

Agenda

**Conference call
University of West Florida Board of Trustees
8:00 a.m., March 15, 2002
Pensacola, Florida**

Chair's greetings

President's greetings

Approval of minutes

Action items

- 1. Approval of student housing rates**
- 2. A resolution on security clearances for BOT members**
- 3. A resolution on mutual aid agreement**

Discussion items

- 1. BOT mail policy**

Other business

Adjournment

Agenda item: 1

**UWF Board of Trustees
March 15, 2002**

Issue: University housing rental rates

Proposed action: Approve proposed rental rate increase effective fall, 2002

Background information:

The Board of Trustees is delegated authority to approve housing rental rates effective July 1, 2002.

The proposed increases equal 5% and range from \$65 to \$105 per student, per semester depending on the facility. The rental rate increases are sufficient to pay debt service, fund reserve requirements, and meet operating and maintenance costs. The increase in rental rates allows the university to compete with a soft off-campus market, while remaining within the goals of the current long-range financial and renovation plan.

Supporting documentation: Exhibit A--Schedule of Current and Proposed Rental Increases
Exhibit B--Statement of Revenue and Expenditures
Exhibit C--Notice of Rental Rate Increase

Prepared by: Linda O. Dye
(850) 474-2214
ldye@uwf.edu

EXHIBIT A

THE UNIVERSITY OF WEST FLORIDA
OFFICE OF HOUSING RENTAL RATE PROPOSAL 2002 – 2003

<u>NAME AND DESCRIPTION OF RENTAL UNITS</u>	<u>CURRENT RENTAL RATE</u>	<u>PROPOSED RENTAL RATE INCREASE</u>	<u>PERCENT RENTAL RATE INCREASE</u>	<u>PROPOSED RENTAL RATE FOR 02-03</u>
<u>Bldgs. 14, 15, 16, 23, 24, 25</u>				
Double Occupancy	\$1,225 sem.	\$ 65 sem.	5.00%	\$1,290 sem.
Pay to Keep Double Room Private When Available	\$1,595 sem.	\$ 80 sem.	5.00%	\$1,675 sem.
<u>Bldgs. 26, 27, 31, 34, 35</u>				
Private Occupancy	\$1,595 sem.	\$ 80 sem.	5.00%	\$1,675 sem.
<u>Martin Hall and Pace Hall</u>				
Double Occupancy	\$1,390 sem.	\$ 70 sem.	5.00%	\$1,460 sem.
Pay to Keep Double Room Private When Available	\$1,790 sem.	\$ 90 sem.	5.00%	\$1,880 sem.
<u>Village West Apartments</u>				
4 Bedroom/2 Bath	\$1,920 sem.	\$ 95 sem.	5.00%	\$2,015 sem.
2 Bedroom/2 Bath	\$2,350 sem.	\$ 120 sem.	5.00%	\$2,470 sem.
<u>Village East Apartments</u>				
4 Bedroom/2 Bath	\$1,650 sem.	\$ 85 sem.	5.00%	\$1,735 sem.
2 Bedroom/1 Bath	\$2,060 sem.	\$ 105 sem.	5.00%	\$2,165 sem.
<u>OTHER ACCOMMODATIONS:</u>				
<u>Greek Houses-8 Month</u>				
Bldgs. 29, 28, 30, 31, 33	\$47,850	\$2,318	5.00%	\$50,168 sem.
<u>Building 67</u>	Perquisite for Assistant Director of Housing			

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THE UNIVERSITY OF WEST FLORIDA
SCHEDULE OF MISCELLANEOUS HOUSING CHARGES
FALL SEMESTER 2002

PREPAYMENTS

A \$150 minimum prepayment is required for all housing options.

CANCELLATION FEES

1. Initial Semester

1. All sums less \$75 will be refunded if received prior to July 1st for Fall semester or November 15th for Spring semester. After these dates, the applicant is bound to the contract if he/she is enrolled in classes. If applicant cancels after the approved dates and is not enrolled in classes he/she will forfeit \$150 or be charged \$150 cancellation fee as is applicable.

B. Subsequent Semesters

2. **Not Attending UWF**

The \$75 prepayment is non-refundable for agreements effective Fall Semester. None by November 15th for agreements effective Spring Semester. None by March 15th for agreements effective Summer Semester.

