programming Analysis was prepared detailing athletic facility needs as identified by UWF stakeholders based on comparable facilities located at other UWF-identified aspirant institutions.
- 4) A Site Plan and Concept Diagrams were developed for future athletic facilities in consideration of the outcome of steps 1, 2 and 3 described above.
- 5) A Capital Budget was prepared to be used as a guide in support of securing funding for athletic facilities as identified by UWF stakeholders.
- 6) The Final Athletic Facilities Master Plan document was completed for use by UWF.

An informational presentation of the University of West Florida Athletic Facilities Master Plan was made to the Board on September 17, 2010.

Summary

http://uwf.edu/trustees/Dec10_10/BOTA3.pdf

Athletics Master Plan Process 2010

University of West Florida Athletic Facilities Master Plan

Athletics PowerPoint Presentation

[http://uwf.edu/trustees/Dec10_10/Athletic Master Plan.ppt](http://uwf.edu/trustees/Dec10_10/Athletic_Master_Plan.ppt)

A motion was made for the approval of University of West Florida Athletic Facilities Master Plan 'in principle only' as a source document for future University Master Plan updates with the intent for incorporation of this Athletic Facilities Master Plan into the Campus Master Plan when next updated.

Motion by: Trustee Merrill

Seconded by: Trustee Terry

Motion passed unanimously.

4. **Presidential Evaluation** - The BOT ad hoc Committee of Presidential Evaluation Compensation commissioned an anonymous survey, using survey monkey of the President's performance in relation to the goals set the previous year. Each trustee was asked to respond. The responses were summarized and provided by Chairman Clark at the September BOT meeting. Chairman Clark wanted to provide ample time for the trustees and the president to review the evaluation comments before preparing a final summary evaluation. Trustees were asked to provide any additional feedback to Chairman Clark for a summary evaluation to be submitted to the Board of Governors.

Presidential Evaluation

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http://uwf.edu/trustees/Dec10_10/BOTA5.pdf

Presidential Self-Evaluation

http://uwf.edu/trustees/Dec10_10/Self_Evaluation.pdf

Summary Comments from Survey

http://uwf.edu/trustees/Dec10_10/Comments.pdf

A motion was made to adopt the Presidential Evaluation and to authorize the BOT chair to submit the evaluation to the Board of Governors.

Motion by: Trustee O'Sullivan

Seconded by: Trustee Bear

Motion passed unanimously.

5. Revised Presidential Contract - At its meeting on June 3, 2010, the Board voted to appoint a committee to oversee resolution of outstanding issues regarding presidential employment, including the evaluation process and contractual issues. Chair Clark appointed an ad hoc committee including himself, Lewis Bear, Jr., Marny Gilluly, Collier Merrill, and Mort O'Sullivan. The Committee met August 12 & 23, 2010, September 14, 2010, October 8, 2010, and October 20 and worked diligently to review and to make appropriate adjustments to the process for evaluation of presidential performance and goals. In addition, the Committee considered data from other State University System institutions in Florida regarding both evaluation processes and compensation packages for university presidents.

The Committee reported at the September Board meeting concerning its evaluation of President Bense and its efforts to refine the stated goals for the President for the 2010/2011 academic year, including its efforts to state the goals in an objective format that is susceptible to objective measurement criteria.

After considerable discussion and reflection, and upon review of information pertaining to the compensation offered presidents of other similar State University System universities in Florida, the Committee voted unanimously to recommend that the Board of Trustees enter into a revised contract with President Bense. Although the compensation being offered still falls below compensation packages offered to the presidents of most other State University System universities, the committee believes that this is a fair and competitive offer under prevailing conditions.

The proposed contract is attached. The laws of the state of Florida limit the amount of compensation that the university may offer the President out of appropriated state funds. The contract that the Committee is recommending would not entail any additional State funds for compensation, but would require additional support from resources of the University of West Florida Foundation. The Executive Committee of the Foundation has advised that the Foundation has set aside funds sufficient to meet the financial requirements of the new offer in excess of what the University currently pays the President from State funds.

