

Agenda

**University of West Florida Board of Trustees
Finance, Administration and Audit Committee
8:30 a.m., February 21, 2003**

Call to order

Approval of minutes for November 22, 2002 meeting

Action items

- 1) Student housing fees
- 2) ERP update
- 3) UWF Master Plan
- 4) Naming rights
- 5) Materials and supply fees

Informational items (All distributed under separate cover)

- 1) Financial Statements Audit
- 2) Intercollegiate Athletics Audit
- 3) Bright Futures Audit
- 4) WUWF-Radio Station Audit

Other business

Adjournment

UWF Board of Trustees
Finance, Administration and Audit Committee
February 21, 2003

Issue: University housing rental rates

Proposed action: Approve the proposed rental rate increase effective fall, 2003

Background Information:

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

The proposed increases equal 3% and range from \$40 to \$65 per student, per semester, depending on the facility. The rental rate increases are sufficient to pay debt service, meet fund-reserve requirements and to 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: Dr. Deborah Ford, vice president for Student Affairs
(850) 474-2214

EXHIBIT A

THE UNIVERSITY OF WEST FLORIDA
OFFICE OF HOUSING RENTAL RATE PROPOSAL 2003 – 2004

NAME AND DESCRIPTION RATE <u>OF RENTAL UNITS</u>	CURRENT RENTAL <u>RATE</u>	PROPOSED RENTAL RATE <u>INCREASE</u>	PERCENT RENTAL RATE <u>INCREASE</u>	PROPOSED RENTAL <u>FOR 03-04</u>
<u>Bldgs. 14, 15, 16, 23, 24, 25</u>				
Double Occupancy	\$1,290 sem.	\$ 40 sem.	3.00%	\$1,330 sem.
Pay to Keep Double Room Private When Available	\$1,675 sem.	\$ 50 sem.	3.00%	\$1,725 sem.
<u>Bldgs. 26, 27, 31, 34, 35</u>				
Private Occupancy	\$1,675 sem.	\$ 50 sem.	3.00%	\$1,725 sem.
<u>Martin Hall, Pace Hall & New Hall</u>				
Double Occupancy	\$1,460 sem.	\$ 40 sem.	3.00%	\$1,500 sem.
Pay to Keep Double Room Private When Available	\$1,880 sem.	\$ 55 sem.	3.00%	\$1,935 sem.
<u>Village West Apartments</u>				
4 Bedroom/2 Bath	\$2,015 sem.	\$ 60 sem.	3.00%	\$2,075 sem.
2 Bedroom/2 Bath	\$2,470 sem.	\$ 75 sem.	3.00%	\$2,545 sem.
<u>Village East Apartments</u>				
4 Bedroom/2 Bath	\$1,735 sem.	\$ 55 sem.	3.00%	\$1,790 sem.
2 Bedroom/1 Bath	\$2,165 sem.	\$ 65 sem.	3.00%	\$2,230 sem.
<u>OTHER ACCOMMODATIONS:</u>				
<u>Greek Houses-8 Month</u>				
Bldgs. 29, 28, 30, 31, 33	\$50,168	\$1,505	3.00%	\$51,673 sem.

R: January 23, 2003

THE UNIVERSITY OF WEST FLORIDA
SCHEDULE OF MISCELLANEOUS HOUSING CHARGES
FALL SEMESTER 2003

PREPAYMENTS

Initial Contract – A \$150 prepayment is required for all housing options.
Subsequent Contracts – A \$75 prepayment is required for all housing options.

CANCELLATION FEES

A. Initial Contract

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

B. Subsequent Contracts

- 1) Not Enrolled In Classes
 - a) The \$75 prepayment is non-refundable for agreements effective Fall semester.
 - b) For Spring and Summer semesters, students are subject to a \$150 cancellation charge.
 - c) December graduates are not assessed the \$150 cancellation charge.
- 2) Enrolled In Classes
 - a) Approved Cancellations – Students are subject to a \$150 cancellation charge plus all accrued charges based on the date of official check-out.
 - b) Denied Cancellations – Students are subject to the full rent charge.
 - c) Contract Buy-Out – Students denied cancellation have the option to “buy-out” their Spring semester contract. The “buy-out” charge is 50% of the remaining contract balance (through the end of the Spring term), a 150 cancellation charge, and all accrued charges based on the date of official check-out.

