

Agenda
UWF Board of Trustees
Institute for Human and Machine Cognition
3 p.m., Thursday, June 19, 2003

Roll call

Chair's greetings

President's greetings

Student recognitions

Bryan Kerr, MBA graduate student from Cleveland, Ohio

Approval of minutes

- 1) May 16, 2003 meeting

Action items

- 1) Equity Accountability Plan
- 1) Strategic Plan modifications

Committee reports

- a. **Academic and Student Affairs Committee** (East lower conference room)
 - i. Four degree programs
 - ii. Student housing update
- b. **Finance, Administration and Audit Committee** (North lower conference room)
 - i. Internal Audit & Management Consulting (IAMC) two-year work plan
 - ii. IAMC charter
 - iii. External audit recommendations for athletics & WUWF
 - iv. ERP lease purchase structure
 - v. UWF Budget approval
 - vi. FY03/04 -08/09 Five-Year Fixed Capital Outlay Plan

(continued)

b. Finance, Administration and Audit Committee (continued)

- vii. Rules to establish tuition rates, fees, fines and penalties
 - VII-A – Admission deposit
- viii. Naming of UWF baseball field
- ix. Delegation of authority to president to settle lawsuits
- x. Naming opportunities – guidelines on level of giving

c. Executive Committee

- i. Presidential evaluation

d. Governmental Relations (South conference room)

- i. Legislative update

IHMC report

Other business

UWF Board of Trustees
June 19, 2003

Issue: Equity Accountability Plan

Proposed action: Approve

Background information:

The UWF Equity Accountability Plan, which is required by the Department of Education, must be approved by the Board of Trustees before submission. The deadline is June 30.

It's required by Florida Statute under the state Equity Accountability Plan to show the university's progress from the year before and goals for the next year.

Supporting documentation: Equity Accountability Plan (Narrative only. Data charts available at meeting.)

Prepared by: Sherell Hendrickson
474-2116

THE UNIVERSITY OF WEST FLORIDA

EQUITY ACCOUNTABILITY PLAN

2002-2003

A. MONITORING AND IMPLEMENTATION MECHANISMS

1. The President will continue to ensure the development, maintenance, and implementation of the Equity Accountability Plan.
2. The Associate Vice President for University Planning will continue to:
 - a. Provide support for the Equity Accountability Program.
 - b. Assimilate the data and consult with the Coordinator of Human Resources regarding numerical reports of campus equity and diversity.
 - c. Review the recommendations submitted by the Director of Human Resources and provide research assistance.
 - d. Inform the Director of Human Resources of equity accountability challenges and opportunities.
3. The Vice Presidents will continue to:
 - a. Provide leadership and support for equal opportunity and diversity in their respective divisions.
 - b. Establish the Equity Accountability Goals of their divisions.
 - c. Disseminate to the department heads in their divisions the intent of the Equity Accountability Plan, and share their expectations for departmental goal achievement.
4. The Office of Human Resources will:
 - a. Monitor progress toward the Equity Accountability Goals through review of search plans prior to job advertisement and Hiring Impact Reports.
 - b. Monitor all employment processes for adverse impact on Women and Minorities and develop strategies to correct any adverse impact that occurs.
 - c. Review hiring reports and requests for waiver of job advertisement, and ensure their compliance with equity, equal opportunity, and affirmative action guidelines.

- d. Conciliate, refer for mediation, or otherwise investigate discrimination complaints.
- e. Review policies, procedures, and employment practices for potential adverse impact on women and minorities.
- f. Monitor implementation of the Equity Accountability Plan.
- g. Develop strategies for retention of minorities in collaboration with academic and administrative supervisors.
- h. Provide the President, Vice Presidents and Deputy Equal Opportunity Officers copies of the Equity Accountability Plan.

B. REVIEW AND EVALUATION PROCEDURES

Each year, the Director of Human Resources will submit to the President a report on the effectiveness of the Equity Accountability Plan. This report will include information on progress made by each unit toward their Equity Accountability Goals, identification of problem areas and recommendations for corrective actions. This report will be prepared in collaboration with the Associate Vice President for University Planning.

C. NARRATIVE GOALS

The following strategies were designed to facilitate achievement of Affirmative Action and Equity Accountability Goals. The University will:

1. Announce vacancies on computer bulletin boards and UWF's web page.
2. Advertise all faculty and administrative positions in minority newspapers or periodicals as well as continue to advertise in gender and race neutral newspapers or periodicals.
3. Extend deadlines for application where there is no representative pool on a case-by-case basis.
4. Institute additional outreach programs to recruit women and minorities for faculty and administrative vacancies.
5. Identify "essential" functions of a position, and the skills and knowledge needed to carry out these functions, before interviewing for the position.

6. Control for bias in employment processes by carefully selecting members of search committees, and ensuring members of each gender are selected for the committee and ensuring diversity on committees in regards to race.
7. Monitor selection procedures and search pool representation to encourage search diversity.
8. Develop new faculty exchange programs for women and minorities to teach on our campus.
9. Approach recruiting in a personal manner. If a candidate declines a nomination or an offer, telephone the candidate to determine if his or her reasons for declining can be addressed and resolved.
10. Continue to fund the John C. Pace Symposium series for outstanding diverse scholars to provide seminars and lectures at UWF.
11. Encourages appointment of women and minorities to some of the noncompetitive temporary, and adjunct appointments for which they qualify.
12. Use the UWF Grant-in-Aid Program, LEAD Program, and other similar professional development programs to facilitate the upward mobility of female and minority employees.
13. Appoint Deputy Equal Opportunity Officers to monitor and review recruitment paperwork.
14. Conduct an annual training for the Deputy Equal Opportunity Officers.
15. Utilize auxiliary aids and services in the recruitment/selection process (e.g. interpreters, audiotapes, assistive listening devices, etc.)
16. Announce, post, and advertise student worker-positions, including assistantships.
17. Comply with the requirements of the Office of Federal Contract Compliance Program's Uniform Guidelines on Employee Selection Procedures.
18. Continue the President's Diversity Leadership Award to acknowledge exceptional contributions to campus diversity by faculty, staff, and students.
19. Retain an employment consultant to actively seek qualified women and minorities to apply for all vacant positions.
20. Consider access, equal opportunity and diversity factors in the strategic planning process of the University.
21. Collaborate with the Office of Internal Dispute Resolution in planned intervention in departments with problem areas.

22. Conduct seminars on equal employment opportunity and for university supervisors.
23. Utilize an on-line recruitment and hiring process to increase visibility and applicants for employment.
24. Use female and minority administrators as part-time faculty.
25. Advertise administrative and faculty positions in local and national newspapers, discipline specific journals and Internet web pages.
26. Conduct university-wide salary studies to evaluate the effectiveness of salary equity processes.

The Office of Human Resources, in consultation with UWF Legal Counsel and President Cavanaugh, will determine the legal or professional appropriateness of an affirmative action/equity accountability strategy.

D. NUMERICAL GOAL ANALYSIS AND CONCLUSION

This 2002 Update of the Equity Accountability Plan reinforces the University of West Florida's commitment to equal opportunity and diversity. The University has made some increases from October 2001- October 2002.

Analyses of Sr. Level Administration

- **Senior level administrators** experienced no change with the exception of Hispanic employees. Hispanic Senior level administrators were represented at the 2% level in 2001. In 2002, there were no Hispanic Senior level administrators.

Analyses of Academic Administration

- **Chairpersons** experienced a decline in male representation of 8.5%, while females experienced an increase of 8.5%. Whites experienced a decrease of 2.8% African Americans also decreased by .5%. There was an increase in Hispanic Chairpersons of 3.8%.
- **Deans** experienced no change from 2001 – 2002.
- **Directors** experienced a decrease in males of 1.6%. Females rose 1.6%. White representation rose 3.1%, while African American representation fell 3.6%. Other minorities did experience a .5% increase.
- **Librarians** experienced no change from 2001-2002.
- **Executives** experienced no change from 2001-2002.

Analyses of All Academic Administrative Positions

- The total number of male academic administrators declined 4.8%, while females increased 4.8%. The number of whites increased by .3%. African Americans decreased by 1.9%, Hispanics increased by 1.8% and other minorities fell .1%.

The following goals have been established to help correct underutilized areas.

- Increase the number of minority (other minority or Hispanic) senior level administrators by one (1).
- Increase the number of female chairpersons by one (1).
- Increase the number of female executives by one (1).
- Increase the number of female ranked faculty by one (1).

To facilitate achievement of these goals, the University will target minorities and females in employment searches. The University will also continue to employ, train, and advance females and minorities at the level of their availability.

UNIVERSITY OF WEST FLORIDA
 EQUITY ACCOUNTABILITY PLAN BUDGET INCENTIVE
 3/24/2003

PROGRAM STRATEGIES	FY 2002 REQUEST	FY 2002 ALLOCATED	FY 2003 REQUEST
Posting of Vacancy Announcements, publication of display and feature advertisements in female and minority oriented media	7,000	5,000	7,000
Incentive awards for individuals who show commitment to diversity in their respective departments	1,500	1,500	1,500
Training for Deputy EO officers and Investigators	5,000	5,000	5,000
Grant-in-Aid Scholarship program for employees seeking degrees in underrepresented areas	20,000	20,000	20,000
TOTALS	33,500	31,500	33,500

UWF Board of Trustees
June 19, 2003

Issue: Modifications to UWF Strategic Plan

Proposed action: Adopt

Background information:

The University Planning Council, meeting on May 15, adopted several modifications to the UWF Strategic Plan and priorities to provide clarity. None of the modifications changes the intent of the Strategic Plan or its priorities.

Supporting documentation: Revised Strategic Plan

Prepared by: Keith Goldschmidt
850-474-2368

THE UNIVERSITY OF WEST FLORIDA

Strategic Plan

Our Vision

To distinguish UWF as the premier creative, student-centered university focused on excellence.

Our Mission

To empower each individual we serve with knowledge and opportunity to contribute responsibly and creatively to a complex world.

Our Values

Caring

A safe and dynamic learning environment that encourages the development of individual potential

Integrity

Doing the right thing for the right reason

Quality

Dedication to uncompromising excellence

Innovation

Dedication to exploring and expanding the boundaries of knowledge

Teamwork

Working together to achieve shared goals

Stewardship

Managing and protecting our resources

Courage

Different by design

Our Goals and Imperatives

Promote a learning environment that encourages the development of individual potential in students, faculty, and staff

- Attract a high quality, diverse faculty and staff dedicated to putting students first
- Demand excellence in teaching, research, and service
- Create a new standard in education focused on learning outcomes
- Promote integrity through intellectual inquiry and open discourse

Attract and inspire a diverse and talented student body committed to uncompromising academic excellence

- Promote creativity by the exchange of ideas in the spirit of academic freedom and professional responsibility
- Promote diversity through a respect for and appreciation of differences

Provide solutions to educational, cultural, economic, and environmental concerns

- Align university services with community needs and interests through teamwork and collaboration
- Engage in scholarly research and creative activity to solve regional problems and enhance the quality of life
- Develop targeted areas in education and research that address critical national and international objectives

Manage growth responsibly through focus on continuous quality improvement of programs and processes

- Target markets of opportunity with effective communications programs
- Align financial resources with performance expectations
- Continuously develop and improve processes and methods in delivering the University's brand promise

Our Priorities

The following twenty-four priorities will guide UWF in its planning and operational activities during 2002-2003 and beyond:

Goal One: Promote a Learning Environment that Encourages the Development of Individual Potential in Students, Faculty, and Staff.

1. Electronic/Technology Enhancement
2. Faculty and Staff Recognition and rewards
3. Space Acquisition and Utilization
4. Student Enrollment/Retention Increases
5. Quality of the Learning Environment, Academic Experience, and Student Services Enhancements
6. New Campus Master Plan Systematically Effected

Goal Two: Attract and Inspire a Diverse and Talented Student Body Committed to Uncompromising Academic Excellence.

1. Enrolling Academically Achieved Students
2. Aligning Innovative Curricula to the Strategic Plan
3. Developing a Graduate Program Strategic Plan
4. Aligning Facilities and Other Resources to strategic Initiatives
5. Marketing to and Enrolling a Diverse Population
6. Delivering the University's Brand Promise

Goal Three: Provide Solutions to Educational, Cultural, Economic, and Environmental concerns.

1. Aligning UWF teaching, research, and service programs to the communities we serve
2. Converting Research to Products through Technology Transfer
3. Providing Comprehensive Data for Decision-Making
4. Developing Educational Partnerships and Community Services
5. Enhancing Research and Service Centers and Institutes
6. Enhancing Continuing Education/Distance Education (including certificate programs)

Goal Four: Manage Growth Responsibly through Focus on Continuous Quality Improvement of Programs and Processes.

