

# Agenda

**University of West Florida Board of Trustees  
Room 126, Building 1  
Fort Walton Beach Campus  
9:30 a.m., February 21, 2003**

**Call to order**

**Chair's greetings**

**President's greetings**

**Approval of minutes from January 6, 2003 meeting**

**Action items**

- 1) Election of chair and vice chair of the BOT
- 2) UWF Board of Trustees bylaws
- 3) Meeting schedule for 2003-04
- 4) Trustee resolutions
  - a. Pam Bilbrey
  - b. Carol Dover
  - c. Jason Crawford
- 5) Final tuition/fees/fines/penalties rule

**Informational item**

- 1) BOT committee assignments

**Committee reports**

**Academic and Student Affairs Committee**

- 1) Hospitality, Recreation, and Resort Management Program
- 2) Tenure as condition of employment – Hal White
- 3) Gender equity in athletics
- 4) Educator Performance Institute
- 5) Honorary degree for Larry Butler

**(continued next page)**

## **Committee reports (continued)**

### **Finance, Administration and Audit Committee**

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

### **Governmental Relations Committee**

- 1) Legislative agenda

### **Executive Committee report**

- 1) Institute for Human and Machine Cognition

## **Reports**

- 1) IHMC report

## **Discussion items**

- 1) Laws regarding unions

## **Presentations**

- 1) Student recruitment – Dr. Pete Metarko
- 2) Maritime Museum – Vice Admiral Jack Fetterman
- 3) Update on FWB Campus – Dr. Dianne Barlar

## **Other business**

## **Adjournment**

**UWF Board of Trustees**  
**February 21, 2003**

**Issue:** Chair and vice chair

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**Proposed action:** Elect chair and vice chair

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**Background information:**

With the passage of Amendment 11 in November, a Board of Governors was created to coordinate and operate the State University System and the terms, method of appointment and composition of the local boards of trustees were modified. Trustee terms were changed from four years to five, though the first appointments will vary to meet the staggered-appointments provision of the amendment. The appointment process was changed so that the governor appoints six members and the Board of Governors appoints five. And the composition includes the presidents of the Student Government Association and the Faculty Senate to complete the 13-member UWF Board of Trustees.

Because of these changes, it becomes necessary for the reconstituted UWF Board of Trustees, having been duly appointed, to select a chair and vice chair.

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**Supporting documentation:** None

**Prepared by:** Keith Goldschmidt  
850-474-2368

## UWF Board of Trustees February 21, 2003

**Issue:** UWF Board of Trustees bylaws

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**Proposed action:** Adopt revised bylaws

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**Background information:**

The Board of Trustees originally adopted its bylaws in August 2001, and they were revised in October 2001. The recent change in university governance because of the passage of Amendment 11 in November requires the adoption of new bylaws by the Board of Trustees.

The proposed revised bylaws reflect the changes necessitated by the governance, but other changes also were incorporated either for clarification or to reflect how the Board of Trustees has operated.

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**Supporting documentation:** Summary of substantive changes  
Proposed bylaws

**Prepared by:** Keith Goldschmidt and Gina DeJulio  
850-474-2368                      850-857-6130

# **Proposed substantive changes to UWF Board of Trustees bylaws**

## **ARTICLE I – Organization**

### **“The Corporation”**

- Incorporates the newly created Board of Governors.

### **“Membership”**

- Reflects changes in method and terms of appointment for trustees.
- Adds Faculty Senate president to Board membership.

### **“Powers and Duties of Officers”**

- Changes term of officers from fiscal year to calendar year.
- Clarifies eligibility of members seeking chair and vice chair.
- Allows chair to appoint committees.
- Removes language on missing three meetings because it is contained in Board of Governor’s resolution and statute.

## **ARTICLE II – Meetings**

### **“Voting”**

- Removes provision that a majority of the full Board is required to approve policies, rules, regulations and changes in programs. Retains majority of full Board requirement for appointing or removing the president.
- Clarifies that majority of voting members required for approval of all other items.

### **“Agenda”**

- Changes requirement for meeting information to get to trustees from 10 days to seven days before the meeting, and supplemental information from five to three days.

## **ARTICLE III – Committees**

- Changes reflect that committee members serve at leisure of the chair.

## **ARTICLES IV, V and VI**

- No substantives changes.

## **Article VII - Miscellaneous**

- Changes give president or president’s designee authority to enter into a settlement agreement.

# BYLAWS OF THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES

## ARTICLE I ORGANIZATION

### The Corporation

The University of West Florida Board of Trustees (“Board of Trustees” or “Board”) is established as a body corporate, with all powers of a body corporate as provided by Florida law. The Board of Trustees is a corporation primarily acting as an instrumentality or an agency of the state, pursuant to s. 768.28 (2), for purposes of sovereign immunity. ~~It~~ The Board shall perform all duties prescribed by the Board of Governors, applicable law and rules, law or Florida Board of Education rule

### Membership

The Board of Trustees ~~shall be~~ is composed of thirteen persons, ~~twelve~~ six members appointed by the gGovernor of the State of Florida, five members appointed by the Board of Governors, ~~and one member who is~~ the pPresident of the University of West Florida Student Government Association (“UWF SGA”), and the president of the University of West Florida Faculty Senate.

Board of Trustees’ members who are appointed by the gGovernor and the Board of Governors shall be appointed for staggered ~~4~~ five-year terms, ~~and may be reappointed for additional terms not to exceed eight (8) years of service.~~ The pPresident of the University of West Florida Student Government Association will ~~normally~~ serve for as long as he or she is president of the UWF SGA, 1-year term or until replaced by Student Government Association election, and the president of the Faculty Senate usually shall serve for as long as he or she remains president.

Members of the ~~Board~~ Board shall serve without compensation but may be reimbursed for travel and per diem expenses in accordance with state law.

### Powers and Duties of Officers

The officers of the Board of Trustees are the cChair, vVice-cChair, eExecutive officer and corporate secretary. The cChair and vVice-Chair shall be selected by the Board of Trustees at its first regular meeting after ~~July 1, 2001~~ January 7, 2003 and shall serve for a two-year term to begin immediately upon selection. Thereafter, the Board of Trustees shall select the cChair and vice cChair at the last regularly scheduled meeting of the ~~calendar~~ fiscal year for a two- year term to begin ~~September 1~~ January 1. The cChair and vVice-Chair shall be eligible for reselection for ~~one additional~~ a consecutive term, after which they must be not be an officer for two years before being eligible for selection again.

The university president shall serve as eExecutive officer and corporate secretary of the Board of Trustees.

#### Chair/vVice Chairchair

The Chairchair shall preside at all meetings of the Board of Trustees, call special meetings of the BoardBoard when necessary, ~~at~~ attest to actions of the BoardBoard and appoint trustees to standing and ad hoc committees and notify the Governor in writing whenever a Board member fails to attend three consecutive meetings in any fiscal year, which failure may be grounds for removal. The vVice-cChair shall act as cChair during the absence or disability of the Chairchair.

#### Executive Officer/Corporate Secretary

The university president, as eExecutive officer and corporate secretary, shall be responsible to the BoardBoard for all operations of the university and for setting the agenda for meetings of the BoardBoard in consultation with the cChair.

As eExecutive officer, the university president shall serve as the principle liaison officer and official contact between the BoardBoard and the faculty, staff and students of the university. The university president shall exercise such powers as are appropriate to his/her position in promoting, supporting and protecting the interests of the university and in managing and directing its affairs. The university president may issue directives and executive orders not in contravention of existing BoardBoard policies. The university president shall be responsible for all educational, financial, business and administrative functions of the university consistent with the policies established by the BoardBoard and shall exercise such other powers, duties and responsibilities as are delegated or assigned by the BoardBoard of Trustees, the Board of Governors and Florida statute.

