

**MINUTES**  
UWF Board of Trustees  
Conference Call Meeting

Chair J. Collier Merrill called the UWF Board of Trustees meeting to order at 4:04 p.m. on October 19, 2004 in the Alumni Room, Building 12, 11000 University Parkway, Pensacola, Florida. Trustee Honor Bell was unable to attend due to a conflict in schedule. Faye Bowers called roll with the following trustees attending:

K.C. Clark (via conference call)  
Dr. Lornetta Epps (via conference call)  
Marny Gilluly (via conference call)  
Sharon Hess-Herrick  
Retired General Chuck Horner (via conference call)  
Collier Merrill  
JoAnn Morgan (via conference call)  
Eddie Phillips (via conference call)  
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  
Ms. Gina DeIulio, General Counsel  
Ms. Faye Bowers, Assistant Corporate Secretary and Administrative Assistant  
Ms. Kim Spear, Assistant Corporate Secretary and Chief of Staff

**Chair's Greeting**

Chair Merrill welcomed everyone and thanked those for joining via conference call and conveyed his hopes that everyone is doing as well as can be expected following Hurricane Ivan.

Chair Merrill extended a special thank you to the approximately 60 UWF employees who weathered the storm on campus, as well as, the hundreds who worked to get it back running and re-opened. WUWF

88.1 our radio station was able to remain on the air due to a group of utilities employees who maneuvered a backhoe in the midst of Ivan, to WUWF for restoring a generator problem.

Congratulations to UWF's Procurement & Contracts department for being the recipient of the 2004, 9<sup>th</sup> Annual Achievement of Excellence in Procurement Award given by the National Purchasing Institute. UWF is the only institution of 61 eligible to receive this award three times.

Chair Merrill welcomed guests at this time. He also asked "Do we have any visitors on the call?" None responded.

**Approval** of minutes from August 20, 2004.

Motion by: Trustee Gilluly

Second by: Trustee Hess Herrick

#### **Administrative Affairs Update by Dr. Cornelius Wooten, Vice President**

##### **Hurricane Ivan Assessment as of 10/12/04**

As part of the Hurricane Ivan recovery efforts, University personnel and contractors have been clearing debris, assessing damages, making temporary dry-in repairs to buildings, and restoring essential infrastructures. Buildings continue to be assessed, repaired, or designed for reconstruction. As expected, faculty and staff have also identified additional areas of concern within their spaces and those are being addressed on a daily basis. The following have been accomplished or noted to date:

1. Facility Damage Quick Facts:

Main campus:	63
Downtown campus:	25 (19 are state owned)
IHMC:	1

2. Estimated fixed asset damage: \$12 million excluding contents

Main campus:	\$9,936,000
Downtown campus:	\$1,550,000
IHMC:	\$ 514,000

Estimated main campus contents damage: \$450,000

3. Teams from Facilities Management, Architectural and Engineering Services, Environmental Health and Safety, Information Technology Services, and Housing and

Residence Life, have been involved in assessing and photographing the damages to each building.

4. Environmental Health and Safety (EH&S) received assistance from the University of Florida and Florida State University. These SUS colleagues performed moisture readings for carpet and wallboards in several buildings.

- Facility Reconstruction/Recovery

- A. Classroom and Office Impact: Three (3) classrooms within Building 54 and thirty-two (32) faculty offices from Buildings 54 and 87 were removed from service. Portable FEMA units are being set-up around the Water Tower parking lot and will be ready for use no later than October 25. Damaged portable office buildings were vacated and will be removed from campus. The FEMA units will be necessary until the Health, Leisure, and Sports Facility is occupied.
- B. All buildings on campus were useable on the reopening of school, Tuesday, October 5, with the exception of Buildings 54 (gym) and 73 (natatorium). These two buildings will be unoccupied until roof replacement projects are completed in May 2005.
- C. Unencumbered PECO funds have been primarily redirected to building envelope deficiencies. An exception will be made for the completion of academic critical mission funded projects.
- D. Water saturated carpet and gypsum drywall have been assessed and removed or chemically treated in-place as required.
- E. Additional mold growth is occurring in several locations. EH&S and Facilities Services departments are aggressively responding to those locations. As expected, indoor air quality complaints have increased.
- F. Architectural and Engineering Services is in various design stages with contracted architectural and engineering firms for permanent repairs of heavily damaged buildings. Reconstruction for these projects will be competitively bid with reduced timelines for design review and bid phases. General contractors and subcontractors with existing job order contracts have and will be completing most temporary repairs, small projects, and tree/debris removal.
- G. Facilities located downtown and belonging to the West Florida Historic Preservation, Inc., sustained heavy roof and some interior damage. Most of their temporary repairs

were contracted with outside contractors. Historic District staff and main campus staff are coordinating their efforts as related to insurance claims and FEMA related items.