1. Outside Funding Enhancements
2. Campus Safety and Security Improvements
3. Human Resource Systems Replacements (includes classification and pay plans)
4. Faculty and Staff Salary Enhancements
5. Institutional Effectiveness, Accountability, and Performance Reports Established
6. New Governance Structure Improvements

The UWF Strategic Plan was adopted as follows:
University Planning Council – May 17, 2002; Revised as noted 5-15-2003 University Board of Trustees – June 7, 2002; **Confirmed by Board of Trustees**

Agenda
UWF Board of Trustees
Academic and Student Affairs Committee
Institute for Human and Machine Cognition
East lower conference room
2 p.m., June 19, 2003

Call to order

Roll call

Approve minutes of February 21, 2003 meeting

Action items

- 1) Request to explore and plan for Bachelor of Science in Oceanography
- 2) Request to explore and plan for Bachelor of Science in Health Sciences
- 3) Request to explore and plan for Master of Public Health
- 4) Request to explore and plan for Master of Science in Environmental Science

Discussion item

- 1) Student housing update

Other business

Adjournment

**UWF Board of Trustees
Academic and Student Affairs Committee
June 19, 2003**

Issue: Request to explore and plan for Bachelor of Science in oceanography

Proposed action: Approve

Background information:

This request complies with UWF procedures of requesting new academic programs and has been approved at each level of governance by:

- Department chair
- Dean
- Faculty Senate
- Provost
- President

If approved by the Academic and Student Affairs Committee, the department will proceed with exploring the possibilities for the new programs and, if warranted, prepare formal request to implement the new programs. The target date for presenting an implementation request to the committee and the full board is November 2003, anticipating implementation for the fall term, 2004.

Supporting documentation: Program request

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

The University of West Florida
Academic Programs Inventory
Request to Explore and Plan New Academic Programs Form

Name of Proposed Program: Bachelor of Science in Oceanography

Department: Biology/Environmental Studies

College: Arts and Sciences

Nature of the Proposed Program: Several formal meetings have been held with Directors of the U.S. Navy's Service members Opportunities Colleges Program (SOCNAV) and the Navy College Program for Afloat College Education (NCPACE) to formulate UWF's participation in these efforts and to assess the desirability and value of specific offerings in providing educational opportunities for military personnel. Of all of the programs that were discussed as possible offerings by UWF, a proposed distance learning-based B.S. degree in Oceanography was most enthusiastically received and strongly supported by SOCNAV and NCPACE representatives. Not only was this offering considered a "natural" for Navy personnel, but it was noted to be the only offering of its type within the Navy's educational matrix. This 120 sh degree is based on a collaboration between the Departments of Biology and Environmental Studies at UWF and will involve subcontract arrangements for the few courses for which we lack the expertise. We have already identified an appropriate subcontracting institution to cover the five courses in question. The B.S. in Oceanography is designed to provide students with broad-based knowledge in biological, chemical, geological and physical oceanography.

Anticipated Impact of the Proposed Program on:

1. Students: This distance learning program in Oceanography has been designed for the Navy which estimates well in excess of 100,000 potential students afloat and stationed at land facilities. Judging from the incredible enthusiasm displayed by the group of directors and associate directors of SOCNAV and NCPACE for the proposed program in Oceanography, it seems reasonable to assume strong enrollment in the B.S. in Oceanography degree. The Oceanography program will earn UWF international exposure and will establish our University as a major player in educational service to the military.

2. Faculty and Staff: All except five of the courses making up this degree will be developed or are already developed by UWF faculty. Existing staff should be sufficient to initiate the proposed program and existing faculty will develop most of the distance learning courses. Depending on student numbers, some adjuncts and graduate students will be required to help administer the courses once they come "on-line". While some up-front expenses in developing the distance education approach for the program may need to be covered from University sources, initiation of the program will generate income that will be more than sufficient to cover continuing operating expenses as well as provide a substantial profit for the participating departments and other units involved in the process.

3. Community: This program will have far-reaching impact on education of military personnel and will provide an invaluable service to the Navy on a worldwide basis.

4. Budgets: While some funds will be required from University sources to develop the distance education courses, it is anticipated that tuition earned through this program will fully support the program once it is up and running. Moreover, the multi-unit support required of this program via general studies requirements and common prerequisites will insure that generated income will benefit all departments participating in the program.

5. Space: No need for additional space is anticipated to conduct the program. Resources for development of distance learning courses are already in place at UWF and funds generated through the program should support any additional needs in space that might arise as the program increases in enrollment.

6. Related Programs: There is no other B.S. degree in Oceanography offered through the Navy education program.

7. Accreditations: There are no accreditation requirements associated with this degree.

Other Related Information: The proposed program is being developed as a collaborative effort between Biology and Environmental Studies. It also engages at least eight other departments at UWF via the general studies requirements and common prerequisites. Thus, not only does this effort utilize faculty from a number of different sources on campus, but it will also provide significant income for all of those programs. This effort is in direct response to the needs of SOCNAV and NCPACE programs of the U.S. Navy and will be available internationally to Navy personnel. We submit this request to explore the feasibility of a distance learning B.S. in Oceanography for the following reasons: 1.) this is clearly a degree that would be of significant service to the military; 2.) the degree enjoys significant and enthusiastic support of SOCNAV and NCPACE administrators as a valuable and unique educational opportunity; 3.) the degree has enormous student enrollment potential; 4.) the B.S. in Oceanography can generate significant funding for involved units at UWF outside the mainstream of State support; and 5.) this effort has been recognized as a developing program of distinction by the President's Task Force for Undergraduate Program Review.

Program Chair's Approval _____ Date: _____

Dean's Approval _____ Date: _____

Faculty Senate's Approval _____ Date: _____

Provost's Approval _____ Date: _____

President's Approval _____ Date: _____

BOT A&SA Committee Approval _____ Date: _____

(Note: All signatures except the BOT A&SA committee on file)

**UWF Board of Trustees
Academic and Student Affairs Committee
June 19, 2003**

Issue: Request to explore and plan for Bachelor of Science in Health Sciences

Proposed action: Approve

Background information:

This request complies with UWF procedures of requesting new academic programs and has been approved at each level of governance by:

- Department chair
- Dean
- Faculty Senate
- Provost
- President

If approved by the Academic and Student Affairs Committee, the department will proceed with exploring the possibilities for the new programs and, if warranted, prepare formal request to implement the new programs. The target date for presenting an implementation request to the committee and the full board is November 2003, anticipating implementation for the fall term, 2004.

Supporting documentation: Program request

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

The University of West Florida
Academic Programs Inventory
Request to Explore and Plan New Academic Programs Form

Name of Proposed Program: Bachelor of Science in Health Sciences

Department: Biology, Division of Life and Health Sciences

College: Arts and Sciences

Nature of the Proposed Program: The Division of Life and Health Sciences in the College of Arts and Sciences has formed an Advisory Committee to address the educational needs of the health care community. This committee includes over 20 representatives from the regional health care community. In addition, representatives from area junior colleges and UWF units interested in health-related programs, and choosing to participate in addressing the needs of the health care community through the Division, have participated in the deliberations of the Committee. The Advisory Committee has spent the past year assessing the educational needs of the regional health care industry and developing educational initiatives to respond to those needs. The Committee has determined that a Bachelor of Science in Health Sciences (two-year degree program for junior college graduates) will provide the large pool of junior college graduates in health programs and health care workers who have earned AA, AS and AAS degrees an opportunity to earn a BS in health sciences with specialization in one of six health-related tracks deemed most valuable by the Advisory Committee and by data acquired through on-line survey. The tracks identified as important to the health care community are: (1) Health Psychology; (2) Medical Information Technology; (3) Medical Ethics; (4) Health Care Administration; (5) Health Communication; and (6) Aging Studies.

Anticipated Impact of the Proposed Program on:

1. Students: Approximately 300 students receive AS and AAS degrees in health-related areas each year from Pensacola Junior College alone, and estimates from health care community sources suggest that there are literally thousands of employees in regional health care who have earned AS or AAS degrees. A large percentage of these people wish to earn a BS in some health sciences area to advance in position and pay grade. On-line surveys have clearly demonstrated strong support from UWF students, the health care community and from junior college graduates for the proposed program.

2. Faculty and Staff: Of the 58 courses making up this degree and its six tracks, 49 of these courses are already offered by existing faculty at UWF. There will be a need to hire three lecturers to cover the remaining courses. All tracks are associated with existing departments at UWF and current staff are sufficient to initiate and support the program during its early stages of growth. Representatives from the Departments of Biology, Social Work, Psychology, Nursing, Communication Art, and Computer Sciences, the College of Business, the Program in Medical Technology and the Center for Health Care Ethics helped design this program and these units are providing courses and/or entire tracks for the proposed program.

3. Community: This is a health care community-designed program. Not only have health care personnel engaged in the planning of this effort, but its development has been guided by input from the regional health care community at-large via on-line surveys. This program directly addresses an important educational need of regional health care community employees and graduates of health-related programs at Florida junior colleges.

4. Budgets: The program can be initiated without additional funding other than the salaries for three lecturers.

5. Space: No need for additional space is anticipated for conduct of the program.

6. Related Programs: The Division of Life and Health Sciences was created as a platform and driving force for creation of health-related programs that address the educational needs of the regional health care community. This goal is accomplished using a pan-University approach in which all UWF units interested in joining this effort and equipped to do so, are invited to participate in the process. This approach has resulted in the creation of the proposed BS in Health Sciences currently under consideration, which involves all three colleges, six departments, one program and a center. All related programs on campus have been invited to participate in this and other efforts initiated by the Division.

7. Accreditations: No accreditation requirements for the degree or the tracks within the degree.

Other Related Information: The nearest similar degree is offered by the University of North Florida. This degree is proposed in direct response to a strong need for a BS degree in the health sciences for junior college graduates with AS, AAS and AA degrees and for the large pool of health care workers with similar degrees who need a BS for advancement in their current positions or in related areas in health care. The Division of Life and Health Sciences is dedicated to building educational opportunities in health-related areas in direct response to the stated needs of the health care community, a major employer and significant economic force in the region. The design of the proposed BS in Health Sciences included strong input from representatives of the regional health care community and area community colleges, and directly responds to their needs in health-related education. We submit this request to explore the feasibility of a B.S. in Health Sciences for the following reasons: 1) this is clearly a degree that is in great demand from both current and future employees in health care; 2) on-line surveys have shown very strong support for the proposed programs from regional health care and community college audiences; and, 3) the activities of the Division of Life and Health Sciences, including the proposed degree, have been recognized as a developing program of distinction by the President's Task Force for Undergraduate Program Review.

Program Chair's Approval _____ Date: _____

Dean's Approval _____ Date: _____

Faculty Senate's Approval _____ Date: _____

Provost's Approval _____ Date: _____

President's Approval _____ Date: _____

BOT A&SA Committee Approval _____ Date: _____

(Note: All signatures except BOT A&SA Committee on file.)

**UWF Board of Trustees
Academic and Student Affairs Committee
June 19, 2003**

Issue: Request to explore and plan for Master of Public Health

Proposed action: Approve

Background information:

This request complies with UWF procedures of requesting new academic programs and has been approved at each level of governance by:

- Department chair
- Dean
- Faculty Senate
- Provost
- President

If approved by the Academic and Student Affairs Committee, the department will proceed with exploring the possibilities for the new programs and, if warranted, prepare formal request to implement the new programs. The target date for presenting an implementation request to the committee and the full board is November 2003, anticipating implementation for the fall term, 2004.

Supporting documentation: Program request

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

The University of West Florida
Academic Programs Inventory
Request to Explore and Plan New Academic Programs Form

Name of Proposed Program: Master of Public Health

Department: Biology, Division of Life and Health Sciences

College: Arts and Sciences

Nature of the Proposed Program: The Division of Life and Health Sciences in the College of Arts and Sciences has formed an Advisory Committee to address the educational needs of the health care community. This committee includes over 20 representatives from the regional health care community. In addition, representatives from area junior colleges and UWF units interested in health-related programs, and choosing to participate in addressing the needs of the health care community through the Division, have participated in the deliberations of the Committee. The Advisory Committee has spent the past year assessing the educational needs of the regional health care industry and developing educational initiatives to respond to those needs. The Committee has determined that a Master of Public Health is a much-needed program for both the private, public and military sectors of the health care community. Two tracks, one in Epidemiology, and the second in Public Health Administration were determined to encompass the greatest regional needs in public health education. In addition, certificates will be offered in two areas of public health, Infection Control and Environmental Health. The former certificate will provide health care workers, primarily in hospitals, nursing homes and other clinical settings, with essential background in control of infections, which has taken on great significance in the face of the rapid development of antibiotic resistance and emergence of new pathogens. The latter certificate has great value to many government agencies and businesses focusing on environmental issues.

Anticipated Impact of the Proposed Program on:

1. Students: On-line surveys have uncovered strong and enthusiastic support among our own and area junior colleges students, health care workers/professionals, State employees and military personnel for the proposed Master of Public Health degree (MPH). The attached email from both the Commander of the U.S. Navy Aerospace Medicine Program at the Naval Operational Medicine Institute at PNAS and his counterpart in the U.S. Army Medical Corps clearly indicate a significant need for, and strong endorsement of the proposed MPH degree. Equally strong support has emerged from both State and County public health departments in the region, as well as all five of the area hospitals, and physicians throughout the region. Sacred Heart Hospital has expressed a strong desire to forge an affiliation with UWF involving this and other proposed health care programs. In addition, discussions with the Florida State University College of Medicine are underway on the possibility of integrating the MD from the FSU COM and UWF's proposed MPH so their students can graduate with both degrees. It is abundantly clear that the proposed degree enjoys very powerful support from a broad range of interests in the health care and health-related communities, indicating that the proposed program will enjoy strong enrollment and significant

service to regional health interests. All classes will be offered in evenings, on weekends, or via various distance -learning modes.

