

# **Agenda**

**Conference call  
University of West Florida Board of Trustees  
8:00 a.m., December 14, 2001  
Pensacola, Florida**

**Chair's greetings**

**President's greetings**

**Approval of minutes**

**Action items**

1. Approval of student Activity and Service Fee and Athletic Fee
2. Approval of fees for the Educational Research Center for Child Development

**Information item**

3. UWF conflict resolution procedures

**Other business**

**Adjournment**

**UWF Board of Trustees  
December 14, 2001**

**Issue:** Student activity and service fee and athletic fee increases.

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**Proposed action:** Approve the proposed fee increases effective fall, 2002.

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**Background information:**

Section 240.235, Florida Statutes, requires each university president 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.

Senate Bill 1162 delegates to the Boards of Trustees at universities the authority to set these local fees effective July 1, 2002. This bill also limits the fees to no more than 40 percent of the matriculation fee. Within the 40 percent cap, universities may not increase the aggregate sum of Activity and Service, Athletic and Health Fees more than 5 percent per year unless specifically authorized in law or in the General Appropriations Act.

The proposed increases are \$.90 per credit hour, or an increase of 4.28 percent.

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**Supporting documentation:** Exhibit A—Schedule of Current and Proposed Fee Increases  
Exhibit B—Summary of Fee Committee Deliberations  
Exhibit C—Comparison of SUS Fees for 2001-2

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**Exhibit A****THE UNIVERSITY OF WEST FLORIDA**

ACTIVITY & SERVICE, ATHLETIC AND HEALTH FEE  
 SCHEDULE OF CURRENT & PROPOSED FEE INCREASES  
 FALL SEMESTER, 2002

|  | <b>Current Fees/<br/>Estimated<br/>Revenue<br/>2001-2002</b> | <b>Projected Fees/<br/>Projected<br/>Revenue<br/>2002-2003</b> | <b>Increase<br/>Fees/Revenue</b> | <b>Percent Increase</b> |
|--|--|--|----------------------------------|-------------------------|
| <b><u>Per Student Credit</u></b>         |  |  |                                  |                         |
| <b><u>Hour</u></b>                       |  |  |                                  |                         |
| Activity & Service                       | \$7.55   | \$ 7.85  | .30                              | 3.97%                   |
| Athletic                                 | 10.50  | 11.10  | .60                              | 5.71%                   |
| Health                                   | <u>3.00</u>  | <u>3.00</u>  | <u>-0-</u>                       | -0-                     |
| <b>Total</b>                             | \$21.05  | \$21.95  | \$ .90                           | 4.28%                   |
| <b><u>Per Student (Flat<br/>Fee)</u></b> |  |  |                                  |                         |
| Activity & Service                       | -0-  | -0-  |                                  |                         |
| Athletic                                 | -0-  | -0-  |                                  |                         |
| Health                                   | -0-  | -0-  |                                  |                         |
| <b>Total</b>                             | -0-  | -0-  |                                  |                         |
| <b><u>Revenues</u></b>                   |  |  |                                  |                         |
| Activity & Service                       | \$1,577,950*   | \$ 1,640,650***  | \$ 62,700                        | 3.97%                   |
| Athletic                                 | 2,194,500*   | 2,319,900***   | 125,400                          | 5.71%                   |
| Health                                   | <u>573,000**</u>   | <u>573,000****</u>   | <u>-0-</u>                       | -0-                     |
| <b>Total</b>                             | \$4,345,450  | \$4,533,500  | \$188,100                        | 4.33%                   |

\*Based on estimated 209,000 student credit hours for 2001-02

\*\*Based on estimated 191,000 student credit hours for 2001-02.

\*\*\*Based on estimated 209,000 student credit hours for 2002-03.

\*\*\*\*Based on estimated 191,000 student credit hours for 2002-03.

THE UNIVERSITY OF WEST FLORIDA  
SUMMARY OF FEE COMMITTEE DELIBERATIONS  
PROPOSED FEE INCREASES FOR FALL, 2002

**Activity and Service Fee**

Justification for Activity and Service Fee Increase

To allow for inflation, increased programming and operational costs due to increasing student enrollment.

