

Agenda

University of West Florida Board of Trustees 8:30 a.m., Friday, May 16, 2003 Alumni Room

Chair's greetings

Student recognitions

Approval of minutes

- 1) February 21, 2003 meeting
- 2) April 1-2, 2003 meeting

Action items

- 1) Board of Trustees Tenure Approval Procedure
- 2) Tenure nominations
- 3) Tenure as conditions of employment for Drs. Jane Halonen and Dean Van Galen
- 4) Designate authority to president or designee to settle lawsuits
- 5) Delegate authority to president to make changes in rules in response to Joint Administrative Procedures Committee concerns
- 6) Resolution for Trustee Joe Rieland
- 7) Japan House naming
- 8) ERP financial plan

Discussion items

- 1) Legal update
- 2) Legislative update

Other business

Adjournment

Student Recognitions

University of West Florida

Spring 2003

❖ Academics

- Economics major Benjamin Schultz's paper, "The Socioeconomic Conditions of the US-Mexico Border Region: A Study of Juarez and El Paso", which began as a term paper, received second place recognition for Best Undergraduate Student Paper at the Academy of Economics and Finance annual conference held in February 2003.
- Matthew Fiebig, Economic Policy Minor, received the top fellowship awarded to incoming Master's students at The Bush School of Government and Public Service at Texas A&M University. – 2003
- Katie Fitchett is the Biology Graduate Teaching Assistant of the Year, 2003.
- Douglas Troy Durant has been accepted into graduate school at the University of Oklahoma with a Teaching Assistantship, full tuition waiver, plus an additional \$2,000 fellowship per academic year.
- Heather Ann Hanson has been accepted into graduate school at the University of Kentucky with a 12 month/\$18,000 fellowship and full tuition scholarship.
- Aaron T. Wade has been accepted into graduate school at Florida State University with a \$17,000 per year Teaching Assistantship.
- UWF winners at the 17th annual Southeast Journalism Conference held at UWF February 20-22, 2003, included: Matt Browning, Jessica Miller, Carolyn Piatt, first place in advertising; Letisha Lawhern, first place in media history; Charmere Gatson, first place in résumé writing and second in news reporting; Aaron Smoly, Catherine Goldsberry, Carmen Reynolds, second place in media ethics; Carmen Reynolds, fourth place in feature writing; Rebekah Herman, ninth place in editorial writing.

❖ Athletics

- UWF Women's Tennis placed four members on the All Gulf South Conference First Team. Sabine Krawietz was named to the team for the third consecutive year.

The Argonauts were the Gulf South Conference Runners-Up this season. They are currently 20-6 overall and rank #6 in the NCAA Division II.

- In Men's Tennis, Radovan Chrz, a junior, is the East Division Player of the Year for the second time in three years. Chrz is a three time First Team selection. Guillaume Deverbizier was noted as Co-Freshman of the Year. Head coach Derrick Racine earned his second consecutive GSC Coach of the Year, third overall, by winning the Conference Title. UWF finished the season ranked #1 in the NCAA Division II. Senior Fernando Damus and sophomore Paulius Jurkenas were also named to the All - GSC First Team.

❖ Student Organizations

- CLOVE (Center for Learning through Organized Volunteer Efforts) – 1,452 students gave 14,811 hours of service to the community for Spring 2003 semester.
- Up 'til Dawn raised over \$3,000 for St. Jude's Children's Research Hospital.
- Sigma Alpha Mu fraternity was the 2002-2003 Grand Champion for Volunteer Service completing 1,324 volunteer hours.
- UWF Advertising Club, Hot Shop, earned 2nd place at the Fourth District American Advertising Federal competition held April 12, 2003.
- The UWF Chapter of Best Buddies received the Flying Colors Award from their national organization in recognition of their improvement in membership, stability, and quality.
- The UWF Honors Council received recognition as "Best Honors Council" in Florida Leader magazine's 14th Annual "Best of Florida Schools" awards issue in Spring 2003. Members of the council promote more than just academics by volunteering their time in community improvement efforts.

❖ Individual

- Spring 2003 – UWF students took awards in Best Student Poster, Poster Honorable Mention, and Best Student Presentation at the 23rd Annual Meeting of the Florida Chapter of the American Fisheries Society.
- Joe Rieland was awarded the Hal Crosby Leadership Award for 2003. The award recognizes student leadership and service to UWF.

