

# Agenda

**UWF Board of Trustees Meeting  
J. Earle Bowden Building – Conference Rooms  
120 Church Street, Pensacola, FL**

**Committee meetings 8:30 a.m.  
BOT meeting, 10:00 a.m. (estimated)  
Friday, August 20, 2004**

- I. **Roll Call**
- II. **Chair's Greetings** **J. Collier Merrill, Chair**
  - i. Welcome Sandra Flake
  - ii. Technology updates
  - iii. Upcoming events
- III. **Approval** of June 17, 2004 Minutes
- IV. **Student Recognition** **Dr. Debbie Ford, VP Student Affairs**
- V. **President's Report** **Dr. John Cavanaugh, President**
  - i. State of the University Address
  - ii. Baptist Partnership, "Making Way for Excellence at UWF"
  - iii. Academic Affairs Update **Dr. Sandra Flake, Provost**
  - iv. Capital Campaign Update **Dr. Dean Van Galen, VP Development**
  - v. SACS Status Report – reaffirmation of Accreditation Project
  - vi. BOT Support
    - a. BOT services team
    - b. Board communications
    - c. Campus participation
    - d. Meeting locations
    - e. Other enhancements

VI. **Committee Reports**

A. **Finance, Administration and Audit Committee** **K.C. Clark, Chair**

**Action Items**

- i. Governor's Initiatives
  - Excess credit hours
  - Billing Statements
  - Block Tuition
  - Targeted Degree Programs
- ii. UWF Alternative Tuition Policies
- iii. Naming of UWF Music Wing
- iv. FY 05-06 Capital Improvement Trust Fund (CITF) Plan
- v. FY 05-06- 2009/10 Fixed Capital Outlay Plan
- vi. UWF 01-02 Master Plan – Amendment #1
- vii. Parking Rule

**Discussion Item**

OWC Joint Campus Classrooms

**Informational Item**

FIHMC update

B. **Academic and Student Affairs Committee** **Roy Smith, Chair**

**Action Item**

Proposed Master of Education-College Student Personnel Administration

**Informational Items**

- i. Deleted/Added Degree Program Specializations – Actions of the Faculty Senate, 2003-2004
- ii. Board of Governors Resolution on Academic Learning Compacts
- iii. Recognition of Programs recently accredited by National Accrediting Associations
- iv. Student Affairs Update **Dr. Debbie Ford, VP Student Affairs**

**C. Executive Committee**

**J. Collier Merrill, Chair**

**Action Item**

Presidential Evaluation

**VII. Presentations/Reports**

**Presentation**

WFHPI Update

**John Daniels, Executive Director WFPHI**

**Informational Item**

**John Daniels, Executive Director WFPHI**

Dorr House

**Discussion Items**

**Dr. John C. Cavanaugh, President**

- i. BOT Development
  - a. New committee structure approved conceptually
  - b. Bylaw changes
  - c. Proposed timeline
- ii. Election of BOT officers

**VII. Other Business**

**J. Collier Merrill, Chair**

**Action Item**

Resolution 2004-5 recognizing Erin Sandonato

**VIII. Adjournment**

# **Minutes**

## **UWF Board of Trustees Meeting**

June 17, 2004

Chair Collier Merrill called the UWF Board of Trustees meeting to order at 2:36 p.m. on June 17, 2004 in Building 71, Room 133. Keith Goldschmidt called roll with the following trustees attending:

- Honor Bell
- K. C. Clark
- Dr. Lornetta Epps
- Marny Gilluly (via conference call)
- Sharon Hess-Herrick
- Retired General Chuck Horner
- Collier Merrill
- JoAnn Morgan
- Eddie Phillips
- Steven Russell
- Roy Smith
- Dr. Pat Wentz

Others attending:

- President John Cavanaugh
- Executive VP Hal White, Office of the President
- VP Cornelius Wooten, Administrative Affairs
- VP Debbie Ford, Student Services
- VP Dean Van Galen, Development

### **Chair's greetings**

Welcome to Marny Gilluly via conference call due to illness, welcome to Steven Russell, SGA President, first in person meeting as a trustee, reminder of International Center Dedication/Reception, concert; 7:05 Pensacola Pelicans vs. Fort Worth Cats; 40 Under 40 Recognized, Chamber of Commerce Night; June 18 Strategic Planning Meeting begins at 8:30 am and concludes with Juneteenth Lunch on the Greens at noon.

### **President's greetings**

Welcome, everyone, to new International Center/Japan House facility! This week, at Town Hall Meeting, I announced that UWF is the first university to partner with Baptist Health Care Institute this summer. We want to do what BHCI does for health care for our institution...quality service for every customer. Pam Bilbrey, Executive VP for Baptist Health Care is working with UWF.

Collective Bargaining meetings with UFF continue.

Reminder, the restructuring in our office is a means to improve communication with the BOT. Tomorrow during the Joint Strategic Planning Meeting in Conference Center, I will deliver a presentation regarding how UWF can compete with the best. In particular, University of Phoenix "What the Competition is doing"...with a discussion following.

**Student recognition** by Vice President for Student Affairs Debbie Ford stated many students have gone above and beyond and turned it over to Rich Berg who recognized men and women

GSC teams' outstanding feats. As in THM, our goal is to win National Championship. Six teams, great job.

### **Approval of minutes**

**Approve May 21, 2004 meeting minutes** with Trustee JoAnn Morgan, regarding page 6, requesting that remarks by Dr. Ken Ford, Director of FIHMC be included.

Motion by Trustee Eddie Phillips

Second by Trustee Roy Smith

It carried unanimously.

### **Action items**

- 1) **Approve Lambda Rail Resolution 2004-2 as presented.**

Motion by Trustee Clark

Second by Trustee Epps

It carried unanimously

- 2) **Approve Joint Resolution 2004-3 on West Florida Historic Preservation, Inc. District Master Plan UWF.**

Motion by Trustee Clark

Second by Trustee Morgan

It carried unanimously.

- 3) **Approve Equity Accountability Plan.**

Motion by Trustee Epps

Second by Trustee Clark

It carried unanimously.

### **Committee Reports**

#### **Finance, Administration and Audit**

**Items 1-7 and 9-11 below were accepted/adopted/approved in a joint motion by Trustee Clark and second by Trustee Epps.**

- 1) **Adopt** UWF personnel system as presented.
- 2) **Approve** UWF Strategic Plan modifications.
- 3) **Approve** a tentative (beginning) 2004-05 operating budget and related releases.
- 4) **Approve** proposed Rule 6c6-4.002 Waiver of Tuition and Fees
  - a. as an emergency rule, and
  - b. as a permanent rule**Approve** proposed Rule 6C6-4.008 Tuition Rates, Fees, Fines and Penalties
  - a. as an emergency rule, and
  - b. as a permanent rule
- 5) **Approve** Distance Learning Fee Waiver Policy.
- 6) **Approve** 2005-06 Legislative budget requests.
- 7) **Approve** Arcadia Mill site acceptance.
- 8) **Approve Dorr House** renovation into presidential home/president's contract.

Motion by Trustee Clark  
Second by Trustee Epps  
It carried unanimously

- 9) **Approve** Prompt payment policy and guidelines.
- 10) **Approval at committee level only** for the 2004-05 Internal Auditing and Management Consulting work plan.
- 11) **Accept** the Continuing Education audit report.

#### **Academic and Student Affairs**

- 1) **Approve at committee level only request** to explore BA in Economics degree program.
- 2) **Approve at committee level only request** to explore BSBA in Real Estate degree program.
- 3) **Approve at committee level only request** to explore Masters of Social Work degree program.

#### **Executive Committee**

**Approve Presidential evaluation at the August 20, 2004 BOT meeting.**

#### **Ad hoc Committee on board development**

**Approve** Board operations, policies and structures and direct staff to implement changes.

Motion by Trustee Clark  
Second by Trustee Epps  
It carried unanimously.

#### **Written reports**

Received written Planned Student Enrollment Growth report.

#### **Other business**

**Adopt** Resolution 2004-4 recognizing Keith Goldschmidt's service to UWF BOT.

Motion by Trustee Clark  
Second by Trustee Epps  
It carried unanimously

#### **Adjournment occurred at 3:40 p.m.**

Respectfully submitted,  
Faye H. Bowers  
Administrative Assistant

# **Agenda**

August 20, 2004  
UWF Board of Trustees  
Finance, Administration and Audit Committee  
J. Earle Bowden Building 120 Church Street Pensacola, FL  
Conference Room #1  
8:30 a.m.

- I. Roll Call** **Chair K.C. Clark**
- II. Approval of Minutes for June 17, 2004**
- III. Action Items**
- i. Governor's Initiatives
    - Excess credit hours
    - Billing Statements
    - Block Tuition
    - Targeted Degree Programs
  - ii. UWF Alternative Tuition Policies
  - iii. Naming of UWF Music Wing
  - iv. FY 05-06 Capital Improvement Trust Fund (CITF) Plan
  - v. FY 05-06- 2009/10 Fixed Capital Outlay Plan
  - vi. UWF 01-02 Master Plan – Amendment #1
  - vii. Parking Rule
- IV. Discussion Item**
- OWC Joint Campus Classrooms
- V. Informational Item**
- FIHMC Update
- VI. Other Business**
- VII. Adjournment**

**Minutes**  
**UWF BOT 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 broad-banding 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 provides the committee with additional information within the next few weeks. It passed unanimously.

#### **Action item 4 – Waiver and Tuition rule**

General Counsel Gina DeJulio 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 occurred at 2:45 p.m.  
Prepared by Keith Goldschmidt.