Revised Presidential Contract

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http://uwf.edu/trustees/Dec10_10/BOTA4.pdf

Presidential Employment Agreement

http://uwf.edu/trustees/Dec10_10/Agreement.pdf

A motion was made to approve the recommendation of the Evaluation & Compensation ad hoc committee that the Board of Trustees enter into an updated contract with President Bense if she so chooses. Then Chair Clark will submit the signed Agreement to the Board of Governors for ratification.

Motion by: Trustee Terry

Seconded by: Trustee Platt

Motion passed unanimously.

Chair Clark then moved to Faculty Recognition:

Faculty Recognition – Dr. Pam Northrup, Interim Dean for the College of Professional Studies, recognized Dr. Steve Bridges for his outstanding service at UWF. Dean Northrup conveyed that Dr. Bridges exemplifies what a great regional comprehensive university should be. Dr. Bridges works with online education most of the time and encourages his students to simulate community health assessments prior to graduation. During his 15 years at UWF Dr. Bridges is outstanding in his research and development serving on various committees.

Chair Clark then moved back to action items:

6. **Election of Officers** was presented by Chair Clark and Dr. Richie Platt. Dr. Platt conveyed the reasoning for the ad hoc trustee nominations committee desiring to put forth more than one trustee for consideration as Chair and more than one trustee for Vice Chair. In addition, Platt said the committee felt that with such recent new appointments to the BOT that selecting a chair with several years experience would benefit the University best.

The Bylaws of the UWF Board of Trustees indicate that the Chair and Vice-Chair of the Board are to be selected at the last regularly scheduled meeting of the calendar year for a two-year term to begin on January 1.

Powers and Duties of Officers

“The officers of the Board of Trustees are the chair, vice-chair, executive officer and corporate secretary. The chair and vice-chair shall be selected by the Board of Trustees at its first regular meeting after January 7, 2003 and shall serve for a two-year term to begin immediately upon selection. Thereafter, the Board of Trustees shall select the chair and vice chair at the last regularly scheduled meeting of the calendar year for a two-year term to begin January 1. The chair and vice-chair shall be eligible for reselection for one consecutive term, after which they may not be an officer for two years before being eligible for selection again.”

Dr. Platt provided the following recommendations from the ad hoc committee. Chair Clark then proceeded with the election by providing nominees for both seats.

Chair: Retired General Charles ‘Chuck’ Horner and J. Collier Merrill

Vice Chair: Lewis Bear, Jr. and Mort O’Sullivan

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Clark then reminded everyone that paper ballots would be used and would stand as a public record. Trustees must write their names on the ballots.

At that time, Collier Merrill withdrew his name from nomination offering his complete support for General Chuck Horner. Chair Clark asked if there were any other nominations from the floor. There were none.

Then Mort O'Sullivan asked to speak and withdrew his name from nomination for vice-chair noting that he would like to recommend Lewis Bear, Jr. as vice chair.

Election of Officers

http://uwf.edu/trustees/Dec10_10/BOTA7.pdf

BOT Bylaws (See Powers and Duties of Officers)

<http://www.uwf.edu/trustees/bylaws/bylaws.cfm>

A motion was made to accept the nominations of General Charles 'Chuck' Horner as chair and Mr. Lewis Bear, Jr. as vice-chair for the UWF Board of Trustees.

Motion by: Trustees Terry and Platt

Seconded by: Trustee Gilluly

Motion passed unanimously.

7. Resolutions In Appreciation and Recognition of Distinguished Service was addressed by Chair Clark, who recognized Trustee Marny Gilluly and Trustee Nancy Fetterman, reading the resolutions aloud.

Resolutions

http://uwf.edu/trustees/Dec10_10/BOTA6.pdf

Resolution – Gilluly

http://uwf.edu/trustees/Dec10_10/Gilluly.pdf

Resolution – Fetterman

http://uwf.edu/trustees/Dec10_10/Fetterman.pdf

Clark then called on President Bense who recognized the Chair. All 3 trustees were provided framed resolutions with a small token of appreciation from the University.

Resolution – Clark

http://uwf.edu/trustees/Dec10_10/Clark.pdf

A motion was made to approve these regulations which are to be placed upon the pages of the minutes.

Motion by: Trustee Jones

Seconded by: Trustee Terry

Motion passed unanimously.