As corporate secretary, the university president shall be responsible for noticing meetings of the BoardBoard and its committees, setting the agenda and compiling supporting documents for meetings of the BoardBoard, recording and maintaining the minutes of any BoardBoard or committee meeting, including a record of votes cast, executing or attesting to all documents which have been executed by the BoardBoard, and shall be custodian of the corporate seal. The university presidentSecretary may designate an individual to serve as Assistant-deputy corporate Secretary to the BoardBoard.

## ARTICLE II MEETINGS

Regular meetings—The BoardBoard will meet no fewer than four times per fiscal year, at a time and place designated by the Chairchair. Meetings of the BoardBoard are open to the public and all official acts will be taken at public meetings, unless exempt from the open meetings law. The schedule of meetings is available on the University of West Florida website at <http://www.uwf.edu/trustees>

Special Meetings—The BoardBoard will-may meet in special meetings, including hearings and workshops, at a time and place designated by the cChair.

Emergency Meetings—An emergency meeting of the BoardBoard may be called by the cChair of the BoardBoard upon no less than twenty-four (24) hours notice whenever, in the

opinion of the cChair, an issue requires immediate BoardBoard action. Whenever such emergency meeting is called, the cChair will notify the cCorporate sSecretary. The cCorporate sSecretary will immediately serve either verbal or written notice upon each member of the BoardBoard, stating the date, hour and place of the meeting and the purpose for which the meeting has been called. In addition, notice will be given to the public. No other business will be transacted at the meeting unless additional emergency matters are agreed to by a majority of those BoardBoard members in attendance. The minutes of each emergency meeting will show the manner and method by which notice of such emergency meeting was given to each member of the BoardBoard and to the public.

Notice of Meetings . Notice of regular meetings, committee meetings, and special meetings of the BoardBoard will be given not less than seven days before the event, and will include a statement of the general subject matter to be considered. Whenever an emergency meeting is scheduled to be held, the cCorporate sSecretary will post a notice at the uUniversity lLibrary and at <http://www.uwf.edu/trustees> of the time, date, place, and purpose of the meeting.

Closed Sessions. As provided by law, tThe BoardBoard may conduct closed sessions when it meets to consider or discuss such matters as pending litigation with the BoardBoard attorney, collective bargaining, matters related to the evaluations of a claims filed with a risk management program, or to hear challenges to the content of student records or reports. The minutes of attorney-client sessions and risk management meetings shall be exempt from public disclosure until termination of the litigation and settlement of all claims arising out of the same incident. All work products developed for the BoardBoard and the uUniversity in preparation for, and during, collective bargaining negotiations shall be exempt from disclosure.

#### Meetings by Means of Telephone Conference Calls and other Communications Media Technology

- a. The BoardBoard may use telephone conference calls and other communications media technology to conduct BoardBoard business in the same manner as if the proceeding were held in person.
- b. The notice of any meeting conducted by means of communication media technology will state where and how members of the public may gain access to the meeting.  
~~and how members of the public may gain access to the meeting.~~

Quorum—Nine (9) members of the BoardBoard must be present in attendance to constitute a quorum for the transaction of business.

Voting—~~No business will be transacted without an affirmative vote of the Board, and A~~ majority vote of the full Boardall members of the Board is required for establishing policy, for making rules and regulations, for appointing and removing the president, and for approving or discontinuing programs. On all other matters, a majority of voting members is required for approval. The decision of the majority of the Trustees voting on the question shall prevail. A tTrustee may abstain from voting only under those circumstances proscribed by law. Voting by proxy or by mail shall not be permitted

Parliamentary rules—Roberts Rules of Order, newly revised, will be followed in conducting meetings of the BoardBoard, unless otherwise provided by the BoardBoard.



## Agenda

The agenda for each meeting of the ~~Board~~Board shall be prepared by the university president or his/her designee. Every request for inclusion of an item on the agenda of a meeting shall be put in writing and filed, together with any supporting documents, with the university president sufficiently far in advance of the meeting to permit a determination to be made by the university president with respect to the propriety and practicability of including that item on the agenda for the meeting. The university president will assemble the items received, with sufficient time to prepare the agenda in advance of each meeting and provide a copy of the agenda to each member of the ~~Board~~Board at least ~~10~~seven days prior to the meeting. If additional items or supporting documentation become available, a supplemental agenda will be provided at least ~~5~~three days prior to the meeting.

## Minutes

Minutes of the meetings of the Board of Trustees shall be kept by the ~~c~~Corporate Secretary~~secretary or designee~~, who shall cause them to be printed and preserved and who shall transmit copies to the members of the Board of Trustees and to other places where deemed appropriate. All lengthy reports shall be referred to in the minutes and shall be kept on file as part of the ~~u~~University records, but such reports need not be incorporated in the minutes except when so ordered by the Board of Trustees.

## ARTICLE III COMMITTEES

Trustees appointed to committees shall serve at the leisure of the board chair.

The Executive Committee shall have four (4) members, all of whom shall be voting trustees, except for the president of the university, who shall be ex-officio without vote and not counted as part of a quorum for the purpose of transacting business. The chair and vice chair of the board of trustees shall be members. In addition, one trustee shall be ~~nominated and elected~~appointed by the ~~Board~~Board chair at the annual meeting or upon vacancy to serve at-large on the executive committee.

The purpose of the executive committee is twofold: to conserve time, it shall serve at the pleasure of the board as the board's agent in helping the president to address routine business between regular board meetings; and it shall assist the chair and the university president in their joint responsibility to help the board to function effectively and efficiently by suggesting board meeting agenda items and periodically assessing the quality of committee work. The executive committee shall have authority to act for the board of trustees on all matters except for the following, which shall be reserved for the board: presidential selection and termination; trustee and board officer selection; changes in institutional mission and purposes; changes to the bylaws; incurring of corporate indebtedness; and adoption of the annual budget. These bylaws or other board policy may reserve other powers for the ~~B~~Board of T~~r~~rustees. In addition to its authority to take action on emergency matters that cannot or should not be deferred to the next scheduled meeting of the board, the executive committee shall oversee the work of other board committees, the university's planning process or progress on planning goals, and the board's responsibility to support the president and assess his or her performance, and it shall review annually the university president's compensation and conditions of employment.

The executive committee shall meet as often as necessary to conduct its business as determined by the chair and university president ~~shall determine~~, and it shall ensure that minutes are taken and promptly distributed to all trustees for subsequent ratification by the board of trustees at its next regular meeting. A majority of voting trustee executive committee members (2) shall constitute a quorum.

The Board of Trustees may establish such other committees as deemed necessary for the orderly conduct of the business of the Board. The chair will serve as an ex-officio member of the following committees established by the Board of Trustees: Finance, Administration and Audit Committee; Academic and Student Affairs Committee; and the Governmental Relations Committee.

#### **ARTICLE IV AMENDMENT OR SUSPENSION OF BYLAWS**

The Bylaws may be altered, amended or repealed by a majority vote of all members of the Board at any regular meeting, when notice of the proposed amendment or repeal is provided in the meeting notice. Any provision of these Bylaws may be suspended in connection with the consideration of a matter before the Board by an affirmative vote of not less than nine (9) members of the Board.

#### **ARTICLE V APPEARANCES BEFORE THE BOARD**

Individuals or group representatives who desire to appear before the B to initiate a subject within the Board's jurisdiction may submit their requests to the university president, as cCorporate sSecretary, at 11000 University Parkway, Pensacola, Florida 32514, for the matter to be included in the agenda. The university president, in consultation with the cChair, will determine whether the item will be heard and when the item will be heard. The B may place time limits on any presentation or decline to hear any matter. ~~determine by it to be outside its jurisdiction.~~

The cChair may recognize any individual or representative of groups to address the B.