- 2003 Who's Who Among Students in American Universities and Colleges award recipients are: Marijana Bosnjakovic, Melissa Chapman, Tina Cruz, Heidi Hebert, Tammy Hohimer, Miguel Lalama, Derrick J. Lang, Justin Parafinczuk, Ashleigh Pipes, Erin Rausch, Katja Rodgers, and Eurilynne Williams.
- Kelly Barrett and Radovan Chrz were awarded the 2003 Outstanding Scholar Athletes Award.
- Tammy Hohimer was awarded the 2003 President's Leadership in Diversity Award and also received recognition as an honorable mention winner for the 2003 Florida College Student of the Year Award.

UWF Board of Trustees
May 16, 2003

Issue: Board of Trustees Tenure Approval Procedure

Proposed action: Approve

Background information:

With the devolution of authority to the Board of Trustees, tenure nominations no longer must be sent for approval to a state board in Tallahassee. Instead, the final authority rests with the local boards of trustees. The proposed procedure is basically the same procedure used in previous governance models, minus the submission of those names to Tallahassee for approval.

Supporting documentation: Proposed procedure

Prepared by: Keith Goldschmidt
850-474-2368

BOT Tenure Approval Procedure

The University of West Florida Board of Trustees considers all nominations for tenure at its May meeting. Tenure nominations as a condition of employment will be considered as needed.

The President submits to the BOT a list of those faculty nominated for tenure for approval by the BOT. The President's transmittal certifies that each nominee has met the requirements necessary to be granted tenure and will continue to contribute to the university. Any request for tenure as a condition of employment also includes a statement justifying the special circumstances, including a brief summary of the nominee's academic credentials.

UWF Board of Trustees
May 16, 2003

Issue: Tenure nominations

Proposed action: Approve

Background information:

Seven assistant professors and two associate professors are nominated for tenure. Everyone eligible this year has fulfilled all necessary requirements and was approved by the appropriate departments, colleges, a university council, the provost and the president.

Supporting documentation: Tenure nominees

Prepared by: Keith Goldschmidt
850-474-2368

Tenure Nominations
University Of West Florida

Name	Rank	Department
College of Arts and Sciences		
Dr. Wayne Bennett	Assistant Professor	Biology
Dr. Athena du Pre	Associate Professor	Communication Arts
Dr. Sally A. Ferguson	Assistant Professor	Philosophy and Religious Studies
Dr. Steve J. Kass	Assistant Professor	Psychology
Dr. Hedi Salanki-Rubardt	Assistant Professor	Music
Dr. Claudia J. Stanny	Assistant Professor	Psychology
College of Business		
Dr. Richard L. Constand	Associate Professor	Accounting/Finance
College of Professional Studies		
Dr. Leslie K. Curda	Assistant Professor	Graduate Education
Dr. Daniel Kaczynski	Assistant Professor	Graduate Education

UWF Board of Trustees
May 16, 2003

Issue: Tenure as conditions of employment

Proposed action: Approve

Background information:

Dr. Jane Halonen has been appointed dean of the College of Arts and Sciences. Dr. Dean Van Galen has been appointed vice president for Development. Both will assume their duties this summer. As a condition of employment, they have been offered tenured positions. The departments, the provost and the president have approved both tenure nominations, Dr. Halonen in the Department of Psychology, and Dr. Van Galen in the Department of Environmental Studies.

Supporting documentation: Tenure nominees' summary biographies

Prepared by: Keith Goldschmidt
850-474-2368

**Dr. Jane S. Halonen,
Appointed Dean of College of Arts and Sciences**

Jane S. Halonen, Ph. D., will assume her duties this summer. She comes to the University of West Florida from James Madison University where she served as director and professor of the School of Psychology for the past five years overseeing an undergraduate program serving more than 1,000 undergraduate majors, seven graduate programs and an on-campus clinic. During her service to JMU, both the graduate and undergraduate programs flourished even during difficult economic times.

