

## MINUTES

University of West Florida Board of Trustees Meeting

November 5, 2004

10:00 a.m.

UWF Conference Center

UWF Board Chair Collier Merrill called the meeting to order at 10:05a.m., announcing that Retired General Chuck Horner would not be in attendance due to a conflict in schedule. Chair Merrill requested Roll Call by Faye Bowers.

Trustees attending:

Honor Bell  
K.C. Clark  
Dr. Lornetta Epps  
Marny Gilluly  
Sharon Hess Herrick  
Collier Merrill  
JoAnn Morgan  
Eddie Phillips  
Steven Russell  
Roy Smith  
Dr. Pat Wentz

Others attending:

Dr. John Cavanaugh, President  
Dr. Sandra Flake, Provost  
Dr. Hal White, Executive Vice President  
Dr. Cornelius Wooten, Vice President for Administrative Affairs  
Dr. Debbie Ford, Vice President for Student Affairs  
Dr. Dean Van Galen, Vice President for Development  
Dr. Wes Little, Vice Provost  
Ms. Gina DeJulio, General Counsel  
Ms. Faye Bowers, Assistant Corporate Secretary/BOT  
Ms. Kim Spear, Assistant Corporate Secretary/BOT

### Chair's Greetings

Chair Merrill wished everyone a good morning and welcome to the University of West Florida Board of Trustees meeting. He said that in the future, all face to face meetings will be held in these rooms. Chair Merrill gave a special thank you to the University Commons Reservations Staff, Sodexo, ITS Crew and all others who made it possible for such comfortable settings.

**Approve minutes of October 19, 2004 BOT meeting.** (Grammatical corrections noted by Trustee Gilluly to Faye Bowers.)

Motion by: Trustee Bell

Second by: Trustee Morgan

It carried unanimously.

### Student Achievements

Dr. Debbie Ford, Vice President for Student Affairs, introduced Jake Boone who shared his experiences as a UWF student. Jake said he arrived at UWF in 2000 and stayed on to get a second major. He conveyed that getting involved on campus was the most important step he took at UWF, and it has been a truly rewarding experience. Jake will be one of the Student Coordinators for Orientation and is overwhelmed with the possibilities that UWF has offered him. Chair Merrill asked Jake where he was

from, with his response being he's a military brat. Chair Merrill thanked Jake for being at the BOT meeting and attending UWF.

### **Vice President's Report**

Dr. Debbie Ford, Vice President for Student Affairs reported that the Student Affairs division is under reorganization and she asked her staff to stand and be recognized for all of their hard work. Dr. Ford said that during a division-wide meeting, excellence was discussed, as well as the specific roles that Student Affairs plays on campus. Although there have been many accomplishments in prior years, Dr. Ford said that she hopes to get the right people on the bus and in the right seats by attracting top candidates as well as recognizing talent already in her division, with 12 promotions for opportunities of growth. She asked "Where are we going?" She said that the residential life/culture can enhance the living/learning experience at UWF and that housing has grown from 700 in 1998 to over 1300 today. Student Affairs' programs and services compliment what happens in the classroom.

In addition, Dr. Ford's division is preparing a Strategic Growth Plan for residential life and preparing to launch the Voyages – Leadership Development Program. In collaboration with Facilities and Academic Affairs, UWF will open the Health, Leisure and Exercise Sciences building in Spring 2005. In addition, a proactive health and wellness program is being created to educate students.

We will continue our award winning athletics programs and focus on further development of programs for students with disabilities and student transition. Dr. Ford called on Associate VP for Student Affairs, Dr. Jim Hurd, who related a story from summer freshman orientation with parents. Dr. Hurd, during lunch with parents received the following compliment: "Well, you all have put my heart at ease about leaving my baby with you." Dr. Hurd further said that this is the promise of UWF, and we are all a part of making this a reality. Dr. Ford followed with the story, capturing UWF's role in each student's life and noted that we will continue to deliver on that promise with excellence and learning opportunities for our students.

### **President's Report**

Dr. Cavanaugh welcomed everyone to the meeting and followed Dr. Debbie Ford's message, saying a collaboration of Student Affairs and Academic Affairs is indicative of the new level of cooperation of two incredible divisions at UWF.

President Cavanaugh reported that UWF is still working diligently to recover from Hurricane Ivan. Again, he thanked all employees for going above and beyond to get the university through the transition period. He highlighted WUWF by saying it recently held the most successful campaign in history, believing this is a result of our unique unending coverage during Ivan.