In order to proceed with the essential business of the B in an orderly manner, any individual or group representative who attempts to disrupt a B meeting will be subject to appropriate action pursuant to law.

#### **ARTICLE VI CODE OF ETHICS**

##### **Code of Ethics—Conflict of Interest**

A Trustee shall be considered to have a conflict of interest if (1) such trustee has existing or potential financial or other interests that impair or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of his or her responsibilities to the university, or (2) such trustee is aware that a member of his or her family, or any organization in which such trustee (or member of his or her family) is an

officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interests. For the purposes of this provision, a family member is defined as a spouse, parents, siblings, children, and any other relative if the latter resides in the same household as the trustee. All ~~t~~Trustees shall disclose to the board any possible conflict of interest at the earliest practical time. Furthermore, the ~~t~~Trustee shall absent himself or herself from discussions of, and abstain from voting on, such matters under consideration by the Board of Trustees or its committees. The minutes of such meeting shall reflect that a disclosure was made and that the ~~t~~Trustee who has a conflict or possible conflict abstained from voting. Any ~~T~~Trustee who is uncertain whether a conflict of interest may exist in any matter may request that the board or committee resolve the question in his or her absence by majority vote. Each ~~t~~Trustee shall annually complete and sign a disclosure form.

Members of the Board of Trustees shall be guided by the provisions set forth in Florida law for the conduct of public officers.

## **ARTICLE VII MISCELLANEOUS PROVISIONS**

### **Indemnification**

The ~~b~~Board shall, to the extent legally permissible, indemnify and defend each of its trustees, officers, employees, volunteers and other agents against all liabilities and expenses incurred in the connection with the disposition of defense of any action, suit or other proceeding, whether civil or criminal, in which such person may be involved by reason of university service, except with respect to any matter in which such person shall have been adjudicated in any proceeding not to have acted in good faith; and further provided that no settlement shall be entered into without the prior consultation and approval of the president or the president's designee, a duly authorized representative of the Board.

### **Fiscal Year**

The fiscal year of the ~~B~~Board shall commence on July 1 of each year and end on June 30.

### **Sunshine Laws**

Public access to ~~B~~Board records ~~will be is~~ governed by the provisions of the Public Records Law in Chapter 119, F.S. Board meetings ~~shall be are~~ governed by the provisions of the Open Meetings Law in Chapter 286, F.S.

### **Corporate Seal**

The corporation shall have a seal on which shall be inscribed "The University of West Florida Board of Trustees."

**UWF Board of Trustees**  
**February 21, 2003**

**Issue:** 2003-04 meeting schedule

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**Proposed action:** Adopt meeting schedule

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**Background information:**

The proposed meeting schedule nearly mirrors that of the 2002-03 schedule, with a few minor modifications.

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**Supporting documentation:** Proposed meeting schedule

**Prepared by:** Keith Goldschmidt  
850-474-2368

## **UWF Board of Trustees 2003-04 meeting schedule**

August 22 (8:30 a.m., Friday) – Meeting

November 7 (8:30 a.m., Friday) – Meeting

January 9 (8:30 a.m., Friday) – Conference call

February 20 (8:30 a.m., Friday) – Meeting

March 31 & April 1 (Tuesday/Wednesday) – Tallahassee meeting during legislative session

May 21 (8:30 a.m., Friday) – Conference call

June 17-18 (Thursday afternoon/Friday morning) – Meeting & strategic planning workshop

**UWF Board of Trustees  
February 21, 2003**

**Issue:** Trustee resolutions

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**Proposed action:** Adopt the three resolutions

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**Background information:**

Three trustees have left the UWF Board of Trustees in the last few months. Former Trustee Pam Bilbrey was appointed to the Board of Governors. Former Trustee Jason Crawford was called to active duty for the war effort. Trustee Carol Dover resigned.

The resolutions honor them for their services on the Board.

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**Supporting documentation:** Resolutions for Pam Bilbrey, Jason Crawford and Carol Dover

**Prepared by:** Keith Goldschmidt  
850-474-2368

## University of West Florida Board of Trustees

### Resolution recognizing Trustee Pamela Bilbrey

WHEREAS, Pamela Bilbrey has provided dedicated service to the University of West Florida as a member of the Board of Trustees since July 1, 2001, and

WHEREAS, Ms. Bilbrey has used her position as trustee to encourage discussion and interest in the issues affecting the University of West Florida, and

WHEREAS, Ms. Bilbrey served with distinction as the vice chair of the Finance, Administration and Audit Committee and took a lead role in crafting the University of West Florida Strategic Plan, and

WHEREAS, Ms. Bilbrey completed her tenure on the UWF Board of Trustees because of her appointment to the Florida Board of Governors, now therefore

BE IT RESOLVED that the University of West Florida Board of Trustees, meeting at the Fort Walton Beach Campus on this 21<sup>st</sup> day of February, 2003, does hereby commend Ms. Bilbrey for her contributions to the University of West Florida, and,

BE IT FURTHER RESOLVED that this resolution be included in the minutes of this meeting, and a copy be presented to Ms. Bilbrey as a token of the board's appreciation and thanks.

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

## University of West Florida Board of Trustees

### Resolution recognizing Trustee Carol Dover

WHEREAS, Carol Dover has provided dedicated service to the University of West Florida as a member of the Board of Trustees since July 1, 2001, and

WHEREAS, Ms. Dover has used her position as trustee to encourage discussion and interest in the issues affecting the University of West Florida, and

WHEREAS, Ms. Dover chaired the Governmental Relations Committee with distinction, and,

WHEREAS, Ms. Dover tendered her resignation because of other obligations, now therefore

BE IT RESOLVED that the University of West Florida Board of Trustees, meeting at the Fort Walton Beach Campus on this 21<sup>st</sup> day of February, 2003, does hereby commend Ms. Dover for her contributions to the University of West Florida, and,

BE IT FURTHER RESOLVED that this resolution be included in the minutes of this meeting, and a copy be presented to Ms. Dover as a token of the board's appreciation and thanks.

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



## **University of West Florida Board of Trustees**

### **Resolution recognizing Trustee Jason Crawford**

WHEREAS, Jason Crawford has provided dedicated service to the University of West Florida as a member of the Board of Trustees since May, 2002, and

WHEREAS, Mr. Crawford has used his position as trustee to encourage discussion and interest in the issues affecting University of West Florida students, and

WHEREAS, Mr. Crawford was instrumental in creating a smooth presidential transition for the University of West Florida, and

WHEREAS, Mr. Crawford served with distinction on the Academic and Student Affairs Committee, and

WHEREAS, Mr. Crawford, as a member of the National Guard, was called to active duty in January and therefore had to resign his position, now therefore

BE IT RESOLVED that the University of West Florida Board of Trustees, meeting at the Fort Walton Beach Campus on this 21<sup>st</sup> day of February, 2003, does hereby commend Mr. Crawford for his contributions to the University of West Florida, and,

BE IT FURTHER RESOLVED that this resolution be included in the minutes of this meeting, and a copy be presented to Mr. Crawford as a token of the board's appreciation and thanks.

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

**UWF Board of Trustees  
February 21, 2003**

**Issue:** Tuition, fees, fines and penalties rule

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**Proposed action:** Approve the **adoption** of the permanent tuition, fees, fines and penalties rule. Initial approval

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**Background information:**

Florida Statutes section 120.54(3)(a) requires that the agency head approve the adoption, amendment or repeal of any rules prior to the agency giving notice of the intended action. At the January, 2003 meeting, the Board of Trustees adopted an emergency rule (effective for 90 days) on tuition, fees, fines and penalties. This proposed rule would be the permanent rule on tuition, fees, fines and penalties.