Her research interests have concentrated on how students learn and how teachers teach. Critical thinking has remained a dominant theme of her scholarship and also has been actively incorporated in the textbooks she has produced as an author or co-author, including "Your Guide to College Success," published by Wadsworth and in its third edition. She has pioneered in electronic publishing, including the development of an interactive CD-ROM for introductory psychology and two e-books, one on assessment methods and one on the nature of psychology research.

Dr. Halonen has been president of the Council of Teachers of Undergraduate Psychology and American Psychological Association's Division 2, the Society for the Teaching of Psychology. She serves as associate editor for the journal Teaching of Psychology. As a faculty consultant, she has conducted psychology department reviews and also assisted in broader curriculum faculty interests, including curriculum reform, ethics and faculty development. She has also participated in the Psychology Advanced Placement readings with the Educational Testing Service.

Her contributions have been recognized with several national honors. In 2000, she won the Distinguished Teaching Award in Psychology from the American Psychological Foundation. In 2001, she was named the Harry Kirke Wolfe Lecturer for the American Psychological Association in recognition of exemplary teaching. In 2003, she was designated an "Eminent Woman in Psychology" by the Committee on Women in Psychology.

Halonen holds a doctorate in clinical psychology and a master's in psychology from the University of Wisconsin-Milwaukee. She received her bachelor's in psychology from Butler University located in Indianapolis, Ind.

Dr. Dean Van Galen
Appointed Vice President of Development

Dean Van Galen, Ph.D., will assume his duties this summer. He comes from Truman State University in Missouri, where he is the vice president for University Advancement and executive secretary of the Truman State University Foundation, positions he's held since 1996. As such, he provided leadership for Truman's advancement areas, including alumni relations, development (annual, major, planned, corporate and foundation gifts), grants, publications, printing and the University Career Center. During his tenure, total gifts have increased an average of 23 percent per year, Foundation assets increased steadily from \$7.33 million to \$16.2 million and the number of gifts of \$500 per year or more increased from 165 to 339.

He also has been a faculty member in chemistry since 1987 at Truman, and he was American Council on Education Fellow in 1994-95. His academic research has centered around electroanalytical and environmental chemistry. A major goal has been to involve undergraduate students in all aspects of research. In the last 15 years, he has included 17 undergraduates in electrochemical research and 32 additional undergraduates in a joint environmental research project with students and faculty from the University of Bergen in Norway. The environmental research was part of a study abroad course to Norway developed by Dr. Van Galen. His work has resulted in 30 student presentations and numerous publications with student co-authors.

Widely published and a frequent presenter at many conferences and other forums, Dr. Van Galen also has earned numerous awards, including being the first recipient of the campus-wide "Educator of the Year" award in 1988-89; the "Missouri Professor of the Year" award from the Council for Advancement and Support of Education in 1991, the "Outstanding Scientist Achievement Award" from the Missouri Academy of Science in 1993 and the "Distinguished Young Alumnus" award from the University of Wisconsin- Whitewater in 1997.

Dr. Van Galen earned a bachelor's degree in chemistry from the University of Wisconsin – Whitewater, a doctorate in analytical chemistry from Kansas State University and conducted post-doctoral research at the University of California at Berkeley.

**UWF Board of Trustees
May 16, 2003**

Issue: Authority for UWF president, or designee, to settle claims and lawsuits and initiate lawsuits on behalf of the Board

Proposed action: Approve

Background information:

Occasionally settlement offers can be made or received regarding the settlement of claims or lawsuits; such offers need to be made or responded to in a timely manner. The schedule for the Board of Trustees meetings usually is such that these offers cannot be brought to the Board in a timely manner, thus requiring an emergency meeting of the Board or a meeting of the Executive Committee, thereby slowing the process and, perhaps, hindering the ability to settle the legal issue. By giving authority to the president to settle lawsuits and claims, the speed and integrity of negotiations are preserved, and legal issues can be settled more quickly.

Similarly, there may be times in which the university must file a lawsuit on behalf of the Board in order to protect the interests of the university. The university needs to be able to act in a timely manner on these matters as well as there may be problems with the statutes of limitations running on a claim.

While the Board of Trustees as the governing body has full authority in these matters, it also has authority to delegate responsibility for settling legal issues and initiating lawsuits. The president's responsibility would be to inform the board of all settlements entered into on behalf of the university and of all lawsuits filed on behalf of the university.