Activity and Service Fee Committee Membership

Dr. Douglas Pearson, Chair (A&P)  
Mr. Jack Causseaux (Student)  
Dr. George Ellenberg (Faculty)  
Mr. Michael Forsyth (Student)  
Ms. Ginny-Beth Joiner (Student)  
Ms. Valerie Moneyham (A&P)  
Mr. Bradford Wales (Student)

Summary of Activity and Service Fee Committee Activities and Chronology of Meetings

October 24, 2001 Reviewed committee charge, past and present budgets and enrollment statistics.

The committee, proposed, discussed and unanimously passed a \$.30 per credit hour Activity and Service Fee increase effective Fall Semester, 2002.

## **Athletic Fee**

### Justification for Athletic Fee Increase

To allow for inflation and rising operating costs including salaries, transportation, insurance and NCAA Division II and Gulf South Conference affiliation. Also, allows necessary increases for athletic scholarships and Title IX compliance.

### Athletic Fee Committee Membership

Mr. Joseph Rieland, Chair (Student)  
Ms. April Currie (Student)  
Ms. Julie Kunselman (Faculty)  
Mr. Justin Mazzara (Student)  
Ms. Gretchen VanValkenburg (A&P)  
Dr. Patricia Wentz (Faculty)

### Summary of Athletic Fee Committee Activities and Chronology of Meetings

October 23, 2001      Reviewed committee charge, past and present athletic budgets, athletic program projections, enrollment statistics, and the need to maintain equity.

The Committee proposed, discussed, and unanimously passed a \$ .60 per credit hour Athletic Fee, effective Fall Semester, 2002.

EXHIBIT C

STATE UNIVERSITY SYSTEM OF FLORIDA  
ACTIVITY & SERVICE, ATHLETIC, AND HEALTH FEES  
CURRENT AND PROPOSED CHANGES  
EFFECTIVE FALL SEMESTER 2001