**Justification:** 6C6-4.008 is created in order to reflect the University's tuition, fees, fines and penalties

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**Supporting documentation:** Tuition, fees, fines and penalties rule

**Prepared by:** Regina Delulio, university counsel  
850-474-3420

6C6- Tuition Rates, Fees, Fines, and Penalties

Beginning Spring 2003, the matriculation fees for in-state students and matriculation plus out-of-state fee for non-resident students (“tuition”) at the University shall be as follows:

Undergraduate

Undergraduate Resident Cost per Student Credit Hour (SCH) \$ 58.45

Undergraduate Alabama Differential Cost per SCH \$ 15.00

Undergraduate Non-Resident Cost per SCH \$361.45

Graduate

Graduate Resident Cost per SCH \$147.97

Graduate Non-Resident Cost per SCH \$616.88

Tuition and fees for each student shall be the Tuition plus the applicable mandatory fees below and any optional fees charged by the University:

Mandatory Fees

Student Financial Aid Fee

In-state per SCH \$ 2.78

Non-resident Undergraduate per SCH \$ 15.29

Non-resident Graduate per SCH \$ 26.06

Capital Improvement Trust Fund Fee per SCH \$ 2.44

Building Fee per SCH \$ 2.32

Health Fee per SCH \$ 3.00

Athletic Fee per SCH \$ 11.10

Activity and Service Fee per SCH	\$ 7.85
Third Time Repeat	\$ 235.87
Transportation Fee per SCH	\$ 1.00

Other Fees

Non-Refundable Application Fee	\$ 20.00
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Orientation Fee	\$ 35.00
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Identification Card (Nautilus Card)

New Card-Initial Cost	\$ 10.00
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Replacement Card	\$ 10.00
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Fee for Transcripts	\$ 5.00
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Fee for Diploma Replacement	\$ 5.00
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Registration Fee for a Zero-Hours Course

Undergraduate	\$ 87.94
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Graduate	\$174.03
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Returned Check Fee for Unpaid Checks (NSF)

\$ 0.00 - \$50.00	\$ 25.00
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\$50.01 - \$300.00	\$ 30.00
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\$300.01 and up	greater of 5% or	\$ 40.00
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Late Payment Fee	\$ 50.00
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Late Registration or Reinstatement Fee	\$ 50.00
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Fee for Collection of Overdue Accounts

Late Charge	6.00%
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Collection Charge	4.00%
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Collection Agency	25.00%
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Service Charge for Payment of Tuition in Installments	\$ 0.00
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(\$15.00 beginning Fall 2003)

<u>Fingerprinting</u>	<u>cost</u>
<u>Intern Photo (including Sales Tax)</u>	<u>\$ 5.00</u>
<u>CEU certificates</u>	<u>\$ 3.00</u>
<u>Testing</u>	<u>cost</u>
<u>Materials and Supplies Fee</u>	<u>varies</u>
<u>Student Parking Permits</u>	
<u>Annual</u>	<u>\$ 20.00</u>
<u>Semester</u>	<u>\$ 12.00</u>

Fines and Penalties

<u>Library</u>	<u>varies</u>
<u>Traffic</u>	<u>*varies</u>

\*as provided in the 2002-2003 UWF Traffic Regulations brochure incorporated into this rule by reference. The brochure may be obtained at the Cashier's Office in building 20E.

**UWF Board of Trustees**  
**February 21, 2002**

**Issue:** Board of Trustees Committee assignments

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**Proposed action:** None

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**Background information:**

The passage of Amendment 11 in November brought changes in the composition of the UWF Board of Trustees, requiring new appointments to the BOT standing committees.

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**Supporting documentation:** Committee appointments

**Prepared by:** Keith Goldschmidt  
850-474-2368

# **UWF Board of Trustees committees**

## **Executive Committee**

Collier Merrill  
Eddie Phillips  
Lornetta Epps  
President John Cavanaugh

## **Finance, Administration and Audit Committee\***

K.C. Clark – chair  
Sharon Hess Herrick– vice chair  
Marny Gilluly  
Lornetta Epps

## **Academic and Student Affairs Committee\***

Roy Smith – chair  
Honor Bell – vice chair  
Joe Rieland  
Klaus Meyer-Arendt

## **Governmental Relations Committee\***

Travis Bowden – chair  
JoAnn Morgan – vice chair  
Charles Horner  
Eddie Phillips

(\* Note: The Board of Trustees chair is an ex-officio member of these committees.)

# **Agenda**

**University of West Florida Board of Trustees  
Academic and Student Affairs Committee  
Fort Walton Beach Campus  
8:30 a.m., February 21, 2003**

**Call to order**

**Approval of minutes from November 22, 2002 meeting**

**Action items**

- 1) Hospitality, Recreation and Resort Management Program
- 2) Tenure as condition of employment – Hal White
- 3) Gender equity in athletics
- 4) Approval of Educator Performance Institute
- 5) Honorary degree for Larry Butler

**Other business**

**Adjournment**



**UWF Board of Trustees  
Academic and Student Affairs Committee  
February 21, 2003**

**Issue:** Hospitality, Recreation, and Resort Management Program

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**Proposed action:** Authorize Hospitality, Recreation, and Resort Management Program

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**Background information:**

Pursuant to the Board of Trustees policy on new degree approval, The Hospitality, Recreation, and Resort Management program has met all the necessary criteria.

It is designed to familiarize students with the rapidly growing resort, recreation, and spa management industry. Partnerships will be initiated and developed within the regional hospitality and tourism industry for hands-on student learning. The emphasis will be on leaving the classroom or laboratory and centering the learning on-site in downtown historic Pensacola, Pensacola Beach, Ft. Walton Beach, Destin, and other important tourism sites. Field experiences and well-developed internships will allow students to gain valuable experience while at the same time becoming an important source of new ideas and creative energy for the regional hospitality and tourism industry. There will be a strong emphasis on tourism, park resources, resort and spa management, and recreation programming with a focus on the environment and natural resources. On-site courses will be developed to allow for the highest technology live internet video. Creative courses, especially non-traditional wellness, exercise, and health courses centered on aging, will be developed, which position the Hospitality, Recreation, and Resort Management program as the leader in the recreation, resort, and spa industry.

The proposed program will identify and promote cultural resources, stimulate the regional tourism economy, and also identify, protect, and promote natural environment resources. In addition, the proposed program will serve as an academic stimulus for development of convention, retail, and special event opportunities on the University of West Florida campus, the UWF Pensacola Beach property, and the UWF downtown Pensacola properties.

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**Supporting documentation:** None

**Prepared by:** Jerry Norris, associate vice president for planning - 850-474-2211

**UWF Board of Trustees**  
**Academic and Student Affairs Committee**  
**February 21, 2003**

**Issue:** Tenure as condition of employment

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**Proposed action:** Approve tenure for Hal White

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**Background information:**

Senior Vice President Hal White began his duties with the University of West Florida on January 2, 2003. As a condition of his employment, he was offered tenure in the Division of Criminal Justice and Legal Studies.

Pursuant to university policy, the faculty of the Division of Criminal Studies and Legal Studies reviewed his credentials. On January 10, 2003, the faculty voted to nominate Hal White for a tenured position at the rank of full professor in the division. Provost and Executive Vice President Parks Dimsdale concurred with that recommendation on January 15, 2003, stating, "He has met and/or exceeded the criteria standards for tenure at the professor level in the areas of teaching, scholarly activities and service." President John Cavanaugh also supports the tenure nomination and recommends approval.

