

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

Chair K.C. Clark called the meeting to order at the Institute for Human and Machine Cognition at 1:13 p.m. on Thursday, June 19, 2003.

Trustees present were Clark, Marny Gilluly and Sharon Hess Herrick, who later joined the meeting in progress. Also attending were President John Cavanaugh and Vice President for Administrative Affairs Cornelius Wooten.

Approval of minutes:

Trustee Gilluly moved and Trustee Clark seconded approval of the minutes for the February 21, 2003 committee meeting. It passed unanimously.

Action item 1

Trustee Clark said that 50 percent of the available time will be spent on the implementation of the Enterprise Resource Planning System, and that it is important to monitor whether there is enough staff resource available to conduct functions when needed and necessary.

Trustee Gilluly moved and Trustee Clark seconded approval of the Internal Audit & Management Consulting two-year work plan. It passed unanimously.

Action item 2

Trustee Clark moved and Trustee Gilluly seconded approval of the IAMC charter. It passed unanimously.

Action item 3

J. Betsy Bowers, chair of the selection committee, reported that Carr, Riggs and Ingram, LLP, were selected as the firm to audit WUWF-Fm and intercollegiate athletics for the fiscal years ending June 30, 2003, 2004, and 2005. Four bids were received and opened this week. They were evaluated first without the cost, and Carr, Riggs and Ingram, LLP, was rated the top firm. As for cost, it also was the least expensive with a total cost of \$16,00 annually, \$8,500 for athletics and \$7,500 for WUWF.

Trustee Clark moved and Trustee Gilluly seconded approval of the recommendation. It passed unanimously.

Agenda item 4

Discussion was postponed until later in the meeting, as Trustees Clark and Gilluly also sit on the Foundation Board and stated it would be conflict for them to discuss or vote on the proposal.

Agenda item 5

Vice President for Administrative Affairs Cornelius Wooten briefly explained the different components of the budget.

Trustee Clark moved to approve the tentative 2003-04 operating budget for the July 1, 2003 to June 30, 2004 fiscal year and authorize the president to make subsequent changes to the budget as needed. Trustee Gilluly seconded the motion, and it passed unanimously.

Agenda item 6

Vice President Wooten and Associate Vice President Jim Barnett explained the five-year plan, highlighting that the first two requests are the most important – Campus infrastructure because of a \$100 million backlog in deferred maintenance, and a classroom building with 16 classrooms. The construction projects were shifted forward after receiving no new money for new construction. President John Cavanaugh said the state has made it clear there will be no new construction money for universities, and it looks grim for next year.

Trustee Gilluly moved and Trustee Clark seconded adoption of the five-year, fixed-capital outlay plan. It passed unanimously.

Agenda item 7

President Cavanaugh explained that the state decided on a very different course for public universities by encouraging universities to raise tuition while it cut the budget. The Legislature and governor raised all tuition by 8.5 percent and gave local boards of trustees authority to increase all but resident, undergraduate tuition by another 6.5 percent. UWF last year did not use the flexible tuition authority granted to it, but it has no choice this year. He proposed increasing tuition by 6.5 percent, as authorized. Even with the increases, Florida's in-state, undergraduate tuition and fees will remain 49th in the nation, and it remains competitive in other categories. Many states also are increasing their tuition by double digits. Trustee Clark said UWF may have no choice but to limit enrollment until the

Legislature again funds it. President Cavanaugh said that if the funding situation does not change, all Florida public universities likely would cap enrollment next year.

General Counsel Gina Delulio explained the difference between the emergency and permanent rule, and President Cavanaugh talked about the need for the admissions deposit to plan enrollments.

Trustee Clark moved and Trustee Gilluly seconded adoption of the \$200 admissions deposit. It passed unanimously.

Trustee Gilluly moved and Trustee Clark seconded adoption of the emergency and permanent rule on tuition and fees. It passed unanimously.

Agenda item 8

Trustee Clark moved and Trustee Gilluly seconded the naming of the UWF baseball field as Pelican Park at UWF for the Pelican's season. It passed unanimously.

Agenda item 9

Trustee Gilluly moved and Trustee Clark seconded approval of the language delegating authority to the president on lawsuit settlement issues. It passed unanimously.

Discussion item

Trustee Clark and incoming Vice President for Development Dean Van Galen discussed the importance of a naming policy to guide the university. The committee had asked for comparative data, which was supplied, but no action was taken to allow Dr. Van Galen time to review UWF giving patterns and the data and bring back a recommended policy within six months.

Action item 4

Trustee Clark turned the meeting over to Trustee Hess Herrick as he and Trustee Gilluly remove themselves from the discussion on the Enterprise Resource Planning System.

Attorney Patricia Lott, a municipal finance attorney, prepared the documents. The UWF BOT approved the plan in January, the university purchasing department finalized details in March and issued a request for proposals. The Bank of Pensacola with a 2.44 percent interest rate for

five years was the winning bid. The university is responsible for all payments.

Trustee Hess Herrick moved to adopt the resolution required for implementation of the financing plan.

The meeting was adjourned at 2:20 p.m.