After the dates for Spring and Summer Semesters, students are subject to a \$150 cancellation charge.

3. **Attending UWF**

Full rent charge (no refund) for contract length.

REFUND OF RENT

When a student withdraws from classes he/she is charged a \$150 cancellation fee and the following scale will be used to process refunds of rent:

1 st week of class	100%
2 nd week of class	90%
3 rd week of class	80%
4 th week of class	70%

THE UNIVERSITY OF WEST FLORIDA
Schedule of Miscellaneous Housing Charges
Fall Semester 2002
Page Two

REFUND OF RENT (Continued)

5 th - 6 th week of class	60%
7 th week of class	50%
8 th - 9 th week of class	40%

No refunds will be made after the 9th week of classes

LATE FEES

All housing payments are due in advance and on the date University fees are due. Payments received after these dates are subject to a \$25 late fee if received after five calendar days of appropriate due date.

CONFERENCE, WORKSHOP, AND FRESHMEN ORIENTATION CHARGES

Double Occupancy	\$12 per person per night
Private Occupancy	\$15 per person per night

EXHIBIT B

THE UNIVERSITY OF WEST FLORIDA
HOUSING RENTAL RATES 2002/2003
STATEMENT OF REVENUE AND EXPENDITURES

	(1) Actual Prior Fiscal Year 00/01	(2) Estimated Current Fiscal Year 01/02	(3) Projected FY 02/03 With Increase	(4) % Change
Cash Investments Carried Forward	\$ 0	\$ 307,473	\$ 251,748	(22.1%)
REVENUE				
Rental Income	\$3,454,793	\$3,883,140	\$4,061,250	4.4%
Interest Income	49,904	10,000	10,000	0.0%
Other Income	<u>105,776</u>	<u>60,000</u>	<u>60,000</u>	0.0%
Total Revenue	\$3,610,473	\$3,953,140	\$4,131,250	4.3%
Total Funds Available	<u>\$3,610,473</u>	<u>\$4,260,613</u>	<u>\$4,382,998</u>	2.8%
EXPENDITURES				
Salaries/Benefits	\$ 462,882	\$ 522,358	\$ 596,000	12.4%
Other Personal Services	130,948	180,000	196,000	8.2%
Operating Expense	693,932	839,500	866,500	3.1%
Administrative Overhead	85,981	97,080	0	(100.0%)
Debt Service	1,453,964	1,889,613	1,890,414	0.0%
R & R Reserve	171,960	194,157	202,563	4.1%
R & R Expense	50,000	50,000	50,000	0.0%
Trustee/Insurer Fee	42,000	42,000	42,000	0.0%
Contingency Fund	<u>261,333</u>	<u>194,157</u>	<u>202,563</u>	4.1%
Total Expenditures	<u>\$3,303,000</u>	<u>\$4,008,865</u>	<u>\$4,046,040</u>	1.0%
Ending Cash And Investments	<u>\$ 307,473</u>	<u>\$ 251,748</u>	<u>\$ 336,958</u>	25.3%

R: February 15, 2002

MEMORANDUM

To: Dr. Linda Dye
From: Jeff Takac
Date: February 8, 2002
Re: Notifying Residents of Rental Rate Increase

During the week of February 4th, Tammy McGuckin, Assistant Director of Housing, gave three presentations open to all residents living on campus regarding upcoming renovations and rental rates for the 2002-2003 academic year. The presentations were scheduled as follows:

Monday, Feb. 4th @ 9pm – during the Hall Council meeting at Martin Hall
Tuesday, Feb. 5th @ 8:30pm – during a Town Hall meeting at the Village Club House
Wednesday, Feb. 6th @ 9:15pm – during the Hall Council meeting at Pace Hall.

Ms. McGuckin discussed the planned renovations for 6 of the Southside Buildings and the Village West Apartments which will take place this summer. These plans call for new carpeting, painting, and some furniture replacement. Ms. McGuckin also provided information regarding the buildings which will be open for Summer School and the upcoming Housing Lottery process for next year's Housing Sign-Up.

Copies of the proposed rental rates for next year were distributed to the students (see attached).

Ms. McGuckin answered questions regarding the planned renovations and reasons for the rental rate increases.