UWF Board of Trustees  
Finance, Administration & Audit Committee  
August 20, 2004

**Issue:** Governor's Initiatives for Higher Education

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**Proposed action:** Approve

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**Background information:** February 16, 2004 Chancellor Austin asked that the University in conjunction with the UWF Board of Trustees evaluate the Governor's Initiatives and respond. Dr. Cavanaugh responded on February 24, 2004. The Chancellor has asked that the UWF Board of Trustees review the earlier response and reply once again. The initiatives are as follows:

- Excess credit hours
  - Billing Statements
  - Block Tuition
  - Targeted Degree Programs
- 

**Supporting documentation:** The memo of February 24, 2004

**Prepared by:** Janice Gilley 473-7287

**MEMORANDUM**

February 24, 2004

**TO:** Tim Jones

**FROM:** Dr. John C. Cavanaugh, President

**SUBJECT:** University policies recommend by the governor

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The University of West Florida Board of Trustees, meeting on February 20, discussed in detail the issues raised in Chancellor Debra Austin's memo of February 16. Following are UWF's responses.

**Targeted Incentive Program**

There are many questions as to the effectiveness of such a program and its impact on other academic degree programs.

If the state indeed provides the resources necessary to increase enrollment through additional funds for faculty and facilities, then the program would work fine, providing that funding for other academic programs remains adequate. There are some issues that need to be addressed, however. Specifically, nursing associations restrict the student-faculty ratios such that we would have a difficult time increasing enrollments. Also, regarding the teaching profession, UWF believes that teachers who achieve their certification through lateral or alternative means would have to be included in the headcount. That is a major program on our campuses.

Finally, a few general thoughts:

It is important to recognize that university students are adults who have the free will to choose their own degrees and professions. Often, those decisions are first made in high school and then change during the first few years on a campus. If the state is seriously interested in providing targeted professionals for Florida, then perhaps the state should provide universities with funds to increase outreach and educational efforts to high schools and lower division students.

As a regional comprehensive university, UWF strives to meet the needs of the communities we serve. All of Florida's public universities do the same, though their service areas differ. If, for example, there are few engineering jobs in Northwest Florida, the area from which we draw the bulk of our students, we may not entice many students into that profession. Consequently, UWF would be unable to compete for the targeted incentive program because our first allegiance is to the region we serve.

Conversely, if there is a need for additional “widget-makers” in Northwest Florida, for example, should that not be a critical need for which UWF should be eligible for incentive money?

### **Block tuition**

As long as the provision simply “authorizes” universities to establish block-tuition fees, there is no problem with the proposal, as UWF would be able to consider all the ramifications and nuances of creating such a fee structure. However, if the provision is “mandated” with specific parameters, then it usurps the local authority promised to the local boards of trustees.

The block-tuition proposal has advantages and disadvantages. It certainly would provide a means and incentive for students to finish in four years and give parents incentive to encourage their children to do just that. It also could create additional revenue from students who take just 12 credit-hours and pay for 15. However, I don’t think the purpose of the block tuition proposal is to increase revenues from students. Many students, especially those in the upper division, take only 12 credit-hours for a variety of reasons. It may be because of restrictions placed upon them because of employment requirements, family obligations or simply because the course work becomes more demanding and they want to maintain a high GPA. Because all these reasons are valid, students should not be penalized by being forced to pay a block-tuition fee for courses they do not take.

### **University billing statements**

UWF takes no exception to this proposal, though the fiscal elements of the “true costs” of a student’s education would have to be determined.

### **Excess credit hours**

UWF takes strong exception to the provisions in this proposal.

UWF does not disagree with the concept of excess hours, but it does disagree with the level. Rather than the 10-percent threshold, a 150-credit-hour threshold might be more appropriate. That would capture those students who are not making appropriate degree progress and still preserve the students’ ability to change majors without penalty.

As proposed by the governor, this provision discourages students from double majors and from minors, which will hurt the UWF Honors Program. It severely penalizes students who change majors because they did not know their expertise from the beginning. It strongly discourages students from taking elective courses that could make them better citizens, such as courses in government, political science, art, music, history, etc. It could severely penalize transfer students.

## **Non-Degree Programs**

UWF takes strong exception to the provisions in this proposal.

The proposal to charge out-of-state tuition to non-degree seeking students harms professionals who are required to take academic courses to meet certification requirements. It penalizes people who might want to take a course here and there simply to improve a skill set required in their jobs. It penalizes members of the military and their dependents, of whom we have many, who want to take a few courses before beginning a degree program.

As regards both the excess credits and non-degree proposals, UWF strongly embraces the concept that individuals have the right to choose their profession and to manage their educational careers in the way that optimizes their success. We do not believe that students should be corralled into professions prescribed by economic forecasters who predict shortages in professions, nor to force students to immediately enroll in degree programs. Yes, public universities have a societal obligation to provide the academic programs that will lead to placing graduates on the street in critical areas. We can offer incentives. We can increase our outreach. We can publicize our programs, encourage our students and work cooperatively with high school guidance counselors to prepare students for real-world choices.

But we should not do so with financial penalties that have the effect of removing free choice from individual lives.

**UWF Board of Trustees  
August 20, 2004**

**Issue:** Proposal to Implement Alternative Tuition Policies

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**Proposed action:** Approve

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**Background information:** At the May 27, 2004 Board of Governors Meeting, a motion passed to require each university board of trustees to report on whether, if given an opportunity, it would have an interest in or plans to implement block tuition or other alternative tuition policies, such as differential tuition by program, time, or location.

The purpose is to determine what types of alternative tuition policies, if any, each university believes might be appropriate or useful modifications to the current uniform credit hour pricing structure. Before authorizing policy changes, the Board of Governors needs assistance in establishing, as clearly as possible, the likely fiscal impact of changes on the universities, Bright Futures, and the Florida Prepaid Tuition Program.

A list of questions, with UWF's proposed responses, is due to the Chancellor by September 1, 2004.

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**Supporting documentation:** forthcoming

**Prepared by:** Janice Gilley, 473-7287  
Jerry Norris, 474-2211

**UWF Board of Trustees**  
**Finance, Administration and Audit Committee**  
**August 20, 2004**

**Issue:** Naming of UWF Music Wing in honor of Grier M. Williams

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**Proposed action:** Approve

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**Background information:**

Grier Williams came to the University of West Florida in 1967 with the objective of building a music program. In 1968 he was appointed Chair of the Music Department. During his twenty-eight years at UWF, the music department became the first upper division music department in the country accepted into the prestigious National Association of Schools of Music. Dr. Williams served on many committees, often as Chair, in order to better serve the University. He was also one of the first faculty members to receive tenure at UWF and he wrote and received some 50 grants to support projects such as the West Florida Music Festival and the Music Hall Artists Series, consisting of a yearly program of concerts by major chamber music groups from around the world.

In 1979, Dr. Williams was asked to conduct the Pensacola Symphony Orchestra and remained in that position until his retirement. Dr. Williams was also instrumental in the organization of the Pensacola Children's Chorus, served as Chairman of the Saenger Management Board during the renovation of the 1980's, and was awarded a lifelong membership in the Music Study Club.

Dr. William's accomplishments in the music industry were many and during his lifetime he received numerous awards. He was publicly recognized by the Pensacola City Council and the County Commission for his years of service with the Pensacola Symphony. Upon retirement from UWF he was named Faculty Emeriti.

On Monday, April 19<sup>th</sup>, 2004; Grier Williams passed away at the age of 72. In honor of Dr. Williams, Mrs. Betty L. Huybregts, widow of Pierre Huybregts, who was a long-time colleague of Williams, has proposed that the Music Wing in the Center for Fine and Performing Arts be named, "The Grier M. Williams Music Wing." Mrs. Huybregts deeply desires to honor Dr. Williams who was a dear friend to both she and her husband. Mr. Rick Glaze and the entire Music Department Faculty support this request.

The Honorary Awards and Recognition Committee unanimously approved the request on July 8, 2004.

This proposal meets the guidelines for naming opportunities as outlined in the "Guidelines for Naming Opportunities" approved by the UWF Board of Trustees on February 20, 2004.

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**Supporting documentation:** Letter of support from Department of Music

**Prepared by:** Ann Deen

474-3306



Department of Music  
College of Arts and Sciences  
11000 University Parkway  
Pensacola, FL 32514-5750

University of  
**West Florida**

To: Dr. John Cavanaugh, president, University of West Florida

From: Richard T. Glaze chair, department of music

Subject: Grier M. Williams honor

Dear Dr. Cavanaugh,

The department of music at the University of West Florida would like to propose that the music wing of the CFPA be named the Grier M. Williams Music Wing in honor of our long time former chair, Grier Williams. As I am sure you are aware, Grier passed away last month. He began the music department at the University when UWF opened in 1967 and served it well as the chair until 1996. He was also a prominent member of the Pensacola community as witnessed by the several newspaper articles written upon his death. Grier was the music director of the Pensacola Symphony Orchestra and served as music minister at First Presbyterian church for many years. He also began the Pensacola Children's chorus. I know the Pensacola community will show tremendous support for this proposal. He was a marvelous musician who was loved by his students and colleagues alike. The proposal has been discussed with Dean Van Galen, and he is in agreement that this is a viable proposal. The faculty of the music department feels this is an appropriate honor for such a great man.

Phon. 850.474.2147 Fax 850.474.3247  
Web uwf.e

UWF Board of Trustees  
Finance, Administration and Audit Committee  
**August 20, 2004**

**Issue:** FY2005 - 2006 Capital Improvement Trust Fund (CITF) Plan

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**Proposed action:** Approve

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**Background information:**

Approximately every three years, the University is required to submit a capital outlay budget request to the Division of Colleges and Universities. The Plan includes student-related facilities (such as recreational facilities, student unions) and other projects that support student life on campus. The Plan was recommended by an ad-hoc Committee within the Division of Student Affairs with Facilities Services participation. Student Affairs consulted with the Student Government Association. The Facilities Planning Committee recommended approval on July 16.

Funding for these projects comes from the State University System Capital Improvement Fee, a fund consisting of both cash and bond revenues generated from a semester credit hour charge of \$2.44. The Division of Colleges and Universities compiles the lists from each of the colleges and universities and presents it to the Governor and Legislature. The proposed allocation is \$3,655,662. This projection was based upon projected institutional fee collections.