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**Supporting documentation:** None

**Prepared by:** Keith Goldschmidt  
850-474-2368

**UWF Board of Trustees  
Academic and Student Affairs  
February 21, 2003**

**Issue:** Gender Equity in Athletics

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**Proposed action:** Approve Gender Equity in Athletics Report

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**Background information:**

Florida Statute 1000.05(5)(a) requires all state university boards of trustees to develop and approve plans for the implementation of the Florida Educational Equity Act. Statute 1006.71(1)(d) requires each board of trustees to annually evaluate its president on the extent to which gender equity goals have been achieved. The Statute also charges the Commissioner of Education to annually assess the progress of each institution's plan and to advise the State Board of Education regarding compliance.

The university's plan is being forwarded following the review and endorsement of the Title IX Committee.

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**Supporting documentation:**

Exhibit A—Gender Equity in Athletics Report  
Exhibit B— Intramural and Club Sports Participation

**Prepared by:** Dr. Deborah Ford, vice president for Student Affairs  
(850) 474-2214

**University of West Florida  
Intercollegiate Athletics  
Gender Equity Report**

The University of West Florida is committed to gender equity and the ongoing process of compliance with Title IX. The administration, coaches and student-athletes have collectively supported gender equity requirements in the past and look forward to continuing their allegiance to these trends in the future. Each year, through the Student-Athlete Advisory Committee members, the athletic teams are able to learn more about Title IX by asking questions of the Senior Woman Administrator and Compliance officer. The knowledge of our student-athletes in relating to components of Title IX has contributed to the overall positive support of gender equity on our campus.

In 1997, the University of West Florida completed a Title IX Compliance Review, which enabled the university to create a six-year plan for the addition of women's sports, an increase in budgets and facility upgrades. The six-year plan is described in the following pages with statements regarding the completion of each of the goals located at the bottom of each paragraph.

The Senior Woman Administrator who administers Gender Equity at the University of West Florida reports directly to the Title IX committee which has been in operation since 1992 and consists of faculty, staff and students. The Title IX committee meets on a regular bimonthly schedule and on occasion will have a monthly meeting to discuss certain agenda items. The committee then makes recommendations to the Intercollegiate Athletic Advisory Committee which oversees the operation of the athletic department.

The University of West Florida's goals for gender equity in the intercollegiate athletics program address three overall areas: demonstrate a history and continuing practice of program expansion for the underrepresented sex, to fully and effectively accommodate the needs and interests of the underrepresented sex, athletic financial assistance and facilities. Listed below is an outline of the goals and actions taken by the University adhere to gender equity. Following the outline is a detailed report of the enhancements for women's athletics.

## Outline

### Goals

- I. Demonstrate a history and continuing practice of program expansion for the underrepresented sex.
  - A. Initiation and completion of new sport programs.
    1. Women's volleyball began competition in 2000.
    2. Women's golf began competition in 2002-03.
    3. Women's counting track program will begin competition 2003-04.
    4. Research to begin on fourth sport to be added in 2005-06.
  - B. Updated Six-Year Plan
- II. To fully and effectively accommodate the interests and abilities of members of the underrepresented sex.
- III. Athletic Financial Assistance
- IV. Facilities
  - A. Upgrade of softball field and locker room.
  - B. New locker rooms for cross country.
  - C. Track renovations for the upcoming women's track program.
  - D. Upgrade to soccer field to include improved drainage and new sod.

### Goals:

#### **1. Demonstrate a history and continuing practice of program expansion for the underrepresented sex.**

In its continued efforts to enhance opportunities for women, UWF has developed a six-year plan for adding sports. A complete report follows. Listed below are the following sports that have been added or are in the process of being added.

1. Women's volleyball began competition in 2000.
2. Women's golf will begin competition in 2002-03.
3. Women's counting track program began competition 2003-04.
4. Research to begin on a fourth sport to be added in 2005-06.

#### **2. Fully and effectively accommodate the interests and abilities of the underrepresented sex.**

Along with showing a history of adding sports for women, the University of West Florida has been committed to accommodating the interests and abilities. With our plan to add a new sport in 2004-05, the University will conduct a survey to help determine sufficient interest and ability for a viable team.

### **3. Athletic Financial Assistance.**

The Administration at the University of West Florida has made a commitment to aid in the success of the athletic programs as much as possible. Within the next two years each sport (with the exception of men's and women's cross country) will be fully funded in reference to the NCAA equivalencies. (See Attachment 1)

### **4. Facilities.**

The following upgrades have occurred within the last year. Within the next five years a full renovation of the athletic field house will be underway which will include new offices for head and assistant coaches and new locker rooms for both the women's volleyball team and basketball team.

1. Softball Field: addition of new sod behind home plate and in front of the dugouts.
2. New custom built lockers in the women's softball locker room.
3. New locker rooms for the women's cross country team.
4. New surface for the track to meet NCAA standards.
5. Soccer field: addition of new sod and a drainage system.

**The University of West Florida Athletics  
Six Year Plan for the Addition of Women's Sports  
Updated August 2001**

**Six Year Plan:**

**Year One: 2000-01**

1. Men and women's soccer coach position split into women's full-time coach and men's full-time coach.
2. Start non-counting NCAA women's track program. The program will be limited to distance events and minimum funding increases will be allowed. More events will be introduced after the renovation of the track.
3. Name current women's cross country coach acting coach for new women's track program.
4. Women's volleyball competed in first season.
5. Hired a full-time fundraising coordinator to begin work in October 2001.

**\*All of these enhancements were completed in year one.**

**Year Two: 2001-02**

1. Hire a full-time women's soccer coach.
2. Women's softball locker room added new top of the line lockers.
3. Name current men's golf coach as acting coach for the women's golf team, to begin recruiting and scheduling.
4. Initiate women's golf budget to help coach in recruiting and scheduling.
5. Increase the women's athletic training position from a part-time position to a full-time position.
6. In the previous year's gender equity report, West Florida stated that they would ask for a student fee increase of \$1.00 to fund the women's golf budget. However, with the new state fee caps in effect, we were unable to do this. A request was made for as large a fee increase as was possible. In addition, the athletic director put aside \$46,000 to start the women's golf program.
7. Search for men's/women's golf coach.
8. Name golf coach.

**\*Items 1-8 were completed in the required time frame.**

**Year Three: 2002-03**

1. Begin competition of women's golf team.
2. Continue non-counting track program.
3. Track renovations will be done which will include resurfacing and a new drainage system to total \$458,000.
4. Search for women's track coach.
5. New press box for the soccer field will be added.

**\*Items 1-3 have been completed.**

**Year Four: 2003-04**

1. Request a student fee increase to add one additional women's sport and to enhance scholarships for current women's programs.
2. Begin research on new women's sport to add - research current NCAA emerging sports.
3. New track coach will begin recruiting and scheduling for women's track program.

**Year Five: 2004-05**

1. Begin competition of NCAA counting women's track program to include distance runners, sprinters and field event personnel in events that can be safely trained within track facility restrictions.
2. Continue fundraising events and research of new women's sport.

**Year Six: 2005-06**

1. Search for new women's coach of additional sport.
2. Hire new coach to begin recruiting and scheduling for competition of the new sport in the following year.



