

**MINUTES**  
**UWF Board of Trustees**  
**Conference Call Meeting**  
January 7, 2005

Board Chair K.C. Clark called the meeting to order at 8:34 a.m. on Friday, January 7, 2005 in Building 12, Alumni Room. Chair Clark asked for Roll Call by Faye Bowers. Trustees attending:

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

Others attending:

Dr. John Cavanaugh, President  
Dr. Sandra Flake, Provost  
Dr. Hal White, Executive Vice President  
Dr. Wes Little, Vice Provost  
Dr. Cornelius Wooten, VP for Administrative Affairs  
Dr. Debbie Ford, VP for Student Affairs  
Dr. Dean Van Galen, VP for Development  
Ms. Gina DeJulio, General Counsel/Assistant Corporate Secretary/BOT  
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT  
Ms. Kimberly Spear, Chief of Staff/Assistant Corporate Secretary/BOT  
Ms. Julie Sheppard, General Counsel FIHMC (via conference call)  
Mrs. Carol Carlan, Board Chair FIHMC (via conference call)  
Mr. Jack Hansen, Associate Director FIHMC (via conference call)

**Chair's Greetings**

New UWF BOT Chair K.C. Clark welcomed everyone to the first meeting of 2005, including those attending via conference call. He thanked his predecessors, Collier Merrill and Eddie Phillips for their leadership over the past several years and said because we haven't heard from the governor on reappointment of trustees, there are still two vacant seats.

Due to Governor Bush participating in the trip to the tsunami stricken area, appointments are anticipated during the next two weeks. According to Florida Constitution Article II Section 5, current members may continue service until new members are appointed.

Chair Clark expressed his appreciation for everyone being at the meeting and for all preparations made. He has asked Kim Spear and Faye Bowers to see that a press release follows each meeting and for any important issues that the university might be facing.

Lastly, Chair Clark informed the BOT and guests that today is President Cavanaugh's birthday.

## President's Report

Dr. Cavanaugh welcomed new UWF BOT Chair Clark and thanked him for his leadership role, previously, in chairing the BOT Finance, Administration and Audit Committee. He, also, thanked outgoing chair Collier Merrill and out-going vice chair Eddie Phillips. President Cavanaugh thanked all returning BOT members. He brought the following items to the attention of the meeting.

- Commencement on December 11, 2004 was quite successful with approximately 1,000 graduates who were addressed by Congressman Jeff Miller who was quite impressive.
- Spring semester is under way and we have 9,092 students enrolled for a decrease of .03% from this time last year. These figures reflect the extraordinary efforts by Dr. Pete Metarko and his colleagues. The Counseling staff led by Dr. Jeff Pollard has worked endlessly, as well. He, also, commended all the deans and faculty.
- Typically, the loss of students after an event such as Hurricane Ivan is much higher, often on the order of 8 – 10%. The President said ‘I think we have an opportunity to show other institutions how to pull together following a major disaster as we have’.
- In terms of the Capital Campaign plans move forward with a feasibility study beginning in February through the consulting firm of Bentz, Whaley, and Flessner. Over the next two to three months, the campaign case statement will be personally shared with approximately 50 of UWF’s potential major supporters and key volunteers. As a result, we will have a clear picture of the level of support for campaign projects with a basis to establish a campaign goal and timeline. Vice President for Development Dean Van Galen and the President will be visiting Charlotte with Mark Oken, CFO for Bank of America to continue with cultivation.
- SACS, through the guidance of Carl Backman, Rosemary Hayes-Thomas, Scott Marzilli and Laura Hiltabrand, presented a well-received workshop in December on preparing the compliance report at the SACS meeting. Additionally, Carl, Rosemary and Laura presented a similar session attended by the chair of the site review team. UWF’s on-site review will be in March and we anticipate positive outcomes. UWF has the opportunity to be a national leader.
- The Banner project with Finance moves forward successfully and UWF is now processing its own payroll. Betsy Bowers, Mike Dieckmann and their staff members have made this possible. It really works as a result of our people. It isn’t easy but our staff has been successful.
- The DCU staff will visit UWF on January 21, 2005 to discuss Strategic Planning. Dr. Jerry Norris and the President are encouraging the Board of Governors to review numbers differently, believing there is a better way and national benchmarks may be established.
- Ultimately, the State of University Address will be delivered in February. It was delayed due to Hurricane Ivan. The President’s Office will confirm and release the date soon. The good news is “we’re not a secret anymore” as a result of everyone at UWF focusing on quality.
- The President read a letter from Louise Williams, widow of Dr. Grier Williams, in whose honor the UWF Music Wing was named.