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**Supporting documentation:** 2005-2006 Capital Improvement Trust Fund (CITF) Fee Project Summary

**Prepared by:** Jim Barnett, Associate Vice President, Facilities Services, 474-2005

<b>STATE UNIVERSITY SYSTEM</b>			
<b>Summary of Capital Improvement Fee Projects for 2005-2006/2006-2007</b>			
<b>2005-2006 Fixed Capital Outlay (FCO) Legislative Budget Request</b>			
<b>University of West Florida</b>			
<b>Priority</b>	<b>Project Name</b>	<b>Total Project Cost</b>	
1	Building 54 Renovation, Phase I of II	679,238	
2	Health, Leisure, and Sports Facility Rock Climbing Wall	156,500	
3	Childcare Center	2,829,924	
<b>Total for 2005-2006 Allocation</b>			<b>3,665,662</b>
<b>Out Year Projects</b>			
4	Health Center	2,560,596	
5	Intramural Field Storage Building	59,000	
<b>Grand Total</b>			<b>6,285,258</b>

UWF Board of Trustees  
Finance, Administration and Audit Committee  
August 20, 2004

**Issue:** FY2005/2006 – 2009/10 Fixed Capital Outlay Plan

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**Proposed action:** Approve

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**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 April.

Funding for these projects comes from the Public Education Capital Outlay (PECO) fund, which uses revenues generated from taxes on utilities. The Division of Colleges and Universities compiles the lists from each of the colleges and universities 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. This process is pursuant to Florida Statutes, Sections 216.0158, 216.043, and 1013.64.

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**Supporting documentation:** CIP – 2, Project Summary Form

**Prepared by:** Jim Barnett, Associate Vice President, Facilities Services, 474-2005

STATE UNIVERSITY SYSTEM  
 Five-Year Capital Improvement Plan (CIP-5) and Legislative Budget Request  
 Period: 2005-06 through 2008-10

West Florida

University

Priority No	Project	2005-06	2006-07	2007-08	2008-09	2009-10	FEDG Project Total	EDUCATIONAL PLAN Survey Recommended Date/Proj. No.	Academic or Other Program to Benefit	Net Assignable Square Feet (NASF)	Grade Square Feet (GSF)	Building Efficiency (GSF/MSF)	Primary Space Type(s)	Construction Cost	Project Cost	Cons. Cost Per GSF (Cons. Cost / Proj. GSF)
1	Capital Renewal/Infrastructure	4,230,000	4,300,000	4,750,000	3,000,000	5,230,000	23,750,000	November 2003/Academic	Academic	NA	NA	NA	NA	23,750,000	23,750,000	NA
2	Science and Technology Phase I	1,351,448	1,144,932				17,824,080	November 2003/Academic	Academic	38,133	81,790	0.48	Classroom/Office	14,803,883	17,824,080	149.23
3	Restroom, Lab, Kitchen and Kiosks/In	312,731	476,317				5,275,918	Nov 1 Student Acad.	Student Acad.	NA	38,448	NA	Support	4,763,147	5,275,918	112.24
4	College of Business Classroom and Support Building	330,320	439,893				6,941,343	November 2003/Academic	Academic	24,400	38,830	0.48	Classroom/Office	5,120,220	6,941,343	133.14
5	Franklin Institute and Remodeling	479,487	3,090,244				5,169,321	Nov 1 Academic & Admin	Academic & Admin	41,399	69,007	0.69	Student Area/Support	3,778,380	5,169,321	14.73
6	Classroom and Teaching Lab Upgrade	448,040	3,193,830				4,343,890	November 2003/Academic	Academic	NA	NA	NA	Support	4,150,000	4,343,890	NA
7	CBEA Building, Associated and Lighting/Commuter	2,273,004					2,273,004	November 2003/Academic	Academic	NA	NA	NA	Support	1,487,300	2,273,004	NA
8	Classroom and Office Building/College of Professional Studies			817,877	9,499,712		10,317,589	Nov 2 Academic	Academic	42,720	61,490	0.48	Classroom/Office	8,108,093	10,317,589	129.73
9	University Honors/Living Complex			377,545	474,810		5,321,472	Nov 3 Academic	Academic	27,800	31,423	0.78	Student Area/Support	3,980,773	5,321,472	111.88
10	Campus Security/Kiosks			184,718	2,140,942		2,941,680	Nov 4 Support	Support	4,400	10,015	0.44	Campus/Support	2,187,731	2,941,680	218.43
11	Architectural Classroom/Arts/Intramural				918,949		918,949	Nov 5 Academic	Academic	2,200	3,840	0.45	Art/Recreation	447,439	918,949	177.74
12	Development/Research and Classroom Complex			341,339	3,040,708		3,402,247	Nov 6 Research	Research	9,290	14,000	0.44	Research	2,321,329	3,402,247	146.09
13	New Admin Main Building for Administrative Financial Services, Purchasing Human Resources			473,819	4,484,543		4,940,382	Nov 7 Support	Support	18,430	24,675	0.49	Campus/Support	3,702,272	4,940,382	137.74
14	Leachway/Erasmus Building to West Campus							Nov 7 Master Plan	Master Plan	NA	NA	NA	Campus/Support	NA	NA	NA
	CUMC CUMC/Erasmus Building	349,753	2,948,822				3,218,137		Office	22,243	33,310	0.47	Classroom/Office	2,401,137	3,218,137	78.09
	Separate STS Living (50% STS, 50% CUMC)															

FECGP = Facility Enhancement Challenge Grant Program

\* If project is a FECGP project, report only the state share candidate date that the matching requirement is expected to be received.

Note 1: New project added after the Educational Plant Survey was completed, October, 2001

Note 2: Original project renovating Buildings 77 and 78 was recommended, November, 2001

Note 3: Project was previously listed on the Alca P. County's Facility Enhancement Challenge Grant project list.

Note 4: Same as Note 3

Note 5: Same as Note 3

Note 6: Same as Note 3

Note 7: Project added after completion of the Campus Master Plan, December, 2001

UWF Board of Trustees  
Finance, Administration and Audit Committee  
August 20, 2004

**Issue:** UWF 2001-02 Master Plan

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**Proposed action:** Approve UWF 2001-02 Master Plan – Amendment #1

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**Background information:**

The University Board of Trustees at the February 21, 2003 board meeting adopted the 2001-02 Campus Master Plan.

The FLBOG has delegated to each university BOT the responsibility to prepare, approve, adopt, execute and amend a campus master plan. In addition, each BOT shall prepare, adopt, and execute a campus development agreement pursuant to s. 1013.30.

This request is for the BOT to “amend” the 2001-02 Campus Master Plan as required to reflect changes in projected main campus enrollment and the modifications to the Capital Improvement Plan as noted on the attached documentation. This amendment #1 information will be incorporated in the Campus Development Agreement currently being developed with Escambia County.

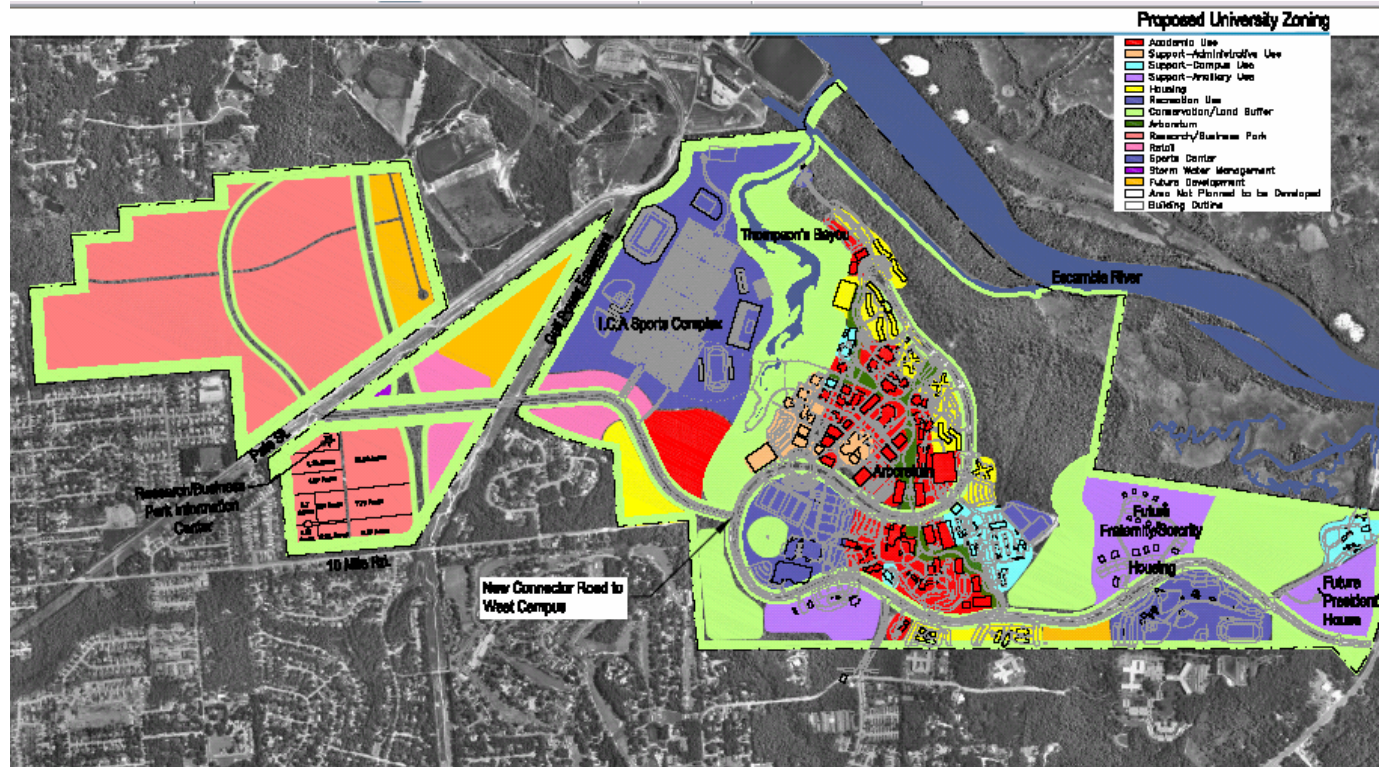
The Master Plan and approved amendments are intended to capture the current condition of the university and provide a direction for future expansion. The plan was designed based upon the projections and goals identified through university planning activities, the master plan update and discussions with Board members, university leadership, staff and others.