Chair Emeritus was addressed by President Bense who said that as a means of distinction and honor many universities bestow upon their Chair a title of "Chair Emeritus" at the time the Chair leaves service of the Board of Trustees. This distinction is in recognition of extraordinary service and contributions to the University. Chair Emeritus shall be invited to BOT events and functions.

Recommendation: Mr. K.C. Clark is the first University of West Florida Board of Trustees Chair to complete his term of service on the UWF Board of Trustees. He is the longest serving chair, having served from November 2004 to present. His service, contributions, and leadership are unsurpassed. Therefore, it is recommended that the Board of Trustees consider bestowing the title "Chair Emeritus" as recognition of his extraordinary commitment and service to his alma mater, the University of West Florida.

President Bense presented Chair Clark with a gavel and memorial plaque.

Chair Emeritus

http://uwf.edu/trustees/Dec10_10/BOTA8.pdf

A motion was made to confer the title of Chair Emeritus on Trustee K.C. Clark.

Motion by: Trustee Terry

Seconded by: Trustee Godwin

Motion passed unanimously.

Chair Clark then moved to Student Recognition.

Student Recognition – Dr. Kevin Bailey recognized Asa Furman who shared his experiences at UWF with the Cycling Club and Yellow Bike Program. Asa has kicked the program up a notch and devoted his time to repairing, offering and tracking bikes on campus. The bikes are free and available to any student, staff or faculty member at UWF.

Staff Recognition – Ms. Martha Lee Blodgett, director of UWF Planned Giving recognized Ms. Kenda Hembrough for her outstanding creative work for encouraging faculty/staff contributions on campus. Within 2 years Ms. Hembrough has created a website for contributions which is to be applauded. In addition, Ms. Hembrough has initiated a ‘going green’ program which is eliminating paper and going electronic.

Ms. Hembrough complimented the whole staff for the great advancements she has made. She conveyed that it was a group effort.

Clark then moved back to informational items for committees:

Trustee Marny Gilluly introduced the Finance, Administration & Audit Committee informational items:

1. **External Audit: Financial Statement Audit of Direct Support Organization—Florida Institute of Human and Machine Cognition (FIHMC)** was presented by Ms. Betsy Bowers. Organizations affiliated or through the University of West Florida (aka Direct Support Organizations) must be audited annually and presented to the University of West Florida. The Florida Institute for Human and Machine Cognition audit has been completed.

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 post audit 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 and determined compliance regarding annual financial audit exists. This report contained no findings.

EA: Financial Statement Audit of DSO-FIHMC

http://uwf.edu/trustees/Dec10_10/FI1.pdf

Year ending June 30, 2010

http://uwf.edu/trustees/Dec10_10/FIHMC.pdf

2. FY 2010-11 Operating Budget Summary was presented by Dr. Susan Stephenson. The FY 2010-11 Operating Budget Summary provides a report at the end of the first quarter with budget-to-actual results for each fund group.

The Life-to-Date Capital Budget shows that the university is on schedule with the current capital plan implementation. The new Wellness Center and the renovation projects for the Aquatics Center and Building 70 (a renovation funded as part of the Science and Technology appropriation) are in various construction phases. Building 70 renovations are substantially complete to enable user occupancy. The College of Business Phase I & II (FY08/09; FY10/11) of the three-phase project is in the construction document design phase which is scheduled to be completed in November 2010. Construction start on site is planned for March 2011 with completion in July 2012.

FY 2010-11 Operating Budget Summary

http://uwf.edu/trustees/Dec10_10/FI2.pdf

FY 2010-11 Operating Budget Summary, including the Life-to-Date Capital Budget (11 pages)

http://uwf.edu/trustees/Dec10_10/FY_OSB.pdf

3. Parking Garage Concept was addressed by Mr. Mike Dieckmann through a PowerPoint Presentation. Mr. Dieckmann conveyed that the study continues regarding solving parking issues at UWF. Analysis of parking capacity vs. demand shows that, given projected enrollment growth rates, UWF will have a deficit of parking spaces by Fall 2014. In the interim, continued pressure for parking spaces near the campus core, and pressure from construction projects that encroach on existing parking lots, will further exacerbate parking pressures. We are therefore examining plans and feasibility of constructing a central campus parking garage that is aligned with the campus master plan and the athletics facilities master plan. Also being studied are the effects on parking rates and

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transportation fees required to support this and other transportation infrastructure improvements. This presentation is an initial briefing to the Board prior to bringing a detailed conceptual plan to the Board for consideration in March 2011.