**Student Accomplishments** announced by Vice President Debbie Ford follow:

### Art Department –

- **Michelle Fried**'s videos were shown in Atlanta (October 2004), Norfolk, VA (October 2004), and Wakefield, RI (June 2004). In Norfolk, her video, entitled *As I Am*, took the Lou Lowenthal Award of Excellence (2<sup>nd</sup> place) at the Jaffe Art Center. Fried's satirical "feminist" embroidery was also accepted for a nationally juried exhibition in Chicago.
- Four art students organized an exhibition of their work at the Belmont Art Center on DaDa Night, November 19, 2004, **Ryan Greer, Sunita Jaiprashad, Michelle Fried, and Tim Hicks**. Attendance was well over 300 people. A review of the exhibition appeared in the November 18 issue of *The Independent*.
- A feature article about three art students appeared on the cover of the Life Section of the *Pensacola News Journal* on Friday, September 3, 2004. Art students **Gary Batzloff, Ryan Greer and Michelle Fried** were selected for interviews because of their success in
- The paintings of three art students are currently on exhibition at Jefferson Davis Community College gallery in Brewton, AL. **Josh Thompson, Cale Linscott, and Sky Silcox** are represented by their recent work completed under Painting Professor, John Markowitz. The exhibition runs December 6, 2004 through January 8, 2005.
- **Ryan Greer**, Senior, is currently designing 3 to 4 outdoor sculptures for the grounds of the Japanese house and International Building. The work, constructed in bamboo, will acknowledge contemporary movements, and will be on display for seven weeks, beginning February 16, 2005.

### Biology Department –

- **Alexander Ren** and **Laksiri Karunaratne** co-authored a poster with Dr. Phil Darby that was presented at the 1<sup>st</sup> National Ecosystem Restoration Conference in Orlando, Florida in December 2004.
- **Allyson Bradley** was awarded a travel grant in November to present a poster at the AAAS meeting in Washington, DC, in February and participate in their Merck Scholars Program. Allyson has been working on our Merck/AAAS project characterizing ecotypes of *Dioscorea* species and working with Tara Sirvent's student in Chemistry to identify bioactive compounds.
- **Laksiri Karunaratne** had a manuscript accepted for publication in the journal *Waterbirds* with Dr. Phil Darby and Dr. Rob Bennetts (National Park Service) titled "Foraging Patch Selection by Snail Kites in Response to Prey Abundance and Vegetation Structure."
- **Ashley Taunton** and **Jessica Cerveney** were nominated for Who's Who Among Undergraduate Students.

### Nursing Department –

- During the last Family & Community Health Nursing class, the following students received American Red Cross Student Nurse Certificates and Red Cross Student Nurse Pins – **Ollie Benjamin, Joe Camacho, Amanda Carr, Anita Crockett, Stephanie Goetter, Jamie Gunter, Danielle Harper, Katherine Herman, Krista Holder, Christina Holloway, Beth Jones, Sandra Nguyen, Trish Schroeder, Kelly Stokes, and Leslie Street**.
- **15 students volunteered** with the American Red Cross during Hurricane Ivan. Assigned to Disaster Health Services, they provided services such as triage of clients waiting in lines, clinical assessments, vital signs, and client interviews.

### Criminal Justice Department –

- Criminal Justice students completed over 2,000 internship hours working with local, state, and federal criminal justice agencies from Pensacola to Chipola.  
**John Melvin**, Interdisciplinary Humanities BA, is the recipient of this year's CAS Faculty Merit Scholarship.  
**Ian Arnold**, Philosophy BA, organized and found funding for a trip with 3 other classmates to the Florida Philosophical Association's Annual Meeting in Jacksonville.  
**Brian Carlton** and **Seth Stanley** from the Department of Physics presented their paper – "Student Explorations Into Optics by Using Mathematica to Create Computer-Generated Holograms" on October 21, 2004 at the 2004 Wolfram Technology Conference in Champaign, Illinois.  
**Kristy Chun (Hye-Jiong Chun)** with Dr. June Wei wrote an article titled "Development Interface Feature-Based M-Ticket Framework For Air Travel Industry" which was presented at

the Information Systems Education Conference 2004 (ISECON 2004) in Newport, Rhode Island. The paper received the Distinguished Writing Award ISECON 2004.

**Volunteer UWF!** - Fall 2005 was another very successful semester for UWF student volunteers and service-learning courses! A total of 687 students completed 19,374 service hours with a wide range of local nonprofit organizations. We also had 21 different professors teach 27 different service-learning courses.