This amended document is used to plan the most recent changes in the physical and academic programs at the university.

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**Supporting documentation:** Projected main campus enrollment growth chart CMP Table 14 (revised), CMP Figure 4.2 Land Use Map (revised) and CMP Table 14-2, 2005-06 Capital Improvement Plan.

**Prepared by:** Roger E. Rowe, Special Projects Manager, Facilities Services, 474-3117



**Note:** The Business/Research Park, ICA Sports Complex and associated connector road to the main campus are not anticipated to be developed/constructed prior to the 2014-2015 time frame. (Amendment #1 - 2002 Campus Master Plan)

FIGURE 4.2



STATE UNIVERSITY SYSTEM  
 Five-Year Capital Improvement Plan (CIP-2) and Legislative Budget Request  
 Period: 2005-06 through 2009-10

ority. **West Florida**

Priority	Project	2005-06	2006-07	2007-08	2008-09	2009-10	Total	FECG Project	Date Bldg Program Submitted	Educational Plan/Survey Recommended Date/Rec.No.	Academic or Other Program to Benefit from Projects	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Building Efficiency Ratio (GSF/MASF)	Primary Space Type(s)	Construction Cost	Project Cost	Cost/Coef Per GSF (Const. Cost)	Project Cost Per GSF (Proj. Cost)
1	Capital Renewal Infrastructure	4,250,000	4,500,000	4,750,000	5,000,000	5,250,000	23,750,000			November 2001	Academic	n/a	n/a	n/a	n/a	23,750,000	23,750,000	n/a	n/a
2	Science and Technology, Phase I	1,334,348	1,449,532				17,824,080			November 2001	Academic	58,333	83,790	0.68	Classrooms/Office	12,803,803	17,824,080	149.23	207.79
3	Natorium Rehabilitation and Remodeling	512,731	4,743,147				5,275,918			Nov 1	Student Acad. Support		38,448	n/a	Student Area	4,743,147	5,275,918	123.24	134.31
4	College of Business Classroom and Support Building	530,320	4,390,843				4,941,343			November 2001	Academic	24,400	38,850	0.68	Classrooms/Office	5,230,220	4,941,343	133.14	178.47
5	Fieldhouse Rehabilitation and Remodeling	479,287	5,090,244				5,569,531			Nov 1	Academic & Athletics	41,399	69,007	0.89	Student Area	3,778,380	5,569,531	54.73	80.71
6	Classroom and Teaching Lab Upgrade		448,040	5,495,850			4,343,890			November 2001	Academic	n/a	n/a	n/a	n/a	4,330,000	4,343,890	n/a	n/a
7	CHEM Building #1, Acoustical and Lighting Corrections		2,273,004				2,273,004			November 2001	Academic	n/a	n/a	n/a	n/a	1,487,500	2,273,004	n/a	n/a
8	Classroom and Office Building, College of Professional Studies			837,877	9,499,712		10,337,589			Nov 2	Academic	42,730	42,490	0.68	Classrooms/Office	8,108,093	10,337,589	129.73	148.93
9	University Honors/Living Complex			377,543	4,748,107		5,325,472			Nov 3	Academic	27,900	35,423	0.78	Student Area	3,983,773	5,325,472	111.88	149.49
10	Campus Security Facility			284,718	2,440,942		2,943,480			Nov 4	Support	4,400	10,013	0.44	Campus Support	2,187,731	2,943,480	218.43	294.13
11	Anatomical Conservatory/Auditorium				928,949		928,949			Nov 5	Academic	2,300	3,840	0.45	Aud./Exhib.	447,439	928,949	147.74	240.44
12	DeVos Law Research and Classroom Complex				341,339	3,040,708	3,402,247			Nov 6	Research	9,290	14,000	0.44	Research	2,323,329	3,402,247	144.09	243.02
13	New Administration Building for Administrative Financial Services, Purchasing, Human Resources				475,819	4,484,343	4,940,382				Support	18,430	24,873	0.69	Campus Support	3,702,272	4,940,382	137.74	184.37
14	Roadway Extension/Bridge to West Campus Tie-Into Escambia County Road Improvements						Out-of-Project			Nov 7	Master Plan	n/a	n/a	n/a	Campus Support	n/a	n/a	n/a	n/a
	CMU C-TWFC Joint Center FWEB Expansion Separate BUS Listing (30% BUS, 30% CMU C)	349,733	2,908,322				3,238,257 (878.50%)					22,323	33,310	0.67	Classrooms/Office	2,401,137	3,238,257	72.09	97.82
<b>TOTAL</b>		<b>7,438,841</b>	<b>43,043,384</b>	<b>121,660,010</b>	<b>23,885,088</b>	<b>127,96,271</b>	<b>38,388,564</b>												

CHPT. 46-142B, as amended, 2005-06-01

Table 14.0 Projected enrollment growth and required campus facilities on the main campus at Pensacola (Amendment #1 - 2002 Campus Master Plan)

Academic Year	Projected Enrollment (FTE)	Projected Headcount	% growth of FTEs	% growth of HC	% of FTE to Headcount	# of beds required based on 1 bed per each 25% of FTE	additional # of new beds needed (current count 1040)	Beds required to add each year	Total square footage required based on HC projected growth not to include entrenchment of use of a larger University	Total Housing Required - based on 25% of total	Total Physical Plant Required - based on 5% of total	Total Academic Required - based on 52% of total	Total Administrative and Support Facilities Required - based on 18% of total	Parking required - parking = 5750	Difference - number of new spaces required each year
2000-01	4,447	7,580			0.59	1,112	(72)	(102)	1,895,758	434,621	50,675	865,512	501,567	4,061	-489
2001-02	4,853	8,250	0.08	0.08	0.59	1,213	(113)	(20)	1,835,437	472,060	58,199	945,281	307,269	5,206	-425
2002-03	4,932	8,364	0.02	0.02	0.59	1,233	(133)	(53)	1,854,856	473,652	58,772	950,422	332,511	5,895	-38
2003-04	5,144	8,745	0.04	0.04	0.59	1,286	(246)	(58)	1,941,756	489,420	103,884	1,000,004	346,216	5,825	-231
2004-05	5,376	9,139	0.04	0.04	0.59	1,344	(306)	(68)	2,028,582	520,972	108,367	1,043,189	361,196	6,077	-251
2005-06	5,634	9,678	0.05	0.05	0.59	1,409	(369)	(79)	2,118,309	544,829	113,330	1,090,929	377,694	6,365	-278
2006-07	5,926	10,074	0.05	0.05	0.59	1,482	(442)	(91)	2,222,687	571,675	118,914	1,144,694	396,305	6,668	-313
2007-08	6,250	10,625	0.05	0.05	0.59	1,563	(523)	(97)	2,337,911	601,311	125,078	1,204,024	416,820	7,014	-345
2008-09	6,597	11,215	0.05	0.05	0.59	1,649	(609)	(94)	2,460,885	632,940	131,657	1,267,356	439,776	7,383	-369
2009-10	6,972	11,852	0.05	0.05	0.59	1,743	(703)	(101)	2,593,247	666,983	138,739	1,336,522	462,376	7,780	-397
2010-11	7,377	12,541	0.05	0.05	0.59	1,844	(804)	(115)	2,736,518	703,801	146,396	1,409,843	487,761	8,201	-427
2011-12	7,819	13,292	0.05	0.05	0.59	1,955	(915)	(125)	2,890,269	743,975	154,929	1,489,484	515,335	8,671	-454
2012-13	8,297	14,105	0.05	0.05	0.59	2,074	(1,034)	(130)	3,056,771	786,201	163,537	1,574,237	545,022	9,170	-500
2013-14	8,817	14,989	0.05	0.05	0.59	2,204	(1,164)	(142)	3,237,020	832,569	173,182	1,667,081	577,166	9,711	-541
2014-15	9,383	15,951	0.05	0.05	0.59	2,346	(1,306)	(141)	3,432,314	882,791	183,629	1,767,542	611,562	10,297	-586
2015-16	9,946	16,908	0.05	0.05	0.59	2,497	(1,447)	(149)	3,626,603	932,762	194,023	1,867,701	646,623	10,880	-633
2016-17	10,543	17,923	0.05	0.05	0.59	2,636	(1,596)	(136)	3,831,960	985,820	205,010	1,973,460	683,239	11,496	-616
2017-18	11,176	18,999	0.05	0.05	0.59	2,794	(1,754)	(146)	4,048,999	1,041,403	216,621	2,085,235	721,937	12,147	-651
2018-19	11,847	20,140	0.05	0.05	0.59	2,962	(1,922)	(178)	4,268,598	1,041,402	216,621	2,197,234	721,936	12,147	-651
2020-21	12,588	21,349	0.05	0.05	0.59	3,140	(2,100)	(188)	4,278,241	1,100,364	226,886	2,203,294	762,810	12,835	-688
2021-22	13,311	22,629	0.05	0.05	0.59	3,328	(2,288)	(200)	4,520,260	1,162,611	241,834	2,321,534	805,962	13,561	-726
2022-23	14,110	23,987	0.05	0.05	0.59	3,526	(2,486)	(212)	4,716,221	1,229,446	255,626	2,459,757	851,601	14,329	-768
2023-24	14,987	25,427	0.05	0.05	0.59	3,735	(2,695)	(222)	5,046,700	1,298,011	269,936	2,609,020	899,827	15,140	-811

UWF Board of Trustees  
Finance, Administration and Audit Committee

August 20, 2004

**Issue:** New rule incorporating new Parking Regulations brochure

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**Proposed action:** Approve

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**Background information:**

The prior parking regulations brochure is incorporated by reference into the Tuition Rates, Fees, Fines, and Penalties rule (Florida Administrative Code Rule 6C6-4.008.) The University is in the process of revising and streamlining the current Safety and Traffic Rule, and the new brochure is more appropriately referenced in a rule in this area of the Code.