2. Faculty and Staff: The Division of Life and Health Sciences Subcommittee charged with investigating and creating a preliminary plan for the MPH has identified and enlisted the potential participation of qualified personnel at UWF or within the physician/public health community to offer every course proposed for the degree. In keeping with the pan-University approach for developing health-related programs within the Division, this program will include participation of personnel from the College of Business, the Departments of Biology and Psychology, the regional office of State Public Health, as well as several area clinicians. All of the courses making up the Certificate in Infection Control are also part of the requirements for the Epidemiology Track within the MPH.

3. Community: This is a health care/public health community-designed program. Not only have health care and public health personnel engaged in the planning and design of this degree, but its development has been guided by input from the regional health care/public health/military communities via on-line surveys. This program offers a unique and highly marketable advanced degree in health to area students, directly addresses a critical educational need of regional health care/public health/military, and has potential for developing a joint program with the FSU COM and an educational partnership with regional hospitals. Moreover, the two certificates will serve to provide those health care/public health/environmental workers not wishing to earn an MPH the information and skills in an area of critical importance. Thus, the certificates will directly contribute to education of our workforce in areas that ultimately impact all regional residents.

4. Budgets: Fourteen of the 25 courses making up the MPH (total of 39 sh), and both of the certificates (12 sh each), are already offered, or will be offered by UWF faculty. The remaining courses will be offered by designated adjuncts from the health care and public health communities. Funds will be needed to support these adjuncts.

5. Space: No need for additional space is anticipated for conduct of the program. If the program proves to be as successful as preliminary indications suggest, it will support its own growth and needs. Coupling the program with medical education efforts planned by Sacred Heart Hospital will provide additional space options.

6. Related Programs: The Division of Life and Health Sciences was created as a platform and driving force for creation of health-related programs that address the educational needs of the regional health care community. This goal is accomplished using a pan-University approach in which all UWF units interested in joining this effort and equipped to do so, are invited to participate in the process. This approach has resulted in the creation of the proposed MPH and certificate programs currently under consideration, and engages the College of Business, two departments from the College of Arts and Sciences and several community partners. All related programs on campus have been invited to participate in this and other efforts initiated by the Division. The nearest similar degree is offered by the University of South Florida.

7. Accreditations: Accreditation of both the MPH and the two certificate programs will be sought through the Council on Education for Public Health (CEPH).

Other Related Information: The Division of Life and Health Sciences is dedicated to building educational opportunities in health-related areas in direct response to the stated needs of the

health care community, a major employer and significant economic force in the region. The proposed MPH and associated certificates expand our effort at regional service to include the public health and environmental communities at multiple levels. We submit this request to explore the feasibility of a MPH for the following reasons: 1) this is clearly a degree that is in great demand from the public health, health care, environmental and military sectors of our community; 2) on-line surveys have shown very strong support from all of these community partners for the proposed program and certificates; and, 3) the activities of the Division of Life and Health Sciences, including the proposed degree, have been recognized as a developing program of distinction by the President's Task Force for Undergraduate Program Review.

Program Chair's Approval _____ Date: _____

Dean's Approval _____ Date: _____

Faculty Senate's Approval _____ Date: _____

Provost's Approval _____ Date: _____

President's Approval _____ Date: _____

BOT A&SA Committee Approval _____ Date: _____

(Note: All signatures except BOT A&SA Committee on file.)

**UWF Board of Trustees
Academic and Student Affairs Committee
June 19, 2003**

Issue: Request to explore and plan for Master of Science in Environmental Science

Proposed action: Approve

Background information:

This request complies with UWF procedures of requesting new academic programs and has been approved at each level of governance by:

- Department chair
- Dean
- Faculty Senate
- Provost
- President

If approved by the Academic and Student Affairs Committee, the department will proceed with exploring the possibilities for the new programs and, if warranted, prepare formal request to implement the new programs. The target date for presenting an implementation request to the committee and the full board is November 2003, anticipating implementation for the fall term, 2004.

Supporting documentation: Program request

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

The University of West Florida
Academic Programs Inventory
Request to Explore and Plan New Academic Programs Form

Name of Proposed Program: Master of Science in Environmental Science

Department: Environmental Studies

College: Arts and Sciences

Nature of the Proposed Program: Environmental Science is an interdisciplinary field of study that applies principles of physical science (chemical, mechanical, and hydraulic, *inter alia*) to the study of the earth's atmospheric, biotic, geologic, geomorphic, and hydrologic resources and the solution of environmental problems. Because a Master's degree is considered to be the preferred professional degree for environmental professionals in both the public as well as the private sector, the Department of Environmental Studies proposes an M.S. degree in Environmental Science with specific tracks that both reflect faculty expertise as well as market demand. Anticipated tracks are in contaminant hydrogeology, soil science, geographic information science (GIS), and coastal studies.

Anticipated Impact of the Proposed Program on:

1. Students: An M.S. in Environmental Science is increasingly becoming the degree of choice for professional environmental positions in both the public as well as the private sectors. Although the vast majority of our B.S. graduates have been fortunate to secure employment in their fields of specialization, our departmental advisory board—comprised of environmental professionals—has advised us that Northwest Florida is increasingly moving in the same direction as central and southern Florida in requiring M.S. degrees. Graduates are much better trained in research techniques as well as content knowledge of their specific subjects. Similarly, an external review team that examined our B.S. program in 2002 recommended the addition of a graduate degree as well as professional certification in Geology to allow our graduates to enter the job market in more than just an entry-level capacity. There is much demand for an M.S. program from both recent graduates as well professionals who wish to expand their research skills. To enhance enrollments by individuals throughout the southeastern United States, we plan to list the program as a specialty offering within the Academic Common Market.

2. Faculty and Staff: The Environmental Studies faculty are committed to ensuring the success of a graduate program. We will not attempt to offer all specializations but rather those that are relevant to Northwest Florida and for which faculty expertise exists. Most of the graduate-level courses are already on the books, although three or four may still need to be developed. We anticipate incorporating support courses from allied disciplines such as Biology, Chemistry, Maritime Studies, and Mathematics, *inter alia*. In terms of numbers of full-time faculty, our external review team in 2002 recommended a minimum of two additional faculty lines for a successful B.S. program. Budget constraints have until now precluded any new lines being added by the UWF administration, although a top-notch GIS coordinator was hired to support GIS operations at UWF. With one additional faculty line, however, we feel that both a high-quality B.S. program as well as

a high-quality M.S. program could be offered. (The efficiency of teaching multiple courses will be facilitated by the availability of graduate students, who will be assigned to teach lab sections.)

3. Community: Environmental expertise is in high demand in Northwest Florida, as are skills in geographic information science (GIS), which is a field of study manipulating environmental and other data on a computerized spatial database. Our faculty have a strong track record of working with community, regional, and state groups on issues such as brownfields redevelopment, coastal management, contaminant flow into groundwater, soil and sediment pollution, and wetlands valuation. Department Chair Klaus Meyer-Arendt served as chair of the Technical Advisory Committee of the Bay Area Resources Council (BARC) and serves on several regional advisory boards, including the Northwest Florida Legislative Environmental Advisory Board. Dr. Mel Droubay has served on the Escambia County Citizens' Environmental Committee. Presently we are providing GIS expertise—with the Haas Center—to Eglin AFB on a "greenway" air corridor study. The department maintains strong links with Escambia County (especially Neighborhood and Environmental Services), Florida Department of Environmental Protection, and Gulf Power Company, and many of our students and graduates have secured internships or employment there. The training of Master's-level environmental professionals will not only enhance the role of our department and UWF in the local area, but the availability of graduate students will also increase the research/grant potential of the department.

4. Budgets: Although tight, the existing budget should suffice to run the program. We do plan to ask for 1) teaching assistantship lines, so that graduate students can assist in teaching the lab sections, 2) a slight increase in operating expenses, and 3) a faculty line.

5. Space: Although tight, the existing space should suffice to run the program. Two rooms in Building 13 are undergoing modification in Summer 2003 to accommodate a medium-sized classroom, a hydrogeology teaching lab, one faculty office, and one upper-level GIS teaching lab. There is no space for graduate students, however.

6. Related Programs: The M.S. in Environmental Science program will both rely upon support from and also provide support for related programs. Graduate-level courses in the department will enroll students from Master's programs in Anthropology and Biology and perhaps soon a Master's-level Maritime Studies program. Environmental Science Master's students will be required to take courses in allied fields such as Biology, Chemistry, and Mathematics. Overall UWF enrollments will increase.

7. Accreditations: There are no accreditation programs in Environmental Science. A Board of Professional Geologists has a certification program to register professional geologists, and the department would seriously like to investigate the potential of establishing such a program here at UWF if demand is found to exist.

Other Related Information: Demand for an M.S. in Environmental Science is high among students, recent graduates, and working professionals. Expansion of our program from a B.S. level to an M.S. level is within the mission of the university. There is no competing program within a 200-mile radius with the exception of a distance-learning program offered by the University of Florida at Milton, and that program is very specialized toward horticulture. This request to explore the feasibility of an M.S. in Environmental Science program is based upon 1) the recommendations of external program reviewers in 2002, 2) a high level of inquiries by students,

recent graduates, and working professionals, 3) the increasing use of M.S. graduates for professional positions, and 4) the identification of Environmental Science as a area of distinction in a recent report on undergraduate education at UWF. In the 1980s, students came to UWF from all over the United States and even the world to enroll in an interdisciplinary Master's-level Coastal Zone Studies program. We want the M.S. in Environmental Science program to attain a similar high stature.

Program Chair's Approval _____ Date: _____

Dean's Approval _____ Date: _____

Faculty Senate's Approval _____ Date: _____

Provost's Approval _____ Date: _____

President's Approval _____ Date: _____

BOT A&SA Committee Approval _____ Date: _____

(Note: All signatures except BOT A&SA Committee on file.)

**UWF Board of Trustees
Academic and Student Affairs Committee
June 19, 2003**

Issue: Student housing update

Proposed action: None. Discussion only.

Background information:

Vice President for Student Affairs Debbie Ford will brief the committee on the progress of the new student residence hall and other issues related to student life on campus.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368

Agenda
UWF Board of Trustees
Finance, Administration and Audit Committee
Institute for Human and Machine Cognition
North lower conference room
1 p.m., June 19, 2003

Call to order

Approval of minutes of February 21, 2003 meeting

Action items

1. Internal Audit & Management Consulting (IAMC) two-year work plan
2. IAMC charter
3. External audit recommendations for athletics & WUWF
4. ERP lease purchase structure
5. UWF Budget approval (Wooten)
6. FY03/04 -08/09 Five Year Fixed Capital Outlay Plan
7. Rules to establish tuition rates, fees, fines and penalties
7 – A. Nonrefundable admissions deposit
8. Naming of UWF baseball field
9. Delegation of authority to president to settle lawsuits

Discussion item

1. Naming opportunities – guidelines on level of giving

Other business

Adjournment

UWF Board of Trustees
Finance, Administration and Audit Committee
June 19, 2003

Issue: 2003/04-2004/05 Work Plan for Internal Auditing and Management Consulting department

Proposed action: Approve

Background Information:

To comply with the Institute of Internal Auditing Standards, the UWF Finance, Administration and Audit Committee should review and approve this work plan. The Internal Auditing & Management Consulting department's two-year work plan was developed using risk assessment as an integral component.

A significant event impacting the number of audits being performed for this work period is the ERP. With UWF implementing a new finance and human resources system, significant time from IAMC will be devoted to this process by serving as advisors on each module within the two systems. Accordingly, through discussion with the president, Finance, Administration and Audit committee chair, and senior administration, it was agreed that approximately 60-75% of the internal audit work effort would be devoted to the ERP project.

Attached is the proposed work program for the Internal Auditing & Management Consulting department for the next two-year period. This work plan is a living document, which may be revisited at any point during the two-year period, and modified accordingly.

Supporting documentation:

Exhibit A—Proposed Work Plan for 2003/04-2004/05
Exhibit B---Proposed Work Plan by Employee

Prepared by: J. Betsy Bowers
(850) 474-2637
jbowers@uwf.edu

**UWF Internal Auditing & Management Consulting
Two Year Work Plan for 2003/04-2004/05**

Activity	2003/04	2004/05
AUDITS:		
Construction: Minor Projects		X
Departmental Audits: [operational/compliance]		
Student Accounts	X	
Various administrative and academic	X	XX
Total Audits Planned per each fiscal year	2	3

ACCOUNTABILITY ACTIVITIES:		
Performance Based Budgeting	X	X
Follow-Up Activities	X	X

MANAGEMENT ADVISORY SERVICES:		
ERP: SCT implementation	X	X
Transition: Evaluation of Rules/Policies/Changes Needed	X	X
Research & Sponsored Programs: Pre- and Post-Award Merger	X	
Fiscal Year End Inventories Observations/Test Counts	X	X
Cashiering: Operational/ Workflow/Policies/Rules	X	
IHMC Transition	X	
Continuing Education: Establishment, Internal Controls		X
SACS Accrediation Process		X

INVESTIGATIONS:		
Campus Referred Reviews	X	X
Get Lean	X	X
Whistleblower	X	X

NOTE: No total is given for Management Advisory Services and Investigations because they are not quantifiable as to the volume or the magnitude of each. These are unpredictable areas.