The University of West Florida
Office of Housing
Fall 2002 – Spring 2003 Rental Rates

** Note: Financial Aid Recipients – Housing fees for all options will be deducted from your Financial Aid Award prior to the disbursement of the award.

***All utilities except long-distance service are included in the semester rent.

Recommended for Freshmen/Sophomores –

Southside Double	\$1,290 per semester
“New” Northside Double	
Martin Hall (Freshmen Only)	\$1,460 per semester
Pace Hall	\$1,460 per semester

Recommended for Upperclassmen –

Southside Single	\$1,675 per semester
Village West 2BR/2Bath	\$2,470 per semester
Village West 4BR/2Bath	\$2,015 per semester
Village East 2BR/1Bath	\$2,165 per semester
Village East 4BR/2Bath	\$1,735 per semester

**UWF Board of Trustees
March 15, 2002**

Issue: Resolution on security clearance

Proposed action: Adopt resolution

Background information:

The University of West Florida is engaged in Department of Defense (DOD) contracts that require university officers involved in the contracts to receive a personnel security clearance established for the level of the contractor's facility security clearance.

The DOD (DOD 5220.22-M "National Industrial Security Program Operating Manual" (NISPOM) paragraph 2-106.a). also allows the Board of Trustees to exclude such clearances and delegate certain duties and responsibilities related to contracts and grants to a university managerial group.

Adoption of this resolution excludes the chairman and members of the University of West Florida Board of Trustees from access to classified information and the requirement for personnel security clearance, in accordance with Department of Defense manual.

The authority pertaining to the protection of classified information will be delegated to a managerial group within the University of West Florida.

Supporting documentation: Resolution

Prepared by: Julie Sheppard
General counsel
850-474-3420

University of West Florida Board of Trustees

A resolution excluding certain officers and directors from security clearances, pursuant to Department of Defense policy

WHEREAS, current Department of Defense (DOD) policy requires that principal officers (of the University of West Florida, such as president, senior vice-president, secretary, treasurer, and those occupying similar positions, meet the personnel security clearance requirements established for the level of the contractor's facility security clearance; and

WHEREAS, said DOD policy permits the exclusion from the personnel clearance requirements of certain members of the University of West Florida Board of Trustees and other officers, provided that this action is recorded in the University of West Florida Board of Trustees minutes or similar type official organization records.

NOW THEREFORE BE IT RESOLVED that the said principal officers at the present time do possess, or shall be processed for, the required security clearance; and

BE IT FURTHER RESOLVED that in the future, when any individual enters upon any duties, as a replacement for one of the principal management officers of the University of West Florida, such individual shall immediately make application for the required security clearance; and

BE IT FURTHER RESOLVED FURTHER that the following members of the University of West Florida Board of Trustees and other officers, shall not require, shall not have, and can be effectively excluded from access to all classified information in the possession of the University of West Florida, and do not occupy positions that would enable them to affect adversely corporate policies or practices in the performance of classified contracts for the DOD or other User Agencies of the National Industrial Security Program.

UWF BOARD OF TRUSTEES

NAME

J. Collier Merrill.
Honor Bell, Sr.
Pam Bilbrey
Travis Bowden
Kenneth C. Clark

TITLE

Chairman
Trustee
Trustee
Trustee
Trustee

Carol B. Dover	Trustee
Dr. Lornetta Taylor	Trustee
Sharon Hess Herrick	Trustee
General Charles Horner	Trustee
Joann H. Morgan	Trustee
Eddie E. Phillips	Trustee
Roy W. Smith, Jr.	Trustee
Angela Bowler	Student Trustee

UWF OFFICERS
NAME

Cornelius Wooten
Linda Ophelia Dye

TITLE

Vice president for
administrative affairs
vice president for
student affairs

Note: The position of Vice President for University Advancement may be excluded in the future. Dr. Parks Biggers Dimsdale, Jr. currently serves in this position and is being processed for a security clearance as a member of the Managerial Group.

