

Agenda

University of West Florida Board of Trustees November 22, 2002 UWF Conference Center

8:00 a.m. – Finance, Administration and Audit Committee

- 1) Master plan
- 2) Student fees
- 3) Resolution to bond for major gifts
- 4) Transportation fees
- 5) President's salary
- 6) Update on plans for new finance and human resources systems

8:30 a.m. – Academic & Student Affairs Committee

- 1) Requests to implement new academic programs
 - a. Maritime Studies (BA)
 - b. Anthropology (MA)
-
-

9:45 p.m. – Board of Trustees meeting

Chair's greetings

President's greetings

Approval of minutes

Action items

- 1) Rules, policies and procedures
- 2) Faculty representation on BOT

Committee reports

- 1) Academic and Student Affairs Committee
- 2) Finance, Administration and Audit Committee

Discussion items

- 1) Legislative update
- 2) IHMC report
- 3) UFF update

Presentation

Center for Environmental Diagnostics and Bioremediation
(Dr. Ranga Rao Krothapalli, center director)

Other business**Adjournment**

**UWF Board of Trustees
November 22, 2002**

Issue: Rules, polices and procedures

Proposed action: Adopt timeline

Background information:

The new Education Code [Section 1000.01, Florida Statutes, et. seq.,] requires each university Board of Trustees to establish rules and policies. A review of the new Education Code indicates the main challenges presented to the board by the 2002 Education Code are the ability to govern and the responsibility that comes along with that privilege. The attached report outlines our findings concerning the status of the university's progress toward developing the necessary regulatory framework for the board's authority and directives under the 2002 Education Code.

Supporting documentation: Memo outlining issues and timeline
UWF Policy on Policies

Prepared by: Betsy Bowers, associate VP for Internal Audit, and
Pat Lott, former associate general counsel

To: UWF Board of Trustees

From: J. Betsy Bowers, associate VP for Internal Auditing and
Management Consulting
Patricia D. Lott, former associate general counsel

Subject: University Rules and Policies
(Roadmap for Compliance to 2002 Education Code)

We reviewed the new Education Code [Section 1000.01, Florida Statutes, et. seq., herein referred to as the "2002 Education Code"] to provide guidance to assist in the Board's compliance with its requirements, which are generally effective January 7, 2003. Our review indicates the main challenges presented to the Board by the 2002 Education Code are the ability to govern and the responsibility that comes along with that privilege.

Accordingly, we have attempted to outline the status of the University's progress toward developing the necessary regulatory framework for the Board's authority and directives under the 2002 Education Code.

Background

Section 229.0081, Florida Statutes (2001), which controls UWF until the effective date of the new Code, provides that the Boards of Trustees of the universities of the State University System (the "UBOTs") "may" adopt rules and policies consistent with the university mission, with law, and with rule of the state Board of Education (the "SBOE") in connection with certain subjects. The 2002 Education Code in some instances directs the UBOTs to establish rules or policies dealing with subjects it formerly had discretionary power to regulate, and in some instances directs the UBOTs to establish rules or policies dealing with subjects formerly reserved to the SBOE.

Regulatory Framework

The 2002 Education Code directs the Board to adopt "rules" in some areas and "policies" in others (and in some instances requires both rules and policies). Generally, a "rule" is a statement of general applicability that implements, interprets or prescribes law or policy and affects persons outside of the University community. A "policy" prescribes the internal management of the University and is of general applicability or interest to the University community, but will not generally affect persons outside of the University community. Please refer to Attachment "A".

The most striking difference between a rule and a policy is the adoption process. The process of adoption of a rule is set forth in detail in Florida law (See

Attachment “B” for a description of the rules promulgation process set forth in Section 120.54, Florida Statutes). The process for adoption of a policy of the University of West Florida is set forth in the University’s Policy on Policies (See Attachment “C,” UWF Policy P-01.00).

Proposed Timeline

Many of the rules and policies required by the 2002 Education Code are already in effect as rules or policies of the University. Some rules and policies required by the 2002 Education Code address areas not previously within the authority of the Board and are not addressed by existing rules and policies. University staff is in the process of updating and redrafting existing rules and policies and preparing new rules and policies as required. A status report is set forth below. The following timeline is proposed for full implementation of those rules and policies:

Rules April 2003
Policies May 2003

[**Note:** If an expedited schedule is deemed expedient, this timeline may be shortened.]

STATUS OF RULES

UWF has currently in effect rules that comply with many of the requirements of the 2002 Education Code. Below are specific rules required under the 2002 Education Code, along with the current status of each.

Item	Topic	Statute & Brief Overview	Current Status
1	Direct Support Organizations	1004.28 (F.S.) Direct-support organizations; use of property; board of directors; activities; audit; facilities UBOT to establish conditions to use of university property and services by rule	Drafted ; must go through rules implementation process.
2	Code of Conduct for Students	1006.60(F.S.) Code of Conduct; disciplinary measures; rulemaking authority Each University may adopt by rule Code of Conduct for Students	Exists in 6C6-3.010
3	Prohibit Student and Student Associations from Hazing	1006.63(2)	Exists in 6C6-3.018
4	Traffic Regulations	1006.66 (F.S.) Each UBOT shall establish RULES to govern traffic that provide penalties for infractions.	Exists in 6C6-5.001; needs to be updated

Item	Topic	Statute & Brief Overview	Current Status
5	Admission of Students	1007.261 (F.S.) Provides that SBOE will establish a percentage of students for each institution who may not be required to comply with the foreign language requirements if there is evidence that they are expected to complete successful academic work at the admitting university - eliminates a 5% system-wide cap in current law.	Exists in 6C6-3.001; 6C6-3.002; 6C6-3.005; and 6C6-3.007
6	Purchasing	1010.04 Each UBOT shall adopt rules to be followed in making purchases; purchases and leases shall comply with requirements of law and rules of SBOE.	Drafted ; must go through rules implementation process. Note: Purchasing Rule will mirror present purchasing policies.
7	University is authorized to invest available funds and use earnings BUT shall provide procedures by rule for administration of scholarships and loans	1011.43 (F.S.) Each University is authorized to invest Agency and Activity funds and to use earnings for scholarships; UBOT to provide procedures for administration of such scholarships by RULE.	Needs to be drafted; anticipated completion by April 2003
8	Personnel Code of Conduct; Discipline and Rulemaking Authority	1012.92 and 1001.74(19). UBOT MAY adopt rules for code of conduct and penalties; Sanctions may only be imposed for violations of RULES adopted by university, Rules of SBOE, violations of county/municipal ordinance or laws of state. Each UBOT SHALL adopt rules for Sanctions of employees interfering with functions of the university.	Exists in 6C6-2.011 and currently is in effect as University Policy HR 09.01; must go through rules implementation process. Exists in 6C6-2.016
9	Personnel Records	1012.91 Each UBOT shall establish by rule content and custody of limited access records that UWF maintains on an employee. Such records are: (a) academic evaluations of employee performance (b) investigation of employee misconduct (c) disciplinary proceeding brought against an employee and (d) grievance proceeding brought by an employee	Currently in effect as University Policy HR 04.01 and HR 09.01; must go through rules implementation process.
10	Assignment of duties to faculty	1012.94 UBOT to adopt rules for assignment and responsibilities	Currently in effect as University Policy HR 01.01; must go through rules implementation process.