President Cavanaugh reported that the Capital Campaign is continuing, though UWF may slightly revise the schedule due to Hurricane Ivan. He and Dr. Dean Van Galen, VP for Development made trips to Atlanta and Tampa for focus group sessions which were very successful regarding the case statement.

Dr. Cavanaugh extended a special 'Thank You' to Trustee K.C. Clark and his wife, Lori for hosting an event the week prior in their home near Tampa. The evening enabled discussion for the upcoming campaign with UWF's leading volunteers and donors in the Tampa area. The President believes there are significant alumni bases outside our region just waiting to be tapped.

As a reminder to those trustees whose appointment terms end at the close of this calendar year, Dr. Cavanaugh said that should they choose to seek reappointment, they must apply to the Governor's Office, and that application packets are due on or before November 19 in the Governor's Office. UWF has been informed that the Governor will notify the University of the continuing and/or new members in early January 2005. Board members may take office in January 2005 but will not have voting privileges until their paperwork is ratified by the Secretary of the State, which takes approximately two weeks.

Also, Dr. Cavanaugh announced that Commencement will be held on December 11 in the Civic Center, and that Congressman Jeff Miller will be the keynote speaker.

## **Committee Reports**

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

Committee Chair K.C. Clark presented as a joint resolution for approval the **Certification of West Florida Historic Preservation, Inc.** and the **Charter for the Finance, Administration and Audit Committee**. Chair Clark especially thanked Ms. Betsy Bowers, Associate VP for Internal Auditing and Management Consultation and Dr. Cornelius Wooten, VP for Administrative Affairs for such a comprehensive charter.

Motion by: Committee Chair Clark

Second by: Trustee Gilluly

It passed unanimously.

### **Informational**

Committee Chair Clark, regarding the Hurricane Ivan Financial Recovery Report, expressed kudos to the folks maintaining documentation for reimbursement for damages. He reported that Dr. Wooten presented, at committee level, a preliminary cash flow and summary statement which will be fine tuned and shared with the Board in the future. Chair Clark also announced that Dr. Van Galen, VP for Development had received an abundance of American Flags from Woodmen of the World. He suggested we send a Thank You note for their willingness to step up to the plate in assisting UWF to meet legislative deadlines regarding the Kerry Baker Flag Act.

Lastly, Chair Clark said that in regard to deferring payments for Banner, that Bond Counsel has advised that it would not be appropriate. Ms. Betsy Bowers confirmed that the university did not defer any payments.

### **Academic & Student Affairs Committee**

Committee Chair Roy Smith presented for **approval** the **Action Plan for Developing Academic Learning Compacts (ALC)** and said the administration has talked about accountability to the Board of Governors and legislature. He further said that the BOG has requested each university BOT adopt an ALC, like the one reviewed at committed level today and seek implementation in the Fall of 2005 with steps taken to assess student achievement. This is not new but something which has been discussed regarding assessment of student outcomes. Chair Smith said we are seeking approval to proceed with this plan. In addition, Chair Smith reported that President Cavanaugh met with Governor Bush on 11/4/04 regarding ALC and that we will be hearing more on testing and student achievements to enable UWF to assess rather than having one standard that fits all.

Motion by: Committee Chair Smith

Second by: Trustee Clark

It passed unanimously.

### **Informational**

Committee Chair Smith said the SACS Substantive Change Review – MBA Program in Germany and more than half of the MBA programs are offsite, with a considerable number of faculty in Germany with students from both entities participating. We are anticipating a very favorable SACS review and formal approval shortly. This is a good way to indoctrinate our faculty and students, enabling expansion and more opportunities. Chair Smith, in regard to the New Degree Programs – First Year Follow-up, said we review after the first and third year. We reviewed three programs, including actual operation, costs, and student enrollment versus what we projected. Hospitality enrollment was below projections previously, but this year we have 50% more than projected. Chair Smith reported that Dr. Jerry Norris presented to the committee an SUS Strategic Planning Y-Axis Report which outlines goals indicative that our programs are consistent with the legislature and other universities. Lastly, Chair Smith said that Provost Flake outlined the key positions/roles in Academic Affairs and Dr. Debbie Ford outlined the Student Affairs structure.

