

# **Minutes**

## **UWF Board of Trustees Finance, Administration and Audit Committee UWF Conference Center November 7, 2003**

Chair K.C. Clark called the meeting to order at 8:40 a.m. In attendance were trustees Lornetta Epps, Marny Gilluly and Sharon Hess Herrick.

**Minutes of June 19, 2003 meeting** – Approved by unanimous vote.

### **UWF/IHMC Affiliation agreement**

Chair Clark said the agreement before the committee is a “bare-bones agreement”, which President Cavanaugh and Ken Ford have recommended approval. An agreement is required for the Florida Institute for Human and Machine Cognition to begin operations. Both sides have agreed to work on the necessary addenda, and Chair Clark encouraged them to quickly develop drafts of that addenda. He recommended that an update be presented at the Jan. 9 BOT meeting and the completed agenda be brought to the BOT at the Feb. 20 meeting.

Trustee Hess-Herrick moved and Trustee Epps seconded a motion to conditionally approve the agreement, pending completion of the addenda by Feb. 20 with an update at the Jan. 9 meeting. It passed unanimously.

### **Student activity fees**

Vice President Debbie Ford explained that the fees can be no more than 40 percent of tuition and can increase no more than 5 percent annually in the aggregate. The increases, if approved, means the fees are 37 percent of tuition. The health fee is being raised for the first time in eight years, and it is the lowest in the state.

Trustee Epps moved and Trustee Hess Herrick seconded a motion to approve the fees. It passed unanimously.

### **University housing rental fees**

Vice President Ford explained that the rates would increase between 3 percent and 5 percent, depending on the type of housing. Increases are necessary because of the debt and increased maintenance costs.

Trustee Hess Herrick moved and Trustee Epps seconded a motion to approve the new fees. It passed unanimously.

### **Fees for the Educational Research Center for Child Development**

Trustee Gilluly moved and Trustee Epps seconded a motion to approve the new fees. It passed unanimously.

### **Student orientation fees**

Vice President Ford explained this is for information only, and that fees will be charged only to cover the cost.

### **West Florida Historic Pensacola, Inc. certification**

Trustee Gilluly moved and Trustee Epps seconded a motion to certify the WFHPI. It passed unanimously.

### **Naming of Japanese Garden**

Trustee Gilluly moved and Trustee Epps seconded a motion to approve the Japanese garden as the Miko Howsmon Japanese Garden. It passed unanimously.

### **Naming opportunities guidelines**

A general discussion, including Vice President Dean Van Galen, revolved around proposed guidelines and the best procedure to adopt them.

Chair Clark moved that a joint committee including Trustees Epps and Hess Herrick and UWF Foundation Development Committee members be formed to review the proposal and make recommendations. Trustee Hess Herrick seconded the motion, which was approved unanimously.

### **Division of Development Internal Audit Report and Pre-campaign planning**

The committee held a general discussion on the progress of the Division of Development in assessing divisional needs for employees and beginning the hiring process to prepare for a major capital campaign. Vice President Van Galen reported an audit said the division should hire five additional people, which he hopes to accomplish by the first of the year.

The meeting was adjourned at 9:20 a.m.