THE UNIVERSITY OF WEST FLORIDA
Schedule of Miscellaneous Housing Charges
Fall Semester 2003
Page Two

REFUND OF RENT

When a student withdraws from classes, he/she is assessed a \$150 cancellation charge 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%
5 th week of class	60%
6 th week of class	60%
7 th week of class	50%
8 th week of class	40%
9 th week of class	40%
10 th week of class	30%

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	\$15 per person per night
Single Occupancy	\$20 per person per night

EXHIBIT B

THE UNIVERSITY OF WEST FLORIDA

HOUSING RENTAL RATES 2003/2004
STATEMENT OF REVENUE AND EXPENDITURES

	(1) Actual Prior Fiscal Year 01/02	(2) Estimated Current Fiscal Year 02/03	(3) Projected FY 03/04 With Increase	(4) % Change
Cash Investments Carried Forward	\$ 307,473	\$ 251,748	\$ 336,958	25.3%
<u>REVENUE</u>				
Rental Income	\$3,883,140	\$4,061,250	\$4,162,550	2.5%
Interest Income	10,000	10,000	100,000	90.0%
Other Income	<u>60,000</u>	<u>60,000</u>	<u>90,000</u>	33.4%
Total Revenue	\$3,953,140	\$4,131,250	\$4,352,550	5.1%
Total Funds Available	<u>\$4,260,613</u>	<u>\$4,382,998</u>	<u>\$4,689,508</u>	6.6%
<u>EXPENDITURES</u>				
Salaries/Benefits	\$ 522,358	\$ 596,000	\$ 667,000	10.7%
Other Personal Services	180,000	196,000	211,000	7.1%
Operating Expense	839,500	866,500	940,940	8.0%
Administrative Overhead	97,080	0	0	0.0%
Debt Service	1,889,613	1,890,414	1,895,000	0.3%
R & R Reserve	194,157	202,563	208,128	2.7%
R & R Expense	50,000	50,000	100,000	50.0%
Trustee/Insurer Fee	42,000	42,000	42,000	0.0%
Contingency Fund	<u>194,157</u>	<u>202,563</u>	<u>208,128</u>	2.7%
Total Expenditures	<u>\$4,008,865</u>	<u>\$4,046,040</u>	<u>\$4,272,196</u>	5.3%
Ending Cash And Investments	<u>\$ 251,748</u>	<u>\$ 336,958</u>	<u>\$ 417,312</u>	19.3%

R: January 29, 2003

MEMORANDUM

To: Dr. Linda Dye
From: Jeff Takac
Date: January 28, 2003
Re: Notifying Residents of Rental Rate Increase

The following steps are being taken to notify current residents of the proposed rental rate increase for the 2003-2004 academic year.

- 1) Housing Lottery Process Information – Residents will receive a publication piece outlining the process for signing up for Housing for the fall (Housing Lottery) in their campus mail box. The information will be distributed by Monday, February 3rd. In addition to information regarding the Lottery process, the publication provides an insert with a list of the available housing options and the proposed rental rates.
- 2) Informational Meetings will be held during the week of February 10th to discuss the Housing Lottery and to answer any questions regarding housing options and the proposed rates. The meetings will be conducted by Tammy McGuckin, Assistant Director of Housing and Residence Life, and will be held in each of the residential areas.

Attached, please find a copy of the Housing Lottery Insert and the Fall 2003-Spring 2004 Rental Rate memo.

Important information

Proposed Housing Rates For The 2003-2004 School Year:

Southside Double	\$1,330	Village West 2BR/2Bath	\$2,545
Southside Single	\$1,725	Village West 4BR/2Bath	\$2,075
Pace Hall	\$1,500	Village East 2BR/1Bath	\$2,230
		Village East 4BR/2Bath	\$1,790

Buildings NOT available for occupancy by returning residents:

The following buildings have been designated as *Freshmen Only* buildings for the 2003-2004 school year: Martin Hall, the new building, and Southside Halls 14, 15, 16, 23, 24, & 25. In addition, the 2nd floor of Pace Hall and Building 35 will be reserved for the Honors Program.

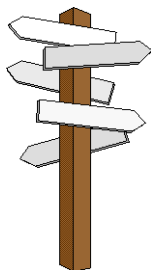
Special Groups – Honors Program, Fraternities, and Sororities:

A separate housing sign-up process will be implemented for individuals wishing to live in the Greek buildings or the Honors' areas. You will be receiving additional information in the near future outlining the specific procedures you will follow. You will be required to submit your Returning Resident Housing Contract and \$75 prepayment by the March 7th deadline.

What if I plan to live on campus this summer?

The Summer Housing contract is separate from the Fall/Spring academic year contract, and will be available by mid-February. For the Summer 2003 term, the Village East Apartments and Southside Halls will be **closed**, Martin Hall will be used for Conferences and Orientation, leaving the Village West apartments and Pace Hall open for Summer School students.

