

Agenda

**Conference call
University of West Florida Board of Trustees
8:30 a.m. January 9, 2004
Pensacola, Florida**

Chair's greetings

President's greetings

Student accomplishments

Approve minutes of November 7, 2003 meeting

Action items

- 1) Direct Support Organization rule (p. 2)
- 2) Material and supply fees (p.7)

Discussion items

- 1) IHMC affiliation agreement (p. 10)
- 2) UFF negotiations (p. 11)
- 3) Legislative session (p. 12)
- 4) University accountability (p. 14)
- 5) Student housing report (p. 15)

Other business

Adjournment

**UWF Board of Trustees
January 9, 2004**

Issue: Direct Support Organization rule

Proposed action: Approve

Background information:

Florida statutes provide the duties, powers and responsibilities of the board of trustees, university and its direct support organizations. Specifically, State Statute s. 1001.74 states: "Each board of trustees shall prescribe conditions for direct-support organizations and university health services support organizations to be certified and to use university property and services. Conditions relating to certification must provide for audit review and oversight by the board of trustees."

State Statute s. 1004.28 specifies other requirements for direct support organizations to operate, the role and duties of the university president and the authority of board of trustees' chairs.

The proposed rule incorporates those statutory provisions.

Supporting documentation: Proposed DSO rule

Prepared by: Keith Goldschmidt
850-474-2368

THE FULL TEXT OF THE PROPOSED RULE 6C6- ()

6C6- Direct Support Organizations

(1) The President shall recommend to the University of West Florida Board of Trustees that an organization meeting the requirements of Florida Statutes Section 1004.28, be certified as a University of West Florida Direct Support Organization (“DSO”).

(2) To be considered for certification, the Articles of Incorporation and Bylaws of the proposed DSO together must provide:

(a) The DSO is a Florida not for profit corporation under the provisions of Chapter 617, FS, or the DSO will, upon certification by the UWF Board of Trustees, file for such incorporation with the Department of State.

(b) Any person employed by the DSO shall not be considered to be an employee of the University by virtue of employment by the DSO.

(c) The chief executive officer or director of the DSO shall be selected by the President and shall report to the President or a designee reporting directly to the President.

(d) Any amendments to the Articles of Incorporation or Bylaws shall be submitted by the President to the UWF Board of Trustees for approval prior to becoming effective.

(e) The President or designee(s) shall have the following authority and duties:

1. Monitor and control the use of University resources by the DSO.
2. Establish fundraising priorities that are consistent with the University’s

mission and ensure coordination of fundraising activities among all DSO's.

3. Control the use of the University name by the DSO.
4. Monitor compliance of the DSO with federal and state laws.
5. Recommend to the governing board of the DSO an annual budget.
6. Review and approve quarterly expenditure plans.
7. Approve contributions of funds or supplements to support intercollegiate athletics.

(f) If the DSO is decertified, all assets revert to the University.

(3) Upon approval by the UWF Board of Trustees, a DSO is certified and authorized to

use the property, facilities and personal services of the University, to receive, hold, invest or administer assets or property and to make expenditures for the benefit of the University. A DSO is further authorized to issue revenue bonds or other forms of indebtedness upon approval of the UWF Board of Trustees in accordance with Section 1010.60, Florida Statutes, and to enter into agreements to finance, design and construct, lease, lease-purchase, purchase, or operate facilities necessary and desirable to serve the needs and purposes of the University.

(4) The Chair of the UWF Board of Trustees shall appoint a representative to the governing body and the executive committee of each DSO. The President or designee shall also serve on the governing body and executive committee of each DSO.

(5) Each DSO shall prepare and submit to the President or designee no later than the first day of each quarter of the DSO's fiscal year a quarterly expenditure plan

that delineates planned actions which would cause a commitment of University resources or represent a significant commitment of the resources of the DSO, including, but not limited to:

- (a) Major fund raising events and campaigns and their purpose.
- (b) Compensation and benefits to University employees and employees of the DSO.
- (c) Capital projects, including land acquisition, construction, renovation or repair.
- (6) Each DSO shall conduct its financial operation observing a fiscal year ending on

June 30 of each year and shall cause a financial audit of its accounts and records to be conducted by an independent certified public accountant within 180 days of the close of each fiscal year as follows.

(a) Audits shall be conducted pursuant to Florida Statutes Section 1004.28 and in accordance with rules adopted by the Auditor General pursuant to Florida Statutes Section 11.45.

(b) The President of the University shall submit the annual audit report to the UWF Board of Trustees and the Auditor General within nine months after the end of the fiscal year.