J. Collier Merrill
Chair, University of West Florida Board of Trustees

**UWF Board of Trustees
March 15, 2002**

Issue: Resolution on the Statewide Mutual Aid Agreement

Proposed action: Adopt resolution

Background information:

The Division of Emergency Management is requesting the University of West Florida participate in the Statewide Mutual Aid Agreement. This agreement, originally open only to counties and municipalities, was expanded in July of 2000 to include independent special districts and educational districts. The Emergency Management Act, as amended, gives the local governments of the State the authority to make agreements for mutual assistance in emergencies, and through such agreements to endure the timely reimbursement of costs incurred by the local governments which render such assistance. Under the Act, the Department of Community Affairs, State of Florida, through its Division of Emergency Management has authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed. The agreement maximizes the coordination of resources within the State and ensures more timely reimbursement. It is the best way to supplement emergency assistance to protect the health and safety of the residents within an impacted area and is a cost effective way to obtain resources quickly.

Supporting Documentation Included:
Other Support Documents Available:

Resolution
Department of Community Affairs Statewide
Mutual Aid Agreement

Prepared by: Julie Sheppard
General Counsel
850-474-3420

University of West Florida Board of Trustees

RESOLUTION TO AUTHORIZE THE UNIVERSITY PRESIDENT TO SIGN A CONTRACT ON BEHALF OF THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES TO PARTICIPATE IN THE STATEWIDE MUTUAL AID AGREEMENT

WHEREAS, the State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services and;

WHEREAS, such disasters are likely to exceed the capability of any one local government to cope with the disaster with existing resources and;

WHEREAS, the Emergency Management Act, as amended, gives the local governments of the State the authority to make agreements for mutual assistance in emergencies, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance; and

WHEREAS, under the Act the Department of Community Affairs, State of Florida, through its Division of Emergency Management has authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed and;

WHEREAS, the Statewide Mutual Aid Agreement, originally open only to counties and municipalities, was expanded in July of 2000 to include independent special districts and educational districts and;

WHEREAS, this agreement is the best way to supplement emergency assistance to protect the health and safety of the residents within an impacted area and is a cost effective way to obtain resources quickly and;

WHEREAS, the Division of Emergency Management is requesting the University of West Florida participate in the Statewide Mutual Aid Agreement.

NOW THEREFORE BE IT DECLARED that the officer listed below by name or title is authorized to execute the Statewide Mutual Aid Agreement.

Dr. Morris L. Marx

President, University of West Florida

BE IT RESOLVED that Dr. Morris Marx as university president is authorized to sign a contract on behalf of the University of West Florida Board of Trustees to participate in the Statewide Mutual Aid Agreement.

J. Collier Merrill
Chair, University of West Florida Board of Trustees

Date

**UWF Board of Trustees
March 15, 2002**

Issue: UWF Board of Trustees mail policy

Proposed action: Discussion

Background information:

The public records law and handling of sensitive personnel information has prompted several members of the Board of Trustees to state a desire for a policy governing mail and other correspondence. The proposed policy is intended to address those concerns raised by trustees.

Supporting documentation: Draft mail policy

Prepared by: Keith Goldschmidt
850-474-2368

DRAFT – DRAFT – DRAFT

UWF Board of Trustees Policy on mail and other written communications

Official record

The official record of all mail and faxed correspondence received by individual members of the University of West Florida Board of Trustees will be kept in the office of the corporate secretary.

Mail and faxed correspondence received by trustees at their home or business concerning University business shall be copied and said copy delivered to the office of the corporate secretary to be time-and-date stamped and filed in the Board records under the name of the individual trustee.

Mail and faxed correspondence to trustees received at the UWF campus shall be time-and-date stamped, opened, copied and preserved in a file under the name of the individual trustee. A copy will be sent to the trustee.

Responses to received mail

The Board of Trustees has authorized the Chair to respond to mail and faxed correspondence on behalf of the board on issues involving university personnel matters. A copy of all communications from the board or any of its committees addressed to any employee or student of the university shall be provided to the office of the corporate secretary. This does not preclude individual members of the board from contacting any member of the university community.

The office of the corporate secretary and the deputy corporate secretary are authorized to craft and deliver standard responses to mail and faxed correspondence received by trustees to inform the sender of how the matter will be considered.

Electronic mail

All provisions of this policy pertain to electronic mail, however, the official records shall be kept electronically, and such mail received by trustees shall be forwarded electronically to the deputy corporate secretary for filing in an electronic folder.

Threatening mail

Any printed or electronic communication that appears threatening shall be copied and delivered to the University Police Department.