APPROVED:

John C. Cavanaugh, President UWF

Date

K.C. Clark, Chairman Finance, Administration & Audit Committee
UWF Board of Trustees

Date

**UWF Office of Inspector General
2003/04 Time Analysis**

ACTIVITY	BUDGET	BOWERS	HUDSON	RANDOLPH	OPS IG	EARLY
Total Hours	9,352	2,088	2,088	2,088	1,000	2,088
Less: Holidays & Leave						
Holidays	288	72	72	72	0	72
Annual Leave	704	176	176	176	0	176
Sick Leave	416	104	104	104	0	104
Educational Leave	0	0	0	0	0	0
Leave without Pay	576	0	0	160	0	416
Work Hours Available	7,944	1,736	1,736	1,736	1,000	1,736
Less:						
Administration	1,881	200	100	50	50	1481
Training:						
ACUA	120	40	40	40	0	0
SUS	120	40	40	40	0	0
Local/Campus	104	16	16	16	16	40
Subtotal for Training	344	96	96	96	16	40
Hours Available for Audits, MAS, Investigations, & Accountability activities	5719	1440	1540	1590	934	215
Management Advisory Services:						
ERP: SCT Implementation	2,200	800	800	600	0	0
Transition: Eval Rules/Policies/Changes	305	200	50	25	15	15
Continuing Education: Establish, Int. Controls	310	50	75	100	75	10
Fiscal Year End Inventories	50	10	10	10	10	10
Facilities Planning	300	75	75	100	50	0
Local Check Processing	200	60	85	45	10	0
Miscellaneous MAS activities	239	50	50	100	9	30
Subtotal for MAS (minimum of 20%/employee)	3604	1245	1145	980	169	65
Follow-Up Activities	195	10	10	100	35	40
Investigations	120	50	50	20	0	0
Performance Based Budgeting	40	15	10	15	0	0
Other	230	50	100	25	30	25
Contingency	225	50	50	50	0	75
Carry-Over Audits	0	0	0	0	0	0
Total Hours	810	175	220	210	65	140
Time Available for University Internal Audits	1305	20	175	400	700	10
Less University Audits						
Departmental Audits	1,125	20	100	300	700	5
Student Accounts	180	0	75	100	0	5
Difference (Time Available for Unscheduled Work)	0	0	0	0	0	0

**UWF Board of Trustees
Finance, Administration and Audit Committee
June 19, 2003**

Issue: Charter for Internal Auditing and Management Consulting department

Proposed action: Approve the revised internal auditing charter.

Background Information:

As part of the devolution process and revision of the Institute of Internal Auditing {IIA} Standards, it became necessary to revise and update the department's internal auditing charter. To comply with these standards, the UWF Finance, Administration and Audit Committee should review and approve this charter.

Changes made to the internal audit charter are as follow:

- Removal of language referencing Florida Statute 20.055 (Inspector General's Act).
- Incorporation of access to records of direct support organizations and instrumentalities of the state [for operational purposes, not to conduct financial audits of these entities].
- Incorporation of reference to the Florida Whistle Blower statute [Sections 112.3187-112.31895, Florida Statutes] identifying IAMC as the department to contact to report such allegations.
- Incorporation of verbiage consistent with the revised IIA standards.

Supporting documentation: Proposed Internal Auditing & Management Consulting Charter

Prepared by: J. Betsy Bowers
(850) 474-2637
jbowers@uwf.edu

University of West Florida Internal Auditing and Management Consulting Charter

Introduction

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. Internal Auditing and Management Consulting (IAMC) at the University of West Florida administers the internal audit program for the University with the objectives to assist members of the University and the Board of Trustees in the effective discharge of their responsibilities. To this end, the IAMC furnishes them with analyses, appraisals, recommendations, counsel, and information concerning the activities and organizations reviewed.

Mission

IAMC serves the University of West Florida and its support organizations, including its direct support organizations and instrumentalities of the state (IHMC). It provides a central point for coordination of an oversight for activities that promote accountability, integrity, efficiency, and compliance.

Organization, Independence, Authority

The university president appoints the associate vice president IAMC to administer a comprehensive internal auditing program for UWF. IAMC is a critical component of UWF's governance and accountability structure. The associate vice president, IAMC will report *functionally* to the UWF Finance, Administration and Audit Committee of the Board of Trustees and *administratively* to the university president pursuant to the Institute of Internal Auditors Practice Advisory 1110-1 "Organizational Independence" to ensure departmental independence, promote comprehensive audit coverage and ensure adequate consideration of audit/consulting recommendations.

In performing its function, the IAMC has no direct responsibility or authority over any of the activities it reviews. Therefore, the audit, review and appraisal do not relieve other persons in the university of the responsibilities assigned to them. IAMC is authorized full and unrestricted access to all areas and information sources necessary to carry out its activities. Documents and information provided to IAMC staff during an engagement are handled in the same prudent manner as by those employees normally accountable for them.

Professional Standards

IAMC staff members have a responsibility to the interest of those they serve and should refrain from entering into any activity that may create a conflict of interest. They have an obligation of self-discipline above and beyond the requirements of laws and regulations. They should uphold and demonstrate qualities of integrity, honesty, loyalty, morality, dignity, and confidentiality consistent with the Institute of Internal Auditors Code of Ethics. The Institute's Standards for the Professional Practice of Internal Auditing shall constitute the operating procedures for IAMC.

Duties and Responsibilities

(a) Conduct and coordinate audits, investigations and management reviews relating to the programs and operations of the university and its support organizations.

(b) Conduct, supervise, or coordinate other activities carried out or financed by the university for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in, its programs and operations.

(c) Receive complaints and coordinate all activities of the University as required by the Whistle-blower's Act pursuant to Sections 112.3187-112.31895, Florida Statutes.

(d) Receive and consider complaints that do not meet the criteria for an investigation under the Whistle-blower's Act and conduct, supervise, or coordinate such inquiries, investigations, or reviews as appropriate.

(e) Evaluate the governance processes used by the University's Board of Trustees to provide oversight of control processes administered by management.

risk and

(f) Participate in the planning, design and implementation of major information systems to ensure the systems are properly tested, secured, documented and implemented to meet user requirements.

(g) Keep the University president, management and the audit committee for the University's Board of Trustees informed concerning fraud, abuses, and internal control deficiencies relating to programs and operations, initiate corrective actions, and report on the progress made in implementing corrective actions.

(h) Ensure effective coordination and cooperation between the Auditor General, federal auditors and other governmental bodies and external auditors with a view toward avoiding duplication.

(i) Review, as appropriate, rules and procedures relating to the programs and operations of the university and make recommendations concerning their impact.

In the performance of these services, IAMC will ensure that an appropriate balance is maintained between audit, investigative, and other activities. IAMC is responsible for performing audit work with due professional care, including having the appropriate education certification, experience, professionalism, personal integrity and attitude of service, while producing relevant, timely and quality work.

J. Betsy Bowers, Associate Vice President

John Cavanaugh, President

Audit Committee

K. C. Clark, Chair
BOT Finance, Administration and

APPROVED DATE:

**UWF Board of Trustees
Finance, Administration and Audit Committee
June 19, 2003**

Issue: External audit recommendations for WUWF and UWF Intercollegiate Athletics

Proposed action: Accept recommendation of evaluation committee

Background information:

The governing bodies for UWF's radio station (Corporation for Public Broadcasting) and intercollegiate athletics (NCAA) require an external audit to be performed annually of their programs. Accordingly, to maximize services and potential cost savings, request for bids for both audits were sought from area CPA firms. A single proposal was preferred as it was anticipated we would receive a better value if one firm performed all of these audits due to economies of scale and the elimination of duplicated effort. However, an audit firm was free to submit a proposal for any particular audit or combination of audits. An option to renew the contract for two additional years was part of the Request for Proposal.

An evaluation committee of three (associate VP Internal Auditing & Management Consulting [IAMC], manager IAMC and Assistant Controller) will present its recommendation to the UWF Board of Trustees Finance, Administration and Audit committee.

Proposals were accepted from accounting firms certified by the State of Florida, with at least two years experience in governmental auditing. Preference may be granted to firms with college or university entity audit experience. The presentation of the annual financial statements, the independent auditor's report, the annual financial report and other reports must be in accordance with the following: GAGAS, GAAP, and specific instructions (e.g., CPB, NCAA, etc.)

Supporting documentation: None

Prepared by: J. Betsy Bowers
(850) 474-2637
jbowers@uwf.edu

**UWF Board of Trustees
Finance, Administration and Audit Committee
June 19, 2003**

Issue: Lease Purchase Agreement – Enterprise Resource Planning System

Proposed action: Approve \$3.7 million lease purchase agreement between the University of West Florida and the University of West Florida Foundation 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 recommended the 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)

Agenda item 4 (continued)

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

The financing arrangement has been structured as a lease-purchase program for the capital portion of the system. School Boards throughout the State of Florida have used this lease-purchase mechanism for many years to address capital needs. The University of West Florida Foundation will serve as the lessor under the lease purchase program. The Foundation will serve as a financing vehicle in much the same way as it has provided the University the conduit to finance the student housing system.

Miller Canfield Paddock and Stone, P.L.C., will render an opinion that the interest portion of the rental payments made by the Board will be tax exempt in the hands of the holders and that the lease-purchase certificates will constitute bank-qualified obligations.

It is expected that the closing on the financing will occur shortly after the resolutions are adopted by the respective Boards.

Supporting documentation:

- 1) ERP Project Budget
- 2) Bank of Pensacola Proposal and Amortization Schedule
- 3) Competitive Tax Exempt Financing Proposal Rates
- 4) Resolution – Lease Purchase Agreement Between
the University of West Florida and the University of West Florida Foundation

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

D. 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.

(The following imbedded adobe file is the Bank of Pensacola Proposal and Amortization Schedule. Simply double click on it to open it.)



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.
E. B.O.P	5/1/03	No Charge	1.61%	2.00%	2.44%
F. 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%
G. 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.

A RESOLUTION APPROVING A LEASE PURCHASE AGREEMENT BETWEEN THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES, AND THE UNIVERSITY OF WEST FLORIDA FOUNDATION, INC.; AUTHORIZING THE CONSTRUCTION AND EQUIPPING OF CERTAIN CAPITAL PROJECTS PURSUANT TO A LEASE PURCHASE AGREEMENT; APPROVING THE TERMS OF A TRUST AGREEMENT AND SUPPLEMENTAL TRUST AGREEMENT; AUTHORIZING THE TRUSTEE TO EXECUTE NOT IN EXCESS OF \$3,700,000 PRINCIPAL AMOUNT OF SERIES 2003 CERTIFICATES OF PARTICIPATION EVIDENCING UNDIVIDED PROPORTIONATE INTERESTS IN THE PAYMENTS TO BE MADE BY THE BOARD UNDER THE LEASE PURCHASE AGREEMENT, IN ORDER TO PROVIDE LEASE PURCHASE FINANCING OF THE 2003 PROJECT; APPROVING TERMS OF THE SALE AND AWARD OF THE SERIES 2003 CERTIFICATES OF PARTICIPATION; DESIGNATING THE TRUSTEE IN CONNECTION WITH THE SERIES 2003 CERTIFICATES OF PARTICIPATION; FINDING THAT SUCH PROGRAM WILL PROVIDE THE LOWEST COST OF FUNDING AVAILABLE AND THAT THE PROCEEDS THEREBY CONTEMPLATED WILL BEST SERVE THE PUBLIC INTEREST; AWARDED SALE OF THE SERIES 2003 CERTIFICATES OF PARTICIPATION TO THE BANK OF PENSACOLA; APPROVING CERTAIN OTHER AGREEMENTS AND COVENANTS IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES:

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to the Constitution and laws of the State of Florida, including particularly Sections 1001.74, 1013.15 and 1013.171, Florida Statutes, and other applicable provisions of law.

SECTION 2. DEFINITIONS. Unless the context otherwise requires, the capitalized terms used in this Resolution shall have the same meanings as in the Definitions Exhibit attached to the Lease Purchase Agreement annexed hereto as Exhibit "A" and by reference made a part hereof;

"Authorized Officer," with respect to the Board shall mean the Chairman or the Vice Chairman of the Board and the President of the University or his designee, and, with respect to the Foundation, shall mean the President of the Foundation or his designee.

"Bank" shall mean The Bank of Pensacola, Pensacola, Florida, in its capacity of purchaser of the Series 2003 Certificates of Participation.

"Foundation" shall mean The University of West Florida Foundation, Inc.