| PER STUDENT CREDIT HOUR | UE     | ESU Main | ESU Panama City | ESU Sarasota | FAMU    | USE Main | USE Sarasota | USE New College | USE SL Park | USE Lakeland | FAU     | USE     | LCE       | FIU     | UNE     | ESCU    |
|-------------------------|--------|----------|-----------------|--------------|---------|----------|--------------|-----------------|-------------|--------------|---------|---------|-----------|---------|---------|---------|
| Activity & Service Fee: |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| 2000-2001 Current Fees  | \$7.58 | \$7.25   | \$7.09          | \$7.25       | \$9.00  | \$7.10   | \$7.80       | \$10.95         | \$9.18      | \$5.00       | \$7.00  | \$7.55  | \$8.95    | \$8.14  | \$7.83  | \$7.80  |
| 2001-2002 Proposed Fees | \$7.58 | \$7.41   | \$7.09          | \$7.41       | \$10.00 | \$7.10   | \$9.82       | \$13.00         | \$9.18      | \$5.00       | \$10.00 | \$7.55  | \$8.95    | \$9.14  | \$10.28 | \$9.55  |
| Increase                | \$0.00 | \$0.16   | \$0.00          | \$0.16       | \$1.00  | \$0.00   | \$1.84       | \$2.05          | \$0.00      | \$0.00       | \$3.00  | \$0.00  | \$0.00    | \$1.00  | \$2.35  | \$1.75  |
| Percent Increase        | 0.00%  | 2.21%    | 0.00%           | 2.21%        | 11.11%  | 0.00%    | 24.82%       | 18.72%          | 0.00%       | 0.00%        | 42.86%  | 0.00%   | 0.00%     | 12.28%  | 29.83%  | 22.44%  |
| Athletic Fee:           |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| 2000-2001 Current Fees  | \$1.90 | \$4.09   | \$0.65          | \$0.65       | \$8.75  | \$7.18   | \$1.66       | \$1.68          | \$1.68      | \$1.68       | \$8.75  | \$10.25 | \$9.90    | \$7.45  | \$9.00  | \$4.75  |
| 2001-2002 Proposed Fees | \$1.90 | \$4.35   | \$0.89          | \$0.89       | \$8.75  | \$7.00   | \$1.66       | \$1.68          | \$1.68      | \$1.66       | \$11.75 | \$10.50 | \$9.90    | \$7.45  | \$10.00 | \$9.00  |
| Increase                | \$0.00 | \$0.26   | \$0.04          | \$0.04       | \$0.00  | \$0.34   | \$0.00       | \$0.00          | \$0.00      | \$0.00       | \$3.00  | \$0.25  | \$0.00    | \$0.00  | \$1.00  | \$4.25  |
| Percent Increase        | 0.00%  | 6.38%    | 6.15%           | 6.15%        | 0.00%   | 4.75%    | 0.00%        | 0.00%           | 0.00%       | 0.00%        | 34.29%  | 2.44%   | 0.00%     | 0.00%   | 11.11%  | 89.47%  |
| Health Fee:             |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| 2000-2001 Current Fees  | \$8.59 | \$5.95   | N/A             | \$5.95       | \$2.00  | \$5.08   | \$2.00       | \$2.00          | \$0.80      | \$0.00       | \$5.00  | \$3.00  | \$0.00    | \$4.83  | \$0.00  | \$4.75  |
| 2001-2002 Proposed Fees | \$8.78 | \$5.95   | N/A             | \$5.95       | \$2.00  | \$8.28   | \$2.00       | \$2.00          | \$0.80      | \$0.00       | \$5.00  | \$3.00  | \$0.00    | \$4.83  | \$0.00  | \$4.75  |
| Increase                | \$0.20 | \$0.00   | N/A             | \$0.00       | \$0.00  | \$1.20   | \$0.00       | \$0.00          | \$0.00      | \$0.00       | \$0.00  | \$0.00  | \$0.00    | \$0.00  | \$0.00  | \$0.00  |
| Percent Increase        | 3.03%  | 0.00%    | N/A             | 0.00%        | 0.00%   | 23.72%   | 0.00%        | 0.00%           | 0.00%       | 0.00%        | 0.00%   | 0.00%   | New       | 0.00%   | 0.00%   | 0.00%   |
| FLAT FEE PER STUDENT:   |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| A&S Fee                 |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| 2000-2001 Current Fees  |        |          |                 |              |         | \$7.00   |              |                 |             |              |         |         |           |         |         |         |
| 2001-2002 Proposed Fees |        |          |                 |              |         | \$7.00   |              |                 |             |              |         |         |           |         |         |         |
| Increase                |        |          |                 |              |         | \$0.00   |              |                 |             |              |         |         |           |         |         |         |
| Percent Increase        |        |          |                 |              |         | 0        |              |                 |             |              |         |         |           |         |         |         |
| Athletic Fee:           |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| 2000-2001 Current Fees  |        |          |                 |              |         | \$10.00  | \$5.00       | \$5.00          | \$5.00      | \$5.00       | \$5.00  | \$5.00  | \$53.00   | \$10.00 | \$44.00 | \$20.80 |
| 2001-2002 Proposed Fees |        |          |                 |              |         | \$10.00  | \$5.00       | \$5.00          | \$5.00      | \$5.00       | \$5.00  | \$5.00  | \$0.00    | \$10.00 | \$44.00 | \$35.50 |
| Increase                |        |          |                 |              |         | \$0.00   | \$0.00       | \$0.00          | \$0.00      | \$0.00       | \$0.00  | \$0.00  | (\$53.00) | \$0.00  | \$0.00  | \$15.00 |
| Percent Increase        |        |          |                 |              |         | 0        | 0            | 0               | 0           | 0            | 0       | 0       | N/A       | 0.00%   | 0.00%   | 73.17%  |
| Health Fee:             |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| 2000-2001 Current Fees  |        |          |                 |              |         | \$53.00  |              |                 |             |              |         |         | \$53.00   | \$44.00 | \$20.80 | \$20.80 |
| 2001-2002 Proposed Fees |        |          |                 |              |         | \$59.00  |              |                 |             |              |         |         | \$0.00    | \$44.00 | \$35.50 | \$35.50 |
| Increase                |        |          |                 |              |         | \$6.00   |              |                 |             |              |         |         | (\$53.00) | \$0.00  | \$15.00 | \$15.00 |
| Percent Increase        |        |          |                 |              |         | 11.32%   |              |                 |             |              |         |         | N/A       | 0.00%   | 0.00%   | 73.17%  |
| Summer A Flat Fee       |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| 2000-2001 Current Fees  |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| 2001-2002 Proposed Fees |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| Increase                |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |
| Percent Increase        |        |          |                 |              |         |          |              |                 |             |              |         |         |           |         |         |         |

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**UWF Board of Trustees  
December 14, 2001**

**Issue:** Fees for the Educational Research Center for Child Development

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**Proposed action:** Approve the proposed fee increases effective fall, 2002.