**University of West Florida Athletics**  
**Scholarships – NCAA Maximums**

<b>Sport</b>	<b>Current Instate Allocation</b>	<b>NCAA %</b>	<b>NCAA Maximum</b>	<b>Needed Allocation For Maximum in 2003-04</b>
Baseball	\$84,000	8.92	9.0	\$88,956
Men's Basketball	\$94,000	9.98	10.0	\$98,940
Women's Basketball	\$94,000	9.98	10.0	\$98,940
Men's Cross Country	\$45,000	4.78	5.0 (UWF Cap)	\$49,420
Women's Cross Country	\$45,000	4.78	5.0 (UWF Cap)	\$49,420
Men's Golf	\$33,800	3.59	3.6	\$35,582
Women's Golf	\$36,000	3.82	5.4	\$53,373
Men's Soccer	\$88,500	9.40	9.0	\$88,956
Women's Soccer	\$82,000	8.70	9.9	\$97,852
Softball	\$63,000	6.70	7.2	\$71,165
Men's Tennis	\$38,000	4.04	4.5	\$44,478
Women's Tennis	\$40,000	4.25	6.0	\$59,304
Volleyball	\$63,000	6.70	8.0	\$79,072
13 Sports	\$806,300	85.64	92.60	\$916,139

<b>Sport</b>	<b>Current Out-Of-State Allocation</b>	<b>UWF Projection</b>	<b>Needed Allocation For 2003-04</b>
Baseball	\$15,000	2.0	\$17,519
Men's Basketball	\$16,000	2.0	\$17,519
Women's Basketball	\$16,000	2.0	\$17,519
Men's Cross Country	\$ 4,000	2.0	\$17,519
Women's Cross Country	\$ 3,000	2.0	\$17,519
Men's Golf	\$15,000	2.0	\$17,519
Women's Golf	\$15,000	2.0	\$17,519
Men's Soccer	\$ 0.00	2.0	\$17,519
Women's Soccer	\$ 6,000	2.0	\$17,519
Softball	\$17,000	2.0	\$17,519
Men's Tennis	\$14,000	2.0	\$17,519
Women's Tennis	\$14,000	2.0	\$17,519
Volleyball	\$ 0.00	2.0	\$17,519
13 Sports	\$130,000	33.00	\$227,747

Please note, Women's Track is not included and estimates for budget years to follow 2003-04 would include scholarship and out-of-state budgets for that sport.

2001-2002 Intramural Sports Participation

Fall 2001 Intramural Event	TEAMS				Contests	PARTICIPANTS		
	Men	Women	Co-Rec	Total Teams		Men	Women	Total Participants
Football Pickem's	7	5	0	12	10	82	24	106
Ultimate Frisbee	5	0	0	5	8	42	0	42
Swim Meet	3	5	0	8	1	16	18	34
Punt, Pass, and Kick	5	3	0	8	1	28	13	41
Flag Football	15	3	5	23	87	204	84	288
Softball Tournament	8	0	0	8	2	30	0	30
Golf Tournament (4 man scramble)	17	0	1	18	1	69	3	72
Soccer Tournament	9	0	1	10	8	80	6	86
Pensacola Flag Football Regional	38	12	6	56	106	480	192	672
President's Cup (co-rec)	0	0	8	8	6	96	96	192
Racquetball	5	3	0	8	9	5	3	8
Turkey Trot	2	3	0	5	1	12	9	21
Table Tennis	5	4	0	9	35	29	5	34
SOA Flag Football Tournament	15	0	0	15	24	148	0	148
Volleyball	12	8	8	28	127	120	97	217
Warball	5	2	0	7	8	40	12	52
<b>Total for Fall 2001</b>	<b>151</b>	<b>48</b>	<b>29</b>	<b>228</b>	<b>434</b>	<b>1481</b>	<b>562</b>	<b>2043</b>

Spring 2002 Intramural Event	TEAMS				Contests	PARTICIPANTS		
	Men	Women	Co-Rec	Teams		Men	Women	Total
Badminton	3	1	0	4	6	3	1	4
Basketball	25	4	5	34	136	329	71	400
Basketball Extravaganza	12	4	0	16	3	75	15	90
Bowling	8	2	2	12	130	39	16	55
3-on-3 Basketball	17	2	0	19	17	85	7	92
Billiards Tournament	3	2	0	5	37	32	6	38
Fitness Challenge	0	2	0	2	3	0	3	3
Foosball	6	4	0	10	28	28	6	34
Spring Flag Football League	15	0	0	15	66	165	0	165
Darts	5	4	0	9	30	24	4	28
4-on-4 Flag Football	18	3	0	21	20	95	21	116
Eco-Challenge	9	0	2	11	2	19	3	22
Sports Trivia	10	3	0	13	1	26	10	36
Golf Tournament (4 person scramble)	9	0	3	12	1	39	8	47
Homerun Derby	4	2	0	6	1	31	2	33
Darts	5	2	0	7	30	24	4	28
Innertube Water Polo (co-rec)	0	0	6	6	29	30	24	54
Pickleball	7	2	0	9	8	7	2	9
Racquetball	2	1	0	3	10	7	4	11
Soccer	9	1	2	12	33	147	33	180
Softball	6	3	7	16	44	108	99	207
Tennis	5	2	0	7	20	18	4	22
4-on-4 Volleyball	5	0	4	9	13	28	14	42
<b>Total for Spring 2002</b>	<b>183</b>	<b>44</b>	<b>31</b>	<b>258</b>	<b>668</b>	<b>1359</b>	<b>357</b>	<b>1716</b>
	Teams				Participants			
	Men	Women	Co-Rec	Teams	Contests	Men	Women	Total
<b>Total for Fall 2001</b>	<b>151</b>	<b>48</b>	<b>29</b>	<b>228</b>	<b>434</b>	<b>1481</b>	<b>562</b>	<b>2043</b>
<b>Total for Spring 2002</b>	<b>183</b>	<b>44</b>	<b>31</b>	<b>258</b>	<b>668</b>	<b>1359</b>	<b>357</b>	<b>1716</b>
<b>GRAND TOTALS 2001-2002</b>	<b>334</b>	<b>92</b>	<b>60</b>	<b>486</b>	<b>1102</b>	<b>2840</b>	<b>919</b>	<b>3759</b>

**FITNESS CENTER PARTICIPATION STATISTICS**

**Fall - 2001**

	<b>#Patrons</b>	<b>#Male</b>	<b>#Female</b>	<b>#UWF</b>	<b>#PJC</b>	<b>#Alumni</b>	<b>#Guest</b>
<b>July</b>	4,780	3,379	1,401	4,123	121	370	256
		70%	30%	86%	2%	8%	4%
<b>August</b>	5,237	3,619	1,618	4,550	90	396	201
		69%	31%	87%	1%	7%	5%
<b>September</b>	8,553	5,073	3,480	8,013	90	320	130
		59%	41%	94%	1%	3%	2%
<b>October</b>	10,599	7,471	3,128	9,732	94	389	384
		70%	30%	92%	1%	4%	3%
<b>November</b>	6,972	4,202	2,770	6,104	54	298	152
		60%	40%	88%	2%	6%	4%
<b>December</b>	3,146	2,646	1,471	2,780	25	228	113
		84%	16%	88%	2%	6%	4%

**Spring - 2002**

	<b>#Patrons</b>	<b>#Male</b>	<b>#Female</b>	<b>#UWF</b>	<b>#PJC</b>	<b>#Alumni</b>	<b>#Guest</b>
<b>January</b>	10,175	6,803	3,372	9,607	83	320	165
		67%	33%	94%	1%	3%	2%
<b>February</b>	11,672	7,503	4,169	11,029	87	367	189
		64%	36%	94%	1%	3%	2%
<b>March</b>	10,722	7,053	3,669	10,241	67	273	141
		66%	34%	95%	1%	2%	2%
	6,552	4,148	2,404	5,755	257	386	154
		63%	37%	87%	4%	5%	4%
<b>May</b>	5,744	4,208	1,536	5,134	115	366	129
		73%	27%	89%	2%	6%	3%
<b>June</b>	4,921	2,923	1,998	4,041	88	743	49
		59%	41%	82%	2%	15%	1%

**GROUP EXERCISE-FALL 2001**

total participants - 1,401  
classes offered - 10

**GROUP EXERCISE-SPRING 2002**

total participants - 781  
classes offered - 10

Note: Total participation for 2001-02 was **89,073**; monthly average was **7,422**.

