

Minutes

UWF Board of Trustees Meeting
J. Earle Bowden Building
August 20, 2004

Chair J. Collier Merrill called the UWF Board of Trustees meeting to order at 10:12 a.m. on August 20, 2004 at 120 Church Street, Pensacola, Florida. Faye Bowers, called roll with the following trustees attending:

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

Others who attended:

- Dr. John Cavanaugh, President
- Dr. Sandra Flake, Provost
- Dr. Hal White, Executive Vice President
- Dr. Debbie Ford, Vice President for Student Affairs
- Dr. Dean Van Galen, Vice President for Development
- Dr. Cornelius Wooten, Vice President for Administrative Affairs
- Dr. Wes Little, Vice Provost

Chair's Greetings

Chair Merrill welcomed Trustee Morgan via conference call and stated that Trustee Epps could not attend due to a scheduling conflict. He thanked Mr. John Daniels, Executive Director of West Florida Historic Preservation, Inc., Mr. Richard Brosnahan and their staff for setting up, preparing and hosting our meeting. Chair Merrill extended a welcome to our new Provost, Dr. Sandra Flake who came on board with UWF July 1, 2004. Dr. Flake's response revealed that she finds UWF a pleasure and she is overjoyed to be under the leadership of President Cavanaugh.

The Chair noted during our June meeting BOT Vice Chair Eddie Phillips suggested that we begin looking for ways to enhance our meetings through technology. Thus, we are viewing agenda materials today electronically via Netmeeting on the laptops before you with no intervention required by trustees. Beginning in November, we will webcast our on-campus meetings to reach those unable to join in person. If it is the board's pleasure, we will discontinue the use of printed materials at the November 5th meeting and each one will have a laptop to use during the meeting. Please assess the technology during our meeting and we may discuss further at the end of the meeting, time permitting.

The new UWF academic year begins on Monday, August 23rd with residence halls open today at 100% occupancy. We are anticipating our highest occupancy rate ever at just fewer than 1400 students. Many events are planned to welcome our new and returning students. Trustees have a complete list in their binders and are encouraged to attend.

There will be a closed session today following the regular Board of Trustees meeting for the BOT and the UWF United Faculty of Florida Collective Bargaining Management Team. This meeting is closed pursuant to Florida Statute 447.605. Those participants are asked to remain.

Approval of Minutes for June 17, 2004 corrections noted by Trustee K.C. Clark through direction of University Counsel Gina Delulio, regarding Finance, Administration and Audit Committee Action Item 4 to be made to actual minutes prior to posting by Faye Bowers with correction following:

4.0 Tuition Rates, Fees, Fines and Penalties

The proposed rule was approved as an emergency & permanent rule approved contingent upon the following changes:

Changes the undergraduate resident matriculation fee per student credit hour to \$68.17 from \$68.16.

Changes 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.

Change student parking permits and all subsequent parking permit information back to what it was – no changes.

Motion by: Trustee Horner

Second by: Trustee Russell

It passed unanimously

Student Recognition

Dr. Debbie Ford, Vice President for Student Services introduced Vincent Alexander who shared how UWF has inspired and enabled him to pursue his dream. He especially thanked Dr. Debbie Ford and the faculty/staff for making his UWF experience so positive. Vincent spent this summer at Fisk University studying physics and will be returning there upon graduation from UWF and experience even greater opportunities.

President's Report

Dr. Cavanaugh, in addition to welcoming Provost Flake, thanked Mr. John Daniels for the extra work he and his staff took on for the meeting today. He enlightened the audience and BOT by saying that "I am here to confirm a secret". The secret is out! We're going to be the best university ever, "Making Way for Excellence", to generate excitement throughout Florida.

There will be an editorial in the forthcoming Sunday Pensacola News Journal regarding the Baptist Leadership Institute and UWF as the perfect hometown match. Former trustee, Pam Bilbrey, (BLI) Executive Vice President is highly responsible for its success. Regarding our partnership with Baptist Health Care, seven service teams have been established and we are being bombarded with calls asking "Can I please be a part of the Team?"

The President, then, asked everyone to take a moment to reflect on the lives touched during Hurricane Bonnie's devastating wrath on Florida and that he is pleased Trustee K.C. Clark was not in harm's way.

Dr. Cavanaugh applauded and thanked Vincent Alexander confirming that he is one of 100 UWF/PJC outstanding students with promising leadership.

The President announced September 14th as the date for his State of the University Address at 10:00 a.m. in the UWF Conference Center. He stated that the theme of "Excellence" will continue to fulfill the promise he gave when he came to UWF. "We can start at being good and strive to become excellent." Excellence is built on people – we have the best!

Provost Flake reiterated the President's message saying that although she's been here shortly, UWF is an outstanding university. She is quite pleased to be here.

This weekend celebrates 10,000 students enrolled as we "Welcome the UWF Class of 2008" for the 04-05 school year. Many events are scheduled as students fill the dorms to almost 100% occupancy. Reminding those in attendance of Dustin Hoffman in the Graduate with "plastics" as the real word; saying the real word our students will hear! Excellence!

The faculty and staff are preparing for the SACS visit in March 2005, announced the President, and being a Commissioner, he strongly expressed to the BOT that UWF is armed with high-caliber personnel including Dr. Jane Halonen, Dean of College of Arts and Sciences who is an expert in academic learning.

The Board of Trustees Services Team includes President Cavanaugh, Vice Presidents (Support Committees), Gina Delulio, General Counsel will be responsible for the business, Faye Bowers, Administrative Assistant will be responsible for the administrative duties and Kim Spear, Chief of Staff will be backup. This team is here to assist the BOT which has a new email address: bot@uwf.edu. The teams' communication with the deans, directors, associate vice presidents for their expertise in specific areas will be vital.