## Other

**Approve the UWF state legislative issues** for Special Session 2004 and 2005 Regular Session as presented by Mrs. Janice Perkins Gilley, Director of UWF Governmental Relations with the following:

- **UWF Issues**
  - Florida Network of Public Archaeology Centers funding needed for implementation of statewide network based out of UWF under the direction of Dr. Judy Bense
  - Health, Leisure and Exercise Sciences facility, re-appropriation of funds not encumbered by 1/31/2005 deadline
  - Hurricane Ivan – recovery of \$3 to \$4 million not reimbursable
  - FIHMC – support separate appropriation while maintaining existing allocations to UWF
- **System-wide Issues**
  - Access (enrollment, targeted degrees, excess hours policies)
  - PECO (Courtelis Matching program)
  - Competitive and Educated Workforce (salaries, administered funds, graduate student support-health benefits and waivers, research and economic development)
  - University Funding Policies (technology fee, block and alternative tuition, funding formula, matching gift program – maintain \$100,000 gift level)
  - Governance (local authority over tuition and fees except for Florida resident undergraduates)

Then, President Cavanaugh said regarding SUPA issues that not much happened for higher education in the legislature and he highlighted areas of concern: fully funded enrollment growth for nursing and computer science engineering; policy of charging full out of state tuition is revised to 25% surcharge if student takes more than 110%, and SUPA is still debating if this is the right number for each university campus; PECO, continue matching programs and put dollars into capital outlay; the last Board of Governor's Meeting revealed no new programs in the next three years, and this will be the first time for all universities to have no new projects on any campus; health benefits for graduate students; funding for research and development projects (technology); alternative tuition, with the BOG requiring universities to have a policy regarding 9-12 credits; funding formula will be to our benefit, and SUPA and the BOG will work on local control except UCF, the most expensive university.

Motion by: Trustee Clark

Second by: Trustee Morgan

It passed unanimously.

## Election of Officers

Board Chair Collier Merrill said that he and Vice Chair Eddie Phillips were elected in August 2001 to serve in these respective positions. He is not seeking re-election, nor is Vice Chair Phillips, who is not seeking re-appointment to the BOT. Chair Merrill will remain on the Board and continue to be as supportive as previously.

Chair Merrill asked for nominations for **UWF BOT Chair**, at which time Trustee Roy Smith placed the name of **Trustee K.C. Clark**, saying he is an outstanding choice.

Nomination by: Trustee Smith

Second by: Trustee Epps

It passed unanimously.

Chair Merrill asked Trustee Clark if he would accept this nomination and he replied that he appreciated it and accepted.

Then, Chair Merrill asked for nominations for **UWF BOT Vice-Chair**, at which time Trustee Marny Gilluly placed the name of **Trustee Honor Bell**, saying he is and has been a true supporter of UWF and great leader in the community.

Nomination by: Trustee Gilluly

Second by: Trustee Clark

It passed unanimously.

Chair Merrill asked Trustee Bell if he would accept this nomination and he replied yes, gladly.

**Resolutions 2004-6 and 2004-7**

Chair Merrill called on President Cavanaugh for the presentation of **Resolution 2004-6 to Vice Chair Eddie E. Phillips** in recognition and profound appreciation for distinguished service on the BOT. Chair Merrill complimented Vice Chair Phillips for his dedication and loyalty to UWF. President Cavanaugh concurred with Chair Merrill's comments and said he echoed the board's sentiments. Dr. Cavanaugh further said to Vice Chair Phillips that it has been a pleasure working with him and that his contribution will be long-lasting at UWF. He said that Vice Chair Phillips has made a marked difference to UWF and we sincerely appreciate his service. Faye Bowers was called upon to read the resolution while President Cavanaugh presented Trustee Phillips with a token of appreciation. Trustee Phillips expressed his appreciation and continued support for UWF. (Adoption motion below)

RESOLUTION 2004-6

In Recognition and Profound Appreciation of Distinguished Service

Mr. Eddie Earl Phillips

WHEREAS, the Honorable Eddie E. Phillips has served as an inaugural member of the University of West Florida Board of Trustees since July 1, 2001, as Vice Chair, and

WHEREAS, Trustee Phillips loyally served for 20 years in the United States Air Force, and

WHEREAS, Trustee Phillips is a distinguished alumnus of the State University of New York and Golden State University, Los Angeles, California, and

WHEREAS, Trustee Phillips has used his position to encourage discussion and interest in the issues affecting students, staff and faculty at the University of West Florida, and


WHEREAS, Trustee Phillips served as President of Fort Walton Beach Chamber of Commerce, was committee chair of FWB Rotary Club and is a member of the Air Force Association, and

WHEREAS, Trustee Phillips continues to serve at the helm of Phillips Consulting in Shalimar, Florida, and is a devoted husband, friend and mentor, and

NOW, THEREFORE, BE IT RESOLVED, that the University of West Florida Board of Trustees at its regular meeting on the 5th day of November, 2004, does hereby recognize and commend Eddie E. Phillips for his contributions to the University of West Florida, and

BE IT FURTHER RESOLVED that this resolution be included in the minutes of this meeting, and a copy presented to Mr. Eddie E. Phillips as a token of the Board's appreciation and thanks.