The brochure has been revised to clarify the prior language in the brochure, reflect changes in the appeal procedure for parking citations, and reflect the change of responsibility for the parking program from the University Police to the Parking Services department.

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**Supporting documentation:** Parking Brochure rule and Parking Regulations brochure which is incorporated into that rule (Brochure attached separately.)

**Prepared by:** Gina DeJulio, General Counsel, 850-474-3420

6C6-5. Parking Brochure. The University of West Florida brochure, "Parking Regulations" Doc. Pkg Reg Eff 7.01.04 ("Parking Brochure") is incorporated into this rule by reference, and may be obtained at the Parking Services, Building 90; at the University Police office which is open 24 hours a day.

*Specific Authority 1001.74(4) FS. Law Implemented 1006.66 FS. History–New*

Discussion item:

UWF Board of Trustees  
August 20, 2004

**Issue:** Okaloosa Walton College Joint Campus Building

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**Proposed action:** Discussion

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**Background information:** UWF has a joint campus with OWC in Fort Walton Beach. There has been a need for additional classroom and office space for several years on the joint campus. The Division of Colleges and Universities previously gave joint campuses special PECO allocations. In recent years the DCU has not provided a joint campus PECO allocation.

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**Supporting documentation:** The Fixed Capital Outlay Plan – FY 05-06

**Prepared by:** Janice Gilley 473-7287

**UWF Board of Trustees**  
**August 20, 2004**

**Issue:** Brief Update on Activities of Florida Institute for Human and Machine Cognition, Inc.

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**Proposed action:** Informational

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**Background information:** IHMC will provide an update on Institute activities including the organizational meeting of the newly created Board of Directors of FIHMC and the signing of the FIHMC agreement with the Florida Board of Governors.

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**Supporting documentation:** None

**Prepared by:** Julie Sheppard, FIHMC General Counsel 850 202-4435

**AGENDA**  
August 20, 2004  
UWF Board of Trustees  
Academic and Student Affairs Committee  
J. Earle Bowden Building 120 Church Street Pensacola, FL  
Conference Room #2  
8:30 a.m.

**I. Roll Call** **Chair Roy Smith**

**II. Approval of Minutes for June 17, 2004**

**Action Item**

Proposed Master of Education-College Student Personnel  
Administration

**Informational Items**

- i. Deleted/Added Degree Program Specializations – Actions of the Faculty Senate, 2003-2004
  
- i. Board of Governors Resolution on Academic Learning Compacts
  
- ii. Recognition of Programs recently accredited by National Accrediting Associations
  
- iii. Student Affairs Update

**III. Other Business**

**IV. Adjournment**

## Minutes

### UWF Board of Trustees Academic & Student Services Committee Meeting

Committee Chair Roy Smith called the meeting to order at 1:04 p.m. on Thursday, June 17, 2004 in Room 131, Building 71 International Center.

Committee members present:

Pat Wentz  
Steve Russell  
Honor Bell (late arrival)

Also attending:

VP for Student Services, Dr. Debbie Ford,  
COB Dean, Dr. Ed Ranelli  
COPS Dean, Dr. Janet Pilcher  
Dr. Jim Hurd  
Dr. Bonnie Bedics  
Ms. Diane Scott  
Mr. Craig Jones.  
Dr. Carl Backman

#### Approval of minutes

##### Approve February 20, 2004 meeting minutes.

Motion by Trustee Wentz  
Second by Trustee Russell  
It carried unanimously.

#### Action items

Approve requests to explore BA in Economics degree program, explore BSBA in Real Estate degree program and explore a Master of Social Work degree program.

Motion by Trustee Wentz  
Second by Trustee Russell  
It carried unanimously

Due to Trustee Bell arriving late, a brief summarization was shared in order to include his positive support. A projected roll out date of the Fall 2005 is anticipated for the BA in Economics and BSBA in Real Estate degree programs. However, it is undetermined when the startup date will be for the Master of Social Work due to rigorous guidelines and legislative approval.

#### Other business

Dr. Carl Backman led a brief discussion on the 2003-04 program reviews. Dean Janet Pilcher stated that an ongoing review of those programs, including those not producing, is done as well.

Adjournment occurred at 2:07 p.m.



Respectfully submitted,  
Faye H. Bowers,  
Administrative Assistant

UWF Board of Trustees  
August 20, 2004

**Issue:** Master of Education/College Student Personnel Administration  
Permission to Submit Request to Implement Without Having Submitted  
Request to Explore/Plan

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**Proposed action:** Approve

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**Background information:**

The College of Professional Studies currently offers through its M. Ed. in Educational Leadership a specialization in College Student Personnel Administration. The College wishes to submit a proposal for stand-alone status for the degree. The enrollment history shows that this is a very viable program. Inasmuch as the specialization already exists, permission is requested to be able to submit the Request for Implementation of a New Program without having submitted the usual Request to Explore/Plan.

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**Supporting documentation:** Memorandum dated July 30, 2004  
to Roy Smith via Sandra Flake from Carl Backman

**Prepared by:** Carl A. Backman  
Associate Vice President for Academic Affairs  
850-474-2502

**MEMORANDUM**

July 30, 2004

TO: Roy Smith  
Chair, Academic and Student Affairs Committee  
Board of Trustees

VIA: Sandra Flake  
Provost

FROM: Carl A. Backman  
Associate Vice President

SUBJECT: Proposed Master of Education—College Student Personnel Administration  
CIP Code 13.1102 College Student Counseling and Personnel Services

The Division of Graduate Education in the College of Professional Studies proposes to make its current specialization in College Student Personnel Administration in the Educational Leadership Master's degree a free-standing degree program under CIP Code 13.1102. Permission is requested to prepare and submit a request for implementation without submitting the usual Request to Explore Plan. The specialization has a head count enrollment of approximately 25 students.

cc: Deborah Ford  
Janet Pilcher  
Joseph Peters  
Jim Hurd

UWF Board of Trustees  
August 20, 2004

**Issue:** Summary of Degree Program Specializations Approved  
for Deletion by the Faculty Senate in Academic Year 2003-2004

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**Proposed action:** Information Item

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**Background information:**

As requested at the June meeting of the Board of Trustees, staff in the Provost's Office prepared a summary of degree program specializations approved for deletion by the Faculty Senate, Provost, and President. The summary also includes new degree programs (which required approval of the Board) and new specializations within existing programs (which did not require Board action).

Staff from the Provost's Office will be available to respond to questions about the summary.

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**Supporting documentation:** New and Deleted Programs—Faculty Senate Actions 2003-2004

**Prepared by:** Carl A. Backman  
Associate Vice President for Academic Affairs  
850-474-2502

**NEW AND DELETED PROGRAMS**  
**Faculty Senate Actions 2003-2004**

Compiled by the Office of the  
 Associate Vice President for Academic Affairs

COLLEGE	CCR NUMBER	CIP CODE	TITLE	DEGREE	APPROVAL DATE
<b>PROGRAM LEVEL (Requires Board of Trustees Action)</b>					
<b>List of New Programs</b>					
<b>Arts and Sciences</b>	OCE3000P	40.0607	B.S. Oceanography	B	12/12/03
	ENV5000P	03.0104	M.S. Environmental Studies	M	01/09/04
<b>Professional Studies</b>	MSA500XP	30.XXXX	M.S.A. Administration	M	01/09/04
	MCI5007P	13.0301	M.Ed. Reading Education	M	01/09/04
<b>List of Deleted Programs</b>					
None					
<b>PROGRAM LEVEL (Board of Trustees Action Not Required)</b>					
<b>List of New Specializations</b>					
<b>Arts and Sciences</b>	MAT3001P	27.0101	Computational and Applied Mathematics	B	12/12/03
	MAT3002P	27.0101	Financial Mathematics and Applied Statistics	B	12/12/03
	MAT3003P	27.0101	Mathematics in Teaching	B	01/09/04
	PHY3003P	40.0801	Physics/Computational Physics	B	01/09/04
	MAT5003P	27.0101	Mathematical Sciences	M	01/09/04
<b>Business</b>	MAR3005P	52.1401	Marketing/International Tourism	B	02/13/04
<b>Professional Studies</b>	SPE3004P	13.1001	Exceptional Student Education—ESOL	B	01/09/04
	HFT3002P	52.0901	Hospitality, Recreation, and Resort Management	B	01/09/04
	EDE5003P	13.0301	C&I/Elementary Education Certification	M	12/12/03
	EDM5024P	13.0301	C&I/Middle Level Education Certification	M	05/19/04
	EVT5001P	13.1320	Comprehensive Program in Career and Technical Education (for Certified Teachers)	M	02/13/04
	MCI5016P	13.0301	C&I/Secondary Education Certification	M	02/13/04
	MCI5017P	13.0301	C&I/Comprehensive Program in ESOL	M	02/13/04
	MCI5018P	13.1320	Comprehensive Program—Reading Endorsement	M	02/13/04
	MCI5019P	13.0301	C&I/Applied Behavior Analysis in Education	M	02/13/04
	MCI5020P	13.0301	C&I/Comprehensive Program in Gifted Education	M	05/19/04
	SPE5011P	13.1001	Special Education/Exceptional Student Education (ESE/K-12)	M	01/09/04
	EDD8005P	13.0301	C&I/Evaluation and Accountability	D	12/12/03