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**Background information:**

Rule 6C-7.003 (Special Fees, Fines and Penalties) requires the Board to establish or change child care and service fees for Educational Research Center for Child Development.

Exhibit B reflects the proposed increases for 2002-2003, which includes weekly rate increases ranging between 2 percent and 2.7 percent. It also includes increases of 25 percent for the drop-in rate and late-payment charges.

These increases are necessary to maintain the current program to:

1. provide for pay increases anticipated for all staff;
  2. cover the increased costs of goods and services;
  3. purchase additional equipment needed for the Center's program.
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**Supporting documentation:** Exhibit A – Justification for fee increase, 2001-02 budget, schedule of current and proposed fee increases for Educational Research Center for Child Development

Exhibit B - Comparative Schedule of Current Local Child Care Rates

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**Exhibit A**

**THE UNIVERSITY OF WEST FLORIDA  
EDUCATIONAL RESEARCH CENTER FOR CHILD DEVELOPMENT  
PROPOSED INCREASE OF FEES, FALL SEMESTER 2002**

**JUSTIFICATION FOR FEE INCREASE, FALL SEMESTER, 2002**

This increase is necessary to maintain the current program to:

1. provide for pay increases anticipated for all staff;
2. cover the increased costs of goods and services;
3. purchase additional equipment needed for the Center's program.

**STATE OF REVENUE AND EXPENSES FOR 2001-2002**

1. **Revenue**

|                                |                  |
|--------------------------------|------------------|
| User fees collected            | \$249,684 (est.) |
| Capital Improvement Trust Fees | 42,763 (actual)  |
| Student Activity               | 3,300            |
| Interest                       | <u>2,000</u>     |
| Total Revenue                  | \$297,747        |

2. **Expenditures**

|                                  |            |
|----------------------------------|------------|
| Salaries and fringe benefits:    |            |
| Instructional                    | \$ 89,199  |
| Other Personal Services          | 94,353     |
| Administration                   | 98,196     |
| Printing/Reproduction            | 1,000      |
| Repairs/Maintenance              | 300        |
| Vehicle Rental                   | 700        |
| Utilities                        | 1,000      |
| Postage                          | 300        |
| Travel                           | 2,000      |
| Educational Supplies             | 1,800      |
| Food                             | 3,300      |
| Food & Refreshments              | 300        |
| Office Supplies                  | 500        |
| Program Supplies                 | 1,700      |
| Insurance                        | 1,000      |
| Staff Screening/Training/License | 500        |
| Operation & Maintenance          | 1,000      |
| Other Contracted                 | <u>600</u> |
|                                  | \$297,748  |