#### **Air Force ROTC Cadets Show Spirit of Community After Ivan**

After Hurricane Ivan, Linda Pogue, a member of our UWF family, returned to a home that was barely salvageable. Knowing that she would be asked to assist in the clean-up of the university, this grandmother didn't have the time to save her home from the mold that started creeping into the walls.

When Air Force ROTC instructor, Capt. Jacyn Dombrosky, and several of his cadets heard about Linda's situation, they immediately went into action. After several days of hard clean-up, Linda's home was ready for a thorough assessment by the insurance adjuster. According to Capt. Dombrosky, "What these young men and women did was very telling of their character and they have a true friend who will forever be grateful. That's what you want to see in them as officers."

**UWF Graduate** - One of the University's graduates, Vatana An, is completing his master's degree at The University of Central Florida (UCF) this term (he only has to defend his thesis) and plans to enter the UCF doctoral program in the fall of 2005 (Systems Engineering). Vatana, along with his family, came to America after fleeing Cambodia. He and his sister shared their story and flight from their homeland at one of the TRiO ceremonies. They came to America unable to speak English and with no possessions. This young man has already won national acclaim in a physics competition while he was an undergrad at UWF in electrical engineering. Vatana is now planning to publish his master's level thesis work. What a tremendous story of persistence and determination! Two of Vatana's other siblings also have ties with UWF. Borey An graduated from UWF last year. Rotha An is currently a student at UWF. All three siblings served as tutors with Student Success Programs.

#### **Vice Presidential Update**

Dr. Hal White, Executive Vice President reported that he works with all Vice Presidents but today he would report on the specific departments who report directly to the President's Office for which he has direct responsibility.

- Making Way for Excellence Cultural Transformation which was delayed due to Hurricane Ivan recovery efforts. However, there has been 94% participation rate and plans are to "kickoff" again in February '05.
- New Personnel System has had a very positive effect on employee morale and the winter break was well-needed following Ivan.
- Faculty Staff Equity increases has brought the lowest paid UWF employees to national pay standards along with the broadbanding system which has been successful in abolishing the class system.
- In Human Resources the PeopleAdmin Software has experienced 99, 083 hits on its website in its first year. Kudos to IT and HR staff for making it work. Currently there are 28 job vacancies listed online.
- University Planning – In November '04 despite Ivan, UPC under the direction of Jerry Norris is still on track with gathering updates from every level of our organization and preparing for three more Strategic Planning meetings in '05.
- IT Strategic Plan - ERP project mandated by state has been extremely successful due to employees multi-tasking and working in overload capacities. Great credit goes to Mike Dieckmann, Betsy Bowers and Dr. Wooten. Through ERP, the university is eliminating paper, experiencing anew web-portal and a data warehouse system. We will soon conduct a feasibility and cost analysis of

implementing new ERP modules that would be an asset to enrollment management.

- National Lambda Rail as of 3/31/05 will be operational without state funding. We are fortunate as Pensacola and Jacksonville are the only two sites in FL. UWF PNS Fiber Optic Infrastructure will bring major research dollars and is a key aspect of university funding and cost avoidance.
- 2008 has been set as a goal for the university to be a completely wireless campus. Although, there are issues as in student services without a Technology Fee implemented in Florida. UWF must secure funding to meet our needs.

**Approve Minutes for November 5, 2004 meeting.**

Motion by: Trustee Russell

Second by: Trustee Epps

It passed unanimously.

**Action Items**

1. Committee Appointments do not require motion or action, under powers and duties of Chair via the bylaws. The committee appointments for those members requiring reappointment by the Governor or Board of Governors will be tentative depending on the outcome of the Governor's appointments. Chair Clark has asked the following individuals to serve on committees.

**Finance, Administration & Audit Committee**

Sharon Hess Herrick, Chair

Dr. Lornetta T. Epps, Vice Chair

Marny Gilluly

2 vacancies for incoming members

**Academic & Student Affairs Committee**

Roy Smith, Chair

JoAnn Morgan, Vice Chair

Chuck Horner

Collier Merrill

Dr. Pat Wentz, Faculty/Senate President

Steven Russell, SGA President

**Executive Committee**

K. C. Clark, BOT chair

Honor Bell, BOT vice chair

Roy Smith, Academic & Student Affairs Committee chair

John Cavanaugh, President

Additional member to be named pending by-laws changes

\* BOT chair is ex-officio member to all committees.