**Fitness/Wellness Participation  
2001-2002**

	<b>Males</b>	<b>Females</b>	<b>TOTAL</b>
<b>ArgoFit</b>			
Fall	25	33	58
Spring	13	19	32
<b>Bench Press Competition</b>			
Spring	11	2	13
<b>Bike Race</b>			
Spring	25	15	40
<b>Boxing Clinics</b>			
Fall	16	2	18
<b>F. C. Orientation</b>			
Fall	6	5	11
Spring	1	3	4
<b>Fitness Assessment</b>			
Fall	8	11	19
Spring	3	13	16
<b>Fitness Challenge</b>			
Spring	2	2	4
Fall	24	16	40
Spring	40	47	87
Fall	4	3	7
Spring	3	6	9
Fall	0	0	0
<hr/>			
<b>Grand TOTAL</b>			<b>358</b>

## Sport Club Membership

	<u>Females</u>	<u>Males</u>	<u>Total</u>
Aquatic Racing	12	5	<b>17</b>
Badminton	4	7	<b>11</b>
Brazilian Jiu-Jitsu	3	14	<b>17</b>
Cheerleading	9	3	<b>12</b>
Dance	22	0	<b>22</b>
Distance Training	5	7	<b>12</b>
Fencing	3	10	<b>13</b>
Mountain Biking	7	43	<b>50</b>
Outdoor Adventures	63	56	<b>119</b>
Rugby	4	20	<b>24</b>
Sailing	7	3	<b>10</b>
Scuba	4	6	<b>10</b>
Shotokan Karate	10	15	<b>25</b>
Swim	104	76	<b>180</b>
Sports Officials Association	33	27	<b>60</b>
Table Tennis	3	6	<b>9</b>
Water Ski and Wakeboard Club	8	25	<b>33</b>
Women's Volleyball	15	0	<b>15</b>
<b>TOTAL</b>	<b>316</b>	<b>323</b>	<b>639</b>

**UWF Board of Trustees  
Academic and Student Affairs Committee  
February 21, 2003**

**Issue:** Educator Performance Institute

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**Proposed action:** Information only

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**Background information:**

The Educator Performance Institute is a proposal from the College of Professional Studies. Through research, development and implementation, the Educator Performance Institute provides classroom teachers with performance-based tools and resources that support the effective integration of state educational standards. Moreover, the institute is dedicated to the continual design and development of tools and resources that will enhance the quality of classroom teachers throughout the nation. It will have extensive use of the Internet in delivering its product to teachers.

The proposal for the institute has been approved by the president, vice president for Academic Affairs, vice president for Administrative Affairs and the dean of the College of Professional Studies.

Dr. Richard Sites will be the director.

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**Supporting documentation:** None

**Prepared by:** Keith Goldschmidt  
850-474-2368

**UWF Board of Trustee  
Academic and Student Affairs Committee  
February 21, 2003**

**Issue:** Honorary doctorate degree for Larry Lee Butler

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**Proposed action:** Approve Honorary Doctorate in Performing Arts

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**Background information:**

Larry Lee Butler, a Pensacola native, is a two-time Grammy award winner who has devoted his energies to furthering the UWF music department. In October, for example, "An Evening with Larry Butler and Friends" was held on campus to raise funds for student scholarships and the UWF Music Department. He has suggested working on a project through his various connections in Nashville that would create a recording studio on campus, which would benefit students and the community. He also has hosted numerous charitable events in the Pensacola area, such as the Ken Stabler Celebrity Golf Classic and a recent piano concert to raise money for the Pensacola Ronald McDonald House.

Pursuant to Board of Trustees policy adopted on May 22, 2002, the Honorary Awards and Recognition Committee met on October 4, 2003 to review Butler's nomination. The committee determined that Butler met the three criteria for an honorary degree: Excellent character; extraordinary achievement or distinction in the arts and sciences, the fine arts, education, the professions, public service or private enterprise; a connection with or a history of support of the university, or a record of distinguished contributions to the area served by the University, or distinction on a national or international level.

Butler received more than two dozen letters supporting his nomination. Most cited his 1980 Grammy award for "Producer of the Year," his Grammy award for and the hit single "(Hey Won't You Play) Another Somebody Done Somebody Wrong Song" and his 100 Gold and Platinum records. He has worked with the likes of Johnny Cash, Kenny Rogers, B.J. Thomas and Crystal Gayle.

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**Supporting documentation:** Larry Lee Butler biography

**Prepared by:** Keith Goldschmidt  
850-474-2368

## LARRY BUTLER A BIOGRAPHY

Born in Pensacola, Florida, Larry Butler showed an early interest in music. At age four he began studying piano, which he did for sixteen years. When he was six he had his own local radio show and in that same year sang with the Harry James Orchestra.

When he was nine years old he became a regular on the number one television program in the Pensacola area, The Lynn Toney Show. He appeared on the show six days a week for nine years. At age twelve he was asked to go on tour with Red Foley and Minnie Pearl, but declined the offer so he could stay in school. As a teenager, he was appearing on television six days a week, was the top rated local radio personality, worked as a camera man and film editor for WEAR-TV, played weekends with his band (Larry Butler and the Satellites), announced halftime shows at Escambia High School...and of course attended school five days a week.

Butler eventually joined a Florida band, Jerry Woodward and the Esquires. While on a trip to Nashville he met a noted publisher/producer, Buddy Killen of Tree International. In 1963, with Killen's encouragement, Butler moved to Nashville to pursue his music ambitions. Soon after his arrival, his creative piano was heard on such hit records as "Hello Darlin'" by Conway Twitty and "Honey" by Bobby Goldsboro. Before long, he was a much sought after Nashville session player, backing up notables such as Johnny Cash, Roger Miller, George Jones, Tammy Wynette, Lorretta Lynn, Dolly Parton, Bobby Goldsboro, Lynn Anderson, Charlie Rich, Jerry Lee Lewis and the list goes on.

In the late 1960's Butler moved to Memphis where he hooked up with Chips Moman. As The Gentry's, they hit the pop charts with "Keep On Dancin'" and "Every Day I Have To Cry Some". During the same busy period, Butler co-wrote the Poppies hit single "Lullaby of Love," was signed as a solo recording artist, and served as Bobby Goldsboro's pianist and musical director.

Butler then returned to Nashville and joined Capitol Records as an in-house producer. The very first single he produced, "Seven Lonely Days," became a Billboard Top-20 country single for Jean Shepherd in 1969. Next, he moved to CBS Records at the urging of legendary Music Row producer Billy Sherrill. There he worked closely with Johnny Cash, producing several of the "Man in Black's" biggest hits. So successful was the partnership, he later became Cash's producer, pianist, musical director and studio manager.

In 1973, Butler made one of his most significant career moves by joining United Artists Records as head of the label's Nashville Division. His leadership and vision brought in such acts as Kenny Rogers, Crystal Gayle, Dottie West and The



Kendalls. He also helped UA establish itself as one of the most successful and respected country labels. Eventually he left UA to form his own independent company, Larry Butler Productions. His acts included Charlie Rich, Mac Davis, Debby Boone, Billie Jo Spears, Don McLean and John Denver.