- Funding Reconstruction/Recovery: Cash Flow projections to cover requirements for fixed asset replacements and content reconstruction have been prepared through May 2005. The University plans to make the necessary drawdown from the State Treasury via its Special Portfolio and Investment Account (SPIA) to pay for bills related to hurricane. These expenditures will be required to be made prior to reimbursement from the State Risk Management Program and FEMA. UWF does not expect approximately \$2,900,000 of the estimated \$12.45 million to be reimbursed.
  - A. Requests for Federal Assistance (FEMA) applications have been made on behalf of the University and its Direct Support Organizations (DSO) to the Department of Community Affairs, Division of Emergency Management.
  - B. FEMA inspection teams arrived on campus on Friday, October 8, and began their initial assessments of damaged buildings. Their estimated inspection time is approximately two weeks. University Housing and Residence Life has provided temporary housing accommodations to FEMA inspection staff.
  - C. Insurance claim estimates have been filed with the Department of Financial Services, Bureau of Risk Management. Risk Management personnel conducted a preliminary assessment of severely damaged facilities on September 30 and October 1.
  - D. All state insurance claims must be paid and settled for insured properties before FEMA will settle claims. FEMA is currently in the process of assessing costs related to debris removal and temporary repairs for cost reimbursement.
  - E. A Financial Recovery Team has been established to review all financial related documents associated with the hurricane. The Internal Auditing and Management Consulting Office will review all invoices, payments, public release of financial statements, and assembling of the final FEMA documents before public distribution.

**Administrative Affairs Division Update (Distribution of handout for trustees)  
October 15, 2004  
Prepared by: Cornelius Wooten  
Vice President for Administrative Affairs**

Commendations

Commendations are being bestowed upon the following groups within the Administrative Affairs Division: Facilities Services (Facilities Management and Architectural and Engineering Services), University Police, Business and Auxiliary Services (Dining Services and Postal Services), Financial Services, and Procurement and Contracts. Without their dedicated service and commitment, the University would not have been able to return to some degree of normalcy as quickly.

### Financial

- As of October 11, 2004, the University has expended and or encumbered 73 % of its Educational and General (E&G) Operating Budget (see Attachment 1). Currently, UWF'S cash flow position is relatively sufficient. The University has no immediate cash flow problems. The University should be able to pay all of its accounts payable and cash disbursement requirements in a timely manner. The University has approximately \$20 million in cash at any given point in time with deposits with the Bank of Pensacola and the Special Purpose Investment Account at the State of Florida Treasury Office. These funds are restricted but can be appropriately used as a source of cash.
- The University cash position will be impacted by the hurricane recovery efforts. However, the necessary financial arrangements have been made with the appropriate State agencies to help ease the financial crunch when required.
- Financial statements were due to the Florida Department of Education on September 30, 2004. However, due to Hurricane Ivan, UWF will have its statements submitted by October 18. Chris Kinsley, Department of Financial Services, and the State Auditors agreed upon this arrangement.
- UWF's Financial Services Office and Budget Office are currently constructing several financial and budget related reports. Example of future reports to be prepared for the Board and senior administration include:
  - Cash by Fund Type
  - Cash by Account Type
  - Report of Budget Position (Budget versus actual expenditures and related variances, ratios, and charts)
- The Budget Office is currently preparing a detailed budget for each of the University fund accounts. The vice president will submit and discuss these documents with Chairman K. C. Clark by October 22, 2004.

- SunGuard SCT executives have agreed to defer payments for the SCT Banner system for a period of 90 days. Payments will be spread over the remaining repayment periods. An amendment to the original contract will be developed and executed.
- The University's procurement card (P-Card) program is under review. A revised policy has been developed in response to previous audit findings.

