

**Agenda**  
**Conference call**  
**University of West Florida Board of Trustees**  
**8:00 a.m., September 27, 2001**  
**Pensacola, Florida**

Chair's greetings

President's greetings

Action items

1. Approval of minutes
2. UWF Board of Trustees meeting schedule
3. UWF Board of Trustees committee appointments
4. Election of at-large member to Executive Committee
5. Adoption of general guidelines for presidential search process
6. Appointments to Trustee Search Committee
7. Appointments to Search Advisory Committee
8. President's salary

Other business

Adjournment

Agenda item: 1

UWF Board of Trustees  
September 27, 2001

Issue: Minutes from August 23-24 meeting

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Proposed action: Approve minutes

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Background information:

None

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Supporting documentation: None

Prepared by: Keith Goldschmidt  
850-474-2368

Agenda item: 2

UWF Board of Trustees  
September 27, 2001

Issue: Meeting schedule

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Proposed action: Adopt meeting schedule

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Background information:

The UWF Board of Trustees bylaws call for the Board to "meet no fewer than four times per fiscal year, at a time and place designated by the Chair." The discussion at the August 23-24 BOT meeting centered on the need for more than four meetings. Staff was directed to prepare a schedule that included face-to-face meetings and telephone conference call meetings to accommodate the workload expected by the Board.

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Supporting documentation: Proposed schedule

Prepared by: Keith Goldschmidt  
850-474-2368

Regular meeting schedule  
UWF Board of Trustees

(The campus meetings are scheduled to begin at 4 p.m. the first day and to end about 1 p.m. on the second day. Times and locations are subject to change, depending on agenda.)

October 25-26 (Thurs/Fri) - Campus meeting

December 14 (Friday, 8 a.m. CST) - Conference call (Presidential search, legislative issues)

January 17-18 (Thurs/Fri) - Campus meeting

February 12-13 (Tues/Wed) - Tallahassee meeting during legislative session (Lobbying)

March 15 (Friday, 8 a.m. CST) - Conference call

April 11-12 (Thurs/Fri) - Campus meeting

May 17 (Friday, 8 a.m. CDT) - Conference call

June 6-7 (Thurs/Fri) - Campus meeting

August 22-23 (Thurs/Fri) - Campus meeting

Agenda item: 3

UWF Board of Trustees  
September 27, 2001

Issue: UWF Board of Trustees Committees

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Proposed action: Ratify committee structure and chair appointments

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Background information:

The Board of Trustees at its August 23-24 meeting discussed the merit of several committees to best conduct the business of the university and to ensure an orderly flow of agenda items. Chair Collier Merrill reported to the Board his intentions to name at least two committees to handle the affairs of the university. There are three main functions of the Board, which can be divided into three committees: Administrative, academic and governmental. State law also requires that the university have a committee specifically designated with the responsibility of audits.

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Supporting documentation: Chair Collier Merrill's proposed committees and assignments

Prepared by: Keith Goldschmidt  
850-474-2368

BOT Committees and members

Finance, Administration and Audit Committee

K.C. Clark - chair

Pam Bilbrey - vice chair

Sharon Hess Herrick

Lornetta Epps

Academic and Student Affairs Committee

Roy Smith - chair

Honor Bell - vice chair

Angie Bowler

JoAnn Morgan

Governmental Relations Committee

Carol Dover - chair

Travis Bowden - vice chair  
Charles Horner  
Eddie Phillips

Agenda item: 4

UWF Board of Trustees  
September 27, 2001

Issue: Executive committee

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Proposed action: Elect at-large member

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Background information:

The UWF Board of Trustees bylaws establish an executive committee of four members, including the president as an ex-officio member without vote. The chair and vice chair are automatic members and the remaining member "shall be nominated and elected by the Board at the annual meeting to serve at-large. . ."

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Supporting documentation: None

Prepared by: Keith Goldschmidt  
850-474-2368

Agenda item: 5

UWF Board of Trustees  
September 27, 2001

Issue: Presidential search process/timeline

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Proposed action: Adoption of process, guidelines and timeline

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Background information:

A presidential search process is an extensive, comprehensive endeavor that involves the combined efforts of many people. The Florida statutes allow the UWF Board of Trustees to select one candidate and submit that name to the chancellor of the Division of Colleges and Universities for ratification by the Florida Board of Education.

The Florida Board of Education is now working on guidelines for presidential searches at Florida's public universities. They will include a pool of professional search firms from which the Board of Trustees can pick one to assist in the search. The other guidelines are still in development. The Division of Colleges and Universities has been advised about UWF Board of Trustees' intentions to begin the search and has indicated that it can proceed. UWF staff is in frequent contact with Division staff to ensure that the search meets the anticipated guidelines.

Florida A&M University already has begun the search, absent the final guidelines, but with the guidance of the Division of Colleges and Universities.

In order for the University of West Florida to have a new president named by next summer, the search must begin in October.

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Supporting documentation: Duties, guidelines, process and timeline

Prepared by: Keith Goldschmidt  
850-474-2368

The UWF Presidential Search  
Duties, guidelines, process and timeline

The search for a president of the University of West Florida combines the coordinated talents and efforts of diverse groups representing the university community and the regional interests served by the institution. Those representatives will be appointed to two committees: The five-member Trustee Search Committee and the Search Advisory Committee comprised of university and community representatives. The search also includes the use of a professional search firm to assist in the identification and recruitment of candidates. The search process entails a nationwide advertising campaign to attract the most qualified applicants. It involves extensive background checks and interviews of candidates on the UWF campus and at their home institutions.