Parking Garage Concept

http://uwf.edu/trustees/Dec10_10/FI3.pdf

Parking Garage Concept PPT

http://uwf.edu/trustees/Dec10_10/PGC.pptx.

4. **2009-10 Annual Financial Report to the State of Florida** was presented by Ms. Colleen Asmus. The University of West Florida is a component of the State of Florida. As such, UWF's 2009-2010 financial information for incorporation into the State of Florida's Comprehensive Annual Financial Report (CAFR) was due and submitted to the Florida Department of Education on September 15, 2010. While very similar to UWF's annual published financial statements, this report to the state may not include all final audit adjustments and does not contain a Statement of Cash Flows. Additionally, information contained in the footnotes to UWF's published Annual Financial Statements is reported to the state on specifically prescribed Component Unit Forms. While financial information is available separately for the university and each of its component units, this information is presented in consolidated format to the state.

2009-10 Annual Financial Report to the State of Florida

http://uwf.edu/trustees/Dec10_10/FI4.pdf

Webcast Clock 177.00

Trustee Nancy Fetterman introduced the Academic and Student Affairs Committee informational items:

1. **UPDATE –Student Transitions Programs** was presented by Dr. Michael Jasek. The Student Transitions Office has implemented new programs, such as *Family Weekend*, and has grown existing programs to better serve UWF students and their families as they enter and pass through the university. This presentation will provide information about those programs and their impact upon students and their families.

Update

http://uwf.edu/trustees/Dec10_10/AI1.pdf

2. **Department of Education Visit – School of Education** was addressed by Dr. Pam Northrup through a PowerPoint Presentation from the DOE. Academic programs that lead to teacher certification are required to be approved by the Florida Department of Education (FDOE). This approval occurs every seven years. The FDOE site visit to UWF occurred on October 24 – 27, 2010. The FDOE team presented its preliminary findings to UWF in an exit conference on October 27. Those findings included both commendations and weaknesses.

The FDOE team issued a number of very positive commendations including partnership and community outreach activities, responsiveness to state and local district needs, regional leadership in student-centeredness, a culture of continuous improvement, collegiality and teamwork, organization and leadership, caring, committed and engaged candidates, and a highly collegial and responsive staff throughout the visit.

The FDOE team also noted some weaknesses related to several of the standards of evaluation, including ESOL curriculum in middle grade programs, period of time when university faculty were not directly involved in observation, mentoring, and assessment of student teachers, credentials of supervising teachers in reading endorsement programs, and the system for monitoring candidates' attainment and mastery of FEAPs/PECs

The FDOE team is recommending full approval of all but three programs, with conditional approval recommended for Middle Grade English/Social Science, Middle Grade Math/English, and Middle Grade General Science/English.

The FDOE will issue its formal report within 60 days following the exit conference. UWF will have 30 days following the receipt of the formal report to provide any response. The recommendation is then presented to the Program Approval Board, which meets in Spring 2011 followed by the formal approval by the Commissioner of Education in Summer 2011.

DOE Visit – School of Education

http://uwf.edu/trustees/Dec10_10/AI2.pdf

UWF Exit Conference PowerPoint

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

3. UPDATE – D.O.E. Grant for “Model Alcohol Abuse Prevention Program” was addressed by Ms. Mica Harrell through a PowerPoint Presentation. In 2009 The University of West Florida “You Have Choices!” campus alcohol prevention program was selected as one of five universities across the nation to receive a grant award for \$134,000 from the United States Department of Education as a Model of Alcohol or Other Drug Abuse Prevention Program on a College Campus. A review of “You Have Choices!” program implementation along with relevant background information will be provided.