### Administrative

The offices of Business and Auxiliary Services and Procurement Services are engaged in the process of developing a request-for-proposal (RFP) document to solicit proposals for the management and operation of the campus dining services. UWF's current contracts with Sodexo will expire on June 30, 2005.

A campus-wide evaluation committee has been established to provide input into the RFP process and to review and evaluate all proposals. Campus-wide input will be sought. It is anticipated that the RFP will be released in December 2004, and proposals will be due from prospective vendors around January 31, 2005. A new contract should be awarded by March 31, 2005, with a start date of July 1, 2005.

- A consultant has been engaged to evaluate parking services on campus. Ms. Vicky Gagliano, Parking Consultant of Walker Parking Consultants/Engineers, Inc., will be on campus October 18-20, 2004, to provide the following services: (1) to determine if the current parking lot capacities and space counts can provide sufficient use requirements, (2) to compare the existing model adequacy with other campus models, and (3) to determine the appropriate/viable solution models for using current parking lots and space counts.
- Efforts are currently underway to determine the future directions for providing trolley services on campus. A survey related to needs, routes, fees, etc., will be conducted. The trolley system will be required to be self-funded by 2006, as the supplemental funding grant will expire.

### Facilities

- Facilities Services staff is confident that the opening of the Health, Leisure, and Sports (HLS) complex will be delayed due to Hurricane Ivan. Possibly several months delay.
- Unencumbered PECO Funds for planned projects for 2004-2005 have been appropriately redirected to address building envelope deficiencies due to the hurricane. Efforts are currently underway to address PECO funding requirements for future projects.

The University of West Florida  
2004-2005 Educational and General Budget  
As of October 11, 2004

<b>Source of Funds</b>	<b>Budget Allocations</b>	<b>Percent</b>
Educational and General		
General Revenue	\$ 55,803,749	63%
Student Fee Trust Fund	20,795,165	24%
Enhancement Trust Fund	<u>3,765,403</u>	<u>4%</u>
Total Educational and General	\$ 80,364,317	91%
Carry Forward Funds	<u>\$ 8,121,531</u>	<u>9%</u>
<b>Total Source of Funds</b>	<u><u>\$ 88,485,848</u></u>	<u><u>100%</u></u>

<b>Use of Funds</b>		<b>Expended/ Committed</b>	<b>Percent</b>	<b>Available Balance</b>	<b>Percent</b>
Salary / Salary Related Expenditures	\$ 61,609,560	53,556,235	87%	\$ 8,053,325	13%
Operating Expenses / Operating Capital Outlay	13,845,384	6,991,442	50%	6,853,942	50%
Plant Operation and Maintenance	3,333,670	1,021,110	31%	2,312,560	69%
Student Financial Aid	455,703	227,850	50%	227,853	50%
Library Resources	1,120,000	668,768	60%	451,232	40%
Carry Forward	<u>8,121,531</u>	<u>2,198,881</u>	27%	<u>5,922,650</u>	73%
<b>Total Use of Funds</b>	<u><u>\$ 88,485,848</u></u>	<u><u></u></u>	73%	<u><u>23,821,562</u></u>	27%

As of Friday, 10/21 a detailed budget will be provided to Trustee KC Clark, chair of the BOT Finance, Admin and Audit Committee, which will be forwarded to the full BOT. During the next 13 months we will be making an 112,000 payment rather than 91,

**Dr. Debbie Ford, Vice President for Student Affairs** updated the BOT regarding Student accomplishments pre and post Ivan.

Tim Roberts (Resident Assistant) – first to respond and provide aid to the student who was struck by lightning. John Melvin – served as a delegate for the Democratic National Convention. Jennifer Dantin -- Jennifer is a non-traditional student (wife, mom, etc.) who lost everything during the storm. Jennifer has been in attendance in every class and turned in all assignments.

Ryan Abbot – a National Guardsman who has been pulled most weekends for duty. Still, he is in class each Wednesday ready to assess and tutor an at-risk student at Wright Elementary. Stephanie Kovacs is an undergraduate student majoring in Psychology, who is poised to graduate with her BA at the end of the fall semester, at the age of 19. In doing so, she will have finished her degree in less than 4 years, with a GPA of 3.96. Stephanie has worked on campus with Students with Alternative Needs (SWANS) and the university administration to bring campus buildings up to ADA standards. She was recently appointed by Gov. Jeb Bush to the Board of the Florida Developmental Disabilities Council for a term that will run until September of 2007. Shawn Scott (TRiO participant) – was selected to participate in the TRiO 2004 European Study Program. Shawn was one of two participants from the southeast, and one of 25 in the country who traveled to Europe for a three week stay as the guest of The University of Liverpool, one of the leading research universities in the UK. Shawn was introduced to the history and people of this world famous city, journey to London, Dublin and Paris. She also visited the internationally renowned Oxford University.