As Chair, KC Clark said that with becoming the BOT chair, he will automatically serve on several boards and that he will probably appoint a designee in his place as to the UWF Research Foundation, Inc. Board mainly because he doesn't live in this area. He has appointed Dr. Hal White to be that designee. At the UWF BOT meeting on February 25, 2005, he will appoint a designee to FIHMC Board because he cannot appoint a UWF BOT

member as that creates a conflict with the Statutes of the State of Florida. He further stated “fellow trustees, I welcome your suggestions”.

2. Approve FIHMC negotiations and addenda

BOT Chair, KC Clark said that the Finance, Administration and Audit Committee who met with the FIHMC committee on January 6, 2005 felt comfortable with their decisions regarding the meeting and that he would not cover everything. He followed by saying that FIHMC Board Chair Carol Carlan, Eric Nickelsen, Ken Ford, their senior staff and our Finance, Administration and Audit Committee and staff met for 3 hours and 31 minutes. The meeting was very lively, productive and came up with a draft addendum. He repeated that it is a draft and that both UWF and FIHMC staffs are to be commended for their hard work to make this happen.

“We’ve come up with what we think is a pretty good draft” Clark said ‘and the Institute has been given a copy of the draft”. “I feel very comfortable in saying that we came away with a very clear understanding of how things are going to work. When these are done, I would like your approval to sign the agreement.” At this time, Chair Clark asked the BOT if anyone had questions regarding specific details.

UWF BOT Vice Chair Honor Bell asked if there were one or two high points. Chair Clark responded saying that he had met with Eric Nickelsen to exchange information previously and they had charged both of their staffs to get information on items where we disagreed which were: 1) Staff and 2) IP. Then they convened to both boards and staffs. On discretionary funding, we have a plan that phases discretionary funding of FIHMC out over the next three years. What we all hope is that the institute can go to Tallahassee and get millions each year and we won’t have to fund them.

Trustee Pat Wentz asked about the status of UWF faculty who will be working at FIHMC. President Cavanaugh said that individuals who have tenure...faculty of UWF would be paid through grant and research projects. If person wants to leave UWF and go to FIHMC they would give up tenure. The Agreement does not affect tenure.

Executive Vice President Hal White said both FIHMC and UWF will work through a cooperative spirit. Funding will be through a 3 year phase out and there are only 18 months left.

Trustee Marny Gilluly expressed appreciation and commended everyone who has spent such great time on this project. She continued saying that we all came out of meeting with a strong agreement and a shared goal.

Dr. Cavanaugh reiterated that this accomplishment is done through a great spirit of cooperation and a joint effort is in everyone’s best interest. The discussion and dialogue was very commendable said the President.

Chair Clark conveyed that we came away with a renewed sense of common goals and that we came out more as a team which will enable a very positive process in going forward. In all honesty, Clark said “We knew we were going to have to do this. Now it is done. I think everyone agrees about moving forward”.

Trustee Roy Smith asked for Chair Clark to expand on 3 year phase out and what remains in terms of funding.

Chair Clark said it is fairly complex, thru various appropriation bills over 14 years regarding \$800,000 rolled into the UWF base and local initiative money. Clark said you don’t always get funding directly. The funding for this fiscal year \$425,000 local initiative, \$50,000 Lukeion and \$406,000 discretionary money UWF chose to use for IHMC, part of which was faculty. If a professor decides to return to UWF from the Institute that would come to UWF by prorate. Next year \$406,000 reduced by costs for returning faculty with the

total divided by ½ and the following fiscal year \$0. Appropriations will continue with a dollar for dollar reduction as money is appropriated to FIHMC.

Trustee JoAnn Morgan said two things are approaching legislature and asked will the University strategy continue to include IHMC.

President Cavanaugh responded by saying that both agreed that the University should remain self-harmless. Cavanaugh said we have a clear unified voice that if someone should try to take money from the University's budget to give to FIHMC that status quo is preferred outcome.

Trustee Morgan asked could we (the BOT) have some comments from a representative from Institute on status report at the meeting.

Julie Sheppard, General Counsel for the Institute, commented for Carol Carlan, FIHMC Board Chair and said she was very pleased expressing thank you to KC Clark and Eric Nickelsen for their time saying "we still have a ways to go". Mrs. Carlan asked for the boards to continue to come together to share visions and that overall, she was very happy with the meeting yesterday.

Chair Clark echoed her comments saying there should be open communication with both boards, a continue shared vision and a willingness to addressing issues as they come up. He hopes to have more information at the February BOT meeting.

Dr. Hal White completed the discussion by saying that the university's team will go through minutes and tapes promptly. The motion was made to give Chair Clark the authority to sign the Addendum #1 to the Affiliation Agreement.

Motion by Trustee Epps  
Second by Trustee Hess Herrick  
It carried unanimously.