Update – DOE Grant

http://uwf.edu/trustees/Dec10_10/AI3.pdf

DOE Grant Alcohol Prevention PowerPoint

http://uwf.edu/trustees/Dec10_10/Alcohol_Prevention.pptx

4. UPDATE – Housing and Residential Life was addressed by Dr. Ruth Davison through a PowerPoint presentation.

Housing and Residential Life

http://uwf.edu/trustees/Dec10_10/AI4.pdf

PowerPoint Presentation Housing

http://uwf.edu/trustees/Dec10_10/Housing.pptx

5. New Florida Update was presented by Dr. Chula King. In 2010, the Florida Legislature appropriated \$2 million for the State University Research Commercialization Assistance Grants program. The University of West Florida submitted three project proposals to the Board of Governors for consideration. Two of the project proposals were selected for funding: (1) TellusPoint, aka Next Exit History from Dr. Jay Clune was awarded \$30,000; (2) A Device and Improved Method for Detection of Protozoan Pathogens in Potable and Environmental Waters from Dr. Dick Snyder was awarded \$30,000.

The Legislature also appropriated \$10 million the Board of Governor's New Florida Initiative. The Board of Governors awarded the \$10 million to the 11 state universities as part of its New Florida Initiative designed to move the state's economy beyond its dependence on agriculture, housing and tourism. The two types of awards included Cluster Grants and Scholars Boost Grants. The Cluster Grants required unprecedented levels of collaboration toward "cluster industries." The Scholars Boost Grants were designed to retain and recruit teaching scholars. The University of West Florida submitted three proposals for funding, and was awarded a \$350,000 Cluster Grant for one of the proposals – "Inter-Disciplinary Principles and Inter-Professional Strategies for Successful Aging in Northwest Florida", submitted by Dr. Laura Koppes.

New Florida Update

http://uwf.edu/trustees/Dec10_10/A15.pdf

6. Significant Student Accomplishments and Recognitions was addressed by Dr. Kevin Bailey.

Students

http://uwf.edu/trustees/Dec10_10/A16.pdf

Exhibit A: Listing of Student Accomplishments

http://uwf.edu/trustees/Dec10_10/Students.pdf

Chair Clark, in the interest of time, recognized Mr. Jeff Helms, chairman of Florida's Great Northwest who briefly addressed the economic needs and development of our region. He represented more than 20 organizations within the tri-county areas. Helms read a Resolution to Support Advanced Degrees in Science Technology Engineering and Mathematics at UWF.

Escambia County Resolution

http://uwf.edu/trustees/Dec10_10/EC_R2010_230.pdf

At this time chair Clark moved to the full Board informational items.

Full Board Informational/Discussion Items

1. **Review 2011-12 Meeting Schedule**- was addressed by Chair Clark. He asked trustees to review the proposed dates and notify Faye Bowers of any conflicts as the Board will be asked to approve these dates during the March meeting.

Review 2011-12 Meeting Schedule

http://uwf.edu/trustees/Dec10_10/FBOTI1.pdf

2. **Report on Board of Governors Regulations (Block Tuition, Market Rates, etc.)** was presented by Ms. Pat Lott who reported 5 new regulations and 8 amendments to regulations this year. During the course of 2010, the Board of Governors adopted five new regulations and amended eight regulations. A memo setting forth a short description of the changes is attached, together with the text of the regulations as amended.

Of special interest are the amendments to BOG Regs. 7.001 Tuition and Associated Fees (which sets forth the process for SUS universities to submit proposals for block tuition) and 7.003 Fees, Fines and Penalties (which sets forth the process for SUS universities to submit proposals for fees in excess of current statutory caps and to submit proposals for new fees, implementing HB 7237).

You may wish to note that an additional change to BOG Reg. 7.001 has been proposed. The change sets forth the process for submission of proposals for market tuition for graduate level on-line courses and graduate level courses offered through continuing education. The BOG proposes to exclude critical needs areas such as certain education, health, and security and emergency services programs except in special circumstances. A university is not permitted to take existing state-funded programs and replace those with market tuition programs.

Other regulation changes having direct impact on University Boards of Trustees include an amendment to Reg. 1.001 University Boards of Trustees (relating to the BOG's actions to ratify a university president selected by a UBOT) and the adoption of a new Reg. 9.012 Disclosure of Gifts from Foreign Governments and Persons, establishing a requirement to annually disclose gifts received from foreign governments or persons in excess of \$100,000.