Josephine Rios (TRiO participant) – appeared on the Montel Williams Show – “Overcoming Obstacles”. She and her sister were featured – At age 20; Josephine went to court to gain custody of her 15 year old sister after her mother and uncle were killed in a tragic murder-suicide. Josephine will be representing UWF later this week in Austin, TX at a national conference – Society for the Advancement of Chicanos and American Indians whose purpose is to increase participation in the sciences by underrepresented groups. Scott Trepanier - Public Relations major, is interning with the U.S. State Department Amerika Haus in Cologne, Germany. This week he will address faculty members and students at Paderborn University.

Volunteer UWF!

In September, Volunteer UWF! spent 2 days siding 2 Habitat homes. Both survived the hurricane! 19 students and 8 faculty and staff members participated for 190 total hours of service!

Athletics:

During Homecoming festivities over the weekend, UWF announced student-athlete award recipients for the 2003-04 school year. Paulius Jurkenas (Men’s Tennis) -- UWF Male Student-Athlete of the Year. He was named the 2004 Intercollegiate Tennis Association (ITA) Division II National Player to Watch and made the ITA All-American Team. Jurkenas also held spots on the All-Gulf South Conference (GSC) First Team and GSC Academic Honor Roll. He was ranked eighth in the nation for Singles with a 21-5 record and 22nd for Doubles competition, and he was the Argonauts' No. 1 tennis player en route to



the 2004 NCAA Division II National Championship. Nicole Plikat (Women's Tennis) – UWF Female Student-Athlete of the Year. She was named to the ITA All-American Team and made the GSC Academic Honor Roll for the 2004 season. Plikat was ranked 19th in the nation for Singles and 14th for Doubles. She was 20-7 in Doubles and 19-6 in Singles competition. Matt Gascoigne (Men's Soccer) – 2003-04 UWF Scholar Athlete of the Year. Gascoigne posts a cumulative GPA of 3.92. Last season, he had a goalkeeping record of 11-2 with three shutouts. His season G.A.A. of 1.08 ranks third in the UWF Record Book. Gascoigne started and played all 180 minutes with six saves in the GSC Tournament for the league title. Eva Papastratides (Women's Tennis) – 2003-04 UWF Female Scholar Athlete of the Year, who posted a cumulative GPA of 3.86 in criminal justice. She was named to the All-GSC First Team last season and was honored on the 2004 GSC All-Academic Team. Her Singles record in 2004 was 16-7, and she was the 14th ranked Doubles partner of Plikat. Kevin Warrick (Alumni – Men's Golf) – spotlighted in Article in October 19<sup>th</sup> Pensacola News Journal about his hopes to be on the PGA Tour.

#### OTHERS:

Jessica Ward, in recognition of her accomplishments this semester she:

- organized and initiated the first University of West Florida at Chipola Future Educators Organization
- sponsored a yard sale that raised money for a local family that lost their home during Ivan.
- organized a welcome breakfast for all incoming students
- organized a welcome reception for me to welcome me to UWF
- authors a monthly Special/Elementary Education newsletter for UWF/Chipola students
- organized an orientation for new students