Item	Topic	Statute & Brief Overview	Current Status
11	Police Operations and Jurisdiction	1012.97(6) Expands jurisdiction to cover DSO facilities; University shall adopt RULES in concurrence with FDLE regarding appointment, employment and removal of university police and establish a policy manual addressing routine and emergency law enforcement situations.	Currently in effect as University Policy HR 01.01- HR 09.01; must go through rules implementation process Policy manual has been drafted and is in effect.
12	Land Leases	1013.171 Describes conditions under which Universities may <i>construct facilities</i> on leased land.	Needs to be drafted. anticipated completion by April 2003
13	Student Withdrawals due to Military service	2002-280	Exists as 6C6-4.003 and update has been prepared
14	Tuition and Fees	1001.74(11), 1009.24 and 1009.26	Exists as 6C6-4.003 and update has been prepared

STATUS OF POLICIES

UWF has currently in effect policies that comply with many of the requirements of the 2002 Education Code. Below are specific policies required under the 2002 Education Code, along with the current status of each.

Item	Topic	Statute & Brief Overview	Current Status
1	Policies expected for: Purchasing Leasing Construction	1001.74(5) UBOT has authority to acquire real and personal property and execute contracts for purchase of commodities, goods, equipment, services, leases and construction.	Policies drafted: Purchasing Leasing; MBE; and Construction
2	Policies expected for: buildings, grounds, property, equipment, name, trademarks and resources of university	1001.74(6) responsibility for the use, maintenance, protection, and control of university-owned or university-controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the university. Such authority may include placing restrictions on activities and on access to facilities, firearms, food, tobacco, alcoholic beverages, distribution of printed materials, commercial solicitation, animals, and sound.	Policies <i>drafted</i> : Space; Key control and tree protection Policies <i>in effect</i> : Use of facilities, building code, equipment/ property, environmental health, firearms, defensive driving, solicitation on campus, space utilization, public expression and assembly on campus, alcohol beverages, alcohol marketing, tobacco promotion policy, animal care and late evening events (covers sound),.
3	MBE operations in construction or purchases in excess of \$250,000	1001.74 UBOT shall ensure compliance with provisions of Section 287.09451 for procurement over Category Five (\$250,000) and ss 255.101 and 255.102 for construction contracts and rules adopted pursuant relating to using of minority business enterprises.	MBE policy drafted
4	Sponsored Research	1001.74(8) and 1004.22 UBOT authorized to create divisions of sponsored research.	Policies in effect on Sponsored Research.
5	Student Life issues (enrollment, student activities, organizations, financial assistance, etc.)	1001.74(10) UBOT responsible for policies related to students, enrollment, student activities and organizations, financial assistance, and other student services.	Exists in rules 6C6- 3.001 – 6C6.3.028

Item	Topic	Statute & Brief Overview	Current Status
6	Accommodation for religious observances of students	1001.74(g) Policy pursuant to 1006.53 that reasonably accommodates the religious observance, practice and belief of individual students in regard to admissions, class attendance, and scheduling of examinations and work assignments	Exists in Rule 6C6-3.028
7	Student Ombudsman Office	1006.51 Each university shall establish minimum standards for student ombudsman office.	<i>In effect</i> Associate V. P. for Enrollment services is the ombudsperson for academic issues and the Associate. V. P. for Student Affairs is the ombudsperson for non-academic issues. See the University Catalog.
8	Personnel Policies	1001.75(3) President is to establish and implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline and remove personnel, within laws and rules of State Board of Education and in accordance with rules or policies approved by the UBOT.	In effect Human Resources policies HR 01.01- HR 09.01
9	Student Records	1006.52 each university may prescribe content of records maintained on students; records are confidential	Exists in Rule 6C6-3.017
10	HIV /AIDS	1006.68 each university shall develop a comprehensive policy on HIV/AIDS	In effect as policy P-01.01-11/99 and is <i>being updated</i> ; anticipated completion by May 2003.
11	Electronic Transfer of Funds	1010.11 Each UBOT shall adopt written policies prescribing accounting and control procedures governing electronic transactions for any purpose including direct deposit, wire transfer, withdrawal, or investment. Electronic transactions shall comply with the provisions of chapter 668.	Needs to be drafted; anticipated completion by May 2003
12	Evaluation of Faculty Members	1012.94 Each UBOT shall ensure policies are implemented to establish flexible criteria rewarding quality teaching and service to public schools.	In effect in Academic Policies, Section 10.

Item	Topic	Statute & Brief Overview	Current Status
13	Changes in Construction requirements after contract (Change Orders)	1013.48 UBOT The board may, at its option and by written policy duly adopted and entered in its official minutes, authorize the president or other designated individual to approve change orders in the name of the board for pre-established amounts. Approvals shall be for the purpose of expediting the work in progress and shall be reported to the board and entered in its official minutes.	Drafted policies on construction change orders.

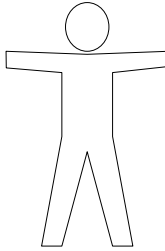
Until the time-specific rules, policies and procedures are updated (see timeline above) and ratified by the appropriate parties, the existing university regulations and procedures will be considered the authoritative guidance.

Exhibit "A"

UWF Regulation Framework

Implementation Timeline

April 2003

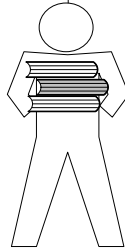


RULES

RULES

Item is required as a rule by Florida Statute. It will be promulgated in accordance with 120.54, Florida Statute

May 2003

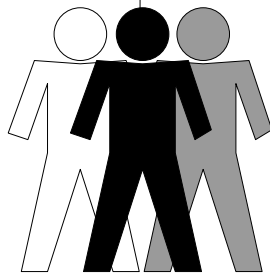


POLICIES

POLICIES

Item has generic application to the entire university. Some items may be prescribed in the School Code Rewrite. *UWF Policy on Policies* outlines structure and numbering schematics.