"Series 2003 Certificates of Participation" shall mean the Certificates of Participation, Series 2003 Evidencing an Undivided Proportionate Interest of the Owners thereof in Basic Rent Payments to be made by the University of West Florida Board of Trustees, as Lessee, pursuant to a Master Lease-Purchase Agreement with the University of West Florida Foundation, Inc., as Lessor

"Trustee" shall mean The Bank of Pensacola, Pensacola, Florida, in its capacity of Trustee.

"University" shall mean The University of West Florida, a public post-secondary educational institution of the State University System of Florida.

SECTION 3. FINDINGS. It is hereby ascertained, found, determined and declared by the University of West Florida Board of Trustees (the "Board") that:

(a) The Board is authorized and empowered by the Act to enter into transactions such as that contemplated by the Lease Purchase Agreement, the Trust Agreement, Series 2003 Supplemental Trust Agreement, Assignment Agreement and the Ground Lease (all such instruments herein referred to collectively as the "Certificate Documents"), and to fully perform its obligations thereunder in order to acquire educational facilities, and commodities and services constituting capital projects for use by the Board.

(b) The execution and delivery of the Lease Purchase Agreement by the Board and the execution and delivery of the Ground Lease by the Board, and the issuance of the Series 2003 Certificates of Participation pursuant to the Trust Agreement and Series 2003 Supplemental Trust Agreement (collectively, the "Trust Agreement") to accomplish the lease purchase financing of the 2003 Project will comply with all of the provisions of the Act.

(c) The Board hereby approves the Foundation, which is a direct support organization of the University, and approves the members of the Foundation, acknowledges the purposes and activities of the Foundation and approves same, including without limitation, the entering into by the Foundation of the Trust Agreement, the Assignment Agreement, the Ground Lease, and the Lease Purchase Agreement.

(d) The University, on behalf of the Board, has solicited and accepted competitive bids for the financing represented by the Series 2003 Certificates of Participation and for the purchase of the 2003 Project. The Board has received the disclosure required by Section 218.385, Florida Statutes. Based on the recommendation of the University, the financing described in the Series 2003 Supplemental Trust Agreement and the Schedule 2003-1 to the Lease Purchase Agreement (the "2003 Schedule") provides the lowest cost lease purchase financing available, and the execution and delivery of all of the Certificate Documents will best serve the public interest.

SECTION 4. AUTHORIZATION OF 2003 PROJECT. There is hereby authorized the acquisition, installation and implementation of the 2003 Project, pursuant to the provisions of the Ground Lease and the Lease Purchase Agreement. The Project Cost of such 2003 Project shall include all costs and expenses of every nature incurred in the completion of the 2003 Project, as provided in the Lease Purchase Agreement.

SECTION 5. TRUSTEE. The Bank of Pensacola, in its capacity of trustee, is hereby appointed as Trustee in connection with the Series 2003 Certificates of Participation.

SECTION 6. APPROVAL OF LEASE PURCHASE AGREEMENT. The Lease Purchase Agreement (in substantially the form annexed hereto as Exhibit "A" and incorporated herein by reference, with such changes as may be approved by the officers executing the same, such approval to be conclusively presumed by their execution thereof) is hereby approved. The Board is hereby authorized to enter into the Lease Purchase Agreement for the lease purchase of the educational facilities described therein as Projects. The Basic Rent Payments to be paid under the Lease Purchase Agreement shall be in such periodic amounts, each comprised of an Interest Portion and a Principal Portion and in an aggregate Principal Portion not exceeding the amount set forth in the title hereof, all as set forth in the 2003 Schedule.

SECTION 7. TRUST AGREEMENT; SERIES 2003 CERTIFICATES OF PARTICIPATION AUTHORIZED. The Trust Agreement and Series 2003 Supplemental Trust Agreement (collectively, the

"Trust Agreement"), in substantially the forms annexed hereto as Exhibit "B-1" and as Exhibit "B-2," respectively, and incorporated herein by reference, with such changes as may be approved by the officers executing the same, such approval to be conclusively presumed by their execution thereof, and the issuance of the principal amount of Series 2003 Certificates of Participation set forth in the title hereof by the Trustee pursuant thereto, are hereby approved by the Board. The Board is hereby authorized to evidence its approval and agreement to comply with the terms applicable to the Board by execution of the Trust Agreement, and the appropriate Authorized Officers of the Board are hereby directed to execute such approval of the Trust Agreement on behalf of the Board in the manner provided by law. The Series 2003 Certificates of Participation, authorized and approved herein shall have the maturities, interest rates, payment dates, redemption provisions and other terms as described in the Series 2003 Supplemental Trust Agreement and the 2003 Schedule.

SECTION 8. GROUND LEASE AGREEMENT AUTHORIZED. The Ground Lease Agreement (the "Ground Lease"), in substantially the form annexed hereto as Exhibit "C" and incorporated herein by reference, with such changes as may be approved by the officers executing the same, such approval to be conclusively presumed by their execution thereof, is approved.

SECTION 9. ASSIGNMENT OF LEASES. The Board hereby acknowledges and consents to the assignment by the Foundation to the Trustee of all of its rights, title and interest in and to the Lease Purchase Agreement and its leasehold estate under the Ground Lease by execution and delivery of the Assignment Agreement, in substantially the form annexed hereto as Exhibit "D" and incorporated herein by reference, with such changes as may be approved by the officers executing the same, such approval to be conclusively presumed by their execution thereof.

SECTION 10. PURCHASE OFFER APPROVED. The offer of the Bank to purchase the Series 2003 Certificates of Participation as further described in the 2003 Schedule at the price of par, is hereby approved and accepted by the Board. Not in excess of the principal amount of the Series 2003 Certificates of Participation are hereby awarded and sold to the Bank upon the terms and conditions set forth in the Series 2003 Supplemental Trust Indenture and the 2003 Schedule. The exact principal amount of Series 2003 Certificates hereby awarded shall be set forth in the final forms of Supplemental Trust Indenture and 2003 Schedule and shall be conclusively established by the execution of such documents by the officers executing the same.

SECTION 11. RECEIPT OF DISCLOSURES; PAYMENT OF COSTS OF ISSUANCE. The Board and the Foundation have received the disclosures required pursuant to Section 218.385, Florida Statutes, and have been advised of the Board's Costs of Issuance, and payment of same by the Trustee to be made from the Proceeds of the Series 2003 Certificates of Participation is hereby approved, authorized and directed.

SECTION 12. LEASE PURCHASE RENT. The Board has been advised that the Lease Purchase Rent results in an implicit interest rate to the Board of 2.44% for purposes of the Act, and the Board determines that the Lease Purchase Rent is in the best public interest.

SECTION 13. AUTHORIZATION OF ALL NECESSARY ACTION. The Authorized Officers, University Counsel and Miller, Canfield, Paddock and Stone, P.L.C., Special Counsel for the Board, are each designated agents of the Board in connection with the issuance and delivery of the Series 2003 Certificates of Participation, and are authorized and empowered, collectively and individually, to take all action and steps to execute and deliver the Trust Agreement, the Lease Purchase Agreement, the Ground Lease, the Series 2003 Supplemental Trust Agreement, and any and all instruments, documents or contracts on behalf of the Board which are necessary or desirable in connection with the execution and delivery of the Series 2003 Certificates of Participation and which are not inconsistent with the terms and provisions of this Resolution and other actions relating to the Series 2003 Certificates of Participation

heretofore taken by the Board. The Authorized Officers of the Board are authorized to execute such assents, acceptances, assignments, financing statements and approvals as the Board and its Special Counsel may deem necessary for the Board to finance the 2003 Project in the manner contemplated by the Ground Lease, the Lease Purchase Agreement and the Trust Agreement.

SECTION 14. DESIGNATION AS BANK QUALIFIED. The Board hereby designates the Series 2003 Certificates of Participation for purposes of paragraph (3) of Section 265(b) of the Internal Revenue Code of 1986, as amended (the "Code"), and covenants that the Series 2003 Certificates of Participation do not constitute a private activity bond as defined in Section 141 of the Code, and that not more than \$10,000,000 aggregate principal amount of obligations the interest on which is excludable (under Section 103(a) of the Code) from gross income for federal income taxes (excluding, however, private activity bonds, as defined in Section 141 of the Code, other than qualified 501(c)(3) bonds as defined in Section 145 of the Code), including the Series 2003 Certificates of Participation, have been or shall be issued by the Board including all subordinate entities of the Board, during the calendar year of 2003.

SECTION 15. SEVERABILITY OF INVALID PROVISIONS. If any one or more of the covenants, agreements or provisions contained in this Resolution, the Lease Purchase Agreement, the Trust Agreement or the Ground Lease or any other document or agreement hereby authorized shall be held contrary to any express provision of law, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way affect the validity of any of the other provisions hereof or of the Lease Purchase Agreement, the Trust Agreement or the Ground Lease or any other document or agreement hereby authorized.

SECTION 16. REPEALING CLAUSE. All resolutions, or parts thereof, or other official actions of the Board in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

SECTION 17. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the University of West Florida Board of Trustees, at a duly called meeting on May _____, 2003, at which meeting a quorum was present throughout.

**UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES**

(SEAL)

By: _____
Chairman

ATTEST:

President

Passed and adopted by the Board of Directors of The University of West Florida Foundation, Inc.

**THE UNIVERSITY OF WEST FLORIDA
FOUNDATION, INC.**

(SEAL)

By: _____
President

Attest

By: _____
Secretary

**UWF Board of Trustees
Finance, Administration and Audit Committee
June 19-20, 2003**

Issue: Tentative Operating Budget 2003-04 and Related Releases

Proposed actions:

1. Approve a tentative (beginning) 2003-04 Operating Budget for the July 1, 2003 to June 30, 2004 fiscal year for appropriated and non-appropriated funds.

Appropriated funds are funds/budgets in the Appropriations Bill.

Educational and General (E&G)

Non-Appropriated funds are funds/budgets not in the Appropriations Bill but approved by consultation with legislative staff per statutory provision.

Auxiliary Trust Fund

Contract and Grants (C&G)

Local Fund Accounts

2. Authorize the president to make subsequent changes to the budget as needed, including the changes between the tentative budget and the budget to be submitted to FBOE by August 15, and other changes during the fiscal year.

Background information:

The 2003-04 Operating Budget is due to FBOE-DCU on August 15, 2003, which is the month that has been the normal date for submission. In the past, the BOR (now the FBOE-DCU) approved budgets at its September meetings, and its staff effected releases for the universities throughout the year. However, this year the universities must provide documentation of an approved budget by the BOT's to the State Comptroller's Office before July 1, for the State Comptroller's Office to make cash and budget releases to the universities.

Release is the authority to spend appropriated funds and self-generated funds in the State Treasury. E&G funds are released periodically, primarily in relation to state revenue collections during the year.

Auxiliary Trust and C&G funds in the state treasury are normally 100% released at the beginning of the year. Local fund accounts (funds in bank accounts) are 100% approved for expenditure at the beginning of the year. The university may spend these funds according to the availability of cash.

(Continued)

Agenda item – 5 (Cont.)

The university will use the BOT approved tentative budget to develop a schedule of releases by budget entity, fund, and budget expenditure category for the state comptroller or for FBOE-DCU — whichever administrative entity will ultimately effect releases for the university — as we move into this transition period regarding budgets. Releases will be for the period to be covered by each release, such as quarterly. The university will change releases as needed, depending on expenditure needs by fund and budget category.

Transfer, Investment, and Debt Service—referred to as non-operating budget and releases—will be needed in certain budget entities.

University operating funds are in the State Treasury (i.e. E&G, Auxiliary Trust Funds, C&G) or in local bank accounts (i.e. Local Fund Accounts).