Supporting documentation: None

Prepared by: Gina Delulio
850-474-3420

**UWF Board of Trustees
May 16, 2003**

Issue: Authority for president to act on behalf of the BOT in modifying rules

Proposed action: Approve

Background information:

The Administrative Procedures Act specifies the procedures to be followed for implementing or modifying a rule. After the Board of Trustees approves a rule, it is then submitted to the Joint Administrative Procedures Committee (JAPC) for review, comment and final approval. Occasionally, JAPC raises concerns about provisions within a rule and orders modifications. Because of the importance in implementing rules in a timely manner, the delegation of authority to the president would enhance the university's ability to quickly and efficiently implement rules. State statutes place limitations on that authority, and any modifications approved by the president would still need final ratification by the full Board of Trustees at the first meeting following the action.

In addition, the Board could require that the president or his designee immediately inform the chair of the Board of Trustees and the chair of the Finance, Administration and Audit Committee of the modifications.

Supporting documentation: None

Prepared by: Gina Delulio
850-857-6130

UWF Board of Trustees
May 16, 2003

Issue: Resolution for Trustee Joe Rieland

Proposed action: Approve

Background information:

Trustee Joe Rieland, who joined the Board in January when he became president of the UWF Student Government Association, left the Board in May at the end of his term.

Supporting documentation: Resolution

Prepared by: Keith Goldschmidt
850-474-2368

University of West Florida Board of Trustees
Resolution recognizing Trustee Joe Rieland

WHEREAS, Mr. Joe Rieland became a member of the University of West Florida Board of Trustees in January, 2003 with just a few days notice after learning he had unexpectedly become the new Student Government president, and

WHEREAS, Mr. Rieland immersed himself in the Board activities, taking the initiative to quickly learn about the duties and responsibilities of the Board in a short timeframe, and,

WHEREAS, Mr. Rieland provided dedicated service to the University as a member of the Board of Trustees, including representing the University well during his visit with other trustees to Tallahassee to meet with government officials, and

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

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

THEREFORE BE IT RESOLVED that the University of West Florida Board of Trustees, meeting via conference call at the University of West Florida on this 16th day of May, 2003, does hereby commend Mr. Rieland 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. Rieland as a token of the Board's appreciation and thanks.

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

UWF Board of Trustees May 16, 2003

Issue: Naming of rooms in Japan House

Proposed action: Approve

Background information:

Several generous donors have contributed to the Japan House and Garden, which is part of UWF's International Complex. That complex will have two buildings, one the Japan House and the other an International House that will have classrooms and offices. The entire complex has 14,000 square feet, with 1,800 square feet in the one-story Japan House.

Kunihiko Ukifune of Jikei donated \$92,592.59 to the project. The town of Hagiwara, whose mayor is Masaharu Kurachi, donated \$37,523.45. The potential naming of the rooms was discussed by President John Cavanaugh and former President Morris Marx during an April visit to Japan. The UWF Honorary Awards and Recognition Committee also approved the naming of the rooms.

To honor the donors, the following names of rooms are proposed and agreed to by the donors:

- Hagiwara no Ma, which means Hagiwara room, for the tatami room in honor of Hagiwara.
- Ukifune An, which mean Ukifune tea room, for the tea room in honor of Ukifune.

Both gifts meet the guidelines for naming opportunities as outlined in the President's Memorandum of February 10, 1995.

Supporting documentation: Minutes of Honorary Awards and Recognition Committee

Prepared by: Keith Goldschmidt
850-474-2368

Minutes

Honorary Awards and Recognition Committee

April 25, 2003

Present: John Cavanaugh (*ex officio*), John Cox, Parks Dimsdale, Doug Pearson, Rex Schmid

Absent: Lynn Lauderdale, Janet Pilcher, Venkat Sharma

1. The committee meeting began at 11:00 am.

2. Naming of Rooms in the Japan House

John Cavanaugh summarized the request to name the tatami room and the tea room in the Japan House.

Doug Pearson moved and John Cox seconded the following motion:

To honor the donors to the Japan House, the following names of rooms are proposed to the Board of Trustees, leaving the final decision to the donors:

- Hagi no Ma (Room of the Hagi Flower) or the Hagiwara Room for the tatami room in honor of the city of Hagiwara.
- Ukifune An or Ukifune Tei, which mean Ukifune tea room, for the tea room in honor of Mr. Ukifune.

