

Minutes
Finance, Administration and Audit Committee
June 17, 2004

Committee Chair K.C. Clark called the meeting to order at 1:02 p.m.

Attending in person were Trustees Lornetta Epps and Sharon Hess Herrick, with Trustee Marny Gilluly attending via conference call.

Action item 8 – Dorr House

Chair Clark asked that the Dorr House issue be taken first to allow John Daniels to attend a meeting. Daniels, director of the West Florida Historic Preservation District, said that his board and the Foundation Board of Directors have developed a proposal with President John Cavanaugh to renovate the Dorr House for use as a presidential residence. The renovation's cost will be less than \$100,000.

Trustee Hess Herrick moved and Trustee Gilluly seconded a motion to modify the president's contract to end the housing subsidy and provide him with use of the home when it is ready for occupancy. It passed unanimously.

Action item 1 – UWF Personnel system

Sherell Hendrickson and Pat Crawford presented highlights of the new UWF personnel system, which was submitted for a 60-day, public-comment period ending on Wednesday. The new system incorporates broadbanding to allow greater flexibility in pay increases. There are also increased personal leave accruals and other benefits.

Trustee Epps moved and Trustee Gilluly seconded a motion to adopt the new system. It passed unanimously.

Action item 2 – Strategic Plan modifications

Dr. Jerry Norris explained the University Planning Council process in making the recommendations brought to the Board.

Trustee Epps moved and Trustee Hess Herrick seconded a motion to adopt the recommended changes. It passed unanimously.

Action item 3 – 2004-05 operating budget

Vice President for Administrative Affairs Cornelius Wooten explained the operating budget has a 9 percent increase from last year. Chair Clark

said that he and the committee would like additional information, including comparative data to previous budgets in each account. Wooten said that he would provide the information.

Trustee Epps moved and Trustee Hess Herrick seconded a motion to approve the tentative budget and allow the president to make necessary changes, and that the budget office provide the committee with additional information within the next few weeks. It passed unanimously.

Action item 4 – Waiver and Tuition rule

General Counsel Gina Delulio explained the committee should approve an emergency and permanent rule, with some changes to the information provided to trustees in the agenda. They are:

- Change the undergraduate resident matriculation fee per student credit hour to \$68.17 from \$68.16.
- Change the undergraduate non-resident or qualified Alabama resident matriculation fee to \$68.17 from \$71.33.
- Change the undergraduate out-of-state fee per SCH to \$397.03 from \$393.86.
- Remove the proposed parking fees, which will remain at current levels.

Trustee Hess Herrick moved and Trustee Gilluly seconded a motion to approve the emergency and permanent rules with the noted changes. It passed unanimously.

Action item 5 – Distance learning fee waiver

Dr. Pam Northrup explained that the university will identify and develop distance courses, especially for the military, and then deliver them. The proposed waiver allows the university to market its courses to out-of-state residents and be competitive.

Chair Clark asked that a report be supplied to the committee annually.

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

Action item 6 – 2005-06 legislative budget request

Dr. Norris provided an updated budget for the committee's consideration and explained that the request is only for institutional specific needs, from which the Board of Governors will develop a budget request that includes enrollment growth.

Trustee Epps moved and Trustee Hess Herrick seconded a motion to adopt the budget request. It passed unanimously.

Action item 7 – Arcadia Mill

Vice President for Development Dean Van Galen explained that the site, valued at \$350,000, is owned by the Santa Rosa Historical Society, which wants to donate the land to the university. It would first be donated to the UWF Foundation, which then would lease it to the university for \$1 a year while it works on a transfer. The annual operating cost is estimated to be between \$50,000 and \$100,000 with Drs. John Daniels and Judy Bense seeking external funding

Trustee Hess Herrick moved and Trustee Gilluly seconded a motion to accept the property. It passed unanimously.

Action item 9 – Prompt payment guidelines

Dr. Wooten explained the two items for approval – the prompt payment policy and the prompt payment guidelines – which specify time limits on payment to contractors and vendors and their obligations in paying subcontractors.

Several changes to the document were required. They are:

- Change “40 days” in the fourth line of the prompt payment policy to “five (5) days”
- Change the word “voucher” in the fifth line of the prompt payment policy to the word “invoice.”
- Remove section “L” from the prompt payment policy.

Trustee Hess Herrick moved and Trustee Gilluly seconded a motion to approve the policy and guidelines with the noted changes. It passed unanimously.

Action item 10 – 2004-05 auditing work plan

Trustee Gilluly moved and Trustee Epps seconded a motion to approve the work plan. It passed unanimously.

Continuing education audit report

No action was necessary, and the committee accepted the report.

Adjournment at 2:30 p.m.