COLLEGE	CCR NUMBER	CIP CODE	TITLE	DEGREE	APPROVAL DATE
<b>List of Deleted Specializations</b>					
<b>Arts and Sciences</b>	BSC3003P	26.0101	Biology/Plant Science	B	12/12/03
	PHY3001P	40.0801	Physics/Computer Science	B	01/09/04
	BSC5011P	13.1316	Biology/Education (K-12)	M	12/12/03
	MAE5000P	27.0101	Mathematics	M	12/12/03
	MAT5000P	27.0101	Mathematical Sciences	M	01/09/04
	MAT5001P	27.0101	Mathematics/Applied Statistics and Quality Control	M	01/09/04
<b>Professional Studies</b>	CRJ3002P	43.0104	Criminal Justice/Probation and Parole	B	01/09/04
	EEE3000P	13.1302	Art Education	B	12/12/03
	EEE3001P	13.1305	English Education	B	12/12/03
	EEE3002P	13.1306	Foreign Language Education	B	12/12/03
	EEE3003P	13.1311	Mathematics Education	B	12/12/03
	EEE3004P	13.1312	Music Education	B	12/12/03
	EEE3005P	13.1316	Science Education	B	12/12/03
	EEE3006P	13.1317	Social Science Education	B	12/12/03
	HFT3000P	52.0901	HRRM/Recreation, Resort, and Tourism Management Minor	B	02/13/04
	HFT3001P	52.0901	HRRM/Hospitality, Resort, and Spa Management	B	02/13/04
	PLA3001P	22.0302	Legal Studies/Advanced	B	01/09/04
	SPE3000P	13.1001	Special Education/Emotionally Handicapped	B	01/09/04
	SPE3001P	13.1001	Special Education/Learning Disabled	B	01/09/04
	SPE3002P	13.1006	Special Education/Mental Handicapped	B	01/09/04
	EDL5010P	13.0401	Educational Leadership/Applied Educational Leadership	M	02/13/04
	EDL5020P	13.0401	Educational Leadership/School Curriculum Development	M	02/13/04
	EDL5030P	13.0401	Educational Leadership/Instructional Development	M	02/13/04
	MCI5000P	13.0301	C&/Alternative Education	M	01/09/04
	MCI5001P	13.0301	C&/Alternative Education and Secondary	M	01/09/04
	MCI5009P	13.0301	C&/Primary Education	M	01/09/04
	MCI5010P	13.0301	C&/Elementary Education w/Certification	M	01/09/04
	MCI5011P	13.0301	C&/Elementary Education w/o Certification	M	01/09/04
	MCI5012P	13.0301	C&/Middle Level Education NCRT	M	01/09/04
	MCI5013P	13.0301	C&/Middle Level Education w/Certification	M	01/09/04
	MCI5014P	13.0301	C&/Secondary level w/Certification	M	01/09/04
	MCI5015P	13.0301	C&/Secondary Level NCRT	M	01/09/04
	SPE5000P	13.1001	Clinical Teaching/Emotional Handicaps	M	01/09/04
	SPE5001P	13.1001	Clinical Teaching/Learning Disabilities	M	01/09/04
	SPE5002P	13.1001	Clinical Teaching/Mental Handicapped	M	01/09/04
	SPE5003P	13.1001	Clinical Teaching/Military Career Transition Program	M	01/09/04
	SPE5009P	13.1001	Varying Exceptionalities	M	01/09/04
	SPE5010P	13.1001	Varying Exceptionalities	M	01/09/04

COLLEGE	CCR NUMBER	CIP CODE	TITLE	DEGREE	APPROVAL DATE
<b>List of New Minors</b>					
<b>Arts and Sciences</b>	ANT1001P	45.0201	Latin American Studies Minor	m	12/12/03
	MST1000P	45.9999	Maritime Studies Minor	m	12/12/03
<b>Business</b>	ACG1001P	52.0301	Accounting Minor	m	11/14/03
	ECO1002P	52.0601	Quantitative Economics Minor	m	11/14/03
<b>Professional Studies</b>	HFT1002P	52.0901	Hospitality/Resort/Spa Management Minor	m	02/13/04
<b>List of Deleted Minors</b>					
<b>Professional Studies</b>	CRJ1003P	43.0104	Probation and Parole Minor	m	09/15/03
	HFT1000P	52.0901	Recreation/Resort/Tourism Management Minor	m	02/13/04
	HFT1001P	52.0901	Hospitality/Resort/Spa Management Minor	m	02/13/04

UWF Board of Trustees  
August 20, 2004

**Issue:** Academic Learning Compacts  
Resolution of the Florida Board of Governors

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**Proposed action:** Information Item

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**Background information:**

At its April 22, 2004, meeting, the Florida Board of Governors passed the following resolution:

Under the Student Achievement and Performance Measure, the Board of Governors recommends that all universities, through their Boards of Trustees, adopt Academic Learning Compacts.

At its July 22, 2004, meeting, the Board of Governors provided the following parameters for the Compacts. Each Academic Learning Compact must include:

- (A) The identification of expected student learning outcomes in the area of content/discipline knowledge and skills;
- (B) The identification of expected student learning outcomes in the area of communication skills;
- (C) The identification of expected student learning outcomes in the area of critical thinking skills;
- (D) The identification of assessments used to determine how well student learning matches those articulated expectations; and
- (E) A willingness to certify that learning expectations have been achieved.

On August 16, 2004, Division of Colleges and Universities staff conducted a workshop for university representatives to further clarify Board expectations regarding the Compacts.

Provost’s Office staff will provide a briefing on the information obtained from the August 16 meeting.

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**Supporting documentation:** Briefing paper

**Prepared by:** Carl A. Backman  
Associate Vice President for Academic Affairs  
850-474-2502



UWF Board of Trustees  
August 2004 Meeting  
Briefing Paper

Academic Learning Compacts-Resolution of the Florida Board of Education

At its April 22, 2004, meeting, The Florida Board of Governors passed the following resolution:

Under the Student Achievement and Performance Measure, the Board of Governors recommends that all universities, through their Boards of Trustees, adopt Academic Learning Compacts;

That the Compacts constitute a clear identification, by academic program, of what students, engaging in a teaching-learning partnership with their universities, will have learned in terms of content knowledge, and communication and critical thinking skills by the time they graduate; and that these Compacts will be clearly articulated by the universities to students at the beginning of their academic careers and when they begin their degree programs; and that, on or before graduation, the universities will certify, through any process they choose, that the criteria of the Compacts have been met by individual students;

That the Board of Governors will work with universities to ensure implementation of meaningful Academic Learning Compacts that maximize flexibility at the university level.

On July 9, 2004, staff of the Division of Colleges and Universities convened, via conference call, a meeting of representatives of the 11 state universities to hear status reports on the nature of campus discussions about the Academic Learning Compacts and to listen to questions and concerns from the universities.

At its July 22, 2004, meeting, the Board of Governors provided the following parameters for the Compacts. Each Academic Learning Compact must include:

- (A) The identification of expected student learning outcomes in the area of content/discipline knowledge and skills;
- (B) The identification of expected student learning outcomes in the area of communication skills;
- (C) The identification of expected student learning outcomes in the area of critical thinking skills;
- (D) The identification of assessments used to determine how well student learning matches those articulated expectations; and
- (E) A willingness to certify that learning expectations have been achieved.

On August 16, 2004, Division of Colleges and Universities staff conducted a workshop for university representatives to further clarify Board of Governors expectations regarding the Compacts.

It is the intent of the academic administration at UWF that development of Academic Learning Compacts for each degree program occur in concert with the refinement of program-level student learning outcomes and related assessments associated with the Quality Enhancement Plan being prepared for the SACS review.

Principal concerns expressed by the universities in the July 9 conference call include:

- legal implications of “certifying” individual student accomplishment of the Compacts and relationship to formal graduation requirements
- financial costs involved in universal assessment of students
- complexity of the data management system required to support individual student certification (as contrasted with program level assessment)
- provision of adequate time to develop the Compacts and associated assessment systems.

UWF Board of Trustees  
August 20, 2004

**Issue:** Recognition of Academic Programs Recently Accredited  
by National Accrediting Associations

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**Proposed action:** Informational

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**Background information:**

The University of West Florida strategic plan endorses attaining national discipline-based accreditation of academic programs where such accreditation exists and when such accreditation serves the needs and interests of the students and faculty.

The University's teacher education unit and associated programs were reaccredited for a full 5 years in March 2004 by the National Council for the Accreditation of Teacher Education (NCATE) and re-approved for a similar period by the Florida Department of State.

The University's Athletic Training Program in the Division of Health, Leisure, and Exercise Science was granted initial accreditation for 5 years in April 2004 by the Commission on Accreditation of Allied Health Programs (CAAHEP).

Representatives of these two programs will be present to provide information about the accreditation process and to be recognized by the Board.

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**Supporting documentation:** Briefing papers—Teacher Education, Athletic Training

**Prepared by:** Carl A. Backman  
Associate Vice President for Academic Affairs  
850-474-2502

UWF Board of Trustees  
August 2004 Meeting  
Briefing Paper

Recent Actions by Discipline-Specific Accreditation Agencies  
Teacher Education Unit and Programs

UWF's Teacher Education unit and programs leading to initial certification were reaccredited for the full 5 years on March 28, 2004 by the National Council for Accreditation of Teacher Education (NCATE), the Florida Department of Education Bureau of Educator Recruitment, Development, and Retention, and the Florida Department of Education Division of Colleges and Universities.

Designation as an accredited program is not only an indication of the high quality of the program, but also benefits students by ensuring that they will be adequately prepared to pass the Florida Teacher Certification Examinations (FTCE), makes certain that they have successfully demonstrated mastery of Florida's Educator Accomplished Practices, makes them eligible as professional-level teachers under Florida Better Educated Students and Teachers Act, and allows them to be simultaneously eligible for certification in many other states under the NCATE-specific reciprocity agreement.

Standards required to be met by the teacher education unit and individual programs include  
NCATE

- Standard 1: Candidate Knowledge, Skills, and Dispositions
- Standard 2: Assessment System and Unit Evaluation
- Standard 3: Field Experiences and Clinical Practice
- Standard 4: Diversity
- Standard 5: Faculty Qualifications, Performance, and Development
- Standard 6: Unit Governance and Resources

Florida Department of Education

- Standard 1: Demonstration of Knowledge and Skills at the point of program completion.
- Standard 2: Performance on the Florida Teacher Certification Examination.
- Standard 3: Inclusion of the program components mandated by State Statute or Rule.
- Standard 4: Diversity of student population.
- Standard 5: Satisfaction of employing districts.

According to Janet Pilcher, Dean, College of Professional Studies, faculty, staff, student, and community involvement in the reaccreditation process continues the outstanding relationships that UWF shares with the individual schools and districts in its service area. It also validates the quality of our graduates as evidenced by the 100% hire rate of Teacher Education graduates.