Supporting documentation:

Attachment I	Tentative 2003-04 operating budgets requested for approval
Attachment II	Definition of budget entities
Attachment III	Five year expenditure summary

Prepared by: Gloria Resmondo
850-474-2207

University of West Florida
Summary of Estimated Budgets
2003 – 2004

	<u>Amount</u>	<u>Percentage</u>
Educational and General (E&G)	\$ 75,189,293	46.67%
Auxiliary Trust Fund	16,136,644	10.01%
Contract and Grants (C&G)	31,030,740	19.26%
Local Fund Accounts	<u>38,770,159</u>	<u>24.06%</u>
Total	\$161,126,836	100.00%

The University of West Florida
Education and General (E&G)
 2003-2004 Estimated Budget

	<u>Amount</u>	<u>Percentage</u>
Estimated Resources		
General Revenue	\$ 52,395,039	69.69%
Educational Enhancement	2,753,753	3.66%
Student Fee Trust Fund	19,897,410	26.46%
Major Gifts	<u>143,091</u>	<u>0.19%</u>
Total Estimated Resources	\$ 75,189,293	100.00%
Estimated Usage		
Salaries	\$ 57,143,862	76.00%
Operating Expenses	8,588,369	11.43%
Plant Operations and Maintenance	8,815,768	11.72%
Financial Aid	498,203	0.66%
Major Gifts	<u>143,091</u>	<u>0.19%</u>
Total Estimated Usage	\$ 75,189,293	100.00%

The University of West Florida
Auxiliary Trust Fund
2003-2004 Estimated Budget

	<u>Amount</u>	<u>Percentage</u>
Estimated Resources		
Sales/Fees/Miscellaneous Receipts	\$ 16,136,644	100.00%
 Estimated Usage		
Housing Operations	\$ 4,122,690	25.55%
Printing & Duplicating	604,494	3.74%
Postal Services	336,791	2.09%
Student Health Services	654,984	4.06%
Schools for Children	294,962	1.83%
Auxiliary Administration	3,333,022	20.66%
Other Auxiliaries	<u>6,789,701</u>	<u>42.07%</u>
Total Estimated Usage	\$ 16,136,644	100.00%

University of West Florida
Contract and Grants (C&G)
2003-2004 Estimated Budget

	<u>Amount</u>	<u>Percentage</u>
Estimated Resources		
Federal Grants	\$ 18,500,000	59.62%
Florida State & City	5,394,340	17.38%
Indirect Cost Collections	3,637,200	11.72%
Private Grants	360,000	1.16%
Investment Earnings	136,800	.44%
Other Receipts	<u>3,002,400</u>	<u>9.68%</u>
Total Estimated Resources	\$ 31,030,740	100.00%
 Estimated Usage		
Salaries	\$ 7,137,070	23.00%
Temporary Services	5,386,000	17.36%
Operating Expenses	9,545,930	30.76%
Federal Demonstration Project	1,152,290	3.71%
Capital Equipment	528,500	1.70%
Indirect Cost Distributions	2,121,700	6.84%
Interfund Transfers	<u>5,159,250</u>	<u>16.63%</u>
Total Estimated Usage	\$ 31,030,740	100.00%

**The University of West Florida
Local Fund Accounts
2003-2004 Estimated Budget**

	<u>Amount</u>	<u>Percentage</u>
Estimated Resources		
Student Fees	\$ 4,993,596	12.88%
Federal Funds	28,224,675	72.80%
Transfer In	2,221,530	5.73%
Other Receipts	<u>3,330,358</u>	<u>8.59%</u>
Total Estimated Resources	\$38,770,159	100.00%
Estimated Usage		
Student Activity	\$ 2,353,483	6.07%
Intercollegiate Athletics	2,246,676	5.80%
Concessions	170,000	0.44%
Student Financial Aid		
University Scholarship	10,000,000	25.80%
University Loan Fund	300,000	0.78%
Direct Loan Fund	<u>23,700,000</u>	<u>61.11%</u>
Total Estimated Usage	\$38,770,159	100.00%

DEFINITION OF BUDGET ENTITIES

Educational and General (E&G) Budget Entity

E&G funding sources include: **General Revenue** (primarily Florida's sales tax); the **Educational Enhancement Trust Fund** (Lottery sales); the **Student and Other Fees Trust Fund** (student matriculation and out-of-state fees, and miscellaneous revenues such as library fines, application fees, late registration fees and a portion of the indirect cost assessed to contract and grant activity).

Non-E&G Budget Entities

FBOE and Legislative Budget Policies: operating budgets for these units are approved by the FBOE and Legislative Staff. The FBOE normally considers the budget requests at their September meeting. A formal legislative budget request is not required and there is no legislative appropriation. Universities may request increases in budget authority as needed. If the new year budget requested is more than 12% of the previous year's expenditures, a narrative justification is required.

Auxiliary Trust Fund

Auxiliary Enterprises are self-supporting through fees, payments, and charges.

Contracts and Grants (C&G)

Revenues in this budget entity are generated from Federal, State, and Local government contracts and grants. The University's budget request to the FBOE is for the budget entity as a whole.

Local Fund Accounts:

Student Activity

This budget entity's primary revenue source is Student Government funds collected via the Activity and Service Fee portion of the per credit hour fee (the A&S fee).

Intercollegiate Athletics

Revenues are generated primarily from ticket sales. The students' per-credit-hour athletic fee goes in this budget entity. Also, there is an E&G allocation to support women's athletics.

Concessions (Campus Vending)

This revenue in this budget entity comes from contract commissions from vendors who provide vending machines on campus (primarily Buffalo Rock). Expenditures are primarily for items related to entertainment and programs in furtherance of university business.

Student Financial Aid

This budget entity includes the University Scholarship Fund, University Loan Fund, and the Direct Loan Fund.

**The University of West Florida
Five Year Expenditure Summary**

	<u>2001-2002</u>	<u>2000-2001</u>	<u>1999-2000</u>	<u>1998-1999</u>	<u>1997-1998</u>	<u>1996-1997</u>
Education and General	\$ 63,074,721	\$ 62,930,407	\$ 59,931,928	\$ 55,907,594	\$ 53,037,726	\$ 49,755,758
Auxiliaries Enterprises	10,923,455	12,874,381	11,351,508	10,479,124	9,472,333	9,390,938
Contract & Grants	22,283,376	18,454,341	14,949,511	10,514,313	9,817,487	10,522,509
Student Activities	1,707,970	1,570,710	1,247,042	1,136,844	1,158,173	999,769
Intercollegiate Athletics	1,594,472	1,488,105	1,386,204	1,279,816	1,111,598	975,950
Campus Concession	133,148	147,554	144,008	126,421	99,338	118,114
Financial Aid	<u>24,008,152</u>	<u>26,451,813</u>	<u>23,182,735</u>	<u>21,296,920</u>	<u>19,878,003</u>	<u>16,744,747</u>
Expenditures—All Funds	\$123,725,294	\$123,917,311	\$112,192,936	\$100,741,032	\$ 94,574,658	\$ 88,507,785

Notes:

- Education and General expenditures include expenditures and encumbrances.
- Non-E&G expenditures are cash basis expenditures.
- Financial Aid includes Loan Fund, Scholarship Fund, and Direct Loan Fund

**UWF Board of Trustees
Finance, Administration and Audit Committee
June 19, 2003**

Issue: FY03/04 – 08/09 fixed capital outlay plan

Proposed action: Approve

Background information:

Each year, the university is required to submit a five-year capital outlay plan to the Division of Colleges and Universities. The plan was prepared by the Facilities Planning Committee and approved by the University Planning Council in May.

Funding for these projects comes from the Public Education Capital Outlay fund, which uses revenues generated from taxes on utilities. The Division of Colleges and Universities compiles the lists from each of the universities and colleges and presents it to the governor and Legislature, along with requests from community colleges and public schools. The Legislature then determines which projects are funded.

Supporting documentation: FY03/04 – 08/09 fixed capital outlay plan

Prepared by: Keith Goldschmidt
850-474-2368

University: University of West Florida

Priority No	Project	2004-05	2005-06	2006-07	2007-08	2008-09	Total
1	Campus Infrastructure Renewal	\$3,750,000 (P,C)	\$4,250,000 (P,C)	\$4,500,000 (P,C)	\$5,000,000 (P,C)	\$5,250,000 (P,C)	\$22,750,000
2	Classroom Building	\$4,526,410 (P,C,E)					\$4,526,410
3	College of Business Classroom and Support Building	\$5,067,089 (P,C,E)					\$5,067,089
4	Science and Technology, Phase I	\$1,057,281 (P)	\$13,632,444 (C,E)				\$14,689,725
5	Classroom and Teaching Lab Upgrades		\$612,107 (P)	\$5,590,430 (C,E)			\$6,202,537
6	CFPA, Building 82, Acoustical and Lighting Corrections		\$2,032,543 (P,C,E)				\$2,032,543
7	Classroom and Office Building, College of Professional Studies			\$822,686 (P)	\$9,494,160 (C,E)		\$10,316,846
8	University Honors Living/Teaching Complex			\$486,007 (P)	\$3,897,598 (C,E)		\$4,383,605
9	Campus Security and Storage Facility			\$360,791 (P)	\$3,784,719 (C,E)		\$4,145,510
10	Archaeological Conservatory Auditorium				\$682,665 (P,C,E)		\$682,665
11	Downtown Research and Classroom Complex				\$302,033 (P)	\$2,761,129 (C,E)	\$3,063,162
12	New Administration Building for Administrative Financial Services, Purchasing, Human Resources				\$440,164 (P)	\$4,320,620 (C,E)	\$4,760,784
13	Roadway Extension/Bridge to West Campus <i>Tie-in to Escambia County Road Improvements</i>				\$20,000 (P)	\$7,861,620 (C)	\$8,781,620
Sub-Total PECO		\$14,400,780	\$20,527,094	\$11,759,914	\$24,521,339	\$20,193,369	\$91,402,495
---	OWCC-UWF Joint Center, FWB Expansion SEPARATE SUS LISTING (50% SUS, 50% OWCC)	\$285,325 (P)	\$2,870,003 (C,E)				\$3,155,328
Total PECO		\$14,686,105	\$23,397,097	\$11,759,914	\$24,521,339	\$20,193,369	\$94,557,823

UWF Board of Trustees

H. Finance, Administration and Audit Committee June 19, 2003

Issue: Rules to establish tuition rates, fees, fines and penalties.

Proposed action: 1) Approve emergency rule to establish rates, fees, fines and penalties. 2) Approve the permanent rule to establish rates, fees, fines and penalties.

Background information: The Florida Legislature established base tuition fees by taking the maximum amount permitted to be charged during the 2002-03 academic year and increasing that amount by 8.5 percent. It also authorized university boards of trustees to increase fees up to another 6.5 percent for all but resident, undergraduate students.

The president recommends the following fee increases beginning in the fall, 2004 semester and other fee changes included within the proposed rule.

	Current	Proposed	Annual increase for full-time student*
Undergraduate matriculation fee	\$58.45	\$63.41	\$148.80
Graduate matriculation fee	\$140.64	\$170.63	\$719.76
Undergraduate, non-resident fee	\$275.45	\$350.10	\$2,239.50**
Graduate, non-resident fee	\$426.55	\$542.17	\$2,774.88**

* Based on one-year cost for undergraduate student taking 30 credit hours per year and graduate student taking 24 credit hours per year.

** Non-resident students pay the matriculation fee plus the non-resident fee. Increase reflects only the impact of non-resident fee increase.

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.

The emergency rule allows the university to implement the fees while pursuing the adoption of the permanent rule.

The proposed rule reflects the Board of Trustees authority in establishing tuition, fees, fines and penalties

Supporting documentation: 2003-04 student fee summary with options
Tuition, rates, fees, fines and penalties rule

Prepared by: Gina DeIulio
850- 857-6130

6C6-4.008 Tuition Rates, Fees, Fines, and Penalties.

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

Undergraduate Level Coursework

Undergraduate <u>Matriculation fee</u> Resident Cost per Student Credit Hour (SCH)	<u>\$63.41</u> \$ 58.45
Undergraduate Alabama Differential <u>out-of -state fee</u> Cost per SCH	<u>\$20.00</u> \$ 15.00
Undergraduate <u>out-of-state fee</u> Non-resident cost per SCH	<u>\$350.10</u> \$361.45

Graduate Level Coursework

Graduate <u>Matriculation fee</u> Resident Cost per SCH	<u>\$170.63</u> \$147.97
Graduate <u>out-of-state fees</u> Non-Resident Cost per SCH	<u>\$542.17</u> \$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

<u>Undergraduate Resident</u> In-state per SCH	<u>\$3.17</u> \$ 2.78
<u>Undergraduate Non-resident</u> Undergraduate per SCH	<u>\$20.67</u> \$ 15.29
Undergraduate Qualified Alabama resident per SCH	\$4.17
Graduate Resident per SCH	\$8.63
Graduate Non-resident Graduate per SCH	<u>\$35.64</u> \$ 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	<u>\$11.60</u> \$ 11.10
Activity and Service Fee per SCH	<u>\$8.25</u> \$ 7.85
Third Time Repeat <u>Fee (in addition to matriculation fee)</u> per SCH	\$164.54 \$ 235.87
Transportation Fee per SCH	\$ 1.00

Optional Other Fees

Non-Refundable Application Fee \$30.00 ~~\$ 20.00~~

Admissions Deposit Fee

\$200.00

Orientation Fee	\$ 35.00
Identification Card (Nautilus Card)	
New Card-Initial Cost	\$ 10.00
Replacement Card	<u>\$ 15.00</u> \$ 10.00
Fee for Transcripts	\$ 5.00
Fee for Diploma Replacement	<u>\$ 10.00</u> \$ 5.00
Registration Fee for a Zero-Hours Course	
Undergraduate	<u>same as cost to take 1 credit hour \$87.94</u>
Graduate	<u>same as cost to take 1 credit hour \$174.03</u>
Returned Check Fee for Unpaid Checks (NSF)	
\$ 0.00 – \$50.00	\$ 25.00
\$50.01 – \$300.00	\$ 30.00
\$300.01 and up greater of 5% or	\$ 40.00
Late Payment Fee	\$ 50.00
Late Registration or Reinstatement Fee	\$ 50.00
Fee for Collection of Overdue Accounts Late Charge	6.00%
Collection Charge	4.00%
Collection Agency	25.00%
<u>Credit Card Convenience Fee when paying Tuition and fees</u>	
<u>On line or via telephone</u>	<u>cost</u>
Service Charge for Payment of Tuition in Installments	<u>\$15.00</u> \$ 0.00
(\$15.00 beginning Fall 2003)	
Fingerprinting	cost
Intern Photo (including Sales Tax)	\$ 5.00

CEU certificates	\$ 3.00
Testing	cost
Materials and Supplies Fee	varies
Student Parking Permits	
Annual	\$ 20.00
Semester	\$ 12.00
Fines and Penalties	
Library	varies
Traffic	*varies

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

Specific Authority 1001.74(4), (11), 1006.66(2) FS. Law Implemented 2003-04 ~~2002-03~~ General Appropriations Act,

~~HB 27E~~, 1001.74(4),(24) 1001.75(11), (35), 1006.66, 1009.24, 1009.285 FS. History--New 5-18-03.