Dr. Cavanaugh called on Vice President for Development, Dr. Dean Van Galen who gave the Capital Campaign Update by saying that we are building good relationships with community, state and national alumni, setting up focus groups and coordinating fund raisers. Dr. Van Galen shared, too, that a "case statement" is being developed which outlines UWF's unique mission and needs, as well as projects that will serve as focal points for the campaign. President Cavanaugh will discuss the draft case statement with small "focus groups" during the next two months. In addition, meetings are scheduled for with the FWB Advisory Council under the direction of Vice Provost, Dr. Wes Little; in Atlanta and Tampa. Just last night, we hosted the Japan House fundraiser.

COMMITTEE REPORTS -

i. Finance, Administration and Audit Committee

Action Items

K.C. Clark, Committee chair moved for the full BOT to **ratify** Action Items 1-7 with a second by Trustee Gilluly having unanimous approval during the committee meeting and here as well.

Governor's Initiatives

Excess credit hours
Billing Statements
Block Tuition
Targeted Degree Programs

- i. Approve UWF Alternative Tuition Policies
- ii. Approve Naming of UWF Music Wing in honor of the late Grier M. Williams
- iii. Approve FY 05-06 Capital Improvement Trust Fund (CITF) Plan
- iv. Approve FY 05-06- 2009/10 Fixed Capital Outlay Plan
- v. Approve UWF 01-02 Master Plan – Amendment #1
- vi. Approve Parking Rule update to include appeals electronically, as indicated in brochure

Discussion Item

OWC Joint Campus Classrooms – Discussed at committee level.

Informational Item

B. Academic and Student Affairs Committee

Action Item

Committee Chair Roy Smith announced the proposed Master of Education-College Student Personnel Administration did not require ratification by the full BOT but at the committee level only. The proposal for approval will be brought back to the full BOT in February 2005 with anticipated implementation in the Fall of 2005.

Informational Items

Chair Smith noted that 15 courses were deleted last year and every 5 years an auto course purge occurs and funds are reallocated.

- Deleted/Added Degree Program Specializations – Actions of the Faculty Senate, 2003-2004 supplied by Dr. Carl Backman, Associate VP for Academic Affairs.
- During discussion Board of Governors Resolution on Academic Learning Compacts Trustee Smith stated that “UWF is not opposed in any way and he expressed appreciation for the legislature and BOG accountability to consider planning and internal learning assessment.
- Recognition of Programs recently accredited by National Accrediting Associations with Jill White and Rich Frazee commenting that UWF is one of 350 to be accredited by NCATE with dual accreditation at the national and state level. Provost Flake added that in conjunction with the Health and Leisure Center, UWF will imbed criteria into the curriculum to enhance student proficiency.

Student Services update as follows by Dr. Debbie Ford, VP for Student Affairs with introductions of:

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

C. Executive Committee

Action Item

Approve Presidential Evaluation – Moved to this meeting the Presidential Evaluation being held over for inclusion of Academic Affairs goals for 2004-05 with those of all divisions. The President's Report follows:

Motion by: Trustee Russell

Second by: Trustee Morgan

It passed unanimously.

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

VII. **Presentations/Reports**

Mr. John Daniels, Executive Director for West Florida Historic Preservation, Inc., gave a PowerPoint overview of the WFHPI from its beginning in 1967 to the present saying that without the cooperation and concern of UWF, it would not be in existence. WFHPI, in 1997, was the only valid program in the State of Florida. Through legislation directed by Mr. Jerry Maygarden, former SOF Speaker of the House of Representative and former UWF President Morris Marx, the property was moved to UWF for no additional funds. Although, there has been much shifting, the end result is educating K-12 students, playing a big role in the Escambia County Fair, hosting large numbers of visitors, WFHPI is interfacing and utilizing resources in the UWF Public History program, Archaeology Department and Art Department. Mr. Daniels continued saying that the Museums of Commerce and Industry couldn't have survived without the gift of the Wentworth Museum. The WFHPI has a large stake in downtown Pensacola and desires to become stronger with each year.

Mr. Daniels and Board Chair Merrill updated the board regarding a portion of the Dorr House (2nd floor) being used as the UWF Presidential Residence until construction occurs, saying that cooperation on everyone's behalf has been achieved. Chair Merrill conveyed the joy of meeting with the Colonial Dames of whom his mother and 97 year old grandmother are members. Trustee Phillips questioned the possibility of everything not being restored as is, following the building of a Presidential Residence. Mr. Daniels replied that to meet city and county safety codes, it is suggested the kitchen remain at the improved condition.

Discussion Items

- President Cavanaugh talked briefly about BOT Development plan using the Association of Governing Board analysis and recommendations for local BOT committees in order to serve the university best which may result in full-day meetings.
- Bylaws changes would be under the governing committee.
- The possibility of a conflict with SOF statutes on terms of trustees and their roles.

VII. **Other Business**

Chair Merrill graciously thanked the UWF ITS department for accommodating the meeting with computer setups and asked for feedback from each trustee regarding future meetings.

Action Item

Following the oral reading of Resolution 2004-5 recognizing Erin Sandonato, Chair Merrill asked for a motion to approve
Motion by: Trustee Russell
Second by: Trustee Clark
It passed with unanimous approval.

Resolution 2004 - 5

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.



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



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



Following the resolution, Chair Merrill announced that everyone is invited for the Buffet Lunch being served in Conference Room #2. He reminded the audience that the BOT would meet with the UWF UFF Collective Bargaining Management team for a 30 minute closed session.

VIII. Adjournment occurred at 11:48 a.m.

Respectfully submitted,

Faye H. Bowers

Assistant Secretary to the Board of Trustees