The motion passed unanimously.

3. Update on the Pelicans Baseball Team

John Cavanaugh provided an update concerning the baseball field naming. At this time, there is no proposal from the Pelicans to name the field.

4. There being no other business before the committee, the meeting was adjourned at 11:10 am.

**UWF Board of Trustees
May 16, 2003**

Issue: Line of Credit – Financing Enterprise Resource Planning System

Proposed action: Approve \$3 million line of credit from the Bank of Pensacola for a period of five years (60 months) at a rate of 2.44% in order to meet UWF'S financial plan for the implementation of the Enterprise Resource Planning System

Background information:

Due to the changes in higher education governance in Florida that resulted in UWF's new status as a public corporation, the university will be required to manage its finances and payroll directly, rather than having its funds maintained in the state treasury. As part of this transition, UWF is required to obtain and implement its own information processing systems to perform these essential financial operations and processes.

Florida Statutes, section 1011.4105, required state universities to submit by March 3, 2003, a transition plan to the State Board of Education for approval. This plan was to be developed in cooperation with the state comptroller, who required submission of UWF's proposed transition plan on January 2, 2003. In order to meet this deadline, UWF submitted an initial transition plan. The UWF Board of Trustees approved the transition plan and related financial plans on January 6, 2003. The time-line plan was approved by Mr. Tom Gallagher, Florida's Chief Financial Officer, on February 25, 2003.

A study team, called the UWF ERP Project Vision Team, was created to study the issue. It recommends acquisition and implementation of the SCT Banner enterprise resource planning system. Initial acquisition and implementation of the system will cost \$5.7 million during the three-year project. Operational costs will average \$1.2 million per year, bringing the total cost of the system to \$10.4 million during the first five years.

(Continued)

Action agenda item 8 (cont)

Live processing of the 2004-05 fiscal year would begin July 1, 2004. Live payroll processing would be effective January 2, 2005.

Because this is an unfunded mandate, a line of credit is required to support the financing of this system. Competitive proposals for alternate tax exempt financing were received from several financial institutions. The Bank of Pensacola submitted the lowest rate at 2.44% over a five-year period. Financing costs over a five-year period will equate to approximately \$189,597.

Supporting documentation: ERP Project Budget
Bank of Pensacola Proposal and Amortization Schedule
Competitive Tax Exempt Financing Proposal Rates

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

Acquisition and Implementation Funding

The five year budget for implementation and operation of the SCT Banner system totals \$10.4 million. A summarized breakdown of costs per fiscal year is shown in the following table:

Component	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	5-Year Total
Software Licensing	800,800	197,200	-	-	-	998,000
Software Maintenance	86,320	235,846	255,070	276,471	300,339	1,154,046
Implementation Services	606,894	1,298,338	1,192,788	508,894	-	3,606,914
System Hosting	191,100	208,100	308,100	326,000	339,125	1,372,425
Personnel	146,987	390,064	532,976	352,452	352,452	1,774,931
Other	116,430	563,083	524,223	287,937	91,632	1,583,305
Total Budget:	1,948,531	2,892,631	2,813,157	1,751,754	1,083,548	10,489,621

Funding for the software, implementation, support, and operation costs of the new system is obtained from state funds



Acrobat Document

ERP Tax-Exempt Financing Proposals

Firm Name	Valid Until	Bond Counsel Costs	Nominal Rate 36 mo.	Nominal Rate 48 mo.	Nominal Rate 60 mo.
B.O.P	5/1/03	No Charge	1.61%	2.00%	2.44%
SunTrust	4/30/03	\$5,000	1.98%	2.32%	2.61%
B.O.A	Not Given	\$5,500 B.O.A. \$2,500 U.W.F.	2.06%	2.29%	2.5%
C & P	4/5/03	\$5,000	2.80%	3.047%	3.45%
KOCH	Not Given	No Charge	3.46%	3.67%	3.86%
A.C.G.	Not Given	No Charge	3.80%	4.05%	4.15%
Baruch	4/7/03	\$500 escrow	3.54%	3.64%	3.78%

***Financing proposed is secured by software/equipment via Lease Purchase.**