## **FOR DISCUSSION ONLY- NO ACTION**

### 1. Revised BOT Bylaws

President Cavanaugh said that potential changes to committee structure necessitate changes in bylaws. He asked the trustees to review and make proposed changes at the February 25, 2005 meeting. Chair Clark asked trustees who received a file last night with markups for comments. With no one responding, Chair Clark said he expected everyone to review before February. President Cavanaugh asked the trustees to forward their comments to Faye Bowers prior to the February meeting.

### 2. BOT Development Plan

President Cavanaugh asked the trustees to recall the November 5, 2004 UWF BOT meeting at which the Board Development Plan was proposed for implementation for more communication, VP communication, electronic meetings, more attendance, alignment of future meetings with other activities, implemented during the joint planning meeting, meeting with legislature in Tallahassee, BOT orientation program and at AGB annual meeting. He said what needs to be done is to finalize committee structure. With the small size of our board we want to expand the executive committee, officers, and the Government Affairs committee has been absorbed by the executive committee. We will continue, with a strong committee structure by separating the budget and finance committee to allow time to review budget. The Board Development Plan documents will be updated and provided in the February packet for final adoption at that meeting.

### 3. Planning for Workshop June 2005

One of the Board of Trustees Development Plan steps may be addressed by engaging Association of Governing Boards, who offers training opportunities for boards that are at various stages of development. As we move to our second BOT, it would be advantageous to bring in AGB to continue Board development. AGB can provide us with perspective of many years of experience both public and private. The training would be at the annual planning meeting and all topics would be absolutely beneficial. It would not be cost effective to take the entire BOT to San Diego but rather bring AGB here. Chair Clark recommends Dr. Cavanaugh's staff to contact AGB to see what they might do to serve us effectively. He asked if there were any objections and if not, the BOT would approve this move at the February meeting

#### Informational Items

1. Hurricane Ivan

Ms. Betsy Bowers, Associate VP, presented the IAMC status report as of 12/10 saying that her department continues to work with FEMA and we have not received any funds. No other Florida universities have received FEMA funds either. Ms. Bowers reported that the engineering and architectural staff has continued to work extensively with her staff.

Dr. Hal White asked about the difference in the report. Ms. Bowers said it is a reclassified revenue cost of \$768,000 which went to BOG showed as revenue lost. Trustee Roy Smith asked what was the outlook of being reimbursed.

Ms. Bowers said in working with colleagues that we asked for \$4.9M from the legislature with a probable amount from RISK as \$600,000 of \$5,000,000 and that FEMA will wait to hear what RISK pays before they pay.

Chair Clark commented that the BOT has a pretty significant job ahead of us in Tallahassee. With no more questions asked, Chair Clark thanked Betsy and her staff for their endless efforts on behalf of the university.

2. Cash Flow & Summary Statements by Dr. Cornelius Wooten, VP Administrative Affairs were updating the documents transmitted to trustees in December. He said the statements as of 12/2/04 provide an overview of where we are relative to our Cash Position. He further said that we are strong with an average of \$30,000,000 monthly but are anxiously awaiting funds from the state and FEMA. Dr. Wooten said he and his staff monitor Cash Flow Statements weekly and he will not get nervous until March or April.

According to E & G funding, the university is right on target for revenue collection. At the February meeting Dr. Wooten anticipates forwarding to the BOT, a balance sheet, and a new term Statement of Net Assets (which is intended to give an overall financial position of the University) and a snapshot position. The assets, liabilities and net assets as of 12/31/04 report will be given in February along with the Capital Operating Budget. Chair Clark thanked Dr. Wooten and said the BOT appreciates the improved reporting.

#### Other Business

New Trustee Orientation – President' Cavanaugh's Office will schedule orientation once the new trustees are appointed.

Chair Clark called on attendees of the 8/20/04 UWF BOT Executive Committee meeting for approval of said Committee's minutes with Collier Merrill asking if there were any corrections.

Motion by Trustee Smith  
Second by Trustee Gilluly  
They were approved unanimously.

In closing, Chair Clark said the UWF BOT staff will continue sending agendas and minutes electronically but will send CD's following meetings to reduce all documents to CD's rather than taking up space on hard drives.

Clark said the Pensacola News Journal gave a great article on the FIHMC and WUWF received a good write up as well. He said we can always be pleased with positive press. In addition, Clark noted that WFHPI Executive Director, John Daniels was honored through the media and that he is recovering from an illness. For those who do not live in Pensacola, one may access the New Journal via web. He then asked the Executive Committee to remain for a few moments.

Adjournment occurred at 9:45 a.m.