Report on BOG Regulations

http://uwf.edu/trustees/Dec10_10/FBOTI2.pdf

Memo Regarding Changes to BOG Regulations;

http://uwf.edu/trustees/Dec10_10/Memo_Changes.pdf

Text of BOG Regulations as Amended

http://uwf.edu/trustees/Dec10_10/Text.pdf

3. **UPDATE – University Advancement & Creating Great Futures Campaign - (PPT)** - Dr. Kyle Marrero, Vice President for University Advancement provided a PowerPoint presentation on university advancement including a progress report on the University's *Creating Great Futures* Campaign and the university's major institutional marketing and creative services activities.

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Update – UA & CGF

http://uwf.edu/trustees/Dec10_10/FBOT13.pdf

PowerPoint Presentation

http://uwf.edu/trustees/Dec10_10/UA_CGF.ppt

4. **Strategic Issues** – Dr. Bense opened the floor for potential items to be addressed in the future.

Strategic Issues

http://uwf.edu/trustees/Dec10_10/FBOT14.pdf

Trustee O’Sullivan - Long Range Planning – Build on STEM Coast Initiative, Academic Visioning to be initiated by Provost King

Trustee Bear – Extremely important to support and grow our economy. He is working with Chancellor and Legislature.

Chairman’s Remarks

Chair Clark expressed his appreciation to have served as a member of the Board and serving as the chair.

Upcoming Events

- Dec 11 (SAT) Fall Commencement (AM Ceremony Only) PNS Civic Center
 - (2 ceremonies)

With no further business to conduct Chair Clark called for adjournment of the meeting at 12:36 p.m.

Respectfully submitted,

Faye H. Bowers, recording secretary

**UWF Board of Trustees
Orientation for Chair & Vice Chair
January 19, 2011
11:30 – 1:30**

Building 10/R224, 11000 University Parkway, Pensacola, FL

Trustees present:

General Charles 'Chuck' Horner, RET
Lewis Bear, Jr.

Others present:

Dr. Judy Bense, President
Dr. Kimberly Sessions Brown, Chief of Staff
Ms. Pat Lott, General Counsel

General Chuck Horner, RET., was elected Chair of the University of West Florida Board of Trustees in December 2010. Mr. Lewis Bear, Jr. was elected as Vice-Chair in December 2010, having also served in the position since June 3, 2010 when Mr. Roy Smith, previous vice-chair's service concluded on the UWF Board of Trustees.

They both attended an orientation session where board logistics, functions, and responsibilities, were discussed with the UWF President and staff to the Board of Trustees.

Respectfully submitted,

Faye H. Bowers, recording secretary

UWF Board of Trustees
Attending FL Board of Governors Meetings
January 19 - 20, 2011

UWF Conference Center (B22/Rooms A, B & C)
Pensacola, Florida

The following University of West Florida Board of Trustees members attended some of the Board of Governors' meetings/events on January 19 and January 20, 2011.

General Horner, Chair UWF Board presented to the Board of Governors the ratification of Judith A. Bense as UWF's President. She was previously approved by the Board of Governors on an interim basis but the UWF Board of Trustees approved a longer term contract for Dr. Bense in December 2010, requiring additional BOG action.

Trustees present:

General Charles 'Chuck' Horner, RET, BOT Chair
Lewis Bear, Jr., Vice Chair
Jeanne Godwin, trustee
Josh Finley, trustee (SGA President)

Others present:

Dr. Judy Bense, President
Dr. Kimberly Sessions Brown, Chief of Staff
Ms. Janice Gilley, Director of Governmental Relations
Ms. Pat Lott, General Counsel

Respectfully submitted,

Faye H. Bowers, recording secretary

Draft Minutes
The University of West Florida Board of Trustees
Strategic Finance Workshop
February 25, 2011
11000 University Parkway, Pensacola, Florida

The meeting convened in the UWF Argo Athletic Club at 9am with the following present:

Trustees attending:

Lewis Bear, Jr.
Josh Finley
Jeanne Godwin
Robert Jones
Collier Merrill
Mort O'Sullivan
Dr. Richie Platt
Bentina Terry

Others attending:

Dr. Judy Bense, President
Dr. Chula King, Provost & Vice President for Academic Affairs
Dr. Kevin Bailey, Vice President for Student Affairs
Dr. Kyle Marrero, Vice President for University Advancement
Mr. Mike Dieckmann, Interim Vice President for Administrative Services
Dr. Chris Pomory, Incoming President for UWF Faculty Senate
Dr. Sue McKinnon, Associate Vice President for Enrollment
Dr. Jim Hurd, Associate Vice President for Student Affairs
Dr. Richard Podemski, Dean for College of Graduate Studies
Dr. Ed Ranelli, Dean for College of Business
Mr. Robert Dugan, Dean for Libraries
Dr. George Ellenberg, Vice Provost
Dr. Susan Stephenson, Chief Budget Officer
Dr. Jack Azzaretto, Dean of Emerald Coast Campus
Ms. Pat Lott, General Counsel
Dr. Kim Brown, Chief of Staff & Assistant Corporate Secretary for BOT
Ms. Janice Gilley, Director of Governmental Relations

The agenda included the following topics:

1. Concepts of Strategic Finance & Trends
2. Moving from Spending to Investing

Dr. Judy Bense, President, welcomed everyone and introduced facilitators, Jane Wellman & Rick Staisloff. The facilitators presented a PowerPoint presentation on the concepts of strategic finance and trends in the higher education national landscape. They also discussed establishing benchmark

institutions, performance indicators, reviewing academic programs, and practices to move toward strategic investments. They asked participants to identify areas where UWF has made strategic investments or progress, and facilitated a roundtable discussion.

Next, the group proceeded to lunch where they were joined by members of the Staff Senate, Faculty Senate, and Student Government Association. The facilitators presented topics around attainment of education and why there is urgency in higher education to make strategic investments. Those that attended were:

Attending from Staff Senate:

John Reeves
Karon Pursell
Dan Motherway
Karen Mims
Cheryl Phelps
Barbara Sawyer
David Hicks
Shelly Trim
Matthew McKinney
Sherron Moore
Michele Lockhart
Adjournment

Attending from Faculty Senate:

James Arruda
Kathleen Heubach
Susan Walch
Nestor Arguea
Subhash Bagui
Pat Wentz
Dick Snyder
John Platt
Diane Scott
Paul Williford

Attending from Student Senate:

Hunter Medley
Rocquel Francis
Damian Aries
Lequeta Cox
Savannah Lewis
Alexander McAnney

Adjournment occurred at 1:30 p.m.

Respectfully submitted,
Faye H. Bowers, recording secretary

UWF Board of Trustees Meeting

March 25, 2011

Issue: Vice Admiral John H. Fetterman Maritime Museum and Research Center
Assessment Report Recommendations

Proposed action: Approve

Background information:

Per the instruction of the Board of Trustees from the October 27, 2010 conference call, University Advancement hired a consultant to assess the fundraising feasibility of the Vice Admiral John H. Fetterman State of Florida Maritime Museum and Research Center. The findings and recommendations of the Mid-Campaign Assessment Study conducted by Alexander Haas are detailed within the written report.

Recommendation: For the mutual benefit of the University of West Florida and the Vice Admiral John H. Fetterman State of Florida Maritime Museum, the following action is recommended:

The UWF Board of Trustees takes action on this report's recommendation that the project is no longer viable for UWF and shall be removed from the UWF Facilities Capital Improvement Plan and the Courtelis Matching Program.

Implementation Plan:

1. The UWF Advancement and Foundation staff will follow all regulatory procedures and notify donors of this action. (Note: The University cannot legally transfer funds (gifts) directly to another entity, such as the new 501c3. Donor commitments to the independent 501c3 will be entirely their decision, without any involvement by the University. Donors have the full legal authority to redirect commitments to areas within the University, or request that their gifts be returned with accumulated interest.)
2. UWF Administrative Services and Foundation staff will update UWF Facilities Capital Improvement Plan and remove listing on State Courtelis Matching Program.
3. UWF General Counsel and Administrative Services will work with the City of Pensacola to update and execute the lease in the Community Maritime Park to include only the parcel identified for the Multicultural Center.
4. UWF Advancement will provide previously produced Museum marketing and solicitation materials to community leaders as they begin the process to establish a new 501c3. (Note: Donor information is considered confidential.)