Therese Sweeney-FWB Campus: Education Club President, Active SGA member, Service Learning Volunteer for establishing an Elem. Literature Library at the FWB Campus, volunteer mentor program for science at Kenwood Elem. for K-2 multiple failures. Kimberly Phillipi-Main Campus: Established a preservice teacher networking website to share ideas and concerns, Volunteer guest student speaker for former classes to give student perspective on coursework organization and preparation, 4.0 GPA. Kelli McFarland, Brianna Oeser and Miranda Jarrell have been awarded \$500 scholarships by the Pensacola Chapter of the Florida Public Relations Association. Charmere Gatson, a recent journalism graduate who completed an M.A. at the University of Maryland, has become an adjunct instructor in the department. Cheryl Kirby - a student in our Health Communication Leadership master's degree program, was recently awarded an Ad Q Award for advertising after an ad she helped to create achieved outstanding readership response, as measured against all other ads appearing in Hospital & Health Networks. Laura Solari is a senior double majoring in Computer and Electrical Engineering. She entered UWF halfway through her junior year of high school through the early admissions program. Laura was admitted into the University Honors Program, and through Honors she was part of a group that put together presentations for the Southern Regional Honors Conference in 2002 and 2003. Laura is a two-time Ambassador of the Semester and has volunteered over 450 hours in the program. Laura is also the current president of the student chapter of IEEE where her duties include inviting speakers for meetings and organizing club events and fundraisers. In addition to the challenging engineering curriculum and vast school involvement, Laura maintains a 3.91 cumulative GPA and she is currently working on an inverse kinematics program for her honors project. Laura will graduate in December of next year and plans to begin graduate school the following January. Nate Matzer - Senior, Electrical and Computer Engineering. He has a 3.7 GPA in engineering, works as a tutor and grader for the Engineering Department and the Computer Science Department and is one of their top tutors. He is a member of the AITP (Association for Information Technology Professionals) and won 1<sup>st</sup> place at the 2002 AITP Region

7 C++ Programming Competition. He went on to compete the national level and earned the Institute for Certification of Computing Professionals (ICCP) Associate Computing Professional (ACP) certification. He is also a member of IEEE and AUVSI (Association of Unmanned Vehicle Systems International) organizations. He was asked to join the UWF Submarine Team where he assisted in the design and construction of an Autonomous Underwater Vehicle (AUV) that was entered into the 2003 AUVSI Underwater Competition. He is the president (captain) of the UWF Submarine Team and is in the process of designing a new vehicle for future competition under AUVSI's new requirements. He is now employed at the Institute of Human and Machine Cognition (IHMC) where he works with Dr. Raj on the TSAS and Augcog projects; Dr. Raj obtains grants from companies such as DARPA, Honeywell, and NASA. His honors project is a vision systems for the AUV. He plans to stay in the area for at least 2-3 years while his fiancé finishes her Mechanical Engineering degree. He wants to pursue a Master's Degree and do research and consulting for intelligent systems. Kristal Flanders - Graduate student in the Dept. of Environmental Studies, received the 2004 Florida Stormwater Association's stormwater scholarship. This was a statewide competition. As part of receiving the \$2000 scholarship, Ms. Flanders has been invited to attend the FSA's winter conference in Orlando in December.

Troy Urquhart – Graduate student in English had an article, "Metaphor, Transfer, and Translation in Plato's Ion: The Postmodern Platonism of Percy Bysshe Shelley's A Defense of Poetry" in *Romanticism on the Net* 32 (August 2003) published at the Universite de Montreal--see <http://erudit.org/revue/ron/2003/v/n31/008700ar.html>. Troy's essay was also presented at the International Conference on Romanticism in 2002. At this conference, Troy's essay attracted some significant interest from an audience of professional scholars. The appearance of Troy's article in *Romanticism on the Net* is a significant accomplishment. This report was prepared by Student Affairs. Trustee Morgan, regarding the lightning striking a student, asked if UWF has changed any campus procedures' for students during lightning storms. Dr. Debbie Ford said that the lightning came out of nowhere and that we have lightning monitoring systems. Trustee Morgan asked if there was any type of recognition for Tim Roberts, who administered CPR and Dr. Ford said that Mr. Roberts did not want public recognition for this service.

### **President's Report**

Dr. Cavanaugh began by wishing everyone well and hopin everyone is recovering. We do have an incredible team at the university. There were 450 people who worked to get the campus up and going by Oct 5. Recognition of these dedicated employees and volunteers for the first 24-36 hours was made during a general assembly on October 4<sup>th</sup> with notes and certificates being distributed, as well. We focused on the human aspects at the general assembly and provided an opportunity for people to reconnect and be thankful. On the sad side, 83 families suffered catastrophic loss as a result of the storm. UWF is working with them and the students to help them recover. Rather than have big holiday gala, partly because of the damage downtown we will deposit funds in our relief fund and we will have a scaled down event in December. The sensitivity is delicate. We have had a number of conversations regarding financial relief, one such with Alan Bense yesterday, which looks good for UWF to recoup funds not reimbursed from State or FEMA. We are in agreement with all state universities that UWF suffered the most damage and we stand in the front to gain aid.