3. **OCO** \$ -0-

**TOTAL 2000-2001 BUDGET** \$297,748

**COMPARATIVE SCHEDULE OF CURRENT AND PROJECTED BUDGETS**

|                                 | <b><u>2001-2002</u></b> | <b><u>Proposed<br/>2002-2003</u></b> |
|---------------------------------|-------------------------|--------------------------------------|
| 1. <b><u>Revenue</u></b>        |                         |                                      |
| User Fees                       | \$249,684               | \$254,680                            |
| Capital Improvement Trust Fees  | 42,763 (actual)         | 45,300                               |
| Activity & Services Fees (Food) | 3,300                   | 3,300                                |
| Interest                        | <u>2,000</u>            | <u>2,000</u>                         |
| Total Revenue                   | \$297,747               | \$305,280                            |
| 2. <b><u>Expenditures</u></b>   |                         |                                      |
| Salaries and fringe benefits:   |                         |                                      |
| Instructional                   | \$ 89,199               | \$ 94,005                            |
| Other Personal Services         | 94,353                  | 90,400                               |
| Administrative                  | 98,196                  | 104,875                              |
| Printing/Reproduction           | \$ 1,000                | 1,000                                |
| Repair/Maintenance              | 300                     | 300                                  |
| Transportation vehicle rental   | 700                     | 700                                  |
| Utilities                       | 1,000                   | 1,000                                |
| Postage                         | 300                     | 300                                  |
| Travel/Training                 | 2,000                   | 2,000                                |
| Educational Supplies            | 1,800                   | 1,800                                |
| Food                            | 3,300                   | 3,300                                |
| Food & Refreshments             | 300                     | 300                                  |
| Office Supplies                 | 500                     | 500                                  |
| Program Supplies                | 1,700                   | 1,700                                |
| Insurance                       | 1,000                   | 1,000                                |
| Screening/License               | 500                     | 500                                  |
| OCO/Equipment                   | -0-                     | -0-                                  |
| Operation & Maintenance         | 1,000                   | 1,000                                |
| Other Contractual               | <u>600</u>              | <u>600</u>                           |
| Total Expenditures              | \$297,748               | \$305,280                            |
| 3. <b><u>Total Budgets</u></b>  | \$297,748               | \$305,280                            |

**CURRENT AND PROPOSED CHILD CARE FEES FOR FALL SEMESTER, 2002**

|   | <u>Current Fees/<br/>Estimated<br/>Revenues<br/>2001-2002</u> |           | <u>Proposed Fees/<br/>Estimated<br/>Revenues<br/>2002-2003</u> |           | <u>Amount of<br/>Increase Fees/<br/>Revenues</u> |           | <u>Weekly<br/>Percent<br/>Increase</u> |
|---|---|-----------|--|-----------|--|-----------|--|
|   | <u>HR</u>   | <u>WK</u> | <u>HR</u>  | <u>WK</u> | <u>HR</u>  | <u>WK</u> |  |
| <u>Infant/Toddler</u>                             |   |           |  |           |  |           |  |
| Student   | \$3.50  | \$ 87.00  | \$3.75   | \$ 89.00  | \$.25  | 2.00      | 2.3%                                   |
| Non-Student                                       | \$3.75  | \$100.00  | \$4.00   | \$102.00  | \$.25  | 2.00      | 2.0%                                   |
| <u>Preschool I &amp; II</u>                       |   |           |  |           |  |           |  |
| Student   | \$3.25  | \$75.00   | \$3.50   | \$77.00   | \$.25  | 2.00      | 2.7%                                   |
| Non-Student                                       | \$3.50  | \$88.00   | \$3.75   | \$90.00   | \$.25  | 2.00      | 2.3%                                   |
| <u>School Age</u>                                 |   |           |  |           |  |           |  |
| <u>Summer Camp</u>                                | \$2.75  | \$79.00   | \$2.75   | \$79.00   | -0-  | -0-       | -0-                                    |
| <u>Drop-in Rate</u>                               | \$4.00  | N/A       | \$5.00   | N/A       | -0-  | -0-       | 25%                                    |
| <u>Overtime Rate</u><br>(per overtime hour)       | \$1.00  |           | \$1.00   |           | -0-  | -0-       | -0-                                    |
| <u>Late Pick-up Fee</u><br>(per minute)           | \$1.00  |           | \$1.00   |           | -0-  | -0-       | -0-                                    |
| <u>Late Payment<br/>Charge</u>                    | \$20.00   |           | \$25.00  |           | -0-  | -0-       | 25%                                    |
| <u>Revenues Generated</u>                         |   |           |  |           |  |           |  |
| <u>from Fees</u>                                  | \$249,684 (est.)  |           | \$254,680  |           | \$4,996  |           |  |
| <u>Non-Refundable Semester Registration Fees:</u> |   |           |  |           |  |           |  |
| Infant/Toddler                                    | \$25.00   |           | \$25.00  |           | -0-  | -0-       |  |
| Preschool<br>Program                              | \$25.00   |           | \$25.00  |           | -0-  | -0-       |  |
| School-Age<br>Program                             | \$35.00   |           | \$35.00  |           | -0-  | -0-       |  |

Family Discount\*

Second child in family B10% discount on combined weekly or hourly fees.