June 2003



PROCEDURES

PROCEDURES

Item is specific for a particular division and would not generally be applicable to all university units. These are mainly the "how to get the job done" type items and specific procedures for compliance issues.

Exhibit "B"

Florida Rulemaking Procedures

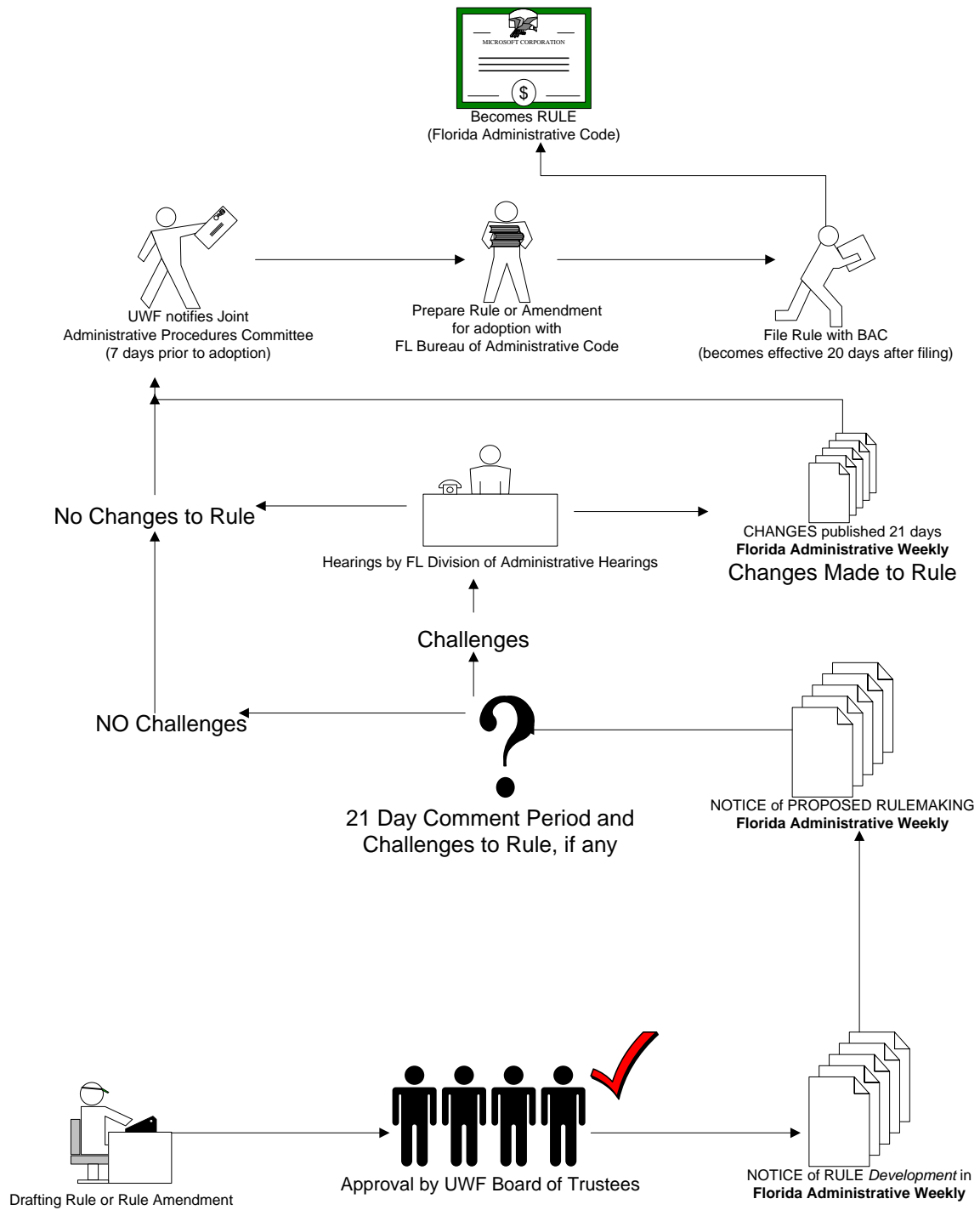


Exhibit “B” Rules Promulgation Outline

Administrative rules are published in the Florida Administrative Code (“F.A.C.”) by the Department, Division of Elections, Bureau of Administrative Code (“B.A.C.”).

A rule is defined in the Administrative Procedures Act (“A.P.A.”) as: Each agency statement of general applicability that implements, interprets, or prescribes law or policy or describes the procedure or practice requirements of an agency and includes any form which imposes any requirement or solicits any information not specifically required by statute or by an existing rule. The term also includes the amendment or repeal of a rule...

Rulemaking is a multi-step process which includes:

- (1) Drafting the rule or rule amendment;
- (2) Approval of the rule or rule amendment by the appropriate agency official;
- (3) Publishing a **Notice of Rule Development** in the *Florida Administrative Weekly* (“F.A.W.”);
- (4) Publishing a **Notice of Proposed Rulemaking** in the F.A.W.;
- (5) An **opportunity for public participation by means of notice**, a 21-day public comment period, and public hearing, if requested by an affected party or at the discretion of the originating agency;

If challenge is made :

- (6) A hearing before the Division of Administrative Hearings (“DOAH”) on the validity of a rule may be required **if** a proper petition challenging the rule is filed by a substantially affected person;
- (7) If necessary, changes in the rule or rule amendment by the originating agency following the Notice of Proposed Rulemaking, based on comments and materials received during the public comment period or hearing, or in response to comments or objections from the Joint Administrative Procedures Committee (“J.A.P.C.”). **Notice of these changes must be published** in the F.A.W. at least 21 days prior to adoption and shall be filed with J.A.P.C.

If no such changes are made, the originating agency shall notify J.A.P.C. at least 7 days before adoption;

And continue the process by:

- (8) Preparing the rule or rule amendments for adoption with B.A.C.;

(9) Filing the rule or rule amendment for adoption with the B.A.C., which becomes effective 20 days after filing or at a later date specified in the rule.