UWF Board of Trustees  
August 2004 Meeting  
Briefing Paper

Recent Actions by Discipline-Specific Accreditation Agencies  
Athletic Training

UWF's bachelor's level program in Athletic Training received initial accreditation in April, 2004 for a period of 5 years (compared to a maximum possible of 5 years) by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Designation as an accredited program is not only an indication of the high quality of the program but also benefits students by making them eligible to sit for the National Athletic Trainers Association Board of Certification (NATABOC) examination. A person must pass the NATABOC exam in order to have the minimum credentials for employment as a certified athletic trainer (ATC).

Standards required to be met by the program include:

- Clearly defined Admission Policies and Procedures, including competitive enrollment standards and criteria;
- Didactic and clinical education in 20 specified subject matter areas;
- Didactic and clinical involvement of the students with a variety of other medical and allied health professionals (e.g., specialized physicians, dentists, physical therapists, nurses, EMT's);
- A variety of clinical experiences including but not limited to the following settings: high schools, physical rehabilitation clinics, intercollegiate athletics, physicians offices, professional sports
- Adequate facilities, equipment, resources, and personnel

According to Richard Frazee, Director, Athletic Training, preparing for accreditation provided the faculty, staff, and students opportunity to:

- Increase public awareness of the athletic training profession
- Increase exposure of the faculty, staff, and students to many aspects of the community. Parents in the community see UWF students working along side other health care professionals providing services for their sons and daughters participating in athletics, rehabilitation and recreational physical activity.

Academic & Student Affairs Committee  
UWF Board of Trustees  
August 20, 2004

**Issue:** Student Affairs Update

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**Proposed action:** Informational

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**Background information:** Short oral presentation to discuss; new staff, changes in Housing and Residence Life, and Student Transitions Programs

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**Supporting documentation:** Outline of discussion topics

**Prepared by:** Deborah Ford, Ed.D, Vice President for Student Affairs  
(850) 474-2214

## **STUDENT AFFAIRS UPDATE**

BOT Meeting – August 20, 2004

### **New Staff**

- Dr. Rick Barth, Dean of Students
- Joe Poletto, Assistant Director – Housing & Residence Life
- Shana Bubolz, Residence Life Coordinator
- Ray Gordon, Residence Life Coordinator
- Jennifer Smith, Residence Life Coordinator
- Dr. Stephanie Chervinko, Psychologist – Counseling Center
- Dr. LaVonne Browne, Psychologist – Counseling Center
- Christine Haley, Student Affairs Coordinator

### **Housing & Residence Life**

- South Side Renovations
- Review of Policies and Procedures
- Strategic Plan for Housing & Residence Life
- Opening of Residence Halls, August 20, 2004 - 1400 Students

### **Student Transition Programs**

- Orientations (Students and Parents), Summer
- Freshman Year Experience
- New Traditions.....
- Welcome Week

AGENDA  
UWF Board of Trustees  
Executive Committee Meeting  
August 20, 2004

**I. Roll Call**

**Chair Collier Merrill**

**II. Action Item**  
    Presidential Evaluation

**III. Other business**

**IV. Adjournment**



Action Item:

UWF Board of Trustees  
Executive Committee  
August 20, 2004

Issue: Presidential evaluation

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Proposed action: Approve

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Background information:

The UWF Board of Trustees (BOT) policy on presidential evaluations calls for the Executive Committee to conduct a formal evaluation and present its recommendation to the BOT at the meeting preceding the president's anniversary. As part of that process, the board and president will establish target goals and objectives for the next year.

The Executive Committee met to evaluate the president on June 9.

An oral presentation on the evaluation was scheduled for the June 17 board meeting but was postponed until the August 20, 2004 meeting.

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Supporting documentation: Presidential evaluation policy  
Presidential goals 2003-04  
Presidential goals 2004-05

Prepared by: Keith Goldschmidt  
850-474-2368

Revised by: Faye H. Bowers  
Administrative Assistant  
850-474-2009

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.

**Report to the Board of Trustees  
University of West Florida  
John C. Cavanaugh, Ph.D., President  
Goals 2004-2005  
June, 2004**

In response to a request from the Board Chair, I offer the following as my goals for the University of West Florida for 2004-2005. These goals are grounded in the vision I described in my inaugural address, the UWF strategic plan, and the progress we have made to date related to each. I list the categories based on functional areas and not in the order of priority.

I welcome the opportunity to discuss them with you.

Top 5 Goals

- Complete planning process for campaign
- Complete the SACS reaffirmation process
- Engage community in economic development partnership
- Successfully implement and complete baseline measurements for “Making Way for Excellence” program with Baptist Leadership Institute
- Develop and implement accountability measures for student outcomes

Board of Trustees

- Implement the revised Board of Trustees interface and strong committee structure.
- Institute procedures for smooth transition in Board membership when succession occurs.
- Design and conduct orientation sessions for new Board members.
- Design and conduct Board development program.
- Create mechanism for ongoing updates/reports on all DSO's to the Board.

President/President's Division

- Increase UWF's visibility at the state and national levels.
- Design and implement public relations effort for SUPA.
- Implement and evaluate the new personnel system.
- Implement year one of staff compensation program to address salary compression.
- Successfully conclude the contract negotiations with UFF.
- Continue implementing the IT strategic plan by completing phase two and beginning phase three.
- Advocate for a technology fee.
- Advocate for full enrollment funding at the state level.

- Advocate for adequate PECO funding.
- Work with Board of Governors on accountability, strategic planning, and funding issues.
- Advocate for federal funding where possible for UWF programs.
- Explore possibility of webcasting Board meetings and implement if feasible.
- Implement new Office of Diversity Programs, including major public outreach and communication efforts to minority community.
- Complete SACS reaffirmation process.
- Implement Military Community Policy Council and show results of their input through modifications of or design of academic programs and their delivery.
- Participate in the implementation of the downtown historic district plan and related follow-up activities.

### Academic Affairs

- Build Academic Affairs leadership team through planning, hiring replacements for retiring administrators, and organizing functions to optimize support for academic program excellence.
- Continue ongoing academic program review process, with emphasis on identifying programs of excellence and those requiring attention.
- Develop the leadership support to implement fully on-going, systematic assessment of student learning.
- Identify areas of opportunity for new academic programs that meet strategic regional needs and/or foster economic development.
- Identify program that would be eligible for the Governor's Center of Excellence initiative.
- Bring one online program to global market.
- Begin redesign of continuing education effort, and examine the entrepreneurial opportunities of continuing professional education.
- Implement faculty hiring plan to maximize resources in new and continuing faculty positions.
- Design and implement faculty development program for adjunct faculty.
- Begin ongoing evaluation of all faculty development programs.
- Design and implement incentive policies for recruiting minority faculty.
- Increase grants and contracts awards by 10%.
- Begin design of research/scholarship/creative activity and intellectual capital development benchmarking by identifying peer institutions and collecting comparative data.
- Complete the revision of and implement new intellectual property policy for e-learning.
- Increase enrollment at extended campuses by 5%.
- With Student Affairs, evaluate and redesign student support services organization and delivery; target implementation beginning July 1, 2005.
- With Student Affairs and Enrollment Services, develop undergraduate student retention and graduation rate improvement program.

- Revise student recruitment plan with particular attention to meeting the needs of underserved and underrepresented groups.

### Administrative Affairs

- Implement “Making Way for Excellence” program with Baptist Leadership Institute and demonstrate significant progress.
- Restructure Office of Accounting and Financial Services to address problems identified in the state operational audit.
- Begin periodic revision of campus physical plan.
- Implement Banner ERP system.
- Continue training of department budget managers for new Banner system.
- Continue campus beautification efforts.
- Improve campus signage and UWF identity based LEAD class recommendations.

### Student Affairs

- Implement new Dean of Students administrative model.
- Begin design of new residence hall and dining facility.
- Implement redesigned orientation program for new and transfer students.
- Provide additional student support services at extended campuses.

### Development

- Complete the campaign feasibility study.
- Establish financial goal and priorities for campaign.
- Identify campaign chair(s).
- Significantly increase number of visits to major donors/prospects.
- Increase annual giving by 5%.
- Establish another new chapter of the Alumni Association.
- With the President, visit four cities and hold alumni/fundraising events.
- Geographically diversify membership on the Foundation Board.
- In consultation with the Board of Trustees and each DSO Board, develop and implement giving policies for membership.

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.



UWF Board of Trustees Meeting  
August 20, 2004

**Issue:** Dorr House renovation into presidential home/president's contract

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**Proposed action:** Informational

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**Background information:** Approved renovation into presidential home/president's contract at June 17, 2004 UWF Board of Trustees Meeting.

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**Supporting documentation:** Letter to Trustees from President Cavanaugh  
July 28, 2004 WFHPI Meeting Minutes with NSCDA, SOF,  
Pensacola Town Committee  
June 17, 2004 BOT Agenda Item 8 – Finance, Admin & Audit  
Committee which was approved  
June 17, 2004 Minutes of Finance, Admin & Audit Committee

**Prepared by:** Faye Bowers  
850-474-2009

**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.

The meeting between the NSCDA in the State of Florida, Pensacola Town Committee and the West Florida Historic Preservation Inc. was held at the home of Chair Molly Biggs on July 28, 2004. NSCDA was represented by Mary Lane, Chair, MiMi Sherrill, Mary Ann Young, Dreda Grimes and Molly Biggs and Historic Preservation representatives were Collier Merrill and Lucy Rentz, Board members and Director John Daniels.

The agenda for this meeting was to clarify the plans for the Dorr House to be used by UWF to house their President temporarily while a formal Presidential Home is built.

Mr. Merrill, Mr. Daniels and Mrs. Rentz listened attentively while the Dames representatives each voiced their concerns. Mrs. Lane requested that Mrs. Young, as a descendent of Mrs. Dorr, give an overview of the house through the years and she pleaded for the house to remain in the period in which it was built. She voiced the importance of the Dorr House to remain in the NSCDA museum properties file.