In light of the various closings and consolidation, no guarantee can be made that you will be able to remain in the same room/apartment for the Summer and Fall terms. ALL residence halls and apartments will CLOSE for the period between the end of the Summer term and the beginning of the Fall term. **There will be NO BREAK HOUSING during this period of time.**



Still Have Questions?

Four Information Sessions will be held to discuss the Housing Lottery process. Watch for fliers announcing dates, times, and locations for the Information Sessions.

Also, check out the Housing website at www.uwf.edu/housing for a special Housing Lottery page with answers to frequently asked questions.

**The University of West Florida
Housing and Residence Life
Fall 2003 – Spring 2004 Rental Rates**

Freshmen Options: *Double occupancy rooms w/ private baths*

Southside Hall Double	\$1,330
Northside Hall Double (Martin & “TBD”)	\$1,500

Transfer and Returning Student Options:

Pace Hall – <i>Double occupancy rooms w/ private baths</i>	\$1,500
Southside Hall Single – <i>Single occupancy rooms w/ private baths</i>	\$1,725

Village East Apartments – <i>2 Bedroom / 1 Bath</i>	\$2,230
Village East Apartments – <i>4 Bedroom / 2 Bath</i>	\$1,790
Village West Apartments – <i>2 Bedroom / 2 Bath</i>	\$2,545
Village West Apartments – <i>4 Bedroom / 2 Bath</i>	\$2,075

Honors Program Option:

Pace Hall – <i>Double occupancy rooms w/ private baths</i>	\$1,500
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UWF Board of Trustees
Finance, Administration and Audit Committee
February 21, 2003

Issue: Update on Enterprise Resource Planning System

Proposed action: None. Discussion only

Background information:

On January 6, 2003, the UWF Board of Trustees approved the transition plan for the university to begin implementation of the Enterprise Resource Planning System (ERP). This was required as part of the change in governance, whereby the university will manage its finances and payroll directly, rather than having its funds maintained in the state treasury. The new system is expected to cost \$10.4 million during its first five years.

Supporting documentation: None

Prepared by: Dr. Cornelius Wooten, vice president for Administrative Affairs
850-474--2209

Agenda item: 3

**UWF Board of Trustees
Finance, Administration and Audit Committee
February 21, 2003**

Issue: UWF Master Plan

Proposed action: ADOPT UWF Master Plan.

Background information:

The University Board of Trustees on November 22, 2002 approved the 2001 Campus Master Plan and authorized the president to forward the plan to the Florida Board of Education to approve and adopt this plan.

Prior to the FLBOE taking action on this plan, Amendment 11 to Article IX, Section 7 of the Florida Constitution was passed thereby creating the Board of Governors.

The FLBOG has delegated to each university BOT the responsibility to prepare, approve, adopt and execute a campus master plan. In addition, each BOT shall prepare, adopt, and execute a campus development agreement pursuant to s. 1013.30.

This request is for the BOT to “adopt” the 2001 Campus Master Plan and direct appropriate university staff to prepare the Campus Development Agreement with Escambia County.

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 (Previously distributed to trustees)

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

**UWF Board of Trustees
Finance, Administration and Audit Committee
February 21, 2003**

Issue: UWF naming rights

Proposed action: None. Discussion only.

Background information:

The university is permitted to name facilities and buildings after individuals, though legislative approval is required if the person is living. The university also can name such things as programs and colleges after individuals without legislative approval.

Occasionally, there are efforts to have something named after an individual because of noteworthy accomplishments. Other times a donor may request that something be named. The UWF Board of Trustees has approved just one naming. The Manufacturing Technology Inc. Circuits and Digital Lab at the Fort Walton Beach campus was approved at the November 22, 2002 meeting after the company committed \$100,000 to the campaign for electrical and computer engineering.

A naming policy would add clarity, provide guidance to those seeking funds and eliminate potential disagreements concerning the approval or denial of a naming request.

A 1995 president's memorandum on naming opportunities is still in force on campus.

Supporting documentation: To be distributed at meeting

Prepared by: Keith Goldschmidt
850-474-2368

**UWF Board of Trustees
Finance, Administration and Audit Committee
February 21, 2003**

Issue: Materials and supply fees

Proposed action: Approve fees

Background information:

Florida Statutes, Chapter 1009.24(12) states:

"Each university board of trustees is authorized to establish the following fees:... (g) Materials and supplies fees to offset the cost of materials or supplies that are consumed in the course of the student's instructional activities, excluding the cost of equipment replacement, repairs, and maintenance."

The proposed material and supply fees for academic year 2003-04 are attached.

Supporting documentation: Supplied under separate cover

Prepared by: Keith Goldschmidt
850-474-2368