UNIVERSITY POLICY P-01.00 - 02/02

TO: The University of West Florida Community
FROM: Dr. Morris Marx, President
SUBJECT: University Policy Development and Issuance Process

Responsible Office/Executive: President/General Counsel

Purpose: To standardize the system for the formulation, format and issuance of all official university policies.

Policy:

The University President as the University's Chief Executive Officer has the authority and responsibility to promulgate and organize University Policies by delegation of the Florida Statutes and the University of West Florida Board of Trustees. Official university policies are known collectively as The University of West Florida Policies and are coordinated by the General Counsel's office in collaboration with the President's office and other appropriate offices. University Policies are posted electronically on the University's web site for ease of access by the University community and the public.

Procedure:

1. Definitions-

A. University Policy is defined by ALL of the following:

- Has broad application throughout the University.
- Helps ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission, or reduces institutional risks.
- Mandates actions or constraints and contains specific procedures for compliance.
- Subject matter requires University President and/ or Vice President review and approval for policy issuance and major changes.

B. Procedure is the means by which to carry out a particular policy.

Note: Care should be taken to ensure that a proposed policy or related form is not required to be adopted as a "rule" as defined in Section 120.52(15), Florida Statutes. If a policy requires rule adoption, the University of West Florida Board of Trustees, upon the President's recommendation, must formally adopt it as a rule. This is a separate formal process defined by the Florida Statutes and Florida Administrative Code. Please consult with the Office of the General Counsel to determine if the proposed policy should be adopted as a rule.

.2. Policy Writing Guidelines-

The responsible Division/Unit shall draft policies in a clear and understandable manner. Input should be sought from affected parties or groups on campus. Policies should not conflict with provisions of law, rules or applicable collective bargaining agreements. Policies are to be in the standardized University Policy format (See Appendix A) and coded in the standardized code (See Appendix B). Policies should be routed through the appropriate supervisory channels ending with the Vice President, using the attached routing form (See Appendix C).

2. Review and Approval-

After the responsible Vice President gives preliminary approval, the policy is routed to the University President. The President will determine if the policy requires broader review and will promulgate the policy as needed. Draft policies promulgated to campus will be placed on the University's web site for ease of review and navigation. The review period will extend for 45 days during which the policy may be enacted as an interim policy at the discretion of the President.

At the conclusion of the review period the President will make a final determination to ratify, amend, or reject the policy. The President may also revert back to a previous step if substantial revisions occur after the initial promulgation. Approved policies will be assigned a policy number and will remain on the University web site as part of the University of West Florida policies. The General Counsel's office will send notifications of approval through standard University channels.

4. Revising a Policy-

An original policy may be amended utilizing the above procedure with two attachments 1) a "clean copy" version showing the previously approved policy and (2) a version clearly noting and highlighting the proposed changes. These documents should be routed using the attached routing form (Attachment C). Upon approval by the President, the revised policy's number will be updated to indicate revision, and the revised policy will be included in the University of West Florida policies on the University's web site. The General Counsel's office will send notification of revision through standard University channels.

5. Rescinding or Sunset process –

The originator or approver can rescind or request sunset of policies using the Review and Approval process noted above. The requestor should route the current approved policy attached to the Policy Routing Form, noting rescinding or sunset with appropriate explanatory comments. (Attachment C).

Policies will be reviewed by the General Counsel's office every five years for continued applicability. Policies requiring update or sunset will be forwarded to the President for appropriate action.

6. Policy Conflicts -

When a subsequently promulgated law, rule, regulation or provision of an applicable collective bargaining agreement conflicts with an existing University policy, such law, rule regulation or collective bargaining agreement provision shall take precedence over the policy.

7. Record Keeping –

All policies including those rescinded or sunset will be retained in hardcopy format for a period of five years from their date of rescission or sunset.

8. Actions from the Board of Trustees –

Actions of the UWF Board of Trustees that require University policy generation will follow the same procedures described above. The President will serve in the role of originator, thereby initiating the policy generation process. If Board of Trustee action requires immediate implementation, announcements will be made via the appropriate channels. Policies approved by the Board of Trustees will be referenced by placing a "BOT" at the beginning of the policy number and will also be placed on the University's website as part of the University of West Florida Policies.

Approved by: Morris R. Marx Date: 6/11/02

6/11/02

UWF Board of Trustees November 22, 2002

Issue: Faculty representation on the BOT

Proposed action: Include Faculty Senate president as ex-officio member of the UWF Board of Trustees

Background information:

When the Florida Legislature created the university boards of trustees in 2001, it specified that the 13-member boards would consist of 12 members appointed by the governor and the president of the Student Government Association. The University of West Florida Board of Trustees has since added the UWF Faculty Senate president as an ex-officio member of the Academic and Student Affairs Committee. The president also receives the same agenda packet as the trustees and is given opportunity to comment on any issue brought before the board. The Faculty Senate also has a standing invitation to supply a report to the BOT at every meeting.

Amendment 11, which voters approved on November 5, calls for a change in university governance, including a statewide Board of Governors. The new boards of trustees will consist of 13 members. The governor will appoint six members. The Board of Governors will appoint five members. "The chair of the faculty senate, or the equivalent, and the president of the student body of the university shall also be members," according to the amendment. The Legislature will determine when the new system goes into effect, as it will have to adopt the enabling legislation.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368

Agenda

**University of West Florida Board of Trustees
Academic and Student Affairs Committee
November 22, 2002**

8:30 a.m. – Academic & Student Affairs Committee

- 2) Requests to implement new academic programs
 - a. Maritime Studies (BA)
 - b. Anthropology (MA)

**UWF Board of Trustees
Academic and Student Affairs Committee
November 22, 2002**

Issue: Academic programs

Proposed action: Approve two academic programs

Background information:

The Division of Academic Affairs requests approval to implement two academic programs:

Maritime Studies (BA)
Anthropology (MA)

The Academic and Student Affairs Committee on June 6, 2002 approved the requests to explore new academic programs. All the criteria specified in the Academic Programs Inventory Update Procedures have been met for both of these programs. Upon approval, implementation of the two programs is scheduled for the fall term, 2003.

Supporting documentation: Program information

Prepared by: Dr. Jerry Norris
850-474-2211

Name of proposed program: Maritime Studies (Bachelor of Arts)

Department: Anthropology

College: Arts and Sciences

Nature of the Proposed Program:

The Maritime Studies program is designed to educate students with the dynamic cultural and natural resources of the maritime environment. Students will gain the necessary knowledge and expertise to enable them to participate and contribute to understanding and management of the maritime environment.