- (7) The President of the University shall recommend to the UWF Board of Trustees that a DSO be decertified if the President determines that the organization is no longer serving the best interests of the University. In the event that a DSO is decertified, all assets shall revert to the University. The

recommendation for decertification shall include a plan for disposition of the organization's assets and liabilities.

(8) Notwithstanding the above, the West Florida Historical Preservation, Inc. DSO of UWF is also governed by Florida Statutes Sections 267.173, or 267.1732. To the extent the requirements above are in conflict with such statutes, West Florida Historical Preservation, Inc. is exempt from complying with those requirements.

SPECIFIC AUTHORITY: 267.1732(5); 1001.74(4); 1004.28(2) FS.

LAW IMPLEMENTED: 267.173; 267.1732; 1001.74(37); 1004.28.FS.

HISTORY—New

NAME OF PERSON INITIATING PROPOSED RULE: V.P. Dean VanGalen

NAME OF SUPERVISOR OR PERSON WHO APPROVED PROPOSED RULE: President John C. Cavanaugh

DATE PROPOSED RULE APPROVED BY AGENCY HEAD:

UWF Board of Trustees
January 9, 2003

Issue: Material and supply fees for 2004-05

Proposed action: Approve

Background information:

Florida Statute s. 1009.24 states that university boards of trustees are authorized to establish "Materials and supplies fees to offset the cost of materials or supplies that are consumed in the course of the student's instructional activities, excluding the cost of equipment replacement, repairs, and maintenance."

The UWF rule on fees states that the material and supply fees will vary, and they will be approved by the UWF Board of Trustees.

The proposed material and supply fees for 2004-05 reflects the costs of those materials and supplies used by students in their instructional activities.

Supporting documentation: Listing of proposed new and modified fees
Complete list of fees (sent under separate cover)

Prepared by: Keith Goldschmidt
850-474-2368

MATERIAL AND SUPPLY FEES FOR 2004/2005

45 New Requests

18 Increase Requests

The following are the courses that involve either new requests for material and supply fees, or modifications to fees from academic year 2003-2004.

Prefix/No	Title	M/S Fee	
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ART**NEW**

ART 4618	Digital Multimedia I	48.00	
ART 4619	Digital Multimedia II	48.00	
PGY 3420C	Photo Art II	48.00	
PGY 3500C	Photo Image Art Form	48.00	

INCREASE

		FROM	TO
PGY 2401C	Photo Art I	29.00	48.00

BIOLOGY**NEW**

BOT 4XX1L	Plant Development Lab	24.00	
BOT 5XXXL	Plant Physiology Lab	29.00	
BOT 5XX1L	Plant Development Lab	24.00	
BSC 1005L	Gen Bio for Non-Maj Lab	18.00	
FAS 4XX1L	Aquaculture Lab	30.00	
FAS 5XXXL	Aquaculture Lab	30.00	
MCB 4733L	Marine Micro Lab	24.00	
MCB 5735L	Marine Micro Lab	24.00	
PCB 4364L	Mar Eco-physiology Lab	48.00	
PCB 4524L	Molecular Biology Lab	48.00	
PCB 5XX2L	Mar Eco -physiology Lab	48.00	
PCB 5527L	Molecular Biology Lab	48.00	
ZOO 4XXXC	Fisheries Biology	27.00	
ZOO 5XXXC	Fisheries Biology	27.00	

INCREASE

		FROM	TO
BSC 2311L	Ocean/MarBiology Lab	15.00	29.00
PCB 3253L	Developmental Biology Lab	18.00	25.00
ZOO 1010L	General Zoology Lab	20.00	26.00

CHEMISTRY**INCREASE**

CHM 1020L	Concepts in Chem Lab	35.00	48.00
CHM 1032L	Fund General Chem Lab	35.00	48.00
CHM 2045L	Gen Chemistry I Lab	35.00	48.00
CHM 2046L	Gen Chemistry II Lab	35.00	48.00
CHM 2200L	Fund Org/Biochem Lab	35.00	48.00
CHM 2210L	Organic Chem I Lab	35.00	48.00
CHM 2211L	Organic Chem II Lab	35.00	48.00
CHM 3120L	Analytical Chem Lab	35.00	48.00
CHM 3740L	Exp Chem I: Structure Lab	35.00	48.00
CHM 3741L	Exp Chem II: Phys Meas Lab	35.00	48.00

CHM 4130L	Instr Analysis Lab	13.00	25.00
CHM 4455L	Polymer Science Lab	25.00	35.00
CHM 4742L	Exp Chem III: Synth Lab	35.00	48.00
CHS 4100L	Radiochemical Tech Lab	35.00	48.00