The entire process is subject to the Sunshine Laws of the state of Florida.

Specific duties and responsibilities of the various entities involved in the search process are:

**UWF Board Chairman**  
Appoints chairs and members to the Trustee Search Committee and the Search Advisory Committee.

**UWF Board of Trustees**

Ratifies the chair's appointments to the Trustee Search Committee and the Search Advisory Committee.

Establishes search procedures.

Selects the professional search firm and enters into contract with same.

Develops a presidential assessment tool to present to candidates so they are informed of how their performance will be measured.

Makes final selection of presidential candidate and submits name to the chancellor of the Division of Colleges and University for ratification by the Florida Board of Education.

Approves salary and benefit package for the new president.

Trustee Search Committee

Establishes minimum criteria for presidential candidates and presents them to the Search Advisory Committee.

Establishes specific timeframe and makes necessary adjustments during the process.

Approves the work of the Search Advisory Committee.

Receives three or four final candidates from the Search Advisory Committee.

Finalizes background checks on candidates.

Supervises on-site visits to final candidates' home campuses.

Arranges for additional UWF visits by final candidates, if deemed necessary.

Recommends one candidate to the UWF Board of Trustees.

Search Advisory Committee

Operates under the direction of the Trustee Search Committee.

Expands the minimum criteria for presidential candidates.

Works with professional search firm on marketing and advertising campaign and recruitment of candidates.

Assists in background checks of candidates.

Receives list of 10-to-12 candidates from the search firm

Narrows list of candidates to five or six.

Arranges UWF visits for those candidates and their spouses.

Arranges and tapes interviews of candidates. Interview process shall include representation from the UWF faculty, student body, and administration and community interests.

Provides list of three or four final candidates to the Trustee Search Committee.

Professional Search Firm

Works under the direct supervision of the Board of Trustees.

Works with Search Advisory Committee on the development of a marketing and advertising campaign.

Places advertisements in Chronicle of Higher Education, Black Issues, Hispanic Outlook, professional associations, and other publications or areas as deemed appropriate.

Actively recruits candidates.

Conducts background checks of candidates.

Presents 10-to-12 candidates to the Search Advisory Committee.

UWF Staff

Prepares briefing material for the Trustee Search Committee and the Search Advisory Committee.

Coordinates activities of the Trustee Search Committee and the Search Advisory Committee to include, but not limited to, time and location of meetings and dissemination of needed information.

Works with the Search Advisory Committee and the professional search firm on development of UWF information to be presented to candidates.  
Assists in candidate background checks.

Agenda item: 6

UWF Board of Trustees  
September 27, 2001

Issue: Appointments to Trustee Search Committee

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Proposed action: Ratify appointments of the chair

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Background information:

State law governing the presidential search process requires that the board of trustees appoint "a presidential search committee to make recommendations to the full board of trustees, from which the board shall select a candidate for reference to the Chancellor and ratification by the Florida Board of Education."

The Florida Board of Education is now working on guidelines for presidential searches, which includes the creation of a pool of professional search firms from which the boards of trustees can choose one to assist in the search.

During its August 23-24 meeting, the Board of Trustees discussed creating two committees: A three-to-five-member Trustee Search Committee to guide the process and make a final presidential recommendation to the full Board and a Search Advisory Committee.

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Supporting documentation: Chair's nominations to be supplied at the meeting.

Prepared by: Keith Goldschmidt  
850-474-2368

Agenda item: 7

UWF Board of Trustees  
September 27, 2001

Issue: Appointments to Search Advisory Committee

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Proposed action: Ratify appointments of the chair

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Background information:

State law governing the presidential search process requires that the board of trustees appoint "a presidential search committee to make recommendations to the full board of trustees, from which the board shall select a candidate for reference to the Chancellor and ratification by the Florida Board of Education."

The Florida Board of Education is now working on guidelines for presidential searches, which includes the creation of a pool of professional search firms from which the boards of trustees can choose one to assist in the search.

During its August 23-24 meeting, the Board of Trustees discussed creating two committees: A three-to-five-member Trustee Search Committee to guide the process and make a final presidential recommendation to the full Board and a Search Advisory Committee (SAC).

The SAC will be comprised of representatives from the campus and the region served by UWF. Nominations were sought from the campus and the community with a deadline of September 24.

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Supporting documentation: Chair's nominations to be supplied at the meeting.

Prepared by: Keith Goldschmidt  
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Agenda item: 8

UWF Board of Trustees  
September 27, 2001

Issue: Presidential salary

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Proposed action: Approve salary increase effective Nov. 1, 2001

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Background information:

The Legislature passed and the governor approved a 2.5 percent increase for state employees effective November 1, 2001. Florida statutes give the UWF Board of Trustees the authority for "fixing the compensation and other conditions of employment of the president."

The annual salary for President Morris Marx is \$178,100. A 2.5 percent increase would be \$4,452.50, which would bring the annual salary to \$182,552.50.



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Supporting documentation: Current presidential salaries in the State University System

Prepared by: Keith Goldschmidt  
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