Anticipated Impact of the Proposed Program on:

1. **Students:** Hundreds of students come to UWF every year because of our maritime environment, but they soon find that we offer very few programs that include it, and those that do are in the hard sciences. This proposed program in Maritime Studies will provide a new option that will attract a wide variety of students with diverse interests and prepare them for careers in the extensive maritime world. The strongest indicator of student demand was associated with a Maritime Studies recruiting poster made by the Dean in Fall 2002. The response to it at recruiting events and on campus has been extraordinary. The poster is a showstopper. Our high-profile maritime archaeology program has also generated many inquiries about the maritime studies program, and word of mouth has also spread that this program is being considered. Because of the factors, we have consistent inquiries from prospective students asking when it will be available, and what can they take to prepare for it.

2. **Faculty and Staff:** Half of a faculty position will be needed for this program as coordinator. The courses are already being taught as part of other programs. The chairs of five academic programs put the curriculum together: Anthropology, Environmental Studies, Marine Biology, History, and Government. Two new courses were developed by existing faculty.

3. **Community:** Much of West Florida is a maritime community, and it is very important to residents and visitors alike. We have an extremely long maritime history, and water-related activities have driven our economy since the 16th century. Maritime issues are embedded in wide array of our regional culture and economy, and this proposed program would directly tap into this broad interest base with a wide array of maritime-related courses and a capstone internship in a business, agency, or program in West Florida. Because of our maritime roots and economy, this proposed program would have a broad base of community interest and support throughout West Florida.

4. **Budgets:** Due to this program's interdisciplinary design, and the fact that almost all core and electives courses are already offered at UWF, there will be no significant increase in the College's budget to implement this degree.

5. **Space:** The elements of this program (classrooms, laboratories, boats, dive gear, etc.) are already in place in their respective departments at UWF.

6. **Related Programs:** The program is broadly interdisciplinary and it was developed by and has the full support of the *chairs* of the Anthropology, Biology, Environmental Studies, Government, and History programs.

7. **Accreditations:** There are no accreditation programs in Anthropology.

Other Related Information:

Similar programs offered by other institutions in the United States are almost non-existent. For this reason, it is anticipated that this program may attract a large number of students. This degree will provide a broad understanding of the diversified field by integrating maritime themes, transferable skills, and a knowledge base to enter a variety of maritime-related careers. Understanding and managing maritime resources is becoming increasingly important, requiring a wide range of theoretical knowledge and practical skills that this degree will provide. The hallmark of the Maritime Studies is its *flexibility*, which allows students to tailor their degree program to their individual interests. Students complete their degree programs with elective courses from a wide range of disciplines such as anthropology/archeology, marine biology, environmental studies, history, art history, literature, law, political science, and leisure.

Name of proposed program: Masters in Anthropology

Department: Anthropology Department

College: Arts and Sciences

Nature of the Proposed Program:

The Masters in Anthropology program will make it possible to include the fields of Pre-Columbian Archaeology, Biological Anthropology, and Cultural Anthropology at the graduate level. These are the most popular areas of Anthropology and are in demand in the job market.

Anticipated Impact of the proposed Program on:

1. **Students:** The Masters in Anthropology has become the degree of choice for professional positions in Archaeology, Forensics, and Applied Cultural Anthropology. The proposed program will build on the successful Anthropology Bachelors program, the historical archaeology track in the History Masters program, and the Interdisciplinary Humanities Masters program. Our solid reputation for relevant and hands-on education in Archaeology and Anthropology in the existing limited programs combined with the employment success of the Masters program graduates has generated repeated and increasing requests by prospective students for a full-fledged Masters in Anthropology degree program at UWF. Also, the recent approval of a new doctoral Anthropology program at FSU and the expansion of USF's doctoral program has left a *vacuum* for a solid Anthropology Masters program that UWF can fill.

2. **Faculty and Staff:** No new faculty hires will be needed as almost all of the graduate level courses in Archaeology and Cultural Anthropology are already being taught by the existing faculty. Only one new core course and one new elective course in Biological Anthropology were developed to support this program.

3. **Community:** The West Florida community already has an appreciation for and on-going interest in all three fields in Anthropology. The Archaeology program has consistently shared finds and information about our past, and it enjoys great public support. The Applied Cultural Anthropology program has been very effective in the areas of rape prevention, family planning, and religion. Forensic Anthropology has generated strong interest and support from the law enforcement community. The proposed Anthropology Masters program will build on these strengths and through its internship option, will be able to place students in key areas of need in businesses, agencies, and programs.

4. **Budgets**: This program requires minimal new funding. Coordination of the program requires the addition of .6 faculty line.

5. **Space**: No increase in space necessary

6. **Related Programs**: The Anthropology Masters program has been developed with and has strong support from the chairs of the History and Environmental Studies programs. This proposed program will increase enrollment in both these programs.

7. **Accreditations**: There are no accreditation programs in Anthropology.

Other Related Information:

A strong indication of the potential success of the proposed Anthropology Masters program is documented by the commitment of several new graduate students interested in Pre-Columbian Archaeology and Cultural Anthropology who have already enrolled at UWF in the Interdisciplinary Humanities Masters program with the hope that the Masters in Anthropology program will be approved. Several other seniors in Anthropology, both in-state and out-of-state, are also anxiously waiting its approval as they finish their bachelors degrees.

Agenda

University of West Florida Board of Trustees Finance, Administration and Audit Committee November 22, 2002

8:00 a.m. – Finance, Administration and Audit Committee

Approval of minutes of August 22 meeting

Action items

- 1) Master plan
- 2) Student fees
- 3) Resolution to bond for major gifts
- 4) Transportation fees
- 5) President's salary
- 6) Update on plans for new finance and human resources systems

UWF Board of Trustees
Finance, Administration and Audit Committee
November 22, 2002

Issue: UWF Master Plan

Proposed action: Approve UWF Master Plan

Background information:

The University Board of Trustees at its January 17-18, 2002 meeting approved the 90 percent review of the Master Plan and authorized the development process to continue. The review and submittal of the plan for adoption by the UWF Board of Trustees has followed all applicable Florida Statutes, the Florida Administrative Code and Board of Education rules and memorandum. It included submittal to the Florida Board of Education and intergovernmental agencies and a public hearing. All necessary approvals have been obtained, and the necessary changes have been incorporated in the plan submitted to the Board.

The Master Plan is intended to capture the current condition of the university and provide a direction for future expansion. It was designed based upon the projections and goals identified through university planning activities, the master plan update and discussions with Board members, university leadership, staff and others.