  
Mr. J. Collier Merrill, Chair  
UWF Board of Trustees

  
Dr. John C. Cavanaugh, UWF President &  
Corporate Secretary UWF Board of Trustees

President Cavanaugh continued with the presentation of **Resolution 2004-7 to Board Chair J. Collier Merrill** in recognition and profound appreciation for distinguished service on the BOT. He said, Mr. Chairman, I would like to express my personal gratitude for your honorable service as chair of the UWF Board of Trustees. It has been a privilege and honor to work with you. President Cavanaugh said to Chair Merrill that his contributions will long be a hallmark for others to follow and that he has guided us through some challenging and rewarding times at UWF. We will always remember the legacy with fondness. Please accept this gift with our gratitude. Faye Bowers was called upon to read the resolution while President Cavanaugh presented Trustee Merrill with a token of appreciation.  
(Adoption motion below)

In Recognition and Profound Appreciation of Distinguished Service

Mr. J. Collier Merrill

WHEREAS, the Honorable J. Collier Merrill has served as an inaugural member appointed by the Governor of the State of Florida to the University of West Florida Board of Trustees since July 1, 2001, and

WHEREAS, the Honorable J. Collier Merrill was elected Board Chair and has served dutifully with distinction in that capacity, and

WHEREAS, Chair Merrill studied at the University of Alabama and was graduated from The University of West Florida in the Year of Our Lord Nineteen Hundred Eighty Four, and

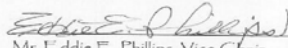
WHEREAS, Chair Merrill will continue to use his position on the UWF Board of Trustees to better the environment for the students, staff and UWF faculty, and

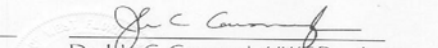
WHEREAS, Chair Merrill has completed his terms as Chairman of the UWF Board, and


WHEREAS, Chair Merrill will continue serving at the helm of J. C. Merrill Investments, Inc., and,

NOW, THEREFORE, BE IT RESOLVED, that the University of West Florida Board of Trustees at its regular meeting on the 5th day of November, 2004, does hereby recognize and commend Collier Merrill for his unending contributions to the University of West Florida as UWF Board Chair, and

BE IT FURTHER RESOLVED that this resolution be included in the minutes of this meeting, and a copy presented to Mr. J. Collier Merrill as a token of the Board's appreciation and sincere thanks.

  
Mr. Eddie E. Phillips, Vice Chair  
UWF Board of Trustees

  
Dr. John C. Cavanaugh, UWF President &  
Corporate Secretary UWF Board of Trustees



## Discussion

### BOT Development

President Cavanaugh addressed the board, saying as we continue implementation of the Board Development Plan, he would like to propose the following items to the board for consideration. First, he proposed reconstituting the Executive Committee to be the officers of the Board and chairs of the standing committees. Secondly, he suggested folding the proposed committee on trusteeship into the newly constituted Executive Committee. Third, he recommended dropping the proposed strategic planning committee and instead presenting quarterly strategic planning reports to the Board. He said that

he would like for every committee and every vice president to have responsibilities. If necessary, as a result of additional committee and Board responsibilities, the meetings could be lengthened. We could possibly extend the BOT meetings to continue after lunch in the afternoon. However, he said, all the appropriate changes would need to be made in the bylaws. President Cavanaugh proposed these changes now to ensure the BOT has time to discuss and consider approving and/or accepting them in January or February 2005. Chair Merrill said all questions will be addressed at the January 7, 2005 BOT Conference Call. Trustee Morgan asked for a new draft to be distributed to trustees. President Cavanaugh concluded by saying a draft will be sent to all trustees as soon as possible.

### **Announcements**

Commencement, December 11, 2004 at Pensacola Civic Center

Holiday Gathering, December 15, 2004 from 5-8 p.m. in University Commons

This is being done as a result of Hurricane Ivan, and it will bring the university community together casually.

BOT Conference Call, January 7, 2005 Alumni Room, B12

BOT Meeting at Ft. Walton Beach, February 25, 2005

UWF Day at Capitol, March 15, 2005 Tallahassee

AGB Conference on Trusteeship, April 2-5, 2005 in San Diego, CA

Collective Bargaining Unit will meet in closed session immediately following adjournment

Buffet lunch in the lounge

Approve Resolutions 2004-6 and 2004-7.

Motion by: Trustee Clark

Second by: Trustee Morgan

It passed unanimously.

Adjournment occurred at 11:20 a.m.

Respectfully submitted,

Faye H. Bowers