The University Of West Florida
2003-2004 Student Fee Summary

	2002-2003 With Out	Enrollment Additional	Plan ***** Authority	2002-2003 With	Enrollment Additional	Plan * Authority	2003-2004 Legislative increase	Enrollment	Plan **	2003-2004 Option 1	Enrollment	Plan ***
	Credit Hrs	Fees	Assessed	Credit Hrs	Fees	Assessed	Credit Hrs	Fees	Assessed	Credit Hrs	Fees	Assessed
Summer												
<i>Matriculation:</i>												
Lower	8,097	55.67	\$450,760	8,097	55.67	\$450,760	7,824	58.45	\$457,313	7,824	58.45	\$457,313
Upper	20,340	55.67	1,132,328	20,340	55.67	1,132,328	20,107	58.45	1,175,254	20,107	58.45	1,175,254
Graduates	6,644	133.95	889,964	6,644	133.95	889,964	6,649	147.67	981,858	6,649	147.67	981,858
Total	35,081		\$2,473,052	35,081		\$2,473,052	34,580		\$2,614,425	34,580		\$2,614,425
<i>Out Of State:</i>												
Lower	585	250.41/15.00	\$71,394	585	250.41/15.00	\$71,394	630	302.99/15.00	\$99,015	630	302.99/15.00	\$99,015
Upper	858	250.41/15.00	100,443	858	250.41/15.00	100,443	1,014	302.99/15.00	167,269	1,014	302.99/15.00	167,269
Graduates	185	387.78	71,739	185	387.78	71,739	276	469.20	129,499	276	469.20	129,499
Total	1,628		\$243,576	1,628		\$243,576	1,920		\$395,783	1,920		\$395,783
Fall												
<i>Matriculation:</i>												
Lower	33,512	58.45	\$1,958,776	33,512	58.45	\$1,958,776	33,773	63.41	\$2,141,546	33,773	63.41	\$2,141,546
Upper	46,747	58.45	2,732,362	46,747	58.45	2,732,362	47,589	63.41	3,017,618	47,589	63.41	3,017,618
Graduates	8,465	140.64	1,190,518	8,465	147.68	1,250,111	8,409	160.22	1,347,290	8,409	163.42	1,347,290
Total	88,724		\$5,881,656	88,724		\$5,941,250	89,771		\$6,506,454	89,771		\$6,506,454
<i>Out Of State:</i>												
Lower	4,064	275.45/15.00	\$768,342	4,064	302.99/15.00	\$843,141	4,241	328.74/15.00	\$971,265	4,241	335.31/15.00	\$1,000,000
Upper	2,705	275.45/15.00	378,379	2,705	302.99/15.00	414,098	3,389	328.74/15.00	672,354	3,389	335.31/15.00	718,125
Graduates	530	426.55	226,072	530	469.20	248,676	530	509.08	269,812	530	519.26	281,738
Total	7,299		\$1,372,793	7,299		\$1,505,915	8,160		\$1,913,431	8,160		\$2,000,000
Spring												
<i>Matriculation:</i>												
Lower	28,991	58.45	\$1,694,524	28,991	58.45	\$1,694,524	29,003	63.41	\$1,839,080	29,003	63.41	\$1,839,080
Upper	48,594	58.45	2,840,319	48,594	58.45	2,840,319	47,984	63.41	3,042,665	47,984	63.41	3,042,665
Graduates	8,507	140.64	1,196,424	8,507	147.68	1,256,314	8,558	160.22	1,371,163	8,558	163.42	1,371,163
Total	86,092		\$5,731,268	86,092		\$5,791,157	85,545		\$6,252,908	85,545		\$6,252,908
<i>Out Of State:</i>												
Lower	3,692	275.45/15.00	\$739,061	3,692	302.99/15.00	\$811,354	3,633	328.74/15.00	\$859,552	3,633	335.31/15.00	\$900,000
Upper	3,003	275.45/15.00	427,386	3,003	302.99/15.00	467,814	3,414	328.74/15.00	640,727	3,414	335.31/15.00	718,125
Graduates	507	426.55	216,261	507	469.20	237,884	573	509.08	291,703	573	519.26	311,738
Total	7,494		\$1,382,708	7,202		\$1,517,052	7,912		\$1,791,982	7,620		\$1,930,000
<i>Matriculation:</i>												
Lower	70,600		\$4,104,060	70,600		\$4,104,060	70,600		\$4,437,939	70,600		\$4,437,939
Upper	115,681		6,705,009	115,681		6,705,009	115,680		7,235,538	115,680		7,235,538
Graduates	23,616		3,276,906	23,616		3,396,389	23,616		3,700,311	23,616		3,700,311
Total	209,897		\$14,085,975	209,897		\$14,205,458	209,896		\$15,373,788	209,896		\$15,373,788
<i>Out Of State:</i>												
Lower	8,341		\$1,578,797	8,341		\$1,725,889	8,504		\$1,929,832	8,504		\$1,929,832
Upper	6,566		906,208	6,566		982,355	7,817		1,480,350	7,817		1,480,350
Graduates	1,222		514,072	1,222		558,299	1,379		691,014	1,379		691,014
Total	16,129		\$2,999,077	16,129		\$3,266,543	17,700		\$4,101,196	17,700		\$4,101,196

Revenue - Grand Total **\$17,085,052** **\$17,472,001** **\$19,474,984** **\$19,474,984**

Increase **\$386,949** *** **\$2,389,931** ***

Notes:

* Based on the Governor's Recommended Budget - 7.5% across the board plus additional undergraduate discretionary authority of 5%. The Governor also recommended full flexibility for all out-of-state graduates and in-state graduates. This worksheet includes a 5% increase for all out-of-state and in-state graduates.

** The Board Of Trustees is authorized to increase the tuition fees up to 6.5% for any level of instruction except in-state undergraduate tuition.

*** Increase over 2002-2003 Enrollment Plan without additional authority

**** Increase over 2003-2004 legislative increase of 8.5 percent

***** The Initial enrollment plan has been adjusted by the Alabama Differential Out-Of-State tuition fee. The fees were calculated at the full out of state rate and should have been at \$15.00 per credit hour.

Figures may vary due to rounding

Agenda item: 7 - A

UWF Board of Trustees

I. Finance, Administration and Audit Committee June 19, 2003

Issue: Nonrefundable admission deposit

Proposed action: Approve \$200 nonrefundable admission deposit

Background information:

HB 0051A, section 3, amended Florida Statutes 1009.24, section 13, to authorize each university board of trustees to establish a nonrefundable admissions deposit for undergraduate and graduate degree programs in an amount not to exceed \$200. The admissions deposit shall be imposed at the time of an applicant's acceptance to the university and shall be applied toward tuition upon enrollment. In the event the applicant does not enroll in the university, the admissions deposit shall be deposited in an auxiliary account of the university and used to expand financial assistance, scholarships and student academic and career counseling services at the university.

A university board of trustees that establishes an admissions deposit pursuant to this subsection must also adopt policies that provide for the waiver of such deposit on the basis of financial hardship. The proposed waiver policy will be submitted to the UWF Board of Trustees at a later date.

Supporting documentation: None

Prepared by: Peter Metarko, associate vice president, Enrollment Services.
859-474-3420

Agenda item: 8

UWF Board of Trustees
Finance, Administration and Audit Committee
June 19, 2003

Issue: Naming of UWF Baseball Field as *Pelican Park at UWF*

Proposed action: Approve

Background information:

In April, Pensacola Professional Baseball, LLC, gave the university \$500,000 in improvements to UWF Baseball Field, which will be the home field for the Pensacola Pelicans, a semi-professional baseball team.

Those improvements include more than tripling the seating capacity of the field including intimate on-field seating and superior seating at the field level. The gift also provides two party decks, additional restroom and concession facilities, the creation of a new playground and picnic areas within the ballpark and the installation of a new security fence and wheelchair accommodations.

Pensacola Professional Baseball, LLC, requested that the baseball complex be called Pelican Park at UWF, but only for the season.

The Honorary Awards and Recognition Committee unanimously approved the request on June 6.

The gift meets the guidelines for naming opportunities as outlined in the President's Memorandum of February 10, 1995.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368

**UWF Board of Trustees
Finance, Administration and Audit Committee
June 19, 2003**

Issue: Delegation of authority to president or designee to settle lawsuits

Proposed action: Approve

Background information:

At the May 16, 2003 conference call meeting of the Board of Trustees, the president was delegated authority to settle lawsuits on behalf of the university, provided that clarifying language be brought back to the Board at the next meeting. That language was to specify the conditions of that authority.

The proposed language follows:

The delegation of authority to the president or designee to initiate and settle lawsuits is conditioned upon a continuing obligation to timely report to the Board of Trustees, and in advance to the Executive Committee when practical, the results and rationale of decisions taken pursuant to this delegation.

Supporting documentation: None

Prepared by: Hal White
850-474-2152

UWF Board of Trustees
Finance, Administration and Audit Committee
June 19, 2003

Issue: Guidelines for naming opportunities

Proposed action: None – Discussion only

Background information:

At the February 21, 2003 meeting of the Finance, Administration and Audit Committee, staff was asked to bring back proposed guidelines for naming opportunities, along with comparative data from peer institutions. The university is operating under a 1995 presidential memorandum on naming opportunities.

Fifteen peer and aspiration universities were contacted to collect information, with eight of them responding, though two did not have any policy. Information from the University of North Florida also was included, as it is a similar institution.

Board of Trustees and UWF Advancement staff met to review the data and to discuss proposed guidelines, which would be used when soliciting funds for the university. However, since Vice President for Development Dean Van Galen will assume his duties on June 30, the staff felt it was best for him to have opportunity to carefully review the data and assess the giving patterns of UWF donors before finalizing guidelines for committee review.

Because the Foundation is responsible for fund raising, it is recommended that any guidelines approved by the Finance, Administration and Audit Committee be forwarded to the Foundation for its review and comment. Once that is completed, the Finance, Administration and Audit Committee would make the necessary changes and bring the issue to the full Board of Trustees.

Supporting documentation: Text of 1995 presidential memorandum on guidelines
Comparative data grid

Prepared by: Keith Goldschmidt
850-474-2368

President's Memorandum number 40

February 10, 1995

Subject: Naming of campus buildings, parts of buildings, facilities and other spaces; memorial/honorary naming opportunities

Purpose: To establish guidelines for the naming of campus facilities and naming opportunities

1. Naming of campus buildings, parts of buildings, facilities and other spaces policy

Specific legislative and Board of Regents' guidelines governing the naming of university buildings, parts thereof, facilities and other spaces are:

267.062 Florida Statutes

1. *Except as specifically provided by law, no state building, road, bridge, park, recreational complex, or other similar facility shall be named for any living person.*
2. *The division (of Historical Resources of the Florida Department of State) shall, after consulting with appropriate citizens' committees, recommend several persons whose contributions to the state have been of such significance that the division may recommend that state buildings and facilities be named for them.*

6C-9.005 FAC (Board of Regents rule)

1. *A president may recommend for the consideration of the Board a name for any building or other facility on campus.*
2. *The naming of a building or other facility shall be in accordance with the provisions of Section 267.062, Florida Statutes.*

General Policies

The University of West Florida general policies regulating the naming of buildings, parts thereof, facilities, and other spaces follow:

1. For buildings or facilities requiring Board of Regents and/or legislative action, the president may seek or receive a recommendation for naming from the Honorary Awards and Recognition Committee. The president will recommend action to the Board of Regents, whose staff will secure the approvals required by law.

2. For buildings or facilities not requiring Board of Regents and/or legislative action, the president may seek or receive a recommendation for naming portions of buildings, classrooms, lecture halls, seminar rooms and similar facilities from the Honorary Awards and Recognition Committee.
3. As a general rule, university facilities or components thereof will not be named for current or former university employees, living or deceased. An exception may be considered by the president in the event that an individual's contributions to the advancement of the university are of such distinction that they transcend any one component of the university.