The final document is used to plan physical and academic changes at the university.

Supporting documentation: Master Plan (Distributed to trustees under separate mailing)

Prepared by: Roger E. Rowe
Special Projects Coordinator
(850) 474-3117

UWF Board of Trustees
Finance, Administration and Audit Committee
November 22, 2002

Issue: Student Activity and Service Fee and Athletic Fee increase.

Proposed action: Approve the proposed fee increases effective fall, 2003.

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 final 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 4.10 percent.

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 2002-2003

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

EXHIBIT A

THE UNIVERSITY OF WEST FLORIDA
 ACTIVITY & SERVICE, ATHLETIC AND HEALTH FEE
 SCHEDULE OF CURRENT & PROPOSED FEE INCREASES
 FALL SEMESTER, 2003

	Current Fees/ Estimated Revenue 2002-2003	Projected Fees/ Projected Revenue 2003-2004	Increase Fees/Revenue	Percent Increase
<u>Per Student Credit Hour</u>				
Activity & Service	\$ 7.85	\$ 8.25	.40	5.10%
Athletic	11.10	11.60	.50	4.50%
Health	<u>3.00</u>	<u>3.00</u>	<u>-0-</u>	-0-
Total	\$21.95	\$22.85	\$.90	4.10%
<u>Per Student (Flat Fee)</u>				
Activity & Service	-0-	-0-		
Athletic	-0-	-0-		
Health	-0-	-0-		
Total	-0-	-0-		
<u>Revenues</u>				
Activity & Service	\$1,664,200*	\$ 1,765,500***	\$ 101,300	6.09%
Athletic	2,353,200*	2,482,400***	129,200	5.49%
Health	<u>579,000**</u>	<u>585,000****</u>	<u>6,000</u>	1.04%
Total	\$4,596,400	\$4,832,900	\$236,500	5.15%

*Based on estimated 212,000 student credit hours for 2002-03

**Based on estimated 193,000 student credit hours for 2002-03.

***Based on estimated 214,000 student credit hours for 2003-04.

****Based on estimated 195,000 student credit hours for 2003-04.

**THE UNIVERSITY OF WEST FLORIDA
SUMMARY OF FEE COMMITTEE DELIBERATIONS
PROPOSED FEE INCREASES FOR FALL, 2003**

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. Miguel Lalama (Student)
Dr. George Ellenberg (Faculty)
Mr. Jason Crawford (Student)
Ms. Amy Veiga (Student)
Ms. Linda Archer (A&P)
Dr. Stuart Ryan (Faculty)
Mr. Bryan Kerr (Student)

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

October 25, 2002	Reviewed committee charge, past and present budgets and enrollment statistics. The committee, proposed, discussed and unanimously passed a \$.40 per credit hour Activity and Service Fee increase effective Fall Semester, 2003.
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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. Carlos Melville, Chair (Student)
Ms. Carol Valdinia (Student)
Ms. Julie Kunselman (Faculty)
Mr. Bruno Silva (Student)
Ms. Gretchen VanValkenburg (A&P)
Dr. Richard Glaze (Faculty)

Summary of Athletic Fee Committee Activities and Chronology of Meetings

October 25, 2002 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 \$.50 per credit hour Athletic Fee, effective Fall Semester, 2003.