Fiscal Implications: Time and Personnel

Supporting documents:

Vice Admiral John H. Fetterman, State of Florida, Maritime Museum and Research Center,
Assessment Report – 22 pages

http://uwf.edu/trustees/Mar25_11/VADMJHF_SOFMMRC_Rpt.pdf

Power Point Presentation – 17 slides

http://uwf.edu/trustees/Mar25_11/MM.ppt

Prepared by: Dr. Kyle Marrero, Vice President, University Advancement, 474–3306,
kmarrero@uwf.edu

Presenter: Mr. James R. Hackney, Jr., Managing Partner and Mr. Clayton Bass, Partner, Study
Director – Alexander Haas Consulting

UWF Board of Trustees Meeting
March 25 2011

Issue: Naming New Student Residence Hall

Proposed action: Approve "Presidents' Hall" as Name of New Student Residence Facility

Background information:

The University of West Florida will break ground on a new 250 bed student residence hall that is scheduled to open in the fall of 2012. The residence hall is expected to attract new students to the University and will constitute a part of the University's plan to increase student retention.

According to the Board's guidelines for naming opportunities, names for University facilities must be recommended by the President and approved by the Board of Trustees as a noticed, non-consent agenda item.

Recommendation: Student Affairs has recommended to Dr. Bense the name "Presidents' Hall" for the student residence facility and has requested approval from the Board of Trustees.

Implementation:

Fiscal Implications:

Supporting documentation:

Prepared by: Ms. Patricia Lott, General Counsel, 474-3420, plot@uwf.edu

Presenter: Dr. Kevin Bailey, Vice President for Student Affairs

UWF Board of Trustees Meeting

March 25, 2011

Issue: Revise June 2011 Meeting Schedule

Proposed action: Approve

Background information:

The UWF Board of Trustees adopts an annual meeting schedule in March of each year. This is done so to ensure a quorum of 9 trustees present for action. This is done in conjunction with the UWF Foundation Board of Directors meetings, Commencement, the availability of locations and other items. However, the June 9 and 10 meetings are in conflict with Fiesta of Five Flags events to which some trustees desire to attend as well.

Recommendation: It is recommended that the Board reschedule the June 9 and 10, 2011 meetings to June 7 and 8, 2011.

Implementation Plan:

Fiscal Implications: None

Supporting documents: None

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

Presenters: General Charles 'Chuck' Horner, RET

UWF Board of Trustees Meeting
March 25, 2010

Issue: 2011-2012 Tentative Meeting Dates

Proposed action: Approve

Background information: The UWF Board of trustees will be scheduled to meet four (4) times annually in 2011-12. The proposed meeting schedule is in line with the Board Development Plan adopted in August 2004, as well as, the Board of Governors’ meetings. UWF Foundation Board of Directors meets on the day prior to UWF BOT except in June.

Conference calls and emergency meetings will be scheduled as needed. Some dates* are in conjunction with other University events.

Recommendation: Approve

Implementation Plan:

<u>Day</u>	<u>Date</u>	<u>Location</u>
Friday	Sept. 23, 2011	Emerald Coast – Fort Walton Beach
Friday	Dec. 9*, 2011	Conference Center
Friday	March 9, 2012	Conference Center
Thursday	June 14, 2012	Conference Center
Friday	June 15, 2012	Conference Center Joint Boards Strategic Planning

***December 10, 2011 Fall Commencement**

Fiscal Implications: None

Supporting documents: None

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

Presenter: General Chuck Horner, BOT Chair

UWF Board of Trustees Meeting
March 25, 2011

Issue: Millennium Generation

Proposed action: Information

Background information:

General Horner, Chair for the Board of Trustees requested a Board educational session on today's learners "Millennium Generation" students.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

PowerPoint Presentation

Prepared by: Ms. Faye Bowers, Executive Specialist, 474 2009, fbowers@uwf.edu

Presenters: Dr. Tammy McGuckin, Assistant Vice President, Student Affairs
Dr. Tom Westcott, Associate Dean

**UWF Board of Trustees Meeting
March 25, 2011**

Issue: University Advancement/*Creating Great Futures* Campaign Update

Proposed action: Informational

Background information:

The Vice President for University Advancement will provide a PowerPoint presentation on university advancement including a progress report on the University's *Creating Great Futures* Campaign and the university's major institutional marketing and creative services activities.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

PowerPoint Presentation

Prepared by: Dr. Kyle Marrero, Vice President for University Advancement,
474 3306, kmarrero@uwf.edu

Presenter: Dr. Kyle Marrero