Unquestionably, Butler's biggest success was Kenny Rogers. It was Butler who converted Rogers to country music, and their magical studio collaboration yielded many of Roger's greatest records including "Lucille," "She Believes In Me," "The Gambler," "Love Or Something Like It," "You Decorated My Life" and "Coward Of The County." Butler was also behind teaming Rogers and Dottie West to record several hit duets. He also worked with Kenny Rogers and Kim Carnes on their smash duet, "Don't Fall In Love With A Dreamer." Butler's producing talent was formally recognized in 1980 when he won the coveted Grammy Award for "Producer of the Year," the only Nashville producer to win this award.

While his 1980 Grammy triumph solidified his reputation as a hit-maker, Butler had been an underrated songwriter for years. But this was to change. With Chips Moman he penned "(Hey Won't You Play) Another Somebody Done Somebody Wrong Song." It became a BMI 3 million-performance song and one of B.J. Thomas' biggest career hits. The tune hit number one on both pop and country charts and earned Butler his second Grammy for "Song of the Year." More artists began recording his songs. These included Tammy Wynette, Waylon Jennings, Billie Jo Spears, Lorrie Morgan and a host of other major talents. Butler has written for Tree, United Artists Music, April Blackwood, Great Cumberland, EMI and most recently, his own Larry Butler Music.

In 1984, after taking time off to concentrate on writing, Butler formed his own company, the Larry Butler Music Group. Staff writers included Mickey Newbury, Dean Dillon and Julie Didier. CBS Songs administrated the catalog. Within a few months after its founding, the company came alive with a string of George Strait hits. And more followed--songs recorded by Kenny Rogers, Eddie Raven, Vern Gosdin, Keith Whitley, Waylon Jennings and others. During a period of two years there were eight Top Ten records and numerous Top Forty chart records. Feeling restless, Butler sold the company to Frank Dileo (Michael Jackson's former manager), and soon thereafter was back at it again.

Throughout his years in Nashville, Butler had watched a never ending line of people walk down the famed Music Row with a guitar on their back and a tape in their hand....trying to get someone to listen. He believed someone should fill this void...that someone "should" listen. So, in 1995, he formed "Nashville Music Consultants," a group designed specifically to help aspiring country musicians break into the business. The company's primary focus is writers and singers, and it enjoys a great reputation on Music Row for delivering honest and fair evaluations.

In 1999, Butler closed his Tennessee offices and moved his operating headquarters to his beloved hometown of Pensacola, Florida. He is now teaching songwriting classes across the country, and is also continuing to help aspiring singers, songwriters and musicians who are trying "to be heard." He remains active as a producer and songwriter, and also as an instrumental recording artist....most recently releasing a CD of Christmas favorites and a CD of piano classics for the European market.

Over the years, Butler has given back to his community through various charitable service initiatives and educational funding for music students. For the past ten years he has been a part of the Ken Stabler Celebrity Golf Classic which has raised more than \$500,000 for charity. Recently, he performed a piano concert in Pensacola raising \$10,000 for the Pensacola Ronald McDonald House.

And what next for Larry Butler? Who knows....but one thing for sure. Music will always be a part of him. It has taken him on an amazing journey filled with major professional success and many, many wonderful experiences. So whether it be in producing, writing, recording, educating, or whatever....

for Larry Butler...THE BAND PLAYS ON.....

# 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

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

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**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.

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**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 &amp; 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>				
Greek Houses-8 Month 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 1<sup>st</sup> for Fall applicants or November 15<sup>th</sup> 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.

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 <sup>st</sup> week of class	100%
2 <sup>nd</sup> week of class	90%
3 <sup>rd</sup> week of class	80%
4 <sup>th</sup> week of class	70%
5 <sup>th</sup> week of class	60%
6 <sup>th</sup> week of class	60%
7 <sup>th</sup> week of class	50%
8 <sup>th</sup> week of class	40%
9 <sup>th</sup> week of class	40%
10 <sup>th</sup> 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%
<b>REVENUE</b>				
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%
<b>Total Funds Available</b>	<u>\$4,260,613</u>	<u>\$4,382,998</u>	<u>\$4,689,508</u>	6.6%
<b>EXPENDITURES</b>				
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%
<b>Total Expenditures</b>	<u>\$4,008,865</u>	<u>\$4,046,040</u>	<u>\$4,272,196</u>	5.3%
<b>Ending Cash And Investments</b>	<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 3<sup>rd</sup>. 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 10<sup>th</sup> 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 2<sup>nd</sup> floor of Pace Hall and Building 35 will be reserved for the Honors Program.

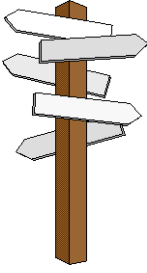
## Special Groups – Honors Program, Fraternities, and Sororities:

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 7<sup>th</sup> 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](http://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

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**Proposed action:** None. Discussion only

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**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.

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**Supporting documentation:** None

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

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

**Issue:** UWF Master Plan

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**Proposed action:** ADOPT UWF Master Plan.

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**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.

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**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

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**Proposed action:** None. Discussion only.

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**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.

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**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

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**Proposed action:** Approve fees

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**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.

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**Supporting documentation:** Supplied under separate cover

**Prepared by:** Keith Goldschmidt  
850-474-2368

# **Agenda**

## **UWF Board of Trustees Governmental Relations Committee Fort Walton Beach February 21, 2003**

**Call to order**

**Action item**

- 1) Legislative agenda

**Other business**

**Adjournment**



**UWF Board of Trustees  
Governmental Relations Committee  
February 21, 2003**

**Issue:** Legislative agenda

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**Proposed action:** Approve legislative agenda

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**Background information:** The Florida legislative session begins March 4. The following items comprise the key components of the UWF legislative agenda.

**State legislative priorities**

- Transfer ownership of downtown historic properties to UWF
- Management flexibility (continued devolution of authority)
- Performance standards and accountability measures
- Enrollment growth funding
- IHMC conversion
- Development of the Florida Network of Public Archaeology Centers, with the principal center at UWF.
- UWF pilot program for nursing home nursing students.
- Modification of teacher certification programs
- Modification of Bright Futures Scholarship program
- Reduction of the \$152 million backlog in Matching Gifts Trust Fund state matching-grant program. The UWF Board of Trustees at its November 22 meeting adopted a resolution encouraging the Legislature to issue bonds to pay for the backlog.

Director of Governmental Relations Janice Gilley will provide a detailed update on each item at the meeting and provide an update on federal issues..

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**Supporting documentation:** None

**Prepared by:** Janice Gilley  
850-473-7287

**Agenda**  
**UWF Board of Trustees**  
**Executive Committee**  
**4:30 p.m., February 20, 2003**

**Call to order**

**Action item**

- 1) Institute for Human and Machine Cognition status  
**(Agenda item to be delivered at meeting)**

**Other business**

**Adjournment**

**UWF Board of Trustees  
February 21, 2003**

**Issue:** Institute for Human and Machine Cognition

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**Proposed action:** None

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**Background information:**

The University of West Florida Board of Trustees has requested regular reports from the Institute for Human and Machine Cognition.

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**Supporting documentation:** None

**Prepared by:** Keith Goldschmidt  
850-474-2368

**UWF Board of Trustees  
February 21, 2003**

**Issue:** Laws regarding unions

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**Proposed action:** None. Discussion only

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**Background information:**

On January 7, 2003, the University of West Florida Board of Trustees became the employer of the faculty and staff. Various state laws govern employers' interactions with employees involved with union activities.

Because of that, it is important for trustees to become familiar with applicable laws. Pamela Langham, assistant attorney for UWF, will provide a briefing on some of the more common issues trustees may encounter and the appropriate conduct that should follow.

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**Supporting documentation:** To be distributed during meeting

**Prepared by:** Pamela Langham  
UWF assistant attorney  
850-474-3420