COMMUNICATION ARTS

NEW

ADV 3101C	Adv strategy/tactics	3.00	
ADV 3213C	Publication design	3.00	
ADV 3300C	Advertising Media	3.00	
ADV 4202C	Adv Creative Direct	3.00	
ADV 4801C	National Adv. Comp	3.00	
ADV 4802	Integrated Campaigns	3.00	
COM 6312	Quantitative Res Methods	3.00	
JOU 3100	Newspaper Reporting	3.00	
JOU 4101	Adv Newspaper Reporting	3.00	
JOU 4201	Newspaper Editing	3.00	
JOU 4211	Newspaper Design	3.00	
JOU 4302	Editorial Writing	3.00	
JOU 4306	Critical Reviews	3.00	
JOU 4308	Magazine Writing	3.00	
JOU 5317	Critical Reviews	3.00	
MMC 3261C	Comp Mediated Comm	3.00	

ELECTRICAL ENGINEERING

NEW

EEL 3303L	Electrical Circuits Lab	31.00	
EEL 3701L	Digital Logic & Comp Lab	40.00	
EEL 4304L	Electronics Lab	6.00	
EEL 4712L	Digital Design Lab	20.00	
EEL 4713	Digital Computer Arch	3.00	
EEL 4744L	Microproc App Lab	20.00	

ENVIRONMENTAL STUDIES

NEW

GEO 6XXX	Advanced Topics GIS	24.00	
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NURSING

NEW

NUR 3115C	Basic Nursing Skills	45.00	
NUR 4255L	Med Surgical Nur Lab III	37.00	

TEACHER EDUCATION

NEW

MAE 4310	Teaching Math in Elem Sch	48.00	
SCE 4310	Teaching Science in Elem Sch	8.00	

**UWF Board of Trustees
January 9, 2004**

Issue: UWF/IHMC Affiliation agreement

Proposed action: None. Update on progress

Background information:

At the November 7, 2003 Board of Trustees meeting, the Board approved the following motion:

“Approve the concept of the UWF/IHMC affiliation agreement, contingent upon the completion of all the addenda with a status report due at the January 9, 2004 Board of Trustees conference call and final submission of all addenda to the BOT at the February 20, 2004 meeting.”

The Florida Legislature passed and Governor Jeb Bush signed legislation that authorizes the Institute for Human and Machine Cognition to become the not-for-profit organization called the Florida Institute for Human and Machine Cognition, Inc. The legislation requires an affiliation agreement between the Institute and the UWF Board of Trustees.

Supporting documentation: None

Prepared by: Keith Goldschmidt
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UWF Board of Trustees
January 9, 2004

Issue: UFF negotiations

Proposed action: None. Discussion only

Background information:

The University of West Florida is currently bargaining with UFF, which represents the UWF faculty. The Board will be updated on the status of those negotiations.

Supporting documentation: None

Prepared by: Keith Goldschmidt
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UWF Board of Trustees
January 9, 2004

Issue: Legislative session

Proposed action: None. Discussion only

Background information:

At the November 7, 2003 Board of Trustees meeting, the UWF legislative priorities were approved. President John Cavanaugh and Director of Governmental Relations Janice Gilley will lead the discussion on the upcoming legislative session.

Supporting documentation: UWF legislative priorities

Prepared by: Keith Goldschmidt
850-474-2368

University of West Florida 2004 state legislative priorities

- Establish a funding formula that provides adequate state funding for UWF to maintain quality academic programs and student access.
- Management flexibility through continued devolution of authority to the university trustees, i.e. tuition policies, naming of buildings and fee flexibility
- Performance standards and accountability measures that take into account the institutional mission for each university
- Provide access for baccalaureate, graduate and professional degrees through public universities
- Establish a technology fee to fund each university's technology plan
- Finalize the transfer of ownership of the downtown historic properties to UWF
- Development of the Florida Network of Public Archaeology Centers with the principal center at UWF
- Provide appropriate funding and flexibility for fixed capital outlay projects
- Reduction of the \$160 million backlog in the Matching Gifts Trust Fund state matching-grant program
- IHMC Public Records legislation

UWF Board of Trustees
January 9, 2004

Issue: University accountability

Proposed action: None. Discussion only.

Background information:

The Florida Board of Governors, the Florida Legislature and Congress are all debating various forms of accountability for universities, most of them tied to university funding.

President John Cavanaugh will lead the Board in a discussion on accountability, the latest proposals and trends and his ideas on how accountability measures can best be applied at the University of West Florida.

Supporting documentation: None

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UWF Board of Trustees
January 9, 2004

Issue: UWF student housing

Proposed action: None. Discussion only

Background information:

The newest student housing project, which holds 200 students, is completed, and students will move into it for the Spring, 2004 semester. Vice President for Student Affairs Debbie Ford will update the Board on the project.

Supporting documentation: None

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