Procedures

4. Nominations for the naming of buildings, portions thereof, facilities, and other spaces will be forwarded in writing to the vice president of Advancement who will acknowledge receipt of the nomination and prepare a recommendation to the Honorary Awards and Recognition Committee. The committee will;
 - i. Consult the appropriate university officials and constituents to compile information about the distinguishing characteristics to the advancement of the university. (These contributions may be material gifts, extraordinary achievement, distinguished service or comparable achievements.)
 - ii. Compile written references attesting to the contributions of the nominee.
 - iii. Make a recommendation to the president of the university.
5. When nominations are for naming of buildings, parts thereof, facilities and other spaces for a donor, the vice president for advancement will consult with the Executive Committee of the UWF Foundation, Inc., who will determine if the gift is of such significance to warrant a named facility. The vice president will forward that information with her/his recommendation to the Honorary Awards and Recognition Committee

Recognition

When the naming of a building, parts thereof, facility or other space is approved by the university president and/or Board of Regents and Florida Legislature, the vice president for Advancement or designee will be responsible for planning and implementing appropriate recognition ceremonies.

Exceptions

The president has the authority to make exceptions to these policies to serve the best interests of the university.

	UWF	University of North Florida	Marshall University	Boise State University	William Patterson University	University of North Carolina at Wmngton.	University of Alabama at Hunstsville	James Madison University (DRAFT policy)
Colleges	\$10 M	\$10-\$25 M	\$2 M		\$5 M		\$12-\$25 M	\$10-\$25 M
Centers	\$500 K	\$2 M for university center; \$1 M for college center	\$500 K					\$3-5 M: \$5-10 M for Institutes
Complex	None. Theatre, Art Gallery, Music hall are exceptions							\$5 M art complex; \$4M for music bldg.
Buildings	\$1 M, but at least 50 % of cost/replacement cost	25-50% of value for existing; 50% for renovation ; 25-50% of new cost						\$2-\$5 M for academic bldgs.
Wings	50% of cost/replacement							
Conference Rooms	\$100 K							
Seminar Rooms	\$75 K							
Laboratories	Cost, or \$50 K, whichever greater	\$250 K						
Classrooms	\$25 K	\$50 K						
Streets/bridges	50% of cost							
Faculty offices	\$10 K							
Deans offices	\$20 K							
Library Collections	Existing -\$50 K endowment; New - Cost of collection and endowment to maintain or term pledge for cost	Various levels from \$10 K to provide new volumes in perpetuity to \$1 M for major or special collections						
CHAIRS								
Super chairs	\$2 M				\$1.5 M		\$2 M	\$3 M for deans chair
Endowed chair (if matched)	\$600 K - \$1.9 M			\$1 M	\$1 M			\$2 M for distinguished chair
Endowed professorship	\$300 K; \$200 K, if matched			\$200 K	\$500 K		\$600 K	\$1 M for faculty chair
Term professorship	\$200 K at \$40 K/year for 5 yrs.							\$250-\$500 K
Endowed named lectureship	\$100 K if matched at \$20 K/yr for 5 yrs;\$150 K if no match at \$30 K/year for 5 years	Various levels from \$150 K for named lecture series to \$1.25 M for named chair and \$2.5 M for named eminent scholar chair	\$100 K	\$100 K				
SCHOLARSHIP/FELLOWSHIP								
Endowed fellowship	\$100 K if matched; \$150 K if no match	\$225 K					\$400 K	\$250K for full graduate
Term fellowship	\$50 K at \$10 K/year for 5 yrs.	\$150 K	\$100 K for undergrad research fellowship; \$250 K for grad					
Endowed named full scholarship	\$100 K if matched; \$150 K if no match	\$150 K	\$150 K for undergrad; \$200 K for grad				\$10 K for a \$500 scholarship; \$150 K for \$7,500; \$400 K for \$20 K scholarship	\$250 K for full undergrad
Endowed named scholarship	\$20 K	\$25 K	\$10 K for partial undergrad, \$50 K for tuition ndergrad; \$50 K for tuition grad	\$10 K				\$25 K for partial up to \$100 K for merit scholar & study
Term named scholarship	\$5 K, \$1 K annually							
Department		\$2 M	\$500 K					\$2-5 M
Program		\$50 K	\$500 K					
Funds for excellences (discretionary use)		\$250 K for departments up to \$2 M for president's fund						

**UWF Board of Trustees
Executive Committee
June 19, 2003**

Issue: Presidential evaluation

Proposed action: Approve

Background information:

The Board of Trustees policy on presidential evaluations calls for the Executive Committee to bring a detailed recommendation to the full Board at the meeting preceding the anniversary date of the presidential appointment. Chair Collier Merrill convened the Executive Committee for two meetings, and asked that Trustees Travis Bowden and Roy Smith join the committee in the evaluation process.

That process also includes the establishment of goals for the president for the upcoming year.

Supporting documentation: Presidential performance evaluation policy
[Executive Committee 2002-03 evaluation](#)

[Presidential goals 2003-04](#)

Prepared by: Keith Goldschmidt
850-474-2368

University of West Florida Presidential performance evaluation policy

The Board of Trustees annually will conduct a formal evaluation of the performance of the president.

The three trustees on the Executive Committee will develop a detailed recommendation for the Board to consider at the meeting preceding the anniversary of the president's appointment. They will use the following expectations as a basis for developing that recommendation. As part of the yearly evaluation procedure, the Board and president will establish target goals and objectives for the next year. Those goals and objectives will be used as part of the next evaluation.

Expectations

- The president will demonstrate clear progress toward meeting the goals of the University of West Florida Strategic Plan.
- The president will continue to emphasize that students are the first priority of the university, and academic instruction is at its core.
- The president will ensure that the needs, wants and desires of the university are represented clearly to the Florida Board of Education, Florida Legislature, Governor, Education Secretary, Chancellor of the Division of Colleges and Universities and the appropriate staff.
- The president will work with communities in the UWF service area and appropriate state, federal and local constituencies to develop educational opportunities that best meet the economic and social needs of the region and state.
- The president will be an active participant in Florida's K-20 system of education, working closely and cooperatively with other university and community college presidents and public school system superintendents.
- The president will engage in an active and continuing dialogue with the Board of Trustees on issues affecting the University of West Florida.
- The president shall take an active lead in raising funds for the university.

Evaluation of President John C. Cavanaugh (2002-2003)

Evaluation Committee consisting of UWF Board of Trustee members:
Roy Smith, Travis Bowden, Dr. Lornetta Epps, Eddie Phillips & Collier
Merrill

Compilation of responses

Positive Responses:

Board members highly praised the new president of UWF overall. Some of the positive aspects that they have seen are:

- Highly accessible to faculty, staff and students.
- Diversity in appointments.
- Received positive recognition in the media.
- Increased visibility of UWF in Pensacola and state.
- Improved relationship with OWCC.
- Highly active in Tallahassee
- Collaborating with other presidents to communicate higher education needs to governmental agencies.
- Quality work with Bright Futures Program.
- Personally involved with students on campus and at research sites.
- Promotes K-20 program.

In summary, it is shown that the selection of John C. Cavanaugh was a good decision.

Areas of Growth:

In general, it was felt that Dr. Cavanaugh could improve his communication with the Board, using them as a sounding board for critical decisions and spending less time on trivial issues and routine formalities. Also, it was mentioned that better evidence of his successes would like to be seen. One area that they look forward to watching grow is the appointment of his senior management team. As it is still in progress, the board looks forward to watch how the team interacts with Dr. Cavanaugh and responds to his leadership. The Board highly anticipates watching Dr. Cavanaugh identify his vision for UWF and the strategies for achieving his vision.

“I believe Dr. Cavanaugh’s performance has been outstanding in his first year at UWF...”

Report to the University of West Florida Board of Trustees
Presidential Goals 2003-2004
John C. Cavanaugh, President
June 2003

The following categories represent my response to a request from the Presidential Evaluation Committee of the Board of Trustees for specific presidential goals for 2003-2004. These flow from the strategic directions I outlined in my inaugural address (never compromise excellence, improve faculty and staff compensation, be creative and flexible, engage with regional, national, and international communities, and provide an excellent place to work) and the outcomes of the University Planning Council, especially regarding information technology. We will begin addressing major issues in each of these, as well as begin the transition to local control of the personnel systems. The steps we take next year will move us along the path toward my goal of creating national best practices in academic programs and other aspects of the university.

These steps will also help us achieve our mission (and my top goal) of providing the highest quality educational experience as possible for our students. Building a strong fundraising team will enable us to provide better support for scholarship, academic programs, and faculty. Reviewing the mix of academic programs we offer, and creating a better process for allocating the necessary resources will keep us current and responsive to emerging needs. Enhancing our technological infrastructure and providing better faculty and staff support will result in improved instruction. More and better community connections will provide enhanced opportunities for students to engage in service learning and volunteer activities.

The goals outlined in this document represent a bold, aggressive move forward for UWF. Despite difficult financial times, we will be able through reallocation to fund new initiatives. However, projections concerning enrollment remain clouded. Due to the failure to receive funds for enrollment growth for Florida residents, we are left in the position of either taking a significant financial loss for each Florida resident we take above the number we had in the 2002-2003 academic year, or capping enrollment for Florida residents. Clearly, the former makes no financial sense, and jeopardizes the quality of our educational experience. In the event it appears that we will not receive funds for enrollment growth again for the 2004-2005 fiscal year, we will have little choice but to cap enrollment for Florida residents. I pledge my strongest effort to work with the Governor and the Legislature to avoid this outcome.

I welcome the opportunity to discuss these goals with the Board.

Expectations of the Board of Trustees

- Establish ongoing support of counsel to the Board for matters relating to policy, personnel systems, contracts, and related matters.
- Work with the Board to establish guidelines for members' financial support of UWF.
- Create a summary reporting mechanism to provide information to Board committees.
- Update and upgrade the Web presence of the Board within UWF's overall Web presence.

Fundraising

- Engage an external consultant to provide a report on how to rebuild the development operation quickly and effectively, and how best to improve the working relationship with the Foundation Board. This report should be delivered by December 31, 2003.
- Implement appropriate aspects of consultant's report beginning January 2004, especially staffing.

- Plan for a feasibility study in advance of a campaign during spring 2004 and establish RFP by June 30, 2004.
- Initiate professional development program for Foundation Board.
- Increase annual giving results by 5%.
- Establish at least one new alumni chapter.
- Visit alumni groups for the first time in Texas and Washington, DC. Make return visits to key chapters in Florida.
- Enhance Web presence for development and alumni.

Budgeting and Planning

- Relocate the planning function from the Provost's office to the President's Office, under the supervision of Hal White. This will serve to raise the profile of planning, a necessary step for the changes in the budgeting process.
- Implement the new budgeting process.
- Initiate a training and support program for budget managers.

Academic Program Review

- Charge the Provost with continuing the review of undergraduate and graduate programs, with particular emphasis on identifying those programs that have few majors, lack a critical mass of faculty, or have little demonstrable fit with the UWF mission and recommending appropriate actions. This report will be due December 31, 2003.
- Begin implementation of above report during spring 2004.

Human Resources

- Conduct a legal review of requirements for new personnel system (e.g., "grandfathering" requirements, etc.).
- Conduct a best practices review of university personnel systems.
- Establish committees to recommend new personnel systems for current USPS and A&P employees.
- Make recommendations to the Board for new personnel systems by June 30, 2004.
- Conduct study of salaries at UWF in comparison to regional and national norms for comparable institutions.
- In collaboration with Baptist Health Care, establish a customer service program.
- Initiate a mandatory training program for all supervisors in conducting effective personnel evaluations.
- Revise personnel evaluation documentation as part of the revision in personnel systems.

Information Technology

- Implement UWF's first strategic plan for IT (adopted by UPC in May 2003).
- Restructure the IT organization through a multi-step process announced by fall 2003.
- Create a comprehensive faculty development operation in partnership with an external partner.
- Take at least one online program to a national market.
- Continue effort to obtain authority to initiate a technology fee.

Community and Government Relations

- Serve as a facilitator for planning efforts relating to the historic area in downtown Pensacola.
- Participate as appropriate in broader planning efforts in the Pensacola Bay area.

- Increase the UWF presence in Okaloosa and Walton counties.
- Establish military liaisons for UWF.
- Increase UWF presence in Washington, DC to promote university projects.
- Continue efforts in Tallahassee to obtain authority for technology fee.

Agenda
UWF Board of Trustees
Governmental Relations Committee
South conference room
2 p.m., June 19, 2003

Call to order

Discussion items

- 1) Legislative update

Other business

Adjournment

**UWF Board of Trustees
Governmental Relations Committee
June 19, 2003**

Issue: Legislative update

Proposed action: None

Background information:

The Florida Legislature required a special session to complete its budget, which cut UWF's base budget by \$1.3 million. It also authorized an 8.5 percent, across-the-board tuition increase and gave local boards of trustees the flexibility to increase tuition another 6.5 percent for all students except in-state, undergraduate students. The university also received \$6.75 million in construction funds to be used for infrastructure renovations and repairs.

The bill transforming the Institute for Human and Machine Cognition into a not-for-profit corporation also was passed by the Legislature and, as of the preparation for this agenda, was awaiting gubernatorial review and action.

All state employees are eligible for a 2 percent pay increase, effective December, 2003, with a minimum increase of \$500 and a maximum of \$1,400. The employee cost for health insurance premiums also increased effective in January.

Supporting documentation: None

Prepared by: Keith Goldschmidt
850-474-2368