Comparison of SUS Fees for 2002-2003

Exhibit C

	UF	FSU	FAMU	USF	FAU	UWF	UCF	FIU	UNF	FGCU	NCF	Average
Main Campus Local Fees - per credit hour												
Activity & Service	\$7.68	\$7.50	\$10.00	\$7.10	\$10.00	\$7.85	\$8.09	\$9.14	\$10.28	\$9.70	\$13.25	\$9.14
Athletic	\$1.90	\$4.35	\$8.75	\$8.50	\$11.75	\$11.10	\$9.90	\$8.45	\$10.00	\$9.40	\$1.66	\$7.80
Health	\$7.32	\$6.60	\$6.26	\$5.00	\$5.00	\$3.00	\$6.00		\$5.48		\$2.59	\$5.28
Access/Trans	\$3.00	\$4.90	\$2.00	\$2.00			\$3.90					\$3.45
Subtotal	\$19.90	\$23.35	\$18.75	\$23.86	\$26.75	\$21.95	\$27.89	\$17.59	\$25.76	\$19.10	\$17.50	\$22.04
Main Campus Local Fees - block per term												
Activity & Service				\$7.00								\$7.00
Athletic				\$10.00				\$10.00			\$5.00	\$8.33
Health			\$59.00					\$44.00		\$35.50		\$46.17
Access/Trans			\$45.00					\$38.30				\$41.65
Subtotal			\$104.00	\$17.00				\$92.30		\$35.50	\$5.00	\$50.76
Main Campus Local Fees - block Med Students (annual)												
Subtotal	\$796.00	\$840.60		\$781.94								\$806.18
Other Fees - per credit hour												
Building	\$2.32	\$2.32	\$2.32	\$2.32	\$2.32	\$2.32	\$2.32	\$2.32	\$2.32	\$2.32	\$2.32	\$2.32
CITF	\$2.44	\$2.44	\$2.44	\$2.44	\$2.44	\$2.44	\$2.44	\$2.44	\$2.44	\$2.44	\$2.44	\$2.44
UNDERGRADUATE												
Resident Undergraduate, per credit hour												
Matriculation	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45
Financial Aid	\$2.92	\$2.92	\$2.92	\$2.92	\$2.92	\$2.78	\$2.92	\$2.92	\$2.92	\$2.92	\$2.92	\$2.91
Subtotal	\$61.37	\$61.37	\$61.37	\$61.37	\$61.37	\$61.23	\$61.37	\$61.37	\$61.37	\$61.37	\$61.37	\$61.36
Resident Undergraduate, total												
2 Sem (30 hrs.)	\$2,580.90	\$2,684.40	\$2,754.40	\$2,733.70	\$2,786.40	\$2,638.20	\$2,820.60	\$2,696.20	\$2,756.70	\$2,627.90	\$2,518.90	\$2,690.75
Per hour	\$86.03	\$89.48	\$91.81	\$91.12	\$92.88	\$87.94	\$94.02	\$89.87	\$91.89	\$87.60	\$83.96	\$89.69
% Increase over 2001-02	5.58%	6.82%	3.28%	6.95%	3.25%	4.37%	9.25%	5.19%	3.28%	4.12%	4.69%	5.14%
Non-Resident Undergraduate, per credit hour												
Matriculation	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45	\$58.45
Financial Aid	\$2.92	\$2.92	\$2.92	\$2.92	\$2.92	\$2.78	\$2.92	\$2.92	\$2.92	\$2.92	\$2.92	\$2.91
Tuition	\$300.49	\$302.99	\$302.99	\$302.99	\$302.99	\$275.45	\$300.49	\$300.49	\$285.47	\$302.99	\$285.46	\$296.62
NonRes Fin Aid	\$15.02	\$15.14	\$15.14	\$15.14	\$14.60	\$12.51	\$15.02	\$15.02	\$14.27	\$15.14	\$14.27	\$14.66
Subtotal	\$376.88	\$379.50	\$379.50	\$379.50	\$378.96	\$349.19	\$376.88	\$376.88	\$361.11	\$379.50	\$361.10	\$372.64
Non-Resident Undergraduate, total												
2 Sem (30 hrs.)	\$12,046.20	\$12,228.30	\$12,298.30	\$12,277.60	\$12,314.10	\$11,277.00	\$12,285.90	\$12,161.50	\$11,748.90	\$12,171.80	\$11,510.80	\$12,029.13
Per hour	\$401.54	\$407.61	\$409.94	\$409.25	\$410.47	\$375.90	\$409.53	\$405.38	\$391.63	\$405.73	\$383.69	\$400.97
% Increase over 2001-02	16.59%	17.57%	16.52%	17.56%	16.32%	8.27%	17.35%	16.37%	11.29%	16.91%	11.82%	15.15%
GRADUATE												
Resident Graduate, per credit hour												
Matriculation	\$147.33	\$147.67	\$147.67	\$147.67	\$147.67	\$140.64	\$147.34	\$147.34	\$147.35	\$147.67		\$146.84
Financial Aid	\$7.36	\$7.38	\$7.38	\$7.38	\$7.38	\$6.68	\$7.36	\$7.36	\$7.36	\$7.38		\$7.30
Subtotal	\$154.69	\$155.05	\$155.05	\$155.05	\$155.05	\$147.32	\$154.70	\$154.70	\$154.71	\$155.05	\$0.00	\$140.12
Resident Graduate, total												
2 Sem (24 hrs.)	\$4,304.40	\$4,395.84	\$4,493.44	\$4,442.08	\$4,477.44	\$4,176.72	\$4,496.40	\$4,433.80	\$4,445.52	\$4,364.84		\$4,403.05
Per hour	\$179.35	\$183.16	\$187.23	\$185.09	\$186.56	\$174.03	\$187.35	\$184.74	\$185.23	\$181.87		\$183.46
% Increase over 2001-02	9.59%	10.37%	8.34%	10.39%	8.38%	4.56%	11.36%	9.30%	8.23%	8.97%		8.94%
Non-Resident Graduate, per credit hour												
Matriculation	\$147.33	\$147.67	\$147.67	\$147.67	\$147.67	\$140.64	\$147.34	\$147.34	\$147.35	\$147.67		\$146.84
Financial Aid	\$7.36	\$7.38	\$7.38	\$7.38	\$7.38	\$6.68	\$7.36	\$7.36	\$7.36	\$7.38		\$7.30
Tuition	\$465.32	\$469.20	\$469.20	\$469.20	\$469.20	\$426.55	\$465.33	\$465.33	\$434.31	\$469.20		\$460.28
NonRes Fin Aid	\$23.26	\$23.46	\$23.46	\$23.46	\$22.39	\$19.38	\$23.26	\$23.26	\$21.71	\$23.46		\$22.71
Subtotal	\$643.27	\$647.71	\$647.71	\$647.71	\$646.64	\$593.25	\$643.29	\$643.29	\$610.73	\$647.71		\$637.13
Non-Resident Graduate, total												
2 Sem (24 hrs.)	\$16,030.32	\$16,219.68	\$16,317.28	\$16,265.92	\$16,275.60	\$14,879.04	\$16,222.56	\$16,159.96	\$15,390.00	\$16,188.68		\$15,994.90
Per hour	\$667.93	\$675.82	\$679.89	\$677.75	\$678.15	\$619.96	\$675.94	\$673.33	\$641.25	\$674.53		\$666.45
% Increase over 2001-02	17.01%	17.92%	17.23%	17.90%	17.06%	8.08%	17.47%	16.86%	10.88%	17.50%		15.79%

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 22, 2002**

Issue: Matching gifts fund

Proposed action: Adopt resolution encouraging legislative action

Background information:

The state Matching Gifts Trust Fund has a backlog of about \$152 million. Of that, UWF has about \$100,000 with about another \$500,000 from the College of Business campaign ready to be submitted. The state matches gifts with a sliding percentage. Gifts of \$100,000 to \$599,999 receive a 50 percent state match. Gifts from \$600,000 to \$1 million received 70 percent. Gifts between \$1 million and \$1.5 million receive 75 percent. Gifts between \$1.5 million and \$2 million receive 80 percent. And gifts greater than \$2 million receive a 100 percent match.

Representatives from the advancement offices and the lobbyists at the 11 institutions in the State University System are coordinating an effort to encourage the Legislature to use Florida Lottery proceeds to issue 20-year bonds to cover that backlog. They are seeking support from all university presidents, university boards of trustees and university foundation boards.

The lack of funding has made it difficult for university representatives to use the Matching Gifts program as an incentive, and some potential donors are discouraged by the lack of assurance that their gifts will, indeed, be matched by the state.

Supporting documentation: Resolution

Prepared by: Keith Goldschmidt
850-474-2368

University of West Florida Board of Trustees

Resolution encouraging the Florida Legislature to issue bonds to pay for the backlog in the Major Gifts Trust Fund

WHEREAS, the Florida Legislature has created the Major Gifts Trust Fund, which matches private donations to universities with state dollars, and

WHEREAS, the highly popular program has not been fully funded by the Florida Legislature, resulting in a backlog of about \$152 million, and

WHEREAS, prospective donors are discouraged by this lack of funding, now

THEREFORE BE IT RESOLVED that the University of West Florida Board of Trustee, meeting in the University Conference Center on this 22nd day of November, 2002, does hereby encourage the Florida Legislature to fully fund the backlog, and

BE IT FURTHER RESOLVED that the University of West Florida Board of Trustees encourages the Florida Legislature to issue 20-year bonds to fully fund the backlog, using proceeds from the Florida Lottery to pay the annual carrying costs of about \$8 million, and

BE IT FURTHER RESOLVED that the University of West Florida Board of Trustees encourages the Legislature to change the Major Gifts program by establishing a \$3 million cap of state dollars to match a single gift in any one year, establishing a \$15 million cap (\$3 million for five years) on any single gift, and requiring that matched gifts must be used for university priorities only, as established by individual university boards of trustees, and

BE IT FURTHER RESOLVED that this resolution be included in the minutes of this meeting.