**Provost Sandra Flake** – Acknowledgement that the tasks for Academic Affairs was made so much easier by the work of so many folks on campus and minimized # of students lost in the process. Classrooms were able to be used except for field house/natatorium...to accommodate student needs well. 150

withdrawals at this date, we anticipate 9,600 students which will still be up from last semester. We are assisting with financial aid applications and scholarships as well. Faculty and administration is working so hard with students and we have extended the calendar to have a well focused and solid academic semester. Commissioning of ROTC will be one week after Commencement.

Other revisions may be viewed on the web. There were 60 faculty and staff experiencing catastrophic loss in Academic Affairs alone, but they are still doing their jobs first and foremost and they are tremendous examples for us all.

**Executive Vice President Hal White** reported that HR is working diligently to aid everyone with large number of hourly employees who lost income during closure. They are being assisted with applying for Unemployment Benefits. Dr. White commended IT for it's never say stop attitude during Ivan. They had vapors on the generators but they kept the network up and going. General Counsel is working with IAMC on the many issues of FEMA reporting. Marketing Communications ran the command center, Day and Night with Associate Vice President Pat Crawford at the helm of WUWF, which at one time was the only station available for public news. Planning continues in working with Academic Affairs and Enrollment. Some students wanted refunds and counseling efforts to keep kids in school are ongoing with a very sensitive effort. One hundred fifty expressed an interest to withdrawal but only 95 have done so. Trustee Smith asked regarding contacting outside professional consultants, have we done so? Dr. White responded that we haven't but are considering and may do so as we get further into the process. We will know if we need a professional consultant. We are calling on the expertise of other campuses that have experienced such catastrophic events.

**Dr. Cornelius Wooten, VP for Administrative Affairs** said he anticipated portable offices and classrooms by 10/25. Classrooms will be used then but offices will be delayed until maybe the second week of November.

**Dr. Debbie Ford, VP for Student Affairs** reported that students on campus feel good and are preparing for mid-term with a very successful homecoming behind us. Staff and students planned and attended Homecoming and everyone really needed a release. Damage in residence halls \$1.8 million and quick work enabled us to open on 10/4. Dave Luttrell, Kay-lynn Taylor, Jim Hurd and others colleagues from FSU, USF, UNF, FAMU, UGA Ole Miss staff came to help us open residence halls. We are at 100% occupancy in housing and very pleased with those numbers. Biggest impact field house, natatorium and ERCCD which has relocated to Olive Baptist Church for a couple of weeks. The Field House is out of commission for a year canceling Women's Volleyball, Women & Men Soccer. Women & Men's Basketball will be played at PJC. Fitness Center in Argos Grill opens tomorrow. We can have a cheese burger and go work out. Natatorium will hopefully be up ASAP. Bill Healey and the folks in Sports Services and HLS, departments had to move and clean up. Things are back on track slowly but surely.

**Dr. Dean Van Galen, VP for Development** reported that grants and loans are being set up through the UWF Foundation. **Grant** – students who lost books, etc. up to \$300 and we've had 300 applications from students with some awards having been made and by the end of the week \$20K awarded to students. We must seek donations to fund this and President Cavanaugh sent a letter to 46,000 alumni saying we're thinking of you, here's what happened to UWF, hoping for gifts. With 50,000 alumni and 20,000 live in Escambia and Santa Rosa Counties. Future fundraising will be of great benefit. One neat story, woman dropped her daughter after the hurricane, she went back to her school and set as a class project for

students here hoping to get \$300 and the total funds raised was \$1,600. **Loan** – Faculty, Staff and students (83) letters have been sent. The Foundation will guarantee \$100K loans to UWF faculty, staff and students in bridge loans in the amounts of \$1,500 - \$2,500. Sheri Pope, Sara Groh and Martha Lee Blodgett worked from daylight until dark for this effort.

**President Cavanaugh** responded to questions regarding why we closed Monday prior to storm. Overall, the decisions we made to keep it closed were very good. Quite frankly, the circumstances and short time for critical decisions we made indicates we did well and want to thank everyone again.