Three or more children in family B15% discount on combined weekly or hourly fees.

\* Family Discount policy has been in effect since the beginning of the UWF ERCCD. Very few families qualify, therefore, it has an insignificant financial impact.

**THE UNIVERSITY OF WEST FLORIDA  
EDUCATIONAL RESEARCH CENTER FOR CHILD DEVELOPMENT  
PROPOSED INCREASE OF FEES, FALL SEMESTER 2002**

**COMPARATIVE SCHEDULE**

|                               | <u>2000-2001</u><br>(actual) | <u>2001-2002</u><br>(estimated) | <u>2002-2003</u><br>(estimated) |
|-------------------------------|------------------------------|---------------------------------|---------------------------------|
| <b>1. <u>Revenue</u></b>      |                              |                                 |                                 |
| User Fees                     | \$241,695                    | \$249,684                       | \$254,680                       |
| Capital Improvement           |                              |                                 |                                 |
| Trust Fees                    | 40,318                       | 42,763 (actual)                 | 45,300                          |
| Activity & Service Fees       | 3,300                        | 3,300                           | 3,300                           |
| Reserve/Carry-Forward         | 25,243                       | 13,028                          | 13,028                          |
| Interest                      | <u>1,807</u>                 | <u>2,000</u>                    | <u>2,000</u>                    |
|                               | \$312,363                    | \$310,775                       | \$318,308                       |
| <br>                          |                              |                                 |                                 |
| <b>2. <u>Expenditures</u></b> |                              |                                 |                                 |
| Salaried Positions            | \$150,358                    | \$156,749                       | \$168,092                       |
| Other Personal Services       | 136,473                      | 125,000                         | 121,188                         |
| Operating Expense             | 12,503                       | 16,000                          | 16,000                          |
| Furniture & Equipment         | -0-                          | -0-                             | -0-                             |
| Renovation/Reserve            | <u>1,000</u>                 | <u>-0-</u>                      | <u>-0-</u>                      |
|                               | 300,334                      | \$297,74                        | \$305,280                       |

**University of West Florida  
Comparative Schedule  
Current Local Child-care rates**

|  | <b>Infants</b>   | <b>Toddlers</b>  | <b>2's</b>       | <b>3's</b>       | <b>4's</b>       | <b>SA</b>       |
|--|------------------|------------------|------------------|------------------|------------------|-----------------|
| Child Care Network<br>476-5369           | \$104            | \$94             | \$84             | \$84             | \$82             | \$72            |
| Cokesbury (monthly)<br>476-5847          | \$420<br>(\$105) | \$390<br>(\$97)  | \$365<br>(\$91)  | \$350<br>(\$87)  | \$350<br>(\$87)  | \$350<br>(\$87) |
| For Kids Only (monthly)<br>433-7546      | \$560<br>(\$140) | \$550<br>(\$137) | \$540<br>(\$135) | \$540<br>(\$135) | \$540<br>(\$135) | N/A<br>(\$135)  |
| Kiddie Korral<br>477-1771                | \$100            | \$92             | \$82             | \$82             | \$82             | \$70            |
| Kids Klub<br>478-7090                    | \$100            | \$85             | \$80             | \$75             | \$70             | \$75            |
| LaPetite<br>478-6772                     | \$115            | \$108            | \$102            | \$94             | \$94             | \$75            |
| Malena's<br>478-5733                     | \$110            | \$105            | \$88             | \$88             | \$88             | \$88            |
| PJC Jr.<br>Students, staff,<br>& faculty | \$85             | \$85             | \$80             | \$75             | \$75             | \$75            |
| General public<br>488-1521               | \$100            | \$95             | \$95             | \$90             | \$90             | \$85            |
| Kid's Place<br>473-8912                  | \$105            | \$92             | \$80             | \$75             | \$75             | \$75            |

## Agenda item: 3

### UWF Board of Trustees December 14, 2001

**Issue:** Conflict resolution procedures

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**Proposed action:** None/For information only

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**Background information:**

Members of the University of West Florida Board of Trustees have been contacted by individuals regarding personnel and other decisions made by the institution, and it is likely they will be contacted in the future. Trustees, on occasion, have asked about the university procedures to resolve/dispute any conflicts. The University of West Florida has numerous conflict resolution processes and grievance procedures in place to deal with issues that may arise concerning faculty, administrators, staff, students and others. The attached PowerPoint information and the accompanying oral presentation at the meeting will provide trustees with a background on the types of avenues available to address issues on campus.