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

November 22, 2002
Date

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 22, 2002**

Issue: Transportation fees

Proposed action: Two actions:

- 1) Approval of a transportation fee
 - 2) Approval of parking decal fee
-

Background information:

The university Retention Committee has been addressing the transportation needs of students on the UWF Pensacola campus. As part of that discussion, it pursued development of a campus trolley system to transport students between classes, thus saving them from having to move their cars. It also would create better utilization of parking lots farther away from the academic buildings. By expanding the route to include the Target shopping center, it provides residential students with easy access to shopping and restaurants. It also connects them to the Escambia County Area Transit (ECAT) route.

A memorandum of understanding was signed between ECAT and the university, contingent upon BOT action. It calls for trolley service to begin on Jan. 6, 2003, the first day of the spring term, using trolleys recently retired by the city. Two trolleys would run weekdays between 7 a.m. and 6 p.m., and one trolley between 6 p.m. and 9 p.m. One trolley would operate between 11 a.m. and 3 p.m. on the weekend. ECAT would charge \$250,694 annually for the service, with monthly payments of \$20,891.16. A state grant would cover half of that expense for the first three years.

A special transportation committee of six members, three of them students, was formed to propose a transportation fee to fund the trolley system. That committee also was charged with proposing an increase in the parking decal fee.

Supporting documentation: Substance of memorandum of understanding with ECAT
Transportation Committee recommendations (To be distributed
under separate cover before meeting)

Prepared by: Pat Crawford
850-474-2426

MEMORANDUM OF AGREEMENT

In consideration of the agreements hereinafter set forth, ECAT agrees to provide daily transit service on the UWF campus as follows:

- I. Hours of Service. ECAT will provide the following service:
 - A. Weekdays:
 - (1) Two (2) trolleys between the hours of 7:00am and 6:00pm
 - (2) One (1) trolley between the hours of 6:00pm and 9:00pm.
 - B. Saturday
 - (1) One trolley between the hours 11:00am and 3:00 pm.
 - C. Sunday
 - (1) One trolley between the hours 11:00am and 3:00 pm.
- II. Service period. A one (1) year service period will commence approximately August 15, 2002. The service will be continued until terminated by either party, and may be revised periodically with the consent of both parties.
- III. Cost of Service. UWF agrees to reimburse ECAT for this route service at the rate of \$ 250,694 annually in monthly payments of \$ 20,891.16. ECAT has requested Service Development Funding from the Florida Department of Transportation (FDOT). This funding, if received, will cover some costs of this service, up to 50%, for a period of three (3) years.
- IV. Route and Schedule.
 - A. Initial Route and Schedule information is provided in Attachment 1 to this Agreement.
 - B. A Service Review Committee, composed of representatives of both UWF and ECAT, will be formed to periodically review routes, schedules, and any other areas of the service being provided.
 - C. Routes and Schedules may be revised as necessary at any time during the term of this Agreement. All service revisions recommended by the Service Review Committee, and approved by UWF officials, will be initiated at the earliest opportunity.
 - D. Operators will not deviate from the assigned route, except for routine minor detours, without the approval of ECAT supervisory personnel. UWF officials desiring any route deviations must make such a request to the ECAT Director of Transportation and Safety.

V. Operators and Uniforms.

A. ECAT will provide qualified transit vehicle operators who will wear an appropriate uniform that is mutually agreed upon by UWF and ECAT.

VI. Insurance.

A. ECAT carries all required insurance in accordance with current industry standards. Current liability coverage, required by Escambia County includes:
a. \$ 1,000,000 combined single limit;
b. \$ 9,000,000 excess liability over above primary limit.

B. Insurance required in excess of the above limits will be the responsibility of UWF.

VII. Billing and payment.

A. ECAT will invoice UWF by the 15th of the month for the service costs in accordance with the above-established procedures.

B. UWF will remit all funds due to ECAT by the end of the month.

VIII. Service Review.

A. ECAT and UWF agree to meet as necessary to review the level of service, schedules, service charges, etc.

B. No changes will be made to the level of service provided for in this Agreement without the mutual consent of both parties.

IX. Termination.

A. This Agreement may be terminated by either party by providing the other party with thirty (30) days written notice.

UWF Board of Trustees
Finance, Administration and Audit Committee
November 22, 2002

Issue: President's salary

Proposed action: Approve 2.5 percent pay increase, effective October 1, 2002

Background information:

State employees, including UWF employees, received a 2.5 percent pay increase, effective October 1, 2002, as authorized by the Florida Legislature. The UWF Board of Trustees established the president's annual salary of \$205,000. A 2.5 percent increase puts the president's salary at \$210,125. By comparison, the annual salary for the new president of Florida A&M University is \$275,000.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368

**UWF Board of Trustees
Finance, Administration and Audit Committee
November 22, 2002**

Issue: Finance and human resources computer systems

Proposed action: None. Discussion only

Background information:

As part of the School Code rewrite, the Legislature this spring established a process for each university to move off the state accounting system. Each university must have a new finance system installed by July 2004, and a human resources system installed by January 2005.

The Division of Administrative Affairs and Information Technology Services are working collaboratively to have a vendor recommendation by December 9, 2002. An action item to purchase and implement the reference systems is anticipated for presentation to the Board at its January meeting.

Supporting documentation: None

Prepared by: Dr. Cornelius Wooten
850-474-2209

**UWF Board of Trustees
November 22, 2002**

Issue: Legislative update

Proposed action: None

Background information:

Janice Gilley, UWF director of governmental relations, will update the board on the impacts of the three education amendments that passed on November 5.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368

**UWF Board of Trustees
November 22, 2002**

Issue: Institute for Human and Machine Cognition

Proposed action: None

Background information:

In keeping with the resolutions passed at the May 2002 BOT meeting, IHMC will discuss draft legislation to move the IHMC to a not-for-profit corporation.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368

**UWF Board of Trustees
November 22, 2002**

Issue: United Faculty of Florida

Proposed action: None

Background information:

President John C. Cavanaugh and a UFF – UWF Chapter representative will provide an update on union certification.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368