Regarding the Legislature, President Cavanaugh said that SUPA met with Governor Bush on 10/11 regarding a # of issues, block tuition, differential tuition and that the Governor is a believer in local control with each campus having a policy, each board will set roles. The Board of Governors meeting on 10/21 will give more information and their major presentations on accountability and the dimensions of them. There is still controversy and I do not know how this will play out. Discussions regarding university budgets will be at SUPA tomorrow and I hope to get closure on legislative budget for next year as in prior years.

#### **Action Item**

Repeal old rule and adoption of UWF BOT grievance rules for out-of-unit employees.  
Ms. Anita Schonberger, Assistant General Counsel and Sherell Hendrickson, Associate Vice President, Human Resources introduced the proposed rule to make the following changes:

Prior to July 2004, the employees of UWF were separated into three groups, Faculty, Administrative & Professional (A&P) and University Support Personnel System (USPS). Effective July 1, 2004, with prior approval of this Board, the A&P and USPS employees (except for those covered by a bargaining unit) were combined into one work group called the University Work Force.

Currently, the University has one grievance rule for non-unit Faculty and A& P employees and another for USPS employees. The proposed action consists of the repeal of the Faculty/A&P non-unit grievance rule (6C6-2.012- “Grievance Procedure for Administrative and Professional Staff and Faculty Personnel Not Included in a Collective Bargaining Unit”) and adoption of a new grievance rule for University employees not covered by a bargaining unit (6C6-2.029- “Grievance Process for Employees Not Covered by a Bargaining Unit”).

The proposed rule makes the following changes:

- Extends deadline times to provide employees more time to file and to allow administrators more time to respond.
- Adds an intermediate step allowing for an additional internal review.
- Provides Arbitration as a Step 3 alternative where substantial interests are at stake.
- Offers employees who have not completed the Orientation Period, OPS employees, temporary and visiting employees an opportunity to resolve disputes through the Informal Dispute Resolution process.
- Explains rights and responsibilities of Grievant and University

- Eliminates grievances for non-reappointment, promotion, work assignment, layoff and recall.
- Limits the types of actions which can be grieved through Step 3 to suspensions, demotions, and disciplinary reduction in pay, terminations and actions affecting substantial interests.
- Restricts the ability to grieve oral reprimands and non-disciplinary matters not involving substantial interests to Step 1.
- Confines the ability to grieve performance evaluations to instances in which it is alleged that the evaluation is based on factors other than performance.
- Clarifies the actions which are not grievable, but does not further limit the number of actions which are grievable.
- Advises that allegations of illegal discrimination will be investigated by the Human Resources office.

Mrs. Hendrickson reminded all that they will receive a copy of new proposed policy/rule saying HR would like to have an outline, with deadlines and timelines making it easier. An internal review would be given before an employee goes to arbitration as well.

Motion by: Trustee Smith

Second by: Trustee Wentz

It passed unanimously.

### **Discussion item**

OWC Joint Classroom

This item was discussed at length during the Finance, Administration and Audit Committee meeting on August 20<sup>th</sup>. However, time ran out and it was not discussed by the full BOT. At the request of Trustee Eddie Phillips, we are offering further discussion.

President Cavanaugh reported that additional information concerning proposed classroom is Building priority # 3 was on OWC's ladder at \$5 million dollars.

Trustee Clark requested that UWF send notes of appreciation to all the universities who helped UWF get back on its feet. Dr. Debbie Ford said the wheels are in motion.

### **Other business**

Trustee Eddie Phillips asked to clarify what changes would be made to the Dorr House condition. He believed there was conflicting information given in this regard. President Cavanaugh explained that installing a working kitchen would be a bonus for the facility and the downtown area as it would enable events to be held in the facility. Chair Merrill added that fire codes and other issues would also be address appropriately and that an assessment would be made at the appropriate time after President Cavanaugh vacates the property. They would restore the kitchen to its original status if it was determined to be in the best interest.

Chair Merrill asked for a motion to adjourn at 5:00 p.m. since no further business was on the agenda.

Motion by: Trustee Morgan

Second by: Trustee Gilluly

No opposition.

As a reminder, Chair Merrill thanked everyone for tuning in and that the November 5<sup>th</sup> meeting will be in the UWF Conference Center with committees meeting at 8:30 and full board to convene at 10:00 a.m. and lunch following.

Respectfully submitted,  
Faye H. Bowers, Assistant Corporate Secretary  
UWF Board of Trustees  
11000 University Parkway  
Pensacola, FL