Mrs. Sherrill requested that the furnishings be placed in a similar period house if they must be removed from Dorr House. She also stressed the importance of the house and furnishings for the education of children. She suggested that the kitchen equipment should be moved to a house of the same 1871 time frame to be of value. She also requested that the Dames will continue our tradition of decorating the house for Christmas.

Mrs. Grimes agreed with the previous Dames and also stressed her concerns for modernizing the kitchen. Mrs. Judy McCloud who was unable to attend the meeting sent the message that the Dorr House is unique and "once it is ruined, it's ruined." Mrs. Lane spoke of the pride she has as a docent in showing the house and how important the kitchen is to the children especially.

After listening to the Dames, Mr. Merrill responded entirely in the positive. He agreed that the way we all learned of the project was a News Journal story that broke before anyone knew it would. They, too, were surprised when it was reported. That said, he assured us that everything that we had requested was definitely within their plans and that having the UWF President as a resident of the house will also add to it's history. And the funds received will cover so much of the renovations the house so sorely needs. The house will still be open for tours of the downstairs even though Dr. Cavanaugh resides there.

Mr. Daniels talked about moneys that have been available since UWF took over the overview of the State properties. It has been amazing and so welcomed to the whole historical district. He agreed with Mr. Merrill that the Dames involvement with the Dorr House is very important to all and that his office will be completely supportive of our wants and needs. He impressed all when he said that everything that they do MUST be reversible. This includes the kitchen. He stated that when the President moves out, the kitchen will be returned to it's original state. Mr. Merrill agreed with this statement.

Mr. Merrill agreed to attend the October Dames Meeting to answer any questions. Mr. Daniel asked for volunteers to go through the contents of Dorr House with Lynn in his office. Mary Lane, MiMi Sherrill and Mary Ann Young will meet with Lynn next week.

Mrs. Lane asked what the time frame will be for the move to take place. Mr. Merrill stated that the University has a Holiday Gala in the Historical Village on December 4th and would like Dr. Cavanaugh settled in Dorr House prior to that, possibly before Thanksgiving.

Mrs. Lane thanked everyone for their input and the meeting was adjourned.

Respectfully submitted,

Dreda Grimes

**Agenda item:** 8

**UWF Board of Trustees  
Finance, Administration and Audit Committee  
June 17, 2004**

**Issue:** Dorr House renovation into presidential home/president's contract

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**Proposed action:** Approve

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**Background information:**

The Dorr House, which is managed by the West Florida Historic Preservation Inc, is located at 311 S. Adams St, on the corner of Adams and Church streets. Built in 1871, it is a prime example of Greek Revival architecture and a jewel in the downtown area.

Plans for the house are to renovate it so it can be used as a presidential home. The West Florida Historic Preservation Board has approved the plan, and the UWF Foundation Board of Directors will be brought a proposal to pay for the renovations.

Having a presidential home in the heart of the downtown Historic District has many advantages. It raises the profile of the University in our newest campus and provides greater opportunity for entertaining dignitaries in a scenic area.

The Board of Trustees authorized payment of an annual housing subsidy for the president. By providing a presidential home, the annual subsidy ceases. For this plan to proceed, the Board of Trustees would need to amend the president's contract to reflect he is being provided a home, and the annual housing subsidy is terminated when the home is ready for occupancy.

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**Supporting documentation:** None

**Prepared by:** Keith Goldschmidt  
850-474-2368

August 11, 2004

Members of the Board of Trustees  
University of West Florida  
11000 University Drive  
Pensacola, Florida

Re: Actions concerning the use of Dorr House as a presidential residence until a new permanent residence is constructed on campus

Dear Trustees:

I am writing to provide you with a summary of actions and events which have transpired concerning the decision to utilize one of the university properties in the downtown as a presidential residence. While you have been copied by some concerned citizens regarding this decision, I want to assure you that we have reviewed all concerns expressed and want you to realize that while I do not consider these concerns to be petty, we have been working diligently to be sensitive to all concerned including each of the boards involved at the university level, the Colonial Dames, the Pensacola News Journal, and staff and volunteers at Historic Pensacola Village.

First, I discussed this possibility with Mr. Daniels following a WFHPI Board retreat in March. It was agreed that we would move forward with the proposal and that it would require reviews and approvals in order for the temporary use of the Dorr House as my residence. This included: review and approval of the West Florida Historic Preservation, Inc. Board of Directors; approval by the University of West Florida Foundation, Inc. of the funding to support the conversion as opposed to the housing allowance for the president as currently provided; and approval of the University of West Florida Board of Trustees for this change in benefit for the president. Each of these steps was concluded with meetings of each entity by June 17.

While it would have been a more positive step to have discussed these changes in a more orderly fashion so that interested third parties would not feel removed from the discussion, with the Pensacola News Journal breaking the story when the Board of Trustees agenda was published negated the opportunity to meet in advance of the story in order to assuage concerns related to this temporary use.

On June 17<sup>th</sup>, the same day as your June meeting, the Pensacola News Journal provided an editorial that I have attached to this letter. The headline stated "UWF's president is welcome downtown" and in the sub-headline stated "The University of West Florida is showing its commitment to downtown." Several other positives were included and you may review that editorial.

Also on June 17<sup>th</sup>, John Daniels and I met with representatives of the Colonial Dames and it appeared that we have addressed their questions as well. I can share a copy of the letter we received following the meeting with you if you would like to see it.

Mrs. Garnier Minnich requested a meeting with Mr. Daniels at this time as well, and he accommodated her with a meeting on June 22 at his office. As you know, she sent her letter to you on July 6.

On July 14, the Colonial Dames held their regularly scheduled meeting and following that called to request another meeting with Collier Merrill present. That meeting was set, and the WFHPI Board named Collier Merrill as a Director and Lucy Rentz, vice chairman of the board as well as Mr. Daniels to meet with their committee. That meeting was held on July 28, at the home of Mrs. Biggs. The minutes as written by Dreda Grimes of the Dames committee is attached.

During this time, the Curator of Collections and the Registrar at Historic Pensacola Village started a complete review of all collections items in Dorr House in order that Mr. Daniels and I could meet upon my return from vacation to determine how many of the items associated with the family could safely remain in the house during my use. Since I have returned only today, that meeting has not been held. However, I will share with you a list of the collections items at our meeting so that you can see how extensively the fine staff at the Village has prepared it for our review and consideration.

As you can see, of the concerns listed by Mrs. Minnich in her July 6 letter that is preceded by the question, "Why would the following be done?", the only one that can be determined at this time is the first regarding the kitchen. Obviously, if the house is to be livable until the president's residence is constructed on campus, there must be a contemporary kitchen. The stove currently in the Dorr House can be installed in Lear/Rocheblave House at the Village and provide the same educational value. It is in no way related to the story of the Dorr family.

Dorr House is an important element in the holdings of the downtown campus of the University of West Florida. Mr. Daniels has stated that the use of the building as the first UWF owned property that will serve as the presidential residence will only enhance the historic integrity of the building and its story.

We have made a concerted effort to meet with and address any questions that have arisen concerning the proposed use of the building. It should be remembered that this property has been out of the Dorr family for over 100 years. I have not undertaken to utilize this building as a residence without making certain that all who are charged with its care have been involved in the move – trustees, directors of both DSOs, and staff. I have met with the Colonial Dames and reviewed my willingness to work with them in keeping Dorr House a building that will continue to be listed in their "Great American Treasures" booklet. They have agreed to work with us to make the gardens more appropriate and to rework the previous agreement that all involved agree is outdated and probably not appropriately adhered to.

I hope this summary will demonstrate that we have worked diligently on this use, and that it is being done for appropriate reasons. While not every concern can be met, we



have worked to be certain that all issues are aired and reviewed before we move forward.

In closing, I would also comment that Mrs. Minnich's statement that, "...is not the purpose of Historic Pensacola Village to attract tourists?" is a gross misstatement of the new direction and purpose the entire entity has undertaken to become more strongly attached to several academic programs of the university. The answer to the question is an emphatic "NO!" The purpose of the Village is to be a center of heritage and preservation studies and a learning laboratory for students of all ages who are interested in history, museum studies, archaeology and historic preservation. To reduce it to the function of a "tourist attraction" is to pay it and the university a gross misunderstanding of our direction, function and purpose.

Thank you for your consideration.

John C. Cavanaugh  
President

**UWF Board of Trustees**  
August 20, 2004

**Issue:** Ms. Erin Sandonato – Service on BOT

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**Proposed action:** Adopt

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**Background information:**

Ms. Sandonato was elected President of UWF SGA and served the University of West Florida as a member of the Board of Trustees from May 2003 – May 2004.

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**Supporting documentation:** Resolution 2004-5

Prepared by: Keith Goldschmidt  
850-474-2368

Revised by: Faye H. Bowers  
850-474-2009

## University of West Florida Board of Trustees

### Resolution recognizing Trustee Erin Sandonato

*WHEREAS, Ms. Erin Sandonato was elected by her peers to the position of 2003-04 Student Government President, and,*

*WHEREAS, Ms. Sandonato provided dedicated service to the University of West Florida as a member of the Board of Trustees from May 2003 to May 2004, and;*

*WHEREAS, Ms. Sandonato used her position as trustee to encourage discussion and interest in the issues affecting University of West Florida students, and*

*WHEREAS, Ms. Sandonato, served with distinction as an active member of the Academic and Student Affairs Committee, and*

*WHEREAS, Ms. Sandonato played an extremely energetic role in informing state legislators about the needs of the University of West Florida, taking the lead in representing UWF students and supporting a technology fee, often under intense pressure from her peers at other universities to change her position, now,*

*THEREFORE BE IT RESOLVED that the University of West Florida Board of Trustees, meeting at the University of West Florida on this 20th day of August, 2004, does hereby commend Ms. Sandonato for her many contributions to the University of West Florida, and does wish her well with her career, and,*

*BE IT FURTHER RESOLVED that this resolution be included in the minutes of this meeting and a copy be presented to Ms. Sandonato as a token of the Board's appreciation and thanks.*

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J. Collier Merrill  
Chair, University of West Florida Board of Trustees

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John C. Cavanaugh  
Secretary, University of West Florida Board of Trustees