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**Supporting documentation:** PowerPoint presentation

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# Internal University Grievance/Complaint Processes

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UWF Board of Trustees

## Employee/Student Due Process

- Notice of infraction/discipline/action
- Opportunity to be heard
- Present witnesses
- Testify on own behalf
- Be represented
- Decision by impartial higher level of administration: i.e. Director of Human Resource, Associate Vice President for Student Affairs, Vice President/President

## Internal Grievance Procedures

- Union:
  - AFSCME- American Federation of State, County and Municipal Employees;
  - PBA – Police Benevolent Association;
  - UFF – United Faculty of Florida
- State University System Rules Arbitration Procedure
- UWF Complaint Procedure
- Administrative Hearing
- Student Appeals
- Equal Opportunity Complaint Procedure
- Whistleblower Investigations
- Ombudsperson

11/30/2001

3

## Collective Bargaining Grievance Procedures

- Informal Resolution Period
- Step I – University level review
- Step II – Chancellor level review (FBOE)
- Step III- Binding Arbitration (neutral 3<sup>rd</sup> party attorney/educator selected by strike mechanism by both sides)



## State University System Rules Arbitration Procedure

- Binding arbitration before neutral 3<sup>rd</sup> party attorney/arbitrator selected by FBOE
- Available to all University Support Personnel System employees regardless of Union affiliation

11/30/2001

5

## UWF Complaint Procedure

- Step I – Vice President or designee reviews complaint and issues decision.
- Step II – Appeal to President or designee. Review with issuance of final decision.

11/30/2001

6

## Division of Administrative Hearings

- Provides independent Administrative Law Judges to conduct hearings pursuant to Sections 120.569 and 120.75(1), F.S.

11/30/2001

7

## Student Complaints

- Academic Appeals Process
- Student Conduct System for Academic and Non-Academic Misconduct
- Student Grievance System for student complaints or dissatisfaction

11/30/2001

8

## Student Complaint Procedures

- Various steps of review
- Student issues referred to appropriate committee, i.e.: Academic Standards Committee, Fee Appeals Committee, Faculty Committee appointed by Dean, CLAST Appeals Committee, Fin. Aid Appeals Committee, Parking Violations Appeals Board, University Admissions Committee, Assist. VP for EEO, Housing Director, Registrar, Associate VP for Enrollment, VP Student Affairs
- Final level of review by President or designee

11/30/2001

9

## Harassment/Discrimination Complaints Equal Opportunity and Diversity Office

### Complaint Resolution Options :

- (1) informal processing of complaints by supervisors of disputing parties, in consultation with EOD,
- (2) informal processing of complaints by EOD, and
- (3) formal processing of complaints by EOD.

11/30/2001

10

## Whistleblower Investigation

- Pursuant to F.S. 20.055, 112.3187-31895, Inspector General does independent non criminal investigation and issues finding.

## University Ombudsperson

- Avenue for informal resolution
- Outside of the usual chain of command
- Offers neutrality – not within the formal grievance process
- Flexible alternative to formal grievance

## External Reviews

- Equal Employment Opportunity Commission (EEOC) - employees
- Federal Commission on Human Rights (FCHR) - employees
- Office of Civil Rights (OCR) - students
- Federal and State Courts - all

11/30/2001

13

## For more information

- At UWF, the Office of the General Counsel, (850) 474-3419
- At UWF, the Equal Opportunity and Diversity Office, (850) 474-2205
- At UWF, the Office of Student Affairs, (850) 474-2384
- At UWF, the Office of Human Resources, (850) 474-2694
- At UWF, Inspector General, (850) 474-2636
- At UWF, Ombudsperson, (850) 473-7293

11/30/2001

14